Instructions for completing the NE&C LIGHTING Incentive Worksheet

General Note:

1. This application is for new high efficiency lighting fixtures, systems and controls.
2. Cutsheets / specifications including photometric tables must be submitted and reviewed by the utility to verify compliance with technical requirements.
3. Proof of Purchase includes invoice(s) indicating the cost, type, manufacturer, model or part number, purchase date, and vendor of the efficient equipment are required for payment of incentives.
4. The incentive, in conjunction with all other sources of funding, cannot exceed the total project cost.
5. Project must be completed by the "Offer Valid Through" date on the front of the application to be eligible for incentive. After that date the preapproval is void and the business will need to contact their Utility to reapply for incentive pending funding availability.

Eligibility Requirements:

1. Systems must operate on average 2,000 hours annually unless otherwise specified by the product code. Lighting project average must be at least 2,000 hours (total kWh/total kW).
2. Use Code 99L for LED fixtures not covered by another product code
3. Minimum watts for prescriptive control products is the average total watts controlled per controller.
4. The incentive offer is not valid unless signed and dated by the Utility Representative. The Customer accepts the Utilities incentive offer and agrees to the Terms and Conditions of the Utility by signing in the pre-approval offer block.
5. Projects need to be pre-approved prior to installation to be eligible for incentives.

LED Specific Documentation Requirements

LED fixtures and lamps must be listed on ENERGY STARS's (ES), Designlights Consortium (DLC) or the utilities' websites. For more information see the DLC's listing http://www.designlights.org/ or ENERGY STAR's website: Bulbs: http://www.energystar.gov/productfinder/product/certified-light-bulbs/results, Fixtures: http://www.energystar.gov/productfinder/product/certified-light-fixtures/results

Proposed Lighting System - Pre-Installation Requirements

1. Review eligibility requirements.
2. Complete the lighting or lighting controls incentive worksheet as described below.
3. Fill out a separate line for each unique combination of proposed Product Code, lighting type and hours of operation.
4. Fill out a separate line for each lighting control product including control description, quantity of fixtures controlled, number of watts controlled, and hours of reduction for each device proposed, Refer to Table A-1.
5. Hours of operation are the estimated annual hours that the particular fixture(s) actually operate. Try to be as specific and accurate as possible. Note: Fixture operating hours are not necessarily the same as the facility operating hours.
6. Add the Lighting Total and the Control Total in the Grand Total box. The Incentive Total boxes cannot exceed the total equipment costs.

Post-Installation

Utility Representative must verify that:

1. The new energy efficient lighting fixtures, systems and controls types have been installed and are energized.
2. The lighting fixtures, systems and controls match the manufacturer's information represented on the incentive application. If the lighting fixtures, systems and controls have changed from what was approved for the initial incentive offer, the substituted equipment specifications must be submitted and reviewed by the utility to verify compliance with technical requirements and approved before an incentive is considered.
3. Proof of Purchase has been submitted. This includes invoice(s) indicating the fixture manufacturer, model, , fixture quantities, costs, purchase date, and vendor of the efficient equipment. Other forms of payment such as AIA Certificates of Payment may also be acceptable.
4. The Utility Representative & Customer have signed & dated the post installation inspection block on the incentive form.