Wattsmart® – Idaho
Small Medium Business Express
Approved Trade Ally Handbook

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Section 1 Introduction

1.1 WELCOME

Rocky Mountain Power is pleased to present Wattsmart® Small Medium Business Express incentives (”rebates”), which are intended to provide targeted incentives to realize additional energy savings in the small and medium business customer segment from retrofit lighting and non-lighting upgrades.

The incentive utilizes approved qualified Trade Allies (”Approved Trade Allies”) to approach and work directly with small and medium business customers to identify upgrades, estimate savings and incentives, install high-efficiency equipment, and submit all required paperwork. Participating customers working with an Approved Trade Ally will be eligible for an enhanced incentive offer that is applied as an up-front reduction to the overall project cost, thereby reducing the customer’s out-of-pocket expenses and minimizing cash-flow impacts. To achieve the up-front cost reduction, customers are required to assign the incentive directly to their Approved Trade Ally.

Wattsmart Small Medium Business Express Approved Trade Allies are selected through a formal application process. Approved Trade Allies are required to attend training pertinent to this incentive offer. Trade Ally performance will be monitored closely to ensure high customer satisfaction, accurate project information, and cost-effective savings. Rocky Mountain Power reserves the right to remove any Approved Trade Allies from the "Approved Trade Ally" list and revoke any pending incentives in the event the Approved Trade Ally is found out of compliance with the Wattsmart Small Medium Business Express Trade Ally Participation Agreement (“Trade Ally Agreement”) or this Handbook.

Only Approved Trade allies are permitted to offer incentives for small and medium businesses to eligible customers for **only** the identified measures specified in this Handbook (Section 2.3 and appendix A) and the Wattsmart Business lighting catalog available at https://www.rockymountainpower.net/content/dam/pcorp/documents/en/rockymountainpower/savings-energy-choices/wattsmart-business/Idaho/ID_wattsmartBusiness_Lighting_Catalog.pdf, and are subject to Wattsmart Business program information and incentives on the Small Medium Business web page.

Rocky Mountain Power has contracted and authorized Evergreen Energy Partners (Evergreen) to administer the Wattsmart Business Approved Trade Ally Network and this incentive, including such activities, but not limited to review, processing, and approval of customer and Approved Trade Ally applications and agreements; qualifying and training of Approved Trade Allies; pre- and

post-inspections of customer facilities; project information requests from customers, measurement and verification activities; and issuing incentive checks.

1.2 HANDBOOK USE AND ORGANIZATION

This Handbook is designed for use by Approved Trade Allies and outlines the rules and requirements of the Incentive and its Approved Trade Allies.

This Handbook is organized to provide an overview of the Incentive, describe all eligibility requirements, and provide a description of the expected participation steps to complete customer projects within the Incentive.

This Handbook includes reference materials in the appendices to ensure Approved Trade Allies have the most complete information to help guide them through the Incentive.

Additional information about participation in the Wattsmart Small Medium Business Lighting Incentive program, eligibility requirements and the roles and responsibilities of approved Trade Allies supporting this incentive are provided in the *Wattsmart Small Medium Business Express Approved Trade ally Participation Agreement*, the *Wattsmart SMBE Lighting Incentive Structure*, and the *Wattsmart Business Trade Ally Network Letter of Agreement*. Additional information about this and other energy efficiency incentive offers available to Rocky Mountain Power's business customers is available at WattsmartBusiness.com.

1.3 CONTACT INFORMATION

Questions about this Incentive can be directed to Rocky Mountain Power via:

Email: wattsmartbusiness@evergreen.energy

Telephone: Wattsmart Hotline at 385-300-0150

Section 2 Eligibility Requirements

2.1 CUSTOMER ELIGIBILITY

2.1.1 Eligible Customers and Facilities

Eligibility is restricted to equipment served by commercial customer meters that qualify as 'small' or 'medium' by Rocky Mountain Power.

To ensure the Wattsmart Small Medium Business Express Lighting offer targets small and medium businesses only, please ensure that projects are proposed only for facilities that meet these criteria. Examples of building facility types to target include:

- ✓ Small auto repair facilities
- ✓ Vehicle service locations
- ✓ Small warehouses
- ✓ Dry cleaners
- ✓ Small retail locations
- ✓ Small offices
- ✓ Local bank branches
- ✓ Small eateries/restaurants

Examples of building facility types **to NOT target** include:

- ⊗ Big box retailers
- ⊗ Large sites where there is one eligible meter but also other non-eligible meter(s)
- ⊗ Multi-phase/stage projects (pre-approval required)
- ⊗ Large corporations
- ⊗ National chains (unless franchised)
- ⊗ Church corporations and large church or religious facilities (multiple locations under single ownership
- ⊗ Public schools and school district facilities
- ⊗ City, state, and federal government facilities
- ⊗ Facilities with low or part-time hours of operation
- ⊗ Vacant buildings (unoccupied for two or more months prior to project)
- ⊗ Facilities owned or managed by large property management companies (pre-approval required

If there are concerns regarding the size of the facility or business paying for the project, please call program administration prior to committing to the project. Rocky Mountain Power reserves the right to add or modify eligibility requirements. Current eligibility requirements can be found at any time on the Small Medium Business webpage, https://www.rockymountainpower.net/savings-energy-choices/business/wattsmart-efficiency-incentives-Idaho/ID-small-medium-business.html. In the event eligibility requirements are changed, all Approved Trade Allies will be notified via email sent from the Wattsmart Small Medium Business Express Program administration team.

2.1.2 Verify Customer Eligibility

Approved Trade Allies **are required** to verify customer eligibility prior to proposing or installing the proposed project.

- Approved Trade Allies can verify eligibility through the business website at https://wattsmartbusiness.com/eligibility
- If you think that the results of the customer size lookup are an error, please reach out to program administrator

Rocky Mountain Power retains the right to make final determination of customer eligibility.

2.2 APPROVED TRADE ALLY ELIGIBILITY

To be considered for participation, Approved Trade Allies must be an approved network participant. Only Trade Allies who have been selected through the formal application process, with an active *Wattsmart Busines Trade Ally Network Letter of Agreement*, and a Wattsmart Small Medium Business Express Program "Lighting Trade Ally Participation Agreement" with Rocky Mountain Power may offer Wattsmart Small Medium Business Express incentives to eligible customers.

Approved Trade Allies are required to take certain actions as listed below throughout the specified timeframe in the Small Medium Business Express Agreement. Approved Trade Allies are required to:

- meet customer service expectations established in mandatory Trade Ally training sessions;
- maintain the appropriate license(s and adhere to the requirements within the state where recommendations are made and/or workmanship is performed under this Incentive, and will notify Rocky Mountain Power of any change in the status of such license(s;
- adhere to insurance requirements of the applicable state's licensing organization;
- if working with a contractor (installer, adhere to contract set forth by both parties and ensure contractor is being paid for services rendered no later than 30 days after project submittal;
- attend all mandatory training sessions for Wattsmart Small Medium Business Express Incentives;
- offer customers pricing consistent with Approved Trade Ally's approved Small Medium Business Express Cost Survey as proposed with the Trade Ally RFP

Response Form and attached in the *Wattsmart Small Medium Business Express Trade Ally Agreement*;

- recommend and/or install energy-efficient equipment in accordance with accepted industry standards; and
- provide customer support so the customer can make an informed decision on participation in the appropriate program given the customer's electric service rate schedule.

Approved Trade Allies are only authorized to promote the Incentive during the Period of Performance as set forth in the *Wattsmart Small Medium Business Express Approved Trade Ally Agreement*. A bid process will determine Approved Trade Allies each year the Incentive is offered. Approved Trade Allies will be allowed to perform an alloted number of SMBE projects per month. These allotments for SMBE projects can be adjusted based on cost effectiveness, amongst other factors. Approved Trade Allies wishing to continue participation in the Incentive must be performing as listed above and delivering projects at a cost-effective rate with satisfied customers. Rocky Mountain Power reserves the right to change or cancel the offering or its terms and conditions at any time. Trade Allies may be removed from the Approved Trade Ally list at any time at Rocky Mountain Power's discretion.

2.3 PROJECTELIGIBILITY

2.3.1 Cost Effectiveness (CE) and Fair Pricing

A key component of a Wattsmart Small Medium Business Express project is its cost effectiveness. Cost effectiveness is a measure of how much the customer pays (before the incentive is applied for every kWh saved. Savings for SMBE projects are deemed based on measure and business type, however, Approved Trade Allies must adhere to our fair pricing policy based on the Cost Survey RFP that they fill out when enrolling to participate in the offering. Program Administrator will set forth the pricing limit to ensure the program meets CE requirements.

- If pricing exceeds the set amount, project may be subject to review, even being denied the SMBE incentive.
- See Wattage and Pricing Guide for details.

2.3.2 Project Type

Appropriate wattage reduction for Small Medium Business Express retrofit projects is in the 30% to 70% range compared to the existing lighting wattage. In some cases, a low energy savings percentage could be an indication that the project should be classified as a **major renovation** and would **not** be eligible for the SMBE offer. Additionally, projects that **are not** considered eligible for Small Medium Business Express incentives are as follows:

- Controls-only projects
- Multi-phase projects
- Major renovations
- LED Baseline

If there are concerns regarding the ineligible retrofit projects indicated above, please call the Wattsmart Small Medium Business Express Program administration for additional information at 385-300-0150.

2.3.3 Measure Type

All equipment must meet eligibility requirements as defined in the prescriptive section of Rocky Mountain Power's lighting catalog posted on the Wattsmart Business website. Ineligible proposed equipment for this Incentive is listed in the following table:

Ineligible Measures

- all HIDs
- all Incandescent (includes all lamps and replacement bulbs)
- all Induction equipment
- all Flourescent lighting (includes CFLs)
- LED Traffic Lights and Exit signs
- LED Replacement lamps (includes A-19, A-21, and TLEDs)
- PAR Reflector Lamps
- BR Reflector Lamps
- Downlights
- LEDs not listed on the Qualified Products List (QPL)
- Fixture Replacements - Incentives are not offered when no modifications are made to an existing fixture other than to replace an existing lamp with a lower wattage lamp of the same technology. This policy does not apply to replacement lamp incnetives listed in the Market replacement lamp offering.

Replacement Lamp incentives are only available through the Market (Midstream) offering.

Incentives are only available for equipment served by a meter that is verified as a small or medium customer. Additional lighting measures may be eligible for incentives through the Wattsmart Business typical measure incentive list (visit WattsmartBusiness.com).

Multiple incentives are not available for a single measure.

Approved Trade Allies are required to understand the eligibility requirements for all available Rocky Mountain Power incentives and offers, and agree to provide customer support so the customer can make an informed decision on participation in the appropriate program given the customer's electric service rate schedule and electrical usage.

2.3.4 Preferred Proposed Measures

- ✓ LED Troffers can be an ideal solution to replace most 4-lamp fluorescent fixtures.
- ✓ Maximize savings by going with LLLC fixtures when the customer wants a controls solution.
- ✓ Exterior lights usually have higher HID baseline wattages and new fixtures should be used where possible and cost effective.
- ✓ HID high bays should be replaced with cost-effective contractor grade LED high bays.

Section 3 Participation Process

3.1 MARKETING AND OUTREACH

Rocky Mountain Power may support the Incentive through marketing and advertising. However, the primary source of marketing will be through Approved Trade Allies identification and outreach to potential participants. All customer outreach and marketing must be done in a professional manner and shall not result in customer complaints. If a customer questions the validity of the offer they should call Rocky Mountain Power at 385-300-0150 for verification. Multiple Approved Trade Allies may be marketing to the same customers. No single Approved Trade Ally "owns" any customers. Customers are free to request multiple bids.

As noted in the *Wattsmart Small Medium Business Express Approved Trade Ally Agreement,* Approved Trade Allies are not permitted to use Rocky Mountain Power's name, trademarks, logos, or any other device that might suggest that the Approved Trade Ally is sponsored by or affiliated with Rocky Mountain Power. This includes use on any Approved Trade Ally advertising, marketing or other materials (printed copy or electronic) for any reason, including, without limitation, soliciting customers without Rocky Mountain Power's prior written consent in each instance.

Neither the Approved Trade Ally, nor any of its employee(s) shall be considered, for any purpose, to be an employee, agent, partner or representative of Rocky Mountain Power and neither shall have any power or right to bind Rocky Mountain Power to any obligation, or act on behalf of or in the name of Rocky Mountain Power in dealing with customers or third parties. The parties will not exercise any control or supervision of each other or be responsible for each other in the performance of any service. Approved Trade Allies are expected to provide customers with leave-behind materials as requested by the customer.

3.2 PARTICIPATION OVERVIEW

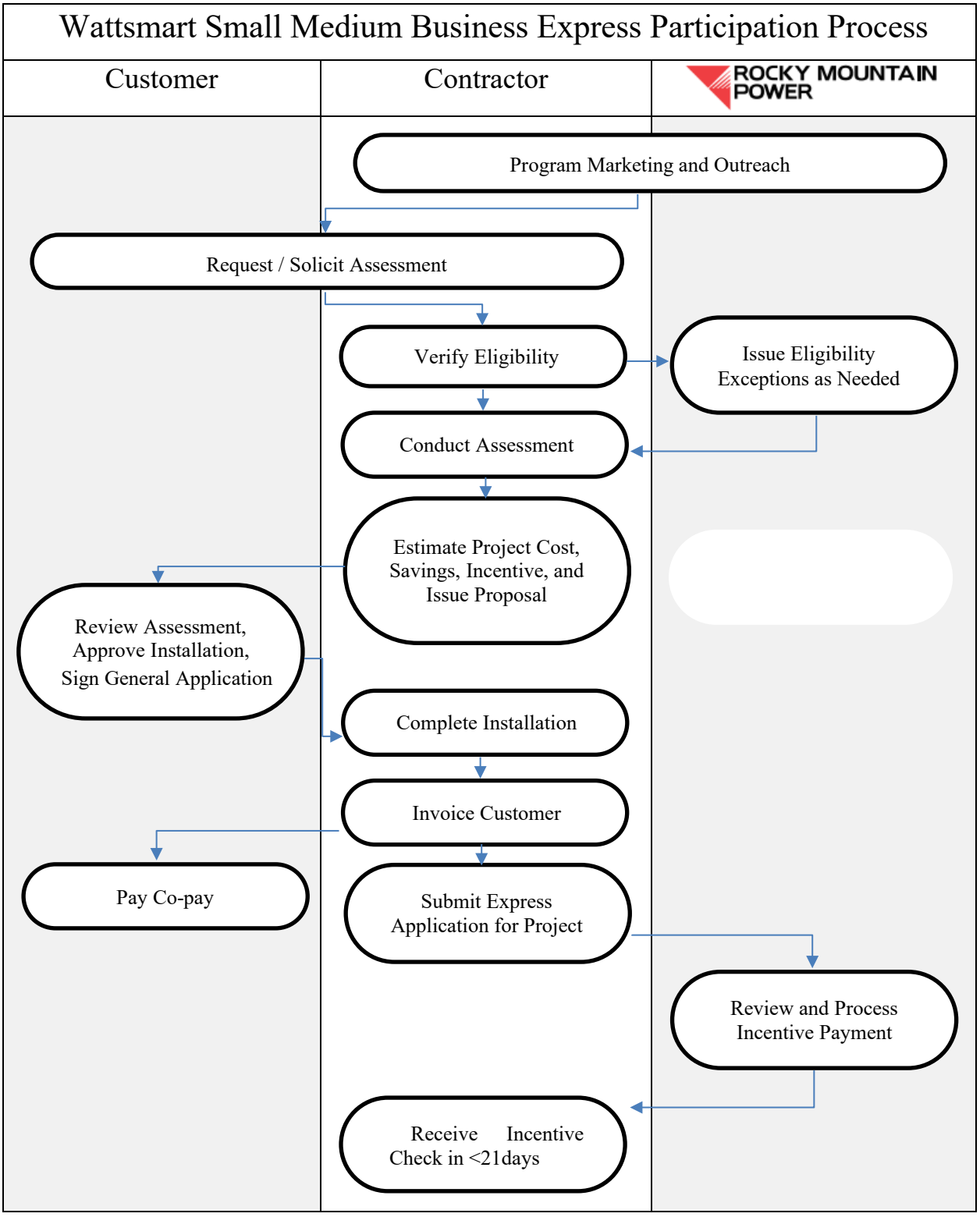
This Incentive is intended to streamline the entire lighting project assessment and application process to enable Approved Trade Allies to move a *prospective eligible customer* to *a completed project* in as little as a single visit. A pre-installation lighting assessment performed by an Approved Trade Ally is mandatory for customers to qualify for the lighting incentives offered under the Incentive.

The assessment is an opportunity for the Approved Trade Ally to identify potential lighting system energy efficiency improvements that would result in energy and cost savings to the customer, while maintaining or improving lighting quality and meeting IES standards for the specific customer facility type.

To maintain the integrity and longevity of the program, proper and accurate documentation is essential for successful project submittal. Please note that any discrepancy can delay incentive payment. Below are some rules to ensure a streamlined process for project submittal:

- ✓ Take pictures of existing equipment prior to installations.
- ✓ Follow the appropriate path for every scenario. (Ex: if a customer is looking to increase lighting output which leads to a high wattage lighting system installation, this would qualify under Major Renovation.)
- ✓ Projects with an LED baseline **do not** qualify under this offering.
- ✓ HID high bays should be replaced with cost-effective contractor grade LED highbays.

Upon completion of the assessment, the Approved Trade Ally will review with the customer the identified energy efficiency improvements which may be eligible for Rocky Mountain Power Wattsmart incentives and obtain customer's consent in writing to install the customer's selected measures. Pre-approval of the proposed measure installation is only required for projects that exceed pricing standards or Cost-effectiveness.. Once the customer has approved installation, and pre-approval has been completed when needed, the Approved Trade Ally may proceed with the installation of qualifying measures. The figure below outlines the path of the incentive offer from customer identification to incentive payment. These steps are outlined in detail in the following section.


Wattsmart Small Medium Business Express Participation Process
Customer
Contractor
ROCKY MOUNTAIN POWER
Program Marketing and Outreach
Request / Solicit Assessment
Verify Eligibility
Issue Eligibility Exceptions as Needed
Conduct Assessment
Estimate Project Cost, Savings, Incentive, and Issue Proposal
Review Assessment, Approve Installation, Sign General Application
Complete Installation
Invoice Customer
Pay Co-pay
Submit Express Application for Project
Review and Process Incentive Payment
Receive Incentive Check in <21days

3.3 LIGHTING ASSESSMENT AND INSTALLATION

3.3.1 Scheduling the Lighting Assessment

There are two paths to scheduling a lighting assessment for a Rocky Mountain Power customer.

Customer Path 1: Approved Trade Ally identifies eligible customer

Approved Trade Allies are expected to perform their own marketing and outreach efforts, which Rocky Mountain Power may support with marketing materials such as brochures. When Approved Trade Allies identify potentially eligible customers, they should verify eligibility of the customer prior to conducting the lighting assessment of the facility as indicated in Section 2.1. This can be done by looking the meter number up on the website.

Customer Path 2: Customer contacts Rocky Mountain Power for an assessment

Upon learning of the availability of the Incentive from of a variety of sources, a customer may call or email Rocky Mountain Power to request an assessment of their lighting system. Customers requesting an assessment will be provided a complete list of local Approved Trade Allies who they can contact directly to schedule an assessment. **Approved Trade Allies are expected to respond to all inquiries within two business days to schedule the walk-through lighting assessment. Non-compliance with customer inquiry response requirements may result in removal from the Approved Trade Ally list.**

3.3.2 Conducting the Lighting Assessment

Upon verifying eligibility of a customer, Approved Trade Allies will perform a walk-through assessment of the customer's lighting system to identify opportunities for system improvements that would be eligible for the Incentive. Assessment results will be documented in the Wattsmart Small Medium Business Express Workbook (Excel lighting tool) which is to be submitted to Rocky Mountain Power as part of the Incentive participation process. **The assessment should include pre-project light level measurements, and we require that pre-installation photos of the lighting equipment be taken.** If you have any concerns about the eligibility of your proposal to a customers, please email the project lighting workbook to Wattsmart@evergreen.energy to pre-qualify the project. Results of the customer assessment will outline the estimated energy savings, total project cost, and discounted project price that reflects the incentives available from Rocky Mountain Power.

3.3.3 Pricing and Allowable Costs

Approved Trade Allies must offer customers pricing consistent with the Approved Trade Ally's Small Medium Business Express Costs accompanying the Approved Trade Ally Response Form, also found in the *Wattsmart Small Medium Business Express Trade Ally Agreement*. The incentives are designed to target lighting equipment and labor upgrade costs specific to what is needed to realize energy savings. **Upgrades and repairs required for other reasons are to be invoiced separately.** If there is a market shift or other circumstance resulting in a need to increase pricing, consult program administration to identify the best solution for your

One-hundred percent (100%) of incentive amounts paid for eligible measures must be passed through to the final customer cost.

3.3.4 Project Installation

Approved Trade Allies are to discuss the project with customers and obtain customer approval to proceed with installation of proposed Wattsmart Business lighting measures. All agreements made for installation of measures are between the customer and the Approved Trade Ally. Rocky Mountain Power is not responsible for landlord-tenant arrangements. Once the Approved Trade Ally has customer approval to proceed, Approved Trade Allies may install the qualifying measures.

Proposed measures must be purchased from and installed by the Approved Trade Ally to qualify for incentives. As a part of the project installation, Approved Trade Allies should verify desired post-installation light levels via measurement, and we recommend taking photos of the installed equipment.

Measures are not eligible for more than one incentive from Rocky Mountain Power. Measures that have already been discounted by a Rocky Mountain Power incentive will negate this incentive offer.

Pre-approval requests will be confirmed as "approved" or "not approved" by administrative staff no later than the end of the following business day.

3.4 INCENTIVES SUBMISSION AND PROCESSING

Upon completion of each project, Approved Trade Allies are required to submit all project documentation within thirty (30) days and within the Period of Performance. Incentives for approved projects may be paid directly to the Approved Trade Ally via customer assignment upon completing the project installation, according to the Small Medium Business Express Incentive Schedule. We encourage all Approved Trade Allies to sign up for direct deposit. This section outlines the incentive application process.

3.4.1 Customer Application

Once the project has been authorized by the customer and installed, the Approved Trade Ally is required to submit **ALL** of the following documentation to Wattsmart Business Express Portal:

- ✓ **Copy of Lighting Application with the accompanying General Application**
- ✓ **Equipment:** qualified product list documentation (spec. sheets or snapshot of Design Lights Consortium website) must be submitted for LED materials used in a project
- ✓ **Customer invoice** for the project including:
    a. Date(s) of equipment installation
    b. Customer business name
    c. Customer business address (location where the lighting was installed)
    d. Trade Ally business name
    e. All costs, separating labor and materials, before incentive discounts
        i. An explanation should be included on the invoice for pricing that is higher than the Trade Ally pricing exhibit, or for charges not covered under the Trade Ally pricing exhibits
    f. Estimated incentive to be paid by Rocky Mountain Power to the Approved Trade Ally, shown as a discount to the customer's cost
    g. Actual cost (invoice net total) or co-pay incurred by the customer and to be paid by the customer to the Approved Trade Ally

Program administration will review and validate documentation prior to incentive approval and payment.

3.4.2 Project Inspection

On-site or phone surveys may be conducted with participating customers to ensure documentation accuracy, installation and product quality, and customer satisfaction. Customers and Approved Trade Allies **must** facilitate access during normal business hours to the equipment being considered for incentives if an inspection is requested.

If discrepancies are discovered between inspection observation and Project Application details (e.g. different fixtures, counts, operating hours, etc.), incentive values will be adjusted to reflect the actual as-installed project. This may result in additional incentives to be paid to the incentive recipient on the project or an amount that will need to be refunded by the Trade Ally if the original incentive paid was too high.

In the event the quality of work, product, or customer service does not meet Rocky Mountain Power standards, Rocky Mountain Power will notify the Approved Trade Ally and work with the Approved Trade Ally to correct the identified issue. If the issue remains unresolved, the Approved Trade Ally may be removed from the Approved Trade Ally list and disqualified from offering the Incentive.

3.4.3 Incentive Payment

Approved Trade Allies should allow 30 days following submission of **completed** and approved project applications. See section 3.4.1 Customer Application & Documentation to see what constitutes a complete application. This includes submitting all required supporting documentation, additional information, and/or inspection requests in order to receive incentive checks assigned by the customer via the Wattsmart Business general application. To reduce payment processing time, we encourage all Approved Trade Allies to sign up for direct deposit. Should Approved Trade Allies not receive their incentive check or other project related communication from Rocky Mountain Power in the timeframe stated above or should they have any concern at any time throughout the application process, they are encouraged to call program administration or email wattsmartbusiness@evergreen.energy.

Rocky Mountain Power will pay incentives for approved projects according to the Wattsmart Small Medium Business Express Incentive Schedule. Incentives will cover no more than 75 percent of the total eligible lighting project cost. Approved Trade Allies are required to pass through 100% of the incentives as a credit to the customer. **This credit is to be clearly reflected on the customer's invoice as "Rocky Mountain Power Small Medium Business Incentives"**. In no case will incentives exceed 75% of the total lighting project cost.

Incentives are eligible to be paid for qualifying measures only once. At no time will a qualifying measure receive an incentive under more than one offer. Equipment or products receiving Rocky Mountain Power incentives, including incentives received at the point of purchase, are ineligible to receive incentives through Wattsmart Small Medium Business Express**.**

Approved Trade Allies are solely responsible for collection of any outstanding customer balances of the project cost after incentives.

3.4.4. Allow Reasonable Access to Installed Equipment for Approved Projects

Rocky Mountain Power may conduct follow-up quality control after disbursement of incentives. Participating customers must agree to allow Rocky Mountain Power reasonable access during normal business hours for up to two years following receipt of incentives. These follow-up inspections are aimed at overall program performance.

3.5 QUALITY PARTICIPATION

Only Approved Trade Allies are permitted to offer Wattsmart Small Medium Business Express incentives. Rocky Mountain Power may terminate the *Wattsmart Small Medium Business Express Trade Ally Participation Agreement* ("Approved Trade Ally Agreement") with the Approved Trade Ally at any time with or without cause. Approved Trade Allies not participating in compliance with the Trade Ally Agreement or within Rocky Mountain Power's expectations may be removed from the Approved Trade Ally list without warning. Specific program participation requirements are outlined in the *Wattsmart Small Medium Business Express Trade Ally Agreement*. However, the following guidelines will help Approved Trade Allies understand Rocky Mountain Power's expectations of Approved Trade Allies leading to quality performance:

- Complete facility lighting assessments and recommendations, incorporating any applicable Rocky Mountain Power incentive programs the customer may wish to consider
- Prompt response to customers and Rocky Mountain Power for any inquiries
- Consistently earn high customer feedback regarding service and satisfaction
- Consistently complete and submit accurate project application and required incentive application documentation
- Complete projects that address customer needs while maximizing savings, minimizing customer costs, and resulting in a cost-effective project for both the customer and the program
- Deliver quality lighting upgrades to customers based on IES guidelines for their facility type (including appropriate use of lighting controls)
- Include in your contract with the customer **(must list on Customer Invoice)** the following minimum written warranty for the timeframes stated below starting from the date the service is completed:
    - One year labor
    - Minimum warranty on equipment installed, which shall be in addition to the equipment manufacturer's warranty, as follows:
        - 5 years – LED fixtures and retrofit kits
        - 5 years – lighting controls and sensors (refer to lighting catalog)
- Comply in all operations with all applicable laws, rules, energy codes, and regulations and all orders and directions of governmental authorities having jurisdiction
- If working with a contractor (installer), ensure contractor gets paid no later than 30 days after project submittal
- Lamps and ballasts should always be disposed of properly in accordance with state and federal regulations
- Use applicable energy code lighting power density (LPD) and lighting controls requirements as a guideline when recommending or specifying lighting upgrades

3.6 CUSTOMER AND APPROVED TRADE ALLY COMPLAINTS

Rocky Mountain Power strives to maintain the highest level of both customer and Approved Trade Ally satisfaction with the Incentive.

Customers who wish to dispute any decision or action performed by Rocky Mountain Power during processing project applications should call program administration or email Wilmer.Cabrera@wattsmartbusiness.com.

Approved Trade Allies who wish to dispute any decision or action performed by Rocky Mountain Power during their participation should call program administration or email Wilmer.Cabrera@wattsmartbusiness.com.

Appendix A Incentive Table and Wattage & Pricing Guide

Measure	Equipment		Proposed Offered Incentive (per Watt Installed)	
			Interior	Exterior
Lighting System Retrofit	New Fixture or Retrofit Kit	No Controls	$1.50	$2.40
		Plug and Play Controls Ready	$2.00	N/A
		Networked Lighting Controls	$2.50	
		Luminaire Level Lighting Controls	$3.50	

SMBE Wattage and Pricing Guidelines

Baseline	Fixture Type	Recommended Replacement (LED Watts)	Max Allowable Fixture (LED Watts)	Lift Used	Recommended Cost per Unit (Materials + Labor)				Max Cost Per Unit (Materials + Labor)			
					No Controls	Plug and Play Controls Ready	NLC	LLLC	No Controls	Plug and Play Controls Ready	NLC	LLLC
2L T8 = 58W	Troffer/Strip	25	30	No	$ 160.00	$ 170.00	$ 200.00	$ 220.00	$ 224.00	$ 238.00	$ 280.00	$ 308.00
3L T8 = 89W	Troffer/Strip	30	40	No	$ 165.00	$ 175.00	$ 205.00	$ 225.00	$ 231.00	$ 245.00	$ 287.00	$ 315.00
4L T8 = 116W	Troffer/Strip	35	50	No	$ 170.00	$ 180.00	$ 210.00	$ 230.00	$ 238.00	$ 252.00	$ 294.00	$ 322.00
4L T8 HBF	Low/High Bay	60	80	Yes	$ 265.00	$ 275.00	$ 305.00	$ 325.00	$ 371.00	$ 385.00	$ 427.00	$ 455.00
6L T8 HBF/4L T5HO	High Bay	90	120	Yes	$ 295.00	$ 305.00	$ 335.00	$ 355.00	$ 413.00	$ 427.00	$ 469.00	$ 497.00
6L T5HO	High Bay	130	150	Yes	$ 335.00	$ 345.00	$ 375.00	$ 395.00	$ 469.00	$ 483.00	$ 525.00	$ 553.00
400W HID	High Bay	150	200	Yes	$ 355.00	$ 365.00	$ 395.00	$ 415.00	$ 497.00	$ 511.00	$ 553.00	$ 581.00
175W	Wall Pack	50	70	No	$ 185.00	$ 195.00	$ 225.00	$ 245.00	$ 259.00	$ 273.00	$ 315.00	$ 343.00
250W	Wall Pack	80	100	Yes	$ 285.00	$ 295.00	$ 325.00	$ 345.00	$ 399.00	$ 413.00	$ 455.00	$ 483.00
400W	Wall Pack	100	120	Yes	$ 305.00	$ 315.00	$ 345.00	$ 365.00	$ 427.00	$ 441.00	$ 483.00	$ 511.00
175W	Pole Mount	80	80	Yes	$ 285.00	$ 295.00	$ 325.00	$ 345.00	$ 399.00	$ 413.00	$ 455.00	$ 483.00
250W	Pole Mount	80	120	Yes	$ 385.00	$ 395.00	$ 425.00	$ 345.00	$ 539.00	$ 553.00	$ 595.00	$ 483.00
400W	Pole Mount	120	150	Yes	$ 425.00	$ 435.00	$ 465.00	$ 385.00	$ 595.00	$ 609.00	$ 651.00	$ 539.00
1000W	Pole Mount	285	285	Yes	$ 590.00	$ 600.00	$ 630.00	$ 650.00	$ 826.00	$ 840.00	$ 882.00	$ 910.00

- We will verify that 80% of your most CE projects use the average pricing and recommended wattages.
- No project can exceed the Max pricing without approval.
- No project can exceed the Max allowable fixture wattage. **No exceptions will be granted.**
- Max allowable price for exterior lighting systems includes extra labor in the case that you need more than one person to work on fixture.
- Contact program administrator prior to proposing projects outside of the scope aligned with this offering.

Frequently Asked Trade Ally Questions

Q1: Which facilities are eligible for this Incentive?

A: Refer to section 2 of this Handbook for all eligibility information.

Q2: My customer is a good candidate for measure upgrades outside of the SMBE Approved measure list. How do I offer incentives for equipment on the Wattsmart typical measure list?

A: The measures included in the Wattsmart Small Medium Business Express Incentives are the most commonly occurring measures for small and medium businesses targeted by this offer. If you propose to install measures outside of the Small Medium Business Express approved measure list, include those measures on the lighting application and ensure you obtain pre-approval on your proposed project prior to installing any equipment

Q3:When will I recieve my incentive from Rocky Mounatin Power?

A: After an eligible measure is installed and the complete project application with all documentation is received, you should receive your incentive within 30 days. However, we encourage all Approved Trade Allies to enroll in direct deposit for faster payment.

Q4: What if I'm working with a customer that is leasing a space ?

A: Customer eligibility is based on the Rocky Mountain Power customer's rate schedule, not building ownership. Owner / tenant issues must be resolved with the owner and tenant of a facility. Any of the following entities can participate in Wattsmart Business: the customer, the facility owner, and the tenant/electricity user.

Q5: How long will this offering be available?

A: The Wattsmart Small Medium Business Express Incentive is expected to be renewed on an annual basis. Rocky Mountain Power reserves the right to cancel or modify the Incentive at any time. Approved Trade Allies will have the opportunity to submit a bid to participate in the Incentive on no less than an annual basis. Only Approved Trade Allies are permitted to offer the Incentives to qualifying customers for only the time period defined in the Approved Trade Ally Agreement.

Q6: What if my pricing changes during my Approved Trade Ally Agreement term?

A: Trade Allies are expected to maintain their pricing offered in the RFP Response Form,
as that is a factor in the selection of Approved Trade Allies. If there is a market shift or other circumstance resulting in a need to increase pricing, consult program administration to identify the best solution for your situation.

Q7 : How many Approved TradeAllieswill offer these incentives?

A: The number of Approved Trade Allies depends on the results Trade Allies are driving. The number of Trade Allies in the pool has been developed based on an analysis of market potential for small and medium sized businesses to adopt the enhanced incentives. If the selected pool of Trade Allies is not meeting expected targets,

they may be removed from the program, or additional Approved Trade Allies may be allowed to offer the incentives to offset the lack of expected performance.

Q8: What if the program changes while I'm in the middle of a project?

A: Rocky Mountain Power reserves the right to change or cancel the Incentive at time. However, we will keep you informed of pending changes to Wattsmart Small Medium Business Express offering with adequate time (estimated at 2 – 4 weeks to complete projects and submit applications for an incentive. If circumstances warrant, we will work with you on a case by case basis to determine the best course of action with your customers and their projects in the event of any program changes.

Q9: What if the project I am working on requires remedial work, like new conduit, or new wire, or the fixtures need to be moved?

A: The incentives are designed to target lighting equipment and labor upgrade costs specific to what is needed to realize energy savings. Upgrades and repairs required for other reasons (some examples shown below) are to be invoiced separately.

- Replacing non-compliant or damaged wiring
- Cosmetic repairs of damaged fixtures or components
- Relocating existing lighting equipment

Q10: If incentives may change on an annual basis, how do I know which incentives are available for my project (the old ones or the new ones)?

A: The incentives available for a project are determined by the current program effective at the time of the sale date of the project.

Q11: What happens at the end of my period of performance and if I have customers still deciding to proceed on my project proposals?

A: All project incentive applications and required documentation must be submitted during your period of performance. Otherwise, incentives may be rejected.

Q12: Are new construction or major renovation projects eligible for Wattsmart Small Medium Business Express incentives?

A: No. Only retrofits are eligible. New construction and major renovation projects are not eligible.

Q13: How do I know if the application I submitted is complete and being processed?

A: The processing team will send email confirmation that your submission has been received and inform you of any additional requirements needed to begin processing.. Your application is not considered complete until all requirements have been met. To ensure smooth and timely processing, submit a complete lighting workbook, general application, product eligibility documentation and project invoice as outlined in section 3.4.4 of this Handbook.

Appendix B Sample Rocky Mountain Power Electric Bill

The following sample electric bill highlights the location of the rate schedule information to verify eligibility for customers for the Small Medium Business Express offer, as well as customer account number information to be included in the Wattsmart Business General Application and Wattsmart Business Lighting Application. Verify customer eligibility @ https://www.wattsmartbusiness.com/eligibility

Your Balance With Us

Previous Account Balance	165.15
Payments/Credits	-165.15
New Charges	+169.80
Current Account Balance	**$ 169.80**

Payments Received

DATE	DESCRIPTION	AMOUNT
Mar 8, 2014	Payment Received – Thank You	165.15
Total Payments		**$ 165.15**

Detailed Account Activity

ITEM 1 - ELECTRIC SERVICE [redacted]

METER NUMBER	SERVICE PERIOD From	To	ELAPSED DAYS	METER READINGS Previous	Current	METER MULTIPLIER	AMOUNT USED THIS MONTH
12345678	Feb 21, 2014	Mar 24, 2014	31	63760	65346	1.0	1,586 kwh
12345678	Demand	Mar 24, 2014			11.215	1.0	11 kw

Next scheduled read date: 04-22. Date may vary due to scheduling or weather

NEW CHARGES – 03/14	UNITS		COST PER UNIT	CHARGE
Basic Charge	11	kw		8.71
Energy Charge 1st Block	1,000	kwh	0.1064200	106.42
Energy Charge 2nd Block	586	kwh	0.0743900	43.59
Bill Assistance Program				1.56
(Washington State Utility Tax $6.15)				
City Utility Tax			0.0200000	3.17
City Utility Tax			0.0400000	6.35
Total New Charges				**169.80**

Appendix C Marketing Materials

Wattsmart Business offers several marketing materials for your reference and to share with your customers to assist you in promoting energy efficiency opportunities and incentives. Some materials are available to you as a Wattsmart Business Approved Trade Ally at no charge. Co-branded swag, such as shirts and hats, are available at your own expense. Please contact the Wattsmart Small Medium Business Express program administration for details.