Dominion Energy® | Non-Residential Office Program
Initial Assessment for Virginia

INSTRUCTIONS TO APPLY

1. CHECK PROJECT AND EQUIPMENT ELIGIBILITY

- Read all Terms and Conditions carefully on the rebate application to review your eligibility to participate in the Non-Residential Office Program. Visit DominionEnergy.com to view the full list of qualifying measures and to select a participating contractor.
- Complete and submit the Customer Eligibility Form to verify your eligibility for program participation.

2. REVIEW YOUR PROJECT REQUIREMENTS

- You will work with your participating contractor to confirm the scope of work for your project. Rebate incentives are calculated based on deemed energy savings of measures installed.
- If you require assistance identifying qualifying measures in your facility, you may choose to complete an optional audit with a participating contractor and request an audit cost reimbursement if you meet certain criteria. Please review the next step to participate or proceed to Step 4 if you do not wish to perform an audit.

3. OPTIONAL AUDIT AND REIMBURSEMENT

- Please specify your interest in the Customer Eligibility Form if you are completing an audit. The audit must be conducted by a participating contractor to qualify for reimbursement.
- You may be eligible to receive reimbursement to cover a portion of the audit cost if the minimum criteria are met. Additionally, all projects recommended in the audit must be completed within 12 months. The audit must be completed by your participating contractor within 75 days after your program participation is reviewed and confirmed.
- Once your audit is completed, proceed to Step 4 to finalize project installation.

4. SUBMIT AN INITIAL ASSESSMENT TO RESERVE FUNDING

- An initial assessment must be completed and submitted for all projects before the work can be initiated.

- Once your project has been reviewed, you will receive an Application Packet confirming that your project has been reviewed with the amount of rebate incentive reserved. Project eligibility and incentive amounts cannot be guaranteed until your project is completed.
- The following types of projects will be contacted for an on-site visit:
  - ▶ All Self-Installed projects
  - ▶ Projects with an estimated rebate amount of $3,000 or more for installed measures

5. INSTALL EQUIPMENT OR PERFORM PROJECT WORK

- The incentive reservation allows 12 months to complete your project. You can only submit a rebate application when the project is complete. Contact us if you think your project will require more than 12 months.

6. SUBMIT REBATE APPLICATION FOR PROJECT COMPLETION

- Submit the rebate application along with a copy of the dated contractor invoice within 45 days of the service date and product invoice(s).
- If modifications have been made to the original scope of work, please provide a new data submittal sheet to detail your project changes.
- You may be contacted for a post-installation quality assurance inspection to verify that your application meets program guidelines.

7. RECEIVE INCENTIVE PAYMENT

- When your application is approved, a rebate check will be mailed to you or the participating contractor. Reimbursement for the audit, if applicable, will also be included.

Submit in one of three ways below:

- ▶ Email: NROffice@Honeywell.com
- ▶ Fax: 804-515-1587
- ▶ Mail: Honeywell Smart Energy
  7870 Villa Park Drive, Suite 800
  Richmond, VA 23228

TERMS AND CONDITIONS

These terms and conditions apply to the Non-Residential Office Program ("Program"). The Program has been approved by the Virginia State Corporation Commission.

Any reference in these documents to "Dominion," "Dominion Energy," or "Dominion Energy Virginia" should be read as a reference to Virginia Electric and Power Company d/b/a Dominion Energy Virginia, as well as its authorized agents and contractors.

ENROLLMENT QUALIFICATIONS AND REQUIREMENTS FOR PARTICIPATION

1. Service must be performed on or after January 1, 2020.
2. Program participant must be a Dominion non-residential customer ("Customer") who is not exempt by statute, not under special contract, is responsible for the electric bill, and is the owner of the facility or reasonably able to secure permission to complete measures.
3. Customer is eligible for more than one rebate per location during the Program time period, except as stated below.
4. Customer who has previously received a rebate for the Non-Residential Office Program is not eligible to receive another rebate for installing the same measure on the same equipment/system that previously received an incentive.
5. Work must be completed by a participating contractor that is in Dominion's network for this Program when the work begins.
6. Dominion and/or its designees including Program administrators and evaluation contractors reserve the right to review installations to verify completion and measure energy savings to ensure compliance with all Program requirements. Such reviews will be made at a time convenient to the applicant. Denial of such verification or misrepresentation of installation location or measure eligibility may result in forfeiture of the rebate.
7. Service must be completed in accordance with all laws, codes and other requirements applicable under federal, state and local authority.
8. The Customer understands that they may be contacted by Dominion via survey or questionnaire to provide feedback regarding Customer satisfaction with the Program.

PAYMENT

1. Rebate application must be submitted within 45 days of the service date. It is the Customer's responsibility to assure that all requirements of the rebate are met. Failure to provide any of the required information will delay application processing and could result in non-payment.

2. Rebate payments are based on the date of service. Customers must abide by the rules and rebate levels in effect on the date of service.
3. Payment will be issued to the account holder and mailing address on record with Dominion unless the Customer has authorized in writing that payment be made to the contractor specified in this document.
4. Please allow up to 90 days from the date all required information is received to process your rebate.
5. Customer is urged to seek appropriate consultation concerning any tax liabilities that could be associated with the receipt of the rebate.

OTHER REQUIREMENTS

1. Program procedures, requirements and rebate levels are subject to change or cancellation without notice and are subject to Program funds being available and regulatory approval.
2. Dominion, its parents, subsidiaries, employees, affiliates and agents assume no responsibility for, and make no representations (express or implied) about, the performance of the equipment or equipment warranty, the quality of the work, labor and/or materials supplied, and/or the acts or omissions of the participating contractor.
3. By participating in this Program, the Customer hereby agrees to indemnify, defend and hold harmless Dominion, its parents, subsidiaries, employees, affiliates and agents from any and all liability associated with the Program. Dominion shall not be liable for loss or damage to any person or property whatsoever, resulting directly or indirectly from participation in this Program.
4. Dominion retains all rights to energy and demand savings resulting from measures installed under this Program for a maximum of four years. Dominion has the exclusive right to enroll, nominate, or offer a bid for energy or demand reductions resulting from measures installed under this Program into load management programs, demand response programs, or auctions operated by PJM Interconnection, L.L.C. ("PJM"), the regional electric transmission entity of which Dominion is a member. Customer's participation in the Program means that the Customer is consenting to Dominion sharing the Customer's pertinent information with PJM, Dominion's agents and contractors, including, but not limited to, its implementing contractors and its measurement and verification vendor. Pertinent customer information includes account holder name, account number, energy usage and billing information, address, other contact information, measures installed, period of installation, demand/energy reductions resulting from measures installed under this Program and the technical basis for such reductions, loss factors, coincidence factors, interactive factors, building type and other information necessary to implement and monitor the Program including other information as required by PJM or any other regulatory authority.
5. These Program specific terms and conditions are in addition to the terms and conditions of service currently on file with the Virginia State Corporation Commission and contained in any agreement between the Customer and a Program vendor.

Virginia Non-Residential Office Program
INITIAL ASSESSMENT FOR VIRGINIA

APPLICATION CHECKLIST

Complete the checklist below and submit all required documents. Rebate cannot be processed with any missing information or blank fields.

Who is submitting this initial assessment? ☐ Customer ☐ Contractor

☐ **I _____ (YOUR INITIALS) HAVE READ THE INSTRUCTIONS AND TERMS AND CONDITIONS ON PAGE 1.**

☐ Completed entire initial assessment.

☐ Attached the data submittal sheet.

☐ Attached a copy of the project scope of work outlining the controls that will be installed or implemented.

☐ Attached a copy of the audit report, if you have completed an audit.

✔ Submit in one of three ways:

1. Email: NROffice@Honeywell.com
2. Fax: 804-515-1587
3. Mail: Honeywell Smart Energy
   7870 Villa Park Drive, Suite 800
   Richmond, VA 23228

CUSTOMER DETAILS

Service Name on Dominion Energy Account:

Dominion Energy Account Number:

Service Address:

City:

State:

Zip Code:

Key Contact Name:

Email Address:

Phone Number:

Please select one: I ☐ own ☐ lease this non-residential facility.

By signing this application, I agree to the above terms and conditions. I certify that I am the Dominion Energy Virginia customer and owner or lessee of the business described above, and that I am authorized to take action on the Dominion Energy account listed above.

Customer Name (please print)   Customer Signature   Date

CONTRACTOR DETAILS

Company Name:

Technician Name:

Estimated Service Start Date:

Company Street Address

Estimated Date of Service Completion:

City:

State:

Zip Code:

Company Phone:

Email Address: