



OBJECTIVE & OVERVIEW

- This submetering incentive is designed to encourage master-metered condominiums and their Association of Apartment Owners (AOAO) to install billing submeters for their residential units and common areas. The goal is to reduce electricity consumption and promote equity in allocation of electricity costs by resident. The knowledge of personal electricity usage and the responsibility to pay for it motivate behavioral modification and reward those who invest in energy-efficient equipment within their units.
- The combination of billing submeters, along with education, peer group comparisons and special equipment offerings, will assist unit residents to achieve significant energy conservation and efficiency.
- In addition, the AOAO has an opportunity to receive an energy audit of the property and participate in other Hawai'i Energy incentives to reduce electricity usage in common areas. Possible incentives include improved HVAC efficiencies, lighting, pool pumps, domestic water pumps and parking garage exhaust fans.
- Post-submetering electricity reduction can range from 3% up to 25%, depending on the property and behavioral changes of the residents. However, no minimum reduction in electricity usage is required to receive or retain the incentive.

ELIGIBILITY & REQUIREMENTS

- New construction is not eligible for submetering incentives. A baseline of existing tenant electricity usage is necessary to compare against and for realization of impact.
- Multifamily and commercial properties with tenant spaces are eligible. For other facility types, contact Hawai'i Energy for further discussion. The submetering system is to be used for billing purposes so that each resident of the metered unit will be responsible for the payment of his or her own electric consumption.
- Replacement of an inoperable system that has not been utilized for a minimum of 24 months may be considered for an incentive on a case-by-case basis. Contact Hawai'i Energy to inquire.
- **Metering accuracy certification:** The manufacturer's submetering system model type to be installed (meter and CTs) must have been tested by an independent third party that is Nationally Rated Testing Laboratory certified for ANSI C12.2. The certification documentation must be provided to Hawai'i Energy prior to installation. Additionally, manufacturers must have a factory-quality compliance procedure in place to ensure meter accuracy. Documentation of this procedure must be available to Hawai'i Energy upon request.
- **Electrical safety certification:** The submeter must be UL, CSA or ETL listed (Electrical Safety).
- **Installation quality control:** The submetering system must be equipped with diagnostics to ensure proper wiring and CT installation. An electrical system wiring one-line diagram showing installation locations (with meter numbers corresponding to tenant unit) and wiring diagrams specific to the site must be provided to the AOAO for future use in maintenance and troubleshooting.
- **Permitting:** The submetering system must be installed according to all applicable city and county, state and/or federal codes, laws, rules and regulations.
- **Unit access to metering data:** The submetering system must provide condominium units with access to usage data for their units. This includes display forms such as in-unit meter registers, lobby registers, kiosks (online/networked to data collection server) and/or independent online access.
- **Usage data reports:** Monthly submetering data by unit must be provided by the applicant in an .xls or .csv spreadsheet to Hawai'i Energy for analysis purposes during the first two (2) months of mock billing and then for the next twelve (12) months. Monthly data is due to Hawai'i Energy within thirty (30) days of the billing cycle end.
- **Measure persistence:** The submetering system must remain in place and used for billing purposes for at least five (5) years after installation. Otherwise, a pro-rated portion of the incentive must be returned to Hawai'i Energy.

INCENTIVE

- **The incentive is \$150 per unit submetered, not to exceed 50% of total project cost.** The incentive will be made payable to the Applicant towards the purchase and installation of a third-party submetering system.
- Incentive payment will be made upon completion of installation of submeters and billing system and commencement of real-time billing to individual units. The following documents must be submitted to Hawai'i Energy:
 - Completed Commercial Incentive Application
 - Product specifications
 - Proof of purchase (itemized, paid invoices)
 - IRS Form W-9 for the current year
 - Two months of mock billing



APPLICATION PROCESS

1. Apply for pre-approval prior to starting submetering work, as it is required to secure a submetering incentive. Submit the following documents and information to Hawai'i Energy:
 - a. Completed Commercial Incentive Application
 - b. Submetering scope of work to include:
 - i. Number of units to be submetered
 - ii. Specification sheets for the meters to be used
 - c. Submetering quote – Hawai'i Energy recommends collecting at least three quotes.
 - d. If applying for an incentive to replace an inoperable existing system, contact Hawai'i Energy for additional forms.
2. Upon review, Hawai'i Energy will issue written pre-approval for the incentive then work may begin. Installation must commence within six months of receiving pre-approval unless otherwise specified in writing.
3. Notify Hawai'i Energy when the submetering system is installed and operational. To receive incentive payment, submit two months of mock billing and invoice for the submetering work.

FEDERAL TAX ID OF APPLICANT/TAXABILITY

- As part of the incentive application process, Hawai'i Energy is required to comply with IRS reporting requirements. In order for the program to meet these requirements, you will need to submit IRS form W-9 with your application. It is understood that based on your tax status and rebate amount, you may receive IRS Form 1099 from Hawai'i Energy showing tax-eligible incentive amounts.

QUESTIONS

- For questions, call the Business Program at (808) 839-8880 (O'ahu) or toll-free at (877) 231-8222 (Neighbor Islands).

RECOMMENDED BEST PRACTICES FOR SUBMETERING

To ensure a successful submetering project, Hawai'i Energy highly recommends a thorough due diligence process to minimize risk and hassle for both equipment and installation. Consider the recommended best practices below:

1. **PREPARE RFP:** Develop a scope of services you would like performed and incorporate into a Request for Proposal.
2. **CHOOSE A VENDOR:**
 - a. Get at least three bids for the project. Hawai'i Energy can provide a list of submetering vendors to the AOA board. Please note that Hawai'i Energy does not and cannot endorse any submetering vendors. Any lists or information provided are only for your convenience.
 - b. Ask vendors to provide references and specific installation examples, preferably locally. Then call and/or visit these properties. In addition, ask vendors to specify and clarify the warranties offered for the equipment and installation. Issues of vendor stability and support, and its track record of equipment and installation are also important.
 - c. Conduct a final comprehensive review of each vendor and proposal to be sure you are getting an "apples-to-apples" comparison for key provisions, including but not limited to installation, equipment and warranty.
3. **DATA COLLECTION/BILLING:** Determine how data collection and billing services are best handled for your property. Will the property management company handle data collection and billing or will the AOA contract with the vendor for these services? Work with your property management firm to see if they can offer their experience with and service for contracting, as well as downstream administration of data collection, billing system and maintenance needs.
4. **METER DATA ACCESS:** Each meter should contain a kilowatt hour (kWh) read-out display on the meter or have one connected to it. Options include a "lobby display" feature, kiosks (on-line/networked to data collection server) or independent on-line access. Determine the best features and benefits for your property when making this investment.
5. **INSTALLATION CONSIDERATIONS:** Before installation begins, work with your vendor to understand if and when electricity may have to be turned off in units during installation. Notify residents and/or work with them to make sure any critical or special needs requiring electricity are taken care of or arrangements are made, including but not limited to, refrigeration, medical devices, and aquariums.