ILLINOIS MUNICIPAL ELECTRIC AGENCY
ELECTRIC EFFICIENCY PROGRAM

INCENTIVES FOR IMEA MEMBER MUNICIPALITIES

Municipally Managed Advanced Thermostat Residential Program
version May 1, 2019

NOTE: IMEA Member Municipalities use this application to establish a municipally managed residential advanced thermostat program. (Private-sector projects do not qualify.)

Program Year FY 2019-20
Start Date: May 1, 2019

Program Contact:

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HOW THE IMEA INCENTIVE GRANT OPERATES FOR MUNICIPALLY MANAGED RESIDENTIAL ADVANCED THERMOSTAT PROGRAMS

1. **IMEA Member Municipal Utilities use this application to set aside a specific amount of their IMEA Electric Efficiency Program Funding for a locally administered residential advanced thermostat program.**

   The State Technical Reference Manual for Electric Efficiency Programs Version 7.0, Vol. 3, Section 5.3.16 describes a Residential Advanced Thermostat Program as one in which a resident replaces a manual-only or a programmable thermostat with one that has the default enabled capability or the capability to automatically establish a schedule of temperature setpoints according to driving device inputs above and beyond basic time and temperature data of conventional programmable thermostats. This category of products and services is broad and rapidly advancing in regards to their capability, usability, and sophistication, but at a minimum must be capable of two-way communication and exceed the typical performance of manual and conventional programmable thermostats.

   This measure characterizes the household energy savings from the installation of a new thermostat(s) for reduced heating and cooling consumption through a configurable schedule of temperature setpoints (like a programmable thermostat) and automatic variations to that schedule to better match HVAC system runtimes to meet occupant comfort needs. These schedules may be defaults, established through user interaction, and be changed manually at the device or remotely through a web or mobile app. Automatic variations to that schedule could be driven by local sensors and software algorithms, and/or through connectivity to an internet software service. Data triggers to automatic schedule changes might include, for example: occupancy/activity detection, arrival & departure of conditioned spaces, optimization based on historical or population-specific trends, weather data and forecasts.

   Energy savings are applicable at the household level; all thermostats controlling household heat should be programmable and installation of multiple advanced thermostats per home does not accrue additional savings.

   Popular examples of Advanced Thermostat products include NEST and Ecobee products.

2. **IMEA reviews the pre-application and, when all is in order and acceptable, issues a Notice to Proceed,** which sets aside an amount of the Member’s IMEA Electric Efficiency Program Funding as a reimbursement for incentives that the city makes to residents who replace existing thermostats with acceptable advanced thermostat models.

3. **The city creates and manages the residential advanced thermostat program for its residential customers.** Specifically, the municipality:

   - Creates and accepts application forms, advertises the program to residents, administers the program and tracks program uptake. **NOTE:** The city is responsible for assuring that that the total amount paid as incentives to residential customers does not exceed the amount authorized by IMEA in the Notice to Proceed that results from the project pre-application.
(The city’s advanced thermostat program either must end once all the allocated funds are distributed to residents or the city can amend its pre-application to set aside more of its electric efficiency funds for the residential advanced thermostat program.)

- Takes in applications from its residents and approves or rejects them.
- As part of the approval process, the city verifies the purchase and installation of qualified advanced thermostats at qualified city residences.

4. The city keeps data, in the form of a spreadsheet, that includes:
   - The name of the resident.
   - The qualified residential location.
   - The make of the advanced thermostat.
   - The model number of the advanced thermostat.
   - The installation date of the advanced thermostat.
   - The purchase price of the advanced thermostat(s).
   - The number of advanced thermostats installed per location.
   - The amount of the incentive paid to the resident.
   - The method of the incentive paid to the resident (e.g., check or bill credit).
   - The date the incentive was paid to the resident.

The city keeps this information ready to include with the Final (or no more than quarterly) applications to the IMEA for reimbursement of incentives the city has paid to participating residents.

The city should also retain copies of customer receipts for the purchase of the advanced thermostats (although IMEA does not foresee ever requesting these from the city).

5. The city incentivizes the resident: The IMEA-approved incentive level is $50 per unit. Incentives may be made to the resident via a check from the city or via a credit on the applicant’s utility bill. (NOTE: Under this program IMEA will not make checks to residents. Incentives to residents are the sole responsibility of the city.)

6. The city applies for a final (or periodic) incentive reimbursement from IMEA: The city may elect to make an application for funds from IMEA either:
   a) When all funds set aside for the residential advanced thermostat program have been distributed to residents, or
   b) On a periodic (but no more than quarterly) basis, as agreed to by the city and IMEA.

To make an application for funds from IMEA, the city sends a memo to Rodd Whelpley (rwhelpley@imea.org) that includes:
   - A request for reimbursement to the city from IMEA and the total amount requested.
   - The number of incentivized advanced thermostat units for which the city is requesting reimbursement.
   - The number of households in which the advanced thermostats were installed.
   - A spreadsheet containing (at least) the data points listed in item 4 above.
NOTE: If the city elects to collect funds from IMEA on a periodic basis, then, likely only part of the funds set aside by the Notice to Proceed will be paid out in a single period. However, at each period IMEA and the city will track the total amount of incentives IMEA has paid to the city over the course of the periods thus far and how much of the allocated incentive amount (as reflected in the program’s Notice to Proceed) remains to be used by the city. In total, IMEA will not pay out an amount that is greater than the Notice to Proceed for this project. (The city’s advanced thermostat program either must end once all the allocated funds are distributed to residents or the city can amend its pre-application to set aside more of its electric efficiency funds for the residential advanced thermostat program.)

7. **IMEA reviews the final (or periodic) incentive request, resolves any issues and pays the city.** IMEA deems savings on this measure at 232 kWh annually per household installed.
Pre-Approval Application Checklist
Pre-Approval Application must include:
- Completed Pre-Approval Application – the cover page and pages 5-8 of this application. (Found at [http://www.imea.org/EEProgram.aspx](http://www.imea.org/EEProgram.aspx).
- Ancillary materials listed on page 8 item 2 of this application.

To Submit a Pre-Application
1. Gather materials listed above.
2. E-mail Rodd Whelpley at rwhelpley@imea.org.

If you have questions, e-mail Rodd Whelpley or call 217-789-4632.

Final Application Checklist
Final Application must include:
- A memo that includes: a) request for reimbursement to the city from IMEA and the total amount requested; b) the number of incentivized advanced thermostat units for which the city is requesting reimbursement; c) the number of households in which the advanced thermostats were installed.
- A spread sheet that includes (at least) the following data fields for each advanced thermostat unit:
  - The name of the resident.
  - The qualified residential location.
  - The make of the advanced thermostat.
  - The model number of the advanced thermostat.
  - The installation date of the advanced thermostat.
  - The purchase price of the advanced thermostat(s).
  - The number of advanced thermostats installed per location.
  - The amount of the incentive paid to the resident.
  - The method of the incentive paid to the resident (e.g., check or bill credit).
  - The date the incentive was paid to the resident.

To Submit a Final Application
1. Gather materials listed above and/or see any special instructions sent to you with your Notice to Proceed.
2. E-mail Rodd Whelpley at rwhelpley@imea.org.

If you have questions, e-mail Rodd Whelpley or call 217-789-4632.
## APPLICANT AND PROJECT INFORMATION

Check one:  
- [ ] Pre-approval  
- [ ] Final Application

<table>
<thead>
<tr>
<th>Name of Applicant – IMEA Member Municipality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Start Date:</td>
</tr>
<tr>
<td>Planned Completion Date:</td>
</tr>
<tr>
<td>Project Manager:</td>
</tr>
<tr>
<td>Telephone #:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
</tbody>
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### Total IMEA Electric Efficiency Incentive Requested

$ ______________________

*The incentive should equal $50 per advanced thermostat. For example if you intend to incentivize 100 units over the life of your program, then you would ask for a $5,000 incentive.*

### Incentive Payment Schedule Requested

The municipality will make applications for incentive payments (check one):

- [ ] When the program is finished
- [ ] On a semi-annual basis, on or about the following dates:
  - ______________________
  - ______________________
- [ ] On a quarterly basis, on or about the following dates:
  - ______________________
  - ______________________
  - ______________________
  - ______________________
APPLICANT CERTIFICATIONS

NOTE: If this project is approved and completed, then IMEA will send an incentive check to the address listed on this page and in care of the signatory. IF THE REBATE INCENTIVE SHOULD GO TO ANY ENTITY OTHER THAN THE LOCAL APPLICANT OR ITS NATIONAL HEADQUARTERS, then you must include a signed letter of assignment.

Applicant hereby certifies and understands that:

- The project site receives wholesale electric service from IMEA or electric delivery service from an IMEA member municipal electric system.
- All authorizations required to perform the project described in this application have either been obtained or will be obtained no later than 90 days following the project beginning date set forth in the Notice to Proceed Letter issued by the IMEA.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4).
- The Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that Grantees are responsible for determining if their projects will trigger compliance.
- As of the submittal date, the information provided in its application is accurate, and the individuals signing below are authorized to submit this application.
- Replaced equipment will be disposed of – not placed in storage.
- The applicant, by accepting an incentive for this electric efficiency project, acknowledges and agrees that any rights or abilities arising from kW savings that result from the execution of this project and that may be bid or sold into a Regional Transmission Operator market as energy efficiency or demand response or otherwise shall belong solely to IMEA.

Authorized Official (signature*)    Telephone

Typed/Printed Name      Fax

Title         Date

Authorized Signature Address


Authorized Signature E-mail Address

*Electronic signatures not acceptable. Please supply Certifications (this page) with original signature via mail, fax or electronically (scanned document)
NARRATIVE DESCRIPTION OF THE PROJECT AND ADDITIONAL REQUIRED MATERIALS

1. In the space below (or as a separate attachment) please provide a short narrative of how your residential advanced thermostat program will work.

2. Include with your pre-application to IMEA:
   a) The application your resident will use to receive an incentive from the city. **This is REQUIRED.** (See appendix A for an example.)
   b) A copy of the content of – or a link to – your residential advanced thermostat program’s Web page. **This is useful, but optional.**
   c) Any other ancillary materials that advertise or explain your residential advanced thermostat program. **This is useful, but optional.**
APPENDIX A – SAMPLE APPLICATION FORM
(You may want to model your city’s application form after this, or contact Rodd Whelpley for other examples)