



Leading the Way to a Brighter Future
Program of the Maine Public Utilities Commission

Business Program INCENTIVE CHECK APPLICATION GUIDELINES

Step One—Completing the Application: Projects for incentives less than \$1,000.00 do not require pre-approval. Most applications requesting an incentive above \$1,000.00 will need to be pre-approved before installation begins.

When filling out an application, the following information is absolutely necessary:

- 1) Your Company Name
- 2) Federal Tax ID# or Non-Profit#
- 3) Number of Employees, even if just yourself
- 4) The Mailing Address where the incentive will eventually be mailed
- 5) The Physical Address of the project, if different from the mailing address
- 6) Signature and Date
- 7) Projected Costs for Materials and Labor, even if subject to change

Include the manufacturer's specifications or "cut sheets" for each item to be installed. Even if several projects are submitted at the same time involving identical equipment, submitting the cut sheets with each application greatly speeds up the review process.

Finally, if the requested incentive does not require pre-approval, submit the invoices for materials and labor along with the application. The labor invoices provide proof that the equipment was installed. If the labor is handled in-house, a purchasing invoice for materials will suffice. If the project does require pre-approval, no invoices are necessary at this time.

Step Two—The Review and Pre-Approval: Once an Efficiency Maine engineer has all of the necessary information, the review process begins. On the average, this takes several weeks depending on the complexity of the project. The reviewer may contact a participant to ask questions or obtain further information during this time. If the incentive is less than \$1,000.00, the application is immediately processed for payment once the review is complete. Otherwise, if an application meets the necessary criteria, a Pre-Approval Form is sent to both the participant and contractor for the project.

Step Three—Returning the Pre-Approval Form: As soon as possible, the form should be signed, dated and returned to Efficiency Maine either by fax or mail. Once a participant receives a Pre-Approval form, the installation may begin.

Step Four—Submission of Invoices: When a project is completed, invoices showing proof of installation are sent to Efficiency Maine by fax or mail. A final review of the project is made to harmonize the invoices with the original application.

Step Five—Site Inspections: All projects requesting an incentive of \$5,000.00 or greater are subject to a site inspection. An Efficiency Maine representative will contact the participant to set up a convenient time. Other projects will be randomly assigned a site inspection at the discretion of Efficiency Maine.

Step Six—Incentive Payout: If a site inspection is not necessary, a check will be mailed to the participant. Otherwise, the incentive check is mailed out pending the results of the site inspection. A Final Approval Form is also sent separately to be signed, dated and returned as a last step of the process. Returning the Final Approval Form will not affect the mailing of the incentive check.