

# 2018 Self-Direct Custom Program

## Colorado: Commercial Electric Customers

### Pre-approval Checklist

Get your project pre-approved faster by checking off these easy steps.

- Identify energy efficiency opportunities within your organization
- Submit project on line or by mail
- Completely fill out application (mandatory)
- Provide in-depth description of existing conditions and proposed project
- Provide manufacturer's equipment cut sheets
- Provide project energy savings calculations (if available)
- Provide project cost detail (if available)
- Provide estimated baseline equipment cost where available
- Make and retain copies for your records
- Send all documents to address on form  
(sending application to billing address will delay your rebate)

### Rebate Checklist

- Start your project after receiving your pre-approval letter
- Complete project installation
- Attach itemized invoices for equipment and labor, including date of installation
- Attach copy of pre-approval letter
- Make and retain copies of all documents
- Send all documents to address on back of form  
(sending application to billing address will delay your rebate)

### Terms and Conditions

#### General Eligibility

1. The Self-Direct Custom program will provide large commercial and industrial customers rebates to self-fund energy efficiency projects. Businesses who design, engineer, implement and commission qualifying projects can receive increased rebate levels to offset their costs of implementation. The dollar value of these rebates will be based on the amount of energy savings attained. Rebates are available to Black Hills Energy Colorado non-residential electric customers.
2. **All Self-Direct Custom projects require pre-approval before purchase and installation.**
3. **Purchase and installations must be completed between January 1, 2018 and December 31, 2018.** Applications for work done must be received by **January 31, 2019.**
4. Customers must have an aggregated peak demand at all meters greater than 1 MW in any single month and aggregated annual energy usage of 5,000 MWh. The customer of record must be the same for all meters aggregated to qualify for this program. Contact your Customer Representative to determine if you are eligible.
5. Multiple rebate applications for different measures may be submitted. Each individual measure will be evaluated on its own merits.
6. Similar measures that are proposed in different facilities or buildings will be evaluated separately.
7. Black Hills Energy reserves the right to adjust rebate amount based on final project costs as indicated on customer provided invoices.
8. Self-Direct Custom rebates are based on the cost difference (incremental cost) between standard and high efficiency equipment and systems, and the amount of energy saved. Rebates are calculated individually for each project. Projects must have an incremental payback of 1.0 year or longer. Customer savings will be based on the estimated reduction in billed energy and demand from current usage levels. Projects must have a societal benefit-to-cost ratio of 1.0 or higher. The incentive per kWh savings will be a sliding scale dependent upon the total project kWh savings. Total annual incentives will be calculated based on the cumulative annual kWh savings for all applications submitted by a customer during a program year.
9. Rebates for the Self-Direct Custom program will be paid in the form of utility bill credits against the DSMCA charge every month until the eligible project credit amount is exhausted. On the final month, the remaining bill credit will be trued up on the bill. Self-Direct rebates will have a 10% adder to the value over Custom rebates.
10. This program is subject to regulatory rules and orders. Black Hills Energy reserves the right to change or end any portion of this program without notice.
11. New equipment must be installed on the premises and must not be purchased for resale. Used/refurbished/repaired/rebuilt equipment does not qualify for this rebate.

## Examples of technologies which may be eligible in this program Include:

- Chillers and Unitary HVAC Equipment
- High Efficiency Refrigeration Equipment
- Process Related Equipment for Industrial or Agricultural Customers
- Energy Management and Control Systems
- Measures not covered in the Commercial Rebate Program

## IMPORTANT

In order to be eligible for a Self-Direct Custom rebate, please fill out this form and return to Black Hills Energy. A customer who proceeds without pre-approval or applies to the Self-Direct Custom program after the project has been completed may not be eligible for consideration of a Self-Direct Custom rebate.

Incomplete or incorrect applications may be delayed.

Please do not use this form for rebates on measures that are eligible for the Commercial or Custom Rebate Program. Prescriptive measures must be submitted on the Commercial Rebate application form. Customers applying to the Custom Program must use the Custom application form.

All projects must be completed between January 1, 2018 and December 31, 2018. Project completion paperwork must be received by January 31, 2019.

## Post Installation Verification

An Itemized invoice indicating date of installation, dealer/contractor name, equipment manufacturer/model number and quantity must be provided. Black Hills Energy reserves the right to verify sales receipts, cancelled checks, and installations.

## Tax Information

Rebates may be subject to federal and/or state income tax reporting. Applicant is responsible for contacting a qualified tax advisor to determine tax liability. Black Hills Energy is not responsible for any tax consequences of the rebate program.

## Additional Information

- Please allow 7 to 10 business days to receive response on project application.
- Funding for these rebates is limited. Applications will be processed on a first-come, first-served basis. Additional information or assistance in completing your rebate application can be obtained by calling **800-426-5784**.

## Disclaimer

Black Hills Energy does not guarantee that installation of equipment qualifying for rebates will result in reduced energy usage or demand, or in cost savings. The Customer will hold harmless Black Hills Energy and its officers, directors, shareholders, agents, employees, and representatives from all claims, liabilities, fines, interest, costs, expenses, and damages incurred by the Customer, for any damage, injury, death, loss or destruction of any kind to persons or property, to the extent the damage, injury, death, loss or destruction arises out of or is related to the conduct, negligence, willful misconduct, misrepresentation, breach of warranty or other breach of this rebate form on the part of Black Hills Energy.

Project Application Content Requirements	Project Completion Content Requirements
<ul style="list-style-type: none"> <li>■ Description of account (rate classifications, business activities, roles of personnel, history of conservation projects)</li> <li>■ Description of the proposed project (technology, locations, implementation schedule, expected measure life, etc.)</li> <li>■ Benefit cost calculations to determine the TRC</li> <li>■ Any information reasonably requested by the Company to document and support the application</li> </ul>	<ul style="list-style-type: none"> <li>■ Description of all deviations from the application</li> <li>■ Documentation of actual costs incurred including invoices, internal labor, incremental operation and maintenance costs (Do not include shipping charges or taxes)</li> <li>■ Raw monitoring results and engineering calculations</li> <li>■ A TRC analysis greater than 1.0</li> <li>■ Simple Payback on measures</li> <li>■ Lifetime of the measures implemented</li> <li>■ Incremental customer kWh reduction</li> <li>■ Incremental capital cost</li> <li>■ Any information reasonably requested by Black Hills Energy to document and support the completion report</li> </ul>

## Account Information

(To be completed by customer)

### Account Number

(Located in upper right-hand corner of Black Hills Energy electric bill)

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Please check if you are a:

Owner  Lessee  Developer

Other \_\_\_\_\_

Business/Organization

Name \_\_\_\_\_  
(Please print)

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ Best time to call \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Payee Information

(If different than account information or location)

Company Name \_\_\_\_\_  
(Please print)

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ Best time to call \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Brief Description of Project

Describe project including details of energy savings measure(s) (i.e. Replace 70 hp 90% efficient motor with a 60 hp 93% efficient motor at a cost of \$500)

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## Facility information (Mandatory)

(To be completed by dealer/contractor/installer) Complete new equipment information on back.

**Type of Facility:**  New  Existing  Addition

Year Built \_\_\_\_\_ Square Footage \_\_\_\_\_  Own  Rent

### Building Type:

Office  Retail  Health Care  Restaurant  
 Education  Lodging  Grocery  Warehouse  
 Other (please specify) \_\_\_\_\_

**Equipment Type:**  New  Replacement

**Heating Fuel Type:**  Natural Gas  Electric

### Cooling:

Central Air:  Yes  No

Approximate age of old unit \_\_\_\_\_

Chiller:  Yes  No

Approximate age of old unit \_\_\_\_\_

Unitary HVAC:  Yes  No

Approximate age of old unit \_\_\_\_\_

**Water Heating Fuel:**  Natural Gas  Electric  Other

Approximate age of old unit \_\_\_\_\_

## Customer Agreement

I certify that I have read and agree to the Terms and Conditions of the Black Hills Energy Self-Direct Custom Program.

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

### Where did you learn about our rebates?

Bill insert  Billboard  Door Hanger  Email  Event  
 Facebook  Flyer  Newspaper Article  Print Ad  
 Radio  TV  Twitter  Website  Youtube

Other (please specify) \_\_\_\_\_

**Referral by:**  Evaluator  Contractor/Dealer/Installer

Friend/Family  Other (please specify) \_\_\_\_\_

## Existing & New Equipment Information

Please list all **NEW** equipment on this form so Black Hills Energy can calculate your rebate. Make a separate entry for each unit. If more than one measure is being applied for, please photocopy this form and attach with your application.

	Existing or Industry Standard To be completed by dealer/contractor	New Equipment To be completed by installer
Equipment Type		
Manufacturer		
Model #		
Age of Equipment		
Efficiency		
Nameplate Tons of Watts Data: kW, MMBtu		
Quantity		
Operating Costs		
Installation Date		
Cost Breakout		
Equipment		
Engineering		
Installation		
Other (please explain)		
Total		

## Certification

(To be completed by dealer/contractor/installer)

We certify that the indicated equipment was installed per the Terms and Conditions of this program at the address shown. All Terms and Conditions of the program have been met. We certify that all equipment information provided in the application is correct. Black Hills Energy reserves the right to inspect and verify any equipment before or after issuing rebates.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Contractor Information

Company Name \_\_\_\_\_ (Please print)

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Permit Number (if applicable) \_\_\_\_\_

Mail completed application and itemized invoices to:

Black Hills Energy  
c/o Self-Direct Custom Program  
5301 Limestone Road, Suite 222  
Wilmington, DE 19808

### ADDITIONAL INFORMATION

For more information or to download additional applications visit [www.bheSaveMoney.com](http://www.bheSaveMoney.com) or call our toll-free help line at **800-426-5784**.

