**Energy Efficiency & Solar**

**Questions and Answers – Addendum to the Energy Efficiency Application**

**Send Questions to** **energy\_policy@commerce.wa.gov**

*These questions and answers are provided in the order in which they were received.*

Includes questions received through 1:30 PM on1/9/2019

Updated 1/9/2019

This Questions and Answers is only for questions on the Addendum to the Energy Efficiency Application. No other questions will be answered at this time.

The Addendum is due Friday, January 11, 2019. Commerce will answer questions received through 1:00 PM PST on Thursday, January 10, 2019. These questions and answers will be updated a maximum of once per business day through Thursday, January 10, 2019.

The following questions were emailed to energy\_policy@commerce.wa.gov. Some edits may have been made to avoid project-specific details in the original question or correct errors, otherwise questions are presented as submitted.

Questions through January 8, 2019

1. If utility bills showing the last year of usage were submitted with the original Energy Efficiency Application Package, should they be re-submitted with the addendum?
	1. No, the addendum language “for each baseline resource, one (1) utility bill showing the most recent year of usage must be submitted with the addendum” is referencing the same utility bills that were required with the original application. The original application stated “Utility bill showing last year of applicable usage and cost of resource” required for all applicants. If these bills were already provided, there is no need to provide them with the addendum. However, the submittal of the addendum is the last opportunity to provide utility bills showing the last year of applicable usage.
2. Do we need to name the new addendum file with a specific file name?
	1. No – no specific name is required.
3. For the energy efficiency addendum can the energy consultant or energy services company that is working with the customer submit this addendum on behalf of the customer?
	1. Yes – a third party may submit the addendum on behalf of the applicant.
4. Could you please clarify whether the addendum is requesting additional utility bills in addition to the ones submitted on 12/31/2018?
	1. No, these utility bills should have been provided in the original application.
5. Are you looking for one year’s worth of utility information for each site or facility that is to have improvements made? Say we are doing lighting at multiple facilities, do you want utility information on all sites considering the electricity is the only baseline resource for that?
	1. Yes, this is the same requirement from the original application, for utility bills showing “last year of applicable usage”. Please see questions 79 and 117 from the original questions and answers.
6. I’m not sure if most utility companies provide yearly breakdowns on monthly utility bills, if we are to make a request of the utility companies for 1 year worth of usage it may take more than a week to get that information back. Is this something you can confirm that you need from the utility company, or would one single bill from 2018 work?
	1. Yes, this is needed information and is the same requirement from the original application. If a single bill shows the last year of applicable usage, such as a month-to-month graph, then a single bill is sufficient.
7. I have a question regarding the energy grant application addendum. The utility bills do not show the past year usage on a single bill for electric or water, as requested per the addendum. How would you like our submission to comply? Do we need a full year of bills in this case?
	1. Please submit documentation (utility bills), which show the last year of applicable usage. The last year of use can be in the form of a graph, metered use, or additional utility bills.
8. Do you want a single bill for electricity and water for our baseline year?
	1. If the last year of use is included in a single bill, a single bill is sufficient.

Questions through January 9, 2019

1. May we submit electronic utility data we collect in Portfolio Manager and another utility data management software system, or do we have to submit hardcopy utility bills?
	1. The original application stated “Utility bill showing last year of applicable usage and cost of resource” required for all applicants. Applicants should show the last year of usage on a utility bill. This can be in the form of a comparative graph. Please see question 79 from the Original Questions and Answers document and Questions 7 in this Questions and Answers for the Addendum.
2. Our properties include multifamily buildings, and we used whole property energy data to calculate the baselines.  We collect whole property (resident and common area combined) energy data directly from the utilities via Portfolio Manager, which is currently offline due to the shutdown, and we do not have access to the utility bills for the resident portion of the whole property energy consumption.  May we provide the whole property consumption as electronic data and the common area data with hardcopy utility bills?
	1. Please see question 79 from the Original Questions and Answers document and Questions 7 in this Questions and Answers for the Addendum. Applicants are expected to submit a utility bill showing a year’s worth of use for each unique metered location.

If the whole property is billed on one utility bill, then one bill is acceptable.

However if the residential portion is billed separately from the common area, a utility bill for each would be required.

If each residential unit were billed to the resident, this would be a unique situation. If this is the case, please provide a request for special consideration, the data available with an explanation that the utility bills are paid by the residents, and the reason that the applicant was unable to provide the utility bills.

Commerce will review evaluate accordingly.