

2016-17



Energy Efficiency Rebates for Businesses

Danville Utilities *Custom\$ave*

Program Manual

Version 010116

This Program Manual is intended to serve as a reference manual for the commercial customers of Danville Utilities that are interested in learning more about or participating in the *Custom\$ave* program.

For more information, please call 1-434-857-3312 or visit

www.danvillecustomsave.com

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1.1 Overview

Danville Utilities is pleased to offer the 2016-17 Custom\$ave Program to City of Danville's commercial and industrial customers. This 2016-17 Program Manual, designed for use by customers and their contractors, details participation requirements and procedures for the following measures:

- Prescriptive Measures:
 - HVAC
 - Insulation
 - Lighting
- Custom Measures:
 - Any measure that does not qualify as Prescriptive measures

The Custom\$ave program is aimed at promoting the implementation of energy efficiency measures, which include the installation of high efficiency equipment and processes in commercial and industrial applications. Installed measures must be designed to reduce the total electrical system demand. The rebate will be calculated based on the reduction in demand (i.e., watts or kilowatts reduced) or based on the wattage controlled (for lighting occupancy sensors) as demonstrated through deemed energy savings or through verified calculations or measurements.

Energy efficiency projects must achieve a minimum electric demand reduction of one kilowatt (kW) or control at least one kilowatt (for lighting occupancy sensors) to qualify for a rebate or control at least one kW of the commercial or industrial facility's electric load. Rebates promoted through the Custom\$ave program are aimed at reducing Danville Utilities customers' upfront cost of selecting high-efficiency equipment over standard efficiency equipment or efficiency required by applicable energy codes. Rebates for qualifying measures are available only for retrofit applications. New construction and repurposed buildings, equipment or processes are not eligible for rebates. **Measure rebates are available for specific measure types as outlined in the following sections of this program manual. Measure rebates will be capped at a percentage of the qualifying measure's eligible incremental costs (75% for lighting and 50% for all others) to a maximum rebate of \$20,000 per customer per calendar year.** For the purposes of Danville Utilities' Custom\$ave program, a customer facility is defined as one or several adjacent buildings owned or operated by a single customer.

The 2016-17 Custom\$ave program is available from January 1, 2016 to June 30, 2017. Applications will be processed on a first-come, first-served basis while funding is available. Once all available funds are committed, subsequent applicants may elect to be placed on a waiting list until more funding is made available. All applications must be received complete, with all required supporting documentation, by May 15, 2017 to be eligible for rebates during the 2016-17 program year. Completed HVAC, insulation and lighting applications MUST be submitted within 90 days of project completion to be eligible for a rebate. Projects must be completed on or after January 1, 2016. For custom measures that do not qualify for rebates through the standard HVAC, insulation and lighting applications, and that produce verifiable demand reduction of at least 1 kW, customers must request Danville Utilities to conduct a pre-installation assessment at least 60 days before the planned installation. Customers must also request a post-installation assessment from Danville Utilities within 90 days of project completion to be eligible for a rebate. While Danville Utilities anticipates the Custom\$ave program to be an integral part of its future resource plan, it reserves the right to cancel or modify the program at any time.

To be eligible to participate, a customer must receive electricity service from Danville Utilities through one of the following rate schedules:

- Worship Sanctuary Service (Rate Schedule 15),
- Small General Electric Service (Rate Schedule 40),
- Medium General Electric Service (Rate Schedules 50, 55, 56), or
- Large General Electric Service (Rate Schedules 60, 65, 66).

1.2 Eligible Incremental Costs

Eligible incremental costs are based upon the actual measure incremental costs incurred by the customer in connection with the evaluation, construction, installation, implementation, and commissioning of a qualified measure. These costs may be reduced by factors listed below and in the Rebate Application Terms and Conditions.

For measures that have code specified baseline requirements, eligible incremental costs are based on the additional (incremental) cost of the higher energy efficiency measure(s) above the cost of a code compliant measure (code compliant is defined as a measure required by local, state, or federal law, building, or other codes) or are standard industry practice (in the absence of a code). Eligible incremental costs are the customer's reasonable per measure incremental costs minus any discounts or

rebates other than those offered from Danville Utilities, or any other factor that reduces the final actual measure cost incurred by the customer to purchase and install qualified measures at the customer's facility. The customer's internal labor costs may be included in determining eligible costs.

For measures that do not have code specified baseline requirements, Danville Utilities will evaluate the customer's assumptions. Danville Utilities may adjust eligible incremental costs as it deems appropriate. Customers shall provide cooperation and information access as required for Danville Utilities to make its determination of eligible incremental costs. Material and external labor costs must be thoroughly documented by the customer. Examples of acceptable documentation of eligible incremental costs include invoices, work orders, cancelled checks, and accounting system reports.

Danville Utilities reserves the right to exercise discretion and to determine, based solely on its judgment, eligible costs for all proposed qualifying measures.

1.3 Contact Information

Name: Meagan Baker, Key Accounts Manager
Address: 1040 Monument St.
Danville, VA 24541

P.O. Box: P.O. Box 3300
Danville, VA 24543

Website: www.danvillecustomsave.com
Phone: (434) 857-3312 between 8am – 5pm
Fax: (434) 773-8110
Email: bakermk@danvilleva.gov

1.4 Customer Complaints

Danville Utilities wishes to maintain the highest level of customer satisfaction and has therefore developed a customer complaint resolution process to address the needs of participating customers at any point in the rebate application process.

Customers who wish to dispute any decision or action performed by Danville Utilities during the course of processing rebate applications should contact Custom\$ave at (434) 857-3312 or bakermk@danvilleva.gov

In order to apply for rebates for qualifying prescriptive (HVAC, lighting or insulation), customers may download an application from Danville Utilities' website (<http://www.danville-va.gov/1554/Customave-Efficiency-Rebates-for-Busines>) and submit to Danville Utilities through one of the following approaches within 90 days after the completion of the measure installation or project completion:

Email (recommended): To Meagan Baker, Key Accounts Manager (bakermk@danvilleva.gov)

Fax: (434) 773-8110

Mail:

Attn: Meagan Baker, Key Accounts Manager
1040 Monument St.
Danville, VA 24541

In order to apply for rebates for qualifying custom measures that do not qualify for rebates through the prescriptive measure applications, customers must first identify applicable energy efficiency opportunities in their facilities, and contact Meagan Baker, Key Accounts Manager, at (434) 857-3312 or via e-mail: bakermk@danvilleva.gov at least 60-days before the planned installation schedule, to discuss a possible project or for any questions. Depending on the nature of the project, Danville Utilities may conduct a pre-installation assessment or require the customers to provide specific energy and demand savings baseline measurement. Following the installation of the measure or the project, Danville Utilities may conduct a post-installation assessment or require the customers to provide specific post-installation energy and demand savings verification analysis.

The Custom\$ave program offers rebates for HVAC equipment, insulation, lighting, and other custom retrofits that will reduce peak demand consumption. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.

1.5 Prescriptive measures (HVAC, Lighting and Insulation measures)

- **Identify Energy Efficiency Project Opportunities**

Section 4 (Equipment Catalog) of this manual outlines information on approved prescriptive measures and the rebate levels for the same. Refer to the Equipment Catalog for specific requirements for each measure prior to purchase and implementation so that necessary documentation can be collected throughout the purchase and implementation process.

- **Purchase and Install/Perform Upgrades**

Once potential upgrades have been identified as prescriptive measures, customers may proceed with purchase and implementation. Retain all invoices, receipts and any other documentation as they may be required to accompany a completed program application.

- **Submit the respective Commercial Rebate Application (HVAC, Insulation or Lighting)**

Once measures have been purchased and implemented, customers should download and complete a program application (available at www.danvillecustomsave.com) along with all of the documentation required and submit to Danville Utilities through one of the following means:

- **Email (recommended):**

To Meagan Baker, Key Accounts Manager (bakermk@danvilleva.gov)

- **Fax:** (434) 773-8110

- **Mail:**

Attn: Meagan Baker, Key Accounts Manager
1040 Monument St.
Danville, VA 24541

While any of the aforementioned means are acceptable, customers must note that emailed applications will be placed in the queue immediately whereas hard copy applications (fax or mail) will require additional travel and data entry time before landing in the processing queue.

Danville Utilities will review all applications for completeness and will validate application information with submitted invoices, receipts, and any other required documentation. Should questions or concerns arise, Danville Utilities will contact the customer directly to obtain any missing or incomplete information prior to approval and placement into the rebate check-processing queue. The time associated with such communications will be prior to and separate from the expected rebate check delivery time stated below.

- **Receive Rebate Check**

Customers will receive their rebate check within 6-8 weeks from the date of submission of a completed application, which includes all required supporting documentation. Rebates will be mailed to the address associated with Danville Utilities account listed on the application.

Should customers not receive their rebate check or other application related communication from Danville Utilities in the timeframe stated above, or should they have any questions or concerns at any time throughout the application process, they may contact Danville Utilities Custom\$ave Program at (434) 857-3312 or email bakermk@danvilleva.gov.

- **Allow Reasonable Access to Rebated Equipment for Follow-Up Inspection**

Danville Utilities may, at its discretion, request access to or request measurement of operational parameters on the relevant equipment to ensure quality control and program integrity. By signing an application, the customer agrees to provide Danville Utilities reasonable access during normal business hours to the facilities where rebated equipment resides. Furthermore, the customer agrees to allow Danville Utilities reasonable access to inspect and unobtrusively monitor any and all equipment related to the application. The results of such inspection may affect application approval and rebate amounts if discrepancies are discovered between observations and application details.

Danville Utilities may also conduct follow-up quality control after the disbursement of rebates. Customers agree to allow Danville Utilities reasonable access during normal business hours for up to two years following receipt of rebates. These follow-up inspections are aimed at overall program performance, will be performed after disbursement of rebate checks, and will not affect said disbursements in any way.

1.6 Custom Measures

Custom\$ave program also offers rebates on projects that do not qualify for prescriptive rebates (for HVAC, Insulation and Lighting retrofits).

- **Identify Energy Efficiency Project Opportunities**

Refer to section 4.4 for specific eligibility and participation requirements.

- **Submit Required Information for Pre-Approval**

For custom measures that do not qualify for rebates through the standard HVAC, insulation and lighting applications, and that produce verifiable demand reduction of at least 1 kW, customers must request Danville Utilities to conduct a pre-installation assessment at least 60 days before the planned installation. Depending on the nature of the project, Danville Utilities may conduct a pre-installation assessment or require the customers to provide specific energy and demand savings baseline measurement analysis.

- **Allow Reasonable Access to Existing Equipment for Pre- and Post-Installation M&V**

In order to complete a pre- and post-installation assessment, the customer may be required to provide Danville Utilities reasonable access to the relevant facilities and unobtrusive installation of monitoring equipment to measure the performance of existing and/or the upgraded equipment. Monitoring may be necessary for an extended period of time depending on the technical nature of the measure under consideration and the quality of data obtained. Danville Utilities reserves the right to decide how much and what types of monitoring are necessary to provide sufficient confidence in the Custom measure's ability to produce the claimed energy savings.

Danville Utilities may not approve rebates for Custom projects in which equipment was installed prior to January 1, 2016 or prior to the required pre-installation approval. Customers who purchase equipment prior to pre-installation assessment but delay installation until after pre-installation assessment **do so at their own risk.**

- **Receive Pre-Approval Notice**

Following the pre-installation assessment, a Pre-Approval Notice will be sent to the customer providing the details of the measures being approved and a preliminary estimate of the rebate amounts, based on the estimated savings.

- **Purchase and Install / Perform Upgrades**

Following the receipt of the Pre-Approval Notice, customers may proceed with purchase and implementation of approved measures.

- **Submit Post-Installation Application**

Customers must request a post-installation assessment from Danville Utilities within 90 days following the project completion, to be eligible for a rebate. Danville Utilities may conduct a post-installation assessment or require the customers to provide specific post-installation energy and demand savings verification analysis. As a part of the post-installation assessment, customers may be requested to submit program documentation including equipment invoices, documentation of labor costs, manufacturer specification sheets and any other information requested by Danville Utilities.

Requested information may be submitted to Danville Utilities through one of the following means, or as directed by Danville Utilities' Key Accounts Manager:

- **Email (recommended):**

To Meagan Baker, Key Accounts Manager (bakermk@danvilleva.gov)

- **Fax:** (434) 773-8110

- **Mail:**

Attn: Meagan Baker, Key Accounts Manager
1040 Monument St.
Danville, VA 24541

Danville Utilities will review all of the submitted information for completeness and will contact the customer directly to obtain any missing or incomplete information prior to final rebate approval.

- **Receive Post-Approval Notice**

Following the post-installation assessment, a Post-Approval Notice will be sent to the customer providing the details of the measures being approved and the final rebate amounts.

- **Receive Rebate Check**

Rebate checks will be mailed to the address associated with Danville Utilities account (unless otherwise requested by the Customer) within 6-8 weeks of the date on the Post-Approval Notice.

Should customers not receive their rebate check or other application related communication from Danville Utilities in the timeframe stated above, or should they have any questions or concerns at any time throughout the application process, they may contact Danville Utilities Custom\$ave Program at (434) 857-3312 or email bakermk@danvilleva.gov.

- **Allow Reasonable Access to Rebated Equipment for Follow-Up M&V**

Danville Utilities may also conduct follow-up quality control after the disbursement of rebates. Customers agree to allow Danville Utilities reasonable access during normal business hours for up to two years following receipt of rebates. These follow-up inspections are aimed at overall program performance, will be performed after disbursement of rebate checks, and will not affect said disbursements in any way.

1.7 HVAC Improvement Measures

This HVAC Equipment Catalog describes the eligibility requirements and rebate amounts for qualifying HVAC measures and equipment under Danville Utilities Custom\$ave Program (Rebate Program). It also includes instructions on how to complete the Rebate Application and information regarding any required additional documentation.

In order to be eligible for rebates through this Rebate Program, all equipment must meet the following requirements:

- Equipment and materials must be purchased and all work initiated on or after January 1, 2016 and before June 30, 2017.
- Qualifying equipment and material must be new and installation must be completed in a manner that meets or exceeds all applicable codes and regulatory requirements. Refurbished equipment will not be eligible to receive rebates.
- Equipment that is removed and replaced with more energy-efficient equipment cannot be re-installed elsewhere and must be disposed of in accordance with all applicable local, state, and federal codes and regulations
- Installation must have occurred within 90 days prior to application submission.
- Acceptable forms of proof of purchase and manufacturer's specification identifying efficiency of the measure must accompany the application upon submission.
- All HVAC equipment must have an Air-Conditioning, Heating, and Refrigeration Institute (AHRI) reference number or documentation from AHRI manual to verify the required efficiency level. If equipment is not listed in AHRI manual, then the manufacturer's specification sheet must be provided showing the efficiency level tested under AHRI conditions.

Pre-qualification of HVAC eligible measures under this Rebate Program is not required. Additional eligibility and submittal requirements for HVAC technologies are outlined in this Equipment Catalog.

Eligible Measures:

- Unitary and Split Air Conditioning Units and Air Source Heat Pumps
- Package terminal air conditioners and heat pumps (PTAC/PTHP)
- ENERGY STAR® Room Air Conditioner

1.7.1 Unitary Split Air Conditioning Units and Air Source Heat Pumps

Measure Description: Higher efficiency heat pumps use less electricity but perform as well as standard units. The electricity saved through greater efficiency can pay dividends for years through lower operating costs.

Applicability: Retrofit installations only.

Equipment Eligibility: Three-phase and single-phase heat pumps and unitary air conditioners eligible for rebates from Danville Utilities. Residential type, single-phase split and packaged heat pumps are also eligible for rebates if they are air-cooled units that meet or exceed all of the applicable efficiency ratings shown in Table 4.1 and Table 4.2 at AHRI Standard Rating Conditions.

Table 4.1: Unitary and Split AC Rebate Table

Equipment Type	Size Category	Qualifying Efficiency			Rebate (per ton)
Unitary and Split Air Conditioning Units	<65,000 Btu/h (5.4 Ton)	Tier 1	14.0 SEER / 12.0 EER (Split System)	14.0 SEER / 11.6 EER (Single Package)	\$40
		Tier 2	15.0 SEER / 12.5 EER (Split System)	15.0 SEER / 12.0 EER (Single Package)	\$60
	≥65,000 Btu/h (5.4 Tons) – <135,000 Btu/h (11.3 Tons)	Tier 1	11.7 EER / 13.0 IEER		\$40
		Tier 2	12.2 EER / 14.0 IEER		\$60
	≥135,000 Btu/h (11.3 Tons) – <240,000 Btu/h (20 Tons)	Tier 1	11.7 EER / 12.5 IEER		\$40
		Tier 2	12.2 EER / 13.2 IEER		\$60
	≥240,000 Btu/h (20 Tons) – <760,000 Btu/h (63.3 Tons)	Tier 1	10.5 EER / 11.3 IEER		\$40
		Tier 2	10.8 EER / 12.3 IEER		\$60
	≥760,000 Btu/h (63.3 Tons)	Tier 1	9.9 EER / 11.1 IEER		\$40
		Tier 2	10.4 EER / 11.6 IEER		\$60

Table 4.2: Unitary and Split HP Rebate Table

Equipment Type	Size Category	Qualifying Efficiency			Rebate (per ton)
Unitary and Split Air Source Heat Pumps	<65,000 Btu/h (5.4 Ton)	Tier 1	14.0 SEER / 12.0 EER / 8.5 HSPF (Split System)	14.0 SEER / 11.6 EER / 8.0 HSPF (Single Package)	\$40
		Tier 2	15.0 SEER / 12.5 EER / 9.0 HSPF (Split System)	15.0 SEER / 12.0 EER / 8.5 HSPF (Single Package)	\$60
	≥65,000 Btu/h (5.4 Tons) – <135,000 Btu/h (11.3 Tons)	11.3 EER / 12.3 IEER / 3.4 COP			\$40
	≥135,000 Btu/h (11.3 Tons) – <240,000 Btu/h (20 Tons)	10.9 EER / 11.9 IEER / 3.2 COP			\$40
	≥240,000 Btu/h (20 Tons) – 760,000 Btu/h (63.3 Tons)	10.3 EER / 10.9 IEER / 3.2 COP			\$40
	≥760,000 Btu/h (63.3 Tons)	9.7 EER / 10.7 IEER / 3.2 COP			\$40

Items to submit with HVAC Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturers’ specification sheets documenting full-load and part-load efficiency or unit AHRI reference number(s).

1.7.2 Packaged Terminal Units

Measure Description: Packaged Terminal Air Conditioners (PTACs) and Packaged Terminal Heat Pumps (PTHPs) are designed primarily to provide complete cooling or cooling and heating for a room or small zone and are specifically for permanent through-the-wall installation. These electrically-powered units are generally sized under 13,500 Btu/h, are typically designed to be installed in a separate through-the-wall sleeve on an exterior wall, and are typically found in hotels. This is not the same as a window unit air conditioner or heat pump adapted for through-the-wall use. Higher efficiency units generally cost less to operate.

Applicability: Retrofit installations only.

Equipment Eligibility: PTAC and PTHP units must have AHRI -certified efficiencies that meet or exceed the minimum requirements shown in Table 4.3. Equipment must be correctly sized, purchased new and installed, and meet all other program terms and conditions.

Table 4.3: PTAC / PTHP Rebate Table

Equipment Type	Size Category	Qualifying Efficiency (Minimum Efficiency Calculation)	Rebate (per ton)
Package terminal air conditioners (PTAC)	<7,000 Btu/h	11.8 EER	\$40
	≥7,000 and <10,500 Btu/h	11.4 EER	
	≥10,500 and <15,000 Btu/h	10.5 EER	
	≥15,000 Btu/h	10.0 EER	
Package terminal heat pumps (PTHP)	<7,000 Btu/h	12.0 EER / 3.4 COP	
	≥7,000 and <10,500 Btu/h	11.4 EER / 3.3 COP	
	≥10,500 and <15,000 Btu/h	10.5 EER / 3.1 COP	
	≥15,000 Btu/h	10.0 EER / 3.0 COP	

Items to submit with HVAC Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturers’ specification sheets documenting full-load and part-load efficiency or unit AHRI reference number(s).

1.7.3 ENERGY STAR® Room Air Conditioners

Measure Description: ENERGY STAR® room air conditioners are typically window mounted units that cool individual spaces or zones. Typically found in spaces without central air conditioning.

Applicability: Retrofit installations only.

Equipment Eligibility: Air Conditioners must be qualified by ENERGY STAR® and have a cooling capacity greater than or equal to 8,000 Btu/h (2/3 ton). Qualification and associated rebates are identified in Table 4.4.

Table 4.4: ENERGY STAR® ROOM AC Rebate Table

Equipment Type	Size Category	Qualifying Efficiency	Rebate (per unit)
ENERGY STAR® Room Air Conditioners	≥ 8,000 Btu/h	ENERGY STAR® qualified	\$25

1.8 Building Insulation Improvement Measures

This Building Insulation Improvements Catalog describes the eligibility requirements and rebate amounts for qualifying Building Insulation Improvement measures under Danville Utilities Custom\$ave Program (Rebate Program). It also includes instructions on how to complete the Rebate Application and information regarding any required additional documentation. This Rebate Program provides rebates for many types of energy efficient technologies.

In order to be eligible for rebates through this Rebate Program, all equipment must meet the following requirements:

- Equipment and materials must be purchased and all work initiated between July 1, 2015 and June 30, 2017.
- Qualifying equipment and material must be new and installation must be completed in a manner that meets or exceeds all applicable codes and regulatory requirements. Refurbished equipment will not be accepted.
- Equipment that is removed and replaced with more energy-efficient equipment cannot be re-installed elsewhere and must be disposed of in accordance with all applicable local, state, and federal codes and regulations
- Installation must have occurred within 90 days prior to application submission.
- Acceptable forms of proof of purchase and manufacturer’s specification identifying efficiency of the measure must accompany the application upon submission.

Eligible Measures

- Attic and Roof Insulation
- Exterior Wall Insulation
- Floor and Crawl Space Insulation

1.8.1 Insulation Upgrade

Measure Description: Additional insulation in the ceilings, roofs, exterior walls, and floor / crawl spaces of facilities can reduce the energy losses between the indoors and outdoors. Facilities lacking an appropriate amount of insulation typically cost more to heat or cool and provide less occupant comfort.

Applicability: Retrofit installations only.

Measure Eligibility:

- Attic and Roof Insulation
 - The insulation must cover the entire roof area in spaces with mechanical cooling and/or heating in use.
 - The pre-existing insulation rating must be less than R-19.
 - The total insulation rating after installation must be R-38 or greater.
 - The insulation must meet 2012 IECC & Amendments and have a Manufacturer Certification Statement.

- Exterior Wall Insulation
 - The insulation must cover the entire walled area in spaces with mechanical cooling and/or heating in use.
 - The pre-existing insulation rating must be less than R-6.
 - The total insulation rating after installation must be R-20 or greater.
 - The insulation must meet 2012 IECC & Amendments and have a Manufacturer Certification Statement.

- Floor and Crawl Space Insulation
 - The insulation must cover the entire floored surface in spaces with mechanical cooling and/or heating in use.
 - The pre-existing insulation rating must be less than R-11.
 - The total insulation rating after installation must be R-30 or greater.
 - The insulation must meet 2012 IECC & Amendments and have a Manufacturer Certification Statement.

- Insulation types and associated rebates are identified in Table 4.5.

The following facility types are NOT eligible for this rebate:

- Facilities with dropped ceilings only for Attic/Ceiling Insulation upgrades.
- New Construction.

Table 4.5: Insulation Rebate Table

Equipment Type	Existing Conditions	Qualifying Efficiency	Rebate (per sq. ft.)
Attic / Ceiling Insulation	<R-19	≥R-38	\$0.15
Exterior Wall Insulation	<R-6	≥R-20	\$0.35
Floor / Crawlspace Insulation	<R-11	≥R-30	\$0.30

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturer's specification sheets demonstrating compliance with eligibility requirements.

1.9 Lighting Improvement Measures

Lighting improvement measures are the most common energy upgrade. Lighting improvement measures reduce energy demand by retrofitting existing lighting fixtures with high efficiency fixtures that consume less energy at higher lumens and reduce energy consumption by installing occupancy controls to reduce operating periods.

In order to be eligible for rebates through this Rebate Program, all equipment must meet the following requirements:

- Equipment and materials must be purchased and all work initiated between July 1, 2015 and June 30, 2017.
- Qualifying equipment and material must be new and installation must be completed in a manner that meets or exceeds all applicable codes and regulatory requirements. Refurbished equipment will not be accepted.
- Equipment that is removed and replaced with more energy-efficient equipment cannot be re-installed elsewhere and must be disposed of in accordance with all applicable local, state, and federal codes and regulations
- Installation must have occurred within 90 days prior to application submission.
- Acceptable forms of proof of purchase and manufacturer's specification identifying efficiency of the measure must accompany the application upon submission.

Eligible Measures

- Lighting Retrofits
- Occupancy Sensors
- LED Exit Signs

1.9.1 Lighting Retrofit

Measure Description: Retrofit of existing fixtures with energy efficient fixtures. As lighting technology advances more efficient lighting fixtures are developed that consume less energy and provide more lumens per watt.

Applicability: Retrofit installations only.

Measure Eligibility:

- Installed measures must be designed to reduce the total electrical system demand. The rebate will be calculated based on the reduction in demand (in kilowatts) as demonstrated through verified calculations or measurements.
- Energy efficiency project must achieve a minimum electric demand reduction of one kilowatt (kW) to qualify for a rebate.
- Qualification and associated rebate is identified in Table 4.6.

Table 4.6: Lighting Retrofit Rebate Table

Equipment Type	Existing Conditions	Rebate (per watt reduced)
Fluorescent	T8 bulbs or better	\$0.175
LED Lighting	Certified by one of Lighting Design Lab (LDL), Design Lighting Consortium (DLC), or ENERGY STAR®	
All Other General Luminance	Reduced load through retrofits and replacement only (no delamping)	

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturer’s specification sheets demonstrating compliance with eligibility requirements.
- For LED lighting, include documentation such as a specification sheet demonstrating ENERGY STAR®, DesignLights Consortium (DLC), or Lighting Design Lab (LDL) qualification.

1.9.2 Occupancy and Day Lighting Sensors

Measure Description: Installation of Occupancy Sensors on existing lighting systems to reduce the operating period or the controlled lights based upon occupancy of the space. Typically lights connected to occupancy sensors shut off after 15 minutes of inactivity within the space and automatically turn on with motion in the space.

Applicability: Retrofit installations only.

Measure Eligibility:

- The minimum wattage controlled by newly installed occupancy sensors must be at least one kilowatt (kW) to qualify for a rebate.
- Qualification and associated rebate is identified in Table 4.7.

Table 4.7: Occupancy Sensors Rebate Table

Equipment Type	Rebate (per watt controlled)
Area Day Lighting Controls	\$0.05
Building Occupancy Fixture-Mounted Lighting Controls (Infrared and Dual Technology)	
Building Occupancy Wall-Mounted Lighting Controls (Infrared and Dual Technology)	
Building Occupancy Ceiling-Mounted Lighting Controls (Infrared and Dual Technology)	

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturer’s specification sheets demonstrating compliance with eligibility requirements.

1.9.3 LED Exit Sign

Measure Description: Retrofitting incandescent or florescent exit signs LED exit signs.

Applicability: Retrofit installations.

Measure Eligibility:

- Only new LED exit signs replacing existing incandescent or fluorescent exit signs will qualify.
- Retrofit kits are not eligible.
- LED exit signs must meet UL-924 requirements and meet all applicable fire codes. Exit signs must use ≤5 Watts and have a minimum product life of 10 years or ENERGY STAR® Qualified.
- Qualification and associated rebate is identified in Table 4.8.

Table 4.8: LED Exit Sign Rebate Table

Equipment Type	Existing Conditions	Qualifying Efficiency	Rebate (per sign)
Attic / Ceiling Insulation	Incandescent or Fluorescent Exit Signs	Energy Star® qualified and ≤ 5 Watts	\$14

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable
- Manufacturer’s specification sheets demonstrating compliance with eligibility requirements

1.10 Custom Energy Upgrades

From replacing or improving existing inefficient equipment or systems that are not classified in the other prescribed measures within Danville Utilities’ Custom\$ave program, rebates are offered through the custom program. Danville Utilities Custom\$ave provides rebates for many types of energy efficient technologies. Customers will need to provide the energy savings calculations according to the guidelines found within this section.

In order to be eligible for rebates, all equipment must meet the following requirements:

- Equipment must be new and installed in a manner that meets or exceeds code regulations and adheres to industry standards.
- Equipment may be installed in retrofit applications, except where indicated in individual measures. Equipment installed as a part of new-construction or major renovation will not be eligible for rebates.

- Replaced equipment must be disposed of in accordance with local, state, or federal codes and regulations and cannot be re-installed elsewhere.
- Energy efficiency equipment must demonstrate verifiable demand (kW) savings to the facility's electric load.
- Energy efficiency project must achieve a minimum electric demand reduction of at least one kilowatt (kW) to qualify for a rebate or control at least one kW of the commercial facility's electric load.
- Qualification and associated rebate is identified in Table 4.9.

Measure Description:

Custom measures are projects that apply to many end-uses to increase energy efficiency and reduce peak kW demand. The program does not explicitly specify eligible measures to provide program participants maximum flexibility in identifying potential projects. Participants may propose the inclusion of any measure that:

- Involves a capital expenditure for project(s) that have an energy savings component;
- Produces a verifiable reduction in energy demand;
- Is installed in a retrofit application.

Qualifying Measure Examples:

Examples of eligible measures are listed below. Program participants are free to propose measures not included below, as long as the above requirements are met.

- Increased compressed air system efficiencies (e.g. installation of VFD's, added storage)
- Control applications (e.g. installation of a building energy management control system)
- Process improvements
- Heat Recovery Units
- Process Cooling Projects
- Industrial Refrigeration Projects
- Compressed Air Projects and Air Leaks

Danville Utilities will review all measures for their eligibility and appropriateness to participate in Custom Business Energy Upgrades. Danville Utilities retains the right to determine, at their sole discretion, eligible measures and reject applications or request additional information as necessary.

Exclusions:

The following measures are excluded from consideration for Custom rebates:

- Any projects that are eligible under the prescriptive measures within the Custom\$ave program
- Operational and maintenance measures
- Projects without a capital purchase of new equipment
- Projects that receive a rebate through any other energy efficiency program offered by Danville Utilities
- Rely solely on changes in customer behavior
- Merely terminate existing processes, facilities, operations, or vacancies
- Relocate existing processes, facilities, or operations within or out of Danville Utilities’ service territory
- Are required by local, state, or federal law; building or other codes, or are standard industry practice
- Produce an electric energy reduction through substitution of another energy source for electricity
- Generate electricity, including cogeneration or renewable energy generation
- Measures that apply duty cycling technology in air conditioning or heating units

Table 4.9: Custom Rebate Table

Equipment Type	Qualifying Conditions	Rebate (per kW reduction)
Custom	Verifiable Demand Reduction ≥1 kW	\$175

Items to submit with Rebate Application:

- Dated sales receipt or paid invoice including materials and labor as applicable.
- Manufacturer's Specification sheet for the upgraded equipment.
- Energy Calculations according to the guidelines in 4.4.1.

1.10.1 Custom Program Calculation Guidelines

The following guidelines are for Danville Utilities Customers' use in preparing program-required deliverables and supporting calculation files. The goal of this document is to standardize the calculation methods used by providers and to ensure that those calculation methods provide accurate energy and cost savings information to both the program and the program participants. Use of these guidelines will also decrease time investment in review and revisions for both Danville Utilities and the Customer.

Weather Data

Any weather sensitive measures will use Typical Meteorological Year 3 (TMY3) data unless prior approval is given by the Danville Utilities. TMY3 data is available for download from the National Renewable Energy Laboratory (http://rredc.nrel.gov/solar/old_data/nsrdb/1991-2005/tmy3/by_state_and_city.html). Customers will use TMY3 data from the weather site nearest in direct distance to the building under investigation.

Determining Peak Demand Savings for Rebates

The customer's average demand savings is used to determine the monetary impacts on the customer's utility bill as well as being used to determine the rebate amount. For each measure and for each month of the year, determine demand savings that will reduce the monthly peak demand at the facility, the average of the twelve monthly peak demand savings values will be used to calculate the rebate amount.

Trending Requirements

Trending of key parameters is required for pre- and post-installation M&V. For questions regarding trending requirements, please contact Danville Utilities Custom\$ave Program at (434) 857-3312 or bakermk@danvilleva.gov.

Trending Period

Collect trend data for key parameters covering two fully operational weeks during typical operating conditions. Please note data collection is critical to the program analysis and project timeline. Industry best practices are to verify data collection is working prior to leaving site or by retrieving and checking the data prior to leaving site or at each one week interval.

Documentation

Provide the program with raw trend data files for records. Note any non-typical operating conditions included in the trend period such as holidays or facility shut-downs.

Trend Interval

- If using logged data from portable data loggers, use a trend interval of 15-minute or less.
- Data from control system is also allowed; discuss trending requirements with the Danville Utilities.

Power Measurements Accompanying Trends

- In general, a spot measurement to verify the logged values of the control system is required. Take three-phase real power measurements on equipment when amperage trends are set up. Use these spot measurements to accurately translate trended amperage to power. The spot measurements should be of voltage, amps, and power factor (power is optional).
- When spot measurements are taken, document date and time of day. Effort should be made to synchronize a spot measurement with a data point taken from trend interval data.
- If possible, take spot measurements at several different loadings of the equipment to correlate measured amps with actual power at the different loadings. For example, in a compressed air system, a load-unload compressor would be measured at full-load power and at unload power conditions. Data analysis should then account for variances in power factor and voltage at different equipment loading.

Air Compressor Trending Requirements

In the pre and post measurement periods, all regularly operating compressors must be logged simultaneously regardless of quantity of compressors. Compressors that are only used for backup

purposes if other compressors fail do not have to be logged, but should be if possible. If logging all operating compressors is not possible, this should be discussed with Danville Utilities and written approval must be given for alternate approaches.

Baseline and Post-Installation Production Data Requirements

Most of these industrial systems are critical utilities for production at most facilities. In order to accurately calculate energy savings for the project, appropriate production data is required to be collected for the baseline and post trending periods. The verification analysis should utilize the production data to adjust the baseline measurement period to the post-production measurement period. The difference between the production-adjusted baseline measured energy consumption and the post installation measured energy consumption will be the verified project energy savings.

Applicable IPMVP Guidelines

Customers will generally follow Option A: Retrofit Isolation: Key Parameter Measurement or Option B: All Parameter Measurement of IPMVP Concepts and Options for Determining Energy and Water Savings, Volume 1. This document is available online at www.evo-world.org.

Sampling

Where a measure involves many pieces of similar equipment (e.g. compressed air leaks), sampling is allowed. Equipment is deemed similar for sampling purposes if: 1) Equipment type and size are similar 2) Equipment is controlled in a similar way 3) Operating schedule and equipment loading are similar. Required sample sizes are specified in Table 2 based on an 80% confidence, 20% precision statistical sample (assuming coefficient of variance equal to 0.75). If obtaining the required sample size is too cost-prohibitive for a project, Customer's will consult with Danville Utilities. For compressed air leaks, the required sample size must meet the sampling guidelines given in Table 4.10 or sample at least 20% of the identified leaks, whichever value is greater.

Table 4.10: Required Sample Sizes

80/20, cv=0.75	
Population Size	Sample Size
<=5	Sampling not allowed
6	5
7-8	6
9-10	7
11-12	8
13-14	9
15-17	10
18-21	11
22-25	12
26-29	13
30-35	14
36-42	15
43-52	16
53-64	17
65-82	18
83-108	19
109-151	20
>=152	23

APPENDIX A: FREQUENTLY ASKED QUESTIONS

- **Is my facility eligible for this program?**

The facility is eligible for the program if it is served by Danville Utilities under one of the commercial or industrial electric rates (Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.). Retrofit projects are eligible for the majority of rebates; see Equipment Catalogs for details.

- **What if I am installing a measure in a leased property and my tenant is responsible for the electric bill?**

Eligibility is determined based on the information on the electric account for the building where the equipment is installed. Rebates will be paid to the name and address on the electric account.

- **How long will this program be available?**

The 2016 Rebate Program is available from January 1, 2016 to June 30, 2017. Applications for this program year must be received no later than May 15, 2017. While Danville Utilities anticipates Custom\$ave to be an integral part of its future resource plan well beyond 2017. However, it reserves the right to cancel or modify the program at any time.

- **Where can I find out more about this program?**

Customers can learn more about the Custom\$ave Program by visiting www.danvillecustomsave.com, or contacting Danville Utilities Custom\$ave Program at (434) 857-3312 or bakermk@danvilleva.gov.

APPENDIX B: HVAC REBATE APPLICATION

Application Instructions

Before you begin:

- Ensure your eligibility**
Refer to Eligibility Rules on Page 4, and fully read the program manual for installation requirements.
- Review all Terms and Conditions**
Refer to Terms and Conditions on Page 4.
- Confirm all acceptable forms of proof of purchase**
Refer to Eligibility Rules on Page 4 for acceptable forms of proof of purchase.

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party. Read carefully and comply with all the Terms & Conditions. Please review all items before submission of the rebate application:

1. Complete all parts of the application that are applicable. Please note the following required information which is often overlooked: Customer information including Danville Utilities account number and customer numbers (Danville Utilities account number and customer number are displayed on customer bills together, separated by a hyphen), name and service address as shown on Danville Utilities bills.
2. Submit completed application, proof of purchase and other necessary documents by mail, email or fax.

1 Customer Information *(all fields are required unless noted as optional)*

Please note that the rebate check will be issued to the primary name on the utility account.

Danville Utilities Account-Customer number _____ - _____

Building Square Footage _____

To locate your account - customer number, please refer to top left corner of your utility bill or contact Danville Utilities' Customer Service at 434-799-5155.

Business/Organization _____ Installation Date _____

Installation address _____ City _____ State _____ Zip _____

Mailing address _____ City _____ State _____ Zip _____

Contact _____ Email address _____

Daytime phone (____) _____ Ext _____

Verification Results

_____ Approved
_____ Rejected

Approved Rebate Amount \$ _____

Inspector Signature _____ Date _____

Rebate amount

Please refer to HVAC rebate table on page 2.

2 Installation Information

HVAC Rebate Table

Equipment Size	Size Category	Qualifying Efficiency		Rebate (per ton)		
Unitary and Split Air Conditioning Units	<65,000 Btu/h (5.4 Ton)	Tier 1	14.0 SEER / 12.0 EER (Split System)	14.0 SEER / 11.6 EER (Single Package)	\$40	
		Tier 2	15.0 SEER / 12.5 EER (Split System)	15.0 SEER / 12.0 EER (Single Package)	\$60	
	≥65,000 Btu/h (5.4 Tons) – <135,000 Btu/h (11.3 Tons)	Tier 1	11.7 EER / 13.0 IEER		\$40	
		Tier 2	12.2 EER / 14.0 IEER		\$60	
	≥135,000 Btu/h (11.3 Tons) – <240,000 Btu/h (20 Tons)	Tier 1	11.7 EER / 12.5 IEER		\$40	
		Tier 2	12.2 EER / 13.2 IEER		\$60	
	≥240,000 Btu/h (20 Tons) – <760,000 Btu/h (63.3 Tons)	Tier 1	10.5 EER / 11.3 IEER		\$40	
		Tier 2	10.8 EER / 12.3 IEER		\$60	
	≥760,000 Btu/h (63.3 Tons)	Tier 1	9.9 EER / 11.1 IEER		\$40	
		Tier 2	10.4 EER / 11.6 IEER		\$60	
	Unitary and Split Air Source Heat Pumps	<65,000 Btu/h (5.4 Ton)	Tier 1	14.0 SEER / 12.0 EER / 8.5 HSPF (Split System)	14.0 SEER / 11.6 EER / 8.0 HSPF (Single Package)	\$40
			Tier 2	15.0 SEER / 12.5 EER / 9.0 HSPF (Split System)	15.0 SEER / 12.0 EER / 8.5 HSPF (Single Package)	\$60
≥65,000 Btu/h (5.4 Tons) – <135,000 Btu/h (11.3 Tons)		11.3 EER / 12.3 IEER / 3.4 COP		\$40		
≥135,000 Btu/h (11.3 Tons) – <240,000 Btu/h (20 Tons)		10.9 EER / 11.9 IEER / 3.2 COP		\$40		
≥240,000 Btu/h (20 Tons) – 760,000 Btu/h (63.3 Tons)		10.3 EER / 10.9 IEER / 3.2 COP		\$40		
≥760,000 Btu/h (63.3 Tons)		9.7 EER / 10.7 IEER / 3.2 COP		\$40		
Package terminal air conditioners (PTAC)	<7,000 Btu/h	11.8 EER		\$40		
	≥7,000 and <10,500 Btu/h	11.4 EER				
	≥10,500 and <15,000 Btu/h	10.5 EER				
	≥15,000 Btu/h	10.0 EER				
Package terminal heat pumps (PTHP)	<7,000 Btu/h	12.0 EER / 3.4 COP				
	≥7,000 and <10,500 Btu/h	11.4 EER / 3.3 COP				
	≥10,500 and <15,000 Btu/h	10.5 EER / 3.1 COP				
	≥15,000 Btu/h	10.0 EER / 3.0 COP				
ENERGY STAR® Room Air Conditioners	≥ 8,000 Btu/h	ENERGY STAR® qualified		\$25 per unit		

Please continue Step 2 on the following page.

HVAC Equipment Detail

Please provide the equipment detail below for every unit as applicable.

Unit 1	Unit 2 (if applicable)	Unit 3 (if applicable)	Unit 4 (if applicable)
<p>Newly Installed HVAC Unit Please provide the information below for newly installed HVAC unit. Equipment description: _____ _____ _____ Make & Model #: _____ <i>(for split system, supply both indoor and outdoor info)</i> Unit efficiency (SEER/EER Rating): _____ AHRI reference number: _____ _____ (A) Unit size (tons): _____ (B) # of units: _____ (C) Rebate (per ton): _____ Total rebate (A*B*C): _____ Date installed: _____</p>	<p>Newly Installed HVAC Unit Please provide the information below for newly installed HVAC unit. Equipment description: _____ _____ _____ Make & Model #: _____ <i>(for split system, supply both indoor and outdoor info)</i> Unit efficiency (SEER/EER Rating): _____ AHRI reference number: _____ _____ (A) Unit size (tons): _____ (B) # of units: _____ (C) Rebate (per ton): _____ Total rebate (A*B*C): _____ Date installed: _____</p>	<p>Newly Installed HVAC Unit Please provide the information below for newly installed HVAC unit. Equipment description: _____ _____ _____ Make & Model #: _____ <i>(for split system, supply both indoor and outdoor info)</i> Unit efficiency (SEER/EER Rating): _____ AHRI reference number: _____ _____ (A) Unit size (tons): _____ (B) # of units: _____ (C) Rebate (per ton): _____ Total rebate (A*B*C): _____ Date installed: _____</p>	<p>Newly Installed HVAC Unit Please provide the information below for newly installed HVAC unit. Equipment description: _____ _____ _____ Make & Model #: _____ <i>(for split system, supply both indoor and outdoor info)</i> Unit efficiency (SEER/EER Rating): _____ AHRI reference number: _____ _____ (A) Unit size (tons): _____ (B) # of units: _____ (C) Rebate (per ton): _____ Total rebate (A*B*C): _____ Date installed: _____</p>

* Danville Utilities requires an AHRI reference # or documentation from the AHRI Manual to verify the required efficiency level for all HVAC systems. If the equipment or matched set is not in the AHRI manual, the manufacturer's technical specification sheets must be provided showing the efficiency level tested under AHRI conditions. Equipment capacity (size) and efficiency must be based on AHRI design conditions.

3 Acceptance of Terms

Terms and Conditions

To be completed by installation contractor/material vendor if applicable:

HVAC Contractor _____ Phone (____) _____

Contractor's License # _____

Address _____ City _____ State _____ Zip _____

Email _____ Contractor Signature _____ Date _____

The signature above certifies the above information is correct and the referenced HVAC equipment was installed in accordance with program standards.

3 Acceptance of Terms

Terms and Conditions (cont.)

Applicable to all rebate requests: I certify that the information provided on this application form is accurate and complete. I understand that the proposed incentive payment from Danville Utilities is subject to change based on availability and approval. I understand that Danville Utilities reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. I understand that I must attach acceptable forms of proof of purchase and installation details to application or submit to Danville Utilities within 90 days after installation and after equipment becomes operable in order to be eligible for a rebate. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment. I understand that Danville Utilities may, at its sole discretion, accept other forms of proof of purchase. I understand that all installed measures must be new. No refurbished measures will be accepted. All new installations must be intended to replace existing equipment. I understand that installation must be performed by a licensed contractor or self install. I understand that the proposed rebate payment is subject to change, based on site verification and Danville Utilities approval. I agree to Danville Utilities site verification of both the sales transaction and equipment installation, which may include a site inspection by a Danville Utilities representative or Danville Utilities agent. I understand I may or may not be allowed to receive more than one incentive from Danville Utilities. I understand no rebate can exceed the rebate caps as laid out in the program manual. I also understand my participation in the program may be taxable and that I am solely responsible for paying all such taxes. I hereby agree to indemnify, hold harmless and release Danville Utilities and its affiliates from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein including liability from any incidental or consequential damages. Danville Utilities does not endorse any particular manufacturer, product or system design within this program; does not expressly or implicitly warrant the performance of the installed equipment (contact your contractor for details regarding equipment warranties); and is not liable for any damages caused by the installation and/or operation of the equipment nor for any damage caused by the malfunction of the installed equipment.

A customer's election to participate in the Program means that the customer is consenting to the possibility of Danville Utilities sharing that customer's pertinent information with Danville Utilities' agents, contractors, wholesale power suppliers and PJM LLC. Pertinent customer information includes, but is not limited to account holder name, address, other contact information and other information necessary to implement and monitor the Program. Rebate amounts are subject to regulatory modifications without notice and Program availability until fully subscribed. Projects must be complete before rebates will be paid. Rebates cannot be reserved.

Eligibility Rules

1. Customer must comply with all Terms & Conditions above. Installation must have occurred within the past 90 days of application submission.
2. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.
3. Rebates are capped at 50% of the eligible project costs or \$20,000 per customer per year, whichever is lower.
4. Only equipment retrofits are eligible for rebates. New construction, re-purposed buildings or major-renovation projects are not eligible.
5. HVAC contractor must complete Contractor Information section of application, if applicable.
6. Energy efficiency project must be installed between July 1, 2015 and June 30, 2017.
7. Customer must submit completed application, required proof of purchase and AHRI information/manufacturer's specification documentation.

I certify that all statements made in this application (including attachments) are correct to the best of my knowledge and agree to the terms and conditions of this Program set forth above.

Applicant name (please print) _____ Applicant title _____

Signature of applicant _____ Date _____

4 Submit Your Application

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party.

Before mailing this form, please remember to:

- | | |
|--|---|
| <input type="checkbox"/> Fill out the application form completely; all fields are required unless otherwise noted. | <input type="checkbox"/> Attach a copy of all applicable forms of proof of purchase and installation details. (Refer to Eligibility Rules on Page 4 for acceptable forms of proof of purchase.) |
| <input type="checkbox"/> Review terms and conditions and sign the acceptance of terms. | <input type="checkbox"/> Keep a copy of the completed application for your records. |

For questions, please contact **Meagan Baker, Key Accounts Manager** at the contact information below.
Please note: application and required documentation must be received within 90 days of purchase or installation.

Mail to: Danville Custom\$ave Program • 1040 Monument Street • Danville, VA 24541
phone 434.857.3312 • fax 434.799.6583 • email bakermk@danvilleva.gov
www.danvillecustomsave.com

APPENDIX C: INSULATION REBATE APPLICATION



Application Instructions

Before you begin:

- Ensure your eligibility**
Refer to Eligibility Rules on Page 3, and fully read the program manual for installation requirements.
- Review all Terms and Conditions**
Refer to Terms and Conditions on Page 3.
- Confirm all acceptable forms of proof of purchase**
Refer to Eligibility Rules on Page 3 for acceptable forms of proof of purchase.

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party. Read carefully and comply with all the Terms & Conditions. Please review all items before submission of the rebate application:

1. Complete all parts of the application that are applicable. Please note the following required information which is often overlooked: Customer information including Danville Utilities account number and customer numbers (Danville Utilities account number and customer number are displayed on customer bills together, separated by a hyphen), name and service address as shown on Danville Utilities bills.
2. Submit completed application, proof of purchase and manufacturer’s insulation specification sheet(s) to the contact listed below by mail, email or fax.

1 Customer Information *(all fields are required unless noted as optional)*
Please note that the rebate check will be issued to the primary name on the utility account.

Danville Utilities Account-Customer number _____ - _____

Building Square Footage _____

To locate your account - customer number, please refer to top left corner of your utility bill or contact Danville Utilities' Customer Service at 434-799-5155.

Business/Organization _____ Installation Date _____

Installation address _____ City _____ State _____ Zip _____

Mailing address _____ City _____ State _____ Zip _____

Contact _____ Email address _____

Daytime phone (____) _____ Ext _____

2 Installation Information

HVAC Information

HVAC Type:

- A/C with Electric Resistance (Strip) Heat
- Heat Pump
- A/C with Natural Gas Heat
- Other

HVAC Make/Model Number _____

Size of HVAC System _____ tons

Please continue Step 2 on the following page.

Insulation (Existing Only)

Please note that insulation rebates are not eligible for new construction installations.

Type of Insulation

<input type="checkbox"/> Attic/Ceiling (\$0.15 / sq ft)	<input type="checkbox"/> Exterior Wall (\$0.35 / sq ft)	<input type="checkbox"/> Floor (\$0.30 / sq ft)	<input type="checkbox"/> Crawlspace (\$0.30 / sq ft)
<p>Existing Insulation Please provide the information below for your existing insulation. Pre-existing type: _____ Pre-existing inches: _____ Pre-existing R-Value: _____ Attic area (square feet): _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">REQUIRED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Applicant Initials</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Contractor Initials</p> </div>	<p>Existing Insulation Please provide the information below for your existing insulation (if any). Insulation installations require an existing insulation amount of R-6 or less. Pre-existing type: _____ Pre-existing R-Value: _____ Wall area (square feet): _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">REQUIRED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Applicant Initials</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Contractor Initials</p> </div>	<p>Existing Insulation Please provide the information below for your existing insulation (if any). Insulation installations require an existing insulation amount of R-11 or less. Pre-existing type: _____ Pre-existing R-Value: _____ Floor area (square feet): _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">REQUIRED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Applicant Initials</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Contractor Initials</p> </div>	<p>Existing Insulation Please provide the information below for your existing insulation (if any). Insulation installations require an existing insulation amount of R-11 or less. Pre-existing type: _____ Pre-existing R-Value: _____ Floor area (square feet): _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">REQUIRED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Applicant Initials</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Contractor Initials</p> </div>
<p>Newly Installed Insulation Please provide the information below for newly installed insulation. (Final insulation value R-38 or greater). New insulation type: _____ New insulation inches: _____ New insulation R-Value: _____ Total number of insulation bags used to complete installation: _____ Total combined R-Value of existing and newly installed insulation: _____ Total sq ft of new insulation installed: _____ Total estimated rebate: _____</p>	<p>Newly Installed Insulation Please provide the information below for newly installed insulation. (Final insulation value R-13 or greater). New insulation type: _____ New insulation inches: _____ New insulation R-Value: _____ Total number of insulation bags used to complete installation: _____ Total combined R-Value of existing and newly installed insulation: _____ Total sq ft of new insulation installed: _____ Total estimated rebate: _____</p>	<p>Newly Installed Insulation Please provide the information below for newly installed insulation. (Final insulation value R-25 or greater). New insulation type: _____ New insulation inches: _____ New insulation R-Value: _____ Total number of insulation bags used to complete installation: _____ Total combined R-Value of existing and newly installed insulation: _____ Total sq ft of new insulation installed: _____ Total estimated rebate: _____</p>	<p>Newly Installed Insulation Please provide the information below for newly installed insulation. Add minimum R-19 (Final Insulation value R-25 or greater). New insulation type: _____ New insulation inches: _____ New insulation R-Value: _____ Total number of insulation bags used to complete installation: _____ Total combined R-Value of existing and newly installed insulation: _____ Total sq ft of new insulation installed: _____ Total estimated rebate: _____</p>

3 Acceptance of Terms

Terms and Conditions

Applicable to all rebate requests: I certify that the information provided on this application form is accurate and complete. I understand that the proposed incentive payment from Danville Utilities is subject to change based on availability and approval. I understand that Danville Utilities reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. I understand that I must attach acceptable forms of proof of purchase and installation details to application or submit to Danville Utilities within 90 days after installation and after equipment becomes operable in order to be eligible for a rebate. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment. I understand that Danville Utilities may, at its sole discretion, accept other forms of proof of purchase. I understand that all installed measures must be new. No refurbished measures will be accepted. All new installations must be intended to replace or to enhance the effectiveness of pre-existing insulation. New construction installations are not eligible for insulation rebates. I understand that installation must be performed by a licensed contractor or self install. I understand that the proposed rebate payment is subject to change, based on site verification and Danville Utilities approval. I agree to Danville Utilities site verification of both the sales transaction and equipment installation, which may include a site inspection by a Danville Utilities representative or Danville Utilities agent. I understand I may or may not be allowed to receive more than one incentive from Danville Utilities. I understand no rebate can exceed the rebate caps as laid out in the program manual. I also understand my participation in the program may be taxable and that I am solely responsible for paying all such taxes. I hereby agree to indemnify, hold harmless and release Danville Utilities and its affiliates from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein including liability from any incidental or consequential damages. Danville Utilities does not endorse any particular manufacturer, product or system design within this program; does not expressly or implicitly warrant the performance of the installed equipment (contact your contractor for details regarding equipment warranties); and is not liable for any damages caused by the installation and/or operation of the equipment nor for any damage caused by the malfunction of the installed equipment.

A customer's election to participate in the Program means that the customer is consenting to the possibility of Danville Utilities sharing that customer's pertinent information with Danville Utilities' agents, contractors, wholesale power suppliers and PJM LLC. Pertinent customer information includes, but is not limited to account holder name, address, other contact information and other information necessary to implement and monitor the Program. Rebate amounts are subject to regulatory modifications without notice and Program availability until fully subscribed. Projects must be complete before rebates will be paid. Rebates cannot be reserved.

Eligibility Rules

1. **Customer must comply with all Terms & Conditions above. Installation must have occurred within the past 90 days of application submission. New construction installations are not eligible for insulation rebates.**
2. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.
3. Insulation contractor must complete Contractor Information section above, if applicable.
4. Rebates are capped at 50% of the eligible project costs or \$20,000 per customer per year, whichever is lower.
5. Only equipment retrofits are eligible for rebates. New construction, re-purposed buildings or major-renovation projects are not eligible.
6. Energy efficiency project must be installed between July 1, 2015 and June 30, 2017.
7. Customer must submit acceptable forms of proof of purchase and installation details. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment.

I certify that all statements made in this application (including attachments) are correct to the best of my knowledge and agree to the terms and conditions of this Program set forth above.

Applicant name (please print) _____ Applicant title _____

Signature of applicant _____ Date _____

To be completed by insulation installation contractor if applicable:

Insulation Contractor _____ Phone (____) _____

Contractor's License # (if applicable) _____

Address _____ City _____ State _____ Zip _____

Email _____ Contractor Signature _____ Date _____

The signature above certifies the above information is correct and the insulation materials are installed in accordance with program standards.

4 Submit Your Application

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party.

Before mailing this form, please remember to:

- Fill out the application form completely; all fields are required unless otherwise noted.
- Attach a copy of all applicable forms of proof of purchase and installation details. (Refer to Eligibility Rules on Page 3 for acceptable forms of proof of purchase.)
- Review terms and conditions and sign the acceptance of terms.
- Keep a copy of the completed application for your records.

For questions, please contact **Meagan Baker, Key Accounts Manager** at the contact information below.

Please note: application and required documentation must be received within 90 days of purchase or installation.

Mail to: Danville Custom\$ave Program
1040 Monument Street
Danville, VA 24541
phone 434.857.3312 • fax 434.799.6583 • email bakermk@danvilleva.gov
www.danvillecustomsave.com

Verification Results

Approved

Rejected

Approved Rebate Amount \$ _____

Inspector Signature _____ Date _____

Rebate amount by type of insulation

Attic/Ceiling (\$0.15 / sq ft)	Exterior Wall (\$0.35 / sq ft)	Floor (\$0.30 / sq ft)	Crawlspace (\$0.30 / sq ft)
Final insulation value R-38 or greater	Final insulation value R-13 or greater	Final insulation value R-25 or greater	Final insulation value R-25 or greater

APPENDIX D: LIGHTING REBATE APPLICATION

Application Instructions

Before you begin:

- Ensure your eligibility**
Refer to Eligibility Rules on Page 3, and fully read the program manual for installation requirements.
- Review all Terms and Conditions**
Refer to Terms and Conditions on Page 3.
- Confirm all acceptable forms of proof of purchase**
Refer to Eligibility Rules on Page 3 for acceptable forms of proof of purchase.

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party. Read carefully and comply with all the Terms & Conditions above. Please review all items before submission of the rebate application:

1. Complete all parts of the application that are applicable. Please note the following required information which is often overlooked: Customer information including Danville Utilities account number and customer numbers (Danville Utilities account number and customer number are displayed on customer bills together, separated by a hyphen), name and service address as shown on Danville Utilities bills.
2. Submit completed application, proof of purchase and other necessary documents by mail, email or fax.

1 Customer Information *(all fields are required unless noted as optional)*
Please note that the rebate check will be issued to the primary name on the utility account.

Danville Utilities Account-Customer number _____ - _____

Building Square Footage _____

To locate your account - customer number, please refer to top left corner of your utility bill or contact Danville Utilities' Customer Service at 434-799-5155.

Business/Organization _____ Installation Date _____

Installation address _____ City _____ State _____ Zip _____

Mailing address _____ City _____ State _____ Zip _____

Contact _____ Email address _____

Daytime phone (____) _____ Ext _____

For questions, please contact **Meagan Baker, Key Accounts Manager**
phone 434.857.3312 • fax 434.799.6583 • email bakermk@danvilleva.gov
www.danvillecustomsave.com



2 Installation Information

Existing Lighting			New Lighting			Total Watt Reduction	Date Installed
Number of fixtures	Total fixture wattage	Total watts	Number of fixtures	Total fixture wattage	Total watts		
Lighting Rebate Amount (Total watts reduced @ \$0.175 per watt) (New LED exit sign replacements do not count towards wattage reduction rebate)							

New Occupancy Sensors				Total Watt Reduction	Date Installed
Number of fixtures with sensors		Total fixture wattage			
Lighting Control Amount (Total watts controlled @ \$0.05 per watt)					

LED Exit Signs (\$14.00 per new sign)	Number of Standard Signs Replaced with LED:	
--	--	--

Please attach required proof of purchase and material specifications documentation to application

Final approved incentives may be different from this amount shown. Rebates are capped at 75% of the total project's eligible costs or \$20,000 per customer per year, whichever is lower

3 Acceptance of Terms

Terms and Conditions

To be completed by installation contractor/material vendor if applicable:

Contractor/Vendor _____ Phone (____) _____

Contractor's License # (if applicable) _____

Address _____ City _____ State _____ Zip _____

Email _____ Contractor Signature _____ Date _____

The signature above certifies the above information is correct and the lighting fixtures and/or occupancy sensors are installed in accordance with program standards.

Please continue Step 3 on the following page.



Terms and Conditions (cont.)

Applicable to all rebate requests: I certify that the information provided on this application form is accurate and complete. I understand that the proposed incentive payment from Danville Utilities is subject to change based on availability and approval. I understand that Danville Utilities reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. I understand that I must attach acceptable forms of proof of purchase and installation details to application or submit to Danville Utilities within 90 days after installation and after equipment becomes operable in order to be eligible for a rebate. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment. I understand that Danville Utilities may, at its sole discretion, accept other forms of proof of purchase. I understand that all installed measures must be new. No refurbished measures will be accepted. All new installations must be intended to replace existing equipment. I understand that installation must be performed by a licensed contractor or self install. I understand that the proposed rebate payment is subject to change, based on site verification and Danville Utilities approval. I agree to Danville Utilities site verification of both the sales transaction and equipment installation, which may include a site inspection by a Danville Utilities representative or Danville Utilities agent. I understand I may or may not be allowed to receive more than one incentive from Danville Utilities. I understand no rebate can exceed the rebate caps as laid out in the program manual. I also understand my participation in the program may be taxable and that I am solely responsible for paying all such taxes. I hereby agree to indemnify, hold harmless and release Danville Utilities and its affiliates from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein including liability from any incidental or consequential damages. Danville Utilities does not endorse any particular manufacturer, product or system design within this program; does not expressly or implicitly warrant the performance of the installed equipment (contact your contractor for details regarding equipment warranties); and is not liable for any damages caused by the installation and/or operation of the equipment nor for any damage caused by the malfunction of the installed equipment.

A customer's election to participate in the Program means that the customer is consenting to the possibility of Danville Utilities sharing that customer's pertinent information with Danville Utilities' agents, contractors, wholesale power suppliers and PJM LLC. Pertinent customer information includes, but is not limited to account holder name, address, other contact information and other information necessary to implement and monitor the Program. Rebate amounts are subject to regulatory modifications without notice and Program availability until fully subscribed. Projects must be complete before rebates will be paid. Rebates cannot be reserved.

Eligibility Rules

1. **Customer must comply with all Terms & Conditions above.**
2. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.
3. Rebates are capped at 75% of the eligible project costs or \$20,000 per customer per year, whichever is lower.
4. Only equipment retrofits are eligible for rebates. New construction, re-purposed buildings or major-renovation projects are not eligible.
5. Contractor or vendor must complete Contractor Information section of application, if applicable.
6. Installed measures must be designed to reduce the total electrical system demand and follow all requirements as laid out in the program manual. The rebate will be calculated based on the reduction in demand (in kilowatts) as demonstrated through verified calculations or measurements. The energy efficiency project must achieve a minimum electric demand reduction of one kilowatt (kW) to qualify for a rebate or control at least one kW of the commercial facility's electric load.
7. Energy efficiency project installation must be completed between January 1, 2016 and June 30, 2017. Installation or service must have occurred within the past 90 days of application submission.
8. Customer must submit acceptable forms of proof of purchase and installation details. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities.
9. **LED Exit Sign Rebate:** Only new LED exit signs replacing an incandescent or fluorescent exit sign qualify. Retrofit kits are not eligible. New exit signs must meet UL-924 requirements and meet all applicable fire codes. Exit signs must use ≤ 5 watts and have a minimum product life of 10 years or listed as ENERGY STAR® qualified. New signs must be installed between July 1, 2015 and June 30, 2017.

I certify that all statements made in this application (including attachments) are correct to the best of my knowledge and agree to the terms and conditions of this Program set forth above.

Applicant name (please print) _____ Applicant title _____

Signature of applicant _____ Date _____

4 Submit Your Application

Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party.

Before mailing this form, please remember to:

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www.danvillecustomsave.com

Verification Results

<hr style="width: 80%; margin: 0 auto;"/> Approved
<hr style="width: 80%; margin: 0 auto;"/> Rejected

Approved Rebate Amount \$ _____

Inspector Signature _____ Date _____

Rebate amount			
Per watt reduction (\$0.175)	Per watt controlled (\$0.05)	New LED exit sign (\$14.00)	