



## RETROFIT LIGHTING INCENTIVES FOR BUSINESS CUSTOMERS

The following information is provided as part of the PowerSavers conservation program to encourage non-residential customers to select and install energy efficient equipment for their facilities. This program is a joint offering from participating utilities of the Minnkota Power Cooperative (MPC) and the Northern Municipal Power Agency (NMPA).

**Instructions for Use:**

*For complete instructions, please refer to the Terms and Conditions on page 7.*

**Step 1: Determine Eligibility.** Equipment must be new and installed in a facility served by one of the participating municipal or cooperative utilities listed below:

|   |   |  |
|---|---|--|
| <input type="checkbox"/> City of Alvarado                     | <input type="checkbox"/> Halstad Municipal Utilities                    | <input type="checkbox"/> Roseau Electric Cooperative           |
| <input type="checkbox"/> Bagley Public Utilities              | <input type="checkbox"/> Hawley Public Utilities                        | <input type="checkbox"/> Roseau Municipal Utilities            |
| <input type="checkbox"/> Baudette Municipal Utilities         | <input type="checkbox"/> North Star Electric Cooperative                | <input type="checkbox"/> City of Stephen Municipal Utilities   |
| <input type="checkbox"/> Beltrami Electric Cooperative        | <input type="checkbox"/> PKM Electric Cooperative                       | <input type="checkbox"/> Thief River Falls Municipal Utilities |
| <input type="checkbox"/> Clearwater-Polk Electric Cooperative | <input type="checkbox"/> Red Lake Electric Cooperative                  | <input type="checkbox"/> Warren Municipal Utilities            |
| <input type="checkbox"/> Fosston Municipal Utilities          | <input type="checkbox"/> Red River Valley Cooperative Power Association | <input type="checkbox"/> Wild Rice Electric Cooperative        |

**Step 2: Install Equipment.** New equipment must be installed and old equipment removed. Only new products, which are exact product types listed in this form are eligible for prescriptive incentives. If the potential incentive is greater than \$15,000, contact the utility to get pre-approval.

**Step 3: Complete and sign the application.** Forms must be received within 60 days of installation. Incomplete applications will cause delays in payment.

**Step 4: Attach the following documentation:**

- Itemized invoices including costs for equipment installed and installation labor.
- Specification sheets for lamps, ballasts and fixtures installed.

**Step 5: Mail completed paperwork to your utility, listed on page 2 of this form.**

## PARTICIPATING COOPERATIVE UTILITIES

**Beltrami Electric Cooperative**  
4111 Technology Drive, P.O. Box 488  
Bemidji, MN 56619-0488  
(218) 444-2540 or 1-800-955-6083, (218) 444-3676 (fax)

**Clearwater-Polk Electric Cooperative**  
315 N. Main Ave.  
Bagley, MN 56621-1001  
(218) 694-6241 or 1-888-694-3833, (218) 694-6245 (fax)

**North Star Electric Cooperative**  
441 State Hwy. 172 N.W.  
P.O. Box 719  
Baudette, MN 56623-0719  
(218) 634-2202 or 1-888-634-2202, (218) 634-2203 (fax)

**PKM Electric Cooperative**  
406 N. Minnesota Street  
Warren, MN 56762-0108  
(218) 745-4711 or 1-800-552-7366, (218) 745-4713 (fax)

**Red Lake Electric Cooperative**  
P.O. Box 430  
Red Lake Falls, MN 56750-0430  
(218) 253-2168 or 1-800-245-6068, (218) 253-2630 (fax)

**Red River Valley Cooperative Power Association**  
P.O. Box 358  
Halstad, MN 56548-0358  
(218) 456-2139 or 1-800-788-7784, (218) 456-2102 (fax)

**Roseau Electric Cooperative**  
1107 Third Street N.E.  
Roseau, MN 56751-0100  
(218) 463-1543 or 1-888-847-8840, (218) 463-3713 (fax)

**Wild Rice Electric Cooperative**  
P.O. Box 438  
Mahnomon, MN 56557-0438  
(218) 935-2517 or 1-800-244-5709, (218) 935-2519 (fax)

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## PARTICIPATING MUNICIPAL UTILITIES

**City of Alvarado**  
155 Marshall Street  
P.O. Box 935  
Alvarado, MN 56710  
218-965-4911

**Bagley Public Utilities**  
P.O. Box M  
Bagley, MN 56621  
(218) 694-2300, (218) 694-6632 (fax)

**Baudette Municipal Utilities**  
P.O. Box 548  
Baudette, MN 56623  
(218) 634-1850, (218) 634-9777 (fax)

**Fosston Municipal Utilities**  
220 East 1<sup>st</sup> Street  
Fosston, MN 56542  
(218) 435-1737, (218) 435-1961 (fax)

**Halstad Municipal Utilities**  
405 2<sup>nd</sup> Ave. West  
Halstad, MN 56548  
(218) 456-2128, (218) 456-2018 (fax)  
www.halstad.com

**Hawley Public Utilities**  
P.O. Box 69  
Hawley, MN 56549  
(218) 483-3331, (218) 483-3332 (fax)

**Roseau Municipal Utilities**  
1198 Center Street West  
Roseau, MN 56751  
(218) 463-2351, (218) 463-1231 (fax)

**City of Stephen Municipal Utilities**  
P.O. Box 630  
Stephen, MN 56757  
(218) 478-3614, (218) 478-3806 (fax)

**Thief River Falls Municipal Utilities**  
P.O. Box 528  
Thief River Falls, MN 56701  
(218) 681-5816, (218) 681-8225 (fax)

**Warren Municipal Utilities**  
120 East Bridge Ave.  
Warren, MN 56762  
(218) 745-5343, (218) 745-5344 (fax)



## 2017 Business Retrofit Lighting Incentive Application

### Customer Information (Please Print)

|   |  |  |                |          |
|---|--|--|----------------|----------|
| Name of Business  |  | Contact Phone  | Contact Mobile |          |
| Mailing Address   |  | City   | State          | ZIP Code |
| Installation Address  |  | City   | State          | ZIP Code |
| Email Address   | <b>Building Use – Please Check One</b><br><input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Warehouse<br><input type="checkbox"/> Restaurant <input type="checkbox"/> Grocery/Supermarket <input type="checkbox"/> Manufacturing<br><input type="checkbox"/> Lodging                      School: <input type="checkbox"/> Elementary/Secondary                      Healthcare: <input type="checkbox"/> Clinic<br><input type="checkbox"/> College <input type="checkbox"/> Hospital<br><input type="checkbox"/> Other/Miscellaneous: _____ |  |                |          |
| Utility Account Number  |  |  |                |          |
| Annual Hours of Operation: _____ / year   |  | Is this a 24-hour facility? <input type="checkbox"/> Yes <input type="checkbox"/> No |                |          |
| How did you learn about the program?<br><input type="checkbox"/> My Utility <input type="checkbox"/> Utility Web site <input type="checkbox"/> Newspaper <input type="checkbox"/> Community Event <input type="checkbox"/> Mail/Bill Insert <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____ |  |  |                |          |

### Contractor Information

|   |  |               |                |          |
|---|--|---------------|----------------|----------|
| Name of Installing Contractor (if applicable) |  | Contact Phone | Contact Mobile |          |
| Address                                       |  | City          | State          | ZIP Code |

### Equipment Information

UNLESS NOTED, MUST BE USED FOR LIGHTING WITH MINIMUM 1,800 HOURS OF OPERATION PER YEAR

| Equipment   | Specifications | Incentive Per Unit   | Qty     | Incentive |
|---|----------------|--|---------|-----------|
| <b>T8 Fluorescent Lamps with Electronic Ballast (Standard non-CEE qualified)</b>  |                |  |         |           |
| T8 4 ft. Fixture  | 1-lamp         | Replace incandescent or T12 systems with T8 systems. Replacement must result in energy savings to qualify. Replacement fixtures or lamp and ballast retrofits are eligible.  | \$5.00  |           |
|   | 2-lamp         |  | \$6.00  |           |
|   | 3-lamp         |  | \$11.00 |           |
|   | 4-lamp         |  | \$13.00 |           |
| T8 8 ft. Fixture  | 1-lamp         | Retrofits of T12 8' 2-lamp fixtures with four T8 4' lamps placed end-to-end should be considered a T8 4' 4-lamp retrofit at \$13.00.   | \$7.00  |           |
|   | 2-lamp         |  | \$9.00  |           |
| <b>T8 Fluorescent 4ft. Lamp and Ballast with Reflectors (Permanent removal of existing ballasts and unused lamp sockets required)</b> |                |  |         |           |
| 2-lamp<br>Replacing T12 4 ft. 4-lamp  | \$25           | <i>Replace or retrofit T12 systems with T8 systems using 4' lamps. New fixtures or retrofit kits must be used.</i><br><br><i>Design must meet maintained Illuminating Engineering Society (IES) recommended light levels for the area.</i> |         |           |
| 2-lamp<br>Replacing T12 8 ft. 2-lamp  | \$18           |  |         |           |
| 3-lamp<br>Replacing T12 4 ft. 4-lamp  | \$18           |  |         |           |
| <b>T8 Fluorescent Lamps Only – Reduced Wattage (CEE Qualified Only)</b>   |                |  |         |           |
| 4 ft. 28W or Less   | \$1.00         | Incentive paid per lamp installed. Replacing existing 32W 4' or 59W 8 T8 lamps with low watt T8 lamps.   |         |           |
| 8 ft. 54W or Less   | \$1.00         |  |         |           |

| Equipment   | Specifications  |   | Incentive Per Unit                       | Qty | Incentive |
|---|---|---|--|-----|-----------|
| <b>T8 Fluorescent Systems – Reduced Wattage</b> <i>(CEE Qualified only)</i>   |   |   |  |     |           |
| T8 4 ft. Reduced Wattage System   | 1-lamp  | Replace incandescent or T12 systems with 28W and 25W CEE Qualified Reduced Wattage T8 Systems. Lamps used must meet the CEE specifications for Reduced Wattage T8 Systems. See "Commercial Lighting" at <a href="http://www.cee1.org">www.cee1.org</a> for approved lamp list. System must also include NEMA Premium Ballasts. Incentive shown includes low wattage fluorescent lamp incentive of \$1.00 per lamp. Replacement fixtures or lamp and ballast retrofits are eligible. | \$7.00                                   |     |           |
|   | 2-lamp  |   | \$9.00                                   |     |           |
|   | 3-lamp  |   | \$14.00                                  |     |           |
|   | 4-lamp  |   | \$18.00                                  |     |           |
| <b>T8 Fluorescent Systems – High Performance</b> <i>(CEE Qualified only)</i>  |   |   |  |     |           |
| T8 4 ft. High Performance   | 1-lamp  | Replace incandescent, T12 systems, or specified standard T8 systems with CEE Qualified High Performance (super) T8 systems. Lamps used must meet the CEE specifications for High Performance T8 Systems. See "Commercial Lighting" at <a href="http://www.cee1.org">www.cee1.org</a> for approved lamp list. System must also include NEMA Premium Ballasts. Replacement fixtures or lamp   | \$6.00                                   |     |           |
|   | 2-lamp  |   | \$7.00                                   |     |           |
|   | 3-lamp  |   | \$12.00                                  |     |           |
|   | 4-lamp  |   | \$14.00                                  |     |           |
|   | 2-lamp  | Replacing T12HO 8' one lamp fixture. One-for-one replacement only.  | \$20.00                                  |     |           |
|   | 4-lamp  | Replacing T12HO 8' one lamp fixture. One-for-one replacement only.  | \$30.00                                  |     |           |
| High Performance T8 systems require manufacturer and model number for lamps used. Lamps must be from CEE approved list to qualify. See approved list at <a href="http://www.cee1.org">www.cee1.org</a> , under Commercial Lighting.   |   |   |  |     |           |
| <b>T8 Fluorescent Fixtures – High-Bay One-for-one replacement only. Only When Replacing Specific Wattage HID (Metal Halide, Mercury Vapor and High Pressure Sodium) or Incandescent Fixtures.</b>   |   |   |  |     |           |
| High-Bay T8 Fixtures- 4 ft. Lamps   | 3-lamp  | Replacing 150W or larger  | \$20.00                                  |     |           |
|   | 4-lamp  | Replacing 250W or larger  | \$25.00                                  |     |           |
|   | 6-lamp  | Replacing 400W to 749W  | \$50.00                                  |     |           |
|   | 8-lamp  | Replacing 750W or larger  | \$70.00                                  |     |           |
| High-Bay Occupancy Sensor Control   | <ul style="list-style-type: none"> <li>This is an additional incentive to add occupancy sensors to control the high bay fluorescent fixtures listed above.</li> <li>Programmed start ballasts are highly recommended for controlled fixtures.</li> <li>High bay occupancy sensor incentives may not be combined with any other occupancy sensor incentive.</li> </ul> |   | \$10.00 per controlled fixture           |     |           |
| <b>T5HO Fluorescent High-Bay Fixtures</b> <i>One for-one replacement only. Replacing Specific Wattage HID (Metal Halide, Mercury Vapor, and High Pressure Sodium) or Incandescent Fixtures.</i>   |   |   |  |     |           |
| High-Bay T5 High Output Fixtures with 4 ft. Lamps.  | 2-lamp  | Replacing 150W to 249W  | \$20.00                                  |     |           |
|   | 3-lamp  | Replacing 250W or larger  | \$25.00                                  |     |           |
|   | 4-lamp  | Replacing 400W or larger  | \$50.00                                  |     |           |
|   | 6-lamp  | Replacing 400W to 749Watt   | \$40.00                                  |     |           |
|   | 6-lamp  | Replacing 750W or larger  | \$70.00                                  |     |           |
| All fluorescent fixtures must utilize electronic ballasts and T8 or T5 lamps. Ballasts shall have a power factor greater than 90%. Harmonic distortion of ballasts shall not exceed 20%. For 8-foot fluorescent ballasts, the total harmonic distortion shall not exceed 30%. |   |   |  |     |           |
| <b>Compact Fluorescent Fixtures and Lamps (CFL) – ENERGY STAR recommended</b>   |   |   |  |     |           |
| CFL Screw-In Lamp   | Incentive per screw-in self-ballasted lamp.   |   | 75% of the purchase price (\$2 max/bulb) |     |           |
| CFL Reflector Flood   | Incentive per screw-in self-ballasted lamp.   |   | 75% of the purchase price (\$4 max/bulb) |     |           |

| LED Technologies ( <i>Incentive must not exceed 75% of the purchase price</i> )   |  |   |  |  |
|---|--|---|--|--|
| LED Screw-In Bulb   | 40-60W equivalent incandescent. ENERGY STAR recommended.   |   | 75% of the purchase price (\$4 max/bulb)     |  |
| LED Screw-In Bulbs  | 65W or greater equivalent incandescent. ENERGY STAR recommended.   |   | 75% of the purchase price (\$8 max/bulb)     |  |
| LED Lamp – 2 pin or 4 pin base  | 2 or 4 pin base LED lamp replacing compact fluorescent lamp. Highly recommend LED lamp to be listed on Lighting Design Lab Qualified Products List at <a href="http://www.lightingdesignlab.com">www.lightingdesignlab.com</a> or DesignLights Consortium™ at <a href="http://www.designlights.org">www.designlights.org</a> |   | 75% of the purchase price (\$4 max/bulb)     |  |
| LED Recessed Downlight  | Complete fixture or replacement kit. ENERGY STAR recommended.  |   | 75% of the purchase price (\$8 max/fixture)  |  |
| LED Fixtures – HID Equivalent   | LED Fixture Wattage of <40 Watts. Must be DesignLights Consortium approved. If used as an outside fixture it must have a photocell.  |   | 75% of the purchase price (\$40 max/fixture) |  |
| LED Fixtures – HID Equivalent   | LED Fixture Wattage of >40 Watts. Must be DesignLights Consortium approved. If used as an outside fixture it must have a photocell.  |   | 75% of the purchase price (\$80 max/fixture) |  |
| LED Tubular Lamp  | Must be DesignLights Consortium approved.  |   | \$5.00/lamp                                  |  |
| LED Linear Fluorescent Replacement or New Fixture   | 1-lamp equivalent  | <i>Must be DesignLights Consortium approved</i> | \$5.00/fixture                               |  |
|   | 2-lamp equivalent  |   | \$10.00/fixture                              |  |
|   | 3-lamp equivalent  |   | \$15.00/fixture                              |  |
|   | 4-lamp equivalent  |   | \$20.00/fixture                              |  |
| LED Exit Sign New Fixture ≥8W   | Replace or retrofit existing sign.   |   | \$12.00                                      |  |
| LED Automobile Traffic Signal   | Incentive per lamp replaced.   |   | \$25.00                                      |  |
| LED Pedestrian Signal   | Incentive per sign.  |   | \$22.00                                      |  |
| LED Case Lighting   | Replacing fluorescent. Incentive per door.   |   | \$25.00                                      |  |
| LED Exit Signs shall use 8W or less, including the battery charger when active. Must meet State Fire Marshal codes and be UL-rated.<br>Traffic Signals and Pedestrian Signals: Traffic signals and pedestrian signals using LED lights must replace conventional signals. |  |   |  |  |
| Other Efficient Lighting Control Technologies   |  |   |  |  |
| Occupancy Sensors Under 500W  | Occupancy sensor incentives limited to \$2,000. Additional incentive may be available through Custom Incentive Program. Incentive is per sensor. May be wall or ceiling mounted. Programmed start ballasts recommended for fluorescent fixtures.   |   | \$20   |  |
| Occupancy Sensors Over 500W   |  |   | \$40   |  |
| Plug Load Occupancy Sensor Document Stations  | Must control at least three copiers, printers or faxes in any combination. Incentive is per sensor, controlling at least three devices.  |   | \$25   |  |
| Snack Misers  |  |   | \$25   |  |
| Vending/Cooling Misers  |  |   | \$50   |  |
| Occupancy Sensors: Specify Connected Wattage _____  |  |   |  |  |
| Plug Load Occupancy Sensor Document Stations: Specify Number of Units Controlled: ___ Copiers ___ Printers ___ Faxes  |  |   |  |  |

| Summary of Incentives |                 |                 |                 |
|-----------------------|-----------------|-----------------|-----------------|
| Page 3 Subtotal       | Page 4 Subtotal | Page 5 Subtotal | Total Incentive |
| \$                    | \$              | \$              | \$              |

## Certifications and Signature

I hereby certify that: 1. The information contained in this application is accurate and complete; 2. All installation is complete and the unit(s) is operational prior to submitting application; 3. All rules of this incentive program have been followed; 4. I have read and understand the terms and conditions included with this document.

I agree to verification of equipment installation, which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one incentive from this program on any piece of equipment. I hereby agree to indemnify, hold harmless and release the utility from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.

|                    |            |                          |
|--------------------|------------|--------------------------|
| Customer Signature | Print Name | Date Equipment Installed |
|                    |            | Date Submitted           |

### Program Use Only

|                                    |   |   |                |
|------------------------------------|---|---|----------------|
| Date Received:                     | Post Inspected?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Incentive Approved <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Amount: \$ | Date Approved: |
| Utility or Program Representative: |   |   |                |
| Joint Program Tracking #           |   |   |                |

## Terms and Conditions

1. **Incentive Offer:** Projects must be implemented (completed) by **December 31, 2017**. An original signed application and invoices for materials and labor must be delivered to the participating utility at the address located on page 2 of this application **within 60 calendar days of installation (completion)**. Please keep a copy for your records.
2. **Proof of Purchase:** This application must have complete information and be submitted with an invoice itemizing the **new equipment purchased and the manufacturer (OEM) specification sheets**. The invoice must indicate date of purchase, size, type, make, model and total project cost.
3. **Compliance:**
  - a. All projects are expected to comply with federal, state and local codes.
  - b. All equipment must be new or retrofitted with new components per the program specifications. Used or rebuilt equipment is not eligible for incentives. Existing equipment must be removed or permanently disconnected.
  - c. Equipment must meet specification requirements and be purchased and operating prior to submitting an incentive application.
  - d. Customers may only receive one incentive per piece of qualifying equipment.
  - e. If the project is in a leased building, the term of the lease must be at least five (5) years.
4. **Payment:** Once completed paperwork is submitted, incentive payments are usually made within 45 calendar days. Incomplete applications will either delay payments or be denied. The participating utilities reserve the right to refuse payment and participation if the customer or contractor violates program rules and procedures. All projects exceeding \$15,000 of incentives will be inspected prior to incentive payment.
5. **Inspection:** Program staff may conduct an inspection of the facility to survey installed projects.
6. **Publicity:** The participating utilities reserve the right to publicize your participation in this program, unless you specifically request otherwise.
7. **Program Discretion:** Incentives are available on a first-come, first-served basis. This incentive is subject to change or termination without notice at the discretion of the participating utilities.
8. **Logo Use:** Customers or allies may not use the participating utilities' name or logo in any marketing, advertising or promotional material without written permission.
9. **Disclaimers:** The participating utilities:
  - a. Do not endorse any particular manufacturer, product, labor or system design by offering these programs;
  - b. Will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives;
  - c. Do not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties);
  - d. Are not responsible for the proper disposal/recycling of any waste generated as a result of this project;
  - e. Are not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment.

### **INCENTIVE LIMIT:**

All incentives are reviewed on a per project basis. All projects with estimated incentives over \$15,000 are subject to individual review and pre-approval. Incentives cannot exceed 75 percent of the total project cost.

### **ELIGIBILITY:**

These incentives are offered by the member utilities of Minnkota Power Cooperative, Inc. and the Northern Municipal Power Agency. For questions regarding eligibility, call your local utility listed on page 2.