

**Application Instructions**

**Before you begin:**

- Ensure your eligibility**  
Refer to Eligibility Rules on Page 3, and fully read the program manual for installation requirements.
- Review all Terms and Conditions**  
Refer to Terms and Conditions on Page 3.
- Confirm all acceptable forms of proof of purchase**  
Refer to Eligibility Rules on Page 3 for acceptable forms of proof of purchase.

*Important:* Incomplete application forms will not be processed and will be returned for correction to the submitting party. Read carefully and comply with all the Terms & Conditions above. Please review all items before submission of the rebate application:

1. Complete all parts of the application that are applicable. Please note the following required information which is often overlooked: Customer information including Danville Utilities account number and customer numbers (Danville Utilities account number and customer number are displayed on customer bills together, separated by a hyphen), name and service address as shown on Danville Utilities bills.
2. Submit completed application, proof of purchase and other necessary documents by mail, email or fax.

**1 Customer Information** *(all fields are required unless noted as optional)*  
Please note that the rebate check will be issued to the primary name on the utility account.

Danville Utilities Account-Customer number \_\_\_\_\_ - \_\_\_\_\_

Building Square Footage \_\_\_\_\_

To locate your account - customer number, please refer to top left corner of your utility bill or contact Danville Utilities' Customer Service at 434-799-5155.

Business/Organization \_\_\_\_\_ Installation Date \_\_\_\_\_

Installation address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ Email address \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_

For questions, please contact **Meagan Baker, Key Accounts Manager**  
phone 434.857.3312 • fax 434.799.6583 • email [bakermk@danvilleva.gov](mailto:bakermk@danvilleva.gov)  
[www.danvillecustomsave.com](http://www.danvillecustomsave.com)



## 2 Installation Information

Existing Lighting			New Lighting			Total Watt Reduction	Date Installed
Number of fixtures	Total fixture wattage	Total watts	Number of fixtures	Total fixture wattage	Total watts		
<b>Lighting Rebate Amount (Total watts reduced @ \$0.175 per watt)</b> (New LED exit sign replacements do not count towards wattage reduction rebate)							

New Occupancy Sensors				Total Watt Reduction	Date Installed
Number of fixtures with sensors		Total fixture wattage			
<b>Lighting Control Amount (Total watts controlled @ \$0.05 per watt)</b>					

<b>LED Exit Signs (\$14.00 per new sign)</b>	<b>Number of Standard Signs Replaced with LED:</b>	
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Please attach required proof of purchase and material specifications documentation to application

Final approved incentives may be different from this amount shown. Rebates are capped at 75% of the total project's eligible costs or \$20,000 per customer per year, whichever is lower

## 3 Acceptance of Terms

### Terms and Conditions

*To be completed by installation contractor/material vendor if applicable:*

Contractor/Vendor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contractor's License # (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

*The signature above certifies the above information is correct and the lighting fixtures and/or occupancy sensors are installed in accordance with program standards.*

*Please continue Step 3 on the following page.*



Terms and Conditions (cont.)

Applicable to all rebate requests: I certify that the information provided on this application form is accurate and complete. I understand that the proposed incentive payment from Danville Utilities is subject to change based on availability and approval. I understand that Danville Utilities reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. I understand that I must attach acceptable forms of proof of purchase and installation details to application or submit to Danville Utilities within 90 days after installation and after equipment becomes operable in order to be eligible for a rebate. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities. Additionally, the post-installation documentation must include manufacturers' specifications that list the efficiency ratings of the equipment. I understand that Danville Utilities may, at its sole discretion, accept other forms of proof of purchase. I understand that all installed measures must be new. No refurbished measures will be accepted. All new installations must be intended to replace existing equipment. I understand that installation must be performed by a licensed contractor or self install. I understand that the proposed rebate payment is subject to change, based on site verification and Danville Utilities approval. I agree to Danville Utilities site verification of both the sales transaction and equipment installation, which may include a site inspection by a Danville Utilities representative or Danville Utilities agent. I understand I may or may not be allowed to receive more than one incentive from Danville Utilities. I understand no rebate can exceed the rebate caps as laid out in the program manual. I also understand my participation in the program may be taxable and that I am solely responsible for paying all such taxes. I hereby agree to indemnify, hold harmless and release Danville Utilities and its affiliates from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein including liability from any incidental or consequential damages. Danville Utilities does not endorse any particular manufacturer, product or system design within this program; does not expressly or implicitly warrant the performance of the installed equipment (contact your contractor for details regarding equipment warranties); and is not liable for any damages caused by the installation and/or operation of the equipment nor for any damage caused by the malfunction of the installed equipment.

A customer's election to participate in the Program means that the customer is consenting to the possibility of Danville Utilities sharing that customer's pertinent information with Danville Utilities' agents, contractors, wholesale power suppliers and PJM LLC. Pertinent customer information includes, but is not limited to account holder name, address, other contact information and other information necessary to implement and monitor the Program. Rebate amounts are subject to regulatory modifications without notice and Program availability until fully subscribed. Projects must be complete before rebates will be paid. Rebates cannot be reserved.

Eligibility Rules

- 1. Customer must comply with all Terms & Conditions above.
2. Customer must be classified as and served under a Danville Utilities Worship Sanctuary Service (Rate Schedule 15), Small General Electric Service (Rate Schedule 40), Medium General Electric Service (Rate Schedules 50, 55, 56) or Large General Electric Service (Rate Schedules 60, 65, 66) rate schedule.
3. Rebates are capped at 75% of the eligible project costs or \$20,000 per customer per year, whichever is lower.
4. Only equipment retrofits are eligible for rebates. New construction, re-purposed buildings or major-renovation projects are not eligible.
5. Contractor or vendor must complete Contractor Information section of application, if applicable.
6. Installed measures must be designed to reduce the total electrical system demand and follow all requirements as laid out in the program manual. The rebate will be calculated based on the reduction in demand (in kilowatts) as demonstrated through verified calculations or measurements. The energy efficiency project must achieve a minimum electric demand reduction of one kilowatt (kW) to qualify for a rebate or control at least one kW of the commercial facility's electric load.
7. Energy efficiency project installation must be completed between January 1, 2016 and June 30, 2017. Installation or service must have occurred within the past 90 days of application submission.
8. Customer must submit acceptable forms of proof of purchase and installation details. Acceptable forms of proof of purchase include paid invoices or receipts. The documentation must show item numbers, and quantities.
9. LED Exit Sign Rebate: Only new LED exit signs replacing an incandescent or fluorescent exit sign qualify. Retrofit kits are not eligible. New exit signs must meet UL-924 requirements and meet all applicable fire codes. Exit signs must use <= 5 watts and have a minimum product life of 10 years or listed as ENERGY STAR® qualified. New signs must be installed between July 1, 2015 and June 30, 2017.

I certify that all statements made in this application (including attachments) are correct to the best of my knowledge and agree to the terms and conditions of this Program set forth above.

Applicant name (please print) Applicant title

Signature of applicant Date

## 4 Submit Your Application

*Important: Incomplete application forms will not be processed and will be returned for correction to the submitting party.*

### Before mailing this form, please remember to:

- Fill out the application form completely; all fields are required unless otherwise noted.
- Attach a copy of all applicable forms of proof of purchase and installation details. (Refer to Eligibility Rules on Page 3 for acceptable forms of proof of purchase.)
- Review terms and conditions and sign the acceptance of terms.
- Keep a copy of the completed application for your records.

For questions, please contact **Meagan Baker, Key Accounts Manager** at the contact information below.

Please note: application and required documentation must be received within 90 days of purchase or installation.

Mail to: Danville Custom\$ave Program  
1040 Monument Street  
Danville, VA 24541  
phone 434.857.3312 • fax 434.799.6583 • email [bakermk@danvilleva.gov](mailto:bakermk@danvilleva.gov)  
[www.danvillecustomsave.com](http://www.danvillecustomsave.com)

### Verification Results

<hr style="width: 80%; margin: 0 auto;"/> Approved
<hr style="width: 80%; margin: 0 auto;"/> Rejected

Approved Rebate Amount \$ \_\_\_\_\_

Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_

Rebate amount			
Per watt reduction (\$0.175)	Per watt controlled (\$0.05)	New LED exit sign (\$14.00)	