

## INSTRUCTIONS TO APPLY

### 1 CHECK ELIGIBILITY FOR THE PROGRAM

- Read all Terms and Conditions carefully to confirm your eligibility to participate in the Residential Home Energy Assessment 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 ASSESSMENT AND COMPLETE INSTALLATIONS

- A home energy assessment must be completed before any measures are installed. Only one assessment is required per location during the program time period. Please contact a participating contractor to schedule your assessment.
- Once the home energy assessment 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: [HEA@Honeywell.com](mailto:HEA@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 Home Energy Assessment 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

1. Service must be performed **on or after October 1, 2019.**
2. Program participant must be a Dominion residential customer living in a single-family detached residence or a single-family attached residence, such as a townhome ("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.
3. 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.
4. Customer may be eligible for more than one rebate application per location for the following major measures during the Program time period: Heat Pump Tune-Up, Heat Pump Upgrade, Duct Sealing, Duct Insulation, Heat Pump Water Heater, ECM Fan Motors and Cool Roof.
5. Customer who has previously received a rebate for the DSM II Home Energy Check-Up Program performed between August 1, 2012 to December 31, 2016 is not eligible to receive a rebate for having direct install measures performed. However, the Customer is eligible to receive a rebate for installing major measures, as described in item 4 above.
6. Customer who has previously received a rebate for the DSM II Heat Pump Upgrade or DSM II Duct Sealing programs between August 1, 2012 to December 31, 2016 is not eligible to receive another rebate for installing the same measure on the same system.
7. Customer is eligible for one Heat Pump Tune-Up measure per unit during the program time period. Customer who has previously received a rebate for the DSM II Heat Pump Tune-Up Program performed between August 1, 2012 to December 31, 2016 is eligible to receive another rebate on the same unit if the service date in the new Program is five (5) years after the previous participation date in the DSM II Program. Heat pump units in operation for less than six (6) months are not eligible to receive a Heat Pump 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 have been corrected and noted by technician on the rebate application.
8. Customer is eligible for one Heat Pump Upgrade measure per unit during the program time period. Simultaneous participation in the Heat Pump Tune-Up and Heat Pump Upgrade measures on the same unit is prohibited.
9. Work must be completed by a participating contractor that is in Dominion's network when the work begins.
10. 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 applicant. Denial of such verification or misrepresentation of installation location or measure eligibility may result in forfeiture of the rebate.
11. Service must be completed in accordance with all laws, codes and other requirements applicable under federal, state and local authority.

12. The Customer understands that it may be contacted by Dominion via survey or questionnaire to provide feedback regarding Customer satisfaction with the program.

### PAYMENT

1. **Rebate application must be submitted within 45 days of the service date.** The contractor submits the rebate application for the Home Energy Assessment Program. Failure to provide any of the required information will delay processing of Customer's application and could result in non-payment. 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.
2. 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.
3. 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.
4. **Please allow up to 90 days from the date all required information is received to process your rebate.**
5. Customer is urged to seek appropriate consultation concerning any tax liabilities that could be associated with the receipt of the rebate.

### OTHER REQUIREMENTS

1. 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.
2. 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, the quality of the work, labor and/or materials supplied, and/or the acts or omissions of itself or the participating contractor.
3. 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.
4. 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 entity 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 other information as required by PJM or any other regulatory authority.
5. 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.



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## Duct Sealing (Measures 18-19)

**Rebate cannot be processed with any missing information. All fields marked with an asterisk (\*) are optional. Please use a separate form for each additional unit.**

### UNIT INFORMATION (Condensing Coil/Outdoor Unit)

Repair Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Manufacturer:	Model No:	No. of Floors:			
Cooling Capacity Per Unit (tons):	Heating Capacity Per Unit (Btu/h):		Primary Heating Fuel: <input type="checkbox"/> Electric <input type="checkbox"/> Non-Electric			
Cooling System Type:	<input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Central A/C	<input type="checkbox"/> Heat Pump: Geothermal <input type="checkbox"/> Packaged System A/C	<input type="checkbox"/> Heat Pump: Ductless Mini Split <input type="checkbox"/> None			
Heating System Type:	<input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Base Board Heating	<input type="checkbox"/> Heat Pump: Geothermal <input type="checkbox"/> Non-Electric	<input type="checkbox"/> Heat Pump: Ductless Mini Split			
Fan System Type:	<input type="checkbox"/> Airfoil/Backward-Inclined <input type="checkbox"/> Airfoil/Backward-Inclined with Inlet Guide Vanes	<input type="checkbox"/> Forward Curved <input type="checkbox"/> Forward Curved with Inlet Guide Vanes				
Conditioned Space (Sq Ft):	Equipment Phase: <input type="checkbox"/> 1 <input type="checkbox"/> 3	SEER (10 to 30):	HSPF (6 to 12):	COP* (2 to 5):	Voltage*:	Amp (RLA):

### DUCT INFORMATION

Insulation R Value:	<input type="checkbox"/> No Insulation	<input type="checkbox"/> R2 Insulation	<input type="checkbox"/> R4 Insulation	<input type="checkbox"/> R6 Insulation	<input type="checkbox"/> R8 Insulation
Duct Type:	<input type="checkbox"/> Flex-Duct	<input type="checkbox"/> Rigid Board	<input type="checkbox"/> Rigid Sheet Metal		
Duct Testing Method:	<input type="checkbox"/> Prescriptive (If this option is selected, please complete the Duct Sealing/Repair Checklist below.) <input type="checkbox"/> Duct Blaster Pre/Aerosol Post <input type="checkbox"/> Total Leakage Duct Blaster <input type="checkbox"/> Aerosol Test Equipment (If any of the above three options are selected, please fill in the CFM25 fields, where applicable.)				
CFM25 Leakage Pre*:	CFM25 Leakage % Pre*:	CFM25 Leakage Post*:	CFM25 Leakage % Post*:		
	<input type="checkbox"/> Modified Blower Door Subtraction (If this option is selected, please fill in the CFM50 fields, where applicable.)				
CFM50 Whole House Pre*:	CFM50 Envelope Only Pre*:	CFM50 Whole House Post*:	CFM50 Envelope Only Post*:		

### DUCT SEALING/REPAIR CHECKLIST (Prescriptive Duct Testing Method Only)

**All work is subject to a diagnostic quality assurance post-sealing test. If the post-sealing leakage does not equal 15% or less of total duct system leakage, then the program rebate will not be issued.**

Condition of ducts prior to sealing based on visual inspection?  Leaky  Average  Tight

The following standards serve as the pre-installation checklist and apply to all accessible ductwork:

Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ducts in nonconditioned areas (crawl spaces, attics, garages and basements) are fully wrapped or internally insulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All flexible ducts are straight runs and are not crushed, crimped or make turns sharper than 90 degrees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ductwork is intact and connected from air source to termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All accessible sections of metal duct are secured with sheet metal screws
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust fan ductwork is insulated in unconditioned spaces				

The following connections shall be sealed with bucket mastic, aerosol-based sealant, or UL 181 duct tape (duct tape will NOT pass if it is not UL 181-rated):

Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plenum seams (includes trunk lines, distribution boxes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collar to junction box seams
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plenum to collars (tabbed metal collar sealed directly to rigid plenum material)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collar to return box (sheet metal to sheet metal)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collars to ducts (mechanically fastened and sealed with bucket mastic or UL-181 approved tape)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joints on the return box (only accessible from inside the return; if interior of the return is insulated, remove insulation, seal, replace insulation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ducts to supply boots (same as above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Panned returns/seal all vertical and horizontal seams
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air handler: Cabinet seams, electrical penetrations, plumbing penetrations (i.e., condensate lines) and line set penetrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supply boots to subfloor/sealed from above or below
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing penetrations/sealed with caulk or adhesive patch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supply boots to ceiling/walls/sealed from above or below
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Line set penetrations/sealed with high temperature caulk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return box to sheetrock and subfloor/sealed if building cavity is used as part of duct system

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## Duct Insulation (Measures 20-21)

Rebate cannot be processed with any missing information. All fields marked with an asterisk (\*) are optional. Please use a separate form for each additional unit.

### UNIT INFORMATION

Insulated Duct Size (linear ft):	Manufacturer:	No. of Floors in Home:	
Cooling System Type: <input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Heat Pump: Geothermal <input type="checkbox"/> Heat Pump: Ductless Mini Split <input type="checkbox"/> Central A/C <input type="checkbox"/> Packaged System A/C <input type="checkbox"/> None			
Heating System Type: <input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Heat Pump: Geothermal <input type="checkbox"/> Heat Pump: Ductless Mini Split <input type="checkbox"/> Base Board Heating <input type="checkbox"/> Non-Electric			
Cooling Capacity Per Unit (tons):	Heating Capacity Per Unit (Btu/h):	Model No:	Primary Heating Fuel: <input type="checkbox"/> Electric <input type="checkbox"/> Non-Electric
Conditioned Space (Sq Ft):	SEER (10 to 30):	HSPF (6 to 12):	COP* (2 to 5):

### DUCT INFORMATION

Duct Type:	<input type="checkbox"/> Rigid Sheet Metal	<input type="checkbox"/> Flex-Duct	<input type="checkbox"/> Rigid Board
Insulation R Value:	<input type="checkbox"/> No Insulation	<input type="checkbox"/> R2 Insulation	<input type="checkbox"/> R4 Insulation <input type="checkbox"/> R6 Insulation <input type="checkbox"/> R8 Insulation
Duct Location:	<input type="checkbox"/> Conditioned Space	<input type="checkbox"/> Unconditioned Space	