ALL LIGHTING PROJECTS MUST BE PRE APPROVED WITH FORM 120L – INCENTIVE OFFER SIGNED PRIOR TO ORDERING MATERIAL

STEP 1: Find a contractor or a supplier for product selections and pricing to help with the lighting tool application and work with you through all the steps listed below.

- If you are a new trade ally or a participant that requires a copy of the Excel lighting tool, please contact: Mariah Schrotzberger 503-939-9383 mariah.schrotzberger@evergreen-efficiency.com

STEP 2: From the Excel lighting tool, fill out Form 100L Information and the Analysis 103L (in the Excel lighting tool)

- A copy of the participant’s electric bill is requested to determine eligibility for project incentives.
- Participant may email completed Excel lighting tool that includes these forms to the lighting email listed below, or Mariah Schrotzberger (listed below). Mariah can also connect you with a Lighting Specialists for additional help.

STEP 3: PRE and POST SITE verifications may be initiated by the project coordinator for any lighting project, but are REQUIRED for projects exceeding a $6,000 incentive total.

- When the PRE-site verification is completed by an Energy Trust Lighting Specialist, or if the project did not require a site-verification, the lighting Project Coordinator will review the Analysis 103L to confirm projected energy savings and estimated incentive total.

STEP 4: Sign and Return Form 120L - Incentive Offer, which will be sent to the participant once Analysis 103L and/or site-verification have been completed and approved.

- This reserves incentives for the proposed project and serves as your authorization to proceed with ordering material for the project.*
- Fill out and include Energy Trust Substitute W-9 form when you send the Form 120L - Incentive Offer.

STEP 5: Send your invoices within 30 days of project completion to documents@evergreen-efficiency.com to reconcile the final incentive or schedule a POST site-verification, if required.

- Project labor and material invoices are required prior to scheduling a POST site-verification and for finalizing all projects.

STEP 6: Sign and Return Form 140L - Completion Certification, which will be sent to the Participant when the project is fully complete.

- Participant should receive Energy Trust incentive check within 45 days after project materials are reviewed, approved, and submitted for payment.

*Form 120L – Incentive Offer must be signed by the Participant and returned to lighting Project Coordinator BEFORE materials are ordered.

For Multifamily project information:
Brian Morrison
Energy / Lighting Specialists
(360) 798-3083
brian.morrison@evergreen-efficiency.com

For self-installs not working with an Energy Trust trade ally, or if you are a new ally to the program and need help getting started, contact:
Mariah Schrotzberger
503-939-9383
mariah.schrotzberger@evergreen-efficiency.com

Please send completed lighting tools for new SOLD projects to:
lighting@evergreen-efficiency.com

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