



Commercial & Industrial Energy Efficiency Program Requirements and Instructions – Lighting Program

Offer valid while funding is available

Program Requirements

- ◆ Projects must be served by City of Richland Energy Services (RES) for non-residential accounts. Lighting incentives shall not exceed 70% of the total project cost and the project must show at least a 30% wattage reduction.
- ◆ Prior to RES incentive, project must have a simple payback of one year or more.
- ◆ To confirm existing fixtures by a RES representative prior to installation, projects require pre-installation inspections/reviews.
- ◆ Installed materials must meet or exceed RES specifications for installation, and contractors and/or customers shall ensure that all disposed materials, including PCB ballasts, are recycled in accordance with current environmental laws.
- ◆ Work must be complete within 120 days from RES approval date.
- ◆ If incentive funding is not available, RES staff will add projects to the waiting list and notify the customer when funding is available.

Customer Instructions

- ◆ **Complete Application and Worksheet:**
Customer and/or contractor completes the RES *Commercial & Industrial Energy Efficiency Program Incentive Application*.
- ◆ **Submit Application and Worksheet to COR:**
Submit the *Application* and *Worksheet* to RES for approval.
- ◆ **RES Reviews Your Paperwork:**
RES will review your proposed materials, conduct an on-site review to confirm existing fixtures and notify you if your project is eligible for an incentive. You will need to provide RES with cut sheets or model numbers from your lighting vendor. After RES approves the project, you will receive an agreement to sign.
- ◆ **Sign Agreement:**
Sign and return the agreement.
- ◆ **Begin Work:**
Start work on the project. Adhere to RES specifications for installation.
- ◆ **Schedule an Inspection:**
When the project is completed, contact a RES Energy Specialist for a post-installation inspection. Submit a copy of the final customer invoice detailing material and labor costs to the RES Energy Specialist.

After all work and material is inspected and approved, the customer or contractor will be mailed the incentive within 60 days.

Return completed form to:
City of Richland Energy Services, 625 Swift Blvd., Richland, WA 99352
Or email EnergyServices@ci.richland.wa.us
Phone: (509) 942-7431