

## 5 Easy Steps to receive your Ameren Illinois Utilities (AmerenCILCO, AmerenCIPS, AmerenIP) incentive:

### 1. Is your facility eligible?

- The healthcare facility must be 100,000 square feet or larger.
- The program participant must be an electric customer of Ameren Illinois Utilities under rates DS-2, DS-3, or DS-4
- Eligible customers will have a 10-digit Ameren Illinois Utilities electric account number and a Rider EDR surcharge on their Ameren Illinois bill.
- Customers who purchase their electricity from an Alternate Retail Electric Supplier (ARES) are eligible to participate in the program as long as Ameren Illinois Utilities is the distributor.
- You may apply for up to \$600,000 of incentive money per program year, per facility (see the Terms and Conditions).
- Building tenants are eligible for incentive money, as long as the building owner signs the Landlord Consent form.
- Facilities located in AmerenUE (Missouri) territory are eligible under the Energy Efficiency Program [www.Ameren.com/BIZEfficiency/](http://www.Ameren.com/BIZEfficiency/).
- Public buildings such as government, municipal, and public schools are not eligible under this program but should contact the Illinois Department of Commerce and Economic Opportunity (DCEO) ([www.illinoisenergy.org](http://www.illinoisenergy.org)) to apply through their program.
- See Table 4 for additional facility eligibility requirements

### 2. Is your project eligible?

- Incentives are intended to defray survey costs for the optimization of lighting, HVAC, and building energy management systems at existing healthcare facilities.
- Project completion date must be on or after June 1, 2010, and before June 1, 2011.
- Incentive applications must be received by January 31, 2011 to be considered for the program-year three incentives (June 1, 2010 – May 31, 2011).
- **Approval from Ameren Illinois Utilities is REQUIRED BEFORE the Retro-commissioning survey for this project may be initiated.** See the Terms and Conditions of this Application for details.

### 3. Complete and sign this Application.

- **Incomplete applications will delay review and payment.**
- Complete the Application Checklist (Appendix A) to ensure that all the required information is included in your application.
- Anyone may fill out the application, but the signature of the Ameren Illinois Utility customer is required on the bottom of page 6.

### 4. Submit Application for PRE-APPROVAL.

Pre-approval IS required before you begin a Retro-commissioning survey or implement no cost/low cost improvements to your healthcare facility. Send the following to Act On Energy® in order to receive a "pre-approved" incentive letter:

- Complete Tables 2, 3, 5, and 6 as described in Step 1 on page 3 of this application.
- Appendices A, B, and C, as described in the *Application Steps and Associated Forms* (Table 1) of this application.
- You will receive an e-mail confirming we received your application.

### 5. Submit documentation for project completion.

After you have completed your project, return the following to Act On Energy:

1. Verification Survey Checklist – Table 10 (provided by the RSP).
2. Verification Survey Form – Table 11 (provided by the RSP).

Upon receipt of completion documentation, Ameren Illinois Utilities staff may conduct a post-installation inspection for verification purposes.



**This Healthcare Retro-commissioning Program is designed to provide incentive funds to healthcare facilities that want to optimize the performance of their existing lighting, HVAC, and building energy management systems. The potential benefits of completing this program may include:**

- **Reduced maintenance and repair costs**
- **Longer equipment life**
- **A more comfortable and productive environment for staff and visitors**

**The cash incentives under this Ameren Illinois Utilities program are offered on a first-come, first-served basis and are subject to project and customer eligibility, as well as the availability of funds. Customers are advised to read the Terms and Conditions on page 7 and ask questions regarding eligibility before initiating a Retro-commissioning Survey and implementing system improvement measures.**

#### Mail/Fax Application to:

Ameren Illinois Utilities, Act On Energy® Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • [ActOnEnergyBusiness@Ameren.com](mailto:ActOnEnergyBusiness@Ameren.com) • [ActOnEnergy.com](http://ActOnEnergy.com)

## Commissioning Process Overview

Ameren Illinois Utilities' Act On Energy Program is committed to assisting its customers to achieve persistent electrical energy savings in their facilities through the retro-commissioning process. In order to meet this goal, a continuous commissioning philosophy and process will be employed by this program. An overview of this process includes:

- A preliminary site survey is conducted by the Retro-commissioning Service Provider (RSP) to develop a retro-commissioning survey proposal
- The retro-commissioning survey proposal identifies potential energy savings and recommends a preliminary set of energy-efficiency measures necessary to achieve those savings
- The survey proposal incorporates input from facility maintenance and operations staff, and the existing Energy Management Control System (EMCS) and equipment data
- The survey proposal recommends additional equipment monitoring, which may be necessary to support the retro-commissioning process
- The RSP works with facility maintenance and operations staff to establish performance baselines for the facility
- The RSP conducts a detailed retro-commissioning study that includes:
  - Diagnosis of operating and comfort problems
  - Identification of component failures and equipment performance degradation
  - Diagnosis of specific causes of system inefficiency
  - Recommendation and prioritization of specific maintenance measures, control changes, balancing changes, and equipment improvements
- The goal of the detailed retro-commissioning study is to identify specific changes necessary to operate the mechanical and lighting equipment to achieve optimum efficiency for the actual building use. This approach differs from the typical building commissioning approach, which focuses on achieving design conditions that may be oversized and may differ from the actual building use, which creates built-in inefficiencies for the facility.
- The RSP then implements the recommended energy savings measures. This process includes coordination with facility maintenance and operations staff and fine tuning of measures to meet staff expectations and to correspond to actual building use.
- The RSP documents the changes in operating procedures for the facility maintenance and operations staff
- The RSP documents the energy savings and comfort improvements in the facility
- The RSP ensures that the facility maintenance and operations staff are equipped to implement ongoing tracking of the facility energy and comfort performance so that persistent savings are achieved in the facility

**To learn more about retro-commissioning programs, we recommend these web sites:**

- ASHRAE American Society of Heating, Refrigerating and Air-Conditioning Engineers  
<http://www.ashrae.org/certification/page/2086>
- Building Commissioning Association: <http://www.bcxa.org/>
- California Commissioning Collaborative: (Existing Buildings Commissioning Guide is available under Resources for Building Owners) <http://www.cacx.org/>
- ENERGY STAR® Building Manual – Chapter 5 – Retro-commissioning:  
[http://www.energystar.gov/index.cfm?c=business.bus\\_upgrade\\_manual](http://www.energystar.gov/index.cfm?c=business.bus_upgrade_manual)
- Texas A&M Continuous Commissioning® Process: <http://esl.eslwin.tamu.edu/continuous-commissioning-.html>

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## Directions to Business Owners

This Healthcare Retro-commissioning Program is designed to provide incentive funds to healthcare businesses to offset the cost of a Retro-commissioning Survey of their Energy Management Control Systems and Lighting Control Systems. This survey is used to identify energy-saving measures associated with the optimization of these building control systems.

### Program Steps (see Table 1 for specific information and required documentation about each step of this program)

1. Submit the initial application
2. Receive pre-approval letter from Ameren Illinois Utilities to proceed with survey phase. The pre-approval letter establishes incentive level and minimum energy savings requirements.
3. Have a system survey conducted by an RSP\* (Retro-commissioning Service Provider)
4. Meeting between the customer, RSP, and Act On Energy program staff to discuss survey results and to determine how to proceed with implementation phase. Customer signs program commitment form.
5. Proceed with the implementation of projects that have a payback period of less than a year (required to be eligible for the incentive funds for the survey)
6. RSP conducts verification survey and submits final paperwork to Act On Energy to request payment of the incentive
7. Optional: Apply through the Act On Energy Custom Program for capital improvement projects identified by the survey. These projects must have a simple payback period between one and seven years

\*RSP – Retro-commissioning Service Provider. They must be listed in Appendix E to participate in this program. If you do not have an RSP, see Appendix E for a list of approved service providers. You may select one, or Act On Energy staff will work with you to match your project with an appropriate RSP

**TABLE 1. APPLICATION STEPS AND ASSOCIATED FORMS**

*In order to receive incentives under this program, applications must be accompanied by project documentation. The following is a summary of required documents for this program, and when they must be submitted.*

### Step 1 – Initial Application

If you already have an RSP (or you will be selecting one from Appendix E) then complete all the tables listed under Step 1 and submit them to Ameren Illinois Utilities' Act On Energy Business Program (the address is on the bottom of the page) to obtain pre-approval to proceed with your project (**pre-approval is required before any survey activity or measures implementation can be started**). If you do not have an RSP then complete Table 2, Table 3, and Appendices A, B, and C (if required) and submit to begin the application review process. Act On Energy program staff will work with you to match your project with an appropriate RSP.

Incentive applications must be received by January 31, 2011 to be considered for the program-year three incentives (June 1, 2010 – May 31, 2011).

*The tables required for this step are listed below.*

Table #	Name	Who fills it out
2	Customer and Project Information	Customer and/or RSP
3	Summary of Planned Measures	Customer and/or RSP but must be signed by the customer (complete the whole page)
5	Existing Conditions Summary	Customer and/or RSP
6	Survey Scope and Savings Estimate	RSP
Appendix A	Initial Application Checklist	Customer and/or RSP
Appendix B	Landlord Consent Form	Customer (Required if the Ameren Illinois Utilities customer is a tenant.)
Appendix C	Payment Release Authorization Form	Customer (optional) Required if someone other than the Ameren Illinois Utilities customer is to be paid the incentive money
Appendix E	List of approved RSPs (Retro-commissioning Service Providers)	(For reference, if you don't have an RSP)

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## Step 2 – Survey Pre-Approval

After Act On Energy staff have reviewed the application submitted in Step 1, you will receive an e-mail from the Act On Energy program to let you know that your project has been pre-approved, which serves as notice that your RSP may begin the survey work. This pre-approval letter will establish the incentive amount and the minimum savings requirements for the project based on the information provided in Step 1, including the pro-forma estimates made in Table 6. If we are unable to provide pre-approval for your project, Act On Energy staff will work with you to explore other incentive opportunities for your facility. Act on Energy staff may elect to conduct a project walkthrough and coordination meeting with you as a part of the pre-approval technical review process.

*Act on Energy will provide the pre-approval letter to the customer with a copy to the RSP under this step.*

## Step 3 – Survey Conducted

*The tables required for this step are listed below. The RSP provides a Retro-commissioning Plan to the customer and Act On Energy for review at the conclusion of this step.*

Table #	Name	Who fills it out
7	Healthcare Retro-Commissioning Survey Checklist	RSP
8	Implementation Plan Outline	RSP

## Step 4 – Meeting with RSP, customer, and Ameren Illinois Utilities staff

The customer, RSP, and Act On Energy will meet to determine what measures will be implemented to meet the minimum savings requirement and will identify any capital improvement measures that may qualify for the Custom Program. Act On Energy will provide a copy of the Program Commitment Form (Table 9) to the customer for their signature. The Program Commitment Form represents the customer's agreement to implement a set of measures that will meet the minimum energy-savings requirement. This meeting may be conducted on site or via a conference call, as necessary.

*The table required for this step is listed below.*

Table #	Name	Who fills it out
9	Program Commitment Form	Act On Energy completes the form, provides to the customer for signature
Appendix D	Large Incentive Request Form	Signed and completed by customer for incentive requests > \$25,000.

## Step 5 – Proceed with Energy-Efficiency Measures

*No documentation is required for this step. The customer has the flexibility to utilize the RSP, in-house resources, or another contractor for the implementation of the agreed to energy-savings measures described in the Program Commitment Form. When the implementation phase is complete, the customer notifies the RSP that a verification survey is needed.*

## Step 6 – RSP Conducts Verification Survey

Once the Verification Survey is completed, the Verification Survey Form will be submitted to the customer and to Act On Energy for review. Act On Energy will provide an approved for payment letter to the customer, and then cut the incentive check. Act On Energy reserves the right to conduct pre- and/or post-installation inspection of the project(s).

*The tables required for this step are listed below.*

Table #	Name	Who fills it out
10	Verification Survey Checklist	RSP AND customer (both must contribute)
11	Verification Survey Form	RSP

## Step 7 – Optional: Apply for Additional Incentives through the Custom Program

*No documentation is required for this step. The Retro-commissioning Implementation Plan may be used as supporting data for an Act On Energy custom application for a period of one year from the date of the pre-approval letter.*

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**PROJECT SUMMARY**

**TABLE 3. SUMMARY OF PLANNED MEASURES**

<b>Total Survey Cost</b>		\$ _____

- I have included the completed Initial Application Checklist (Appendix A) and have verified the information is correct.
- Enclosed is the Landlord Consent form (Appendix B) – required if the customer is a tenant.
- Enclosed is the Payment Release form (Appendix C) – required if the incentive check is not to be paid to the customer listed in Table 2.
- Enclosed is the Large Incentive Request Form (Appendix D) – required if the requested incentive is greater than \$25,000 (not required until Step 4 in the process, if applicable)

**Estimated survey completion date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Estimated implementation completion date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Estimated verification survey completion date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **(Must be before June 1, 2011)**

*By signing below, I acknowledge that I have read and approve of this Application, and I agree to be bound by all program **Terms and Conditions**, and certify that the information provided on this page is correct. Additionally, I certify that I have not and will not apply for an incentive for the measures on this Application from any other Ameren Illinois Utilities program. Information gathered as a result of the Retro-commissioning Survey may be used as supporting information for future capital improvement projects under the Custom Program for a period of one (1) year from the date of the survey completion. **Falsifying any of the information in this Application will void this cash incentive application and any future cash incentive applications.***

**Customer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(NOTE: Incentive applications must be received by January 31, 2011 to be considered for the program-year three incentives (June 1, 2010 – May 31, 2011).)

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# Cash Incentives – Retro-Commissioning: Healthcare Project Application (Program-Year Three: 2010-2011)

## TERMS AND CONDITIONS

**1. DEFINITIONS:** In addition to terms defined elsewhere herein, when any one of the following terms is used in these Terms and Conditions, wherein the first letter is written with a capital letter, then that term shall have the following definition. Words importing persons include corporation, and words importing only the singular include the plural and vice versa when the context requires.

a) **"AIU"** shall mean Ameren Illinois Utilities the party offering cash incentives toward the purchase and installation of Qualified EEMs through said company's Act on Energy program.

b) **"Application"** shall mean an Application for cash incentives under any for the following programs: Lighting, Motors, HVAC, Refrigeration, Grocery/Convenience, Lodging, Commercial Kitchen, Agriculture, Compressed Air or Healthcare Retro-commissioning, or Custom.

c) **"Competitive Large Project Incentive"** shall mean incentives applied for by submitting the Competitive Large Project Incentive Application. Those applications will go through a competitive bidding process to determine which projects will be awarded incentives.

d) **"Customer"** shall mean an Eligible Customer who has submitted an Application for incentive money using their account number. The Customer shall become a party to the Agreement upon acceptance of Customer's Application by AIU.

e) **"Custom Programs"** shall mean those projects associated with incentives not listed in the Standard Programs, including new construction projects.

f) **"EEM"** shall mean energy efficiency measures.

g) **"Eligible Customers"** shall mean non-residential electric and/or gas Customers of AIU (Central Illinois Light Company ("CILCO"), Central Illinois Public Service Company ("CIPS"), or Illinois Power Company ("IP")). Each program has different eligibility requirements for Delivery Service rates (DS# for electric, GDS# for gas) to be eligible for that program. Refer to the specific Application to determine if your business is eligible for that program. Customer organizations that are supported by federal, state or local tax funds are not Eligible Customers, but may qualify under programs operated by the Illinois Department of Commerce and Economic Opportunity (DCEO). AIU's incentive payments are awarded only to Eligible Customers for equipment that is owned by them and installed in AIU's service area at the location that corresponds with the AIU account number listed in the Application. All Eligible Customers are ultimately responsible for compliance with these Terms and Conditions.

h) **"Pre-approval"** shall mean written notification to Customer of a maximum pre-approved incentive amount through a Pre-approval Letter, which AIU issues after review of the Customer's Application.

i) **"Qualifying Energy Efficiency Measures (EEMs)"** shall mean either (i) Standard gas or electric EEMs (measures found on any of the Standard Programs Applications: *Lighting, Motors, HVAC, Refrigeration, Lodging, Agriculture, Grocery, and Commercial Kitchens*); or (ii) measures eligible under the Custom Program (*including new construction*) approved by Ameren Illinois Utilities; or (iii) measures found in the *retro-commissioning program*, as identified in official program materials found on the Act on Energy website. Technologies that purport to save energy through reduction of voltage, demand, or power conditioning are not Qualifying EEMs. EEMs that displace electrical energy use or natural gas to another fuel (i.e., fuel switching proposals) are not Qualifying EEMs. Other than geothermal projects, renewable energy projects (solar, wind power, etc.) are also not eligible for incentives under this program. Unless explicitly pre-approved, EEMs must be new and covered by warranties. The HVAC and refrigeration tune-up program eligibility requirements are specified in their respective Applications. Natural Gas (gas) incentives do not include propane or butane measures.

j) **"Standard Programs"** shall mean those projects associated with Standard gas or electric EEMs. Standard Programs include the following Applications: *Lighting, Motors, HVAC, Refrigeration, Grocery/Convenience, Lodging, Commercial Kitchen, and/or Agriculture*. See the Act on Energy website for Applications for these programs ([www.ActOnEnergy.com](http://www.ActOnEnergy.com)).

**2. ELIGIBILITY:** These terms and conditions shall apply to applications made through AIU's Act On Energy program for all pre-approved Applications and approved Incentive Payment

Requests by Eligible Customers toward the purchase and installation of Qualifying EEMs Energy-efficient equipment or services purchased, contracted for, or work performed prior to receiving Pre-approval by AIU as set forth herein are not eligible for incentive payments under the AIU's program. Standard Program Applications requesting incentive money less than \$5,000 are the EXCEPTION to this Pre-approval requirement – those Applications may be submitted after the project is complete. By not obtaining AIU Pre-approval the Customer assumes the risk that the new equipment may not be eligible, which would make the Application void, and any incentive payment unavailable to the Customer.

**3. THE AGREEMENT:** The agreement between the Customer and AIU ("Agreement") is composed of following documents

- Customer's signed Application, which has been approved by AIU, and/or a signed Incentive Payment Request
- these Terms and Conditions,
- and any Pre-Approval Letters from AIU (See Section 6), if any.

The Agreement shall become effective on the date AIU approves the Customer's Application.

### 4. OWNERSHIP OF CAPACITY AND/OR ENVIRONMENTAL CREDITS:

a) EEMs 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 EEMs, AIU holds sole rights to any system capacity credits and environmental credits that may be associated with EEMs for which incentives from AIU were received, and AIU 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 4(b) result in interference with the Customer's sole discretion to operate EEMs as approved in his/her incentive award.

### 5. PRE-INSTALLATION ANALYSIS, APPROVAL AND SURVEY:

a) For all Applications, AIU is not obligated to award any incentive payment unless Pre-approval is granted. A pre-installation survey of the Customer's facilities may also be required, unless this provision is waived by AIU. The foregoing requirement does not apply to Customers submitting an Application for incentive payment of up to \$5,000 on any of the Standard Program Applications. Further, "series" Applications will not be accepted for projects that have been broken into a series of smaller projects (multiple incentive Applications of less than \$5,000 for the same project) when the projects were completed at approximately the same time.

b) In addition to completing an Application and all required worksheets, the Customer is encouraged to provide any analyses of the energy and demand reduction potential of the proposed EEMs that have been conducted, as supporting documentation to their Application.

c) Applications for incentives under the Retro-commissioning Programs will be required to provide analysis prepared by an Act On Energy approved RSP (see [www.ActOnEnergy.com](http://www.ActOnEnergy.com)) for a listing of approved RSPs.

d) AIU reserves the right to review independently the Customer's Application and supporting analysis to verify the energy savings, demand reduction potential, and the project equipment and installation cost estimates. AIU also reserves the right to reject or modify any Customer estimates or calculations, based on its analysis.

e) AIU shall have complete discretion to approve or disapprove of any proposed EEMs. Further, AIU will only approve Applications for EEMs that AIU believes have reliable and cost-effective energy-savings potential in the proposed use and site.

**6. PRE-APPROVAL LETTER:** AIU will not pay incentives for any EEMs ordered prior to the date of the Pre-approval Letter, UNLESS, as stated in Section 5a) above, the requested incentive is less than \$5,000 on any Standard Program Application. Pre-approval reserves incentive funds for a period of 90 days from the date of the Pre-approval Letter. After 90 days AIU may revoke the Pre-approval Letter and associated incentive funds, if

in AIU's sole judgment, satisfactory project progress has not been made.

**7. POST-INSTALLATION VERIFICATION:** AIU is not obligated to make any incentive payment until it has performed a satisfactory post-installation verification. This provision may be waived at AIU's sole discretion. If Ameren AIU determines that any EEMs were not installed in a manner consistent with the approved Application, or if unapproved EEMs were installed, or if the installation was not consistent with generally accepted engineering practices, it may require Customer to make changes to remedy the discrepancies and AIU shall not be obligated to make any incentive payment until Customer comes into compliance. Further, AIU shall not be obligated to make any incentive payments until it verifies that the Customer has received, as appropriate, final drawings, operation and maintenance manuals, and operator training. If Qualifying EEMs cannot be located or are not installed in a manner consistent with the provisions of these Terms and Conditions, AIU shall be entitled to money damages equal to the total amount of incentive payments made plus interest. AIU may seek recovery of such damages in any court and shall receive payment for reasonable attorney's fees. For the retro-commissioning programs the RSP will conduct a verification survey and submit the appropriate verification forms to AIU for review and approval as part of the post-installation verification process.

**8. INDEPENDENT TESTING:** AIU reserves the right to deny Applications for projects using any EEMs or equipment that have not been favorably assessed or approved by recognized, independent public authorities, such as (but not limited to) the Underwriter's Laboratory (UL), Intertek ETL, or American Refrigeration Institute (ARI). Further, AIU may, at its sole discretion, require the Customer to undertake, at Customer's expense, testing of a proposed EEM that does not carry the Listing Mark by UL, or an equivalent, at an independent testing facility approved in advance by AIU, as a condition of AIU's approval of the Customer's Application.

### 9. INCENTIVE PAYMENT AMOUNTS:

a) Customers may receive up to \$600,000 of gas and/or electric incentive money per program year for a facility. Incentive requests up to \$200,000 will be paid at 100%. Incentive requests from \$200,000 to \$600,000 will be paid at 50%. The cumulative incentive requests within a program year will be used to determine the percentage of the incentive that will be paid. For the Custom Program Incentives, the individual EEM incentive payments will not exceed 50% nor be less than 10% of the incremental EEM cost. For new construction, incremental cost is the additional cost (labor and materials) to install higher energy efficiency equipment or design above a baseline that considers typical practice for existing buildings and code requirements. As used in this section, the term facility shall be defined as a contiguous structure or device for which a single Customer is responsible for paying a CILCO, CIPS, or IP electricity bill.

b) Customers applying for the Competitive Large Project Incentive may apply for up to \$1,000,000 of incentive money, which have a limit of a maximum of seven years for the payback period.

c) For the Retro-commissioning Programs the incentives will be used to defray the cost to the Customer of a Retro-commissioning Survey for a manufacturing/industrial or healthcare facility. In order to qualify for the survey incentive, the Customer must implement EEM's that meet the minimum energy savings requirement outlined in the Pre-approval Letter and have an aggregate payback of less than one year.

d) HVAC and refrigeration tune-ups (for both gas and electric equipment) are limited to incentives that are no more than 50% of the tune-up cost (excluding any replacement part costs).

e) AIU reserves the right to adjust and/or negotiate the incentive amount, based upon its independent assessment of appropriate savings or cost estimates.

f) Once an incentive Application is approved, AIU will pay no more than the approved incentive amount.

g) For the Custom Program, AIU will pay no more than the approved fraction (maximum of 50%) of the incremental cost to the Customer of purchasing the EEM, or the pre-approved incentive amount, whichever is less. AIU may, at its sole discretion, recognize incremental installation labor costs (for the Custom Incentive Program) that are unique to the proposed EEM to the extent that they are reasonable, verifiable, and actually incurred by the Customer. AIU shall have the right to lower the

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# Cash Incentives – Retro-Commissioning: Healthcare Project Application (Program Year Three: 2010-2011)

incentive payment amount if the quantity and/or cost of EEMs actually installed by the Customer differ from the amount for which Pre-approval was granted. If AIU discovers that the EEMs were not actually and properly installed or were subsequently disconnected within 36 months after installation, AIU shall be entitled to money damages equal to the total amount of incentive payments made plus interest. AIU may seek recovery of such damages in any court and shall receive payment for reasonable attorney's fees.

h) Standard Program Applications that have not requested Pre-approval shall have an incentive payment cap of \$5,000.

**10. EEM COSTS:** The Customer shall provide AIU with copies of all supplier and contractor invoices or other reasonable documentation that verify the costs of purchasing and installing the EEMs, including all materials, labor, and equipment discounts – as specified in each Application. Internal Customer labor costs are not eligible as expenses when calculating the payback period, as required for the Custom Program. Such invoices shall indicate a verifiable breakout of all EEMs purchased for installation under Customer's Application. AIU shall have the right at any time to contact Customer's suppliers or contractors and obtain from them copies of invoices showing the actual price paid by the Customer (including any discounts or incentives) for the EEMs.

## 11. SCHEDULE FOR INCENTIVE PAYMENTS:

a) AIU anticipates paying all approved incentive amounts within 60 days of project completion. The term "project completion" as used in this section shall mean (1) submission to AIU of all final paperwork, as specified in the Application; (2) completion of the approved EEMs; and (3) AIU acceptance of (1) and (2) above, all in accordance with the specifications and requirements contained in the Agreement.

b) AIU reserves the right to apply incentive payments to any of the Customer's unpaid or overdue accounts.

c) Standard Program Applications not requiring Pre-approval must be completed within 90 days from the purchase date of the equipment (as shown on the applicable invoices), and the Application must be submitted within 30 days of the completion date. The term "completion date" as used in Sections 11 and 12 shall mean the date when the EEM is installed and operational. Incentive payments will be awarded based on the invoice date of the purchased equipment if there is a change in incentives between the invoice date and the date the final paperwork is submitted. Non-pre-approved Application may still be eligible for incentive payments if it is received in the next program year (i.e., received in June for work completed in May) if it is received within 30 calendar days of the completion date.

## 12. MONITORING AND EVALUATION FOLLOW-UP VISITS:

AIU reserves the right to make follow-up visits to a Customer's facility during the 36 months following the completion date of the project at a time convenient to the Customer, and with at least one-week advance notice. The purpose of the visit(s) is to review the operation of the EEMs for program evaluation purposes, including monitoring their energy performance. The scope of review is limited to determining whether program conditions have been met. The Customer must allow access to the EEMs and related project documentation.

## 13. CHANGES IN/CANCELLATION OF THE PROGRAM:

a) AIU may change the program requirements, incentives, or these Terms & Conditions at any time without notice, including suspending acceptance of Applications, denial of Applications already received, or terminating the program.

b) In the event of program change, Applications, which have been granted Pre-approval will be processed to completion under the Terms & Conditions in effect at the time of Pre-approval by AIU.

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

d) Cash incentives under AIU's programs are offered on a first-come, first-served basis and are subject to project and Customer eligibility, and the availability of funds.

**14. PUBLICITY OF CUSTOMER PARTICIPATION:** AIU 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, AIU will obtain Customer permission to make such information public.

## 15. INSTALLATION SCHEDULE REQUIREMENTS:

a) Incentive funds for Standard Program Applications that are granted Pre-approval are reserved for 90 days (from the date specified in the Pre-approval Letter), and projects must be completed by the following May 31<sup>st</sup>. Failure to meet the May 31<sup>st</sup> deadline may result in denial of incentive funds for that project.

b) If the Customer has (1) not engaged in installation of the project, which was granted Pre-approval, and has (2) not applied to AIU for a project extension within 90 days from the date of AIU Pre-approval of the project, AIU may cancel the Customer's Application without cost or liability.

## 16. LIMITATION OF LIABILITY AND INDEMNIFICATION:

a) AIU'S TOTAL LIABILITY TO CUSTOMER UNDER THESE TERMS AND CONDITIONS, OR ANY OTHER REQUIREMENT OF CUSTOMER'S APPLICATION OR CONDITION OF INCENTIVE AWARD SHALL BE LIMITED TO PAYING THE INCENTIVE PAYMENTS SPECIFIED IN THE APPLICATION OR PRE-APPROVAL LETTERS. AIU, ITS PARENT, AFFILIATES AND SUBSIDIARIES, AND THEIR DIRECTORS, OFFICERS, EMPLOYEES, OR AGENTS SHALL NOT BE LIABLE TO THE CUSTOMER OR FOR ANY DAMAGES IN TORT (INCLUDING NEGLIGENCE) CAUSED BY ANY ACTIVITIES ASSOCIATED WITH THIS APPLICATION; LOSS OF PROFITS OR REVENUE; LOSS OF USE OF CUSTOMER'S PROPERTY, EQUIPMENT OR POWER SYSTEM; INCREASED COSTS OF ANY KIND, INCLUDING BUT NOT LIMITED TO CAPITAL COST, FUEL COST AND COST OF PURCHASED OR REPLACEMENT POWER; OR ANY SPECIAL, INDIRECT, CONSEQUENTIAL OR INCIDENTAL DAMAGES WHATSOEVER. *BY PARTICIPATING IN THE AMEREN ILLINOIS UTILITIES PROGRAM, CUSTOMER AGREES TO WAIVE ANY CLAIMS AND FULLY RELEASES AMEREN ILLINOIS UTILITIES FROM ANY DAMAGES, OF ANY KIND.*

b) THE CUSTOMER SHALL DEFEND, PROTECT, INDEMNIFY, AND HOLD HARMLESS AIU, ITS PARENT, AFFILIATE AND SUBSIDIARIES, AND THEIR REPRESENTATIVE DIRECTORS, OFFICERS, EMPLOYEES, AND AGENTS FROM AND AGAINST ALL LIABILITIES, LOSSES, CLAIMS, DAMAGES, JUDGMENTS, PENALTIES, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEY'S FEES AND EXPENSES) WITH RESPECT TO ALL DEMANDS, CLAIMS, SUITS, CAUSES OF ACTION, AND/OR JUDGMENTS FOR INJURIES, INCLUDING DEATH, TO ANY PERSON, OF THIRD PARTIES, AND FOR PROPERTY DAMAGE INCURRED BY OR ASSESSED AGAINST THE AIU ARISING OUT OF OR RELATING TO CUSTOMER'S APPLICATION.

c) Customer assumes all responsibility for meeting applicable codes and standards including, but not limited to: IES lighting levels, NEC standards, and fulfilling requirements for equipment used in wet/damp locations.

## 17. NO WARRANTIES:

a) AIU AND ITS PARENT, AFFILIATES, EMPLOYEES, AND AGENTS DO NOT MAKE ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND REGARDING THE RESULTS TO BE ACHIEVED BY THE EEMS OR THE ADEQUACY OR SAFETY OF SUCH MEASURES. AIU AND ITS PARENT, AFFILIATES, EMPLOYEES, AND AGENTS DO NOT ENDORSE, GUARANTEE, OR WARRANT ANY PARTICULAR MANUFACTURER, CONTRACTOR 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.

b) AIU IS NOT LIABLE OR RESPONSIBLE FOR ANY ACT OR OMISSION OF ANY THIRD PARTY CONTRACTOR, MANUFACTURER, SUPPLIER, OR VENDOR (IF ANY). THE CUSTOMER'S RELIANCE ON WARRANTIES IS LIMITED TO ANY WARRANTIES THAT MAY BE PROVIDED BY CONTRACTORS, MANUFACTURERS, SUPPLIERS, OR VENDORS.

c) NEITHER AIU NOR ITS PARENT, AFFILIATES, EMPLOYEES, OR AGENTS ARE RESPONSIBLE FOR ASSURING THAT THE DESIGN, ENGINEERING, AND CONSTRUCTION OF CUSTOMER'S FACILITY OR INSTALLATION OF THE EEMS IS PROPER OR COMPLIES WITH ANY PARTICULAR LAWS, REGULATIONS, CODES, OR INDUSTRY STANDARDS.

**18. CUSTOMER SHALL PAY ALL TAXES:** Incentive payments received by the Customer under this Agreement may be taxable by the federal, state, and local government. The Customer is responsible for declaring and paying all such taxes.

**19. CONTRACTOR/VENDOR SELECTION:** The Customer may select any contractor/vendor to perform the work contemplated. Completion of the Retro-commissioning Survey is limited to a list of pre-approved Retro-commissioning Service providers, unless written permission is granted by AIU to use outside services, prior to obtaining Pre-approval. However, AIU reserves the right to prohibit specific contractors/vendors from program participation, in its sole discretion. In the situation where multiple contractors/vendors are bidding on the same job, only one Application will be reviewed. In addition, if there is a change in contractor/vendor after approval has been granted, then an updated Application must be submitted to reflect possible changes in the incentive level, change in completion date, and to allow AIU to verify equipment eligibility.

**20. REMOVAL OF EQUIPMENT:** The Customer agrees, as a condition of participation in the program, to remove and dispose of any equipment being replaced by the EEMs in accordance with all applicable laws, rules, and regulations. The Customer further agrees not to reinstall any of replaced equipment anywhere in Illinois, or transfer it to any other party for installation in Illinois.

## 21. MISCELLANEOUS:

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

b) The Customer acknowledges that the only authorized representatives to bind AIU under this program are AIU employees and authorized agents of AIU.

c) Except as expressly provided herein, if either AIU or the Customer desires to modify these Terms and Conditions, the modification must be in writing and signed by an authorized representative of the party against which enforcement of the modification is sought.

d) If any provision of the Terms and Conditions 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 Customer's Application or the Agreement, or the breach thereof, and if the dispute cannot be settled through good faith negotiation between the parties within fourteen days of receipt of written notice of the dispute, then all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules. In all other cases, the arbitral tribunal shall be composed of one arbitrator. The seat of arbitration shall be St. Louis, Missouri. The arbitrator may not rule ex aequo et bono or as amiable compositeur. Any award shall be in writing, and shall specify the factual or legal basis for the award. In no event, shall the arbitral panel award damages in violation of Article 16 (above) or alter, amend or modify the terms and conditions of this Contract. The decision by the arbitrator shall be final and binding upon the parties, their successors, and assigns and the parties shall comply with such decision in good faith without delay. The parties also agree that a duly certified copy of the arbitral award shall be conclusive evidence thereof. Judgment upon the award may be entered in any court having jurisdiction. Resolution of disputes concerning these Terms and Conditions, or any other requirement of this Application or condition of incentive award, resolution will be governed in all respects by the laws, statutes, and regulations of the State of Illinois.

f) AMEREN ILLINOIS UTILITIES AND CUSTOMER HEREBY IRREVOCABLY AND UNCONDITIONALLY WAIVE ANY RIGHT EITHER 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.

g) Customer shall not assign any rights it may have under this Application or agreement without the prior written consent of AIU, except for the optional assignment of cash incentives as provided for in the Application. Any assignment in violation hereof shall be deemed null and void.

## Mail/Fax Application to:

Ameren Illinois Utilities, Act On Energy® Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • ActOnEnergyBusiness@Ameren.com • ActOnEnergy.com



**Table 4. FACILITY ELIGIBILITY AND PROGRAM REQUIREMENTS**

**Facility Eligibility Requirements**

(See page one for additional eligibility requirements for facilities)

- Minimum facility size of 100,000 square feet of air-conditioned space
- Healthcare facility (hospital, medical clinic, medical office building (outpatient services), or skilled nursing facility)
- Energy Management Control System (EMCS) in place to monitor and control the HVAC system
- Participating facilities must be at least five years old
- Participants must be willing to invest in the implementation of energy savings measures identified in the Retro-commissioning Survey. The minimum investment in implementation is \$10,000 for measures with an aggregate payback of 0-1 year.
- Selected participants are strongly encouraged to enroll one member of their facility maintenance and operations staff in the Level I Building Operators Certification Training within Program Year Three (June 1, 2010 – May 31, 2011)
- The facility owner will make available to the Retro-commissioning Service Provider (RSP) a competent facility representative who is knowledgeable in the building systems, equipment, and operation.
- The facility representative shall provide access to the building, the building Energy Management and Control System, and to relevant building documentation.
- Please include a summary indicating how your facility meets each of these eligibility requirements as part of the survey proposal for your project.

**Application Review Criteria**

- Ameren Illinois Utilities Act On Energy program staff will select facilities with the highest perceived opportunity for savings as participants in the program
- In addition to the review of the customer's incentive application, the program technical reviewer may elect to conduct an on-site interview to assess the building and systems condition and to explore retro-commissioning opportunities.
- Facilities that include a facility-wide lighting control system in addition to an EMCS for the HVAC system will be ranked higher in the participant selection process.
- Facilities with a high Energy Utilization Index (EUI) relative to other healthcare facilities will be ranked higher in the participant selection process. Please refer to the following link for additional information regarding EUI:  
[https://www.energystar.gov/ia/business/tools\\_resources/new\\_bldg\\_design/2003\\_CBECSPerformanceTargetsTable.pdf](https://www.energystar.gov/ia/business/tools_resources/new_bldg_design/2003_CBECSPerformanceTargetsTable.pdf)
- Facilities with a low ENERGY STAR<sup>®</sup> benchmark score will be ranked higher in the participant selection process. The ENERGY STAR benchmark score is established through the use of the ENERGY STAR Portfolio Manager tool.  
[https://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager](https://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager)
- Please provide the EUI and ENERGY STAR benchmark score along with any supporting information as part of the survey proposal for your project.

**Mail/Fax Application to:**

Ameren Illinois Utilities, Act On Energy<sup>®</sup> Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • [ActOnEnergyBusiness@Ameren.com](mailto:ActOnEnergyBusiness@Ameren.com) • [ActOnEnergy.com](http://ActOnEnergy.com)



**Table 4. FACILITY ELIGIBILITY AND PROGRAM REQUIREMENTS (cont.)**

**Additional Program Requirements**

**Persistent Savings and Program Participation**

Ameren Illinois Utilities is committed to supporting healthcare facility owners in its service territory to enable them to achieve persistent energy savings in their facilities. In addition, Ameren Illinois Utilities is committed to maximizing participation in the Act On Energy Program from the healthcare market segment. Strategies including Practical Energy Management (PEM<sup>®</sup>) Training, Program Orientation, Facility Walkthrough, and Building Operator Certification Training will be utilized to achieve this goal. These strategies are outlined below:

**PEM<sup>®</sup> Training**

All program applicants will receive a PEM<sup>®</sup> binder and CD, and an on-site training session to equip them to utilize this energy management tool. PEM<sup>®</sup> is a tool that has been used successfully to assist businesses in integrating continuous energy management into their business practices. PEM<sup>®</sup> modules include utility cost tracking, energy use tracking, energy efficiency measures best practices, and a project prioritization tool.

**Program Orientation**

All program applicants will receive an orientation session that is focused on the healthcare market segment and will provide them with a summary of the benefits available through the Act On Energy Standard Lighting, Standard HVAC, Standard Motors, Standard Refrigeration, Custom, and New Construction Programs.

**Facility Walkthrough**

In conjunction with the PEM<sup>®</sup> Training and Program Orientation, all program applicants will receive a facility walkthrough and an energy savings opportunities report that will help to identify facility-specific energy-efficiency measures that are eligible for Act On Energy program incentives.

**Building Operator Certification Training**

Program participants are strongly encourage to enroll one individual in a Level I Building Operator Certification (BOC) training course during Program Year Three (June 1, 2010 – May 31, 2011) and begin this training during that time period. Ameren Illinois Utilities collaborates with the Midwest Energy Efficiency Alliance (MEEA) to offer this training opportunity for its customers. By enabling and empowering their staff to more effectively maintain and manage healthcare facilities, program participants will achieve ongoing benefits via the persistent energy savings that can be achieved as a result of the BOC training process. Recent independent evaluations of the program have shown that certified building operators can save an average of 0.35 kWh/square foot/year and 0.74 Mbtu/square foot/year.

In order to maximize energy efficiency in buildings, MEEA administers the BOC training program, a competency based training and certification program for operations and maintenance staff working in institutional, commercial, and industrial buildings. BOC achieves measurable energy savings by training individuals who are directly responsible for day-to-day building operations.

BOC training covers topics related to whole building systems, energy conservation, HVAC systems and controls, efficient lighting, environmental health and safety regulations, indoor air quality, and facility electrical systems. Operators earn certification by attending technical training, completing exams, and performing energy-efficiency focused project assignments in their facilities. In addition to professional development and education, the certification provides a credential to enable employers to identify skilled operators who can implement energy-efficiency operational measures.

BOC training includes eight one-day sessions over a six month period. The cost of the training is \$1250.00. Upon successful completion of the training, participants will receive a \$450.00 rebate to help defray the cost of this training. Please go to [www.boccentral.org/illinois](http://www.boccentral.org/illinois) for additional information on BOC training in Illinois and upcoming Level I training dates and locations.

Program participants are also strongly encouraged to continue their training by enrolling in BOC Level II Training. This advanced training buildings on the concepts mastered in the Level I Training. Training cost is \$1250.00 with a rebate of \$450.00 provided upon successful completion.

Further questions on the BOC training program should be directed to Christina Pagnusat, Commercial Program Manager at [cpagnusat@mwalliance.org](mailto:cpagnusat@mwalliance.org) or 312-587-8390 x 222.

**Mail/Fax Application to:**

Ameren Illinois Utilities, Act On Energy<sup>®</sup> Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • [ActOnEnergyBusiness@Ameren.com](mailto:ActOnEnergyBusiness@Ameren.com) • [ActOnEnergy.com](http://ActOnEnergy.com)



# Cash Incentives – Retro-Commissioning: Healthcare Project Application (Program-Year Three: 2010-2011)



**Table 5. EXISTING CONDITIONS SUMMARY**

<b>The following documentation, which summarizes the existing conditions, must accompany this application.</b>	
Energy Management Control System (EMCS) Drawings	<input type="checkbox"/> Included
EMCS Sequence of Operations	<input type="checkbox"/> Included
Lighting Control System Drawings	<input type="checkbox"/> Included
Lighting Control System Sequence of Operations	<input type="checkbox"/> Included
HVAC Drawings (as applicable to project scope)	<input type="checkbox"/> Included
Lighting Drawings (as applicable to project scope)	<input type="checkbox"/> Included
Equipment Inventory (including ID Name/No., date installed, and capacity)	<input type="checkbox"/> Included

**Table 6. SURVEY SCOPE AND SAVINGS ESTIMATE**

Survey Scope Check all that apply		Pro-forma Estimates	
<input type="checkbox"/> Energy Management Control System <input type="checkbox"/> Lighting Control System <input type="checkbox"/> HVAC <input type="checkbox"/> Building Envelope <input type="checkbox"/> Pumping Systems <input type="checkbox"/> Other (please specify)	Energy savings measures (list of measures with 0-1 year payback)		
	Energy savings measures (list of measures with 1+ year payback)		
	Survey cost (\$) _____	Incentive range (50-80% of survey cost) (\$) _____	
A	Estimated Annual kWh Savings	(0-1 year payback measures only, for the entire system)	_____ (kWh)
B	Your Electric Rate	(money spent on electricity for a year) divided by (kWh used in a year)	_____ cents/kWh
C	Estimated Savings	A X B	\$ _____
D	Estimated Implementation Cost	(The 0-1 year payback measures only)	\$ _____
E	Simple payback	D ÷ C	_____ (years)

**Mail/Fax Application to:**

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 300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • ActOnEnergyBusiness@Ameren.com • ActOnEnergy.com



**Table 7. HEALTHCARE RETRO-COMMISSIONING SURVEY CHECKLIST**

This is a checklist of some potential energy savings opportunities for consideration in healthcare facilities. Please use this list as a starting point - do not limit your survey to just these check points.

- Systems that simultaneously heat and cool
- Inoperable economizers
- Pumps with throttled discharges
- HVAC equipment set points and run time schedules that do not correlate with actual building use
- Lighting control schedules that do not correlate with actual building use
- Improper building pressurization
- Short cycling of equipment
- Variable frequency drives that operate at unnecessarily high or constant speeds
- Occupancy sensors and photocells which are not calibrated or are not functioning as intended
- Office equipment with power management features disabled
- Air infiltration through windows, doors, walls, and roof
- HVAC systems which have not been recently tested, adjusted, and balanced
- Lack of cleaning of air side and water side heat transfer surfaces and filters
- Room thermostats, duct thermostats, humidistats, pressure and temperature sensors requiring calibration
- Inoperable or malfunctioning dampers and valve controls
- Chilled-water systems not utilizing chilled-water reset
- Chilled-water systems requiring chiller tube cleaning and improved water treatment

**Table 8. IMPLEMENTATION PLAN OUTLINE**

Customer Company Name

RSP Company Name

Project No. (from your pre-approval letter)

Note: This outline is intended as a general guideline for the implementation plan report and may be modified based on the scope of the Retro-commissioning Survey for each project.

- Executive Summary
- Facility Profile
- Summary of Facility Eligibility Requirements
- EUI and ENERGY STAR Benchmark Scores and Supporting Information
- Energy Management Control System Drawings and Sequence of Operations
- Lighting Control System Drawings and Sequence of Operations
- HVAC and Lighting Drawings (as applicable to project scope)
- Additional Equipment Monitoring Requirements
- Facility Performance Baselines
- Diagnosis of Operating and Comfort Problems
- Identification of Component Failures and Equipment Performance Degradation
- Recommendation and Prioritization of Specific Maintenance Measures, Control Changes, Balancing Changes, and Equipment Improvements
- Capital Improvement Measures Recommendations
- Documentation of recommended changes in operating procedures (post implementation)
- Documentation of energy savings and comfort improvements (post installation)
- Recommendations for ongoing tracking of the facility energy and comfort performance

**Mail/Fax Application to:**

Ameren Illinois Utilities, Act On Energy<sup>®</sup> Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

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# Cash Incentives – Retro-Commissioning: Healthcare Project Application (Program-Year Three: 2010-2011)

**Table 9. PROGRAM COMMITMENT FORM**

<b>Ameren Illinois Utilities Customer Name and Contact Information</b>			
Company	Mailing Address	Contact Person	E-mail Address
Company Phone	Company Fax	Contact Phone	Contact Cell
<b>Retro-Commissioning Service Provider (RSP) Name and Contact Information</b>			
Company	Mailing address	Contact Person	E-mail Address
Company Phone	Company Fax	Contact Phone	Contact Cell
<b>Retro-Commissioning Survey Recommendations</b>			
<p>The following survey recommendations will be implemented by the customer to meet the minimum requirements of the Act On Energy program:                      (Please briefly list the measures to be implemented here and attach a copy of the RSP's Retro-commissioning Implementation Plan (Table 8) describing these measures in detail).</p>			
<b>Savings and Incentive Information</b>			
A	RSP Survey Cost \$ _____ (from Table 6)		
B	Act On Energy Program Incentive \$ _____ ( ____ % of survey cost - found in the preapproval letter)		
C	Minimum Annual Savings Requirement: _____ kWh (found in the pre-approval letter)		
D	Planned savings of the 0-1 year measures to be implemented _____ kWh (to be determined)		
E	Installed Cost of Planned Measures \$ _____ (excludes survey cost; labor can be via RSP, other contractor, or in-house;) – (amount to be determined)		
F	Aggregate Payback of Implemented Measures (E ÷ D) _____ (must be less than 1 year)		
<b>Terms and Conditions</b>			
<ul style="list-style-type: none"> <li>• Minimum annual savings requirement must be met via the implementation of measures listed on this form on or before May 31, 2011, the program year deadline.</li> <li>• Failure to proceed with the implementation of the listed measures and/or failure to meet the program-year deadline will result in the forfeit of Act On Energy Program incentives.</li> <li>• Confirmation of measures implementation via the submittal of a verification report by the Retro-commissioning Service Provider is required.</li> </ul>			
<b>Owner Acknowledgement and Commitment</b>			
<p>I have reviewed the Retro-commissioning Implementation Plan Outline (Table 8) with the Retro-commissioning Service Provider and with an Act On Energy program representative. I am prepared to implement the energy savings measures in order to meet the minimum annual energy savings requirements and the program year deadline as described in this application.</p>			
Customer Signature: _____		Title: _____	
Printed Name: _____		Date: _____	

**Mail/Fax Application to:**

Ameren Illinois Utilities, Act On Energy® Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • ActOnEnergyBusiness@Ameren.com • ActOnEnergy.com



**Table 10. VERIFICATION SURVEY CHECKLIST**

Customer Company Name	
RSP Company Name	
Project No. (from your pre-approval letter)	
<ul style="list-style-type: none"> <li>The verification survey is necessary due to the fact that the RSP, the customer, or the customer’s contractor may have implemented the energy-efficiency measures under this program.</li> <li>The intent of the verification survey is to conduct a spot check of the energy-efficiency measures agreed to in the program commitment form to verify that those measures have been implemented.</li> </ul>	
Customer Initials and Date ____ / ____ / ____	The customer shall notify the RSP and Act On Energy that the implementation phase has been completed and that the verification survey can be conducted.
RSP Initials and Date ____ / ____ / ____	The RSP shall schedule and conduct the verification survey.
RSP Initials and Date ____ / ____ / ____	At the conclusion of the verification survey, the RSP shall submit the verification form to Act On Energy with a copy to the customer. This form will represent the approval for payment documentation for the project.

**Table 11. VERIFICATION SURVEY FORM**

Customer Company Name	
RSP Company Name	
Project No. (from your pre-approval letter)	
Description of Measure:	Description of Survey Approach:
Discrepancies Noted: Y/N and comments	Satisfactory Implementation: Y/N and comments
Initials:	Date:

For use by the Retro-commissioning Service Provider as a template of data to collect, when completing the verification survey.

**Mail/Fax Application to:**

Ameren Illinois Utilities, Act On Energy<sup>®</sup> Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • ActOnEnergyBusiness@Ameren.com • ActOnEnergy.com



**APPENDIX A – INITIAL APPLICATION CHECKLIST (Retro-Commissioning: Healthcare)**

Send completed copy with application

Critical information that is required for your incentive application includes:

- Completed Tables 2, 3, 5, and 6 (If you don't have an RSP, complete Tables 2 and 3, and Appendices A, B, and C (if required) to begin the process).
- Estimated project completion date and Customer signature in the Summary of Planned Measures (Table 3)

Frequently omitted information includes:

- Landlord Consent Form (Appendix B) if you are a tenant

Optional

- Payment Release Authorization Form (Appendix C), if the incentive check is to be paid to someone other than the Ameren Illinois Utilities' customer

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**Mail/Fax Application to:**

Ameren Illinois Utilities, Act On Energy® Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • ActOnEnergyBusiness@Ameren.com • ActOnEnergy.com



**APPENDIX B – LANDLORD CONSENT FORM**

**INSTRUCTIONS FOR LANDLORD CONSENT FORM**

- 1) If you are a tenant, your landlord must sign this form.
- 2) Fill out all fields on this form.
- 3) Mail or fax this form, along with your application for an Act On Energy incentive, to the address or fax number listed below.

**AMEREN ILLINOIS UTILITIES CUSTOMER INFORMATION**

Company Name:

Mailing Address:

City:	State:	Zip Code:
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Contact Name/Title:

E-mail Address:	Telephone:	Fax:
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**Physical Installation Address (Required):**

City:	State: <b>IL</b>	Zip Code:
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**LANDLORD INFORMATION**

**Landlord Consent:** I (please print) \_\_\_\_\_

as the owner (or owner's authorized agent) of the property where the energy efficiency measures specified on the attached application are to be installed and/or modified, consent to the permanent installation of these measures and agree that they will remain in place for their useful life.

**Landlord Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail/Fax Application to:**

Ameren Illinois Utilities, Act On Energy<sup>®</sup> Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • ActOnEnergyBusiness@Ameren.com • ActOnEnergy.com



**APPENDIX C – PAYMENT RELEASE AUTHORIZATION FORM (OPTIONAL)**

Complete this appendix **ONLY** if incentive payment is to be paid to an entity other than the Ameren Illinois Utilities customer of record (listed in Table 2).

I am authorizing the payment of the incentive to the third party named below and I understand that I will not be receiving the incentive payment from Ameren Illinois Utilities. I also understand that my release of the payment to a third party does not exempt me from the program requirements outlined in the Terms and Conditions.

**Authorized By:**

Company Name <i>(Ameren Illinois Utilities Customer)</i>	Date
Customer Signature	Print Name

**CHECK SHOULD BE MADE PAYABLE TO:**

Payee (Company/Individual Name):

Mailing Address:	City:	State:	Zip Code:
Contact Person	Email Address:		
Telephone:	Fax:		
Tax ID (SSN/FEIN):	Tax Status:		
	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Exempt		

**Mail/Fax Application to:**

Ameren Illinois Utilities, Act On Energy® Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

Questions: call toll-free: 866-800-0747 • ActOnEnergyBusiness@Ameren.com • ActOnEnergy.com



# Cash Incentives – Retro-Commissioning: Healthcare Project Application (Program-Year Three: 2010-2011)



## APPENDIX D – LARGE INCENTIVE REQUEST FORM (Healthcare – Retro-Commissioning Program)

**Required for all incentive requests greater than \$25,000**

Act On Energy works with eligible Ameren Illinois Utilities' business customers to install and/or modify cost-effective energy-efficiency projects. The program intent is to subsidize the up-front costs of energy-efficiency projects that would not have been completed without Ameren Illinois Utilities' assistance.

Please take a moment to document how the requested financial incentive from Act On Energy is critical to the success of your project. Completion of this form does not guarantee the award of an incentive. Mail or fax along with the incentive application to the address on the bottom of the page.

### Customer Information

Company Name:	Contact:
Project Address:	Phone:

### Applicable Retro-Commissioning Service Provider (RSP)

RSP Company:	Contact:
--------------	----------

### Project Description

Brief Description of Project:
Survey Incentive (\$):

### Financial Incentive Impact Questionnaire:

Act On Energy understands that energy savings is just one of many potential benefits of a project. Please rate the following benefits as they pertain to the project described above.

(0 = not an expected benefit of this project, 5 = major benefit of this project)

- |  |             |
|--|-------------|
| 1. Energy Cost Savings                           | 0 1 2 3 4 5 |
| 2. Energy Management Control System Optimization | 0 1 2 3 4 5 |
| 3. Lighting Control System Optimization          | 0 1 2 3 4 5 |
| 4. Identification of future projects             | 0 1 2 3 4 5 |
| 5. Other _____                                   | 0 1 2 3 4 5 |

The intent of the Act On Energy financial incentive program is to subsidize the up-front costs of energy efficiency projects that would not have been completed without Ameren Illinois Utilities' assistance. **Please complete the following statement, and sign below:**

*The project described above would not be completed without the requested Act On Energy incentive money because:*

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Date**

(This form must be completed and signed by the customer, not the Retro-commissioning Service Provider)

#### Mail/Fax Application to:

Ameren Illinois Utilities, Act On Energy® Business Program,  
300 Liberty Street, Peoria, IL 61602 • Fax: 309-677-7950

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**APPENDIX E. APPROVED HEALTHCARE RETRO-COMMISSIONING SERVICE PROVIDERS (RSP)**

**Energy Solutions, Inc.**

Contact: <b>Michael Levinson</b>	Phone: <b>314-644-2629</b>	Fax: <b>314-644-0691</b>	E-mail Address: <b>michaell@energysolutions-stl.com</b>
Address: <b>7584 Olive, Ste 208, St Louis, MO 63130</b>		Company Web Site: <b>www.energysolutions-stl.com</b>	

Energy Solutions' retro-commissioning services are based on 35 years of experience designing new and retrofitted high performance, energy efficient building systems for institutional clients. Our approach begins with the clear definition of the owner's building performance criteria. Throughout the retro-commissioning process, the Energy Solutions team is committed to verifying that the building's energy consuming systems meet those requirements in the most energy efficient manner possible. Additionally, we identify any measures that will improve performance, increase system efficiency, and reduce life cycle costs. Let our team of experienced engineers help you capture all the low- no-cost opportunities for energy savings and improved performance.

**ENTEC Services, Inc.**

Contact: <b>Bob Furgeson</b>	Phone: <b>309-697-2122</b>	Fax: <b>309-697-8119</b>	E-mail Address: <b>bfurgeson@entecservicesinc.com</b>
Address: <b>4300 ENTEC Drive, Bartonville, IL 61607</b>		Company Web Site: <b>www.entecservicesinc.com</b>	

**ENTEC Services, Inc./P1 Group RetroCommissioning (RxCx) Services**

Our retrocommissioning team has a **systematic hands-on process** to return a building or system to meet current utilization and design standards. A **baseline** of space utilization, system performance, and **bench marking** is established, recommendations and modifications are made to meet the owners project requirements, which is one of the first steps taken. Throughout the process, we are engaged with the owner and owner's project representatives to ensure they are aware and understand the process every step of the way. Our approach to any RxCx project is based on a process delivered via three (3) phases. We divide our scope into two categories, Discovery Phase and the Corrective Action / Final Implementation Phases.

During the Discovery Phase, we will develop a RCx Plan for the project, review documents, systems, identify space utilization, conduct interviews and deliver our findings in a report. The Corrective Action phase involves taking information gathered during the Discovery Phase and refining that information into a plan of action, which often results in further iterations of redefining owner's requirements defined in the Discovery Phase. Corrective Action Phase includes prioritizing deficiencies, reviewing recommended facility changes, developing engineered solutions and determining costs, budgets and ROIs. Finally, our Implementation Phase includes providing engineering documents, categorizing approved projects, finalizing capital cost budgets, construction schedules, testing and balancing and project closeout documents.

**Farnsworth Group, Inc**

Contact: <b>Tim Kiefer, PE</b>	Phone: <b>309-663-8436</b>	Fax: <b>309-663-8862</b>	E-mail Address: <b>tkiefer@f-w.com</b>
Address: <b>200W College Ave, Suite 301, Normal, IL 61761</b>		Company Web Site: <b>www.f-w.com</b> <b>www.greennavigation.com (green services)</b>	

Efficient building operation doesn't happen by accident. It is the result of a clear vision and practical operation combined with functional systems and infrastructure that meet the needs of your facility. Achieving facility operations that meet your vision and needs is what Farnsworth Group's retro-commissioning process is all about. We feel strongly that proper infrastructure operation and energy efficiency are core aspects of the successful operation of any facility and can help an organization be more cost-effective in a competitive business environment. Farnsworth Group has the experience and expertise to help healthcare facilities reduce energy consumption while maintaining required healthcare standards, patient comfort and care.

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# Cash Incentives – Retro-Commissioning: Healthcare Project Application (Program-Year Three: 2010-2011)



## Grumman/Butkus Associates

Contact: <b>Chad Luning</b>	Phone: <b>847-316-9248</b>	Fax: <b>847-328-4550</b>	E-mail Address: <b>tcl@grummanbutkus.com</b>
Address: <b>820 David Street, Ste 300, Evanston, IL 60201</b>		Company Web Site: <b>www.grummanbutkus.com</b>	

G/BA's commissioning team is comprised of degreed and licensed engineers who have a minimum of 10 years experience in design, commissioning, operations and construction. G/BA has been providing energy consulting services to healthcare facilities in Illinois for the last 35 years. We bring this wealth of experience to the benefit of each client and project. Our services result in quick paybacks through reduced energy and operational costs, as well as reduced greenhouse gas emissions and improved building comfort. Results are documented and reported through detailed engineering calculations to provide simple payback and life cycle cost benefit results. Through our hands on approach and real-world experience, we find low cost, easy to implement solutions that provide clients bottom line results.

## Heideman Associates, Inc (A Zak Company)

Contact: <b>Richard McMichael, P.E.</b>	Phone: <b>315-822-2217</b>	Fax: <b>314-822-5242</b>	E-mail Address: <b>rilmcmichael@zakcompanies.com</b>
Address: <b>13545 Barrett Parkway Drive, Ste 200, St Louis, MO 63021</b>		Company Web Site: <b>www.zakcompanies.com</b>	

Heideman has been providing healthcare engineering services to facilities in Illinois, Missouri, and Arizona for the past 30 years. Our scope of work for retro-commissioning begins with establishing current facility requirements. It is critical to project success that at this point that we identify the systems to be commissioned for short payback energy cost savings alone. Performance benchmarks are established to create appropriate checks and tests that are then used to verify that these requirements have been met. Our ENERGY STAR partner status gives us an added resource to help establish these benchmarks. Next, we perform a facility audit to establish existing system performance, which includes review of schedules, set points, and sequences of control. During this visit we also gather data including facility electric usage reports. We then conduct an economic analysis of the facility's energy use to identify deficiencies and opportunities. Based on this information a site implementation plan is developed and implemented, with physical changes being executed according to the plan. We continue to verify performance at the facility on an ongoing basis.

## Horizon Engineering Associates, LLP (HEA)

Contact: <b>E. Thomas Lillie or Debbie Roberts</b>	Phone: <b>314-266-0124</b>	Fax: <b>314-266-0133</b>	E-mail Address: <b>etlillie@horizon-engineering.com</b>
Address: <b>11800 Borman Dr, St Louis, MO 63146</b>		Company Web Site: <b>www.horizon-engineering.com</b>	

Horizon Engineering's Healthcare Retro-Commissioning services begins with our team of highly qualified providers working with the Owner to identify a customized program that is not only simple yet highly effective at achieving the Owner's goals of reducing energy and increasing building performance. We evaluate each project from the Owner's perspective of operations to optimize performance while reducing energy usage. We identify viable solutions, thoroughly review the suggested improvements with the Owner and educate everyone on how best to make certain that building systems realize their full capabilities prior to implementing these improvements. Throughout the process, we define, advise, guide, document and verify. Horizon Engineering does everything it takes to demand a higher standard for your project so that realistic savings and short return on investments maximize the effectiveness and success of this program.

## Murphy Company

Contact: <b>Anne Hill</b>	Phone: <b>314-692-1170</b>	Fax: <b>314-692-1140</b>	E-mail Address: <b>ahill@murphy-stl.com</b>
Address: <b>1233 N. Price Rd, St Louis, MO 63132</b>		Company Web Site: <b>www.murphynet.com</b>	

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Murphy Company is a 100+ year old design, construction and maintenance firm with offices in Illinois, Missouri and Colorado. Through our Retro-commissioning services, we optimize the performance of existing health care facilities by identifying and implementing low cost operational, maintenance, comfort, and energy improvements. Our team of mechanical engineers, energy engineers, and service and controls technicians are specialists in health care facilities and can assist with retro-commissioning services for your energy management controls, lighting, HVAC, hot water plant, chilled water plant, pumping systems, and building envelope. We work in close partnership with your maintenance and operations staff to understand and diagnose comfort and performance issues. Upon completion of the project, we provide your staff with documentation, training, and monitoring tools to ensure optimal performance long after the project is complete. To help facilities move forward with energy savings and performance improvement projects, Murphy Company works diligently to identify all incentives that exist and presents financing and leasing options.

## TME, Inc.

<b>Contact:</b> <b>Janet Moody</b>	<b>Phone:</b> <b>501-666-6776</b>	<b>Fax:</b> <b>501-663-8888</b>	<b>E-mail Address:</b> <b>jmoody@tmecorp.com</b>
<b>Address:</b> <b>5800 Evergreen Dr, Little Rock, AR 72205</b>		<b>Company Web Site:</b> <b>www.tmecorp.com</b>	

**TME's** primary retro-commissioning objective is to provide our clients with holistic facility solutions that reduce energy usage and cost, improve building systems performance, and enhance facility operations. The **TME** Retro-Commissioning Team is a proven team with extensive healthcare experience. **TME's** unique understanding of the complexities, regulations, procedures and protocols involved in healthcare facilities, as well as, our extensive knowledge in healthcare building automation systems reap tremendous benefits to our clients in optimized energy and resource conservation in addition to improved system performance. Each retro-commissioning project begins with the "Discovery Phase" in which our team assesses the facility, tunes and adjusts implements minor repairs and develops long term solutions. The final phase plans the long term solutions; puts good plans and estimates in the client's hands; designs and manages remedial measures; commissions the remedial work; and executes long term maintenance and verification plans for consistent operations going forward. Our most lasting and persistent ingredient in long term savings is our commitment to training and empowering the operations and maintenance staff in our client's facilities.

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