



[DATE]

[First Name] [Last Name]  
[Company Name]  
[Mailing Street Address]  
[City], [State] [Zip]

RE: Project Pre-Approval [INSERT PROJECT ID]

Dear [First Name] [Last Name],

Thank you for your interest in the BGE Smart Energy Savers Program<sup>®</sup>. This letter serves to confirm our pre-approval of the proposed energy efficiency improvement at your facility located at [INSERT SITE ADDRESS]. We have reviewed your [INSERT END USE] application and are pleased to pre-approve an incentive of \$[INSERT TOTAL INCENTIVE AMOUNT].

The pre-approval is based on the accuracy of the information provided in your application and compliance with all Terms and Conditions of the Program. Payment of an incentive for this project is not guaranteed and is contingent upon program funds being available at the time of final approval. Any changes in scope, including changes in quantities or measure types, must be submitted to BGE for approval prior to purchasing and installing. Changes should not be made without receiving written approval from BGE. BGE reserves the right to either re-calculate the pre-approved incentive amount or revoke this commitment if it determines that there are deviations in the types, amounts, costs or performance of any of the pre-approved energy efficiency measures.

The pre-approval is valid for [INSERT # OF MONTHS] months from the date of this letter. If the work is not completed before this date, you will be required to submit an extension request in writing and have it approved by BGE, prior to the original commitment date. Extension requests are not guaranteed and are at the sole discretion of BGE. Projects that exceed the commitment period can be cancelled by BGE without prior notice. If changes to the energy efficiency measures covered by the application become necessary, you must contact BGE for approval prior to implementing the changes to insure that any additional work is eligible for incentives.

**Upon project completion, please sign the Customer Acknowledgement section of this letter. Please remember, one of the following is required to initiate the payment process:**

1) If you submitted the application via the Application Center, please upload this signed pre-approval letter and detailed project invoices to the project file in the Application Center. As a reminder, you can access the Application Center at <https://bgeiconline.programprocessing.com>. To upload, open the project by your project ID, [INSERT PROJECT ID], navigate to **Your Tasks** and browse to the file. Please remember to check off **Submit for Processing** after you have uploaded your files.

OR

2) Email this signed pre-approval letter and detailed project invoices to [Business@BGESmartEnergy.com](mailto:Business@BGESmartEnergy.com)

**Customer Acknowledgement (TO BE SIGNED UPON PROJECT COMPLETION):**

By signing below, I hereby acknowledge that I have read and agree with the program Terms and Conditions, and hereby certify that the equipment listed in the application form has been installed to my satisfaction.

Authorized Representative \_\_\_\_\_ [INSERT NAME] \_\_\_\_\_ Title \_\_\_\_\_ [INSERT TITLE] \_\_\_\_\_  
(Please print)

Signature \_\_\_\_\_ **[INSERT SIGNATURE]** \_\_\_\_\_ Date \_\_\_\_\_ **[INSERT DATE]** \_\_\_\_\_

Public Relations events highlighting the project and its involvement with the BGE Smart Energy Savers Program<sup>®</sup> are welcomed and encouraged. Please send all event details to [Business@BGESmartEnergy.com](mailto:Business@BGESmartEnergy.com).

Again, thank you for your interest in the BGE Smart Energy Savers Program<sup>®</sup>. If you need additional assistance, or have any questions, feel free to contact a representative at 410-290-1202.

Sincerely,



William J Wolf  
Manager I&C Conservation Programs  
BGE Smart Energy Savers Program<sup>®</sup>

SAMPLE