

Commercial and industrial rebate application instructions

Applying for your rebate is easy!

Custom Rebate projects require pre-approval before purchase and installation. Review the check list below, complete, print, sign the application, and submit for pre-approval.

Checklist for completing your application

- Read** the terms and conditions to determine if you are eligible for a rebate.
- Complete** steps 1-6 of the application. Work with your contractor or engineer to gather project details including costs, scope of work, model numbers, quantities, and other relevant information. Include a copy of the proposal and project savings calculations if available.
- Print, sign and date** the application.
- Mail or fax** your completed application and project documentation. Note: only the pages with Steps 1-6 (pages 3 and 4 of this document) need to be submitted.
- Pre-approval** Applications will be reviewed to determine if the proposed project is eligible for a rebate. This may include calculation of the natural gas savings and the value of any potential rebates. If eligible, you will receive a pre-approval letter with the rebate amount that is pre-approved.
- Purchase and install** qualifying equipment.
- Submit project invoices** to complete the application. All projects require proof of purchase and may require additional documentation depending on the equipment or improvement installed. See proof of purchase requirements.

Here's what you'll need to get started:

- Minnesota Energy Resources account number
- Customer and contractor contact information
- Additional equipment or service documentation (if required)

Proof of purchase requirements:

Retailer/contractor dated receipt or invoice must be attached and reflect the product(s) and or service(s) listed on the application and must include:

- Retailer/contractor name, address and phone number
- Customer name
- Installation address
- Product(s) or service(s) details including:
 - Quantity
 - Manufacturer
 - Model number
 - Purchase price for each product or service
 - Installation costs (*if applicable*)
 - Installation or service date (*if installed by contractor*)

Need help?

Please call us at: 866-872-0052, option 2
Email: merc@appliedenergygroup.com

Your rebate check will be mailed approximately four to six weeks after we receive a completed, eligible application including all required documentation.

Mail:

Mail: Minnesota Energy Resources
P.O. Box 311
Hockessin, DE 19707



1. Eligibility

Applicant must be a current non-residential Minnesota Energy Resources customer or property owner for the installation address associated with the account number provided. Furthermore, the equipment and/or measures installed and rebated must be installed at the property associated with this account number and must reduce use of natural gas energy.

2. Rebate offer

Rebates are based on a combination of energy saved and project implementation costs and is the lesser of: project buydown to one year simple payback, \$10.00 per decatherm saved during the first year, or full incremental cost. Minnesota Energy Resources reserves the right to adjust final rebate amounts based on the actual installed costs and natural gas savings.

3. Compliance

All projects must comply with applicable federal, state and local laws and regulations, including building codes. All equipment must be new; used or refurbished equipment is not eligible for rebates.

4. Application

Application forms must be filled out completely, and applications must include detailed equipment information, including make, model, and quantities before a rebate amount can be determined. Applications also must include project material, equipment and labor costs. Incomplete applications will either delay payments or result in denial of application approval.

5. Payment

Once a completed application is submitted and approved, payment is usually made within 60 calendar days. Minnesota Energy Resources reserves the right to refuse payment and participation if customer violates program terms and conditions. Contractors or dealers are not eligible to receive the customer's rebate.

6. Inspection

Minnesota Energy Resources reserves the right to conduct on-site pre-installation and post-installation inspections of proposed and installed projects.

7. Monitoring and verification (M&V)

Projects with estimated annual savings of 20,000 decatherms or more will be subject to M&V, as required by the Minnesota Department of Commerce. An M&V plan is required prior to project installation and is subject to approval by the Minnesota Department of Commerce. M&V may require additional data collection by the customer and may require additional equipment such as instrumentation and data loggers. Rebate payments will be split into two or more parts for all projects requiring M&V. Final payment will be made upon completion and approval of M&V activities as outlined in the approved M&V Plan and may be adjusted based on the M&V results.

8. Taxes

Rebates may be subject to federal and/or state income tax reporting. Applicant is responsible for contacting a qualified tax advisor to determine tax liability. Minnesota Energy Resources is not responsible for any tax liability imposed on customer due to rebate payment.

9. Publicity

Minnesota Energy Resources reserves the right to publicize customer's participation in this program unless customer specifically requests otherwise.

10. Program discretion

Rebates are available on a first-come, first-served basis. Rebate amounts and offerings are subject to change or termination without notice at the discretion of Minnesota Energy Resources. Minnesota Energy Resources reserves the right to withhold rebate payment until identified problems are resolved and to withhold or terminate a rebate payment due to customer's failure to follow terms and conditions.

11. Misrepresentation

Making false statements on any Minnesota Energy Resources application is punishable by law. Any person who knowingly files an application containing materially false information or who purposely conceals information commits a fraudulent act that subjects such person to criminal and civil penalties. Minnesota Energy Resources shall have the right to recover payments made in reliance on fraudulent or misrepresented information. This section shall not limit other remedies that may be available for the filing of false or fraudulent applications.

12. Intellectual property

Customer shall not use the Minnesota Energy Resources program name or logo in any marketing, advertising, or promotional material without written permission from Minnesota Energy Resources.

13. Disclaimer

Minnesota Energy Resources does not endorse any particular contractor, manufacturer, product, system, or design by offering a rebate. Minnesota Energy Resources makes no representation or warranty, and assumes no liability with respect to the quality, safety, performance, or other aspect of any design, consulting, product, system, equipment, or appliance installed or received. Minnesota Energy Resources expressly disclaims any such representations, warranties, and liability, including but not limited to any implied warranties or merchantability for fitness for a particular purpose. Minnesota Energy Resources does not guarantee that installation and operation of incentivized measures will result in reduced energy usage or in cost savings. Minnesota Energy Resources is not responsible for the proper disposal or recycling of any waste generated. Minnesota Energy Resources is not liable for any damages, including incidental or consequential damages, arising out of the operation or malfunction of the products, equipment, or appliances, or the installation thereof.

14. Indemnification

Customer agrees, to the fullest extent permitted by law, to indemnify, hold harmless, and defend Minnesota Energy Resources, its officers, employees, and representatives from and against all losses, damages, expenses, fees, costs, and liability arising from any program, design, consulting, product, system, installation, equipment, or appliance. Customer agrees that such obligations under this section shall survive expiration or termination of this Agreement and shall not be limited to amounts covered by insurance. To the maximum extent permitted by law, Customer agrees to limit Minnesota Energy Resources' liability to the incentive estimates identified by Minnesota Energy Resources regardless of cause of action or legal theory asserted.

15. Release of customer information

Customer agrees to the release by Minnesota Energy Resources of any customer data, including personally identifiable information, to any contractor or vendor providing services or support under the program.

16. Miscellaneous**A. Governing law**

This application shall be governed, construed, and enforced in accordance with the laws of the state of Minnesota without regard to any conflict of law principles.

B. Assignment

Minnesota Energy Resources may assign this Agreement or any of Minnesota Energy Resources' rights, obligations, interests or responsibilities hereunder, in whole or part, without the consent of customer.

C. Severability

If any provision of this Agreement is deemed unenforceable, all remaining provisions will continue in full force and effect. Furthermore, this Agreement shall be reformed to include a provision as similar to the unenforceable provision as possible and still be enforceable.

D. Risk of loss

Minnesota Energy Resources at no time assumes risk of loss for any property of customer.

E. Waiver

No failure or delay by any party in exercising any right hereunder shall operate as a waiver, nor shall any single or partial exercise of a right preclude any further exercise of any other right.

Commercial and industrial rebate application

All information must be filled out to ensure processing. Mail to: Minnesota Energy Resources, P.O. Box 311 Hockessin, DE 19707

STEP 1 Customer information

Minnesota Energy Resources natural gas account number:

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Account holder/company name (as it appears on bill)

Installation address:

Street _____

City _____ State _____ ZIP code _____

Contact person:

Name _____

Telephone number _____

email (will be used for rebate program notifications) _____

Mailing address (If different from installation address)

Street _____

City _____ State _____ ZIP code _____

Rebate check payable to: _____

Send rebate check to: Installation address Mailing address

STEP 2 Facility information

New construction Existing
 Year built: _____ Square footage: _____

Own or rent:
 Owner occupied Tenant
 Property management/landlord

How did you hear about Minnesota Energy Resources' rebate program? (Check all that apply):

- Contractor/dealer Bill insert Web
 Another customer Utility contact Email
 Social media Web Other _____
 Building audit/Benchmarking/BOC

STEP 3 Contractor/dealer information

Check here if self-installed

Company name _____

Contact name _____

Company street address _____

City _____ State _____ ZIP code _____

Telephone number _____

email (will be used for rebate program notifications) _____

STEP 4 Contractor/dealer information and certification agreement

I certify that the indicated service, installation and/or inspection will be completed in compliance with the Terms and Conditions of the program at the address shown. I certify that all information I provided in the application is correct.

Contractor/dealer signature: _____ Date: _____

STEP 5 Customer agreement

By signing this application, I agree to the Terms and Conditions set forth on this application. I further acknowledge that I am authorized and hereby grant Minnesota Energy Resources express permission to release to company partners the data provided in this application and other related account information, such as consumption data, needed for the sole purpose of energy efficiency evaluation, reporting and program alerts. I understand and agree that when participating in a Minnesota Energy Resources Energy Efficiency Program, I am solely responsible for the selection of any contractor that will perform work. All contractual arrangements are solely between me and the contractor. I, the Customer, will hold harmless Minnesota Energy Resources and its officers, directors, shareholders, agents, employees and representatives from all claims, liabilities, fines, interest, cost, expenses, and damages incurred by me that arise out of my relationship with any contractor. If equipment is self-installed, I certify that equipment was installed at the address shown. I certify that all information provided in the application is correct.

Customer signature: _____ Date: _____

Signature required to process rebate.

We cannot process your application without proof of purchase. See page 1 of application for invoice requirements. If information is missing, application may be returned.

Commercial and industrial custom rebate application

STEP 6 Equipment information

Please complete all information for the proposed high efficiency equipment for which you seek a rebate. Required information **must** be completed and submitted as part of application to be eligible for a rebate. Projects must receive preapproval prior to installation to ensure eligibility. Make a separate entry for each proposed measure. If more space is needed, please photocopy this form and submit with the application.

PROJECT INFORMATION

(To be completed by dealer/contractor)

1. Describe the **existing** equipment and/or system. Attach additional information as necessary.

Estimated equipment life (years)

Manufacturer

Model number

Quantity

Size

Efficiency rating

Comments

2. Describe the **proposed high-efficiency** equipment and/or system.

Proposed installation date

Manufacturer

Model number

Quantity

Size

Efficiency rating

Estimated labor cost

Estimated equipment cost

Estimated equipment life (years)

Comments

3. Describe **costs and savings** associated with upgrade. Attach additional information as necessary.

Comments

Required building information Square footage: _____ Number of floors: _____

Choose your building type (required):

- Convenience store
- Middle/High school
- Health clinic
- Other _____
- College/University
- Manufacturing
- Hospital
- Retail
- Elementary school
- Lodging
- Office
- Restaurant
- Warehouse