

Program Information 172L
Lighting Incentive Process
Existing Buildings, Production Efficiency and
Multifamily Buildings – common areas (projects)

1. Trade ally or participant completes [Form 100L - Information](#) and the [Form 103L- Proposed Lighting Detail](#) using the lighting analysis tool describing the overall scope and location of the project. A copy of the participant's electric bill is also requested to confirm the location and rate schedule to determine eligibility for project incentives. Participant may fax or email completed forms to one of the lighting project coordinators listed below.
2. The [Form 103L - Proposed Lighting Detail](#) will serve as a pre-installation inspection if the incentive is less than \$5,000. On-site inspections will be required for projects with incentives above this amount. The lighting project coordinator will facilitate the inspection process with a Lighting Specialist (pre-installation inspections are normally completed within one to two weeks and can be requested on any size project).
3. When the pre-installation inspection is complete, or if the incentive is less than \$5,000, the lighting project coordinator will complete an analysis to confirm estimated energy and cost savings, and the estimated Energy Trust of Oregon incentive.
4. Once the analysis is reviewed and Energy Trust incentive funds confirmed, the trade ally or participant will receive a [Form 120L - Incentive Application](#), which once signed by the participant, and returned to the project coordinator, reserves incentives for the proposed project and serves as our authorization to proceed with the project.
5. *NOTE: Incentive funds are limited and are allocated on a monthly reservation system. All projects with incentives over \$750 require prior project approval from the Energy Trust.*
6. When the project is complete, the trade ally shall contact the lighting project coordinator to request a post-installation inspection (if an on-site pre-installation inspection was required). Copies of invoices are required prior to all post inspections. For all projects, the trade ally will provide verification that the energy– efficiency measures were installed.
7. When the project is fully complete, mail or fax the following information to the lighting project coordinator:
 - [Form 140L - Completion Certification](#)
 - A copy of participant's project invoice. Invoice should include unit price breakdown if possible (including material and labor cost) for each measure.
 - [Energy Trust substitute W-9](#)
8. Participant should receive Energy Trust incentive check within 30 – 45 days after project materials are reviewed, approved, and submitted for payment.

Lighting Project Coordinators

Gwen Lusk
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Charlotte Morrow
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(503) 389-1544 (fax)

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**Trade Ally Coordinator and
Lighting Specialist Support**

Southern Oregon
Bob Greeley, Coordinator
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Northeast Oregon
William Gatchel, Coordinator
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Central Oregon/Oregon Coast
Mike Hughes, Lighting Specialist
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(503) 419-6059 (fax)

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Multi-family Lighting Projects

Dawn Doberenz, LC
Lighting Specialist
503-867-0736 (direct)
Dawn.doberenz@evergreen-efficiency.com

For all other projects contact

621 SW Morrison St, Ste. 550
Portland, OR 97205
503-243-7377 (local Portland)
1-877-510-6800 (Toll Free)
(503) 243-1154 (fax)