



## INSTRUCTIONS FOR APPLICATION PACKET

### 1. REVIEW YOUR REBATE APPLICATION PACKET

- The Rebate Application Packet includes a copy of the Rebate Incentive Agreement and Rebate Application. Please read through all instructions, as well as the Terms and Conditions before submitting your rebate application.

### 2. ACKNOWLEDGE THE REBATE INCENTIVE AGREEMENT

- The amount of rebate incentive reserved for your project is provided in the Rebate Incentive Agreement. 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

### 3. 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.

### 4. 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 the rebate application in one of three ways below:

- ▶ Email: [NROffice@Honeywell.com](mailto: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.

## NON-RESIDENTIAL OFFICE PROGRAM REBATE INCENTIVE AGREEMENT

[Date]  
[Customer Contact Name]  
[Customer Company Name]  
[Customer Street Address]  
[Customer City, State and Zip Code]

Thank you for your interest in participating in Dominion Energy Virginia's Non-Residential Office Program, implemented by Honeywell Smart Energy. We are pleased to inform you that the project listed below has been approved based on the planned installation of measures you have supplied. The estimated rebate incentive below is valid until 12 months from date listed above, with the possibility of an extension if you have made substantial efforts toward completion of the project. Work must be completed, and Rebate Application Packet received with supporting documentation within 45 days of your project's completion date or the Program commitment to you will expire.

**Project Location:** [Customer Site Name/Location]  
**Estimated Measure Installation Incentive:** \$  
**Estimated Audit Cost Reimbursement:** \$  
**Total Estimated Rebate Incentive:** \$

**Below is a list of approved measures:**

- Schedule Lighting
- Schedule HVAC
- Night Temperature Setback
- Chiller Condenser Temperature Reset
- Discharge Air Temperature Reset
- Static Pressure Reset
- Dual Enthalpy Economizer Control
- Reduce VAV Box Minimum Position

The estimated rebate incentive represents the maximum incentive for the proposed project based on the approved value of each proposed measure at the time of this reservation of funds, and these measure values are subject to change. The actual incentive paid is contingent on the approved value of each installed measure at the time of project completion, which may be verified by a site inspection. You as the customer are responsible for the contractor's work and costs not covered by the incentive. See the Rebate Application for program Terms and Conditions and please note that all 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.

When the project is complete, you must ensure that all documents provided in the Rebate Application Checklist are submitted. If the final project is different than what was originally submitted, please provide a new data submittal sheet. The invoice should include a description of the equipment installed, quantity, and unit price (e.g. material price per fixture, motor, etc.). Material and labor should be indicated separately. If you are requesting an audit cost reimbursement, the audit cost should be indicated separately on the invoice or may be submitted as a separate invoice.

Additionally, please be aware that you may receive a survey regarding your satisfaction with the Program, and you may be asked to have your equipment verified by a Dominion Energy contractor at a time that is convenient for you. These are great opportunities for you to communicate the value of Dominion Energy's rebate offerings in your decision to have this energy-saving work performed. Your positive feedback will help ensure energy efficiency rebates are available to customers in the future. If you have any questions, please call 888-366-8280.

Sincerely,

Ken Previs  
Senior Program Coordinator  
Honeywell Smart Energy

# Virginia Non-Residential Office Program REBATE APPLICATION

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 rebate application?  Customer  Contractor

I \_\_\_\_\_ (YOUR INITIALS) HAVE READ THE INSTRUCTIONS AND TERMS AND CONDITIONS ON PAGE 1.

- Completed entire rebate application.
- Attached the final data submittal sheet.
- Attached a copy of the dated invoice from the contractor who performed the work. Audit cost, if applicable, must be included as a line item or a separate invoice.
- Attached a copy of the invoice for any product purchased.

**Submit in one of three ways:**

1. Email: [NROffice@Honeywell.com](mailto: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:			<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>													

City:	State:	Zip Code:
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### REBATE PAYMENT METHOD

Key Contact Name:	I _____ (Your Initials) understand that my rebate incentive in the amount of \$ _____ will be paid directly to the contractor specified in this document and recognize that I have received the equivalent value of this amount through services provided, unless I check here <input type="checkbox"/> to have the rebate check sent to me.
Email Address:	
Phone Number:	
Please select one: <input type="checkbox"/> own <input type="checkbox"/> lease this non-residential facility.	

*The following question is optional:*  
Did the rebate incentive offered by Dominion Energy have any influence in your decision to have the work performed?  Yes  No

*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
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CONTRACTOR DETAILS

Company Name:		Technician Name:	
Company Street Address		Service Date:	
City:	State:	Zip Code:	
Company Phone:	Email Address:		

Technician Signature	Date
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## Measure Installation

Is the final project different than what was originally submitted in the Initial Assessment?

No, the project scope remains the same.  Yes, there was a change in project scope. If yes, please provide a new data submittal sheet. You will need to submit a copy of the invoice for any new product purchased.