



# Custom incentive pre-approval application

Complete pages two through five in full. All fields are required unless otherwise noted. Include all required documentation listed below.

**Your business must be a current Nicor Gas customer to participate.**

## Once you are done:

Final applications must be postmarked within 90 days of receiving pre-approval notice or by December 31, 2021, whichever comes first. Mail or email your signed pre-approval application and supporting documentation to:

**Nicor Gas Energy Efficiency Program**  
833 W. Jackson Blvd.  
Suite 500  
Chicago, IL 60607  
eeinfo@nicorgas.com

## Need help?

Call us at 312.344.1569  
(Mon.-Fri., 9 a.m. to 5 p.m.) or  
email [eeinfo@nicorgas.com](mailto:eeinfo@nicorgas.com)

## ► Project process

### 1. Complete and submit the pre-approval application

Submit a pre-approval application and all required documentation before making any purchases or starting any work on the project.

### 2. Pre-installation inspection

Once the pre-approval application is submitted, our engineers will review your application and contact you to schedule a pre-installation site visit.

### 3. Obtain pre-approval notice

After the site visit, if your project qualifies you'll receive a pre-approval letter from us with the estimated incentive for your project.

### 4. Install your project

When you receive your pre-approval, you can move forward with your purchase and start the installation of your project.

### 5. Complete and submit the final application

Submit the final application, including all project invoices, after the project is completed.

### 6. Post-installation inspection

Our engineers will come back out to the site and complete the final approval site visit.

### 7. Obtain final approval notice and receive your incentive

Once your project is approved, you will be issued a final approval notice and your incentive payment will be processed and mailed to you in 6-8 weeks.

## ► Documentation

### Required

- **Pre-approval application:** Verify that all fields on pages two through five are completed and that page five is signed by the applicant.
- **Cut sheet/manufacturer specification sheet:** Include a cut sheet or manufacturer specification sheet for all equipment being installed as part of the project.
- **Project proposal:** Provide your contractor's proposal for the project.

### Recommended

- **Projected energy savings:** Using industry-accepted engineering algorithms or simulation models, calculate the annual natural gas savings by estimating the annual natural gas usage of both the existing and proposed equipment based on the current operation of the facility. Include appropriate documentation of sources and any assumptions used in the calculations.
- **Additional backup data:** Provide any relevant energy data, drawings, trend logs or diagrams. Supplying this data with your application reduces review delays related to requests for additional documentation.

## ► Project and 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.

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Account holder name (as it appears on account)

Business name (if different)

Nicor Gas meter number

Nicor Gas rate class (e.g. Rate 4: Gen. Service)

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Installation address

City

State

ZIP code

--	--	--	--

Project contact first name

Project contact last name

--	--

Phone number

Email address

--	--

Desired project start date

Expected project completion date

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If you are unsure of your business type or annual natural gas usage, please call **877.886.4239**.

\* Please see page six for additional information on this building type.

## ► Building type (select one)

### 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)

Auto dealership

College/University

Convenience

Drug store

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)

Religious facility

Restaurant

Retail - department store

Retail - strip mall

Warehouse



Describe the facility, including typical uses, products manufactured or services provided, business hours, main uses of natural gas, etc.

## ▶ Contractor information

Contractor business name			
<input type="text"/>			
Contact first name		Contact last name	
<input type="text"/>		<input type="text"/>	
Address		City	State ZIP code
<input type="text"/>		<input type="text"/>	<input type="text"/>
Phone number		Email address	
<input type="text"/>		<input type="text"/>	

## ▶ Project questionnaire

### Facility description

### Baseline summary

Describe the existing equipment or systems that the proposed project will impact. It will increase the speed and accuracy of the pre-approval review if you include the following if relevant to your potential project:

- Equipment information (manufacturer, model, energy efficiency rating, size, etc.)
- Equipment use (process, space heating)
- Operating hours of equipment and facility
- Other information that will help us to understand current energy use

Is the existing equipment operational?  Yes  No If yes, what is its remaining useful life expectancy?  years

### Project description

Describe the proposed project and how it will provide energy efficiency gains beyond the baseline.



Please contact the program for assistance at **312.344.1569**.

## Gas savings calculation methodology

If you or your contractor are able to, please provide an overview of calculations and methodology used to generate gas savings calculations. Submit actual calculations in electronic format with complete application. *Technical support with gas savings calculations is available upon request.*

Technical contact first name	Technical contact last name
Phone number	Email address

### ► Incentive calculator

#### Find your incentive tier

Under your business type, select the estimated annual therm savings based on this project.

##### Business custom

- 2,500-15,000 therms saved/year = \$0.60 per therm saved
- > 15,000 therms saved/year = \$0.80 per therm saved

##### Multi-family

- 2,500-7,500 therms saved/year = \$0.60 per therm saved
- > 7,500 therms saved/year = \$0.80 per therm saved

##### Small business

- 2,500-7,500 therms saved/year = \$0.60 per therm saved
- > 7,500 therms saved/year = \$0.80 per therm

Maximum project incentive: \$350,000 per project or 35% of the total project cost, whichever is less

Maximum total incentive per site: \$350,000 per year (January 1, 2019–December 31, 2019)

Minimum project payback: 1 year (before incentive is applied)

#### Calculate your total incentive

$$\begin{array}{rcl}
 \text{Estimated annual gas savings} = & \text{_____} & \text{therms} \\
 \times & \text{Incentive tier} = & \text{_____} \\
 & \text{Incentive rates listed} & \text{per therm saved} \\
 = & \$ & \text{_____} \\
 & & \text{Total incentive}
 \end{array}$$

#### Calculate your total proposed project cost

(Do not subtract incentive amount)

$$\begin{array}{r}
 \$ \text{ _____} \\
 \text{Total proposed project cost}
 \end{array}$$

Do not include internal labor in project cost. All costs should be calculated prior to applying for any incentives.



## ► Influence questionnaire

Please select any and all of the following options that describe how Nicor Gas Energy Efficiency Program services and the requested incentive would provide assistance in regards to the project implementation.

- |   |  |
|---|--|
| <input type="checkbox"/> Requested incentive would reduce project payback period to acceptable range  | <input type="checkbox"/> The Nicor Gas Energy Efficiency Program has or will provide technical support with identifying opportunities and potential projects |
| <input type="checkbox"/> The Nicor Gas Energy Efficiency Program and requested incentive will generate interest or support from company decision makers     | <input type="checkbox"/> The Nicor Gas Energy Efficiency Program will provide administrative support with completing application                             |
| <input type="checkbox"/> Requested incentive is a defining variable for project planning and inception  | <input type="checkbox"/> The Nicor Gas Energy Efficiency Program would assist with coordination between project team members                                 |
| <input type="checkbox"/> The Nicor Gas Energy Efficiency Program's review of energy savings calculations has or will create confidence in savings estimates |  |

Please elaborate on why the project would not be able to be completed without the requested incentive from the Nicor Gas Energy Efficiency Program. (i.e., payback period without the incentive is too high and project would not be approved).

## ► 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. I consent to sharing this project data with my contractor.

Applicant signature	Print applicant name	Date
Phone number	Email address	

- Provide a copy of the pre-approval to the contractor identified on the application.



## Building type guide—detailed description of building ventilation system types

Help us understand how your building is ventilated. If you're applying for a rebate in a hospital or high-rise office building, choose the building type on page two that corresponds with that ventilation system type.

Have questions? Call us at 877.866.4239.

Building ventilation guide	Abbreviation
<b>Constant air volume ventilation (CAV), no economizer</b> <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
<b>Constant air volume ventilation (CAV) with economizer</b> <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
<b>Variable air volume ventilation (VAV) with economizer</b> <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
<b>Fan coil unit (FCU) for ventilation</b> <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



# Nicor Gas Energy Efficiency Program rebate terms and conditions

## Program effective dates

Nicor Gas Energy Efficiency Program ("Program") energy efficiency incentives are offered until approved funds are exhausted or through December 31, 2021, whichever comes first. The effective dates of the Program and application submittal requirements are as follows:

- Decisions to acquire and install energy efficiency measures must be made after January 1, 2018 in order to be eligible. Any energy-efficient equipment or services purchased or installed, contracted for, or work conducted prior to January 1, 2021, without a Pre-Approval Notice, are not eligible for an incentive.
- All 2018–2021 Program projects must be completely installed and operating by December 31, 2021, and final documentation must be received by the Program no later than December 31, 2021, or within 30 days of installation completion, whichever comes first.

## Program and project eligibility

- Program incentives are available under the Program to active non-residential customers on all rate classes. Public (tax payer-funded) entities are not eligible for this private offering, please complete the Public Sector Custom Pre-Approval application. The energy savings from installed measures must occur on a meter with an eligible rate schedule.
- Custom projects must involve improvements to existing systems or processes that result in a permanent reduction in natural gas energy usage. Projects must result in a minimum of 2,500 therms saved per year. Projects that result in reduced energy consumption without an improvement in system efficiency are not eligible for a custom incentive (i.e.: equipment removal or behavioral). However, projects that involve an automated control technology, such as energy management system programming, may be eligible for an incentive. Any measures installed at a facility must provide 100 percent of the energy benefits as stated in the application for a minimum period of five years or for the life of the product. If the customer ceases to be a delivery service customer of Nicor Gas or removes the equipment or systems at any time during the five year period, or the life of the product, the customer may be required to return a prorated amount of incentive funds to Nicor Gas.
- All projects must obtain Program approval prior to advancing the project. Any action taken prior to receiving written notification of Program Pre-approval that alters the existing system operations or baseline conditions will void incentive eligibility.
- Projects that are NOT eligible for an incentive include the following:
  - Projects that involve peak-shifting (and not therm savings)
  - Renewable energy projects
  - Any project or equipment eligible for rebates or incentives under any other Nicor Gas Energy Efficiency Program program offering

## Incentive payment limits

- Payments made to contractors, business 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 business as a result of these payments.
- Incentive payment amounts are based on the final project gas savings approved by the Program review process, and according to the appropriate incentive rate (noted below). The total incentive paid cannot exceed 35 percent of the total project cost or \$350,000 per project, whichever is less. Contractor labor costs can be considered in project cost, but internal customer labor costs cannot.
- Program year incentive limits per facility for custom incentives are shown below. A facility is defined as contiguous property for which a single customer is responsible for paying the Nicor Gas natural gas bill. Customers may receive up to \$350,000 per year (January 1 through December 31, annually), per facility, as shown below:
  - 2,500 – 15,000 therms saved/year = \$0.60/therm saved
  - >15,000 therms saved/year = \$0.80/therm saved
  - Multi-family = The building has permanent or semi-permanent residential tenants AND is an apartment/condominium, college/university dormitory, assisted living facility or retirement community consisting of five units or more
    - 2,500 – 7,500 therms saved/year = \$0.60/therm saved
    - >7,500 therms saved/year = \$0.80/therm saved
  - Small businesses (noted with SB logo) = Business uses less than 60,000 therms of natural gas annually, is independently owned and operated, and has less than 10 locations.
    - 2,500–7,500 therms saved/year = \$0.60 per therm saved
    - >7,500 therms saved/year = \$0.80/therm saved
    - Minimum project payback: 1 year before incentive
- Please note: For replacement measures, the incremental measure cost is defined as the cost to purchase and install the energy-efficient equipment minus the cost to purchase and install similar equipment that would meet federal and local energy standards (but not qualify for an incentive under this Program). For retrofit measures, the incremental measure cost is simply the cost to purchase and install the qualifying measures.

## Pre-approval application

- Pre-approval of the project is required for incentive eligibility and must be obtained by the applicant within the Program period (January 1, 2018 through December 31, 2021). Any action taken prior to receiving written notification of

Program pre-approval will void project incentive eligibility. The Program reserves the right to request additional supporting documentation if necessary to ensure measure eligibility and verify existing system performance and baseline conditions. Pre-approval applications must be complete before Program review and project evaluation will occur, and are reviewed in the order in which complete applications are received.

- Customer-provided documentation included with the application forms the basis for estimating potential gas savings, measure eligibility and estimated incentive. Incentive funds are reserved when the Program determines that a project meets the Program eligibility requirements. Applicants will be notified of approval status, at which time the project can begin. The applicant will be informed of any deficiencies resulting in project ineligibility, and will be given the opportunity to correct deficiencies if appropriate. Submission of a pre-approval application grants the Nicor Gas Energy Efficiency Program access to the customer's Nicor Gas account information.
- Program pre-approval of a project does not guarantee Program acceptance of the final project installation or incentive values included in the pre-approval application.

## Final application

- The final application must be submitted within 30 days of project completion and is the applicant's method of notifying the Program of project completion. Final applications and all required supporting documentation should be received by December 31, 2021 to be applicable for the 2018–2021 Program cycle.
- Examples of required documentation include, but are not limited to: dated invoices/receipts for the purchase and installation of equipment; product specification sheets, proof that the equipment is operating; manufacturer specifications and warranty information. The location or business name on the invoice must match the application information. The project invoice should provide sufficient detail to separate the project cost from the cost of other services such as repairs and building code compliance. All questions regarding final application documentation requirements should be directed to the Program implementer contact. The Program reserves the right to request additional supporting documentation as deemed necessary, both prior to final project approval and after installation is completed, to ensure measure eligibility and verify that the expected energy savings will occur. Supporting documentation may include production data needed to calculate energy savings. All customer information will be held in confidence.

## Inspections

- The Program requires inspection of all projects to verify compliance with the Program rules and the accuracy of project documentation. This will include, but will not be limited to, pre-installation inspections prior to granting project pre-approval status, as well as post-installation inspections prior to final determination and payment of incentives. Site inspections may include metering, site or operating data collection, deployment of system monitoring equipment, photographic documentation of equipment, site occupant interviews and utility bill analysis. The customer must allow access to project documents and the facility where the measures were installed at all reasonable times and for a period of five years after receipt of incentive.

## Requirements for Program savings

- Any customer receiving a Program incentive may be contacted by a third-party evaluator to verify service/equipment installation or be asked to complete a participant survey. As a part of this process, Program participants and trade allies agree to participate in required on-site verification and survey activities. The annual natural gas savings must be calculated for projects using industry-accepted engineering algorithms or simulation models, with appropriate documentation of sources included in the pre-approval and final applications. The applicant must estimate the annual natural gas usage of both the existing and proposed equipment based on the current operation of the facility. If the existing equipment is at the end of its useful life, the applicant must substitute equipment that would meet the applicable federal and local energy codes when calculating the baseline for determining annual energy savings. The applicant must be able to clearly describe the method used to calculate the savings. The applicant must provide all assumptions used in the calculations and document the source for these assumptions.
- The method and assumptions used by the applicant to calculate the annual savings will be reviewed by the Program, which is solely responsible for the final determination of the annual energy savings to be used in calculating the incentive amount. The Program also reserves the right to require the applicant to conduct specific measurement and verification activities, including monitoring both before and after the retrofit, and to base the incentive payment on the results of these activities.
- The applicant would be responsible for the costs of these activities. However, in certain cases, the Program may provide an additional incentive of up to 10 percent of the final incentive amount to subsidize these costs.

## Disclaimer

- The Program makes no representation or warranty, and assumes no liability with respect to quality, safety, performance, or other aspect of any design, system or appliance installed pursuant to the application, and expressly disclaims any such representation, warranty or liability. Participation in the Program implies that the applicant and/or customer of Nicor Gas agrees to indemnify Nicor Gas, the Program and its affiliates, subcontractors and employees against all loss, damage, expense, fees, costs and liability arising from any measures installed. The Program does not guarantee the energy savings approved through the Program and do not make any warranties associated with the measures eligible for incentives under this Program. The Program does not endorse or guarantee any claims, promises, work or equipment made, performed or furnished by any contractors or equipment vendors that sell or install any energy efficiency measures.

