

Small Business Rebate Program

Rebate Application

Program Year: January 1, 2025 – November 30, 2025

How to Apply

Step 1 Verify Project Eligibility

1. Confirm the customer's utility provider is NYSEG or RG&E.
2. Review Terms and Conditions listed on the last page of this form.
3. Review product requirements in the rebate catalogs or custom application.
4. Determine if your project is prescriptive (listed in catalogs) or custom:
 - Prescriptive: Measure(s) listed in catalogs that meet eligibility criteria.
 - Custom: Measure(s) not listed in catalogs or do not meet the listed eligibility criteria.

Step 2 Get Pre-Approved

1. Select your products in the rebate catalog(s) or custom application.
2. Does your project require pre-approval?
 - a. **Required: All custom projects**
 - b. Optional: Prescriptive projects
3. If pre-approval is not required, skip to Step 3.
4. Submit pre-approval application package via the Online Application portal – see "Required Documents."
5. Application package is reviewed by the program team.
6. Receive a reservation letter. Sign and return within 30 days to reserve rebate funds for your project.

Step 3 Get Your Rebate

Pre-approved projects:

1. Complete your project by the date listed on the reservation letter (within 90 days of pre-approval).
2. Submit final completion documents via the Online Application portal – see "Required Documents."
3. Completion documents reviewed by the program team.
4. Rebate check is issued.

Projects that do not require pre-approval:

1. Purchase and install your new equipment.
2. Submit final application package (within 90 days of installation) via the Online Application portal – see "Required Documents."
3. Application package reviewed by the program team.¹
4. Rebate check is issued.²

¹ Based on project details, an inspection may need to be performed.

² Standard processing time for payment is 8 to 10 weeks.

Required Documents Checklist

Pre-Approval

- ☐ Apply online via the Online Application portal or submit this completed rebate form via email.
- ☐ Product specification sheets
- ☐ IRS form W-9 for the party receiving payment
- ☐ Copy of the customer's utility bill
- ☐ Project scoping document
- ☐ Energy savings calculations (custom projects only)

Final Approval

Pre-approved projects:

- ☐ Itemized project invoice(s) with labor and material breakdown
- ☐ Completion Certificate (form sent with reservation letter)

Non pre-approved projects:

- ☐ The first four items listed under "Pre-Approval" (above)
- ☐ Itemized project invoice(s) showing individual measure costs (time and materials)

Questions?

We're here to help!

888.316.8023



Apply Online

Online Application (Preferred):

tradeally.efficiencynavigator.com

Email (Optional):

cienergysavings@franklinenergy.com

Not familiar with the [online application portal](#)? Call our program team to learn how to create a profile!

Application

Please complete all sections. Incomplete applications cannot be processed and will delay payment of rebates. For an electronic copy of this form, visit the Program website(s).

Date of Application	Expected Start Date (for Pre-Approvals)
Expected Completion Date (for Pre-Approvals)	Date Installation Complete (Final Approvals)

Section 1 Customer Information

Company Name	
Job Site Address	
City	State ZIP
Account Number (affected by project)	Meter Number (affected by project)
Average Monthly kW (if known)	
Customer Contact	Title
Email	Phone
How did you hear about the NYSEG/RG&E Small Business Rebate Program?	
<input type="checkbox"/> Program Representative	<input type="checkbox"/> Direct Mail
<input type="checkbox"/> Contractor/Vendor	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Web	

Section 2 Contractor/Vendor Information

Company Name	
Contact Person	Telephone
Company Address	
City	State ZIP
Email	
Interested in becoming a registered Trade Ally?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Already Registered
If the Program has questions about this application, we should contact:	
<input type="checkbox"/> Customer	<input type="checkbox"/> Contractor/Vendor <input type="checkbox"/> Third Party

Section 3 Third Party Information

Company Name	Contact Person
Company Address	
Email	Phone

Section 4 Business Payment Information

Make rebate check payable to:

☐ Customer ☐ Contractor/Vendor ☐ Third Party

Company Name

Mailing Address (if different than Section 1 or 2)

City State ZIP

Attention To (Optional)

Section 5 Building Information

How is your building heated? ☐ Natural gas ☐ Electric ☐ None ☐ Other _____

Review the four groupings below. Please select **one** Building Type from the left and **one** corresponding HVAC System Type from the right. Both selections must be in the same grouping.

Building Types	HVAC System Types
1 <input type="checkbox"/> Assembly <input type="checkbox"/> Auto Repair <input type="checkbox"/> Big Box <input type="checkbox"/> Elementary School <input type="checkbox"/> Fast Food <input type="checkbox"/> Full Service Restaurant <input type="checkbox"/> Grocery <input type="checkbox"/> Light Industrial <input type="checkbox"/> Motel <input type="checkbox"/> Multi-family Low Rise <input type="checkbox"/> Penitentiary <input type="checkbox"/> Religious <input type="checkbox"/> Small Office <input type="checkbox"/> Small Retail <input type="checkbox"/> Warehouse <input type="checkbox"/> Other	<input type="checkbox"/> AC with Gas Heat <input type="checkbox"/> Heat Pump <input type="checkbox"/> AC with Electric Heat <input type="checkbox"/> Electric Heat Only <input type="checkbox"/> Gas Heat Only <input type="checkbox"/> Unconditioned
2 <input type="checkbox"/> Community College <input type="checkbox"/> High School <input type="checkbox"/> Hospital <input type="checkbox"/> Hotel <input type="checkbox"/> Large Office <input type="checkbox"/> Large Retail <input type="checkbox"/> University	<input type="checkbox"/> Constant Air Volume with Economizer ¹ <input type="checkbox"/> Constant Air Volume without Economizer ¹ <input type="checkbox"/> Variable Air Volume with Economizer ^{1,2} <input type="checkbox"/> Unconditioned
3 <input type="checkbox"/> Dormitory <input type="checkbox"/> Multi-family high rise	<input type="checkbox"/> Fan Coil with Chiller and Hot Water Boiler <input type="checkbox"/> Steam Heat Only <input type="checkbox"/> Unconditioned
4 <input type="checkbox"/> Refrigerated Warehouse	<input type="checkbox"/> Water-Cooled Ammonia Screw Compressors

¹ Economization is the ability to cool a space with outdoor air only as temperatures allow.
² VAV systems supply variable air volumes with VFD fan controls and zone boxes.

Section 6 Acknowledgement

☐ I, the applicant, make the following acknowledgments and certifications:

- Customer has read, acknowledges, and accepts the Terms and Conditions of this rebate application.
- Customer agrees to the release of usage data to a third-party contractor selected by NYSEG/RG&E for purposes of evaluating program effectiveness.
- Customer agrees that checks will be made payable to the party selected in Section 3.

Terms and Conditions

- 1. REBATE OFFER:** Final applications must be submitted within 90 days of project completion. The 2025 program year runs from January 1 through November 30, 2025.
- 2. ELIGIBILITY:** Rebates are available to active nonresidential natural gas customers and nonresidential electricity customers for the purchase and installation of qualifying energy savings measures in the NYSEG/RG&E service territory. Rebates are offered on a first-come, first-served basis and are subject to project and customer eligibility and availability of funds.
- 3. APPROVAL AND VERIFICATION:** Pre-approval from NYSEG/RG&E is required on all custom applications. Projects must be completed by the date listed on the pre-approval notification letter (within 90 calendar days of project pre-approval). All projects that require pre-approval may also require pre-inspection. NYSEG/RG&E reserves the right to verify sales transactions and to have reasonable access to your facility to inspect the installed energy saving measures prior to issuing rebates or at a later time. NYSEG/RG&E reserves the right for any reason to stop pre-approving energy saving measures at any time without notice. In particular, NYSEG/RG&E is not obligated to pre-approve any application for a rebate that may result in NYSEG/RG&E exceeding its program budget. NYSEG/RG&E reserves the right to cap the rebate paid to any one customer.
- 4. PROOF OF PURCHASE:** The invoice must indicate the full project costs (material and labor), date of purchase, the size, type, make, model, serial number, part number and/or equipment manufacturer specification sheets.
- 5. COMPLIANCE:** All projects must comply with all federal, state and local, laws, rules, regulations and codes, as applicable. Existing equipment must be removed and disposed in a proper and legal manner. NYSEG/RG&E encourages that equipment is disposed of and/or recycled in an environmentally friendly manner. Equipment must meet specification requirements and be purchased and operating prior to submitting the application form. Only one rebate will be granted for each project. Customers can receive rebates from NYSEG/RG&E but NOT from both NYSEG/RG&E and NYSEG/RG&E for the same measure.
- 6. PAYMENT:** Once completed paperwork is submitted and approved by NYSEG/RG&E, rebate payments will be made within an estimated 6-8 weeks. Incomplete applications will be returned. The benefits/payments conferred upon the customer through participation in this program may be taxable by the federal, state, and local government. The customer is responsible for declaring and paying all such taxes. **THE PARTY RECEIVING THE INCENTIVE PAYMENT (CUSTOMER, CONTRACTOR OR THIRD PARTY) MUST COMPLETE IRS FORM W-9 AND SUBMIT IT TO NYSEG/RG&E WITH THE INCENTIVE APPLICATION MATERIALS.**
- 7. PROGRAM EVALUATION:** Customer agrees to cooperate with program evaluation activities to support evaluation and measurement of energy savings, cost effectiveness, and of effectiveness of program processes. This may include on-site inspections, installation of energy metering devices, participation in interviews and surveys, and other evaluation activities.
- 8. NYSEG/RG&E/PROGRAM LOGO:** Customers or market providers may not use the NYSEG/RG&E or program name or logo in any marketing, advertising, or promotional materials without NYSEG/RG&E's prior written permission, which may be granted or withheld by NYSEG/RG&E in its sole and absolute discretion.
- 9. DISCLAIMERS:** NYSEG/RG&E does not endorse any particular market provider, manufacturer, product, labor or system design by offering this program; will not be responsible for any tax liability imposed on a customer as a result of the payment of rebates; does not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties); is not responsible for proper and legal disposal/recycling of any waste generated as a result of this project; and is not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment.
- 10. SITE VISIT/VERIFICATION:** NYSEG/RG&E reserves the right to conduct site visits prior to or after installation of equipment to verify rebate eligibility and for the purposes of conducting program evaluations. A rebate will not be paid if NYSEG/RG&E is not able to conduct any required verification. Additionally, if the site visit indicates that the equipment is not eligible for a rebate, such that a rebate should not have been issued, then any rebate already paid to the customer with respect to such ineligible equipment shall be immediately returned by the customer to NYSEG/RG&E.
- 11. APPLICATION DOES NOT ENTITLE CUSTOMER TO PARTICIPATE:** The program described in this application may be altered, suspended, or canceled by NYSEG/RG&E at any time without prior notice. Under such circumstances, the customer is not entitled to any program benefits in excess of those approved prior to such action by NYSEG/RG&E. Submission of a completed application does not entitle the customer to program participation. Entitlement to program participation can only occur after NYSEG/RG&E has signed a copy of the application and granted pre-approval if required by NYSEG/RG&E.
- 12. REMOVAL OF EQUIPMENT:** The customer agrees, as a condition of participation in the program, to remove and dispose of the equipment being replaced by the energy savings measures in accordance with all legal requirements. The customer agrees to not install any of this equipment in the NYSEG/RG&E service area.
- 13. CHANGES TO THE PROGRAM:** NYSEG/RG&E may change the program and the Terms & Conditions at any time without notice. Pre-approved applications, however, will be processed to completion under the Terms & Conditions in effect at the time of the pre-approval by NYSEG/RG&E.
- 14. NO WARRANTIES:** NYSEG/RG&E does not endorse, guarantee, or warrant any particular manufacturer or product and NYSEG/RG&E provides no warranties, expressed or implied, for any products or services. The customer's reliance on warranties is limited to any warranties that may arise from, or be provided by contractors, vendors, etc. The customer acknowledges that neither NYSEG/RG&E nor any of its consultants are responsible for assuring the design, engineering and construction of the facility or installation of the energy savings measures is proper or complies with any particular laws (including patent laws), codes, or industry standards. NYSEG/RG&E DOES NOT MAKE ANY REPRESENTATIONS OF ANY KIND REGARDING THE RESULTS TO BE ACHIEVED BY THE ENERGY SAVINGS MEASURES OR THE ADEQUACY OR SAFETY OF SUCH MEASURES, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- 15. LIMITATION OF LIABILITY:** NYSEG/RG&E's sole liability is limited to paying the properly qualified rebates specified herein. Neither NYSEG/RG&E nor any of its affiliates shall be liable to the customer or any other party for any damages whatsoever, including, without limitation, indirect, consequential or incidental damages, regardless of the theory of recovery, caused by or arising from any activities associated with this program.
- 16. VENDOR SELECTION:** NYSEG/RG&E acknowledges that the customer may select any vendor or contractor to perform the work contemplated by this application, even after the application is submitted for pre-approval by NYSEG/RG&E. Notwithstanding the foregoing, the customer acknowledges that NYSEG/RG&E has the right to prohibit specific vendors or contractors from program participation for any reason or no reason in its sole and absolute discretion.
- 17. OBLIGATIONS BETWEEN THE PARTIES:** Customer acknowledges that any contractor selected by the customer is not an agent, contractor or subcontractor of NYSEG/RG&E. NYSEG/RG&E shall have no obligation to maintain, remove or perform any work whatsoever on the energy savings measures installed. NYSEG/RG&E shall have no liability for contractor's failure to perform, for failure of the energy savings measures to function, for any damage to the customer's premises caused by the contractor or for any and all damages to property or injuries to persons caused by the energy savings measures.
- 18. ENERGY BENEFITS:** NYSEG/RG&E is entitled to 100% of the energy benefits associated with the energy savings measures, excluding the value of energy cost savings realized by the customer, but including all rights to all associated New York Independent System Operator energy, capacity and reserves products, and the customer agrees to provide NYSEG/RG&E with such further documentation as NYSEG/RG&E may request to confirm NYSEG/RG&E's ownership of such benefits and products.
- 19. CUSTOMER'S CERTIFICATION:** Customer certifies that he/she has purchased and installed the equipment listed above at the defined location. Customer agrees that all information is true and that he/she has conformed to all initiative and equipment requirements listed. Customer has verified that the units listed above have been installed correctly. Customer or customer's representative has been instructed on how to operate and maintain this equipment and has received all necessary operation and maintenance manuals.
- 20. REBATE FINANCIAL LIMITS:** Incentives for prescriptive measures cannot exceed 100% of project costs. Incentives for custom measures cannot exceed 90% of incremental cost for normal replacement or 50% of project cost for early replacement. Simple payback must be greater than or equal to one year. All lighting projects are considered early replacement. NYSEG/RG&E reserves the right to cap incentive amounts on a per-project or per-customer basis per the needs of the program.
- 21. INELIGIBLE PROJECTS:** Ineligible projects include: on site electricity generation; gas driven equipment replacing electric equipment (i.e. adsorption chillers); fuel switching (i.e. electric to gas or gas to electric) that does not result in a total reduction of Btu's; peak shifting that does not result in kWh reduction; power factor adjustment projects; renewables.
- 22. ELIGIBILITY SOURCE:** Prescriptive rebates are developed to reflect energy efficiency measures included in the New York State Technical Reference Manual (TRM). The TRM guidelines must be met for all prescriptive projects and wherever applicable for custom projects.