



## **Implementation / Installation Form (IIF)**

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.

## **Implementation / Installation Application Process**

### **Step 1 – Submit completed IIF to [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com)**

Customers applying for Atmos Energy's Implementation Installation financial incentives are required to complete the IIF and submit it to [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com) prior to the installation of energy-efficiency measures.

Completion of the IIF requires the customer to provide specific project scope and approach information. Documentation of the proposed project may include plans and specifications, proposals, etc.

The Program Administrator may conduct a pre-installation inspections and baseline measurements prior to providing project approval.

### **Step 2 – Complete Approved Installation**

After receiving approval, install the energy efficiency measures. Do not proceed with installation without prior written approval by the Program Administrator.

Upon completion of the project, the customer should make a request for payment by filling out the Incentive Request Form (IRF). Completion of the project must be documented in final approved invoices, certificates of completion, commissioning reports, startup reports, or other appropriate materials given the scope of work.

### **Step 3 – Request Incentive Payment**

Once the project is installed and been accepted by the customer, complete the Incentive Request Form (IRF) and electronically submit to [custom@mesapointenergy.com](mailto:custom@mesapointenergy.com). The IRF form must include project along with project documentation demonstrating full completion, startup and customer acceptance.

The Program Administrator may conduct a post-installation inspections and measurements prior to approving the request for incentive payment.

**Atmos Energy Custom Energy-Efficiency Financial Incentive Program is available January 1 through December 31, 2018 or until funding is fully allocated.**



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<b>Customer and Facility Information</b>	
Customer Organization Name	
Customer Organization Address	
Customer Contact Name	
Contact Email	
Contract Phone Number	
Facility Address	
Atmos Energy Account Number(s)	
Date of EAF Approval	
<b>Project Description</b>	
Detail energy-efficiency measures description. Use detailed IIF sheets or project specific attachments as appropriate:	
List additional attachments if applicable	
Expected Start Date	
Expected Completion Date	
Total Equipment Cost (\$)	
Total Installation Cost (\$)	
<b>Installation Contractor Information</b>	
Contractor Name	
Contractor phone number and email address	
<b>Customer Signature and Date (Typing in name below is the same as signing)</b>	
Customer Signature (confirms intent to proceed with installation of measures within 6 months from the date of this submittal)	
Date of Submittal	



**IIF – Boiler Details**

<b>Boiler Replacement Data (Fill out if project includes boiler replacement)</b>		
	Existing Equipment	New Equipment (High Efficiency)
Equipment Type		
Manufacturer		
Model Number		
Age of Equipment		
Efficiency		
Nameplate Capacity		
Quantity		
Equipment Cost (\$)		
Installation Cost (\$)		

**IIF – Envelope Upgrade Details**

<b>Envelope Upgrade Information</b>	
Envelope Upgrade 1 (description)	
Existing Insulation R-Value	
Retrofit Insulation R-Value	
Total Square feet of Roof or Wall	
Envelope Upgrade 2 (description)	
Existing Insulation R-Value	
Retrofit Insulation R-Value	
Total Square feet of Roof or Wall	
Envelope Upgrade 3 (description)	
Existing Insulation R-Value	
Retrofit Insulation R-Value	
Total Square feet of Roof or Wall	
Total materials Cost (\$)	
Total labor (and directs) Cost (\$)	

**IIF – Other Project Type Details**

<b>Other Natural Gas Efficiency Measures (list existing and proposed equipment information)</b>	
Existing System description	
New system Description	
Equip Cost (\$)	
Install Cost (\$)	



## **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).