

# 2024 ENERGY MANAGEMENT SYSTEM PROGRAM

COLORADO: COMMERCIAL AND INDUSTRIAL ELECTRIC CUSTOMERS

Black Hills Energy offers incentives, coaching, and energy savings verification to commercial and industrial electric customers for installing energy management systems to control and monitor energy consuming devices, such as lighting and HVAC equipment.

If the project does not fit the Energy Management System Program criteria, you still may be eligible for a rebate under our Prescriptive Program or Custom Program. Additional information can be found at [www.energy-ready.com](http://www.energy-ready.com)

## Rebate Checklist

Determine your eligibility and receive your rebate check faster by checking off these easy steps before submitting your application. Incomplete applications may delay payment.

### Submit completed application for pre-approval prior to initiating project (mandatory)

- Start your project after receiving a pre-approval letter
- Complete project installation
- Attach itemized invoices for equipment and labor, including date of installation.
- Attach copy of pre-approval letter
- Make and retain copies of all documents
- Submit documentation by email or mail

## Pre-approval Checklist

Get your project pre-approved faster by checking off these easy steps. A customer who proceeds without pre-approval or submits an application after the project has been completed may not be eligible for consideration of a rebate.

- Completely fill out application (mandatory)
- Provide in-depth description of the proposed project
- Provide manufacturer's technical specification sheets for each type of equipment
- Provide project cost detail
- Sign and date the Customer Agreement
- Make and retain copies for your records
- Submit documentation by email or mail

## Customer Information

(To be completed by customer)

### Account Number

(Located in upper right-hand corner of Black Hills Energy electric bill)

Company Name \_\_\_\_\_  
(Please print)

Rebate Check Payable To \_\_\_\_\_

Installation Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Payee Information

(If different than customer information above)

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Best time to call \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

# Energy Management System Rebate

- Up to 30% of the system cost and installation

## Pre-Approval Description

Number of Controls:

Estimated Cost:

### Brief Description of Project

Describe project including details of the energy management system and the systems monitored and controlled (e.g., lighting or HVAC).

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## Contractor Information

Company Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Permit Number (if applicable) \_\_\_\_\_

## Contractor Certification

(To be completed by dealer/contractor/installer)

We certify that the indicated equipment was installed per the Terms and Conditions of this program at the address shown. All Terms and Conditions of the program have been met. We certify that all equipment information provided in the application is correct. Black Hills Energy reserves the right to inspect and verify any equipment before or after issuing rebates.

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Name (printed) \_\_\_\_\_

## Customer Agreement

I certify that I have read and agree to the terms and conditions of the Commercial Rebate Program offered by Black Hills Energy.

Customer Signature \_\_\_\_\_  
Date \_\_\_\_\_  
 Self Installed

## FACILITY INFORMATION (MANDATORY)

**Type of Facility:**  New  Existing  Addition

Year Built \_\_\_\_\_ Square Footage \_\_\_\_\_

Own  Rent

**Building Type:**

Office  Retail  Health Care  Restaurant  
 Education  Lodging  Grocery  Warehouse  
 Other (please specify) \_\_\_\_\_

**Equipment Type:**  New  Replacement

**Heating Fuel Type:**  Natural Gas  Electric

**Cooling:**

Central Air:  Yes  No  
Approximate age of old unit: \_\_\_\_\_

Chiller:  Yes  No  
Approximate age of old unit: \_\_\_\_\_

Unitary HVAC:  Yes  No  
Approximate age of old unit: \_\_\_\_\_

**Water Heating Fuel:**  Natural Gas  Electric  Other  
Approximate age of old unit  
\_\_\_\_\_

**Where did you learn about our rebates?**

Bill insert  Billboard  Door Hanger  Email  Event  
 Facebook  Flyer  Newspaper Article  Print Ad  
 Radio  TV  Twitter  Website  Youtube  
Other (please specify) \_\_\_\_\_

**Referral by:**  Evaluator  Contractor/Dealer/Installer  
 Friend/Family  Other (please specify) \_\_\_\_\_

Mail or email application and required documentation to:

Black Hills Energy  
c/o Energy Efficiency Programs  
P.O. Box 311  
Hockessin, DE 19707

Email: [blackhillsrebates@appliedenergygroup.com](mailto:blackhillsrebates@appliedenergygroup.com)

### ADDITIONAL INFORMATION

For more information or to download additional applications visit [www.energy-ready.com](http://www.energy-ready.com)  
or call our toll-free help line at **800-426-5784**.

## Terms And Conditions

1. Participant must be a Black Hills Energy commercial or industrial electric customer located in Colorado and have an electric cooling and/or heating system.
2. **All projects must be pre-approved before purchase and installation of equipment.**
3. A final, itemized invoice for all equipment, materials and labor related to the installation must be attached to this rebate application. Applications must be completed in full. Incomplete or incorrect applications will delay processing and may be returned.
4. **Purchase and installations must be completed between January 1, 2024 and December 31, 2024. Applications for work done must be received by January 15, 2025.**
5. All projects will be individually reviewed for cost-effectiveness and must pass the Black Hills Energy cost-effectiveness test.
6. Projects must have an incremental payback of 1.0 year or longer. Customer savings will be based on the estimated reduction in billed energy and demand from current usage levels.
7. Black Hills Energy reserves the right to adjust the rebate amount based on final project costs as indicated on customer provided invoices.
8. Rebates calculated to exceed \$50,000 will be evaluated to determine whether the high rebate cost is beneficial to the program. Incentives are capped at one-third of the total program incentives per facility for a given program year, or as program budget allows.
9. New equipment must be installed on the premises and must not be purchased for resale. Used/refurbished/ repaired/rebuilt equipment does not qualify for this rebate.
10. This program is subject to regulatory rules and orders. Black Hills Energy reserves the right to change or end any portion of this program without notice.
11. Black Hills Energy reserves the right to inspect and verify any equipment before or after the proposed project installation.

## Post Installation Verification

An itemized invoice indicating date of installation, dealer/contractor name, equipment manufacturer name and model number, and quantity must be provided. Black Hills Energy reserves the right to verify sales receipts, canceled checks, and installations.

## Tax Information

Rebates may be subject to federal and/or state income tax reporting. Applicant is responsible for contacting a qualified tax advisor to determine tax liability. Black Hills Energy is not responsible for any tax consequences of the rebate program.

## Additional Information

Funding for these rebates is limited. Applications will be processed on a first-come, first-serve basis. Additional information and assistance can be obtained by calling 800-426-5784 or visiting [www.energy-ready.com](http://www.energy-ready.com)

## Disclaimer

Black Hills Energy does not guarantee that installation of equipment qualifying for rebates will result in reduced energy usage or demand, or in cost savings. The Customer will hold harmless Black Hills Energy and its officers, directors, shareholders, agents, employees, and representatives from all claims, liabilities, fines, interest, costs, expenses, and damages incurred by the Customer, for any damage, injury, death, loss or destruction of any kind to persons or property, to the extent the damage, injury, death, loss or destruction arises out of or is related to the conduct, negligence, willful misconduct, misrepresentation, breach of warranty or other breach of this rebate form on the part of Black Hills Energy.