

ANAHEIM BUSINESS ENERGY EFFICIENCY SOLUTIONS (ABEES)

Program Guidelines

1. General Conditions

- a. Only APU commercial customers with an active APU account
 - i. minimum peak demand of 50kW (Contact APU if <50kW for the Small Business Direct Install Program)
 - ii. Must have minimum of 6-12 months of energy consumption to establish baseline usage. New active accounts will be evaluated on kW reduction
 - iii. Good credit standing
- b. Property owners shall contact APU for project incentive approval
- c. All projects must comply with applicable state & local energy codes
- d. When applicable, all permitting requirements are the customers responsibility
- e. Projects must meet a minimum \$500 incentive amount to be eligible

2. Availability of Funding

- a. Incentive funds are reserved on a first-come, first-serve basis
- b. Incentive funds are limited and subject to change without notice
- c. Approved projects must be completed within the given time frame (60 days maximum)
- d. Incentive funds are **not** reserved for an efficiency project until **ALL** of the following have been completed:
 - i. Application reviewed for completeness
 - ii. Estimated projected energy savings and demand reduction are approved
 - iii. Estimated incentive amounts are verified
 - iv. Site pre-installation inspection conducted
- e. Funds are reserved only for the period of time designated in the Approved Application. Fund reservation does not guarantee any incentive payments, until the project is completed and final incentive amount is determined by APU

3. Incentive Limits

- a. Incentives are limited to 25% of the project cost (includes labor & material) per application and up to \$50,000 per customer, whichever is less, per fiscal year

4. Pre-Approval Requirements

- a. Projects begun prior to Application Approval and pre-inspection by APU **may not be eligible** for program funding
- b. No incentives will be paid without an Approved Application
- c. Application must be received, and approved by APU prior to the removal of existing equipment. To ensure eligibility do not purchased or installed your new equipment before APU's approval.
- d. Customer is not eligible to participate in the Incentive Program prior to receipt of the Approved Application which must be signed and returned to APU prior to commencement of the project
- e. The incentive amount shown on the signed Approved Application represents the estimated incentive amount reserved

5. Application Process

- a. Download the current version of the application from the website
- b. Applications must be submitted electronically via email as an attachment to ABEES@anaheim.net with all required information
- c. Previous or outdated versions of the ABEES Application will not be accepted
- d. APU will provide a Receipt of Application response via email once APU has received the completed Application. This Receipt of Application does not confirm funding or guarantee a project approval or incentive

6. Pre- Inspection Requirement

- a. APU representative will contact customer to schedule an appointment during normal business hours. Customer is responsible for providing appropriate site access for the inspection with a representative who is familiar with the facility and the proposed project. Project scope must pass a pre-installation inspection **before existing equipment is removed** and new project work begins

7. Post-Inspection Requirement

- a. Post inspections must be conducted by APU staff after the approved project scope of work is completed and is in operation
- b. Any discrepancies during the post-inspection without prior notification could result in a revision of the application

8. Project Extensions

- a. If a project has not been completed prior to the expiration date shown on the signed Approved Application, the customer may request a one time 30 day extension
- b. Extensions must be requested by email to ABEES@anaheim.net no less than 15 days prior to incentive reservation expiration date
- c. An extension may be granted at APU's discretion
- d. If the project has not started or no extension is requested the incentive reservation will be nullified
- e. If incentive is nullified, customers can elect to resubmit an application for a new reservation
- f. The City of Anaheim may withhold final incentive check until satisfaction of all above listed conditions have been met

9. Incentive Payments

- a. Incentive amounts are reviewed, finalized and approved by APU
- b. Must provide paid in full/zero-balance final invoice(s) and cancelled checks/proof of payment
- c. Incentive checks are issued to customers only and will be sent to the mailing address specified in the Incentive application.
- d. No third-party checks will be issued.
- e. In-house labor may not be applied toward project cost
- f. kW & kWh savings must be maintained for a minimum of five (5) years from date of the post-inspection

For Incentive Application assistance, please contact APU by – Phone: (714)-765-4124, Fax: (714).765.4152 or Email: ABEES@anaheim.net