



LIPA's NOT-FOR-PROFIT REBATE PROGRAM

Equipment Eligibility Guidelines

1. Incentives are available only for not-for-profit qualified electric customers in the LIPA service territory. (See Application Certification Statement for details).
2. Please review all general eligibility and participation guidelines, program terms and conditions, and instructions in this application.

Instructions: (Please read Pre-Approval Requirements below)

Incentive Requests for Less Than \$10,000 – No Pre-Approval Required

1. A LIPA Commercial Energy Analysis must be completed before submission of rebate application.
2. Complete all applicable sections and worksheets. LIPA strongly recommends that worksheets be completed with the assistance of the LIPA Representative, or equipment contractor or vendor.
3. Sign the Certification Statement and mail the application form, completed application work sheet and required documentation to: LIPA, 25 Hub Drive, Melville, New York 11747, Attn: Stacey Wagner. Required documentation includes: item description, paid invoices, product manufacturer and model number and manufacturer literature.
4. LIPA may require a post-installation inspection. If so, LIPA will schedule the inspection at a convenient time providing at least one week advance notice.
5. Upon approval of the application, LIPA will authorize the incentive payment and either mail a check to the applicant or apply a credit to the applicant's electric account.

For Incentive Requests from \$10,000 and Up (PRE-APPROVAL REQUIRED)

1. A LIPA Commercial Energy Analysis must be completed before submission of rebate application.
2. Before purchasing equipment, complete all applicable sections and worksheets. LIPA strongly recommends that worksheets be completed with the assistance of the LIPA Representative, or equipment contractor or vendor.
3. Sign the Certification Statement and mail the application form, completed application work sheet and required documentation to: LIPA, 25 Hub Drive, Melville, New York 11747, Attn: Stacey Wagner. Required documentation includes: item description, paid invoices, product manufacturer and model number and manufacturer literature.
4. After the application has received preliminary approval (Pre-Approval), you will be notified in writing and assigned a project number. You may then purchase and install the pre-qualified equipment.
5. After installing the pre-qualified equipment, obtain documentation including: item description, paid invoices, product manufacturer and model number and manufacturer literature. Send this documentation to LIPA with a brief letter indicating that the project is complete.
6. LIPA may require a post-installation inspection. If so, LIPA will schedule the inspection at a convenient time providing at least one week advance notice.
7. After verification that all necessary requirements have been met, LIPA will authorize the incentive payment and either mail a check to the applicant or apply a credit to the applicant's electric account.