

Application Guidelines



Step One—Completing the Application: Projects for incentives less than \$2,500.00 do not require pre-approval. Most applications requesting an incentive above \$2,500.00 will need to be pre-approved before installation begins. When filling out an application, the following information is required:

- Company Name
- Federal Tax ID#
- Number of Employees, Including Yourself
- Mailing Address
- Physical Address of the Project (if Different)
- Signature and Date
- Projected Costs for Materials and Labor
- Manufacturer's Specifications or "Cut Sheets" for Each Item to be Installed
- If the requested incentive does not require pre-approval, include the invoices for materials and labor along with the application. The labor invoices provide proof that the equipment was installed. If the labor is handled in-house, a purchasing invoice for materials will suffice. If the project does require pre-approval, no invoices are necessary at this time.

Step Two—Review and Pre-Approval: The review process begins once Efficiency Maine has received all of the required information. On average, this may take several weeks depending on the complexity of the project. Efficiency Maine may contact you to ask questions or obtain further information. If the incentive is less than \$2,500.00, the application will be processed for payment once the review is complete. Otherwise, if an application meets the program criteria, a Pre-Approval Form is sent to both the participant and contractor for the project.

Step Three—Returning the Pre-Approval Form: As soon as possible, the pre-approval form should be signed, dated and returned to Efficiency Maine either by fax or mail. Project installation may commence only after the project has been pre-approved.

Step Four—Submission of Invoices: Following project completion, invoices detailing proof of installation should be sent to Efficiency Maine by fax or mail. A final review of the project will be made to correlate the invoices with the original application.

Step Five—Site Inspections: All projects requesting an incentive of \$5,000.00 or greater are subject to a site inspection. Efficiency Maine will contact the participant to set up a convenient time for the site inspection. Other projects will be randomly assigned a site inspection at the discretion of Efficiency Maine.

Step Six—Incentive Payment: If a site inspection is not necessary, an incentive check will be mailed to the participant. For all other projects, incentive checks will be mailed within 2 weeks of a satisfactory site inspection.