



Commercial Building Retro-Commissioning Rebate Program Application

The City Water, Light & Power Retro-Commissioning Rebate Program (RCx Program) helps building owners improve the efficiency of their building operations by offering incentives for professional retro-commissioning services. For buildings that qualify, CWLP will rebate up to \$0.30 per square foot of conditioned space for the qualifying Retro-Commissioning Study and Reports.

In addition, CWLP will provide a 50% rebate on the total costs over \$10,000, of all recommended electrical energy efficiency measures implemented by the Customer, up to a total CWLP outlay of \$50,000 per facility per year (limit 2 facilities per customer per year).

And, while CWLP has federal funds available, CWLP will provide an additional subsidy to the customer for any remaining Study costs above the \$0.30 per square foot and will subsidize up to \$10,000 for implementing the recommended electrical energy efficiency measures identified in the Investigation Report, that, as a bundle, have a two year or less payback. All rebates and subsidies combined not to exceed \$50,000.

Pre Application Checklist

Please confirm you meet the following minimum eligibility requirements before submitting an application to participate in the program (see Terms and Conditions for complete eligibility requirements):

- Are you a CWLP electrically metered non-governmental customers (unless contractually obligated) receiving electric service under Rate 40, 41, 42, 46 or 47?
- Is your building at least 50,000 square feet of conditioned space and over 10 years old?
- Does your building have Direct Digital Controls on a central HVAC system throughout?
- Are there no pending major renovation or large capital investments planned for the building?

If selected for participation in the program, can you accept the following responsibilities?

- Are you willing to commit to expending at least \$10,000 implementing recommended electrical energy efficiency measures identified in the Investigation Report, that, as a bundle, have a two year or less payback within 12 months of Implementation Plan submittal?
- Are you willing to provide access to the facility and adequate time of senior building operations staff (40-60 hours) to support the project?

Next Steps

If you answered yes to the above questions, you will need to benchmark your facility using ENERGY STAR® Portfolio Manager and complete this application and submit to CWLP for consideration. It is important that you answer the questions completely and accurately. If you need more space than available, please attach additional sheets.

In reviewing your application, CWLP will look for evidence that cost-effective retro-commissioning opportunities exist at your facility. CWLP's decision regarding selection of program applicants will be final. Buildings not meeting all the requirements above but with unusually high electrical use can be considered by CWLP for eligibility on a case-by-case basis.

Customer acceptance of application terms

By signing below, I certify that:

- The information contained in this application is accurate and complete to the best of my knowledge, and will provide additional information if requested;
- I have read Terms and Conditions and understood my obligations, including the commitment of at least \$10,000 to implement recommended electrical energy efficiency measures identified in the Investigation Phase Report, and agree to make a good faith effort to comply with all requirements if selected for participation in the program;

(Signature of individual with authority to bind applicant to these terms required)

Signature: _____

Name (printed): _____

Title: _____

Date: _____

Please send completed application and your ENERGY STAR® Portfolio Manager National Energy Performance Rating Report to:

City Water Light & Power/Energy Services
RCX Program
2nd Floor, 231 S. 6th Street
Springfield, IL 62701
Phone: (217) 789-2070 Ext. 584
Fax:(217)789-2210
E-mail: scott.hanauer@cwlp.com

Contact information

Facility name: _____
Facility owner name: _____
Facility address: _____
Project contact name: _____
Project contact title: _____
Project contact phone: _____
Project contact fax: _____
Project contact email: _____
Property manager: _____
Property management firm: _____
Facility engineer: _____
Facility engineering firm: _____
Program referred to you by: _____

Facility information

Facility type (mark one): Office Bank Hospital Grocery
 Retail Warehouse Education Lodging
 Medical Office Other _____

Year of construction: _____

Number of floors: _____

Total floor area (ft²): _____

Total conditioned area (ft²): _____

Percent currently occupied: _____

Facility account CWLP electric account number Ameren gas account number

Information:

Total energy use (kWh/yr): _____

Peak demand (kW): _____

Month of peak demand: _____

Total gas use (therms/yr): _____

Attach 2 year gas billing history for all associated accounts.

Facility general description

Outline the major facility space types, their scheduling, and typical occupant density (e.g. 10,000 ft² 24-hour computer center that is unoccupied).

Describe the major interior loads of the facility and identify any that dictate how the HVAC system is operated.

Space/Location	Type	# of Occupants	Scheduled Hours and Days of Occupancy

Briefly describe past energy efficiency projects or studies completed for the facility.

Describe any currently planned energy efficiency, renovation, or equipment replacement/upgrade projects for the facility.

Are there any scheduling issues that could affect the retro-commissioning work (e.g. major renovations or equipment replacements/upgrades)?

Please identify key individuals responsible for the operation of the facility and state how long they have held their current positions. Also indicate individuals that will act as a part of the owner's project team by entering the amount of discretionary time to assist in the retro-commissioning process.

Name	Position	Years in Position	Facility Responsibilities	Able to Assist w/RCx (hrs/wk)
Example: John Smith	Building Chief Engineer	15+	Operations & Maintenance	7
	Operations Manager			
	Safety Manager			
	Internal Controls Specialist			
	External Controls Contractor			
	Other			

Equipment control

Please indicate the level of access and capability the chief facility engineer, staff, and/or controls contractor have to interact with the facility's energy management control system (select one):

- _____ None
 _____ Some (e.g. able to adjust set points and schedules)
 _____ Full (e.g. able to modify control logic and trend facility data)

Identify the type and manufacturer of the facility's energy management control system (EMS). If the facility does not have an automated control system, please indicate.

Is the EMS capable of trending and storing data for numerous points simultaneously?

When is the EMS likely to be replaced or receive a major upgrade?

Please complete the following table to indicate how your building systems are controlled. (Place an X in the appropriate boxes below)

System	Full DDC	DDC Control (Electric to Pneumatic)	Pneumatic Control	None (Manual Control)	Others or Comments
Lighting					
Fans (Exhaust, etc.)					
Terminal Air Units (VAVs, etc.)					
AHUs, RTUs					
Chillers					
Boilers					
CHW Pumps					
HW Pumps					
Cooling Towers					

Summarize any peak load shedding strategies currently being used.

Is the EMS managed internally or through an external controls contractor?

If managed externally, please provide the following:

Company name: _____

Name (of the company specialist): _____

Phone number (of the company specialist): _____

Email address (of the company specialist): _____

Equipment details

Please complete the following table listing the facilities major HVAC and lighting system components. Add more rows as necessary.

Equipment	Type	Size	Age
Cooling equipment			
Chiller 1 (example)	Centrifugal	300 tons	15 years
Heat rejection equipment			
Cooling Tower 1 (example)	Open, cross flow, induced draft	350 tons	15 years
Air handling equipment			
AHU 1 (example)	VAV w/hot water reheat	25,000 CFM	5 years
Lighting systems			
Main office area (example)	32W T8s w/electronic ballasts	40% of occupied ft ²	4 years

Outline the current control strategies of the facility's HVAC and lighting systems.

Strategy	Description
Cooling Equipment	
What is the operating schedule of major cooling equipment?	
What is the chilled water supply temperature set point?	
What is the condenser water set point? Is it reset?	
Are there VFDs on the cooling tower fans?	
Describe the cooling equipment staging strategy.	
Describe the use of any air-side or water-side economizers.	
Air Handling Equipment	
Does the HVAC equipment have an automatic shutdown?	
Is the optimum start/stop strategy used?	
Is the air distribution system VAV or CV?	
Are the VAV boxes Fan Powered?	
What is the supply static pressure set point?	
For VAV systems, is a supply static pressure reset strategy used? If yes, please indicate the strategy(ies) used.	
Are VAV terminal units DDC controlled through a global controller?	
Do the VAV terminal units DDC controllers have capability to be scheduled?	
Does the facility use a zone temperature setback/setup strategy?	
What is the supply air temperature set point during the summer?	
Is the supply air temperature reset strategy used? If yes, please indicate the strategy(ies) used. If there is not enough room on the application please attach information to the application.	
What type of reheat does the air distribution system have, if any?	
What is the heating energy source (e.g. gas, electricity)?	
How is outdoor air intake controlled?	
What is the minimum outside air fraction setting?	
Is the system equipped with zone isolation devices for minimizing energy use in off-peak hours?	
Is there exhaust air heat recovery?	
Lighting System	
Describe the lighting system controls and current scheduling.	

Describe the age and availability of any as-built drawings and sequences of operation for the facility's HVAC system?

Summarize problems or opportunities for improvement that currently exist related to the HVAC and lighting systems.

Describe any opportunities for improved operation and maintenance procedures at the facility.

What is currently the most prominent issue related to operation of the HVAC and lighting systems, and how is it being managed?

What is the primary source of occupant complaints within the facility?

Retro-Commissioning Service Provider Information

Engineering Firm Name: _____

Engineering Firm Address: _____

Team leader Name: _____

Name of Company Employing
Team Leader (if different): _____

Team Leader Phone: _____

Team Leader Experience (years): _____

Team Leader Certification Organization: _____

Other Team Member Names: _____

HVAC Experience

List Company Name and Contact information for HVAC Projects completed within the last 5 years

Retro-Commissioning Experience

List Company Name and Contact information for RCX Projects completed within the last 5 years





CWLP COMMERCIAL BUILDING RETRO-COMMISSIONING REBATE PROGRAM - TERMS & CONDITIONS

1. ELIGIBILITY: CWLP will award cash incentives (rebates) to Eligible Customers that are owners of a Qualifying Building, subject to these Terms and Conditions.

a) "Qualifying Buildings" should meet the following requirements to be considered the best candidates for the Program:

- i) at least 10 years old;
- ii) at least 50,000 square feet (sf) of conditioned space;
- iii) have a functional building or system energy management system (EMS) with direct digital control (DDC);
- iv) score less than 50 on a recently completed Energy Star® Portfolio Manager National Energy Performance Rating (NEPR);
- v) there are no pending major renovation or large capital investments for the building.
- vi) buildings with a high electrical energy utilization index but not meeting all the requirements above, as determined by CWLP, may be considered by CWLP for eligibility.

b) "Eligible Customers" must meet the following requirements:

- i) are directly metered non-residential customers of CWLP who fall under Rate 40, 41, 42, 46, 47, or 48, with no accounts more than 30 days past due.
- ii) do not use public tax funds (either federal, state or local) as their primary source of support, other than K-12 schools, unless contractually obligated.
- iii) have senior building operations staff willing to commit adequate time (40-60 hours) to support the project.
- iv) are committed to implementing all recommended electrical energy efficiency measures identified in the Investigation Phase Report that, as a bundle, have a two year or less payback within 12 months of Implementation Plan submittal, up to an expenditure of \$10,000. This expenditure is in addition to any RCx study costs not covered by the CWLP rebate.

c) Program fiscal year is defined as March 1- February 28. Applications for budgeted incentive funds must be submitted in the same fiscal year. Customers that have been pre-approved for rebates in prior years cannot submit new applications for the same facility

until after April 1 of the current program fiscal year.

3. APPLICATION: A fully completed Application must be submitted along with an NEPR report. Any expenses incurred completing the Application and generating the NEPR report, including the optional use of a Retro-Commissioning Service Provider (SP), are the responsibility of the Customer.

4. RETRO-COMMISSIONING SERVICE PROVIDER SELECTION and QUALIFICATIONS: Customer is responsible for choosing a qualified SP. A qualified SP must be an Engineering Firm licensed in the State of Illinois, have at least one team member with at least 5 years experience in retro-commissioning and certification from a recognized retro-commissioning body (i.e. BCA, AEE, ASHRAE, UW Madison) and 5 years experience in HVAC mechanical and control systems or have a contractual relationship with sub-consultants that do.

5. MANDATORY DELIVERABLES AND MEETING REQUIREMENTS: To be eligible for any rebate, the following deliverables are required to be submitted to CWLP by the Customer. The required content for each deliverable is detailed in the RCx Program Manual. Schedule of mandatory deliverables and meetings will be detailed during the Kick-off Meeting and based on the project schedule agreed to by the Customer and SP and submitted to CWLP:

- a) Planning Phase Report
 - b) Investigation Phase Report
 - c) Implementation Plan
 - d) Verification (Final) Report
 - e) NEPR follow-up report completed 12 months after Verification Report.
- The following meetings, coordinated by the SP, are required with representatives of the Customer, Service Provider and CWLP attending:

- a) Project Kick-off Meeting
- b) Planning Phase Meeting
- c) Investigation Phase Meeting

6. INCENTIVE AMOUNTS AND LIMITATIONS:

a) "Study Rebate" - CWLP will pay up to \$0.30 per sf of conditioned space up to the total cost of the RCx study that meets all requirements in these Terms and Conditions.

b) "ECM Rebate" - In addition, CWLP will provide a 50% rebate on the total costs over \$10,000 (or the amount of the

two-year payback bundle, if less), of all recommended electrical energy efficiency measures identified in the Investigation Report, and implemented by the Customer as detailed in the Implementation Plan. This rebate excludes measures covered by other CWLP rebate programs. Internal customer labor costs are not eligible as expenses when calculating the ECM Installation Costs.

c) Federal EECBG Subsidy - CWLP has been awarded Federal funds to be used for the RCx Program. While these funds are available, the Customer portion of the RCx Study, costs above \$0.30 per sf, will be 100% subsidized by the EECBG funds. Also, an additional amount up to \$10,000 will be 100% subsidized for the required Customer costs of implementing the initial ECMs that, as a bundle, have a two year or less payback.

d) The maximum total incentive of 6(a), 6(b) and 6(c) combined is \$50,000 per facility. A facility is defined as a contiguous property for which a single customer is responsible for paying the CWLP electricity bill.

e) The maximum number of accepted applications per Customer is two per fiscal year.

7. SCHEDULE FOR REBATE PAYMENTS:

a) CWLP will begin processing the Study Rebate after qualifying Planning Phase Report, Investigation Phase Report, and Implementation Plan have all been submitted to CWLP by the Customer and upon receipt of copies of invoices from the Service Provider to the Customer for the scope of work for the RCx Study, including the submission of the Verification (Final) Report.

b) CWLP will begin processing any ECM Rebates after a qualifying Verification (Final) Report has been submitted by the customer to CWLP along with copies of all applicable invoices itemized for the purchase and installation of the ECMs listed in the Implementation Plan.

c) CWLP reserves the right to delay or deny payment if Customer has past due electric bills more than 30 days.

d) If there are no applicable ECM Rebates and Customer does not submit a qualifying Verification Report within 12 months of the Implementation Plan submittal, Customer will be billed for an amount equal to 10% of the Study



CWLP COMMERCIAL BUILDING RETRO-COMMISSIONING REBATE PROGRAM - TERMS & CONDITIONS

Rebate. This represents the value of the Verification Report to CWLP.

8. PROGRAM CHANGES/ CANCELLATION:

a) CWLP may change the program requirements, incentives, or Terms & Conditions at any time without notice, including suspending acceptance of applications or terminating the program. CWLP is not obligated to approve any submitted application that may result in CWLP exceeding its program budget.

b) In the event of program change, pre-approved applications will be processed to completion under the Terms & Conditions in effect at the time of the pre-approval by CWLP.

c) Submission of a completed application does not entitle the Customer to program participation.

d) Rebates under the CWLP program are offered on a first-come, first-served basis and are subject to project and Customer eligibility, and the availability of funds.

9. PUBLICITY OF CUSTOMER PARTICIPATION: CWLP may wish to publicize information relating to the Customer's participation in the program, including such data as: projected project energy savings, the incentive amount, and other information that does not compromise reasonable Customer expectations of confidentiality of proprietary or competitive information. In such instances, CWLP will obtain Customer permission to make such information public.

10. LIMITATION OF LIABILITY AND INDEMNIFICATION:

a) CWLP liability under this Rebate Application will be limited to the Rebate amounts specified in this Rebate Application. CWLP and any of its affiliates or contractors shall not be liable to the Customer for any special, indirect, consequential or incidental damages or for any damages in tort (including negligence) caused by any activities associated with this Rebate Application. By participating in this program, Customer agrees to waive any claims and fully releases CWLP from any damages, of any kind.

b) Customer hereby irrevocably and unconditionally waives any right such party may have to a trial by jury or to initiate or become a party to any class action claims in respect of any action, suit or proceeding directly or indirectly

arising out of or relating to this application or the transactions contemplated by this application.

c) The Customer shall protect, indemnify, and hold harmless CWLP from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney's fees and expenses) incurred by or assessed against CWLP arising out of or relating to the performance of this Rebate Application.

11. NO WARRANTIES:

a) CWLP or its consultants do not endorse, guarantee, or warrant any particular manufacturer or product, and it provides no warranties, expressed or implied, including any implied warranty of merchantability or implied warranty of fitness for any product or services. CWLP is not liable or responsible for any act or omission of any contractor (if any). The customer's reliance on warranties is limited to any warranties that may be provided by contractors, vendors, etc.

b) Neither CWLP nor its consultants are responsible for assuring that the design, engineering and construction of the facility or installation of equipment is proper or complies with any particular laws, codes, or industry standards. CWLP does not make any representations of any kind regarding the results to be achieved by measures or the adequacy or safety of such measures.

12. CUSTOMER MUST PAY ALL TAXES: Incentives received by the Customer under this Application may be taxable by the federal, state, and local government. The Customer is responsible for declaring and paying all such taxes

13. OWNERSHIP OF CAPACITY AND/OR ENVIRONMENTAL CREDITS:

a) Equipment purchased and installed in part through incentives provided by this program are the property of the Customer, subject to any limitations contained within these Terms and Conditions.

b) Notwithstanding the above, unless otherwise requested in writing by the Customer prior to installation of the equipment, CWLP holds sole rights to any electric system capacity credits and environmental credits that may be associated with the equipment for which

incentives were received, and CWLP can dispose of these credits in any manner authorized by law or regulation.

c) In no event shall activity associated with any energy or environmental credits noted in Section 13(b) result in interference with the Customer's sole discretion to operate the equipment as approved in his/her incentive award.

14. REMOVAL OF EQUIPMENT: The Customer agrees, as a condition of participation in the program, to remove and dispose of any equipment being replaced in accordance with all laws, rules, and regulations. The Customer agrees not to reinstall any of this equipment anywhere in CWLP service territory, or transfer it to any other party for installation in CWLP service territory.

15. MISCELLANEOUS:

a) The entire agreement between the Customer and CWLP is composed of an approved, signed Rebate Application, these Terms and Conditions and the current version of the RCx Program Manual and any Approval Letters from CWLP.

b) Paragraph headings are for the convenience of the parties only and are not to be construed as part of these Terms and Conditions.

c) The Customer acknowledges that the only individuals authorized to bind CWLP under the CWLP RCx Rebate Program are CWLP staff.

d) If any provision of the Terms and Conditions or RCx Program Manual is deemed invalid by any court or administrative body having jurisdiction, such ruling shall not invalidate any other provision, and the remaining Terms and Conditions shall remain in full force and effect in accordance with their terms.

e) If a dispute arises out of, or relates to this Application, or the breach thereof, the dispute will be settled through negotiation. Otherwise, resolution of disputes concerning these Terms and Conditions or RCx Program Manual, or any other requirement of this Application or condition of Rebate, will be governed in all respects by the laws, statutes, and regulations of the State of Illinois.

f) Customer shall not assign any rights it may have under this Rebate Application without the prior written consent of CWLP. Any assignment in violation hereof shall be deemed null and void.