



Lassen Municipal Utility District

Commercial Retrofit Lighting Program Procedures

The following procedures explain how Lassen MUD's commercial lighting customers can participate in and receive rebates through the Commercial Retrofit Lighting Program. There are two important points regarding participation in this program:

1. **Availability of Funds:** The rebate funds for this program are limited, and are allocated to customers on a first come, first served basis. ***Projects must be pre-approved by Lassen MUD to assure availability of funds.***
2. **Inspection of Completed Projects** – All completed projects will be inspected by Lassen MUD's Efficiency Services Department. Completed jobs must be approved by before rebate funds will be released.

1-For-1 Lighting Upgrades

1-For-1 Lighting Upgrades are projects where the number of existing and proposed fixtures and lamps are the same. 1-For-1 lighting upgrades do not require pre-approval from Lassen MUD to qualify for rebates.

Only lighting measures listed in the "1-For-1 Upgrades" section of Lassen MUD's Commercial Lighting Rebates chart can be processed in the following steps:

1. Contractor and customer enter into an agreement for the installation of new, energy efficient lighting equipment.
2. The lighting contractor calculates the customer rebate by completing the worksheet in the Lassen MUD Commercial Lighting Calculator spreadsheet (provided by Lassen MUD).
3. Customer completes the rebate application form. Customer submits completed rebate application form and a copy of the worksheet from the Lassen MUD Commercial Lighting Calculator spreadsheet to LMUD for review.
4. LMUD will review the contractor rebate calculations for accuracy, and check for availability of rebate funds. Upon approval, LMUD will initial the rebate application form and the calculations worksheet and return to the customer.
5. Contractor installs lighting measures.
6. Customer contacts LMUD to schedule an inspection of the completed job.
7. LMUD contacts the customer to set up a post-installation inspection.

8. LMUD visits the job site and inspects the lighting installation. LMUD records the quantity and description of the equipment installed. At this time, the customer will need to provide LMUD with a copy of the contractor invoice. The contractor invoice should include the customer name, address, phone, quantity and description of equipment installed, and the final job cost.
9. Based on the equipment that was verified installed during the post-inspection, LMUD finalizes the customer rebate amount.

If the job was completed as submitted, the customer will receive the rebate amount confirmed in step #4 OR 60% of the installed job cost, whichever is less.

If, based on the equipment that was verified during the post-installation inspection, the job was not completed as submitted, LMUD will adjust the final rebate to the customer accordingly.

10. LMUD submits the approved rebate to Lassen MUD for payment.
11. Lassen MUD issues rebate check to customer.

Lighting Upgrades w/Delamp

Lighting upgrades w/delamp are projects that reduce the total number of lamps and fixtures installed in the facility. These are common in facilities that have existing light levels that are too high for their needs. The rebates are higher for delamp projects due to the additional energy savings resulting from the reduced number of lamps/fixtures.

Application for delamp rebates are made the same way as 1-For-1 rebates. ***However, to qualify for delamp rebates the contractor must be able to document the number of existing lamps and fixtures at the beginning of the projects.*** This can be done in one of two ways:

- Contact LMUD to perform a lighting audit prior to the start of work. LMUD will visit the site and verify the number of existing fixtures and lamps.
- Take digital photos that clearly document the number of existing lamps and fixtures, and provide them to LMUD at the time of the post-installation inspection. Note: If, at LMUD's discretion, the photos do not adequately document the pre-existing fixtures and lamp counts, the customer rebate will be based on the 1-For-1 rebate amounts and the equipment that is verified installed by LMUD during the post-installation inspection.

Custom Lighting Projects

Lighting projects not described in Lassen MUD's Commercial Lighting Rebate chart may still qualify for incentives. These projects require pre-approval by LMUD before the work can begin. Contact LMUD at 530-257-4174 for more information regarding custom lighting projects.

1/15/10