

## PRESCRIPTIVE APPLICATION INSTRUCTIONS

Baltimore Gas and Electric (BGE) offers incentives for its Smart Energy Savers Program<sup>SM</sup> to help commercial and industrial customers offset the upfront costs for energy-efficient improvements in existing facilities and with new equipment or facilities.

### Eligibility:

- Incentives are available to non-residential, commercial or industrial customers within the BGE service territory.
- Incentives are available to customers on rate schedules G/GS, GL or P.
- All equipment must be new. Used or rebuilt equipment is not eligible for incentives. Existing equipment must be removed and not reinstalled within the BGE service territory.
- BGE reserves the right to deny any application that may result in BGE exceeding its program budget. Incentives are offered on a first-come, first-served basis and are subject to project and Customer eligibility and availability of funds.

### Pre-Approval Requirements:

Pre-approval from BGE is required for all prescriptive applications where the incentives exceed \$5,000. Prior to purchasing and installing any equipment, a completed application form and appropriate manufacturer data sheets must be submitted for review. After the application has been pre-approved, the applicant will be notified in writing and assigned a project identification number along with any specific instructions. Applicant may then purchase and install the pre-approved equipment.

Applications where the incentives are less than \$5,000 do not require pre-approval. The applicant may purchase and install the approved equipment and submit the completed application form and supporting documentation.

### Application Process:

- Verify that your project is eligible and meets the eligibility requirements specified on the individual application forms.
- Download the appropriate application from [BGESmartEnergy.com](http://BGESmartEnergy.com) and complete each section as appropriate. Attach all required documentation such as equipment specification sheets, equipment inventory sheets, building plans and invoices. Submit completed application and supporting material via the mailing address on the application, fax to 410-290-0861 or email to [Business@BGESmartEnergy.com](mailto:Business@BGESmartEnergy.com).
- All applications will be reviewed for eligibility and completeness. Completed applications will be reviewed in the order received. Applicants who submit incomplete applications will be notified of deficiencies. BGE may require a pre installation inspection.
- Purchase and install the pre-approved equipment according to the terms and conditions described for the eligible measures as set forth in the application. Notify the company immediately if there are any changes to the scope of work as this may necessitate additional pre-approval.
- After installing the pre-approved equipment, submit final application with authorization signature and payment option, and supporting documentation including paid invoices to the address on the application form. BGE may require a post installation inspection to verify compliance with program rules and verify the accuracy of project documentation and equipment operation.
- Upon review and approval the application, BGE will authorize payment. The incentive check will be mailed 4–6 weeks after project completion and approval.