

Quick facts about rebate processing:

- 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:

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](#)

HOW TO APPLY



Submit digitally to:
elecbizrebates@roseville.ca.us



Print and mail to:
116 S. Grant St. Suite 100
Roseville, CA 95678

GENERAL PROGRAM GUIDELINES

- **Incentive Availability** - 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.
- **Official Participation** - Correspondence with Roseville Electric staff does not guarantee a rebate. A reservation application must be received and approved.
- **Requirements and Ts and Cs** - By submitting an application, you are agreeing to the program requirements and terms and conditions.
- **Reservation Timeline** - Rebate reservations are good for up to 120 days.

CONTRACTOR REQUIREMENTS

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

SUBMIT THE FOLLOWING REQUIRED DOCUMENTS

HVAC RESERVATION

- AHRI Certificate
- Site Map
- Spec Sheet

HVAC FINAL SUBMITTAL DOCUMENTS

- Updated reservation documents
- Photo of nameplate
- Invoice
- Final permit

WI-FI ENABLED SMART THERMOSTAT

- Proof of Energy Star® Certification

PRODUCT REQUIREMENTS

- Equipment must meet the **technical requirements** listed in this application.
- Installed equipment **must be compatible** with any remaining interacting equipment and controls.
- State and local **energy codes** must be met.
- A **programmable thermostat** is required for units that are locally controlled.

Additional Product Requirements Per Product Type:

- Traditional HVAC
 - For Unitary DX (Direct Expansion) Units
 - Units 5 tons or less must be equipped with an economizer
- Heat Pumps
 - Minimum 2 stage compressor

FORM A - RESERVATION REQUEST FORM

COMMERCIAL HVAC REPLACEMENT 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

HVAC EQUIPMENT SCHEDULE

| Current HVAC | | | | | |
|-----------------|-----|----------|------|----------|----------|
| HVAC Make/Model | Age | Quantity | Tons | SEER/EER | HSPF/COP |
| HVAC Make/Model | Age | Quantity | Tons | SEER/EER | HSPF/COP |
| HVAC Make/Model | Age | Quantity | Tons | SEER/EER | HSPF/COP |

| Proposed HVAC | | | | | |
|-----------------|--|----------|------|----------|-----------|
| HVAC Make/Model | | Quantity | Tons | SEER/EER | HSSPF/COP |
| HVAC Make/Model | | Quantity | Tons | SEER/EER | HSSPF/COP |
| HVAC Make/Model | | Quantity | Tons | SEER/EER | HSSPF/COP |

HEAT PUMP

| Size Category | Sub-Category | HP Efficiency | Tons (A) | Rebate/ton (B) | A x B = Rebate amount | Price before rebate |
|----------------------------|--------------------------------|---|----------|---|-----------------------|---------------------|
| ≤ 5 Tons (<64 kBtuh) | Split System Single Package | 14.25 SEER2/8 HSPF2 13.95 SEER2/7.38 HSPF2 | | Gas to Electric \$2,000/ton | | |
| 6-10 Tons (65-134 kBtuh) | Single Package | 10.6 EER2/3.4 COP 10.6 EER2/3.5 COP | | Gas to Electric \$2,000/ton Electric to Electric \$600/ton | | |
| 11-19 Tons (135-239 kBtuh) | Single Package | 10.6 EER2/3.2 COP 10.6 EER2/3.48 COP | | Gas to Electric \$2,000/ton Electric to Electric \$600/ton | | |
| 20-60 Tons (240-759 kBtuh) | Single Package | 10.6 EER2/3.2 COP 10.6 EER2/3.3 COP | | Gas to Electric \$2,000/ton Electric to Electric \$600/ton | | |
| >60 Tons (760 and > kBtuh) | N/A | N/A | | See custom Program | | |

TRADITIONAL HVAC

| Size Category | Sub-Category | A/C Efficiency In Cooling Mode | Tons (A) | Rebate/ton (B) | A x B = Rebate amount | Price before rebate |
|----------------------------|------------------------------------|--------------------------------|----------|--------------------|-----------------------|---------------------|
| ≤ 5 Tons (<64 kBtuh) | Split System and Single Package | 15.0 SEER2 | | \$300/ton | | |
| 6-10 Tons (65-134 kBtuh) | Single Package | 11.16 EER2 | | \$300/ton | | |
| 11-19 Tons (135-239 kBtuh) | Single Package | 11.16 EER2 | | \$300/ton | | |
| 20-60 Tons (240-759 kBtuh) | Single Package | 10.6 EER2 | | \$300/ton | | |
| >60 Tons (760 and > kBtuh) | N/A | N/A | | See custom Program | | |

WI-FI ENABLED SMART THERMOSTAT

| Equipment category | Number of Units (A) | Rebate/Unit (B) | A x B = Rebate amount | Price before rebate |
|--------------------------------|---------------------|-----------------|-----------------------|---------------------|
| WI-FI Enabled Smart Thermostat | | \$250/unit | | |
| Total Rebate Amount | | | | |

FORM B & C - INSTALL CONFIRMATION AND PAYMENT REQUEST FORM

COMMERCIAL HVAC REPLACEMENT PROGRAM

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

DOCUMENTS TO ATTACH

HVAC and Smart Thermostat

Attach a copy of the **itemized project invoice**, including make and model numbers of installed equipment. Contractor created invoices must show total cost of project without rebates, rebate amount, permit fees and net balance due from customer.

| HVAC | Smart Thermostat |
|--|---|
| Attach proof of final permit sign-off for HVAC replacements | Attach Proof of Energy Star Certification |
| Attach photo(s) of nameplate(s) of installed HVAC(s) | |

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