



# Commercial Energy Solutions

Electric Rebate Application - 2022

**UniSourceEnergy**  
**SERVICES**

## Application Checklist

*Please use this checklist to ensure that your application is complete before submitting it. This will reduce the application processing time and help us to issue rebate checks quicker. Incomplete applications will not be processed.*

### Applicant Information Form

#### Customer Information

- Customer name matches the name on the utility bill.
- Utility account number is complete and accurate.
- Federal Taxpayer ID is complete and accurate.
- Signed W-9.

#### Contractor Information

- Full contact information for project contractor is provided. (The contractor may be contacted to verify details.)

#### Incentive Check Information

- Indicate whether the customer or a third party is to receive the incentive check.

#### *If a third party will receive the check:*

- Contact information and Taxpayer ID are required.
- Customer has signed the application to indicate payment to a third party.
- Customer and third party have signed the application.
- Signed W-9.

### Incentive Worksheets

- Worksheet has been completed for each applicable measure.
- Measures installed meet the specifications listed in the application.

### Terms and Conditions of Application

- Customer has read and agrees with the terms and conditions of the Commercial Energy Solutions program.
- Third parties receiving the incentive checks also must read and agree to the terms and conditions of the Commercial Energy Solutions program.

### Application Agreement

- The customer has signed, dated and filled in all sections of the Agreement, including:
  - Project completion date
  - Total project cost
  - Total incentive requested
- When a third party is to receive the incentive check, the customer and the third party must sign and date the Agreement.

### Additional Documentation

#### Specification Sheets

- A manufacturer's specification sheet is provided for each measure installed.
- Specification sheets include all program eligibility requirements for the measure.
- A room-by-room survey is provided for lighting projects with more than 30 fixtures and for all de-lamping projects.

#### Invoices

- Invoices are dated using the construction process dates.
- Installation address is listed on the invoice and is in the utility territory.
- Invoice shows correct model number for all installed measures.

#### Custom Calculations

- Back up calculations are required. See Submittal Requirements/Specification section of the individual worksheets.

## Application Process

To verify that your project is eligible, please review the project and measure requirements as detailed on the Incentive Application and Policies & Procedures located at: [UES Commercial Energy Solutions Policies & Procedures](#)

Follow the steps below to submit an application. Please use the Checklist on page 2.

**1. Submit the Pre-Notification Application (required for all applications).** Select “Pre-Notification” at the top of the application.

Applications will be reviewed in the order received. Funds will not be reserved for a project until the Commercial Energy Solutions program receives a complete application and determines that the project meets the program eligibility requirements as set forth in the Policies & Procedures. Providing the permit number is optional and is not required as part of the eligibility requirements.

**2. Project funding is reserved.** Once the pre-application is complete and has been reviewed, the applicant will be sent a letter indicating that funds have been reserved for eligible projects. Funds are reserved for ninety (90) days from the date of reservation. Program staff reserves the right to contact the customer after thirty (30) days to ensure that the project is moving forward and may cancel the reserved funding based on the customer’s response. A longer extension may be approved depending on the scope of the project and funding availability, but it is not guaranteed. Reserved funds are not transferable to other projects, facilities and/or customers, and UES and DNV make no guarantee that the customer’s final application will result in a rebate equal to the reserved amount in the pre-application or reservation letter.

**3. Install equipment according to the terms and conditions described for the eligible measures.** Ensure the measures meet all requirements detailed in the corresponding measure worksheet under the specifications section and in the Policies & Procedures document.

**4. Submit the Final Application package with all required documentation within sixty (60) days of project completion.** Application packages shall include manufacturer’s specification sheets for equipment installed, engineering calculations and architectural/engineering plans (where required), and copies of all invoices and receipts, which detail the specific equipment purchases, the services provided and other costs. Any final applications submitted more than six (6) months after construction completion will be deemed ineligible for payment.

The location and business name on the invoice must be consistent with the application information. The project invoice must provide sufficient detail to separate the cost of the measures from the cost for other services such as repairs and building code compliance. In cases where the contractor will receive the incentive payment directly, the submitted invoices must include the full cost and not simply show the portion of the project cost that the UES customer will pay.

UES and its representatives reserve the right to request additional supporting documentation as deemed necessary to ensure measure eligibility and verify that the expected energy savings will occur. All project-specific customer information will be held in confidence. Requested information may include: HVAC sizing calculation, equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information, and proof of customer co-payment. Final applications must be submitted less than six (6) months from the provided project completion date that is no later than December 1 of the same program year or from the reservation expiration date, whichever is earlier.

**5. The final project documentation will be reviewed for eligibility and completeness.** Applicants who submit incomplete applications will be notified of deficiencies within three (3) business days. Applicants with incomplete applications lose their place in the review process until all requested information is received. Applicants will have ten (10) business days to respond from the date of notice to provide the requested information in full or the application will be canceled. Incentives cannot be processed for payment until the complete application and all required documentation is received and approved. Final, complete applications must be submitted by December 1 to be paid in the same calendar year.

Projects for which applications have been received in 2022 must be completed within the program year; applications for projects that are not completed within the year will be canceled.

Incentives will be paid within four (4) to six (6) weeks after the final application is approved.

## Terms and Conditions

UniSource Energy Services (UES) is offering incentives under the Commercial Energy Solutions program to promote energy efficiency improvements. The program is funded by UES customers and is approved by the Arizona Corporation Commission. DNV implements this program on behalf of UES.

For detailed information on the Terms and Conditions, please refer to the current Policies & Procedures document at: [UES Commercial Energy Solutions Policies & Procedures](#)

All projects are subject to the Policies & Procedures posted on the website on the date of application signature.

UES makes no representations and provides no express or implied warranty or guarantee with respect to design, manufacture, construction, safety performance or effectiveness of newly installed equipment or installation contractors, including any warranties of merchantability or fitness. Customers are responsible for disposing of equipment and materials according to federal, state and local code requirements. UES reserves the right to make changes to the Commercial Energy Solutions program without prior notice.

### Eligibility

Final application and all required supporting documentation must be submitted within sixty (60) days of project completion. The energy savings from installed measures must occur on a meter with an eligible rate schedule. The measures included in this program are not designed to promote fuel-switching. Equipment must be purchased for existing facilities.

Rate Category Descriptions	Rate Code
Small General Service	EGSGS
Small General Service Time-of-Use	EGSGST
Large General Service	EGLGS
Large General Service Time-of-Use	EGLGST

Rate Category Descriptions	Rate Code
Large Light and Power Service	EILPS
Large Light and Power Service Time of Use	EILPST
Interruptible Power Service (Frozen)	EGIPS-F

### Customer Caps

Each customer can receive up to 20% of program incentive budget in rebates per year for each year that the program is in effect. The annual period corresponds to the calendar year. All incentives paid through the Commercial Energy Solutions program will be applied toward the customer incentive cap. The program team can assist customers in determining eligibility and risk of exceeding their annual customer cap.

### Incentive Caps

The total incentive paid cannot exceed 75% of the incremental measure cost. Contractor labor costs can be considered in measure costs. Customer labor costs will not be considered.

If the customer intends to apply for local, state or federal tax credits, the estimated amount of those credits must be disclosed on the application agreement form. Arizona Corporation Commission Decision No. 70403 requires UES to deduct the value of your tax incentive when calculating your maximum rebate. The incremental cost of the measure will be reduced by these anticipated credits prior to applying the 75% custom cap cost.

### Pre-Application

**All participants are required to submit a Pre-Notification Application** to reserve funds; de-lamping projects require a Pre-Notification Application and pre-inspection. Funds will be reserved for 90 days unless an applicant requests, and is granted, an extension. Custom projects must pass the Arizona Corporation Commission-mandated Societal Cost Test (SCT). Project costs, incremental equipment costs, energy savings and equipment lifespans are all factored into the SCT. Projects that do not pass the SCT are not eligible for a rebate.

### Final Application

A complete final application package with all supporting documentation should be submitted within sixty (60) days of project completion. Project documentation includes copies of all itemized, paid invoices and receipts detailing the specific equipment purchased, the services provided, and other costs. Any final applications submitted more than six (6) months following construction completion will be deemed ineligible for payment. Customer responses to all final application requests for additional information by UES or DNV must be completed within ten (10) business days of request or the project will be ineligible for payment.

### Inspections

The program staff reserves the right to inspect all projects to verify compliance with the program rules and verify the accuracy of project documentation. This may include pre-installation and/or post-installation inspections, detailed lighting layout descriptions, metering, data collection, interviews and utility bill data analyses. The customer must allow access to records and installation sites for a period of three years after receipt of incentive payment.

### Tax Liability

Incentives are taxable. If incentives exceed \$600 and you have indicated "Other" as your tax status, DNV may report your incentive income to you on IRS Form 1099.

# Commercial Energy Solutions

## Electric Rebate Application



### Applicant Information

Application Type \_\_\_\_\_

Submission Date \_\_\_\_\_ Project Completion Date \_\_\_\_\_

Building Type \_\_\_\_\_ Bldg. Sq. Ft. \_\_\_\_\_ HVAC Type \_\_\_\_\_

Building Permit Number \_\_\_\_\_ (optional)

#### Customer Information

Legal Name (as shown on the UES Customer's W9) \_\_\_\_\_

Project Name \_\_\_\_\_

UES Account Number \_\_\_\_\_ UES Account Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Email \_\_\_\_\_

Installation Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Taxpayer ID \_\_\_\_\_ - \_\_\_\_\_ W-9 Tax Status \_\_\_\_\_

#### Contractor information

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title of Contact \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Design Team

**Architect Firm** \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

**Mechanical Engineer** \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

**Electrical Engineer** \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

# Commercial Energy Solutions

## Electric Rebate Application



### Rebate Check information

Issue Rebate Check to: \_\_\_\_\_ Customer Signature \_\_\_\_\_

Name of Third Party Receiving Check: \_\_\_\_\_ Name of Third Party Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Contact Email \_\_\_\_\_

Taxpayer ID \_\_\_\_\_ - \_\_\_\_\_ W-9 Tax Status \_\_\_\_\_

## UES Custom Application Agreement

As an eligible UniSource Energy Services (UES) customer, I have attached documentation establishing proof of payment for the items installed according to this application. I agree to verification by the utility or their representatives of both sales transactions and equipment installation.

I certify that the information on this application is true and correct, and that the Taxpayer ID Number is representative of the applicant and that UES, UNS Energy Corporation and DNV are not responsible for any taxes that may be imposed on my business as a result of receipt of this incentive. I understand that incentive payments assume related energy benefits over a period of five (5) years or for the life of the product, whichever is less.

I agree that if: (1) I do not install the related product(s) identified in my application, or (2) I remove the related product(s) identified in my application before a period of five (5) years or the end of the product life, whichever is less, then I shall refund a prorated amount of incentive funds to UES on the actual period of time in which the related product(s) were not installed and operating (or the full amount if the product was never installed). This is necessary to assure that the project's related energy benefits will be achieved.

**I understand that the program may be modified or terminated without prior notice.** The program has a limited budget. Applications will be processed on a first-come, first-served basis until allocated funds are spent. I understand that the Final Application and all required documentation should be received by UES within sixty (60) days of project completion. All equipment must be purchased and installed prior to submitting the Final Application. I also understand that all materials removed must be disposed of properly and taken out of service. All work shall be performed in accordance with all applicable professional standards and comply with all applicable federal, state, and local laws, ordinances, codes and regulations.

In no case will UES pay more than 75% of the incremental measure costs. I will disclose below if I intend to apply for local, state or federal tax credits and understand that the incremental measure cost will be reduced by these anticipated credits prior to applying the 75% cap. I understand that UES or its representatives have the right to ask for additional information. The UES Commercial Energy Solutions program will make the final determination of incentive levels for this project.

In return for the payment by UES under the Commercial Energy Solutions program, I understand that any energy efficiency credits and all resultant associated environmental credits from the energy efficiency measures for which the rebate is paid, are assigned to UES and/or UNS Energy Corporation. I understand that my company may be recognized as a program participant in promotional materials; however, project details will not be released without prior consent. If I choose to opt-out of any recognition, I will indicate my choice in a written letter. You may voluntarily provide the personal information required to complete this form. UES uses this information to fulfill the purpose for which it was obtained. To find out more about the categories of personal information UES collects and the purposes for which such information will be used, please refer to our Privacy Policy at [www.uesaz.com/privacy](http://www.uesaz.com/privacy).

I have read and understand the program requirements, measure specifications, Terms and Conditions and policies and procedures and agree to abide by those requirements. Furthermore, I concur that I must meet all eligibility criteria in order to be paid under this program.

Customer Initials: \_\_\_\_\_ Third Party Initials (if applicable): \_\_\_\_\_

The Arizona Corporation Commission Decision No. 70403 requires UES to deduct the value of your tax incentive when calculating your maximum rebate.

**Please indicate if your business intends to file for tax incentives associated with this application:** \_\_\_\_\_

**If you answered "Yes, will apply", indicate the amount of tax incentive your business will receive:** \_\_\_\_\_

Customer Signature

Project Completion Date

Third Party Signature  
(Required if receiving check)

Print Name

Project Cost

Print Name

Date

Total Incentive Requested  
(From incentive worksheet)

Customer Signature Required  
(If requesting check to be issued to  
Third Party listed on page 1)