

2008 / 2009 PSE SOUTH COUNTIES MULTIFAMILY RETROFIT PROGRAM PARTICIPATION INSTRUCTIONS: LIGHTING

Puget Sound Energy's (PSE) South Counties Multifamily Retrofit Program offers financial incentives to improve the energy efficiency of lighting in apartment and condominium buildings with 5 or more attached units. Buildings must be located in the following PSE electric service area counties only: Snohomish, King, Pierce, Thurston, Jefferson, Lewis, Kitsap and Kittitas. These instructions and the **PSE 2008/2009 South Counties Multifamily Retrofit Program Technical Specifications** must be followed in order to receive financial incentives. The technical specifications are available from your PSE Program Representative or can be downloaded by visiting our website at PSE.com and click on "For Your Business," "Multifamily Efficiency Programs & Incentives." A Multifamily Incentive Application must be in place prior to the installation in order to receive these incentives.

Tenant Controlled Lighting

Building Eligibility: Existing fixtures must be incandescent and controlled by the tenant including porch fixtures if controlled by tenant. Exceptions are closets, storage areas or other low use locations.

Incentive Amounts: Up to \$20 per ENERGY STAR[®] qualified fixture. If the fixture costs less than \$20, PSE will rebate the full amount of that fixture.

Installation Requirements: Lighting fixture installers must follow the **PSE 2008/2009 South Counties Multifamily Retrofit Program Technical Specifications**.

Regulations and Permits: All work must be done in accordance with applicable local, State and Federal codes and regulations. All applicable permits must be obtained prior to the installation of measures.

Project timeline: All installations must be completed within 90 days from the date on the customers Incentive Application unless otherwise negotiated with PSE.

Installation Verification: PSE will conduct installation verification prior to rebate payment. This verification is to ensure the measures are installed in accordance with the program specifications. It should not be considered certification of compliance with applicable codes, nor as establishing a warranty on the part of PSE.

How to Participate:

- Building owner or representative contacts PSE program staff
- PSE program staff schedules site visit to include:
 - Lighting audit
 - Identify existing fixture type
 - Identify additional energy saving opportunities
 - Authorizes project and sends Incentive Application to owner for signature
- Building owner or representative installs ENERGY STAR qualified fixtures
- Building owner provides PSE with invoice that includes:
 - ENERGY STAR qualified fixture manufacturer
 - New fixture model number
 - New fixture wattage
 - Quantity of fixtures
- Building owner or representative contacts program staff to schedule installation verification
- PSE program staff verifies fixture installation, fixture count, approves project, calculates incentive and completes Payment Request for owner to sign.
- Owner signs Payment Request, returns to PSE. PSE processes incentive and owner will receive a check within six to eight weeks

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Building Common Area Lighting Upgrades:

Incentive Amounts: Incentive amounts vary depending on existing fixture and replacement type. Incentive amounts are identified in the Small Business Lighting 2008 Rebate Application Form. This form is available from your PSE representative or on the PSE web at <http://www.pse.com/solutions/forbusiness/Pages/comMulifamilyWeather.aspx>.

Fixture Locations:

Common area fixtures on PSE meter rate schedules 8 or 24

How to Participate:

- Building owner contacts contractor and requests a bid
- Contractor bids job, completes 2008 Small Business Lighting Rebate Pre-Approval Form
- Building owner signs the bid and sends to program staff for review and approval
- Program staff reviews form and approves project
- Contractor completes job
- Building owner submits:
 - Completed 2008 Small Business Lighting Rebate Pre-Approval Form with any changes
 - Copy of invoice
 - PSE Waste Disposal form
 - Waste Recyclers Certificate
- PSE staff approves project and building owner receives incentive check within three weeks

Questions

Program staff is available to answer your questions. Jason Cantley, the Program Field Representative, can be reached at 425.864.2427. Customers can be directed to call other program staff at 866.997.9767.