

**ANAHEIM BUSINESS ENERGY EFFICIENCY SOLUTIONS  
(ABEES)  
Incentive Requirements**

**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
  - iii. new active accounts will be evaluated on kW reduction
  - iv. good credit standing
- b. Property owners shall contact APU for project Incentive approval
- c. All Hi-efficiency 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 (typically 60 days maximum)
- d. Final incentive amounts may not exceed set maximum program limits allowed per fiscal year per electric account
- e. Incentive funds are **not** reserved for an efficiency project until **ALL** of the following have been completed:
  - i. Submitted Application reviewed for completeness
  - ii. Estimated project energy savings and demand reduction approved
  - iii. Estimated incentive amounts verified
  - iv. Site pre-installation inspection conducted
  - v. Approved Incentive Application issued
- f. 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. Maximum and Minimum Incentives Allowed**

- a. Maximum Program incentive funding is limited up to 75% of labor & material costs, whichever is less
- b. Maximum ABEES Program is limited to \$100,000 per year per customer

**4. Pre-Approval Required**

- 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 purchase or install new equipment before APU project 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 project work
- e. The estimated incentive amount shown on the signed Approved Application represents the maximum incentive that will be reserved for the customer upon completion and verification of the project as proposed
- f. If an energy efficiency project is in progress or has recently been completed; please email the following information for an approval to ABEES@anaheim.net: Electric Account Information, Scope of Work, energy savings report, and project start or completion date.

#### **5. Pre-installation 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.

#### **6. 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 an 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 the application process for new reservation

#### **7. Application Process**

- a. Download the current version of the ABEES Application for a given Program
- b. Applications must be submitted electronically via email as an attachment to APU with all required information
- c. Previous or outdated versions of the ABEES Application will not be accepted

#### **8. Receipt of Application**

- a. 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.

## **9. Energy & Demand Savings Calculations**

- a. Savings analyses for performance-based and prescriptive-based measures are reviewed and verified by APU and/or APU's designated Engineering Consultant representative. Project's energy savings report if approved will determine the incentive reservation amount.
- b. All APU approved saving calculations and incentive amounts are considered final

## **10. Changes to scope of work**

- a. Project scope of work is defined by the originally Approved Application signed by the Customer & APU
- b. If project scope savings decreases, the originally Approved Application for funding will be modified
- c. If project scope of savings increases and customer requests additional funding, APU may approve the application if funding is available
- d. To apply for additional funding, customer must submit an updated complete application using the current version. If changes are approved your existing Approved Application will be modified.

## **11. Post-Inspection Requirement**

- a. Post-installation inspections must be conducted by APU staff after the approved project scope of work is completed and in operation
- b. Any discrepancies during the Post-inspection between the energy saving and installed equipment specified in the Approved Application without notification could result in:
  - i. Reduction of the reserved incentive amount. An addendum to the Approved Application will be issued and the Incentive reservation will be modified.
  - ii. Addition of the reserved incentive amount. This will be reviewed and approved by APU upon receiving your new energy savings calculations. An addendum to the Approved Application with the new incentive will be issued if funding is available.
- c. The City of Anaheim may hold the request of any incentive payment until satisfaction of all above listed conditions has been met

## **12. 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. No third-party checks will be issued
- d. In-house labor may not be applied toward project cost
- e. kW & kWh savings must be maintained for a minimum of five (5) years from date of the post-inspection

- f. All Incentive checks will be sent to the customer mailing address specified in the Incentive application
- g. The City of Anaheim may withhold final incentive check until satisfaction of all above listed conditions has been met

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