

## Instructions and Guidelines

The Custom Energy-Efficiency Program (Custom Program) offers financial incentives to promote the installation of energy-efficiency measures for Atmos Energy customers.

Any measure that reduces natural gas use using proven and reliable methods may be eligible. Possible eligible measures may include, but are not limited to, the following:

- High-efficiency gas heating systems
- Boiler/burner improvements
- Heating system, water heating system, gas-fired process equipment improvements
- Control improvements
- Heat recovery
- Ceiling/wall insulation
- Cogeneration and other combined heat and power systems (where the heat recovered offsets a lower efficiency heat generating source)
- Restaurant equipment
- Other measures

## AVAILABLE INCENTIVES

**Technical Study** - Financial incentives up to 50 percent of the cost for a Technical Study, up to \$7,500.

**Implementation/Installation** – Financial incentive up to 50 percent of the incremental cost for the installation or implementation of high efficiency equipment or systems.

In addition to financial incentives, Program participants are provided technical review and input on their initiatives and projects.

## ELIGIBILITY REQUIREMENTS:

- Applicants must be natural gas utility customers who purchase gas directly from Atmos Energy in Colorado
- Eligible participants may include multifamily customers, large commercial and industrial customers and any commercial customers with unique equipment needs or applications
- Single family residences larger than 6,000 square feet are also potentially eligible
- Existing building retrofits and new construction are eligible
- Transportation and irrigation gas customers are not eligible

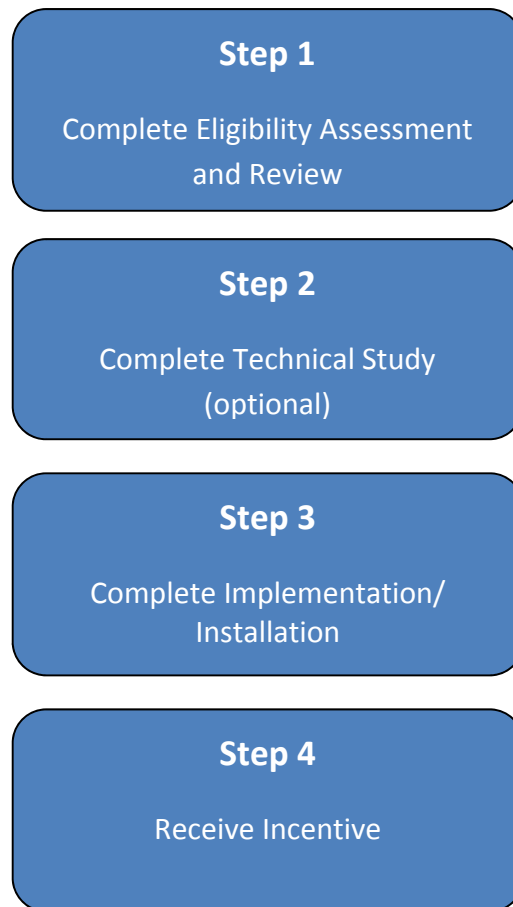
- Program is available January 1 thru December 31, 2017 or until funding is fully allocated

### STEP-BY-STEP PROGRAM PARTICIPATION INFORMATION

The following sections provide rules and step-by-step program application and participation information.

All program application forms are available on request from the Program Administrator at [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com) or may be downloaded at [www.atmosenergy.com/COefficiency](http://www.atmosenergy.com/COefficiency).

A simplified flow chart of the process is shown below.



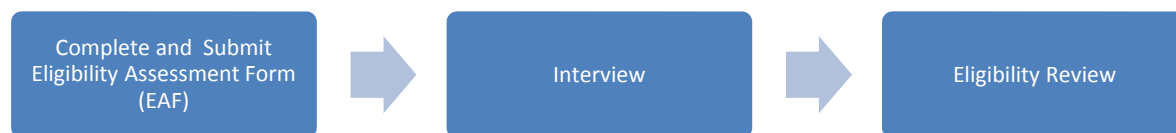
### ELIGIBILITY ASSESSMENT

Customers can enroll by filling out and returning an Eligibility Assessment Form (EAF).

Atmos Energy offers an Eligibility Assessment at no charge to qualified Atmos Energy customers in Colorado who are interested in exploring the installation of energy-efficiency upgrades to their facility. The assessment will help establish eligibility for the Technical Study and Implementation Installation financial incentives.

Eligibility Assessments are available January 1 through December 31, 2017 or until funding is fully allocated.

#### Eligibility Assessment Process



Step 1 – Complete the Eligibility Assessment Form (EAF) and submit to the Program Administrator at [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com). Once received, the Program Administrator will contact the customer to schedule an interview.

Step 2 – A phone interview and/or an on-site walkthrough may be conducted depending on the complexity of the facility. The interview and/or walkthrough will help to determine eligibility for Technical Study and Implementation / Installation financial incentives.

Step 3 – The Program Administrator will review the Eligibility Assessment Form and make a determination on whether or not the Customer is eligible for Technical Study and/or Implementation / Installation financial incentives. The customer will receive a dated email confirming eligibility.

### TECHNICAL STUDY FINANCIAL INCENTIVE

Atmos Energy offers a financial incentive of up to 50 percent of the cost for a Technical Study (up to \$7,500).

A Technical Study is a detailed energy audit of a facility, performed by a professional engineer, to identify specific energy-efficiency upgrades that are feasible and cost effective<sup>1</sup>.

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<sup>1</sup> The Technical Study must include, but not be limited to, the following information: building description, measure description, baseline system and equipment information and description, proposed equipment, modification information and description, total cost of project scope, incremental cost of project scope, annual therm savings, annual energy and demand savings, estimated cost savings, calculation methodology and detailed calculations.

The customer may use an energy auditor of their choice or, if the customer so wishes, the Program Administrator may provide auditing services to the customer.

**An Eligibility Assessment (as outlined above) is required to be eligible for Technical Study financial incentives.** A Technical Study must be conducted and review completed by the Program Administrator prior to **December 31, 2017** to be eligible for 2017 financial incentives, or until funding is fully allocated.

A Technical Study is optional and may not be appropriate or necessary for continued participation in the Program through Implementation Incentives.

### Technical Study Application Process



Step 1 – Complete an Eligibility Assessment as described above. An Eligibility Assessment form must be completed and approved by the Atmos Energy Program Administrator.

Step 2 – Schedule an energy audit through the Program Administrator or an energy auditor of choice.

Step 3 – Submit a completed Technical Study Form (TSF). Once an auditor has been selected and a proposal has been submitted by the auditor, the Technical Study Form (TSF) should be completed by the customer and emailed to [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com) for review. The TSF must be approved prior to the Technical Study being conducted.

Step 4 – Conduct the Technical Study. Upon approval, the energy auditor may complete the technical analysis. Submit the final Technical Study to the Program Administrator for review and acceptance.

Step 5 - Once the Technical Study has been approved, submit a completed Incentive Request Form (IRF) to the program administrator at [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com). Include a final copy of the Technical Study and audit invoice for final review.

**Get Paid!** - Financial incentives will be distributed after all required documentation is submitted and approved.

### IMPLEMENTATION / INSTALLATION FINANCIAL INCENTIVE

Atmos Energy offers a financial incentive of up to 50 percent of the incremental project cost (up to \$50,000) for installation of eligible energy-efficiency measures. Eligibility is determined by Atmos Energy's Program Administrator. Eligible energy-efficiency measures must be reviewed and approved by the Program Administrator prior to purchase and installation of equipment. **An Eligibility Assessment outlined in “Eligibility Assessment,” above is required in order for the customer to be eligible for an Implementation / Installation financial incentive.**

Installation of approved energy-efficiency measures must be completed, commissioned, and inspected by the Program Administrator prior to **December 31, 2017** to be eligible for 2017 financial incentives, or until funding is fully allocated. In special cases, the customer may be eligible for additional funding if an individual project meets cost effective criteria per Atmos Energy and has a significant impact on achieving program goals.

#### Implementation / Installation Application Process



Step 1 – Complete an Eligibility Assessment as described above. The Eligibility Assessment documentation will indicate if the facility is eligible for Implementation / Installation financial incentives.

Step 2 – Customer obtains bids from contractors for installation of measures.

Step 3 - Once a contractor has been selected, complete the Implementation / Installation Form (IIF). Submit the completed form and copy of contractor’s bid to [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com). The IIF requires the customer’s signature indicating the intent to proceed with the start of installation of measures within a six month period. Once received and reviewed by the Program Administrator, a dated email will be sent to the customer including the estimated incentive amount and approval to proceed with installation of energy-efficiency measures.

Step 4 – The customer schedules and completes installation of measures directly with contractor.

Step 5 – When installation is complete and equipment is commissioned and operational, complete and submit the Incentive Request Form (IRF) to the Program Administrator at [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com). Include copies of the final contractor’s invoice and related documentation demonstrating successful installation for final review.



## 2017 Custom Energy-Efficiency Program Colorado

**Get Paid!** - Financial incentives will be distributed once Atmos Energy's Program Administrator verifies project completion.

### **CONTACT AND SUPPORT INFORMATION**

For questions, contact Atmos Energy's Program Administrator at 303-661-0159 or [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com).

All forms can be found at [www.atmosenergy.com/COefficiency](http://www.atmosenergy.com/COefficiency).