



# SMALL BUSINESS LIGHTING PROGRAM

## PROGRAM GUIDELINES

See your business in a new light



**Énergie NB Power**

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## 1.0 PROGRAM INTRODUCTION

The primary objective of the **Small Business Lighting (SBL) Program** is to assist small business owners and operators of commercial buildings in reducing electricity consumption by implementing low-cost, energy efficient lighting retrofit projects. Reducing consumption reduces costs, which can increase competitiveness while the lighting retrofit can also improve building comfort.

The **SBL Program** provides financial incentives to small businesses to offset capital costs of eligible upgrades. NB Power will offer an incentive of \$0.17/kWh saved as a result of eligible upgrades to lighting systems and lighting controls, to a maximum of \$10,000 (excluding HST) per business location. *Incentives cannot exceed the lighting measures' cost (labor not included) as presented on the Statement of Work.* The incentive is only available for upgrades not yet started, and is meant to increase the number of efficiency measures to be undertaken by an eligible participant through a retrofit project.

**Important Note: To be eligible for incentives, projects must be approved BEFORE any work begins and BEFORE any costs are incurred. All electrical construction and maintenance work must be conducted by New Brunswick licensed electrical contractors or licensed industrial electricians.**

The SBL Program is available to qualifying small businesses on a first-come, first-served basis. Applications for participation will be considered as they are received and based on the SBL Program budget. Applications can only be submitted by the Program participant or the Service Provider representing the Program applicant.

NB Power reserves the right, for any reason, to terminate the Program or change the Program requirements, Incentives or Terms and Conditions, at any time without notice. In particular, NB Power is not obligated to pre-approve any application for an incentive that may cause NB Power to exceed its Program budget.

## 2.0 ELIGIBILITY AND REQUIREMENTS

**It is important to read all of the requirements in this section.** Eligible buildings must have identified opportunities for lighting efficiency improvements and must meet all of the following criteria:

### 2.1 ELIGIBLE PARTICIPANT CRITERIA

- The Participant must be an NB Power General Service I or II customer (or be a commercial entity as categorized by Saint John Energy, Edmundston Energy, or Perth-Andover Light Commission); and,
- The Participant must be a New Brunswick commercial customer with electricity consumption less than 150,000 kWh/yr.

Note: Provincial or federally owned buildings are not eligible to apply for incentives.

## 2.2 ELIGIBLE BUILDING TYPES

The following types of buildings are eligible:

- **Commercial or institutional buildings** such as, but not limited to: agricultural buildings (including farms), arenas, grocery stores, health care facilities, hotels, office buildings, places of worship, recreational facilities, restaurants, retail buildings, stand-alone warehouses, water and wastewater treatment plants and pumping stations;
- **Municipal buildings;**
- **Multi-unit residential buildings (common areas only)** that have 3 or more units; and,
- **Mixed-use commercial/residential buildings**, including houses that have been modified for commercial use.

## 2.3 INELIGIBLE BUILDING TYPES

The following types of buildings are not eligible for the SLB Program but may be eligible for other NB Power programs. More information is available at [www.saveenergy.nb.ca](http://www.saveenergy.nb.ca)

- **Manufacturing facilities** (including attached warehouses and facilities) where 50% or more of the energy consumed at the facility is used in the manufacturing or processing of goods,
- **Residential buildings** such as houses, duplexes and townhouses, or
- **Provincially or federally owned buildings/businesses.**

## 2.4 MANDATORY ELIGIBLE BUILDING REQUIREMENTS

Eligible Buildings, per Section 2.2, must also meet the following requirements:

- The building must be at least 2 years old.
- The building(s) must be located in New Brunswick.
- The Participant must **own**, the building. If the Participant is not the owner, evidence of the owner's consent must be provided to NB Power.

## 2.5 ELIGIBLE MEASURES

Eligible measures must result in electricity savings. NB Power will only accept lighting systems and lighting controls measures that have been certified by ENERGY STAR® or DesignLights Consortium™ (DLC®). To maximize potential savings and incentive amounts, multiple measures for the building are to be identified/recommended in the lighting audit worksheet. Section 4 – Audit Requirements, provides further information. The following are some examples of eligible interior and exterior lighting systems and controls, if they result in electricity savings:

- **Interior and exterior lighting**, controls, light-emitting diodes (LED),
- Ceiling and wall remote mounted daylight sensors
- Ceiling and wall remote mounted occupancy sensors
- Dual daylight and occupancy sensors
- Exterior occupancy sensors

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- Fixture mounted occupancy sensors
- LED bollard fixtures
- LED display case light fixtures
- LED ENERGY STAR® certified downlights
- LED ENERGY STAR® certified fixtures
- LED high-bay fixtures and retrofit kits
- LED lighting for agricultural use
- LED low-bay fixtures and retrofit kits
- LED outdoor decorative & post-top area fixtures and retrofit kits
- LED outdoor flood light fixtures
- LED outdoor pole-mounted area fixtures and retrofit kits
- LED outdoor wall-mounted area fixtures and retrofit kits
- LED parking garage and canopy area fixtures and retrofit kits
- LED refrigerator and freezer case light fixtures
- LED surface and suspended linear fixtures
- LED tracking lighting fixtures
- LED troffer fixtures and retrofit kits
- LEDs – replace screw- or pin-based bulbs with LED bulbs or linear tubes
- Refrigerator and freezer case light sensors
- fixture mounted daylight sensors
- Switch mounted occupancy sensors

### 2.6 INELIGIBLE PROJECTS OR MEASURES

**Ineligible projects or** measures include, but are not limited to:

- Applications from a party other than the participant or Service Provider;
- Projects or lighting systems and/or lighting controls measures that do not satisfy the Program's criteria or do not reduce electricity consumption;
- Projects or measures already in progress or completed;
- Projects in new buildings or new additions to buildings. A new building is defined as less than 2 years old;
- New or unproven technologies not substantiated by a recognized third party such as ENERGY STAR® and DesignLights Consortium™ (DLC); and,
- Portable equipment, such as lamps.

### 2.7 MANDATORY REQUIREMENTS

- The Participant must not incur any costs with respect to the retrofit project until NB Power has approved the application and the Statement of Work.
- All electrical construction and maintenance work must be conducted by NB licensed electrical contractors or licensed industrial electricians.  
([http://www2.gnb.ca/content/gnb/en/services/services\\_renderer.1475.Electrical\\_Licences.html](http://www2.gnb.ca/content/gnb/en/services/services_renderer.1475.Electrical_Licences.html)).
- Participants must contact an approved Service Provider from NB Power's website who will complete a lighting audit and submit a Statement of Work on the Participant's behalf.
- The proposed project to source eligible measures either directly from the Service Provider or through the NB licensed electrical contractor or licensed industrial electrician from the Service Provider.

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- The proposed project must have a simple payback period of greater than 1 year. The simple payback per measure and the total simple payback are calculated in the lighting audit worksheet.
- Participants must provide the account number upon registration for each account/meter number. If a Participant is not a customer of NB Power, the Participant consents to the release from the relevant utility provider of a one-year summary or baseline of electricity bills for each building location. Approved energy efficiency lighting upgrades must be completed within 120 days of the date NB Power approves the Statement of Work.
- A building is eligible for incentives only once in a given year and cannot re-apply until 12 months from the project completion date.
- If a participant is in the process of implementing upgrades and will not complete the upgrades within the 120 days' timeline, the Participant must contact NB Power to formally request an extension. NB Power will approve or decline requests on a case-by-case basis, at its sole discretion.
- NB Power, at its sole discretion, will accept amendments to the Statement of Work up to two months from the application approval date. The Participant should contact NB Power to ensure an amendment is acceptable before adding new measures.

### 3.0 FINANCIAL INCENTIVES

The financial incentive offered is \$0.17/kWh saved as a result of eligible upgrades to lighting systems and lighting controls, to a maximum of \$10,000 (excluding HST) per business location.

### 4.0 AUDIT REQUIREMENTS

NB Power requires a comprehensive lighting audit for all buildings pursuant to the Program.

A lighting audit includes an inventory of existing fixtures, measurement of both the quantity and quality of light in all significant areas and surfaces plus a comparison to illumination standards (i.e., recommended lighting measures captured in the Illuminating Engineering Society's "The Lighting Handbook", 10th Edition). The overall goal of the lighting audit is to gather data necessary for maximizing lighting efficiency and effectiveness, and to find ways to reduce electricity costs in the small business.

Data collected by the Service Provider can include, but is not limited to:

- Floorplans or reflected ceiling plans for the building that shows fixture locations and space dimensions (length/width/height in meters or feet, thus calculate areas in square meters or square feet). The Service Provider will be sensitive to the fact that renovation work may have been performed over the years that has changed the original floor plans and/or reflected ceiling plans. Therefore, details will be confirmed during the site visit. If plans are not available, the Service Provider will typically create a drawing.

- Lighting information for each space, identifying:
  - Hours of operation
  - Type and size of fixtures
  - Number of fixtures
  - Number of lamps per fixture
  - Number of lamps per ballast
  - Type of lamps
  - Type of ballasts
  - Fixture condition
  - Existing controls
  - Availability of daylight
  - Tasks that are performed in the space (with light level targets)
  - Use of partitions
  - Unique fixture types or physical features
  - Area dimensions
  - Height of the tasks
  - Fixture mounting height
  - Room surface reflectance's and colors of major objects and room surfaces

The lighting audit may also identify areas where lighting levels are too high, where lights are left on unnecessarily, or where factors leading to visual discomfort may inhibit productivity or safety. Detailed measurements of illumination levels are taken with a light meter, both at task areas and for general overall lighting.

NB Power requires the lighting systems and lighting controls audit to be comprehensive so that all opportunities for electricity savings are identified.

The lighting audit worksheet should highlight the current lighting systems and controls and the recommended measures. The audit worksheet needs to provide enough information for NB Power's technical staff to evaluate the proposal without requesting further details.

If capacity is being added (ex: new display case with LED light fixtures) a baseline model, as well as the intended equipment model, must be included in the lighting audit worksheet. All the baseline assumptions must be submitted as comments.

## 5.0 PROGRAM STEPS & TIMELINES

### STEP 1 SUBMIT AN APPLICATION

Complete and submit the online web-form application. NB Power will review and confirm your participation in the Program within 5-10 business days. If you have any questions, contact NB Power at 1-800-663-6272, option #5, or by email (SBLP@nbpower.com)

### STEP 2 SCHEDULE YOUR LIGHTING AUDIT

Once your application is approved, you must contact an NB Power approved Service Provider within 60 days of the approval to schedule a lighting audit of your building's lighting systems and lighting controls. The Service Provider will discuss potential lighting energy efficiency measures with you; complete the audit worksheet; and submit a Statement of Work on your behalf to NB Power. The Service Provider will also draft and leave with you a Request for Payment Form and Completion Notification Form that are to be completed and submitted by you, once the eligible measures have been installed. **See NB Power's website for a list of approved Service Providers.**

It is the Participant's responsibility to ensure the selected electrical installer has the necessary training, credentials and experience. Retaining the services of a competent lighting professional throughout the project will help realize the estimated energy savings.

**Important:** Municipalities and Businesses with purchasing/tendering policies are to complete their procurement process before submitting their lighting audit and associated Statement of Work. Only one Statement of Work per project, inferred to be the one selected through the Municipality's or Business' procurement process, can be submitted to NB Power.

### **STEP 3 SERVICE PROVIDER SUBMITS THE STATEMENT OF WORK**

The Statement of Work, with the supporting audit worksheet, provides detailed information on potential lighting energy efficiency upgrades along with their estimated costs, energy savings, and an estimate of the time it will take the investment to be paid back as a result of energy savings.

Allow a minimum of 30 days for NB Power to review and confirm proposed measures before beginning work.

### **STEP 4 RECEIVE APPROVAL TO GET STARTED**

NB Power will notify the Participant and the Service Provider when the measures are approved. The Participant can then commence the energy efficiency upgrades.

The Participant has 120 days from the approval of the Statement of Work to complete the upgrades.

**Important: No lighting upgrades can begin prior to receiving approval of the Statement of Work from NB Power.**

### **STEP 5 SIGN AND SUBMIT COMPLETION NOTIFICATION - REQUEST FOR PAYMENT & ACCEPTANCE OF INSTALLED MEASURES.**

Upon completion of the lighting and controls upgrades, please sign and submit the Request for Payment - Completion Notification Form and Acceptance of Installed Measures Form to NB Power by email. The completed form is to be accompanied by a confirmation of payment from both the service provider and electrical contractor. All documentation is to be submitted to NB Power within 60 days of project completion.

### **STEP 6 SITE VISIT & RECEIVE INCENTIVE PAYMENT**

A member of NB Power's staff may perform a site visit to verify that lighting systems and lighting controls energy efficiency measures have been completed. At this time, you may be asked to voluntarily complete a Program survey to gather feedback about the Program and/or the Service Provider and electrical contractor. Once NB Power has approved your Request for Payment, the incentive for your lighting system and lighting controls upgrades should be received by you within 30 days.

## **6.0 GET STARTED!**

If you still have questions about the SBL Program after reading this guide, please contact us at:

**NB Power**

1-800-663-6272, press 5 (Toll-Free)

506-643-7835 (Fax)

[SBLP@nbpower.com](mailto:SBLP@nbpower.com)

[www.nbpower.com](http://www.nbpower.com)

**Office hours:** Monday to Friday from 8:30 a.m. to 4:30 p.m. (Atlantic)