

Lighting replacement project rebate proposal approval process

Each proposed project must have a written proposal submitted to the East Grand Forks Water and Light Department business office for review and approval by the General Manager prior to proceeding.

The project proposal as submitted should include the number of light fixtures being replaced, the wattage of each bulb in the fixture, and the estimated hours they are usually operated. In addition the proposal should list the number, type and wattage of the energy efficient lights which will replace the existing lights, the number and wattage of the ballasts for the florescent lights, if the proposed replacement is with florescent lights, the estimated hours the lights will be operated on a daily or weekly basis - and the detail of the project material and labor cost as bid.

This information is necessary so the change in estimated energy use from the old system to the new can be calculated. A simple pay back calculation based on project costs as compared to amount of energy saved is also normally part of the review process.

The calculated demand and energy savings information is required to be reported to the Minnesota Department of Commerce and the Western Area Power Administration as part of the Department's annual conservation report.

Once the Department review of the proposed project is completed and a decision made on the amount of the rebate, the Department will issue a letter to the applicant verifying the qualifying rebate amount and thereby giving notice that the project can proceed. Generally the Department has been able to reimburse up to 50% of the project costs for materials and contract labor.

The availability of the commercial lighting rebate payment depends on funds being available in the Department's annual conservation project budget. Projects are approved on a first come, first served basis. Rebate payments are issued in the order that completed project rebate requests are received. The Department reserves the right to hold the rebate payment until the next budget year if budgeted funds for the current year are exhausted.

Once the approved project is completed, a letter of request for rebate payment along with a copy of the final invoice for the materials and labor for the completed project should be submitted to the Water and Light Business office to file for the rebate. The request will be processed through the Department's accounts payable process and a check issued following approval by the Water and Light Commission at it regular meeting.