



Commercial, Industrial & Lighting Energy Efficiency Incentive Application

Offer Valid While Funding is Available

Submit this application to City of Richland (EnergyServices@ci.Richland.wa.us) (RES) prior to starting work to ensure eligibility of incentives and pre-inspection. All program forms are available at www.ci.Richland.wa.us/EnergyServices.

Company/Business Information:

Upon completion of job, issue the incentive payment to: ☐ Company/Customer ☐ Contractor
Company or Business Name: _____ Date: _____
Company Mailing Address for Incentive: _____
Project Contact Name: _____ Title: _____
Project Contact E-mail: _____ Contact Phone: _____
Who is authorized to sign the Contract/Application:
Authorized Company Representative's Name: _____ Email: _____

Project Information:

Project Address _____ Total Estimated Incentive: \$ _____
Brief Description of Project: _____
City of Richland Account No.: _____ Rate Schedule No.: _____
Appx. Square Footage: _____ Total Estimated Project Cost: \$ _____
Estimated Start Date: _____ Estimated Completion Date: _____
Building Use (Specify: Office, Retail, Restaurant, Warehouse, etc.): _____
HVAC Type (Specify: Heat Pump, Gas with Air-Conditioning, etc.): _____
Have you also applied for the City's [Commercial Façade Improvement Program](#) for this project? ☐ Yes ☐ No

Contractor's Company Information:

Company Name: _____ Contact Person: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Contact Person's E-mail: _____

Agreement:

As an authorized representative of _____ (Company name), which is a qualified RES utility customer, I certify that the above-named customer will not proceed with this project until written acceptance has been received from RES. On behalf of the above-named customer, I have read and understand the Commercial & Industrial Energy Efficiency Program Terms and Conditions and agree to abide by those requirements. I certify that the information on this application is true and correct to the best of my knowledge.

Authorized Representative Signature

Date Signed

Print Name of Authorized Company Representative

Title of Authorized Representative

Office Use Only:

Deemed BPA Ref. No.: _____

BPA Program Reference (i.e. Deemed, Commercial Lighting, Custom, Industrial, SEM, ROC, Self-Funded) _____

Industrial Project No.: _____

Utility Approval: Energy Services Representative

Date Approved



Commercial, Industrial & Lighting Energy Efficiency Incentives Program

Eligibility

Your business must receive electric service from the City of Richland (COR) as a non-residential customer. To receive rebate, your application must be accepted before purchasing equipment. Projects shall not commence until the customer receives a written notice of acceptance from the City of Richland. The City of Richland reserves the right to reject any application that is incomplete or does not meet program criteria or standards.

Terms & Conditions

- Customer's company shall indemnify and hold harmless RES, and any of their agents or employees, from any special, indirect, incidental, or consequential damages arising out of or in connection with participation in this program.
- Customer's company understands that it is the sole responsibility of the program participant or authorized representative to obtain building and electrical permits, inspections and approvals when law requires them. Additionally, customer agrees to follow all required local and state codes regarding construction waste disposal – including lamps and ballasts.
- Customer's company certifies that they meet the program requirements and that the information within this agreement is true and correct to the best of their knowledge.
- Customer's company certifies that they have read and understand the requirements listed in this agreement and these *Terms and Conditions*.
- Customer's company understands that participation in this program is subject to the acceptance of this application by RES and that RES makes specific commitments only through a written notice of acceptance.
- Customer's company understands that they must complete project(s), provide copies of invoices, pass a RES inspection, and be approved by BPA as a prerequisite to receiving an incentive.
- Customer's company understands that any changes to this agreement must be in writing and approved by COR.
- RES reports energy savings to the Bonneville Power Administration (BPA) for this program. The BPA chooses a small percentage of projects to re-inspect and the customer shall allow access of completed project(s) if selected.

Program Requirements

- Incentives shall not exceed 70% of the total project cost and the project must show at least a 30% wattage reduction. (Commercial Lighting Projects Only)
- Projects must be complete within 120 days from RES approval date. (Commercial Lighting Projects Only)
- Prior to RES incentive, projects must have a simple payback of one year or more. (Commercial Lighting Projects Only)
- Projects require pre-installation inspections/reviews by a RES representative prior to installation to confirm existing equipment/fixtures.
- Installed materials must meet or exceed RES and Bonneville Power Administration (BPA) specifications for efficiency and installation. Contractors and/or customers shall ensure that all disposed materials, including PCB ballasts, are recycled in accordance with current environmental laws.
- 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

1. Complete Application:

Customer and/or contractor completes the RES Commercial & Industrial Energy Efficiency Program Incentive Application. If additional documentation or forms are required, the RES Representative will provide these.

2. Submit Application to COR:

Submit the Application to RES for approval.

3. RES Reviews Submitted Paperwork:

RES will review your proposed materials, conduct an on-site review to confirm existing fixtures and notify you if the project is eligible for an incentive. For commercial lighting projects, provide RES with cut sheets or model numbers from your lighting vendor.

After RES approves the project, you will receive an agreement to sign.

4. Sign Agreement:

Sign and return the agreement.

5. Begin Work:

Start work on the project and adhere to above program requirements.

6. Schedule an Inspection:

When the project is completed, contact Energy Efficiency staff for a post-installation inspection.

7. Incentive Payment:

Submit a copy of the final customer invoice detailing material and labor costs to the Energy Efficiency staff. After all work and material is inspected and approved, the customer or contractor, as noted on the application, will be mailed the incentive within 60 days.

Email completed form to: EnergyServices@ci.richland.wa.us

or

City of Richland Energy Services
625 Swift Blvd. MS-21, Richland, WA 99352
Phone: (509) 942-7431