



# Demand-controlled ventilation (DCV) pre-approval application

Complete pages one through three. All fields are required unless otherwise noted. Include all required documentation listed.

## ▶ Required documentation

- **Pre-approval application.** Verify that all fields on pages one through three are completed and that page three is signed by the applicant.
- **Cut sheet/manufacture specification sheet.** Include a cut sheet or manufacturer specification sheet for all equipment being installed as part of the project.
  - Kitchen DCV projects must provide a photograph of the nameplate that clearly displays the serial number and horsepower of the existing exhaust fan(s).

## ▶ Customer information

Nicor Gas account number Please write the first 10 digits of your account number. Include any leading zeros, but do not include dashes.

Business/Account holder name (must match Nicor Gas account)

Installation address City State ZIP code

Is this a private or public (taxpayer-funded) facility?  Private  Public

Project contact first name Project contact last name

Phone number Email address

## ▶ Contractor information

Will this project be self-installed?  Yes  No

Contractor business name

Contact first name Contact last name

Address City State ZIP code

Phone number Email address

**Once you are done:**  
Mail or email your signed pre-approval application and supporting documentation to:  
**Nicor Gas Energy Efficiency Program**  
833 W. Jackson Blvd.  
Ste. 500  
Chicago, IL 60607  
eeinfo@nicorgas.com

**Next steps:**  
Once your pre-approval application has been reviewed and approved, the Nicor Gas Energy Efficiency Program will issue a formal pre-approval notice that details the estimated rebate for your project.  
After receiving the pre-approval notice, you may begin moving forward with the project.

## Does my building qualify as multi-family?

Multi-family properties must consist of five units or more, have permanent or semi-permanent tenants and can be an apartment/condominium, assisted living facility or retirement home.

## Building type guide

Detailed description of building ventilation system types for hospitals or high-rise office buildings.

Choose the building type on page two that corresponds with your ventilation system type.

**Have questions?**  
Call us at 877.866.4239

## ► Business type (select one)

Select the building type that best describes the location where the equipment was installed or services were performed

(please select only one building type)

### Multi-family

- High-rise (5 stories or more)
- Mid-rise (up to 4 stories)
- Assisted living

### New equipment impacts:

- Common area
- In-unit

Unit number(s): \_\_\_\_\_

\_\_\_\_\_

- Assembly (theater, hall, arena)
- Airport
- Auto dealership
- College/University
- Convenience
- Correctional facility
- Drugstore
- Elementary school
- Emergency services
- Garage
- Grocery
- Healthcare clinic
- High school
- Hospital (CAV, no economizer)\*
- Hospital (CAV, economizer)\*
- Hospital (VAV, economizer)\*
- Hospital (FCU)\*
- Hotel/Motel (guest room only)
- Hotel/Motel (common area only)
- Hotel/Motel (common area/guest room)
- Manufacturing facility
- Movie theater
- Office - high-rise (10+ floors, CAV, no economizer)\*
- Office - high-rise (10+ floors, CAV, economizer)\*
- Office - high-rise (10+ floors, VAV, economizer)\*
- Office - high-rise (10+ floors, FCU)\*
- Office - mid-rise (5-9 floors)
- Office - low-rise (up to 4 floors)
- Public municipal library
- Religious facility
- Restaurant
- Retail - department store
- Retail - strip mall
- Warehouse

## Building ventilation guide

## Abbreviation

<p><b>Constant air volume ventilation (CAV), no economizer</b></p> <ul style="list-style-type: none"> <li>· Air distribution system does not contain variable frequency drives or variable air volume dampers</li> <li>· System does not have the ability to utilize an economizer for free cooling, likely to be an older system</li> </ul>	CAV, no econ
<p><b>Constant air volume ventilation (CAV) with economizer</b></p> <ul style="list-style-type: none"> <li>· Air distribution system does not contain variable frequency drives or variable air volume dampers</li> <li>· System has the ability to utilize an economizer for free cooling</li> </ul>	CAV, econ
<p><b>Variable air volume ventilation (VAV) with economizer</b></p> <ul style="list-style-type: none"> <li>· Air distribution system contains variable frequency drives or variable air volume dampers</li> <li>· System has the ability to utilize an economizer for free cooling</li> </ul>	VAV, econ
<p><b>Fan coil unit (FCU) for ventilation</b></p> <ul style="list-style-type: none"> <li>· System has units that consist of a heating or cooling coil and a fan</li> <li>· Each fan coil unit serves the space where it is installed or multiple spaces</li> </ul>	FCU



**Check one type:**

Demand-controlled ventilation

**Rebate calculator**

\$150 X  sensors  
= \$

Kitchen demand-controlled ventilation

**Rebate calculator**

\$500 X  horsepower  
= \$

**► Project information**

Expected project completion date	Desired project start date	
<input type="text"/>	<input type="text"/>	
Sensor manufacturer	Sensor model	Quantity to be installed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total expected project cost	Expected rebate	
<input type="text"/>	<input type="text"/>	

**Demand-controlled ventilation eligibility requirements:**

- Rebate is paid per sensor.
- Pre-approval is required to receive a rebate. A copy of the pre-approval letter must be submitted with the Nicor Gas Energy Efficiency Program rebate application.
- Must be installed as an energy conservation measure.
- Must be integrated into the facility's ventilation system control strategy.
- Must be installed on an existing HVAC system, and not be replacing an existing demand-controlled ventilation application. Sensors installed as part of a new facility construction are not eligible for rebates.
- Only CO2 sensors qualify.
- Facilities with terminal reheat systems are not eligible.
- Must be installed in facility with natural gas space heating equipment.
- Install sensor in a clean, dust free location.

**Kitchen demand-controlled ventilation eligibility requirements:**

- Rebate is paid based on the exhaust fan horsepower.
- Pre-approval is required to receive a rebate. A copy of the pre-approval letter must be submitted with this rebate application. Pre-approval details are available at nicorgas.com/business OR by emailing eeinfo@nicorgas.com
- Must be a control system that varies the exhaust rate of kitchen ventilation (exhaust and/or makeup air fans) based on the energy and effluent output from cooking appliances.
- Total system size must be less than 5,000 CFM to qualify
- Qualifying products
  - Temperature sensors
  - Temperature and optical sensors
  - Temperature and infrared cooking sensors
  - Temperature sensors and optic sensors qualify.
- Temperature sensors must be installed in the hood exhaust collar.
- Optic sensors must be installed on the end of the hood.

**Important:** The quantity of sensors and/or exhaust fan HP included in this application must be accurate, as it will dictate the pre-approved rebate amount. The final rebate will be capped at the pre-approved rebate amount or the final project cost, whichever is lower, unless you have completed an updated pre-approval application and received a new pre-approval notice.

**► Applicant signature**

I have read and agree to the terms and conditions on the following pages. I certify that the information I have provided in this application and attachment(s) is true and correct, and request consideration for participation in the Nicor Gas Energy Efficiency Program. I certify that I have the authority to submit this application on behalf of the account holder/installation site noted above.

Applicant signature	Print applicant name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	Email address	
<input type="text"/>	<input type="text"/>	



# Nicor Gas Energy Efficiency Program rebate terms and conditions

## Participant eligibility

You are eligible to participate in the Nicor Gas Energy Efficiency Program ("the program") if you are a current Nicor Gas:

- Commercial customer and complete qualifying services or complete installation of qualifying equipment/products in a non-residential space with an active Nicor Gas account. Self-directed customers are not eligible for the private offering.

OR

- Residential customer in a multi-family building that has permanent or semi-permanent residents. Multi-family buildings have five or more units and are limited to apartments, condominiums, assisted living facilities and retirement communities.

## Installation requirements

Your installation of qualifying high-efficiency natural gas equipment/products or completion of a qualifying service is eligible for a rebate if:

- It meets all specific, energy efficiency and program requirements outlined in this application.
- The equipment/product is purchased new. Resale equipment/products, new parts installed in existing equipment/products, or equipment/products that are leased, rebuilt, rented, received from insurance or warranty claims, or won as a prize do not qualify.
- Natural gas equipment/product replacing electric equipment/product and electric equipment/product replacing natural gas equipment/product is not eligible.
- For existing facilities, the qualifying natural gas equipment/product installed is replacing existing natural gas equipment/product used for the same purpose.
- For new facilities, including new construction and projects involving a major remodel or demolition and renovation, qualifying equipment/product must meet all other program qualifications.
- It is installed or the service is completed by a qualified individual, compliant with all applicable building, local and state codes and manufacturer specifications. Installations must adhere to applicable environmental, health and safety regulations, and the equipment/product must be properly ventilated (if applicable). Professional installation is not required but is strongly recommended to ensure the efficient and proper functioning of equipment/product.
- The equipment/product is installed and operational and the service was completed at the address listed on the application prior to submittal of this application.
- It is installed or completed in a property owned by the applicant, or the applicant has received permission from the property owner to install the equipment/product or complete the qualifying service. The applicant's signature on the application and/or invoice indicates that the appropriate permission has been obtained.
- It is purchased and installed or service is completed January 1, 2021 and December 1, 2021.

## Application requirements

To be considered complete and eligible for rebates, all applications must:

- Be postmarked or submitted online no later than 90 days after the installation date, or by January 31, 2022, whichever comes first.
- Include itemized contractor invoice(s) or proof of purchase receipt(s) consisting of:
  - Contractor name and contact information (if applicable)
  - Business or property name and installation address
  - Installation and purchase dates (if different)
  - Equipment/product manufacturer and model
  - Total installed cost (itemized by each piece of qualifying equipment)
  - Proof of payment or payment terms (for example: balance due of zero, financing terms or paid-in-full stamp)
- Include all required supporting documentation.
- Meet instant discount requirements, if applicable.
- Be signed by the Nicor Gas account holder unless the rebate is being made payable to a Contractor Circle installing member.
- Use separate applications if applying for products installed by different contractors.

Online applications must be:

- Submitted online at [nicorgas.com/apply](https://nicorgas.com/apply)
- Accompanied by a copy of the required contractor invoice(s) or receipt(s).

## Payee information

- The program allows the rebate check to be made payable to one of the following: Nicor Gas account holder, landlord or current Contractor Circle installing member.
- If you are the account holder and want the rebate check to be payable to you, please complete the rebate application, provide the required supporting documentation listed on the rebate application, and sign as the "Applicant."
- To have the check payable to the landlord (who is not the account holder) or the installing contractor (i.e., a Contractor Circle installing member who provided the instant discount), please review all requirements for applications submitted by a landlord or contractor.
- To receive a rebate you must not have received/will not receive a rebate for the same equipment, product or service from more than one Illinois investor-owned utility or third-party energy efficiency program offering rebates or financing funded with ratepayer funds, with the exception of qualifying joint ComEd/Nicor Gas rebate offers.

## Contractor Circle installing member instant discount requirements

Rebates being paid directly to the installing contractor must meet the following requirements:

- Instant discounts may only be offered by current Contractor Circle installing members that meet all program requirements.

- Contractor must submit:
  - An instant discount rebate application
  - A Contractor Circle installing member signed rebate application
  - A copy of the customer-signed invoice showing the rebate amount deducted from the total purchase price and clearly labeled as a Nicor Gas Energy Efficiency Program rebate. The customer's signature on the invoice verifies that the qualifying equipment/product was/were installed, the customer received an instant discount, and allows the release of the rebate payment to the contractor.
- Contractor Circle installing members must verify customer, equipment/product and installation or service eligibility prior to providing an instant discount. The contractor assumes all liability by providing the rebate as an instant discount.
- A customer may be contacted by Nicor Gas to verify any of the information provided on the rebate application or invoice prior to payment of a rebate to a contractor for an instant discount.
- Any dispute from a customer regarding receipt of a rebate as an instant discount will be investigated by Nicor Gas, and contractor payees are subject to payment adjustments in the event a customer has not received the full and correct rebate amount as an instant discount.
- Contractor Circle installing member is responsible for providing the full and correct rebate amount for a qualifying equipment or product. Contractor must provide an additional discount or reimbursement to the customer prior to processing the rebate application if the full and correct rebate amount was not originally provided.
- The online application is limited to Contractor Circle installing members. Contractors should visit [nicorgas.com/contractor-circle](https://nicorgas.com/contractor-circle) for more information or to enroll.

## Landlord participant requirements

If you are applying for a rebate for a property you own, but the Nicor Gas account is in your tenant's name, your rebate application must show:

- Tenant's (Customer's) Nicor Gas account number, name and address.
- The appropriate box checked for the rebate to be paid to the landlord, with full name or business name in the proper fields.

By signing the application, the landlord represents that the account holder has agreed to release payment of the rebate to the landlord.

## Program terms and conditions

- Funds are limited and applications are processed on a first-come, first-serve basis. Program is subject to change and may end without prior notice.
- Please allow approximately six to eight weeks for processing of any rebates.
- Incomplete applications cannot be processed.
- Failure to complete the rebate application in full and provide the required supporting documentation will either delay the payment process or result in your application being denied.
- Maintain a copy of your rebate application and all supporting documentation. The program is not responsible for items (i.e., rebate applications, supporting documentation and/or rebate checks) lost or damaged in the mail.
- Contractor Circle installing members are eligible to have the rebate signed over to them. Contractors receiving rebates are not eligible for any other incentives for the same services or products.
- If you do not own the property where the equipment or product is installed or service provided, as a tenant, you are responsible for obtaining the property owner's permission to provide the service or to install the equipment/product for which you are applying for a rebate. Your submission of this application indicates that you have obtained permission.
- Rebate incentives may not exceed the total purchase price of the installed equipment, product or services. Only materials, equipment, product, and external labor costs are eligible.
- All equipment or product installations are subject to verification by the program to ensure that the equipment/product installed or service completed meets the program requirements.
- Participants must allow, if requested, the program (or a program representative) reasonable access to their facility to verify that the equipment/product is installed and operating or that the service has been performed.
- Participants may be contacted by an evaluator to verify the equipment/product installation or services, or be asked to complete a customer survey. If contacted, your participation is required.
- Nicor Gas, its officers, employees, contractors and program administrators disclaim any and all liability, loss or damage and make no guarantees related to:
  - Participation in the program, including use or installation of the product(s)/equipment or receipt of services
  - Loss or delay of rebate check in the mail
  - Any taxes that may be imposed as a result of participation in the program
- Payments made to contractors, customers or landlords may be taxable under federal and state tax codes. If payments total more than \$600 per calendar year, they will be reported to the Internal Revenue Service. Nicor Gas is not responsible for providing advice regarding any taxes that may be imposed as a result of participation in the Nicor Gas Energy Efficiency Program. Participants should consult a tax accountant or advisor regarding potential tax liability. Nicor Gas is not responsible for any taxes that may be imposed on your facility as a result of these payments.

