



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 not required prior to the purchase and installation of equipment; however, **prior approval is strongly recommended** to check if funding is still available and that the equipment qualifies for an incentive. **Customized Commercial Incentive Projects, Retrocommissioning Projects, Submetering Projects, energy studies and audits require pre-approval from the Program.**
- 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.

GRANDFATHERED INCENTIVE LEVELS

- **PY17 Incentive Levels:** Application and supporting documents must be received before June 30, 2018. Lighting must be installed and invoice must be submitted by September 30, 2018. Mechanical equipment must be installed and invoice must be submitted by December 31, 2018.
- **PY18 Incentive Levels:** Application and supporting documents must be received before June 30, 2019. Lighting must be installed and invoice must be submitted by September 30, 2019. Mechanical equipment must be installed and invoice must be submitted by December 31, 2019.

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 APPLICANT/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 documents 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).

**STEP 1: FILL OUT UTILITY ACCOUNT INFORMATION WHEN EQUIPMENT IS INSTALLED (ALL FIELDS MUST BE COMPLETED).**

Account Name on Utility Statement:	Property/Building Name:	Account Number:	<input type="checkbox"/> HECO
Account Holder Contact:	Title:	-----	<input type="checkbox"/> MECO
Phone:	Email:		<input type="checkbox"/> HELCO
Installation Address:	City:	State:	Zip:
Mailing Address (if different from above):	City:	State:	Zip:
Federal Tax ID of Applicant: (Complete Third Party Payment Section if payment is not to Utility Account Holder)			
Incentive Check to be paid to this Payee:			(*If you checked this box, please complete the information below.)
<input type="checkbox"/> Account Holder at Installation Address	<input type="checkbox"/> Account Holder at Mailing Address	<input type="checkbox"/> *Third Party	

STEP 2: AUTHORIZATION FOR THIRD PARTY PAYMENT

Payable To:	Contact Name:
Mailing Address:	
Phone:	Email:

STEP 3: COMPLETE PROJECT DETAILS.

Application is for: <input type="checkbox"/> Existing Building <input type="checkbox"/> New Construction	Contractor Name:				
Technology Selection (Check ONE per Application):					
<input type="checkbox"/> Lighting	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Motors			
<input type="checkbox"/> VFD for HVAC	<input type="checkbox"/> Energy Study	<input type="checkbox"/> Water Cooled Chillers			
<input type="checkbox"/> Window Film	<input type="checkbox"/> Booster Pumps	<input type="checkbox"/> ENERGY STAR® Commercial Kitchen Equipment			
<input type="checkbox"/> Other _____					
Equipment Installed at Service Address is Used for This Type of Operation:					
<input type="checkbox"/> AOA/Condo	<input type="checkbox"/> Cold Storage	<input type="checkbox"/> Education	<input type="checkbox"/> Grocery	<input type="checkbox"/> Health	<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Industrial	<input type="checkbox"/> Office	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Other _____
Project Sq. Ft.	Estimated Project Costs			Anticipated Project Dates	
	Equipment:	Labor:	Total:	Start:	Completion:
Clean Energy Ally Information					
Company:			Contact:		
Mailing Address:			Phone:		
			Email:		



STEP 4: 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 with this application. I further understand that Hawai'i Energy Program will mail applicants and report to the IRS all applicable incentive payments on the Internal Revenue Service Form 1099. I am further advised to consult my tax advisor concerning the taxability of the incentive. 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.

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

I am submitting the following documents along with this Commercial Incentive Application (Check all that apply.):

- Incentive Worksheet
 Product Specifications
 Invoices
 W-9 Tax Form

HAWAI'I ENERGY USE ONLY:	App #:	kW:	kWh:	\$/kWh:
	Approval Amount: \$	1 st :	2 nd :	3 rd :

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.

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.

2) Eligibility:

- "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.
- "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.
- Incomplete and/or unsigned applications will be returned unprocessed.
- 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.

5) Program Availability:

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

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.

3) Installation Verification and Data Collection:

- 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.
- The Applicant must provide reasonable access to the facility, the installed equipment, and related documentation and data needed to verify the application.
- The Program may install metering devices on EEMs for program data collection, measurement and verification purposes.

7) Disclaimers:

- The Program is not responsible for any tax liability imposed on the Applicant as a result of the payment of any incentive.
- 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.
- 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.

4) Compliance:

Hawai'i Energy's mission is to empower island families and businesses to make smart energy choices that reduce energy consumption, save money and pursue a 100% clean energy future.



- 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 Payee/Taxability:

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.