

## 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 Retrofit 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: [HomeRetrofit@Honeywell.com](mailto:HomeRetrofit@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 Retrofit 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 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.
- 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 (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, Basement Wall Insulation, Crawl Space Insulation and Central Home Energy Management System.
- 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, Duct Insulation, Heat Pump Water Heater, ECM Fan Motors, and Smart Thermostat Installation (collectively with the major measures described in Item 4 above, the "Major Measures").
- 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, as described in Item 3 above. However, the Customer is eligible to receive a rebate for installing Major Measures, as described in items 4 and 5 above.
- Customer who has previously received a rebate for the DSM VII Home Energy Assessment Program performed since October 1, 2019 is not eligible to receive a rebate for having Direct Install Measures performed, as described in Item 3 above. However, the Customer is eligible to receive a rebate for installing Major Measures, as described in items 4 and 5 above, unless they apply to receive a rebate for installing the same measure on the same unit that previously received a rebate in the prior program.
- 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.
- Customer is eligible for one HVAC Tune-Up measure per HVAC unit during the program time period. Customer who has previously received a rebate for the Heat Pump Tune-Up measure in the DSM VII Home Energy Assessment Program performed since October 1, 2019 is not eligible to receive another rebate on the same unit in the new Program. 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. Customer who has previously received a rebate for the Heat Pump Upgrade measure in the DSM VII Home Energy Assessment Program performed since October 1, 2019 is not eligible to receive another rebate on the same unit in the new Program. 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 Home Retrofit 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 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.
- 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).
- 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.

# Residential Home Retrofit Program

## APPLICATION FOR VIRGINIA

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 rebate application?  Customer  Contractor

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

Completed Home Energy Audit.

Completed entire rebate application.

Attached a copy of the dated invoice from the contractor who performed the work for Measures 16 to 86 only. (Not applicable for Measures 1 to 15)

Included the Product Specification Sheet for installing each of the following measures. Please select all that apply and specify item numbers from Rebate Chart.

Measure 20 – 25 – HVAC System Upgrade (Submit AHRI Certificate): \_\_\_\_\_  Measure 26 – Water Heater

Measure 27 – ECM Fan Motor: \_\_\_\_\_

✓
Submit in one of three ways:

**1** Email: [HomeRetrofit@Honeywell.com](mailto:HomeRetrofit@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

Name on Dominion Energy Account:			<b>Dominion Energy Account Number:</b> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>										
Service Address:													
City:	State:	Zip Code:											
Key Contact Name:			<b>REBATE PAYMENT METHOD</b>  I _____ (Your Initials) understand that my rebate incentive in the amount of \$ _____ will be paid directly to the contractor specified in this document and recognize that I have received the equivalent value of this amount through services provided, unless I check here <input type="checkbox"/> to have the rebate check sent to me.										
Email Address:		Work Phone:											
Home Phone:		Do you have authority to approve work on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Type (Check one): <input type="checkbox"/> Single-Family Detached <input type="checkbox"/> Single-Family Attached										
I <input type="checkbox"/> own <input type="checkbox"/> lease this property.		The following question is optional: Did the rebate incentive offered by Dominion Energy have any influence in your decision to have the work performed? <input type="checkbox"/> Yes <input type="checkbox"/> No											
By signing this application, I agree to the above terms and conditions. I authorize Dominion Energy Virginia to release pertinent electrical usage information through Honeywell Smart Energy as their implementation contractor to the participating contractor listed below. I certify that I am the Dominion Energy Virginia customer and owner or lessee of the residence described above.													
_____			_____		_____								
Customer Name (please print)			Customer Signature		Date								

CONTRACTOR DETAILS

Company Name:		Technician Name:	
Company Street Address			Service Date:
City:		State:	Zip Code:
Company Phone:		Email Address:	
_____		_____	
Technician Signature		Date	

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## Duct Sealing (Measures 45-50)

**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.**

Rebate Item # per Measure Chart:

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

Repair Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Manufacturer:	Model No:	Serial 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: Geothermal, Open Loop (rare) <input type="checkbox"/> Heat Pump: Geothermal, Closed Loop <input type="checkbox"/> Heat Pump: Ductless Mini Split <input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Heat Pump: Water Source <input type="checkbox"/> Central A/C <input type="checkbox"/> Packaged System A/C <input type="checkbox"/> Window Unit A/C				
Heating System Type:	<input type="checkbox"/> Heat Pump: Geothermal, Open Loop (rare) <input type="checkbox"/> Heat Pump: Geothermal, Closed Loop <input type="checkbox"/> Heat Pump: Ductless Mini Split <input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Heat Pump: Water Source <input type="checkbox"/> Electrical Resistance Heat <input type="checkbox"/> Non-Electric <input type="checkbox"/> None				
Fan System Type:	<input type="checkbox"/> Airfoil/Backward-Inclined <input type="checkbox"/> Forward Curved <input type="checkbox"/> Airfoil/Backward-Inclined with Inlet Guide Vanes <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):	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"/> Duct Blaster Pre/Aerosol Post <input type="checkbox"/> Total Leakage Duct Blaster <input type="checkbox"/> Aerosol Test Equipment <small>(If any of the above three options are selected, please fill in the CFM25 fields, where applicable.)</small>				
CFM25 Leakage Pre: _____	CFM25 Leakage % Pre: _____	CFM25 Leakage Post: _____	CFM25 Leakage % Post: _____	_____	
<small>(If Air Sealing is also completed, please fill in the CFM50 fields, where applicable.)</small>					
CFM50 Whole House Pre*: _____	CFM50 Envelope Only Pre*: _____	CFM50 Whole House Post*: _____	CFM50 Envelope Only Post*: _____	_____	

### DUCT SEALING/REPAIR CHECKLIST

**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 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.

Rebate Item # per Measure Chart:

### UNIT INFORMATION

Insulated Duct Size (linear ft):	Manufacturer:	Model No:	Serial No:
<b>Cooling System Type:</b> <input type="checkbox"/> Heat Pump: Geothermal, Open Loop (rare) <input type="checkbox"/> Heat Pump: Geothermal, Closed Loop <input type="checkbox"/> Heat Pump: Ductless Mini Split <input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Heat Pump: Water Source <input type="checkbox"/> Central A/C <input type="checkbox"/> Packaged System A/C <input type="checkbox"/> Window Unit A/C			
<b>Heating System Type:</b> <input type="checkbox"/> Heat Pump: Geothermal, Open Loop (rare) <input type="checkbox"/> Heat Pump: Geothermal, Closed Loop <input type="checkbox"/> Heat Pump: Ductless Mini Split <input type="checkbox"/> Heat Pump: Air Source <input type="checkbox"/> Heat Pump: Water Source <input type="checkbox"/> Electrical Resistance Heat <input type="checkbox"/> Non-Electric <input type="checkbox"/> None			
Cooling Capacity Per Unit (tons):	Heating Capacity Per Unit (Btu/h):	<b>Primary Heating Fuel:</b> <input type="checkbox"/> Electric <input type="checkbox"/> Non-Electric	
Conditioned Space (Sq Ft):	SEER (10 to 30):	HSPF (6 to 12):	EER*:

### DUCT INFORMATION

Duct Type:	<input type="checkbox"/> Rigid Sheet Metal	<input type="checkbox"/> Flex-Duct	<input type="checkbox"/> Rigid Board		
Duct Insulation New 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			