ALL LIGHTING PROJECTS MUST BE PRE APPROVED WITH FORM 120L – INCENTIVE OFFER SIGNED PRIOR TO ORDERING MATERIAL

STEP 1: Find a contractor or a supplier for product selections and pricing to help with the lighting tool application and work with you through all the steps listed below.

- If you are a new trade ally or a participant that requires a copy of the Excel lighting tool, please contact: Mariah Schrotzberger 503-939-9383 mariah.schrotzberger@evergreen-efficiency.com

STEP 2: From the Excel lighting tool, fill out Form 100L Information and the Analysis 103L (in the Excel lighting tool)

- A copy of the participant’s electric bill is requested to determine eligibility for project incentives.
- Participant may email completed Excel lighting tool that includes these forms to the lighting email listed below, or Mariah Schrotzberger (listed below), if you need to be directed to a Lighting Specialist for additional help.

STEP 3: PRE and POST SITE verifications may be initiated by the Project Coordinator for any lighting project, but are REQUIRED for projects exceeding a $6,000 incentive total.

- When the PRE site-verification is completed by an Energy Trust Lighting Specialist, or if the project did not require a site-verification, the lighting Project Coordinator will review the Analysis 103L to confirm projected energy savings and estimated incentive total.

STEP 4: Sign and Return Form 120L - Incentive Offer, which will be sent to the participant once Analysis 103L and/or site-verification have been completed and approved.

- This reserves incentives for the proposed project and serves as your authorization to proceed with ordering material for the project.*
- Fill out and include Energy Trust Substitute W-9 form when you send the Form 120L - Incentive Offer.

STEP 5: Contact the lighting Project Coordinator to schedule POST site-verification, if required.

- Project invoices will be requested prior to the site-verification and should include unit price breakdown (including material and labor cost) for each measure.

STEP 6: Sign and Return Form 140L - Completion Certification, which will be sent to the Participant when the project is fully complete.

- Participant should receive Energy Trust incentive check within 45 days after project materials are reviewed, approved, and submitted for payment.

*Form 120L – Incentive Offer must be signed by the participant and returned to lighting Project Coordinator BEFORE materials are ordered.

For Multifamily project information:
Brian Morrison
Energy / Lighting Specialists
(360) 798-3083
brian.morrison@evergreen-efficiency.com

For self-installs not working with an Energy Trust trade ally, or if you are a new ally to the program and need help getting started, contact:
Mariah Schrotzberger
503-939-9383
mariah.schrotzberger@evergreen-efficiency.com

Please send completed lighting tools for new SOLD projects to:
lighting@evergreen-efficiency.com