

Business Energy Saving Incentives

Third party project managers FAQs

As a third party project manager, you manage your client's energy efficiency project from start to finish. This includes successfully completing their application for BC Hydro incentives, sourcing eligible products, and submitting the appropriate supporting documents.

APPLICATION

I've submitted the incentive application; can the project start now?

We'll need to review the application before you get started. Until you receive an approval email from us, please hold off on starting any work on the project – this includes purchasing products and removing any existing fixtures. Starting the project prior to receiving approval will jeopardize your client's eligibility for an incentive.

Why can't I find the configuration that I'd like to retrofit?

Incentives are only available for simple, one-for-one replacements. For example, you can replace 500 incandescent lightbulbs with 500 screw-in LEDs; however, the program isn't designed to accommodate complex redesign projects. Eligible configurations and products are listed at bchydro.com/ecatalog.

What's the BC Hydro Alliance of Energy Professionals? Do eligible products have to be purchased from them?

The Alliance is a network of energy efficiency trade professionals registered with BC Hydro who can help you plan and implement your client's energy efficiency project.

Lighting products must be purchased from a registered Alliance distributor. Our [eCatalog](#) provides a list of distributors for each product in its "Where to buy" section.

An Alliance contractor is recommended to complete the installation of the energy efficiency project. However, you may choose to have an internal staff electrician/journeyman complete the installation, or a non-certified employee to install projects that involve screw-in light bulbs only.

If you're not sure which Alliance member to work with, request a referral at bchydro.com/referral and we can provide you with a few options based on your needs.

Still have questions?

For any other questions, you can email us at alliance@bchydro.com.

SITE INSPECTIONS

Why did my project get flagged for a site inspection?

Projects are randomly selected for a site inspection so that we can verify the electricity savings from our incentive programs. Projects may be flagged for a site inspection before the application is approved and/or after the project is complete.

It's On Electric is our contractor of choice to conduct these inspections. Their employees follow our core values and protocol, and can be identified by their uniform and BC Hydro contractor photo ID.

How do I prepare for the site inspection?

It's On Electric will inspect the site based on the details you submit, so it's important that the application is as accurate as possible at each stage. We also strongly suggest that someone familiar with the project (you, or your Alliance distributor/contractor) is available to guide the inspector through the site.

GETTING THE INCENTIVE

What is eligible to be included in the project cost?

The following costs can be included to calculate your incentive:

- Product cost
- Labour costs, including internal labour (if applicable)
- Permits
- Eco fees
- Ancillary equipment (Eg. Scissor lift, etc)

Project management fees are not an eligible cost.

The project is now complete, what do I need to do next?

In order for us to process the incentive payment, you'll need to:

1. Let us know that the project is finished by completing Step 5 (Declaration) of the incentive application.
2. Submit a copy of your invoice to us. A mock invoice is shown on the next page to guide you through the information we require to process the incentive payment.

These invoices must be emailed to pspx.invoices@bchydro.com within 10 business days after the project is declared.

THIRD PARTY PROJECT MANAGERS INVOICE REQUIREMENTS

Submit invoices and supporting documents to pspx.invoices@bchydro.com within 10 business days after the project is declared. If there are products that aren't related to the project, please clearly identify the relevant products.

The project management invoice must include the following information:

INVOICE

ABC Project Management Co.
123 Main Street
Vancouver, BC V5H 4T8
GST # 987654321

Sold to:
Client X
987 A Street
Vancouver, BC V1A 2B3

4 Application number: PSPX150000
5 Alliance distributor & ID: Distributor Co. (1234)
6 Alliance installer & ID: Installer Co. (5678)

1 Invoice #: 000012345
2 Date: August 1, 2014

Ship to: 3
Client X
987 A Street
Vancouver, BC V1A 2B3

Qty 7	Model number 8	Description 9	Rate	Total price
10	IOPA4P32LWSC	4 lamp T8 high efficiency ballast	\$19.95	\$199.50
40	FO28/841XPLSSECO	4' 28W T8 SuperSaver lamps	\$3.95	\$158.00
2	LED exit sign		\$45.00	\$90.00
15	LED10DP3OS830/20	LED Par30 dimmable	\$50.00	\$750.00
5	LED7W OMNI	7W LED A19 dimmable	\$20.00	\$100.00
		Labour		\$2,000.00
		10 Project management fee		\$500.00
			Subtotal	\$3,797.50
			11 GST (5%)	\$189.88
		Electric permit		\$100.00
		Eco Fees		\$25.00
			12 Total	\$4,112.38

- | | |
|--|--|
| <p>1 Invoice number as generated by you.</p> <p>2 Date the invoice was generated.</p> <p>3 Address of where the project took place.</p> <p>4 Incentive application number.</p> <p>5 Alliance distributor company name and ID number.</p> <p>6 Alliance installer company name and ID number (If applicable).</p> | <p>7 Quantity of the product installed.*</p> <p>8 Model number of the product installed. Only model numbers listed in eCatalog for a qualifying configuration will be accepted.*</p> <p>9 Detailed description of the product.*</p> <p>10 Project management fee listed as a separate line item.</p> <p>11 GST listed as a separate line item</p> <p>12 Total cost of the project. This includes materials, labour, permits, etc.*</p> |
|--|--|

*If the configuration and product information line items (#7-9, 12) appear on a separate Alliance member generated invoice, you may submit those documents in lieu of identifying them in the project management invoice.