

INSTRUCTIONS for LIGHTING REBATE PARTICIPANTS

Step 1: Obtain PUD Approval

- ▶ Complete the **Application, Lighting Rebate Worksheet** and **Lighting Rebate Agreement** forms in this workbook.
- ▶ Send electronic copy of workbook and product specifications / cutsheets to Rick Allen at rrallen@snopud.com.
- ▶ When approved, a **Letter of Approval** and signed **Lighting Rebate Agreement** will be sent to the Customer.

Step 2: Sign, date and return the Lighting Rebate Agreement to PUD before installation.

Note: Funding availability is subject to annual program budgets. Payment is guaranteed on approved projects if installed within 3 months of approval date.

Step 3: Complete installation and submit the following documentation to PUD within 3 months of approval for payment:

- ▶ Submit final project invoices with detailed material list of installed product.
- ▶ Complete and sign the Lighting Waste Disposal Form / Project Completion Certification.
- ▶ Send PUD a copy of the following:
 - PUD Lighting Waste Disposal Form / Project Completion Certification
 - Project Invoices w/ installed material list
 - W-9 Form
 - Assignment of Funds Form (if applicable)
- ▶ Allow two to six weeks for processing.

If you have any questions, please contact your PUD representative, **Rick Allen** at **425-783-1772** or email him at rrallen@snopud.com.
Or, call our office at **425-783-8571**.

PROCESS for MEASURES OTHER THAN LIGHTING REBATE

1/ Application - Applicant/Customer (Owner or Agent) submits application to PUD.

2/ Project Assessment - PUD Staff is assigned to work with the customer to define project and complete documentation including calculations to determine potential savings and incentive.

3/ Bid Proposal - PUD collects submittals / documentation for measures to be installed. PUD can assist the customer in the development of a project proposal if the customer has not made a selection or needs assistance.

4/ Project Approval & Work Authorization - When the project is approved, the PUD prepares a Work Authorization for customer's signature. This form includes the financial incentive offered and the terms and conditions for project funding.

5/ Installation - Project work may begin once the PUD issues the authorization form. Any changes to the project must be approved before installation occurs.

6/ Final Inspection & Payment - The PUD inspects all projects after installation is completed. After the work is accepted, the payment is issued to the customer.

7/ Verification - The PUD may choose to meter electricity consumption to verify energy savings and/or monitor billing records after installation to assure that the customer achieves the anticipated savings.

PUD Contacts for Commercial & Industrial Energy Efficiency Services

Energy Engineers

Jim Conlan	425-783-1781
Steve Forck	425-783-1767
Dave Hunt	425-783-1785
Jewon Kim	425-783-1716
Ronn Larpenteur	425-783-8247
Patrice Lundquist	425-783-1786
Jim McDougal	425-783-8166
Ken Satre	425-783-1690

C/I Manager

Jim West	425-783-1787
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Administrative Assistant

Katie Ellis	425-783-8571
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Program Managers

Rick Allen	Rebate Programs	425-783-1772
Alan Budman	New Construction, RCM, TO&M Programs	425-783-8282
Sinh Tran	Custom Retrofit Programs	425-783-8248

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**Commercial & Industrial
Energy Efficiency Services
APPLICATION**

Project ID	File ID
PUD Staff	Assigned Date

FACILITY INFORMATION

Facility Name		Site Address		City / Town	State WA	Zip Code
PUD Account Number	PUD Meter(s)	Approx. SqFt	Multi-tenant? <input type="checkbox"/> Yes	Air Conditioning? <input type="checkbox"/> Yes	Primary Heat Source*	Occupancy Type**

*Electric, Gas, Heat Pump, Oil, None

** Office, Bank, Retail, Hospital, Warehouse, Manufacturing, Data Center, School, Church, etc.

CUSTOMER INFORMATION

Owner / Business Official Name		Mailing Address (check box if same as above) <input checked="" type="checkbox"/>		City / Town	State	Zip Code
Primary Contact	Title	Phone	Fax	E-Mail		

PROJECT INFORMATION (check as many as apply)

Project Characteristic				Installation Schedule	
<input checked="" type="checkbox"/> Existing Building	<input type="checkbox"/> Major Renovation	<input type="checkbox"/> New Construction	Estimated Start Date:		
<input checked="" type="checkbox"/> Equipment Upgrade	<input type="checkbox"/> Remodel / TI	<input type="checkbox"/> Change of Use	Estimated Completion Date:		
Interest in System Efficiency Opportunities (check as many as apply)					
<input checked="" type="checkbox"/> Lighting	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> HVAC Controls	<input type="checkbox"/> Kitchen Equipment		
<input type="checkbox"/> Lighting Controls	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Process Equipment	<input type="checkbox"/> PC Power Management		
<input type="checkbox"/> Building Envelope	<input type="checkbox"/> Other HVAC Equipment	<input type="checkbox"/> Compressed Air System	<input type="checkbox"/> Other		
Brief Project Description and/or Comments					

Please Check One:

- I would like to begin the process of investigating energy-saving opportunities / potential incentives with the PUD.
- I have received a bid but I am also pursuing others. My final selection will be forthcoming.
- I am working with the following company and authorize them to work directly with PUD to develop conservation projects at my facility.

Company (contractor, supplier, designer, etc.)	Contact	Phone
Conserve Energy/Metro Group, LLC	Program Manager	800-757-3469

Applicant Name	Signature	Title	Date
Applicant Relation to Facility			
<input type="checkbox"/> Owner	<input type="checkbox"/> Facility Manager	<input type="checkbox"/> Property Manager	<input type="checkbox"/> Tenant
<input type="checkbox"/> Contractor	<input type="checkbox"/> Architect / Engineer	<input type="checkbox"/> Other	

How Did You Hear About Our Conservation Programs? (check as many as apply)

- PUD Email
- PUD Website
- Bill Insert
- Postcard
- Advertisement
- Letter
- Current Newsletter
- Customer / Business Service Rep
- Trade Ally
- Word of Mouth
- Tradeshow or Event
- Direct Mail Tabloid
- Other _____

Thank you and please return this application to:

Mail: Energy Efficiency Services, Snohomish County PUD, P.O. Box 1107, Everett WA 98206-1107 or **FAX:** (425) 267-6615

Questions: Call (425) 783-1767 or 1-877-783-1000, ext. 1767 during business hours.