

A Cash Incentive Energy Efficiency Program brought to you by:



## Instructions for Use:

*For complete instructions, please refer to the Terms and Conditions on page 5.*

1. Complete and sign the application for your proposed project. Submit the completed application and the following required documentation to The Utility for pre-approval (see contact information below):
  - a. Descriptions of the existing and proposed equipment or measure.
  - b. Calculations of estimated demand and energy savings, along with documentation of assumptions.
  - c. Certification of the calculations and measures proposed.
2. The Utility will schedule a site visit for verification of equipment.
3. **After The Utility provides a written Preapproval of Custom Rebate**, purchase and install the equipment or measure.
4. **Within 90 days of the equipment being installed and operational**, submit copies of itemized invoices (including costs, quantities, makes, model numbers, and sizes) along with manufacturer's specification sheets showing efficiency ratings for all equipment. Also submit updated calculations of demand and energy savings, if applicable.
5. The Utility will schedule a post-inspection site visit.
6. Please allow 6 to 10 weeks for final review and processing of your completed application and payment of eligible incentives.

Email the application and all supporting documentation to: [rebate@brightenergysolutions.com](mailto:rebate@brightenergysolutions.com)

Or, mail, fax or deliver the application and supporting documentation to:

ALP Utilities  
PO Box 609  
316 Fillmore  
Alexandria MN 56308  
Phone: (320) 763-6501  
Fax: (320) 762-1411

Please note: ALP Utilities and its supplemental power supplier, Missouri River Energy Services, are offering this Bright Energy Solutions Program. ALP Utilities and Missouri River Energy Services together will be referred to as "The Utility" throughout this document.



Please visit [www.brightenergysolutions.com](http://www.brightenergysolutions.com) for more information about the Bright Energy Solutions® Programs.

HAS THIS PROJECT BEEN PREAPPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Customer Information (Please Print)</b>			
Company Name		Contact Name	Date Submitted
Installation Address	City	State	Zip Code
Mailing Address	City	State	Zip Code
Phone	Installation (Completion) Date	Is the Space Air Conditioned? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address*			
*(By providing your email address, you are granting The Utility permission to send emails regarding this project and/or updates on our incentive programs)			
Municipal Utility Account Number			
Building Use-Please Check One			
<input type="checkbox"/> Office	<input type="checkbox"/> Retail	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Lodging	<input type="checkbox"/> Manufacturing	
School: <input type="checkbox"/> Elementary	<input type="checkbox"/> Secondary/High School	<input type="checkbox"/> College	Healthcare: <input type="checkbox"/> Clinic <input type="checkbox"/> Hospital
<input type="checkbox"/> Other/Miscellaneous: _____			
<b>Facility Hours of Operation</b>			
Hours per day	Days per Week	Weeks per Year	Hours per Year (hours x days x weeks)
<b>Vendor/Contractor Information</b>			
Company Name		Contact Name	Phone
Address	City	State	Zip Code
Email Address*			
*(By providing your email address, you are granting The Utility permission to send emails regarding this project and/or updates on our incentive programs)			
<b>Payment Information</b>			
Please process payment to: <input type="checkbox"/> Customer (listed above) <input type="checkbox"/> Vendor or Contractor (listed above) <input type="checkbox"/> Alternative Recipient			
<b>If payment is to be made to an Alternative Recipient, please complete the remainder of this section:</b>			
Company Name		Contact Name	Phone
Address	City	State	Zip Code

**Project Information**

**IMPORTANT: If not included below, detailed calculations and assumptions must be attached with this application, and must be sufficient to verify the demand and energy reductions claimed. Attach additional supporting documents and specifications as necessary.**

Please describe, in detail, the **EXISTING** or **BASELINE** equipment (quantity, make, model, type, efficiency rating, wattage, etc.):

Please describe, in detail, the **PROPOSED** equipment (quantity, make, model, type, efficiency rating, wattage, etc.):

The proposed equipment is (check one):  New Equipment  Retrofit Equipment  Replace Failed Equipment  
 (Retrofit Equipment is a replacement of *working* equipment. Replace Failed Equipment is replacing equipment that is no longer functioning.)

**kW (Demand) Reduction Incentive Calculation**

*The custom electric incentive is \$270 per average kilowatt (kW) saved during utility peak hours, which are defined as weekdays between the hours of 1pm and 8pm during the months of June, July, August, and September. Equipment must operate 1500 hours annually and must operate regularly during the peak hours defined above in order to qualify. All custom electric incentives are limited to 75% of total project cost, or 100% of material cost if self-installed.*

kW Demand of Existing Equipment (A) \_\_\_\_\_ (If there is no existing equipment, use kW demand of base model comparison.)

kW Demand of Proposed Equipment (B) \_\_\_\_\_

KW Demand Saved (A-B) = \_\_\_\_\_ (C) kW saved (C) x Annual Hours \_\_\_\_\_ Annual kWh

KW Demand Saved (C) X \$270 = \_\_\_\_\_ (D) kW Incentive

**Certifications and Signature**

I hereby certify that: 1. The information contained in this application is accurate and complete; 2. All installation is complete and the unit(s) is operational prior to submitting application; 3. All rules of this incentive program have been followed; and 4. I have read and understand the terms and conditions applicable to this incentive program as set forth in this application, including those set forth on the last page of this application form.

The customer agrees to verification of equipment installation which may include a site inspection by a program or utility representative. The customer understands that it is not allowed to receive more than one incentive from this program on any piece of equipment. The customer agrees to indemnify, defend, hold harmless and release The Utility from any claims, damages, liabilities, costs and expenses (including reasonable attorneys' fees) arising from or relating to the removal, disposal, installation or operation of any equipment or related materials in connection with the programs described in this application, including any incidental, special or consequential damages.

Please sign and complete all information below.

Customer Signature	Date
Print Name	Title (if applicable)

<b>Member Utility Use Only</b>		Date Received:	
Pre-Inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Pre-Inspected:	Initials:
Post-Inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Post-Inspected:	Initials:
Incentive Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount \$	Date Approved:
Utility or Program Representative			

**Commercial BES Application Checklist**

Before submitting this application please complete and include all items listed below:

- ✓ **Complete Application**
  - Customer Information Section
  - Vendor/Contractor Information Section
  - Rebate sections Completed
  - Customer Signature (above)
- ✓ **Attach a Copy of the Equipment Invoice**
  - Equipment Quantities
  - Model numbers of equipment installed
- ✓ **Specification Sheets, AHRI Certificates or Energy Star Documents**

**ELIGIBILITY:**

- These incentives are offered by Missouri River Energy Services and its participating members. For questions regarding eligibility, call your local utility listed on the cover page of this application.
- Commercial, industrial, and governmental customers who purchase electricity from The Utility are eligible to participate in the Bright Energy Solutions® Custom Incentive Program. Eligible equipment must be connected to an electric service billed under a commercial or industrial rate class by The Utility. Excludes equipment for residential spaces such as apartments.
- Customers that self-generate more than 5% of their annual energy needs are not eligible for BES rebates. The Bright Energy Choices green energy program can help customers achieve net-zero carbon or 100% renewable power supply without self-generation. Contact your utility for more information.
- This program is applicable only to equipment that meets the detailed equipment specifications and requirements described in this application. The Utility will determine, in its discretion, whether such specifications and requirements are satisfied.
- Customers may not receive more than one incentive for each piece of equipment installed under this program or any combination of Bright Energy Solutions programs.

## TERMS AND CONDITIONS:

1. **Incentive Offer:** Projects, including all required installation, must be completed by December 31 of the year indicated on this application form. A signed application and itemized invoices for materials and labor must be submitted to the participating utility at the address located on the cover page of this application within 90 calendar days of project completion. Please keep a copy for your records.
2. **Proof of Purchase:** This application must have complete information and be submitted with an invoice(s) itemizing the new equipment purchased and labor costs. The invoice(s) must indicate date of purchase, size, type, make, model and total project cost. The AHRI Certificate of Product Ratings must also be provided where applicable and available. In cases where the AHRI Certificate of Product Ratings is not available or applicable the manufacturer (OEM) specification sheets must also be included.
3. **Compliance:**
  - a) All projects must comply with federal, state, and local codes.
  - b) All equipment must be new or retrofitted with new components per the program specifications. Used or rebuilt equipment is not eligible for incentives. Existing equipment must be removed and properly disposed of.
  - c) Equipment must meet specification requirements and be purchased, installed and operating prior to submitting an incentive application.
  - d) Equipment must not be used to qualify and receive payment for energy savings from any wholesale electricity market.
  - e) Customers may only receive one incentive per piece of qualifying equipment.
  - f) All projects for which more than \$20,000 in incentive payments is sought must be approved by The Utility prior to the commencement of the project. Receipt of pre-approval does not guarantee incentive payments will be made. Incentive payments will be made only upon the customer's satisfaction of all terms and conditions of this program.
  - g) All terms and conditions of this application must be satisfied by the customer.
4. **Payment:** Once completed paperwork is submitted, incentive payments are usually made within 4-8 weeks. Incomplete applications will either delay payments or be denied. The Utility reserves the right to refuse payment and participation if the customer or the customer's contractor violates program rules and procedures.
5. **Inspection:** The Utility may conduct an inspection of the customer's facility to survey any installed projects. All projects exceeding \$10,000 of incentives will be inspected prior to incentive payment. The Utility may inspect customer records relating to incentives sought by the customer.
6. **Information Sharing:** The Utility reserves the right to publicize your participation in this program, unless you specifically request otherwise in writing. Information contained in this application may be shared with state boards, commissions, departments, and other Bright Energy Solutions participating utilities.
7. **Program Discretion:** Incentives are available on a first-come, first-served basis. This program and its incentive amounts are subject to change or termination without notice at the discretion of The Utility. Neither pre-approval of a project, nor any other action by The Utility, will entitle a customer to an incentive payment until the application is finally approved by The Utility. The Utility reserves the right to load manage (cycle on or off) customer equipment that qualifies for incentives under this program.
8. **Logo Use:** Customers or trade allies may not use the name or logo of Bright Energy Solutions, The Utility, or any other participating utility in any marketing, advertising, or promotional material without written permission.
9. **Disclaimers:** The Utility
  - a) does not endorse any particular manufacturer, product, labor or system design by offering these programs;
  - b) will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives;
  - c) does not expressly or implicitly warrant the installation or performance of installed equipment or any contractor's quality of work (contact the equipment manufacturer or contractor for warranties);
  - d) Is not responsible for the proper disposal/recycling of any waste generated as a result of this project;
  - e) is not liable for any damage, injury, or loss of life arising from or relating to the removal, installation, or operation of any equipment, or any other action taken by the customer or The Utility, in connection with a project undertaken by the customer under the programs described in this application;
  - f) does not guarantee that a specific level of energy or cost savings will result from the implementation of energy efficiency measures or the use of products funded under this program.

## INCENTIVE LIMIT:

- **Eligible customers may purchase and install qualifying equipment and receive an energy efficiency incentive of up to \$100,000 per customer, per calendar year.** Payments for larger incentives may be allowed at the discretion of The Utility.
- An incentive exceeding \$20,000 must receive written approval from The Utility BEFORE project commencement.
- Total incentive will not exceed 75 percent of the project cost, including installation. If self-installed, incentives for items of equipment can be up to the purchase price of a specific item, but shall not exceed the Bright Energy Solutions incentives set by Missouri River Energy Services.

Incentives for particular items of equipment and/or systems are limited as set forth in this application.