

# Application Instructions and Guidelines

Program is offered from June 1, 2021 to May 31, 2026, or until funds are exhausted.  
Incentive values and measures may be modified or terminated at any time without prior notice.

## Follow This Easy Process

### STEP 1

#### Verify Your Eligibility

- Applicant must verify that they are a business customer of PECO (commercial, industrial, governmental, institutional and non-profit).
- Project must include a facility improvement that results in an upgrade to electric energy efficiency (kWh) and/or a permanent reduction in electric energy usage.
- All equipment must be installed in facilities served by PECO, with a valid PECO account number on an eligible PECO non-residential rate.
- See this link for the Resources Page: [tinyurl.com/pecowaystosave](https://tinyurl.com/pecowaystosave)

### STEP 2

#### Submit Your Application to Reserve Funds

There are several ways to do this.



Submit application online at: [tinyurl.com/pecowaystosave](https://tinyurl.com/pecowaystosave)



Email completed application to: [pecowaystosave@dnv.com](mailto:pecowaystosave@dnv.com)



Mail completed application to: PECO Energy Efficiency Solutions for Your Business, 4377 County Line Road, Chalfont, PA 18914



Fax completed application to: 1-215-996-3982

- Incentive funds will be reserved when your application is approved.
- Complete the Project Scope pages in this application for each measure that you are installing.
- For some projects, a pre-installation inspection will be required. Most projects require documentation of the equipment being replaced.
- Incentive funds are reserved for 90 days. Contact the PECO Energy Efficiency Solutions for Your Business team for specific questions regarding funding reservations and extensions.

### STEP 3

#### Install Equipment or Perform Project Work

- The equipment installed must meet or exceed the specifications and requirements found in the measures tables and detailed in the Application Manual. Equipment must be installed within the program period.

### STEP 4

#### Submit Final Application

- Submit a Final Application within 180 days of project completion, but no later than May 15, 2026. The Final Application is included as a page in this form. Include the following documentation with your Final Application: Customer/contractor information, a signed Final Application, itemized invoices, specifications and an updated scope of work. All projects that include lighting will require a completed TRM Lighting Worksheet, which can be found at: [tinyurl.com/pecowaystosave](https://tinyurl.com/pecowaystosave)
- The program team will review your Final Application. For some projects, a final inspection will be part of the final review.
- The program team will send incentive checks four to six weeks after your Final Application is approved.

Have questions? Contact the program team at 1-866-371-9343.

# Incentive Application Checklist

## Pre Application

- ❑ Incentive application completed
- ❑ (optional) Work scope completed in appropriate page (e.g., HVAC) for lighting see below\*
- ❑ PECO account # or copy of current PECO bill
- ❑ Documentation of existing equipment such as photos, inventories, etc.
- ❑ Lighting Worksheet\* (for lighting projects)
- ❑ New Equipment Specifications/Cut Sheets
- ❑ Building Permit and COMCHECK report (for New Construction projects only)

## Final Application

- ❑ Signed Final Application agreement
- ❑ Documentation of new and existing equipment such as photos, inventories, etc.
- ❑ (optional) Final Work scope in appropriate page (e.g., Retrofit Lighting, HVAC)
- ❑ Equipment Specifications/Cut Sheets (if scope has changed)
- ❑ Lighting Worksheet\* (if scope has changed)
- ❑ Certificate of Occupancy (for New Construction projects only)
- ❑ Itemized invoice

\*TRM Lighting Worksheets can be submitted for retrofit lighting projects.

## Project Summary

Measure Category	Total Estimated Incentives**
LIGHTING	
HVAC	
ELECTRIC CHILLERS	
REFRIGERATION	
MOTORS AND VFDs	
COMPRESSED AIR	
DATA CENTERS	
NEW CONSTRUCTION LIGHTING	
NEW CONSTRUCTION WHOLE BUILDING	
CUSTOM	
Estimated Incentives	

\*\*Incentive cannot exceed 100% of the total project cost and must meet all program terms and conditions.