



# 2020 REBATE APPLICATION

Commercial Customers

## Applicant Information (please print)

Customer/Tenant Name (as it appears on SPU bill)		Date:	
Installation Address		City	State
Contact Person/Title		Phone:	Zip Code
Owner Name (if different from Customer/Tenant)		Email	
Payee of Rebate Check (Must be SPU customer)			
Mailing Address for Rebate (if different from installation address)		City	State
Type of Business:		Zip Code	
<input type="checkbox"/> Office	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail	<input type="checkbox"/> Government
<input type="checkbox"/> Lodging	<input type="checkbox"/> School	<input type="checkbox"/> Church	<input type="checkbox"/> Industrial
			<input type="checkbox"/> Grocery
			<input type="checkbox"/> Other
			<input type="checkbox"/> Health

## Contractor Information

Company Name			
Address		City	State
Contact Person/Title		Phone:	Zip Code
		Email	

## Customer Acceptance of Terms (must be completed to apply for rebates)

I have read and agree to the requirements, terms and conditions (see 2020 Commercial Rebate Program Instructions) of the SPU commercial rebate program.

Customer Signature	Date
Owner Signature (if renting or leasing)	Date

Please submit the necessary paperwork according to the directions indicated in "How To Submit a Rebate Request" and email to: [rebates@shakopeeutilities.com](mailto:rebates@shakopeeutilities.com)

## Project and Rebate Summary (use multiple claim sheets as needed)

Project Type	Rebate Requested	Claim Sheet(s) Attached
Efficient Heating & Cooling	\$	<input type="checkbox"/>
Lighting	\$	<input type="checkbox"/>
Variable Frequency Drives	\$	<input type="checkbox"/>
Custom Application	\$	<input type="checkbox"/>
<b>Total Rebate Requested</b>	\$	

## Customer Proof of Installation

I certify that I have purchased and installed the energy-saving products for use at the business facility indicated above. Please allow 3-4 weeks for receipt of your check after Shakopee Public Utilities has received proof of your approved project completion.

Signature	Date
For SPU Use Only	
Authorization Number	Date Received
	Pre-Inspection Date
	Inspector
	Rebate Cap Checked
	Final Inspection Date
	Inspector



# How to Submit a Rebate Request

Commercial Customers

## The application process is a two-step process.

- A submission should first be deemed qualified and assigned an authorization number. Receipt of an authorization number designates your project as 'approved' and holds the funds for your project.
- Once the project is completed, proof of purchase/installation must be submitted. A rebate check made payable to the SPU account holder will then be issued.

## Do these 4 things to obtain an authorization number:

1. Complete the Commercial Rebate Application in its entirety.
2. Complete a Claim Sheet for each applicable project.
  - » For Custom Projects - a detailed overview of the project, including cost savings calculations and before/after product specifications must be included.
3. Include cut/spec sheets for all qualified products being rebated.
4. Scan all documents identified above and email to: [rebates@shakopeeutilities.com](mailto:rebates@shakopeeutilities.com)

Upon receipt, your request will be reviewed. If all documentation is included and the submission is approved you will receive an authorization number via email.

- » If further information is needed to grant an authorization number you will be contacted by email.
- » If your request is not approved you will be notified by email.

## To receive a rebate check:

- Upon project completion/installation, resubmit the rebate application **with an SPU account holder signature** and proof-of-purchase receipts or invoices to [rebates@shakopeeutilities.com](mailto:rebates@shakopeeutilities.com).
  - » Reference your authorization number in the subject line.
  - » Invoice(s) submitted must include itemized quantity, price, manufacturer's make and model numbers, and product codes for each item.
- Please allow 3-4 weeks for receipt of the rebate check.

NOTE: It is recommended you receive an authorization number *prior* to completing a project to ensure your project qualifies for a rebate. However, you may submit your request following completion of the project, but you are not guaranteed the project will be approved.

See the **2020 Commercial Rebate Program Instructions** for full program qualifications, terms and conditions, and release information.

NOTE: To complete, save and print the rebate application and claim sheets, please download and install the latest version of Adobe Reader [here](#). It's free!



# 2020 Commercial Rebate Program Instructions

January 1 — December 14, 2020

The Shakopee Public Utilities (SPU) Commercial Rebate program offers conservation rebates to commercial, industrial and agricultural customers for the purchase and installation of qualifying energy efficient products.

- Qualified products must be purchased AND installed between the program dates of 1/1/20 and 12/14/20.
  - » Projects cannot cross calendar years (i.e., purchased in one year and installed in another).
  - » Acceptable proof of purchase documents include: a customer-accepted contract for services; an itemized and dated invoice; or an itemized and dated store receipt.
    - The price and quantity of each product purchased must be identified to support calculations
    - The products purchased must correspond to the supporting spec/cut sheets submitted
- Submissions must include the Rebate Application, appropriate Claim Sheet(s), and product spec/cut sheets when requesting an Authorization number and must be received by December 2, 2020 to ensure adequate processing time before program expiration. (See **How to Submit a Rebate Request** for specific instructions.)
  - » The authorization number designates funds for your project. Funds are limited and not guaranteed.
  - » All new submissions received between October 1- December 2, 2020 must commit to program installation/completion by 12/14/20 or funds will not be allocated as projects cannot cross calendar years.
  - » New submissions will not be accepted after December 2, 2020 .
- Proof of installation must be received by 12/14/20 to receive a rebate.
  - » Projects previously submitted and assigned an authorization number must provide proof of installation by 12/14/20 or they will be considered cancelled.
  - » **Program expires December 14, 2020.**
- Products are subject to post-installation inspection by SPU. Lighting is also subject to pre-installation inspection at the discretion of SPU.
- SPU will not issue a rebate for more than 50% of the actual purchase price of qualified products and/or total project costs.
  - » Purchase price is net of sales tax and shipping.
  - » Documented labor costs associated with product/project installation are also included.
- Products can only be rebated by SPU once during their useful life period.
- Rebates must be issued to an active SPU customer account holder only.
  - » Rebate may be redirected to the owner of a duly authorized agent of the customer or owner, such as a property manager, but not a vendor.
- Rebates take three to four weeks to process after proof of installation has been received and approved.
- SPU is not responsible for any taxes that may be imposed on your business as a result of this rebate.
- Rebate applications are processed on a first-come, first-served basis.
- **SPU does not guarantee fund availability. Due to limited funding, this rebate offer may be withdrawn at any time without notice.**
- SPU reserves the right to periodically review and make changes to rebate qualification standards and to determine final program eligibility.



**Contact SPU with questions**

call: 952.233.1531

email: [rebates@shakopeeutilities.com](mailto:rebates@shakopeeutilities.com)

click: [www.spucweb.com](http://www.spucweb.com)

# **Important: Please read the following information before completing the application and incentive claim form(s).**

## **Terms and Conditions**

1. Participants must be electric commercial, industrial, or agricultural customers of Shakopee Public Utilities. Shakopee Public Utilities must supply the electricity to the equipment for which the incentive is being paid. Equipment must be installed on the premises and must not be purchased for resale.
2. Any receipt and/or installation of energy efficient equipment must occur after January 1, 2020 to qualify for incentives.
3. This program is subject to periodic review by Shakopee Public Utilities. Please check with your Shakopee Public Utilities representative regarding funds availability and program expiration date.
4. Shakopee Public Utilities reserves the right to inspect and verify the installation before any incentive payment is made.
5. An authorization number must be issued to allocate available funds. The authorization number and reserved funds are valid for 90 days. Any extensions must receive SPU approval. Projects submitted or completed without authorization risk lack of funding or may be deemed an ineligible project.
6. Stated incentive levels will not exceed 50% of equipment costs, including labor.
7. Equipment installed on new construction must exceed baseline standards for energy efficiency. Rebate will be calculated on kWh savings between baseline and energy-efficient products. New Construction rebates are restricted to qualifying equipment only.
8. Customers are responsible for ensuring that equipment installed for this program meets all applicable codes and standards.
9. Shakopee Public Utilities does not guarantee that installation of high-efficiency equipment will result in reduced usage or demand, or in cost savings. Shakopee Public Utilities makes no warranties, expressed or implied, with respect to any equipment purchased and/or installed including, but not limited to, any warrant of merchantability or fitness for purpose. In no event shall Shakopee Public Utilities be liable for any incidental or consequential damages.
10. Shakopee Public Utilities does not endorse any particular manufacturer, product, or system design in promoting this incentive program. Listing a product does not constitute an endorsement, nor does it imply that unlisted products are defective in any way.
- 11. Shakopee Public Utilities reserves the right to modify or end this incentive program at any time without prior notice.**

## **Release**

- The undersigned is a customer of the dealer/contractor and not a customer of Shakopee Public Utilities for purposes of any transaction between dealer/contractor and customer, including purchase and/or installation of equipment.
- It is the intent of Shakopee Public Utilities that no agency, joint venture or partnership between Shakopee Public Utilities and dealer/contractor and dealer contractor or customer will be created as a result of the sale, construction, installation and rebate on the equipment or materials.
- Customer shall release and hold harmless Shakopee Public Utilities officers, directors and employees and assigns any and all liabilities, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, injury to persons or property, that may be sustained by the undersigned or third party in connection with the installation, use or possession of the above-mentioned equipment.
- Customer acknowledges, warrants and agrees that the services, materials, and equipment is suitable for its purposes and agrees that it has had the opportunity to inspect said equipment and take possession of said equipment without any warranties or representation other than any applicable manufacturer's warranties.
- Customer acknowledges that Shakopee Public Utilities makes no representations or warranties of any kind as to the merchantability, fitness for a particular purpose, design or condition of the equipment. Any warranty of the equipment shall be provided through the equipment manufacturer. Shakopee Public Utilities makes no representations or warranties of any kind as to the installation or operation of the equipment by dealer/contractor. Shakopee Public Utilities shall not be liable, in contract, tort, and strict liability resulting from any defect whether hidden, latent or otherwise discoverable or undiscoverable respective to the equipment.
- Customer agrees to assume all risk of loss and to defend, indemnify and hold Shakopee Public Utilities, its officers and employees harmless against any and all claims, liabilities, damage, losses, costs or expenses of any nature for all injuries or damage of any type to any person or property, including injuries or damage to third parties, occasioned wholly or in part by any act or omission of customer or dealer/contractor.

**Please allow 6-8 weeks for receipt of your check after Shakopee Public Utilities has received your authorized incentive forms and proof of purchase/installation has been completed.**