

Instructions for completing the Retrofit LIGHTING Incentive Worksheet

General Note

1. This application is for replacing existing lighting fixtures or systems with new higher efficiency lamps, ballast and lighting fixtures, systems and controls.
2. Cutsheets/specifications including photometric tables must be submitted and reviewed by the utility to verify compliance with technical requirements.
3. Proof of Purchase includes invoice(s) indicating the cost, type, manufacturer, model or part number, purchase date, and vendor of the efficient equipment are required for payment of incentives.
4. The incentive, in conjunction with all other sources of funding, cannot exceed the total project cost.
5. Project must be completed by the "Offer Valid Through" date on the front of the application to be eligible for incentive. After that date the preapproval is void and the business will need to contact their Utility to reapply for incentive pending funding availability.

Eligibility Requirements:

1. The existing lighting should be in-place and operational at the time of pre-inspection.
2. Use Code 99L for LED fixtures not covered by another product code
3. Systems must operate on average 2,000 hours annually unless otherwise specified by the product code. Lighting project average must be at least 2,000 hours (total kWh/total kW).
4. Minimum watts for prescriptive control products is the average total watts controlled per controller.
5. The incentive offer is not valid unless signed and dated by the Utility Representative. The Customer accepts the Utilities incentive offer and agrees to the Terms and Conditions of the Utility by signing in the pre-approval offer block.
6. Projects need to be pre-approved prior to installation to be eligible for incentives.
7. Each fixture type must meet the Minimum Watts Reduction listed in Table A. The Minimum Watts Reduction is the average savings per new fixture. This is the difference between the total existing fixture system watts and the total new replacement system fixture watts / quantity of new fixtures. Quantity of fixtures installed may be different than the quantity of fixtures removed as long as the average minimum watts reduction is met. For Product Code 10L, Linear LED Tube wattage must include the ballast power when a ballast is used to operate the LED tubes. When entering the new lamp wattage on the incentive worksheet, use the total fixture wattage, including ballast power, divided by the total number of LED tubes in the fixture.
8. DLC qualification requires documentation of safety certification. Installation instructions must be followed with care.
9. Some linear LED tubes may utilize either the existing or a new fluorescent ballast. It is essential to select a compatible LED tube and ballast combination. Failure to do so may damage system components, shorten product life or result in a hazardous condition. The age and condition of the existing ballast may also shorten system life.

LED Specific Documentation Requirements

LED fixtures and lamps must be listed on ENERGY STARS's (ES), Designlights Consortium (DLC) or the utilities' websites. For more information see the DLC's listing <http://www.designlights.org/> or ENERGY STAR's website: Bulbs: <http://www.energystar.gov/productfinder/product/certified-light-bulbs/results>, Fixtures: <http://www.energystar.gov/productfinder/product/certified-light-fixtures/results>

****Note:** NHSaves and its sponsor utilities do not warrant or accept any liability whatsoever in respect of any LED 4ft or 2ft Linear Replacement Lamps that receive incentives through our energy efficiency programs. Customers are responsible for the proper modification and installation of LED 4ft and 2ft Linear Replacement Lamps in existing fixtures in accordance with manufacturer's instructions. Customers should be aware that this may void fixture warranty. Customers are responsible for proper labeling of all modified existing fixtures. It is the responsibility of the lighting installers to meet current Illuminating Engineering Society standards for light levels, light distribution, uniformity and lighting quality for all installations that use these prescriptive technologies.

Existing Lighting Systems Inventory

1. An inventory should be submitted documenting all existing fixtures to be replaced and the proposed fixtures that will be installed. For each fixture, note the lamp size, type, quantity, ballast type and hours of operation. Electronic spreadsheet copies of the Lighting System Inventory similar to the Lighting Worksheets are encouraged to facilitate the incentive application review. Existing and Proposed lighting types can be found in Table 1.
2. Complete the lighting and/or lighting controls incentive info found in Table A and A-1. Check to ensure all proposed products meet the criteria and minimum watts saved for products noted in Table A and A-1.
3. Fill out a separate line on the Retrofit Lighting Incentive Worksheet for each unique combination of Existing lighting type, Annual Hours of Operation, Product Code and lighting type. Both existing and high efficiency lighting types can be found in Table 1.
4. Fill out a separate line on the Lighting Controls Incentive Worksheet for each lighting control product including control description, quantity of fixtures controlled, number of watts controlled and hours of reduction for each device proposed, Refer to Table A-1.
5. Hours of operation are the estimated annual hours that the particular fixture(s) actually operates. Try to be as specific and accurate as possible. NOTE: Fixture operating hours are not necessarily the same as the facility operating hours.
6. Add the Lighting Total and the Control Total in the Grand Total box. The Incentive Total boxes cannot exceed the total equipment costs.

Pre-Installation

1. A site inspection may be performed by a utility representative confirming the existing fixture information and quantities. Make sure to call your utility before starting the lighting project to determine if a site inspection is required.
2. The existing fixtures should be verified by lighting type and room/area, reference Lighting Worksheet and Table 1.

Post-Installation

Utility Representative must verify that:

1. The new energy efficient lighting fixtures, systems and controls types have been installed and are energized.
2. The lighting fixtures, systems and controls match the manufacturer's information represented on the incentive application. If any of the lighting fixtures, systems and controls have changed from what was approved for the initial incentive offer, the substituted lighting fixtures, systems and controls specifications must be re-submitted, reviewed to verify compliance with technical requirements and approved before an incentive is considered.
3. Proof of Purchase has been submitted. This includes invoice(s) indicating the fixture manufacturer, model, and number of lamps, ballast specifications (if applicable), fixture quantities, costs, purchase date, and vendor of the efficient equipment. Other forms of payment such as AIA Certificates of Payment may also be acceptable.
4. The Utility Representative & Customer have signed & dated the post installation inspection block on the incentive form.