

Washington Wattsmart Business Retrofit Lighting Project Process

Summary: Retrofit lighting projects for Pacific Power Wattsmart[®] Business incentives require pre-approval before proceeding with the materials order or construction. **Projects started before the incentive offers' issuance may not be eligible for incentive funds.** A complete list of all requirements and incentives is available in the [lighting catalog](#) posted on Pacific Power's website at www.BeWattsmart.com.

Process:

1. The Wattsmart Business Vendor/participant completes a Pacific Power Lighting Project Proposal Form (software tool) and emails the form to the Pacific Power coordinator with the following items:
 - [General Application](#) (GA) signed by the customer
 - Customer IRS form W-9
 - Copy of the customer's Pacific Power bill to identify the account and rate schedule (or fill out the account info on GA)
2. A **pre-installation inspection** may be required to verify fixture counts, wattages, annual operating hours, etc. The Pacific Power coordinator will initiate this inspection process. Inspections are typically completed within two weeks.
3. When the pre-installation inspection has been completed (if needed), the Pacific Power coordinator will prepare the **Pacific Power Wattsmart Business Estimated Incentive Offer** and forward it to the Wattsmart Business Vendor/participant and the customer.
4. When the project is fully complete, please email the following information to the Pacific Power coordinator:
 - Revised **Project Proposal Form** noting the final fixture counts. On the Project Summary sheet, record the total eligible cost for materials and the total eligible cost for labor.
 - Copy of the **vendor/participant's invoice(s)**.
Note: The Pacific Power coordinator will determine if a final inspection is required.
5. The customer will receive their incentive check from Pacific Power within 45 days after the completed project materials are reviewed and approved. Congratulations!

Pacific Power Wattsmart Business Vendor Contact:

WattsmartBusiness@evergreen.energy

Nick Jones
(509) 947-6305
nick.jones@evergreen.energy

Lance Benedict
(971) 282-2593
lance.benedict@evergreen.energy

Liliana Causor
(509) 941-9414
liliana.causor@evergreen.energy

Marcelino Osorio
(509) 930-1562
marcelino.osorio@evergreen.energy

Washington Wattsmart Business New Construction Lighting Project Process

Summary: To encourage energy-efficient lighting design and installation in new construction, Pacific Power's Wattsmart[®] Business program offers financial incentives for qualified lighting projects. Interior lighting LED products that exceed the industry standard and fall within the Lighting Catalog listed categories must be used. As a result, DesignLights Consortium (DLC) Premium-designated products must be installed in order to qualify for incentives. Exterior lighting requires Advanced Exterior Dimming (AED) Controls. There are no incentives for exterior lighting fixtures; however, there are incentives for Advanced Dimming Controls as long as they meet performance requirements specified in the lighting catalog. You can find more information on Pacific Power's website at www.BeWattsmart.com.

Process:

1. Wattsmart Business Vendor/participant enters the appropriate data in the Wattsmart Business New Construction software and emails it to the Pacific Power coordinator.
2. The Wattsmart Business Vendor/participant submits a [General Application](#) signed by the customer to the Pacific Power coordinator. The application form and the software tool should be submitted no later than 30 days after all lighting has been installed. [Note: The Pacific Power coordinator will be available to review the software before the actual installation to verify that the proposed design will meet program compliance.]
3. After the software tool is reviewed and approved, the Pacific Power coordinator will determine if an on-site review is required. If so, they will schedule a third-party inspection of the installed fixtures.
4. After the inspection, the Pacific Power coordinator will finalize Pacific Power documents and submit the project file for payment processing. The customer should receive a Pacific Power incentive check within 45 days.

Pacific Power Wattsmart Business Vendor Contact:

WattsmartBusiness@evergreen.energy

Nick Jones
(509) 947-6305
nick.jones@evergreen.energy

Lance Benedict
(971) 282-2593
lance.benedict@evergreen.energy

Liliana Causor
(509) 941-9414
liliana.causor@evergreen.energy

Marcelino Osorio
(509) 930-1562
marcelino.osorio@evergreen.energy