

 **Small Business Program** 

## HOLLAND BOARD OF PUBLIC WORKS

### Small Business Energy Efficiency Program

### 2022 Rebate Application Checklist

**Applications pre-approved after 3/3/2022 will not be paid until after July 1, 2022.**

To qualify for the Small Business Program an account must use less than 1,000kW per month (K-Rate)

#### Pre-approval Application

##### Required Attachments

- Pre-Approval Agreement (Page 3)
- Itemized quote (labor & material)
- Manufacturers' specification(s)
- Latest electric utility bill
- W9 of company receiving check

##### Incentive Worksheets

- Lighting (Pages 5-10)
- HVAC (Page 11)
- Kitchen/Retail (Page 12)

#### Final Application

##### Required Attachments

- Payment Approval Agreement (Page 4)
- Itemized invoice (labor & material)

##### Rebate Worksheets

- Lighting (Page 5-10)
- HVAC (Page 11)
- Kitchen/Retail (Page 12)

Expected Completion Date: \_\_\_\_\_

Actual Completion Date: \_\_\_\_\_


Your completed application and the required materials listed above must be received by **December 31, 2022**.

Limited funds are available. Please allow 6-8 weeks to receive your Energy Smart rebate check from the time your completed application is received.

Please submit your documents one of two ways:

**Email** [EnergySmart@hollandbpw.com](mailto:EnergySmart@hollandbpw.com)

**Mail** Energy Smart – Holland BPW  
625 Hastings Ave  
Holland MI 49423



## HOLLAND BOARD OF PUBLIC WORKS

### Small Business Energy Efficiency Program

### 2022 Rebate Application

Ready to start your project? **Follow these 3 simple steps.**

#### Step #1: Request Pre-approval

To ensure that your project is eligible and to reserve funds, please complete, sign and submit all of the following:

1. The Pre-approval Agreement (page 3), completed and signed.
2. The worksheet(s) (pages 5-12) that are applicable to your project, completed.
3. Itemized quote/proposal with model numbers from your contractor.


#### Step #2: Complete Your Project

If your project meets the pre-approval criteria, you will receive a letter indicating funds have been reserved. Following the specifications listed in this application, install your equipment within 90 days. All equipment must be installed and operational by December 31, 2022 To receive your rebate check, a copy of your W9 form must be sent to the email or mailing address below before the project is completed.

#### Step #3: Request Payment

Once your project is complete, please request your rebate payment. Within 30 days of project completion, you must submit the following:

1. Payment Approval Agreement (page 4 of this application), completed and signed
2. Itemized invoice(s) for materials and any applicable external labor costs, including the following:
  - Contractor's name and contact information
  - Customer's name and contact information
  - Date of invoice
  - Line item cost for each product
  - Quantities of each product
  - Complete product model numbers
  - Labor (and other) expenses listed separately from product costs
  - Total invoice amount



**Please submit your documents  
one of two ways:**

**Email** [EnergySmart@hollandbpw.com](mailto:EnergySmart@hollandbpw.com)

**Mail** Energy Smart – Holland BPW  
625 Hastings Ave  
Holland MI 49423



**Pre-approval Agreement – Step #1**

Please complete and submit this page, along with the appropriate worksheet(s) and quotes with model numbers from your contractor, before you begin your project. If your project meets the pre-approval criteria, you will receive a letter indicating the funds have been reserved. You can then proceed with completing your project as described in Step #2 on page 2 of this application. Note: Maximum incentive is 100% of customer cost or \$10,000, whichever is less.

Name of Business		Phone		Email	
Mailing Address		City		State	ZIP Code
Installation Address		City		State <b>MI</b>	ZIP Code
Annual Hours of Operation		Holland BPW Electric Account Number		Taxpayer ID # (SSN/FEIN or Payee)	
Building Use (please check one):					
<input type="checkbox"/> Office	<input type="checkbox"/> Retail	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Grocery Store/Supermarket	<input type="checkbox"/> LEED
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Lodging	<input type="checkbox"/> School (K-12)	<input type="checkbox"/> School (College)	<input type="checkbox"/> Healthcare Facility	<input type="checkbox"/> Other/Miscellaneous
How did you learn about the program? <input type="checkbox"/> My Utility <input type="checkbox"/> Utility Website <input type="checkbox"/> Online Ad <input type="checkbox"/> Mail/Bill Insert <input type="checkbox"/> Event <input type="checkbox"/> Contractor <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio					
Name of Supplier/Distributor			Contact Person		
Name of Installing Contractor			Contact Person		
Address		City		State	ZIP Code
Contractor Phone		Contractor Email			
<b>Certifications and Signature</b>					
I hereby certify that the information contained in this application is accurate and complete; all rules of this rebate application have been followed; I have read and understand the Terms and Conditions included with this document. I agree to verification of equipment installation which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one rebate from this program on any piece of equipment. I hereby agree to indemnify, hold harmless, and release the utility from any actions or claims in regard to the installation, operation, and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.					
Print Name of Authorized Representative					
Signature of Authorized Representative					Date Submitted

**Submit your documents one of two ways:**

**EMAIL**  
[EnergySmart@hollandbpw.com](mailto:EnergySmart@hollandbpw.com)

**MAIL**  
Energy Smart – Holland BPW  
625 Hastings Ave  
Holland MI 49423



### Payment Request Form – Step #3

Complete and submit this page and your itemized invoice(s) within 30 days of project completion.

Maximum incentive is 100% of customer cost or \$10,000, whichever is less.

Name of Business		HBPW-issued Project ID #	
Project Cost	Rebate Amount Requested (cannot exceed project cost OR \$10,000 whichever is less)		
<b>Notes:</b>			
Mailing Address (to which the check will be mailed)		City	State
			ZIP Code
Installation Address		City	State <b>MI</b>
			ZIP Code
Print Name	Date	Installation Completion Date	
<p><b>Certifications and Signature</b> I hereby certify that: 1. The information contained in this application is accurate and complete. 2. All rules of this rebate program have been followed. 3. I have read and understand the Terms and Conditions included with this document. I agree to verification of equipment installation which may include a site inspection by a Holland Board of Public Works representative. I understand that I am not allowed to receive more than one rebate from this program for any one piece of equipment. I hereby agree to indemnify, hold harmless, and release the utility from any actions or claims in regard to the installation, operation, and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages. I understand that my submittal of the requested information is the sole purpose of my program participation. I further understand that this information will be treated as confidential to the extent permitted by law.</p>			
Customer Signature (must be same person who signed Pre-Approval Agreement)			

#### METHOD OF PAYMENT

**MAKE REBATE CHECK PAYABLE TO**  Account Holder  Contractor\*

Check

Credit posted to my account

\* If 'Contractor' box is checked, invoice must itemize rebate and customer signature is required as acknowledgment that the contractor will receive the rebate check. Contractor must also submit a W9 form with this application.

**if account is past due, the rebate will be credited to the account.**

#### OPTIONAL: Complete section below only if rebate is to be paid to an entity other than the customer.

Make Payable To	Contact Person	Contact's Phone Number	
Mailing Address	City	State	ZIP Code
Taxpayer ID # (SSN/FEIN or Payee)	Tax Status (Please Check One):		
	<input type="checkbox"/> Corporation	<input type="checkbox"/> Tax Exempt	<input type="checkbox"/> Individual <input type="checkbox"/> Other:
Print Name	Date		
<p><b>Certifications and Signature</b> I am authorizing the payment of the rebate to the third party named above and understand that I will not receive the rebate payment. I also understand that my release to a third party does not exempt me from the program requirements outlined in the Terms and Conditions.</p>			
Customer Signature (must be same person who signed Pre-Approval Agreement)			

#### Please submit your documents one of two ways:

**EMAIL**  
[EnergySmart@hollandbpw.com](mailto:EnergySmart@hollandbpw.com)

**MAIL**  
Energy Smart – Holland  
BPW 625 Hastings Ave  
Holland MI 49423



## Lighting Worksheet

### Lighting Worksheet (one-for-one unit replacement)

All lighting projects are required to comply with the Illuminating Engineering Society of North America (IESNA) recommended lighting levels or local code. Prescriptive lighting projects must have a minimum of 1,800 hours of usage per year. Lighting incentive cannot exceed 100% of customer cost or \$10,000, whichever is less.

### NEW LED FIXTURES - Prescriptive

Measure	Specs	Quantity	\$/Unit	Total
<b>Screw-In Lamps</b>				
LED Candelabra/Globe	Replace an incandescent lamp with ENERGY STAR LED		\$2/Lam	
LED Lamp (replacing 50-79W incandescent)			\$2/Lamp	
LED Lamp (replacing 80-100W incandescent)			\$2/Lamp	
LED MR16 Lamp (less than 10W)			\$3/Lamp	
LED PAR Lamp (less than 20W)			\$3/Lamp	

Measure	Specs	Quantity	\$/Unit	Total
<b>Interior Fixtures</b>				
LED Downlight Fixture	Replace incandescent lamped fixture with fixture designed for pin-based CFLs or LED		\$15/Fixture	
LED Exit Signs	Replace or retrofit an incandescent or fluorescent exit sign with LED.		\$10/Fixture	
<b>Lighting Controls</b>				
Occupancy Sensors which control ≤ 500W	Sensors which automatically turn lights on when occupancy is detected and automatically turn lights off when no movement is detected after a set length of time; cannot be used in conjunction with instant start ballast		\$20/Sensor	
Occupancy Sensors which control > 500W			\$50/Sensor	
Daylight Harvesting Sensor	The controls can be on/off, stepped or dimming and must vary the light output based on the level of sunlight received; the floor plan and control schedule must be submitted; cannot be used with occupancy sensor.		\$0.15/sq ft	
Central Lighting Control	For systems that utilize building automation to control the lights based on a set schedule; incentive for occupancy sensors or daylight sensor controls cannot be received on the same fixtures. Control schedule and floor plans must be submitted also.		\$0.15/sq ft	

<b>Lighting Worksheet Rebate Subtotal, page 5:</b>	
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**Pre-Approval Not Required**  
← note indicated areas

Lighting Worksheet continues on page 6.



**Lighting Worksheet (continued)**

All projects are required to comply with IESNA recommended lighting levels or local code.

**Use the following wattages for existing fixtures:**

Existing 4 Foot Linear Fluorescent Fixtures (8 foot Ceiling)			
	T8 F32	T12 F40 34W Mag	T12 F48 40W Mag
1 Lamp	30	43	51
2 Lamp	59	72	82
3 Lamp	88	115	133
4 Lamp	115	144	164

Existing 8 Foot Linear Fluorescent Fixtures				
	T12 Mag (60W lamp)	T12 MagSTD (75W lamp)	T12 Mag (95W lamp)	T12 HO MagSTD (110W lamp)
1 Lamp	75	-	112	-
2 Lamp	128	173	227	257

High Intensity Discharge (HID)- High Pressure Sodium, Low Pressure Sodium, Mercury Vapor, or Metal Halide

Fixture	Wattage
HID 50W	61
HID 75W	95
HID 100W	120
HID 150W	174
HID 175W	194
HID 200W	230
HID 250W	290
HID 400W	455
HID 750W	850
HID 1000W	1080

Fluorescent Wattages for High-bays

Fixture	Wattage
F32T8 4-lamp	142
F32T8 6-lamp	224
F32T8 8-lamp	299
F32T8 10-lamp	366
F32T8 12-lamp	448
T5HO 4-lamp	243
T5HO 6-lamp	365
T5HO 8-lamp	486
T5HO 10-lamp	608
T5HO 12-lamp	730



**Lighting Worksheet (continued)**

All lighting projects are required to comply with the IESNA lighting levels or local code.

**NEW LED FIXTURES - Fluorescent to LED or Custom** (for LED tubes, go to page 8)

Fluorescent to LED Fixtures OR Custom Lighting		
Rebates are available for replacement of interior fluorescent fixtures to LED, i.e., T12 or T8) to LED. Rebate is <b>\$0.12/kWh saved</b> . All new fixtures and retrofits must be ENERGY STAR or DesignLights Consortium® listed. Custom lighting, which would include CFL to LED, may be done on this page.		
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
Annual Operating Hours:		
<b>Total:</b>	<b>kWh Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
Annual Operating Hours:		
<b>Total:</b>	<b>kWh Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
Annual Operating Hours:		
<b>Total:</b>	<b>kWh Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
Annual Operating Hours:		
<b>Total:</b>	<b>kWh Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
Annual Operating Hours:		
<b>Total:</b>	<b>kWh Saved:</b>	<b>Rebate:</b>

<b>Lighting Worksheet Savings, page 7:</b>	
<b>Lighting Worksheet Rebate Subtotal, page 7:</b>	

Lighting Worksheet continues on page 8.



### Lighting Worksheet (continued)

All lighting projects are required to comply with IESNA-recommended lighting levels or local code.

## NEW LED LINEAR TUBES

Fluorescent Replacement to LED Linear Tubes		
Rebates are available for replacement of interior fluorescent fixtures to LED, i.e., T12 or T8 to LED. Rebate is <u>\$0.09/kWh saved</u> . All new fixtures and retrofits must be ENERGY STAR or DesignLights Consortium® listed.		
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
		Annual Operating Hours:
<b>Total:</b>		<b>kWh Saved:</b>
		<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
		Annual Operating Hours:
<b>Total:</b>		<b>kWh Saved:</b>
		<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	kWh/Fixture:	Quantity:
		Annual Operating Hours:
<b>Total:</b>		<b>Watts Saved:</b>
		<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
		Annual Operating Hours:
<b>Total:</b>		<b>kWh Saved:</b>
		<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
		Annual Operating Hours:
<b>Total:</b>		<b>kWh Saved:</b>
		<b>Rebate:</b>

<b>Lighting Worksheet Savings Subtotal, page 8:</b>	
<b>Lighting Worksheet Rebate Subtotal, page 8:</b>	

Lighting Worksheet continues on page 9.





### Lighting Worksheet (continued)

All projects are required to comply with IESNA-recommended lighting levels or local code.

## NEW EXTERIOR LED FIXTURES – HID to LED

Exterior lighting must be connected to a functional device (e.g. time clock or light sensor) to prevent it from being on during the day.

#### Exterior Lighting – High-Intensity Discharge (HID) Lighting Replacement\*\*

Incentives are eligible for the replacement or retrofit of an exterior HID fixture (metal halide, mercury vapor, or low pressure sodium) with an induction or LED fixture which has a reduced input wattage of at least 40%. Incentives are per watt per fixture and are based on the original fixture. Incentive is for fixtures that operate less than 24 hours per day. Existing wattages must come from the Standard Wattage Table shown below. Incentive is \$0.60 per watt reduced. LED fixtures must be DLC listed.

Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<input type="checkbox"/> IDA Approved, add 10%	<b>Total: Watts Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<input type="checkbox"/> IDA Approved, add 10%	<b>Total: Watts Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<input type="checkbox"/> IDA Approved, add 10%	<b>Total: Watts Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<input type="checkbox"/> IDA Approved, add 10%	<b>Total: Watts Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<input type="checkbox"/> IDA Approved, add 10%	<b>Total: Watts Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<input type="checkbox"/> IDA Approved, add 10%	<b>Total: Watts Saved:</b>	<b>Rebate:</b>



\*\* Fixtures approved by the International Dark-Sky Association will receive an additional 10% rebate.

Lighting Worksheet Savings Subtotal, page 9:	
Lighting Worksheet Rebate Subtotal, page 9:	

Lighting Worksheet continues on page 10.



### Lighting Worksheet (continued)

All projects are required to comply with IESNA-recommended lighting levels or local code.

## NEW LED FIXTURES – HID to LED

Interior Lighting – High-Intensity Discharge (HID) Lighting Replacement		
Incentives are eligible for <u>replacing HID fixtures (metal halide, mercury vapor, high/low pressure sodium) with induction or LED</u> . Existing wattages used must come from the Standard Wattage Table shown below. <u>Incentive is \$0.60 per watt reduced</u> . LED fixtures must be DLC qualified.		
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<b>Total:</b>	<b>Watts Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<b>Total:</b>	<b>Watts Saved:</b>	<b>Rebate:</b>
24 Hour Parking Garage – High-Intensity Discharge (HID) Lighting Replacement		
Incentives are eligible for the <u>replacement or retrofit of a garage HID fixture with an induction, LED, or fixtures which have a reduced input wattage of at least 40%</u> . Incentives are per watt per fixture and are based on the nominal lamp wattage of the original fixture. Incentives are available for fixtures that operate 24 hours per day. Existing wattages must come from the Standard Wattage Table below. <u>Incentive is \$0.90 per watt reduced</u> . LED fixtures must be DLC qualified.		
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<b>Total:</b>	<b>Watts Saved:</b>	<b>Rebate:</b>
Existing Fixture:	Watts/Fixture:	Quantity:
Proposed Fixture:	Watts/Fixture:	Quantity:
<b>Total:</b>	<b>Watts Saved:</b>	<b>Rebate:</b>

<b>Interior Lighting Savings Total:</b>	
<b>24 Hour Lighting Savings Total:</b>	

Lighting Worksheet Rebate Subtotal, page 5:	
Lighting Worksheet Rebate Subtotal, page 7:	
Lighting Worksheet Rebate Subtotal, page 8:	
Lighting Worksheet Rebate Subtotal, page 9:	
Lighting Worksheet Rebate Subtotal, page 10:	
<b>Lighting Worksheet Rebate TOTAL:</b>	



### HVAC Worksheet

Measure	Specs	Quantity	\$/Unit	Total
<b>HVAC</b>				
Programmable/Wi-Fi Thermostat	Controls central AC, not gas heat		\$50/Each	
Central AC < 5.4 Tons	14 SEER Minimum		\$100/Ton	

<b>HVAC Worksheet Rebate Total</b>	<b>\$0</b>
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Commercial Kitchen/Retail Worksheet

Commercial Kitchen / Retail Worksheet

Measure	Specs	Quantity	Product Information	\$/Unit	Total
<b>Commercial Kitchen Systems</b>					
ENERGY STAR® Steam Cooker	ENERGY STAR		# of pans:	\$1,000/Unit	
ENERGY STAR Comm. Refrigerator Door Check one: <input type="checkbox"/> Solid Door <input type="checkbox"/> Glass Door	ENERGY STAR		ft <sup>3</sup>	\$200/Unit	
ENERGY STAR Comm. Freezer Door Check one: <input type="checkbox"/> Solid Door <input type="checkbox"/> Glass Door	ENERGY STAR		ft <sup>3</sup>	\$200/Unit	
ENERGY STAR Ice Machine	ENERGY STAR		lbs/day	\$400/Unit	
ENERGY STAR Fryer	ENERGY STAR			\$80/Unit	
ENERGY STAR Hot Holding Cabinets	ENERGY STAR		Size:	\$200/Unit	
ENERGY STAR Dishwasher	ENERGY STAR			\$600/Unit	

Measure	Specs	Quantity	\$/Unit	Total
<b>Commercial Refrigeration Systems</b>				
LED Grocery Case Lighting	Replace T12 or T8 with LED lighting		\$35/Door	
Occupancy Sensor for LED Case Lighting	Sensors which automatically turn on LED cooler lighting when motion is detected		\$10/Door	
Walk-In or Case Cooler/Freezer ECM	Replacement of PSC or shaded pole motors with an ECM motor		\$50/Motor	
Cooler Strip Curtains	Installation of new curtains isolating a cold storage area		\$5/ft <sup>2</sup>	
Freezer Strip Curtains	Installation of new curtains isolating a freezer storage area		\$25/ft <sup>2</sup>	
Cooler/Freezer Door Gaskets	Installation of new gaskets to reduce air infiltration on a cooler or freezer door		\$3/Linear Foot	
Cooler Night Covers	Vertical covers designed for refrigerated display cases. Rebate is based on linear length of cooler and time per day covers are used	Ft	Hr	\$1/Foot /Hour
Anti-Sweat Heater Controls	Controls which monitor relative humidity and turn off anti-sweat heaters when appropriate		\$80/Door	
High Speed Door (Cooler-Dock)	High speed door replacing strip curtains between a cooler space and dockspace		\$15/Door	
High Speed Door (Cooler-Freezer)	High speed door replacing strip curtains between a cooler space and freezer space		\$70/Door	
High Speed Door (Freezer-Dock)	High speed door replacing strip curtains between a freezer space and dock space		\$145/Door	

Measure	Specs	Quantity	\$/Unit	Total
<b>Miscellaneous Equipment</b>				
Vending Machine Controller (for cold beverage machines)	Retrofitting existing vending machines with beverage vending machine controllers. Must include a passive infrared occupancy sensor to turn off fluorescent lights and vending machine systems when surrounding area is unoccupied for 15 minutes or longer. Control logic should power on the machine at a minimum of every 2 hours to maintain proper product temperature.		\$50/Unit	
Low-Flow Pre-Rinse Sprayer (electric water heat only)	Low-flow pre-rinse sprayer using less than 1.6 gallons per minute. Must replace a sprayer which uses 2.2 gallons per minute or more. Electric water heat only		\$25/Unit	

<b>Commercial Kitchen/Retail Worksheet Incentive Total:</b>	
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## Terms and Conditions

1. **Eligibility:** These rebates are offered by Energy Smart – Holland BPW to commercial and industrial electric customers installing energy-efficient equipment only. For questions regarding eligibility, call 616-355-1662. Account holder must use less than 250,000 kWh per month.
2. **Rebate Offer:** Energy-efficient equipment subject to rebate from Energy Smart – Holland BPW must be installed and operational by December 31, 2022. Additionally, invoice(s) related to the equipment upgrade must be submitted to Holland BPW within 30 calendar days of installation (completion) and no later than December 31, 2022. Please keep a copy for your records. Incentives are calculated based on prescriptive rebate rates and shall not exceed **100%** of the total cost of equipment, labor, and other associated project costs or \$10,000, whichever is less.
3. **Project Documentation Requirements:** Customer will provide Energy Smart – Holland BPW with documentation as listed in the instructions (page 1). If Customer does not provide required project documents to Holland BPW at pre-approval and payment stages, the project may be disqualified from the program. The project may also be disqualified if pre-approval is not received, unless otherwise noted on the application.
4. **Energy Efficiency Improvement Qualifications:** Increased energy efficiency resulting from peak shaving, demand limiting, or operating schedule changes does not qualify. To qualify, lighting equipment must have a planned minimum usage of 1,800 hours per year. Non-lighting equipment must have a planned minimum usage of 1,500 hours per year. If Customer's equipment does not meet required usage hours per year, a rebate cannot be offered. If Customer has questions or concerns about above qualifications, Customer may contact Energy Smart – Holland BPW to discuss.
5. **Rebate Limit:** \$10,000 per customer from the Small Business Program.
6. **Compliance:**
  - a. All projects must comply with applicable federal, state and local laws.
  - b. All equipment must be new.
  - c. Purchase and installation of used equipment is not eligible for rebates. Existing equipment must be removed and/or permanently disconnected.
  - d. Equipment must meet specification requirements as defined in application Worksheets.
  - e. All projects must be retrofit/replacement installation in an existing building (not available for new construction).
7. **Payment:** Approved Final Applications will receive payment within 45 calendar days of signed payment approval. Incomplete applications will either delay payments or result in denial of application approval. Energy Smart – Holland BPW reserves the right to refuse payment and disqualify Customer from participating in the program if the customer or their contractor violates any program Terms and Conditions. The qualified equipment must be installed and operating for the rated life of the product(s) or for a period of three (3) years from receipt of rebate, whichever is more. If the qualified equipment is removed or replaced with less efficient equipment, or if Customer ceases to be a customer of Holland BPW during the three (3) years, Customer shall refund a prorated amount of rebate dollars, based on the time installed, within thirty (30) days of receipt of notice from Energy Smart - Holland BPW.
8. **Inspection:** Holland BPW staff may conduct inspection(s) of the project site to survey existing conditions and/or newly installed equipment.
9. **Program Discretion:** Incentives are available on a first-come, first-served basis. Rebate amounts and offerings are subject to change and/or termination without notice and at the discretion of Energy Smart – Holland BPW.
10. **Publicity:** Energy Smart – Holland BPW reserves the right to publicize Customer's participation in this program, unless Customer specifically requests otherwise in writing.
11. **Disclaimers:** Energy Smart – Holland BPW:
  - a) Does not endorse any particular manufacturer, product, labor or system design by offering this program;
  - b) Is not responsible for any tax liability imposed on the customer as a result of the payment of incentives. Energy Smart-Holland is tax exempt;
  - c) Does not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties;
  - d) Is not responsible for the proper disposal/recycling of any waste generated as a result of this project
  - e) Is not liable for any damage caused by the installation of the equipment and/or for any damage caused by the malfunction of the installed equipment.
12. **Indemnification:** Customer shall, to the fullest extent permitted by law, indemnify and hold harmless Energy Smart – Holland BPW and its officers, agents and employees harmless from and against all losses and litigation expenses arising out of or resulting from the performance of work hereunder and caused, in whole or part, by any act or omission of Contractor. Energy Smart – Holland BPW shall further be entitled to all costs (including both internal and external) incurred in the process of enforcing this or any other provision under this Agreement. This provision is not intended and is not to be construed as a waiver of the defense of governmental immunity otherwise available, nor is it construed as a waiver of the defense of governmental immunity otherwise available, nor is it intended to grant third-party beneficiary status to any person or entity.
13. **Governing Law:** This agreement is construed in accordance with Michigan law without regard to conflict of laws or provisions, and venue is in Ottawa County and Allegan County, Michigan.
14. **Intellectual Property:** No rights in copyright, patents, trademarks, trade secrets, or other intellectual property are granted to contractor and/or subcontractor except as expressly provided under these Terms. Contractor and/or subcontractor will not register or use any mark and/or internet domain name that contains any Holland BPW intellectual property.