

## HOLLAND BOARD OF PUBLIC WORKS

### 2023 New Construction **Lighting** Incentive Application Checklist

#### Pre-Approval Application

##### Required Attachments

- Pre-Approval Agreement (Page 2)
- New Construction Worksheet (Page 4)
- Itemized Quote
- Manufacturer's Specification(s)
- Copy of W9
- COMcheck Report (90.1 2013)
- Electric Prints (Floor Plan, Schedules)  
Documents in PDF format

#### Final Application

##### Required Attachments

- Payment Approval Agreement (Page 3)
- Itemized Invoice or AIA

Expected Completion Date: \_\_\_\_\_

Actual Completion Date: \_\_\_\_\_

Your completed application and the required materials listed above must be received by December 31, 2023.

Limited funds are available. Please allow 6-8 weeks to receive your Energy Smart incentive check from the time your completed application is received.

Please submit your documents one of three ways:

**Email** [energysmart@hollandbpw.com](mailto:energysmart@hollandbpw.com)

**Mail** Energy Smart – Holland BPW  
625 Hastings Ave  
Holland, MI 49423

## HOLLAND BOARD OF PUBLIC WORKS

### 2023 New Construction **Lighting** Incentive Application

Ready to start your project? **Follow these 3 simple steps.**

#### Step #1: Request Pre-Approval

To ensure that your project is eligible and to reserve funds, please complete, sign and submit all of the following:

1. The Pre-Approval Agreement (found on page 2 of this application), completed and signed.
2. The worksheet(s) that are applicable to your project, completed (found on pages 4-10 of this application).
3. Itemized quote/proposal with model numbers from your contractor.

#### Step #2: Complete Your Project

If your project meets the pre-approval criteria, you will receive a letter indicating funds have been reserved. Following the specifications listed in this application, install your equipment within 180 days. All equipment must be installed and operational by December 31, 2023. To receive your rebate check, a copy of your W9 form must be sent to the email or mailing address below before the project is complete.

#### Step #3: Get Your Cash Incentive

Once your project is complete, it's time to request your cash incentive. Within 30 days of project completion, you must submit:

1. The Payment Approval Agreement (found on page 3 of this application), completed and signed, and
2. The itemized invoice(s) for materials and any applicable external labor costs, including the following:
  - Contractor's name and contact information
  - Customer's name and contact information
  - Date of invoice
  - Line item cost for each product
  - Quantities of each product
  - Complete product model numbers
  - Labor (and other) expenses listed separately from product costs
  - Total invoice amount

**Please submit your documents  
one of three ways:**

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**Mail** Energy Smart – Holland BPW  
625 Hastings Ave  
Holland, MI 49423



Pre-Approval Agreement

Pre-Approval Agreement – Step #1

Please complete and submit this page, along with the appropriate worksheet(s) and quotes with model numbers from your contractor, before you begin your project. If you plan to install the equipment yourself (as opposed to hiring a contractor to do so), please submit a quote/proposal for the cost of the equipment from a supplier or distributor. If your project meets the pre-approval criteria, you will receive a letter indicating the funds have been reserved. You can then proceed with completing your project, as described in Step #2 on page 1 of this application.

|   |  |                                     |  |                                   |                |
|---|--|-------------------------------------|--|-----------------------------------|----------------|
| Name of Business  |  | Phone                               |  | Email                             |                |
| Mailing Address   |  | City                                |  | State                             | ZIP Code       |
| Installation Address  |  | City                                |  | State                             | ZIP Code       |
| Annual Hours of Operation   |  | Holland BPW Electric Account Number |  | Taxpayer ID # (SSN/FEIN or Payee) |                |
| Building Use (Please Check One):<br><input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Warehouse <input type="checkbox"/> Restaurant <input type="checkbox"/> Grocery Store/Supermarket<br><input type="checkbox"/> Manufacturing <input type="checkbox"/> Lodging <input type="checkbox"/> School (K-12) <input type="checkbox"/> School (College) <input type="checkbox"/> Healthcare Facility <input type="checkbox"/> Other/Miscellaneous   |  |                                     |  |                                   |                |
| How did you learn about the program? <input type="checkbox"/> My Utility <input type="checkbox"/> Utility Website <input type="checkbox"/> Online Ad <input type="checkbox"/> Mail/Bill Insert <input type="checkbox"/> Event <input type="checkbox"/> Contractor <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio   |  |                                     |  |                                   |                |
| Name of Supplier/Distributor  |  | Contact Name                        |  |                                   |                |
| Name of Installing Contractor   |  | Contact Name                        |  |                                   |                |
| Address   |  | City                                |  | State                             | ZIP Code       |
| Contractor Phone  |  | Contractor Email                    |  |                                   |                |
| <b>Certifications and Signature</b><br>I hereby certify that: 1. The information contained in this application is accurate and complete. 2. All rules of this incentive application have been followed. 3. 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 Print Name   |  |                                     |  |                                   |                |
| Customer Signature  |  |                                     |  |                                   | Date Submitted |

Please submit your documents one of three ways:

EMAIL  
energysmart@hollandbpw.com

MAIL  
Energy Smart – Holland BPW  
625 Hastings Ave  
Holland, MI 49423



Payment Approval Agreement

Payment Approval Agreement – Step #3

Please complete and submit this page, along with your itemized invoice(s), within 30 days of project completion.

|  |  |                            |      |                               |
|--|--|----------------------------|------|-------------------------------|
| Name of Business   |  |                            |      |                               |
| Total Project Cost   |  | Total Incentives Requested |      | Pre-Approval Incentive Amount |
| Mailing Address  |  |                            | City | State<br>MI                   |
| Installation Address   |  |                            | City | ZIP Code                      |
| Print Name   |  | Date                       |      | Installation Completion Date  |
| <b>Certifications and Signature</b><br>I certify that I am an eligible Holland BPW electric utility customer and that the efficiency measures in this application were installed in this facility in 2023. I certify that I have read and complied with the Terms and Conditions of this application. By submitting this application, I understand that this facility may be inspected by employees or contractors/subcontractors of Holland BPW to verify installation of any and all measures applied for in this application and that the project follows all program guidelines. |  |                            |      |                               |
| Customer Electronic Signature (Must Be Same Person Who Signed Pre-Approval Agreement)  |  |                            |      |                               |

OPTIONAL: Complete section below only if incentive is to be paid to an entity other than the customer.

|   |  |  |       |               |
|---|--|--|-------|---------------|
| Make Payable To   |  | Contact Name   |       | Contact Phone |
| Mailing Address   |  | City   | State | ZIP Code      |
| Taxpayer ID # (SSN/FEIN or Payee)   |  | Tax Status (Please Check One):<br><input type="checkbox"/> Corporation <input type="checkbox"/> Tax Exempt <input type="checkbox"/> Individual <input type="checkbox"/> Other: |       |               |
| Print Name  |  |  | Date  |               |
| <b>Certifications and Signature</b><br>I am authorizing the payment of the incentive to the third party named above, and I understand that I will not be receiving the incentive payment. I also understand that my release to a third party does not exempt me from the program requirements outlined in the Terms and Conditions. |  |  |       |               |
| Customer Electronic Signature (Must Be Same Person Who Signed Pre-Approval Agreement)   |  |  |       |               |

Please submit your documents one of three ways:

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Lighting Worksheet

Lighting Worksheet

All lighting projects are required to comply with the IESNA recommended lighting levels or local code. Enter data from COMcheck.

Proposed must be atleast 30% better than allowed.

| Area- <u>Must show different usage types</u>             | Allowed Watts | Proposed Watts | Annual Hours of Operation | kWh Saved | Incentive Amount |
|--|---------------|----------------|---------------------------|-----------|------------------|
|  |               |                |                           |           |                  |
|  |               |                |                           |           |                  |
|  |               |                |                           |           |                  |
|  |               |                |                           |           |                  |
|  |               |                |                           |           |                  |
|  |               |                |                           |           |                  |
| <u>The building area must be divided by usage types.</u> |               |                | Total:                    |           |                  |

\$50,000 Maximum

|  |
|--|
| Lighting Worksheet Incentive Total: \$ |
|--|

Note: \$20,000 maximum incentive amount.



# 2023 New Construction Lighting Incentive Application Terms and Conditions

## Terms and Conditions

1. **Eligibility:** These incentives are offered by Energy Smart – Holland BPW to commercial and industrial electric customers installing energy-efficient equipment only. For questions regarding eligibility, call 616-355-1662.
2. **Incentive Offer:** Energy-efficient equipment subject to incentive from Energy Smart – Holland BPW must be installed and operational by December 31, 2023. Additionally, invoice(s) related to the equipment upgrade must be submitted to Holland BPW within 30 calendar days of installation (completion) and no later than December 31, 2023. Please keep a copy for your records. Incentives are calculated based on prescriptive incentive rates and shall not exceed 75% of the total cost of equipment, labor, and other associated project costs. Custom projects are not to exceed 100% of costs.
3. **Project Documentation Requirements:** Customer will have to provide Energy Smart – Holland BPW with the documentation as listed in the instructions (page 1). If Customer does not provide the required project documents to Holland BPW at pre-approval and payment stages, the project may be disqualified from the program. The project may also be disqualified if pre-approval is not received, unless otherwise noted on the application.
4. **Energy-Efficiency Improvement Qualifications:** Increased energy efficiency resulting from peak shaving, programming, demand limiting, or operating schedule changes does not qualify. To qualify, lighting equipment must have a planned minimum usage of 1,800 hours per year. Non-lighting equipment must have a planned minimum usage of 1,500 hours per year. If Customer's equipment does not meet required usage hours per year, an incentive cannot be offered. If Customer has questions or concerns about above qualifications, Customer may contact Energy Smart – Holland BPW to discuss.
5. **Incentive Limit:** Prescriptive applications may receive a maximum of \$50,000. Custom applications may receive a maximum of \$100,000. Combined prescriptive and custom applications total \$150,000 per electric account per calendar year. Incentives for measures can be up to 100% for Prescriptive projects and 100% for Custom projects of the total project cost of a specific measure but shall not exceed the incentives set by Energy Smart – Holland BPW for each measure on the application Worksheet(s). Projects anticipated to save more than 1,000,000 kWh should contact EnergySmart@hollandbpw.com to determine their applicable incentive limit.
6. **Compliance:**
  - a. All projects must comply with applicable federal, state and local laws.
  - b. All equipment must be new.
  - c. The purchase and installation of used equipment is not eligible for incentives. Existing equipment must be removed and/or permanently disconnected.
  - d. Equipment must meet specification requirements as defined in application Worksheets and Equipment Guidelines.
  - e. All projects must be retrofit/replacement installation in an existing building (not available for new construction unless noted otherwise).
7. **Payment:** Approved Final Applications will receive payment within 45 calendar days of signed payment approval. Incomplete applications will either delay payments or result in denial of application approval. Energy Smart – Holland BPW reserves the right to refuse payment and disqualify Customer from participating in the program if the customer or their contractor violates any program Terms and Conditions. The qualified equipment must be installed and operating for the rated life of the product(s) or for a period of three (3) years from receipt of rebate, whichever is more. If the qualified equipment is removed or replaced with less efficient equipment, or if Customer ceases to be a customer of Holland BPW during the three (3) years, Customer shall refund a prorated amount of rebate dollars, based on the time installed, within thirty (30) days of receipt of notice from Energy Smart - Holland BPW.
8. **Inspection:** Holland BPW staff may conduct inspection(s) of the project site to survey existing conditions and/or newly installed equipment.
9. **Publicity:** Energy Smart – Holland BPW reserves the right to publicize Customer's participation in this program unless Customer specifically requests otherwise in writing.
10. **Program Discretion:** Incentives are available on a first-come, first-served basis. Incentive amounts and offerings are subject to change and/or termination without notice and at the discretion of Energy Smart – Holland BPW.
11. **Disclaimers:** Energy Smart – Holland BPW:
  - a. does not endorse any particular manufacturer, product, labor or system design by offering this program;
  - b. is not responsible for any tax liability imposed on the customer as a result of the payment of incentives. Energy Smart – Holland BPW is tax exempt;
  - c. does not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties);
  - d. is not responsible for the proper disposal/recycling of any waste generated as a result of this project;
  - e. is not liable for any damage caused by the installation of the equipment and/or for any damage caused by the malfunction of the installed equipment.
12. **Indemnification:** Customer shall, to the fullest extent permitted by law, indemnify and hold harmless Energy Smart – Holland BPW, their officers, agents and employees from and against all losses and litigation expenses arising out of or resulting from the performance of work hereunder and caused, in whole or in part, by any act or omission of Contractor. Energy Smart – Holland BPW shall further be entitled to all costs (which include both internal and external) incurred in the process of enforcing this or any other provision under this Agreement. This provision is not intended and is not to be construed as a waiver of the defense of governmental immunity otherwise available nor is it intended to grant third party beneficiary status to any person or entity.
13. **Governing Law:** This agreement is construed in accordance with Michigan law, without regard to conflict of laws, provisions, and venue and is in Ottawa County and Allegan County, Michigan.
14. **Intellectual Property:** No rights in copyright, patents, trademarks, trade secrets, or other intellectual property are granted to contractor and/or subcontractor except as expressly provided under these Terms. Contractor and/or subcontractor will not register or use any mark and/or internet domain name that contains any Holland BPW intellectual property.