

# Sustainable Office Design Program Application

The Sustainable Office Design (SOD) program offers building owners a predictable \$1 per square foot incentive, up to \$200,000, for improving the performance and energy efficiency of their lighting systems. SOD also gives lighting designers a way to give their clients improved savings by moving beyond simple prescriptive lamp and ballast approaches to system-based, integrated design solutions.

The simplified qualification and application process leverages documentation common to commercial tenant fit-out construction processes.

STEP 1. MAKE SURE YOUR PROJECT IS ELIGIBLE:	
<ul style="list-style-type: none"> <li>• Contact your utility representative before purchasing the equipment.</li> <li>• Equipment should be new and should be installed in a commercial office building within either Eversource or The United Illuminating Company service territory.</li> <li>• Confirm space receiving new lighting is between 7,500 and 200,000 in total area.</li> <li>• Confirm Open Plan Office component meets or exceeds 40% of total tenant area.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm that Open Office Cuble Partition heights are no higher than 48 inches.</li> <li>• Confirm that installed LPD does not exceed program limits of 0.60 W/sf.</li> <li>• Confirm that the number of control points meets program requirements of less than an average of 250 sf per control point.</li> </ul>
STEP 2. SUBMIT A COMPLETED APPLICATION FORM:	
<ul style="list-style-type: none"> <li>• Review the Terms and Conditions governing the program, then submit a completed application:</li> </ul> <p>&gt; Eversource customers, contact Jordan Schellens, Jordan.schellens@eversource.com</p>	<p>&gt; The United Illuminating Company customers, contact Glen Eigo, glen.eigo@uinet.com</p> <ul style="list-style-type: none"> <li>• Once pre-approved, a “pre-approval incentive letter” will be issued.</li> </ul>
STEP 3. REQUEST POST-INSTALLATION VERIFICATION:	
<ul style="list-style-type: none"> <li>• Once pre-approved, purchase and install the qualifying equipment within six months of utility representative’s pre-approval.</li> <li>• If there is a change in equipment, please submit updated application materials.</li> </ul>	<ul style="list-style-type: none"> <li>• At the post-installation verification, sign the post-installation customer acknowledgment section.</li> </ul>

## S.O.D. DESIGNS PURSUE THESE KEY STRATEGIES:

1. Lighting design solutions emphasizing efficiency and comfort
2. Low Lighting Power Density (LPD) designs
3. Lighting energy savings
4. Rich application of network lighting controls (i.e. programmable sweep,tuning, vacancy)
5. Daylight Harvesting where possible

## EVERSOURCE AND THE UNITED ILLUMINATING COMPANY ARE CURRENTLY ENROLLING PROJECTS THAT MEET KEY QUALIFYING STANDARDS:

- The new SOD Lighting program offer incentives for well-thought out, controls-rich lighting solutions.
- SOD qualifying designs use sophisticated occupancy controls and controlled dimming overlaid on efficient, low-installed wattage lighting plans.
- The effective Lighting Power Density (LPD) of SOD-qualifying installations are significantly below code maximums and will contribute toward LEED and EnergyStar Certification in buildings that have them.

# Sustainable Office Design Program Application

## PARTICIPANT INFORMATION

Company Name (please print)		Contact Name	
<input type="text"/>		<input type="text"/>	
Mailing Address			
<input type="text"/>			
City		State	Zip
<input type="text"/>		<input type="text"/>	<input type="text"/>
Telephone		Email Address	
<input type="text"/>		<input type="text"/>	
Facility Electric Utility (check one)		Electric Account Number (as stated on bill)	
<input type="checkbox"/> Eversource	<input type="checkbox"/> UI	<input type="text"/>	
Facility Gas Company (check one)		Gas Account Number (as stated on bill)	
<input type="checkbox"/> Eversource	<input type="checkbox"/> CNG	<input type="checkbox"/> SCG	<input type="text"/>

Facility Name (please print)		Contact Name	
<input type="text"/>		<input type="text"/>	
Mailing Address			
<input type="text"/>			
City		State	Zip
<input type="text"/>		<input type="text"/>	<input type="text"/>
Telephone		Email Address	
<input type="text"/>		<input type="text"/>	
Facility Type (select one):			
<input type="text"/>			
Facility Type (if "Other"):			
<input type="text"/>			

### Contractor Information

Company Name (please print)		Contact Name	
<input type="text"/>		<input type="text"/>	
Mailing Address			
<input type="text"/>			
City		State	Zip
<input type="text"/>		<input type="text"/>	<input type="text"/>
Telephone		Email Address	
<input type="text"/>		<input type="text"/>	

### Payment Method (PAYEE MUST SUBMIT A W-9 FORM)

Payment To:		
<input type="checkbox"/> Customer	<input type="checkbox"/> Vendor/Installer	
Payee Tax ID # (REQUIRED)		
<input type="text"/>		
Check Payable To:		
<input type="text"/>		
Payee Company Type:		
<input type="checkbox"/> Customer	<input type="checkbox"/> Not Incorporated	<input type="checkbox"/> Exempt

### Proposed Equipment Specification (Facility Detail)

**Building, Room, And Equipment Identification** (Installation Site):  
Description of project:

<input type="text"/>			
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Expected completion date:	Is existing equipment operational?    Yes    No    N/A
Expected start date (if known):	Estimated project costs:

### Customer Acknowledgment

I certify that all statements made in this application are correct to the best of my knowledge and that I have read and agree to the Terms and Conditions on the back of this form.

Participant Name (please print)	Participant Title	Signature of Participant Official	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Terms and Conditions

1. The Connecticut Light and Power Company, and/or Yankee Gas Service Company, both doing business as Eversource Energy ("Eversource") and The United Illuminating Company ("UI"), The Southern Connecticut Gas Company ("SCG") and Connecticut Natural Gas Corporation ("CNG") (collectively referred to herein as the "Utilities") manage the Connecticut Energy Efficiency Fund ("EEF"). To be eligible to receive an incentive payment from EEF, the Participant must obtain conditional approval from the Utilities prior to the purchase or installation of any Energy Efficiency Measures ("EEMs" or "measures"). The Utilities reserve the right to approve or disapprove of any application or proposed EEMs. If the project qualifies for incentive payments from EEF, Utilities will issue a Letter of Authorization or a Letter of Agreement (both referred to as an "LOA"). The Participant will have no right to receive, and Utilities will have no obligation to pay, incentives for any EEMs that have not been approved in writing in advance by the Utilities. Further, the Utilities are not obligated to pay incentives for projects which were pre-approved but are determined to not comply with program requirements after installation is complete. Incentives are not guaranteed until the Utilities verify that the EEMs have been installed and operating in accordance with the approved energy analysis report and/or any Exhibit(s) to the LOA, and the Participant has submitted any additional documentation regarding the EEMs requested by the Utilities.
2. To be eligible for an incentive payment, the Participant shall install EEMs and comply with the requirements listed in the LOA and verify the EEMs perform in their intended manner. The Participant shall design and install each and all EEMs identified in the LOA. Participant must provide itemized invoices relating to all EEMs, including the model, quantity and cost for each EEMs, and shall identify any applicable discounts or incentives. The Participant shall obtain all necessary permits and comply with all applicable laws, ordinances, building codes, and regulations of all appropriate governing authorities. Moreover, the Participant shall be responsible for any infraction or violation thereof, and any expense or damage resulting there from. The Participant receiving incentives shall be responsible for any tax liability associated with incentive payments. The Participant is not obligated to install any of the EEMs referred to in the LOA, and at any time may decide to forego the incentive payments for one or more measures. The Utilities shall issue a Form 1099 to all Participants who receive more than \$600.00 of incentives per year.
3. To be eligible for an incentive payment, the project must be inspected by the Utilities and verified to be installed and operating in accordance with the approved energy analysis report and/or LOA by the agreed upon completion date. The Participant shall notify the Utilities in sufficient time and allow the Utilities reasonable access to the facility to conduct such inspections and shall supply the Utilities with copies of any requested documents necessary to verify that the project complies with the LOA requirements.
4. Incentive payments from the EEF to the Participant are based on the EEMs actually installed by the Participant, which are specified in and in compliance with the LOA. The Utilities will provide the Participant (or its designee) with the actual incentive payment based on the Utilities' review and approval of final installed costs after installation of all measures. The Utilities are solely responsible for determining the final incentive amount and reserves the right to withhold the incentive payment until it has verified actual cost(s) of the measures or performance specifications of installed EEMs.
5. Participant acknowledges and agrees that (a) neither Utilities nor any of its employees, agents, representatives or consultants are responsible for assuring the design, analysis, engineering, and/or installation of any or all of the individual EEMs is proper or complies with any particular laws, codes, or industry standards, including, without limitation, current standards published or otherwise recognized as applicable to the technology, and (b) Utilities do not represent, warrant or guarantee the product or services of any particular vendor, manufacturer, contractor or subcontractor.
6. Only electricity retail distribution customers of the Utilities and/or firm gas customers of the Utilities, at time of inspection, are eligible to receive incentives and become Participants in any of the EEF energy conservation programs. In addition, Participants who receive service for the subject facility noted in the LOA via Utilities' distribution equipment are eligible for incentives.
7. The Utilities do not represent, warrant, or guarantee the safety of any EEMs or that the installation of any EEMs will result in any level of energy savings will occur at the level projected in the energy analysis report and/or the Exhibits or will result in any measurable energy related benefit. Factors that are impossible to predict, such as changes in facility use, equipment additions or modifications, cutbacks, or weather changes, etc., all of which may impact the Participant's future electric energy or natural gas use and savings. Utilities' scope of review for purposes of the LOA is limited to determining if the EEMs have met the program requirements. The Utilities do not include any kind of safety or performance review of the equipment installed or serviced in connection with the LOA or any planned or installed EEMs.
8. The Utilities reserve the right to perform, at EEF's expense, and within two years of incentive payment, a confidential project evaluation, under actual operating conditions, to help determine the actual energy savings. The Participant shall provide information as necessary to facilitate this evaluation.
9. The Participant hereby acknowledges and assigns to its participating electric utility, either Eversource or UI (as the case may be), any and all payments, benefits and/or credits in connection with the Forward Capacity Market or any currently existing or successor or replacement markets, (including, but not limited to, any and all "LICAP", "ICAP", transitional credits or payments or any and all other capacity-related credits, payments and/or benefits for which Participant is eligible) and that are associated with or applicable to Participant's participation in connection with the program that is the subject of the LOA. Participant hereby assigns to either Eversource or UI (as the case may be) all of its right, title and interest in and to any and all such capacity payments, credits and/or benefits and shall take any and all action, including executing and delivering any and all documents and/or instruments, as requested by either Eversource or UI (as the case may be) to evidence the same. Forward Capacity Market means the market for procuring capacity pursuant to ISO-NE Tariff, FERC Electric Tariff No. 3, Section III, Market Rule 1, Section 13, any modifications to the Forward Capacity Market, or any successor or replacement market/capacity procurement process.
10. If the Participant requests in writing additional time to complete the EEMs at least (5) five business days prior to the project's estimated completion date as stated in the LOA, Utilities may grant an extension, but reserve the right to re-evaluate any program incentives or modify the EEF Energy Conservation Program Standard Terms and Conditions in effect at the time of the request.
11. Utilities may, by written notice, terminate the LOA for convenience, in whole or in part. In this event, Utilities shall pay, from the EEF, the unit or pro rata price for the performed and accepted portion of the project, and a reasonable amount, not otherwise recoverable from other sources, for the unperformed or unaccepted portion of the project, provided that the total compensation does not exceed the total amount in the LOA. No allowance will be made for anticipated profits. Utilities and the EEF shall not be liable for any consequential or incidental damages for termination under this Article.
12. These Standard Terms and Conditions are applicable only to the facilities described in the LOA and not to any future additions or alterations to the Participant's facility that may be serviced by Utilities.
13. The Participant shall defend, indemnify and hold harmless Utilities, their directors, officers, employees, agents, affiliated companies, and representatives, against and from any and all loss, claims, actions, or suits, including cost and reasonable attorneys' fees, arising from the Participant's participation in Utilities' Energy Efficiency Services. Utilities shall not be liable to Participant for any damages in contract or tort or otherwise including negligence caused by any activities related to Participant's participation in Utilities' Energy Efficiency Services, including without limitation the actions or omissions of any design professional or any employee, agent, contractor, subcontractor or consultant retained by Utilities. Utilities' liability under the LOA shall be limited to paying the incentives specified for the EEMs, but only as and if such incentives become payable to Participant and only to the extent that such incentives are not subject to repayment as provided in the LOA. In no case shall Utilities be liable to Participant for any special, indirect, consequential, incidental, punitive or exemplary damages of any kind including but not limited to loss of use, lost profits, out of pocket expenses by statute, tort or contract, in equity under any indemnity provision or otherwise.
14. These Standard Terms and Conditions are binding on the heirs, successors and assigns of the Participant and Utilities. The LOA shall not be assigned by either party without prior written consent of the other.
15. The LOA shall be administered and interpreted under the laws of the State of Connecticut. If any part is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the terms and conditions shall continue in full force and effect.
16. The Participant understands that all funding for this program derives from the EEF and funded by the customers of the Utilities. The Utilities are not responsible for any costs or damages incurred by the Participant if funding for this program or the EEF is reduced or eliminated by the State of Connecticut, the Department of Energy and Environmental Protection or the Connecticut Public Utilities Regulatory Authority.
17. The parties shall endeavor to resolve any dispute arising out of or relating to the LOA by mediation before the alternative dispute resolution staff of the Public Utilities Regulatory Authority. If a resolution cannot be reached in that forum, the parties agree resolve their dispute by the CPR Mediation Procedure then currently in effect. Unless the parties agree otherwise, the mediator will be selected from the CPR Panels of Distinguished Neutrals. Any controversy or claim arising out of or relating to the LOA, including the breach, termination or validity thereof, which remains unresolved 45 days after the appointment of a mediator, shall be finally resolved by confidential, final and binding arbitration in accordance with the CPR Institute for Dispute Resolution Rules for Non-Administered Arbitration then currently in effect, by a sole arbitrator. The arbitration shall be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1-16, and judgment upon the award rendered by the arbitrator may be entered by any court having jurisdiction thereof. The place of arbitration shall be Hartford, Connecticut, or such other location mutually agreed to by the parties. The arbitration must be commenced within two years of the conduct or action giving rise to the dispute.

# Sustainable Office Design Program Application & Instructions

## PROGRAM REQUIREMENTS

### All projects that qualify under this program must:

- Be a code-dependent office fit-out project or extensive/substantial renovation project that consists of the installation of new fixtures throughout the building or renovated spaces.
- Provide maintained lighting levels in accordance with the recommendations of the Illuminating Engineering Society of North America's (IESNA) 10th Edition Handbook or supporting Design Guides.
- Provide high quality lighting achieving appropriate levels of glare control, color rendering, lighting uniformity and other lighting quality parameters.

- Meet all requirements as specified in this application document.
- LED products should meet or exceed ENERGY STAR® or Design Lights Consortium (DLC) technical requirements. Those that are not ENERGY STAR® or DLC rated should be discussed with your utility representative.
- Projects must meet current state and local energy code requirements.
- Only lighting designers who have obtained LC, CLEP CLD certification, or who are current members of IALD are eligible for the Lighting Designer Incentive. Eligible lighting designers must design, engineer or install and not benefit solely from the sale of the lighting.

## QUALIFYING FOR THE NEW INCENTIVES - Required Supporting Documentation:

Please check those items being supplied with this application.

	Signed Lighting Compliance Certificate (COMcheck <u>Space-by-Space</u> method, or equivalent) run under current code conditions
	Electrical plans showing lighting layouts and control points and types
	Lighting fixture schedule including manufacturers model number, rated wattage, and specification sheets
	A specification sheet showing that the office cubicle partitions installed in open office spaces are not higher than 48 inches

### DESIGN STEP 1:

Organize the planned space into commonly used space types used in COMcheck Software. See Application Guides.

### DESIGN STEP 2:

Select lighting fixtures and layouts that deliver appropriate lighting levels and quality. Design for LPD levels below Code. Use COM-Check Space by Space methods or AGI or Visual software to tabulate LPD.

### DESIGN STEP 3:

Select control components and technologies that meet recommended best-practices for each space type. Provide controls at a density that meets program criteria.

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| <ul style="list-style-type: none"> <li>• Equipment shall be new and installed in a commercial office building within either Eversource and The United Illuminating Company service territories</li> <li>• Space receiving new lighting is at least 7,500 sf in total area</li> </ul> | <ul style="list-style-type: none"> <li>• Open Plan Office component meets or exceeds 40% of total area</li> <li>• Open Office Cubicle Partition Heights will be no higher than 48 inches</li> <li>• Contact your utility representative before purchasing and installing the equipment</li> </ul> |
|--|---|

# Sustainable Office Design Program Application

1. Total Project Floor Area on COMcheck = (maximum is 200,000)		SF	
2. Total Project Floor Area (line 1) x 0.40 =		SF	(Calculate Required Minimum Area of Open Plan Offices)
3. Project Floor Area of Open Office = (COMcheck Space Type. See Section 2 of COMcheck)		SF	(must equal or exceed line 2)
4. Designed Total Lighting Load = (from COMcheck or AGL/Visual tabulation)		W	(Total Proposed Watts)
5. Lighting Load/ Project Floor Area (line 4/ line 1) =		W/SF	(Overall LPD MUST NOT exceed 0.6 W/sf)
6. Total Number of Control Points (from Table below) =			
7. Total Project Floor Area / Total Number of Control Points (line 1/line 6) =			(Average floor area per control point MUST NOT exceed 250)
8. Requested Incentive (\$1.00 / SF x Total Project Floor Area, Up to \$200,000) =			
LIGHTING CONTROL TYPES	Fixture Type	No. of Control Points Provided *	No. of Fixtures Controlled
Wall Mounted DIMMER Switch			
Wall Mounted OCCUPANCY Sensor Dual Technology - low voltage or networked			
Wall Mounted OCCUPANCY Sensor PIR - low voltage or networked			
Ceiling Mounted OCCUPANCY Sensor Dual Technology			
Ceiling Mounted OCCUPANCY Sensor Dual Technology - line voltage			
Ceiling Mounted OCCUPANCY Sensor Dual Technology - low voltage or networked			
Ceiling Mounted OCCUPANCY Sensor Ultrasonic Hallway			
Ceiling or Wall Remote Mounted PHOTOCELL Sensor			
Fixture Mounted PHOTOCELL Sensor or OCCUPANCY Sensor			
Addressable Ballasted Fixture with Networked or Wireless Control			
Other Lighting Control not listed (attach cut sheets)			
<b>Enter totals</b>			
(* Two sensors - both OCCUPANCY and PHOTOCELL) in one device can be entered as two Control Points)			

# Sustainable Office Design Lighting Designer Incentive (LDI)

This incentive goes directly to the lighting design team to reward their efforts to achieve lighting energy savings while maintaining quality lighting design. The goal of both the program and the incentive is to have a strategic and meaningful impact on lighting projects, ensuring that energy efficiency is considered from the beginning and is supported until the end of a project.

These lighting design solutions will have greater persistence because they are designed by professionals who have balanced the human needs of the project with the performance requirements of the lighting system, creating quality designs that are “right-sized” for the project by being energy-efficient.

- LDI is offered to lighting design teams for Sustainable Office Design projects. Projects must be approved by Eversource for LDI to apply.
- LDI is not available for projects that participate in the Eversource Energy Conscious Blueprint Whole Building approach. A separate Design Team Incentive is available for project teams of qualifying Whole Building projects. Ask your Eversource energy efficiency consultant for details.
- LDI is a sum equal to 20% of the customer incentive offered for a project, up to a maximum of \$15,000 per project.

## LIGHTING DESIGNER QUALIFICATIONS

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LDI will be paid to the lighting design team to reward their design and modeling efforts to achieve deep lighting energy savings.

- The lighting design team is responsible for laying out and selecting fixtures, and may not receive compensation on or related to the sale of lighting products or work for an organization that receives revenue related to the sale of lighting products.
- The lighting designer must have at least one of the following qualifications:
  - Lighting Certified (LC): successful completion of the National Council on Qualifications for the Lighting Professions Lighting Certification Examination
  - CLEP: certification from the Association of Energy Engineers
  - IALD: professional membership in the International Association of Lighting Designers
  - CLD: status as an IALD-sponsored Certified Lighting Designer

## LDI PAYMENT PROCESS

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LDI will be paid in two installments. 50% upon pre-approval of the project when the letter of authorization is issued and 50% upon Eversource’s confirmation of installation, which is the same time Eversource makes the customer incentive payment. Eversource will make the payment to the lighting design team lead. The lighting design team lead may choose to split the incentive with additional parties. For the first LDI installment, the lighting design team shall submit the attached Lighting Designer Incentive Worksheet and a W-9.

# Lighting Designer Incentive – Worksheet

## PROJECT INFORMATION

Name of Project:

Primary Project Contact:

Address of Project:

City

State

Zip

Telephone

Email Address

Project number (To be Completed by Eversource or UI):

## INCENTIVE PAYABLE TO:

Name of Lighting Design Firm/Designer:

Address:

City

State

Zip

Telephone

Email Address

Designer Qualifications: (Please check all that apply)

Lighting Certified (LC)

CLEP

IALD

CLD

## INCENTIVE INFORMATION (TO BE COMPLETED BY EVERSOURCE OR UI)

Project Incentive Amount(\$)

Lighting Designer Incentive Amount  
(20% of total project incentive, up to \$15,000)

Designer Name(print)

Designer Signature

Date