



# Virginia Small Business Improvement Rebate Application for Duct Testing & Sealing and HVAC Tune-Up

Please complete the application and submit by mail, email or fax to:

Honeywell Smart Grid Solutions • Attn: SBI Rebate Applications

7870 Villa Park Drive, Ste. 800 • Richmond, VA 23228 • [SBIrebateapps@honeywell.com](mailto:SBIrebateapps@honeywell.com) • 804-515-1587

DEV-SBI-1\_DTSTU\_v0518

## Customer Information

Name on Dominion Energy Account: \_\_\_\_\_

Dominion Energy Virginia Account Number: 

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Service Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Please select one: I  own  lease this non-residential facility.

I \_\_\_\_\_ (Your Initials) understand that my rebate incentive in the amount of \$ \_\_\_\_\_ will be paid directly to the contractor specified in this document and recognize that I have received the equivalent value of this amount through services provided, unless I check here  to have the rebate check sent to me.

*The following question is optional:*

Did the rebate incentive offered by Dominion Energy have any influence in your decision to have the work performed?  Yes  No

## Contractor Information

Technician Name: \_\_\_\_\_ Date of Service Completion: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

I have attached a copy of the invoice that includes all itemized costs of supplies purchased for all measures to have the service performed.

I have attached a copy of the Energy Assessment Worksheet or  ensured one has been previously submitted.

Technician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Dominion Energy Virginia Terms & Conditions

1. Service must be performed after July 1, 2016.
2. Customer is eligible for more than one rebate per location during the program time period.
3. Customer who has previously received a rebate for the Non-Residential Energy Audit Program or Duct Testing and Sealing Program is not eligible to receive another rebate for installing the same measure on the same unit.
4. Work must be completed by a participating contractor that is in Dominion Energy's network for this program when the work begins.
5. Rebate application must be submitted within 45 days of the service date.
6. Applicant must be a Dominion Energy Virginia non-residential customer of a privately-owned business with 5 or fewer locations that has not exceeded monthly demand of 100 kilowatts 3 or more times in the past 12 months, has not opted out of participation, is responsible for the electric bill and is the owner of the facility or reasonably able to secure permission to complete measures. If you participate in a program and receive a rebate, you cannot opt out for three years following the year of participation.
7. Rebate payments are based on the date of service. Customers must abide by the rules and rebate levels in effect on the date of service.
8. Program procedures, requirements and rebate levels are subject to change or cancellation without notice and are subject to program funds being available and regulatory approval.
9. Dominion Energy Virginia and/or its designees including program administrators and evaluation contractors reserve the right to review installations to verify completion and measure energy savings to ensure compliance with all program requirements. Such reviews will be made at a time convenient to the applicant. Denial of such verification or misrepresentation of installation location or measure eligibility may result in forfeiture of the rebate.
10. Payment will be issued to the account holder and mailing address on record with the utility unless the customer has authorized payment be made to the contractor specified in this document.
11. Please allow up to 90 days from the date all required information is received to process your rebate.
12. Service must be completed in accordance with all laws, codes and other requirements applicable under federal, state and local authority.
13. You are urged to seek appropriate consultation concerning any tax liabilities that could be associated with the receipt of the rebate.
14. Dominion Energy Virginia, its parents, subsidiaries, employees, affiliates and agents assume no responsibility for the performance of the equipment or equipment warranty, the quality of the work, labor and/or materials supplied, and/or the acts or omissions of the participating contractor.
15. The customer hereby agrees to indemnify, defend and hold harmless Dominion Energy Virginia, its parents, subsidiaries, employees, affiliates and agents from any and all liability associated with this project.
16. I understand that I may be contacted by Dominion Energy Virginia via survey or questionnaire to provide feedback on my satisfaction with the program.
17. Virginia Electric and Power Company (the "Company") retains all rights to energy and demand savings resulting from measures installed under this Program for a maximum of four years. The Company has the exclusive right to enroll, nominate, or offer a bid for energy or demand reductions resulting from measures installed under this Program into load management programs, demand response programs, or auctions operated by PJM Interconnection, L.L.C. ("PJM"), the regional electric transmission entity of which the Company is a member. The Company may share pertinent information of participating customers with PJM and with the Company's agents and contractors. Pertinent customer information includes, but is not limited to, account holder name, account number, energy usage and billing information, address, other contact information, measures installed, period of installation, demand/energy reductions resulting from measures installed under this Program and the technical basis for such reductions, loss factors, coincidence factors, interactive factors, building type and other information necessary to implement and monitor the Program including other information as required by PJM.

By signing this application, I agree to the above terms and conditions. I certify that I am the Dominion Energy Virginia customer and owner or lessee of the business described above, and that I am authorized to take action on the Dominion Energy account listed above.

Customer Name (please print)

Customer Signature

Date



# Virginia Small Business Improvement Rebate Application for Duct Testing & Sealing and HVAC Tune-Up

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## Duct Testing and Sealing

Please complete the following information to qualify for a duct testing and sealing rebate. Please use a new form for each additional unit.

A/C Size and Total Estimated Rebate: \$115/ton per unit x \_\_\_\_\_ tons = \$ \_\_\_\_\_

### BUILDING INFORMATION

# of Units: \_\_\_\_\_ # of Floors: \_\_\_\_\_

Structure Type (Please select one):  Attached  Detached

Reason (Please select one):  Retrofit  Replace Broken  New Construction  New Install  Replace

### UNIT INFORMATION

Repair Required:  Yes  No Serial Number: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Coil Model: \_\_\_\_\_

Cooling Capacity (Tons): \_\_\_\_\_ Heating Capacity (Btu/h): \_\_\_\_\_

Voltage: \_\_\_\_\_ Amp (RLA): \_\_\_\_\_ Sq. Ft. Conditioned Space: \_\_\_\_\_

Primary Heating Fuel (Please select one):  Electric  Non-Electric  None

Phase (Please select one):  1  3

Cooling System Type (Please select one):  Air Cool Chillers  Water Cool Chillers  Rooftop/Unitary Air Conditioning  Rooftop/Unitary Heat Pump  Split system

Heating System Type (Please select one):  Geothermal Heat Pump  Rooftop/Unitary Heat Pump  Non-Electric  None

Fan System Type (Please select one):  Air Foil/Backward Incline  Air Foil/Backward Incline Inlet Guide Vanes  Constant Volume  Forward Curved  Forward Curved Inlet Guide Vanes

COP: \_\_\_\_\_ EER: \_\_\_\_\_ SEER: \_\_\_\_\_ HSPF: \_\_\_\_\_

### DUCT INFORMATION

Duct Type (Please select one):  Rigid Sheet Metal  Flex-Duct  Rigid Board

Insulation Level (Please select one):  No Insulation  R2 Insulation  R4 Insulation  R6 Insulation  R8 Insulation

CFM25 Leakage Pre: \_\_\_\_\_ CFM25 Leakage % Pre: \_\_\_\_\_ CFM25 Leakage Post: \_\_\_\_\_ CFM25 Leakage % Post: \_\_\_\_\_

\*Rebate cannot be processed with any missing information or blank fields.



# Virginia Small Business Improvement Rebate Application for Duct Testing & Sealing and HVAC Tune-Up

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## HVAC Tune-Up

The following work items must be completed in order for the system to qualify for a tune-up rebate.  
Please use a new form for each additional unit.

Checklist items marked as "NO" have been corrected

Thermostat has been checked for proper operation	<input type="checkbox"/>	Thermostat is operating properly	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Air filter has been inspected	<input type="checkbox"/>	Existing filter is clean or has recently been changed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Primary and secondary condensate drains have been cleaned, inspected and tested	<input type="checkbox"/>	Condensate drains show no sign of leakage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Plumbing components and traps intact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Drains free from obstruction	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Drain pan free of biological growth	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Evaporator coil has been cleaned and inspected	<input type="checkbox"/>	Coil free of contaminants that could restrict air flow	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Evaporator coil and fins are cleaned and brushed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Evaporator coil is free of contaminants that could restrict air flow	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Evaporator fan and motor has been inspected	<input type="checkbox"/>	Fan or blower has tight connection with blower motor shaft	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Fan can rotate freely	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Blower wheel is free of dust and debris	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Bearings are properly lubricated (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
All accessible refrigerant lines have been inspected	<input type="checkbox"/>	Line free of any leaks, kinks, crushed sections or restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Proper insulation in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Condensor coil has been cleaned and inspected	<input type="checkbox"/>	Condenser coil and fins are cleaned and brushed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Condenser fan motor has been inspected	<input type="checkbox"/>	Fan blade has a tight connection to the blower motor shaft	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Fan can rotate freely	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Fan is properly lubricated (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Inspect all electrical connections	<input type="checkbox"/>	Tighten all electrical connections	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
		Check voltage and amp draws on motors, capacitor and compressor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Heat exchanger has been inspected (if applicable)	<input type="checkbox"/>	Heat exchanger is operating properly	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

### Refrigerant Charge Adjustment (Optional)

Checked system for proper refrigerant charge level	<input type="checkbox"/>	System was properly charged	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
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Indoor Unit Model Number:

Outdoor Unit Model Number:

Cooling Tons Per Unit: \_\_\_\_\_ (Up to 50)      Refrigerant Change: \_\_\_\_\_ lbs (-10 to 30)

Refrigerant Flow Control Type:  TXV  Piston  Orifice  Other \_\_\_\_\_

Heating System Type:  Electric Resistance  Non-Electric  None

## REBATE INFORMATION

Type	Measure	Calculation	Rebate Amount
HVAC Tune-Up	≥12 tons (≥135k Btu/h)	\$70 per ton x _____ tons	\$
	<12 tons (<135k Btu/h)	\$80 per ton x _____ tons	\$
Refrigerant Charge Correction		\$29 per ton x _____ tons	\$

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## UNIT INFORMATION

Unit Type (Please check only one):  Packaged Terminal Air Conditioner  Split System Air Conditioner  
 Single Packaged Air Conditioner  Air Cooled Chillers  
 Heat Pump: Packaged Terminal  Heat Pump: Single Packaged  Heat Pump: Split System

Equivalent Full Load Hours: \_\_\_\_\_ (Up to 8760)

Existing Economizer Type:  Fixed Enthalpy  Differential Enthalpy  Fixed Temperature  
 Differential Temperature  None

Unit Model Number:

Serial Number: \_\_\_\_\_ Cooling Capacity Per Unit (tons): \_\_\_\_\_ (Up to 25)

Please complete any one of the ratings: SEER \_\_\_\_\_ (Up to 30) EER \_\_\_\_\_ (Up to 30)  
COP \_\_\_\_\_ (Up to 30) HSPF \_\_\_\_\_ (Up to 30)

IPLV Rating of Chiller: \_\_\_\_\_ (Up to 30)

Water Set Point of Chiller: \_\_\_\_\_ °F (30 to 60)

HVAC Tune-Up Reason (Please select one):  Retrofit  Replace Broken  New Construction  New Install  Replace

Refrigerant Charge Reason (Please select one):  Retrofit  Replace Broken  New Construction  New Install  Replace

## Building Type

Please select one:

- |                                                                     |                                                               |                                                                 |
|---------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Education – Elementary and Middle School   | <input type="checkbox"/> Food Service – Full Service          | <input type="checkbox"/> Office – Small (<40,000 sq ft)         |
| <input type="checkbox"/> Education – High School                    | <input type="checkbox"/> Health Care – Inpatient              | <input type="checkbox"/> Public Assembly                        |
| <input type="checkbox"/> Education – College and University         | <input type="checkbox"/> Health Care – Outpatient             | <input type="checkbox"/> Public Order and Safety –              |
| <input type="checkbox"/> Food Sales – Convenience Store             | <input type="checkbox"/> Lodging – Hotel, Motel and Dormitory | Police and Fire Station                                         |
| <input type="checkbox"/> Food Sales – Gas Station Convenience Store | <input type="checkbox"/> Mercantile – Mall                    | <input type="checkbox"/> Religious Worship                      |
| <input type="checkbox"/> Food Sales – Grocery                       | <input type="checkbox"/> Mercantile – Retail (not Mall)       | <input type="checkbox"/> Service – Beauty, Auto Repair Workshop |
| <input type="checkbox"/> Food Service – Fast Food                   | <input type="checkbox"/> Office – Large (≥40,000 sq ft)       | <input type="checkbox"/> Warehouse and Storage                  |
| <input type="checkbox"/> Other _____                                |                                                               |                                                                 |

\*Rebate cannot be processed with any missing information or blank fields.