



APS Multifamily Energy Efficiency Program Policies and Procedures

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Arizona Public Service (APS) customers fund the APS Multifamily Energy Efficiency Program (MEEP) through the Demand Side Management Adjustor Charge (DSMAC), which must be approved by the Arizona Corporation Commission (ACC) annually.

Applying to participate in MEEP does not guarantee any specific rebate payment or energy-saving product delivery. Payment of rebate funds or energy-saving product delivery is contingent upon funding availability and continued approval of this program by the ACC.

APS has hired DNV to implement MEEP.

Applicants must abide by all program rules as detailed in this document and the application document(s). By signing the application agreement form, the customer/community agrees to all rules and requirements in place on the date of signature. Communities should reference the [MEEP application specifications](#) for detailed technical requirements.

This document conveys the rules, policies and procedures that govern program administration and customer/community participation. It is a companion document to the rebate or energy-saving product delivery application forms.

Contact the Program Team:



(866) 277-5605; (602) 385-0900



apsmeep@dnv.com



aps.com/meep

1 MEEP Overview

MEEP educates the Multifamily community on energy management best practices. It provides rebates or energy-saving product delivery to APS Multifamily communities who:

- Install and test new high-efficiency HVAC equipment
- Construct new or renovate Multifamily buildings
- Install energy efficiency equipment in Multifamily residential and common areas

Project savings (and associated rebate or energy-saving product delivery) are calculated based on the location in the Multifamily community where the work is performed.

APS maintains a list of qualified and insured Trade Allies who are trained on MEEP requirements and the application process. It is recommended that communities work with a Trade Ally to ensure the equipment they select is appropriate for their operations and eligible for rebates. The community may also self-install equipment. Communities can find a list of active [Trade Allies](#) categorized by specialty and location online.

APS may recognize communities as program participants in promotional materials after they receive a rebate or energy-saving product delivery; however, project details will not be released without prior consent. Communities can opt-out of any recognition by sending a written letter to APS. By providing an email address during the application process, communities are opting-in to receive program updates and other marketing messages regarding energy efficiency and load management.

The program implementer, DNV, keeps all customer/community information in confidence, unless given permission by the customer/community. Third parties must provide written authorization from their customer to receive billing data. The form and instructions can be found on the [APS website](#).

1.1 Rebate or Energy-Saving Product Eligibility Requirements

APS Multifamily communities who contribute to the DSMAC through their monthly energy bill are eligible to receive rebates or product deliveries. Owners of Multifamily communities with at least five (5) units at individual locations in the APS service territory who install a qualifying energy efficiency/load management measure that results in lower energy use for the tenant (an APS customer) may qualify for a rebate or energy-saving product delivery.

Projects involving capital improvements that save energy through energy

efficiency/load management improvements, and savings must be sustainable for six years for LEDs and measure life for all other equipment. The energy savings from projects must occur on a meter with an eligible rate schedule. If the customer/community receives a rebate payment and removes the product(s) before the end of the product's life or within six years of installation for LEDs (whichever is less), the customer/community shall return a prorated amount of rebate funds to APS.

1.2 Program Funding and Waitlist Process

MEEP runs on a limited budget each year that is approved by the ACC. At no time are rebate payments or energy-saving product delivery guaranteed for any project submitted to the program. Each application that is received will be reviewed for eligibility. Application approval does not guarantee a rebate payment or energy-saving product delivery.

Rebates will be paid each year until the program's annual budget is fully distributed. A waitlist will be created when MEEP receives Pre-Applications and Final Applications that total the annual budget. If funding is not available at the time that your application is approved, you will receive written communication from APS with details on next steps and updates on funding availability.

1.3 Tax Implications

Communities participating in the program are not required to submit a W-9 for tax purposes. However, if a community agrees to have their rebate paid to a third party (e.g., contractor), they must sign a third-party release form. The community must indicate the exact name of the designated payee and provide the payee's appropriate federal taxpayer identification number on the application. The program will not accept any personal Social Security numbers. If the third party has a tax status of Partnership (LLC) and the rebate is more than \$600, a W-9 is required before payment of the rebate and the payee will receive a Form 1099 for any tax liability.

Pursuant to ACC decision 73089 when calculating incremental measure cost, APS is required to reduce the incremental measure costs by any known monetary rebates available from other entities (such as tax credits), regardless of whether a community applies for these rebates.

Pinnacle West Capital Corporation, APS and DNV are not responsible for any taxes that may be imposed on your business as a result of your receipt of a rebate. Please consult your tax advisor if you have questions.

2 Timelines



Projects must be completed, and the Final Applications received by November 15 at 5 p.m. to be eligible for rebates under the given program year. Final Applications received after the deadline will be subject to ACC-approved rebate rates for the following program year. APS reserves the right to change the year-end deadline at any time and will communicate any changes to program participants.

The MEEP team reviews each application for project eligibility. All equipment must be purchased new and installed prior to submitting the Final Application. Final Applications and all required documentation must be received within six months of project completion to be eligible for a rebate.

3 Rebates and Energy-Saving Products

The MEEP program offers both rebates for various types of projects as well as energy-saving products. To see a current list of MEEP rebates or energy-saving products, review the [APS website](#). For details on individual MEEP equipment requirements, review the [application specifications](#).

3.1 Rebates

Rebates are available to all APS Multifamily communities with at least five (5) units at individual locations who participate in the Common Area Program, HVAC Quality Installation Program or New Construction Program.

3.2 Energy-Saving Products

Energy-saving products are available to all APS Multifamily communities with at least five (5) units at individual locations who participate in the Residential In-Unit Program. Energy-saving products are guaranteed for one year after installation.

Apply Online

Use the [online application](#) to apply for rebates or energy-saving products. Review the [application specifications](#) to find more details about the programs, rebates and technical specifications.

4 Rebate Caps

MEEP has annual customer rebate caps based on the business rate plans with a monthly demand. In the event an APS Multifamily dwelling does not have a business rate plan, contact the MEEP program team for further direction.

4.1 Annual Customer Rebate Caps



Annual rebate caps differ by customer kW demand size. For MEEP, APS defines the customer as the energy-use decision maker for the Multifamily building that receives electric service from APS on an approved rate schedule, although other factors may also be considered.

4.1.1 Monthly Demand of 100 kW or Less (Small Business Customer)

Customers with a monthly maximum billed demand of 100 kW or less are eligible to receive rebates up to \$150,000, plus 50% of the eligible rebate amount above the \$150,000 annual cap each year.

4.1.2 Monthly Demand Greater Than 100 kW (Large Existing or New Construction Customer)

Customers with a monthly maximum billed demand greater than 100 kW are eligible to receive rebates up to \$500,000, plus 50% of the eligible rebate amount above the \$500,000 annual cap each year.

5 Application, Energy-Saving Products and Payment Process

APS has designed the process of applying for a program rebate or energy-saving products to be simple and involve as few steps as possible. Submitted applications should be complete and accurate to ensure a timely review process. APS reserves the right to reject applications that are inaccurate or incomplete.

The MEEP team is available to assist all APS Multifamily communities and Trade Allies during normal business hours of 8 a.m. to 5 p.m., Monday – Friday to assist with the application submittal process or payment process. All customer information will be held in confidence.

Apply Online

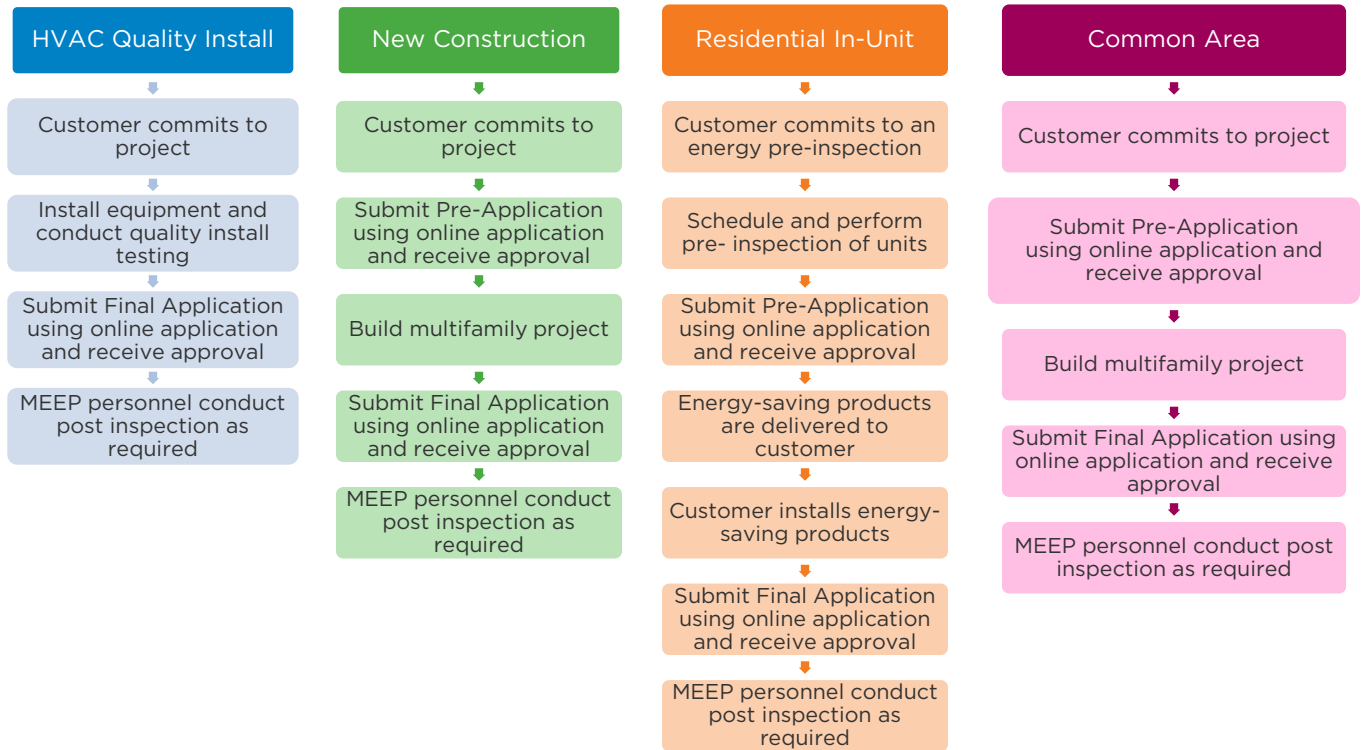
Apply for rebates using our [online application](#).

APS will, at its discretion, determine which program calendar year to distribute a project's rebate. Rebate funds will be distributed based upon availability of rebate funds and project completion date or when the Final Application is approved for payment.

Submitting an online application to participate in MEEP does not guarantee a specific rebate payment or energy-saving products. Any payment of rebate funds or energy-saving products is contingent upon funding availability and continued approval of the program by the ACC.

5.1 Application Process and Guidelines

The high-level process steps of each MEEP program are listed in the diagram below:



5.1.1 Pre-Applications

Pre-Applications are required for all Residential In-Unit, New Construction and Common Area projects and will be reviewed and approved by the MEEP team.

5.1.2 Final Applications

Final Applications must be submitted online within six months of project completion and include all required supporting documentation to be eligible. The project completion date is determined by the date the equipment or building becomes operational.

Supporting documentation should include detailed invoices that specify:

- Specific equipment and purchases
- Services provided
- Other costs
- Location or Multifamily customer/community name consistent with information on the rebate or energy-saving product application
- Projects submitted and paid to a third party require a letter of authorization (LOA) or a Customer Signature Page and Third Party Agreement form (available through the Online Application) signed by the customer.

Note: For the Residential In-Unit Program, include documentation to determine type and quantity of products removed and installed. No invoice is required.

In cases where the contractor will receive the rebate payment directly, submitted invoices must include the full cost of the measures rather than the portion of the project cost that the community will pay.

APS reserves the right to request additional supporting documentation with the Final Application as deemed necessary to ensure measure eligibility and to verify that the expected energy savings will occur.

Documentation

Examples of all documentation required for rebate applications are available within the [online application](#).

5.1.3 Final Application Review

The MEEP team will review all applications and final project documentation for eligibility and completeness. Application review will not begin until APS receives a complete application and determines that the project meets the program eligibility requirements.

5.1.4 Pre- and Post-Inspections

The MEEP team reserves the right to inspect and monitor all projects to verify:

- Compliance with the program rules
- Accuracy of project documentation
- Equipment/system performance

Communities who participate in MEEP must allow access to records and installation sites for three years after issuance of a rebate payment or receipt of energy-saving products.

6 Rebate Payment Process

MEEP rebates will be paid directly to the customer unless the customer indicates a third-party recipient. The customer must provide the name of the third-party and the appropriate federal taxpayer identification number on the application. The program will not accept any personal Social Security numbers. Final Applications are not considered complete without the required documentation and customer signature. Rebates will be paid once the final application is approved by the MEEP team and funding is available.

The Customer Signature Page and Third-Party Agreement form can be used to either designate a rebate payment to the Trade Ally or for the Trade Ally to submit a rebate application for the customer. Property management companies applying for rebates on behalf of the APS customer must contact the MEEP team to determine if additional documentation is needed to apply (third-party letter). Projects submitted and paid to a third party require a letter of authorization (LOA) or a Customer Signature Page and Third Party Agreement form (available through the Online Application) signed by the customer.

Any payment of rebate funds is contingent upon funding availability and continued approval of this program by the ACC.

6.1 Energy-Saving Products

Energy-saving products will be delivered to the community or community's representative and must be installed by the community within 30 days after delivery of such products. Extension of the 30 days installation requirement may be granted by the MEEP team due to extenuating circumstances. A MEEP team member will then perform a post-inspection to ensure all products have been installed. Any products left over after installation will be collected by the MEEP team after the post-inspection.

6.2 Changes to Application or Discrepancies After Verification

In instances where the Final Application measures differ from the Pre-Application measures or discrepancies exist between the Final Application and the MEEP team member's on-site verification and/or analysis, the on-site verification and/or analysis shall take precedent. APS makes no representations and provides no warranty or guarantee with respect to design, manufacture, construction, safety performance or effectiveness of newly installed equipment and the installing contractor, including any warranties of merchantability or fitness and including contractors listed on the program's Trade Ally list. All environmental credits generated by the projects described in rebate applications will be retained by APS.

Applications will be subject to the rebates that are in effect at the time of project completion and the Final Application is received.

7 Additional Information

Questions regarding the program policies, procedures and/or equipment eligibility should be directed to the program implementer, DNV, at apsmeep@dnv.com, (602) 385-0900, or (866) 277-5605.

Information on the program can also be found at aps.com/meep.