Program Information 172L
Lighting Incentive Process
Existing Buildings; Commercial, Industrial and Multifamily Buildings

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