



DESIGN.  
BUILD.  
SAVE.

# BLUEPRINT FOR SAVINGS

Commercial New Construction Energy Efficiency Program

**PROGRAM HANDBOOK**

FISCAL YEAR **2019-2020**



San Francisco  
Water  
Power  
Sewer  
Services of the San Francisco  
Public Utilities Commission

**BLUEPRINT  
FOR SAVINGS**

DESIGN. BUILD. SAVE.

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## 1. Program Overview

### 1.1. Introduction

The Blueprint for Savings Program is a San Francisco Public Utilities Commission (SFPUC) nonresidential, new construction energy efficiency program<sup>1</sup> for Hetch Hetchy Power customers. The Blueprint for Savings Program encourages energy-efficient building design and construction practices. The Program offers up-front design assistance and financial incentives for new buildings and major renovations that exceed California Code of Regulations Title 24 standards for energy efficiency.

The Blueprint for Savings Program is available to customer projects that meet all of the following criteria:

- Projects on qualifying Commercial, Industrial, and Municipal Enterprise Department electric rates. (Residential, Municipal Schedule-M2, and CleanPowerSF rates are not eligible. See definition of Qualifying Electric Rates.)
- New construction of 50,000 square feet or larger.
- Projects using the Whole Building integrated approach for project design.
- Projects which incorporate energy efficiency design options that exceed the California Building Energy Efficiency Standards (Title 24, Part 6) by a minimum of 10% (see “applicable building energy code” in Definitions section).

See complete eligibility details in Section 2.

Program forms and instructions are available through your Hetch Hetchy electric service representative or by contacting a Blueprint for Savings program representative at 415-551-4623 or emailing [SaveEnergy@sfwater.org](mailto:SaveEnergy@sfwater.org).

### 1.2. Benefits of Participation

Owners and Design Teams participating in the Blueprint for Savings Program may receive Design Assistance as well as financial incentives for energy savings, demand reductions, and for installing an end-use monitoring system.

Design Assistance consists of a general review of the Project’s design approach and project plans, and concludes with energy efficiency recommendations. Design Assistance is optional and is not a requirement for receipt of Blueprint for Savings Financial Incentives. In addition, an Owner is under no obligation to alter the design or construction of the Project based on Design Assistance recommendations and review. To qualify, Projects must not yet have a building permit and must be a current Hetch Hetchy Power customer.

Owners are eligible for Financial Incentives up to \$150,000 and Design Teams are eligible for Incentives up to \$50,000 for New Construction Projects that exceed the energy savings entry level Design Standard established by the Program; the incentives are intended to reward the project team’s efforts for energy efficiency and to help offset any potential increased costs for design, coordination, and construction.

Participation in the Program can bring additional benefits such as:

- Reduced long-term operating costs
- Conservation of natural resources including conserving SFPUC’s clean Hetch Hetchy hydroelectric and renewable resources.<sup>2</sup>
- Greater comfort, health and productivity for occupants,

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<sup>1</sup> The Blueprint for Savings Program is not related to, or a part of, the statewide Savings-By-Design Program offered by PG&E, SCE, SDG&E, SoCalGas, SMUD, and LADWP.

<sup>2</sup> The SFPUC makes no warranty or guaranty, express or implied, of any benefits, results, or cost savings to be derived from participation in the Blueprint for Savings Program.

### 1.3. Definitions

Alternative Calculation Method (ACM)	Official method for demonstrating performance compliance with California’s Title 24 Energy Efficiency Standards. The ACM Approval Manual is available from the California Energy Commission (e.g., for Title 24 [2016] see Publication CEC-400-2015-039-CMF).
Application Documents	The Enrollment Agreement, Owner Application & Incentive Agreement, and/or Design Team Application & Incentive Agreement submitted by the Owner or Design Team to the Blueprint for Savings Program including all exhibits, schedules, appendices and attachments thereto.
Basis of Incentive	The Reference Baseline, energy efficiency measures and design, and estimated savings of the Project, as described in the Application Documents.
Blueprint for Savings Program Representative	SFPUC staff person or their agent who is responsible for program administration.
Compliance Margin	The Title 24 percentage difference between the time dependent valuation of energy use in the proposed building and the Title 24 Reference Baseline. The Blueprint for Savings program requires a Title 24 Compliance Margin of 10% or greater. The Compliance Margin also establishes the Blueprint for Savings incentive rate.
Customer Account	A Hetch Hetchy Power customer of record at a single service site address. A Customer Account service site may be served by more than one electric meter. More than one Customer Account may exist at a site address if there are multiple customers of record at the site.
DEER	The California Public Utilities Commission’s Database of Energy Efficiency Resources.
Design Assistance	Consulting services offered by the Program to work in collaboration with the Owner’s design team to provide recommendations for integrating energy efficient recommendations into the design of the New Construction Project.
Design Standard	Project design that will result in Title 24 energy efficiency savings of a minimum of 10% over Title 24 standards.
Design Team	The group responsible for the design and implementation of the systems in the New Construction Project that use energy or affect overall energy consumption. The Design Team will generally include the Owner, project architect, mechanical and electrical engineers, lighting designer, energy consultant, contractor, and possibly others.
Design Team Leader	The person or firm who, for purposes of this Program, takes the lead in examining and implementing energy efficiency options; specifically, the entity who signs the Design Team Incentive Agreement and represents the Design Team to the Blueprint for Savings Program.
Electric Service Agreement	For the Purposes of this Blueprint for Savings program “Electric Service Agreement” shall mean the agreement establishing the enrolled New Construction Project as a permanent electric customer of the SFPUC.
Energy Efficiency Measure or EEM	Any type of project conducted, or technology implemented, to reduce the consumption of energy in a building
Estimated Incentive Amount	The estimated Owner and Design Team Incentive payment based on the Basis of Incentive and included in the Reservation Notice.

Incentive Agreement(s)	Owner and Design Team Incentive Agreements executed between the Program participant(s) and the SFPUC that document the estimated electric savings and the estimated incentive amount for the project.
Incentive	Financial Incentives available to the Owner or Design Team for Project implementation under the Blueprint for Savings Program.
Mixed Use	New Construction Projects which include more than one occupancy type (e.g., commercial and residential). To be eligible, the portion of the New Construction Project applying for the Blueprint for Savings Program must meet all of the Program requirements. The residential portions of a Mixed Use project are not eligible for the Blueprint for Savings program.
New Construction Project	New Construction Project means any one of the following: <ul style="list-style-type: none"> <li>• New buildings of at least 50,000 square feet.</li> <li>• Additions or expansions adding at least 50,000 sq. ft. to an existing building.</li> <li>• Construction that involves complete removal, redesign, and replacement of the major energy consuming systems serving a space of at least 50,000 sq. ft.</li> <li>• Projects, including tenant improvements, which require design and selection of new systems based upon the needs of new or modified space function(s) serving a space of at least 50,000 sq. ft.</li> </ul>
Non-Title 24 Measure / Exceptional Measure	Non-Title 24 Measures are energy efficiency measures (EEM's) or systems that are not included in Title 24 and which are not captured by a Title 24 compliance model (e.g., plug and process load reductions). Exceptional Measures are measures covered under Title 24 but which cannot be accurately modeled in Title 24 compliance software (e.g., variable refrigerant flow).  All require pre-approval by a Blueprint for Savings Program Representative prior to submitting an Owner Application & Incentive Agreement.
Notice of Completion	The form submitted by an Owner indicating the Project is complete and all of the requirements for receipt of the Blueprint for Savings Incentive Payment have been satisfied, and requesting that the payment be made.
Owner	The Owner and/or developer of a New Construction Project participating in the Blueprint for Savings Program. The Owner must: (1) have the legal right to develop and implement the Project, and (2) be the electricity customer of record for the New Construction Project. A tenant may be considered an "Owner" for the purposes of the Blueprint for Savings Program, if the tenant: (1) has a lease or rental agreement of 5 years or longer, (2) has all necessary rights to construct the Project, and (3) is the electricity customer of record for the New Construction Project. For municipal New Construction Projects, the Owner shall be the municipal department head or their designee.
Program Year	The Program Year for annual funding begins July 1 and ends June 30 the following calendar year, consistent with SFPUC's fiscal year.
Project	The energy efficiency measures described in the Project Summary & Incentive Calculator and Incentive Information section of the Application Documents, located at a single Customer Account service site address.

Qualifying Electric Rate	Qualifying Electric Rates are those that apply to SFPUC Hetch Hetchy Power electric customers on Commercial, Industrial, and Municipal Enterprise Department rate schedules only. (Electric customers on other electric rate schedules including Schedule M2 – General Use Municipal Electric Service Rate, Schedule SS Shore Power Rate, Residential, and CleanPowerSF rate schedules are not eligible.)
Reference Baseline	The benchmark from which energy savings are determined. For the purpose of the Blueprint for Savings Program, the Reference Baseline is Title 24. If the ACM baseline does not accurately reflect design changes or technological advances, the Program reserves the right to use a “standard practice compliant building” approach or similar baseline adjustment. Where energy standards are not applicable, but substantial energy savings are feasible, a standard practice baseline will be used. An experienced utility engineer will review and approve the appropriate baseline to be applied to such a building project and or process.
Reservation Date	The date specified in the Reservation Notice.
Reservation Notice	A notice provided to the Owner and Design Team indicating that Blueprint for Savings program funds have been reserved for the specific Project.
Schematic Design	The preparation of studies to ascertain the requirements of the Project, consisting of drawings and other documents illustrating the scale and locations of the Project components for approval by the Owner. The architect may also submit to the Owner a preliminary estimate of construction costs based on current area, volume, or other unit costs.
SFPUC	The San Francisco Public Utilities Commission, Power Enterprise.
Time Dependent Valuation (TDV)	TDV, as the name implies, values energy differently depending on the time it is used. TDV energy use includes a weighting factor that makes peak-period electricity use (and savings) more important than off-peak in the Title 24 compliance process. The value assigned to energy savings through TDV more closely reflects the market for electricity, gas, propane, and other energy sources. TDV helps to better address measures, such as thermal storage or daylighting, that are more effective during peak periods.
Title 24	California Code of Regulations title relating to building design and construction. Part 6 of Title 24 is the Energy Efficiency Standards for Buildings. The version of Title 24 applied to the New Construction Project building permit plan check shall be applied to calculate the Reference Baseline for the Project.
Whole Building Approach	A comprehensive analysis that includes energy simulation and financial analysis to quantify the benefits associated with multiple energy efficiency options and strategies.

## 2. Program Requirements & Process

### 2.1. General Requirements and Eligibility

New Construction Projects that meet the following criteria are eligible for the Blueprint for Savings Program:

- The New Construction Project is non-residential and eligible for a Qualifying Commercial, Industrial or Municipal Enterprise Department Electric Rates. Projects on Residential, Municipal Schedule–M2, Shore Power-SS, and CleanPowerSF rates are not eligible. For Mixed Use New Construction Projects, only the non-residential portion

may participate in the Blueprint for Savings program. The non-residential portion of the New Construction Project must meet all eligibility requirements.

- The New Construction Project is 50,000 square feet or larger.
- The New Construction Project is a current SFPUC Hetch Hetchy Power customer, or the Owner has submitted an application for permanent Hetch Hetchy Commercial or Industrial rate electric power service at the site. The Owner must have a fully executed Electric Service Agreement with the SFPUC for the New Construction Project to receive Design Assistance services, and no later than 90 days following the Reservation Date to maintain a reservation.
- The New Construction Project will have a Title 24 compliance margin of at least 10% better than the Reference Baseline (the minimum Design Standard).
- The New Construction Project must be reasonably capable of completion within 48 months of the Reservation Date.
- The New Construction Project has not received a building permit. Preferably, the New Construction Project will be at a point in the design phase where meaningful changes may still be made to the project design. New Construction Projects which are already under construction are not eligible. See Special Conditions section 5.1 below.
- The New Construction Project uses the Whole Building Approach, including a building energy model for energy analysis
- The Owner and/or Design Team have not applied for, or received, any other incentive offered by local or state entities or utilities for measures or services covered by the Blueprint for Savings Program. Notwithstanding the foregoing, New Construction Projects that previously enrolled in the statewide Savings-By-Design Program for non-residential, new construction may be eligible to participate in the Blueprint for Savings Program on a limited basis (even when in construction). See Special Conditions section 5.1 below.

## **2.2. Blueprint for Savings Application Process**

### **Step 1: Initial Contact with the Blueprint for Savings Program**

The Owner or Design Team initiates contact with a Blueprint for Savings Program Representative for initial screening to confirm that the New Construction Project meets the Program's minimum qualifications. Call 415-551-4623 or email [SaveEnergy@sfwater.org](mailto:SaveEnergy@sfwater.org).

### **Step 2: Enrollment Agreement, and Design Assistance**

1. The Owner submits a completed Enrollment Agreement Form indicating interest in the Program.
2. A Blueprint for Savings Program Representative discusses with the Owner and the Design Team the project scope, the current phase of design, and the intended design approach to confirm that the New Construction Project will meet the eligibility criteria.
3. After the SFPUC confirms enrollment, and the Project's Electric Service Agreement is fully executed, the Owner may request no-cost Design Assistance services. A program representative will review the proposed Project and collaborate with the Design Team to recommend potential energy efficiency design enhancements, and to help establish the energy savings potential of the New Construction Project. The Owner is not required to accept or implement any recommendations resulting from the Design Review.

### **Step 3: Incentive Application and Agreement(s)**

1. The Owner and Design Team finalize the selection and design of energy efficiency measures, and submit the Owner Application & Incentive Agreement, Project Summary & Incentive Calculator, and required documentation. Applicants may request assistance from the Blueprint for Savings Staff when completing the application package. If the application includes Non-Title 24 measures/Exceptional measures, preapproval by the SFPUC must be obtained before submitting the Application

- Package.
2. If a Design Team Incentive will be requested, the Design Team Application & Incentive Agreement, and required documentation shall be submitted, preferably at the same time but no later than the submission of the Owner Application and Incentive Agreement. By signing and submitting the Design Team Application and Incentive Agreement, the Design Team acknowledges acceptance of the terms and conditions of participation in the Blueprint for Savings Program.
  3. The SFPUC reviews the Owner Application for completeness, eligibility, and conformance to Program rules, and conducts a technical review of the Project Summary & Incentive Calculator and savings estimates. When the Owner Application & Agreement and energy savings estimates are approved, the SFPUC will issue to the Owner a Reservation Notice indicating the Reservation Date and Estimated Incentive Amount. If the SFPUC rejects the Owner Application, it will be returned with a summary of the technical review findings including an explanation of the cause for its rejection. The Owner may choose to correct the deficiency and re-submit the relevant Application. If the Owner elects not to resubmit the Owner Application, the Design Team Application will be automatically void and of no effect.
  4. If a Design Team Application is submitted, the SFPUC reviews it for completeness, eligibility and conformance to Program rules. The acceptance of a Design Team Application is contingent on a complete, accepted Owner Application & Incentive Agreement containing the Owner's authorization for Design Team Incentives for the Project. If the Design Team Application is approved, the SFPUC will issue written notice to the Design team acknowledging its approval along with a copy of the Reservation Notice. One half of the Design Team Incentive will be paid to the Design Team Leader upon SFPUC's issuance of a Reservation Notice, but in no case prior to the full execution of the Project's Electric Service Agreement. If the SFPUC rejects the Design Team Application, it will be returned with an explanation of the cause for its rejection. The applicant may choose to correct the deficiency and re-submit the Application. Payment is by check mailed to the address indicated on the IRS W-9 form.
  5. The Estimated Incentive Amount is reserved for 48 months from the initial Reservation Date.

#### **Step 4: Multi-Year Fund Reservation and Project Reporting**

To maintain the reservation of the Blueprint for Savings Estimated Incentive Amount for the Project, Owner or Owner's Representatives are required to complete and submit a Multi-Year Agreement Progress Report form in May of each year prior to the completion of the Project. The Report provides an update on the timing and status of Project design and construction, including any significant design or schedule changes impacting planned efficiency and incentives. Upon acceptance of a Progress Report, the Estimated Incentive Amount will be reserved for an additional twelve months. Projects with a Reservation Date less than six months prior to the annual May deadline are exempt from this reporting requirement in the first year only. For example, a Project with a Reservation Notice dated December 1, 2019 is exempt from the annual reporting deadline in May, 2020. Reports must be filed in subsequent years.

Failure to submit a Multi-Year Agreement Progress Report may result in cancellation of the Incentive Agreement(s). The Estimated Incentive Amount may be reduced or the Incentive Applications and Agreements may be canceled if the Project materially fails to meet the schedule or deviates from the approved Basis of Incentive, which is based upon the Project Summary & Incentive Calculator and Supporting Documentation.

#### **Step 5: Project Completion and Incentive Payments**

1. Within 90 days from completion of Project construction, and in no case later than 48 months from the Reservation Date, the Owner submits a Notice of Project Completion



form, IRS W-9 forms, along with the required Project completion documentation as listed in section 6 of this Handbook. Owner may request one extension of up to 90 days for the filing of the Notice of Project Completion and documentation, which extension may be granted or denied by the SFPUC at its sole discretion. Failure to comply with the deadline for Notice of Project Completion may result in the cancellation of the Incentive Agreements and loss of eligibility for the Incentive payment. Project construction is complete when all of the Project measures are operational. A measure is considered operational when all hardware and software has been installed and the measure's controls are functioning as specified in the Owner Application & Incentive Agreement.

2. A Blueprint for Savings Program Representative verifies the installation of the Project by review of as-built documentation and by on-site verification.
3. If the Project is constructed as set forth in the Owner's Application & Incentive Agreement and the Project meets all program requirements, the Blueprint for Savings Incentive will be issued. Payments are by check mailed to the address indicated on submitted IRS W-9 forms. Municipal department payments will be by arrangement with the SFPUC).
4. If the completed Project differs in any material respect from the Basis of Incentive and Project Summary & Incentive Calculator, the SFPUC may, in its sole discretion and judgment, adjust the amount of the Owner and Design Team Incentive payment to reflect the revised estimated building performance. Under no circumstances shall the Incentive payment exceed the Estimated Incentive Amount specified in the Notice of Reservation. Owner and Design Team agree to accept the SFPUC's decision as to the final amount of the Blueprint for Savings Incentive.

### **3. Whole Building Approach / Measure Eligibility**

- The SFPUC's Blueprint for Savings Program uses the Whole Building Approach to identify and quantify energy-efficient design improvements that exceed the applicable building energy code requirements. The Whole Building Approach analysis requires the use of a comprehensive energy simulation tool capable of hourly calculations of multiple thermal zones. The tool must be capable of modeling Title 24 compliance while satisfying ACM requirements, i.e. be a CEC approved tool.
- To establish and substantiate the Project's baseline and energy performance estimate, documentation shall be submitted as set forth in Section 6 of this Handbook.
- For the purpose of establishing the Compliance Margin and Incentive rate, only Title 24 Measures will be considered. Non-Title 24 Measures / Exceptional Measures cannot be used for this purpose, but may be used to determine the total electric energy savings upon which incentive payments are calculated.
- Non-Title 24 Measures / Exceptional Measures (which cannot be accurately measured in Title 24 Compliance Software but save energy over the baseline) can be included under the Program, as long as the Owner has obtained preapproval for the Measure from a Blueprint for Savings Program Representative prior to submitting the Owner Application & Incentive Agreement. The energy savings that result from the evaluation of Non-Title 24 Measures / Exceptional Measures will be added to the energy savings of Title 24 measures to arrive at the total Project energy savings.
- The SFPUC's evaluation of Non-Title 24 Measures / Exceptional measures will include any interactive effects the measures may have upon other energy efficiency measures or systems.
- Optional "standard practice minimally compliant building" approach: Buildings with

advanced mechanical or envelope systems have the option of modeling a “minimally compliant building” to establish the applicable building energy code baseline. The standard practice, minimally compliant building must have the same envelope, geometry and orientation as the proposed building, but should be modeled with a basic code (Title 24) compliant system. SPFUC approval is required prior to using this approach.

- Measures which are behavioral, non-permanent, and without fixed and verifiable controls are not eligible for inclusion in the Blueprint for Savings program.
- Contact your Blueprint for Savings Program Representative to obtain pre-approval for Non-Title 24 Measures / Exceptional Measures and to confirm the calculation approach.

#### **4. Program Components**

The Blueprint for Savings Program offers design assistance on a project-appropriate level as well as financial incentives to the Owner and the Design Team.

##### **4.1. Design Assistance**

Design assistance is offered at no charge to the Owner or the Design Team, and it is optional.

Design Assistance may include:

- Review of Project plans
- Feedback regarding energy efficiency design features for the Project
- Recommendations on general best practices
- Plan review with recommendations for specific measures to consider
- Energy model review when model is available

The Owner and Design Team are not obligated to accept the feedback or recommendations offered in the Design Assistance and have sole discretion over the energy efficiency design features that are incorporated into the Project’s design.

##### **4.2. Financial Incentives**

The Blueprint for Savings Program offers financial incentives to incentivize energy efficient design and to help offset potential increased costs associated with energy efficient buildings. Funding is limited and available on a first-come, first-served basis. If Blueprint for Savings Program funding is almost fully subscribed or fully subscribed at the time an Owner Application is approved, the Project may be placed on a wait list at the Owner’s request.

Owner and Design Team Incentives are based upon the Project’s estimated annual electricity and demand savings (kWh and kW) and are calculated according to the Owner and Design Team Incentive Rates shown in Table 1 and Figure 1, as well as the following methodologies:

- Energy savings estimates must be calculated using the Title 24 ACM (i.e., performance-based compliance approach). A list of the California Energy Commission’s currently-approved computer models for estimating the building’s energy budget can be found at: <https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards>. Performance model results from a California Energy Commission approved computer model must be submitted with the Owner Application, along with the Basis of Incentive supporting documents, and must demonstrate the New Construction Project’s predicted energy use is at least 10% more efficient than the energy budget allowed by Title 24.
- Non-Title 24 Measures / Exceptional measures must be pre-approved by the SFPUC prior to submitting an Owner Application and Incentive Agreement. The SFPUC will approve for each Measure the evaluation methodology and approach used to establish an appropriate baseline and energy and demand performance, including

interactive effects upon other energy measures and systems.

- Demand reduction must be calculated according to the current average DEER peak demand savings method.
- For Title 24 Measures which are better than the Title 24 Standard Design, demand and demand savings data for Title 24 measures shall be derived from the ACM model report data, and thereafter evaluated per the DEER peak approach.
- Each Non-Title 24 Measure / Exceptional Measure is likewise subject to the DEER peak approach. The evaluation of each Measure’s demand savings will establish a corresponding baseline and demand reduction estimate that accounts for interactive effects upon other energy measures and systems.
- For help extracting kW savings from compliance software, and Non-Title 24 measure methodology, please contact your Blueprint for Savings Program Representative or assigned Blueprint for Savings Program consultant.

Additionally, for projects that install qualifying End Use Monitoring Systems, an End Use Monitoring Incentive is available to the Owner only.

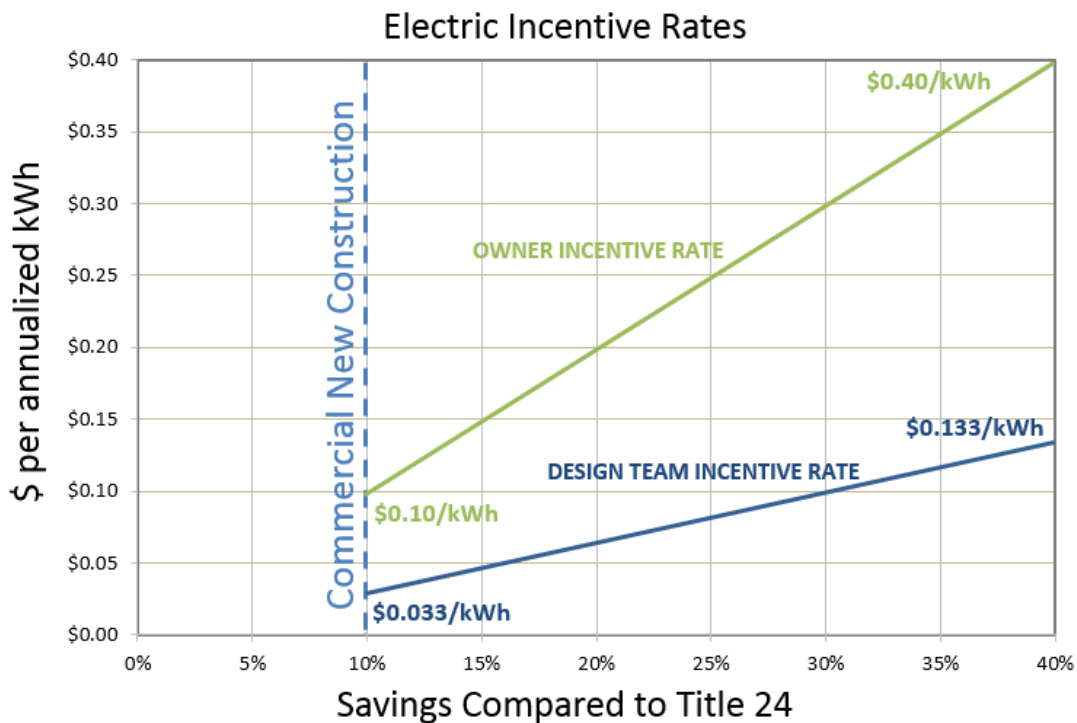
**Table 1: Owner and Design Team Incentive Rates, Entry Levels, and Incentive Limits**

Incentive Type	Entry Level Compliance Margin below Title 24 <sup>1</sup>	Incentive <sup>2</sup>	Maximum Incentive Per Project	Maximum Annual Incentive per Customer Account <sup>6</sup>
<b>Incentives Paid to the Owner/Developer</b>				
<b>Owner Whole Building Incentive</b>	10%	\$.10 - \$.40 / kWh + \$150 / peak kW	\$150,000 <sup>3</sup>	\$150,000 / \$300,000
<b>End Use Monitoring Incentive</b>	10%	10% of Owner Incentive		
<b>Incentives Paid to the Design Team Leader</b>				
<b>Design Team Incentive <sup>4</sup></b>	10%	1/3 of the Owner Incentive	\$50,000	\$50,000 / \$100,000
<p>1. The Blueprint for Savings Program entry level is a Compliance Margin of ten percent better than Title 24, Part 6, calculated using TDV for the whole building, including the energy due to natural gas use (Non-Title 24 Measures / Exceptional Measures cannot be used to establish the entry level for this program). Incentives under the Blueprint for Savings Program are available only for electricity savings. For natural gas incentives, contact your natural gas utility.</p>				
<p>2. For projects falling between 10% and 40% Compliance Margin, the Owners kWh incentive rate varies from \$0.10 to \$0.40 in direct proportion to the Compliance Margin. For example, a project that is 20% better than Title 24 would receive \$0.20 per annualized kWh of electricity savings; at 25% better than code, the incentive rate would be \$0.25 per annualized kWh, etc. Beyond 40% better than Title 24, the incentive rate is capped at \$0.40 per annualized kWh of savings.</p> <p>For the purpose of establishing the incentive rate, only Title 24 Measures will be considered. Non-Title 24 Measures / Exceptional Measures cannot be used in establishing the Incentive rate.</p> <p>The Incentive payment is calculated by multiplying the Incentive rate by the project’s total kWh savings including Pre-Approved Non-Title 24 Measures / Exceptional Measures.</p> <p>The Peak kW Demand Incentive is a one-time, flat payment of \$150 per kW of the average DEER peak demand savings which is better than the Title 24 standard design or pre-approved baselines.</p>				

3. The End Use Monitoring Incentive is available to the Owner only. For projects that qualify, the End Use Monitoring Incentive is calculated as 10% of the Owner's Incentive, and is added to the total incentive paid to the Owner. In no event will the total incentive payment to the Owner for the Project exceed \$150,000.
4. Design Team Incentives are based upon Owner's kWh and kW Incentives only and do not include or apply to End Use Monitoring Incentives.
5. Half of the Design Team Incentive is payable upon SFPUC's issuance of a Reservation Notice, but in no case prior to the Owner's full execution of the Project's Electric Service Agreement
6. Subject to available Blueprint for Savings program funding, the Customer Account's total of all Owner Incentive reservations in any Program Year from the Blueprint for Savings Program is limited to \$150,000, or, where the Customer Account uses more than 200 million kWh per year, is limited to \$300,000.

Figure 1: Electricity Savings Incentive Rates

**Owner Whole Building Incentives – up to \$150,000**  
**Design Team Whole Building Incentives – up to \$50,000**



**Owner Peak Demand Incentive Rate: \$150/kW**  
**Design Team Demand Incentive Rate: \$50/kW**

KWh Incentive Example:

Based upon a Whole Building evaluation of Title 24 measures, building performs 20% better than its Title 24 Reference Baseline:

- Owner is eligible to receive \$0.20 / annualized kWh of electric savings better than the project's Title 24 electricity baseline.
- Design Team is eligible to receive Design Team Incentives equal to 1/3 of the Owners kWh Incentive.

#### **4.2.1. Owner's Incentives**

After the Owner and Design Team finalize the selection and design of energy efficiency measures, the Owner submits the Owner Application & Incentive Agreement and the Project Summary & Incentive Calculator including all required design and energy information necessary to establish the Basis of Incentive for the Project. The SFPUC will conduct a technical review of the information and data, including review of the model and calculations as necessary, and will verify the accuracy of the Application. If the contents of the Application including all required design and energy information are acceptable, the SFPUC will accept the Application as complete.

The SFPUC strongly recommends that the Owner contact a Blueprint for Savings representative prior to submitting the Owner Application & Incentive Agreement to request a pre-application consultation. In this consultation, the Program Representative will help applicants complete the application forms and will preliminarily review the technical information for completeness and consistency with the requirements of the Blueprint for Savings Program. The Owner must submit all required design and energy information necessary to establish the Basis of Incentive, including the Project Summary & Incentive Calculator and Supporting Documents. This is the preferred approach.

#### **4.2.2. End Use Monitoring Incentive**

Projects that design for and install end-use monitoring equipment are eligible for an additional End Use Monitoring Incentive equal to 10% of the Owner's Incentive. The end-use metering system must be designed to be able to separately monitor and record lighting, HVAC, process, and plug loads. End Use monitoring supports on-going energy management and identifies opportunities for additional energy savings by tracking building-level and system-level energy use.

The End Use Monitoring Incentive is available to the Owner only, and may be in addition to the Owner's Incentive for energy and demand performance. However, the sum of all Blueprint for Savings incentives available to the Owner may not exceed a cap of \$150,000.

#### **4.2.3. Design Team Incentives**

The Design Team Leader (as designated on a Design Team Application & Incentive Agreement) is eligible for a Design Team Incentive. The Design Team must comply with the following requirements:

- The Design Team Application & Incentive Agreement should be submitted at the same time but no later than the submission of the Owner Application & Incentive Agreement.
- When requesting a Design Team Incentive, the Owner must authorize the application for a Design Team Incentive by checking the appropriate box in the Incentive Information section of the Owner Application & Incentive Agreement.
- The Design Team Incentive will be paid to the Design Team Leader only. If the Owner's Application & Incentive Agreement is invalidated, revoked, or cancelled for any reason, the Design Team Incentive Application shall automatically be deemed void.
- The Design Team Incentive is set at 1/3 of the Owner's Whole Building Incentive (see Figure 1).
- Half of the Design Team Incentive is payable upon the Program's issuance of a Reservation Notice to the Owner, but in no case prior to the Owner's execution of the Project's Electric Service Agreement with the SFPUC.
- The final balance of the Design Team Incentive will be paid upon Project completion but only if and when an Owner's Incentive is paid.

#### **4.2.4. Adjustment of Incentives Based on the Completed Project**

In the event that the completed Project deviates from the Basis of Incentive set forth in the Owners Application & Incentive Agreement, the SFPUC may adjust the Owner and Design Team Incentives resulting from the deviation.

If the estimated energy performance is less than the Program's "entry level Compliance Margin" (see Table 1), the Project may no longer be eligible to receive an incentive. If the estimated energy performance exceeds that of the Basis of Incentive, there will be no upward adjustment of incentives. The Incentive amount set forth in the Reservation Notice shall be the maximum amount of Incentives available to the Project.

The Owner and Design Team agree to accept the Blueprint for Saving Program's decision on the final amount of the Incentives as a final decision which is not subject to appeal or dispute resolution.

#### **4.3. Evaluation of Applications**

Applications will be evaluated in the order in which they were received, and incentive funding will be reserved for Projects based upon the date of application approval by the SFPUC, subject to available program funds. In the event an application is not complete or acceptable, it will be returned to the Owner with an explanation for the rejection. The Owner may re-apply and the resubmitted Application will be placed in order based upon the date the updated application was received.

Applicants are strongly encouraged to consult with their Blueprint for Savings representative prior to submitting their application to ensure that the application to be submitted is complete and acceptable.

### **5. Special Conditions**

#### **5.1. Savings By Design, and Building Permits**

Savings by Design: Projects that previously applied to participate in the statewide Savings By Design Program as offered by other California utilities shall be eligible to participate in the Blueprint for Savings program if:

- The Owner has submitted an Electric Service Agreement to the SFPUC.
- With the exception of the construction phase requirement, the Project meets Blueprint for Savings Program eligibility rules and program standards.
- The Owner submits for review a complete copy of the submissions, forms and agreements submitted to and received from the Savings By Design program.
- The Owner and or Design Team have not received, and are no longer eligible to receive, any Savings by Design electric incentives.
- Applicant may be eligible for Blueprint for Savings Design Assistance depending upon the level of design assistance already obtained from Savings By Design, at the discretion of the SFPUC.

Building Permits: The SFPUC may on a case by case basis consider applications for projects that have already received a building permit; however, such projects are not eligible for design assistance or Design Team incentives.

#### **5.2. Ineligible Measures:**

- Renewable energy will not be considered or incorporated into the Project analysis, and no renewable generation incentives are offered or provided by this Program. Renewable generation will not be considered during evaluation of kWh and kW

reduction.

- No incentives are offered or provided for natural gas or other whole-building non-electric energy source savings. The Blueprint for Savings program encourages participants to contact their natural gas provider for incentives and services at the earliest opportunity.
- Measures that are behavioral, non-permanent, without fixed and verifiable controls, and those with unjustified baselines are ineligible.
- Owners must consult with a Blueprint for Savings Program Representative prior to including Non-Title 24 Measures / Exceptional Measures in the Project.

### **5.3. Record-keeping and Audits:**

The Owner and Design Team shall establish and maintain accurate files and records of all aspects of the Project and the matters funded in whole or in part with the Blueprint for Savings Incentive, in a readily accessible location and condition for a period of not less than five (5) years after payment of the Blueprint for Savings Incentive or until any final audit has been fully completed, whichever is later.

Owner and Design Team shall make available to City, its employees and authorized representatives, during regular business hours, or during such other times as the parties may mutually agree, all of the files, records, books, invoices, documents, and other data related to the Project and participation in the Blueprint for Savings Program. The Owner and Design Team shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this paragraph shall remain in effect so long as the Owner and Design Team remain obligated to maintain such files, records, books, invoices, documents, payrolls and other data under this Blueprint for Savings Program.

### **5.4. Electricity Service**

Owner Incentives are subject to refund to the SFPUC, if through no fault of the SFPUC, the New Construction Project electric account switches to another electric provider within five years after Project completion.

### **5.5. Special Circumstances**

Under special circumstances the SFPUC, at its sole discretion, may waive certain program rules or conditions, but any such waiver must be in writing.

## **6. Documentation Requirements**

### **6.1. Format Requirements**

All document submissions must be in electronic digital format, prepared and organized as follows:

- First electronic file/document of each submission shall be a “Document Submission Log” with its date of submission noted. This log shall list all the documents being submitted so to organize and record all included files.
- Files will be organized by topic and discipline to facilitate review.
- All documents should be in PDF format, with the exception of necessary working files for models, and calculations.
- Documents shall contain titles, versions control, and page numbers.

Documents shall follow applicable industry practice and standards.

## 6.2. Documentation Requirements by Program/Project Phase

### 6.2.1. Owner Incentive Application (Design/Pre-construction Phase)

The **Owner Application package** is submitted during the project's design/pre-construction phase and consists of the following:

- Owner Application & Incentive Agreement
- Owner's IRS W-9 form
- Project Summary & Incentive Calculator document, including the following supporting documentation:
  - Title 24 Compliance Energy Model. All model files should be from a program approved by the CEC. For more info, see <http://www.energy.ca.gov/title24>
  - Title 24 Compliance Energy Model input and output files that reflect the building systems in the design documents
  - All Title 24 forms and documents required for submission to the City's Department of Building Inspection for permit approval (Provide drafts if prior to Building Department submission, and submit finalized forms and documents when they become available.)
  - Architectural Plans
  - Mechanical Plans
  - Mechanical Equipment Schedules
  - Electrical Plans
  - Lighting Plans
  - Lighting Fixture Schedule
  - Plumbing Equipment Schedule

Note: provide a documentation submission log (as described above in section 6.1) for the Project Summary & Incentive Calculator and its supporting documentation.

If applying for a **Design Team Incentive**, include the following:

- Design Team Incentive Application and Agreement, submitted at the same time but no later than the submission of the Owner Incentive
- Design Team Leader IRS W-9 form

If applying for an **End Use Monitoring Incentive**, include the following:

- List of all whole-building energy sources used by the building.
- List of any individual energy end uses that represent 10% or more of the total annual consumption of the building.
- An End Use Monitoring Plan describing how the metering equipment will be installed and operated to be able to separately monitor and record lighting, HVAC, process, and plug loads.

If the application includes **Non-Title 24 Measures/Exceptional Measures**:

- Preapproval by the Blueprint for Savings Program is required. The Program's pre-approval for each measure evaluation methodology and approach is used to establish a corresponding baseline and the energy and demand performance, including any interactive effects upon other energy measures and systems.
- Non-Title 24 Measures/Exceptional measures report.

### 6.2.2. Construction Phase

- Multi-Year Agreement Progress Report form in the month of May of each year.



### 6.2.3. Project Completion Phase

Upon completion of the new construction project, the following documents are submitted to initiate the payment process:

- Notice of Project Completion & Payment Request
- Updated Owner and Design Team W-9 forms
- Complete set of up-to-date project Plans
- Finalized Title 24 forms and documents as approved by the Building Department, including the building permit number

If the application includes **Non-Title 24 Measures/Exceptional Measures**, include the following:

- Equipment nameplate data
- Expected equipment operating schedule
- Sequence of operation for the equipment

If Notice of Project Completion denotes that **final construction deviates** from the the Project Summary & Incentive Calculator, Basis of Incentive and the Incentive estimate listed in the Incentive Agreement, include the following:

- Deviation report document: list all measures in the Project Summary & Incentive Calculator not constructed as planned and a description of the deviation(s) from the Project Summary & Incentive Calculator.
- Revised Project Summary & Incentive Calculator, indicating as-built changes, in order to conform to the deviations noted in the deviation report. Revisions must be clearly tracked and discernable.

If the application includes an **End Use Monitoring Incentive**, include the following:

- Design documents, reports, and/or invoices that reflect the end use metering installation and connection to the Energy Management System (EMS)
- Screenshot that shows the meters are connected to the EMS.

## 6.3. Additional Documentation Required for Non-Title 24 Measures/Exceptional Measures

When submitting an Owners Application & Incentive Agreement that includes Non-Title 24 Measures/Exceptional Measures, applicants complete the Project Summary & Incentive Calculator according to the Excel template provided. In addition, the Energy Efficiency Measure Description and Calculation Report and the Demand Reduction Calculations, outlined below, are required.

### 6.3.1. Energy Efficiency Measure Description and Calculation Report

Provide a list of Non-Title 24 Measures / Exceptional Measures in the Proposed Design that contribute to better than Title 24 Standard Design. Describe each pre-approved Non-Title 24 Measure / Exceptional Measure, including the following information to be used for review and approval of the Project Summary & Incentive Calculator, and to later support review and field verification of installed EEMs:

- All design assumptions
- Baseline assumptions and sources
- Materials & Ratings
- Evaluation methodology as approved by SFPUC
- Calculations
- Supporting documents

Example:

EEM-1: Name of Proposed Exceptional Measure:

- Describe the measure, its design assumptions, and how the measure will save energy over the baseline system,
- Describe baseline assumptions and the basis of those assumptions (e.g., industry standards, manufacturers recommendations, etc.)
- Proposed system design materials, specifications, ratings, etc.,
- Description of the approved evaluation performance calculation methodology, tools, and approach, including how to account for any interactive effects upon other energy measures and systems, and
- Estimates of annual energy savings based on the Baseline, and the Proposed Design; include performance calculations, including modeling, calculation analysis, and/or Excel files tools as appropriate to the approved evaluation methodology, including clearly delineated baseline and proposed design results, and the following:
  - System Energy Performance Characteristic: Include or attach performance curves or data showing system energy performance characteristics at various capacities, including baseline and proposed design.
  - System Annual Operating Hours.
  - System loading profile. (The proposed system loading should be identical to the baseline system loading profile).
  - System Sequence of Operation: How the baseline and proposed system will be controlled.

EEM-2: .....

EEM-3: .....

Etc.

### 6.3.2. Demand Reduction Calculations

The demand reduction calculations that establish the DEER peak demand savings of each Non-Title 24 Measures / Exceptional Measures must be submitted.

Non-Title 24 Measures/Exceptional Measures (EEM-1, etc.) are subject to the DEER peak approach, and the SFPUC's approval. Each measure's demand savings must include establishing an appropriate baseline and a demand reduction estimate that accounts for interactive effects upon other energy measures and systems. All information necessary to explain the DEER Evaluation Method used, and all calculations shall be provided.

Demand Reduction calculations and data must be provided separately for each EEM measure as follows:

- EEM-1
- EEM-2
- Etc.

For assistance with the Non-Title 24 measure methodology, applicants may contact their Blueprint for Savings Program Representative.