

## Non-Residential Lighting Rebate Application

Complete form and sign/date below. All information is required to process rebate(s).  
***Incomplete forms will be returned to the applicant. This will delay rebate processing.***

MEMBER INFORMATION				
<b>Account No. (required)</b>		<b>Date</b>		
<b>Company Name on Account</b>		<b>Contact Name</b>		
<b>Installation Address</b>		<b>Contact Phone</b>		
<b>City</b>		<b>State</b>	<b>Zip</b>	
<b>Mailing Address (if different)</b>		<b>Contact Email</b>		
<b>City</b>		<b>State</b>	<b>Zip</b>	
REBATE PAYABLE TO (if other than utility member)				
<b>Name</b>		<b>Relationship to Member</b>		
<b>Mailing Address</b>				
<b>City</b>		<b>State</b>	<b>Zip</b>	
<b>Phone</b>		<b>Fax</b>		

***Rebate(s) will not exceed 70% of total installed cost.***

***To ensure availability of funds, project must be pre-approved.***

*Before Installation:* Audit and prior approval are required. Call 1-888-883-9879 to schedule.

*After Installation:* Final inspection is required. Call 1-888-883-9879 to schedule.

**Upon signing this agreement, customer acknowledges the following:**

Rebate offer(s) may be changed or discontinued at any time by Douglas Electric Cooperative (DEC). DEC disclaims any warranty, whether expressed or implied, regarding the energy efficient upgrade(s) listed on this application for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use.

I understand that the energy efficient upgrade(s) must be installed to DEC specifications, and certify that I, or my contractor, have reviewed the specifications prior to beginning work. When selecting a contractor, I understand that it is the business owner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon Construction Contractors Board. DEC strongly recommends validating qualifications before work begins.

I understand the above and certify that I am a member of DEC, that the energy efficient upgrade(s) are installed at the address indicated and that this address is within DEC service territory.

**MEMBER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**Mail original completed rebate application and copy of the Non-Residential Lighting Calculator for project to:**

**Douglas Electric Cooperative  
Attn: Energy Efficiency Rebates  
5605 NE Elam Young Parkway  
Hillsboro, OR 97124  
FAX: 1-503-344-6942  
Rebates@esgroupllc.com**

*Participation in this energy efficiency program allows Douglas Electric Cooperative to use your electrical energy consumption history for energy savings research. Your consumption history may be shared anonymously with Bonneville Power Administration for energy savings verification and research.*

**Rebate Applications are due within three (3) months of purchase to qualify.**

**Allow 8-10 weeks for rebate processing.**

**Call 1-888-883-9879 to learn about additional energy efficiency programs.**

# NON-RESIDENTIAL LIGHTING REBATE PROGRAM

## Steps to Participation

### 1. GETTING STARTED

- Contact Douglas Electric Cooperative Efficiency Services ([rebates@esgroupllc.com](mailto:rebates@esgroupllc.com)) regarding a potential non-residential (agriculture, commercial or industrial building) lighting upgrade project.
- Douglas Electric Cooperative Efficiency Services provides the current BPA Lighting Calculator to the contractor. The calculator will determine the estimated incentive for the project based on kilowatt hour savings and total project costs.
- Forward the completed BPA Lighting Calculator and rebate application to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com). *Calculator must include hours of operation, heating and cooling source, existing fixture location, lighting equipment type, wattage, and number of fixtures. Include the make and model numbers for the proposed equipment in the measure notes section. Proposed equipment must meet utility specifications.*

### 2. PRE-INSTALLATION AUDIT

- Request an audit at [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or call 1-888-883-9879. You will be contacted 2–3 days prior to the audit with your scheduled date and time. Auditor will need access to all areas that will be included in the project.
- Auditor visits the site to verify information from the Lighting Calculator.

### 3. PROJECT PRE-APPROVAL

- Douglas Electric Cooperative Efficiency Services sends a Notice to Proceed stating estimated rebate funds.
- Upon receipt of notice, project may begin and must be completed in three months.

### 4. POST-INSTALLATION INSPECTION

- Request an inspection at [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or call 1-888-883-9879. You will be contacted 2–3 days prior to the inspection with your scheduled date and time. Inspector will need access to all areas that will be included in the project.
- Based on equipment identified during the inspection, rebates will be adjusted and finalized.

### 5. DOCUMENTS REQUIRED TO PROCESS YOUR REBATE(S)!

- Contractor final invoice(s) or your receipt(s) if self-installed, with the following information:
  - Project site address and customer mailing address
  - Quantity of each fixture
  - Price of each fixture
  - Description of each fixture, including part/model numbers – these should match numbers on cut sheets
  - Equipment purchase orders/invoices
  - Other related project costs
  - Total project costs
- Completed Non-Residential Lighting Rebate Application
- Manufacturer cut sheets for installed equipment

Documents can be mailed to the address on the rebate application, faxed to 1-503-344-6942, or emailed to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com).

### 6. RECEIVE YOUR REBATE

You can expect to receive your rebate 8–10 weeks after the final inspection and receipt of all required documentation. Rebate(s) will not exceed 70% of the total installed cost.

**All work must meet Bonneville Power Administration (BPA) and Douglas Electric Cooperative program installation requirements.**

**For additional questions, call 1-888-883-9879.**