

2020 Southern California Edison
Company (SCE)

Energy Efficiency
Non-Residential **Rebate** Manual

(Express Rebate Program)

Program Overview and Policies

Utility Administrator: Southern California Edison Company
(SCE)

Program Overview and Policies

1.1 Introduction.....	2
1.2 How the Offering Works	3
1.3 Eligibility for Participation	4
1.4 Qualifying Energy Efficiency Measures	5
1.5 Measure Cost	6
1.6 Aggregating Customer Project Sites	7
1.7 Rebate Limits	7
1.8 How to Apply	8
1.9 Utility Application	9
1.10 Application Review	9
1.11 Application Approval.....	10
1.12 Rebate Payment.....	10
1.13 Other Important Terms and Conditions.....	10

1.1 Introduction

The 2020 Statewide Energy Efficiency Business Rebate Offering provides financial rebates to offset the cost of replacing or upgrading to high-efficiency equipment. Non-residential customers that install eligible, "prescriptive" energy efficiency measures (energy-saving technology) are eligible for a predetermined rebate for each measure installed, if they meet all of the other program requirements and funding is available.

Rebates are paid on the prescriptive measures as determined by SCE, the utility administrator. Non-residential customers wishing to receive rebates must submit a project application through the rebate offering process for installation of eligible energy efficiency measure(s).

The 2020 enrollment cycle began January 1, 2020 and ends on December 31, 2020. Applications are accepted throughout the program cycle or until SCE's rebate offering funds are exhausted. Check with the utility administrator for specific enrollment periods. Rebates can only be paid for active measures installed within the 2020 program enrollment cycle.

1.1.1 Application Types

Express Rebate Application: Applications submitted after the measure(s) is/are installed. Rebate eligibility is based on the date the Express Rebate Application is received.

Applications must be submitted within 60 days of the project installation date and/or final invoice date, whichever is later. Any Express Rebate Application submitted to SCE more than 60 days after the installation date or final invoice date may be declined for rebate.

Express Rebate Application with On Bill Financing (OBF): Applications submitted before the installation of measures. This application type requires OBF Loan Pre-Approval (Credit Review) prior to project installation. Rebate eligibility is based on the date the Express Rebate Application is received.

SCE will issue a Project Application (PA) Approval which will include the estimated OBF Loan Terms Calculations and an Installation Report (IR) giving authorization to install the Express measures. No work may commence until the PA Approval is received. Customer must also satisfy the eligibility requirements of the OBF program. Rebate eligibility is based on the date the IR is received and must be submitted within 60 days of the installation date and/or final invoice date. IR's for Express solutions submitted more than 60 days after installation date or final invoice date may be declined for rebate and financing.

1.1.2 Eligibility for Express measures

Eligibility for any measure and its corresponding rebate is based on the date SCE receives the Express rebate application **and** the date the measure is installed. Additionally, for various reasons, including change in CPUC policy, measures may expire, or no longer be eligible for rebate, during the program cycle.

Example: If a non-expired measure is installed in late December 2020, the customer application must be submitted to SCE no later than December 31, 2020.

(Note: Example does not apply to expired/expiring measures. New applications with expired measures submitted after measure expiration will be declined, so prior to installation, please check the relevant utility's program website to ensure that the measure has not expired.

During the enrollment period, rebate project applications must be submitted within 60 days of project installation date and/or final invoice date, whichever is later.

Measure eligibility and rebate amounts are subject to change. Some measures may be modified or retired during the program cycle because of CPUC dispositions, market studies, industry standard practice (ISP) studies, or other reasons. All measures for the 2020 program cycle must be installed by December 31, 2020 and are evaluated for eligibility after the installation documentation is received. New applications that include expired measures will be rejected.

If the rebate for a specific measure is revised by the utility before it receives the customer's application, the utility will process the application based on the revised rebate level. If a specific measure is discontinued by the utility before it receives the customer's application, the utility will decline the application. When feasible, SCE will communicate any measure changes in advance (i.e., 30-60 days prior to implementation of rebate change, qualification change, or measure expiration).

SCE will communicate measure changes using the online Energy Management Online Application Tool (OLT) which can be found at <https://sceonlineapp.com/>. Refer to the OLT "What's New" section for updates on all measure changes.

Designed for Non-Residential Customers. The rebate offering serves non-residential customers receiving energy services from IOUs and who pay into the Public Purpose Program (PPP) surcharge.

Offering Materials. Rebate payments depend on careful adherence to program rules and equipment eligibility requirements. Read and review the entire 2020 Rebate Offering Manual before starting a project.

1.2 How the Offering Works

1.2.1 The Main Parties

The program involves three key parties:

1. **Customer/Applicant.** An eligible non-residential customer who is applying for rebates through the rebate offering.
2. **Utility Administrator.** Southern California Edison Company (SCE)
3. **Trade Professional/Trade Pro.** A TradePro is a "project sponsor" that is an entity approved by SCE, and authorized by the customer to apply and/or enter into a project agreement with a utility administrator on the customer's behalf. If customer selects a TradePro, the TradePro is responsible for ensuring all the required paperwork is submitted correctly and for ensuring the project is completed in order for the customer to be eligible for rebates. SCE is not responsible for the failure of the Trade Pro or customer to abide by

program terms and conditions. Generally, project sponsors must be an IOU approved Trade Pro in order for the project sponsor to submit projects directly to the utility.

Customers can serve as their own project sponsor (self-sponsor) and self-submit the application. As used herein, “project sponsor” means either the customer or the TradePro acting on behalf of the customer.

1.2.2 The Basic Process

The rebate offering works as follows:

1. **Project Installation**. No project, whether partial or complete, can receive a rebate payment unless the measure(s) are: (a) installed, (b) fully commissioned, and (c) completely operational. Project installation after application submittal is not permitted unless otherwise specifically stated, in writing, by the utility administrator.
2. **Application Submission**. The project sponsor submits an application to the utility administrator. The application submission contains project details and any other supporting documentation as determined by the utility administrator. For SCE, if application submittal occurred prior to project installation, an installation report form is required to progress into the next phase.
3. **Application Review**. The utility administrator evaluates the application and may, in its sole discretion, conduct site inspections. The utility administrator may modify rebate claims as deemed necessary from review findings.
4. **Application Approval**. After the utility administrator approves the application, the rebate is authorized for payment.
5. **Rebate Processing and Payment**. After payment approval and processing, the indicated payee receives the rebate payment.

The utility administrator reserves the right to revise program policies and procedures, and implement various mechanisms to ensure validity of submitted projects.

1.3 Eligibility for Participation

1.3.1 Customer Eligibility

The rebate offering is open to all non-residential customers who (1) receive natural gas and/or electric services from SCE, and (2) pay the Public Purpose Program (PPP) surcharge on the gas or electric utility bill on which the energy efficient equipment is proposed. PPP surcharge information can be found on the utility bill. Customer eligibility to participate in a particular program may be further defined by building type, climate zone, NAICs code, or another factor. Please review the terms and conditions of each program for further eligibility details.

1.3.2 Project Sponsor (Trade Professional/Trade Pro) Eligibility

Customers may self-administer their own projects or authorize an IOU approved Trade Professional to do so. If designated by a utility customer, an eligible Trade Professional may act on behalf of the customer and may submit rebate applications on behalf of the customer. These parties include energy efficiency service providers (EESPs); energy service companies (ESCOs), lighting installers, HVAC contractors, consulting engineers, energy management companies, or other entities. The utility administrators do not qualify TradePros or any other contractor performing

the work. The customer bears full responsibility for the selection and performance of their selected TradePro or other contractor.

1.3.3 Project Eligibility

Measure rules and rebates may change with little or no notice. Please refer to the utility administrator website for current measure requirements, rebates schedules and terms and conditions

To be eligible for the rebate offering, a project must meet the following criteria:

1. All measures must be installed, completely operational, and properly commissioned prior to the application submittal phase or the measure may be deemed ineligible by the utility administrator.
2. All measures must be installed, completely operational, and properly commissioned prior to the application submittal phase or the project will be deemed ineligible by the utility administrator.
3. Customer must have proof of payment, specification documentation and other relevant materials, in the discretion of the utility administrator, for all measures included in the application.
4. Any energy savings for which rebates are paid cannot exceed the net potential benefit provided to the utility. In cases where, a customer uses non-utility generation (i.e., co-generation, deliveries from another supplier), in addition to taking service from the utility, the non-utility supply does not qualify for the net potential benefit calculation (with the exception of Direct Access customers or customers paying departing load fees for which the utility collects PPP surcharges).

1.4 Qualifying Energy Efficiency Measures

The rebate offering accepts a wide variety of prescriptive energy-saving measures. All measures must meet the following criteria as deemed reasonable by utility administrator:

1. **Qualify as Utility-Approved Measures.** For a measure to qualify for rebates, it must be included in the list of approved measures provided by the utility administrator. At any time during the program cycle, the CPUC may provide direction on workpapers that trigger a change to rebate levels, savings calculations, and/or eligibility for a measure or group of measures. Customers and Trade Professionals should ensure that only currently-eligible measures are included in their applications by checking the utility's website prior to installing any measures. For all deemed measures, current CPUC-approved workpaper values and measure attributes can be found at <http://deeresources.net/workpapers>
2. **Meet Measure Terms and Conditions.** Any measure applied for must comply with measure-specific terms and conditions (or equipment eligibility requirements), which are subject to change.
3. **Utilize New Equipment.** Only new equipment installations qualify for rebates, unless otherwise specifically stated, in writing, by the utility administrator.
4. **Replace Existing Equipment.** Equipment must be replacing existing equipment to qualify for rebates, unless otherwise explicitly communicated, in writing, by the utility administrator.

5. **No Duplicate Rebates.** Applicants cannot apply for or receive rebates from more than one energy efficiency program for the same measures within a five-year period. These programs include, but are not limited to, any program offered by or through the PG&E, SCE, SDG&E, SoCal Gas, California Energy Commission (CEC), and the CPUC, including PPP-funded local programs, third-party programs, or local government partnerships. Gas and electric components are considered separately. For example, a customer who receives a rebate for from the Express Program cannot also receive a rebate for the same measure from another program
6. **Operational Period.** The customer must provide utility with all the related energy benefits specified in the project application for the effective useful life of the product or for a period of five (5) years from receipt of rebates, whichever is less. If the customer removes the equipment before that period, the utility administrator, in its sole discretion, may request a refund of the prorated amount of the rebate. For example, if the customer removes equipment with a five year useful life after only three years, the utility may request the customer refund 2/5ths of the rebate paid.
7. **Qualified Products List.** Equipment purchased for deemed measures that leverage a Qualified Products List (QPL) must be on the QPL at the time of application to qualify for a rebate. The equipment model number must match exactly the model number on the QPL. If there is a requirement to use a QPL, such requirement will be indicated on the measure level requirements in the deemed product catalog.
8. **Measure Level Requirements.** In order to qualify for a rebate, implementers must follow applicable measure level requirements and qualifications for measure attributes. This includes, but not limited to, building type, climate zone, and delivery type.

1.5 Measure Cost

Measure cost is the cost of the proposed equipment being installed as itemized in the proof of payment. Proof of payment may include invoices, lease agreements, or any other forms of acceptable documentation as deemed necessary by the utility administrator. Tax, shipping, and other secondary costs are not included in the measure costs.

The utility administrator never pays a rebate for more than 100% of the incremental measure cost of the items or over the maximum rebate allowance per unit.

SCE retains the sole discretion to determine the appropriate baseline values and energy savings calculations used to determine actual rebate payments. Rebates shall be paid only on projects that exceed the baseline performance standards applicable when the Application is signed. SCE reserves the right to modify or cancel the rebate amount if the actual solution installed differs from the solution proposed to be installed as set forth in the Application. Rebates are subject to certain equipment and/or project cost limitations. See specific Program terms and conditions for such limitations and required project cost documentation. Trade Professionals receiving rebates must also submit an invoice that reflects the purchase price of the measure equipment, along with all required documentation pursuant to the terms and conditions of the relevant Program. Additional documentation supporting the TradePro's actual cost may also be required including, but not limited to, purchase invoices from Trade Professional's distributor. SCE cannot accept revised documentation showing revised payment costs. Trade Professionals must provide customers with applicable equipment warranty information for all products installed.

1.6 Aggregating Customer Project Sites

A rebate offering application may be comprised of a single energy efficiency measure or a variety of measures. A project sponsor may choose to include multiple project sites in a single project application. The following requirements and limitations apply:

- The same customer must own and/or occupy the project sites. Businesses must submit separate applications by business owner/Tax ID.
- When a customer installs the same measures on several sites, the project sponsor must indicate the measure quantities per site on the proof of payment or attached as a separate sheet.
- Every customer project site applying for rebates **must be in the same service territory as the utility administrator to which it is applying.**

When combining sites and measures into a single application, a project is not reviewed, or approved, and does not receive payment, until the paperwork for all the individual sites and measures is complete. When a project is being implemented in phases, consider submitting separate applications for measures in each phase.

1.7 Rebate Limits

The rebate payment amount is based on the number of measures approved at the prescriptive rates, as determined by the utility administrator. Rebates may change with little or no notice. Measures may expire before the end of the program cycle.

Eligibility for any rebate and measure is based on the date the application is received. Eligibility is not based on the date the equipment is purchased by the end-use customer, contractor or vendor, or the installed date.

1.7.1 First-Come, First-Served

The Program is funded by California utility ratepayers under the auspices of the California Public Utilities Commission. Program funds are limited and available on a first-come, first-served basis and will continue until funds are expended or December 31, 2020, whichever occurs first. Rebates cannot be paid after program funds are fully committed. The utility processes and reviews applications in the order received, however incomplete applications are not in accordance with program rules and will be considered and reviewed only after the application is submitted with complete information.

1.7.2 Customer Rebate Caps

The rebate offering measure rebates are capped at the following:

- 1) The maximum rebate per measure is 100% of the total measure cost.
- 2) The maximum rebate per customer per year is \$2,000,000 per customer, per calendar year.

1.8 How to Apply

Applicants can contact SCE for assistance in completing their applications and to obtain answers to specific program questions. **Table 1-2** lists the program contact information.

Table 1-2. Utility Administrator

Utility Administrator	Program Representative
<p>Southern California Edison Company https://www.sceonlineapp.com/</p> <p>Note: SCE’s Solution’s Directory is updated periodically. Please use the On-Line Tool “What’s New” section at https://www.sceonlineapp.com/ to stay informed with the latest policy changes and program offerings.</p>	<p>Southern California Edison Business Incentives P.O. Box 800 Rosemead, CA 91770</p> <p>General Assistance Phone: (800) 736-4777 BusinessIncentives@sce.com</p>

1.8.1 Overview of Required Paperwork

To receive a rebate, the project sponsor must complete certain actions, and submit applications and supporting materials, at specific project milestones:

1. First milestone:

Application: The application describes the project and indicates those proposed measures, which are being submitted for rebates. If measure has been installed, project sponsor must submit proof of payment, specification documentation, and other supporting materials deemed necessary by SCE.

2. Second milestone:

Installation Report with Express Applications with On-Bill Financing: If the measure has not been installed when the application is submitted, the project sponsor must submit an installation report (IR) to the utility administrator after the new equipment is installed, fully commissioned, and completely operational. Project sponsor must submit proof of payment, specification documentation, and other supporting materials required by the utility administrator. The utility administrator cannot schedule an inspection without receiving an executed IR. Equipment must be installed, and the IR submitted, before measure expiration to be eligible for rebate.

1.8.2 Electronic Forms

All rebate applications must be submitted electronically through the utility’s website. Paper applications will not be processed. Visit SCE’s web site at: www.sceonlineapp.com.

1.9 Utility Application

Each utility requires a customer to complete its specific application available through the utility's web site:

1.9.1 Southern California Edison (SCE)

<https://www.sceonlineapp.com/>

1.10 Application Review

Each application and its supporting documentation is reviewed by SCE in order to determine whether the application meets all program requirements and whether the will approve or reject the project measures.

1.10.1 Post-Installation Site Inspection (if required)

Upon receipt of the application or installation report, SCE may schedule a post-installation inspection to verify that the new measures are installed, fully commissioned, and completely operational. Measures failing any of these requirements are ineligible for rebates. Customer must allow a utility representative, the CPUC, or any authorized third party, if requested, reasonable access to their property to verify the installed equipment before a rebate is paid.

A representative of the project sponsor who is familiar with the project, e.g. the facility manager or other responsible representative of the customer, should attend the inspection. The utility administrator may fail an application if the inspection is not completed in a timely manner.

Application re-processing and/or site re-inspections are only eligible upon SCE Program Management authorization. SCE Program Management may authorize, at its sole discretion and subject to a \$400 fee, a site re-inspection and/or application re-processing. SCE will not authorize more than one site re-inspection or application re-processing. If the Customer or Trade Professional (Customer Authorized Agent) resubmits an initially rejected application, the second inspection will be considered final and resubmittal of the rebate application will not be accepted. Customer will be notified when an inspection is being scheduled. Vendor notification by the utility is a courtesy and is not required.

1.10.2 Partial Installation

No project, whether partial or complete, will receive a rebate payment unless the measure is: (a) installed, (b) fully commissioned, and (c) completely operational.

If the remaining equipment is later installed meeting these standards, a separate (new) application must be submitted for that equipment.

When submitting an application for Express Solutions rebates, the installation and commissioning of equipment must be completed before the application is submitted. Any project where installation has either not been started or not completed at the time of the

post-installation inspection will be subject to a \$400.00 re-inspection fee. A project may be partially approved if the quantity of installed equipment verified by inspection is less than the quantity of equipment indicated on the application. If a project is declined, an application may be resubmitted and will be subject to a \$400.00 reprocessing fee.

1.11 Application Approval

The application approval is the basis for initiating the rebate payment processing.

1.11.1 Notice of Application Review Results

The utility administrator provides the project sponsor/point-of-contact written notice of the application review results, as follows:

Approved. The approval letter or e-mail informs the project sponsor that the application is approved for rebate payment processing under the terms of the rebate offering, and includes the approved rebate amount.

Incomplete/Declined. An application may be declined or returned if any of the following conditions apply:

- the installation is not consistent with the application
- the project fails inspection(s)
- the project is missing information that the project sponsor is unwilling or unable to provide
- the project otherwise fails to meet program criteria, or

1.12 Rebate Payment

1.12.1 Payment Schedule

For most projects, the complete approved rebate amount is paid after the utility administrator approves the application and processes the rebate. Unless a project application is selected for inspection or rejected, the rebate payment check is generally mailed 4-8 weeks after the completed application is received, including all required documentation. Failure to provide all required documentation may delay approval and/or process of customer's rebate payment.

1.12.2 Payment Disbursement

The utility administrator determines the rebate payment based on its review of the submitted paperwork and/or site inspection(s). After approving the application, the utility administrator begins processing the rebate payment for mailing to the payee designated on the application. A project sponsor disputing the review findings must notify the utility administrator as soon as possible.

1.13 Other Important Terms and Conditions

By virtue of participation in the program, customers, project sponsors, and Trade Professionals (authorized agents) agree to the additional following terms and conditions:

1. All parties consent to participate in any evaluation and/or audit of the project. The utility, the CPUC or its representatives may contact participants to answer questions regarding their rebate offering experience, request a site visit and/or additional documentation in support of adherence to program rules. All participants agree to comply with such evaluations/audits.
2. The utility administrator expressly reserves the unrestricted right to utilize third-party contractors to perform any and all work covered by the rebate offering. This includes the unrestricted right to contract with third-parties to perform the work or to perform any such work themselves. The utility administrator may employ third-party engineering firms to conduct site inspections. The information reviewed is confidential and not shared with any party outside the application, other than the CPUC and authorized third-party contractors assisting in implementing the program.
3. Customers must comply with all terms and conditions of each Program to which they are applying. If a Customer utilizes a TradePro, the TradePro must ensure that the Customer complies with all terms and conditions of the relevant Program, in addition to complying with the TradePro Agreement between itself and the respective utility. The utility administrator bears no responsibility if a Customer's TradePro fails to cause the customer to comply with all Program terms and conditions, resulting in a delay or a rejection of Customer's rebate application.

After December 31, 2020, existing program agreements may be assigned to a new administrator. By participating in the relevant program, applicants agree to allowing for such an assignment.

Notice of Public Record

Participants should be aware that, because the program is funded by the PPP surcharge, projects are a matter of public record and may be reviewed and evaluated by the CPUC upon program commencement. The estimated total project costs are part of the public record. The utilities may discuss projects and disclose project information among program administrators (PG&E, SCE, SDG&E, and SoCal Gas) to ensure statewide consistency and eligibility. Projects are not shared or available for viewing by other customers or sponsors. Information about specific projects is not divulged to parties not included on the application other than the CPUC and authorized contractors implementing the program.

The utility administrator is not liable to any project sponsor, customer, authorized agent or other party as a result of any public disclosure to the CPUC for the purpose of measurement and evaluation.

Change in Sponsorship or Payee

If a change in sponsorship or payee occurs after the application is submitted, please indicate the change request in writing to the utility administrator, and resubmit the required (associated) pages of the Energy Management Solutions Rebates Application. Written notification is also required from the original project sponsor or authorized agent/customer. If written notification is not possible, (i.e. the sponsor is no longer in business or is non-responsive), the applicant may submit a letter requesting termination of the project sponsor or authorized agent/customer to act on their behalf.

Contract Termination

The utility administrator may terminate for any reason set forth in the Program terms and conditions. Some of these reasons include, but are not limited to:

- The customer deliberately with holds significant facts, misleads with critical or false information in the project application, or
- The project was not completed before the installation deadline, or
- The project sponsor formally requests withdrawal from the program, or requests the contract be transferred to the customer, or
- The customer requests withdrawal from the program.

Tax Identification Form (CA-590)

A customer can speed its application by providing all required supporting documentation with a properly completed application. This documentation may include California Form 590, Withholding Exemption Certificate, certifying an exemption from nonresident withholding.

See: https://www.ftb.ca.gov/forms/2017/17_590.pdf

More Information

SCE: For more information on SCE's rebate offerings for business customers, visit <https://www.sce.com/wps/portal/home/business/savings-incentives/express-solutions>.