



Trade Professional Alliance Participation Guidelines

1.0 General Requirements

For the purposes of these Trade Professional Alliance Participation Guidelines, a Trade Professional is defined as any third party such as contractors, installers, consultants, distributors, manufacturers, engineers, energy service companies, etc. All license requirements, if any, are the sole responsibility of the Trade Professional. The typical role of a Trade Professional is to contact/solicit eligible business customers, help increase awareness of energy management initiatives available for our business customers, and to produce, stock, promote, install and sell energy-reducing products, equipment and services.

Trade Professionals may participate in a number of PG&E's energy-management programs, provided the terms and conditions are followed for each specific program.

These TPA Participation Guidelines are subject to modification without prior notice.

2.0 Guidelines for Trade Professional Activities

Trade Professionals must enroll in the Trade Professional Alliance, agree to the TPA guidelines (hereafter "Participation Guidelines") outlined in this document and receive written acceptance into the program prior to soliciting business customer participation. These Participation Guidelines may be updated from time to time and will be made available on PG&E's Energy Insight for Trade Professional Alliance platform. The Trade Professional must agree to comply with the updated Participation Guidelines to continue to participate in the TPA.

To use PG&E's Energy Insight for TPA platform, Trade Professionals must also agree to the terms and conditions in the PG&E Energy Insight for TPA agreement, which is made available when registering. Trade Professionals must agree to the updated terms and conditions to continue to participate in the Trade Professional Alliance.

Trade Professionals intending to participate in the TPA:

- ➔ Must attend PG&E's Trade Professional Alliance 101 Seminar to be accepted into the program.
- ➔ Must not misrepresent the nature of their role in energy-management programs. In particular, Trade Professionals shall not state or in any way imply to customers, or any persons, that they are employed by or working on behalf of PG&E.
- ➔ Must not represent to customers that PG&E endorses their specific products or services. PG&E does not endorse specific products, services or companies—only energy-reducing technologies.
- ➔ Must not use PG&E's name or logo in their promotional literature or advertisements or writing of any kind without the express prior written approval of PG&E. However, they may use the name of the energy-management programs in promotional materials or advertisements.
- ➔ Must comply with all applicable local, state and federal laws when performing installations and related functions.
- ➔ Must notify PG&E if the Trade Professional has been suspended or removed from a California Investor-Owned Utility (IOU) or Municipality's energy-efficiency program, including PG&E's Government Partnership or Third-Party energy-efficiency programs.

PG&E reserves the right to limit a Trade Professional's participation in energy-management programs if, in PG&E's sole judgment, the Trade Professional fails to comply with the energy-management programs' terms and conditions, which are located at pge.com/en/mybusiness/save/rebates/index.page.

3.0 Energy-Efficiency Programs Overview

Energy-management programs are sponsored by Pacific Gas and Electric Company (PG&E) under the direction of the California Public Utilities Commission (CPUC).

Energy-management programs are nonresidential programs that offer comprehensive energy-management solutions to business owners. Due to the diverse customer segments throughout PG&E's service territory (commercial offices, retail, hospitals, hotels, grocery stores, agricultural, etc.) and the individual needs of the customers, solutions include rebates and incentives.

PG&E's energy efficiency programs include (but are not limited to):

- Business Rebates
- Customized Retrofit Incentives
- Customized New Construction Incentives (Savings By Design)
- Retrocommissioning (RCx) Incentives

For more information, visit pge.com/en/mybusiness/save/rebates/index.page.

3.1 Tax Liability

Financial incentives and rebates are taxable to the entity who receives the incentive or rebate check, whether it is the customer or the Trade Professional. Incentives and rebates greater than \$600 will be reported to the IRS, unless documentation of tax-exempt status is provided.

3.2 Noncompliance

If there is continuous noncompliance by a Trade Professional with PG&E's energy-management programs' guidelines and requirements, the following steps may be taken:

- The Trade Professional will be contacted, in writing, by the PG&E energy-management program office describing the issue or complaint.
- If there is no improvement in the performance of the Trade Professional after written notification, a phone call and/or meeting will be scheduled between the PG&E energy-management program and the Trade Professional to discuss and find a solution to resolve the issue or complaint.
- Continuous noncompliance with guidelines and requirements by the Trade Professional will result in suspension from participating in the energy-management programs, which may include any combination of the following:
 - Removal from the online PG&E Trade Professional Directory
 - Restriction of the use of any energy-management program names in promotional materials or advertisements
 - Ineligible to be designated payee in programs, where applicable
 - Notification to other California Investor-Owned Utilities (IOU) and Municipalities about the Trade Professional's noncompliant activities

Some energy-management programs may be modified or terminated without prior notice. Check PG&E's website for the specific program, its modifications and updates on the program's status.

Actual historical information of a Trade Professional's participation, performance and compliance with the terms and conditions will be monitored and used to qualify Trade Professionals.

3.3 California Public Utility Commission (CPUC) Authority

PG&E's participation and support for the TPA is at all times subject to regulation, changes or modifications by the California Public Utilities Commission (CPUC). The Trade Professional understands that the CPUC or its authorized third party may seek information from PG&E regarding the Program, including identification of Trade Professionals which participate in the program. PG&E will notify any Trade Professionals if the CPUC requests information about the Trade Professional from PG&E. PG&E shall have no liability to the Trade Professional or its representatives, agents or contractors as result of any disclosure of information to the CPUC about the Trade Professional as a result of the TPA.

4.0 PG&E Business Rebates Program Terms and Conditions

4.1 Customer Eligibility

PG&E's Business Rebates Program is open to business customers with valid nonresidential (commercial, industrial or agricultural) PG&E electric and/or gas accounts.

Businesses may be eligible, even if they only receive distribution services from PG&E. Co-generation, wind, solar and other types of self-generation customers also may be eligible for rebates.

Customers cannot receive a rebate for the same product or equipment from more than one California Investor-Owned Utility (IOU) or third party energy-efficiency program offering rebates, financing or other rebates funded with California Public Utilities Commission (CPUC) Public Goods Charge funds. Products discounted by PG&E at the point of sale are not eligible for additional rebates.

4.2 Customer Participation Limits

Customers must purchase and install qualifying products as specified in the rebates and incentives catalog at pge.com/businessrebates.

As stated in PG&E's rebate documentation, these rebate eligibility dates may change based on availability of program funds. Rebates will be paid on a first-come, first-served basis based on availability of program funds. This status will be determined by the date the application is received at PG&E's Integrated Processing Center (IPC).

Under no circumstances will PG&E pay more than 100 percent of the purchase price of the items to be rebated. Purchase price includes material costs and installation labor. Sales tax and freight (shipping costs) are not included in the item's purchase price.

Trade Professionals must include the original invoice reflecting the correct purchase price, with the required documentation, when submitting the customer rebate application to PG&E's IPC. PG&E cannot accept revised documentation showing revised payment costs.

Trade Professionals must provide customers with applicable equipment warranty information for all products installed.

4.3 Application Process and Eligible Products

Eligible products and specifications are listed in the Business Rebate Catalogs and are available in the following categories:

- Appliances and General Improvements
- Boilers and Water Heating
- Business Computing
- Food Service Equipment
- Heating, Ventilation and Air Conditioning (HVAC)
- Lighting
- Refrigeration

Business Rebate Catalogs are available at pge.com/businessrebates. Qualifying products must be installed before submitting the customer's application. Submit the Business Rebates Application, with required documentation (proof of payment, invoices, receipts), using the Energy Insight for Trade Professional Alliance platform. Rebate applications also can be submitted to:

PG&E Business Rebates
Integrated Processing Center (IPC)
P.O. Box 7265, San Francisco, CA 94120-7265

Rebate payments will not be released to a Trade Professional, unless a signed TPA agreement is on file at PG&E, either as an electronic or a paper copy.

4.4 Inspections

Product must be completely installed and entirely operational prior to applying for a rebate.

PG&E reserves the right to inspect any installation before processing an application for payment.

PG&E reserves the right to utilize special inspection levels for specific Trade Professionals, based on past performance.

If a rebate application is rejected as a result of PG&E's inspection, the Trade Professional may correct the issue(s) and resubmit the rebate application. Rebate applications will receive a maximum of two inspections: one initial inspection and one re-inspection. If the Trade Professional chooses to resubmit a rebate application that has failed initial inspection, the results from the second inspection will be considered final, and resubmittal of the rebate application will not be accepted.

4.5 Business Rebate Payment Options

Trade Professionals may advise customers of the option to have PG&E make their rebate check(s) payable directly to the Trade Professional if the rebate amount is being deducted from the total sale price in advance. Customers must complete and sign the Payment Release Authorization section of the application. The Payment Release Authorization is found in of the Business Rebate Application. Trade Professionals submitting the rebate application online must retain a record of the original application for three (3) years.

For more information and access to the Business Rebate Application form and Business Rebate Catalogs, please visit pge.com/businessrebates.

5.0 PG&E Customized Retrofit Incentives and Customized New Construction and Savings By Design Program Terms and Conditions

5.1 Customer Eligibility

There are two energy-efficiency incentive programs available to commercial, industrial and agricultural customers. The Customized Retrofit Incentives program focuses on retrofits to existing facilities. The Customized New Construction and Savings By Design program encourages high-performance new building design and construction for commercial buildings.

To be eligible for an incentive:

- The facility must be located in the PG&E service territory, currently have PG&E service, and will continue to receive service from PG&E upon completion.
- An application must be submitted to PG&E prior to the start of the project.
- For retrofit projects, PG&E must inspect and approve the project prior to the removal of the existing equipment or systems and the installation of new equipment or systems.
- For new construction projects, PG&E must review and approve the plan, California Energy Commission (CEC) Title 24 compliance calculations, and other design documents prior to the ordering, purchasing and/or installation of the selected energy-efficient options.

5.2 Trade Professional Activities

As a PG&E Trade Professional Alliance participant, your role includes providing clear explanations to our customers about how to participate in those PG&E incentive programs that relate to your services. Be sure to contact PG&E before a Customized Retrofit Incentive or Customized New Construction Incentives project is initiated. PG&E can help you to confirm the customer's eligibility and the availability of the incentive program. We will identify the appropriate application forms, offer advice on the technical aspects of your application and walk you through the process.

5.3 Project Sponsorship

Customers can serve as their own Project Sponsor, i.e. “self-sponsor”, or may elect to have a third party vendor (such as a Trade Professional) enter into the agreement on their behalf. The Project Sponsor is responsible for ensuring all the required paperwork is submitted correctly and that the project is completed. The Project Sponsor must enter into an agreement with PG&E for delivery of energy savings. PG&E will work closely with the project sponsor to facilitate the review and payment process. Only the project sponsor has full and complete access to project information with PG&E, including the project agreement, approved energy savings calculations, site-inspection reports, and updates on the status of the project.

It is the sole responsibility of the project sponsor, whether the sponsor is the customer or the Trade Professional, to ensure that the equipment installed meets the terms and conditions of the product specifications.

5.4 Customized Incentive Payments

Funding is limited and available on a first-come, first-served basis.

For Customized Retrofit Incentives, applicants are provided with application forms specific to this program. The forms are submitted to PG&E for evaluation and payment. PG&E must inspect and approve the project. Total incentive payments are based on actual reduction in energy usage.

For Customized New Construction Incentives, the incentive will be paid if the project is built as agreed and the project meets all program requirements. If the completed design differs from that outlined in the incentive agreement, the incentive may be adjusted to reflect the revised, estimated building performance. If ordering, purchasing and/or installation of the energy-efficient equipment occurs prior to execution of the incentive program agreement, PG&E may disqualify the project.

For more information and to access the **Customized Retrofit Incentives** application form, visit pge.com/cr

For more information and to access the **Customized New Construction and Savings By Design** application form, visit pge.com/cnc