

Bright Rebates

Procedures and Steps to Submit a Bright Rebates Project

1. Contact our experts at **253-502-8619** or **BrightRebates@CityofTacoma.org** to verify the business rate (Class B or G/HVG). This is a required field in the application.
2. Submit a completed Bright Rebates application along with Spec Sheets for the proposed equipment, any layouts or drawings, and photos of the existing conditions to **BrightRebates@CityofTacoma.org**.

Bright Rebates application project input fields:

1. Customer tab: All fields must be completed. An estimated installed cost including hired labor and materials must be entered for the workbook to calculate an incentive.
2. Trade Ally tab: Enter the person submitting the paperwork and/or the project contact information that is not the customer, enter “SELF INSTALL” if there is no Trade Ally.
3. Spaces tab: Enter the PRIMARY building operation schedule and HVAC conditions. This is generally companies open business hours, and how the main portion of the building is heated or cooled.
 - A. Enter 51 weeks a year if the company takes the seven major holidays off. Only enter 52 weeks if they NEVER close, or the lights NEVER go off.
 - B. Each room or area requires its own space to capture any different operating hours and/or HVAC conditions from the main operating conditions. Examples: conference rooms 4 to 6 hours, electrical rooms and closets ~1 hour, restrooms 4 to 6 hours, and breakrooms may be 4 to 6 hours or full shift hours. Warehouses or production, stairwells, and egress may be unheated and uncooled and operate 24 hours.
 - i. Once the first unique space is created there is an “add a new row BELOW the current one” button you click to create the next space.
 - ii. Talk with personnel to determine the accurate operating hours and HVAC conditions for each space (we will confirm).
 - iii. Capture EM lighting, egress, and exit signs that are never off as their own spaces with 24/7/52 operating hours.
 - C. Assembly is public assembly or gathering locations, not manufacturing (e.g., churches).
 - D. If a room has an existing occupancy sensor, you must reduce the operating hours by 25% for that space. Enter this in the NOTES box below the created space so we know there are existing controls.
 - E. Exterior as a space is already created. You must create an “OTHER” space if the operation of the exterior lighting is other than standard dusk to dawn.

4. Measures tab:
 - A. Select a space from the drop down and enter the existing equipment, the proposed equipment and if NEW controls are included for each line. Use the “ADD a new line BELOW the current one” button below for the next line item. You can have as many lines for each space as is needed to cover the existing equipment, and what is being proposed to replace it.
 - B. For decommissioning or removal, enter the existing equipment and “0” for quantity of proposed equipment.
 - C. You must put the manufacturer’s name and complete fixture part number in the notes section for each line item. This tells us which fixture is being installed and its location(s).
 - D. The only time you would check the “Controls” box for exterior lighting is if an Occupancy Sensor or controls will be installed that will step down the fixture output based on a time clock. Describe the controls you use in the NOTES box. **Photocells are a code requirement for exterior fixtures and do not qualify for an incentive.*
 - E. For networked lighting controls systems, you must include a sequence of operations, programming details for the fixtures being controlled, and a lighting layout of the control zones.
3. Spec Sheets must be submitted with your application:
 1. LED fixtures and lamps must be listed on one of the following approved lists:
 - A. [Design Lights Consortium \(DLC\)](#)
 - B. [ENERGY STAR light bulbs](#)
 2. If the Spec Sheet does not have the DLC or Energy Star label, include a screen print from Design Light Consortium (DLC) or Energy Star webpages showing a current approved listing.
 3. If installing an adjustable wattage LED fixture that uses blue tooth, an app, or network controls to adjust the lumen output on the fly, you must select the highest wattage. If it is manually set before installation (dipswitch) you can input the wattage the fixture will be set to at installation. You must provide photos of the installed fixtures showing the setting in place.
4. Photos for before and after inspections:

Provide enough detailed photo/video evidence that is equivalent to an in-person site visit by Tacoma Power. A photo of each type of existing fixture and its after-installation replacement is required.

 1. If it is a flat lensed troffer or similar, drop the lens for a photo showing the number and type of lamps installed in the fixture.
 2. Only one set of photos is required for each type of equipment being replaced. For example, if there are 100 of the same fixtures in a facility, then only one set of close-ups, long-shot representing the location and installed conditions, and nameplate (part number or lamp label), would be required. There is no need to provide photos of every fixture.

3. If unsure of existing conditions, or difficult to access, ask the maintenance staff what they are. If they have maintained those fixtures, they probably know.
4. If the equipment is difficult to access, you may provide nameplate pictures and photos of the removed equipment to confirm the lamp/wattage at closeout. This is common for exterior pole mounted and wall pack fixtures with existing wattage that can be difficult to verify until the fixtures are replaced.
5. After installation:
 1. Submit copies of invoices for the project after installation. Add any items from the estimated project cost including materials (preferably showing the part numbers and quantities), labor, lift rentals, etc.
 2. Submit as installed photos per “4.” above.