



The Cape Light Compact encourages the submission of comprehensive energy efficiency projects on Cape Cod and Martha's Vineyard. We strive to make the application process as smooth and user-friendly as possible consistent with upholding our obligation to the rate-payers and the State regulators to administer their funds wisely.

We have compiled a checklist to assist you in the application process. It contains commonly encountered problem areas that must be resolved in order to finalize the application (see STEP 1). Please review the list carefully and check off each step (if applicable) below as you go through the application before submission. If you have any questions on any of the requirements please do not hesitate to call 1-800-797-6699 and ask for John Burns or Vicki Marchant from the Commercial & Industrial team at Cape Light Compact.

Cape Light Compact hires off-Cape consultants to assist with preparing and processing the applications. If a consultant is assigned to your project, please strive to keep appointments and quickly respond to all information requests. Missing an appointment or ignoring an information request can be costly, time consuming and can seriously delay the processing of the application. Please see STEP 2 below for additional requirements as you navigate the application and approval process.

### **STEP 1: Application checklist**

Please complete all of the following steps before submitting your application:

1. Include your utility (NSTAR) account number.
2. Include your Federal Identification Number (FID#).
3. Submit drawings (when required) either electronically in PDF format or (minimum) half-size. Submit only the drawings requested i.e. mechanical and/or electrical, etc.
4. Provide technical specifications for equipment in a separate, clear and concise document. Generic manuals are not accepted.
5. Provide all required information i.e. square footage, energy and demand savings calculations, invoices and/or proofs of payment.
6. Identify a person to sign the application that is authorized to commit the company to Cape Light Compact Terms and Conditions i.e. Owner, President, Vice President, etc. Copies of signatures will not be accepted for final payment.

7. If a rebate is to be paid to a vendor, the vendor must have a W-9 form on file with the Cape Light Compact. If the incentive check is to be issued to a vendor, the Cape Light Compact will honor at the specific request of the customer only, and then only if the vendor has a W-9 form accepted and on file with us. Rebates paid to the customer (applicant) typically will not require a W-9.
8. Send in your completed application through the mail or in person to Cape Light Compact. Faxed applications can be used as working documents but are not acceptable for final payment approval.

**STEP 2: Additional requirements**

- Respond promptly to data requests from the consultants.
- Contact the consultant in advance if you must reschedule your appointment.
- Confirm application approval before beginning a project. Applications must be pre-approved by the Cape Light Compact before work is begun.
- Complete projects within 180 days of the issuance of a pre-approval letter unless a waiver is granted at the discretion of the Cape Light Compact. Waivers will only be granted for compelling reasons i.e. large new construction projects that take longer to build, unavoidable delays, etc.
- We cannot honor requests for after-the-fact rebates as they are specifically prohibited by State regulators.

**No vendors, other than those specifically retained by the Cape Light Compact, represent the Cape Light Compact. Currently, the only vendors authorized to act on behalf of the Cape Light Compact in Commercial and Industrial Programs are:**

***RISE Engineering – Audits and Direct Installations***

***National Resource Management (NRM) - Refrigeration***

***Alan Mulak, P.E., LLC – Technical Consulting***

***Demand Management Institute (DMI) – Engineering Studies/Technical Consulting***

***Honeywell – Application Processing/Quality Control Inspections***

***Northern Energy Systems (NES) – Quality Control Inspectors***

Architects and Engineers participating in Cape Light Compact programs must attend a free informational seminar; the next is scheduled for **September 10, 2009**. Please call 1-800-797-6699 for more information.

Please refer back to this document from time to time as it will be frequently updated. Applicants are required to read and accept the Terms and Conditions attached to each application.