



**Efficiency Works**<sup>™</sup>  
Business



# **Efficiency Works Business program guide**

**Effective July 2024**

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## EFFICIENCY WORKS BUSINESS OVERVIEW

Efficiency Works is a collaboration of common efficiency programs between the utilities of Estes Park Power and Communication, Fort Collins Utilities, Longmont Power & Communications, Loveland Water and Power and Platte River Power Authority. Efficiency Works can help improve the comfort of your home or business, save money on your utility bills and support environmental stewardship.

The Efficiency Works Business programs help identify and implement cost-effective efficiency upgrades for new or existing buildings. Offering the same quality product or service while cutting bottom-line costs is a win-win for any business. The Efficiency Works Business programs can help; we can provide a [free facility assessment](#), connect you with a contractor to perform efficiency upgrades, and incentives to offset the cost of almost any upgrade that saves energy and/or water. Efficiency Works staff can provide as much or as little help as you want during the efficiency upgrade process. Our goal is to make your project a success.

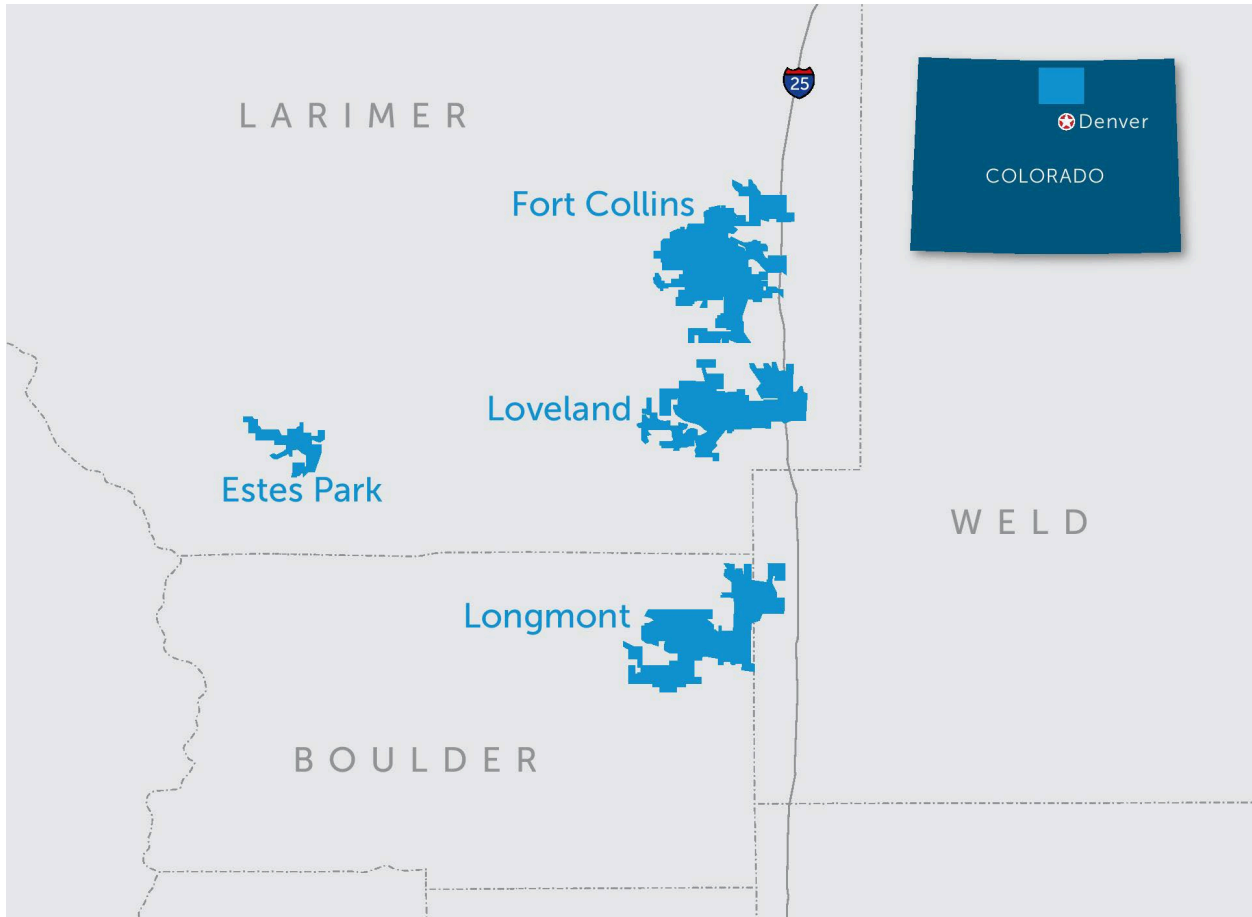
## CONTACT INFORMATION

For more information, clarification, or to speak to a member of the Efficiency Works Business Team:

- Visit us at [www.EfficiencyWorks.Org](http://www.EfficiencyWorks.Org)
- Email us at [Business@EfficiencyWorks.org](mailto:Business@EfficiencyWorks.org)
- Call us at **970-229-4823**

## UTILITY SERVICE TERRITORY

Efficiency Works Business is the efficiency program for commercial customers of Estes Park Power and Communications, Fort Collins Utilities, Longmont Power & Communications and Loveland Water and Power (i.e., the owner communities served by Platte River Power Authority), as illustrated below.



For a more detailed and interactive map, visit the [Efficiency Works](#) website to access our [Google Map](#).

# GENERAL PARTICIPATION REQUIREMENTS

## ELIGIBILITY

A project is eligible to participate in Efficiency Works Business program if all of the following are true. For questions about site eligibility, contact Efficiency Works Business at [Business@EfficiencyWorks.org](mailto:Business@EfficiencyWorks.org) or 970-229-4823.

- Project site is a commercial electricity customer of the four following electric utilities: Estes Park Power and Communication, Fort Collins Utilities, Longmont Power & Communications, Loveland Water and Power. If applying for water efficiency rebates, project site water service must be served by Fort Collins Utilities, City of Longmont or Loveland Water and Power.
- Replacing working existing equipment with new energy or water-efficient equipment or installing new energy or water efficient equipment in a new or existing commercial building or site.
- All equipment meets the specifications and requirements of each rebate offering. Equipment is eligible for rebate based on the final commissioning or installation date not the purchased date.
- Rebate applications must be submitted with all required documentation within 45 days of the project completion date.
- Rebate must be at least \$50 for all projects.

## TERMS AND CONDITIONS

By submitting an Efficiency Works Business application, the participant acknowledges that they have read, understand and agree to be bound by all requirements, terms, and conditions of the Efficiency Works Program including, but not limited to, the Terms and Conditions available in all rebate applications.

## FUNDING AVAILABILITY

Incentives are awarded on a first come, first served basis while funding is available. Funds for incentives are limited and subject to budget availability. Program requirements including but not limited to incentive values, structures, deadlines and caps are subject to change without advance notice and may vary by utility territory depending on the pace of demand in each territory and the available incentive budget. Check for announcements on [efficiencyworks.org](http://efficiencyworks.org) for recent program changes and get up to date incentive information or contact Efficiency Works Business for more information.

## COST EFFECTIVENESS

To qualify for rebates, energy and water efficiency measures must be cost effective as solely determined by Efficiency Works. Efficiency Works reserves the right to recalculate pre-approved project rebates (increased or decreased) to reflect changes in project scope of work or other factors.

- Equipment is eligible for rebate based on the final commissioning or installation date not the purchased date.
- Projects that are submitted for pre-approval and pre-approved will be governed by the rules of the program at the time of pre-approval.
- Efficiency Works reserves the right to adjust rebates in the future as market conditions change.
- Efficiency Works reserves the right to verify sales receipts and cancelled checks.
- Rebates cannot exceed 100% of the project cost.

## ON-SITE VERIFICATION

Efficiency Works reserves the right to verify project installations on-site prior to, during, or after the installation of the project.

Basic verification guidelines include:

- Efficiency Works will inspect at their discretion based on the project scope, estimated rebate and savings to be achieved, and random sampling. Efficiency Works will coordinate with the customer and/or contractor for site access as needed.
- Efficiency Works will be responsible for verifying project implementation, start-up or commissioning details, and other verification activities, including site inspections. Participants and their program partners may be required to provide supporting documentation, information or materials and access to plant and equipment operations to complete the verification process.

On-site verification is defined as an on-site inspection to verify that a project was completed as intended including existing equipment listed on application is correct, all steps were taken to complete installation, equipment was installed as invoiced, assumptions were put in practice, calibrations were completed, etc. Verifications are completed prior to the issuance of a rebate check to the participant; therefore, savings analysis can be adjusted prior to the issuance of the check if changes in scope are observed.



## BUSINESS PROGRAMS

### 1. REBATE OFFERINGS

The Efficiency Works Business Rebate offerings provide incentives for almost anything that saves electricity. A description and additional requirements for each of the offered prescriptive rebates is provided in this section. If a prescriptive rebate is not available for your technology or project, please refer to the [custom rebate](#) section below. Efficiency Works will review qualifying prescriptive program equipment periodically and may adjust measures and eligibility requirements in the future as market conditions and equipment standards change.

#### 1.1. FREQUENTLY ASKED QUESTIONS

**Q: Do I have to use a listed contractor?**

**A:** No, anyone can take advantage of the Efficiency Works Business rebates. Efficiency projects can be completed in-house or contracted to a third party. Listed contractors have demonstrated program knowledge through previous project completion.

**Q: Do I need to get pre-approval?**

**A:** If your estimated rebate is greater than \$10,000, pre-approval is required. In addition, all VFD, custom projects and new construction incentives must also be pre-approved. If eligible, all Community Efficiency Grant and Government Building Bonus projects also require pre-approval. For rebate sums between the minimum \$50 threshold and \$10,000 no pre-approval is required. The current pre-approval process is in place so eligibility, energy savings, and rebate amounts can be clarified, and funding can be reserved resulting in mutual benefit for the customer and the Efficiency Works Business Programs. Re-approval from Efficiency Works is required if the final rebate amount is expected to exceed more than 10% of the pre-approved rebate amount, or equal to 110% of the pre-approved rebate.

**Q: How long does it take to get a project pre-approval?**

**A:** A response to project pre-approval typically occurs within two business days. If the total project rebate exceeds \$10,000 and requires energy advising, gets selected for a random pre-inspection, or comes at a time of high demand pre-approval evaluation may be delayed.

**Q: How long does it take to get the rebate?**

**A:** Rebate payments are typically processed and paid within 4-6 weeks of the program receiving final paperwork. In some cases, post-inspection may be required prior to the release of the rebate payment.

**Q: Can I get the rebate before the project is completed?**

**A:** No, in the interest of claiming accurate energy savings, rebate payment cannot be made before the project is confirmed as completed. All documents required before payment are listed on the [Efficiency Works website](#) and within each application.

**Q: What qualifies for a rebate?**

**A:** Qualifying energy efficiency equipment is kept up to date on the [Efficiency Works website](#). If you have a question about an unlisted energy efficiency upgrade or a custom project, please email [Business@EfficiencyWorks.org](mailto:Business@EfficiencyWorks.org) with the equipment and project details.

**Q: Who is eligible for a rebate?**

**A:** To qualify for a rebate through Efficiency Works Business programs one must be a commercial electric customer of one of the following: Estes Park Power and Communications, Fort Collins Utilities, Longmont Power & Communications, or Loveland Water and Power. Water efficiency rebates are available for water customer of Fort Collins Utilities, City of Longmont, and Loveland Power and Water.

**Q: Can my contractor be paid the rebate?**

**A:** Rebate payment can be sent to either the contractor or the participant upon completion. It is the responsibility of the participant and contractor to work out the details of rebate payment prior to any work being performed. If a participant decides to have the rebate paid to the contractor, the amount of the rebate must be shown as a discount on the final project invoice.

**Q: Does Efficiency Works guarantee the installation quality?**

**A:** Efficiency Works does not guarantee the accuracy of information or quality of work provided by any contractor, listed or otherwise.

**Q: Does Efficiency Works guarantee that the project scope meets all codes?**

**A:** Efficiency Works does not guarantee fulfillment of any applicable code requirements by any contractor, listed or otherwise. It is required that all local codes and permit rules are followed for all projects, but Efficiency Works will not verify this prior to issuing a pre-approval or processing a rebate. It is the responsibility of the customer and/or contractor to ensure that all local codes and permit rules are followed.

**Q: Can previously rebated equipment receive a second rebate if it is no longer functioning?**

**A:** All rebates are subject to an effective useful life to be determined by Efficiency Works. Previously incentivized equipment is not eligible to receive a second incentive until the effective useful life has expired and only in the case where the previously incentivized equipment is no longer in useful condition attributing to energy savings. To learn more about which products can be incentivized after their useful life and what the useful life is for those products, please contact the Efficiency Works Business team.

## REBATE APPLICATION PROCESS

1. Identify project
  - Determine project eligibility. The project site must be a commercial electric customer of Estes Park Power and Communications, Fort Collins Utilities, Longmont Power & Communications, or Loveland Water and Power. For water rebates, the customer must be a water customer of Fort Collins Utilities, the city of Longmont, or Loveland Water and Power.
  - Incentive funds are subject to change without notice. Check the announcements on [www.EfficiencyWorks.org](http://www.EfficiencyWorks.org) for recent program changes or contact Efficiency Works for more information.
  - Download or submit the most recent version of the Rebate application from [www.EfficiencyWorks.org](http://www.EfficiencyWorks.org).
  - Contact a vendor, contractor, consultant, engineer, Utility Representative, or Efficiency Works for help with this application if needed.
2. Determine if pre-approval is required. Pre-approval is required for all rebates greater than \$10,000, custom incentives, projects that include VFDs, the Community Efficiency Grant, or the Government Building Bonus.
  - I. Submit for pre-approval if required.
    - Verify site and equipment eligibility.
    - Submit a Rebate Application along with a project proposal showing eligible equipment and any other supporting documentation like specification sheets.
  - II. Get pre-approval. If the project meets program rules, a pre-approval code will be issued reserving rebate funds.
    - Rebate requests will be reviewed on a first-come, first-served basis until all rebate funding has been committed.
    - An energy advising conversation, or a facility assessment is required prior to pre-approval if the total rebate is \$10,000 or more.
    - Projects are selected for pre-inspection on a random basis.
    - Program rebate funds will be reserved for up to 45 days beyond the estimated project completion date listed in the approved rebate application upon pre-approval. Extension of the project completion date may be granted, pending available budgets and Efficiency Works staff approval. Extension requests shall be submitted in writing and approvals, if offered, will be provided in writing.
3. Complete project. Install products per program requirements and all applicable building and land use codes.
  - For pre-approved projects, document and inform Efficiency Works of any changes to the product installed or project scope – this may affect the final

rebate amount. See the “Rebate changes from pre-approval” section for more details.

4. Submit final paperwork.

- Submit the rebate application and any required documentation within 45 days of the project completion date.
- Documents required to be submitted for rebate payment are listed on the [Efficiency Works website](#).

5. Receive rebate payment.

- Rebate payment can be sent to the customer or contractor completing the project.
- Rebate Applications are typically processed and paid within 4-6 weeks of submittal.
- Post-project inspections may be required prior to release of rebate payment.

## 1.2. REBATE AVAILABILITY

Rebate requests will be reviewed on a first-come, first-served basis until all rebate funding has been committed. Upon receipt of a rebate application, program staff will review the project for eligibility and, if eligible, the participant will be notified by email of project pre-approval and receive an approval code or of the rebate being processed for payment if the project did not require pre-approval. Program rebate funds will be reserved for up to 45 days beyond the project completion date listed in the approved Efficiency Works Rebate Application. Extension of the project completion date may be granted, pending available budgets and Efficiency Works staff approval. Extension requests shall be submitted in writing and approvals, if offered, will be provided in writing. For projects that do not require pre-approval, the application and all supporting documentation must be submitted within 45 day of project completion to be eligible for rebates.

### Rebate changes from pre-approval

Project scope changes that will significantly affect the total incentive amount (more than 10% increase), require a project update be submitted to Efficiency Works for approval. If you are unsure how changes in your project might affect your incentive, contact Efficiency Works for assistance.

Changes to project scopes that result in a greater than 10% increase from the pre-approved rebate amount that did not complete a project update may be capped. No increase greater than 10% from the pre-approved rebate amount is guaranteed. Exceptions to the 10% increase may be granted, pending available budgets and Efficiency Works staff approvals, if offered, it will be provided in writing.

Incentive amounts will not be increased simply because existing fixtures were found to have higher wattage or new fixtures were determined to have lower wattage than listed in the approved application, unless such changes also result in changes in the project scope and/or cost (e.g., PCB ballast recycling costs, more fixtures retrofitted or replaced, etc.).

## Rebate caps

The rebate available for each project may be limited by a rebate cap. As incentives increase due to project scope and energy savings on size the incentives will be calculated in three (3) levels based solely on the cost effectiveness calculation of the efficiency upgrade at the discretion of Efficiency Works, all incentives are dependent on funding availability. Water rebates are subject to a \$5,000 cap. The incentive tiers for electric projects are as follows:

### Level 1 – Standard offer incentives up to \$50,000

- Rebate calculated based on incentives listed on rebate applications
- Per project incentives up to \$50,000 as calculated on rebate applications
- Incentives limited to 100% of project upgrade cost

### Level 2 – Incentives from \$50,001 to \$100,000

- Rebate calculated based on incentives listed on rebate applications
- Incentive is calculated per project
- Minimum annual energy savings of 150,000 kWh
- Incentive calculated as the lowest of the following items
  - Standard offer rebate
  - 75% of project cost
  - Maximum cost to conserve energy of \$0.03 kWh
  - 1-year simple payback from energy savings

### Level 3 – Incentives above \$100,000

- Rebate calculated based on incentives listed on rebate applications
- Incentive is calculated per project
- Minimum annual energy savings of 400,000 kWh
- Incentive calculated on the lowest of the following items
  - Standard offer rebate
  - 50% of project cost
  - Maximum cost to conserve energy of \$0.02 kWh
  - 1-year simple payback from energy savings

### 1.3. EFFICIENCY WORKS BUSINESS APPLICATION INSTRUCTIONS

The most up to date application should always be downloaded or submitted from the [Efficiency Works website](#), as updates are made frequently. Depending on the upgrade type the application may be a Microsoft Excel workbook or an online form. If the application is based in Excel, then Excel is needed to properly view the application and allow all formulas to function as intended.

#### How to use the Excel based applications:

1. The excel based application has a page (worksheet) listed in tabs at the bottom for each type of rebate (e.g., lighting, motor VFD's, etc.).
2. Enter the customer information and general project information on Page 1.
3. Fill out the rebate page for each type of project you are doing. Click on the worksheet tabs below (for example, lighting retrofits are on Page 2).
4. Determine the total project incentive and enter the project cost information on the Project Summary page. The total estimated incentive will not auto-fill until all required cells are complete on the 1-General Info and project tab(s) of interest.
5. Note that grey cells are calculations and cannot be overridden. Cells below a blue header need to be filled in.

#### How to use the online based applications:

1. The online based applications have a location to select the upgrade equipment type (e.g., custom, grocery, water etc.).
2. Enter the upgrade and customer information in the online forms.
3. Review incentive summary.
4. Attach necessary documents for rebate (e.g., invoice, W9, terms and conditions, etc.)
5. Submit application.

### 1.4. LIGHTING EFFICIENCY

Only Light Emitting Diode (LED) lighting upgrades are eligible for rebates. Rebates for upgrading existing lighting systems are calculated in the "Lighting" section of the application.

#### 1.4.1. EXISTING BUILDINGS

Rebate incentives are divided to reflect the difference in upgrading existing fixtures with LED lamps, retrofits or fixtures. Lighting upgrades that incorporate new automatic control systems are eligible for additional incentives. Automatic lighting controls eligible for rebates must improve upon the existing lighting control systems.

For current lighting rebates, visit the rebates page of the [Efficiency Works website](#) and download the most up to date version of the application.

#### Additional lighting rebate considerations:

- For any fixture described by a standard existing lighting fixture must use the wattage that is automatically populated into the application. These wattages are an average of the variations possible within each category and are weighted based on the popularity of those fixtures in the program. No exceptions will be made for these standard existing fixture wattage values.
- For any fixture not described by a standard existing lighting fixture, please use the “other” option and add a description that is indicative of the wattage that you provide. Verification of equipment and input wattages may be requested for “other” selected products. Verification may be performed by submitting pictures of existing or new equipment showing amperage, volts and/or watts, lamp types, cut sheets, etc.
- All LED products used must be either listed as ENERGY STAR and/or Design Lights Consortium (DLC) qualified. Refer to [www.energystar.gov](http://www.energystar.gov) or [www.designlights.org](http://www.designlights.org) for the most up to date list.
- The following items do NOT qualify for lighting rebates:
  - The installation of high efficiency fluorescent or CFL lighting.
  - The replacement of neon signs to LED signs. Fluorescent signs (e.g., monument or backlit signs) are still eligible for a rebate when upgraded to LED technology.
- All exterior lighting must be full cut-off and must comply with local codes and land planning requirements based on the jurisdiction they are installed.
- It is recommended to consider the illuminance levels (foot candle) of all new lighting installed. A reference to the recommended illuminance levels as determined by the Illuminating Engineering Society of North America (IESNA) Lighting Handbook is in the [References](#) section of the program guide.

#### 1.4.2. NEW CONSTRUCTION AND MAJOR RENOVATION

New construction and major renovation interior lighting projects are not eligible for the retrofit rebates described above. A major renovation as defined in the Efficiency Works Business program is as follows:

##### Major renovation definition

For the purposes of the Efficiency Works program, a major renovation includes at least three of the five criteria below:

1. The business is undertaking the project primarily due to a change in the use of the space, which requires changes to the lighting or HVAC systems. For example, warehouse space is being converted to office space.
2. The space being renovated will be unoccupied for 30 days or more.

3. Existing light fixtures are being removed and a totally new light scheme with rewiring is being installed as a result.
4. The project requires a construction permit.
5. First time install of electric operated equipment in which higher efficient models are available.

## 1.5. COOLING EFFICIENCY

All heating, ventilation, and air conditioning (HVAC) equipment and controls that are eligible for rebates are listed below; see below for more descriptions on these measures. Incentives for high efficiency DX Air Conditioning, Chillers, Heat Pumps, or Variable Refrigerant Flow (VRF) systems, are not available due to the collaboration efforts of the local utilities with regional AC distributors and manufacturers to help ensure that high efficiency air-conditioning units are available when they are needed and at a lower cost to all commercial customers. Visit the [Business resources](#) page on the Efficiency Works website to learn about the requirements for high-efficiency equipment.

For current rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives.

### Advanced roof top unit controller (for existing RTUs)

After market controllers that utilize variable frequency drive supply fan control combined with an integrated economizer and demand ventilation controls. See the rebate application for an approved list of controllers.

### Programmable thermostat

Replace a fixed/manual thermostat with a programmable or learning thermostat. Replacement of an existing programmable or learning thermostats does not qualify. For non-commercial use cases, please visit our residential rebates page: [efficiencyworks.org/homes/rebates/](http://efficiencyworks.org/homes/rebates/).

### Demand control ventilation (DCV)

Add sensors, controls, and sequences for demand control ventilation. Locate CO2 sensor in occupied space or return air duct and reduce outside air requirements when appropriate (low CO2 indicating low occupancy). Existing DCV systems do not qualify.

### Variable speed supply fan

Convert a constant speed RTU to variable speed. Rebate applies to adding a VFD to an existing motor or replacing induction motors with EC motors. Existing functioning VFDs and EC motors do not qualify.

### Evaporative condensing



Evaporative condensing is a technology that pre-cools the air entering the condenser of a rooftop unit or air-cooled chiller with mist or an evaporative media. This lowers the entering air temperature which lowers the refrigerant head pressure, thus reducing the work the compressor must do and saving energy. This is a great summer peak reduction measure and achieves energy savings at the same time. We have worked with manufactures of this technology and Xcel Energy's savings estimates to develop our own savings estimates and rebate.

#### Advanced evaporative cooling

This rebate applies to direct, direct/indirect, or indirect evaporative coolers. Equipment must guarantee air quality against bacteria, mold, etc. Continuous 'bleed' systems for sediment or scale prevention do not qualify. Contractor is required to either include a maintenance plan or teach the operator the proper winterization, startup, and maintenance. Similar to evaporative condensing, the (direct) evaporative cooling methodology pre-cools outside air using only the evaporative effect to cool. Indirect evaporative cooling also qualifies for this rebate and is a method of using water and exchanging the cooling energy to the entering outside air without direct contact to water or mist.

#### Airside economizer for packaged cooling equipment

An incentive for airside economizers installed on packaged cooling equipment is available when:

- Adding an economizer to existing packaged cooling where no previous economizer existed, or
- Adding an economizer to a new packaged cooling system where the previous system did not have an economizer.

The incentive is not available for economizers in packaged cooling systems 54,000 Btu/hr and up that are being installed in new construction, or where cooling capability is being installed for the first time or required by local code.

## 1.6. BUILDING ENVELOPE

Building envelope rebates are available only for existing buildings. These rebates and specifications are designed to help offset the incremental cost to improve the buildings envelope with higher efficient specifications.

For current envelope rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives.

#### Additional requirements:

- Insulation and product rating must be met or exceeded to qualify; no partial improvement can be applied. R-value is an average across total square footage being insulated.
- Building must have air conditioning and/or electric heat to qualify for envelope incentives.
- Energy savings estimates are based on energy models for a reference building that may or may not accurately predict the savings that will be achieved by your project.
- Existing buildings may have limitations to the amount of additional insulation required to meet these requirements. Efficiency Works will accept the total R-value of the assembly that combines existing R-value assemblies and the new addition that increase the overall R-value to meet the required levels. Potential qualifying assemblies will be accepted on a case-by-case basis.
- **Roof and wall insulation**
  - The CI designation stands for Continuous Insulation. This is insulated sheathing panels completely covering the exterior side of the steel framing, mass wall, or roof deck thus providing a continuous thermal break to the outside.
  - For metal building roofs, the recommended construction is with a Liner system offered by several manufacturers. For metal roofs, the recommended construction is standing-seam roofs with two layers of blanket insulation. The first layer is draped perpendicularly over the purlins with enough looseness to allow the second insulation layer to be laid above it, parallel to the purlins.
  - For steel framed walls the first layer is installed continuously perpendicular to the exterior of the girts and is compressed as the metal skin is attached to the girts. The second layer of insulation is installed parallel to the girts within the framing cavity.

## 1.7. FOOD SERVICE EQUIPMENT

Rebates for food service equipment are applied to the purchase of high efficiency equipment that qualifies as ENERGY STAR rated. Rebates do not apply to used food service equipment. Leasing equipment can qualify for a rebate if lease terms are for a minimum of 4 years. Water efficiency incentives are available to commercial water customers of Fort Collins Utilities, City of Longmont or Loveland Water and Power.

For current rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives.

### Vent hood controls for commercial kitchen

Incentive is for adding variable speed fan controls to the exhaust fan motor serving the kitchen vent hoods, usually accomplished by adding a variable frequency drive (VFD) to

the motor with temperature and/or grease sensors to determine the needed exhaust fan speed. Additionally, the makeup air unit (MAU) supply fan speed may need to be interlocked to be controlled as well. The incentive is the same whether or not the MAU is controlled, but the energy savings will be higher if the MAU is controlled as well. Incentive is per controlled horsepower. So, instead of entering the number of controlled fans/motors, enter the total controlled horsepower.

### Additional references

The following table lists additional references to find qualifying equipment lists and more ways to save in a commercial kitchen.

Minimum Required Criteria Reference	Website Links	Description
ENERGY STAR Qualifying Model Lists	<a href="http://www.energystar.gov/index.cfm?c=products.pr_find_es_products">http://www.energystar.gov/index.cfm?c=products.pr_find_es_products</a>	ENERGY STAR website homepage to find ENERGY STAR qualifying equipment models.
General energy savings calculators	<a href="https://caenergywise.com/calculators/">https://caenergywise.com/calculators/</a>	Interactive web-based tool, displaying estimated savings with energy efficient appliances.

## 1.8. GROCERY EFFICIENCY

Rebates for high efficiency grocery equipment include many energy saving measures that improve efficiency of grocery and refrigeration operation. Low or no cost improvements and higher capital improvements that can be implemented on grocery or restaurant refrigeration equipment are listed below. All rebates are subject to an effective useful life to be determined by Efficiency Works. Previously incentivized equipment is not eligible to receive a second incentive until the effective useful life has expired and only in the case where the previously incentivized equipment is no longer in useful condition attributing to energy savings. To learn more about which products can be incentivized after their useful life and what the useful life is for those products, please contact the Efficiency Works Business team.

For current rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives.

Additional requirements:

**Auto closers:** New installation or replacement of non-functioning auto closer (there is no rebate for the adjustment of an existing auto-closer). Must be able to firmly close the door when closed to within one inch of full closure. Door must have a minimum perimeter of 15 feet.

**Gaskets:** New gasket to replace existing worn or damaged gasket. Replacement gaskets must meet the manufacturer's specifications regarding dimensions, materials, attachment method, style, compression, and magnetism.

**Zero energy doors:** Triple-pane glass with either heat-reflective treated glass or gas fill and are equipped with no anti-sweat heaters. Anti-Sweat Heater Control rebate is not available with this rebate.

**Low energy doors:** New glass doors replacing existing glass door with an amp draw of less than 0.39 amps per door. Anti-Sweat Heater Control rebate is not available with this rebate.

**Anti-sweat heater controls:** Controller that reduces the energy use of anti-sweat heater by 50% by sensing humidity, dew point or condensation. Zero energy and low energy glass door rebates are not available with this rebate.

**LED case lighting:** LED fixture must be on the Design Lights Consortium (DLC) Qualified Product List (QPL), and be replacing a T8, T10, or T12 fixture (no rebate is available for retrofitting T5 case lighting). LED case lighting rebates are listed on the Lighting page of the rebate application.

**Evaporator fan motor upgrade:** New evaporator fan motor must be replacing an existing shaded pole motor, less than 1 horsepower.

**EC compressor head cooling fan motor:** New compressor head fan motor must be less than 20W, replacing existing shaded pole motor (>35W) on a low temperature reciprocating compressor system. Compressor must be an integral part of a refrigeration system with a remote air cooled or evaporative condenser.

**Smart defrost controls:** Automated controls on a system with a condensing unit of 1.5 horsepower or greater. Controls should use temperature and pressure sensors to determine when to initiate an evaporator defrost cycle. Timers are not eligible.

**Evaporator fan controls:** Automated controls on an evaporator fan of 1/20 horsepower or greater. Must reduce evaporator fan runtime by at least 70% when the compressor is not running. Must automatically reduce fan speed when refrigerant is not flowing. **NOTE:** Savings may be significantly reduced in undersized systems.

**Outside air economizers:** For walk-in coolers or freezers that are 1,000 cubic feet or larger. Outdoor air and exhaust dampers must close automatically for summer isolation. Must be capable of using outdoor air of less than 34° F while maintaining the set point of the cooler. Provide dimensions of the walk-in with rebate application.

**Ultra-low temperature freezer:** ENERGY STAR certified with MDEC < 0.42 kWh/day/ft<sup>3</sup>

## 1.9. OFFICE EQUIPMENT AND APPLIANCES

Rebates are available to control and improve the efficiency of office equipment and appliances. Electric incentives are available to eligible commercial electric customers. Water incentives are available to Fort Collins Utilities, City of Longmont and Loveland Water and Power water customers. Customers who are eligible for both the electric and water incentives can receive both incentives.

For current rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives.

## 1.10. VARIABLE FREQUENCY DRIVES (VFD'S)

Prescriptive variable frequency drive rebates are available up to 75 horsepower for compressor, fan, and pumping systems. For current rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives. For VFD equipment greater than 75 horsepower rebates may be applied for through the custom rebate application process.

### Additional requirements:

- All VFD incentive applications must be pre-approved.
- Incentives are only available for new VFDs installed where none were previously used.
- Incentives are not available in new construction or renovation projects if the VFD is required by ASHRAE 90.1-2016.
- Incentives are not available for redundant or stand by pumps or fans.
- Incentives are not available for VFDs used only as soft starters.
- Incentives are not available for VFDs installed in unitary cooling equipment if the VFD is required to achieve the AHRI cooling efficiency rating and if the equipment is receiving a cooling efficiency incentive.
- Customer acknowledges that he or she has been made aware of the potential for VFDs to cause harmonic distortion on the facility's electric distribution system and that harmonic distortion can sometimes negatively impact the operation of sensitive electric equipment interconnected with the distribution system.
- VFD must be automatically controlled.

## 1.11. LEVEL 2 PUBLIC ELECTRIC VEHICLE CHARGING INFRASTRUCTURE

Prescriptive level 2 public electric vehicle charging infrastructure incentives are available for both networked and non-networked level 2 chargers. Level 1 and 3 chargers are not eligible for this incentive, nor are non-publicly available chargers. For

current rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives.

#### Additional requirements:

- All electric vehicle charging infrastructure incentives require pre-approval before efficiency upgrades begin.
- Infrastructure costs include trenching, installation of underground wires/cables, new meters, concrete, and other expenses related to making an installation site ready for an electric vehicle charger, generically referred to as electric vehicle supply equipment (EVSE), to be installed.
- Applicant must agree to install, own, operate, and maintain new public charging equipment for a period of at least 5 years after the installation date.
- EVSE must be installed in an area accessible for public use. Accessible for public use is defined as follows:
  - Public parking areas that allow for access to any electric vehicle capable of connecting to the charge port for a minimum 12 hours per day.
  - Multifamily property with 5 or more units per building and a commercial meter that will offer electric vehicle charging to all tenants/owners. EVSEs installed in unit-specific/designated parking spaces are ineligible.
- EVSE must be ENERGY STAR certified, and listing must be included with submittal. The ENERGY STAR certified equipment can be found here: [https://www.energystar.gov/products/ev\\_chargers](https://www.energystar.gov/products/ev_chargers).
- Wi-Fi enabled functionality determined by ENERGY STAR listing of Network Protocol with Wake Capability indicating Wi-Fi or Gigabit Ethernet, or Cellular.
- Number of ports will be determined by number of outputs listed on the ENERGY STAR listing.
- An output current of each port of at least 20 amps per port minimum at 208/240 volts.
- EVSE is UL listed.
- Depending on installation location local utility connection requirements, land use code review and other requirements may exist. Installation must follow all local, state and federal requirements.

## 1.12. WATER EFFICIENCY

Rebates for water efficiency improvements to your facility and site are available to save water inside and out. Rebates are available for NEW equipment only. Used or refurbished equipment does not qualify. For current rebates, visit the rebates page of the [Efficiency Works website](#) and view the food service and office and appliance rebate categories for the most up to date incentives.

Water efficiency rebates are subject to a \$5,000 cap. To be considered for an exception to the cap, please contact the Efficiency Works Business team before the project

begins. Exceptions to the cap may be granted, pending available budgets and Efficiency Works staff approvals, if offered, it will be provided in writing.

Water efficiency incentives are available to commercial water customers of Fort Collins Utilities, City of Longmont or Loveland Water and Power.

### 1.13. CUSTOM EFFICIENCY

Rebates promoted through Efficiency Works serve to reduce the cost of implementing energy and water reducing measures and upgrading to high-efficiency equipment. Due to the nature of a custom efficiency rebate, a wide variety of measures are eligible. For current rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives.

#### Custom measure eligibility

All electric energy and water efficiency projects are potentially eligible for the custom efficiency rebate. However, any measure eligible for prescriptive rebates through Efficiency Works are ineligible for the custom efficiency rebate.

The program does not explicitly specify eligible measures in the custom efficiency offering to provide maximum flexibility in identifying potential projects. However, to be eligible, measures must meet the following requirements:

- Measures must produce a measurable and verifiable reduction in energy or water consumption.
- Measures must produce savings through an increase in equipment energy or water efficiency or better utilization of energy through the use of improved production equipment or controls.
- Measures must have an implementation cost premium to achieve the energy or water efficient aspects of the project to qualify for rebate (i.e., if there are no costs to improve energy efficiency, then it is not eligible for a rebate).
- Measures must have a minimum useful life of 10 years to qualify for standard rebates. Reduced rebates may be available for measures with shorter lives.
- Measures must meet minimum cost-effective requirements with simple payback between 1 and 15 years or determined remaining useful life of the project and equipment by Efficiency Works.
- Measures that save both energy and water will be evaluated on the savings of both in which the rebate shall be the additive of the two as long as the total is within any payback limits.

### Minimum equipment efficiency standards and requirements

Custom efficiency rebates are designed to promote projects that improve efficiency above and beyond the industry standard, code, or pre-determined baseline consumption. Efficiency Works reserves the right to determine the appropriate baseline for all custom efficiency projects. For example, Efficiency Works will not award rebates to participants to simply update systems and equipment from outdated technology to standard technology.

### Examples of projects eligible for rebates:

- Installation of plate in frame heat exchanger to allow for water side economizer operation.
- Building Automation System (BAS) installations or upgrades and proposed energy efficient control sequences.
- Building envelope improvements, when not covered by prescriptive measures in rebate application.
- Refrigeration compressor and condenser replacement with more efficient units.
- Compressed air equipment and system upgrades.
- Industrial process, controls and/or operational reconfigurations or improvements.
- Water efficiency measures including irrigation, restroom and kitchen fixtures, industrial water use, cooling towers, and ozone systems, when not covered by prescriptive measures in rebate application.

### Examples of projects ineligible for rebates\*:

- Measures where project installation commenced (including but not limited to executing contract agreement, demolition of existing equipment, purchasing new equipment, installing new equipment) prior to the submittal of an Efficiency Works Rebate Application and written notification from Efficiency Works of project pre-approval.
- Measures that achieve savings through routine equipment maintenance (e.g., cleaning HVAC coils or grills, repairing steam leaks, fixing or replacing steam traps, etc.)
- Measures that are solely demand management and/or load control.
- Measures that rely solely on changes in participant behavior or system operation.
- Measures that are required by state/federal law, building or other codes and standards.
- Measures that generate electricity, including cogeneration or renewable energy generation.
- Diagnostic equipment (e.g., thermal imaging equipment to identify loose electrical connections, ultrasonic leak detectors, etc.)
- Projects that result in non-electric savings.
- Measures which are eligible for a rebate through the existing prescriptive rebate programs.



**\*Note** that these measures may not be eligible for custom efficiency rebates but may be eligible in other Efficiency Works rebate offerings. Contact Efficiency Works for more information.

### Measure savings and costs

In general, energy and water savings and project costs are calculated in comparison to the equipment inventory and operation prior to implementing qualified projects, specifically:

- If the project is an elective retrofit and the equipment is still operable (i.e., early replacement), the baseline is the existing equipment and operation; and therefore, the energy and/or savings is the difference between the existing equipment usage and the new high-efficiency equipment or process energy or water usage and the eligible project cost is the full cost to implement the project.
- If the project is replacement of equipment at the end of its useful life (i.e., replace on failure or has exceeded useful equipment life), the baseline is equipment with efficiency levels that are equivalent to those in applicable building code requirements or standard industry efficiency levels; therefore the energy and/or water savings is the difference between the standard-efficient equipment energy or water usage and the new high-efficiency equipment energy usage and the eligible project cost is the incremental difference between the standard equipment and the high-efficiency equipment.

Calculations of the Participant's cost savings will use the applicable energy and demand rate (\$/kWh and \$/kW) or make use of a blended energy rate that is appropriate for the load factor and demand coincidence factor of the energy savings. Water efficiency project cost savings will be based on the rate per gallon.

### Eligible measure costs

Project costs are based upon either the actual or incremental expenses incurred by the participant in connection with determining the baseline. This may include costs associated with the construction, installation and/or implementation of an eligible project.

### Eligible costs may include:

- Design fees / Labor and installation cost / Engineering and consulting expenses / ESCO (energy service company) fees.
- Material equipment costs / Demolition and disposal fees / Financing fees.
- Participant labor expenses (calculated as hourly rate x hours) for pre-approved, qualified Participant staff to provide labor for project implementation.

All project expenses are subject to review and approval by Efficiency Works. Participants shall provide cooperation and access as is reasonably required for the determination of eligible costs. Acceptable documentation of eligible costs may include invoices, work orders, cancelled checks, and accounting system reports. These costs must be included with the submitted finalized Efficiency Works Application, with a signed Request for Payment document and W9 tax form from rebate recipient.

### Rebate guidelines

For current custom rebates, visit the rebates page of the [Efficiency Works website](#) and begin the most up to date version of the application. In special cases, the maximum rebate may be exceeded, subject to approval by Efficiency Works. Efficiency Works will reserve the right to waive or adjust the rebate amounts and caps on a case-by-case basis and determine at their sole discretion the program year to which a rebate is attributed.

In cases where the final project delivers energy or water savings in excess of the pre-approved values, final rebate payments will be based on the original verified or calculated energy or water savings. In cases where the final project delivers energy or water savings are less than the pre-approved values, final rebate payments will be based on the lower adjusted verified or calculated energy or water savings. Final rebates may change based on actual installation of the equipment and project. Re-approval from Efficiency Works is required if the final rebate amount is expected to exceed more than 10% of the pre-approved rebate amount, or equal to 110% of the pre-approved rebate.

### Project development assistance

Efficiency Works will provide participants with development assistance on eligible measures; however, the scope of the assistance is limited. Participants are expected to work with trade allies to develop initial project savings and cost estimates. Participants must provide estimated energy or water savings and calculations when they submit the Efficiency Works Rebate Application. Efficiency Works will then work with both the participant and their service provider to refine the estimated energy or water savings and pre-approve eligible projects.

## 2. BEHAVIORAL INCENTIVES

Behavioral incentives are available for select, non-equipment upgrade or tune-up actions where measurable energy savings can be claimed as a result of the action taking place. Behavioral actions include advanced education on efficient building operational practices to influence organizational behavior and decision-making resulting in energy savings. See the section below for currently available behavioral incentives in the Efficiency Works Business programs.

### 2.1. BUILDING OPERATOR CERTIFICATION INCENTIVE

Efficiency Works Business may offer a rebate for building operators who operate a building within our service territory greater than 50,000 sq ft to become a certified building operator through the Building Operator Certificate (BOC) program. For current rebates, visit the rebates page of the [Efficiency Works website](#) for the most up to date incentives.

#### Additional requirements:

- Incentives are available to building operators of electric customers of Estes Park Power and Communications, Fort Collins Utilities, Longmont Power & Communications or Loveland Water and Power
- Building square footage must be greater than 50,000 sq. ft.
- All Building Operator Certificate incentives require pre-approval and proof of class registration is required with rebate application
- Total incentives are limited to \$1,200 per building operator per building
- Total incentives are limited to 100% of training costs, as outlined in provided invoices
- Efficiency Works Business maximum incentive limits will apply per project, see Program Guide for details
- BOC incentives are ineligible for any bonuses and grants being offered in 2024

The Building Operator Certificate (BOC) is the leading national training and certification program for building operators and maintenance personnel. BOC graduates make their buildings more comfortable, efficient, and environmentally friendly thanks to skills they master in BOC classes. To learn more and sign up for the BOC, please visit <https://www.boccolorado.org/>.

## 3. NEW CONSTRUCTION REBATES

The Efficiency Works Business Program provides rebates to offset the cost of energy efficient designs. A description and additional requirements for each of the offered prescriptive rebates is provided in this section. If a prescriptive rebate is not available for your technology or project and is not listed as a category that is not offered, please refer to the [custom rebate](#) section. Efficiency Works will review qualifying prescriptive

program equipment periodically and may adjust measures and eligibility requirements in the future as market conditions and equipment standards change.

### Major Renovation Definition

For the purposes of the Efficiency Works program, a major renovation includes at least three of the five criteria below:

1. The business is undertaking the project primarily due to a change in the use of the space, which requires changes to the lighting or HVAC systems. For example, warehouse space is being converted to office space.
2. The space being renovated will be unoccupied for 30 days or more.
3. Existing light fixtures are being removed and a totally new light scheme with rewiring is being installed as a result.
4. The project requires a construction permit.
5. First time install of electric operated equipment in which higher efficient models are available.

### 3.1. FREQUENTLY ASKED QUESTIONS

Please see the retrofit rebate [Frequently Asked Questions](#) section.

### 3.2. APPLICATION PROCESS

Please see the retrofit [Rebate Application Process](#) section of the Program Guide.

### 3.3. APPLICATION INSTRUCTIONS

Please see the [Rebate Application Instructions](#) to apply for applicable rebates.

### 3.4. NEW CONSTRUCTION REBATES

For expanded definitions or additional requirements not listed in the application, see the corresponding rebate section under the rebate program guide. As of July 1, 2022, the only available rebate categories for new construction and major renovation projects are listed below:

- 1.6 [Cooling](#)
- 1.8 [Food Service](#)
- 1.9 [Grocery](#)
- 1.10 [Office & Appliance](#)
- 1.11 [Motor VFD's](#)
- 1.13 [Custom](#)

### NEW CONSTRUCTION AND MAJOR RENOVATION LIGHTING AND ENVELOPE

Efficiency Works Business does not offer new construction and major renovation lighting or envelope rebates.

- Plug loads being installed in new construction and major renovation projects such as refrigerators, ice machines, and dishwashers can be applied for in the standard rebate program.
- Variable frequency drives (VFDs) not required by code or included in other program models can be applied for in the standard rebate program.
- New construction and major renovation projects are ineligible for toilet and urinal rebates.

### 3.5. TECHNICAL SUPPORT

Our efficiency experts are available to help every step of the way. Contact us with questions related to your new construction or major renovation project.

If it's early enough in the design phase of your project, you may be eligible to participate in the Integrated Design Assistance Program available to Fort Collins Utilities customers only.

### 4. BUILDING TUNE-UP PROGRAM

The Efficiency Works Building Tune-up program is designed to optimize and enhance your current building's HVAC systems. Building Tune-up offers services from enhanced maintenance for standard rooftop units to full retrocommissioning (RCx) on facilities with building automation systems. Start optimizing your facility's heating and cooling performance today.

Building Tune-up offers three program paths:

1. Performance Plus
2. Light retrocommissioning
3. Full retrocommissioning

All work must be completed by an authorized Performance Plus and Retrocommissioning service provider - as listed on the [Find a service provider](#) page.

Please see the [Building Tune-up page](#) on the Efficiency Works website to learn more and find the Building Tune-up Program Guides for Performance Plus and Retrocommissioning.

### 5. FLEET ELECTRIFICATION STUDY INCENTIVE

The Efficiency Works Business Fleet Electrification Study incentive is part of the Efficiency Works portfolio, offering versatile support solutions and information for commercial fleet electrification. The program's intent is to provide quality, customizable information for customers exploring the transition to electric vehicles, focusing on financial and environmental impacts to help customers make informed and actionable decisions about the future of their fleets.

The Fleet Electrification Study incentive uses a network of Efficiency Works listed service providers (SPs) to conduct electrification assessments for eligible customer fleets. When participating in a fleet electrification assessment with a listed SP through the program, Efficiency Works Business may provide an incentive intended to offset some or all of the cost of the study. Incentive amounts are based on customer fleet vehicle makeup as outlined in the incentives section of this guide.

Assessment categories include:

- Light duty vehicles
- Medium to heavy duty vehicles
- Non-road equipment

Please see the full [Fleet Electrification Study incentive program guide](#) for full program details and participation requirements.

## 6. MULTIFAMILY PROGRAM

The Multifamily Program is designed to assist building owners and property managers in taking a comprehensive perspective on their buildings. The multifamily program offers:

- Facility assessments to provide a report with a list of efficiency opportunities
- Energy advising to assist with completion of efficiency projects
- Direct installs of electricity and water efficiency measures

Multifamily properties with five or more units per building are eligible to participate. These customers must be a commercial electric customer of the Estes Park Power and Communications, Fort Collins Utilities, Longmont Power & Communications, or Loveland Water and Power. Both market-rate and income qualified buildings will be eligible to participate. Final eligibility will be confirmed during the application process.

### Frequently asked questions

**Q: Do multifamily assessments cost money?**

**A:** Efficiency Works Business offers free multifamily facility assessments to eligible customers.

**Q: What kind of information should I expect following a multifamily assessment?**

**A:** Multifamily assessments can help identify ways to reduce operational cost and the environmental impact of existing buildings. The assessment will not only help identify ways the property can reduce energy, but also ways money and water can be saved. Upon identification of these efficiency opportunities the property has no obligation to complete them.

**Q: What items are part of the direct install efforts or self-install kits?**

**A:** Depending on the property needs the direct install typically contains the installation of LED lamps and water saving devices throughout the residential units of the property. Depending on the properties needs these direct install products can be delivered through a no-contact self-install kit to each residence of the multifamily community.

**Q: Can you recommend a contractor to help me with my upgrades?**

**A:** We can provide a list of qualified contractors. Although we cannot specifically recommend any one contractor and would encourage you to get 3 quotes for your upgrade.

### Application instructions

1. On the [Multifamily](#) page of the Efficiency Works website, click on the Multifamily Program Application link. Complete all fields to the best of your ability, if you have questions related to the application call 877-334-2681.
2. An Efficiency Works representative will contact you to schedule the assessment.
3. The assessment will be completed by an Efficiency Works representative and take between 1-4 hours depending on the complexity of the facility.
4. An assessment report will be emailed to the participant detailing the efficiency opportunities observed with associated savings and estimated rebates.
5. Your Efficiency Works representative will schedule a time to go over the assessment report and answer any questions that you might have. At this time, your representative will schedule a date to complete the direct install portion of the service.
6. If you are interested in pursuing an efficiency opportunity beyond the direct installs, your Efficiency Works representative can help with technical analysis, contractor bid coordination, proposal review, or other steps of the Efficiency Works Business process.

### Rebates

Energy efficiency upgrades being installed at multifamily properties with five or more units are eligible for the Efficiency Works Business Rebates Program. Simply select “Residential (Multifamily)” as the facility type on the application and fill out the application as described in the [Rebate Program](#) section of this guide. For current rebates, visit the rebates page of the [Efficiency Works website](#).

## 7. MIDSTREAM COOLING AND MECHANICAL EQUIPMENT

The Efficiency Works Business Program works directly with regional distributors to make sure customers have affordable high efficiency air conditioning units, pumps and fans ready when they are needed. All customers need to do is ask their contractor for a high efficiency unit. If a customer is looking for ways to improve their existing air-conditioning unit, explore evaporative cooling options or variable frequency drives for pumps and fans. Efficiency Works Business has technical resources and rebates available.

### Frequently asked questions:

**Q: Are there rebates available for air conditioners, heat pumps or chillers?**

**A:** No, however there are rebates available for equipment to upgrade your existing air conditioner such as economizers and advanced roof top unit controls. There are also rebates available for evaporative cooling technologies.

**Are there rebates available for new pumps or fans?**

**A:** No, however there are rebates available to upgrade new or existing pumps and fans with variable frequency drives (VFDs) where VFDs did not exist before.

**Q: What is considered a high efficiency air conditioner?**

**A:** High efficiency air conditioners are normally determined by their EER, SEER and IEER ratings. The higher the rating the more efficiency the unit. These ratings vary depending on the technology and size of the cooling unit. Visit the [Business resources](#) page on the Efficiency Works website to learn about the requirements for high-efficiency equipment.

**Q: How do I make sure I get the best pricing for a high efficiency air conditioner?**

**A:** Efficiency Works recommends that you get 3 quotes on all new equipment. By receiving multiple quotes in helps ensure the contractors are providing their best pricing options.

**Q: Can you recommend a contractor to help me with my air conditioner?**

**A:** We can provide a list of contractors that install air conditioners. Although we cannot specifically recommend any one contractor and would encourage you to get 3 quotes for your upgrade.

**Q: Why don't you offer rebates for air conditioners, heat pumps or chillers?**

**A:** To keep our programs cost effective we work directly with regional distributors to make sure you have affordable high efficiency air conditioning units ready when you are. All you need to do is ask your contractor for a high efficiency unit. There are rebates available for equipment to upgrade your existing air conditioner such as economizers and advanced roof top unit controls. There are also rebates available for evaporative cooling technologies.



**Q: How are contractors supposed to upsell high efficiency units if they do not have a rebate to offer? What's the value in incentivizing distributors?**

**A:** The Midstream Cooling and Mechanical Equipment Program is designed to encourage the distributor instead of the contractor to upsell the high efficiency unit, so the contractor can offer a high efficiency unit at a reasonable cost to the customer.

*More than 70% of HVAC retrofit projects are replacing equipment that have reached the end of their useful lifetime or have failed entirely and require emergency replacement. Customers in these situations cannot wait long before replacing this equipment. They will purchase what a distributor has in stock because there is no additional lead time. If there are no distributor incentives, it's likely the only equipment in stock are those minimally compliant with building efficiency codes.*

*The Midstream program provides distributors an incentive to keep those higher efficiency models in stock and sell them at a more comparable cost to their code-minimum counterparts. This allows customers the option to choose a product that will save more energy and money over it's lifetime relative to the increased cost. Again, without midstream incentives, customers replacing failed equipment will almost always install code-minimum equipment.*

**Q: Rebates used to be available to customers, why did you take them away?**

**A:** We continually evaluate our programs to keep them cost effective, so we began to work directly with regional distributors to make sure you have affordable high efficiency air conditioning units ready when you are. By working with the distributors to stock and upsell high efficiency air conditioning units, all customers will have the opportunity to install high efficiency AC at a reasonable cost.

**Q: How do I know that I am taking advantage of the program?**

**A:** In most instances you will not which is part of benefit of the program, we are doing all the work behind the scenes, so you don't have to.

## 8. ENERGY ADVISING AND FACILITY ASSESSMENTS

Efficiency Works Business program offers free energy advising and facility assessments to eligible commercial customers to identify opportunities that reduce operating costs and environmental impacts by analyzing existing building systems and equipment.

Energy advisors are available to talk about potential opportunities and benefits that efficiency upgrades can provide to your business, review project bids or discuss ways to plan our future projects after receiving an assessment.

It is recommended that businesses take advantage of this free assessment if they are generally interested in saving energy, water, and money. The assessment will identify efficiency opportunities and potential projects that can be implemented now or in the future. There is no obligation to complete an efficiency project after receiving the assessment report.

### Frequently asked questions:

**Q: Do commercial assessments cost money?**

**A:** Efficiency Works Business offers free commercial facility assessments to eligible customers.

**Q: Does it cost money to talk to an energy advisor?**

**A:** Efficiency Works Business offers free energy advising for commercial customers.

**Q: What kind of service should I expect while working with an energy advisor?**

**A:** Energy advisors are available to talk about potential opportunities and benefits that efficiency upgrades can provide to your business, review project bids or discuss ways to plan our future projects after receiving an assessment.

**Q: What kind of information should I expect following a commercial assessment?**

**A:** Commercial assessments can help identify ways to reduce operational cost and the environmental impact of existing buildings. The assessment will not only help identify ways the business can reduce energy, but also ways money and water can be saved as well. Upon identification of these efficiency opportunities the business has no obligation to complete them.

### Energy advising application instructions:

1. On the [Advising and Assessments](#) page of the Efficiency Works website, click on the “Sign Up for an Assessment” button to begin the most up to date application.
2. Complete all fields and submit.

### Energy advising process:

1. Submit the application

2. An Efficiency Works representative will contact you to learn more about how they can help you complete an upgrade or educate you about our programs.
3. There is not a set schedule, timeline, or formula for energy advising. The energy advisor will work with you as much or as little as you'd like.

A few things to note about energy advising:

- The energy advisor is available to discuss over the phone, in-person, or via a virtual meeting to meet the needs of the customer.
- There is not a limit to the number of interactions you have with an energy advisor, and they will periodically check in with you to see how else they can be of help in your energy and water efficiency endeavors.

#### Assessment application instructions:

1. On the [Advising and Assessments](#) page of the Efficiency Works website, click on the "Sign Up for an Assessment" button to begin the most up to date application.
2. Complete all fields and submit.

#### Assessment process:

1. Submit the application.
2. An Efficiency Works representative will contact you to schedule the assessment.
3. The assessment will be completed by an Efficiency Works representative and take between 1-4 hours depending on the complexity of the facility.
4. An assessment report will be emailed to the participant detailing the efficiency opportunities observed with associated savings and estimated rebates.
5. Your Efficiency Works representative will schedule a time to go over the assessment report and answer any questions that you might have.
6. If you are interested in pursuing an efficiency opportunity, your Efficiency Works representative can help with technical analysis, contractor bid coordination, proposal review, or other steps of the Efficiency Works Business process.

## 9. COMMUNITY EFFICIENCY GRANT

The Community Efficiency Grant is available to non-profit businesses that provide critical local community services and multifamily properties. The grant provides an additional 1.5 times the standard Efficiency Works Business rebate offering to cover up to 100% of an efficiency upgrade in 2024. To receive the grant funds, the project must be pre-approved after January 1, 2024, and completed with all final paperwork submitted by November 15, 2024. The Community Efficiency Grant is only applicable to electric efficiency rebates. Water, custom, and electric vehicle charging infrastructure rebates are not eligible. Applications are subject to review by Efficiency Works staff and approval by staff of the city where the project is to take place. Applicants may be asked to provide additional documentation or explanation to support their claim of eligibility prior to approval or rejection.

Incentives are awarded on a first come, first served basis while funding is available. Funds for incentives are limited, subject to budget availability, and subject to standard rebate caps. Program requirements including incentive values, structures, and caps are subject to change without advance notice and may vary by utility territory depending on the pace of demand in each territory and the available incentive budget. Check the announcements on [efficiencyworks.org](https://efficiencyworks.org) for recent program changes and get up to date incentive information or contact Efficiency Works Business for more information.

### Grant eligibility

#### **Businesses**

To be eligible to receive grant funds, a business must meet two or more of the following eligibility requirements:

- ✓ The applicant is an IRS 501(c)3 nonprofit organization in good standing with the State of Colorado.
- ✓ The applicant is a community service provider, defined as a non-profit tax-exempt entity whose core mission is to provide one of the following critical services (must select at least one):
  - Childcare centers in dedicated commercial spaces
  - Community centers
  - Disability service providers
  - Domestic violence centers
  - Emergency services organizations
  - Family support organizations
  - Food pantries
  - Homeless shelters
  - Immigration service providers
  - Job training and workforce development services
  - Libraries not owned by a town or municipal government
  - Mental and behavioral health facilities

- Rehabilitation providers
- Women’s or children’s shelters
- ✓ The applicant is a place of worship with low-income or community welfare services provided directly from the organization. Efficiency upgrades must be completed in the facility area providing low-income services to qualify. A summary of services and what parts of the facilities they are provided in must be submitted along with the application.
- ✓ Other (if there are additional eligibility considerations, please tell us why your business/organization should be considered for this grant.)

### **Multifamily properties**

To be eligible to receive grant funds, a multifamily property must meet one of the following eligibility requirements:

- ✓ The applicant’s building has 5 or more residential units and a commercial electricity meter.
- ✓ Other (if there are additional eligibility considerations, please tell us why your business/organization should qualify for this grant.)

### **Grant availability**

Community Efficiency Grant funds are awarded on a first come, first served basis while funding is available. Funds for grants are limited, subject to budget availability, and subject to standard rebate caps. Program requirements including grant values, structures, and caps are subject to change without advance notice and may vary by utility territory depending on the pace of demand in each territory and the available incentive budget. Check the announcements on [efficiencyworks.org](http://efficiencyworks.org) for recent program changes and get up to date information or contact Efficiency Works Business for more information.

### **Frequently asked questions:**

**Q: Are there any exceptions for the eligibility requirements listed on the grant application?**

**A:** The grants will be approved on a case-by-case basis. If an entity applying for the grant does not meet the criteria listed above, then the application can be submitted with the “Other” category selected, with an attached description of how the entity fulfills the spirit of the grant as part of its core operating mission, vision and principles.

**Q: How much funding will I get in addition to the standard rebate?**

**A:** A property that qualifies for the Community Efficiency Grant can earn up to 1.5 times the standard rebate offering up to 100% of the efficiency upgrade cost. For example, if the standard rebate offered is \$10,000 then the potential additional grant funds for this efficiency upgrade could go up to \$15,000 resulting in a total incentive package of

\$25,000 for the efficiency upgrade. The total incentive amount will be limited to 100% of the project's cost, if a project had an upgrade cost of \$18,000 but the total incentive package had the potential to provide \$25,000, then the final incentive amount would be limited to \$18,000.

**Q: When will I receive the grant funds?**

**A:** The grant funds will be paid on the same check as the rebate is paid upon completion of the efficiency upgrade. The grant and rebate can be paid to a 3<sup>rd</sup> party (i.e. – contractor) as long as the project invoice provides a credit or deduction on the total amount due is equal to the grant and rebate amounts.

**Application instructions:**

1. On the [Rebates](#) page of the Efficiency Works website, scroll down to the section titled “Community Efficiency Grant” and click on the “Learn more and apply” button to begin the most up to date application.
2. Complete all fields and submit along with the standard rebate application.

**Application process:**

1. Confirm that the customer meets the eligibility requirements based on company type.
2. Complete both the Efficiency Works Business rebate and grant applications.
3. Submit both applications to Efficiency Works for pre-approval of funds.
4. An Efficiency Works representative will review the standard rebate application for approval based on the energy efficiency requirements of the upgrades.
5. The Community Efficiency Grant will be reviewed by the relevant community department that provides the grant funding. This department varies per owner community of Platte River. Upon grant approval the owner community will notify the Efficiency Works team to incorporate the funds into the total incentive package of the rebate application.
6. An Efficiency Works representative will follow up with the applicant notifying them of approval or denial of their application(s).
7. Upon notification of approval, the efficiency upgrade can begin.
8. Upon completion of the installation of the efficiency upgrade(s), please refer to Program Guide section 1. Rebate Offerings for instructions on how to submit for payment.

## 10. GOVERNMENT BUILDINGS BONUS

The government building bonus is available to government entities included in the government building bonus eligibility list. The bonus provides an additional 1.5 times the standard Efficiency Works Business retrofit rebate offering to cover up to 100% of an efficiency upgrade up to \$50,000. Above \$50,000 standard rebate cap rules apply. All program customer site and equipment eligibility requirements apply. New construction and major renovation projects are not eligible for the bonus. The Government Building Bonus is only applicable to electric efficiency rebates. Water, custom, and electric vehicle charging infrastructure rebates and Building Tune-Up incentives are not eligible.

### Bonus availability

Bonus incentives are awarded on a first come, first serve basis while funding is available. Funds for the bonus are limited and subject to budget availability. Program requirements including bonus values, structures, and caps are subject to change without advance notice and may vary by utility territory depending on the pace of demand in each territory and the available incentive budget. Check the announcements on [efficiencyworks.org](http://efficiencyworks.org) for recent program changes and get up to date information or contact Efficiency Works Business for more information.

### Frequently asked questions:

**Q: Who is eligible for the government buildings bonus?**

**A:** The government building bonus is available to government entities included in the government building bonus eligibility list. For questions about the government buildings eligibility list, please contact us at [business@efficiencyworks.org](mailto:business@efficiencyworks.org).

**Q: How much funding will I get in addition to the standard rebate?**

**A:** A property that qualifies for the government buildings bonus can earn up to an additional 1.5 times the standard rebate offering up to 100% of the retrofit efficiency upgrade cost. For example, if the standard rebate offered is \$10,000 then the potential additional bonus funds for this efficiency upgrade could go up to \$15,000 resulting in a total incentive package of \$25,000 for the efficiency upgrade. The total incentive amount will be limited to 100% of the project's cost, if a project had an upgrade cost of \$18,000 but the total incentive package had the potential to provide \$25,000, then the final incentive amount would be limited to \$18,000.

**Q: When will I receive the bonus funds?**

**A:** The bonus funds will be paid on the same check as the standard rebate upon completion of the efficiency upgrade. The bonus and rebate can be paid to a 3<sup>rd</sup> party (i.e. – contractor) as long as the project invoice provides a credit or deduction on the total amount due that is equal to the bonus and rebate amounts.

### Application instructions:

Complete the standard retrofit rebate application and submit it along with a note that the customer is eligible for the government buildings bonus.

### Application process:

1. Submit the application with an eligibility note.
2. An Efficiency Works representative will review the standard rebate application for approval based on the energy efficiency requirements of the upgrades. The government buildings bonus eligibility list will be reviewed to determine if the customer is listed.
3. An Efficiency Works representative will follow up with approval or denial of your application and the bonus eligibility.
4. Upon notification of approval, the efficiency upgrade can begin.
5. Upon completion of the installation of the efficiency upgrade(s), please refer to Program Guide section 1. Rebate Offerings for instructions on how to submit for payment.



# 11. SERVICE PROVIDERS

Efficiency Works service providers have demonstrated their interest and ability in helping businesses complete efficiency projects. Listed service providers are included in a database that is searchable to potential customers. Efficiency Works does not exclude providers who are not listed in the database from participating in the Efficiency Works Business program, except for the Building Tune-up program. If your company is interested in becoming an Efficiency Works Business service provider, see the list of qualifications below.

## 11.1. EFFICIENCY WORKS BUSINESS SERVICE PROVIDERS

### Frequently asked questions:

**Q: Do I have to be an Efficiency Works Business Service Provider to participate in the program?**

**A:** Efficiency Works does not exclude providers who are not listed in the database from participating in the Efficiency Works Business program, except for the Building Tune-up program that requires service providers to be trained and listed to participate.

**Q: How do I become an Efficiency Works Business Service Provider?**

**A:** After confirming eligibility found in the [Requirements](#) section, apply through the

Service Provider Portal found here:

<https://efficiencyworks.force.com/tradeally/s/login/SelfRegister>.

### Service provider progression:

New customers or contractors to the program are “Program Participants”. After a contractor completes the requirements described in the next section, they can progress to become a “Listed Service Provider.”

### Requirements and benefits:

#### LISTED SERVICE PROVIDER

Example: Repeat contractors that have not yet met the requirements for premium.

**Requirements:**

- Complete a minimum of 1 project per calendar year
- Attend 1 Efficiency Works Business training per calendar year\*
- Consistently pass inspections. Field conditions match the application and supporting documents.
- Uphold the ethics requirements in the service provider application and agreement

**Benefits:**

- Be listed on the service provider search list
- Potential referrals and project leads
- Be the first to know about new program offerings
- Access to online application status via service provider portal

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Renew service provider application and agreement every 2 years</li> <li>• Maintain general liability insurance policy</li> </ul> | <ul style="list-style-type: none"> <li>• Access to the service provider development grant and other training resources</li> <li>• Access to co-branded materials</li> </ul> |
|---|---|

**PREMIUM LISTED SERVICE PROVIDER**

**Requirements:**

- Complete a minimum of 10 projects OR complete project(s) with a minimum customer energy savings of 100,000 kWh per calendar year
- Attend 1 Efficiency Works Business training per calendar year\*
- Consistently pass inspections. Field conditions match the application and supporting documents.
- Uphold the ethics requirements in the service provider application and agreement
- Renew service provider application and agreement every 2 years
- Maintain general liability insurance policy

**Benefits:**

- Access to enhanced lighting rebate application
- Pre-approved favorited equipment list
- Annual report cards to see company impact on program
- Potential referrals and project leads
- Be the first to know about new program offerings
- Access to online application status via service provider portal
- Access to the service provider development grant and other training resources
- Access to co-branded materials

**11.1.1 RETROCOMMISSIONING (RCX) AND PERFORMANCE PLUS LISTED SERVICE PROVIDERS SPECIFIC REQUIREMENTS:**

Due to the structure of the Building Tune-up program that Performance Plus and RCx service providers participate in requiring service providers to be listed to be able to participate, there are specific requirements for these service providers that are not applicable to other specialties.

**Performance Plus service provider requirements -**

- Attend at least 2 Efficiency Works trainings\* per calendar year. The required trainings are the Performance Plus annual summit and the annual technician refresher training. Summit attendance can be made up with one-on-one program update trainings if staff is unable to attend the summit.
- All technicians must attend a training session prior to completing maintenance for a customer participating in the Performance Plus program.
- Review updated Performance Plus program guide annually.
- Renew service provider application and agreement every 2 years.

- Uphold the ethics requirements in the service provider application and agreement.
- Maintain general liability insurance policy.
- Due to the nature of the Performance Plus programs requiring service providers to be listed in order to participate, a completed project is not required prior to being listed. However, once listed, a minimum of one project must be completed annually.

#### **RCx listed service provider requirements -**

- Attend at least 2 Efficiency Works trainings\* per calendar year. The required trainings are the annual RCx summit and the annual refresher training. Summit attendance can be made up with one-on-one program update trainings if staff is unable to attend the summit.
- Review updated Retrocommissioning program guide annually.
- Renew service provider application and agreement every 2 years.
- Uphold the ethics requirements in the service provider application and agreement.
- Maintain general liability insurance policy.
- Due to the nature of the RCx program requiring service providers to be listed in order to participate, a completed project is not required prior to being listed and it is not required that a project is completed annually as long as all other requirements listed here are met.

#### **11.1.2 FLEET ELECTRIFICATION STUDY PROGRAM (FESP) LISTED SERVICE PROVIDERS SPECIFIC REQUIREMENTS:**

Once enrolled as an Efficiency Works listed SP, SPs seeking to participate in the FESP must then also meet the additional requirements stipulated below in order to conduct a fleet assessment through the FESP. SPs can become FESP SPs at any time throughout the program year, and they may also be removed if they fail to meet the guidelines.

- Complete a short virtual training with Efficiency Works Business staff that outlines expectations of the program and how to complete online incentive applications.
- Have prior experience with fleet assessment implementation.
- Demonstrate the ability to conduct in-person visits if necessary.
- Maintain a customer contact log or pipeline of active and completed assessments for reporting to Efficiency Works.

- Demonstrate a turn-key solution that includes a report that assesses electrification potential for individual vehicles within a fleet. Deliverables must include at minimum:
  - Written report
  - Supplemental data file
- Provide a positive customer journey that accomplishes the steps outlined below. The customer journey might differ slightly between SPs but will include the below steps at a minimum:
  - Conduct intake call and provide customer with a study proposal
  - Receive accurate fleet data from customer (documentation of this customer transaction required)
  - Conduct fleet analysis
  - Conduct final presentation to the customer and allow time for adequate feedback or questions (documentation of this customer transaction required)
  - Deliver the final report
- Be able to provide the below features of an assessment at minimum:
  - Total cost of ownership models for the current and proposed electrification solution(s)
  - Simple payback calculations
  - Estimated emissions impact of the proposed electrification solution(s)
  - Share a list of additional funding opportunities the customer may be eligible for (list provided by Efficiency Works)
  - Multiple options for vehicle recommendations that fulfill the use case of the existing vehicle
  - Ability to accommodate customer goals in analysis, GHG reductions, percentage of fleet electrified, etc.

SPs may be removed from the program at Efficiency Works' discretion. Examples of activities that will lead to removal include, but are not limited to:

- Failure to meet project timelines
- Poor quality deliverables
- False representation or marketing of the program to Efficiency Works and utility customers
- Failure to maintain required documentation to be a listed Efficiency Works SP

\*Eligible Efficiency Works Business trainings are those hosted directly by the program and can include program update events, the annual service provider social, as well as one on one trainings with Efficiency Works Business staff. Participation in the Selling

Energy complimentary training does not satisfy the training requirement as it is not specific to Efficiency Works programming.

#### Service provider surveys:

Efficiency Works performs customer surveys on 100% of completed projects. Efficiency Works will share any pertinent survey feedback with service providers.

#### Application instructions

See the [Service Provider Portal](#) platform for application instructions or call Efficiency Works if you have questions.

#### Listing updates and details:

- Website:
  - Project counts will be updated on the website quarterly.
  - Project counts displayed on the website will be from a running 5 quarter basis.
- Project counts for listing and premium status:
  - Project counts for listing and premium status will be retrospectively evaluated on a calendar year basis. Premium listings will be updated in February each year. The service provider can become listed or promoted to premium when the projects threshold is met within a calendar year.
- Energy savings:
  - Energy savings will be retrospectively evaluated on a calendar year basis. Premium listings will be updated in February each year. The service provider can be promoted to premium when the savings threshold is met within a calendar year.
  - Energy savings will be based on the total customer energy savings pre-approved on each application.
- Training participation:
  - Training participation will be retrospectively evaluated on a calendar year basis. If a service provider is out of compliance, they will be delisted in February each year. The service provider can be relisted at the completion of a training.
  - Training participation will be based on sign in sheets for in person events and confirmation emails for one-on-one trainings.

## 11.2. EFFICIENCY WORKS BUSINESS SERVICE PROVIDER DEVELOPMENT GRANT

Efficiency Works Business offers reimbursement for listed service providers to complete trainings relevant to program offerings or technologies referenced within the programs. Participants in the grant program may be reimbursed up to \$2,000 per year from Efficiency Works for program related training costs.

To receive service provider development grant funds, a service provider must do the following:

- Be a listed service provider for Efficiency Works Business
- Identify a relevant training or marketing opportunity and complete a grant application
- Receive pre-approval for reimbursement and complete training
- Submit final invoices and application within 45 days of completion to be reimbursed

Grants are limited and are based on a first come, first serve basis. To get pre-approved, complete a Service Provider Development Grant application within the Service Provider Portal.

### Application instructions:

Within the Service Provider Portal, click on the application button labeled the “Service Provider Training Grant” which will take you to a list of programs, from there select the “Service Provider Training Grant program to begin an application.

### Application process:

1. Submit the application and any required documentation
  - a. Note: Training cost estimates are required for custom trainings
2. Efficiency Works will review the application, and, if approved, issue an approval code within two business days. Projects requiring updates must be edited and resubmitted for approval.
3. Funds are only reserved 45 days past estimated training completion date.
4. Upon notification of approval, complete the efficiency training.
5. At completion of the efficiency training, login to the Service Provider Portal, click the “View Web Applications” button to review and submit your open application for payment.

## REFERENCES

### 1. ILLUMINANCE GUIDE

Illuminance should be taken into consideration when installing new lighting. The table below provides recommended levels of Illuminance (foot candle) for different space types; however, Efficiency Works does not guarantee the information is up to date or correct. This is merely a guide for quick reference of some general applications. Foot candle (fc) values listed below in are derived from the IESNA Lighting Ready Reference Guide (RR-03), A Compendium of Materials from the IESNA Lighting Handbook, 9th Edition. Reference your detailed applications in the current version of the Illuminating Engineering Society of North America (IESNA) Lighting Handbook.

Space Type	Recommended IESNA Illuminance Level (FC)	Space Type	Recommended IESNA Illuminance Level (FC)
Auditoriums	5 to 20	Lobby	5 to 10
Auto Repair	50 to 75	Retail – Sales Counters	30
Auto Body Shop	75 to 100	Retail – Circulation	5 to 10
Auto Showroom	50 to 75	Retail – General Display	30 to 50
Banks – General	10 to 20	Manufacturing	
Banks – Teller Stations	50	Assembly and inspection Easy	30
Barbershop/Salon	50	Medium	50
Church	20 to 25	Fine	75 to 100+
Office – Open and Private Intense to some computer use	30 to 50	Material Handling	30 to 50
Conference Rooms	30	Packaging, wrapping, labeling, shipping/receive	30
Classrooms and Reading	30 to 50	Reading on computers	10 to 30
Dining Areas	10 to 20	Restrooms	5 to 20
Engineering and Drafting	50 to 75	Stairwells and Hallways	5 to 10
Gymnasiums Recreational	30	Warehouse Inactive storage	5 to 10
Elementary/club	50	Big items/Loading docks	10
High school to competitive	80 to 100	Small items	10 to 30