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HOW TO SUBMIT AN ENERGY RELIEF GRANT APPLICATION:

1. Review the information in this document to ensure the applicant is eligible and that the project is qualified. If you have any questions, please reach out to Eileen Lacaden at Eileen.D.Lacaden@Leidos.com or your Energy Advisor.
2. Fill out the Energy Relief Grant Application completely and obtain the appropriate signatures.
3. Fill out the Commercial Incentive Application completely and obtain the appropriate signatures.
4. Gather all of the required documentation. Required documents are:
 - Energy Relief Grant Application
 - Hawai'i Energy Commercial Incentive Application
 - IRS Form W-9
 - Itemized quote
 - Proposed equipment specification sheets or submittals
 - For 501(c)3 organizations only: IRS 501(c)3 Determination Letter
 - For those qualified under a relief fund or loan only: Loan/funding approval documentation
5. **Submit all of the required documents to Eileen Lacaden by email at Eileen.D.Lacaden@leidos.com no later than September 30, 2020 at 5:00 p.m. HST to be considered for the first round of grant funding.** Applications received after this time will be considered for Round 2. Applications for Round 2 are due on November 30, 2020 at 5:00 p.m. HST.



ENERGY RELIEF GRANT INFORMATION & APPLICATION

OVERVIEW

The Energy Relief Grant provides funding for energy efficiency improvements for Hawai'i businesses that are experiencing economic losses due to the COVID-19 pandemic. Hawai'i Energy will disburse \$600,000 to nonprofits, small businesses and other qualifying organizations for the first round of this grant program. A second round of funding with an additional \$400,000 will open for applications in October 2020 and be due on November 30, 2020 (more information will be released in October for this second round).

If awarded, Energy Relief Grant funding may be used to cover eligible expenses for an energy efficiency project. The grant award will be disbursed after project completion after all required documentation has been submitted, verified and approved by Hawai'i Energy.

If a grant is not awarded, a qualified project may be eligible for a Hawai'i Energy rebate. Applicants that do not receive a grant will be directed through Hawai'i Energy's rebate process.

APPLICATION DEADLINE

Energy Relief Grant applications are due on **September 30, 2020 at 5:00 p.m. HST** for this first round of funding.

Second round grant applications are due on November 30, 2020 at 5:00 p.m. HST.

ELIGIBILITY

To be eligible for this program, the applicant must fulfill the following requirements:

1. **Applicant must be a commercial rate schedule account holder of an electric utility on the island of Hawai'i, Lana'i, Maui, Moloka'i, or O'ahu where the electricity-saving energy efficiency measure is being installed.***
2. **Applicant must fall into ONE of the following categories:**
 - 501(c)3 nonprofit organization
 - Obtained relief funding from one of these programs:
 - Economic Injury Disaster Loan (EIDL)
 - Paycheck Protection Program (PPP)
 - City & County of Honolulu Small Business Relief and Recovery Fund
 - Maui County Micro Business Loan
 - Hawai'i County Emergency Resilience Loan
 - Small business with electric rate Schedule "G"
 - Small business with solar PV using less than 25 kW or 5,000 kWh per month
 - Small business with less than 5,000 sq. ft. facility
 - Restaurant
 - Multifamily affordable housing property (occupants with up to 100% of Area Median Income)
 - Past or current EmPOWER or commercial Strategic Energy Management (SEM) participants

***The following entities are not eligible for the Energy Relief Grant at this time:**

- Businesses with a residential (Schedule R) electric utility account
- Businesses on the island of Kaua'i
- Entities that are completely off the grid



ENERGY RELIEF GRANT INFORMATION & APPLICATION

TIMELINE

Key Activity	Timeline/Deadline
Round 1 applications open	August 6, 2020
Round 1 grant applications due	September 30, 2020 at 5:00 p.m. HST
Round 2 applications open	October 1, 2020
Round 1 award letters sent electronically	By October 30, 2020
Round 2 grant applications due	November 30, 2020 at 5:00 p.m. HST
Round 2 award letters sent electronically	By January 16, 2021
Projects must be complete	By June 30, 2021
Grant check disbursement	4-6 weeks from final document submission
Applicant submits final survey	Within thirty (30) days of receiving check

EXAMPLES OF ENERGY EFFICIENCY PROJECTS

Examples of energy efficiency projects include but are not limited to:

- Upgrading to LED lighting and/or adding lighting controls such as occupancy sensors. Examples include:
 - Warehouse high-bays
 - Office lighting
 - Refrigerated case lights
 - Parking lot pole lights
 - Exterior wall packs and flood lighting
- Installing high efficiency package or split AC units
- Changing out aging commercial kitchen equipment with ENERGY STAR® appliances
- Upgrading to a heat pump water heater or solar water heater
- Installing electronically-commutated (EC) motors for refrigeration or conditioned spaces

GRANT RANGE

Up to 100% of total project costs with a maximum of \$25,000 per project.

ELIGIBLE PROJECTS AND EXPENSES

Please see Hawai'i Energy's list of commercial equipment types that may be eligible on our website at <https://hawaiienergy.com/for-businesses/incentives>.

- New energy efficient equipment that qualifies for a Hawai'i Energy incentive
- Parts, accessories, and other materials necessary for installation
- Labor for old equipment removal, site preparation, and installation of energy efficiency measure(s)
- Shipping costs for equipment and materials
- Taxes for the above items

Ineligible Projects and Expenses

- Equipment that does not qualify for a Hawai'i Energy incentive.
- Used equipment
- Items purchased before July 1, 2020
- Administrative Fees
- Electric vehicle charging stations
- Solar photovoltaic (PV) systems or panels



ENERGY RELIEF GRANT INFORMATION & APPLICATION

APPLICATION REQUIREMENTS & HOW TO SUBMIT

Email the following documents to Eileen Lacaden at Eileen.D.Lacaden@leidos.com by the deadline. Incomplete applications will not be considered.

1. Energy Relief Grant Application
2. Hawai'i Energy Commercial Incentive Application
3. IRS Form W-9
4. Itemized quote
5. Proposed equipment specification sheets or submittals
6. For 501(c)3 organizations only: IRS 501(c)3 Determination Letter
7. For those qualified under a relief fund or loan only: Loan/funding approval documentation

APPLICATION REVIEW CRITERIA

- Applicant experienced hardship regarding energy consumption due to COVID-19
- Probability that the project will be completed by June 30, 2021
- Ability to cover or finance remaining project costs not covered by the grant
- Projects that demonstrate potential for significant energy savings

Preference will be given to:

- Organizations that serve the ALICE (Asset-Limited, Income-Constrained, Employed) population, rural communities, or other vulnerable communities
- Projects with matching funds from existing budget or other sources
- Projects requesting lower amounts of funding
- Organizations who have not participated in a Hawai'i Energy commercial incentive program

REPORTING REQUIREMENTS

Applicants who are accepted into the Energy Relief Grant must complete a final survey after their project is completed. The survey must be completed within thirty (30) days of receiving the incentive check.

OTHER TERMS & CONDITIONS

- Hawai'i Energy reserves the right to accept or reject any and all applications.
- Funding is not guaranteed.
- Applicants may apply for one grant per project.
- Applicants who are ineligible for a grant may participate in Hawai'i Energy's other energy efficiency programs.
- Projects that are not approved for an Energy Relief Grant will be directed through the standard business incentive process.
- Applicant must submit to Hawai'i Energy the IRS Form W-9 with their application for processing of the IRS Form 1099 (most current version from IRS website and dated in the current year). It is understood that Hawai'i Energy may forward a copy of the IRS Form 1099 to the applicant at the end of the calendar year, should IRS Form 1099 apply.
- Qualifying applications that are not awarded a grant in the first round will automatically be considered in the second round.



ENERGY RELIEF GRANT INFORMATION & APPLICATION

Does your business/organization serve any under-resourced or vulnerable populations (e.g. low-income, geographically rural, etc.)? If so, provide an estimate of how many people you reach with your services each year, noting any changes during COVID-19.

Has your organization received a Hawai'i Energy rebate in the last five (5) years?

YES NO

PROJECT DESCRIPTION

Estimated Total Project Costs:

Amount Requested from Hawai'i Energy (up to 100% of total project costs or \$25,000, whichever is smaller):

Provide a description of your project and what the funds will be used for:

When do you anticipate this project will be completed by if the grant is awarded? Projects must be completed by June 30, 2021. Please provide a month and year at minimum.

How much of your organization's total annual budget is allocated for facility improvements?

In dollars: \$ _____ In %: _____%

Additional Funding Sources (Please list any other sources of funding for this project, the amounts and the dates the funds will be available):



ENERGY RELIEF GRANT INFORMATION & APPLICATION

Are you able to cover or obtain financing for the costs of this project? The grant funds are awarded as a reimbursement of project costs after installation is completed and verified.

YES NO

We have reviewed this application and acknowledge that the information provided is accurate to the best of our knowledge. We authorize Hawai'i Energy to use this information to determine our business/organization's eligibility for the Energy Relief Grant program and to contact us for further questions and clarifications if necessary. We understand that while our participation in the Energy Relief Grant program includes receiving financial assistance from Hawai'i Energy, it does not guarantee that we will receive any products, equipment or labor for free.

Person preparing application:

Executive Director/CEO/President:

Print Name _____

Print Name _____

Title _____

Title _____

Company _____

Company _____

Signature _____

Signature _____



COMMERCIAL INCENTIVE APPLICATION

EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021 OR WHILE FUNDING LASTS

INCENTIVE APPLICATION INSTRUCTIONS & INFORMATION

APPLICATION REQUIREMENTS

- Application must be filled out **completely**, legibly and when possible submitted before the installation of the equipment. A completed application must be submitted within **six (6) months** of invoice/sales receipt date to be eligible.
- Program approval is generally not required prior to the purchase and installation of equipment; however, **prior approval is strongly recommended** to confirm funding availability and verify that the equipment meets minimum qualifications for an incentive.
 - Certain measures **require pre-approval**, including Customized Commercial projects, Re|Retro-Commissioning projects, Submetering Projects, and Energy Audits. Please refer to Hawai'i Energy's website for updated information.
- Applications will be processed on a first-come, first-served basis. Projects that receive program approval before the purchase and installation of equipment will have funds reserved for a limited period of time.
- The Program reserves the right to verify all projects, regardless of incentive level, via on-site inspection or data logging to verify energy savings.
- **PY20 Incentive Levels:** Application and necessary documents must be received before June 30, 2021. Lighting projects must be installed and invoice must be submitted by September 30, 2021. Non-lighting projects must be installed and invoice must be submitted by December 31, 2021.

PROOF OF PURCHASE

- Applicant **must provide proof of purchase** of qualifying equipment.
- Proof includes an itemized invoice and equipment specification sheets. **Invoices must clearly show the manufacturer, model number and quantity of the equipment purchased.**
- Equipment specification sheets **must have the appropriate energy efficiency rating** data circled. Incentives will only be paid for the equipment installed and placed into operation.

FEDERAL TAX ID OF PAYEE/TAXABILITY

- As part of the incentive application process, Hawai'i Energy is required to comply with IRS reporting requirements. In order for the program to meet these requirements, you will need to submit IRS form W-9 with your application. It is understood that based on your tax status and rebate amount, you may receive IRS Form 1099 from Hawai'i Energy showing tax eligible rebate/incentive amounts.

APPLICATION SUBMISSION AND REVIEW

- An application may be completed as soon as project funding and/or authorization are secure.
- Worksheets must be filled out with the best known project scope and may be adjusted after submission by contacting Hawai'i Energy. Applicant may purchase and install equipment that meets or exceeds the efficiency requirements on the worksheet. Itemized invoice and equipment specification sheets must be included.
- *Applications requesting program approval prior to the purchase and installation of equipment will be notified by the Program once review is complete and funds have been reserved.*
- Applications and supporting documents will be reviewed by Program staff who may conduct an on-site inspection to verify the installation of eligible equipment. Upon receipt and verification of all required documentation, an incentive check will be issued. Please allow 6 to 8 weeks for processing. The following documents are required to be submitted:
 - Application, Incentive Worksheet, Product Specification(s), Invoice(s) and W-9 Tax Form (current year).
- **Email completed application and all supporting documentation to the appropriate Commercial Program Energy Advisor shown at www.hawaienergy.com/about/our-team. If unsure, please email to HawaiiEnergy@leidos.com.**

QUESTIONS

- For questions, call the Business Program at 839-8880 (O'ahu) or toll-free at (877) 231-8222 (Neighbor Islands).



COMMERCIAL INCENTIVE APPLICATION

EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021 OR WHILE FUNDING LASTS

APPLICANT INFORMATION:

Account Name on Utility Statement:		Project/Organization/Facility Name:		HECO Account Number:		HECO Contract Number:	
Select County: <input type="checkbox"/> Honolulu County <input type="checkbox"/> Maui County <input type="checkbox"/> Hawai'i County							
Installation Address:				City:		State:	Zip:
Account Holder Name - Point of Contact (POC):		Account Holder Title:		Account Holder Phone: () -		Account Holder Email:	
Account Holder Mailing Address:				City:		State:	Zip:
Secondary POC Name (if different from Account Holder):		Secondary POC Title:		Secondary POC Phone #: () -		Secondary POC Email:	
Secondary POC Mailing Address:				City:		State:	Zip:
How did you hear about Hawai'i Energy? (Check all that apply):							
<input type="checkbox"/> My contractor		<input type="checkbox"/> Hawai'i Energy presentation		<input type="checkbox"/> Industry trade show/expo		<input type="checkbox"/> Television	
<input type="checkbox"/> Someone else at my company		<input type="checkbox"/> Hawai'i Energy team member		<input type="checkbox"/> Print (magazine, newspaper)		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Community Event (networking or sports game)		<input type="checkbox"/> HECO		<input type="checkbox"/> Social media			
<input type="checkbox"/> Friend or family member		<input type="checkbox"/> Industry colleague		<input type="checkbox"/> Online search			

REBATE PAYMENT INFORMATION:

Rebate Check Payable To (Payee)*:					
Mailing Address:		City:		State:	Zip:
Payee POC Name:		Phone: () -		Email:	

PROJECT DETAILS:

Project Sq. Ft.	Estimated Project Costs			Anticipated Project Dates	
	Equipment Cost: \$	Labor Cost: \$	Total Cost: \$	Start Date:	Completion Date:
Application is for: <input type="checkbox"/> Existing Building <input type="checkbox"/> New Construction					
Technology Selection (Check all that apply):					
General <input type="checkbox"/> EV Charging Stations <input type="checkbox"/> Lighting <input type="checkbox"/> Transformers <input type="checkbox"/> Water Heating <input type="checkbox"/> Window Film		HVAC <input type="checkbox"/> Chillers <input type="checkbox"/> HVAC VFD Controls <input type="checkbox"/> Packaged/Split Systems <input type="checkbox"/> VRF Multisplit AC/Heat Pumps <input type="checkbox"/> Water-Source Heat Pumps		Controls/Metering <input type="checkbox"/> Energy Management Systems (EMS) <input type="checkbox"/> Garage Exhaust Ventilation <input type="checkbox"/> Hotel Room EMS <input type="checkbox"/> Submetering <input type="checkbox"/> Vending Machines	
Programs <input type="checkbox"/> Energy Advantage <input type="checkbox"/> EmPOWER (Nonprofit)		Pumps/Motors <input type="checkbox"/> Domestic Water Pumps <input type="checkbox"/> Electronically Commutated Motors (ECM) <input type="checkbox"/> VFD Pool Pumps <input type="checkbox"/> Premium Efficiency Motors		Refrigeration & Kitchen Equipment <input type="checkbox"/> Anti-Sweat Heater Controls <input type="checkbox"/> ENERGY STAR® Commercial Kitchen Equipment <input type="checkbox"/> ENERGY STAR® Refrigerator Trade-In <input type="checkbox"/> Kitchen Exhaust Hood Demand Ventilation <input type="checkbox"/> Refrigerated Case Night Covers	
		Energy Services & Maintenance <input type="checkbox"/> Energy Audits <input type="checkbox"/> Re Retro-Commissioning		Other <input type="checkbox"/> Other (please describe):	

Equipment installed at service address is used for this type of operation:

<input type="checkbox"/> Cold Storage	<input type="checkbox"/> Education	<input type="checkbox"/> Grocery	<input type="checkbox"/> Health	<input type="checkbox"/> Hotel	<input type="checkbox"/> Industrial
<input type="checkbox"/> Multifamily	<input type="checkbox"/> Office	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Other: _____

CLEAN ENERGY ALLY/INSTALLING COMPANY INFORMATION:

Contractor Company Name:		Contractor POC Name:			
Mailing Address:		City:		State:	Zip:
Phone: () -		Email:			



COMMERCIAL INCENTIVE APPLICATION

EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021 OR WHILE FUNDING LASTS

AUTHORIZED ACCOUNT HOLDER SIGNATURE:

I have read, understood and agree to the Terms and Conditions, as well as the application procedure detailed on this application. I am submitting the Tax Form W-9 to Hawai'i Energy in addition to this application. I further understand that the Hawai'i Energy Program will mail applicants and report to the Internal Revenue Service (IRS) all applicable incentive payments on the IRS Form 1099. I am further advised to consult my tax advisor concerning the taxability of the incentive. The Hawai'i Energy Program is not responsible for any taxes that may be imposed on me or my business as a result of my receipt of this incentive.

*By signing this document, you are declaring that **Hawai'i Energy is authorized to direct the incentive payment to the Payee** as listed above. **I understand incentives are not guaranteed**, available on a first-come, first-served basis and subject to the availability of funds without notice.

ACCOUNT HOLDER NAME: _____ SIGNATURE: _____ DATE: _____

SECONDARY POC NAME: _____ SIGNATURE: _____ DATE: _____
(if different from Account Holder)

HAWAI'I ENERGY USE ONLY

Rebate Application #:

Hawai'i Energy's Terms and Conditions

1) Incentives:

Subject to these Terms & Conditions, Hawai'i Energy (the Program) will pay incentives for the installation of qualified and verified Energy Efficiency Measures (EEM) that meet eligibility.

2) Eligibility:

a) **"Applicant"** is a commercial rate schedule account holder of an electric utility on the island of Hawai'i, Lāna'i, Maui, Moloka'i or O'ahu that contributes into the Public Benefit Fund (PBF) where the electricity-saving EEM has been installed. Incentives are awarded only to an eligible account holder. The Account Holder can reassign the incentive payment to the trade ally or designated third party. Applicants are ultimately responsible for the compliance with these terms and conditions.

b) **"Qualifying EEMs"** are those electricity-saving Energy Efficiency Measures (EEMs) that are identified in the Program applications and associated materials for the various Standard/Prescriptive and Custom Incentives. Unless explicitly approved before installation by the Program, all installed equipment must be new, meet Program specification requirements and be fully in operation prior to the incentive being paid.

c) Incomplete and/or unsigned applications will be returned unprocessed.

d) For completed projects, a completed application, worksheets, invoices and other support documents must be received within six (6) months of the installation date/invoice date to be considered for incentive.

3) Installation Verification and Data Collection:

a) The Program may conduct an inspection of the facility to verify pre-installation conditions or confirm installation prior to incentive payment, at any time after receipt of the application and up to five (5) years after the payment of incentive.

b) The Applicant must provide reasonable access to the facility, the installed equipment, and related documentation and data needed to verify the application.

c) The Program may install metering devices on EEMs for program data collection, measurement and verification purposes.

4) Compliance:

The Applicant is responsible to abiding by all applicable laws, rules and regulations, and complying with all federal, state, and local codes. Applicant agrees that if the EEM specified in this application is not still in full effect for a period of five (5) years, it will return to Hawai'i Energy the prorated portion of the incentive dollars based on the expected life (as determined by Hawai'i Energy) of the measure for which incentives were provided.

5) Program Availability:

Payment of rebates is not guaranteed and is subject to the availability of funds.



COMMERCIAL INCENTIVE APPLICATION EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021 OR WHILE FUNDING LASTS

Hawai'i Energy's Terms and Conditions

6) Publicity:

Applicant gives Hawai'i Energy and its administrator Leidos, Inc. permission to use Applicant's name, likeness, image, voice, and/or appearance, as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of Hawai'i Energy activities. I agree that the Hawai'i Energy program and Leidos, Inc. have complete ownership of such pictures, etc., including the entire copyright, and may use them for any purpose consistent with the Hawai'i Energy program's mission. These uses include, but are not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet.

Applicant acknowledges that they will not receive any compensation, etc. for the use of such pictures, etc., and hereby release the Hawai'i Energy program and Leidos, Inc. and its agents and assigns from any and all claims which arise out of or are in any way connected with such use.

7) Disclaimers:

- a) The Program is not responsible for any tax liability imposed on the Applicant as a result of the payment of any incentive.
- b) The Program is not responsible for obtaining any missing information, signatures, invoices or going to the installation site or contacting the Applicant to inform Applicant of incomplete or missing documentation.
- c) The Program does not expressly or implicitly warrant the performance of installed equipment, the quality of any contractor's work, or that the EEM will result in any energy or cost savings.
- d) The Program is not responsible for the proper disposal or recycling of any waste generated as a result of this project.
- e) The Program does not endorse any particular market provider, trade ally, manufacturer, product, laborer or system design by offering this Program.
- f) **The Program does not guarantee that funding will be available for payment of incentives** until this application has been verified and approved by Hawai'i Energy. Submission of the application does not warrant payment under any circumstances should the application not be approved or funding is not available.
- g) Applications for certain Qualifying EEMs require written pre- approval from the Program. See application/worksheet for details.

8) Indemnification and Limits of Liability:

a) Applicant will indemnify, defend, and hold harmless the Program and its administrator Leidos, Inc, and the Program's and State of Hawai'i's agents, contractors, employees, officers and directors from any and all liability, claims, loss, damage, death or injury including reasonable attorneys' fees and costs, arising out of or relating to the field or site inspection, installation, use and maintenance of the equipment, designs, practices or methods involved in the Applicant's project.

b) In no event shall either the Program, or any other indemnified party be liable for any punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost profits, lost business opportunities, loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to this agreement, regardless of the legal theory under which such damages are sought.

9) Federal Tax ID of Applicant:

Applicant must submit to Hawai'i Energy the IRS Form W-9 with their application for processing of the IRS Form 1099 (most current version from IRS website and dated in the current year). It is understood that Hawai'i Energy may forward a copy of the IRS Form 1099 to the applicant at the end of the calendar year, should IRS Form 1099 apply.

10) Entire Agreement:

The entire agreement between the Applicant and the Program is composed of an approved, fully-executed application, and, as applicable, attachments to the application and/or worksheet, pre- installation approval letters, invoices, receipts and any and all such other documentation as required by the Program.