

New Construction Lighting Application

Details & Instructions

PSO provides technical assistance and rebates to assist businesses in making energy saving upgrades. Review details and requirements* at PowerForwardWithPSO.com.

*Subject to change without notice.

Questions? Call us at 888.776.1366.

Application Process

Step 1: Review Eligibility Requirements and Submit an Application

Confirm your project and proposed equipment meets PSO requirements by reviewing PSO materials and the Terms and Conditions on the last page of this application.

Submit an application online, or complete this application form. Include the required documents, as listed in the Application Checklist on Page 3. Applications without the required supporting documentation will not be accepted and will be returned to you for re-submittal.

Submit application packages online, or by email, USPS, or fax:

Online: www.PowerForwardWithPSO.com

Email: businesses@powerforwardwithpso.com

Mail: ICF Fax: 877.568.2501
907 S. Detroit Avenue
Suite 505
Tulsa, OK 74120

Applications will be processed in the order in which they are received. You will be notified of the pre-approval status and/or any pre-inspection requirements within 10 business days from submission.

Step 3: Install equipment and submit invoices

After you receive the Pre-Approval Letter (if applicable), you may purchase and install your equipment.

Upon project completion, review the pre-approved application and note any changes to the project that occurred during installation.

Submit the pre-approval letter, with the authorized customer signature, and itemized invoices for rebate payment.

Equipment Eligibility

Eligible lighting equipment and rebate amounts are listed on pages 4-6 of this application form. These measures are subject to the associated technical eligibility criteria.

All equipment must be new; used or refurbished equipment is not eligible. All equipment must be permanently installed.

Lighting retrofit projects are not eligible through this application form.

Step 2: Application Review and Pre-Approval

Before you purchase or install any equipment, pre-approval may be required.

During the pre-approval process, we review your application to verify the equipment is eligible, calculate the rebate amount, and reserve rebate funds for your project. We may also perform a pre-installation inspection at your facility.

When the pre-approval process is complete, you will receive a notification with the pre-approved rebate amount, and then you can purchase and install the pre-approved equipment.

Any changes in the pre-approved equipment, quantities, or operating conditions must be approved by PSO prior to implementation.

Pre-approval is **required** for:

- Applications with a requested rebate > \$5,000.

Pre-approval is **not required** for:

- Applications with a requested rebate ≤ \$5,000. Purchase and install qualified equipment, and then submit your application and supporting documentation **within 60 days** of the invoice date.

If you choose, you may request pre-approval for projects ≤\$5,000 to verify equipment eligibility. If the requested rebate amount is \$5,000 or less and you are *not* seeking pre-approval, please wait to submit your application until all equipment has been installed.

Step 4: Final Review and Payment

We will review the final documents and let you know if a post-installation inspection will be required.

The rebate check will be mailed to the designated payee within 8 weeks of final approval.

I. CUSTOMER INFORMATION

Application Date _____ Expected Completion Date _____
 (or equipment invoice date, if already purchased)

Company Name _____ PSO Electric Account # _____

Street Address (of the facility) _____

City _____ State _____ Zip _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Telephone No. _____ Fax No. _____ Email _____

Building Type (select one)

- Office Retail School University Religious Facility Grocery Lodging
- Industrial Warehouse Health Facility Multifamily Restaurant Other _____

Project Type (select one)

- New Building Equipment Replacement Expansion Renovation Other _____

How did you hear about PSO's Business Rebates service?

- Billboard Community Event Direct Mail Directly from a Service Provider Door Hanger Email Internet ad or search engine
- Local Community Agency Newspaper ad or article Brochure/Flyer Radio ad or program Word of Mouth TV ad or program PSO bill/newsletter
- PSO Call Center PSO Employee PSO website Other _____

II. PAYMENT INFORMATION

Check Payable to: PSO Customer Service Provider

Customer Name (please print) _____

Customer Signature (if payment to Service Provider) _____

Title _____ Date _____

III. SERVICE PROVIDER INFORMATION

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Telephone No. _____ Fax No. _____ Email _____

IV. PROJECT INFORMATION

Who is submitting this application?

PSO Customer

Service Provider

This lets us know who to contact if there are any questions about the application. The PSO customer will always be notified of the application status and rebate amount.

Has the equipment been purchased and/or installed?

Yes

No

If your requested rebate amount is \$5,000 or less and you are not seeking pre-approval, please wait to submit your application until post-installation. Please see Page 1 for pre-approval requirements.

As a reminder, applications will not be accepted for projects in the proposal phase where the customer has not awarded a contract to the service provider.

V. APPLICATION CHECKLIST

- This completed application form (or online application), including Customer's signature in Customer Acknowledgement section.
- Manufacturer's specification (spec/cut) sheets for all lamps, ballasts, fixtures and controls. Circle or highlight model numbers and required efficiency ratings.
- Department of Energy COMcheck, or equivalent document listing equipment model numbers, wattages, and quantities.
- Lighting layout and schedule*
- Equipment information: completed New Construction Lighting electronic worksheet
- Itemized invoice(s), including model numbers and quantities (at time of project completion).

**Facilities installing 100 fixtures or fewer are not required to provide a lighting layout.*

VI. CUSTOMER ACKNOWLEDGMENT

By signing below, I hereby certify that all statements made on this application are correct to the best of my knowledge and that I have read and agree to the Terms & Conditions on the last page of this application.

PSO Customer or Authorized Representative Name (please print) _____

Customer Signature _____

Title _____ Date _____

For more information about the rebates, visit PowerForwardWithPSO.com or call 888.776.1366.

VII. NEW CONSTRUCTION LIGHTING ELIGIBILITY AND TECHNICAL REQUIREMENTS

General

- Rebates for new construction lighting are available for reducing the lighting power density (LPD), watts per square foot, from the baseline lighting design that complies with ASHRAE/IESNA 90.1–2004 Interior Lighting Power Allowance.
- Wattage reduction may be calculated on a space-by-space or building-area basis. To qualify for new construction lighting rebates, projects must have an installed LPD that is at least 20 percent less than what the code requires.
- Rebates also are available for qualifying lighting controls, including occupancy controls and daylight dimming controls.

Project Requirements

- Must be a new construction project or, on a case-by-case basis, an extensive/substantial renovation project that consists of the installation of new fixtures throughout the building or renovated spaces.
- Must provide maintained lighting levels in accordance with IESNA recommendations.
- Must provide high-quality lighting achieving appropriate levels of glare control, color rendering, lighting uniformity, and other lighting quality parameters.

Technical Requirements

- High-performance and reduced-wattage T8 lamps and ballasts must be specified if T8 systems are being installed. A current list of qualifying products is available at the [Consortium for Energy Efficiency \(CEE\)](#) website.
- LED luminaires must be listed on the [Design Lights Consortium \(DLC\)](#) or [ENERGY STAR®](#) Qualified Products list.

Required Supporting Documentation

- [COMcheck](#) or equivalent document listing equipment model numbers, wattages, and quantities.
- Lighting layout and schedule.
- Manufacturer's specification sheets for all equipment specified.
- New construction lighting worksheet.

Note: PSO reserves the right to require submission of site-specific photometric reports and/or point-by-point lighting calculations for each significant space type.

VIII. NEW CONSTRUCTION INTERIOR LIGHTING CALCULATION INSTRUCTIONS

Projects must have an installed LPD that is at least 20 percent less than ASHRAE/IESNA 90.1–2004 Interior Lighting Power Allowance baseline LPDs to qualify for new construction lighting rebates. ASHRAE/IESNA LPD reference tables are provided on the new construction lighting worksheet.

Step 1: Select Calculation Method

- Building Area Method:
 - To be used for projects involving the entire building or projects involving a single, independent, and separate occupancy in a multi occupancy building.
 - All lighting in the building or separate occupancy must be included in the calculations.
- Space-by-Space Method:
 - To be used for projects involving a portion of a building or as an alternative to the building area method for those buildings involving multiple space types.

Step 2: Determine Building or Space Type Information

- Determine square footage of building or space types being considered for this application.
- Determine total lighting wattage for the building or space type.

Step 3: Complete New Construction Lighting Worksheet

- The [New Construction Lighting Worksheet](#) must be completed to calculate the rebates using one of the methods described in Step 1. To be considered for a rebate, an electronic copy of the worksheet (.xls) must be completed and submitted with each application.

IV. NEW CONSTRUCTION INTERIOR LIGHTING MEASURES AND REBATES

Measure Code	Measure Requirement	Rebate/Watt Reduced	Technical Requirements
Tier 1	> 20% below Base LPD	\$0.20 per watt*	<ul style="list-style-type: none"> This application can be used for either new construction or major renovation projects. All performance lighting calculations must be performed using the New Construction Lighting Worksheet found on the PSO website. *Subject to a \$45/fixture cap
Tier 2	> 30% below Base LPD	\$0.40 per watt*	

X. INTERIOR LIGHTING CONTROL ELIGIBILITY AND TECHNICAL REQUIREMENTS

- Rebates are also available for new construction projects involving the installation of qualifying lighting controls. Lighting control installations required by applicable state and local energy codes are not eligible for rebates.
- Applicants must claim controls rebates using the new construction lighting worksheet. The following table describes available new construction lighting controls rebates.

XI. INTERIOR LIGHTING CONTROL MEASURES AND REBATES

Measure Code	Proposed Measure	Min. Watts Controlled	Rebate/Unit	Technical Requirements
81	Occupancy Control – Wall Switch Replacement.	40	\$9/Control	<ul style="list-style-type: none"> Hardwired wall switch occupancy control; passive infrared, ultrasonic or dual technology Residential grade controls or those with manual on override capability are not eligible
82	Occupancy Control – Ceiling/Wall Mount.	119	\$15/Control	<ul style="list-style-type: none"> Hardwired, wireless ceiling or wall-mounted remote occupancy control; passive infrared, ultrasonic or dual technology
83	Occupancy Control – Fixture Mounted.	40	\$15/Control	<ul style="list-style-type: none"> Hardwired fixture-mounted occupancy controls; passive infrared, ultrasonic or dual technology Controls may be furnished as new equipment by fixture manufacturer or installed on existing fixture(s) as a retrofit measure

XII. EXTERIOR LED LIGHTING ELIGIBILITY AND TECHNICAL REQUIREMENTS

- Rebates are also available for new construction projects involving the installation of exterior LED fixtures. Non-LED exterior fixtures are not eligible for rebates.
- LED luminaires must be listed on the [Design Lights Consortium](#) (DLC) or [ENERGY STAR®](#) Qualified Products list.
- Applicants must claim exterior LED lighting rebates using the new construction lighting worksheet. The following table describes available new construction exterior LED lighting rebates.

XIII. EXTERIOR LED LIGHTING CONTROL MEASURES AND REBATES

Measure Code	Proposed Measure	Rebate / Unit	Technical Requirements
211	Install LED Fixture (<40 Watts)	\$5 / Fixture	<ul style="list-style-type: none"> • Exterior LED fixtures installed as part of a new construction or major renovation project. • LED luminaires must be listed on the Design Lights Consortium (DLC) or ENERGY STAR® Qualified Products list.
212	Install LED Fixture (41-65 Watts)	\$10 / Fixture	
213	Install LED Fixture (66-100 Watts)	\$15 / Fixture	
214	Install LED Fixture (101-150 Watts)	\$20 / Fixture	
215	Install LED Fixture (151-250 Watts)	\$35 / Fixture	
216	Install LED Fixture (251-350 Watts)	\$50 / Fixture	
217	Install LED Fixture (351-700 Watts)	\$100 / Fixture	

XIV. TERMS & CONDITIONS

Note: The term "contractor" includes service providers.

1. **Eligibility:** Rebates are available to PSO non-residential electric customers for the purchase and installation of qualifying energy-savings measures in the PSO service territory, subject to these Terms and Conditions (T&Cs). High volume electric usage Customers that have elected to opt out of energy efficiency offerings, by notifying PSO in writing using the PSO provided Opt-Out form, are not eligible to participate. PSO reserves the right to deny any application that may result in PSO exceeding its rebate budget. Rebates are limited, offered on a first-come/first-served basis, and are subject to project and Customer eligibility and funds availability. Rebates cannot exceed the cost of materials and labor, and may be subject to additional caps based on project type.
2. **Dates:** Rebates are available for energy-savings measures purchased after January 1, 2016, and before December 31, 2018.
3. **Authorization, Rebate Changes, Suspension, or Cancellation:** PSO may change the rebate requirements, rebates or T&Cs, including suspending acceptance of applications or terminating the offering, at any time and without notice. In the event of a rebate change, pre-approved applications will be processed to completion under the T&Cs in effect at time of pre-approval. Submission of a completed application does not entitle Customer to rebate participation. For projects requiring pre-approval, entitlement to rebate participation and PSO's obligation to pay rebates may occur only after PSO has granted written authorization, which PSO may grant or not at its sole discretion.
4. **Project Approval:** Pre-approval is required for all prescriptive projects qualifying for a total rebate of more than \$5,000, and for all custom projects, regardless of total rebate. Some measures may require pre-approval regardless of rebate amount, as specified in the technical requirements. PSO reserves the right to inspect any project prior to pre-approval. For projects requiring pre-approval, no project-related energy-savings measures may be ordered or installed prior to the date of PSO's pre-approval. Violation of this prohibition will disqualify the energy-savings measures for rebates. Projects must be completed by the date listed on the pre-approval notification letter (within 180 calendar days for retrofit projects and 365 calendar days for new construction projects). Applications for projects not requiring pre-approval must be submitted within 60 days of the invoice date (for retrofit projects) or the certificate of occupancy (for new construction projects).
5. **Proof of Purchase:** Prior to PSO's verification of the energy-savings measure installation, Customer must provide copies of all invoices or other appropriate documentation that clearly verifies the costs of purchasing and installing the measure(s), including all material, labor, and equipment discounts. Invoices must indicate a verifiable breakout of all measures purchased for installation under the rebate application, including model numbers and quantity.
6. **Project Verification:** PSO may conduct an inspection of Customer's facility to verify pre- and post-installation conditions or verify documentation prior to rebate payment at any time after receipt of an application. PSO is not obligated to pay any rebate until it has performed a satisfactory post-installation inspection. Should PSO determine that energy-savings measures were not installed in accordance with the approved application, or if an unapproved measure was installed, or if the installation was not consistent with generally accepted engineering/construction practices, changes may be required before payment is issued. PSO's sole obligation is limited to paying properly qualified rebates as specified herein. PSO shall not be liable either to Customer or to any other party for any special, indirect, consequential, or incidental damages, regardless of the theory of recovery, caused by or arising from any activities associated with this rebate offering.
7. **Customer Tax Obligation:** Customer or Customer's designated contractor is responsible for declaring and paying any and all applicable federal, state, and local taxes that may be owed on any rebate payment. PSO shall not be liable for any federal, state, and local taxes that may be owed on or as a result of any rebate payment.
8. **Compliance:** Customer is responsible for obtaining any and all necessary licenses and permits related to the installation of energy-savings measures. Customer also agrees to comply with all federal, state, and local laws, codes, and regulations related to the installation and disposal of all equipment.
9. **Removal of Equipment:** Customer agrees to remove and dispose of the equipment being replaced by the energy-savings measures in accordance with all legal requirements. Customer agrees not to re-install any of this equipment in the PSO service territory or transfer it to any other party for such installation.
10. **Replacement of Failed Equipment:** Customers who install energy-savings measures are expected to replace any of the measures that fail with similar or superior energy savings equipment at Customer's expense.
11. **Evaluation Follow-up Visits:** With advance notice, PSO reserves the right to make or to have its contractor(s) make follow-up visits to Customer facilities during the 36 months following completion of the project to provide PSO with an opportunity to review the operation of the energy-savings measures for evaluation purposes. Customer agrees to cooperate with this effort.
12. **Contractor Selection:** Customer may select any Oklahoma licensed contractor to perform the work contemplated by the application, even after the application is pre-approved by PSO. However, PSO reserves the right, in its sole discretion, to prohibit specific contractors from rebate participation.
13. **No Warranties:** PSO does not endorse, guarantee, or warrant any particular manufacturer or product and PSO provides no warranties, express or implied, for any products or services, and herein specifically disclaims any such guarantees or warranties. PSO is not liable or responsible for any act or omission of any contractor hired by Customer. Customer's reliance on warranties is limited to any warranties that may arise from, or be provided by contractors, vendors, etc. Customer acknowledges that neither PSO nor any of its consultants are responsible for ensuring that the design, engineering, and construction of the facility or installation of the energy-savings measures are proper or comply with any particular laws (including patent laws), codes, regulations, or industry standards. PSO makes no representations of any kind regarding the results to be achieved by the measures or the adequacy or safety of such measures.
14. **Limitation of Liability:** PSO's sole obligation is limited to paying the properly qualified rebates specified herein. PSO shall not be liable to Customer or any other party for any special, indirect, consequential, or incidental damages, regardless of the theory of recovery, caused by or arising from any activities associated with this rebate offering.
15. **Obligations between the Parties:** Customer acknowledges that any contractor selected by Customer is not an agent, contractor, or subcontractor of PSO and is an independent contractor engaged by Customer, and that PSO does not manage or control the contractor's performance. PSO shall have no obligation to maintain, remove, or perform any work whatsoever on the energy-savings measures installed. PSO shall have no liability for a contractor's failure to perform, for failure of the energy savings measures to function, for any damage to Customer's premises caused by the contractor, or for any and all damages to property or injuries to persons caused by or associated with the energy savings measures.
16. **AEP/PSO Logo:** Customers or market providers may not use the AEP or PSO logo in any marketing, advertising, or promotional materials without PSO's prior written permission.
17. **Miscellaneous:** These T&Cs and this application, of which these T&Cs are an integral part, constitute the entire agreement between the parties and supersede all other communications, representations, and understandings.