



## LIBERTY UTILITIES - MISSOURI COMMERCIAL & INDUSTRIAL REBATE PROGRAM GUIDELINES

### **Pre-Approval**

All C&I 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, LP and TEB in Liberty Utilities – Empire District (“Liberty Utilities”) 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. 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 – MISSOURI C&I 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 Equipment is Installed and Operational**

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.



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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 #:

Building Owner Lessee Other:

Please indicate which of the following apply: Tax-Exempt Incorporated Other:

Contact Information:

Mr. Mrs. Ms. Title:

Email:

Mailing Address:

City: State: Zip:

Telephone #: Mobile #:

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 #:

LIBERTY UTILITIES Commercial & Industrial Rebate Program
5301 Limestone Road Suite 222
Wilmington, DE 19808
Phone: 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.

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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 estimate.

**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 estimate.

**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, age) and proposed replacement equipment (manufacturer, model number, quantity, cooling capacity, 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, water or air cooled), capacity (hp, cfm, psi), method of control (inlet, throttle, fixed/variable), staging (if multiple compressors), dryers, 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.

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**Energy Management and Control Systems**

- Provide a description of current controls and equipment controlled and 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 Foodservice)**

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

### 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: \_\_\_\_\_

**Please submit the completed application and accompanying attachments to:**

**LIBERTY UTILITIES  
Commercial & Industrial Rebate Program  
5301 Limestone Road Suite 222  
Wilmington, DE 19808  
Phone: 302-504-3084  
Email: [energy.efficiency@libertyutilities.com](mailto:energy.efficiency@libertyutilities.com)**