

EXPRESS Supplemental Form

NON-AUTHORIZED EQUIPMENT IS INELIGIBLE

The LADWP reserves the right to reject any proposed retrofit measures that are not in accordance with prevailing program guidelines, policies or terms and conditions. New equipment installations exceeding the number of measures authorized and/or installation of non-authorized or non-approved equipment are ineligible for incentive and may result in disqualification of the entire incentive application.

LADWP Customer of Record

Print Name	Print Title	Signature X	Date
------------	-------------	-----------------------	------

Contractor, if applicable

Print Name	Print Title	Signature X	Date
------------	-------------	-----------------------	------

APPLICATION PROCEDURES

1. Visit www.ladwp.com/ladwpzbd to download all of the application documents and to review the Terms and Conditions and participation requirements to determine if you qualify.
2. All projects require LADWP approval prior to the installation of any equipment. You must submit an application package to reserve funds.

The LADWP Zero By Design (ZBD) application package includes:

- Fully completed and signed:
 - LADWP ZBD application (Part A)
 - Express supplemental form (Part B)
 - Authorization Form (if applicable)
- Completed and signed IRS Form W-9 for the legal entity that will receive the incentive payment.
- Scope of work, schematic drawings and/or manufacturer specification sheets for all proposed equipment, if applicable.
- For LED Horticultural Lighting Measures, customers must submit a completed Horticultural Lighting Workbook along with documents from the following sources:
 - Manufacturer’s Specification Sheet for the proposed product(s)
 - Print out of the LED product’s listing from the DLC Horticultural Lighting Qualified Product List, which can be found here - <https://qpl.designlights.org>

3. Submit all required forms via email to ladwpzbd@ladwp.com or mail to:

LADWP CI&I PROGRAMS
LADWP Zero By Design Program
 111 N. Hope St., JFB Room 1057, Los Angeles, CA 90012-2607

4. A LADWP ZBD representative will contact you to confirm receipt of the application and schedule a pre-installation verification of the project site (if applicable).
5. Projects not completed within 48 months of LADWP approval may be cancelled and reserved funds returned to the program fund.
6. Once the project is completed, you must submit:
 - Invoices and/or documentation to support installation costs
 - Completed and signed LADWP ZBD Installation Report
 - Completed and signed LADWP ZBD Payment Assignment Form (if applicable)
 - Certificate of Occupancy
 - LADWP electric account number
7. After all required documents are received, you will be contacted to schedule a post-installation verification.
8. After installation is verified, a LADWP ZBD representative will review all documentation and process the incentive payment.

QUESTIONS

Contact a LADWP Zero By Design Program Manager at ladwpzbd@ladwp.com, (213) 367-8755 or visit us online at www.ladwp.com/ladwpzbd.