



Efficiency Works™
Business



Efficiency Works Business program guide

Effective May 2025

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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.

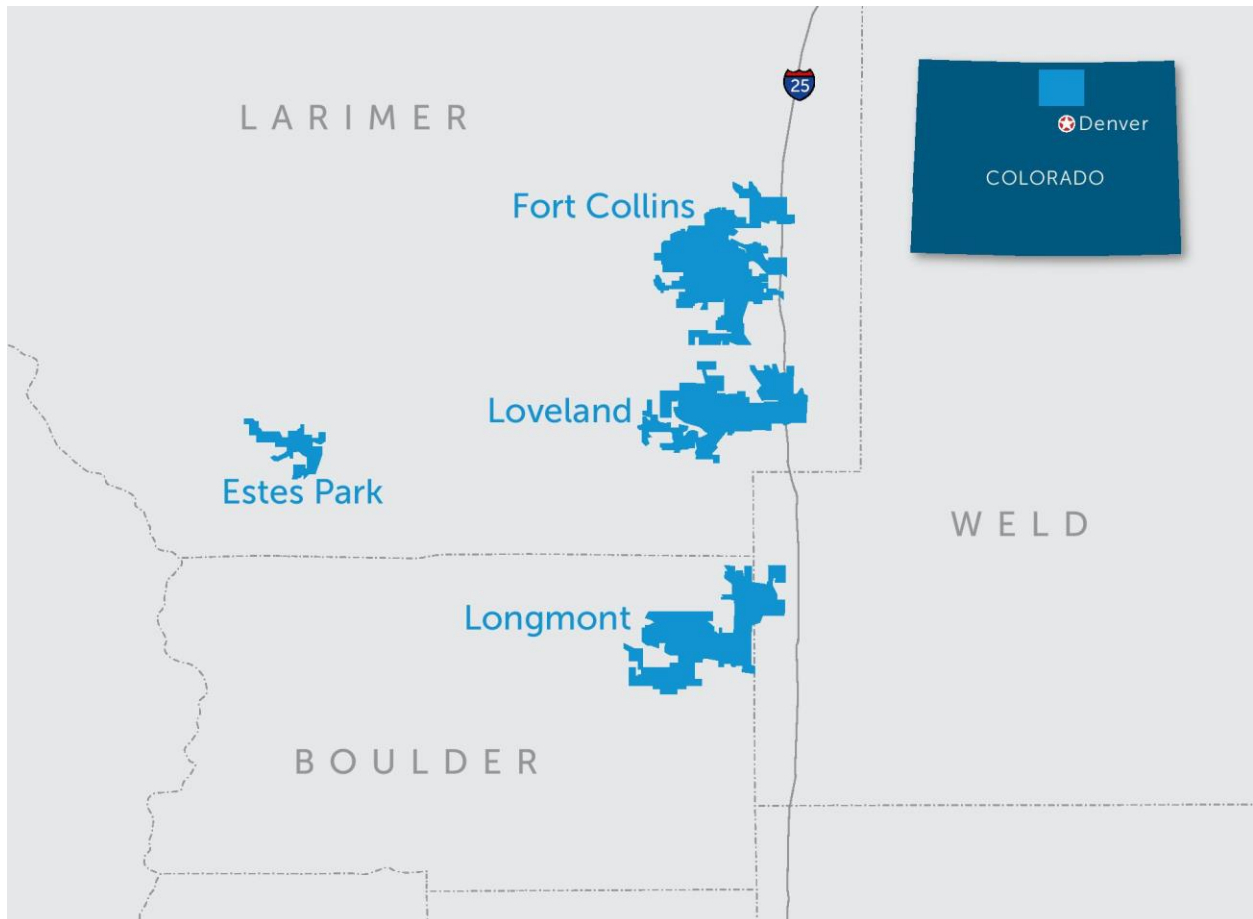
CONTACT INFORMATION

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

- Visit us at www.EfficiencyWorks.Org
- Email us at 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 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. Reference terms and conditions for each program can also be found at EfficiencyWorks.org.

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 for recent program changes and get up to date incentive information or contact Efficiency Works Business for more information.

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

Over \$100,000 in incentives to a single customer in one or more projects in a calendar year may be subject to available budget and cost effectiveness of project(s) and must be approved by program staff.

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 re-

calculate preapproved 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 preapproval and preapproved will be governed by the rules of the program at the time of preapproval.
- 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.

Participant definition:

For the purposes of Efficiency Works energy efficiency programs, a participant is defined as a company or organization that is taking ownership and responsibility for the project. Participants with one or more sites can participate in multiple Efficiency Works projects and programs but will be subject to any applicable rebate caps.

Project definition:

A standard project is defined as a scope of work involving a single participant and a single service provider managing the rebate process and the scope has distinct installation timeline, proposal, material orders, invoice and rebate or grant applications. Project scopes should include all products of the same type (i.e. lighting, refrigeration, envelope, toilets, etc.) intended to be replaced in a program year and phasing a scope into multiple projects to avoid rebate program caps and rules is not acceptable. In some instances a nonstandard project may be considered for eligibility, see additional considerations below.

Nonstandard phasing of a project may be considered if the phases meet at least three of the five criteria below:

1. Products for each phase are ordered separately.
2. Phases occur in distinct program years or customer budget years.
3. The phases have distinct timelines that are not concurrent, and rebate preapproval is applied for separately for each phase after the previous phase is complete.
 - a. Example: Buildings 1-5 of a multifamily complex are updated to LED interior lighting in Q1 and buildings 6-10 are updated to LED interior lighting in Q4.
4. The phases have substantially different scopes.
 - a. Example: Interior lighting is upgraded in a project and EV charging stations are installed in a separate project.

5. Phases are being completed by different service providers who are billing for their work separately and applying for incentives separately.

In instances where phasing is approved, each phase must be contracted for and billed separately. Initial phase funding is not contingent upon future phases also being funded.

It is required that requests for nonstandard projects are communicated to the Efficiency Works Business team prior to entering a contract with a participant and additional documentation to outline the justification for a nonstandard project must be provided for review. To initiate a nonstandard review, complete a draft project application and email the Efficiency Works Business team describing the nature of the request and include any relevant documentation to support the justification. Approval for nonstandard projects will occur via email prior to project application submission so accurate project scope discussions can be had with the participant prior to them agreeing to move forward with the project. Any nonstandard projects are considered ineligible until express written permission is given by the Efficiency Works Business team. Non-standard projects and phasing of projects is subject to rebate availability and any customer caps that are in place for a program. Rebate applications for subsequent project phases will not be considered, reviewed or preapproved until the previous phase installation has completed and all final paperwork is submitted for payment. Photo evidence or on-site inspection proving no scope phase redundancies may be required.

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 preapproval?

A: Preapproval is required under the following circumstances:

- If the estimated rebate is greater than \$10,000
- If the project includes VFDs
- If the project includes public level 2 EV charging infrastructure incentives
- If the project includes the Community Efficiency Grant or the Government Building Bonus
- If the project includes the Building Operator Certificate incentive
- If the project includes any study incentives
- If the project is going through the Building Tune-Up program

For rebate sums not described by the above circumstances between the minimum \$50 threshold and \$10,000, no preapproval is required. The preapproval 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. If a project received preapproval, an updated preapproval application must be submitted to Efficiency Works if the final rebate amount is expected to rise by 10% or more from the preapproved amount.

Q: How long does it take to get a project preapproval?

A: A response to project preapproval 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, includes the Community Efficiency Grant, or comes at a time of high rebate volume, preapproval 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 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 preapproval 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 I phase my customer's rebate project?

A: In some instances, a nonstandard phased project may be considered, see additional considerations in section [1. Rebate Offerings](#). Multiple rebate applications for a single scope to avoid rebate program caps and rules will not be considered.

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 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.
- Contact a vendor, contractor, consultant, engineer, Utility Representative, or Efficiency Works for help with this application if needed.

2. Determine whether to apply for preapproval. Preapproval is required for all rebates greater than \$10,000, custom incentives, projects that include VFDs, Electric vehicle charging infrastructure incentives, Building Operator Certificate (BOC) incentives, the Community Efficiency Grant, or the Government Building Bonus. Preapproval is also required for all study incentives and all Building Tune-up projects. Preapproval applications can be submitted for any project, even if it is not required.

I. Preapproval application timing and order of operations:

- i. If preapproval is required, the preapproval application must be submitted after the project has been proposed and approved by the customer, and before any materials are ordered or work begins on the project.
- ii. If preapproval is not required, a preapproval application can still be submitted before the project is completed.

II. Submit for preapproval.

- 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.

III. Get preapproval. If the project meets program rules, preapproval 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 preapproval 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 preapproval. 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 preapproved 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 preapproval” 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 preapproval and receive an approval code or of the rebate being processed for payment if the project did not require preapproval. 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 preapproval, the application and all supporting documentation must be submitted within 45 day of project completion to be eligible for rebates.

Rebate changes from preapproval

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 preapproved rebate amount that did not complete a project update may be capped. No increase greater than 10% from the preapproved 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.).

1.3. EFFICIENCY WORKS BUSINESS APPLICATION INSTRUCTIONS

All retrofit rebate applications must be submitted from the [Efficiency Works website through the online application platform](#). Applications can be submitted by the eligible customer, service provider completing work, or another involved third-party.

How to use the online-based applications:

Each application has detailed instructions on what the application should be used for, what information will need to be submitted, and a process overview. Generally, the application will be outlined as follows:

1. Navigate to the appropriate application from EfficiencyWorks.org. Please read the instructions page to ensure that you are utilizing the correct application.
2. Select the upgrade equipment type (e.g., custom, grocery, water etc.).
3. Enter the upgrade and customer information in the online forms.
4. Review incentive summary.
5. Attach necessary documents for rebate (e.g., invoice, W9, terms and conditions, etc.)
6. Submit application.

1.4. LIGHTING EFFICIENCY

Only Light Emitting Diode (LED) lighting upgrades are eligible for rebates.

EXISTING BUILDINGS

Rebate incentives are structured to reflect the difference in upgrading existing fixtures with retrofits or installing new fixtures. Lighting upgrades that incorporate new automatic control systems are eligible for bonus 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 lighting incentives and conditions document.

Additional lighting rebate considerations:

- All LED products used must either meet the ENERGY STAR Product Specification for Luminaires Version 2.0 or be listed on the Design Lights Consortium (DLC) Qualified Products List (QPL). Refer to www.energystar.gov or 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 installation of LED lamps including but not limited to TLEDs, A19, etc.
 - 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.
- For lighting applications completed through the OnSite platform:
 - Any fixture described by a standard existing lighting fixture option in the application 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 option in the application, 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.

NEW CONSTRUCTION AND MAJOR RENOVATION

New construction and major renovation interior lighting projects are not eligible for the retrofit rebates described above. See [Major Renovation Definition](#) to determine if your project is eligible

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 (RTU) controller - for existing RTUs only

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/.

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 roof top unit (RTU) or Air Handling Unit 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. Building envelope rebates are not available for new construction or major renovation projects. See the [Definition of Major Renovation](#) to determine project eligibility. 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	https://www.energystar.gov/products?s=mega	ENERGY STAR website homepage to find ENERGY STAR qualifying equipment models.
General energy savings calculators	https://caenergywise.com/calculators/	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.

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/ft³

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. Incentives for high efficiency pumps and fans with or without VFDs are not available due to the collaboration efforts of the local utilities with regional mechanical equipment distributors and manufacturers to help ensure that high efficiency units are available when they are needed to all commercial customers. Visit the [Business resources](#) page on the Efficiency Works website to learn about the requirements for high-efficiency equipment.

Additional requirements:

- All VFD incentive applications must be preapproved.
- 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 preapproval 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.
- 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 or reduce the cost of electrifying a process. 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 or process electrification 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. OR for process electrification incentives, measures must be replacing fossil fuel combustion (coal, steam, gasoline, natural gas, etc.) baseline equipment.
- 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. OR for process electrification incentives, the electrified process equipment measures must use a measurable and verifiable amount of energy.
- 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).
- Projects may not qualify if the simple payback is greater than 15 years or longer than the product's expected life.

- Projects may not qualify if the product/project's expected useful life is less than 2 years.
- Measures for electric savings will be calculated based on reduction of overall energy savings OR summer peak demand. Rebates will not be additive for reducing overall energy use and summer peak demand.
- 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 or rebate limits.
- Process electrification incentives that plan to use a less efficient method of electrification (e.g. electric resistance) when a more efficient method (e.g. heat pump) is available, will be required to provide a technical and financial case for why the more efficient method was not chosen. Without the technical and financial case, a rebate may not qualify for the process electrification custom incentive.

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 OR electrify a process. 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.
- Switching from a natural gas to an electric furnace
- Replacing a steam boiler with an electric boiler
- Replacing gas turbines with electric motors
- 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 preapproval.
- 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 pertain to process electrification that have a greater than 20% overlap with the Platte River Power Authority peak demand hours of 4-7pm.
- Measures that are not replacing existing equipment.
- 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 (i.e. propane, or natural gas savings without process electrification).
- 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.

Energy or water measure savings

In general, energy and water savings 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.
- 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.

Process electrification measure kWh electrified

- All process electrification measures will be calculated based on the first-year energy use electrified.
- Process electrification measures may apply for early replacement or at the end of the useful life of the baseline equipment.

Eligible measure costs for all custom measures

In general, the eligible project cost is the full cost to implement the project. 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 preapproved, 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 preapproved 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 preapproved 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 preapproved rebate amount, or equal to 110% of the preapproved rebate.

Rebate caps:

- Custom electric incentives are capped at 75% of project cost for incentives less than \$50,000.
- For custom electric incentives greater than \$50,000, the rebate will be capped at 50% of project cost.
- All custom water incentives are capped at \$5,000.
- Process electrification incentives may be limited/reduced based on the impact on the facilities peak demand. If deemed necessary a demand impact penalty may be applied based on the summer peak period outlined in the demand reduction custom incentive criteria.

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 preapprove 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 preapproval 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 & MAJOR RENOVATION 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 and water 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

Rebate categories available for new construction and major renovation projects are listed below. For expanded definitions or additional requirements not listed in the application, see the corresponding rebate section under the rebate program guide.

- [1.5 Cooling](#)
- [1.7 Food Service](#)
- [1.8 Grocery](#)
- [1.9 Office & Appliance](#)
- [1.10 Motor VFD's](#)
- [1.11 Level 2 Public Charging Infrastructure](#)
- [1.13 Custom](#)
- [2.1 Building Operator Certificate \(BOC\)](#)

NEW CONSTRUCTION AND MAJOR RENOVATION LIGHTING AND ENVELOPE AND OTHER EXCLUSIONS

Equipment required by code, LED lighting, toilets and urinals, and envelope upgrades are ineligible for projects that meet the new construction or major renovation definition. Variable frequency drives (VFDs) not required by code or included in other program models are eligible for rebate and can be applied for in the rebate program.

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. STUDY INCENTIVES

The Efficiency Works Business study incentive program is part of the Efficiency Works portfolio, offering versatile support solutions relating to in-depth analysis beyond our standard free energy advising and assessment services. The study incentives were designed with the ability to serve commercial customers who are interested in deeper, more technical dives into key areas of interest for customers and our electric utilities through education and support. The program's intent is to provide a quality, customizable study reports that will help support a customer's inquiries into building and

process electrification, Building Performance Standards (BPS) compliance, and fleet electrification.

The Study Incentives Program uses a network of Efficiency Works listed service providers to conduct eligible studies. When participating in a study with a listed service provider 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 which study type and customer qualifications.

Please see the Study Incentive Program Guide on the Study Incentives page of the Efficiency Works website 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 residential units and a commercial electric meter 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 2025. To receive the grant funds, the project must be preapproved after January 1, 2025, and completed with all final paperwork submitted by November 15, 2025. The Community Efficiency Grant is not available for custom, electric vehicle charging infrastructure, Building Tune-up incentives, and all study incentives. 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 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 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 3rd 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 preapproval 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 and all study 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 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.

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 3rd 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 and all study incentive offerings. 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 and study incentives 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:

There are three categories for service providers looking to become listed service providers: open pool retrofit rebate program, closed pool Building Tune-Up program, and closed pool Study Incentives Program. See below for the listing requirements for each classification.

In addition to the three categories, service providers may also be listed for add-on specialties that do not correlate to any specific Efficiency Works Business rebate offering, but may provide customers with additional services interested in using energy effectively. These add-on specialties include: compressed air, energy advising, energy assessment, Energy Star portfolio manager, financing, integrated design assistance, process efficiency, and water efficiency (irrigation). In order to remain listed for add-on

specialties, service providers must meet the minimum listing requirements for one of the three categories. Service providers may not be listed for only add-on specialties. Failure to meet the minimum listing requirements in a calendar year will result in removal of these add-on specialties in addition to the specialties associated with Efficiency Works Business rebates.

11.1.1 RETROFIT REBATE AND PREMIUM LISTED SERVICE PROVIDER REQUIREMENTS AND BENEFITS

It is not required to be a listed service provider to participate in Efficiency Works Business retrofit rebate programs. There are requirements and benefits to being a listed service provider. However, it is required to be a listed service provider in order to become a premium listed service provider.

Retrofit rebate listed service provider 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.
- Renew service provider application and agreement every 2 years.
- Maintain general liability insurance policy.

Retrofit rebate listed service provider 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 the service provider portal.
- Access to the service provider development grant and other training resources.
- Access to co-branded materials.

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.

Premium listed service provider benefits:

- Access to the enhanced lighting rebate application.
- Preapproved 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 the service provider portal.
- Access to the service provider development grant and other training resources.
- Access to co-branded materials.

11.1.2 RETROCOMMISSIONING (RCX) AND PERFORMANCE PLUS LISTED SERVICE PROVIDERS MAINTENANCE 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. Criteria to become a listed provider is outlined in the Retrocommissioning and Performance Plus Program Guides.

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.

11.1.3 STUDY INCENTIVES PROGRAM LISTED SERVICE PROVIDERS MAINTENANCE REQUIREMENTS:

Due to the structure of the study incentives program that Fleet Electrification, Building and Process Electrification, and Building Performance Standards 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. Criteria to become a listed provider and study requirements are outlined in the Study Incentives Program Guide.

Study incentives service provider requirements:

- Attend at least 1 Efficiency Works Business training per calendar year.
- Review updated Study Incentives 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 study incentives 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.
- Consistently pass inspections
- Uphold the ethics requirements in the service provider application and agreement.
- Renew the service provider application every 2 years.

- Maintain general liability insurance policy according to program requirements.

*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 March 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 preapproved 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 fifty percent of training expenses 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 preapproval for reimbursement and complete training
- Submit final invoices and application withing 45 days of completion to be reimbursed

Grants are limited and are based on a first come, first serve basis. To get preapproved, 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.

Eligible expense guidelines:

Training – Fees for training registrations and certifications will be approved by the Efficiency Works team on a case-by-case basis and must support Efficiency Works programs.

Travel for training– Custom incentives within the Service Provider Development Grant offering are eligible for travel expense reimbursement. Prescriptive Service Provider Development Grant incentives are ineligible for travel expense reimbursement. Eligible travel for the Service Provider Development Grant includes air travel, rental vehicle, personal vehicle mileage, rideshares and public transportation to and from an approved training event. See stipulation details below.

- Air travel:
 - Eligible air travel expenses include the purchase of a standard economy round-trip flight to the training destination for each attendee with an accompanying receipt.
 - To and from nearest airport: If the training event requires a flight, personal vehicle mileage to and from the nearest airport is an eligible expense. Current IRS standard mileage rate applies (currently \$0.63/mile). Mileage reimbursement requests must include screenshots of the path driven to and from the training location.
 - Parking at nearest airport: If overnight airport parking is necessary, the training attendee may choose to park their vehicle in any parking facility but will be reimbursed only up to the current rate for DIA East/West garage (covered parking) lot.
- Rental vehicle:
 - Rental vehicle expenses are eligible if the vehicle purchase is approved and accompanied by a receipt.
 - These expenses will be limited to a maximum of \$80 per day.
- Personal vehicle:
 - If a personal vehicle is used to travel to an approved training, mileage driven will be eligible for reimbursement at the current IRS standard mileage rate (currently \$0.63/mile) for all miles driven to attend trainings from either their starting destination (i.e., home) or work location, whichever is less.
 - Mileage reimbursement requests must include screenshots of the path driven to and from the training location.

- Rideshare and public transportation:
 - If a rideshare service (e.g., Uber, Lyft) or public transportation is used to travel to an approved training, reimbursement will be provided for the actual fare paid.
 - Reimbursement requests must include receipts or proof of payment showing the date, fare amount, and travel route taken.

Lodging for training – Overnight lodging for trainings that are greater than 200 miles from the attendees' home or office (whichever is shorter) is eligible for reimbursement. Overnight lodging in the Denver metro area is limited to conferences or events where scheduled activities cover more than one day. Otherwise, attendees are expected to drive to and from the activity on the day it is held.

INELIGIBLE TRAVEL EXPENSES include vehicle toll fees, parking fees, hotel parking, meals, employees time at the event, other incidentals and unapproved equipment and trainings.

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