

Quick facts about rebate processing:

- Rebate reservations are good for up to 120 days.
- This rebate will be mailed to the rebate recipient. Please allow 6-8 weeks for processing.
- Final determination of rebate eligibility will be governed by the terms and conditions of this application.
- Contact City of Roseville Building Department at (916) 774-5332 or visit [roseville.ca.us/BuildingPermits](https://www.roseville.ca.us/BuildingPermits) to find out about permitting requirements applicable to your project.

HOW TO APPLY



Submit digitally to:
elecbizrebates@roseville.ca.us

PROCESS OUTLINE:

Pre and Post Inspections and/or verifications of actual savings may be requested by Roseville.

STEP 1 - FORM SUBMITTAL

- Submit [Reservation Request – Form A](#)

STEP 2 - RESERVATION APPROVAL

- Receive project [Reservation Approval](#) by email from Roseville Electric

STEP 3 - PRODUCT INSTALL

STEP 4 - FORM SUBMITTAL

- Complete [Install Confirmation and Payment Request Form – Forms B & C](#)

GENERAL PROGRAM GUIDELINES

- Reservations for funds will be accepted on a first-come first-served basis, until funds are depleted or program is closed.
- Rebate Caps may apply at the time of reservation, subject to funding availability and at the sole discretion of the program manager.
- The customer agrees to pre and post project equipment inspections by Roseville Electric Utility, or their representative. This may include field verification of baseline and replacement project as defined by the customer's submittal.
- The customer must provide full documentation of anticipated kWh and kW reductions as outlined on Form A under "Supporting Documentation". The data must be submitted in a format acceptable to Roseville Electric Utility and/or their representative. The cost of collecting and submitting the data is the responsibility of the customer.
- Roseville Electric Utility may use a third party process to determine the actual kWh and kW saved as the basis for the final incentive payment.
- Roseville Electric may request that specific technical requirements be met for some equipment installs.
- Additional documentation to provide proof of these technical requirements may be requested.

- Roseville Electric Utility reserves the right to withhold payment for products that do not meet program requirements.
- All customers and/ or contractors must ensure new equipment is compatible with existing equipment and controls, fits into existing equipment and meets required state and local energy codes.

EQUIPMENT OR SCOPE OF WORK CHANGES

- Equipment or scope of work changes must be reported to Roseville Electric as soon as possible.
- Re-submittal of the supporting documentation with revised peak load reductions (kW) and annual energy (kWh) savings may be required with full methodology and analysis.

PRE AND POST INSPECTION

- Customer to contact Roseville Electric at 916-79-POWER to schedule pre and post project inspections.

CONTRACTOR REQUIREMENTS

- All installing contractors shall have applicable active contractor licenses and agree to Roseville Electric Utility's [Contractor Code of Conduct](#).

FORM A - RESERVATION REQUEST FORM

COMMERCIAL CUSTOM PROGRAM

CUSTOMER INFORMATION			
Business Name		Account Number	
Project Address		City	State Zip
Contact Name		Contact Title	
Phone		Email	
INSTALLING CONTRACTOR INFORMATION			
Check here if project will be customer installed	Proposed Installation Date	Contractor Business Name	
Mailing Address		City	State Zip
Contact Name		Contact Title	
Phone		Email	

If rebate is sent to an entity other than a customer, the invoice must include the up front discount for their project costs in the amount of the expected rebate.

REBATE RECIPIENT			
Account holder	Account Number	Contractor	Third party Expected Rebate Amount
Recipient Name		Email Address Telephone	
Mailing Address (for check)		City	State Zip
I agree to rebate payment being sent to the rebate recipient selected on this form.			
Account Holder Name		Account Holder Signature	Date
CONTRACTOR OR THIRD PARTY INFORMATION (SECTION 11 PAYEE TAX INFORMATION)			
Tax Status	Corporation	Exempt	Individual/Sole Proprietor Partnership Federal Tax ID Number

1099 Notice: Rebates may be considered income or a subsidy for tax purposes and may be taxable to the customer or the third party receiving the rebate check. Customers are urged to consult their own tax advisors concerning the potential taxability of these rebates. Rebate(s) greater than \$600 will be reported to the Internal Revenue Service on IRS form 1099, unless the customer is exempt. The City of Roseville shall not be responsible for any tax obligations that may be imposed on a customer as a result of the receipt of an Energy Efficiency Rebate.

FORM A Continued

PROJECT INFORMATION			
Estimated start date	Estimated completed date	Estimated project cost before rebate	Estimated project cost after rebate
ENERGY SAVINGS (Calculation methodology documentation must also be submitted)			
Existing annual kWh usage	Estimated new annual kWh usage	kWh savings	
Existing peak kW load	Estimated new peak kW load	kW savings	
EQUIPMENT LIFE & RUN TIME			
Estimated remaining life of pre-existing equipment (If known)		Estimated life of newly installed equipment	
Operating days and hours of existing system (If known)		Operating days and hours of proposed system (If known)	
ALTERNATIVE PRODUCTS (IF KNOWN) - OPTIONAL			
Was there a less efficient project alternative available?	Yes	No	Unsure
Estimated alternative cost	Estimated kWh usage	Estimated peak kW usage	
SUPPORTING DOCUMENTATION REQUIRED			
Reservation check list			
Photos of existing equipment and nameplates			
Project scope documentation			
Project estimated cost or quotes			
Manufacturer specification sheet of proposed equipment			
Calculation Methodology for peak kW load reduction and annual kWh savings. (Provide energy savings calculations for the difference between existing equipment and proposed equipment.)			
Description of how proposed energy savings and load reduction may be achieved. If applicable: <ul style="list-style-type: none"> • Current and proposed operational schemes • Load shifting proposed • Proposals for equipment removal 			

FORM B & C - INSTALL CONFIRMATION AND PAYMENT REQUEST FORM

COMMERCIAL CUSTOM PROGRAM

CUSTOMER'S PROJECT INFORMATION	
Business Name	Project Address
Customer Contact Name	Project Completion Date

DOCUMENTS TO ATTACH

Final Invoice - Itemized invoices for products, labor and any incentives. The manufacturer name and model number of each item installed must appear on the invoice. If Roseville Rebate is being directed to the contractor, a customer credit for the rebate amount should be seen on the final invoice.

Scope of work changes require re-submittal of Form A and required project documentation.

Photos of installed equipment and nameplates.

PROJECT FINALIZATION CHECKLIST

Customer and **contractor** to sign off on the following:

The products for which rebates are being requested were installed by company employees or a qualified contractor and the installed equipment is working properly.

The project was completed with **no changes** from the reservation

Changes require **re-submittal of FORM A** and **required project documentation**:

Customer has received **warranty information** for products that have been installed

Customer has received **contact information for warranty questions** or issues

Customer is satisfied with the results from this project

Customer and **Contractor** agree that Roseville Electric should send Rebate Incentive to:

REBATE RECIPIENT		
Account holder Account Number	Contractor	Third party

CUSTOMER INFORMATION		CONTRACTOR INFORMATION	
By signing below customer agrees to have rebate sent to the selected entity above. By signing below customer agrees to the terms and conditions listed on the following page and agrees to the project finalization checklist.		By signing below contractor agrees to have rebate sent to the selected entity above. By signing below contractor agrees to the Contractor Code of Conduct and agrees to the project finalization checklist.	
Customer Business Name		Contractor Business Name	
Customer Contact Name		Contractor Contact Name	
Customer Signature	Date	Contractor Signature	Date

TERMS & CONDITIONS

- I have **read and understand** the program requirements set forth in these application forms and agree to abide by these requirements. I have attached the required documentation for the program under which I am applying. I certify that the information provided on this application and associated required documentation is **true and correct**.
- Applications are processed on a **first-come, first served** basis until funds are depleted or the program is closed.
- Roseville Electric Utility expressly reserves the **right to modify, amend, or terminate** Roseville Electric Rebate Programs, in whole or in part, at any time and for any reason without prior notice.
- If the project is installed as described in reservation application and contract terms and conditions are complied with, including **timely submission** of all documents, Roseville Electric Utility will **pay** an incentive to the entity **designated as the incentive recipient**. Roseville Electric Utility reserves the right to **modify or cancel** the incentive if the final installation of the equipment **does not meet program requirements**, or if the project **fails inspection**, and/or if the documents submitted or additional **documents requested fail to meet the requirements**.
- Customer understands that other program rebates, grants, forgiven loans, financial incentives, post-installation agreements, and performance payments are **“other incentives”** and **must be disclosed** to Roseville Electric Utility as soon as those “incentives” are made. Roseville Electric rebates cannot be made in amounts above the stated limits for each program nor in amounts that will bring the dollar amount of the total incentives when combined to over 100% of the project cost.
- Purchases and Installs must be for entities **receiving electricity from Roseville Electric Utility** in order to be eligible for rebates.
- I certify that products purchased and installed due to this rebate program were for use at the facility named in this rebate application and **not for resale**, and that all equipment installed is new, not rebuilt, re-manufactured or used equipment.
- Roseville Electric Utility reserves the right to verify both the qualification and installation of the rebated products. As a rebate participant, my organization **agrees to participate in project evaluation surveys** conducted in person, by phone or in writing and to mandatory project inspections by Roseville Electric Utility and/or their designees for installed efficiency measures verification and evaluation. We agree to allowing Roseville Electric to use information regarding the changes of our site’s energy usage pre and post installation to inform studies of rebate product effectiveness.
- Additionally, as a program participant I agree to allow Roseville Electric Utility to **release my company business name** and my contact name as a Roseville Electric Utility business customer that has benefited from receiving rebate funds for energy efficiency improvements.
- Roseville Electric Utility makes no representations with respect to the quality, safety, performance, energy efficiency, operation, maintenance or use of the products or components selected to meet our rebate programs intent. Customer, purchaser and or contractor shall indemnify, defend and hold harmless Roseville Electric, it’s City Council, agents and employees against all claims, loss, damage, expense and liability arising out of or in any way connected with this rebate program and caused by the acts, omission, intent or negligence, whether active or passive, and excepting only such loss, damage, or liability as may be caused by the intentional act or sole negligence of Roseville Electric. **I agree that the selection, purchase, ownership, maintenance, design, installation, use and operation are my sole responsibility.**
- Customer understands that **Roseville Electric’s review** of the project shall **not** be **construed as confirming or endorsing** the qualifications of the applicant or any person(s) involved with the project, including but not limited to the project installer(s), designer(s), or manufacturer(s); endorsing the project design; or as warranting the economic value, safety, durability, or reliability of the project. The host customer is solely responsible for the project, including the selection of any designer(s), manufacturer(s), or contractor(s), or installer(s).
- I agree that **if I cease to be a distribution customer** of Roseville Electric Utility, or I do not provide Roseville Electric Utility with 100% of the related energy benefits for the life of the product or for a period of five (5) years from receipt of rebate, whichever comes first, **I shall refund a prorated amount of the rebate dollars** to Roseville Electric Utility.
- Rebates may be considered income or a subsidy for tax purposes and **may be taxable** to the customer or the third party receiving the rebate check. Customers are urged to consult their own tax advisors concerning the potential taxability of these rebates. Rebate(s) greater than \$600 will be reported to the Internal Revenue Service on IRS form 1099, unless the customer is exempt. The City of Roseville shall not be responsible for any tax obligations that may be imposed on a customer as a result of the receipt of an Energy Efficiency Rebate.
- I certify that Roseville Electric Utility’s rebate **influenced my purchase** of this product or my purchase of a higher efficiency or more climate friendly product than I otherwise would have purchased.
- As a rebate participant **I agree to receive** Roseville Electric and Roseville Environmental Utilities **marketing communications**.

For more information, call Roseville Electric Utility at (916) 79-POWER (797-6937) [roseville.ca.us/bizrebates](https://www.roseville.ca.us/bizrebates)