



## Commercial & Industrial Mechanical Equipment Retrofit Program Procedures

The following procedures explain how the Merced Irrigation District's (the District) commercial & industrial customers can participate in and receive rebates through the Commercial & Industrial Mechanical Retrofit Program. There are two important points regarding participation in this program:

1. **Availability of Funds:** The rebate funds for this program are limited, and are allocated to customers on a first come, first served basis. **Projects must be pre-approved by the District to assure availability of funds.**
2. **Inspection of Completed Projects:** All completed projects will be inspected by the District's Efficiency Services Department. **Completed jobs must be approved by the District before rebate funds will be released.**

### Like-For-Like Upgrades

A typical replacement will be a like-for-like upgrade in which the replacement unit has a higher efficiency rating.

Mechanical projects with measures that are in the Commercial & Industrial Mechanical Equipment Retrofit Program Rebates Chart will be processed in the following steps:

1. The Mechanical Contractor meets with the customer and determines the customer rebate, using the Commercial & Industrial Mechanical Equipment Retrofit Program Rebates Chart.
2. The customer, or contractor, submits the completed rebate application form, including a submittal (a very specific document from the equipment *vendor* providing information for the actual purchased equipment), to the District for review.
3. The District will review the calculations for accuracy and check for availability of rebate funds. Upon approval, the District notifies, in writing, the contractor and customer.
4. Contractor and Customer enter into an Agreement, and the measures are installed.
5. When job is completed, Customer or Contractor contacts the District to schedule an inspection of the completed job.

The District visits the job site and inspects the installation. The District records the quantity and description of the equipment installed. At this time, the customer will need to provide the District with a copy of the contractor invoice. The contractor invoice should include the Customer name, address, phone, quantity and description of equipment installed, and the final job cost.

6. Based on the equipment that was verified installed during the post-inspection, the District finalizes the Customer rebate amount.

***If the job was completed as submitted, the customer will receive the rebate amount confirmed in step #3 OR 60% of the installed job cost, whichever is less.***

***If the job was not completed as originally submitted based on the equipment that was verified during the post-installation inspection, the District will adjust the final rebate amount accordingly.***

7. The approved rebate is processed by the District.

8. The District issues a rebate check to the Customer, or customer assigned Contractor.

### **Custom Mechanical Projects**

Mechanical projects not described in the District's Commercial & Industrial Mechanical Equipment Retrofit Program Rebates Chart may still qualify for incentives. These projects require pre-approval by the District before the work can begin. The contractor/customer can contact the District for more information regarding custom mechanical projects. The Customized Commercial Mechanical Retrofit Application can be accessed on our Web site.