

## INSTRUCTIONS TO APPLY

### 1 CHECK ELIGIBILITY FOR THE PROGRAM

- Read all Terms and Conditions carefully to confirm your eligibility to participate in the Residential Manufactured Homes Program. Visit [DominionEnergy.com](http://DominionEnergy.com) to learn more about the program and view the full list of qualifying measures.

### 2 SCHEDULE A HOME ENERGY AUDIT AND COMPLETE INSTALLATIONS

- A home energy audit must be completed before any measures are installed. Only one audit is required per location during the program time period. Please contact a participating contractor to schedule your audit.
- Once the home energy audit is complete, you can work with our list of participating contractors to install energy-efficient improvements for your home during the program time period.

### 3 SUBMIT A REBATE APPLICATION

- Submit a rebate application within 45 days of the service date. If you are applying for rebates for Measures 17 to 30, you must include a copy of the dated contractor invoice and/or product specification sheet.
- Submit the rebate application in one of three ways below:
  - Email: [Manufactured@Honeywell.com](mailto:Manufactured@Honeywell.com)
  - Fax: 804-520-3380
  - Mail: Honeywell Smart Energy  
15801 Woods Edge Rd, Bldg 12-2nd Floor • South Chesterfield, VA 23834
- You may be contacted for a post-installation quality assurance inspection to verify that your application meets program guidelines.

### 4 RECEIVE INCENTIVE PAYMENT

- When your rebate application is approved, a rebate check will be mailed to you or the participating contractor.

## TERMS AND CONDITIONS

These terms and conditions apply to the Residential Manufactured Housing Program ("Program"). The Program was approved by the Virginia State Corporation Commission.

Any reference in these documents to "Dominion," "Dominion Energy," or "Dominion Energy Virginia" should be read as a reference to Virginia Electric and Power Company d/b/a Dominion Energy Virginia, as well as its authorized agents and contractors.

### ENROLLMENT QUALIFICATIONS AND REQUIREMENTS FOR PARTICIPATION

- Service must be performed **on or after January 15, 2021.**
- Program participant must be a Dominion residential customer living in a single-family manufactured residence, such as a mobile or manufactured home ("Customer") in the Commonwealth of Virginia. The Customer must receive Electric Supply Service and Electric Delivery Service in accordance with a residential rate schedule, such as Schedule 1. Customer must be the party that is responsible for the electric bill and either own the home or otherwise able to secure permission to complete measures. Customers who do not occupy all-electric homes are eligible for some measures as indicated in the program measures chart.
- Customer is eligible for one rebate application per location for the following direct install measures during the Program time period: Hot Water Appliances, Lighting, Efficient Faucets and Aerators, Filter Replacement, Digital Switch Plate Wall Thermometer, AC Cover for Wall/Window Unit, Door Weatherstripping, Door Sweep, Caulking, Foaming and Poly Tape for Windows (the "Direct Install Measures").
- Customer is eligible for one rebate application per location for the following major measures during the Program time period: Air Sealing, Attic Insulation, Drill and Fill Wall Insulation and Belly Board Insulation.
- Customer may be eligible for more than one rebate application per location for the following major measures during the Program time period: HVAC Tune-Up, Heat Pump Upgrade, Duct Sealing, Heat Pump Water Heater, ECM Fan Motors, Cool Roof, Energy Star® Appliance Installation and Smart Thermostat Installation (collectively with the major measures described in Item 4 above, the "Major Measures").
- Customer is eligible for one HVAC Tune-Up measure per unit during the program time period. HVAC units in operation for less than six (6) months are not eligible to receive a HVAC Tune-Up. Geothermal heat pump units do not qualify. Units must be in working condition prior to tune-up. Any deficiencies identified during the tune-up, including refrigerant charge, must be corrected and noted by technician on the rebate application in order for Customer to qualify for the rebate program.
- Customer is eligible for one Heat Pump Upgrade measure per unit during the program time period. Simultaneous participation in the HVAC Tune-Up and Heat Pump Upgrade measures on the same unit is prohibited.
- Work must be completed by a participating contractor that is in Dominion's network when the work begins.
- Dominion and/or its designees including program administrators and evaluation contractors reserve the right to review installations to verify completion and measure energy savings to ensure compliance with all Program requirements. Such reviews will be made at a time convenient to the Customer. Denial of such verification or misrepresentation of installation location or measure eligibility may result in forfeiture of the rebate.
- Service must be completed in accordance with all laws, codes and other requirements applicable under federal, state and local authority.
- The Customer understands that it may be contacted by Dominion via survey or questionnaire to provide feedback regarding Customer satisfaction with the program.

### PAYMENT

- Rebate application must be submitted within 45 days of the service date.** The contractor submits the rebate application for the Manufactured Housing Program. Failure to provide any of the required information will delay processing of Customer's application and could result in nonpayment. It is the responsibility of the Customer to assure that all requirements for the rebate are met. Dominion retains the right to deny participation to Customer for failure to comply with the enrollment qualifications and requirements for participation.
- Rebate payments are based on the date of service. Customers must abide by the rules and rebate levels in effect on the date of service.
- Payment will be issued to the account holder and mailing address on record with the utility unless the Customer has authorized in writing that payment be made to the contractor specified in this document.
- Please allow up to 90 days from the date all required information is received to process your rebate.**
- Customer is urged to seek appropriate consultation concerning any tax liabilities that could be associated with the receipt of the rebate.

### OTHER REQUIREMENTS

- Program procedures, requirements and rebate levels are subject to change or cancellation without notice and are subject to Program funds being available and regulatory approval.
- Dominion, its parents, subsidiaries, employees, affiliates and agents assume no responsibility for, and make no representations (express or implied) about the performance of the equipment or equipment warranty for equipment supplied or serviced by, the quality of the work or labor performed by, the quality of the materials supplied by, and/or the acts or omissions of, itself or any participating contractor.
- By participating in this Program, the Customer hereby agrees to indemnify, defend and hold harmless Dominion, its parents, subsidiaries, employees, affiliates, contractors, and agents from any and all liability associated with the Program. Dominion shall not be liable for loss or damage to any person or property whatsoever, resulting directly or indirectly from participation in this Program.
- Dominion retains all rights to energy and demand savings resulting from measures installed under this Program for a maximum of four years. Dominion has the exclusive right to enroll, nominate, or offer a bid for energy or demand reductions resulting from measures installed under this Program into load management programs, demand response programs, or auctions operated by PJM Interconnection L.L.C. ("PJM"), the regional electric transmission organization of which the Company is a member. Customer's participation in this Program means that the Customer is consenting to Dominion sharing the Customer's pertinent information with PJM, Dominion's agents, and contractors, including, but not limited to, its implementing contractors and its measurement and verification vendor. Pertinent Customer information includes, but is not limited to, energy usage and billing information, account holder name, address, other contact information, measures installed, period of installation, demand/energy reductions resulting from measures installed under this Program and the technical basis for such reductions, loss factors, coincidence factors, interactive factors, building type, type of appliance at the home, and other information necessary to implement and monitor the Program, including any other information as required by PJM or any other regulatory authority.
- These Program specific terms and conditions are in addition to the terms and conditions of service currently on file with the Virginia State Corporation Commission and contained in any agreement between the Customer and a Program vendor. To the extent there is any conflict among such terms and conditions, these Program specific terms and conditions shall control.



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## Heat Pump Tune-Up (Measures 38-39)

**Rebate cannot be processed with any missing information. Please use a separate form for each additional unit tune-up.**

### CONTRACTOR CHECKLIST

✓ Checklist items marked as "NO" have been corrected ↘

Thermostat has been checked for proper operation <input type="checkbox"/>	Thermostat is operating properly <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Air filter has been inspected <input type="checkbox"/>	Existing filter is clean or has recently been changed <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Condensate drain has been inspected <input type="checkbox"/>	Condensate drain shows no sign of leakage <input type="checkbox"/> Yes <input type="checkbox"/> No Plumbing components and traps intact <input type="checkbox"/> Yes <input type="checkbox"/> No Drains free from obstruction <input type="checkbox"/> Yes <input type="checkbox"/> No Drain pan free of biological growth <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Evaporator coil has been inspected <input type="checkbox"/>	Coil free of contaminants that could restrict air flow <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Evaporator fan and motor has been inspected <input type="checkbox"/>	Fan or blower has tight connection with blower motor shaft <input type="checkbox"/> Yes <input type="checkbox"/> No Fan can rotate freely <input type="checkbox"/> Yes <input type="checkbox"/> No Blower wheel is free of dust and debris <input type="checkbox"/> Yes <input type="checkbox"/> No Bearings are properly lubricated (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
All accessible refrigerant lines have been inspected <input type="checkbox"/>	Line free of any leaks, kinks, crushed sections or restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No Proper insulation in place <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Condenser coil has been inspected <input type="checkbox"/>	Condenser coils have been brushed and combed <input type="checkbox"/> Yes <input type="checkbox"/> No Condenser fins have been brushed and combed <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Condenser fan motor has been inspected <input type="checkbox"/>	Fan blade has a tight connection to the blower motor shaft <input type="checkbox"/> Yes <input type="checkbox"/> No Fan can rotate freely <input type="checkbox"/> Yes <input type="checkbox"/> No Fan is properly lubricated (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Heat Exchanger <input type="checkbox"/>	Heat Exchanger is operating properly <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Checked system for proper refrigerant charge level <input type="checkbox"/>	System was properly charged <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Refrigerant Type: <input type="checkbox"/> R-22 <input type="checkbox"/> R-410  Outside temperature (°F): _____	Nameplate charge: _____ lbs. (4 to 20) Amount of charge added: _____ oz. (Up to 64) Amount of charge removed: _____ oz. (Up to 64) (Pre) Record refrigerant pressures: _____ High (150 to 450) _____ Low (30 to 150) (Post) Record refrigerant pressures: _____ High (150 to 450) _____ Low (30 to 150)	<input type="checkbox"/>

### UNIT INFORMATION (Only check selection for data on applicable rebate)

Rebate Item # per Measure Chart:

Heating System Type: <input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Heat Pump: Ductless Mini Split					
Cooling System Type: <input type="checkbox"/> A/C: Central <input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Heat Pump: Ductless Mini Split					
Manufacturer:		Model No:		Serial No:	
Primary Heating Fuel: <input type="checkbox"/> Electric <input type="checkbox"/> Non-Electric	SEER (10 to 30):	EER*:	HSPF (6 to 12):	Cooling Capacity Per Unit (tons):	Heating Capacity Per Unit for Heat Pumps Only (Btu/h):