

# Common Project Submission Mistakes

**General Application:**

**PARTICIPANT INFORMATION**

**PROJECT SITE INFORMATION**

**INCENTIVE AGREEMENT (Complete only if incentive to be subject to a new or other than pre-approved)**

**APPLICANT ACKNOWLEDGEMENT**

POWERING YOUR GREATNESS

Project ID

Lighting Coordinator

Tool Prepared by

PacificCorp PM

Account Manager

Y 010125.1

**Project Cost**

Material	Labor	Other	Total Project Cost
			\$0.00

**Space Type & Size**

Calculation Method	Total Allowed Wattage	0
Space Types	sq. ft.	watts / sq. ft.
	0	0.00

**Lighting Operation Schedules**

Standard Schedule	Day	A	B	C	D	E
Op Weeks/Year	Mon					
* Holidays Cleared	Tue					
Seasonal (optional)	Wed					
On Schedule	Thu					
Off Schedule	Fri					
Weeks On per Year	Sat					
* Holidays Cleared	Sun					
	Total					

**Admin**

Measure Effective Date  Inspection Required  Incentive Offer

Pre-Inspect Part-Inspect

**Project Name, Effort/Rate:**

**Construction Type, State:** Preliminary (Pre-Install)

**Installation Address:**

**City, State, Zip:** WA

**Account, Meter, Rate:**

**Participant Information (As Shown On Tax Forms)**

**Business Name:**

**Address:**  Same as Above

**City, State, Zip:**

**Contact, Title:**

**Phone, Email:**

**Business Type:**

**Participant is:**  Account Holder  Building Owner  Electric User

**Contact primary language:**  English  Other (specify):

**Vendor Information**

**Business Name:**

**Address:**

**City, State, Zip:**

**Contact:**

**Phone, Email:**

**Payee Information**

**Incentive Should Be Addressed To:**

**Attention, Phone:**

**Business Name:**

**Address:**

**City, State, Zip:**

# Common Project Submission Mistakes

## CUSTOMER INFORMATION TAB:

### Project Information Section:

1. Should match the information on the Project Site Information from your GA
  - a. Site Address
  - b. Meter Number
  - c. Generally Missed Rent/Own (Not on Lighting Tool)

PROJECT SITE INFORMATION			
Facility/Project name:			
Facility address:	City:	State:	Zip:
Commercial/industrial electric account #:	Rate Schedule:		
Electric meter number - seven or eight digits: (If multiple meters at site only enter one)	Customer name: (As shown on bill)		
Does Participant rent/lease the project site location? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Project Name, Effective Date			
Construction Type, Stage		Preliminary (Pre-Install)	
Installation Address			
City, State, Zip		WA	
Account, Meter, Rate			

### Participant Information (As Shown On Tax Forms)

Business Name			
Address	<input type="checkbox"/> Same as Above		
City, State, Zip			
Contact, Title			
Phone, Email			
Business Type			
Participant is:	<input type="checkbox"/> Account Holder	<input type="checkbox"/> Building Owner	<input type="checkbox"/> Electric User
Contact primary language:	<input type="checkbox"/> English	<input type="checkbox"/> Other (specify):	

# Common Project Submission Mistakes

### Payee Information:

- 1. Should match the Incentive Assignment Information on the GA
- 2. This is where the incentive check will be sent

<b>INCENTIVE ASSIGNMENT</b> (Complete only if Incentive is to be assigned to someone other than participant above)			
Check should be made out to:			
Mailing address:	City:	State:	Zip:
Contact name:	Contact telephone:		

### Payee Information

Incentive Should Be Addressed To:			
Attention, Phone			
Business Name			
Address			
City, State, Zip			

# Common Project Submission Mistakes

## Project Cost:

1. What should be included in Materials/Labor/Other

### Eligible Cost

Materials – LED fixtures, retrofit kits, lamps, controls

Labor

Lift (not required to be included in costs)

Permit

Recycling & disposal – to be eligible must be done according to applicable environmental regulations. (not required to be included in costs)

Prevailing wages

Design/redesign fees

### Not Eligible Cost

Owner's overhead

Project development & management fees

Financing costs

Manufacturer discounts or rebates

Application fees or charges associated with other incentive programs

Portions or project cost paid for by publicly funded grants or incentives

Sales tax is not an eligible project cost

Code corrective labor or materials

Mechanical hardware that is not directly associated with light fixtures

## Project Cost

Material	Labor	Other	Total Project Cost
			\$0.00

# Common Project Submission Mistakes

## Lighting Operating Schedules:

1. Anything on interior over 10 hours will need an explanation for the project folder
2. Anything for exterior will need to be on a Y schedule unless an exception is granted, even if it's running 24 hours a day

### Lighting Operation Schedules

Standard Schedule		Day	A	B	C	D	E
Op Weeks/Year		Mon					
# Holidays Closed		Tue					
<b>Seasonal (optional)</b>		Wed					
On Schedule		Thu					
Off Schedule		Fri					
Weeks On per Year		Sat					
# Holidays Closed		Sun					
		<b>Total</b>					

# Common Project Submission Mistakes

## Project Information Tab:

0.00 yrs - SPB w/o Incentive (0.00 yrs - SPB w/ Incentive)	LPD Code 0.00	Total Incentives
	LPD Existing 0.000	
\$0.00 - Cost/kWh	LPD Proposed 0.000 0% ▲ Code	\$0.00

1. LPD Code for WA - Based on square footage and space type
2. LPD Existing - Will likely be higher than LPD Code if not, specific items need to be verified:
  - a. Square footage
  - b. What's in existing fixtures (type & quantity)
  - c. Reasons why LPD Existing might be lower than LPD Code:
    - a. not enough fixtures in proposed
    - b. miscalculated square footage - make sure square footage listed doesn't exceed square footage in scope of work
    - c. if you chose wrong space type with the wrong LPD Code
3. LPD Proposed – Must beat LPD Code and be a positive percentage better than code

# Common Project Submission Mistakes



## Equipment Selection & Calculations:

1. Op Schedule needs align with each Space Description
2. Need to list manufacturer and full part number in the Notes/Fixture Parts Number section

## Controls:

1. Basic - (Integral, wall-mounted or ceiling mounted) Occ, Daylight Harvesting, Scheduling
2. ANLC - Must be DLC listed and check the boxes in the lighting catalog
3. AED - Integral to fixture, occupancy or scheduled based, must result in 35% energy savings

Equipment Selection & Calculations + - add/remove fixture rows to the table below Show/Hide Operating Schedules & ProjectTotals

Line	OpSch	Space Description	 Existing Equipment	Quantity (Existing)	Fixture W (Existing, Actual)	Space W (Existing, Actual)	 Proposed Equipment	Quantity (Proposed)	Fixture W (Proposed)	Space W (Proposed)	% Wattage Reduction (Actual)	Total kWh/yr Savings (Actual)	Total Incentives	Notes / Fixture Parts Number
1														
2														
3														
4														
5														
6														