

# Building Efficiency Incentive Application Checklist

## A Step-by-Step Guide to Receiving your Building Efficiency Incentive Payment

To ensure prompt processing of your incentive payment, please complete the following steps:

### When Initially Considering a Project:

#### 1. Submit a Preliminary Application

This used to be an optional step; now it's required. This process is easy and can be done even before you know all your project's details. There's a simple on-line form – titled "Preliminary Application" at [www.idahopower.com/buildingefficiency](http://www.idahopower.com/buildingefficiency). This step must be made prior to any incentive payment.

#### 2. Share Qualifying Specifications with your Design Team

This is another critical step. If the architects, engineers, and contractors know the details of what qualifies for an incentive, the proper equipment can be specified and installed. More details are available in a document – titled "Program Overview" at [www.idahopower.com/buildingefficiency](http://www.idahopower.com/buildingefficiency).

#### 3. Consult with the Integrated Design Lab (IDL)

Unless you're considering daylighting with integrated photo controls, this step is optional. However, to receive an incentive for "Daylight Photo Controls" you will need to consult with the IDL. You can learn more about the services they offer at [www.uidaho.edu/idl/](http://www.uidaho.edu/idl/) or by calling (208) 429-0220.

### Upon Project Completion:

#### 1. Fill Out and Sign Incentive Final Application Form

Completely fill out the Final Application (or update your Preliminary Application). The Final Application must be submitted within 60 days of project completion. Any questions on the application can be answered by sending an e-mail to [buildingefficiency@idahopower.com](mailto:buildingefficiency@idahopower.com).

#### 2. Provide Equipment Specifications or other Energy Performance Details

Attach proof of performance (product cut sheets or other documentation) to show that the product(s) installed meet the requirements for an incentive payment. This is especially critical for exit signs, reflective roof treatment, windows, variable speed drives, and air conditioning equipment.

#### 3. Attach Billing Invoices or Proof of Payment for Each Measure

To verify your purchase of the products you're applying for incentives on, you'll need to provide proof of payment. Proof of payment can be a purchase order, billing invoice, or any other document that shows the quantity of goods purchased and that the amount due has been paid.

#### 4. Attach a COMcheck Lighting Application Worksheet

This worksheet is used to show that you meet the building code's lighting power density for your space type. It is also used to show that your design exceeds the code by 10 percent or more. Please note the expected lighting operating hours on this page and the application form also. The free COMcheck software can be downloaded at [http://www.energycodes.gov/comcheck/ez\\_download.stm](http://www.energycodes.gov/comcheck/ez_download.stm).

#### 5. Attach Daylighting Analysis or Review from IDL

If you're applying for incentive on "Daylight Photo Controls", you will need to provide an analysis or review of your design from the IDL. This review will ensure an effective daylighting design, adequate controls, and be the basis to establish the floor area impacted by daylighting.

#### 6. Attach Control Strategy Summary

If you're applying for an energy management control system you will need to provide a control strategy summary. This summary can be provided by your control contractor, design engineer, or anyone else familiar with the controls. The summary should list the equipment controlled, its electrical load (kW), and an estimate of the annual operating hour reduction from the use of the control system.