



Multifamily and Commercial Plus Programs

2010-2012 Program

Policies and Procedures Manual

A Joint Project of:



This program is funded by California utility ratepayers and administered by Pacific Gas and Electric Company in collaboration with the City and County of San Francisco and under the auspices of the California Public Utilities Commission.

Funding is limited. Rebates and services are provided on a first-come, first-served basis until Dec. 31, 2012 or until program funds are depleted, whichever comes first. California consumers are not obligated to purchase any full service fee or other service not funded by this program.

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1 Overview of Programs

1.1 Description

The City and County of San Francisco (CCSF) and Pacific Gas and Electric Company (PG&E) have developed "San Francisco Energy Watch" (SFEW), a group of programs that promote the installation of energy-efficient equipment in small- to medium-sized businesses and multifamily properties ("Customers") located in San Francisco. The Multifamily and Commercial Plus Programs ("Programs") of SFEW leverage a network of participating lighting, HVAC, refrigeration, and other installation contractors to serve these Customers by offering participating contractors ("Contractors") financial incentives for the installation of a wide range of measures. These Programs offer the following energy efficiency measure types: (1) lighting and lighting controls; (2) heating, ventilation, and air conditioning (HVAC) equipment and HVAC controls; (3) refrigeration equipment and controls; (4) commercial food service equipment; (5) natural gas boilers and controls; (6) water heating systems; (7) appliances; (8) computer power management software; and (9) pool motors and motor controls.

The Programs target businesses and the owners and managers of commercial and multifamily facilities who receive electric and/or natural gas distribution service from PG&E and are located within City limits. Contractors are only eligible to receive incentives that correspond directly to the type of service (i.e. electricity and/or natural gas) that the Customer receives from PG&E.

By employing a trade ally-driven implementation approach, both Programs leverage Contractors' existing relationships with their customers to drive marketing efforts while supporting these efforts with training and materials to help overcome barriers to energy efficiency improvements. Financial incentives motivate Contractor participation and reduce the incremental cost of installing energy efficient equipment, which is particularly key in target markets with limited financial resources.

The SFEW Programs discussed here are implemented by ICF International (ICF) on behalf of the San Francisco Department of the Environment (the "Department") and are funded by California ratepayers under the auspices of the California Public Utilities Commission.

1.2 Goals

The Programs' primary purpose is to reduce energy use in San Francisco. CCSF has adopted long-range plans to make San Francisco more environmentally sustainable by developing initiatives that promote clean energy and the reduction of carbon emissions. As part of those efforts, SFEW expects to achieve or exceed the following electricity and gas savings goals during the 2010-12 program cycle:

- Reduce peak electric load by 5,580 kilowatts (kW).
- Reduce electricity use by 37,500,000 kilowatt hours (kWh)
- Reduce gas usage by 120,000 therms.

1.3 General Terms and Conditions

1.3.1 Contacts

San Francisco Department of the Environment

Kathleen Hannon (Commercial)
11 Grove Street
San Francisco, CA, 94102
(415) 355-3717
kathleen.hannon@sfgov.org

Lowell Chu (Multifamily)
11 Grove Street
San Francisco, CA 94102
(415) 355-3738
Lowell.Chu@sfgov.org

ICF International

Rahul Young
620 Folsom St, Suite 200
San Francisco, CA 94107
(415) 677-7144
ryoung@icfi.com

Contractor Hotline
866-540-SFEW (7339)
sfenergywatch@icfi.com

1.3.2 Double Counting of Energy Savings

Double counting of energy savings towards use in other energy efficiency programs is prohibited. For measures installed through SFEW Programs, PG&E customers, contractors, subcontractors, or agents of contractors may not apply for or accept rebates, incentives, or financial assistance from other programs, pilots, or demonstration projects funded by the Public Goods Charge or any other ratepayer-funded source. Contractors will not receive incentives if double counting occurs. It is within SFEW's sole discretion to determine whether double counting has occurred

1.3.3 Availability of Funds

SFEW incentives are available on a first-come, first-served basis until December 31st, 2012 or until funds are depleted, whichever comes first. With monthly review of projects and budgets, oversubscription will not be allowed to occur. In the unlikely event that funds are not available to serve eligible and interested customers, SFEW reserves the right to allocate incentives in a manner that maximizes energy savings and customer satisfaction. Any unserved customers will be referred to other existing rebate programs.

1.3.4 Forms and other Documents

The Programs use the documents, forms, and agreements listed below. A copy of all documents is contained in Appendices A through C Self-Install Incentive Applications excepted. ICF, on behalf of the Department, reserves the right to make changes in any or all of these documents, forms, and agreements as needed.

- A. **Participating Contractor Agreement:** Required for all installation Contractors receiving incentives through the Programs, the Participating Contractor Agreement details requirements related to contractor licensing, insurance, training, work standards, and warranties.
- B. **Site Access Agreement:** A Customer receiving installation of qualifying measures through the Programs must complete a Site Access Agreement in order for the Contractor to receive an incentive, or for a Customer to receive an incentive through the Self-Installation Track (see Section 3.10). The Site Access Agreement allows sufficient access by SFEW staff and contractors to perform energy surveys and verify incentive eligibility for energy efficiency measures, and by PG&E or its subcontractors to perform subsequent inspections for evaluation, measurement, and verification (EM&V) activities. The Site Access Agreement also releases PG&E and the City of San Francisco from any liability associated with projects run through the San Francisco Energy Watch program.
- C. **Multifamily Incentive Application:** Contractors must complete this application to receive an incentive for qualifying measures installed in a multifamily property.
- D. **Small Commercial Incentive Application:** Contractors must complete this application to receive an incentive for qualifying measures installed in a commercial property with electric demand under 100 kW.
- E. **Large Commercial Incentive Application:** Contractors must complete this application to receive an incentive for qualifying measures installed in a commercial property with electric demand 100 kW and above.
- F. **Self-Install Incentive Applications:** Customers who are performing installation of eligible equipment themselves must complete the Self Install Application appropriate for their facility (Multifamily, Small Commercial, or Large Commercial). This document details the procedures, fees, and additional information required under the Self-Installation Track (see Section 3.10). Copies of Self-Install Applications are available upon request.

- G. **Installation Verification Form:** Contractors (or Customers, for measures installed under the Self-Installation Track) must complete an Installation Verification Form after project installation is complete. If incentive payment is for a small commercial project under \$1,000 that is not installed under the Self-Installation Track, this form may be submitted at the same time as the Incentive Application (see 3-7 below).
- H. **Sample Itemized Project Invoice:** An example of an itemized project invoice, which Contractors must complete and submit after project installation is complete in order to receive payment of Programs incentives. The invoice should list: (1) equipment manufacturer, model number, and quantity; (2) product/equipment cost; (3) labor cost; and (4) total installed cost. The Project Cost is the total installed cost, which includes the incentive amount plus co-payments by the Customer.
- I. **Qualifying Measure List:** A full list of the types of measures eligible for Program incentives (Appendix B).
- J. **Equipment Specification Guide:** A description of the energy efficiency specifications that qualifying measures must meet in order to receive Program Incentives (Appendix C).

2 Implementation Strategy

2.1 Contractor Recruitment

Contractors are enrolled in the Multifamily and Commercial Plus Programs to encourage and ensure the installation of high-efficiency equipment in small- to medium-sized commercial businesses and multifamily properties located in San Francisco. Contractor participation is solicited through a combination of direct mail, telephone, and email announcements, targeted primarily at contractors who install lighting, HVAC, refrigeration, and commercial food service equipment.

Through participation in these Programs, Contractors are provided with a financial incentive for each high-efficiency unit installed in qualifying facilities in order to:

- Motivate contractors to join the Programs and attend a training session (see Section 2.3).
- Increase installation of qualifying energy-saving equipment by offsetting a portion of the Customer's cost for high-efficiency products.

2.2 Contractor Eligibility and Enrollment

In order to participate in the Programs, Contractors shall meet the following eligibility criteria and shall submit proof of required license(s) and insurance as listed:

- Hold and maintain appropriate licenses required by the State of California Contractor's License Board to perform the class and type of work required, and if applicable, ensure that any subcontractors meet the same requirement.
- Hold and maintain all required City and County licenses.
- Hold and maintain general liability insurance coverage with a single limit of \$1,000,000 or higher per event.
- Hold and maintain Worker's Compensation Insurance.
- Submit a signed Participating Contractor Agreement to ICF.
- Attend a Contractor training session.

After completing three (3) projects successfully or receiving \$10,000 or more in incentive payment, Contractors are placed on the "Qualifying Contractor List," which will be used for customer referrals. Placement on the "Qualifying Contractor List" is at the discretion of SFEW staff. Contractors will no longer be eligible for

participation in the Programs if there are complaints about Contractor performance and problems are not resolved to the satisfaction of the Customer and the SFEW administration. Contractor will also be ineligible for participation if it is determined that fraudulent misrepresentation of removed or installed equipment has occurred. (See Section 7.5.4 for discussion of Contractor suspension/disqualification process).

2.3 Contractor Training

Contractor training sessions are conducted by ICF and include the following elements:

- Information on requirements, participation procedures, agreements, and forms for Programs.
- Education about the benefits of high-efficiency equipment for property owners and managers.
- Specific selling tactics that enable Contractors to demonstrate to their customers the value of the equipment.
- Introduction to tools and resources that Contractors can use to make their sales pitch for the high-efficiency units, including collateral marketing materials and software tools that provide immediate, accurate analyses of lifecycle savings.
- Referral information for measures not eligible for incentives through these Programs, but which may qualify for incentives through other programs.

2.4 Contractor Support

Participating Contractors will be provided with templates and resources to support sales and marketing of qualifying equipment installations, such as: (1) templates for direct mail and other marketing collateral; (2) an online incentive calculator that allows contractors to determine the incentive they will receive for any given project; and (3) an online software tool that calculates the lifecycle energy savings and CO2 reduction resulting from the installation of qualifying measures.

The SFEW Web site www.sfenergywatch.com contains the full suite of Contractor resources, including downloadable Program forms and agreements, the Qualifying Measure List, the Equipment Specification Guide, and other relevant materials. Contractors are also provided with a dedicated telephone number and email address for contacting implementation staff with questions regarding participation requirements, qualifying equipment, instructions on filling out required forms and applications, etc.

Contractors who have meet all the requirements in 2.2 above and are on the Qualifying Contractor List, become part of a customer referral system. Only names of contractors from this list will be provided to customers who become aware of the program through SFEW's marketing and outreach efforts. Contractors remain on the list while in good standing.

3 Project Requirements and Application Process

3.1 Determining Customer Eligibility

The Programs are designed to meet the efficiency needs of small and medium businesses and multifamily residential buildings located in San Francisco. Eligible facilities must meet the following requirements: (1) be located in San Francisco city limits; (2) receive gas and/or electric distribution service from PG&E and pay into the Public Goods Charge (PGC) fund for the respective service type; and (3) receive energy efficiency measures that correspond directly to the type of service (i.e. electricity and/or natural gas) that the facility receives from PG&E.

The following customer classes are eligible to participate in the Programs:

- Commercial customers receiving electric service from PG&E on rate schedules A1, A6, A10, E19, or E20, and with an electric demand under 500 kW.
- Commercial customers receiving gas service from PG&E.
- Multifamily owner or tenant customers receiving electric and/or gas service from PG&E.

Contractors will have the responsibility of verifying Customer eligibility. There is a pre-approval process for projects installed in facilities where the incentive payment will be \$1,000 or more. (see Sections 3.4 and 3.5). There are different incentive levels (and different applications and worksheets) for commercial customers under and over 100 kW demand. In a commercial facility with a master meter and multiple tenants, customer size may be determined by dividing the total facility demand by the number of tenants. If the average demand is less than 100 kW, all tenants are considered small customers; if the average demand is 100 kW or greater, all tenants are considered large customers.

Commercial Customers with electric demand of 100 kW or greater are defined as Large Commercial Customers. When working with Customers with a demand of 100 kW to 499 kW, Contractors must notify SFEW prior to submitting a project proposal to the Customer. This will allow the Program to coordinate with PG&E Service and Sales representatives, who have established relationships with these Customers and who can encourage Customer participation in the Program.

Larger Commercial Customers with electric demand of 500 kW or greater are not eligible to participate in the Programs unless authorized by the PG&E Program Manager. Requests will be reviewed on a case-by-case basis.

3.2 Customer Recruitment

The primary recruitment channel for small/medium commercial facilities and multifamily properties will be through Participating Contractors. It will be the Contractor's responsibility to conduct the following activities: (1) solicit Customers and inform them about opportunities for reduced installation cost of qualifying energy efficiency measures available through the Programs; (2) verify Customer eligibility for participation in Programs as indicated in Section 3.1 (3) conduct facility surveys to identify opportunities for saving energy through the installation of qualifying measures; (4) prepare installation bids for Customer review; (5) obtain Customer approval of bid proposals; (6) obtain Customer approval for access to Customer's facility for pre-installation and post-installation verification activities; (7) prepare and submit Incentive Applications and associated documentation in accordance with requirements spelled out in Section 3.4.

Representatives of the Programs (either ICF at the direction of the Department or the Department itself) will also conduct targeted Customer recruitment activities. Such activities will include: (1) soliciting business associations, property management firms, and in limited cases, individual Customers by direct mail and/or telephone; (2) verifying Customer eligibility; (3) conducting facility audits; and (4) identifying opportunities for saving energy through the installation of qualifying measures. Customers interested in proceeding with installation of qualifying measures will be referred to contractors on the Qualifying Contractor List (the list of participating Contractors that have received incentives for three or more

completed projects through the Programs and remain in good standing), or will have the option of enrolling their preferred, non-participating contractor by having the contractor sign a Participating Contractor Agreement and submit proof of requisite licenses and insurance to ICF.¹ For Customers wishing to self-install qualifying measures, SFEW representatives will provide guidance and materials as required under the Self Installation Track (see Section 3.10).

3.3 Customer Responsibilities

Customers shall provide all requested information needed in order for Contractors to determine eligibility and complete the appropriate Incentive Application (Small Commercial, Large Commercial, or Multifamily). Additionally, Customers shall sign a Site Access Agreement and be available for all scheduled appointments with representatives of the Programs for pre- or post-installation verification activities. Contractors will be ineligible to receive incentives for projects that cannot be verified.

If participating in the Self-Installation Track, Customers shall meet all additional requirements as specified in Section 3.10.

3.4 Application Submittal

For projects eligible to receive an incentive of \$1,000 or greater Contractors must submit the following before commencing installation work:

- Site Access Agreement signed by the Customer that authorizes access to the Customer's facility for verification purposes by SFEW staff or contractors
- Signed Incentive Application for the type of facility where qualifying equipment will be installed (Multifamily, Small Commercial, or Large Commercial), with applicable worksheets completed in accordance with that Program's requirements

For projects with incentives of less than \$1,000, Contractors may submit the appropriate Incentive Application, a Site Access Agreement, and an Installation Verification Form with accompanying documentation *after* completing installation work. *However, these applications will be accepted only after Contractor has completed three (3) projects successfully* (See Section 3.7). Samples of applications and other forms can be found in Appendix A.

All projects using the Self-Installation Track, including those less than \$1,000, must obtain pre-approval before installation begins (see Section 3.10).

Each category of Incentive Application has associated worksheets attached for documenting measures removed and installed and for calculating incentive amounts. The complete application and Site Access Agreement should be submitted to ICF by email, fax, or mail to:

San Francisco Energy Watch
% ICF International
620 Folsom St, Suite 200
San Francisco, CA 94107
Fax: (415) 677-7177
Email: sfenergywatch@icfi.com

Upon receipt of an Incentive Application, ICF will enter project information into the Tracking System and conduct a Quality Assurance/Quality Control (QA/QC) review to ensure that all required information has been provided (see Section 7.1). If ICF's QA/QC review determines that the Incentive Application is incomplete or otherwise deviates from requirements, ICF will notify Contractor of errors/omissions and will

¹ A Customer-chosen Contractor who submits such documentation will only be eligible to receive an incentive for that specific project, and must participate in a training session before being considered a "Participating Contractor" (per the requirements in Section 2.2) eligible to receive incentives for additional projects.

note such errors/omissions in the project's Tracking System record. It will be Contractor's sole responsibility to obtain and provide the required information.

Contractor will be notified if the project is subject to pre-installation inspection requirements (see Section 3.5). Once ICF has determined that the application and worksheets are complete and correct, ICF will update the Tracking System and notify Contractor of project acceptance by providing Contractor with an Application Number. Contractor will have sixty (60) calendar days to complete installation work upon receipt of an Application Number.

3.5 Pre-Installation Inspection

Pre-installation inspection will be required for the first three (3) projects submitted by a Participating Contractor, and SFEW will conduct pre-installation inspection at random for all other projects. Pre-installation inspection will verify the following:

- Customer market sector, as specified in the application.
- Counts, types, models, and energy-related characteristics (baseline wattage, etc.) of equipment to be removed ("Base Case Equipment").
- Applicability of energy efficiency measures to be installed, as specified in the application worksheets.

For projects selected for pre-installation verification, ICF will contact Customers to schedule the site inspection upon completion of the QA/QC review. ICF will seek to complete verification activities within the ten (10) business days, barring any delays associated with difficulty in contacting the Customer, scheduling an inspection appointment, or gaining access to Customer's facility. If ICF encounters such delays, ICF will notify the Contractor of the reason for the delay.

The Programs employs a zero tolerance policy for fraudulent misrepresentation of base case equipment in the application. It will be SFEW's sole discretion to determine whether differences between base case equipment as described in the Incentive Application worksheets and what is identified during pre-installation inspection are the result of Contractor error or misrepresentation. Contractor will be barred from participation if the SFEW determines that misrepresentation has occurred.

3.6 Completion of Work by Participating Contractor

Contractors will complete the installation of qualifying equipment under the terms of their agreement with the Customer, in conformance with requirements and in a professional manner consistent with industry standards and in conformance with all applicable building codes, zoning laws, and other relevant requirements.

Contractors must follow the installation requirements in Section 4 below and comply with the Equipment Specification Guide found in Appendix C.

3.7 Installation Verification

In order to receive Programs incentives, Contractors must complete and submit the following documentation to ICF within thirty (30) calendar days of installing qualifying equipment in an eligible commercial business or multifamily property:

- Completed and signed Installation Verification Form indicating whether changes have or have not been made to the initial Incentive Application form and worksheets submitted, or that the project is under \$1,000. In the latter case, the Contractor must also submit a completed and signed Incentive Application form, related worksheets, and a completed and signed Site Access Agreement.
- Itemized job invoice listing: (1) equipment manufacturer, model number, and quantity, (2) product/equipment cost; (3) labor cost; and (4) total installed cost. The Project Cost is the total installed cost, which includes the incentive amount plus co-payments by the Customer. Copies of receipts and/or invoice listings are acceptable.

- Documentation of proper disposal of all universal waste generated during the job and submitted to SFEW on a quarterly basis.
- Application Number assigned to the project, if applicable (see Section 3.4).

Installation Verification Form and supporting materials should be emailed to: sfenergywatch@icfi.com or mailed to:

San Francisco Energy Watch Programs
% ICF International
620 Folsom St, Suite 200
San Francisco, CA 94107

Upon receipt of an Installation Verification Form, ICF will enter project information into the Tracking System and initiate a quality assurance/quality control (QA/QC) review (see Section 7.1) to ensure that all necessary information has been provided and is consistent with Programs requirements.

If ICF's QA/QC review of the Installation Verification Form and associated materials determines that the submission is incomplete or otherwise deviates from requirements, ICF will: (1) contact the Contractor to inform them of errors/omissions; and (2) note the errors/omissions in the project's Tracking System record. It will be the applicant's sole responsibility to obtain and provide the required information.

3.8 Post-Installation Inspection

ICF will contact Customers to schedule post-installation verification activities (see Section 7.2) upon completion of the Application QA/QC review. ICF will seek to complete verification activities within ten (10) business days barring any delays associated with difficulty in contacting the Customer, scheduling a verification appointment, or gaining access to Customer's facility. If ICF encounters such delays, ICF will notify the Contractor of the reason for the delay.

Site verification will be required for the first three (3) applications submitted by a participating Contractor, and the Programs will conduct site verification at random for all other applications. Telephone verification will be conducted for all applications that do not receive site verification.

3.9 Incentive Payment

Incentive payments will be issued within thirty (30) calendar days of receipt of post-installation documentation, provided there are no delays associated with post-installation verification activities. Payment will be made directly to the Contractor in accordance with information provided on the Incentive Application. Incentives of \$600 or greater are subject to tax and are reported to the IRS on form 1099.

3.10 Customer Self-Installation

In cases where the Department or ICF has conducted an audit of a Customer facility to identify energy savings opportunities, or where Customer has independently decided on energy upgrades, Customers may choose from the following options for installation of qualifying measures: (1) selecting a participating Contractor from the Qualifying Contractor List; (2) enrolling a non-participating contractor of their choice in a Program by having the contractor sign a Participating Contractor Agreement and submit proof of requisite license(s) and insurance; or (3) installing the qualifying equipment through the Self-Installation Track.

The Self-Installation Track will follow the steps listed below:

1. If it is determined that the proposed retrofit requires work that must by law or regulation be performed by a licensed contractor, then a Customer participating in the Self-Installation Track will not be eligible for an incentive unless the individuals conducting the installation possess the requisite licenses.
2. For all self-install projects, the Customer must submit the following before installation work begins to obtain pre-approval by SFEW: appropriate Self Install Incentive Application form (Small Commercial, Large Commercial, or Multifamily); the required worksheets; and a signed Site Access Agreement.

3. After receiving an application number from ICF, Customer can proceed with installation. Once installation is complete, the Customer will submit a completed and signed Self-Install Installation Verification form along with supporting documentation listed in Section 3.7. SFEW will then contact the Customer to schedule post-installation verification.
4. The customer will not reinstall and will dispose all replaced equipment in accordance with proper recycling/disposal requirements.
5. The incentive will be paid directly to the Customer after successfully passing the post-installation inspection. Deficiencies identified by the inspection must be rectified prior to payment.
6. As outlined in the requirements of the Self-Install Incentive Application, rebates totaling \$600 or more are taxable to the Customer, and in these cases, SFEW will file IRS Form 1099 in order to meet IRS reporting requirements. Customers participating in the Self-Installation Track are responsible for all incentive-related taxes.

4 Installation Requirements

For each project eligible to receive Program incentives, Contractor must meet the following requirements:

- Maintain all required permits and licenses necessary to conduct the installation work, and pay all associated fees for such permits and licenses.
- Verify Customer eligibility for Program participation in accordance with the requirements of Section 3.1.
- Prominently disclose to Customers, orally and in writing, the following text: *“California consumers are not obligated to purchase any full fee service or other service not funded by this Program. This Program is funded by California utility ratepayers under the auspices of the California Public Utilities Commission.”* The text of the disclosure shall be available in English, Spanish, and Cantonese.
- Deliver information about other program offerings available to Customers. Examples of other programs that may enhance services to San Francisco businesses include: (1) SFEW/PG&E Non-Residential Retrofit/Demand Response program (2) PG&E’s 2010-2012 rebate programs; (3) Third-party incentive programs; (4) water conservation incentives through the San Francisco Public Utilities Commission (SFPUC); and (5) San Francisco Small Business Commission neighborhood activities.
- Provide Customer with a detailed explanation of all phases of the work that would be undertaken on the Customer’s premises in order for the Contractor to receive Program incentives, and the Customer’s estimated cost for implementing such measures.
- For projects eligible to receive an incentive of \$1000 or greater, and for all Self-Install projects, before installation work begins submit to SFEW for approval: (1) a Site Access Agreement signed by the Customer; (2) an Incentive Application that is completed in accordance with requirements. Notification of approval to begin installation will be given following project QA/AC review
- Use qualifying equipment that is new and free of defects in design, engineering, workmanship, and material. The equipment shall comply with the requirements and perform in the manner set forth in of the Equipment Specification Guide (Appendix C), and shall be fit for its intended purpose.
- Install all qualifying equipment in a professional manner, consistent with industry standards, and in conformance with all applicable building codes, zoning laws, and other relevant requirements. Wiring shall comply with the prevailing National Electrical Code (NEC). For lighting fixtures installed by the Contractor, the methods of fixture hanging shall comply with requirements of the UBC and the California Administrative Code, Title 24 and all applicable local building codes. All installed equipment and retrofit kits shall be UL approved and labeled as required.

- Remove all replaced equipment from installation site and dispose in accordance with proper recycling/disposal requirements, and provide documentation of proper disposal on a quarterly basis.
- Plan and conduct installation work to safeguard persons and property from injury, in compliance with reasonable safety and work practices and with applicable federal, state, and local laws, rules, and regulations, including but not limited to "Occupational Safety and Health Standards and Orders" promulgated by the U.S. Secretary of Labor and the California Division of Occupational Safety and Health, including the wearing of hard hats at the worksite(s) when required.
- Maintain the worksite(s), including customers' premises, and related structures, equipment, and facilities in a clean, orderly condition during progress of installation work. Any unused or leftover materials, garbage, and debris shall be promptly removed from worksites and disposed of at Contractors' expense. Worksites shall be left in the same condition they were found at the end of each day and at the completion of the installation.
- Obtain Customer acceptance of the completed installation as evidenced by Customer's signature on the Installation Verification Form.
- Within thirty (30) calendar days from the date of installation, submit an Installation Verification Form with all application materials and necessary documentation as required under Section 3.7, including an itemized job invoice.
- Pay all incentive-related taxes (incentives of \$600 or greater issued to Participating Contractors are reported to the IRS on form 1099).
- Maintain accurate business records relating to the installation of qualifying equipment according to customary industry practice for at least one (1) year following installation.

5 Eligible Efficiency Measures

5.1 Types of Energy-Saving Measures

All energy-efficiency measures eligible for Programs incentives must be pre-approved by the Department. The Qualifying Measure List appears in Appendix B, and may be revised from time to time at the discretion of the Department. An updated Qualifying Measure List will be maintained at the SFEW Web site: www.sfenergywatch.com.

5.2 Equipment Specifications

The Equipment Specification Guide in Appendix C lists the minimum requirements of energy efficiency measures eligible for Programs incentives. Equipment must be installed and maintained in a manner that will yield the expected energy savings. Appropriate lighting, esthetic, comfort, and safety levels must also be maintained.

5.3 Warranties

The warranty period for labor and materials shall extend for one (1) year, unless otherwise indicated. Warranty periods shall commence at the time of final acceptance by the Customer and is indicated by the date of Customer's signature on the Installation Verification Form. During this period, Contractor shall provide replacement materials and the necessary labor (at no additional cost to ICF or the Customer) to replace the defective materials and repair incorrectly operating equipment.

The following are exceptions to the one-year warranty. SFEW reserves the right to make changes to the warranty exceptions during the course of the programs

A. Labor Warranty:

- The labor portion of the warranty on lamps shall extend to 30 days after the time of final acceptance. The labor portion of the warranty on cleaning refrigeration condenser coils, air conditioner condenser coils, and air conditioner filter replacement shall extend to 30 days after the time of final acceptance.

B. Equipment Warranty:

- Ballasts—Ballasts shall be warranted for a period of not less than 5 years.
- Exit Signs—New exit signs shall be warranted for a period of not less than 5 years.
- Controls—Photocells, time clocks, and occupancy sensors shall be warranted for a period of not less than 3 years.
- Vending Machine Controllers—All types shall be warranted for a period of not less than 5 years.
- Refrigerated Door Heater Controls—Door Heater Controls shall be warranted for a period of not less than 2 years.
- Comprehensive Refrigeration Controls (Cooltrol)—Cooltrol equipment shall be warranted for a period of not less than 2 years.

6 Incentive Funds

6.1 Rules Governing Incentives

Based on the Programs accomplishing specific performance goals, SFEW is reimbursed from a pool of Public Goods Charge funds collected from utility ratepayers under the auspices of the California Public Utilities Commission. These incentives are used to benefit the rate-paying Customer by subsidizing the overall Project Cost. The Customer pays the Contractor for the portion of project installation costs not covered by the incentive. Appendix B lists the incentive levels for each qualifying energy efficiency measure covered by these Programs.

When the Customer uses a Participating Contractor approved to work with these Programs, incentives are paid directly to the Contractor and shall be deducted from the Contractor's invoice to the Customer. If the Customer self-installs a project or chooses to use a non-participating installer, the incentive will be paid directly to the Customer after installation and successful inspection. In these cases, to obtain a SFEW incentive the Customer and/or Customer's contractor/installer shall be bound by all applicable equipment and installation standards, mercury and PCB and refrigerant recycling procedures, and code compliance guidelines established herein.

6.2 Incentive Payment Process

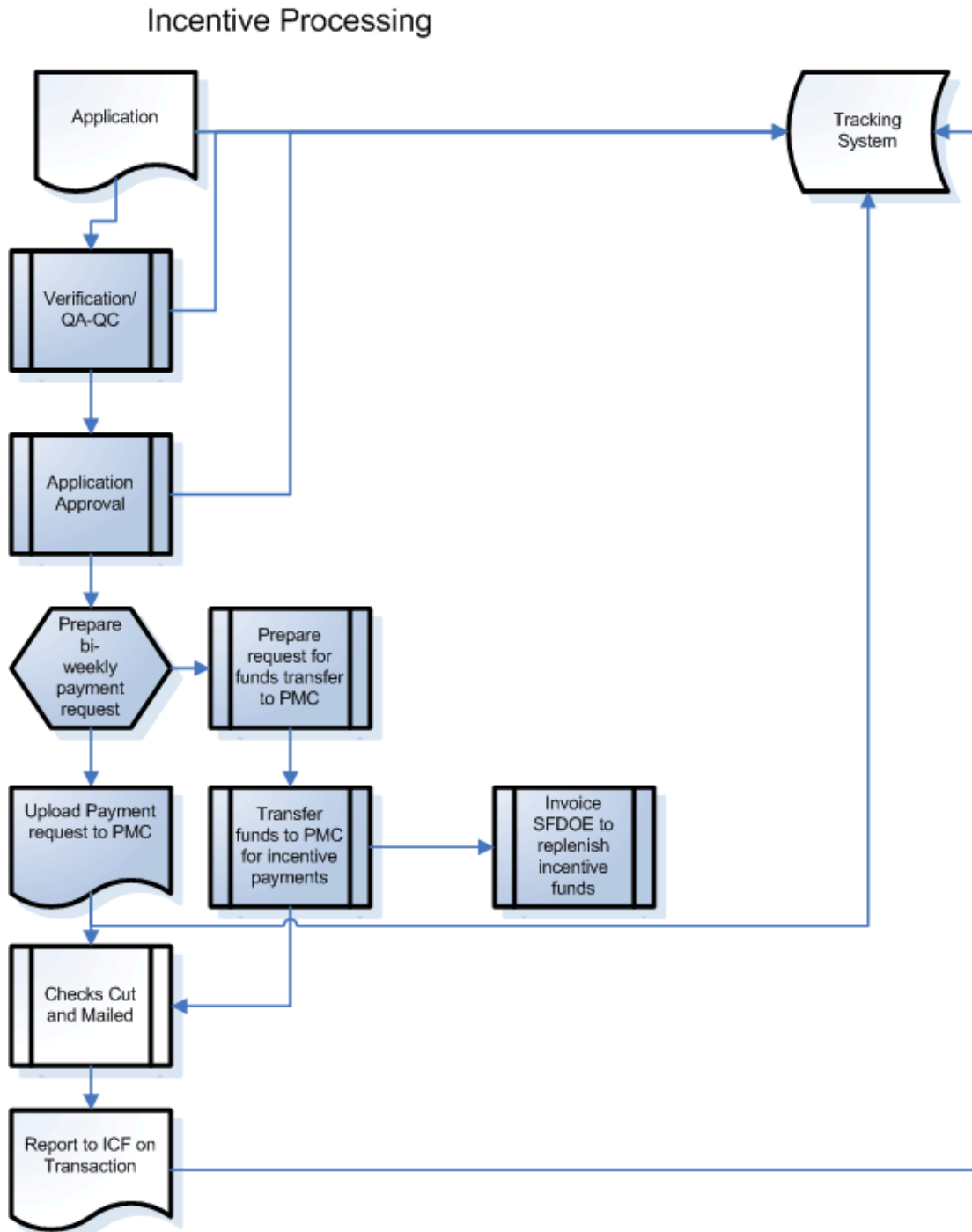
For participating Contractors or Customers participating in the Self-Installation Track, the incentive payment process is as follows:

- Once an Installation Verification Form is approved and payment authorized, ICF will note the approval in the project's Tracking System record and add the Contractor or Customer to the Approved Incentive List spreadsheet.
- On a weekly or biweekly basis (depending on application volume), the Approved Incentive List will be transmitted to ICF's fulfillment subcontractor, Promotion Mailing Center, Inc. (PMC) via a secure file-sharing Web site.

- PMC will issue the incentive payment via check within two (2) to three (3) business days and notify ICF that the incentive has been paid.
- ICF will record the incentive payment in the project's Tracking System record.

Figure 1 shows the workflow for incentive processing.

Figure 1: Incentive Processing Workflow



7 Quality Assurance

7.1 Reservation and Application QA/QC

Using the QA/QC Checklist, ICF will conduct a review of all incoming Incentive Applications and supporting documents to ensure their completeness and correctness in accordance with Program requirements. ICF will contact the Contractor (or Customer if participating in the Self-Installation Track) to resolve deficits in completeness and correctness before proceeding with project verification and incentive payment.

7.2 Project Verification

Incentive payments are based on successful quality control post-installation verification and continued Contractor compliance with all standards and Agreements. Pre-installation verification may also be required, as described in Section 3.5.

As described in Section 3.8, all projects receiving incentives will be either site-verified or telephone verified. Post-installation verification activities will confirm the following through customer surveys:

- Contractor has adhered to all installation standards and agreements including customer service, cleanliness of fixtures, and accuracy of work.
- Counts and types of all measures installed are as indicated in the Application Worksheets
- Installed equipment is eligible for Programs incentives (Qualifying Measure List, Appendix B) and meets specification requirements (Equipment Specification Guide, Appendix C).

7.3 Third Party Evaluation, Measurement, & Verification

ICF will comply with any directive regarding third party evaluation, measurement, and verification (EM&V) plans and fulfill all EM&V activities as may be required by the CPUC. ICF will cooperate with EM&V consultants hired by the CPUC, as well as with Department staff or with PG&E consultants. The Site Access Agreement employed by the Programs also obtains Customer approval for PG&E (or its subcontractors) access to perform EM&V activities.

7.4 Project Tracking

ICF will assist the Department in the development and maintenance of a Program Tracking System for the Programs with the capacity to track the following relevant information:

- For Participating Contractors: contact information (address, phone, fax, and email), license numbers, insurance information, and date of training session attended.
- For Customer: contact information (contact name, title, business name, address, phone, fax, and email), type of business, PG&E account number, utility rate schedule, and kW demand (when demand meter is present).
- For projects: measures implemented, equipment replaced, incentive amounts, and other relevant information.

Tracking System information will be updated at the following junctures:

- When communication (written or oral) with a Contractor or Customer is made or attempted by ICF, noting the date and/or outcome of such communication.
- When Contractor participates in a training session, signs a Participating Contractor Agreement, and/or submits proof of required insurance and license(s).
- When an Incentive Application is received.
- When pre-installation verification is conducted.

- When any deficiencies are identified during QA/QC review and Contractor or Customer is notified.
- When QA/QC review is passed and approval to install is issued
- When Installation Verification Form is received
- When post-installation verification is completed (site or telephone).
- When request for incentive payment is submitted to PMC.
- When PMC provides notification of incentive payment to ICF.
- When Customer complaints are received and when they are resolved.

Tracking System data will be retained by the Department and will be accessible to PG&E and the CPUC beyond the term of the Programs.

7.5 Customer Service and Dispute Resolution

7.5.1 Customer Service

Contractors are expected to provide good customer service in connection with the installation of equipment for which Contractor receives Program incentives. At a minimum, Contractor shall provide good customer service by:

- Ensuring that the efficiency measures are installed with minimal disruption to the Customer's place of business.
- Providing the Customer an estimate of the date the installation will be completed and informing the Customer if the installation appears to be taking longer than the original estimate.
- Having all required materials in stock prior to beginning installation.
- Completing all installations within five (5) business days. Large properties may take longer but should be completed within thirty (30) business days unless other arrangements are approved in advance by SFEW.
- Being on site every day during normal business hours (or at a time pre-arranged with Customer) once an installation has begun and for the full work period until the installation is complete.
- Providing the Customer warranty information in writing as well as Contractor contact information so that Customer can follow up with Contractor with any questions.
- Responding to Customer inquiries promptly (within 24 hours). If requested information is not available on short notice, the parties shall agree upon a reasonable time when a full response is to be expected.
- Performing all corrections as identified during quality control post-inspections within three (3) business days, unless the problem interrupts the Customer's normal business operations or presents a health and safety threat, in which case the correction shall be made immediately.

7.5.2 Customer Complaints

Contractors will provide Customers with contact information for a Program representative for any disputes that cannot be resolved between the Contractor and the Customer. SFEW will follow up closely with all parties involved to ensure that customer service issues are promptly resolved using the following guidelines:

- The Customer should first call the Program's local toll-free number 866-540-SFEW (7339). This call should be made by a qualified individual at the Customer site who can accurately characterize the observed issue, situation, or problem.
- This first call will be returned by a SFEW representative within one (1) business day. The timing and content of all incoming calls and returned calls will be logged in the Tracking System.
- Where the issue raised is best addressed by existing workmanship and product warranties, the Customer shall be appropriately directed and the escalation process will revert to monitoring only.

- If other than simple within-warranty labor or product related issues are involved, a Program representative will define an appropriate escalation plan with the Customer contact that aims to accomplish a timely resolution of the issue or problem and identify any individuals who need to be dispatched in this effort. This initial escalation plan will be developed and documented within two (2) business days of the initial Customer call. With the agreement of the Customer, the escalated problem may be declared closed at any time. The progress and resolution of escalated calls will be logged by a SFEW representative.
- A customer call that clearly expresses dissatisfaction with the quality or sufficiency of the fully completed retrofit, or dissatisfaction with the conduct or professionalism of the auditor, contractor, or installation crew who performed the work, constitutes a complaint. Complaints will be immediately escalated to the Program Manager at ICF, who will contact all involved parties within two (2) business days in order to identify a mutually agreeable solution and an acceptable timeframe for resolution. If parties cannot agree on a solution and/or an acceptable timeframe, the dispute will be handled by an independent dispute mediation firm within thirty (30) days of the failure to agree.
- ICF will track all customer complaints and report them to the Department and PG&E on a monthly basis. Customers wishing to speak to a Department or PG&E representative will be given the appropriate contact information.

7.5.3 Dispute Resolution

Any issues between the Contractor and Customer that cannot be resolved between them shall be presented to the Program management (ICF) in written form for resolution. The Customer shall state in writing the date, time, exact location, persons involved, specific nature and amount of loss (if any), and any other information relevant to the claim. SFEW shall investigate the claim and make a determination of the final disposition of the claim within thirty (30) days. If the Contractor is determined to be at fault, the Contractor shall remedy the claim at his/her cost. The Contractor shall abide by the SFEW decision on any claim or be barred from further participation in the Programs and forfeit any incentive payment due under the Programs. Claims shall be remedied within five (5) normal business days unless the SFEW gives approval for another timeframe. Should the resolution presented be unacceptable to either party, either party may choose not to continue participation in the Programs.

7.5.4 Contractor Suspension or Disqualification

Contractor may be suspended or disqualified from participation in the Programs for the following reasons:

- Neglecting to remedy a claim within a reasonable time as outlined above. No incentives will be paid to the Contractor until the claim is remedied.
- Failure to comply with Program requirements as described in this manual.

If suspended, Contractor must submit a written request in order to be reinstated once a claim has been remedied.



Multifamily and Commercial Plus Programs

2010-2012 Program

Appendix A: Program Forms

Table of Contents

Participating Contractor Agreement
Site Access Agreement
Multifamily Incentive Application
Small Commercial Incentive Application
Large Commercial Incentive Application
Installation Verification Form
Sample Itemized Project Invoice
Sample Warranty Form

Multifamily and Commercial Plus Programs

The City and County of San Francisco (CCSF) and Pacific Gas and Electric Company (PG&E) have developed "San Francisco Energy Watch" (SFEW), a group of programs to promote the installation of energy-efficient equipment in small- to medium-sized businesses and multifamily properties located in San Francisco. The SFEW Multifamily and Commercial Plus Programs (Programs) offer financial incentives to participating contractors for the installation of qualifying energy-efficient equipment in eligible facilities. SFEW is funded by California utility ratepayers under the auspices of the California Public Utilities Commission (CPUC) for qualified customers of PG&E, through a partnership between CCSF and PG&E.

This Participating Contractor Agreement (Agreement) is between _____ ("Contractor") and ICF Resources, LLC. (ICF) (in its role as a SFEW Programs Implementer under contract to CCSF). This Agreement defines the terms under which Contractor agrees to participate in the Programs administered by ICF. Contractor acknowledges that this Agreement does not create any contractual relations between Contractor and PG&E or CCSF.

In consideration of the terms of this Agreement, the parties mutually agree to the following:

ICF Obligations: As a SFEW Programs Implementer, ICF shall provide the following within the terms of the contract between ICF and CCSF and as required by SFEW:

- Training for participating contractors on program procedures, requirements, and qualifying equipment specifications.
- Pre-installation verification of equipment to be removed in connection with the installation of energy efficiency measures, and post-installation verification of Contractor work.
- Financial incentives, payable to the Contractor within 30 days of receipt of a complete and accurate Contractor Incentive Application, for verified installation of qualifying equipment in accordance with program requirements.
- Include Contractor on a Qualifying Contractor List for customers once Contractor has met the following requirements: (1) execution of a Participating Contractor Agreement; (2) submittal of documentation of required license and insurance to ICF; (3) participation in an SFEW training session; and (4) completion of three [3] installations eligible for incentives under the terms of SFEW programs that pass quality control requirements and inspection.

Contractor Obligations: Contractor agrees to perform the following:

- Follow all directives as outlined in the *Policies and Procedures Manual* available from ICF and on the SFEW website.
- At all times, and on all project forms, accurately document all project and equipment details, including: (1) all base case equipment, including wattage, found at each site and (2) all new equipment installed, including wattage.
- Install equipment with the same wattage as listed on the Incentive Application Worksheets. Misrepresentation of the wattage of base case or installed equipment will not be tolerated. Contractors found in violation of this or any of the terms of the Agreement and/or Policies & Procedures will be subject to withholding of payment and, in repeated cases, restricted from further participation.
- Ensure that employees providing installation services are trained on requirements of the SFEW Programs.
- Hold and maintain required licenses necessary to conduct work receiving SFEW incentives.
- Maintain general liability insurance coverage with a single limit of \$1,000,000 or higher per event and workers compensation insurance while a participant in SFEW.
- For each customer with qualifying measures installed through any of the programs, obtain a signed Site Access Agreement authorizing access to the facility for post-installation verification purposes.
- Complete and return all Incentive Applications within thirty (30) days from the date of installation with the necessary documentation as defined in the *Policies and Procedures Manual*.
- Install all qualifying equipment for which incentives are provided in a professional manner, consistent with industry standards, and in conformance with all applicable building codes, zoning laws, local, state, and federal requirements, and other relevant requirements.
- Perform handling and disposal of materials in accordance with all applicable disposal and recycling laws. Specifically, recycle all PCB-containing ballasts, fluorescent lamps (linear and CFL), and high-intensity discharge (HID) lamps removed, using a certified recycling company, and provide ICF with documentation of same.
- Warrant all labor and materials furnished or performed under this Agreement from defects in workmanship for a period of twelve (12) months after installation is completed except as noted below. Warranty periods shall commence at the time of final acceptance by the Customer and is indicated by the date of Customer's signature on the Installation Verification Form. During this period, Contractor shall provide replacement materials and the necessary labor (at no additional cost to ICF or the Customer) to replace the defective materials and repair incorrectly operating equipment, with the following exceptions:

A. Labor Warranty:

- The labor portion of the warranty on lamps shall extend to 30 days after the time of final acceptance. The labor portion of the warranty on cleaning refrigeration condenser coils, air conditioner condenser coils, and air conditioner filter replacement shall extend to 30 days after the time of final acceptance.

B. Equipment Warranty:

- Ballasts – Ballasts shall be warranted for a period of not less than 5 years.
- Exit Signs – New exit signs shall be warranted for a period of not less than 5 years.
- High wattage CFLs (>40W) – Lamps must be warranted for a period off not less than that provided by the manufacturer.
- Controls - Photocells, time clocks, and occupancy sensors shall be warranted for a period of not less than 3 years.
- Vending Machine Controllers – All types shall be warranted for a period of not less than 5 years.
- Refrigerated Door Heater Controls – Door Heater Controls shall be warranted for a period of not less than 2 years.
- Comprehensive Refrigeration Controls (Cooltrol) – Cooltrol equipment shall be warranted for a period of not less than 2 years.

SFEW reserves the right to make changes to the warranty exceptions during the course of the programs.

- Maintain accurate business records relating to the installation of qualifying equipment according to customary industry practice for at least one year following installation.

Qualifying Equipment: Equipment eligible for incentives must meet the following requirements:

- Be new and of good quality, free from damage or defect.
- Be installed as a replacement unit or as part of a remodel in a commercial or multifamily residential building.
- Be listed on the Qualifying Measure List for the applicable facility type (Commercial or Multifamily) in accordance with the specifications listed in the Equipment Specification Guide.

Limitation of Liability: IN NO EVENT SHALL ICF BE LIABLE FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING BUT NOT LIMITED TO LOST PROFITS OR INTERRUPTION OF BUSINESS) ARISING OUT OF OR RELATED TO THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. In no event shall ICF's liability under this Agreement exceed the amount payable hereunder, if any.

Indemnification: To the fullest extent permitted by law, Contractor shall, at its own cost, defend, indemnify and hold harmless ICF, CCSF, and PG&E, including their officers, directors, employees, agents, assigns and successors in interest, from and against any and all liability, damages, losses, claims, demands, actions, causes of action, costs, including attorney's fees and expenses, and all court or arbitration or other dispute resolution costs, or any of them, resulting from, arising out of, or in any way directly connected with this Agreement or work performed by Contractor under this Agreement, except claims arising out of ICF's and/or CCSF's and/or PG&E's own gross negligence or willful misconduct.

By signing this Agreement, Contractor's representative is certifying that:

- Contractor does not have any unresolved or outstanding complaints before the Contractors State License Board (CSLB) or a pattern of outstanding litigation that involves his or her work.
- Contractor's representative has the necessary legal authority to act on Contractor's behalf.
- To the best of Contractor's representative's knowledge, all of the information supplied is accurate.
- Contractor has read, understood and agreed to all of the definitions, terms and conditions that are a part of this Agreement and the referenced *Policies and Procedures Manual*.

Company Name: _____ Contractors Lic. No.: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Fed. Tax ID No.: _____ Tax Status: _____

Phone: _____ Fax: _____ E-mail address: _____

Please print your name: _____ Title: _____

Signature: _____ Date: _____

ADMIN ONLY: Name: _____

Signature: _____ Date: _____

For more information about San Francisco Energy Watch:	
Phone: 866-540-SFEW (7339)	Fax: 415-677-7177
Email: Hsfenergywatch@icfi.com	Web: www.sfenergywatch.org



Site Access Agreement

Multifamily and Commercial Plus Programs

Site Information

Property Name _____

Address _____

City, State, Zip Code _____

For more information about San Francisco Energy Watch:
Phone: 866-540-SFEW (7339)
Fax: 415- 677-7177
Email: sfenergywatch@icfi.com
Web: www.sfenergywatch.org

- 1. Permission for Access:** I agree to allow San Francisco Energy Watch staff or subcontractors access to my facility to verify incentive eligibility for the installation of energy efficiency measures through the program. I understand that in some cases, an inspection may be required to verify equipment that is in place before the installation of energy efficiency measures. I also agree to allow PG&E and its subcontractors access to my facility to conduct program evaluation activities. I understand that in some cases, a verification inspection may be required after the installation of energy efficiency measures. I realize that these activities may require San Francisco Energy Watch staff to extend ladders, and to open fixtures and service hatches throughout the property.
- 2. Liability:** I understand that contractors are receiving ratepayer funds administered by PG&E through the San Francisco Department of the Environment for participating in the San Francisco Energy Watch Multifamily and Commercial Plus Programs, but the parties agree that neither PG&E nor the City of San Francisco is liable to either party for any losses or damages, including incidental or consequential damages, arising from this Agreement.
- 3. I understand that signing this Agreement does not obligate me in any way, nor does it guarantee that San Francisco Energy Watch benefits will be extended to my business.**

Business Owner or Manager Information

Name _____

PG&E Account Number _____

Signature _____

Title _____

PG&E Electric or Gas Service Agreement ID # _____

Date _____

Phone _____

PG&E Electric Rate Schedule _____

California consumers are not obligated to purchase any full-fee service or other service not funded by this program. The San Francisco Energy Watch Commercial and Multifamily Plus Programs are implemented by ICF International and is funded by California ratepayers under the auspices of the California Public Utilities Commission.

Los consumidores en California no están obligados a comprar servicios completos o adicionales que no esten cubiertos bajo este programa. Este programa está financiado por los usuarios de servicios públicos en California bajo la jurisdicción de la Comisión de Servicios Públicos de California.

I agree that this form and other related customer records provided to ICF International shall be treated as if they are public records under the California Public records Act and the San Francisco Sunshine Ordinance and will be made available to members of the public upon request if these laws require such action.



Multifamily Plus Program

MULTIFAMILY INCENTIVE APPLICATION

For incentive payments of \$1,000 or greater the contractor must submit an Incentive Application along with required worksheets and obtain pre-approval from San Francisco Energy Watch **before** commencing installation of energy efficiency measures. After receiving approval from San Francisco Energy Watch, proceed with installation then submit the completed Installation Verification Form.

For projects requesting incentive payments of less than \$1,000, submit the Incentive Application, required worksheets, and the Installation Verification Form after installation is complete.

Date Application Submitted _____/_____/_____

APPLICATION NUMBER <i>For Admin Use Only</i>	
--	--

Projected Project Install Date _____/_____/_____

CUSTOMER INFORMATION

Customer Name as it Appears on PG&E Bill		Site Contact Name
Customer Phone	Customer Fax	Site Contact Phone
Address at which measures are being installed		San Francisco Zip Code
Customer Address as it Appears on PG&E Bill (if different than above)		Customer Email

UTILITY ACCOUNT INFORMATION

PG&E Account Number
Electric Service Agreement ID (SAID)
Gas Service Agreement ID (SAID)

CONTRACTOR INFORMATION

Company Name		Contact Name
Office Telephone	Cell Phone	Email
Make Check Payable To		

PROJECT TYPE – Please check ALL that apply and attach appropriate WORKSHEET(S)

<input type="checkbox"/> WORKSHEET A – LIGHTING	<input type="checkbox"/> WORKSHEET B – HVAC, WEATHERIZATION AND DOMESTIC HOT WATER	<input type="checkbox"/> WORKSHEET C – APPLIANCES AND CONTROLLERS	<input type="checkbox"/> WORKSHEET D – POOL EQUIPMENT
TOTAL INCENTIVE REQUESTED		\$	
<small>Sum each total from the Attachment Worksheets</small>			

Due to differences in rounding, the incentive calculated on this application may differ slightly from the final incentive paid. You will be informed of any such changes once your application has been processed.

Please call **866-540-SFEW (7339)** for questions regarding completion of this Incentive Application.



Multifamily Plus Program

MULTIFAMILY INCENTIVE APPLICATION

REQUIREMENTS

- 1. Contractor must be enrolled in the San Francisco Energy Watch Multifamily and Commercial Plus Programs as a Participating Contractor.
2. Contractor must provide an original signed Incentive Application Form, and a Site Access Agreement signed by the customer allowing access for pre- and post-installation verification by San Francisco Energy Watch.
3. Eligible equipment must be: (1) new (not used or rebuilt); (2) purchased by the customer (not leased); and (3) installed in a multifamily housing facility receiving electric and/or natural gas service from Pacific Gas & Electric Company, located within the City and County of San Francisco.
4. Contractor and customer must agree to quality assurance site visits made by San Francisco Energy Watch to confirm that the installation is complete and that installed equipment meets required specifications.
5. Contractor and customer have not received incentives from any other energy efficiency program for the installed equipment.
6. Incentive payments for the project may not exceed the cap of 100% of project cost.
7. Only projects completed after January 1, 2010 and before November 30, 2012 are eligible for incentives.
8. Incentive funds are limited and subject to change without notice. Completed Installation Verification Form along with itemized invoices for all equipment should be submitted within 30 days of project completion and must be submitted no later than December 31, 2012.
9. San Francisco Energy Watch reserves the right to publicize contractor's participation in the Multifamily and Commercial Plus Programs unless contractor specifically requests otherwise.

CONTRACTOR SIGNATURE

I certify that the information listed in this application is correct and that the stated energy efficiency measure(s) will be installed at the site listed above as part of the San Francisco Energy Watch Multifamily and Commercial Plus Programs.

By the signature below I certify that I have not accepted any financial incentives (i.e., incentives offered by Pacific Gas & Electric or any other energy-efficiency program towards work that is covered by this application) from a source other than San Francisco Energy Watch for the measures in this project.

Three vertical lines for signature and date fields.

Company representative (print)

Signature

Date

MAKE SURE YOUR COMPLETE APPLICATION INCLUDES:

- This form, filled out completely and accurately
Applicable Incentive Worksheets Attachments A-D
Completed Site Access Agreement
All required signatures

PLEASE MAIL COMPLETED APPLICATION TO:

Rahul Young
ICF International
620 Folsom St, Suite 200
San Francisco, CA 94107
Fax: (415) 677-7177
Email: sfenergywatch@icfi.com

Please call 866-540-SFEW (7339) for questions regarding completion of this Incentive Application.



SMALL COMMERCIAL INCENTIVE APPLICATION

Commercial Plus Program

For projects installed in facilities with electric demand under 100 kW

For incentive payments of \$1,000 or greater the contractor must submit an Incentive Application along with required worksheets and obtain pre-approval from San Francisco Energy Watch **before** commencing installation of energy efficiency measures. After receiving approval from San Francisco Energy Watch, proceed with installation then submit the completed Installation Verification Form.

For projects requesting incentive payments of less than \$1,000 submit the Incentive Application Form, required worksheets, and the Installation Verification Form after installation is complete.

Date Application Submitted _____/_____/_____

APPLICATION NUMBER
For Admin Use only

Projected Project Install Date _____/_____/_____

CUSTOMER INFORMATION

Customer Name as it Appears on PG&E Bill		Site Contact Name
Customer Phone	Customer Fax	Site Contact Phone
Address at which measures are being installed		San Francisco Zip Code
Customer Address as it Appears on PG&E Bill (if different than above)		Customer Email

UTILITY ACCOUNT INFORMATION

PG&E Account Number	Electricity Rate Schedule <input type="checkbox"/> A1 <input type="checkbox"/> A6
Electric Service Agreement ID (SAID)	<input type="checkbox"/> A10 <input type="checkbox"/> E19 <input type="checkbox"/> E20 TOTAL DEMAND _____ kW If multi-tenant building, AVERAGE DEMAND* per tenant _____ kW
Gas Service Agreement ID (SAID)	IF DEMAND IS 100 kW or greater STOP, YOU MUST USE LARGE COMMERCIAL APPLICATION

* Average Demand = Total Demand / number of tenant spaces in the building

CONTRACTOR INFORMATION

Company Name		Contact Name
Office Telephone	Cell Phone	Email
Make Check Payable To		

PROJECT TYPE – Please check ALL that apply and attach appropriate WORKSHEET(S)

<input type="checkbox"/> WORKSHEET A – LIGHTING	<input type="checkbox"/> WORKSHEET B – HVAC	<input type="checkbox"/> WORKSHEET C – FOOD SERVICE EQUIPMENT	<input type="checkbox"/> WORKSHEET D – REFRIGERATION	<input type="checkbox"/> WORKSHEET E – COMPUTER CONTROLS
TOTAL INCENTIVE REQUESTED			\$	
Sum each total from the Attachment Worksheets				

Due to differences in rounding, the incentive calculated on this application may differ slightly from the final incentive paid. You will be informed of any such changes once your application has been processed.

Please call **866-540-SFEW (7339)** for questions regarding completion of this Incentive Application.



SMALL COMMERCIAL INCENTIVE APPLICATION

Commercial Plus Program

For projects installed in facilities with electric demand under 100 kW

BUILDING TYPE – PLEASE CHECK ONLY ONE

<input type="checkbox"/> OFFICE – SMALL (UP TO 10,000 SQ. FT.)	<input type="checkbox"/> PRIMARY SCHOOL	<input type="checkbox"/> MOTEL (UP TO 30,000 SQ. FT.)	<input type="checkbox"/> RETAIL – SMALL (UP TO 8,000 SQ. FT.)	<input type="checkbox"/> STORAGE - UNCONDITIONED
<input type="checkbox"/> OFFICE – LARGE (OVER 10,000 SQ. FT.)	<input type="checkbox"/> SECONDARY SCHOOL	<input type="checkbox"/> HOTEL (OVER 30,000 SQ. FT.)	<input type="checkbox"/> RETAIL – LARGE (OVER 8,000 SQ. FT.)	<input type="checkbox"/> STORAGE - CONDITIONED
<input type="checkbox"/> RESTAURANT SIT-DOWN	<input type="checkbox"/> COMMUNITY COLLEGE	<input type="checkbox"/> COMMUNITY FACILITY – 1 SHIFT	<input type="checkbox"/> RETAIL - 3 STORY LARGE	<input type="checkbox"/> STORAGE - REFRIGERATED
<input type="checkbox"/> RESTAURANT FAST FOOD	<input type="checkbox"/> UNIVERSITY	<input type="checkbox"/> COMMUNITY FACILITY – 2 SHIFTS	<input type="checkbox"/> ASSEMBLY	
<input type="checkbox"/> GROCERY	<input type="checkbox"/> CLINIC	<input type="checkbox"/> HOSPITAL	<input type="checkbox"/> MANUFACTURING	

REQUIREMENTS

- Contractor must be enrolled in the San Francisco Energy Watch Multifamily and Commercial Plus Programs as a Participating Contractor.
- Contractor must provide an original signed Incentive Application Form, and a Site Access Agreement signed by the customer allowing access for pre- and post-installation verification by San Francisco Energy Watch.
- Eligible equipment must be: (1) new (not used or rebuilt); (2) purchased by the customer (not leased); and (3) installed in a facility receiving electric and/or natural gas service from Pacific Gas & Electric Company, located within the City and County of San Francisco.
- Contractor and customer must agree to quality assurance site visits made by San Francisco Energy Watch to confirm that the installation is complete and that installed equipment meets required specifications.
- Contractor and customer have not received incentives from any other energy efficiency program for the installed equipment.
- Incentive payments for the project may not exceed the cap of 100% of project cost.
- Only projects completed after January 1, 2010 and before November 30, 2012 are eligible for incentives.
- Incentive funds are limited and subject to change without notice. Completed Installation Verification Form along with itemized invoices for all equipment should be submitted within 30 days of project completion and must be submitted no later than December 31, 2012.
- San Francisco Energy Watch reserves the right to publicize contractor's participation in the Multifamily and Commercial Plus Programs unless contractor specifically requests otherwise.

CONTRACTOR SIGNATURE

I certify that the information listed in this application is correct and that the stated energy efficiency measure(s) will be installed at the site listed above as part of the San Francisco Energy Watch Multifamily and Commercial Plus Programs.

By the signature below I certify that I have not accepted any financial incentives (i.e., incentives offered by Pacific Gas & Electric or any other energy-efficiency program towards work that is covered by this application) from a source other than San Francisco Energy Watch for the measures in this project.

--	--	--

Company representative (print)

Signature

Date

MAKE SURE YOUR COMPLETE APPLICATION INCLUDES:

- This form, filled out completely and accurately
- Applicable Incentive Worksheets Attachments A-E
- Engineering calculations and report for all calculated refrigeration measures, when applicable
- Completed Site Access Agreement
- All required signatures

PLEASE MAIL COMPLETED APPLICATION TO:

Rahul Young
 ICF International
 620 Folsom St, Suite 200
 San Francisco, CA 94107
 Fax: (415) 677-7177
 Email: sfenergywatch@icfi.com

Please call **866-540-SFEW (7339)** for questions regarding completion of this Incentive Application.



Commercial Plus Program

LARGE COMMERCIAL INCENTIVE APPLICATION

For projects installed in facilities with electric demand 100 kW and above

Contractor must submit an Incentive Application along with required worksheets and obtain pre-approval from San Francisco Energy Watch **before** commencing installation of energy efficiency measures. After receiving approval from San Francisco Energy Watch, proceed with installation then submit the completed Installation Verification Form.

Date Application Submitted _____/_____/_____

APPLICATION NUMBER <i>For Admin Use only</i>	
--	--

Projected Project Install Date _____/_____/_____

CUSTOMER INFORMATION

Customer Name as it Appears on PG&E Bill		Site Contact Name
Customer Phone	Customer Fax	Site Contact Phone
Address at which measures are being installed		San Francisco Zip Code
Customer Address as it Appears on PG&E Bill (if different than above)		Customer Email

UTILITY ACCOUNT INFORMATION

PG&E Account Number	Electricity Rate Schedule <input type="checkbox"/> A10 <input type="checkbox"/> E19 <input type="checkbox"/> E20 TOTAL DEMAND _____ kW
Electric Service Agreement ID (SAID)	
Gas Service Agreement ID (SAID)	If multi-tenant building, AVERAGE DEMAND* per tenant _____ kW
IF DEMAND IS under 100 kW STOP. YOU MUST USE SMALL COMMERCIAL APPLICATION	

* Average Demand = Total Demand / number of tenant spaces in the building

CONTRACTOR INFORMATION

Company Name		Contact Name
Office Telephone	Cell Phone	Email
Make Check Payable To		

PROJECT TYPE – Please check ALL that apply and attach appropriate WORKSHEET(S)

<input type="checkbox"/> WORKSHEET A – LIGHTING	<input type="checkbox"/> WORKSHEET B – HVAC	<input type="checkbox"/> WORKSHEET C – FOOD SERVICE EQUIPMENT	<input type="checkbox"/> WORKSHEET D – REFRIGERATION	<input type="checkbox"/> WORKSHEET E – COMPUTER CONTROLS
TOTAL INCENTIVE REQUESTED				\$
Sum each total from the Attachment Worksheets				

Due to differences in rounding, the incentive calculated on this application may differ slightly from the final incentive paid. You will be informed of any such changes once your application has been processed.

Please call **866-540-SFEW (7339)** for questions regarding completion of this Incentive Application.



LARGE COMMERCIAL INCENTIVE APPLICATION

Commercial Plus Program

For projects installed in facilities with electric demand 100 kW and above

BUILDING TYPE – PLEASE CHECK ONLY ONE

<input type="checkbox"/> OFFICE – SMALL (UP TO 10,000 SQ. FT.)	<input type="checkbox"/> PRIMARY SCHOOL	<input type="checkbox"/> MOTEL (UP TO 30,000 SQ. FT.)	<input type="checkbox"/> RETAIL – SMALL (UP TO 8,000 SQ. FT.)	<input type="checkbox"/> STORAGE - UNCONDITIONED
<input type="checkbox"/> OFFICE – LARGE (OVER 10,000 SQ. FT.)	<input type="checkbox"/> SECONDARY SCHOOL	<input type="checkbox"/> HOTEL (OVER 30,000 SQ. FT.)	<input type="checkbox"/> RETAIL – LARGE (OVER 8,000 SQ. FT.)	<input type="checkbox"/> STORAGE - CONDITIONED
<input type="checkbox"/> RESTAURANT SIT-DOWN	<input type="checkbox"/> COMMUNITY COLLEGE	<input type="checkbox"/> COMMUNITY FACILITY – 1 SHIFT	<input type="checkbox"/> RETAIL - 3 STORY LARGE	<input type="checkbox"/> STORAGE - REFRIGERATED
<input type="checkbox"/> RESTAURANT FAST FOOD	<input type="checkbox"/> UNIVERSITY	<input type="checkbox"/> COMMUNITY FACILITY – 2 SHIFTS	<input type="checkbox"/> ASSEMBLY	
<input type="checkbox"/> GROCERY	<input type="checkbox"/> CLINIC	<input type="checkbox"/> HOSPITAL	<input type="checkbox"/> MANUFACTURING	

REQUIREMENTS

- Contractor must be enrolled in the San Francisco Energy Watch Multifamily and Commercial Plus Programs as a Participating Contractor.
- Contractor must provide an original signed Incentive Application Form, and a Site Access Agreement signed by the customer allowing access for pre- and post-installation verification by San Francisco Energy Watch.
- Eligible equipment must be: (1) new (not used or rebuilt); (2) purchased by the customer (not leased); and (3) installed in a facility receiving electric and/or natural gas service from Pacific Gas & Electric Company, located within the City and County of San Francisco.
- Contractor and customer must agree to quality assurance site visits made by San Francisco Energy Watch to confirm that the installation is complete and that installed equipment meets required specifications.
- Contractor and customer have not received incentives from any other energy efficiency program for the installed equipment.
- Incentive payments for the project may not exceed the cap of 100% of project cost.
- Only projects completed after January 1, 2010 and before November 30, 2012 are eligible for incentives.
- Incentive funds are limited and subject to change without notice. Completed Installation Verification Form along with itemized invoices for all equipment should be submitted within 30 days of project completion and must be submitted no later than December 31, 2012.
- San Francisco Energy Watch reserves the right to publicize contractor's participation in the Multifamily and Commercial Plus Programs unless contractor specifically requests otherwise.

CONTRACTOR SIGNATURE

I certify that the information listed in this application is correct and that the stated energy efficiency measure(s) will be installed at the site listed above as part of the San Francisco Energy Watch Multifamily and Commercial Plus Programs.

By the signature below I certify that I have not accepted any financial incentives (i.e., incentives offered by Pacific Gas & Electric or any other energy-efficiency program towards work that is covered by this application) from a source other than San Francisco Energy Watch for the measures in this project.

--	--	--

Company representative (print)

Signature

Date

MAKE SURE YOUR COMPLETE APPLICATION INCLUDES:

- This form, filled out completely and accurately
- Applicable Incentive Worksheets Attachments A-E
- Engineering calculations and report for all calculated refrigeration measures, when applicable
- Completed Site Access Agreement
- All required signatures

PLEASE MAIL COMPLETED APPLICATION TO:

Rahul Young
 ICF International
 620 Folsom St, Suite 200
 San Francisco, CA 94107
 Fax: (415) 677-7177
 Email: sfeneravwatch@icfi.com

Please call **866-540-SFEW (7339)** for questions regarding completion of this Incentive Application.



Multifamily and Commercial Plus Programs

INSTALLATION VERIFICATION FORM

Contractor must complete and submit an Installation Verification Form, along with an itemized invoice for all equipment and labor, after project installation is completed.

PROJECT DATES

Incentive Application Submitted _____/_____/_____

Project Installed _____/_____/_____

Installation Verification Submitted _____/_____/_____

APPLICATION NUMBER* []

* Application number is provided by San Francisco Energy Watch upon approval of Incentive Application.

Please check one:

- No changes have been made to the equipment specified in the original Incentive Application submitted. The project was completed as described therein.
Changes have been made to the equipment specified in the original Incentive Application submitted. Revised Application Worksheets showing the relevant changes are attached.
Incentive payment requested is less than \$1,000. A completed Incentive Application is attached.

CONTRACTOR INFORMATION

Table with 2 columns: Contractor Information and Contact Information. Rows include Company Name, Telephone, Contact Name, Email, Total Project Cost, and Total Incentive Requested.

SIGNATURES FROM BOTH THE CONTRACTOR AND THE CUSTOMER ARE REQUIRED

I certify that the information presented here, including any change orders, is correct and that all equipment and materials used in the retrofit project, have been furnished and installed according to equipment specifications and the work has been completed satisfactorily.

By the signatures below, Contractor certifies that all products and labor have been warranted as required and that Customer is fully aware of such warranties. Contractor agrees to remove all replaced equipment from the installation site.

By the signature below, I certify that I have not accepted any financial incentives (i.e., incentives offered by Pacific Gas & Electric or any other energy-efficiency program towards work that is covered by this application) from a source other than San Francisco Energy Watch for the measures in this project.

CONTRACTOR

Contractor signature line with fields for Company representative (print), Signature, and Date.

CUSTOMER

Customer signature line with fields for Customer representative (print), Signature, and Date.

MAKE SURE YOUR INSTALLATION VERIFICATION SUBMITTAL INCLUDES:

- This form, filled out completely and accurately
An application number, if required
Incentive Application, if not submitted previously
Applicable Worksheets if changes have been made or if not submitted previously
Revised engineering calculations, if applicable
Itemized invoice for all equipment and labor
All required signatures

PLEASE MAIL COMPLETED APPLICATION TO:
Rahul Young
ICF International
620 Folsom St, Suite 200
San Francisco, CA 94107
Phone: (866) -540-SFEW (7339)
Fax: (415) 677-7177
Email: sfenergywatch@icfi.com

Invoice

ABC Electric, Inc.
394 Pacific Ave.
San Francisco, CA 94111
(415) 555-5555 Fax (415) 555-5556
Cal. State License No. 123456

Staci's Pet Shoppe
123 Napoleon St.
San Francisco, CA 94124

5/1/2008

Labor hours 27 Labor rate/hour \$40.00		
	LABOR TOTAL	\$1,080.00
12 GC HPF Ballasts F96T8 (\$20.43/unit) \$245.16 12 GC HPF Ballasts F32T8 (\$14.39/unit) \$172.68 12 GC F96T8 Bulbs (\$4.05/unit) \$48.60 24 GC F32T8 Bulbs (\$1.87/unit) \$44.88 32 SITCO 15W CFL Globe (\$4.50/unit) \$144.00 12 SITCO 15W CFL Flood (\$7.99/unit) \$95.88 20 SITCO 13W CFL (\$3.25/unit) \$64.00 5 ICF BRAND Occupancy Sensor (\$87.57/unit) \$437.85 6 ICF BRAND Photo Control (\$20.00/unit) \$120.00		
	EQUIPMENT TOTAL	\$1373.05
	Lamp & ballasts disposal fees (hazardous waste)	\$150.00
	Tax	\$116.71
	Total	\$2,719.76
	SF Energy Watch Incentive	\$1,648.95
	Total after incentive	\$1,070.81

San Francisco Energy Watch Warranty and Recycling Information

PROJECT INFORMATION

Project Number:		Customer Name:	
Building Address:		Installation Date:	

CONTRACTOR INFORMATION

Company Name: _____

Contact Name: _____

Contact Phone: _____

WARRANTY INFORMATION

If you experience equipment failure during a warranty period, you must contact the contractor that installed the equipment or the manufacturer.

WARRANTIES on Labor and Materials

Contractors provide a warranty on all labor and materials furnished or performed under the San Francisco Energy Watch Program from defects in workmanship for a period of twelve (12) months after installation is completed except as noted below. Warranty periods shall commence at the time of final acceptance by the Customer and is indicated by the date of Customer's signature on the Installation Verification Form. During this period, Contractor shall provide replacement materials and the necessary labor (at no additional cost to ICF or the Customer) to replace the defective materials and repair incorrectly operating equipment, with the following exceptions:

A. Labor Warranty:

- The labor portion of the warranty on lamps shall extend to 30 days after the time of final acceptance. The labor portion of the warranty on cleaning refrigeration condenser coils, air conditioner condenser coils, and air conditioner filter replacement shall extend to 30 days after the time of final acceptance.

B. Equipment Warranty:

- Ballasts – Ballasts shall be warranted for a period of not less than 5 years.
- Exit Signs – New exit signs shall be warranted for a period of not less than 5 years.
- Controls - Photocells, time clocks, and occupancy sensors shall be warranted for a period of not less than 3 years.
- Vending Machine Controllers – All types shall be warranted for a period of not less than 5 years.
- Refrigerated Door Heater Controls – Door Heater Controls shall be warranted for a period of not less than 2 years.
- Comprehensive Refrigeration Controls (Cooltrol) – Cooltrol equipment shall be warranted for a period of not less than 2 years.

SFEW reserves the right to make changes to the warranty exceptions during the course of the programs.

RECYCLING LAMPS AND BALLASTS

California state law requires that mercury-containing lamps and PCB ballasts be handled, transported, and disposed of as hazardous waste. All fluorescent lamps (even CFLs) and HID lamps contain **mercury**, and older ballasts often contain **PCBs**. The contractor is bound to remove all equipment from the site once the work has been completed.

Please address any additional questions or customer service needs to:

SAN FRANCISCO ENERGY WATCH

ICF International
620 Folsom St., 2nd Floor
San Francisco, CA 94107
1-866-540-SFEW (7339)
sfenergywatch@icfi.com



Multifamily and Commercial Plus Programs

2010–2012 Program

Appendix B: Qualifying Measure List

Table of Contents

Multifamily Plus Measures

Commercial Plus Measures

Appendix B: Qualifying Measure List

Multifamily Plus Measures

Measure Description	Commodity Associated with Measure	Unit of Measure for Savings	Incentive Level Associated with Measure (\$ Per Unit)
Residential MF HVAC			
Gas Water Heater and/or Boiler Control	G–Gas	# of Apartments In Bldg.	\$43.50
Central System Natural Gas Boiler–Space Heating	G–Gas	# of Apartments In Bldg.	\$68.18
90 AFUE Furnace–Natural Gas	G–Gas	KBtuh Installed	\$3.55
92 AFUE Furnace–Natural Gas	G–Gas	KBtuh Installed	\$3.87
94 AFUE Furnace–Natural Gas	G–Gas	KBtuh Installed	\$4.32
96 AFUE Furnace–Natural Gas	G–Gas	KBtuh Installed	\$4.57
Ceiling Insulation, R0 To R30	B – Both	Sq Ft	\$0.20
Ceiling Insulation, R0 To R38	B – Both	Sq Ft	\$0.30
Residential MF Windows			
High Performance Windows (U-Factor <= .35 and SHGC <=0.32)	B – Both	Sq Ft	\$0.15
Residential MF Domestic Hot Water			
Central System Natural Gas Water Heater/Boiler (>82% Thermal Efficiency)	G–Gas	# of Apartments In Bldg.	\$21.52
Electric Storage Water Heater	E–Electric	Water Heater	\$30.00
Multi-Family–Pipe Insulation	B – Both	Linear Ft	\$8.50
Residential MF Lighting			
Bi-Level Lighting (Common Areas)	E–Electric	kWh	\$0.15
Cold Cathode Lamps (Common Areas)	E–Electric	Connected kW Reduction	\$404.00
Cold Cathode Lamps (Exterior)	E–Electric	Connected kW Reduction	\$404.00
Custom Lighting (Exterior)	E–Electric	Connected kW Reduction	\$771.93
Custom Lighting (Exterior – Induction & LED)	E–Electric	Connected kW Reduction	\$771.93
Custom Lighting (Common Areas)	E–Electric	Connected kW Reduction	\$1,400.00
Custom Lighting (Common Areas – Induction & LED)	E–Electric	Connected kW Reduction	\$1,400.00
Custom Lighting (Apartment)	E–Electric	Connected kW Reduction	\$606.31
Hardwire CFL–Apartment	E–Electric	Connected kW Reduction	\$534.00
Hardwire CFL–Common Area	E–Electric	Connected kW Reduction	\$534.00
Hardwire CFL–Exterior	E–Electric	Connected kW Reduction	\$534.00
Screw-in CFL–Apartment	E–Electric	Connected kW Reduction	\$242.00
Screw-in CFL–Common Area	E–Electric	Connected kW Reduction	\$242.00
Screw-in CFL–Exterior	E–Electric	Connected kW Reduction	\$242.00
T8 and T5 Retrofits–Apartment	E–Electric	Connected kW Reduction	\$650.00
T8 and T5 Retrofits–Common Area	E–Electric	Connected kW Reduction	\$958.00
T8 and T5 Retrofits Exterior	E–Electric	Connected kW Reduction	\$606.31

Appendix B: Qualifying Measure List

Measure Description	Commodity Associated with Measure	Unit of Measure for Savings	Incentive Level Associated with Measure (\$ Per Unit)
Exit Signs (LED or LEC)–Incandescent Base Case	E – Electric	Unit Removed	\$50.00
Exit Signs (LED or LEC)–CFL Base Case	E–Electric	Unit Removed	\$30.00
Residential MF Controls			
Multifamily Occupancy Sensor (Wall Box Or Ceiling)–Apartment	E–Electric	Connected kW Controlled	\$500.00
Multifamily Occupancy Sensor (Wall Box Or Ceiling)–Common Areas	E–Electric	Connected kW Controlled	\$500.00
Photocells and Time Clocks	E–Electric	Connected kW Controlled	\$500.00
Residential MF Appliances			
Clothes Washer Level 1 (Apartments)	B – Both	Washer	\$75.00
Clothes Washer Level 2 (Apartments)	B – Both	Washer	\$100.00
Clothes Washer Level 1 Coin Op	B – Both	Washer	\$250.00
Clothes Washer Level 2 Coin Op	B – Both	Washer	\$300.00
Refrigerator Recycling	E–Electric	Refrigerator	\$35.00
High Efficiency Dishwashers Level 2 EF= 0.68 and Greater	B – Both	Dish Washer	\$50.00
Vending Machine Controller (Cooled)	E–Electric	Machine	\$175.00
Residential MF Pool Motors			
Single Speed Premium Efficiency Pool Pump Motor	E–Electric	Motor	\$122.20
Two-Speed Pool Pump and Motor with Automatic Controller	E–Electric	Motor	\$263.20
Two-Speed Pool Pump Motor Only	E–Electric	Motor	\$263.20
Variable Speed Pool Pump and Motor with Automatic Controller	E–Electric	Motor	\$195.52
Variable Speed Pool Pump Motor	E–Electric	Motor	\$195.52

Appendix B: Qualifying Measure List

Commercial Plus Measures

Measure Description	Commodity Associated with Measure	Unit of Measure for Savings	Incentive Level Associated with Measure (\$ Per Unit)	Alternate Incentive Level Associated with Measure (\$ Per Unit)
			Small & Medium Customers (<100 kW)	Large Customer (>=100kW)
Commercial HVAC				
Pipe Insulation–Hot Water–One Inch	G–Gas	Linear Ft	\$2.00	\$2.00
Pipe Insulation–Hot Water–Two Inch	G–Gas	Linear Ft	\$3.00	\$3.00
Pipe Insulation–Low Pressure Steam–One Inch	G–Gas	Linear Ft	\$5.50	\$5.50
Pipe Insulation–Low Pressure Steam–Two Inch	G–Gas	Linear Ft	\$9.00	\$9.00
VFD–HVAC Fan	E – Electric	Horsepower	\$112.00	\$112.00
Commercial Steam Traps				
Steam Trap–Commercial 24 Hours/Day Operation	G–Gas	Trap	\$50.00	\$50.00
Steam Trap–Commercial < 24 Hours/Day Operation	G–Gas	Trap	\$50.00	\$50.00
Commercial Food Service Equipment				
Pressureless Steamer–Electric	E – Electric	Steamer	\$1,200.00	\$1,200.00
Pressureless Steamer–Gas	G–Gas	Steamer	\$2,000.00	\$2,000.00
Refrigeration Suction Line Insulation	E – Electric	Linear Ft	\$1.80	\$1.80
Commercial Refrigeration				
Door Closer–Walk-In Cooler	E – Electric	Closer	\$125.00	\$125.00
Door Closer–Walk-In Freezer	E – Electric	Closer	\$125.00	\$125.00
Night Cover–Vertical Refrigerator	E – Electric	Linear Ft	\$4.00	\$4.00
Refrig. System Door Gaskets (for Glass or Solid Doors)	E – Electric	Linear Ft	\$4.00	\$4.00
Refrig. System Strip Curtains	E – Electric	Sq Ft	\$3.50	\$3.50
ECM Evaporator Fan Motor–Walk-in	E – Electric	Motor	\$120.00	\$120.00
ECM Evaporator Fan Motor–Display-case	E – Electric	Motor	\$55.00	\$55.00
Evaporator Fan Controller–SP Existing	E – Electric	Motor Controlled	\$80.00	\$80.00
Walk-In Motor Controller with or without ECM replacement	E – Electric	kWh	\$0.17	\$0.17
Integrated Refrigeration Control System	E – Electric	kWh	Projects < \$75,000: \$0.21/kWh, capped at 60% project cost Projects >= \$75,000: \$0.13/kWh, capped at 40% project cost	
Ash Controller On Walk-in Glass Doors	E – Electric	Linear Ft	\$30.00	\$30.00
Vending Machine Controller (Cooled)	E – Electric	Machine	\$175.00	\$175.00
Commercial Computer Power Management				
Network Level Power Management Software (1 – 249 Workstations)	E–Electric	Workstation License	\$25.00	
Network Level Power Management Software (250 – 999 Workstations)	E–Electric	Workstation License	\$20.00	
Network Level Power Management Software (1,000 < Workstations)	E–Electric	Workstation License	\$15.00	

Appendix B: Qualifying Measure List

Measure Description	Commodity Associated with Measure	Unit of Measure for Savings	Incentive Level Associated with Measure (\$ Per Unit)	Alternate Incentive Level Associated with Measure (\$ Per Unit)
			Small & Medium Customers (<100 kW)	Large Customer (>=100kW)
Commercial Lighting				
CFL (Hardwired–Exterior)	E – Electric	Connected kW Reduction	\$350.00	\$280.00
CFL (Screw-In–Exterior)	E–Electric	Connected kW Reduction	\$242.00	\$200.00
CFL (Hardwired–Interior)	E – Electric	Connected kW Reduction	\$350.00	\$280.00
CFL (Screw-In–Interior)	E – Electric	Connected kW Reduction	\$242.00	\$200.00
Cold Cathode Lamps (Exterior)	E – Electric	Connected kW Reduction	\$350.00	\$280.00
Cold Cathode Lamps (Interior)	E – Electric	Connected kW Reduction	\$350.00	\$280.00
T8 and T5 Retrofits (Exterior)	E – Electric	Connected kW Reduction	\$650.00	\$520.00
T8 and T5 Retrofits (Interior)	E – Electric	Connected kW Reduction	\$650.00	\$520.00
Custom Exterior Lighting	E – Electric	Connected kW Reduction	\$500.00	\$400.00
Custom Exterior Lighting (Induction & LED)	E – Electric	Connected kW Reduction	\$650.00	\$520.00
Custom Interior Lighting	E – Electric	Connected kW Reduction	\$500.00	\$400.00
Custom Interior Lighting (Induction & LED)	E – Electric	Connected kW Reduction	\$650.00	\$520.00
Exit Signs (LED or LEC) – Incandescent Base Case	E – Electric	Unit Removed	\$50.00	\$50.00
Exit Signs (LED or LEC) – CFL Base Case	E – Electric	Unit Removed	\$30.00	\$30.00
Controls–Occupancy Sensors	E – Electric	Connected kW Controlled	\$300.00	\$240.00
Controls–Photocells and Time Clocks	E – Electric	Connected kW Controlled	\$300.00	\$240.00
Bi-Level Lighting for Stairwells and Garages	E – Electric	kWh	\$0.15	\$0.15



Multifamily and Commercial Plus Programs

2010-2012 Program

Appendix C: Equipment Specification Guide

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I. Introduction

The energy-efficient products used in the SF Energy Watch Multifamily and Commercial Plus Programs being implemented by ICF must meet the eligibility requirements described in this Equipment Specification Guide. Participating Contractors will be notified of any updates made to the Guide during the course of these programs. Please refer to the Programs' Qualifying Measure List to confirm which measures are eligible for each program and the corresponding incentive rates.

Equipment cut sheets may be required upon request, but they should not be mailed in with the application.

II. Lighting

Compact Fluorescent Lights (Including Cold Cathodes)

Install only compact fluorescent lamps (CFLs) that are Energy Star qualified. All Energy Star qualified Integral Self Ballasted CFLs (all base types: E26, GU24, etc.) also comply with NEMA's Voluntary Commitment Requirements stdsMG10-2001Rev1-2007. The NEMA standard specifies the following mercury content restrictions:

- Lamps that are rated with input wattages of 0 - <25 Watts shall contain no more than 5 mg total mercury (based on EU ROHS requirements).
- Lamps that are rated with input wattages of 25 - <40 Watts shall contain no more than 6 mg total mercury (based on higher U.S. light levels/power levels and the slightly higher level of mercury needed to operate a lamp at these wattages).

High wattage CFLs (above 40W) that do not carry the Energy Star label will be considered as long as they meet the other necessary equipment specifications laid out in program policies, as well as the following Energy Star criteria:

- Meet a minimum Color Rendering Index (CRI) of 80.
- Have a minimum life of 8,000 hours.
- Warranty for Residential Applications: minimum of 24 months from date of purchase.
- Warranty for Commercial Applications: minimum of 12 months from date of purchase.

Incentives are not paid on fixtures installed in closets or on plug-in fixtures not owned by installation site.

PG&E offers upstream rebates on certain CFL lamps. Vendors should be aware that these lamps are not eligible for incentives through the Plus Programs. CFLs that have already received these upstream rebates will be labeled with and can be identified by a PG&E logo on the packaging.

Cold Cathodes must:

- Range from 2 Watts to 8 Watts and may be medium (Edison) or candelabra base.
- Be rated for at least 18,000 hours.

High Efficiency Exit Signs

Only Light Emitting Diode (LED) and Electroluminescent exit signs that **replace** or **retrofit** incandescent or compact fluorescent lamps (CFL) qualify. All new exit signs must meet UL-924 requirements. Exit signs must have a usage level \leq 5 Watts (LED only; excludes emergency lights in bug eye fixtures) and a minimum product life of 10 years. Manufacturer's information stating the model number and qualifying specification sheet must be submitted with each incentive form. New exit signs must meet local fire codes.

T8 or T5 Lamps with Electronic Ballast

Incentive applies to existing T12 lamps and magnetic ballasts replaced by T8 or T5 lamps with the ballasts described below. Replacement T5 lamps in low bay installations (under 15') must provide indirect lighting only.

All replacement lamps must meet the following Color Rendering Index (CRI) and Rated Lamp Life standards:

Lamp Type & Size	Ballast Type	CRI	Minimum Rated Lamp Life (3 hours / start)
T8 – 2-ft, 3-ft, 4-ft	Programmed Start/ Programmed Rapid-start	≥ 80	24,000 hours
T8 – All sizes	Instant Start	≥ 80	18,000 hours
T5 – All sizes	Programmed Start or Programmed Rapid-start	≥ 82	20,000 hours

All T8 lamps must:

- Meet the requirements of the CEE High Performance 4' T8 spec. See: <http://www.cee1.org/com/com-lt/lamps-ballasts.xls>.
- Contain less than 5 mg of mercury per lamp.
- Have passed the U.S. Environmental Protection Agency Toxicity Characteristic Leaching Procedure (TCLP) Test are eligible for incentives. The term linear fluorescent lamp, for purposes of this requirement, shall include: 18", 24", 36", 48", and 96" T8, T5, U-bent, and Circline lamps.

All reduced wattage T8 lamps must meet the CEE specification for reduced wattage lamps. See the "RW Lamp Update" tab: <http://www.cee1.org/com/com-lt/RW-lamps-ballasts.xls>.

Only premium efficiency electronic ballasts, as determined by the NEMA premium electronic ballast program, are eligible for incentives. For the list of qualifying ballasts, see:

http://www.nema.org/gov/energy/efficiency/upload/nema_premium_electronic_ballast_program.pdf .

Electronic ballasts for 8-foot T8 lamps must be of the same series as a qualifying 4-foot ballast.

When occupancy sensors are installed to control circuits in lamp/ballast retrofits, Programmed Start/Programmed Rapid-start ballasts are recommended in order to maximize lamp life.

Ballasts must be high frequency (≥ 20kHz), UL-listed, and warranted against mechanical or electrical defects for five years and have a Power Factor ≥ 0.90. Ballasts must control T8 or T5 Linear Fluorescent Lamps as described above. At full light output, ballasts for 4-foot and 8-foot lamps must have Total Harmonic Index Distortion (THD) ≤ 20%, while ballasts for 2-foot and 3-foot lamps must have THD ≤ 32%.

Delamping is the permanent removal of existing T12 or T8 lamps/ballasts and unused lamp holders from existing fixtures without replacing the lamps. It is the responsibility of the contractor (or the customer if a self-installed project) to decide whether de-lamping will maintain adequate light levels.

Note that there is not a separate delamping measure. The incentive is calculated as part of the T5 and T8 fluorescent lamp retrofit measure. The incentive for this measure (and other lighting measures) is calculated on the basis of fixture wattage reduction.

Custom Interior Lighting: Halogen and Ceramic Metal Halides

Pin-based and screw-in halogen lighting is eligible for incentives through the SF Energy Watch Programs, assuming that overall installed wattage is reduced and that efficacy is improved by at least 30%. Screw base CMH lamps must replace existing reflector-type incandescent, PAR halogen, or PAR halogen IR lamps or fixtures.

New high-intensity discharge (HID) fixtures must replace, one-for-one, existing Incandescent, Mercury Vapor, T12/High Output Fluorescent, T12/Very High Output Fluorescent, Standard Metal Halide, or High Pressure Sodium Fixtures. Retrofit kits may be used on existing Mercury Vapor, Standard Metal Halide, or High Pressure Sodium Fixtures only. New fixtures or retrofit kits must not exceed the maximum Wattage listed in the incentive table below for each range of lamp Wattage being replaced and must have a lower Wattage than the fixture or lamp being replaced. Replacements must be equipped with Pulse Start Metal Halide lamps and either magnetic or electronic ballasts. Lamp Wattages below 175 Watts do not qualify under this category. All replacements must be hardwired.

For ceramic metal halide lamps with integrated ballasts, the lamp must have a life of 10,500 hours or greater.

The custom interior lighting measure includes the following lamps:

1. Halogen infrared (IR) technologies that reduce the overall wattage, with either screw-in or bi-pin base.
2. Ceramic metal halide technologies that reduce overall wattage, with or without integrated ballasts, and any base type.
3. HID lighting that reduces overall wattage in high-bay and other interior applications.
4. Pin-based LED lighting that replaces an MR16 or MR16IR.

The following are expressly prohibited:

1. Incandescent a-lamps.
2. Non-infrared (IR series) halogen lamps
3. Any installation that increases total installed wattage

Custom Exterior Lighting

Complete new Pulse Start Metal Halide Fixtures or Retrofit Kits qualify as replacements. All installations for this measure are for exterior applications only. Interior installations do not qualify. New fixtures must replace, one-for-one, existing Incandescent, Mercury Vapor, T12/High Output Fluorescent, T12/Very High Output Fluorescent, Standard Metal Halide, or High Pressure Sodium Fixtures. Retrofit kits may be used on existing Mercury Vapor, Standard Metal Halide, or High Pressure Sodium Fixtures only. New fixtures or retrofit kits must not exceed the maximum Wattage listed in the incentive table below for each range of lamp Wattage being replaced and must have a lower Wattage than the fixture or lamp being replaced. Replacements must be equipped with Pulse Start Metal Halide lamps and either magnetic or electronic ballasts. Lamp Wattages below 175 Watts do not qualify under this category. All replacements must be hardwired.

Custom Lighting—Induction Fixtures (Interior and Exterior)

Only complete new induction fixtures qualify. Fixtures must be equipped with induction lamps and drivers. New fixtures must replace existing Incandescent, Mercury Vapor, T12 Fluorescent, Standard Metal Halide, or High Pressure Sodium fixtures in interior or exterior installations. All fixtures must be hardwired.

Custom Lighting—LED (Interior and Exterior)

New fixtures must replace incandescent or halogen fixtures of greater than 40W. New fixtures must use less than 15W, and must be Energy Star qualified.

For lamp replacements, the lamps must have a LM79 test result, and must show an improvement in efficacy of at least 30% over the existing technology. LED lamp replacements must have a warranty of at least 2 years.

Customers are responsible for verifying that the replacement LED fixture or lamp works with the existing lighting controls.

Bi-Level Light Fixtures

Eligible units shall be either hardwired fluorescent fixtures with electronic ballasts, or HID fixtures, or retrofits that add bi-level functionality to an existing fixture. All fixtures shall have integrated occupancy sensors. Each unit shall contain a passive infrared and/or ultrasonic occupancy sensor that controls the individual fixture. Fixtures controlled by “manual on” overrides are not eligible. During occupied periods the fixture shall operate at full output, and during unoccupied periods the fixture shall operate at reduced light output and wattage. This measure is not eligible for additional incentives under the Occupancy Sensor category. The incentive is based on the following:

- Total existing wattage.
- Number of new fixtures.
- New fixture’s power consumption when space is unoccupied (low level).
- New fixture’s power consumption when space is occupied (high level).

Note that fixtures containing T8 or T5 lamps, and/or electronic ballasts, must meet the same requirements as listed above, under “T8 or T5 Lamps with Electronic Ballast.”

Occupancy Sensors

This incentive applies to hardwired passive infrared and/or ultrasonic detectors that control interior lighting fixtures only. Self-contained wall-box lighting sensors are defined as units without an exterior switch pack or relay that are designed to replace a standard wall switch. New fixtures equipped with fixture-integrated sensors used in stairwells, halls, or garages may qualify under the ‘Bi-level Light Fixtures’ category. For fluorescent lamps, programmed rapid start ballasts are generally recommended for use with occupancy sensors. Contractors shall ensure that the appropriate ballast is in use for the installation.

Photocells

Qualifying products are photoelectric cells that switch or dim lighting loads in response to available daylight, in both exterior and interior applications. In exterior applications, this incentive can apply to fixtures manufactured with integrated photocells.

Time Clocks

Time clocks must control lighting equipment. All units must feature a minimum 3-hour battery back up to avoid time loss during power outages. For outdoor lighting without a photocell, astronomical time clocks (where on-off time follows sunset and sunrise) are required.

III. HVAC, Water Heating, Weatherization

Electric Storage Water Heaters

Instantaneous and tankless water heaters do not qualify for this incentive. High efficiency electric storage water heaters must have an Energy Factor (EF) of 0.93 or greater. The water heater must be 30 gallons or greater. Look for the EF rating on the water heater specification sheet or on the packaging box; it does not always appear on the water heater label itself.

Furnaces

Must meet the Annual Fuel Utilization Efficiency (AFUE) rating for the relevant measure.

Gas Water Heater and Boiler Controls

Incentive applies to new installations on existing gas fired domestic hot water/space heating common systems serving multi-family dwelling units. Controllers may be either digital or non-digital graph model and must be able to log the daily demand pattern of domestic hot water use and provide the ability to

lower temperatures during low-use periods; data logging capability for at least 7 days; a bypass capability to allow service of boiler. Incentive type is determined based on the graph-model for the controller

Gas Water Heaters/ Boilers—Domestic Hot Water

Must have minimum thermal efficiency of 82%, and must provide hot water to building complex of 5 or more units. Instantaneous and ‘tankless’ hot water heaters do not qualify for this incentive. Make and model number must be included with a copy of your receipt.

Gas Water Heaters/ Boilers—Space Heating

Boiler must not be used for industrial end-use. Boiler must replace existing gas equipment. Boiler must replace equipment used for space heating or a combination of space heating and domestic hot water. Boilers installed to serve a combination of space heating and domestic hot water that replace boilers used for only space heating will qualify if the original domestic hot water system being replaced used natural gas, and is permanently disabled and/or removed from the site. Boilers for pool water heating do not qualify.

Boilers for space heating and/or space heating in combination with domestic hot water production must meet a minimum efficiency. Use the table below to determine the required efficiency for your installation.

Boiler Type	Efficiency for 300,000 BTU/h or Less	Efficiency for >300,000 BTU/h
Steam	AFUE ≥ 77	Combustion effic $\geq 82\%$
Hot Water	AFUE ≥ 82	Thermal effic $\geq 84\%$

Variable Frequency Drives (VFDs)

VFD incentives are for fan applications on HVAC distribution systems. The maximum fan size is 100 hp. The installation of a VFD on a HVAC fan is eligible for an incentive only if throttling devices, such as inlet vanes, bypass dampers and throttling valves, are removed or permanently disabled. A 3% impedance choke is recommended.

Pipe Insulation

1” or 2” of fiberglass, foam, or calcium silicate insulation must be added to existing nonresidential bare pipe systems that transfer fluid directly from gas-fired equipment. Minimum qualifying pipe diameter is 1”. Insulation thickness and liquid or steam temperature will determine the incentive amount. Additional required information will be the manufacturer’s name, insulation material type, and the material k-value rating.

Ceiling Insulation

All materials must be new. Follow all manufacturer installation requirements. Equipment and materials must meet or exceed all applicable local, state, and federal standards. Attic insulation is eligible for an incentive only if the pre-retrofit insulation is R-0, and if installed between conditioned living area and unconditioned area. Garages and other non-living areas do not qualify. The final insulation level must be at least R-30, with another incentive level for R-38 or greater. Attic insulation is feasible only when the attic crawl space is adequate. At the highest roof peak, clearance between the bottom of the roof rafters and the top of the ceiling joists must be at least 24 inches. If there is less than 24” of attic clearance before the new insulation is installed, the final insulation level must be R-19. If purchasing insulation, remember that your incentive is based on the amount of insulation actually installed.

High Performance Dual Pane Windows

Two energy performance ratings describe the heat transfer characteristics of windows. The U-factor measures how well a window prevents heat from escaping, and the Solar Heat Gain Coefficient (SHGC) measures how well the window blocks heat caused by sunlight. To be eligible for incentives, windows must have both of the following:

- A U-factor of 0.35 or less.
- A Solar Heat Gain Coefficient (SHGC) of 0.32 or less (applies only to buildings with air conditioning).

Application Attachments

With your application, include **one** of the following:

- A National Fenestration Rating Council (NFRC) label for each window including the U-factor, SHGC value, and dimensions of each window;
- **OR** the manufacturer's order confirmation provided on the manufacturer's letterhead with U-factors, SHGC values, and dimensions listed for each window;
- **OR** a Home Improvement Contract or paid invoice from that provides the dimensions, SHGC, and U-factor for each window

Commercial Steam Traps

Steam traps are automatic valves used in every steam system to remove condensate, air, and other non-condensable gasses while preventing or minimizing passage of steam. There are three major types of steam traps: 1) mechanical, 2) thermostatic, and 3) thermodynamic. All three types are eligible.

Steam traps shall be installed in commercial buildings, on boilers with inlet pressure between 74 to 100 psig. Only steam traps with pipe connections up to 2 inches qualify. Testing for minimum leak rate is not required.

IV. Food Service and Refrigeration

Pressureless Steamers

Electric commercial steam cooker must meet ENERGY STAR specifications for energy efficiency or must have a tested heavy load potato cooking energy efficiency of $\geq 50\%$ utilizing ASTM Standard F1484. Gas commercial steam cookers must meet ENERGY STAR specifications for energy efficiency or must have a tested heavy load potato cooking energy efficiency of $\geq 38\%$ utilizing ASTM Standard F1484. Both electric and gas commercial steam cookers must replace either boiler type or steam generator type steamer.

Evaporator Fan Controller

Must reduce airflow of evaporator fans in medium-temperature walk-in coolers when compressor(s) cycle off and there is no refrigerant flow through the evaporator. Must control a minimum fan load of 1/20 horsepower where the fan(s) operate continuously at full speed. Must reduce fan motor power by at least 75% during the compressor off-cycle. **Do not use** if any of the following conditions apply:

1. The compressor runs all the time with high duty cycle;
2. The evaporator fan does not run at full speed all the time;
3. The evaporator fan motor runs on poly-phase power;
4. The evaporator fan motor is not shaded-pole; or
5. The evaporator does not use off-cycle or time-off defrost.

ECM Evaporator Fan Motor

Applicable to existing standard efficiency shaded-pole evaporator fan motors of refrigerated display cases or fan coil systems in walk-ins. Shaded-pole motors to be replaced by Electronically Commutated Motors (ECM) are eligible. This measure cannot be used in conjunction with the Evaporator Fan Controller measure.

Refrigeration Evaporator Fan Motor Control w/ or w/o Upgrade

Applicable to existing standard efficiency shaded-pole (SP) or Split Capacitor (SPC) and electronically commutated (ECM) evaporator fan motors of refrigerated display cases or fan coil systems in walk-ins. This is a combined calculated measure and includes one of the following addition/replacement scenarios:

- A. Addition of evaporator fan motor controller. Controller must reduce airflow of evaporator fans in medium-temperature walk-in coolers when compressor(s) cycle off and there is no refrigerant flow through the evaporator. Must control a minimum fan load of 1/20 horsepower where the fan(s) operate continuously at full speed. Must reduce fan motor power by at least 75% during the compressor off-cycle. **Do not use** if any of the following conditions apply:
 - 1) The compressor runs all the time with high duty cycle.
 - 2) The evaporator fan does not run at full speed all the time.
 - 3) The evaporator fan motor runs on poly-phase power.
 - 4) The evaporator does not use off-cycle or time-off defrost.
- B. Item A **AND** Replacement of a qualified shade pole or SPC evaporator fan motor with Electronically Commutated Motor (ECM).

For each project, you must submit detailed engineering calculations to support kWh savings.

Integrated Refrigeration Control System

Applicable to existing refrigeration system where evaporator fan motors run 24/7. This measure includes 1) Digital EMS for temperature control, evaporator fan on/off, defrost cycle on/off and cooler shutdown button, 2) door heater controls and 3) drop-in ECM high efficiency evaporator fan motors.

For each project, you must submit detailed engineering calculations to support kWh savings.

ASH Controller on Walk-In Glass Doors

Must install a device that senses the relative humidity in the air outside of the display case and reduces or turns off the glass door (if applicable) and frame anti-sweat heaters at low humidity conditions. Equivalent technologies that can reduce or turn off anti-sweat heater based on the amount of condensation formed on the inner glass pane may also qualify. This measure cannot be used in conjunction with the New Refrigeration Display Case with Doors measures. Incentive is based on the total linear footage of the case.

Refrigeration Suction Line Insulation

Must insulate bare refrigeration suction lines of 1 5/8 inches or less on existing equipment only. Medium temperature lines require 3/4-inch of flexible closed-cell nitrile rubber, or equivalent insulation, and low temperature lines require 1-inch of the same insulation. Insulation exposed to outside weather must be jacketed (such as with a medium-gauge aluminum jacket) or protected from the weather in some way. Incentive is based on the length, in linear feet, of the insulation installed.

Door Closers

For main cooler or main freezer doors: The auto-closer should be applied to the main insulated opaque door(s) of a walk-in cooler (40°F) or freezer (0°F). The auto-closer must be able to firmly close that door when it is within one inch of full closure. This measure does not apply to reach-in cooler or freezer doors.

Night Covers

Must install a cover on an otherwise open display case to decrease cooling load of the refrigerated case during off hours. The incentive is based on linear footage of the installed night cover. It is recommended that these film type covers have small, perforated holes to decrease moisture buildup. The cover must be applied for a period of at least six hours. Customer should consider using proper compressor capacity modulation mechanisms (such as Variable Speed Drive [VSD] or cylinder un-loader); Evaporator Pressure Regulator (EPR) and possibly resetting to higher suction temperatures when shields are applied. Case manufacturer must not have objections to the use of this measure.

Refrigeration Gaskets

On glass doors: Must replace a worn gasket on a reach-in glass door(s) of a cooler or freezer. Replacement gaskets must meet the manufacturer's installation specifications, specifically regarding dimensions, materials, attachment method, style, compression, and magnetism. Incentive is based on total door perimeter in linear feet.

On solid doors: Must replace a worn gasket on the insulated opaque door of a walk-in or reach-in cooler or freezer. Replacement gaskets must meet the manufacturer's installation specifications, specifically regarding dimensions, materials, attachment method, style, compression, and magnetism. Incentive is based on total door perimeter in linear feet.

Refrigeration Strip Curtains

Must install new strip curtains or plastic swinging doors on doorways of walk-in boxes and refrigerated warehouses. This incentive is not available for replacement of existing strip curtains that have useful life left. Incentive is based on the square footage of the doorway.

Vending Machine Controller

Intended for refrigerated vending machines containing only non-perishable bottled and canned beverages. The controller must match the machine type. Controller must include a passive infrared occupancy sensor to turn off fluorescent lights and compressor when surrounding area is unoccupied for 15 minutes or longer. Control logic should periodically power up machine at two-hour intervals to maintain product temperature and provide compressor protection. Refurbished vending machines that include this option are eligible.

V. Appliances

Clothes Washers

The following requirements apply whether the clothes washer is for the inside of a tenant dwelling, or is a coin-operated clothes washer in a residential or commercial laundry.

- **Level 1 Incentive**, qualifying clothes washers must have a Modified Energy Factor * (MEF) of 2.0 to 2.1 inclusive and a Water Factor** (WF) of 4.6 to 6.0 inclusive. Not all Energy star clothes washers qualify for this incentive. For a list of qualifying products go to <http://www.cee1.org/resid/seha/rwsh/rwsh-prod.pdf>. Tier 1 does not qualify. Tiers 2 on this list qualify for the Level 1 incentive.
- **Level 2 Incentive**, qualifying clothes washers must have a Modified Energy Factor * (MEF) of 2.2 or greater and a Water Factor** (WF) of 4.5 or lower. Not all Energy star clothes washers qualify for this incentive. For a list of qualifying products go to www.cee1.org/resid/seha/rwsh/rwsh-prod.pdf. Tier 3 on this list qualifies for the Level 2 incentive. Tier 1 and Tier 2 do not qualify.

* *Modified Energy Factor (MEF) measures energy consumption of the total laundry cycle (washing and drying). It indicates how many cubic feet of laundry can be washed and dried with one kWh of electricity; the higher the number, the greater the efficiency.*

**** Water Factor (WF)** represents the number of gallons of water needed for each cubic foot of laundry. The lower number indicates lower consumption and more efficient use of water.

Refrigerator Recycling

Refrigerators must be in working condition to qualify. JACO Environmental must recycle all refrigerators receiving incentives under SF Energy Watch. The purpose of recycling is to prevent inefficient refrigerators from entering the secondary market. To schedule a pickup, call (800) 299-7573 or schedule a pickup online at <http://www.jacoinc.net/weborder/ProgSelZIP.aspx>.

The customer will receive the incentive for this measure, not the contractor.

High Efficiency Dishwasher

Level 2 Incentive, qualifying dishwashers must have an EF* of 0.68 or greater. Not all Energy star dishwashers qualify for this incentive. For a list of qualifying products go to www.energystar.gov

*Energy Factor (EF) is defined as the number of cycles per kWh of input power.

VI. Other

Computer Controls

Only software that is capable of network-level implementation of power management, and only networks without previously installed computer power management software are eligible for incentives. This measure excludes software whose power management functions can be disabled at the individual workstation. The software must automatically control the power settings of networked personal computers (Mac or PC) at the server level, including the following functions:

- Assigning, monitoring, and adjusting power settings for both CPUs and monitors.
- Waking or shutting down computers.
- Reporting energy savings results.

Application Attachments

With your application, include the following:

1. Copy of the Software License Agreement.
2. Report directly from the Network Energy Management Software that verifies the number of PCs that are being controlled by the system.
3. The number of computers controlled per license.

Also, when requested, customers must allow access to customer property site to verify the software license installation and the number of PCs being controlled by the system.

Pool Pumps and Motors

All pumps and motors must be new. Follow all manufacturer installation requirements, Equipment and materials must meet or exceed all applicable local, state, and federal standards. Incentives are for qualifying pumps and motors installed on new or existing inground pools only. Aboveground pool, pond, pool cleaner/booster, spa, and water feature pumps do not qualify.

For **single-speed pool filtration pump and motor replacement**: Replace an existing single-speed pump and motor with a qualifying high (premium) efficiency single-speed pump and motor. For single-speed pumps and motors greater than 1 horsepower (HP), a minimum of ½ HP reduction is required from the old pump and motor to the new pump and motor.

For pumps between $\frac{3}{4}$ HP and 1 HP, a minimum of $\frac{1}{4}$ HP reduction is required and pumps less than or equal to $\frac{3}{4}$ HP have no HP reduction requirements.

For two-speed pool filtration pump and motor with automatic controller: Replace an existing single-speed pump and motor with a two-speed pump and motor or motor only of equal horsepower (HP) or lower. NOTE: If motor is to be replaced with a two-speed motor of lesser HP, be sure to match the HP of the pump impeller with the HP of the new motor.

In addition, an automatic control system capable of controlling both high and low speeds must be installed. Manual control systems are not eligible.

For variable speed pool filtration pump and motor: Replace an existing single-speed pump and motor with a variable speed pump and motor or motor only of equal horsepower (HP) or lower.