

## BUSINESS LIGHTING APPLICATION

**Instructions for Co-op:** *Prior to the audit, please review lighting program guidelines.*

**Instructions for Auditor:** *Please fill out form completely and keep a copy for your records.*

### COMPANY INFORMATION (please print)

Company name \_\_\_\_\_ Audit date \_\_\_\_\_ Application date \_\_\_\_\_

Contact name \_\_\_\_\_ Co-op account # \_\_\_\_\_

Company address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Federal ID# \_\_\_\_\_

Type of business Church \_\_\_\_\_ Government \_\_\_\_\_ Grocery \_\_\_\_\_ Health \_\_\_\_\_ Industrial \_\_\_\_\_

Office \_\_\_\_\_ Restaurant \_\_\_\_\_ Retail \_\_\_\_\_ School \_\_\_\_\_ Other (Specify) \_\_\_\_\_

How did you hear about the business lighting program? TV \_\_\_\_\_ Co-op mailing \_\_\_\_\_ Co-op newsletter \_\_\_\_\_

Radio \_\_\_\_\_ Co-op web site \_\_\_\_\_ Retailer/vendor \_\_\_\_\_ Other \_\_\_\_\_

**Signature of company representative** \_\_\_\_\_ Date \_\_\_\_\_

By signing above I certify that all information in this application (including associated worksheets) is correct to the best of my knowledge. I have read and agree to the Terms and Conditions on page 4 of this application. I understand that if any equipment in conjunction with this application is ordered, purchased or installed before approval from The Cooperative, the proposed may not qualify for a rebate.

### LIGHTING CONTRACTOR/VENDOR INFORMATION (please print)

Vendor name \_\_\_\_\_ Vendor representative \_\_\_\_\_

Email address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax \_\_\_\_\_

### VERIFICATION OF EXISTING LIGHTING (to be completed after initial walk-through)

I verify that the **existing** lighting inventory listed on the lighting inventory spreadsheet is installed at the company and location listed above.

**Signature of cooperative employee/vendor** \_\_\_\_\_ Date \_\_\_\_\_

### VERIFICATION OF NEW LIGHTING (for cooperative use only)

I verify that the proposed and approved **new lighting fixtures** listed on the lighting inventory spreadsheet has been installed at the company and location listed above.

**Signature of cooperative employee** \_\_\_\_\_ Date \_\_\_\_\_

**Attention: All invoices or receipts and all specification sheets MUST be included with your fully-completed application form. Incomplete applications will be returned.**

# Lighting Inventory Spreadsheet



## Instructions for completing information on Page 3

1. In the “Old Equipment” section, enter the equipment code, equipment description, quantity and wattage of the bulbs you are replacing using the **lighting tables for existing equipment**.
2. In the “New Equipment” section, the co-op or vender enters the equipment code, equipment description, quantity and wattage of the bulbs you are proposing to install; as well as the calculated energy savings, total equipment cost, rebate amount per fixture and total rebate amount using the **lighting tables for new equipment**.
3. Be sure to include the annual hours of use for each entry (I)
4. Please include the capital cost of each new fixture (do not include labor) (K)
5. Use a separate line for each type of fixture and lamp combination.
6. Contact your cooperative for fixtures/bulbs not listed on the lighting tables.

**\*Total rebate cannot exceed 40 percent of the total capital cost of the new lighting equipment.**

EXAMPLE: See the example below, which uses the lighting tables for reference, to complete the information on Page 3.

Old Equipment				New Equipment							Rebate	
A	B	C	D	E	F	G	H	I	J	K	L	M
F40T12	8013	10	92	F32T8	401	10	58	2000	680	\$280	\$9	\$90

  

<div style="background-color: #ffff00; padding: 10px; border: 1px solid black;">                 A, B. Write in description and related code of existing fixture from existing lighting tables             </div>	<div style="background-color: #add8e6; padding: 10px; border: 1px solid black;">                 C, D. Enter quantity and per fixture watts             </div>	<div style="background-color: #90ee90; padding: 10px; border: 1px solid black;">                 Vendor writes description and related code of proposed fixture from new lighting tables             </div>	<div style="background-color: #ff69b4; padding: 10px; border: 1px solid black;">                 G,H. Vendor writes quantity and per fixture watts             </div>	<div style="background-color: #90ee90; padding: 10px; border: 1px solid black;">                 I. Enter annual hours of operation             </div>	<div style="background-color: #ff69b4; padding: 10px; border: 1px solid black;">                 J. Vendor or co-op calculate annual energy savings             </div>	<div style="background-color: #90ee90; padding: 10px; border: 1px solid black;">                 K. Vendor enters total equip. cost             </div>	<div style="background-color: #ff69b4; padding: 10px; border: 1px solid black;">                 L. Enter rebate amount from new lighting table             </div>	<div style="background-color: #90ee90; padding: 10px; border: 1px solid black;">                 M. Calculate total rebate amount (G x L, or 10 x \$9)             </div>
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# Lighting Inventory Spreadsheet

Use the instructions and example on Page 2 to complete this section.

**\*Total rebate cannot exceed 40 percent of the total capital cost of the new lighting equipment.**

Old Equipment				New Equipment							Rebate	
A	B	C	D	E	F	G	H	I	J	K	L	M
Description	Code	Qty of fixtures	Per fixture watts	Description	Code	Qty of fixtures	Per fixture watts	Annual hours of operation	Annual energy savings $\frac{(D-H) \times (I)}{1,000}$ x G = kWhs	Total equip. cost (unit cost x G)	Rebate amount per fixture	Total rebate amount (G x L)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
<b>Totals:</b>	<b>NA</b>			<b>NA</b>	<b>NA</b>							

**AGREEMENT OF NEW LIGHTING EQUIPMENT AND REBATE AMOUNT  
(MUST be signed by cooperative and member PRIOR to installation of new lighting)**

I hereby agree that the lighting equipment listed above in the "new equipment" section meets all rebate qualifications, the calculations above are correct and the total rebate amount is correct.

Signature of cooperative employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of cooperative member \_\_\_\_\_ Date \_\_\_\_\_

## Eligibility criteria



- Must be a member of the cooperative
- Program available to all business classes of cooperative
- A separate application form must be completed for each installation site
- Only applicants that have greater than 10 bulbs or fixtures qualify for a rebate
- The total rebate for each member per year is capped at \$30,000
- Total rebate cannot exceed 40 percent of the total capital cost of the new lighting equipment.

### **Instructions on how to receive your lighting rebate:**

- Step 1 - Using the lighting program application and lighting tables, a walk through of your facility must be conducted by the cooperative or designated representative to establish existing lighting inventory.
- Step 2 - Follow the instructions on Page 2 to complete the Lighting Inventory Spreadsheet. Members and/or their selected lighting vendor must complete the new lighting section of the application.
- Step 3 - Pre-approval is required before you purchase and install the lighting equipment. Send the completed application AND your quote for the total lighting equipment cost (from lighting vendor) to the cooperative to verify calculations of estimated energy savings and rebate for approval to purchase new lighting fixtures/bulbs.
- Step 4 - After the cooperative approves the proposed lighting, you may install only the approved lighting and equipment to receive your rebate.
- Step 5 - After installation, send the completed application, specification sheets (cut sheets) and receipts to the cooperative for reimbursement. The cooperative will perform a walk-through to verify lighting installation before issuing the rebate.

***Note: Vendor installing new lighting is responsible for appropriate disposal of replaced fixtures/bulbs.***

There are many styles and combinations of lighting products. The exact product types listed in the new lighting tables are eligible for rebates. Other lighting measures not listed in the table may also be eligible for rebates. Contact your cooperative representative for more information concerning energy efficient lighting not listed.

## Terms and Conditions

- 1. Incentives** - Subject to these Terms & Conditions, the participating Cooperative (hereinafter "Cooperative") will pay incentives to eligible Members (hereinafter "Member (s)") for the installation of electric savings measures identified in program materials issued and approved by the participating Cooperative.
- 2. Eligibility** - Rebates are available to non-residential electric Members of the Cooperative. All products must be in use in facilities in the Cooperative's service territory. Rebates are for installed equipment only – labor and spare parts such as bulbs and ballast, etc. are not eligible. For lighting retrofit systems to be eligible, they must show a net reduction in kilowatt usage.
- 3. Application** - Program is offered starting June 1, 2010. Due to limited funding, this rebate offer can be changed or withdrawn at any time without notice and is available on a first-come, first serve basis. The entire rebate application must be filled out completely, including all appropriate receipts/invoices or application will be returned. All completed applications will become the property of the Cooperative. Note: Applications for lighting installations prior to June 1, 2010 will not be considered for rebates.
- 4. Inspection and verification** - The Cooperative reserves the right to inspect the Member's facility through on-site visits before and after new equipment installation to verify the rebate eligibility. The follow-up visit will also provide a review of the energy savings for program evaluation purposes. The Cooperative is not bound to pay any incentives until application is pre-approved and has completed a pre-installation and post-installation survey (mini-audit walk through) of the Member's facility by a Cooperative representative, designated representative, or vendor. The Cooperative reserves complete discretion to approve or disapprove of any proposed lighting savings measures. The Cooperative is under no obligation to make any lighting recommendations to the Member.
- 5. Installation and rebate amounts** - Qualifying energy-efficient equipment must be installed and operational to receive a rebate. Additional time may be granted subject to the Cooperative's pre-approval. In no case will the rebate paid by the Cooperative exceed 40 per cent of the purchase price of the equipment. The Cooperative reserves the right to lower the incentive amount if the quantity of energy savings measures installed by the Member differs from the preapproved amounts. The maximum rebate amount is \$30,000 per Member location per year. Rebates will only be processed for 10 or greater bulbs/fixtures.
- 6. Invoice and payment** - Following inspection and verification by the Cooperative and completed installation, the Member must submit to the Cooperative the application and original or copies of invoices specifying the quantity and price of all materials purchased, the date ordered, installation costs, and applicable taxes. The invoices shall include a breakdown of all energy savings measures purchased for installation under this agreement. After satisfactory review of the application and invoices, a rebate check will be issued to the Member. Please allow 6-10 weeks from the date of approved application submission for delivery of rebate check.
- 7. Equipment eligibility requirements** - To be eligible for a rebate, ballasts must meet the following requirements: 1) power factor greater than 90% 2) U.L. approved, 3) class "A" sound ratings, 4) harmonic distortion (THD) less than 20%, 5) warranted by the manufacturer for three (3) years or longer. The utility reserves the right to require documentation from a certified laboratory verifying ballast qualifications.
- 8. Tax Information** - The Cooperative will not be responsible for any tax liability imposed as a result of the rebate payment (s). Members are advised to consult their tax advisors for details.
- 9. Disclaimer** - The Cooperative's liability under this agreement will be limited to paying the incentives specified in this agreement. The Cooperative shall not be liable to the Member for consequential or incidental damages or for any damages in tort (including negligence) caused by any activities associated with this agreement or in the program. The Member shall protect, indemnify, and hold harmless the Cooperative from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorneys fees and expenses) imposed upon or incurred by or assessed against the cooperative resulting from, arising out of, relating to the performance of this agreement. The Cooperative does not guarantee that the implementation of energy-efficient measures or use of the equipment purchased or installed pursuant to this program will result in energy or cost savings. The Cooperative makes no warranties, expressed or implied, with respect to any equipment purchased or installed including, but not limited to, any warrant of merchantability or fitness for purchase. In no event shall the Cooperative be liable for any incidental or consequential damages. Members are solely responsible for the proper disposal of existing equipment. Consult local hazardous waste regulations/facilities on how to dispose properly.
- 10. Endorsement** - The Cooperative does not endorse any particular vendor, manufacturer, product, or system in promoting this rebate program. Listing a vendor or product does not constitute an endorsement, nor does it imply that unlisted vendors or products are deficient in any way.
- 11. Privacy** - Information contained in this rebate application may be shared with the state department of energy and our cooperative partners and may also be used in our advertising efforts with your granted permission. Recipients of rebates may be requested to participate in a future survey by U.S. Postal mail, e-mail invitation or by phone.