



## Custom Incentive Program (CIP): Terms and Conditions

1. Customer submits a Custom Incentive Program (CIP) application form to VPU for the proposed energy efficiency project. The latest version of the CIP application form can be found on the VPU website ([CityofVernon.org/SaveEnergy](http://CityofVernon.org/SaveEnergy)).
2. VPU representative will review the submitted CIP application form and schedule an on-site pre-installation inspection with the Customer to document the existing equipment.
3. Projects that commence **prior** to VPU pre-installation inspection and approval may be **disqualified** from the Program.
4. Proposed project must pass pre-installation inspection **before** existing equipment is removed and new project work begins.
5. After the on-site, pre-installation inspection has been completed, VPU representative will provide an updated CIP application form with a reserved incentive amount, which allows the Customer to commence with the proposed energy efficiency project.
6. Incentives are reserved on a first-come, first-serve basis, subject to change without notice.
7. Incentive Reservation does not guarantee payment until the project is completed and final incentive amount is determined by VPU.
8. Customer has 180 days to complete the proposed energy efficiency project, please refer to the "Incentive reservation expiration date" listed on the application form. If an extension is required, please contact VPU at [CustomerPrograms@CityofVernon.org](mailto:CustomerPrograms@CityofVernon.org).
9. Customer shall contact VPU once the energy efficiency project is complete. VPU representative will schedule a post-installation site inspection to document the newly installed equipment.
10. Discrepancies identified by VPU staff during the post-inspection may impact the final incentive amount.
11. After the on-site, post-installation inspection has been completed, VPU will finalize the incentive amount and process the CIP application form for internal approval.
12. Customer must provide a final "**paid**" invoice, proof of payment and a copy of the W-9.
13. The timeline for VPU to issue an incentive check to the Customer will be 6-8 weeks after project completion.
14. The maximum incentive provided under the CIP is \$50,000 per metered VPU commercial electric service account, per VPU fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>).
15. Total rebate amount shall not exceed fifty percent (50%) of the total project cost, including parts and labor. If self-installed, customer must submit labor cost on company letterhead.
16. For lighting retrofit projects, the CIP incentive is \$0.075 per kWh saved over a one-year period. The measure requirements are as follows:
  - a. Newly installed fixtures and lamps must be certified through a Nationally Recognized Testing Laboratory (NRTL); UL and ETL certifications are accepted.
  - b. Newly installed fixtures and lamps must meet at least **one** of the following requirements: (1) DLC Listed, (2) Energy Star Certified; (3) 25,000 hours **or** 3-year warranty.
17. For non-lighting retrofit projects, the CIP incentive is \$0.075 per kWh saved over a one-year period, applicable newly installed equipment or technologies that **exceeds** Title 24, California Green Buildings Standards Code (CALGreen) and/or minimum City standards.