



ENERGY EFFICIENCY (“EEP”) PROGRAM RULES

1. General Conditions:

- a. Only PWP commercial electric customers with an active PWP account in good credit standing may apply for EEP program funds.
- b. All customer energy efficiency projects submitted for the EEP program must comply with applicable state and local codes.
- c. All vendors must have a current City of Pasadena business license and applicable contractor’s licenses.

2. Reserving EEP Rebate Funds:

- a. No EEP rebates will be paid without a reservation.
- b. EEP rebate funds are reserved on a first come, first served basis while funds are available. EEP program rebates are funded by PWP’s Public Benefit Charge customer revenues.
- c. EEP program funds are **not** reserved for a proposed efficiency project until all of the following have been completed:
 - i. PWP receives and reviews a completed EEP Application for each type of proposed efficiency project;
 - ii. PWP issues the “EEP Receipt of Application Form” which the customer must sign and return to PWP;
 - iii. PWP conducts the site pre-inspection;
 - iv. PWP’s third party calculates the energy savings and demand reduction;
 - v. PWP estimates the EEP rebate amount; and,
 - vi. PWP provides the customer with an “EEP Rebate Reservation Confirmation” letter.
- d. EEP funds will be reserved for an initial period of six months.

3. EEP Rebate Reservation Extension:

- a. If a project has not been completed prior to the date shown on the EEP Rebate Reservation Confirmation, the customer may request an extension.
- b. EEP rebate reservation extensions **must be requested by e-mail** no less than 15 days prior to the EEP rebate reservation expiration date.
- c. An extension will be granted at PWP’s discretion if the customer can demonstrate that either:
 - i. Substantial construction of the project has been completed; or
 - ii. Purchase order contracts have been issued for the major equipment.
- d. If the project has not started or no extension is requested the rebate reservation will be cancelled.
- e. PWP reserves the right to verify the status and progress of each efficiency project during the EEP reservation period.

- 4. Qualifying EEP Energy Efficiency Measures:**
 - a. Only hard-wired efficiency equipment qualifies for EEP.
 - b. Projects must exceed the minimum requirements of the California Code of Regulations (Title 24), California Green Buildings Standards Code (CALGreen), and/or minimum City standards, when such codes are applicable.
 - c. The EEP Application spreadsheet lists eligible technologies. Submission of any technology under the “other” category is subject to PWP review and approval.

- 5. Special Requirements for LED lighting:** LED lighting must be certified by the Underwriters Laboratory (UL) in order to be eligible for an EEP rebate. **PWP does not accept any other nationally recognized testing laboratory certification**, nor does it accept certification of individual components. The complete luminaire must be UL certified in order to be eligible for a rebate. The manufacturer's warranty for LEDs must be three years or more.

- 6. Non-Qualifying EEP Energy Efficiency Measures:**
 - a. Plug load-based efficiency measures **do not** qualify for an EEP rebate.
 - b. Computer automatic shut off software **does not** qualify for an EEP rebate.
 - c. Other energy efficiency measures not specifically listed in Section 4 may not qualify.

- 7. EEP Application:**
 - a. Only the current version of the “EEP Application” (available in Microsoft Excel and found at www.PWPweb.com/EEP) will be accepted.
 - b. The EEP Application must be submitted electronically via email as an attachment to PWP, with all the required information (see “EEP Application Instructions”).
 - c. Previous or outdated versions of the “EEP Application” will not be accepted.

- 8. Receipt of EEP Application Form:** PWP will provide a “Receipt of EEP Application” form once PWP has received a complete EEP Application. The original “Receipt of EEP Application” form must be signed by the customer and returned to PWP (see “EEP Application Instructions”). This form is required prior to proceeding, but does not reserve funds or guarantee a rebate.

- 9. Pre-Inspection Requirement:** All project sites must pass a pre-inspection by PWP and/or its third-party consultant **before the existing equipment is removed** and the project work begins (see “EEP Application

Instructions”) Customer is responsible for notifying PWP to schedule the pre-inspection and provide the appropriate site access.

- 10. Energy and Demand Savings Calculations:** The savings analysis is calculated by PWP and or PWP’s designated third party at its expense. Upon completion the analysis determines the rebate amount and all savings and rebate calculations are considered final.
- 11. Maximum EEP Rebate Allowed:**
 - a. Total rebate amount **shall not exceed fifty percent (50%)** of the total project cost including parts and labor. If self-installed, the customer must submit their labor cost on their company letterhead.
 - b. The maximum rebate per PWP electric (power/demand/reactive) meter is **\$105,000 (including bonus) per PWP’s fiscal year** (July 1 through June 30).
- 12. Rebate Reservation Confirmation:** Customer is not eligible for a rebate prior to receipt of “Rebate Reservation Confirmation” letter signed by PWP. The amount shown on this letter represents the maximum rebate that will be paid to customer upon completion and verification.
- 13. Changes in project scope:** The EEP rebate will be limited to the amount shown on the EEP Rebate Reservation Confirmation. To receive a larger rebate for increased scope, customer must submit a new EEP Rebate Application, using the current version. The existing EEP Rebate Reservation will be canceled and the revised EEP Application will be processed as a new project
- 14. Post-Inspection Requirement:** All project sites must pass a post-inspection by PWP and/or its third-party consultant after the new equipment is installed and operating (see “EEP Instructions”). Customer is responsible for notifying PWP to schedule the post-inspection and provide the appropriate site access.
- 15. Changes in “as built” conditions.** Any discrepancies between the amount and type of equipment specified in the customer Rebate Reservation Confirmation and those actually installed that result in lower energy savings and/or demand load reduction will reduce the final EEP rebate. After the recalculation of the energy savings a new “Rebate Reservation Confirmation” letter will be sent to the customer and the original letter will be considered null and void.
- 16. Rebate Payment.** EEP rebate checks are made payable to the PWP electric customer on record; however, customer has the right to assign the rebate payment to a third party (e.g., vendor). Customer/vendor rebate recipients may be subject to receiving a 1099.