

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.

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

- You are agreeing to the program requirements and terms and conditions by submitting an application.
- The program has a limited budget. Reservations will be accepted on a first come, first served basis until funds are depleted or the 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.
- A permit is required for all lighting rebate reservations over \$10,000. A finalized permit is required for rebate to be paid out.
- Correspondence with Roseville Electric staff does not guarantee a rebate. A reservation application must be received and approved.

GENERAL EQUIPMENT GUIDELINES

- All equipment must be new and UL approved. Used or rebuilt equipment is not eligible.
- All customers and/or contractors must ensure new equipment is compatible with existing equipment and controls and fits into existing equipment; resulting light

HOW TO APPLY



Submit digitally to:
elecbizrebates@roseville.ca.us

SUBMIT THE FOLLOWING REQUIRED DOCUMENTS FOR RESERVATION

[Lighting schedule \(download Excel file\)](#)

Manufacturer's specification sheet

Proof of Design Lights Consortium version 5.1 qualification from the agency's website; clearly identify on the document the product(s) you are using. Manufacturer's literature is not acceptable proof.

Photos of existing lighting to be replaced

Detailed lighting map showing location and fixture type

level is adequate and acceptable for the tasks being performed; and that all required state and local energy codes are met.

- Equipment must meet the technical requirements listed in this application. 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 the requirements.
- Scope of work changes require re-submittal of Form A and required project documentation.
- 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.

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 LIGHTING PROGRAM

Please submit the required reservation supporting documentation listed on page 1 with Form A

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
Recipient Name		Email Address	Expected Rebate Amount 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 B & C - INSTALL CONFIRMATION AND PAYMENT REQUEST FORM

COMMERCIAL LIGHTING PROGRAM

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

DOCUMENTS TO ATTACH

Photos of installed lighting

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

For rebate reservations over \$10,000, provide a copy of the City of Roseville permit

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/rebates