ILLINOIS MUNICIPAL ELECTRIC AGENCY
RESIDENTIAL AIR SOURCE HEAT PUMP and/or
CENTRAL AIR CONDITIONER PROGRAM

START-UP KIT FOR IMEA MEMBER MUNICIPALITIES

version May 1, 2020

NOTE: IMEA Member Municipalities use this application to establish a municipally managed Residential Air Source Heat Pump and/or Central Air Conditioning Program.

Program Year FY 2020-21
Start Date: May 1, 2020

Program Contact:

Rodd Whelpley
Program & Communications Administrator
Illinois Municipal Electric Agency
3400 Conifer Drive
Springfield, IL 62711
Ph: 217-789-4632 or 800-243-4632
FAX: 217-789-4642
rwhelpley@imea.org
HOW THE IMEA INCENTIVE GRANT OPERATES FOR MUNICIPALLY MANAGED RESIDENTIAL AIR SOURCE HEAT PUMP and/or CENTRAL AIR CONDITIONING 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 air source heat pump and/or central air conditioning program.**

IMEA Members may use some or all of their Electric Efficiency Program funding to establish a locally managed program to incentivize the installation of residential air source heat pumps and/or central air conditioning units.

The Member may choose to:
- **a)** Establish only a residential air source heat pump program.
- **b)** Establish only a residential central air conditioner program.
- **c)** Establish both a residential air source heat pump program and a residential central air conditioner program.
- **d)** Establish neither program: Using any part of the city’s IMEA Electric Efficiency Program funding to establish any locally administered residential electric efficiency program is optional and up to the city to decide.

**Qualified Air Source Heat Pumps for this Program Are:**
- New systems installed in an existing home, new addition or new construction that is served by the Member utility.
- Installed by a professional service provider conforming to all applicable building, local and state codes, and manufacturer specifications.
- A residential-sized (<= 65,000 Btu/hr) unit that is more efficient than required by federal standards.
- A unit that has a Seasonal Energy Efficiency Ratio (SEER) rating of 14.5 or greater and a Heat Seasonal Performance Factor (HSPF) of at least 8.4. The applicant must also provide the unit’s Energy Efficiency Ratio (EER). The SEER rating from the Heating and Refrigeration Institute (AHRI) certificate will be used to calculate the rebate amount (SEER ratings cannot be rounded up). If the AHRI certificate validates the system at a SEER less than the minimum requirement, the system is not eligible for a rebate.

**Qualified Central Air Conditioners for this Program Are:**
- New systems installed in an existing home, new addition or new construction that is served by the Member utility.
- Installed by a professional service provider conforming to all applicable building, local and state codes, and manufacturer specifications.
- A residential-sized (<= 65,000 Btu/hr) Central Air Conditioning ducted split system meeting ENERGY STAR efficiency standards.
- A central air conditioner that has a Seasonal Energy Efficiency Ratio (SEER) rating of 15 or greater and an Energy Efficiency Ratio (EER) of 12.5 or greater. The SEER rating from the AHRI certificate will be used to calculate the rebate amount (SEER ratings cannot be rounded up). If the Air Conditioning, Heating and Refrigeration Institute (AHRI)
certificate validates the system at a SEER less than the minimum requirement, the system is not eligible for a rebate.

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 participate in the municipal air source heat pump and/or residential central air conditioning program.

3. **The city creates and manages the residential air source heat pump and/or central air conditioner 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. (The city’s residential air source heat pump and/or central air conditioner 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 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 units at qualified city residences.

4. **The city keeps data in the form of a spreadsheet.** These Excel spreadsheets must be turned in to IMEA as part of any request for reimbursement of the incentives that the utility pays to customers. Some information on these spreadsheets will be used by IMEA to calculate deemed savings resulting from the city’s program.

For the Air Source Heat Pump Measure, Spreadsheet Data Columns Should Include:

   - The name of the resident.
   - The qualified residential location.
   - The make of the air source heat pump (gathered from receipt or sales slip).
   - The model number (if possible) of the air source heat pump (gathered from receipt or sales slip).
   - The installation date of the air source heat pump (gathered from receipt or sales slip).
   - The purchase price of the air source heat pump (gathered from receipt or sales slip).
   - The cooling capacity of the air source heat pump (in Btu/hr).
   - The Seasonal Energy Efficiency Ratio (SEER) of the air source heat pump.
   - The Energy Efficiency Ratio (EER) of the air source heat pump.
   - The heating capacity of the air source heat pump (in Btu/hr).
   - The Heating Seasonal Performance Factor (HSPF) of the air source heat pump.
   - 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 unit was inspected by the city.
   - The date the incentive was paid to the resident.
NOTE: Each incentivized unit is recorded on its own row of the spreadsheet (even if the customer installs – and is incentivized for – more than one unit in the same location).

NOTE: Failure to provide all necessary information required for a unit may jeopardize the city’s IMEA reimbursement for the residential incentive paid for that unit.

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 and installation of the units (although IMEA does not foresee ever requesting these from the city).

For the Central Air Conditioner Measure, Spreadsheet Data Columns Should Include:
- The name of the resident.
- The qualified residential location.
- The make of the central air conditioner (gathered from receipt or sales slip).
- The model number (if possible) of the central air conditioner (gathered from receipt or sales slip).
- The installation date of the central air conditioner (gathered from receipt or sales slip).
- The purchase price of the central air conditioner (gathered from receipt or sales slip).
- The cooling capacity of the central air conditioner (in Btu/hr).
- The Seasonal Energy Efficiency Ratio (SEER) of the central air conditioner.
- The Energy Efficiency Ratio (EER) of the central air conditioner.
- 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 unit was inspected by the city.
- The date the incentive was paid to the resident.

NOTE: Each incentivized unit is recorded on its own row of the spreadsheet (even if the customer installs – and is incentivized for – more than one unit in the same location).

NOTE: Failure to provide all necessary information required for a unit may jeopardize the city’s IMEA reimbursement for the residential incentive paid for that unit.

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 and installation of the units (although IMEA does not foresee ever requesting these from the city).

5. The city incentivizes the resident: 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.)
Residential incentives are based on the SEER level of the air source heat pump or the central air conditioner.

Incentive Levels for the Air Source Heat Pump Measure:

- $\geq 14.5$ SEER/8.4 HSPF Air source heat pump = $400.00$
- $\geq 16$ SEER/8.6 HSPF Air source heat pump = $500.00$
- $\geq 18$ SEER/ 8.8 HSPF Air source heat pump = $600.00$

Incentive Levels for the Central Air Conditioner Measure:

- $\geq 15$ SEER Qualified Residential Central Air Conditioner = $300.00$
- $\geq 16$ SEER Qualified Residential Central Air Conditioner = $400.00$
- $\geq 18$ SEER Qualified Residential Central Air Conditioner = $600.00$

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 air source heat pump and/or central air conditioner 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 air source heat pump and/or central air conditioning units for which the city is requesting reimbursement.
- The number of households in which the measures were installed.
- A spreadsheet (or spreadsheets, if the utility is offering both measures) 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 the residential program. (The city’s residential air source heat pump and/or central air conditioner 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 program.)

7. **IMEA reviews the final (or periodic) incentive request, resolves any issues and pays the city.** IMEA deems savings on these measures based on calculators created by CLEAResult.
Pre-Approval Application Checklist

Pre-Approval Application must include:
- Completed Pre-Approval Application – the cover page and pages 6, and 8-10 of this application. (Found at http://www.imea.org/EEProgram.aspx.)
- Ancillary materials listed on page 10 item 2 of this application.

To Submit a Pre-Application
1. Gather materials listed above.
2. E-mail them to 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 air source heat pump and/or central air conditioning units for which the city is requesting reimbursement; c) the number of households in which the measures were installed.

☐ FOR AIR SOURCE HEAT PUMPS: A spreadsheet that includes (at least) the following data fields for each unit:
  ☐ The name of the resident.
  ☐ The qualified residential location.
  ☐ The make of the air source heat pump (gathered from receipt or sales slip).
  ☐ The model number (if possible) of the air source heat pump (gathered from receipt or sales slip).
  ☐ The installation date of the air source heat pump (gathered from receipt or sales slip).
  ☐ The purchase price of the air source heat pump (gathered from receipt or sales slip).
  ☐ The cooling capacity of the air source heat pump (in Btu/hr).
  ☐ The Seasonal Energy Efficiency Ratio (SEER) of the air source heat pump.
  ☐ The Energy Efficiency Ratio (EER) of the air source heat pump.
  ☐ The heating capacity of the air source heat pump (in Btu/hr).
  ☐ The Heating Seasonal Performance Factor (HSPF) of the air source heat pump.
  ☐ 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 unit was inspected by the city.
  ☐ The date the incentive was paid to the resident.

  NOTE: Each incentivized unit is recorded on its own row of the spreadsheet (even if the customer installs – and is incentivized for – more than one unit in the same location).

  NOTE: Failure to provide all necessary information required for a unit may jeopardize the city’s IMEA reimbursement for the residential incentive paid for that unit.

☐ FOR CENTRAL AIR CONDITIONERS: A spreadsheet that includes (at least) the following data fields for each unit:
  ☐ The name of the resident.
  ☐ The qualified residential location.
  ☐ The make of the central air conditioner (gathered from receipt or sales slip).
  ☐ The model number (if possible) of the central air conditioner (gathered from receipt or sales slip).
  ☐ The installation date of the central air conditioner (gathered from receipt or sales slip).
  ☐ The purchase price of the central air conditioner (gathered from receipt or sales slip).
  ☐ The cooling capacity of the central air conditioner (in Btu/hr).
  ☐ The Seasonal Energy Efficiency Ratio (SEER) of the central air conditioner.
  ☐ The Energy Efficiency Ratio (EER) of the central air conditioner.
  ☐ 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 unit was inspected by the city.
  ☐ The date the incentive was paid to the resident.

  NOTE: Each incentivized unit is recorded on its own row of the spreadsheet (even if the customer installs – and is incentivized for – more than one unit in the same location).

  NOTE: Failure to provide all necessary information required for a unit may jeopardize the city’s IMEA reimbursement for the residential incentive paid for that unit.

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 them to 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>
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<tbody>
<tr>
<td>Proposed Start Date:</td>
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<tr>
<td>Planned Completion Date:</td>
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<tr>
<td>Project Manager:</td>
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<tr>
<td>Telephone #:</td>
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<tr>
<td>Email Address:</td>
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</tbody>
</table>

### The Program is For

(choose one):
- [ ] Air Source Heat Pumps only
- [ ] Central Air Conditioners only
- [ ] Both Air Source Heat Pumps and Central Air Conditioners

### Incentive Payment Schedule Requested

The municipality will make applications for incentive payments (choose 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:
  - __________________________
  - __________________________
  - __________________________
  - __________________________

Total IMEA Electric Efficiency Incentive Requested

$ ______________________

This is the amount of your IMEA Electric Efficiency Program Funding you want to use for a locally administered residential air source heat pump and/or central air conditioner program.
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.

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 5/33 E-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 air source heat pump and/or central air conditioner program will operate.

2. Include with your pre-application to IMEA:
   a) The application your residents will use to receive an incentive from the city. This is REQUIRED. See appendix A (Air Source Heat Pump) and Appendix B (Central Air Conditioners) for examples. You may want to model your city’s applications on these appendices, or contact Rodd Whelpley for examples from other IMEA cities.
   b) A copy of the content of – or a link to – your residential air source heat pump and/or central air conditioner program’s Web page. This is useful, but optional.
   c) Any other ancillary materials that advertise or explain your residential air source heat pump and/or central air conditioner program. This is useful, but optional.
APPENDIX A – Sample Residential Air Source Heat Pump Application

<CITY or VILLAGE HERE>
Residential Air Source Heat Pump Incentive Program Application

See Page 2 of this application for program qualifications

REQUIRED CUSTOMER INFORMATION

Customer Receiving the Rebate: ____________________________________________

____________________________________

Primary Contact
    Phone and/or e-mail: ________________________________________________

Installation Address:

____________________________________

____________________________________

____________________________________

Account Number: ______________________________________________________

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Cooling Capacity Btu/hr (Note: 1 ton = 12,000 btu)</th>
<th>SEER</th>
<th>EER</th>
<th>Heating Capacity Btu/hr</th>
<th>HSPF</th>
<th>Eligible incentive (based on SEER- See page 2)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

TOTAL ELIGIBLE INCENTIVE $______

NOTE: Applicant must include for each unit:
1. Receipts for purchase and installation of each unit.
2. Documentation showing at least the cooling capacity, heating capacity and SEER rating, but preferably also the EER rating and the HSPF of each unit. Customers can get this information from their vendor, owner’s manual or another source. (If EER and HSPF are not provided, the utility will assume the lowest acceptable efficiency level. i.e. EER = 12.5 and HSPF of 8.4.)

CUSTOMER SIGNATURE AND CERTIFICATION

I certify that I have purchased the equipment described in this form and that it has been installed at the service address indicated. I agree to the terms and conditions.

_______________________________  ____________________________
Customer Signature  Date

FOR <CITY or VILLAGE> USE ONLY:
Date Application Received: ____________
Date Installation was inspected and inspector’s initials: ____________
Date Application Reviewed and Deemed Complete: ____________
Amount of Eligible Rebate ____________
Date Rebate Sent to Customer: ____________
Form of Rebate (check or bill credit): ____________
Date Project Information Entered into Program Spreadsheet (required by IMEA to be turned in at the end of the program): ____________
Processed by: _____________________________________________

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Qualified Residential Air Source Heat Pump:

- Rebate is available for a new system installed in an existing home, new addition or new construction that is served by __________ <electric utility name here> ______.
- All qualifying units, must be purchased new and installed by a professional service provider conforming to all applicable building, local and state codes, and manufacturer specifications between __<program start date>_ and __<program end date>_.
- The air source heat pump must be a new, residential-sized (<= 65,000 Btu/hr) unit that is more efficient than required by federal standards.
- The air source heat pump must have a Seasonal Energy Efficiency Ratio (SEER) rating of 14.5 or greater and a Heat Seasonal Performance Factor (HSPF) of at least 8.4 to qualify for a rebate. The SEER rating as determined by the Heating and Refrigeration Institute (AHRI) certificate will be used to calculate the rebate amount (SEER ratings cannot be rounded up).

Rebate Levels

- >= 14.5 SEER/8.4 HSPF Air source heat pump = $400.00 rebate (or bill credit)
- >=16 SEER/8.6 HSPF Air source heat pump = $500.00 rebate (or bill credit)
- >= 18 SEER/8.8 HSPF Air source heat pump = $600.00 rebate (or bill credit)
APPENDIX B – Sample Residential Central Air Conditioner Application

<CITY or VILLAGE HERE>
Residential Central Air Conditioning Incentive Program Application
<Program dates here>
See Page 2 of this application for program qualifications

REQUIRED CUSTOMER INFORMATION

Customer Receiving the Rebate: ____________________________________________

____________________________________

Primary Contact
Phone and/or e-mail: ______________________________________________________

Installation Address: ______________________________________________________

____________________________________

Account Number: ________________________________________________________

Eligible Incentive Calculation

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Cooling Capacity Btu/hr (Note: 1 ton = 12,000 Btu)</th>
<th>SEER</th>
<th>EER</th>
<th>Eligible Incentive (based on SEER – See page 2)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

TOTAL ELIGIBLE INCENTIVE $ 

NOTE: Applicant must include for each unit:
1. Receipts for purchase and installation of each unit.
2. Documentation showing at least the cooling capacity and SEER rating, but preferably also the EER rating of each unit. Customers can get this information from their vendor, owner’s manual or another source. (If EER rating is not provided, the utility will assume the lowest acceptable efficiency level. i.e. EER=12.5)

CUSTOMER SIGNATURE AND CERTIFICATION

I certify that I have purchased the equipment described in this form and that it has been installed at the service address indicated. I agree to the terms and conditions.

____________________________________  ______________________
Customer Signature                        Date

FOR <CITY or VILLAGE> USE ONLY:
Date Application Received: ________________
Date Installation was inspected and inspector’s initials: ________________
Date Application Reviewed and Deemed Complete: ________________
Amount of Eligible Rebate: ________________
Date Rebate Sent to Customer: ________________
Form of Rebate (check or bill credit): ________________
Date Project Information Entered into Program Spreadsheet (required by IMEA to be turned in at the end of the program): ________________
Processed by: ________________
Qualifying Units

• Rebate is available for a new system installed in an existing home, new addition or new construction that is served by _________ <electric utility name here> _______.

• All qualifying units, must be purchased new and installed by a professional service provider conforming to all applicable building, local and state codes, and manufacturer specifications between _________ <program start date> _______ and ______ <program end date> _______.

• The central air conditioner must be a new, residential-sized (<= 65,000 Btu/hr) Central Air Conditioning ducted split system meeting ENERGY STAR efficiency standards.

• The central air conditioner must have a Seasonal Energy Efficiency Ratio (SEER) rating of 15 or greater and an Energy Efficiency Ratio (EER) of 12.5 or greater to qualify for a rebate. The SEER rating as determined by the AHRI will be used to calculate the rebate amount (SEER ratings cannot be rounded up).

• This measure characterizes the installation of a new residential sized (<= 65,000 Btu/hr) Central Air Conditioning ducted split system meeting ENERGY STAR efficiency standards (15 SEER and 12.5 EER).

Rebate Levels

> = 15 SEER Qualified Residential Central Air Conditioner = $300.00 rebate (or bill credit)
> = 16 SEER Qualified Residential Central Air Conditioner = $400.00 rebate (or bill credit)
> = 18 SEER Qualified Residential Central Air Conditioner = $600.00 rebate (or bill credit)
APPENDIX B – Sample Residential Central Air Conditioner Application
(as Designed by an IMEA-Member Municipality)

City of Naperville
Central Air Conditioner Rebate Application

AIR CONDITIONER DATA (ALL FIELDS REQUIRED) $300 - 600 REBATE BASED ON SEER

All air conditioner brands, makes and models are eligible for this rebate program if they meet SEER qualifications (page 2). Offer valid for purchases/installations made between 2/1/20 and 4/30/21 and will end when all rebate funds are expended. Prior purchases/installations are not eligible. One rebate per City of Naperville Electric customer account.

Applicants must be residential customers and the owners or renters of their residence.

<table>
<thead>
<tr>
<th>Purchase Price</th>
<th>Installation Date</th>
<th>SEER Rating</th>
<th>Brand/Model &amp; Serial #</th>
</tr>
</thead>
</table>

Installer Name

A dated copy of the purchase receipt must be included with this application. Applications must be submitted within 120 days from date of installation.

City of Naperville Utility Billing Account Number:

Homeowner/Renter First Name:

Homeowner/Renter Last Name:

Installation Address:

Homeowner/Renter Address If Different From Installation Address:

Phone Number (include area code): Email address:

Property Type: □ Single Family □ Multi-family

Type of Installation: □ New □ Replacement

(Chair one)

Homeowner/Renter Signature: Date:

Requested rebate amount (based on SEER rating):

REBATE PAYMENT INFORMATION

All rebate payments will be applied directly to the utility billing account associated with the above installation address in the form of a $300-$600 account credit. Customers will receive the credit approx. two months after rebate application acceptance and processing.

Please mail or email application and documentation to:
City of Naperville Electric Utility
1392 Aurora Ave
Naperville, IL 60540
Attn: Bernie Saban
sabanc@naperville.il.us

Rebate Checklist:

□ Competed Signed Application with dated, itemized purchase receipt.
□ Documentation from Manufacturer and Installer proving SEER rating of A/C unit with Model and Serial #
□ Documentation from Installer proving date of installation.

OVER for SEER Incentive Calculations
### Eligible Incentive Calculation

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Cooling Capacity Btu/hr (Note: 1 ton = 12,000 Btu)</th>
<th>SEER</th>
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<th>Eligible Incentive (based on SEER – See Calcs.)</th>
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<tr>
<td><strong>TOTAL ELIGIBLE INCENTIVE</strong></td>
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</table>

**NOTE:** Applicant must include for each unit:

1. Receipts for purchase and installation of each unit.
2. Documentation showing at least the cooling capacity and SEER rating, but preferably also the EER rating of each unit. Customers can get this information from their vendor, owner’s manual or another source. *(If EER rating is not provided, the utility will assume the lowest acceptable efficiency level, i.e., EER=12.5)*

### CUSTOMER SIGNATURE AND CERTIFICATION

I certify that I have purchased the equipment described in this form and that it has been installed at the service address indicated. I agree to the terms and conditions.

_________________________________________  ________________________________
Customer Signature                      Date

### FOR NAPERVILLE USE ONLY:

Date Application Received:  

Date Application Reviewed and Deemed Complete:  

Amount of Eligible Rebate:  

Date Rebate Sent to Customer:  

Form of Rebate (check or bill credit):  

Date Project Information Entered into Program Spreadsheet (required by IMEA to be turned in at the end of the program):  

Processed by:  

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