

# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVE FINAL APPLICATION

**For installations planned May 1, 2018 – June 30, 2019.**

Application must be submitted within 60 days of the completion date or by August 31, 2019, whichever comes first.

Thank you for your participation and interest in saving energy. By installing qualified high-efficiency equipment, you can receive incentives and save on energy costs. Please follow the steps below to ensure your application is complete and you are eligible to receive an incentive. Make a copy of your completed application and invoice to retain for your records.

## HOW TO APPLY

### 1 RECEIVE PROJECT PRE-APPROVAL

- The installing contractor must receive program approval by completing and submitting a pre-approval application for each geothermal (ground source) heat pump project prior to beginning installation. Project pre-approval is required to be eligible for an incentive.
- Qualifying equipment must be installed by a ComEd Business Trade Ally with Illinois Commerce Commission (ICC) Energy Efficiency Installer certification and Geothermal Alliance of Illinois (GAOI) accreditation. This is a new requirement starting May 1, 2018.

### 2 COMPLETE YOUR PAPERWORK

- Complete all fields and sign your application. Unless noted, all fields are required.
- Include a copy of your updated pre-approval application, which your contractor will provide to you if required.
- Make sure the following are included on your invoice:\*

  - Equipment make, model and serial number
  - Total project cost, including equipment, contractor labor and materials
  - Purchase and project completion date(s)
  - Payment terms (for example, balance due of zero, financing terms or paid-in-full stamp)
  - Installing contractor business information
  - Updated design report if significant changes occurred from the pre-approval to the final approval stage

- Include a copy of the energy analysis documentation created after the system was commissioned and tested, as proof the system is operational in order to report the full savings for the project.

\*Please contact your contractor for a revised invoice before submitting your paperwork if any required information is missing.

### 3 SUBMIT YOUR APPLICATION

- Double-check your application and contractor installation invoice to ensure they are correct, complete, signed and legible before submitting to ensure faster incentive processing.
- Application must be postmarked or submitted via email within 60 days of the completion date or by August 31, 2019, whichever comes first

### 4 RECEIVE INCENTIVE PAYMENT

- After your incentive application is reviewed and approved, you will receive your incentive check in approximately four weeks.

# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVE PRE-APPROVAL AND FINAL APPLICATION FORM

**A. Complete the PRE-APPROVAL APPLICATION CHECKLIST section below and submit all required documents.**

**PRE-APPROVAL APPLICATION CHECKLIST (ALL PROJECTS REQUIRE A PRE-APPROVAL APPLICATION)**

Estimated project cost:	\$
Total incentive requested (total from incentive worksheets):	\$
Estimated project completion date:	

**ATTACH THE FOLLOWING (INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED):**

1. Completed application checklist (page 1 of this application)
2. Completed load calculation, energy analysis report and AHRI certificate, if available
3. Completed applicant and installer information (page 2 and 3 of this application)
4. Scope of work (detailed description of project and proposed equipment)
5. Specification sheets for all proposed equipment
6. Applicable incentives worksheet(s) for incentives requested
7. Customer W-9 form; trade ally W-9 form if applicable

**B. Complete the FINAL APPLICATION CHECKLIST section below and submit all required documents**

**FINAL APPLICATION CHECKLIST**

Actual project cost:	\$
Final incentive requested (total from incentive worksheets):	\$
Actual project completion date:	

**ATTACH THE FOLLOWING (INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED):**

1. Completed application checklist (page 1 of this application)
2. Completed applicant information (page 2 of this application)
3. Completed equipment installer information (page 3 of this application), unless project is self-installed by customer's staff
4. Dated and itemized invoices listing the type and quantity of installed equipment, including final invoices billed to customer
5. Scope of work depicting the type and quantity of installed equipment
6. Specification sheets for installed equipment, if different from previously submitted
7. Commissioning documentation including completed functional performance test documents and final commissioning report (required if reporting full savings amount)
8. Applicable incentives worksheet(s)
9. Trade ally payment authorization (if applicable)

# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVE APPLICANT INFORMATION

**COMMERCIAL CUSTOMER INFORMATION (PLEASE PRINT)**

ComEd Account Number (must be 10 digits):

Customer Name:	Name as it Appears on Your Energy Bill:
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Federal Employer Identification Number (FEIN):

Installation Address:	City:	State:	ZIP Code:
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Mailing Address:	City:	State:	Zip Code:
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Customer Contact Name:	Title
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Customer Email:	Customer Phone Number:
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Facility Type:

Office	Retail (mall/dept. store)	Hotel/motel (common)	Garage
Warehouse	Retail (strip mall)	Hotel/motel (guest)	Garage (24/7)
College/university	Grocery/convenience	Restaurant	Miscellaneous
Healthcare clinic/office	K-12 school	Multi-family (common)	Miscellaneous (24/7)
Hospital (24/7)	Manufacturing	Exterior	

Public Sector Customers Only (check one)

School District (K-12)	State	Fire	Library
Public University	Federal	Police	Other
Community College	Unit of Local Government (Municipal or County)	Park District	

**TRADE ALLY / CONTRACTOR INFORMATION**

Contractor Business Name:

Contractor First Name	Contractor Last Name:
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Address:	City:	State:	ZIP Code:
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Phone (include area code):	Email:
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	I acknowledge that pursuant to Section 16-128B of the Illinois Public Utilities Act, ComEd cannot issue Business Heating & Cooling incentives unless it is provided with evidence that the measure was installed by an Energy Efficiency Installer certified by the ICC.
	I confirm that I am accredited by the Geothermal Alliance of Illinois (GAOI).

# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVE FINAL APPLICATION

**SYSTEM DESIGNER INFORMATION**

Business Name:			
First Name:		Last Name:	
Address:		City:	State: ZIP Code:
Phone (include area code):		Email:	

I confirm that I am designer accredited by the Geothermal Alliance of Illinois (GAOI).

**INCENTIVE PAYMENT AUTHORIZATION**

Make check payable to (check ONE):	Customer	Contractor	
Mailing Address:	City:	State:	ZIP Code:
Telephone (include area code):	Email:		

**CUSTOMER AUTHORIZATION (REQUIRED IF INCENTIVE CHECK IS MADE PAYABLE TO THE CONTRACTOR NOTED ABOVE)**

I am authorizing the payment of the incentive to the third party named above and I understand that I will not receive the incentive payment from ComEd. I also understand that my release of the payment to a third party does not exempt me from the program requirements outlined in this application, and I have read and agree to the terms and conditions set forth in this application.

ComEd Customer Signature:	Print Name:	Date:
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**CUSTOMER SIGNATURE (REQUIRED)**

I certify that the information provided in this application is true and correct. I understand that the use of a ComEd Business Heating and Cooling Trade Ally for the installation of my qualifying heating and cooling equipment is required to receive ComEd incentives. I have read and understand the program requirements and terms and conditions set forth in this application and agree to abide by these requirements.

ComEd Customer Signature:	Print Name:	Date:
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**CONTRACTOR/INSTALLER SIGNATURE (REQUIRED)**

By signing below, I certify all of the following:

The project information provided in the pre-approval application is for this address:

Remains true and correct for the geothermal heat pump installed, or	has been updated in the attached pre-approval application.
The project was installed to all industry, manufacturer and GAOI-accreditation specifications.	
If a subcontractor was used, as noted above, I am responsible for and guarantee the work completed by the subcontractor.	
The geothermal heat pump is fully functional and operational, as confirmed by the attached energy analysis documentation.	
I have read and understand the program requirements and terms and conditions set forth in the pre-approval application, in addition to this incentive application, and agree to abide by these requirements.	

Contractor Signature:	Print Name:	Date:
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# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVE FINAL APPLICATION

**SYSTEM DESIGNER SIGNATURE (REQUIRED)**

By signing below, I certify all of the following:

The project information provided in the pre-approval application is for this address:

Remains true and correct for the geothermal heat pump installed, or	has been updated in the attached pre-approval application.
The project was installed to all industry, manufacturer and GAOI-accreditation specifications.	
If a subcontractor was used, as noted above, I am responsible for and guarantee the work completed by the subcontractor.	
The geothermal heat pump is fully functional and operational, as confirmed by the attached energy analysis documentation.	
I have read and understand the program requirements and terms and conditions set forth in the pre-approval application, in addition to this incentive application, and agree to abide by these requirements.	

Contractor Signature:	Print Name:	Date:

Incentive applications should be submitted by email to [ComEdCGHP@gaoi.org](mailto:ComEdCGHP@gaoi.org)

# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVES WORKSHEET

**PLEASE ANSWER THE FOLLOWING ABOUT THE SYSTEM THAT WILL BE INSTALLED**

System Type		Cooling EER	Heating COP
Water to Air: Water Loop		NA	≥ 4.3
Water to Air: Ground Water		≥ 18	≥ 3.7
Brine to Air: Ground Loop		≥ 14.1	≥ 3.2
Water to Water: Water Loop		≥ 10.6	≥ 3.7
Water to Water: Ground Water		≥ 16.3	≥ 3.1
Brine to Water: Ground Loop		≥ 12.1	≥ 2.5

  

Unit	Estimated Project Completion Date	Quoted Project Cost	Make	Model	Serial Number (if available)
Indoor Unit					
Outdoor Unit					

  

AHRI number	EER	COP	Size of System (in tons)

**PLEASE ANSWER THE FOLLOWING ABOUT THE HEATING SYSTEM BEING REPLACED**

What HEATING system will you replace?	Does the existing unit require minor repairs to be operational?	System size	System efficiency rating	Estimated age of system
Air Source Heat Pump (steam)	No			years
Boiler (steam)	Yes			
Boiler (hot water)	If yes, the estimated cost of repairs will be:			
Furnace				
Existing GHP system				
Other system type				

**PLEASE ANSWER THE FOLLOWING ABOUT THE COOLING SYSTEM BEING REPLACED**

What COOLING system will you replace?	Does the existing unit require minor repairs to be operational?	System size	System efficiency rating	Estimated age of system
Air Source Heat Pump	No			years
Chiller	Yes			
Existing GHP system	If yes, the estimated cost of repairs will be:			
No existing cooling system				
Other system type				

If multiple systems will be installed at the same location, please include one worksheet per system.

# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVE TERMS AND CONDITIONS

## INCENTIVE REQUIREMENTS

- The geothermal heat pump (“system”) must meet the efficiency requirements listed in the Geothermal Heat Pump Incentives Pre-Approval Application to qualify for an incentive.
- The system must be replacing one or more of the following system configurations in an existing building:
  - Electric resistance heating with or without cooling
  - Non-electric heating (e.g. natural gas, propane or oil system) with or without cooling
  - Heat pump
  - Existing geothermal heat pump, retrofitting both the indoor unit and ground loop system
- The system must be used as the building’s primary heating and cooling system.
- The system must be sized correctly to the property using industry-standard load calculation and energy analysis software.
- The minimum system requirements of our program design will maximize savings per \$ of incentive with a heating load requirement of 90 percent for edge cases.
- The system must be AHRI certified, with the AHRI Certified Reference Number as shown in the AHRI Database included on the pre-approval application. Please submit a copy of the AHRI Certificate for the proposed system with the pre-approval application.

## INSTALLATION REQUIREMENTS

- All projects must receive pre-approval prior to beginning installation. Pre-approval applications must be received by February 28, 2019.
- The complete system must be quoted, purchased and installed between May 1, 2018 and June 30, 2019 to qualify for an incentive.
- All equipment, including the indoor unit and ground loop system, must be purchased new, installed as part of the same project (partial installs or retrofits are not eligible) and included on the same contractor invoice.
- System must be installed according to all industry, manufacturer and GAOI-accreditation specifications.
- System must be installed conforming to all applicable building, local and state codes, and manufacturer specifications. Contractors are responsible for any permits that may be required.
- Self-installations are not eligible for an incentive.

## CUSTOMER, PROPERTY AND SITE REQUIREMENTS

- The property owner or occupant must be a ComEd business delivery service customer.
- System must be installed on a property that has a single ComEd business account.
- Only existing properties are eligible.
- Participants of the ComEd New Construction Service may not receive a separate incentive for a geothermal heat pump.
- Projects, including the site, equipment and project documentation, are subject to inspection during installation and after the project has been completed.

## INCENTIVE REQUIREMENTS AND LIMITATIONS

- The incentive will be determined based on the installed system’s nominal cooling capacity. The incentive will be limited to systems of 50 tons of capacity or less. ComEd may approve incentives for systems larger than 50 tons on a project-by-project basis.
- The maximum geothermal heat pump incentive a ComEd commercial delivery service customer may receive is \$1,000 per ton of capacity installed.
- The incentive amount is for the complete geothermal heat pump system, including the indoor unit and the ground loop system.
- The incentive payment may not exceed 50 percent of the total project cost. The only costs that qualify are equipment, contractor labor, and materials.
- Customers interested in geothermal heat pumps at more than one property may qualify for the maximum incentive per property if each property has its own ComEd account. Separate pre-approval applications must be submitted for each property.
- ComEd reserves the right to refuse any project at its sole discretion.

## CONTRACTOR REQUIREMENTS

- The primary installer or general contractor for the project must be a program-approved contractor to perform installations for geothermal heat pump incentives.
- Any subcontractor used by a program-approved contractor is subject to the participation requirements. Program-approved contractors using subcontractors guarantee the work of the subcontractor and are responsible for ensuring all requirements are met.

# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVES TERMS AND CONDITIONS

- Installation must be completed by a program-approved contractor.
- Program-approved contractors are:
  - A ComEd Energy Efficiency Program Business Trade Ally with ICC Energy Efficiency Installer certification
  - Accredited by the GAOI
  - Trained on program requirements and application process
- It is strongly recommended that commissioning documents be developed by a certified building commissioning agent

## PRE-APPROVAL AND INCENTIVE APPLICATION REQUIREMENTS

- Pre-approval must be submitted and approved prior to beginning project installation to qualify for an incentive.
- Final application must be submitted within 60 days of the completion date or by August 31, 2019, whichever comes first.
- To be considered for an incentive, prior to beginning installation, contractors must submit a completed pre-approval application that includes:
  - Full project specifications for the planned project
  - Load calculation and energy analysis documentation from industry-standard software
  - Customer and contractor signatures, agreeing to all terms and conditions
- After installation is complete and the system is fully operational, a final incentive application must be submitted which includes:
  - Contractor certification that the specifications of the installed project match the project detailed in the pre-approval application
    - » If the project specifications have changed in any way, it is the contractor's responsibility to update the pre-approval application and any relevant supporting documentation to be submitted with the incentive application
  - Energy analysis documentation, after the system has been commissioned and tested, as proof the system is operational
  - Proof of purchase and installation invoice(s), which includes:
    - » Equipment make, model and serial number
    - » Total project cost, including equipment, contractor labor and materials

- » Purchase and project completion date(s)
- » Payment terms (for example, balance due of zero, financing terms or paid-in-full stamp)
- » Installing contractor business information
- Installing contractor information, including any subcontractors used on the project
- Customer signature
- Contractor signature

## TERMS AND CONDITIONS

Commonwealth Edison Company (ComEd) is offering Heating and Cooling incentives under the ComEd Energy Efficiency Program to assist customers in making energy efficiency improvements.

## PROGRAM EFFECTIVE DATES

Geothermal heat pump incentives are offered until approved funds are exhausted or January 1 of each program year, whichever comes first. The effective dates are May 1, 2018 – June 30, 2019. Subsequent program year budgets and plans will be made available toward the end of the existing program year. At the current time, ComEd has a commitment to provide this program through June 30, 2019.

## PROGRAM AND PROJECT ELIGIBILITY

- Project requirements under the ComEd Energy Efficiency
- Program include the following:
- You must be a current ComEd business delivery service customer.
- Equipment must be installed by a program-approved professional contractor conforming to all applicable building, local and state codes, and manufacturer specifications.
- Qualifying equipment must be purchased and installed between May 1, 2018 and June 30, 2019, unless otherwise noted.
- Resale equipment, new parts installed in existing equipment, or equipment that is leased, rebuilt, rented, received from insurance claims, received from a warranty or won as a prize do not qualify.
- Equipment must be installed and operational at the address listed on the incentive application, prior to submittal of an incentive application.



# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVES TERMS AND CONDITIONS

- Replaced equipment must be permanently removed and disposed of in accordance with local codes and ordinances. Resale of replaced equipment is expressly forbidden.
- Equipment must be installed in a property owned by the applicant, or the applicant must receive permission from the property owner to install the equipment. Submission of an application indicates that the tenant has obtained this permission.
- Additional incentive requirements apply as listed on the PDF incentive application.

## DELAYED INSTALLATIONS DUE TO WEATHER

- If installation of the indoor part of system is completed during winter months, the outdoor unit must be included in the purchase and have installation planned for the spring to qualify for an incentive.

## INCENTIVE PAYMENT LIMITS

Incentive incentives may not exceed the total purchase price of the energy-efficient equipment. The only costs eligible for incentives are equipment, contractor labor and materials.

## APPLICATION PROCESS

- Incentive applications must be postmarked or submitted via email within 60 days of the installation date, or by February 28, 2019, whichever comes first. Completed and customer-signed applications must be accompanied by an itemized contractor invoice(s) or proof of purchase receipt(s), which contains all of the required information as listed on page 1 of the application.
- Failure to complete the incentive application in full and provide the required supporting documentation will either delay the payment process or result in the application being denied.

## INSTANT INCENTIVE REQUIREMENTS

If the customer is releasing payment of the incentive to the installing contractor for an instant incentive, the contractor must submit a customer-signed copy of the customer job order/invoice showing the full and correct incentive amount deducted from the total purchase price and labeled as a ComEd incentive. It is the installing contractor's sole responsibility to verify customer, equipment and installation eligibility prior to providing an instant incentive. Contractor assumes all liability by providing the instant incentive.

## LANDLORD APPLICATION REQUIREMENTS

A landlord with a tenant who holds the property's ComEd account may receive an incentive payment for a qualifying installation paid for by the landlord and completed in a property owned by the landlord. The customer may release payment of the incentive to the landlord on page 3 of the application and include a copy of the contractor invoice signed by the purchaser (i.e. the landlord).

## INSPECTIONS

ComEd reserves the right to inspect all incentive equipment to verify compliance with program rules and the accuracy of project documentation. This will include a post-installation inspection and a participant interview. Upon reasonable notice by ComEd, the customer must allow access to project documents and the installed equipment for a period of one year after receipt of incentive payment by ComEd.

## RELEASE OF LIABILITY

- ComEd, program administrators and implementers disclaim any and all liability, loss or damage and make no guarantees related to:
- Participation in the program, including use or installation of the equipment
- Loss or delay of incentive check in the mail
- Any taxes that may be imposed as a result of participation in the program

## DISPUTES/GOVERNING LAW

This application shall be exclusively governed by and interpreted in accordance with the laws of the State of Illinois. Any litigation between the parties shall be prosecuted only in the state or federal courts located in Cook County, Illinois.

## TOXIC MATERIALS

Neither ComEd, nor its consultants, contractors and/or subcontractors shall have any responsibility for the discovery, presence, handling, removal, disposal of, or exposure to hazardous materials of any kind in connection with customer's property, including, without limitation, asbestos, asbestos products, PCBs or any other toxic substances.

# COMMERCIAL GEOTHERMAL HEAT PUMP INCENTIVE TERMS AND CONDITIONS

## LIMITATIONS OF LIABILITY

- The customer shall independently evaluate any advice or information offered by ComEd related to estimates of electricity savings or program costs and is solely responsible for the selection and implementation of Energy Conservation Measures (ECMs).
- IN NO EVENT WILL ComEd, ITS CONSULTANTS, CONTRACTORS AND/OR SUBCONTRACTORS, BE LIABLE FOR THE CUSTOMER'S FAILURE TO ACHIEVE A SPECIFIED AMOUNT OF ENERGY SAVINGS OR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS AGREEMENT OR THE IMPLEMENTATION OF ECMs AT THE CUSTOMER'S PROPERTY. IN NO EVENT WILL ComEd BE LIABLE FOR INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE CUSTOMER'S PARTICIPATION IN THIS PROGRAM.
- Each party hereby agrees to defend, indemnify and hold harmless the other party, its consultants, contractors and subcontractors, and their respective officers, employees, agents, assigns, and successors-in-interest ("Indemnified Parties") from and against any third-party claims, damages, losses, liability, costs (including attorney's fees and expenses) for bodily injury to any person (including death resulting therefrom) and property damage arising out of or in connection with the program, except to the extent such claims, damages,

losses, liability and costs are caused by the negligence or willful misconduct of the other party.

## DISCLAIMER

- ComEd does not guarantee that certain energy savings will be achieved and does not make any warranties associated with the measures eligible for incentives under this program. ComEd has no obligations regarding, and does not endorse or guarantee, any claims, promises, representations, or work made or performed, or equipment furnished or installed by any contractors, subcontractors, or vendors that sell or install energy efficiency measures.
- The customer shall be entitled to the energy cost savings realized by the customer that result from the installation of ECMs at the customer's site. In consideration of the services provided by ComEd as part of this program, the customer agrees that ComEd is entitled to 100 percent of the rights and benefits associated with the measures, including, without limitation, PJM products and all other attributes, credits or products associated therewith under any regional initiative or federal, state or local law, program or regulation, and the customer waives, and agrees not to seek, any right to the same.