

# 2025 Retrofit lighting rebate applicant information

## Business member information



Business name: \_\_\_\_\_  
Installation address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Contact name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Third-party rebate payment information

The preferred practice of Wright-Hennepin Cooperative Electric Association (WH) is that efficiency incentives be issued/paid directly to the WH commercial business member. If, however, the commercial business member desires that the efficiency incentive be issued/paid to a third-party entity, then the following information must be provided. In addition, it is mandatory that the relevant signatory be fully authorized to represent/act on behalf of the WH commercial business member.

Alternative recipient: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Representing: \_\_\_\_\_

\*Note: If other than the WH business member, payment to a third party may be disallowed.

## General program information and requirements:

- All applicable rebate forms or worksheets must be completed and submitted by the applicant.
- Qualification and funding criteria for this rebate incentive program is defined per the "Rules and Information" page.
- Funding for lighting efficiency-improvement projects is subject to status of rebate program budget at time of application.
- For consideration, rebate applications must be submitted no later than November 1, 2025.

## Signature

The undersigned does hereby certify and/or acknowledge that 1) the undersigned is solely responsible for the accuracy of the information contained in the application, 2) that all rules of the program have been followed, and 3) that the installation is complete. The undersigned also acknowledges that nothing contained in the application imposes any liability on the cooperative for work performed and information presented by the member, member's engineer, contractor, or vendor. The undersigned also authorizes payment of rebate incentive directly to the rebate recipient as specified.

Business member signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2025 Retrofit lighting rebate rules and information

## Warranty information

Rebate qualifications and recommendations do not imply any representation or warranty of such equipment, design, or installation by Wright-Hennepin Cooperative Electric Association (WH). The cooperative shall not be responsible or liable for any personal injury or property damage caused by the installed equipment. The cooperative does not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products as incentivized under this program. In no event shall the cooperative be liable for any incidental or consequential damages.



## General program rules and information

1. The commercial member is responsible for checking with WH to quantify program funding availability, and to resolve any questions regarding program rules or criteria. Project pre-approval by the cooperative is highly recommended.
2. As a member-owned cooperative, it is WH's objective that incentive funding be made available to commercial members having qualifying energy-efficiency improvement projects. Rebate incentives are thereby initially limited to a \$15,000 maximum amount. This maximum value is applicable to either individual efficiency projects, or the sum total of multiple projects as submitted by an individual commercial member (on an annual basis).
3. Upon completion in third-quarter 2025, the budgetary and energy conservation objectives of the commercial incentive program will be reviewed by the cooperative. If deemed appropriate, an additional-secondary incentive payment will be issued by WH for certain efficiency-improvement projects as may qualify for same.
4. Rebate incentives are limited to a 30% maximum amount, as relative to total project cost (i.e. materials and installation).
5. Projects estimated to result in a simple payback of one year or less (before incentive) do not qualify for program funding.
6. In all cases, the cooperative reserves the right to determine the maximum rebate amount issued.
7. Members and vendors must submit itemized equipment and installation invoices, rebate application, and manufacturer equipment specifications. To ensure that the equipment installed meets the cooperative's requirements, project invoices must itemize labor charges, quantity, and cost of the equipment installed. Information regarding the manufacturer and model numbers for all installed equipment also needs to be provided.
8. Rebate incentives must be applied for within 12 months of the applicable project's invoice date.
9. The cooperative reserves the right to conduct inspections of lighting installations before incentives are issued.

## Documentation requirements

1. The stated RTU efficiency rating needs to reflect that value as is certified by AHRI. For split-system units, the average efficiency rating should be utilized (as determined by AHRI).
2. Documentation confirming purchase of stated equipment must be provided as reflecting name of manufacturer, model number, efficiency rating, and per-unit cost.
3. Acceptable forms of documentation provided can be a copy of applicable purchase order, project invoice, or similar item-of-record.

## Rebate worksheet

The worksheet to determine the amount of rebate a project may qualify for is available on WH's website at <https://www.whe.org/energy-savings-rebates/commercial-programs-and-rebates/commercial-rebates.html> in an Excel worksheet format. That worksheet and the Applicant Information page must both be completed to qualify for a rebate.