

Custom Application

Step-by-Step Instructions

Important: pre-approval is required before equipment can be purchased *or* installed.

1. **Submit Custom-Standard Application**

- Complete "Project Information" tab
- Complete all other tabs that apply to your project. For instance, if you are installing a HVAC retrofit, complete the "HVAC" tab
- Email Excel®-based application and supporting documentation to BizSavers@ameren.com

2. **Engineering Review: internal review of project and energy savings**

3. **Incentive Offer Issued: emailed to customer**

- Custom Incentive Offer Form is emailed to customer

4. **Incentive Offer Accepted: customer returns incentive offer**

- After customer signs and returns offer, the project is approved for purchase and installation of equipment/systems

5. **Completion Form Issued: emailed to customer**

- Completion Form emailed to customer before the estimated project completion date provided on the Custom Incentive Offer Form

6. **Completion Paperwork Received: returned to Program**

- Custom Completion Form, final invoices and any other supporting documentation returned to Program office
- For changes in project scope, be sure to update the measures in the completion form and include updated application and specification sheets/documentation

7. **Incentive Payment Processed**

- Incentive payment is issued after installation and savings are verified in an engineering review

Important notes

- Pre-inspections are required on all projects with an incentive over \$15,000
- Minimum incentive amount \$150
- Maximum incentive of \$1,000,000 per customer per program year
- Trade Ally/contractor is copied on all correspondence
- Pre-approval is required before equipment/systems can be purchased or installed
- The Program will periodically follow-up on all projects for status updates

Questions?

Contact the Program office
1.866.941.7299
BizSavers@ameren.com