



NextZero Commercial & Industrial Prescriptive HVAC Program

Primary Objectives

MMWEC's NextZero Program assists Massachusetts municipal utilities in developing and delivering energy efficiency services to their commercial and industrial customers.

- Provide a streamlined process for the review and installation of HVAC retrofit projects in existing commercial, industrial, governmental, and institutional buildings.
- Assist **South Hadley Electric Light Department's** customers to reduce operating costs by incentivizing the identification and installation of cost-effective HVAC improvements.

Program Summary/Design

South Hadley Electric Light Department's (SHELD) NextZero Prescriptive HVAC program will be a fast-track process for reviewing and implementing HVAC projects. This program is for customers who have identified HVAC improvement projects and have procured cost quotations from licensed installers. Incentives available through **SHELD** NextZero Prescriptive HVAC program are based upon equipment eligibility and pre-determined incentive per unit.

Below is a detailed summary of the program process from project eligibility to final delivery of the incentive from **SHELD**.

1. **Project Eligibility:** Equipment must be new and installed in a commercial, industrial, institutional, educational, or municipal building, or in common areas or shared systems/structures of a multi-family building (> 4 units) in the service territory of **SHELD**.
2. **Equipment Eligibility:** The exact product types listed on the application form are eligible for prescriptive incentives. See our HVAC Guide for more information.
3. **Application:** The customer or their contractor should complete the NextZero Prescriptive HVAC Program application form, available on the **SHELD** website or www.NextZero.org, in its entirety and return to the program administrators by any of the methods listed on the application form. The application will be reviewed for completeness. Incomplete applications will delay the review and incentive payment, please be sure to provide **all** the required information. Application must be signed and dated by customer. Note: **Incentives capped at lower of 50% of installed costs or \$25,000.**
4. **Review Process:** The review process begins once NextZero has received all of the required information. On average, this may take several weeks depending on the complexity of the project. NextZero Program administrators may contact you to ask questions or obtain further information. If an application meets the program criteria, a **Pre-Approval Incentive Letter** is sent to both the participant and contractor for the project.
5. **Pre-approval is required:** Before you purchase and install the equipment, send the following to NextZero in order to receive a "pre-approval incentive" letter:
 - a. Your application with all the requested information filled in.
 - b. Manufacturer's technical specification sheets ("cut sheets") for each type of eligible equipment purchased.
 - c. A copy of your most recent **SHELD** electric bill.
 - d. A W9 form for the intended recipient of the rebate.
 - e. After you receive pre-approval incentive letter and have purchased and installed the qualified equipment, return the following to NextZero Program:
 - I. A *signed* copy of your "pre-approval incentive" letter.
 - II. A copy of your invoice showing equipment and labor costs as separate line items, date and place of installation and model/part numbers of the equipment installed.
 - III. If actual installation numbers differ, please submit a revised application.

Please note: In order to receive a NextZero Program incentive, invoices, and manufacturer's technical data sheets ("cut sheets") will always be required.



South Hadley Electric Light Department
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	6. <u>Post Installation Inspection:</u> All projects requesting an incentive of \$2,500 or greater are subject to a site inspection. NextZero will contact the participant to set up a convenient time for the site inspection. Other projects will be randomly assigned a site inspection at the discretion of NextZero. 7. <u>Incentive Payment:</u> An incentive check will be issued for all projects that successfully meet the parameters of the program. See below for more information about financial incentives.
Target Market	All non-residential customers – commercial, industrial, governmental, and institutional. Customer must be in good financial standing with SHELD to participate in the program.
Target End Uses	Target end uses include all HVAC retrofit projects that result in energy savings. Eligible HVAC projects must be ENERGY STAR® certified. Check energystar.gov for the most current listing of eligible equipment.
Financial Incentives*	The exact product types listed on the application form are eligible for prescriptive incentives. See our HVAC Guide for more information. • Each business is eligible for incentives capped at lower than 50% of project costs up to a combined \$25,000 per business, per calendar year, across all NextZero Business Programs offered by SHELD. • NextZero reserves the right to monitor and/or inspect the installation and energy use of the products for which incentives are paid. • NextZero may publicize your participation in this program, unless otherwise requested. *This offer may be changed, revised, or discontinued at any time by NextZero.
Delivery Mechanism	Installation of measures may be conducted by any qualified contractors selected by the customer. The projects will be reviewed, and incentives processed by a pre-selected firm with whom NextZero has a standing relationship.