

# Submitting an Easy Upgrades Lighting Project for Pre-Approval



## Pre-Approval is required for:

- Projects with incentives of \$1,000 or greater
- All non-standard lighting measures

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## Lighting Pre-Approval Application Process

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### 1. Complete the Lighting Tool and Accompanying Pages.

- Customer, supplier, and installation contractor information filled in completely:**
  - ✓ All required boxes must be filled out completely.
  - ✓ Customer (applicant) must sign and date the application that he/she has read and agrees to the program terms and conditions.
- Installing contractor and third party incentive recipients must sign an MOU:**
  - ✓ Idaho Power requires lighting installers and all lighting project third party recipients to sign a Memorandum of Understanding that he/she has read all the program terms and conditions and agrees to comply with them in full.
- Lighting Tool:**
  - ✓ Fixture type and count must be accurate.
  - ✓ Annual operating hours must be accurate.

### 2. Submit Project for Pre-Approval (prior to purchasing equipment or starting the project)

#### Pre-Approval Application Submittal Process

- Enter information on the lighting tool.
- Save the lighting tool (select “save as” and name the file the project name).
- Obtain customer signature and submit the signed Pre-Approval Application as an e-mail attachment in the same e-mail as you send the completed lighting tool. Customer keeps a copy of the application and the terms and conditions.
- Submit manufacturer cut sheets for all lighting measures you’re applying for an incentive—submit as attachments to the same e-mail.
- E-mail the completed lighting tool as an Excel document (not as PDF) to Idaho Power at [easyupgrades@idahopower.com](mailto:easyupgrades@idahopower.com), **along with the customer signed and dated Pre-Approval Application and manufacturer cut sheets for each product.**
- The subject line of the e-mail should read: Pre-Approval Application - (enter Project Name).  
*For example: Pre-Approval Application - Mike’s Auto.*
- Receive Idaho Power’s pre-approval prior to purchasing equipment or starting your project.

### 3. Selected project will receive pre-inspection.

### 4. Receive Pre-Approval Notification

Idaho Power will notify the customer and contractor of pre-approval via email.

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## Pre-Inspections

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Idaho Power conducts pre-inspections of existing lighting conditions prior to the energy efficient lighting retrofit. The customer and their lighting installer will be notified that a particular project is selected for pre-inspection. Ideally, the lighting installer will meet Idaho Power's inspector at the site to perform the pre-inspection together. Idaho Power's inspection results will be the basis for the pre-approval incentive amount. The following is a list of what Idaho Power looks for during a pre-inspection:

- ✓ Fixture counts listed on the application accurately reflect fixture count on site.
- ✓ Wattages listed on application accurately reflect existing wattages on site.
- ✓ Business hours listed on the application accurately reflect the actual business hours.
- ✓ The proposed measures are appropriate for the project.
- ✓ The project is comprehensive (e.g., lighting control opportunities have been addressed).
- ✓ Opportunities to appropriately de-lamp or reduce fixture count were addressed.
- ✓ No abandoned or neglected fixtures being applied for on the application.
- ✓ Customer comments regarding the project/process.

**NOTE:** If there is a discrepancy between the application submitted and the inspection results, the inspector will go over this information with you or in some cases, the project will be returned to you by email with an explanation of what was found during the inspection. You will then be required to resubmit the corrected paperwork to [easyupgrades@idahopower.com](mailto:easyupgrades@idahopower.com) for review, or Idaho Power may inform you that the project cannot be pre-approved.