



Commercial Rebate Qualification Standards

January 1 — December 15, 2015

Shakopee Public Utilities Commercial Rebate program offers commercial, industrial, and agricultural customers rebates for the purchase and installation of qualifying energy efficient products. Minimum qualifications must be met. General program restrictions are listed below. Refer to subsequent pages for product specific requirements and limitations.

- Rebates are for purchases made after January 1, 2015. Program expires December 15, 2015. Rebate application must be received by December 15, 2015.
- Pre-Approval is required. Obtain a Rebate Authorization Number from SPU prior to project implementation. The Rebate Authorization Number and reserved funds are valid for 90 days. If an extension is necessary, contact SPU to make the request and to provide status of the project.
- **SPU does not guarantee funds availability. Due to limited funding, this rebate offer may be withdrawn at any time without notice.** Rebate applications are processed on a first-come, first-served basis..
- Application and supporting material must be received by SPU before the program expiration date. In case of delayed installation, applicant may request an extension of up to 30 days. The extension request must be submitted in writing within 90 days of purchase date and is subject to SPU approval.
- For all qualifying measures, the product purchase date is determined by proof of purchase documents, such as the customer acceptance date of a contract for services, a detailed itemized and dated invoice, contract or the printed date on a store receipt.
- All products are subject to post-installation inspection by SPU. Lighting is also subject to pre-installation inspection.
- SPU reserves the right to request manufacturer specifications and/or data for any product.
- In no case will SPU pay more than 50% of the actual purchase price for the product(s) that qualify for a rebate; purchase price is net of sales tax and shipping. Proof of purchase document(s) must include price per product and detailed payment terms of "type of transaction" (i.e. cash, credit, etc.).
- Products can only receive one Commercial Rebate from SPU during its useful life period.
- 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 from six-to-eight weeks to process. SPU is not responsible for any taxes that may be imposed on your business as a result of this rebate.
- SPU reserves the right to periodically review and make changes to rebate qualification standards and to determine final program eligibility.

To Apply:

- Obtain an Authorization Number from SPU prior to project implementation.
- Include a photocopy of all original receipts/invoices. Invoice(s) submitted must include itemized quantity, price, manufacturer's make and model numbers, and product codes for each item.
- Complete all sections of the application, including contractor information.
- Application must be signed by the SPU customer.
- Include Claim Sheet(s) for all projects with the application.

Send completed application and supporting materials to:

Shakopee Public Utilities
ATTN: Rebates
P.O. Box 470
Shakopee, MN 55379-0470



Contact SPU with questions

Call: 952.233.1531

Click: ci.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 or industrial 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, 2015 to qualify for incentives. Pre-approval from Shakopee Public Utilities is required.
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. All projects must be pre-approved. 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.
6. Stated incentive levels will not exceed 50% of equipment costs, including labor.
7. New construction rebates are restricted to qualifying equipment only. Pre-approval is required.
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 properly completed incentive form and receipt.



Shakopee Public Utilities

2015 REBATE APPLICATION

Commercial Customers

Authorization Number _____

Funding is limited. Claim form is not valid without proper authorization number. Contact SPU at 952.233.1531 for rebate availability and authorization number.

Applicant Information (please print)

Customer/Tenant Name (as it appears on SPU bill)		SPU Electric Account Number	
Installation Address	City	State	Zip Code
Contact Person/Title	Phone:	Email	
Owner Name (if different from Customer/Tenant)			
Payee of Rebate Check			
Mailing Address for Rebate (if different from installation address)	City	State	Zip Code
Type of Business:	<input type="checkbox"/> Office	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail
	<input type="checkbox"/> Lodging	<input type="checkbox"/> School	<input type="checkbox"/> Church
		<input type="checkbox"/> Industrial	<input type="checkbox"/> Government
		<input type="checkbox"/> Other	<input type="checkbox"/> Grocery
			<input type="checkbox"/> Health
Facility Hours of Operation:	_____ Hours per Day	_____ Days per Week	_____ Weeks per Year
			_____ Hours per Year
			_____ Facility Size (square feet)

Contractor Information

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

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

I certify that I have purchased and installed the energy-saving products for use at the business facility indicated above. I have read and agree to the requirements, terms and conditions (see reverse side) of the SPU commercial rebate program.

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

Please attach rebate data sheets, a photo copy of an itemized and dated receipt, contract or invoice along with proof of energy efficiency ratings, if necessary, and send to:

Shakopee Public Utilities • ATTN: Rebates • P.O. Box 470 • Shakopee, MN 55379-0470

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

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

Please allow 6-8 weeks for receipt of your check after Shakopee Public Utilities has received your properly completed incentive form and receipt.

For SPU Use Only	_____ Date Received	_____ Pre-Inspection Date	_____ Inspector
	_____ Rebate Cap Checked	_____ Final Inspection Date	_____ Inspector
Notes: _____			



2015 CUSTOM EFFICIENCY

Rebate Claim Sheet

Authorization Number _____

Funding is limited. Claim form is not valid without proper authorization number. Contact SPU at 952.233.1531 for rebate availability and authorization number.

Project Information

Primary Contact Person		Primary Contact Address	
Primary Contact Company		City	Zip Code
Estimated Start Date	Estimated Completion Date	Telephone Number of Contact Person	Fax Number of Contact Person
Email Address of Contact Person			

Project Description

Provide a brief description of EXISTING equipment to be replaced, including operational costs, efficiency ratings etc...

Provide a brief description of PROPOSED equipment to be installed, including estimated costs, efficiency ratings etc...

Supporting Documentation

Please attach supporting documentation, including (but not limited to) the following items:

- Complete description of the proposed project, including definitions of the established or assumed baseline usage and details about the proposed equipment (provide manufacturer's specifications sheets, if possible).
- Assumptions and methodology used to calculate estimated project costs.
- Assumptions and methodology used to calculate estimated peak demand and annual energy savings.
- Proposed Measurement and Verification Plan for documenting energy savings.

SPU, and/or its designated technical consultants, reserve the right to request additional supporting documentation as deemed necessary to determine project eligibility.

Benefits of Proposed Project

- | | | |
|--|--|---|
| <input type="checkbox"/> Conserves other utilities | <input type="checkbox"/> Increases production capacity | <input type="checkbox"/> Saves energy |
| <input type="checkbox"/> Improves process flow | <input type="checkbox"/> Meets environmental regulations | <input type="checkbox"/> Uses fewer raw materials |
| <input type="checkbox"/> Improves product quality | <input type="checkbox"/> Reduces labor | <input type="checkbox"/> Other _____ |

Project Cost	kW Savings	kWh Savings (Annual)	Estimated Rebate
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\$0.05 per kWh saved. Not to exceed 50% of cost.

For SPU Use Only:

Date Received	Application Number	Account Number	Service Point	Meter Number

Inspections			Savings		
Type	Date	Inspector	Stage	Peak Pd. Kw	Annual kWh
Pre-Installation			Application		

Rebate Payment

Installment	Amount	Authorized By	Date
Single (1 of ____)			



2015 CUSTOM EFFICIENCY

Rebate Requirements

Eligible Customers: The Custom Rebate Program is available to commercial, large general and industrial rate customers that receive electric service from Shakopee Public Utilities (SPU).

Eligible Applicants: Any eligible customer may submit an application. Applicants may choose to install the project(s) using in-house staff or a contractor. SPU does not maintain a list of companies whose products may qualify for a Custom Rebate.

Pre-Approval Process: Project pre-approval is required. Obtain a Rebate Authorization Number prior to starting the project. The authorization number and reserved funds are valid for 90 days. Any extensions must receive SPU approval.

Eligible Projects: Projects that involve replacement of existing equipment or systems with high-efficiency equipment may be eligible for a Custom Rebate. Rebates apply to new equipment only. Projects are subject to review and acceptance by SPU and must:

- reduce electrical energy usage, and
- not be completed prior to submitting an application, and
- be completed within one year of submitting the rebate application, and
- not be otherwise eligible for a prescriptive Commercial Rebate.

All projects will be verified by SPU engineering department. All decisions by SPU are final

Rebates are limited to no more than 50% of the cost or incremental cost of the project. Funding is not guaranteed. Contact SPU to confirm funds availability.

Ineligible Projects: Projects that are not eligible for Custom Rebate include fuel switching, power conditioners, uninterruptible power supply (UPS) systems, power factor correction equipment, voltage reduction systems and “black box” technologies. Projects that cannot reasonably be expected to operate for at least five years are not eligible, such as routine maintenance, operational changes, and equipment that is not installed permanently, or is readily removable without the use of tools.

Baseline Usage: The energy savings from an eligible project are calculated relative to a baseline usage amount. Where applicable, minimum federal-and state-mandated energy efficiency standards will define the baseline usage. Where no such standards exist, other methods may be used to determine the baseline usage, such as existing equipment or historical billing data, subject to SPU review and acceptance. SPU reserves the right to request the customer employ the service of a professional engineer, based on custom improvement project.

Estimating Energy Savings: New equipment must exceed current standard equipment and efficiencies. The applicant is responsible for determining the energy savings from the project. The applicant’s Measurement and Verification (M&V) Plan for documenting the project’s energy savings can be based on either engineering calculations or actual measurements.

- Calculation: This method requires a calculation using estimating software or accepted engineering practices. SPU may require certain minimal measurements at the time the project is installed.
- Measurement: This method requires that measurements be taken to determine the savings. Measurements could include energy consumption, hours of operation, flow rates, temperatures, or other similar parameters related to energy savings.

Overall Process: To receive a Custom Rebate, an applicant must follow the multi-step process described below.

1. Application: An application is completed and submitted to SPU. The application should convey all the relevant information necessary for SPU to determine a project’s eligibility for a Custom Rebate.
2. Pre-Installation Site Inspection: SPU may conduct a site inspection following an initial review of the Project Application. The purpose of the site inspection is to verify the existing conditions to determine the accuracy of the savings estimates. If the existing equipment has been removed, or is non-operational, the application may not be accepted.
3. Post-Installation Site Inspection: Following notification by the customer that the project has been installed, SPU may conduct a site inspection. The purpose of this inspection is to verify that the project is installed and operating as described in the application. SPU reserves the right to limit or adjust the total estimated rebate amount to correct calculations, if necessary.
4. Payment: For eligible projects, the rebate is paid following the post-installation site inspection and the receipt project invoice copies. Rebates will be issued in the form of checks, not utility bill credits.

Important Dates, Deadlines and Rules for Custom Rebate Program

Program Opens: January 1, 2015

Pre-Approval Required: Project pre-approval is required. Obtain a Rebate Authorization Number prior to starting the project. The authorization number and reserved funds are valid for 90 days. Any extensions must receive SPU approval.

Application Deadline: December 15, 2015. Applications and supporting material must be received by SPU by this date.

Installation Deadline: The project must be completed in the same year of the application. In the event the applicant has made substantial progress to install the project by their original deadline, but cannot complete it by that date, the applicant may request an extension.

Rules: Shakopee Public Utilities reserves the right to perform pre- and post-installation energy testing or to request customer to provide energy savings verification.

Customers are responsible for ensuring that equipment installed for this program meets all applicable codes, standards and regulatory requirements.

SPU does not guarantee rebate funds availability. Rebate is limited by available conservation funds and will be offered on a first-come first-served basis.

Submit Application to:

Shakopee Public Utilities
ATTN: Commercial Rebates
P.O. Box 470
Shakopee, MN 55379-0470

For more information, contact SPU at 952-233-1531



2015 CUSTOM EFFICIENCY

Samples of Approved Projects

All custom programs must be reviewed and approved by SPU Engineering

Compressed Air

- Air storage with controls
- Controls
- More efficient air dryers
- New efficient compressors
- Piping reconfiguration and storage
- Reduce oversized hp of compressors
- Sequencer

Controls – Applications

- CO2 based ventilation
- Compressed air systems
- Energy management systems

Cooling and Heating – Concepts

- Eliminate simultaneous heating and cooling
- Improve chilled water flow
- Match operation and equipment with current occupancy
- Minimize equipment cycling
- Minimize supply and return fan amps
- Optimize enthalpy control of economizer
- Optimize mixed air control based on occupancy
- Optimize operation during periods of low occupancy
- Reduce CFM during periods of low occupancy
- Restore or improve economizer function

Cooling and Heating – Equipment & Controls

- Air conditioner economizers
- Boilers, heaters and makeup air units
- Chillers
- Economizers
- Free cooling
- HVAC heating and cooling control schemes
(weekday, weekend, evening settings)
- New energy-efficient HVAC equipment
- Rooftop and condenser units

Miscellaneous Electric Equipment

- Car Washes
- Humidification
- Insulated dock doors
- Oxidizers
- Piping reconfiguration
- Printing press
- Thermoforming machines
- Vacuum pumps
- Ventilation hoods
- Washers
- Welders

Process Equipment Installations

- Install new sensors to reduce product drying time.
- New process (layout, piping modifications)
- New system produces more output than the old system while using the same amount of energy as the old system.
- New system produces the same output as old system using less energy
- Reconfigure conveyor system

Refrigeration

- Ammonia compressors
- Anti-Sweat Heater Controls*
- Compressor sequencing
- Floating head pressure control
- Insulated freezer doors
- Suction level separation
- Thermo-siphon oil cooling
- Vending Efficiency*

*Maximum Rebate: \$25 per control