



City of Ukiah

Commercial Retrofit Lighting Program Procedures

The following procedures explain how the City of Ukiah's commercial lighting customers can participate in and receive rebates through the Commercial Retrofit Lighting Program. There are two important points regarding participation in this program:

1. **Availability of Funds:** The rebate funds for this program are limited, and are allocated to customers on a first come, first served basis. ***Projects must be pre-approved by the City of Ukiah to assure availability of funds.***
2. **Inspection of Completed Projects** – All completed projects will be inspected by the City of Ukiah's Efficiency Services Department (ESG). Completed jobs must be approved by ESG before rebate funds will be released.

1-For-1 Lighting Upgrades

1-For-1 Lighting Upgrades are projects where the number of existing and proposed fixtures and lamps are the same. 1-For-1 lighting upgrades do not require pre-approval from the City of Ukiah to qualify for rebates.

Only lighting measures listed in the "1-For-1 Upgrades" section of the City of Ukiah's Commercial Lighting Rebates chart can be processed in the following steps:

1. Contractor and customer enter into an agreement for the installation of new, energy efficient lighting equipment.
2. The lighting contractor calculates the customer rebate by completing the worksheet on the back of the customer Commercial Lighting Rebate Application form.
3. Customer completes the rebate application form. Customer submits completed rebate application form and the rebate worksheet to ESG for review.
4. ESG will review the contractor rebate calculations for accuracy, and check for availability of rebate funds. Upon approval, ESG will notify the customer that the project is approved and they may begin installation.
5. Contractor installs lighting measures.

6. Customer contacts ESG to schedule an inspection of the completed job.
7. ESG contacts the customer to set up a post-installation inspection.
8. ESG visits the job site and inspects the lighting installation. ESG records the quantity and description of the equipment installed. At this time, the customer will need to provide ESG with a copy of the contractor invoice. The contractor invoice should include the customer name, address, phone, quantity and description of equipment installed, and the final job cost.
9. Based on the equipment that was verified installed during the post-inspection, ESG finalizes the customer rebate amount.

If the job was completed as submitted, the customer will receive the rebate amount confirmed in step #4 OR 60% of the installed job cost, whichever is less.

If, based on the equipment that was verified during the post-installation inspection, the job was not completed as submitted, ESG will adjust the final rebate to the customer accordingly.

10. ESG submits the approved rebate to the City of Ukiah for payment.
11. City of Ukiah issues rebate check to customer.

Lighting Upgrades w/Delamp

Lighting upgrades w/delamp are projects that reduce the total number of lamps and fixtures installed in the facility. These are common in facilities that have existing light levels that are too high for their needs. The rebates are higher for delamp projects due to the additional energy savings resulting from the reduced number of lamps/fixtures.

Application for delamp rebates are made the same way as 1-For-1 rebates. ***However, to qualify for delamp rebates the contractor must be able to document the number of existing lamps and fixtures at the beginning of the projects.*** This can be done in one of two ways:

- Contact ESG to perform a lighting audit prior to the start of work. ESG will visit the site and verify the number of existing fixtures and lamps.
- Take digital photos that clearly document the number of existing lamps and fixtures, and provide them to ESG at the time of the post-installation inspection. Note: If, at ESG's discretion, the photos do not adequately document the pre-existing fixtures and lamp counts, the customer rebate will be based on the 1-For-1

rebate amounts and the equipment that is verified installed by ESG during the post-installation inspection.

Custom Lighting Projects

Lighting projects not described in the City of Ukiah's Commercial Lighting Rebate chart may still qualify for incentives. These projects require pre-approval by ESG before the work can begin. Contact ESG at 1-888-883-9879 for more information regarding custom lighting projects.