

Instructions

How To Apply

1. Read all Incentive rules and Terms and Conditions on:

- The back page of this document
- The Application (Pre-Approval Form *and* Incentive Application Form)

2. Energy Audit/Design Review

- Retrofits: In most cases, an energy audit is recommended and may be required.
- New Construction/Additions: An energy design review will typically be required.
- Upon completion of the project, the incentive can be increased up to 10% to cover costs of an approved audit/design review which recommended the installed measures.
- Contact Linn County REC to determine if your project requires an audit or design review.

3. Complete Pre-Approval Form

- Provide Member, Facility, Project and Measure Information on the Application.
- Provide Estimated Savings and Incentives:
 - Provide necessary documentation to support the energy usage used for baseline and installed measures. This includes wattage, hours of operation, time of operation (hours, days) and any information needed to calculate energy and demand.
 - Provide manufacturer specification sheets for all equipment.
 - You can let Linn County REC complete this section. If so, you must provide documentation or equipment specifications that allow Linn County REC to estimate savings.
- Sign form and Terms and Conditions and submit with all supporting documents.

4. Pre-Approval Process

- For retrofit applications, Linn County REC must be given access to the facility to examine existing equipment being replaced.
- Linn County REC may request further documentation as deemed necessary and may require that equipment be monitored for energy use before and after measures are installed.
- If pre-approved, funds covering the estimated incentive payment will be reserved for your project for up to 18 months.
- Linn County REC may at its discretion, establish a shorter or longer reservation period for specific projects. The expiration dates may be extended, subject to Linn County REC approval.

5. Start and Complete Project

6. Complete Incentive Application Form

- Contact Linn County REC first to ensure you complete the most current application form.
- Submit final Incentive Application Form within 3 months of project completion.
- Final Approval and Payment: Linn County REC must be given access to the facility to verify and qualify the final project installation before the incentive payment is dispersed.

Project Qualification

Energy use of equipment meeting Iowa Energy Code requirements, Federal standards or generally accepted industry standards may be used to determine baseline usage. Linn County REC may assign different baselines than those provided and adjust estimates accordingly. In some cases, if equipment is retired solely for efficiency gains (early retirement) the existing equipment can be used as a baseline. Equipment monitoring may be required.

Demand savings will be based on demand reduction of equipment operating from 5-9 PM during a weekday in July, subject to Linn County REC adjustments for load diversity and other factors.

Equipment and measures that qualify under other prescriptive incentive programs offered by Linn County REC and projects under \$5,000 will not qualify for a custom incentive.

**Submit
Application
and
documents to
Linn County
REC**

**Attn: Steve
Carroll**

PO Box 69

**Marion, IA
52302**

Terms and Conditions—Non-Residential Custom Incentive

Incentive Offer: The Incentive covers products purchased and/or services rendered on or after **1/1/12**.

The Member and Project Sponsor, as identified on the Custom Incentive Application form, agree to the following terms and conditions (“the Agreement”):

The Member shall meet all Custom Incentive (Program) eligibility requirements as stated in the Agreement and the Application (Custom Incentive Pre-Approval Application and Incentive Application forms) and the appropriate attachment(s). Linn County REC reserves the right to determine eligibility for the Incentive.

Both funding and the conditions of the Incentive are subject to modifications. If there are changes in the Incentive, Linn County REC will attempt, but cannot guarantee, to provide a reasonable period of time before changes go into effect.

If the incentive is modified in any way the Agreement shall be revised or terminated as appropriate with such change.

Eligibility for this Incentive may require inspections and measurements of the performance of the installed measures. Therefore, Member agrees to provide access to the Project Site for these purposes to Linn County REC and/or its agents or assigns. For Retrofits, Linn County REC must be allowed to inspect and approve the project prior to the removal of the existing equipment/systems and the installation of the measures

Energy savings for which incentives are paid must represent a reduction in energy supplied by Linn County REC. Savings from non-Utility supply, such as wind, cogeneration or deliveries from another supplier, do not qualify for an incentive.

Installation of energy-efficient equipment required for compliance with the Iowa Energy Code will not qualify for incentives. Any improvements beyond Code requirements or a generally accepted industry standard, where applicable, may be eligible for incentives.

Member shall not apply for or receive incentives offered by another Utility program, local or state entities or other utilities for measures covered under this Agreement (excluding tax credits).

Linn County REC may suspend or terminate the Agreement, without cause, upon written notice to the Member. If the Agreement is terminated for any reason, Linn County REC shall not be liable to the Member for damages or compensation of any kind.

Incentives:

The energy savings, incentives and installed costs are estimates only. Linn County REC finalizes the incentive amounts after completing the project approval process. The total incentive cannot exceed 50% of the total project cost and the total site incentive (including prescriptive incentives) cannot exceed \$100,000. An adjustment may be made by Linn County REC after a review of the proposed measures and assumed baselines. The actual incentive amount may therefore vary from the submitted amount.

Funding for this Incentive is limited. The incentive is subject to the availability of authorized funds and will be paid on a first-come, first-served basis to qualified members. Funds will only be reserved upon approval of the Pre-Approval Application form.

Project Sponsor:

Upon project approval, the Project Sponsor agrees to deliver energy and/or demand savings resulting from the installation of these measures at the project site. Any contracts and correspondence will be sent directly to the Project Sponsor.

If self-sponsoring this project, Member assumes the role and responsibilities of the Project Sponsor.

Member and Project Sponsor agree:

Project Sponsor has obtained the permission of the legal owner of the Project Site to install the measures or has authority to contract, on behalf of the legal owner of the Project Site, for installation of the energy efficiency measures.

Linn County REC makes no representation about the Project Sponsor’s qualifications. The Member is solely responsible for selecting the Project Sponsor. The Project Sponsor is an independent contractor and is not authorized to make any representations on behalf of Linn County REC. Linn County REC will have no role in resolving any disputes between Member, Project Sponsor, and/or any other third parties.

Warranty Information:

Linn County REC makes no warranties, expressed or implied, and assumes no liability with respect to safety, performance, equipment operation, material, workmanship, manufacturing or design related to the measures installed for this Incentive. Linn County REC does not guarantee that a certain level of energy or cost savings will result from the use of products covered by this Incentive.

Limitation of Liability:

Member shall release Linn County REC, its affiliates, subsidiaries, officers, managers, directors, agents, and employees from all claims, demands, losses, damages, costs, expenses, and liability (legal, contractual, or otherwise) which are in any way connected with the Project, including any third party’s performance or failure to perform the Project, however caused.

The Member agrees that Linn County REC’s liability in connection with this Incentive is limited to paying the Incentive specified (when all Incentive requirements have been satisfied). Under no circumstances shall Linn County REC be liable for any consequential or incidental damages resulting from participation in this Incentive.

Other Conditions:

Members must apply for incentives within 3 months of the installation date (as shown on the Member’s invoice).

Sign Below and Submit this Agreement with the Pre-Approval Application Form

I have read and understand and agree to the rules, requirements and terms and conditions of the Agreement and Application and all attachments. The information supplied on the Application and any attachment(s) is true and accurate to the best of my knowledge.

Project Sponsor Signature

Date

Member Signature

Date

Custom Incentive Application

Company	Account Number	Project Sponsor
---------	----------------	-----------------

PROJECT DETAILS

MEASURE TYPES

Use Measure Type as defined below to complete the information requested on this page. Use Nominal Incentives Rates (shown by measure type) to calculate the estimated incentives for each measure applicable to this project.

- Lighting I:** Lighting projects in facilities that operate 3 shifts per day (more than 16 hrs/day).
- Lighting II:** Lighting projects in facilities that operate 1 or 2 shifts per day.
- AC:** Air conditioning equipment or measure that reduce air conditioning load in the facility.
- Other:** Includes manufacturing and process equipment, process heating and refrigeration systems.

NOMINAL INCENTIVE RATES*			
Lighting I	\$0.05 / kWh	AC	\$0.10 / kWh
Lighting II	\$0.07 / kWh	Other	\$0.09 / kWh
All Measures		\$15.00 / peak kW	

MEASURE INFORMATION

Provide a brief description of each measure. Total project cost includes, but is not limited to, audits, design, engineering, materials, permits, fees, overhead and labor. Must have separate measure entries for each measure type included in the project and provide costs for each measure.

Measure Number	Measure Type	Description of Proposed Measure	Measure Life (Years)	Estimated Cost of Retrofit
1				
2				
3				
4				
Energy Audit/Design Review Cost (Enter NA if not applicable)				
Total Project Cost				

ESTIMATED SAVINGS AND INCENTIVES

Attach copies of energy audits and/or all supporting documents including calculations and assumptions used to determine the energy savings and demand reductions for measures shown below.

Check here to have Linn County REC complete this section:

Permanent On-Peak Demand Reduction**

Measure # from above	Baseline Usage (kWh/yr)	Installed Usage (kWh/yr)	Energy Savings (kWh/yr)	Incentive Rate* (\$/kWh)	Energy Incentive (\$)	Baseline On-Peak Demand (kW)	Installed On-Peak Demand (kW)	On-Peak Demand Reduction (kW)	Peak Demand Incentive (\$)
1									
2									
3									
4									
TOTAL									

The total incentive cannot exceed 50% of the total project cost and the total site incentive (including prescriptive incentives) cannot exceed \$100,000. Projects with a payback of less than 2 years (with incentive included) will not qualify for custom incentives.

Adjustments may be made by Linn County REC after a review of the proposed measures and assumed baselines. If approved, funds for a project will be reserved for 18 months. A project may be extended at any time, subject to Linn County REC approval.

Upon completion of the project, the incentive can be increased up to 10% to cover costs of an approved audit/design review which recommended the installed measures.

***Incentive rates are for typical applications and may vary by project. Rates may also vary with changes in Linn County REC's cost of service.**

****Demand reduction of equipment operating from 5-9 PM in July, subject to Linn County REC adjustments to account for load diversity and other factors.**

Office Use Only: Form C10 1/1/12	Reservation Start Date:	Expiration Date (def. 18 mo.):
	Notes:	Project Number:
		Incentive Adjustment (\$)
		Reserved Incentive (\$)

Custom Incentive Application (Non-Residential)

INCENTIVE APPLICATION (submit AFTER project is completed)

Company	Account Number	Project Sponsor
---------	----------------	-----------------

FINAL PROJECT DETAILS

 PROJECT COMPLETION DATE:

MEASURE TYPES

Lighting I: Lighting projects in facilities that operate 3 shifts per day (more than 16 hrs/day).

Lighting II: Lighting projects in facilities that operate 1 or 2 shifts per day.

AC: Air conditioning equipment/measures that reduce air conditioning load in the facility.

Other: Includes manufacturing and process equipment, process heating and refrigeration systems.

MEASURE INFORMATION

Measure Number	Measure Type	Description of ACTUAL Measure Installed	Measure Life (Years)	Actual Costs
1				
2				
3				
4				
Energy Audit/Design Review Cost (Enter NA if not applicable)				
Total Project Cost				

ACTUAL SAVINGS AND INCENTIVES

Check here to have Linn County REC complete this section:

Permanent On-Peak Demand Reduction

Measure # from above	Baseline Usage (kWh/yr)	Installed Usage (kWh/yr)	Energy Savings (kWh/yr)	Incentive Rate* (\$/kWh)	Energy Incentive (\$)	Baseline On-Peak Demand (kW)	Installed On-Peak Demand (kW)	On-Peak Demand Reduction (kW)	Peak Demand Incentive (\$)
1									
2									
3									
4									
TOTAL									

*Use Incentive rates that have been agreed upon by Linn County REC for this project.

Incentive cannot exceed 50% of the total project cost and the total site incentive (including prescriptive incentives) cannot exceed \$100,000. Projects with a payback of less than 2 years (with incentive) will not qualify for custom incentives. Adjustments may be made by Linn County REC after a review of the proposed measures and assumed baselines.

Attach the following and Submit with this Application:

- Equipment specification and product information sheets
- Invoices for services, material and labor associated with the installed measures
- Results from actual energy measurements made before and after measures were installed
- Supporting documents with calculations and assumptions used to determine the energy usage and peak demand

I have read and understand and agree to the rules, requirements and terms and conditions of the Agreement and Application and all attachments. The information supplied on the Application and any attachment(s) is true and accurate to the best of my knowledge.

Project Sponsor Signature _____ **Date** _____

Member Signature _____ **Date** _____

Office Use Only:	Utility ID		Notes:
Form C10 1/12 Employee Name			Incentive Adjustment(\$)
			Total Incentive (\$)