



Tucson Electric Power

Commercial Energy Solutions New Construction Program Rebate Application

Lighting Power Density Reduction or Whole Building Design

Please note:

Application has been updated to reflect the following changes as of 5/16/2014:

Category: Whole Building Design

Measure: Lighting Power Density Application

Change: A worksheet for a New Construction Whole Building Design Lighting Power Density reduction and COMcheck import instructions has been added. The worksheet performs the Societal Cost Test (SCT) calculations required by the Arizona Corporation Commission in order to calculate the rebate amount based on \$0.10/kWh saved with caps.

Category: Whole Building Design

Measure: Energy Simulation Application

Change: A worksheet for an Energy Simulation Application has been added. The worksheet performs the Societal Cost Test (SCT) calculations required by the Arizona Corporation Commission in order to calculate the rebate amount based on \$0.10/kWh saved with caps.

Submit Application to: ces@tep.com

TEP Commercial Energy Solutions

88 E Broadway Blvd
Mail Stop HQW505
PO Box 711, Tucson, AZ 85702

Tel: 1-866-324-5506

Program updates will be posted at: <http://www.tepcommercialenergysolutions.com/Projects/>

Application Process

1. Submit a Pre-Notification Application.
2. Install the qualified technology.
3. Submit a complete, signed Final Application with all documentation.
4. Receive incentive check within six to eight weeks of Final Application approval.

Funded by TEP customers and approved by the Arizona Corporation Commission.

Application Process

Submitting an Incentive Application

TEP New Construction Program

To verify that your project is eligible please review the project and measure requirements as detailed on the worksheets and Policies & Procedures and checklist located at:

[TEP Incentive Rebates Policies & Procedures](#)

Use the corresponding checklist to ensure your application is complete.

1. **Submit the Pre-Application**

Applications will be reviewed in the order received. Funds will not be reserved for the project until the program staff receives a complete application and determines that the project meets the program eligibility requirements as set forth in the Policies & Procedures.

Program staff will send the applicant a letter acknowledging reservation of funds for eligible projects and the reservation expiration date. The program staff reserves the right to contact the customer after 30 days to ensure that the project is moving forward and may cancel the commitment based on the customer's response. Funds that have been reserved are not transferable to other projects, facilities, and/or customers, and TEP and DNV GL make no guarantee that the Customer's final application will result in a rebate equal to the full amount in the Pre-Application or reservation letter.

2. **Install equipment according to the terms and conditions described for the eligible measures.** Ensure the measures meet all requirements detailed on the corresponding specification sheet and in the Policies & Procedures document.

3. **Submit the Final Application package with all required documentation within 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 itemized invoices and receipts, which detail the specific equipment and purchases, the services provided and other costs. Any applications submitted more than six months following construction completion will be deemed ineligible for payment.

The location or 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 custom 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 of the measures and not simply show the portion of the project cost that the TEP customer will pay.

TEP 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 could include: HVAC sizing calculations, equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information, and proof of customer co-payment. Customer responses to all Final Application requests for additional information by TEP or DNV GL must be completed prior to six months from the construction completion date or the project will be deemed ineligible for payment.

4. **The final project documentation will be reviewed for eligibility and completeness.** Incentives should be paid within six to eight weeks after approval of the Final Application.

Applicants who submit incomplete applications will be notified of deficiencies, but will lose their place in the review process until all requested information is received. 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 November 15, to be paid in the same calendar year.

Application Checklist for New Construction

Before submitting your application, please use this checklist to ensure it is complete. This will greatly speed processing time and help us to issue rebate checks in a timely manner. Your application will not begin to be processed until the application package is complete.

APPLICANT INFORMATION FORM

Customer Information

- Customer name matches the name that appears on the TEP bill.
- Utility account number is complete and accurate.
- Federal taxpayer ID is complete and accurate.

Contractor Information

- Full contact information for project contractor is provided. (We may need to contact your contractor to verify project details.)

Incentive Check Information

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

If a third party will receive the check:

- Contact information and taxpayer ID is complete.
- Customer has signed box indicating third party payment.
- For Final Application, customer and third party have provided an original signature on the signed Agreement form.

CUSTOM MEASURE WORKSHEETS

- Worksheets have been completed for each energy efficiency measure.
- The energy efficiency measure(s) installed meet the specifications listed in the worksheets and supplemental information includes required documentation (see Required Documentation section below).

TERMS AND CONDITIONS OF APPLICATION

- Customer has read and agrees with the terms and conditions of the Commercial Energy Solutions program.
- If customer has agreed to release the incentive check to a third party, the third party has also read and agree to the terms and conditions of the Commercial Energy Solutions program.

AGREEMENT FORM (page 2 of the Pre Application and Final Application)

- The customer has signed, dated, and filled in all sections of the Agreement, including:
 - o Project completion date
 - o Intention to apply or not apply for tax incentives
 - o Total project cost
 - o Total incentive requested
- If customer has agreed to release the check to a third party, both the customer and the third party member have signed and dated the Agreement.

REQUIRED DOCUMENTATION

Specification Sheets

- A manufacturer's specification/data sheet is provided for each measure installed (envelope/lighting/HVAC/plumbing, other, energy efficiency saving equipment).
- Specification sheets include all program eligibility requirements for the measure.

Invoices

- Invoices are dated during the project construction process dates.
- The installation address is listed on the invoice and is in TEP service territory.
- Invoice shows correct model number for each measure installed.

Custom Calculations

- See the submittal requirements in the individual New Construction Worksheets for more information on:
 - Lighting Power Reduction, Interior
 - Whole Building Design (Energy Simulation)

Important Tips

Before submitting your application, please review the items listed below. We have found these to be the most common missing items from the application package. If any of these are missing a program representative will contact you. Until we have received these items to complete the application, the application will be put on hold.

APPLICANT INFORMATION FORM

- Missing Customer, Contractor, Applicable 3rd Party information
- Missing business type selection: Selection box is on the righthand side of the application forms
- Missing Project cost, completed date, and incentive requested (estimated on Pre Application): Please be sure to fill out the information on the applications completely.
- Missing signatures: Signature line is on page 2 for customer and/or third party payment
- Missing Tax Status: On Page 2 of the Pre Application and Final Application do not forget to indicate your Tax Status.

INVOICES

- Invoices do not show correct model number and quantity for each measure installed. Note: In a Lump Sum type of invoice/contractor please provide an AIA G702/703 or equivalent type form indicating lighting discipline payment and engineer/architect reviewed equipment submittal book.
- Invoice does not provide sufficient description of work performed.
- Invoice does not provide final cost.

INCENTIVE WORKSHEETS

- Incomplete Incentive worksheets do not generate rebate incentive amounts. Ensure the worksheet(s) data entry sections are complete for each incentive item that is being applied for.
- The Project Completion date is left blank (bottom left corner of each worksheet).

REQUIRED DOCUMENTATION

Specification Sheets & Additional Documentation

- Missing manufacturer specification information: Manufacturer's specification/data sheets are required for all new construction applications. Specification sheets should be the engineer/architect reviewed product submittal book as submitted by the Contractor to the Customer as part of the project submittal process. See the submittal requirements in each New Construction Application Worksheet for specific requirements.
- Missing Construction Documents: New Construction Whole Building Design projects require the submission of a full set of signed and sealed Final Construction Documents, COMcheck interior lighting reports, and energy simulation files and reports. New Construction Lighting Power Density Reduction projects require the submission of a full set of the signed and sealed Electrical lighting plans and schedules and the COMcheck interior lighting reports.

Terms and Conditions

TEP New Construction Program

Tucson Electric Power (TEP) is offering incentives under the Commercial Energy Solutions program to promote energy efficiency improvements. The program is funded by TEP customers and is approved by the Arizona Corporation Commission. DNV GL implements this program for TEP.

For detailed information on the Terms and Conditions please refer to the current Policies & Procedures document at: [TEP Incentive Rebates Policies & Procedures](#)

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

TEP 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 local code requirements. ***TEP reserves the right to make changes to the Commercial Energy Solutions Program without prior notice.***

Eligibility

Energy efficient equipment purchased, contracted for or work conducted prior to July 3, 2008, after program inception date, is not eligible for an incentive. Eligible projects must be submitted within 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.

Rate Category Descriptions	Eligible Rates
Small General Service	GS-10, C10N, G10BC, GSM10, GM10BC, GS10Q, GSM10Q
Small General Service Time-of-Use Program	GS-76F, GS-76N, GS76Q
Large General Service	LGS-13, L13BC, LG13Q
Large General Service Time-of-Use Program	LGS-85aF, LGS-85F, LGS-85N, LG851
Large Light and Power Service	LLP-14, IUMC2
Large Light and Power Service Time of Use Program	LLP-90AF, LLP-90F, LLP-90N, I90NM, LLP90Q, ZAPCU
Municipal Service	PS-40
Traffic Signal and Street Lighting Service	PS-41, P47
Water Pumping Service	PS-43
Lighting Service	PS-50
Private Street and area Lighting Service	GS-51
Miscellaneous grandfathered rates	GS35, GS36, GS36Q, GS37, GS38, GS39, GS77

Incentive Caps

The total incentive paid cannot exceed \$0.10/kWh, 50% of the incremental measure cost, or \$75,000 per project per year.

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. The Arizona Corporation Commission Decision No. 70406 requires TEP 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 \$0.10/kWh, 50% New Construction or \$75,000 cap cost. Contractor labor costs can be considered in measure costs. Customer labor costs will not be considered.

Pre-Application

All participants are strongly encouraged to submit a Pre-Application to reserve funds. Forgoing the Pre-Application step may result in a reduced incentive amount during the Final Application stage. Funds will be reserved for 120 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 60 days of project completion. Project documentation includes copies of all itemized invoices and receipts detailing the specific equipment purchased, the services provided, and other costs. Any Applications submitted more than six months following construction completion will be deemed ineligible for payment. Customer responses to all Final Application requests for additional information by TEP or DNV GL must be completed prior to six months from the construction completion date or the project will be ineligible for payment.

Inspections

The program team 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 "Partnership, Other" as your tax status, DNV GL may report your incentive as income to you on IRS Form 1099.

TEP New Construction Program - Rebate Application

Pre-Application

Submission Date:

06/15/14

Estimated Completion Date:

08/24/14

Use the Pre-Notification Application for projects that have not been completed. Please fill out the Incentive Application Agreement at the bottom of this page.

Customer Information

Project Name	Sample Project at Saturn III			Business Type (Click on the cell below and select business type)
Customer Name	ACME Propulsion Labs			
Federal Taxpayer ID Number	12-3456789	Tax Status (Click on the cell to the right and select tax status)	Corporation (Inc, PC, etc)	Other Industrial
Name as it appears on your TEP bill	ACME Propulsion Labs			Building Age (Click on the cell below and select building age)
TEP Account Number	1234567890K			
Customer Contact	Marvin C. Matrosky	Telephone #	(520) 867-3509	1970 - 1990
Title	Director of Planetary Explorations			HVAC Type (Click on the cell below and select HVAC cooling system)
Email Address	marvinc@planetmars.com			
Address where work performed	88 E Broadway Blvd	Est. Square Footage	12,000	Combination
City, State, Zip	Tucson, AZ 85702			Design Team
Mailing Address	88 E Broadway Blvd			Architect
City, State, Zip	Tucson, AZ 85702			No Trade Ally?

Contractor Information

Contractor Information				Firm Name Acme Architecture
Company Name	Builds It Right Construction			Contact Aant N Aardvark
Contact Person	Peter Bilt	Contractor Phone #	(520) 867-3504	Phone 520-867-3506
Mailing Address City, State, Zip	89 E Broadway Blvd, Tucson, AZ 85702			Mechanical Engineer
Email Address	peter@imaginaryaddress.com			Yes Trade Ally?
Trade Ally (if different than Contractor)		Trade Ally Signature (original signature)		Firm Name KC4ME Mech

Rebate Check Information

Rebate Check Information				Contact Wiley C. Engineer
Issue Rebate Check to: (check only one)	<input type="checkbox"/> Send to Customer listed above.	<input checked="" type="checkbox"/> I request rebate check be issued to the third party indicated below.		Phone 520-867-3507
Customer Signature (Required for third party payment)				Electrical Engineer
Name of Third Party (Organization receiving check)	Builds It Right Construction	Telephone #	(520) 867-3504	No Trade Ally?
Name of Contact Person at Third Party	Peter Bilt			Firm Name Sparks A Lot Design
Title	Owner			Contact Sir Sparks A Lot
Third Party Mailing Address	89 E Broadway Blvd, Tucson, AZ 85702			Phone 520-867-3508
Email Address	peter@imaginaryaddress.com			
Federal Taxpayer ID Number	01-23456789	Tax Status (Click on the cell to the right and select tax status)	Partnership, Other (May receive 1099)	

TEP New Construction Program (Pre Application) Rebate Incentive Application Agreement

Project Name: Sample Project at Saturn III

As an eligible Tucson Electric Power (TEP) customer, I certify that I contracted for or purchased and installed the indicated energy efficiency measures after July 3, 2008 for use in my business facility and not for resale. 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 TEP, UNS Energy Corporation, and DNV GL 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 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 years or the end of the product life, whichever is less; then I shall refund a prorated amount of incentive funds to TEP 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 TEP within 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 TEP pay more than 50% of the incremental measure costs and no more than \$75,000 per project. 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 50% or \$75,000 cap. I understand that TEP or its representatives have the right to ask for additional information. The TEP Commercial Energy Solutions program will make the final determination of incentive levels for this project.

In return for the payment by TEP 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 TEP 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.

I have read and understand the program requirements and Terms and Conditions set forth in this application 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.

The Arizona Corporation Commission Decision No. 70406 requires TEP to deduct the value of your tax incentive when calculating your maximum rebate.

(Click on cell then arrow box on right corner)

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

Please Enter Estimated
Tax Incentive Above

	August 24, 2014	
Customer Signature (original signature)	Estimated Project Completion Date	Third Party Signature <i>(Required only if receiving check)</i>
Peter Bilt		Peter Bilt
Print Name	Estimated Project Cost	Print Name
September 15, 2014		PB
Date	Total Incentive Requested	Customer Initials <i>(Initial here only if requesting the check be issued to a third party)</i>

TEP New Construction Program - Rebate Application

Final Application

Submission Date:

09/18/14

Project Completion Date:

08/25/14

*Use the Final Application for projects that have been completed.
Please fill out the Incentive Application Agreement at the bottom of this page.*

Customer Information

Project Name	Sample Project at Saturn III			Business Type (Click on the cell below and select business type)
Customer Name	ACME Propulsion Labs			
Federal Taxpayer ID Number	12-3456789	Tax Status (Click on the cell to the right and select tax status)	Corporation (Inc, PC, etc)	Other Industrial
Name as it appears on your TEP bill	ACME Propulsion Labs			Building Age (Click on the cell below and select building age)
TEP Account Number	1234567890K			
Customer Contact	Marvin C. Matrosky	Telephone #	(520) 867-3509	1970 - 1990
Title	Director of Planetary Explorations			HVAC Type (Click on the cell below and select HVAC cooling system)
Email Address	marvinc@planetmars.com			
Address where work performed	88 E Broadway Blvd	Est. Square Footage	12,000	Combination
City, State, Zip	Tucson, AZ 85702			Design Team
Mailing Address	88 E Broadway Blvd			Architect
City, State, Zip	Tucson, AZ 85702			Trade Ally?

Contractor Information

Contractor Information				Firm Name Acme Architecture
Company Name	Builds It Right Construction			Contact Aant N Aardvark
Contact Person	Peter Bilt	Contractor Phone #	(520) 867-3504	Phone 520-867-3506
Mailing Address City, State, Zip	89 E Broadway Blvd, Tucson, AZ 85702			Mechanical Engineer
Email Address	peter@imaginaryaddress.com			Trade Ally?
Trade Ally (if different than Contractor)		Trade Ally Signature (original signature)		Firm Name KC4ME Mech

Rebate Check Information

Rebate Check Information				Contact Wiley C. Engineer
Issue Rebate Check to: (check only one)	<input type="checkbox"/> Send to Customer listed above.	<input checked="" type="checkbox"/> I request rebate check be issued to the third party indicated below.		Phone 520-867-3507
Customer Signature (Required for third party payment)				Electrical Engineer
Name of Third Party (Organization receiving check)	Builds It Right Construction	Telephone #	(520) 867-3504	Trade Ally?
Name of Contact Person at Third Party	Peter Bilt			Firm Name Sparks A Lot Design
Title	Owner			Contact Sir Sparks A Lot
Third Party Mailing Address	89 E Broadway Blvd, Tucson, AZ 85702			Phone 520-867-3508
Email Address	peter@imaginaryaddress.com			
Federal Taxpayer ID Number	01-23456789	Tax Status (Click on the cell to the right and select tax status)	Partnership, Other (May receive 1099)	

TEP New Construction Program (Final Application) Rebate Incentive Application Agreement

Project Name: Sample Project at Saturn III

As an eligible Tucson Electric Power (TEP) customer, I certify that I contracted for or purchased and installed the indicated energy efficiency measures after July 3, 2008 for use in my business facility and not for resale. 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 TEP, UNS Energy Corporation, and DNV GL 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 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 years or the end of the product life, whichever is less; then I shall refund a prorated amount of incentive funds to TEP 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 TEP within 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 TEP pay more than 50% of the incremental measure costs and no more than \$75,000 per project. 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 50% or \$75,000 cap. I understand that TEP or its representatives have the right to ask for additional information. The TEP Commercial Energy Solutions program will make the final determination of incentive levels for this project.

In return for the payment by TEP 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 TEP 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.

I have read and understand the program requirements and Terms and Conditions set forth in this application 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.

The Arizona Corporation Commission Decision No. 70406 requires TEP to deduct the value of your tax incentive when calculating your maximum rebate.

(Click on cell then arrow box on right corner)

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

**Please Enter
Estimated Tax
Incentive Above**

	August 25, 2014	
Customer Signature (original signature)	Project Completion Date	Third Party Signature <i>(Required only if receiving check)</i>
Marvin C. Matrosky		Peter Built
Print Name	Project Cost	Print Name
September 15, 2014		
Date	Total Incentive Requested	Customer Initials <i>(Initial here only if requesting the check be issued to a third party)</i>