

# City of Olivia

# 2020 Lighting Retrofit Rebate Instructions

By participating in the We Save program, you can save energy and earn a rebate when you replace existing lighting with qualifying, energy-efficient lighting.

## What Rebate Can I Earn?

Eligible lighting equipment and rebate prices are included in the Rebate Calculation Table. Unless otherwise noted, LED products must be listed on either ENERGY STAR or DesignLights Consortium (DLC) Qualified Product Lists. Products not listed on ENERGY STAR or DLC or not included in the Rebate Calculation Table may be considered for a custom rebate. Please contact Utility for more information.

## Rebate Qualifications and Program Rules

- Rebate offered to non-residential electric customers of the City of Olivia.
- Rebate will be issued to the customer only. Maximum rebate amount shall be limited to 50% of project cost.
- Rebate Application must include: (1) copy of paid, itemized invoice(s) showing quantity, price, manufacturer, and model number for each product for which you are requesting a rebate, (2) completed Pre-Rebate Worksheet, and (3) Rebate Calculation Table.
- **Pre-approval is required. Customer must submit Pre-Rebate Worksheet prior to starting project. Utility will review project and verify proposed lighting qualifies for rebate.**
- **Utility requires both pre- and post-retrofit on-site inspections, to be conducted by City Representative.** One sample of each type of equipment removed must be retained for 90 days after rebate is received. If Utility finds customer has not complied with program rules, any rebate received must be returned to the Utility.
- Only new equipment is eligible for rebate.
- Rebate is based upon one-for-one replacement of existing fixtures resulting in energy savings.
- Installation must be completed before submitting rebate application.
- Customer must apply for rebate within one year of the purchase date shown on the equipment invoice.
- Rebate will not be given for equipment or designs that do not comply with local, state, or federal regulations.
- Utility is not liable for rebates promised to a customer by a contractor misrepresenting the program nor any tax liability imposed on customer related to rebate payment.
- Utility gives no warranty, expressed or implied, with respect to equipment operation or performance. Utility does not guarantee that the implementation of energy-efficient measures or use of equipment installed pursuant to this program will result in energy or cost savings. Utility is not liable for any incidental or consequential damage. Utility is not responsible for the disposal of lamps and/or ballasts.
- Information submitted with rebate application may be shared with the Minnesota Department of Commerce and MMPA.
- Rebate requests are processed on a first-come first-serve basis. Annual rebate funds are limited. Rebate programs, qualifications, and amounts are subject to change at any time.
- Qualifying customers must apply for rebate by November 30, 2020.

### Rebate Checklist:

- Completed Application
- Pre-Rebate Worksheet
- Rebate Calculation Table
- Dated detailed, itemized invoice

Questions? Please contact us.

Phone: 320-523-2361  
Fax: 320-523-1416  
Website: Olivia.mn.us

Send Rebate Forms to:

City of Olivia  
1009 W. Lincoln Ave.  
Olivia, MN 56277



# City of Olivia

# 2020 Lighting Retrofit Rebate Application

COMPLETE THESE SIX EASY STEPS TO GET YOUR REBATE.

## STEP 1: CUSTOMER INFORMATION

Company Name:

Account #:

Contact Name:

Address:

City:

ZIP Code:

Email:

Phone:

Installation Address (if different):

## STEP 2: VENDOR INFORMATION

Company Name:

Contact Name:

Address:

City:

ZIP Code:

Email:

Phone:

## STEP 3: COMPLETE PRE-REBATE WORKSHEET

Pre-Rebate Worksheet provides detail for equipment being removed and installed and is necessary to evaluate project eligibility. Quantities must reconcile with information entered in Rebate Calculation Table. If actual hours are unknown, use annual operating hours by building type/use in table below.

Annual Operating Hours by Building Type and/or Use

Description	Hours	Description	Hours	Description	Hours	Description	Hours
College/University	3,540	Hotel/Motel	3,044	Retail	4,719	Other/Misc.	4,576
Grocery	5,802	Manufacturing	5,200	School-Elementary	2,422	24-Hour	8,760
Health Office	5,095	Office	4,439	School-Secondary	4,311	Exterior	4,380
Hospital	6,038	Restaurant	3,673	Warehouse	4,746	Refrigerated Case	6,205

## STEP 4: COMPLETE REBATE CALCULATION TABLE

Rebate Calculation Table calculates the dollar amount of the rebate. Quantities must reconcile with values entered on Pre-Rebate Worksheet. Rebate paid cannot exceed the purchase price of equipment.

## STEP 5: ATTACH NECESSARY DOCUMENTATION

Copy of dated, itemized invoice(s) specifying the quantity, price, manufacturer, and model number of each product for which you are requesting a rebate, installation costs, and applicable taxes.

## STEP 6: CUSTOMER SIGNATURE

I hereby certify that all information is accurate including claims of efficiency, size, and customer information. I have read all information on this form and agree that MMPA may verify the information I have provided.

Date (mm/dd/yy):

FOR MMPA UTILITY USE ONLY. DO NOT WRITE IN THIS AREA.

Customer Type (select one):  Commercial  Industrial

Approved By:

Date (mm/dd/yy):

Rebate (\$):



Expires November 30, 2020

**INSTRUCTIONS** Enter detail for removed and installed lighting below. Complete all relevant columns. Examples are provided. If more rows are needed, make additional copies of this sheet. New lighting must be ENERGY STAR or DLC qualified, see Rebate Calculation Table for details. Customers are encouraged to provide manufacturer specification sheets. For guidance with building type or annual hours, see table in STEP 3 of Rebate Application. For multi-lamp fixtures, enter # of lamps per fixture. Watts and quantity should be consistent. (If you enter fixture watts, enter fixture quantity. If you enter lamp watts, enter lamp quantity.)

FIXTURES AND LAMPS											
LOCATION		REMOVED LIGHTING EQUIPMENT				INSTALLED LIGHTING EQUIPMENT					
Building Type or Annual Hours	Air Cond Y / N	Description	Lamps per Fixture	Wattage	Quantity	Description	Wattage	Quantity	Manufacturer	Model Number	Unit Cost
Office	Y	4' fluor. T8 32W 4-lamp fixture	4	117	20	4' LED T8 15W lamps	15	80	Company C	LED-T815-4K	\$12
4,439	Y	4' fluor. T8 32W lamps		32	80	4' LED T8 15W lamps	15	80	Company C	LED-T815-4K	\$12
Exterior	N	250W Metal Halide		295		90W LED wall pack	90	15	Company D	LED-WP90	\$200

LIGHTING CONTROLS (for interior applications only)										
LOCATION		FIXTURES CONTROLLED BY SENSORS				SENSORS				
Building Type or Annual Hours Without Control	Air Cond Y / N	Description of Fixtures Controlled type, lamp wattage, lamps per fixture	Fixture Wattage	Fixture Quantity	Sensor Type Ceiling/Wall/Fixture Mount or Photocell	Sensor Quantity	Manufacturer	Model Number	Unit Cost	
Elem School	Y	10W LED 1x4 troffer	45	10	Wall Mount	2	Company F	WMS-25	\$50	

EQUIPMENT DESCRIPTION			QUANTITY	REBATE \$/UNIT	UNIT	REBATE \$
<b>INTERIOR LIGHTING REBATES</b>						
Rebates in this section are for interior installations only and are based on wattage of new lighting.						
<b>ENERGY STAR Qualified LED Lamps</b>						
<i>Includes ENERGY STAR Omnidirectional, Directional, and Decorative lamps</i>						
LED Lamps	10W or less	Replace incandescent		\$5	lamp	
	11-20W			\$8	lamp	
<b>ENERGY STAR Qualified LED Downlight Fixtures</b>						
<i>Includes ENERGY STAR Downlight Pendant, Downlight Recessed, Downlight Surface Mount, Downlight Solid State Retrofit fixtures</i>						
LED Downlight Luminaires	25W or less	Replace incandescent		\$30	fixture	
	26-50W			\$50	fixture	
	25W or less	Replace fluorescent		\$20	fixture	
	26-50W			\$30	fixture	
<b>DLC Qualified LED 4-Pin PL Replacement Lamps for CFLs (UL Type A, B, C)</b>						
<i>Includes DLC Primary Use: Replacement Lamps ("Plug and Play") (UL Type A), Internal Driver/Line Voltage (UL Type B) Lamps, 2-lamp / 3-lamp External Driver (UL Type C) Lamps, Dual Mode Internal Driver (UL Type A or B)</i>						
LED 4-Pin PL Lamps	5-21W	Replace CFL 4-Pin PL lamps		\$7	lamp	
<b>DLC Qualified LED Linear Replacement Lamps (UL Type A, B, C)</b>						
<i>Includes DLC Primary Use: Replacement Lamps ("Plug and Play") (UL Type A), Internal Driver/Line Voltage (UL Type B) Lamps, 2-lamp / 3-lamp / 4-lamp External Driver (UL Type C) Lamps, Dual Mode Internal Driver (UL Type A or B)</i>						
LED Linear Lamps (2, 3, 4, and 8 foot)		Replace fluorescent T12, T8, or T5 lamps		\$5	lamp	
<b>DLC Qualified LED Mogul Screw-Base (E39) Replacement Lamps (UL Type B, C)</b>						
<i>Includes DLC Primary Use: Replacement Lamps for High Bay Luminaires (UL Type B), Replacement Lamps for Low Bay Luminaires (UL Type B), Replacement Lamps for High Bay Luminaires (UL Type C), Replacement Lamps for Low Bay Luminaires (UL Type C)</i>						
LED Mogul Screw-Base (E39) Lamps	30-39W	Replace HID lamps		\$30	lamp	
	40-49W			\$40	lamp	
	50-79W			\$50	lamp	
	80-119W			\$60	lamp	
	120-230W			\$75	lamp	
<b>DLC Qualified LED Direct Linear Ambient Fixtures</b>						
<i>Includes DLC Primary Use: Direct Linear Ambient Luminaires, Linear Ambient Luminaires w/ Indirect component</i>						
LED Direct Linear Ambient	100W or less	Replace fluorescent T5, T8, T12 fixtures		\$30	fixture	
<b>DLC Qualified LED 1x4, 2x2, and 2x4 Troffer Fixtures and Retrofit Kits</b>						
<i>Includes DLC Primary Use: 1x4 / 2x2 / 2x4 Luminaires for Ambient Lighting of Interior Commercial Spaces</i>						
LED Troffer Fixtures	100W or less	Replace fluorescent T12 and T8 troffer fixtures		\$30	fixture	
LED Troffer Retrofit Kits	100W or less	with similar size/type fixtures (ex, 1x4 with 1x4)		\$30	fixture	
<b>DLC Qualified LED High/Low Bay Fixtures and Retrofit Kits</b>						
<i>Includes DLC Primary Use: High / Low Bay Luminaires for Commercial and Industrial Buildings, High Bay Aisle Luminaires, Retrofit Kits for High / Low Bay Luminaires for Commercial and Industrial Buildings</i>						
LED High / Low Bay Fixtures	95-189W	Replace HID high / low / aisle bay fixtures		\$135	fixture	
	190-290W			\$150	fixture	
	291-464W			\$200	fixture	
	465-625W			\$250	fixture	
LED High / Low Bay Retrofit Kits	95-189W	Replace HID. Must replace all reflectors and optical systems of existing fixture.		\$40	fixture	
	190-290W			\$50	fixture	
	291-464W			\$80	fixture	
	465-625W			\$160	fixture	
<b>DLC Qualified LED Refrigerated Case Lighting</b>						
<i>Includes DLC Primary Use: Vertical Refrigerated Case Luminaires, Horizontal Refrigerated Case Luminaires</i>						
5- and 6-foot LED Case Door Lighting	<input type="checkbox"/> Refrigerator	Replace fluorescent T12 or T8 5-6 foot systems. NOTE: Enter number of doors for quantity.		\$50	door	
	<input type="checkbox"/> Freezer					



EQUIPMENT DESCRIPTION		QUANTITY	REBATE \$/UNIT	UNIT	REBATE \$
<b>INTERIOR EXIT SIGN AND LIGHTING CONTROL REBATES</b>					
Rebates in this section are for interior installations only.					
LED Exit Signs	Replace incandescent		\$25	sign	
Wall/Ceiling/Fixture Mount	Permanent installation		\$20	sensor	
Photocell	Permanent installation		\$20	photocell	

**EXTERIOR LIGHTING REBATES**  
Rebates in this section are for exterior and parking garage installations only and are based on wattage of new lighting.

DLC Qualified LED Canopy Fixtures (excludes downlights)						
Includes DLC Primary Use: Fuel Pump Canopy Luminaire						
LED Canopy Fixtures	60W or less	Replace HID. Must be hardwired.		\$25	fixture	
	61-150W			\$35	fixture	

**DLC Qualified LED Wall Pack Fixtures (Building Exterior and Parking Garage)**  
Includes DLC Primary Use: Outdoor Full-Cutoff Wall-Mounted Area Luminaires, Outdoor Non-Cutoff and Semi-Cutoff Wall-Mounted Area Luminaires

LED Wall Pack Fixtures	25W or less	Replace HID. Must be attached to a wall and hardwired.		\$25	fixture	
	26-60W			\$40	fixture	
	61-150W			\$60	fixture	

**DLC Qualified LED Area Lighting Fixtures**  
Includes DLC Primary Use: Outdoor Pole/Arm-Mounted Area and Roadway Luminaires, Outdoor Pole/Arm-Mounted Decorative Luminaires, Bollards

LED Area Lighting Fixtures	45-89W	Replace HID		\$40	fixture	
	90-149W			\$50	fixture	
	150-299W			\$75	fixture	
	300-550W			\$100	fixture	

**DLC Qualified LED Parking Garage Fixtures**  
Includes DLC Primary Use: Parking Garage Luminaires

Parking Garage LED Fixtures	60W or less	Replace HID. Must be on 24/7.		\$120	fixture	
	61-83W			\$130	fixture	

**TOTAL PRESCRIPTIVE REBATE =**

**CUSTOM LIGHTING REBATES**  
For equipment not covered by prescriptive rebates. Requires Pre-Approval.

\* THIS SECTION TO BE FILLED OUT BY UTILITY \*

Description of Removed Equipment	Description of Installed Equipment	kWh Savings	Quantity	Rebate \$/Unit	Unit	Rebate \$

**TOTAL CUSTOM LIGHTING REBATE =**

**TOTAL REBATE =**

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Total Project Cost =	\$
50% x Project Cost =	\$
Adjusted Rebate (if necessary) =	\$

