



LIBERTY UTILITIES – EMPIRE DISTRICT MISSOURI CUSTOM COMMERCIAL & INDUSTRIAL REBATE PROGRAM GUIDELINES

Pre-Approval

All Custom Rebate Program applications must be pre-approved before any equipment is purchased or installed.

Eligibility Requirements

1. Incentives are available only to electric customers served under rate schedules CB, SH, GP, PFM, and TEB, and LP in The Liberty Utilities – Empire District (“Empire”) Missouri service territory.
2. Please review all of the pages in this document including Program Guidelines, Instructions for Applying (on rebate forms) and Program Terms and Conditions. Applicants must agree to the Terms and Conditions in order to participate.

Incentives

1. Total annual incentives of up to \$50,000 are available per program year per customer.
2. Multiple rebate applications for different measures may be submitted. Each individual measure will be evaluated on its own merits.
3. Similar measures that are proposed in different facilities or buildings will be evaluated separately.

Step 1 – Complete and Submit Application Form

Complete the LIBERTY UTILITIES – EMPIRE DISTRICT MISSOURI C&I CUSTOM rebate program form(s) and submit to the company. Call the Liberty Utilities helpline at 800-206-2300 if you need any assistance.

Step 2 – Pre-Approval

All rebate applications will be individually reviewed and analyzed by Liberty Utilities to determine if the proposed energy efficiency measures are eligible for a rebate. This may include calculation of the electrical energy savings and the value of any potential rebates. Liberty Utilities will send you a Pre-Approval letter with the rebate amount that is pre-approved. This letter is your verification that the application meets Liberty Utilities program requirements, and that installation may proceed. The pre-approval letter will also include additional instructions describing how to secure the rebate after installation is completed.

Liberty Utilities may request a pre-installation inspection before pre-approval is granted.

Step 3 – Customer Notifies Liberty Utilities when the Project is Completed or Equipment is Installed

The customer will be required to send copies of material, equipment, and labor invoices to Liberty Utilities, and notify Liberty Utilities of project completion.

Step 4 – Post-Inspection

Liberty Utilities may schedule and perform a post-inspection of the installed equipment.

Step 5 – Payment

Rebate payments will be in the form of a check, bill credit, and/or a combination of the two, and will be determined by the Program Terms and Conditions outlined.



LIBERTY UTILITIES – EMPIRE DISTRICT

MISSOURI

COMMERCIAL & INDUSTRIAL CUSTOM REBATE APPLICATION

Please complete all sections of this application and attach any additional information as needed. Applications that are incomplete may be delayed or rejected. Pre-Approval is required for the Custom Rebate Program.

Section 1: Applicant's Information

Applicant/Company Name: _____ Fed. Tax ID #: _____

Owner Lessee Other: _____

Please indicate which of the following apply:

Tax-Exempt Incorporated Other: _____

Contact Information:

Mr. Mrs. Ms. _____ Title: _____

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Mobile #: _____ Fax #: _____

Facility Information:

Liberty Utilities Electric Account Number(s): _
_____ Facility (Building)

Name: _____

Facility Address: _____

City: _____ State: _____ Zip: _____

Please indicate building or facility type:

Commercial Industrial Institutional Governmental Other: _____

Which of the following best describes this project?

Change of Use or Function of Building Space Expansion of Existing Building Equipment Replacement
 Renovation Other: _____

Contractor Information:

Company Name: _____ Federal Tax ID #: _

_____ Mailing Address: _____

_____ City: _____ State: _____

_____ Zip: _____ Contact Person: _____

_____ Email: _____ Telephone #:

_____ Mobile #: _____ Fax #: _____

Please submit the completed application and accompanying attachments to:
Liberty Utilities – Empire District
Commercial & Industrial Rebate Program
5301 Limestone Road Suite 222
Wilmington, DE 19808
Fax: 302 504 3084 Email:
energy.efficiency@empiredistrict.com

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Section 2: Project Description

Liberty Utilities determines the rebate based on estimated electricity savings and the difference in cost between standard practices and equipment, and the cost of high-efficiency practices and equipment. It is very important to describe the project as completely as possible in order to facilitate processing. Applications may be delayed or rejected if information is insufficient or the application is incomplete.

Briefly summarize the project that you are considering for reducing electricity consumption.

Indicate the type(s) of equipment that will be used to reduce electricity consumption. **Be sure to attach any additional required documentation as described below for each equipment category.** Projects may include several different types of efficiency measures. Check all that apply.

IMPORTANT

In all cases, the applicant must provide a cost estimate for the proposed energy efficiency project. Estimates must include a breakdown of equipment, materials and labor.

Applicant should also provide a cost estimate for the project using standard practices and equipment comparison to the high efficiency option(s). If this is not available, Liberty Utilities may develop an estimate for comparison.

Lighting and/or Lighting Controls

Please attach an inventory that describes the number and type of light fixtures and/or lighting controls that will be installed as well as expected annual electricity savings. For retrofits, inventories should indicate the number and types of fixtures being replaced, and the estimated annual hours of use.

Unitary HVAC Equipment (packaged HVAC units, split systems, heat pumps, etc.)

Provide the manufacturer, model number, cooling and heating capacity, and efficiency (SEER, EER, COP, or HPSR as applicable) of each new unit.

Air or Water-Cooled Central Chillers

Provide the manufacturer, model number, cooling and heating capacity, and efficiency (COP, or IPLV as applicable) of each new unit.

High Efficiency Motors and/or Variable Speed Drives

Please attach an inventory that describes the number and type of motors and/or drives that will be installed as well as expected annual electricity savings. For retrofits, inventories should indicate the number and types of motors being replaced, and the estimated annual hours of use.

Commercial Refrigeration Equipment

Provide the manufacturer, model number, cooling and heating capacity, and efficiency (COP, or other efficiency measures as applicable) of each new unit or system. Also provide estimated annual electricity savings.

Commercial or Industrial Energy Recovery Equipment and Economizers

Provide the manufacturer, model number, cooling and heating energy recovery capacity and efficiency. For HVAC energy recovery units, provide an estimate of energy savings using a recognized methodology, such as a bin analysis, for each new unit. For other types of heat recovery, include an estimate of annual energy savings.

High Efficiency Air Compressors

Provide the manufacturer, model number, and efficiency for each new unit, along with an estimate of annual energy savings.

Energy Management and Control Systems

Provide an estimate of the annual energy savings and a description of how the savings will be achieved using controls.

Other (including Industrial Process Equipment not included above)

Describe the measure and estimated annual energy savings.

Please include any energy audits, engineering reports and calculations, or any other information to support the application for a rebate.

LIBERTY UTILITIES- EMPIRE DISTRICT MISSOURI C&I CUSTOM REBATE PROGRAM

Section 3: Certification Statement

I certify that all information in this Application, including any attachments, is true and accurate to the best of my knowledge. I have reviewed the eligibility criteria and I understand that I will be required to provide additional information to Liberty Utilities to verify individual equipment eligibility. I have read and understand the Terms and Conditions set forth in this Application and agree to abide by them. I further certify that I am the Owner/Developer of the subject facility, or an Agent of the Owner/Developer or the legal Lessee, with full authority to obligate the Owner to all terms of this Agreement. I agree to permit Liberty Utilities to (1) verify the purchase invoices and product installation transactions; and (2) upon request, install and remove load monitoring equipment at the facility. I acknowledge that the rights and obligations in this Agreement shall be binding upon Lessees, Assigns and Future Owners of the facility. I also agree to include the restrictions contained in this Agreement in leases, sales contracts or other similar documents relating to the use and ownership of the facility. I acknowledge that, consistent with its program policies and procedures, Liberty Utilities may prorate a rebate or incentive (the "Rebate") if I purchase less than full electrical requirements from Liberty Utilities. I acknowledge that Liberty Utilities may require me to repay all or a portion of the rebate received if, within five (5) years of receipt of the rebate, I cease purchasing full electric requirements from Liberty Utilities, or increase my use of electric power from a non-Liberty Utilities source at the facility.

Applicant's Signature: _____ Date: _____

Or

Agent's Signature (if appropriate): _____ Date: _____

Liberty Utilities Representative: _____ Date: _____

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