

Business Rebates

2017-2018 Customized Rebate Program

STEP 1 – RESERVE FUNDS FOR YOUR CUSTOMIZED REBATE before the materials are purchased and work has begun. Installation may begin after the project is approved and the reservation is confirmed by Roseville Electric Utility.

- Applicants must contact Roseville Electric Utility account representative (916-79-POWER) to discuss the project.
- Applicants should contact the City of Roseville’s Building Department (916-774-5332) for building permit requirements and to apply for a building permit.
- Complete and submit RESERVATION REQUEST – FORM A, including the RESERVATION CHECK-LIST, with required information and documentation outlined from contact with account representative and described on FORM A.
- Provide the manufacturer’s specification sheets for all proposed new equipment.
- Submit RESERVATION - FORM A By Email - Scan Application (PDF/Worksheet files): elecbizrebates@roseville.ca.us
Or Mail – Attention Business Rebates:
Roseville Electric Utility, 2090 Hilltop Circle, Roseville, CA 95747

STEP 2 – INSTALLATION CONFIRMATION - After the installation is complete:

- Submit any changes in quantity or products from what was reserved on an updated RESERVATION REQUEST – FORM A, include supporting documentation for those changes with revised peak load reductions (kW) and annual energy (kWh) savings as necessary to meet reservation requirements.
- Complete, sign and submit INSTALLATION CONFIRMATION – FORM B to Roseville Electric Utility.
- Roseville Electric Utility will review custom rebate package and perform necessary audits to verify project compliance for rebates.

STEP 3 – REQUEST REBATE PAYMENT - After the project installation is complete: (Form B and Form C can be submitted at the same time if no changes have occurred.)

- Complete, sign and submit PAYMENT REQUEST – FORM C to Roseville Electric Utility.
- Attach the itemized invoices for products, labor and rebates. The manufacturer name and model number of each item installed must appear on the invoice. If the contractor is receiving the incentive, a credit for the rebate amount shall be on final invoice.
- Rebate payments will only be paid to the customer of record, the installing contractor or their third party corporate office. Once approved, rebate payments take approximately 6-8 weeks.

ELIGIBILITY

- The Customized Rebate Program is designed to serve customers that are demand metered on the GS-2, GS-3 and GS-4 rate schedules. Non-demand customers are not eligible to apply.
- Projects must generate a demand reduction of at least 20 kilowatt (kW) of peak demand and be normally on during the business day to qualify. For the purpose of this program, the peak time period is energy (demand/kW) reduced on regular business days, Monday through Friday, and typically on during the hours of 10 a.m. to 7 p.m. during the months of May through September.

GENERAL REQUIREMENTS

- Projects accepted under the Customized Rebate Program must utilize new, energy-efficient equipment. Used, reconditioned, re-built or restored equipment does not qualify.
- In no case will the utility pay more than 50% of the actual costs for the project.
- The customer agrees to mandatory pre- and post-project equipment inspections by Roseville Electric Utility, or their representative, for field verification of baseline and replacement project scope of work as defined by the customer’s submittals.
- The customer must provide full documentation on anticipated kW and kWh load reductions as outlined on Form A under ‘Supporting Documentation’. Customer may be required to provide pre and post data logging at 15 minute or smaller intervals for measurement and verification (M&V) of actual load reductions. The data must be submitted in a format acceptable to Roseville Electric Utility and/or their representative. **The cost of collecting and submitting the data is the responsibility of the customer.**

For more information, please call Roseville Electric Utility at (916) 79-POWER (797-6937)



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- This program has a limited budget. Reservations for funds will be accepted on a first-come first-served basis, until funds are depleted or until June 30, 2018, whichever comes first.
- The Roseville Electric Utility M&V process will determine the actual kW load reduction, which is the basis for the final incentive payment. If the project fails to achieve the kW and/or kWh goals established in the pre-project approval process, Roseville Electric Utility reserves the right to modify, reduce or reject the rebate payment.
- Rebate items must be installed at the Roseville Electric Utility account listed on the application.
- Rebate reservations are good for up to 90 days for projects with rebates less than \$10,000 and 120 days for larger than \$10,000.
- Equipment must meet the technical requirements listed in this application. Roseville Electric Utility reserves the right to withhold payment for products that do not meet the requirements. All customers and/or contractors must ensure new equipment is compatible with existing equipment and controls, fits into existing equipment and meets required state and local energy codes.
- Installing contractors must follow proper disposal and recycling procedures with removed materials. Resale of removed equipment is prohibited.
- All installing contractors shall provide active contractor license information and agree to Roseville Electric Utility's [Contractor Code of Conduct](#).

RESERVATION REQUESTS

- Roseville Electric Utility will review the RESERVATION REQUEST - FORM A and documentation for rebate eligibility.
- Customer will receive a 'Customized Incentive Offer' or notice of rejection.
- The 'Customized Incentive Offer' will describe the project documentation requirements for measurement and verification of kW and kWh reductions, incentive reserved for the project, completion deadlines and other relevant terms and conditions specifically tailored to the project.
- Funds reserved may not be final project payment. Rebate payment is based on the final peak load reduction (kW) as identified through the project M&V process, at the dollar per kW rate identified in the 'Customized Incentive Offer'.
- Customer must sign and return the original 'Customized Incentive Offer' letter to accept the offer. Offers expire 90 days after they are issued.

EQUIPMENT OR SCOPE OF WORK CHANGES

- Equipment or scope of work changes must be reported to the account representative as soon as those decisions are made.
- Re-submittal of the supporting documentation with revised peak load reductions (kW) and annual energy (kWh) savings will be required with full methodology and analysis.

INSTALLATION COMPLETION

- Customer to contact Roseville Electric Utility account representative at 916-79-POWER to schedule final project inspection.
- Customer to submit required post installation data logging and/or documentation.

Installation Confirmation 2016-2017 Customized Rebate Program



Customer Information

Business Name _____ Account Number _____ - _____

Project Address _____
Street Number Street Name City State Zip

Contact Name _____ Contact Title _____

Phone _____ Email _____
Area Code Phone Number Ext.

Installing Contractor Information

Check here if project will be customer installed _____ Proposed Installation Date _____

Contractor Name _____

Mailing Address _____
Street Number Street Name City State Zip

Contact Name _____ Contact Title _____

Phone _____ Email _____
Area Code Phone Number Ext.

Project Information

Project Name _____ Account Number _____ - _____

Business Address _____
Street Number Street Name City State Zip

Contact Name _____ Contact Title _____

Phone _____ Email _____
Area Code Phone Number Ext.

Estimated Start Date _____ Estimated Completion Date _____

Gross Square Feet _____

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Installation Confirmation 2016-2017 Customized Rebate Program



Project Type – Check All That Apply:

The project is for process loads.

Title 24 Energy Compliance is not required on this project.

Title 24 Energy Compliance is required on this project. Please submit title 24 energy compliance documents.

Operating Hours of Proposed Equipment (Check all that apply):

Months of the Year

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Days of the Week

MON TUE WED THU FRI SAT SUN

Hours of the Day

12 1 2 3 4 5 6 7 8 9 10 11
AM

PM

Required Supporting Documentation for Rebate Consideration:

- Provide a written description of the proposed project; a clear understanding of the complete project must be projected in this narrative.
- Provide manufacturer’s specification of proposed equipment.
- Provide a description on changes to operational schemes, shifting loads, lock out of equipment or other scope of work measures that affect peak (kW) load reduction and energy (kWh) savings.
- Provide methodology and calculations used for estimated peak kW load demands on base case, proposed project and estimated peak (kW) load reduction demand savings.
- Provide annual energy (kWh) calculations for both base case and proposed equipment.
- Provide estimated project costs. Upon completion of the project, contractors’ invoices will be required.
- Technical requirements for Customized Rebate Program projects will be specific to each project and will relate to equipment performance, summertime peak load reduction calculations and persistence of energy savings. The technical requirements for each project will be provided in the Customized Incentive Offer.
- Roseville Electric Utility and/or its designated technical consultants reserve the right to request additional supporting documentation as deemed necessary to prepare a Customized Incentive Offer. All customer information will be held in confidence.

Roseville Electric Utility will review the Customized Rebate project request and respond with a written response to the request. **If approved, a ‘Customized Incentive Offer’ will be sent to the applicant.** This incentive offer must be signed by the applicant and returned to reserve funds. If not approved, the applicant will receive a reason for rejection.

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Installation Confirmation 2016-2017 Customized Rebate Program



CUSTOMER'S PROJECT INFORMATION

Business Name:	Project Address:
Customer Contact Name:	Project Completion Date:

**Customer Self-Install – Customer to complete and sign section (1)
or
Contractor Installed – Contractor to complete and sign section (2)**

(1) CUSTOMER EMPLOYEE INSTALLATION

Customer Project Manager Name:
Customer PM Phone Number:
Customer PM Email:

- I certify that the products for which rebates are being requested were installed by company employees, and the installed equipment is working properly.
- The project was completed with **no changes** **changes** from the reservation. Changes require resubmittal of **FORM A** and required project documentation.
- I have received the warranty information for products that have been installed.
- Attach a copy of the itemized project invoice, include model numbers of installed equipment.

Customer Signature _____ Date _____

Print Name _____ Phone Number _____ Email _____

(2) CONTRACTOR INSTALLATION

Contractor Business Name:	Contractor Project Manager Name:
Mailing Address:	Contractor PM Phone Number:
City State Zip:	Contractor PM Email:

Contractor Agrees:

- Contractors must comply with the Roseville Electric Utility [Contractor Code of Conduct](#).
- I certify that employees of, or subcontractors to, the Installing Contractor listed above have installed the products for which rebates are being requested, and the installed equipment is working properly.
- The project was completed with **no changes** **changes** from the reservation. Changes require resubmittal of **FORM A** and required project documentation.
- Warranty information for products installed has been provided to the customer.
- Attach a copy of the itemized project invoice, include model numbers of installed equipment.

Contractor Signature _____ Date _____

Print Name _____ Phone Number _____ Email _____

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Payment Request Form 2017-2018 Customized Rebate Program



CUSTOMER INFORMATION

Customer Name:	Project Address:
Account Number:	Project Completion Date:

Customer to initial each item:

- A copy of the project itemized invoice is attached.
- The equipment on this project was installed and is operating satisfactorily.
- I received warranty information from the contractor for each of the products installed on this project.
- I have the contractor's contact information for warranty questions or issues.
- I am satisfied with the results from this project.

Rebate Payment Instructions (select one):

Send check to customer installation address, information provided on **RESERVATION REQUEST - FORM A.**

Send check to a different customer location or property management firm:

Company Name _____
 Mailing Address _____
 City | State | Zip _____
 Customer Project Reference _____

Send check to the **INSTALLING CONTRACTOR**, information provided on **INSTALLATION CONFIRMATION – FORM B.** Contractor invoice must show total cost of project without rebates, rebate amount, permit fees and net balance due from customer. This option is only available when contractors install the items being rebated. Payments shall only be sent to the **INSTALLING CONTRACTOR**, the **CUSTOMER OF RECORD** or their third party corporate office.

TERMS AND CONDITIONS

I have read and understand the program requirements set forth in these application forms and agree to abide by these requirements. I have attached the required documentation for the program under which I am applying. I certify that the information provided on this application and associated required documentation is true and correct.

As a qualified Roseville Electric Utility customer, I certify that I purchased and installed the indicated energy-saving products for use in my business facility and not for resale, and that all equipment installed is new, not rebuilt, remanufactured or used equipment. I agree to participate in project evaluation surveys conducted in person, by phone or in writing and to mandatory project inspections by Roseville Electric Utility and/or their designees for installed efficiency measures verification and evaluation.

Additionally, as a program participant I agree to allow Roseville Electric Utility to release my company business name and my contact name as a Roseville Electric Utility business customer that has benefitted from receiving rebate funds for energy efficiency improvements.

I agree that the selection, purchase, and ownership of the equipment are my sole responsibility. Roseville Electric Utility makes no representation as to the safety, reliability and /or efficiency of the equipment selected or components selected to meet the programs intent.

I agree that if I cease to be a distribution customer of Roseville Electric Utility, or I do not provide Roseville Electric Utility with 100% of the related energy benefits for the life of the product or for a period of five (5) years from receipt of rebate, whichever comes first, I shall refund a prorated amount of the rebate dollars to Roseville Electric Utility.

Tax Liability—you are urged to consult your tax advisor concerning the taxability of rebates. Roseville Electric Utility is not responsible for any taxes that may be imposed on your business as a result of your receipt of this rebate.

I certify that Roseville Electric Utility's rebate influenced the purchase of a higher efficiency product than I otherwise would have purchased.

Customer Signature

Date

Print Name

Phone Number

Email

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