

Incentive Eligible Projects- Process Steps

The Wallingford Electric Division (WED) offers up to a 40 percent incentive with a five year or less payback based on the following:

- The pre-tax cost of a lighting retrofit project's total project.
- The pre-tax differential cost between the standard option and the energy efficient option for process equipment projects.

Eligible projects exceeding a payback of five years will be prorated accordingly.

The process is as follows:

1. Access the Wallingford Electric Division website

<https://www.wallingford.ct.us/government/departments/electric-division/>

2. Select 'Energy Conservation – Commercial & Industrial'.

3. Completion of the appropriate application and analysis is required to determine a project's incentive eligibility:

- Incentive application
 - Lighting Retrofit & Replacement and/or
 - Electric Process Equipment Retrofit & Replacement
- Spreadsheet analysis
 - Lighting Retrofit Proposal Spreadsheet and/or
 - Air Dryer or Air Compressor Proposal Spreadsheets (Modification of these spreadsheets are acceptable based the specific type of Process Equipment project proposed.

4. The steps to process a Lighting and/or Electric Process Equipment Retrofit & Replacement incentive application and supporting analysis are outlined below:

- The customer and/or contractor will complete the following sections along with supporting documentation, analysis and return to the WED either by USPS mail, as an email attachment (to w.szymanski@wallingfordct.gov) or in-person:
 - * Customer Information
 - * Contractor Information
- Upon receipt of the incentive application, the WED will complete the following sections.
 - * Pre-Installation Inspection
 - * Pre-Approval Offer
- The WED will return the incentive application for customer and contractor signatures.
Eligible projects will not be considered for an incentive unless the application is signed by both the customer and contractor and returned to the WED.

5. Upon completion of the project, notify the WED's Energy Efficiency and Conservation Specialist so the following steps can be taken to close out the project:

- Schedule a Post –Installation Inspection.
- Provide material and labor invoices as incentive payment support documentation.
- The incentive payment will only be considered if the project has been completed and documented to the WED's satisfaction.
- Allow 6 to 8 weeks for incentive payment processing including delivery via USPS.

NOTE: This program is subject to change or cancellation at any time without notice. Always check with the WED before beginning any work or, if you are a contractor, issuing a proposal to a customer that includes an incentive.