

## INSTRUCTIONS TO APPLY

### 1. CHECK PROJECT ELIGIBILITY

- Read all Terms and Conditions carefully on the rebate application to review your eligibility to participate in the Non-Residential Building Automation Program. Visit [DominionEnergy.com](http://DominionEnergy.com) to view program information and to select a participating contractor.
- Project controls contractor must complete vendor registration and orientation before a project is eligible for the program.

### 2. SUBMIT AN INITIAL ASSESSMENT TO APPLY FOR PROGRAM

- Complete and submit the initial assessment to verify your eligibility for program participation.

### 3. DESIGN RECOMMENDATIONS

- Once your eligibility has been confirmed, program staff will work with your participating contractor to confirm the scope of work for your project and develop design recommendations for your new control system.
- Program staff will develop customized Design Recommendations Report for you and your controls contractor that will outline potential efficient measures, eligible incentives, and minimum requirements for incentive eligibility for your new control system.

### 4. INSTALL EQUIPMENT AND PERFORM PROJECT WORK

- The incentive reservation as part of the Design Recommendations Report allows 12 months to complete your project. You can only submit a rebate application when the project is complete. Contact us if you think your project will require more than 12 months.

### 5. SUBMIT REBATE APPLICATION FOR INITIAL INCENTIVE PAYMENT

- After your control system is fully installed and operational, submit the rebate application along with a copy of the dated contractor invoice within 45 days of the service date and product invoice(s).

- You will be contacted for a post-installation quality assurance inspection to verify that your application meets program guidelines and to verify measure installation and functionality.

### 6. RECEIVE INITIAL INCENTIVE PAYMENT

- When your application is approved, you will receive a summary report detailing the results of the on-site verification. An initial incentive check will be mailed to you or the participating contractor.

### 7. 12-MONTH PERFORMANCE REVIEW AND BONUS INCENTIVE

- After 12-months post-installation, program staff will re-evaluate your project for performance and a potential bonus incentive.
- Program staff will reach out to you with a Final Savings Verification Form, which will allow staff to review your energy usage data.
- Your new control system performance will be evaluated using your building energy history and you will be presented with a final control system performance and savings report outlining the findings.
- If your control system performance exceeds the original savings estimate, you may be eligible for a bonus incentive covering the difference. Any bonus incentive check will be mailed to you or the participating contractor at this time.

### Submit in one of three ways below:

- ▶ **Email:** [DomAutomation@Honeywell.com](mailto:DomAutomation@Honeywell.com)
- ▶ **Fax:** 804-520-3380
- ▶ **Mail:** Honeywell Smart Energy  
15801 Woods Edge Rd, Bldg 12-2nd Floor  
South Chesterfield, VA 23834

## TERMS AND CONDITIONS

These terms and conditions apply to the Non-Residential Building Automation Program ("Program"). The Program has been approved by the North Carolina Utilities Commission.

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

### ENROLLMENT QUALIFICATIONS AND REQUIREMENTS FOR PARTICIPATION

1. Service must be performed **on or after August 1, 2022.**
2. Program participant must be a Dominion Energy North Carolina non-residential customer ("Customer") who is not exempt by statute, not under special contract, and has not elected to opt-out of paying the DSM rider.
3. Program participant must be a Dominion Energy North Carolina non-residential Customer who is responsible for the electric bill, and is the owner of the facility or reasonably able to secure permission to complete measures.
4. Customer is eligible for more than one rebate per location during the Program time period, except as stated below.
5. Customer who has previously received a rebate for any of the measures in the program is not eligible to receive another rebate for installments. 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.
6. Work must be completed by a participating contractor that is in Dominion's network for this Program when the work begins.
7. All work related to the installation of the project, including commissioning and training, is the responsibility of the contractor.
8. 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.
9. Customer acknowledges that program administrators will collect and review facility energy usage data as part of the program.
10. Service must be completed in accordance with all laws, codes and other requirements applicable under federal, state and local authority.
11. The Customer understands that they may be contacted by Dominion via survey or questionnaire to provide feedback regarding Customer satisfaction with the Program.
12. The Customer understands that through participation in this energy conservation program and receiving a rebate, they are ineligible to opt out of energy efficiency riders for a period of three years following their year of participation.

### PAYMENT

1. **Rebate application must be submitted within 45 days of the service date.** It is the Customer's responsibility to assure that all requirements of the rebate are met. Failure to provide any of the required information will delay application processing and could result in non-payment.

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 Dominion 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 Energy North Carolina, 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 the participating contractor.
3. By participating in this Program, the Customer hereby agrees to indemnify, defend and hold harmless Dominion Energy North Carolina, its parents, subsidiaries, employees, affiliates and agents from any and all liability associated with the Program. Dominion Energy North Carolina shall not be liable for loss or damage to any person or property whatsoever, resulting directly or indirectly from participation in this Program.
4. Virginia Electric and Power Company (the "Company") retains all rights to energy and demand savings resulting from measures installed under this Program for a maximum of four years. The Company 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 the Program means that the Customer is consenting to the Company sharing the Customer's pertinent information with PJM, the Company's agents and contractors, including, but not limited to, its implementing contractors and its measurement and verification vendor. Pertinent Customer information includes account holder name, account number, energy usage and billing information, 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 and other information necessary to implement and monitor the Program including other information as required by PJM or any other regulatory authority.
5. Customer understands and affirms that the installed measures associated with this rebate application have not been, and will not be, incentivized or otherwise financially supported by any other Dominion Energy-sponsored energy efficiency program. Under no circumstances may a program measure be incentivized twice except as otherwise noted in the Program Terms and Conditions regarding allowances for multiple rebate applications (when applicable).
6. These Program-specific terms and conditions are in addition to the terms and conditions of service currently on file with the North Carolina Utilities 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.

# North Carolina Non-Residential Building Automation Program

## INITIAL ASSESSMENT FOR NORTH CAROLINA

APPLICATION CHECKLIST

**Complete the checklist below and submit all required documents. Rebate cannot be processed with any missing information or blank fields.**

Who is submitting this initial assessment?  Customer  Contractor

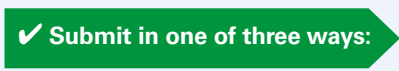
I \_\_\_\_\_ (YOUR INITIALS) **HAVE READ THE INSTRUCTIONS AND TERMS AND CONDITIONS ON PAGE 1.**

Contractor has registered for the program.

Completed entire initial assessment.

Attached description of existing control system conditions or existing control systems assessment report from controls contractor.

Attached copies of existing mechanical and controls drawings, if available.



1. **Email:** [DomAutomation@Honeywell.com](mailto:DomAutomation@Honeywell.com)
2. **Fax:** 804-520-3380
3. **Mail:** Honeywell Smart Energy  
15801 Woods Edge Rd, Bldg 12-2nd Floor • South Chesterfield, VA 23834

CUSTOMER DETAILS

Service Name on Dominion Energy Account:	<b>Dominion Energy Account Number:</b>										
Service Address:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										

City:	State:	Zip Code:
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Key Contact Name:

Email Address:

Phone Number:

Please select one:  own  lease this non-residential facility.

*By signing this application, I agree to the above terms and conditions. I certify that I am the Dominion Energy North Carolina customer and owner or lessee of the business described above, and that I am authorized to take action on the Dominion Energy account listed above.*

Customer Name (please print)	Customer Signature	Date
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CONTRACTOR DETAILS

Company Name:

Technician Name:	Estimated Service Start Date:
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Company Street Address	Estimated Date of Service Completion:
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City:	State:	Zip Code:
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Company Phone:	Email Address:
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## Project and Facility Details

 This is a new or total replacement of a building systems control system in an existing building.

Total Facility Square Footage:

HVAC Automation Control System Square Footage Served:

Facility Age:

HVAC Control System Age:

Facility Operating Schedule:

Estimated Control System Project Cost:

What is the primary facility usage? Please select one:

 Education Elementary and Middle School

 Education High School

 Education College and University

 Food Sales Grocery

 Other: \_\_\_\_\_

 Food Service Full Service

 Health Care Inpatient

 Health Care Outpatient

 Mercantile Retail (not mall)

 Office Small (<40,000 sq ft)

 Office Large (≥ 40,000 sq ft)

 Public Assembly

 Religious Worship

**Primary Cooling System Type:**
 Split AC/HP

 Packaged AC/HP

 Air-Cooled Chiller

 Water-Cooled Chiller

 None/Other: \_\_\_\_\_

**Primary Heating System Type:**
 Electric Heat Pump

 Electric Boiler

 Electric Resistance

 None

 Gas/Other: \_\_\_\_\_

**Primary HVAC System Type:**
 Single-Zone Rooftop Units

 Multi-Zone VAV Rooftop Units

 Indoor Air Handlers, Single-Zone

 Indoor Air Handlers, Multi-Zone

 Fan Coil/Blower Coil Units

 Unit Ventilators

 Other: \_\_\_\_\_

Has your facility undergone any major changes in the past year, including additions, renovations, new equipment, major occupancy changes, or other things that might affect energy usage? If so, please describe:
