

The Pepco Energy Savings for Business Program offers incentives to retrofit existing sign lights to LED.

To take advantage of these incentives, you must meet the following eligibility requirements:

1. Be a Pepco customer and business in the Maryland territory with an electrical demand greater than 100kW, or not applying to the Small Business program.
2. Have an existing facility, as new construction is not eligible for this program.

Multifamily properties are eligible for LED sign lighting incentives through the Prescriptive Program.

### **All projects require pre-approval.**

You can also contact your installation contractor or equipment vendor to discuss energy efficiency equipment options. If you do not have a contractor or vendor in mind, please visit our website for a list of Service Providers.

All projects MUST receive pre-approval before purchasing equipment or beginning work. Please review the program process and eligibility requirements on the [program website](#) as well as the [Terms and Conditions](#). Please contact the program office with any questions.

## Application Process

### **Step 1: Apply for Pre-Approval**

The LED Sign Lighting Workbook, which can be downloaded from the program website, must be completed and submitted to the program via the online [Application Center](#). The following supporting information must also be included with the application for pre-approval:

- ✓ Completed and signed [Terms and Conditions \(T&Cs\)](#)
- ✓ Completed LED Sign Lighting Retrofit Worksheet
- ✓ LED Manufacturer's Data Sheet or Specification Sheet, including the driver and warranty information
- ✓ Pepco electric account number
- ✓ Original design documents of existing signage, if drawings were required by the local jurisdiction
- ✓ If available, digital "before" photos

### **Step 2: Pre-Approval Issued**

The Program reviews submitted documentation, revises and/or requests additional documentation as necessary. A site inspection may be required as part of the pre-approval process. The Program emails the project pre-approval to the customer and Service Provider.

### **Step 3: Installation**

At the time of service, take "before" and "after" photos of the existing equipment and the new LED equipment.

- ✓ Digital photos of sign exterior and interior. Interior photos must include: number of transformers and number of lamps and ballasts, and labels of each
- ✓ Digital photos should be time-stamped and geo-tagged

## Application Process (Continued)

### Step 4: Installation Complete

A copy of the customer-signed invoice, indicating total project cost, incentive amount, balance of cost to be paid by customer, and acknowledgement of project completion must be uploaded to the online Application Center upon project completion by the pre-approval deadline. If the scope of work has changed, then as-built documentation must be submitted. If your project increases the incentive amount by more than \$2,500 or 10% of the reserved amount – whichever is greater – a separate application must be submitted for the variance prior to installation and will need to go through the application pre-approval process.

- ✓ Submit the following required documentation through the online portal:
- ✓ Signed pre-approval letter
- ✓ "before" and "after" photos
- ✓ Updated Worksheet
- ✓ Final invoice

Completed projects submitted for payment without all of the above will not receive an incentive.

### Step 5: Final Approval

The Program may require a post-installation inspection to verify compliance with program rules, accuracy of project documentation, and equipment operation. The Program distributes the incentive check to the payee following final approval processing.

## LED Sign Requirements

- ✓ Sign must be listed (I.E. UL, CSA, etc.).
- ✓ LED modules must have a five year warranty.
- ✓ LED drivers must have a two year warranty.
- ✓ All LED signage must comply with Local Sign Codes.

## General Requirements

- ✓ The Service Provider and installation contractor must be a member in good standing with either the Maryland Sign Association or U.S. Sign Council. Documentation demonstrating good standing must be submitted with the Service Provider application to become an approved LED Sign Lighting Service Provider and/or installation contractor.
- ✓ This program is limited to the retrofitting of existing signage only. Arm mounted fixtures that light the face of the sign, including highway signs, will not be accepted under this program. However, you may apply for incentives for these types of fixtures under the prescriptive [Retrofit Lighting application](#).
- ✓ All signs must be hardwired; plug-in signs are not eligible for incentives.
- ✓ All new lamps and drivers must be LED in order to be eligible for incentives.

## Application Instructions

- ✓ Complete the LED Sign Lighting Retrofit Worksheet based on the type of signage.
- ✓ Input the existing sign wattage and the source of illumination (i.e. cold cathode, neon, fluorescent).
- ✓ Input the total proposed LED sign wattage.
- ✓ Confirm hours of operation.
- ✓ Input the building type.

The worksheet will calculate the total incentive and must be submitted as part of the online application, along with the other required supporting documentation.

## Eligible Measures

Type of Signage	Incentive
Dusk to Dawn	\$1.00 per watt reduced
Retail 8AM to 9PM	\$1.25 per watt reduced
24 Hours/7 Days Per Week	\$1.65 per watt reduced

### Pepco Energy Savings for Business Program

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