

## Pre-Approval

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

## Eligibility Requirements

1. Rebates are available only to electric customers served under rate schedules NS-GS, TC-GS, NS-LG, TC-LG, TC-SP, and LP in Liberty Missouri service territory.
2. Please review all 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. Multiple rebate applications for different measures may be submitted. Each measure will be evaluated on its own merits.
2. Similar measures that are proposed in different facilities or buildings will be evaluated separately.

### Step 1 – Complete and submit application form

Complete the Liberty – Missouri C&I Rebate Program form(s) and submit them to the company. Call Liberty customer service at 1-833-286-0861 if you need any assistance.

### Step 2 – Pre-approval

All rebate applications will be individually reviewed and analyzed by Liberty 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. You will receive a pre-approval letter with the rebate amount that is pre-approved. This letter is your verification that the application meets Liberty's 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 may request a pre-installation inspection before pre-approval is granted.

### Step 3 – Customer notifies Liberty when equipment is installed and operational

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

### Step 4 – Post-inspection

Liberty 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.



# Commercial & Industrial Rebate Program

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 before any equipment is purchased.

Section 1: Applicant Information			
Applicant/Company Name:		Fed Tax ID#:	
<input type="checkbox"/> Building owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:			
Please indicate which of the following apply: <input type="checkbox"/> Tax-exempt <input type="checkbox"/> Incorporated <input type="checkbox"/> Other:			
Street Address:		City:	State:    ZIP Code:
Office Phone:	Mobile Phone:	Fax:	

Contact Information			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.    Name:		Title:	
Mailing Address:		City:	State:    ZIP Code:
Email:	Telephone:	Mobile:	

Facility Information			
Liberty Electric Account Number(s):		Building Name:	
Address:		City:	State:    ZIP Code:
Email:	Please indicate building or facility type: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Governmental <input type="checkbox"/> Other:		
Indicate which of the following best describes this project: <input type="checkbox"/> Change of use or function of building space <input type="checkbox"/> Expansion of existing building <input type="checkbox"/> Equipment replacement <input type="checkbox"/> Renovation <input type="checkbox"/> Other:			

Contractor Information			
Company Name:		Fed Tax ID#:	
Mailing Address:		City:	State:    ZIP Code:
Contact Person:	Email:		
Telephone:	Mobile:		

Please submit completed application and all required documents to [libertymocommercial@icf.com](mailto:libertymocommercial@icf.com).

**Section 2: Project Description**

Liberty determines the rebate based on estimated electricity savings, 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 if the application is incomplete.

Briefly summarize the project that you are considering for reduced 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. Please include any energy audits, engineering reports and calculations, or any other information to support the application for a rebate.**

 Lighting and/or Lighting Controls

- Provide the lighting inventory workbook. This provides a space by space description of the existing equipment, hours of operation, proposed retrofit equipment, and project equipment and labor costs.
- Provide specification sheets for all proposed equipment. Proposed equipment must be ENERGY STAR® or Design Lights Consortium listed to receive a rebate.

 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 HSPF as applicable) for each new unit.
- Provide specification sheets for proposed equipment.
- Provide itemized equipment and labor cost estimates.

 Air or Water-Cooled Central Chillers

- Provide the manufacturer, model number, cooling capacity, and efficiency (EER, IPLV if air-cooled, full load kW/ton, IPLV if water-cooled) for each new unit.
- Provide specification sheets for proposed equipment.
- Provide equipment and labor cost estimates.

 Premium Efficiency Motors and/or Variable Frequency Drives

- For motors, provide an inventory of existing equipment (type of use, quantity, hp, efficiency, hours of operation) and proposed replacement equipment (manufacturer and model number, hp, and efficiency).
- For VFDs, provide an inventory of existing equipment (as noted for motors) and proposed VFD (manufacturer and model number, hp). Rebates are not available for replacement of existing non-working VFDs or VFDs used for soft start.
- Provide expected annual electricity savings calculations for motors and/or VFDs.
- Provide specification sheets for proposed equipment.
- Provide itemized equipment and labor cost estimates.

 Commercial Refrigeration Equipment

- Provide an inventory of existing equipment (type of use, quantity, manufacturer, model and age) and proposed replacement equipment (manufacturer, model number, quantity, cooling capacity and efficiency).
- Provide specification sheets for proposed equipment.
- Provide itemized equipment and labor cost estimates.

 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 and economizers, 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 annual energy savings calculation based on the process.
- Provide specification sheets for proposed equipment.
- Provide itemized equipment and labor cost estimates.

High-Efficiency Air Compressors

- Provide manufacturer, model number, type of compressor (screw, scroll, or water- or air-cooled), capacity (hp, cfm and psi), method of control (inlet, throttle or fixed/variable), staging (if multiple compressors), dryers, and storage for existing equipment. Provide similar information for proposed equipment.
- Provide energy savings calculations based on trended operation comparison of existing and proposed equipment.
- Provide specification sheets for proposed equipment.
- Provide itemized equipment and labor cost estimates.

 Energy Management and Control Systems

- Provide a description of current controls, equipment controlled, and the proposed controls/sequences of operation.
- Provide annual energy savings calculations.
- Provide itemized equipment and labor cost estimates.

 Other (e.g., Industrial Process Equipment not included above, Commercial Food Service)

- Describe existing conditions and proposed measure.
- Provide annual energy savings calculations.
- Provide specification sheets for major equipment.
- Provide itemized equipment and labor cost estimates.

Please submit completed application and  
all required documents to  
[libertycommercial@icf.com](mailto:libertycommercial@icf.com).



## Commercial & Industrial Rebate Program

**These Terms and Conditions are only valid for installation or service completed on or after Jan. 1, 2022.**

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 The Empire District Electric Company d/b/a Liberty ("Liberty"), 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, 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 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 may prorate a rebate or incentive (the "Rebate") if I purchase less than full electrical requirements from Liberty. I understand that funds available may be limited, and any Participants who receive equipment incentives through another energy efficiency program offered by Liberty are not eligible to receive incentives directly through this program for the same equipment. I acknowledge that Rebates are not available on refurbished or used equipment, and the program reserves the right to change its incentive amounts in addition to negotiating a lower incentive amount on a per-unit basis in the case of multiple installations at the same site. I acknowledge that Liberty 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 or increase my use of electric power from a non-Liberty source at the facility.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Signature (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

Liberty Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed application and  
all required documents to  
[libertycommercial@icf.com](mailto:libertycommercial@icf.com).