



Commercial & Industrial Application for Energy Efficiency Incentives

Instructions for Use:

For more detailed instructions, please refer to the Terms and Conditions included with this application. Please call (765) 973-7200 for questions about eligibility, the application and/or pre-approval before installation.

Incentive Offer: Projects must be installed by December 31, 2011. Projects must result in reduced electric energy use due to improvement in the system efficiency; control upgrades may also qualify. Only energy efficiency measures that replace existing equipment and are listed on the attached worksheet will be eligible for incentive payments. To qualify, lighting must be used a minimum of 1,800 hours per year and other equipment must operate a minimum of 1,500 hours per year.

Projects with a total incentive payment of \$2,000 or more must receive written pre-approval.

Step 1: Determine Eligibility: Equipment must be new and installed in a commercial or industrial facility which is a customer of Richmond Power & Light and meets the requirements set forth in this document.

Step 2: Incentive Pre-Approval Application (if applicable): Original pre-approval applications must be complete and submitted for pre-approval with:

- a) The entire "2011 Incentive Application" marked as a pre-approval and signed by an authorized representative of the customer.
- b) An itemized quote from the chosen contractor and/or vendor for the project which includes a separate line item for each incentive measure. The itemized quote must include the quantity, size, type, make and model of items to be purchased, and labor costs, if applicable.
- c) A copy of the customer's most recent electrical utility bill.
- d) Program staff may contact customer for further information concerning the pre-approval application.

Step 3: Receive Pre-Approval (if applicable): If the project meets the pre-approval criteria, the customer will receive a letter via email (or standard mail if email is unavailable) indicating that the project has been pre-approved.

- a) From the date of issuance of the pre-approval letter, the customer will have 90 days to complete the proposed project and submit all final documentation. Any change in the project must be re-submitted for pre-approval.
- b) After 90 days, the pre-approval will expire.

Step 4: Install Equipment: After receiving a pre-approval letter (if applicable), new equipment must be installed and old equipment removed from the facility. Only new equipment matching one of the exact product types listed in this form is eligible for incentives.

Step 5: Final Incentive Application: Final incentive applications must be complete and submitted for approval with:

- a) The entire "2011 Incentive Application" marked as a final application and signed by an authorized representative of the customer.
- b) An itemized invoice from the installing contractor and/or vendor for the project which includes a separate line item for each incentive measure. The invoice must include the date, quantity, size, type, make and model of installed items, and labor costs, if applicable.
- c) The manufacturer (OEM) specification sheets for all items installed.
- d) A copy of the customer's most recent electrical utility bill (if not previously submitted for pre-approval).

Step 6: Delivery: 2011 Incentive Applications and all required documentation must be delivered to:

Mail: Energy Efficiency Incentives
c/o Indiana Municipal Power Agency
11610 North College Avenue
Carmel, IN 46032

Email: Email scanned copies to: Save@IMPA.com

Fax: (317) 575-3372; Attn: Energy Efficiency Incentives

Please visit www.impa.com to get the latest application and program updates.