

OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

Directions: Please save a copy of this form to your computer by selecting “File/Save As” before entering text and numbers. Then fill in your information electronically and select “Save.” Note that this form requires Adobe Reader® version 11.0 to function properly. Download the most recent version of Adobe Acrobat Reader DC® at <http://get.adobe.com/reader>.

The ComEd® Energy Efficiency Program offers incentives to help property managers/owners reduce their tenants’ energy use by improving the efficiency of their equipment in building areas primarily used as office space. Small kitchens/break rooms, printer/copier rooms, conference rooms and small server rooms used to support office space are eligible for this incentive.

How to Apply

1. Check project and equipment eligibility

- All installed equipment must meet or exceed specifications described in the incentive worksheets available at ComEd.com/BizIncentives.

2. Submit a pre-approval application

- Pre-approval is required; complete the pre-approval application on page 2 and select applicable measures in this document.
- Wait until your application is approved before removing equipment and starting your project. You will receive a reservation letter stating your project has been approved and the amount of incentive reserved.
- A pre-approval inspection is required to verify existing equipment if the measure baseline you choose does not meet IECC 2015 code.

3. An engineer may contact you to schedule an on-site inspection

4. Install equipment or perform project work

- The estimated project completion date that you provide will be used to determine your reservation period. Contact the program team if you think your project will require additional time.
- ComEd cannot issue certain incentives or rebates unless it is provided with: 1) certification that measures were self-installed by the ComEd customer, or 2) evidence that the measures were installed by an installer certified with the Illinois Commerce Commission.

5. Submit a final application

- Submit a final application with all applicable incentive worksheets and required documents once the project is completed. All final applications must be received prior to the reservation expiration date. Download the Standard and Custom Pre-Approval and Final Application Form and applicable incentive worksheets from ComEd.com/BizIncentives.

Applications should be submitted by **ONE** of the following methods:

Email: BusinessEE@ComEd.com (10MB file size limit; submit multiple emails if necessary)

Fax: **630-480-3436**

Mail: **The ComEd Energy Efficiency Program, 700 Commerce Drive, Suite 330, Oak Brook, IL 60523**

ComEd Energy Efficiency Program incentive applications and worksheets can be found at

ComEd.com/BizIncentives.

Questions? Email BusinessEE@ComEd.com or call **855-433-2700**.

Customer Name:

OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

CUSTOMER INFORMATION			
COMPANY NAME:	ESTIMATED PROJECT COMPLETION DATE:		
COMPANY CONTACT NAME:	TITLE:		
PHONE:	EMAIL:		
ADDRESS WHERE MEASURES INSTALLED (IF DIFFERENT FROM BELOW):	CITY	STATE	ZIP
MAILING ADDRESS	CITY	STATE	ZIP
COMED ACCOUNT NUMBER (IF KNOWN):	NAME AS IT APPEARS ON YOUR ENERGY BILL:		

Facility Heating Systems:

Electric Natural gas Other:

Customer Signature (required)

I certify that the information provided in this application is true and correct. I have read and understand the program requirements and terms and conditions set forth in this application and agree to abide by these requirements. I verify by my signature hereto that I have authority to submit this application.

ComEd customer authorized signature:	Print Name:	Date:
Title and/or relationship to company:		

Please note that this document will require re-saving each time a digital signature is used.

OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

Note: Include the square footage covered by each measure; the entire square footage is not required.

Lighting

Current System: T12

Proposed System: T8/T5

\$14.76 per 100 square feet

Not eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

Proposed System: LED

\$27.46 per 100 square feet

Not eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

Current System: T8/T5

Proposed System: LED

\$9.49 per 100 square feet

Not eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

Current System: No existing system

Proposed System: LED

\$7.78 per 100 square feet

Eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

Lighting (continued)

Current System: No Lighting Controls

Proposed System: Occupancy Sensors

\$8.20 per 100 square feet

Not eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

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Proposed System: Photocells

\$2.46 per 100 square feet

Not eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

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Proposed System: Occupancy Sensors + Photocells

\$9.29 per 100 square feet

Not eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

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Proposed System: Advanced Lighting (per IECC 2015)

\$14.76 per 100 square feet

Eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

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INCENTIVE SUBTOTAL:

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OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

Power Management

Current System: No Plug Load Management

Proposed System: Network Desktop Power Management

\$12.00 per 100 square feet

Eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

Current System: No Vending Machine Controls

Proposed System: Vending Machine Controls

\$1.00 per 100 square feet

Eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

Current System: No or Old Refrigerator

Proposed System: ENERGY STAR® Refrigerator

\$0.45 per 100 square feet

Eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

INCENTIVE SUBTOTAL:

OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

HVAC - EMS

Current System: Non-Electronically Commutated Motors on Terminal Fan Boxes

**Proposed System: Electronically Commutated Motors (under 10 HP)
\$5.56 per 100 square feet**

Not eligible if no baseline equipment present (code baseline)

Square feet covered by measure:

Current System: Programmable Thermostats, 15+ year-old EMS

**Proposed System: EMS with 3 control strategies
\$15.00 per 100 square feet**

Please put a check mark next to each control strategy on page 7 that you wish to qualify for this incentive.

Square feet covered by measure:

Proposed System: EMS with 6 control strategies

\$25.00 per 100 square feet

Please put a check mark next to each control strategy on page 7 that you wish to qualify for this incentive.

Square feet covered by measure:

Current System: Manual Thermostats

**Proposed System: EMS with 3 control strategies
\$25.00 per 100 square feet**

Please put a check mark next to each control strategy on page 7 that you wish to qualify for this incentive.

Square feet covered by measure:

Proposed System: EMS with 6 control strategies

\$35.00 per 100 square feet

Please put a check mark next to each control strategy on page 7 that you wish to qualify for this incentive.

Square feet covered by measure:

INCENTIVE SUBTOTAL:

OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

Eligible Enhanced Control Strategies

EMS systems must be new and include at least three enhanced control strategies to be eligible for Tier 1 incentives. For Tier 2 eligibility, at least six enhanced control strategies are required. Please put a check mark next to each control strategy that you wish to qualify for this incentive.

Air Handling / Ventilation Systems Control Strategies:	Eligible for Code Baseline
Optimal start/stop	No
Supply air static pressure reset	No
Economizer control - dry bulb or enthalpy changeover	No
Supply air temperature reset	No
Improved outside air volume control (other than economizer)	No
Summer/winter air volume change (two speed or variable speed)	Yes
Morning warm up cycle with outside air fully closed	No
Morning cool down cycle with outside air fully closed	No
Minimum/maximum dual set points for occupied and unoccupied periods for VAV boxes	Yes

Central System and Central Plant Control Strategies	Eligible for Code Baseline
Cooling lockout based on outside air temperature	No
Distribution pump selection/sequencing	Yes
Heating lockout based on outside air temperature	Yes
Distribution pump speed control	No
Condenser water temperature setpoint reset	Yes
Cooling tower fan staging	Yes
Chilled water temperature setpoint reset	No
Cooling tower fan speed control	No
Chiller or compressor sequencing	No
Interconnectivity with advanced lighting system	Yes

OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

Measure Assumption Details

If the facility would like to use measures that do not meet current code requirements, a pre-inspection must be performed to verify existing equipment (e.g. T12 lamps, EMS not capable of supporting certain control strategies, lack of lighting controls, etc.).

T8/T5 baseline to LED

Assumption:

Fluorescent baseline lighting power density equal to IECC 2015 (0.82 w/ft²)

Occupancy sensors

Assumption:

All lights in the space are controlled

Occupancy sensors + photocells

Assumption:

25% of the lights in the space are controlled by photocells

Vending machine controls

Assumption:

1 beverage and 1 snack vending machine per 10,000ft²

ENERGY STAR refrigerator

Assumption:

1 refrigerator per 10,000ft²

Electronically commutated motors

Assumption:

1 cfm/ft² and 1,800 cfm/hp; translates into 11.1 hp per 10,000ft²

OFFICE SPACE PRE-APPROVAL APPLICATION FORM

January 1, 2019 through December 31, 2019

Data Center Measures

ComEd offers incentives to move a stand-alone data center or closet to a colocation facility. Check the box if you are interested in learning more about data center colocation benefits.

In addition to the standard incentives, your facility may be eligible for custom incentives and/or assistance from the ComEd new construction team. If you are in the early design stages of your tenant build-out, review the list of measures below and check any that are applicable. A member of the new construction team will contact you to get started.

New Construction Measures

Task tune overhead lights
Commission lighting controls
ENERGY STAR appliances
Receptacle controls beyond 50% code minimum
Unique plug load control strategies
VAV box resets
DCV (CO2 control)
Heat recovery for IT rooms
New air handling units

New chilled water systems
New heating water systems
Energy recovery
Window film
Air sealing
Exterior insulation (Fur-Out)
Auto-control of motorized shades
Domestic hot water upgrades
Low-flow fixtures

GRAND TOTAL INCENTIVE REQUESTED

OFFICE SPACE PRE-APPROVAL APPLICATION TERMS AND CONDITIONS

January 1, 2019 through December 31, 2019

Commonwealth Edison Company (ComEd) is offering Standard and Custom incentives under ComEd Energy Efficiency Program to facilitate the implementation of cost-effective energy-efficiency improvements for eligible non-residential (commercial, industrial, local governments, municipal corporations, public school districts, community college districts, public universities, state and federal facilities). Standard incentives are cash incentives for implementing many common energy-efficiency improvements. Custom incentives are cash incentives for making energy-efficiency improvements not covered by the standard incentives.

Program Effective Dates

Program incentives are offered until approved funds are exhausted or December 31 of each program year, whichever comes first. The effective program dates are January 1, 2019, through December 31, 2019.

Subsequent program year budgets and plans will be made available toward the end of the existing program year. At the current time, ComEd has a commitment to provide this program through December 31, 2019.

Program And Project Eligibility

The program offers cash incentives, technical services and whole-building solutions to help businesses use energy more efficiently. Program incentives are available to all non-residential customers (these terms do not apply to individual low-income) within the ComEd service territory who pay into the Energy Efficiency Pricing Performance (Rider EEPP) and receive their electricity over ComEd wires, regardless of retail electric supplier. Funds are limited and subject to availability.

Under the Future Energy Jobs Act, customers who had an account with a load of 10MW or higher during the 12 months ending December, 2017, will not contribute to, nor participate in, the ComEd Energy Efficiency Program.

Project requirements under the program include the following:

- Projects must involve new equipment installed at an existing facility that results in a permanent reduction in electrical energy usage (kWh).
- Equipment must be installed and operational.
- Replaced equipment must be permanently removed. All removed materials, including lamps and ballasts containing polychlorinated biphenyls (PCBs), must be permanently taken out of service and disposed of in accordance with local codes and ordinances. Resale of replaced equipment is expressly forbidden.
- Any measures installed at a facility must be sustainable and provide 100 percent of the energy benefits as stated in the application for a period of five years or for the life of the product, whichever is less. If the customer ceases to be a delivery service customer of ComEd, or removes the equipment or system at any time during the five-year period or the life of the product—without having replaced the equipment or system with an equally or more energy-efficient equipment or system during that time - the customer may be required to return a prorated amount of incentive funds to ComEd.
- Custom projects must involve measures that result in a reduction in electric energy usage due to an improvement in system efficiency. Projects that result in reduced energy consumption without an improvement in system efficiency are not eligible for a custom incentive. However, projects that involve an automated control technology, such as energy management system programming, may be eligible for an incentive. All projects must meet ComEd cost-effectiveness requirements.

Projects that are NOT eligible for an incentive include, but are not limited to, the following:

- Fuel switching (e.g., electric to gas or gas to electric) that does not result in a reduction of total BTUs of electricity and natural gas
- On-site electricity generation (except as part of a qualifying combined heat and power project)
- Projects involving gas-driven equipment in place of electric equipment (such as a chiller)
- Projects using energy savings devices that do not demonstrate measurable and verifiable energy and/or demand savings, including power conditioning (power factor correction, harmonic current reduction, transient voltage protection, lighting voltage regulation or other power-conditioning measures such as interruptible power supplies, rectifiers, etc.) or black box solutions (software, hardware, system or material in which the efficiency is not supported with ComEd accepted certified test results)
- Projects that involve peak-shifting (and not kWh savings)
- Renewables

OFFICE SPACE PRE-APPROVAL APPLICATION TERMS AND CONDITIONS

January 1, 2019 through December 31, 2019

- Projects that repair or replace existing equipment with like equipment
- Projects for the sole purpose of implementing demand response measures
- Projects receiving funding for the same equipment through any other Energy Efficiency Portfolio (EEP) programs offered by Ameren, Nicor, Peoples, North Shore
- Custom projects with simple paybacks greater than the equipment life
- Used and/or refurbished equipment
- Type A and Type B linear LED lamps that are DLC® listed; you may receive incentives only through Instant Discounts
- Wall packs and commercial food service equipment are eligible for standard or instant discount incentives. Customers who receive an instant discount incentive through a participating distributor are not eligible to receive a standard incentive or vice versa.
- Customers who receive an instant discount incentive through a participating distributor for HID LED are not eligible to receive a streetlighting incentive or vice versa.

Incentive Payment Limits

For the standard incentives program, the total incentive paid cannot exceed 100 percent of the incremental measure cost or 75 percent of the total project cost, whichever is less. For the custom incentives program, the total incentive paid cannot exceed 100 percent of the incremental measure cost or 100 percent of the total project cost. If additional incentives are provided to the project from other public sources (such as the State Energy Program (SEP) or Illinois Clean Energy Community Foundation (ICECF)), the combined ComEd and other public source incentives cannot exceed 100 percent of the total project cost. For both the standard and custom incentive programs, contractor labor costs can be considered in the project cost. Internal customer labor costs cannot be included in the project cost. The definition of incremental measure cost depends on whether the measure being installed is considered to be a replacement or a retrofit. For replacement measures, the incremental measure cost is defined as the cost to purchase and install the energy efficient equipment minus the cost to purchase and install similar equipment that would meet federal and local energy standards but not qualify for an incentive under this program. For retrofit measures, the incremental measure cost is simply the cost to purchase and install the qualifying measures. Contractor labor costs can be considered in the project cost. Internal customer labor costs cannot be included in the project cost.

Application Review Process

A pre-approval application is required for all projects. Funds are reserved for the project when ComEd receives a complete pre-approval application and determines that the project meets the program eligibility requirements. Approval of a pre-approval application is not a guarantee that the final application will be approved or a guarantee of an incentive payment.

ComEd will review final applications for eligibility and completeness. The final application must be submitted within 60 days of project completion. Project documentation, including dated invoices for the purchase and installation of the measures and product specification sheets, is required. To qualify for 2019 incentives, final applications must be submitted no later than 60 days from project completion, or February 28, 2020, whichever date comes first. The location or customer name on the invoice must be consistent with the application information. The project invoice must provide sufficient detail to separate the project cost from the cost of other services, such as repairs and building code compliance. ComEd reserves the right to request additional supporting documentation as deemed necessary to ensure measure eligibility and verify that the expected energy savings will occur. I acknowledge and understand that it is necessary for ComEd to store, use and share the information contained in this application, as well as information collected in connection with this project. Therefore, I hereby authorize ComEd to collect, store and consider customer data for its internal and Program purposes and to share the customer data with third-party vendors/contractors who are doing work on ComEd's behalf.

Requested information could include equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information and proof of customer co-payment.

Any customer who submits an incomplete application will be notified of deficiencies upon review of the application; the application will not be processed until all information is received. Customers are encouraged to call the program hotline at 855-433-2700 if they have any questions about documentation requirements.

ComEd may need to conduct inspections both before and after standard project implementations to verify equipment and operation conditions. The applicant is required to submit a pre-approval application while the existing equipment is still in operation to allow ComEd the opportunity to verify the existing equipment.

OFFICE SPACE PRE-APPROVAL APPLICATION TERMS AND CONDITIONS

January 1, 2019 through December 31, 2019

Requirements For Custom Project: Electricity Savings Calculation

The annual electricity savings must be calculated for custom projects using industry-accepted engineering algorithms or simulation models. The applicant must estimate the annual electricity usage of both the existing and proposed equipment based on the current operation of the facility. If the existing equipment is at the end of its useful life, the applicant must substitute equipment that would meet the applicable federal and local energy codes when calculating the annual energy savings.

The applicant must be able to clearly describe the method used to calculate the savings. The applicant must provide all assumptions used in the calculations and document the source for these assumptions.

The method and assumptions used by the applicant to calculate the annual savings will be reviewed by ComEd. ComEd is solely responsible for the final determination of the annual energy savings to be used in calculating the incentive amount. ComEd also reserves the right to require specific measurement and verification activities including monitoring both before and after the retrofit and to base any resulting incentive payment on the results of these activities.

Inspections

ComEd reserves the right to inspect all standard and custom projects to verify compliance with program rules and the accuracy of project documentation. This may include pre-installation and/or post-installation inspections, detailed lighting layout descriptions, metering, data collection, interviews and utility bill data analyses. Upon reasonable notice by ComEd, the customer must allow access to project documents and the facility where the measures were installed for a period of five years after receipt of an incentive payment by ComEd.

Tax Liability

Incentives may be taxable under federal and state tax codes and, if more than \$600, will be reported to the IRS unless the customer provides acceptable proof that it is exempt from payment of such applicable taxes. In any event, ComEd is not responsible for any taxes that may be imposed on your business as a result of your receipt of a standard or custom incentive, or for providing legal or accounting advice regarding such. Customer should consult with its tax accountant or advisor regarding potential tax liability.

Disputes/Governing Law

This application shall be exclusively governed by and interpreted in accordance with the laws of the State of Illinois. Any litigation between the parties shall be prosecuted only in the state or federal courts located in Cook County, Illinois.

Toxic Materials

Neither ComEd, nor its consultants, contractors and/or subcontractors, shall have any responsibility for the discovery, presence, handling, removal, disposal of, or exposure to hazardous materials of any kind in connection with customer's facility, including without limitation, asbestos, asbestos products, PCBs or any other toxic substances.

Limitations Of Liability

The customer shall independently evaluate any advice or information offered by ComEd related to estimates of electricity savings or program costs and is solely responsible for the selection and implementation of Energy Conservation Measures (ECMs).

IN NO EVENT WILL COMED, ITS CONSULTANTS, CONTRACTORS AND/OR SUBCONTRACTORS, BE LIABLE FOR THE CUSTOMER'S FAILURE TO ACHIEVE A SPECIFIED AMOUNT OF ENERGY SAVINGS, THE OPERATION OF CUSTOMER'S FACILITIES, OR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS AGREEMENT OR THE IMPLEMENTATION OF ECMs AT CUSTOMER'S FACILITIES. IN NO EVENT WILL COMED BE LIABLE TO YOU FOR ANY LOST PROFITS, LOST SAVINGS OR INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF YOUR PARTICIPATION IN THIS PROGRAM. THE STATE OF ILLINOIS EXEMPTS ITSELF FROM ANY CLAIMS, DEMAND, AND ACTIONS BASED UPON OR ARISING OUT OF ANY SERVICES PERFORMED FOR THE PROGRAM.

OFFICE SPACE PRE-APPROVAL APPLICATION TERMS AND CONDITIONS

January 1, 2019 through December 31, 2019

Each party hereby agrees to defend, indemnify and hold harmless the other party, its consultants, contractors and subcontractors, and their respective officers, employees, agents, assigns, and successors-in-interest (“Indemnified Parties”) from and against any third party claims, damages, losses, liability, costs (including attorney’s fees and expenses) for bodily injury to any person (including death resulting therefrom) and property damage arising out of or in connection with the program, except to the extent such claims, damages, losses, liability and costs are caused by the negligence or willful misconduct of the other party.

Disclaimer

ComEd, in its sole discretion, may change any of the terms and/or conditions of this program upon thirty (30) days written notice to customer and/or energy efficiency service provider.

ComEd does not guarantee that certain energy savings will be achieved and does not make any warranties associated with the measures eligible for incentives under this program. ComEd has no obligations regarding, and does not endorse or guarantee, any claims, promises, representations, or work made or performed, or equipment furnished or installed by any contractors, subcontractors, or vendors that sell or install energy-efficiency measures.

The customer shall be entitled to the energy cost savings realized by the customer that result from the installation of ECMs at the customer’s site. In consideration of the services provided by ComEd as part of this program, the customer agrees that ComEd is entitled to 100% of the rights and benefits associated with the measures, including without limitation PJM products and all other attributes, credits or products associated therewith under any regional initiative or federal, state or local law, program or regulation, and customer waives, and agrees not to seek, any right to the same.