



Commercial/Industrial Lighting Retrofit

Terms & Conditions

Application Process

- **STEP 1: If you have not already done so, register** as a participating contractor or customer self-installer. Contact LES to schedule an orientation session if you are a new program participant. Check <https://www.les.com/sep> for more information.
- **STEP 2:** Before beginning a project, submit an online **Pre-authorization Form** including an uploaded quote or customer acknowledgment form signed by the customer to reserve funds. LES will notify you regarding the availability of funds and, if funds are available, will provide you with a pre-authorization number.
- **STEP 3: Within 90 days following pre-authorization**, complete the project and submit a **Reimbursement Form**. Include a copy of the sales receipt **CLEARLY indicating the incentive amount provided to the customer, (if installation performed by a contractor)** purchase date and ITEMIZED cost rendered. Also include specification sheets that list the product wattages and energy efficiency documentation.
- Please allow two to four weeks to receive reimbursement. Submitting forms with incomplete information will delay payment processing.
- An extension is never guaranteed.
 - Consideration of an extension is at the discretion of LES staff
 - LES will perform an inspection to verify the project is at least 50% complete and can be completed if we add an extension. If we feel it cannot or will not be completed, we will not add an extension.
- **If a project expires, it can never be re-submitted (now or anytime in the future).**

Limits and Exclusions

- This program only pertains to existing commercial buildings. New construction does not apply.
- Only lighting that is operated during LES peak periods of Monday through Friday 2-8 p.m. is included in this program (i.e. commercial interior lighting, parking garage lighting, etc.).
- **Screw in, GU base, CFL, track and can lamps, fixtures and retrofit kits for these types of lighting do not qualify.**
- Replacing LED lamps or fixtures with LED lamps or fixtures cannot qualify for an incentive.
- All new lamps and fixtures must be LED.
- All lamps, retrofit kits and fixtures installed for an incentive must be brand new.
- Incentives are calculated on a one-to-one basis. (As described on our incentive table.)
- Reducing the quantity of lamps and/or fixtures does not qualify for an incentive.
- Incentive payment is limited to projects with at least 10 regular fixtures or 5 high bay fixtures.
- Incentive will only be available to customers with LES account balances that are not past due.
- Incentive may not exceed 50% of the final purchase price. Final purchase price is determined after all contractor, distributor and/or manufacturer warranty adjustments, discounts, reimbursements, rebates, incentives and gift certificates are deducted.
- Maximum total Commercial/Industrial Lighting Retrofit incentive of \$5,000 per customer per year.
- A time extension will not be available for any project involving fewer than 50 fixtures.
- If a project is allowed to expire, it can never be re-entered into the system (now or in the future).

General Terms and Conditions

- A “Custom” option may be available for projects with an existing lighting load of 20 kilowatts or greater.
- LES reserves the right to conduct pre and post inspections.
- This program only pertains to commercial interior fluorescent (2 feet and longer) and interior HID lighting being replaced with LED.
- Contractor reimbursement for issuing a customer incentive only applies to products purchased and services rendered on or after January 1, 2024.
- All lighting products must be listed by Energy Star or DesignLights Consortium or CEE or LDL or LED Lighting Facts.
- Equipment/materials must be purchased and permanently installed BEFORE reimbursement is issued to contractor or customer self-installer.
- LES reserves the right to verify sales transactions and inspect all projects prior to and after installation.
- Product(s) must be installed and services rendered at the customer’s existing property in LES’ service territory.
- **If a project expires, it can never be re-submitted (now or anytime in the future).**
- Reimbursement will only be made for customers with no balances past due.
- The cost of “in-house” or “non-contractor” labor cannot be included as part of the cost of the project.
- An allowance for labor from an outside source can only be claimed if the work was performed by a licensed electrical contractor.
- Falsifying information will result in a claim by LES for the return of reimbursement and expulsion from the program.
- LES is not responsible for any tax imposed resulting from reimbursement.
- LES does not endorse or warrant any contractors, manufacturers, products or system designs in promoting this program.
- Equivalent products must be preapproved by LES before incentive payment will be made.
- Replaced equipment cannot be reinstalled in the LES service territory.
- The customer/contractor agrees that each measure complies with all federal, state and local safety, building and environmental codes. All products must be UL-listed and installed per manufacturers’ instructions.
- The customer/contractor is responsible for the proper disposal and/or recycling of any waste generated as a result of this program (including all applicable disposal and/or recycling costs).
- LES reserves the right to publicize customer participation in this program unless otherwise notified in writing.
- LES does not guarantee products or energy savings.
- Sustainable Energy Programs are subject to change without notice.
- LES is making this program available for the benefit of its customers and the program is in no way intended to create a property right or interest in any participating contractor, seller or other third-party.
- All authorizations under the program are based upon compliance with Program Guidelines within the sole discretion of LES.