



**BUSINESS PARTNERS COMMERCIAL LIGHTING  
PROGRAM INCENTIVES  
PROGRAM OPPORTUNITY NOTICE (PON) No. 1059  
Revised August 2011**

**\$300,000 available on a first-come, first-served basis  
Applications accepted through December 30, 2011 by 5:00 PM Eastern Time\***

**Summary of Revisions:**

- 1) PON 1059 is extended to December 30, 2011.**
- 2) Business Partner Participation Agreements executed between January 1, 2009 and June 31, 2010 are effective until December 30, 2011, at which time they will expire.**
- 3) Effective 8/26/11:**
  - The maximum incentive payments a Business Partner may receive under PON 1059 remains at \$75,000.**
  - Business Partners must submit projects using Attachment B2.**
  - The Design Phase I Incentive is reduced to \$250. Design Phase I square foot and technology bonuses are moved to Design Phase II.**
  - The bonus for Project Installations with more than five space types and Design Phase II projects with more than ten space types are removed.**
  - The Break-the-Ice Incentive is removed.**



**BUSINESS PARTNERS COMMERCIAL LIGHTING  
PROGRAM INCENTIVES  
PROGRAM OPPORTUNITY NOTICE (PON) No. 1059**

Revised August 2011

**\$300,000 available on a first-come, first-served basis  
Applications accepted through December 30, 2011 by 5:00 PM Eastern Time\***

**Summary of Revisions:**

- 1) PON 1059 is extended to December 30, 2011.**
- 2) Business Partner Participation Agreements executed between January 1, 2009 and June 31, 2010 are effective until December 30, 2011, at which time they will expire.**
- 3) Effective 8/26/11:**
  - The maximum incentive payments a Business Partner may receive under PON 1059 remains at \$75,000.**
  - Business Partners must submit projects using Attachment B2.**
  - The Design Phase I Incentive is reduced to \$250. Design Phase I square foot and technology bonuses are moved to Design Phase II.**
  - The bonus for Project Installations with more than five space types and Design Phase II projects with more than ten space types are removed.**
  - The Break-the-Ice Incentive is removed.**

The New York State Energy Research and Development Authority (NYSERDA), as administrator of the **New York Energy Smart<sup>SM</sup>** Program, requests applications for incentives for effective, energy-efficient lighting projects performed by participants in the Commercial Lighting Program (“Program”). These incentives are offered to encourage promotion, design, and implementation of effective, energy-efficient lighting in commercial buildings or spaces. Applications will be accepted from lighting contractors, distributors, designers, energy services companies (“ESCOs”), architects, engineers, interior designers, manufacturer representatives, and other lighting decision makers.

For more information on these requirements and how to participate in the Program, contact NYSERDA’s Program Administrator, ICF International (“Program Administrator”), via the Program hotline toll-free at 866-698-8177 or by email at [clp@icfi.com](mailto:clp@icfi.com), or visit the website at [www.therightlight.org](http://www.therightlight.org).

Incentive amounts vary depending upon the type of activity and the size of the project. Refer to the Program Incentives and Awards section in this PON.

Eligible activities and incentive amounts are listed in this PON. NYSERDA may add activities during the course of this Program, and may remove activities to reflect changes in energy code requirements or standard practice. Incentives will not be paid for activities if the application is received subsequent to the date the activity was removed from the Program.

\*Late applications will be returned. If changes are made to the eligible activities or Program terms, a notification will be published in the Program newsletter stating that the application will be updated on the NYSERDA web site ([www.nyserda.org](http://www.nyserda.org)). No additional notice will be provided.

## I. INTRODUCTION

---

The New York Energy \$mart<sup>SM</sup> Commercial Lighting Program (“Program”) was established to: (1) improve the understanding of effective, energy-efficient lighting and its benefits; (2) improve the infrastructure to deliver lighting solutions and market the benefits to customers; and (3) make energy-efficient lighting information more accessible for customers. The Program incentives are offered to encourage Program Business Partners to promote, design, and implement effective, energy-efficient lighting in commercial spaces. The Program defines Commercial Space as 1,000 square feet to 100,000 square feet used as commercial, retail, institutional, industrial, governmental spaces, and common areas in hotels, motels, and multi-family buildings (“Commercial Space”). Multi-family buildings are defined as five or more residential units. Excluded from the definition of Commercial Space are any uses within 1-4 family, residential structures including garages or other out-buildings, and living spaces within hotels, motels, health care facilities, and dormitories. The following table gives examples of acceptable and unacceptable spaces:

Acceptable Spaces	Unacceptable Spaces
Dormitories / Motels / hotels: lobbies, offices, vending areas, hallways, exercise rooms, restaurants, etc.	Motel, or hotel guest rooms, or dormitory rooms
In a Multi-family building (five or more residential units): hallway, entrance or lobby, laundry facility, common recreation room accessible to all residents, etc.	Private residence space in any apartment or condominium unit, or assisted living facility.
Indoor, fully-enclosed parking garage	Open parking garage, parking lot, or driveway
7,000 square foot medical practice office with treatment facilities	Patient room in a hospital or extended care facility
2,100 square foot office for a commercial accounting practice	2,100 square foot office in the home of an accountant
1,000 square foot pharmacy	150,000 square foot warehouse

---

## II. PROGRAM REQUIREMENTS

### HOW TO PARTICIPATE IN THE COMMERCIAL LIGHTING PROGRAM

---

To receive an incentive from the Commercial Lighting Program, one must be a Business Partner. A new Business Partner Participation Agreement must be submitted to be eligible to receive incentives. The project has to be an identifiable lighting project with separate invoicing. Business Partners may also receive an incentive where they are the end user of the project. All Business Partners must provide their Federal Tax Identification Number. Details on becoming a Business Partner are described below and on the Program website at [www.nyserda.org/therightlight](http://www.nyserda.org/therightlight) (“Website”).

In order to **maintain Business Partner status**, to be listed on the Website, and to receive Program incentives, the Business Partner **must submit at least one** Commercial Lighting Program Project Application **within six months** of signing the Participation Agreement.

#### A. Business Partner Requirements

A Business Partner may be a distributor, electrical or lighting contractor, designer, architect, engineer, ESCO, interior designer, manufacturer’s representative, or other lighting decision maker (collectively referred to as “Business Partners”) as defined below. Each Business Partner is assigned a Program Participant Identification Number once Program requirements have been met. NYSERDA reserves the right to revoke a Business Partner’s status if it fails to comply with the Terms and Conditions of the Program or if there is no Program-trained individual employed by the Business Partner.

1. **“Distributors”**: Electrical or lighting supply businesses may participate as a Business Partner. To do so, these entities must maintain a lighting specialist on its staff, must execute a Business Partner Participation Agreement (see **Attachment A**), and complete the Program training.

## II. PROGRAM REQUIREMENTS (continued)

---

2. “Electrical Contractors” or “Contractors”: Electrical contractors or other businesses that perform lighting installations may participate as a Business Partner. To do so, these entities must execute a Business Partner Participation Agreement (see **Attachment A**) and complete the Program training.
3. Energy Service Companies (“ESCOs”): ESCOs that perform lighting upgrades and installations with agreements to deliver verifiable annual electric energy savings may participate as a Business Partner. To do so, these entities must execute a Business Partner Participation Agreement (see **Attachment A**) and complete the Program training.
4. Architects, Engineers, Lighting Designers, Interior Designers (“Designers”): To participate as a Business Partner, the business must employ an individual to provide lighting design services and perform such services for a fee. To participate, these entities must execute a Business Partner Participation Agreement (see **Attachment A**) and complete the Program training.
5. “Manufacturers” and “Manufacturer’s Representatives”: A manufacturer, a manufacturer’s representative, or other lighting professional who supplies equipment or services to commercial lighting projects may participate as a Business Partner. To do so, these entities must execute a Business Partner Participation Agreement (see **Attachment A**) and complete the Program training.

### B. Eligibility Location Requirements

In order for Business Partners to participate, they must *primarily* target customers located in the following electric utility territories: Central Hudson Gas & Electric Corporation, Consolidated Edison Company of New York, Inc. (“Con Edison”), New York State Electric & Gas Corporation, National Grid Company, Orange & Rockland Utilities, Inc., or Rochester Gas and Electric Corporation.

The project qualifying for any incentive or award under this Program must be in a building that pays the System Benefits Charge to one of the aforementioned utilities. This requirement applies to all Business Partners.

### C. Eligible Projects

A project is a qualifying lighting project (“Project”) if it is a space between 1,000 and 100,000 square feet and is either: 1) a lighting improvement project in a Commercial Space that meets the Program qualifying criteria for color rendering, spacing, mean illuminance, controls, and energy use, as listed on the project worksheets which are a part of the Project Installation and Design Incentive Application Form (**Attachment B2**); or 2) a design for a lighting project and its installation. Design projects must also meet the luminous intensity criteria.

NYSERDA shall only pay incentives (either Project Installation or Design) for up to two (2) Projects per Project end-user in the same building, and a maximum of five (5) Projects for the same end-user with multiple buildings. An end-user is defined by a distinct tax ID number.

### D. Post-Installation Verification

NYSERDA reserves the right to have the Program Administrator contact the occupant listed in the application form to schedule a verification visit, or a visit for other NYSERDA promotional or program-related purposes. The purpose of the verification visit shall be to provide the Program Administrator an opportunity to confirm qualification for incentive payment and to evaluate the Project to determine effectiveness, including the kW reduction and energy savings, for Program evaluation purposes.

The Business Partner will use its best efforts to obtain permission from the occupant for NYSERDA or its Program Administrator to access the site and perform a verification visit. If NYSERDA or its Program Administrator determines that the Project is not consistent with the Program requirements, the Program Administrator may require changes before NYSERDA makes any incentive or award payment.

### E. Maintaining Business Partner Status

In order to maintain Business Partner status, to be listed on the Program website, and to receive Program incentives, the Business Partner must submit at least one Commercial Lighting Program Project Application within six months of signing a Business Partner Participation Agreement.

### **III. APPLICATION REQUIREMENTS**

---

NYSERDA has up to \$300,000 available for Program incentives under this PON. To be eligible for incentives under this PON, Projects must be completed on or after March 31, 2011. Projects must use Attachment B2.

Applications will be accepted on a first-come, first-served basis until December 30, 2011, or until funds are fully committed, whichever occurs first. If there are insufficient funds available to fund applications, NYSERDA will notify the applicant that the application will be placed on a waiting list until more funds become available or that the Program has ended and no further applications will be accepted.

Any individual Business Partner is limited to receiving a maximum of \$75,000 of total incentive payments under this PON. Any incentives received under previous PONs will not be applied towards the cap for this PON.

Business Partners who reach \$25,000 in incentives must submit projects on-line or with pre-approved alternative documentation. To have an alternative product approved, the Business Partner must contact the Program Administrator at the Program hotline toll-free at 866-698-8177.

Applications for incentives may be obtained by contacting the Program Administrator at the Program hotline toll-free at 866-698-8177, or by downloading directly from the Program website at [www.therightlight.org](http://www.therightlight.org).

Only a complete application that includes the required information and other required documentation identified by the application will be processed for incentive payments. Additional documentation may be required by NYSERDA at its discretion.

**Completed applications, including supporting documentation, must be signed and dated, and forwarded to the following address:**

**New York Energy \$mart<sup>SM</sup> Commercial Lighting Program**  
c/o ICF International  
215 Washington Ave Ext, Unit 2  
Albany, NY 12205

## IV. PROGRAM INCENTIVES AND AWARDS

---

### A. DESIGN and PROJECT INCENTIVES

#### 1. DESIGN INCENTIVES

**Only Business Partner Designers**, as defined in this PON, are eligible to receive Design Incentives and the associated Bonuses described in this section.

- *Phase I Design Incentive*: Paid to Business Partner Designers who submit an application (**Attachment B2**) documenting the design of an Eligible Project (“Design Project”). Upon approval of the application, a Design Certificate of Compliance Number will be assigned.
- *Phase II Design Implemented Incentive*: Paid to Business Partner Designers who submit an application with the Design Certificate of Compliance Number for Phase I and documentation that the Phase I design was installed. NYSERDA will pay only one Phase I and one Phase II Design Incentive per Project.
- *Design Phase II Project Technology Bonus*: Paid to Business Partner Designers based on the square footage of the space where specific technologies are used. The eligible technologies will be listed in the application materials. Notification of changes to the eligible technologies will be published in the Program newsletter stating that the application materials have been revised. If payment was previously made under Design Phase I, the bonuses will not be paid again under Design Phase II.

Type of Incentive		
<b>Design Incentive Phase I</b>	Phase I – 1,000 to 25,000 sq ft	\$250
<b>Design Incentive Phase II</b>	Phase II	\$500
	Phase II - 25,001 to 100,000 sq ft	\$0.020 per sq ft Up t o 100,000sf
<b>Design Phase II Project Technology Bonus</b>	Square footage of affected space	\$0.020 per sq ft See Project Application for list of eligible technologies

## IV. PROGRAM INCENTIVES AND AWARDS (continued)

---

### A. DESIGN and PROJECT INCENTIVES

#### 2. PROJECT INCENTIVES

**Only Business Partner Distributors, Contractors, ESCOs, Manufacturers, and Manufacturer’s Representatives**, as defined in this PON, are eligible to receive Project Incentives, and associated Bonuses described in this section.

- *Project Installation Incentive*: Incentives based on square footage paid to Business Partners who submit an application (**Attachment B2**) documenting installation of an Eligible Project.

A Business Partner is eligible to receive a Project Installation Incentive on an Eligible Project for which a Business Partner Designer has also received a Design Incentive.

If two or more Business Partners (excluding Business Partner Designers) work on the installation of the same Project, the Business Partners may submit a joint application for a Project Installation Incentive. NYSERDA will split the Project Installation Incentive equally among the applicants. If separate applications are received, NYSERDA will pay the Project Installation Incentives requested and approved only on the first application received.

- *Project Technology Bonus*: Paid to Business Partners based on the square footage of the space where the specific technologies are used. The eligible technologies will be listed in the application materials. Notification of changes to the eligible technologies will be published in the Program newsletter stating that the application materials have been revised.

Type of Incentive		
<b>Project Incentive</b>	1,000 to 5,000 sq ft	\$500
	5,001 to 15,000 sq ft	\$750
	15,001 to 25,000 sq ft	\$1,000
	25,001 to 100,000	\$0.020 per sq ft
<b>Project Technology Bonus</b>	Square footage of affected space	\$0.020 per sq ft See Project Application for list of eligible technologies and incentive rates

## IV. PROGRAM INCENTIVES AND AWARDS (continued)

### B. INSTALLATION COMPETITION AWARDS

Eligible Activity	Eligible Applicant (see definitions below)	Target Achievement	Unit Amount
Installation Competition Awards	Small Contractors	greatest number of Projects in a given quarter	\$500
	Small Contractors	greatest square footage of Project floor area in a given quarter	\$500
	Large Contractors	greatest number of Projects in a given quarter	\$500
	Large Contractors	greatest square footage of Project floor area in a given quarter	\$500
	Small Distributors	greatest number of Projects in a given quarter	\$500
	Large Distributors	greatest number of Projects in a given quarter	\$500
	ESCOs	greatest number of Projects in a given quarter	\$500
	Designers	greatest number of Design Phase II Projects in a given quarter	\$500
	Manufacturer Reps	greatest number of Projects in a given quarter	\$500

#### 1. DETERMINATION OF AWARD WINNERS

The offering of quarterly competition awards is at the sole discretion of NYSERDA.

For purposes of the Installation Competition, Business Partner Contractors and Business Partner Distributors are grouped by the size of the company into four categories, as follows:

- Small Contractors have fewer than 30 permanent full-time employees.
- Large Contractors have 30 or more permanent full-time employees.
- Small Distributors have fewer than three service centers under their corporate name.
- Large Distributors have three or more service centers.

To compete, a Business Partner Distributor who completes a minimum of five Projects in a given Competition quarter shall have all Projects entered into the appropriate award categories described above. The nine Awards shall be determined as outlined in the table above.

A Business Partner Distributor will receive credit for involvement in a Project, if an equipment invoice was submitted with the Project Installation Incentive application showing the Business Partner Distributor as the seller of lighting equipment or controls.

#### 2. ANNOUNCEMENT OF AWARDS

The winners of the Installation Competition awards will be announced on a quarterly basis. Awards will be made during the month following the end of the Competition quarter.

#### 3. LIMITATIONS

NYSERDA reserves the right to make no Competition Awards. NYSERDA reserves the right not to promote the Competition Award in any fashion.

## **IV. PROGRAM INCENTIVES AND AWARDS (continued)**

---

### **C. NCQLP LIGHTING CERTIFICATION EXAMINATION INCENTIVES**

<b>Eligible Activity</b>	<b>Eligible Applicant</b>	<b>Target Achievement</b>	<b>Unit Amount</b>
Lighting Certification Examination Incentives	Full-time employee of a Business Partner	Completing the NCQLP Lighting Certification exam	\$400

The National Council on Qualifications for the Lighting Professions (“NCQLP”) is an independent certifying body whose mission is to “protect the well-being of the public through effective, efficient lighting practice.” To accomplish this, NCQLP offers the Lighting Certification Examination as part of a certification process by which practitioners in lighting and related fields demonstrate their knowledge of the lighting industry and their commitment to provide effective, energy-efficient lighting installations.

The Lighting Certified (“LC”) credential demonstrates to clients/customers and peers that the holder has acquired the necessary knowledge, understanding, and ability to apply lighting principles and techniques successfully.

NYSERDA supports NCQLP and its mission and encourages lighting professionals to complete the LC Examination by offering this incentive.

#### **1. ELIGIBILITY**

Any individual who is a full-time employee of a Business Partner and completes the Lighting Certification Examination in November 2011 is eligible to apply for the incentive (**See Attachment C**).

#### **2. INCENTIVES**

NYSERDA will pay a one-time incentive of \$400.

#### **3. PROCESS FOR RECEIVING INCENTIVE**

Applicants must provide 1) a Proof of Registration for the NCQLP Lighting Certification Examination; 2) proof of payment for the exam; and 3) their social security number.

#### **4. LIMITATIONS**

NYSERDA will pay the incentive to the applicant on the condition that the applicant is not being or has not been reimbursed by any other third party, including his or her employer, for the same expenses. NYSERDA reserves the right to deny an application if it is determined that the applicant did not take the exam.

## **IV. PROGRAM INCENTIVES AND AWARDS (continued)**

---

### **E. COMMERCIAL LIGHTING WEB PROMOTION**

<b>Type of Incentive</b>		
<b>Commercial Lighting Web Promotion</b>	NYSERDA's approval of promotional material	\$250

#### **1. ELIGIBILITY**

Active Business Partners (those submitting at least one qualified project or design project) who also announce that they are Business Partners on their web site (along with a link to the NYSEKDA Website) or in other promotional materials, such as direct mail pieces are eligible to apply for this incentive **(See Attachment D)**.

#### **2. INCENTIVES**

NYSEKDA will pay a one-time incentive of \$250.

#### **3. PROCESS FOR RECEIVING INCENTIVE**

The one-time \$250 incentive requires the use of NYSEKDA's approved catch phrases which will be provided upon request and will also be available on the Program website. To receive the incentive, Business Partners must submit Attachment E and provide evidence of NYSEKDA pre-approval for all materials, and a copy of the web page containing the pre-approved wording or a copy of other promotional materials using pre-approved wording.

#### **2. LIMITATIONS**

Participants are limited to receiving no more than one incentive. NYSEKDA reserves the right to deny an application if it is determined that the Business Partner did not use the promotional materials or post the link on their web site.

The use of the NYSEKDA logo by Business Partners is strictly prohibited.

## V. GENERAL CONDITIONS

---

**PROPRIETARY INFORMATION** - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your application. The applicant should determine whether the information is critical for evaluating an application or whether general, non-confidential information, may be adequate for review purposes. The New York State Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the applicant wishes to have treated as proprietary, including confidential trade secret information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 [www.nyserda.org/about/nyserda.regulations.pdf](http://www.nyserda.org/about/nyserda.regulations.pdf) However, NYSERDA cannot guarantee the confidentiality of any information submitted.

**OMNIBUS PROCUREMENT ACT OF 1992** - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors and suppliers on its procurement Agreements.

## V. GENERAL CONDITIONS (continued)

---

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development  
Division For Small Business  
30 South Pearl Street  
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development  
Minority and Women's Business Development Division  
30 South Pearl Street  
Albany, NY 12245

**CONTRACT AWARD** - NYSERDA anticipates making multiple awards under this solicitation. NYSERDA may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Applications will be processed on a first-come, first-served basis until December 30, 2011 or until funds are committed, whichever comes first. NYSERDA may request additional data or material to support applications. NYSERDA expects to notify applicants in approximately 4 weeks from the receipt of an application whether the application has been selected to receive an award.

**LIMITATION** - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest.

**DISCLOSURE REQUIREMENT** - The proposer shall disclose any indictment for an alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances.

## **VI. ATTACHMENTS**

---

- A: Business Partners' Participation Agreements and Terms and Conditions
- B2: Project Installation and Design Incentive Application
- C: NCQLP Lighting Certification Examination Incentive Application Form
- D: Web Promotion Incentive Application Form

**ATTACHMENT A**  
**Business Partners Commercial Lighting Program**  
**Participation Agreement**

(This Agreement Expires December 30, 2011)

The **New York Energy \$mart<sup>SM</sup>** Business Partners Commercial Lighting Program (“Program”) promotes effective, energy-efficient lighting solutions for commercial spaces. The Program provides lighting professionals with tools and resources to leverage the principals of effective, energy-efficient lighting design as a profitable business strategy.

**REQUIREMENTS FOR PARTICIPATION AND RECEIPT OF INCENTIVES AND AWARDS ARE FULLY DESCRIBED IN PROCUREMENT OPPORTUNITY NOTICE (“PON” 1059) AND SHOULD BE REVIEWED PRIOR TO EXECUTING THIS AGREEMENT.**

\_\_\_\_\_ (“Business Partner”) agrees to Participate with the New York State Energy Research and Development Authority (“NYSERDA”) in the Program. Business Partner agrees to support the Program by promoting effective, energy-efficient lighting as an easy and desirable approach for organizations to improve their lighting environment and save energy resources. Business Partner has participated in Program training and has read the Program materials, including PON 1059, and agrees to abide by the requirements of the Program. The terms of the PON, this Participation Agreement, including its Terms and Conditions, collectively shall be referred to as the “Agreement.”

Our Company already has a Participation Number       Our Company does not have a Participation Number

This Agreement is completely voluntary and can be terminated at any time for any reason by NYSERDA or the Business Partner.

Pursuant to the Program, NYSERDA offers to the Business Partner:

- ◆ **Training** to identify techniques that increase sales of efficient lighting systems.
- ◆ **Design tools.**
- ◆ **Promotional materials** such as Program literature.
- ◆ **Technical assistance** including phone support and limited on-site assistance.
- ◆ **Publicity** through the Program Website and case studies.

Pursuant to PON 1059, NYSERDA will pay Incentives and Awards to Business Partner for Projects and other activities, which may include the following:

- ◆ **Cash Incentives** for the design or installation of eligible Projects.
- ◆ **Quarterly Competition Awards.**
- ◆ **Cash Incentives** for employees who complete the National Council on Qualifications for the Lighting Professions (NCQLP) Lighting Certification (LC) Exam.
- ◆ **Cash Incentives** for web promotion and marketing materials for **Business Partner** identifying their business with the Program.

(Note: Cash incentives and awards under the Program may be taxable. Consult your tax advisor)

Business Partner agrees to promote the use of effective, energy-efficient lighting products and promote effective lighting designs to commercial customers. Business Partner further agrees to abide by the terms of the Agreement. Throughout its efforts, Business Partner also agrees to the following:

- ◆ **Accurately Representing the New York Energy Smart<sup>SM</sup> Business Partners Commercial Lighting Program** and Business Partner's relationship to NYSERDA.
- ◆ **Submit at least one Commercial Lighting Program Project Application within six months of signing this Participation Agreement.** This requirement must be met to maintain Business Partner status, to be listed on the Website, and to receive Program incentives.

NYSERDA may revoke the status of the Business Partner if it does not meet all Program requirements or **employ at least one Program-trained individual.**

**Type of Business Partner (see Section II: Program Requirements of PON 1059):**

- Electrical Contractor**
- ESCO**
- Distributor**
- Designer (including architects and engineers),**
- Interior Designer**
- Other Lighting Practitioner (e.g., Manufacturer or Manufacturer Rep)**

**Accepted and Agreed to:**

Business Partner (**Organization Name**): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Location: \_\_\_\_\_

Title: \_\_\_\_\_ Fed. Tax ID # \_\_\_\_\_

Email Address \_\_\_\_\_

Signature: \_\_\_\_\_ Business Partner ID # \_\_\_\_\_  
NYSERDA Signature (assigned by the Program)

**COMMERCIAL LIGHTING PROGRAM**  
**TERMS AND CONDITIONS for Business Partners**

---

**1. Incentive and Award Payments**

NYSERDA shall pay the Incentives and Awards in accordance with and subject to the provisions of NYSERDA's Prompt Payment Policy after the Program Administrator has verified satisfactory conformance with Program requirements. The Prompt Payment Policy is available on NYSERDA's website at [www.nyserda.org/Funding/stdforms.asp](http://www.nyserda.org/Funding/stdforms.asp).

**2. Return of Incentive and Award Amounts**

Business Partner agrees to return an Incentive or Award if, at any time, the Program Administrator learns that the Project as described in the Application was not completed in compliance with this Agreement.

**3. Limited Scope of Review**

The scope of review by NYSERDA and its Program Administrator of the eligible Projects is limited solely to determining whether Program conditions have been met for NYSERDA's Program purposes. It does not include any kind of safety, code or other review and the Business Partner shall not be entitled to rely upon NYSERDA's or its Program Administrator's review of the design and installation of the measures for any reason whatsoever.

**4. Changes**

- (a) Aspects of the Program may be changed by NYSERDA at any time without notice. Approved Applications, however, will be processed to completion under the terms in effect at the time of the approval of the Application by the Program Administrator.
- (b) NYSERDA reserves the right, for any reason, to stop accepting Incentive and Award Applications at any time without notice.

**5. Indemnification**

The Business Partner shall protect, indemnify, and hold harmless NYSERDA and the State of New York from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney's fees and expenses) imposed upon or incurred by or asserted against NYSERDA or the State of New York resulting from, arising out of or relating to the performance of this Agreement. The obligations of the Business Partner under this section shall survive any expiration or termination of this Agreement.

**6. No Warranties**

- (a) NYSERDA does not endorse, guarantee, or warrant any particular manufacturer or product, and NYSERDA provides no warranties, expressed or implied, for any product or services. The Business Partner reliance upon warranties is limited to any warranties that may arise from, or be provided by, other Program participants, installation contractors, vendors, etc.
- (b) The Business Partner acknowledges that neither NYSERDA nor the Program Administrator are responsible for assuring that the design, engineering and installation of lighting equipment are proper or comply with any particular laws (including patent laws), codes, or industry standards. NYSERDA does not make any representations of any kind regarding the results to be achieved by the lighting project or the adequacy or safety of the lighting project.

**7. Tax Liability**

NYSERDA or the Program Administrator will not be responsible for any tax liability imposed on the Business Partner as a result of the payment of cash Incentives or Awards.

**8. Miscellaneous**

- (a) This Agreement is the entire agreement between the parties and supersedes all other communications and representations.
- (b) NYSERDA may exercise any or all of the rights of the Program Administrator, with or without notice, at any time at its election.
- (c) The Program Administrator is not an agent of NYSERDA and is administering the Program as an independent contractor.
- (d) Business Partners may be asked to cooperate with NYSERDA evaluation contractors in support of evaluation efforts.

**9. Insurance**

The Business Partner shall maintain general liability insurance coverage of at least \$1 million.

**NEW YORK ENERGY \$SMART<sup>SM</sup> COMMERCIAL LIGHTING PROGRAM  
PROJECT INSTALLATION AND DESIGN INCENTIVE APPLICATION FORM**

<b>Section 1. Applicant Information</b>		Business Partner ID# _____
Business Partner Type: <input type="checkbox"/> Contractor <input type="checkbox"/> ESCO <input type="checkbox"/> Distributor <input type="checkbox"/> Designer <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Other		
Business Name _____		Contact Name _____
Applicant Address _____		Phone _____
City _____	State _____	Zip _____ Fax _____
Federal Tax ID# _____		E-mail _____
<b>Section 2. Co-Applicant Information</b>		
Business Name of Co-Applicant #1 _____		Contact Name _____
Co-Applicant #1 Federal Tax ID# _____		Business Partner ID# _____
		E-mail _____
Business Name of Co-Applicant #2 _____		Contact Name _____
Co-Applicant #1 Federal Tax ID# _____		Business Partner ID# _____
		E-mail _____
<b>Section 3. Project Site Information</b>		
Building/Project Name _____		Contact Name _____
Project Address _____		Contact Phone _____
City _____	State _____	Zip _____
<i>Electric Utility Provider:</i>		
<input type="checkbox"/> Rochester Gas & Electric	<input type="checkbox"/> New York State Electric & Gas Corp.	<input type="checkbox"/> Con Edison
<input type="checkbox"/> National Grid	<input type="checkbox"/> Central Hudson Gas & Electric Corp.	<input type="checkbox"/> Orange and Rockland Utilities
Will other NYSERDA Program Building Owner/End User Incentives be applied for under this project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, which Program? _____		PON# _____
Will Utility Program Incentives Building Owner/End User be applied for under this project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, which Program? _____		Program ID# _____
<b>Section 4. Customer Mailing Information (if different from above)</b>		
Business Name _____		Contact Name _____
Address _____		Phone _____
City _____	State _____	Zip _____ Fax _____
<b>Section 5. Which of The Following Best Describes This Lighting Project?</b>		
<input type="checkbox"/> Remodel/renovation in an existing building	<input type="checkbox"/> New equipment for new occupancy	
<input type="checkbox"/> New equipment for expanding operation	<input type="checkbox"/> Unexpected fixture replacement	
How long since the last lighting upgrade? _____ years	How long has occupant been in this space? _____ years	
Age of Building _____ years		
<b>Section 6. Incentive(s) Requested</b>		
<i>Project Installation Incentive</i>		<i>Design Incentive (Business Partner Designers Only)</i>
<input type="checkbox"/> 1,000 - 5,000sf: \$500		<input type="checkbox"/> Design Phase I: \$250
<input type="checkbox"/> 5,001 - 15,000sf: \$750		<input type="checkbox"/> Design Phase II: \$500
<input type="checkbox"/> 15,001-25,000sf: \$1,000		<input type="checkbox"/> Design Phase II per sf over 25,000sf (\$0.02 per sf up to 100,000sf)
<input type="checkbox"/> per sf over 25,000sf (\$0.02 per sf up to 100,000sf)		<input type="checkbox"/> Design Phase II Lighting Technology Bonus (\$0.02 per sf)
<input type="checkbox"/> Qualifying Lighting Technology Bonus (\$0.02 per sf)		
Note: Lighting Technology Bonus Only Applies to Area Affected by the Technology		
<b>Section 7. Required Supporting Documentation Checklist</b>		
<input type="checkbox"/> Project Information Worksheets or other authorized documentation of criteria compliance		<input type="checkbox"/> Copy of Utility Bill
<input type="checkbox"/> Fixture/Equipment specification sheets		<input type="checkbox"/> Equipment Invoices (not required for Design Phase I)
<b>Section 8. Certification Statement:</b> I certify that all information provided in this application, including all items required by Section 7, is true and complete. It is understood that the terms and Conditions included in the Business Partner Participation Agreement apply to this application. I further certify that I have met all of the requirements applicable to the requested incentive.		
Applicant Signature _____		Date _____
Co-applicant #1 Signature (if applicable) _____		Date _____
Co-applicant #2 Signature (if applicable) _____		Date _____

Send Completed  
Signed Application Form to:

**NEW YORK ENERGY \$SMART<sup>SM</sup> COMMERCIAL LIGHTING PROGRAM**  
c/o ICF, 215 Washington Avenue Ext. Suite 2, Albany, NY 12205

**ATTACHMENT C**

**NEW YORK ENERGY \$SMART<sup>SM</sup> COMMERCIAL LIGHTING PROGRAM  
NCQLP LIGHTING CERTIFICATION EXAMINATION INCENTIVE APPLICATION FORM**

**Section 1. APPLICANT INFORMATION**

Name of Applicant \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Address (Incentive Check will be mailed to your home address only):

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Name of Business Partner (Company Name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Business Partner ID # \_\_\_\_\_

**Section 2. EXAMINATION INFORMATION**

Examination Date \_\_\_\_\_ Examination Location \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

**Section 3. REQUIRED SUPPORTING DOCUMENTATION CHECKLIST**

NCQLP Lighting Certification Examination Proof of Registration       Proof of Payment

**Section 4. CERTIFICATION STATEMENT**

I am including with this application Proof of Registration for the NCQLP Lighting Certification Examination Notification Letter that indicates that I registered for the examination. I certify that all information provided in this application is true and complete. I certify that I have not been reimbursed for the examination fee by my employer or another entity. It is understood that the Terms and Condition included in the Business Partner Participation Agreement apply to this application. It is further understood that if I do not complete the exam, NYSERDA reserves the right to deny this application. I further certify that I have met all of the requirements applicable to the requested incentive.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Send Complete Form To:

**New York Energy \$smart<sup>SM</sup>**  
Commercial Lighting Program  
c/o ICF International  
215 Washington Avenue Ext, Unit 2  
Albany, NY 12205

**Reserved for Program Administration Use Only**

Application Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Authorized Incentive \_\_\_\_\_

Administrator Authorization by \_\_\_\_\_

Date \_\_\_\_\_

Application Reference # \_\_\_\_\_

**ATTACHMENT D**  
**NEW YORK ENERGY \$SMART<sup>SM</sup> COMMERCIAL LIGHTING PROGRAM**  
**PROMOTION INCENTIVE APPLICATION FORM**

<b>Section 1. Applicant Information</b>	Business Partner ID # _____
Business Partner Company Name _____	Contact Name _____
Company Address _____	Phone _____
City _____ State ____ Zip _____	Fax _____
Federal Tax ID # _____	Email _____

**Section 2. Incentive Requested**  
 Promotion Incentive: \$250

**NOTE:** This incentive rewards active Business Partners (those submitting at least one qualified project or design project) who also announce that they are Business Partners on their web site (along with a link to the Commercial Lighting web site) or in other promotional materials, such as direct mail pieces. The incentive requires the use of one of several NYSERDA-approved catch phrases which will be provided upon request and will also be available on the Program website. Business Partners must receive pre-approval for all materials in order to receive the incentive.

**Section 3. Required Supporting Documentation Checklist**

Verification of Pre-Approval  
 Copy of web page containing pre-approved wording  
 Copy of other promotional materials

**Section 4. Certification Statement**

I certify that all information provided in this application, including all items required by Section 3, is true and complete. It is understood that the terms and Conditions included in the Business Partner Participation Agreement apply to this application. I further certify that I have met all of the requirements applicable to the requested incentive.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Send Completed Form To:

**New York Energy \$smart<sup>SM</sup>**  
**Commercial Lighting Program**  
 c/o ICF International  
 215 Washington Avenue Ext, Unit 2  
 Albany, NY 12205

<b>Reserved fro Program Administration Use Only</b>	
Application Reviewed by _____	Administrator Authorization by _____
Date _____	Date _____
Authorized Incentive _____	Application Reference # _____