

# Santee Cooper Commercial Custom Rebate Program 2015 Customer Rebate Application



## Rebate Application Instructions

This Rebate Application is required for participation in the Santee Cooper Commercial Custom Rebate Program. Complete participation information and qualification specifications are included in the 2015 Custom Rebate Program Manual, also available at [www.RTU4Business.com](http://www.RTU4Business.com).

This application packet contains the following parts:

- General Information
- Rebate Payment Information
- Rebate Worksheet

To participate in this Rebate Program, please review the following steps:

1. **Read** the Commercial Custom Program Manual for a complete description of Program eligibility requirements and the participation process.
2. **Read** all information and instructions listed in the Rebate Application, including Terms and Conditions and guidance on required project information, calculations, and commissioning activities.
3. **Complete** the **optional** Rebate Reservation Request available for download at [www.RTU4Business.com](http://www.RTU4Business.com) and submit it to Santee Cooper to reserve rebate funding. This step is **strongly recommended** to ensure funding will be available prior to this Rebate Application acceptance.
4. **Complete** and Submit this Rebate Application and a current W9 with valid FID number for the rebate applicant. Be sure to accurately fill all required information including that listed here (the listed forms are part of this application):
  - **General Information** – Include all required customer and account information.
  - **Rebate Payment Information** – Rebates will be mailed to customer's electric account billing address. If customer would prefer for the check to be designated to someone other than the customer, complete and sign the Payment Release Information on page three of this application.
  - **Rebate Worksheet** – Include all required supplemental information including: savings calculations, supporting documentation, proposed commissioning activities and qualifying measure costs
5. **Read and Sign** the **Terms and Conditions** contained in this Rebate Application:
  - Signing this form accepts the terms and conditions of this Rebate Program.
6. **Purchase, Install, and Commission** qualifying measure **after** receiving written approval from Santee Cooper. Measure qualifications are described in the Santee Cooper Commercial Custom Program Manual available at [www.RTU4Business.com](http://www.RTU4Business.com).
7. **Notify** Santee Cooper of the completed project prior to November 30, 2015 by submitting an **Installation Notice** available for download at [www.RTU4Business.com](http://www.RTU4Business.com). Please contact Santee Cooper at least two-weeks before this date if measure completion may be unexpectedly delayed into the next year.
8. **Retain** a copy of all completed application forms and all required documentation, such as invoices and contracts. Submitted applications will become the property of Santee Cooper.
9. **Submit** the completed forms and required documentation, including dated sales receipt or invoice, by November 30, 2015 to:

Santee Cooper Commercial Custom Rebate Program  
1229 38<sup>th</sup> Avenue North, #112  
Myrtle Beach, SC 29577  
Toll-Free Fax: (855) 505-5061  
Email: [commercial.energy@SanteeCooper.com](mailto:commercial.energy@SanteeCooper.com)

**For More Information.** For more information about the Commercial Custom Rebate Program, measure qualification, rebates, or other Santee Cooper programs please contact us:

- Online at [www.ReduceTheUse.com](http://www.ReduceTheUse.com)
- By phone at (843) 347-3399 ext. 3910
- By email at [commercial.energy@SanteeCooper.com](mailto:commercial.energy@SanteeCooper.com)

### General Information

**Important:** Rebates will not be paid for non-qualifying or incomplete applications.

Business name (as it appears on Santee Cooper Bill)

Santee Cooper Account number(s) where measure(s) to be installed (located on Santee Cooper Bill)

Santee Cooper Meter Base number(s) where measure(s) to be installed (located on meter base at facility)

Address where measure(s) to be installed City State Zip

Contact name Contact phone number Contact fax number Email

Electric account billing address (if different from the installation address) City State Zip

Is Contractor a registered Santee Cooper Trade Ally?  Yes

Contractor Name (prime contractor performing work)

No

How did you hear about Santee Cooper's Commercial Custom Rebate Program?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Account Manager      | <input type="checkbox"/> Newspaper Ad                        | <input type="checkbox"/> Vendor/Contractor |
| <input type="checkbox"/> Bill Insert/Business | <input type="checkbox"/> Santee Cooper Electronic Newsletter |  |
| <input type="checkbox"/> Magazine Ad          | <input type="checkbox"/> Santee Cooper Web Site              | <input type="checkbox"/> Other _____       |

### Building Information

Primary building use:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Automotive Facility         | <input type="checkbox"/> Hotel                   | <input type="checkbox"/> Police/Fire Station |
| <input type="checkbox"/> Convention Center           | <input type="checkbox"/> Library                 | <input type="checkbox"/> Post Office         |
| <input type="checkbox"/> Court House                 | <input type="checkbox"/> Manufacturing Facility  | <input type="checkbox"/> Religious Building  |
| <input type="checkbox"/> Dining: Bar Lounge/Leisure  | <input type="checkbox"/> Motel                   | <input type="checkbox"/> Retail              |
| <input type="checkbox"/> Dining: Cafeteria/Fast Food | <input type="checkbox"/> Motion Picture Theater  | <input type="checkbox"/> School/University   |
| <input type="checkbox"/> Dining: Family              | <input type="checkbox"/> Multi-Family Housing    | <input type="checkbox"/> Sports Arena        |
| <input type="checkbox"/> Dormitory                   | <input type="checkbox"/> Museum                  | <input type="checkbox"/> Town Hall           |
| <input type="checkbox"/> Exercise Center             | <input type="checkbox"/> Office                  | <input type="checkbox"/> Transportation      |
| <input type="checkbox"/> Gymnasium                   | <input type="checkbox"/> Parking Garage          | <input type="checkbox"/> Warehouse           |
| <input type="checkbox"/> Health Care - Clinic        | <input type="checkbox"/> Penitentiary            | <input type="checkbox"/> Workshop            |
| <input type="checkbox"/> Hospital                    | <input type="checkbox"/> Performing Arts Theater | <input type="checkbox"/> Other _____         |

Building Size (sq. ft.): \_\_\_\_\_

Number of Floors: \_\_\_\_\_

Year Built: \_\_\_\_\_

Percent Conditioned: \_\_\_\_\_

Operating Hours: \_\_\_\_\_

Temperature Set-points:

Heating Cooling

Occupied \_\_\_\_\_°F \_\_\_\_\_°F

Unoccupied \_\_\_\_\_°F \_\_\_\_\_°F

## Rebate Payment Information

Mail rebate check to:                     Billing Address                     Other (complete release below)

Rebate check reference (15 character maximum)

### (optional) Payment Release Information

**Important: Complete this section only if rebate payment is to be directed to someone other than the customer indicated above. Any tax implications are the responsibility of the payment recipient.**

I AM AUTHORIZING THIS REBATE PAYMENT TO THE THIRD PARTY NAMED BELOW AND I UNDERSTAND THAT I WILL NOT BE RECEIVING THE REBATE PAYMENT CHECK FROM SANTEE COOPER. I ALSO UNDERSTAND THAT MY RELEASE OF PAYMENT TO THE THIRD PARTY DOES NOT EXEMPT ME FROM THE REBATE REQUIREMENTS OUTLINED IN THE APPLICATION.

Authorized by (please print)	Signature of Authorized	Date
Check should be made payable to:		
Payee: business name	Contact phone number	
Payee Federal Tax ID (EIN) or Social Security #		
Payee mailing address	City	State                    Zip

## Rebate Worksheet

**Important:** This form is to be completed and submitted to Santee Cooper with the Rebate Application. Dealers or contractors may assist in the completion of this form. Attach additional sheets as necessary. Contact Santee Cooper for project specific instructions before submitting worksheet. Please see following pages for additional requirements and guidance.

Parameter	Measure 1	Measure 2	Measure 3
Measure type (Retrofit or New Construction)			
Estimated installation date			
Contractor name			
Energy efficiency measure (type and description)			
Estimated baseline usage (kWh/yr)			
Estimated post-retrofit usage (kWh/yr)			
Estimated savings (kWh/yr)			
Estimated annual operating hours			
Estimated installation costs (\$)			
Estimated rebate (\$)			

## Calculations and Notes

**NOTE: For any project please contact Santee Cooper before submitting paperwork. Personnel are available to help describe the information requirements and application process flow for each measure.**

For each energy efficient measure listed in the Worksheet:

1. Show all assumptions and all formulas used to calculate the estimated energy savings in the space below or as an attachment. (Calculated savings are reported on the Rebate Worksheet on page 7 above).
2. Provide descriptions of all variables used in these formulas and example calculations for each measure.
3. For alterations to mechanical or electrical systems, single line schematic drawings are required. Drawings must include existing and post-retrofit conditions clearly outlining the scope of work.
4. Attach documentation showing measure eligible costs.
5. Include electronic copies of all files, spreadsheets, or computer simulation input files with this application. This can be done via email or mail-able media.

## COMMISSIONING ACTIVITIES AND QUALITY ASSURANCE

In the space below or in an attachment, please describe all significant anticipated activities associated with each proposed energy saving measure.

This must include:

1. Pre-project equipment status and operational evaluations (annual operating hours are reported on the Rebate Worksheet on page 7)
2. Energy consumption measurements or modeling methods (estimated baseline usage is reported on the Rebate Worksheet on page 7)
  - Explain clearly the parameters to be measured, corresponding measuring devices, time-periods, and data intervals for proposed pre-retrofit and post-retrofit operation.
3. Commissioning is the process of thorough project conclusion quality assurances and measurements. Please detail all steps planned (and accomplished) to certify the project is completed as necessary to ensure durable and reliable operation and to verify or adjust the energy savings being achieved.

### Application Checklist

Before submitting this application please verify the following:

- Did you read and understand the eligibility requirements in the Program Manual?
- Did you attach any additional documentation to illustrate energy efficiency savings estimates, commissioning activities and measure costs?
- Are all required fields completed and accurate?
- Did you include your account number?
- Did you sign the Terms and Conditions Form?

**SEND COMPLETED REBATE APPLICATIONS TO:**

Santee Cooper Commercial Custom Rebate Program  
1229 38th Ave North, #112  
Myrtle Beach, SC 29577  
Fax: (855) 505-5061

Email: [commercial.energy@SanteeCooper.com](mailto:commercial.energy@SanteeCooper.com)