	Received:	Project #	Pre-App Final App
IMEA		(Applicant: Please include this cover page,	which IMEA will complete.)

# RESIDENTIAL AIR SOURCE HEAT PUMP and/or CENTRAL AIR CONDITIONER PROGRAM

# START-UP KIT FOR IMEA MEMBER MUNCIPALITIES

July 2024

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 2024-25 May 1, 2024 – April 15, 2025

#### **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 REBATE PROGRAM OPERATES FOR MUNCIPALLY MANAGED RESIDENTIAL AIR SOURCE HEAT PUMP and/or CENTRAL AIR CONDITIONING PROGRAMS

Note: For FY2024-25 IMEA has chosen to operate this measure still based on the Version 11 TRM

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 (see TRM 11.0, Vol 3, 5.3.1):

- 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 or SEER2) rating of 16 SEER/15.2 SEER2 or greater and a Heat Seasonal Performance Factor (HSPF or HPSF2) of at least 8.8 HSPF/7.5HSPF2. The applicant must provide the unit's EER or EER2. The SEER or SEER2 rating from the Heating and Refrigeration Institute (AHRI) certificate will be used to calculate the rebate amount (SEER or SEER2 ratings cannot be rounded up). If the AHRI certificate validates the system at a SEER or SEER2 less than the minimum requirement, the system is not eligible for a rebate.

#### Qualified Central Air Conditioners for this Program Are (see TRM 11.0, Vol 3, 5.3.3):

- 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 or SEER2) rating of 15 SEER/14.3 SEER2 or greater and an Energy Efficiency Ratio (EER or EER2)

of 12.5 or greater. The SEER or SEER2 rating from the AHRI certificate will be used to calculate the rebate amount (SEER or SEER2 ratings cannot be rounded up). If the Air Conditioning, Heating and Refrigeration Institute (AHRI) certificate validates the system at a SEER or SEER2 less than the minimum requirement, the system is not eligible for a rebate incentive.

- 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 <u>reimbursement</u> 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 energy savings resulting from the city's program.

#### For the Air Source Heat Pump Measure, Spreadsheet Data Columns May 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 or SEER2) of the air source heat pump.\*
- The Energy Efficiency Ratio (EER or EER2) of the air source heat pump.\*
- The heating capacity of the air source heat pump (in Btu/hr).\*
- The Heating Seasonal Performance Factor (HSPF or HSPF2) 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 or SEER2) of the central air conditioner.\*
- The Energy Efficiency Ratio (EER or EER2) 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.

<sup>\*</sup> These are required fields.

<sup>\*</sup> These are required fields.

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, <u>IMEA will not make checks to residents.</u> Incentives to residents are the sole responsibility of the city.)

Residential incentives are based on the SEER or SEER2 level of the air source heat pump or the central air conditioner.

#### <u>Incentive Levels for the Air Source Heat Pump Measure:</u>

```
>/=16 SEER/15.2 SEER2, and 8.8 HSPF/7.5 HSPF2 Air source heat pump = $500.00 
>/= 18 SEER/17.2 SEER2, and 9.0 HSPF/7.7 HSPF2 Air source heat pump = $600.00
```

#### <u>Incentive Levels for the Central Air Conditioner Measure:</u>

```
>/=15 SEER/14.3 SEER2 Qualified Residential Central Air Conditioner = $300.00
>/=16 SEER/15.3 SEER2 Qualified Residential Central Air Conditioner = $400.00
>/= 18 SEER/17.2 SEER2 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 (<a href="mailto:rwhelpley@imea.org">rwhelpley@imea.org</a>) 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.

# ILLINOIS MUNICIPAL ELECTRIC AGENCY ELECTRIC EFFICIENCY PROGRAM PRE-APPLICATION CHECKLIST – MUNCIPALLY MANAGED RESIDENTIAL AIR SOURCE HEAT PUMP and/or CENTRAL AIR CONDITONER PROGRAM

#### **Pre-Approval Application Checklist**

#### **Pre-Approval Application** must include:

- □ Completed Pre-Approval Application the cover page and pages 7, and 9-11 of this application. (Found at <a href="https://www.imea.org/EE%20Incentives.asp">https://www.imea.org/EE%20Incentives.asp</a>.)
- ☐ Ancillary materials listed on page 11 item 2 of this application.

## To Submit a Pre-Application

- 1. Gather materials listed above.
- 2. E-mail them to Rodd Whelpley at <a href="mailto:rwhelpley@imea.org">rwhelpley@imea.org</a>.

If you have questions, e-mail Rodd Whelpley or call 217-789-4632.

# ILLINOIS MUNICIPAL ELECTRIC AGENCY ELECTRIC EFFICIENCY PROGRAM FINAL APPLICATION CHECKLISTS – MUNCIPALLY MANAGED RESIDENTIAL AIR SOURCE HEAT PUMP and/or CENTRAL AIR CONDITONER PROGRAM

#### **Final Application Checklist**

<b>Final</b>	Anı	nlicat	tion	must	inclu	de
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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 installation date 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 or SEER2) of the air source heat pump. The Energy Efficiency Ratio (EER or EER2) of the air source heat pump. The heating capacity of the air source heat pump (in Btu/hr). The Heating Seasonal Performance Factor (HSPF or HSPF2) of the air source heat pump. The amount of the incentive 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 installation date 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 or SEER2) of the central air conditioner.  The Energy Efficiency Ratio (EER or EER2) of the central air conditioner.  The amount of the incentive 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 <a href="mailto:rwhelpley@imea.org">rwhelpley@imea.org</a>.

If you have questions, e-mail Rodd Whelpley or call 217-789-4632.

### APPLICANT AND PROJECT INFORMATION

Check one:	☐ Final Application			
Name of Applicant – IMEA Member Municipa	lity			
Proposed Start Date:	Planned Completion Date:			
Project Manager:	1			
Telephone #:	Email Address:			
The Program is For  (check one):  Air Source Heat Pumps only Central Air Conditioners only Both Air Source Heat Pumps and Central Air Conditioners  Total  IMEA Electric Efficiency Incentive Requested	Incentive Payment Schedule Requested The municipality will make applications for incentive payments (check one):  When the program is finished  On a semi-annual basis, on or about the following dates:			
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.	On a quarterly basis, on or about the following dates:			

#### APPLICANT CERTIFICATIONS

NOTE: If this project is approved and completed, then IMEA will send an Automated Clearing House (ACH) Payment Authorization Form to the applicant listed on this page. The incentive will be deposited into the account specified on the ACH form.

#### 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 5/33 E-3 and 5/33 E-4).
- The Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that incentive rebate recipients 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 <u>not placed in storage</u>.
- 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 City, 9 Digit Zip (find 9	9-Digit Zip at <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> )
Authorized Signature E-mail Address	
*Electronic signatures not acceptable. Please supply Ce electronically (scanned document)	ertifications (this page) with original signature via mail, fax or

# 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**

<Program dates here>

See Page 2 of this application for program qualifications

#### REQUIRED CUSTOMER INFORMATION

<del>V</del>						
Customer Re	eceiving the Rebate:					
Primary Con Phone ar	ntact nd/or e-mail					
Installation A	Address:					
Account Nun	nher•					
recount i van	inoci.	-				
				tive Calculatio		
				8.8 HSPF/7.5 HPS 9.0 HSPF/ 7.7 HF		
Unit number	Cooling Capacity Btu/hr (Note: 1 ton =	SEER or	EER2, and EER or	Heating Capacity	HSPF	Eligible incentive (based on qualification
Humber	12,000 btu)	SEER2	EER2	Btu/hr		described on page 2)
1						\$
2						\$
3		The state of the s				\$
		TO	TAL ELIC	GIBLE INCENTI	<u>VE</u>	\$
1. Rece 2. Docu the E owne acce  CUSTOMI	EER or EER2 rating and er's manual or another so ptable efficiency level. i.	stallation of east the coordinate the HSPF ource. (If He. EER = 1000 CE)	f each unit feach unit oling capac or HPSF2 (EER or EE 12.5 and a RTIFIC	ity, heating capaci of each unit. Custo R2 and HSPF are n 8.8 HSPF/7.5H	omers can ge e not provide PSF2.)	R or SEER2 rating, but preferable this information from their vered, the utility will assume the located at the service address
	gree to the terms and con		cribed iii u	nis 101111 and that 1	t nas oeen m	istance at the service address
Customer Sig	nature	_		Date		
	Date App Date Insta Date App	lication Re Illation was	ceived: s inspected viewed and	and inspector's ird Deemed Comple	nitials:	

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

Date Rebate Sent to Customer: Form of Rebate (check or bill credit):

Processed by: \_\_\_

#### **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) of 16 (or SEER2 of 15.2) or greater and a Heat Seasonal Performance Factor (HSPF) of at least 8.8 (7.5 HPSF2) to qualify for a rebate. The SEER or SEER2 rating as determined by the Heating and Refrigeration Institute (AHRI) certificate will be used to calculate the rebate amount (SEER or SEER2 ratings cannot be rounded up).

#### **Rebate Levels**

>/=16 SEER/15.2 SEER2, and 8.8 HSPF/7.5 HPSF2 Air source heat pump = \$500.00 rebate (or bill credit) >/= 18 SEER/17.2SEER2, and 9.0 HSPF/7.7 HPSF2 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 Pages 2 of this application for program qualifications

### REQUIRED CUSTOMER INFORMATION

KEQUIKEI	D CUSTOMER INFOR	MATION	1		
Customer Rec	eeiving the Rebate:				
<b>Primary Cont</b>	act				
	d/or e-mail				
Installation A	ddress:				
Account Num	ber:				
	Eligible Inc	centive C	alculatio	nn	
>/=	=15 SEER/14.3 SEER2 = \$300				
	>/= 18 SEER				
<del></del>	G H G to D	GEED			_
Unit number	Cooling Capacity Btu/hr	SEER	EER	Eligible Incentive	
	(Note: $1 \text{ ton} = 12,000 \text{ Btu}$ )	or SEER2	or EER2	(based on SEER or EER2 –	
1		SEEK2	EEK2	See page 2)	_
2				\$	_
3				\$	_
3	TOTAL ELIGI	BLE INCE	NTIVE	\$	
NOTE: A			41111 <u>1</u>	ΙΨ	
	<mark>icant must include for each u</mark> pts for purchase and installatio		ait		
				SEER or SEER2 rating, but prefe	erably also the FFR or
				ion from their vendor, owner's m	
				me the lowest acceptable efficien	
				_	•
CUSTOME	R SIGNATURE AND O	CERTIFIC	CATIO	N	
I certify that I l	have purchased the equipment	described in	n this form	and that it has been installed at t	the service address
	ee to the terms and conditions				
_					
			D-4		
Customer Sign			Dat		
	FOR <city or<="" td=""><td></td><td>&gt; USE O</td><td>NLY:</td><td></td></city>		> USE O	NLY:	
	Date Application				
	Date Installation				
	Date Application		and Deem	eu Compiete.	

(required by IMEA to be turned in at the end of the program): \_\_\_\_\_

Date Project Information Entered into Program Spreadsheet

Date Rebate Sent to Customer: Form of Rebate (check or bill credit):

Processed by: \_\_\_\_\_

Ou	alif	ving	Unit	S
Vu	uiii.	y 1115		N

- 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>\_\_\_\_\_.
- 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 (or a SEER2 rating of 14.3 or greater) and an Energy Efficiency Ratio (EER) of 12.5 or greater to qualify for a rebate. The SEER or SEER2 rating as determined by the AHRI will be used to calculate the rebate amount (SEER or SEER2 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/14.3 SEER2 and 12.5 EER).

#### **Rebate Levels**

>/=15 SEER/14.3 SEER2 Qualified Residential Central Air Conditioner = \$300.00 rebate (or bill credit) >/=16 SEER/15.3SEER2 Qualified Residential Central Air Conditioner = \$400.00 rebate (or bill credit) >/= 18 SEER/17.2 SEER2 Qualified Residential Central Air Conditioner = \$600.00 rebate (or bill credit)