

Commercial Custom Program: small projects

Rebate application

Quick facts about rebate processing

- This application form is for custom projects where the rebate amount is estimated to be less than \$1,000. For larger custom projects or to reserve funds prior to project completion, please complete the Commercial Custom Program Application Forms A, B&C.
- 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.gov/BuildingPermits](https://www.roseville.ca.gov/BuildingPermits)

Process outline

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

- STEP 1 - product install
- STEP 2 - form submittal
 - Complete Install Confirmation and Payment Request Form – Forms B & C



How to apply

Submit digitally to: elecbizrebates@roseville.ca.gov

General program guidelines

- Rebate Caps may apply and are 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. 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.

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. Review the code of conduct at [roseville.ca.gov/contractorcode](https://www.roseville.ca.gov/contractorcode).

Form B&C installation confirmation and payment request form

Commercial custom program – small projects

Customer information

Was the project customer installed? Yes No

Business name _____ Account number _____

Project address _____

City _____ State _____ Zip _____

Contact name _____ Contact title _____

Phone _____ Email _____

Project information

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 usage _____

Form B&C continued

Documents to attach

Photos of previous equipment and nameplates

Manufacturer specification sheet of installed 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:

- Current and proposed operational schemes
- Load shifting proposed
- Proposals for equipment removal

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.

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

Who is the rebate recipient?

Account holder (account number _____) Contractor Third party

Expected rebate amount _____ Recipient name _____

Mailing address (for check) _____

Attention to _____

City _____ State _____ Zip _____

Phone _____ Email _____

I agree to rebate payment being sent to the rebate recipient selected on this form

Account holder name _____ Date _____

Account holder signature _____

Form B&C continued

Contractor or third party information (SECTION 11 PAYEE TAX INFORMATION)

Select tax status Corporation Exempt Individual/Sole proprietor Partnership

Federal tax ID _____

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.

Contractor information

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.

Contractor business name _____ Contractor contact name _____

Phone _____ Email _____

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.gov/bizrebates