

# SMALL BUSINESS DIRECT INSTALL PROGRAM INCENTIVE CATALOG

REVISED: MAY 2025



WYOMING: GAS CUSTOMERS

# PROGRAM OVERVIEW

Our Small Business Direct Install (SBDI) Program is designed to help Black Hills Energy small business customers be more energy efficient and save money. By participating in this program, customers will be eligible for increased incentives exclusive to small businesses.

We are pleased to partner with local Trade Allies to promote energy efficiency services to our business customers. Trade Allies help raise awareness of our energy efficiency programs and inform customers about the opportunities and incentives available. If your business provides services related to lighting, HVAC equipment and systems, commercial refrigeration and kitchen equipment, the Black Hills SBDI Program offers you an opportunity to be listed on the program website. Contact 888-391-8702 for more information.

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# HOW TO APPLY

The SBDI Program makes it easy to provide your small business customers with instant rebates on qualifying energy-saving upgrades. The steps below outline the application process.

**Please note** that you must be a registered SBDI Trade Ally to offer this program to your customers. Register today by calling 888-391-8702.

Need an electronic copy of the application forms? Please contact your Energy Advisor or email [SBDI@bhe.franklinenergy.com](mailto:SBDI@bhe.franklinenergy.com).

## 1. Check program eligibility.

- SBDI services and incentives are available to small business electric and gas customers in Colorado and Wyoming that meet utility-established energy usage, rate code and facility size requirements. Call 888-391-8702 to determine if your customer is eligible to participate.
- Prior to working on a project, have your customer receive a no-cost energy assessment performed by an SBDI Energy Advisor. The assessment provides customers, and you, with project recommendations eligible for SBDI incentives.
- You will receive a customer referral with recommended measures from the SBDI Program.
- Review the program Terms and Conditions for additional requirements.

## 2. Meet with your customer to review the assessment report and finalize a bid.

### 3. Submit project for pre-approval.

- Pre-approval is required for all projects, with the exception of tune-ups and emergency equipment replacement. Want to confirm that your equipment qualifies? Contact your Energy Advisor or the SBDI Program at 888-391-8702.
- To receive project pre-approval and reserve incentive funding, please submit:
  - Sections 1 – 4 of the Incentive Application, including the pre-approval customer and Trade Ally signatures.
  - An itemized bid with detailed costs for the project, including measure quantities and price, plus additional labor and other installation costs.
  - Copies of the proposed equipment manufacturer measure specifications.

### 4. Receive pre-approval and complete project.

- A pre-approval letter will be emailed to you.
- Once you receive your pre-approval from the SBDI Program, you can purchase equipment and begin installation. Projects must be completed within 60 days of pre-approval.

### 5. Submit final application.

- Email, fax or mail the completed application and all supporting documentation to the program within 30 calendar days of installation.
  - **Email:** [SBDI@bhe.franklinenergy.com](mailto:SBDI@bhe.franklinenergy.com)
  - **Fax:** 303-297-3358
  - **Mail:** Franklin Energy  
Attn: Small Business DI Program  
6385 W. 52nd Ave., Suite 1A  
Arvada, CO 80002

### Complete program documentation includes the following:

- Signed, complete Incentive Application, including Sections 5 and 6.
  - Submit the signed, pre-approved application and simply complete Section 5.
    - If the project has changed by more than 10% from the original, pre-approved project, please contact the program at 888-391-8702. You may need to submit another application for pre-approval.
  - Itemized customer invoice, including quantities, model numbers, labor costs and the Black Hills Energy incentives deducted from the total project cost.
  - Equipment specifications, if changed from original pre-application submission.

### 6. Once the final application is approved, an incentive check will be mailed directly to the Payee, listed in section 3.

# INCENTIVE APPLICATION

## Section 1 Customer Information

Company Name

Customer Contact Name	Title		
Telephone	Email		
Installation Address			
City	State	ZIP	
Black Hills Energy Gas Account Number			
Name As It Appears on Your Black Hills Energy Utility Bill			

Facility Type (Check One)

Facility

Square Footage \_\_\_\_\_

- ☐ Athletic/Sporting Facility  
☐ Convenience/Liquor Store  
☐ Education  
☐ Financial Institution  
☐ Government

- ☐ Grocery  
☐ Healthcare Clinic  
☐ Lodging  
☐ Manufacturing Facility  
☐ Office

- ☐ Religious Building  
☐ Restaurant  
☐ Retail  
☐ Warehouse  
☐ Other (specify): \_\_\_\_\_

## Section 2 Trade Ally Information

Trade Ally Company Name

Federal Taxpayer ID Number (FEIN)	Tax Status (Check One) <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Tax Exempt <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____
Trade Ally Contact Name	
Telephone	Email

## Section 3 Incentive Payment Information

Payee Business Name	Attention To	
Payment Address		
City	State	ZIP

# INCENTIVE APPLICATION

## Section 4 Incentive Product Information

Please refer to Incentive Catalog for incentive codes, incentive per unit and product eligibility requirements. For custom lighting projects, please contact the program team for a custom worksheet. Use the table below to request eligible measure selections. Only measures outlined in the customer report are eligible for incentives. Measure quantities may not exceed what is listed in the customer report.

Product ID	Incentive Code	Measure Name	Unit Measure	# of Units (A)	Incentive per Unit (B)	Requested Incentive Total (Preapproval)	Final Incentive Total**
A							
B							
C							
D							
E							
F							
G							
H							
I							
J							
K							
L							
M							
N							
O							
P							
Q							
R							
S							
T							
U							

**Manufacturer Specifications Attached:** ☐ Yes ☐ No

\* Requested incentive total cannot exceed 70% of project cost.

\*\* Final incentive total cannot exceed 70% of project cost. If the final incentive is more than 10% different than the pre-approved incentive amount, please contact the SBDI program.

# INCENTIVE APPLICATION

## Section 5 Pre-Approval Signatures and Certification

Customer Signature	Printed Name	Date
Trade Ally Signature	Printed Name	Date

## Section 6 Final Signatures and Certification

### CUSTOMER

I agree that the stated energy-efficient measure(s) was/were installed at the job site address listed above as part of the Black Hills Energy Small Business Direct Install (SBDI) Program. To the best of my knowledge, the information provided in this application is true and correct. I have read and understand the program requirements and Terms and Conditions set forth in this application and agree to abide by these requirements. I verify by my signature hereto that I have authority to submit this application.

Customer Signature	Printed Name	Date
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### TRADE ALLY

I agree that the stated energy-efficient measure(s) was/were installed at the job site address listed above as part of the Black Hills Energy Small Business Direct Install (SBDI) Program, in accordance with the policies outlined in the Trade Ally Agreement. To the best of my knowledge, the information provided in this application is true and correct.

Trade Ally Signature	Printed Name	Date
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**Submit your completed application and supporting documentation by either email, fax or mail.**

- **Email:** SBDI@bhe.franklinenergy.com
- **Fax:** 303-297-3358
- **Mail:** Franklin Energy  
Attn: Small Business DI Program  
6385 W. 52nd Ave., Suite 1A  
Arvada, CO 80002

## Boiler Tune-Up

### Requirements:

- **Facility must, as applicable, complete the tune-up requirements listed below, by approved technician. Documentation must be provided using the program checklist for each qualifying tune-up. See page 5 of this catalog.**

- Complete pre and post tune-up measurement of combustion efficiency using an electronic flue gas analyzer
- Adjust airflow and reduce excessive stack temperatures
- Adjust burner and gas input, manual or motorized draft control
- Check for proper venting
- Complete visual inspection of system piping and insulation
- Check safety controls
- Check adequacy of combustion air intake
- Clean fireside surfaces
- Inspect all refractory, then patch and wash coat as required
- Inspect gaskets on front and rear doors and replace as necessary
- Seal and close front and rear doors properly
- Clean low and auxiliary low water cut-off controls, then re-install using new gaskets
- Clean plugs in control piping
- Remove all hand hole and man hole plates
- Flush boiler with water to remove loose scale and sediment
- Replace all hand hole and man hole plates with new gaskets
- Open feedwater tank manway, inspect and clean as required
- Replace manway plate with new gasket
- Clean burner and burner pilot
- Check pilot electrode and adjust or replace
- Clean air damper and blower assembly
- Clean motor starter contacts and check operation
- Make necessary adjustments to burner for proper combustion
- Perform all flame safeguard and safety trip checks
- Check all hand hole plates and man hole plates for leaks at normal operating temperatures and pressures
- Troubleshoot any boiler system problems as requested by on-site personnel
- Inspect for gas leaks using electronic combustion gas leak detector

Measure Name	Code	SBDI Incentive	Per Unit
Boiler Tune-Up	G5	\$200	Boiler

## Furnace Tune-Up

### Requirements:

- **Facility must, as applicable, complete the tune-up requirements listed below, by approved technician. Documentation must be provided using the program checklist for each qualifying tune-up. See page 7 of this catalog.**

- Complete pre and post tune-up measurement of combustion efficiency using an electronic flue gas analyzer
- Where applicable, lubricate motor and inspect and replace fan belt if required
- Inspect for gas leaks
- Clean burner per manufacturer's recommendations and adjust as needed
- Check ignition system and safety systems and clean and adjust as needed
- Check and clean heat exchanger per manufacturer's recommendations
- Inspect exhaust/flue for proper attachment and operation
- Inspect control box, wiring, and controls for proper connections and performance
- Check air filter and clean or replace per manufacturer's recommendations
- Inspect duct work connected to furnace for leaks or blockages
- Measure temperature rise and adjust flow as needed
- Check for correct line and load volts/amps
- Check that thermostat operation is per manufacturer's recommendations
- Perform carbon monoxide test and adjust heating system until results are within standard industry acceptable limits
- Check and adjust gas input
- Check high limit and other safety controls

Measure Name	Code	SBDI Incentive	Per Unit
Furnace Tune-Up	G6	\$50	Furnace

## Rooftop Unit (RTU) Tune-Up

### Requirements:

- **Facility must, as applicable, complete the tune-up requirements listed below, by approved technician. Documentation must be provided using the program checklist for each qualifying tune-up. See page 8 of this catalog.**

- Inspect for gas leaks
- Clean burner per manufacturer's recommendations and adjust as needed
- Check ignition system and safety systems and clean and adjust as needed
- Check and clean heat exchanger per manufacturer's recommendations
- Inspect exhaust/flue for proper attachment and operation
- Inspect control box, wiring and controls for proper connections and performance
- Check air filter and clean or replace per manufacturer's recommendations
- Inspect duct work connected to furnace for leaks or blockages
- Measure temperature rise and adjust flow as needed
- Check for correct line and load volts/amps
- Check thermostat operation is per manufacturer's recommendations
- Perform carbon monoxide test and adjust heating system until results are within standard industry acceptable limits
- Measure combustion efficiency using an electronic flue gas analyzer
- Check and clean blower assembly and components per manufacturer's recommendations
- Where applicable, lubricate motor and inspect and replace fan belt, if required

Measure Name	Code	SBDI Incentive	Per Unit
RTU Tune-Up	G27	\$50	RTU

# NATURAL GAS ENERGY EFFICIENCY MEASURES, PRICES AND INCENTIVES

## AIR SEALING

### Caulking and Weatherstripping

**Requirements:**

- Incentive capped at \$150

Measure Name	Code	SBDI Incentive	Per Unit
Air Sealing-Caulking and Weather Stripping	G1	\$1	Linear Foot

## WATER HEATERS

### Condensing Water Heater

**Requirements:**

- Efficiency must be >90%
- Tank size must be ≥55 gallons

Measure Name	Code	SBDI Incentive	Per Unit
Condensing Water Heater	G2	\$250	Water Heater

## DHW PIPE INSULATION

### Domestic Hot Water Pipe Insulation

**Requirements:**

- R-Value rating of 4 or greater

Measure Name	Code	SBDI Incentive	Per Unit
DHW Pipe Insulation	G23	\$4	Per Foot

## HVAC

### Programmable Thermostat

**Requirements:**

- Must be a 5-1-1 Day, 5-2 Day or 7-Day programmable thermostat
- Must be professionally installed

Measure Name	Code	SBDI Incentive	Per Unit
Programmable Thermostat (Professionally Installed)	G3	\$50	Thermostat

### Boiler Pipe Insulation

**Requirements:**

- R-Value rating of 4 or greater
- Must insulate all exposed boiler piping lines accessible in the boiler room, available utility chases and available line runs in facility.

Measure Name	Code	SBDI Incentive	Per Unit
Boiler Pipe Insulation	G4	\$400	Boiler



# NATURAL GAS ENERGY EFFICIENCY MEASURES, PRICES AND INCENTIVES

## HVAC (continued)

### Boiler Replacement

**Requirements:**

- Must be ≥85% AFUE

Measure Name	Code	SBDI Incentive	Per Unit
Boiler ≥85% AFUE	G22	\$1.50	MBH

### Boiler Reset Controls

**Requirements:**

- Follow specification of MBH for each measure as listed

Measure Name	Code	SBDI Incentive	Per Unit
Boiler Reset Controls (<300 MBH)	G24	\$225	Control
Boiler Reset Controls (300-1000 MBH)	G25	\$375	Control
Boiler Reset Controls (>1000 MBH)	G26	\$750	Control

### Boiler Vent Damper

**Requirements:**

- For natural gas boilers

Measure Name	Code	SBDI Incentive	Per Unit
Natural Gas Boiler Vent Damper	G31	\$150	Damper

### Furnace Replacement

**Requirements:**

- Follow AFUE specifications for each measure as listed below

Measure Name	Code	SBDI Incentive	Per Unit
High-Efficiency Furnace (94% to 95.9% AFUE)	G7	\$200	Furnace
High-Efficiency Furnace (≥96% AFUE)	G8	\$300	Furnace

### Infrared Heating System

**Requirements:**

- Must be ≥92% TE when installing a traditional tube heater

Measure Name	Code	SBDI Incentive	Per Unit
Infrared Heating System	G9	\$525	Heater

### Steam Trap Replacement

**Requirements:**

- Follow PSIG specifications for each measure as listed

Measure Name	Code	SBDI Incentive	Per Unit
Steam Trap Replacement (<15 psig)	G28	\$75	Trap
Steam Trap Replacement (>15 psig)	G29	\$147	Trap

# NATURAL GAS ENERGY EFFICIENCY MEASURES, PRICES AND INCENTIVES

## SNOW MELT SYSTEM

### Driveway Snow Melt System

**Requirements:**

- Must be 95% AFUE

Measure Name	Code	SBDI Incentive	Per Unit
Driveway Snow Melt System	G10	\$750	System

## KITCHEN EQUIPMENT

### Demand Controlled Kitchen Ventilation (DCKV)

**Requirements:**

- Hood fan motor must modulate based on demand

Measure Name	Code	SBDI Incentive	Per Unit
Demand Controlled Kitchen Ventilation (DCKV)	G11	\$9,000	System

## COOKING EQUIPMENT

Measure Name	Requirements	Code	SBDI Incentive	Per Unit
Convection Oven	<ul style="list-style-type: none"> <li>• ENERGY STAR® qualified</li> <li>• Must be ≥46% efficient</li> </ul>	G13	\$225	Appliance
Conveyor Oven	<ul style="list-style-type: none"> <li>• Must be ≥42% efficiency with thermostatic controls</li> </ul>	G14	\$1,150	Appliance
Fryer	<ul style="list-style-type: none"> <li>• ENERGY STAR qualified</li> <li>• Must be ≥46% efficient</li> </ul>	G15	\$525	Appliance
Griddle	<ul style="list-style-type: none"> <li>• ENERGY STAR qualified</li> <li>• Must be ≥38% efficient</li> </ul>	G16	\$200	Appliance
High-Efficiency Combination Oven	<ul style="list-style-type: none"> <li>• ENERGY STAR qualified</li> <li>• Must be ≥56% efficient in convection mode</li> <li>• Must be ≥41% efficient in steam mode</li> </ul>	G17	\$200	Appliance
Rotating Rack Oven	<ul style="list-style-type: none"> <li>• Must be ≥50% EF</li> </ul>	G19	\$2,000	Appliance
Steam Cooker	<ul style="list-style-type: none"> <li>• ENERGY STAR qualified</li> <li>• Must be ≥43% efficient</li> </ul>	G21	\$600	Appliance

## CUSTOM NATURAL GAS

### Custom Natural Gas

**Requirements:**

- Must provide existing and proposed equipment specifications
- Receive pre-approval prior to purchasing and installing your equipment
- **Please contact the program team for help in completing a custom worksheet**
- Items that have prescriptive incentives do not qualify for custom projects
- Approval of custom projects is at the discretion of the program team pending qualifying energy savings and payback periods

Measure Name	Code	SBDI Incentive	Per Unit
Custom	G30	\$1.50	Per Therm

# TERMS AND CONDITIONS

## GENERAL TERMS AND CONDITIONS

- Participants must be a current Black Hills Energy small business customer. Additional eligibility requirements are dependent on customer fuel type and location. Customer eligibility is determined by The Program.
- Where applicable, energy-efficiency ratings must comply with those listed in the Measures section of this catalog.
- All projects require pre-approval BEFORE project initiation or equipment purchase to guarantee fund availability.
- All projects are subject to on-site post installation inspection and verification.
- This program is subject to regulatory rules and orders, and Black Hills Energy reserves the right to change or to end any portion of this program without notice. All equipment must be new. No reconditioned or used equipment would qualify for incentives.
- A final, itemized invoice for all materials and labor related to the installation must be attached to the incentive application. Applications must be completed in full; incomplete or incorrect applications will delay processing and may be returned.
- Funding for these incentives is limited. Applications will be processed on a first-come, first-served basis.
- Program requirements, fixed pricing, and incentive amounts are subject to change with 30-day written notification.

## INCENTIVE LIMITS

Incentives are not limited to a cap per site or customer. Depending on your business tax classification, you may receive IRS Form 1099 for incentives totaling over \$600 in a calendar year.

## TRADE ALLY INFORMATION

A Trade Ally represents the company who provided/installed the equipment for a project or performed the service for which a customer is seeking an incentive. Trade Allies who have signed an agreement with the Black Hills Energy Small Business Direct Install Program are allowed to enjoy certain program benefits, including increased incentives over prescriptive commercial incentive offerings and to receive direct payment of incentives from The Program. Incentives can only be paid directly to a Trade Ally, if the Trade Ally has completed and submitted a Trade Ally Application.

The Federal Employer Identification Number (FEIN) and Business Classification of the Trade Ally is required to receive incentives paid directly from The Program. The credit must be clearly labeled as the Black Hills Energy SBDI incentive and deducted from the amount due.

## BLACK HILLS ENERGY INFORMATION

Black Hills Energy works with eligible Colorado and Wyoming businesses to install cost-effective energy efficiency projects. Black Hills Energy information, resources and financial incentives help to implement projects that otherwise would not get completed, or to complete projects sooner than scheduled.

Black Hills Energy is committed to providing safe, reliable and affordable energy in a manner that protects the environment.

## PARTICIPATION REQUIREMENTS

Before you start your project, please make sure you are familiar with participation requirements, program information and Terms and Conditions.

**Section 1. Incentive Offer:** Products must be purchased and installed within the date range outlined on the Application being submitted. Applications must be postmarked within the number of calendar days listed on the Application being submitted. The Applicant understands that the Program must pre-approve all incentive applications in writing. Applicants should maintain a copy of their Application for their records. Incomplete applications will be returned and will not be processed. Applications must have complete information and be submitted with proof of purchase such as invoices that clearly itemize the product(s) and/or services(s) received. Purchase orders, proposals and quotes are not considered proof of purchase.

**Section 2. Compliance:** The Applicant's procurement, installation, and implementation of energy efficiency measures shall be accomplished in accordance with the requirements outlined in the Trade Ally Agreement and Trade Ally Catalog. The Applicant must provide invoices for equipment purchased or service performed, as well as documentation that verifies that the energy efficiency measures, (i) have been properly installed, (ii) are functioning properly, and (iii) have the potential to generate energy savings if properly maintained and operated. All projects shall comply with federal, state and local regulations. All equipment must be new. Displaced equipment must be removed and not reused. Verification of compliance with the terms and conditions of this provision shall solely be at the Program's discretion.

**Section 3. Marketing:** The Applicant shall not use the Program's or the Implementer's corporate name, logo, identity, any affiliation, or any related logo including the "Black Hills Energy" name, logo, or identity, for any marketing, advertising or solicitation without prior written consent of the Program. Such written consent may be withheld in the Program's sole discretion. When referencing Black Hills Energy involvement with any project, the Applicant shall collaborate with the Program to prepare any press release and to plan for any news conference and agrees to provide Black Hills Energy, for its written approval prior to publication, a written copy of any advertisements or promotional material regarding this program prior to publishing any such advertisements or promotional material. The Program reserves the right to publicize the Applicant's participation in the SBDI program unless a written request is submitted to [SBDI@bhe.franklinenergy.com](mailto:SBDI@bhe.franklinenergy.com) no later than fifteen (15) days after receiving payment from the Program.

**Section 4. Program Discretion:** Rewards are available on a first-come, first-served basis. This offer is subject to change or termination without notice at the sole discretion of Black Hills Energy.

Applicants who are served by Black Hills Energy as an electric provider but not a natural gas provider will only qualify for incentives for electric technologies. Applicants who are served by Black Hills Energy as a natural gas provider but not an electric provider will only qualify for incentives for natural gas technologies. Applicants who have Black Hills Energy for both an electric provider and a natural gas provider will qualify for incentives on both electric and natural gas technologies. Applicants who use liquid propane (LP) or other non-qualifying fuels will not qualify for incentives for any gas technologies.

Black Hills Energy reserves the right to change or discontinue this program at any time without notice. The Program also reserves the right to withhold incentive payment until identified problems with a project are resolved and to withhold or terminate an incentive payment due to any party's failure to follow any and all applicable terms and conditions, rules, or procedures. The acceptance of incentive applications and qualification of systems is determined solely by the Program and acceptance of this application does not guarantee payment of an incentive.

# TERMS AND CONDITIONS

**Section 5. Disclaimers, Representations, and Warranties:** Black Hills Energy and the Program Administrator (collectively for this section “the Program”) do not endorse any particular trade ally, manufacturer, product, system, or design by offering an incentive. The Program is not responsible for any tax liability imposed on the recipient as a result of the payment of incentives. The Program makes no representation or warranty, and assumes no liability with respect to the quality, safety, performance, or other aspect of any design, consulting, product, system, equipment, or appliance installed or received and expressly disclaims any such representations, warranties, and liability, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose. The Program does not guarantee that installation and operation of incentivized measures will result in reduced energy usage or in cost savings. The Program is not responsible for the proper disposal/recycling of any waste generated as a result of this project. The Program is not liable for any damages, including any incidental or consequential damages, arising out of the operation or malfunction of the products, equipment, or appliances, or the installation thereof.

**Section 6. Indemnification:** Applicants shall protect, indemnify, defend and hold harmless Black Hills Energy and the Program, their respective affiliates, subsidiaries, parent companies, officers, directors, agents, and employees, against any and all losses, damages, expenses, fees, costs and liability arising from or in any way connected with any program, design, consulting, product, system, equipment, or appliance. The Applicant agrees that such obligations under this section shall survive any expiration or termination of this Application and shall not be limited by any enumeration herein of required insurance coverage. To the maximum extent permitted by law, the Applicant agrees to limit Program Administrator’s liability to the Applicant for any reason to the total amount of the payments identified in this Agreement. This limitation shall apply regardless of the cause of action or legal theory pled or asserted. Applicant hereby expressly waives the right to specifically enforce this Application.

**Section 7. Misrepresentation:** Making false statements on the Program incentive application is punishable by law. Any person who knowingly files an application containing any materially false information or who purposely and misleadingly conceals information commits a fraudulent act that subjects such person to criminal and civil penalties. Any and all funds determined, in the Program’s sole discretion, to have been acquired on the basis of fraudulent or misrepresented information must be fully returned to the SBDI program. Should the Applicant or its representative apply for and receive duplicate payment, the Program reserves the right to recover payments made in excess of the entitled Reward. This section shall not limit other remedies that may be available for the filing of false or fraudulent applications.

## **Section 8. Miscellaneous:**

**(1) Governing Law.** This Application shall be governed, construed and enforced in accordance with the internal laws of the State of Wisconsin, without regard to any law of conflicts that may direct the application of the laws of another jurisdiction. The Applicant irrevocably submits to the original jurisdiction of the state and federal courts sitting in Madison, Wisconsin with regard to any controversy in any way relating to the execution, delivery or performance of this Application that is not resolved by Arbitration. Suits, claims or actions founded upon such controversies shall be brought or filed exclusively in such courts and nowhere else. The exclusive venue for any dispute or controversy arising under this Agreement shall be the Dane County, Wisconsin Circuit Court or the Federal District Court for the Western District of Wisconsin.

**(2) Compliance with Applicable Laws.** The Applicant shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, rules and regulations which are in effect during the period of this Application and which in any manner affect the performance of this Application. This Application shall be construed and enforced, in accordance with the laws of the State of Wisconsin and the laws of the United States. All references to statutes or regulations contained in this Application shall be construed to include successors thereto.

**(3) Assignment.** The Program may assign, transfer or convey this Application or any of the Program’s rights, obligations, interests or responsibilities hereunder, in whole or in part, without the consent of Applicant.

**(4) Severability.** If any provision of this Application is illegal, invalid, or unenforceable under present or future laws effective during the term of this Application, that provision shall be fully severable and this Application shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of this Application. The remaining provisions of this Application shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance. Furthermore, in lieu of such illegal, invalid, or unenforceable provision, this Application shall be reformed to include as a part of this Application a provision as similar in terms to the illegal, invalid, or unenforceable provision as may be possible and still be legal, valid, or enforceable.

**(5) Risk of Loss.** Black Hills Energy and Program Administrator at no time assumes risk of loss for any personal property of the Applicant.

**(6) Waiver.** Failure or delay on the part of either party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.

# BOILER TUNE-UP CHECKLIST



This document must be completed and submitted with the Incentive Application.

## Section 1 Customer Information

Company Name

Installation Address

City State ZIP

Customer Contact Name Title

Telephone Email

Project ID Equipment ☐ RTU ☐ Other Fuel Type ☐ Natural Gas ☐ Other

## Section 2 Boiler Tune-Up Checklist

The facility must, as applicable, complete the tune-up requirements listed below by an accepted trade ally technician.

Requirement	Completed	Not Applicable (N/A)	Technician Notes
1. Complete pre- and post-tune-up measurement of combustion efficiency using an electronic flue gas analyzer. <b>Attach or note pre-and post flu gas analyzer results.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
2. Adjust airflow and reduce excessive stack temperatures.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
3. Adjust burner and gas input manual or motorized draft control.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
4. Check for proper venting.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
5. Complete visual inspection of system piping and insulation.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
6. Check safety controls.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
7. Check adequacy of combustion air intake.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
8. Clean fireside surfaces.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
9. Inspect all refractory and patch and wash coat as required.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
10. Inspect gaskets on front and rear doors and replace as necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
11. Seal and close front and rear doors properly.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
12. Clean low and auxiliary low water cutoff controls and reinstall using new gaskets.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Requirement	Completed	Not Applicable (N/A)	Technician Notes
13. Clean plugs in control piping.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
14. Remove all hand-hole and manhole plates.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
15. Flush boiler with water to remove loose scale and sediment.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
16. Replace all hand-hole and manhole plates with new gaskets.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
17. Open feedwater-tank manway and inspect and clean as required.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
18. Replace manway plate with new gasket.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
19. Clean burner and burner pilot.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
20. Check pilot electrode and adjust or replace.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
21. Clean air damper and blower assembly.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
22. Clean motor starter contacts and check operation.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
23. Make necessary adjustments to burner for proper combustion.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
24. Perform all flame safeguard and safety trip checks.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
25. Check all hand-hole plates and manhole plates for leaks at normal operating temperatures and pressures.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
26. Troubleshoot any boiler-system problems as requested by on-site personnel.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
27. Inspect for gas leaks using electronic combustion gas leak detector.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

## TECHNICIAN

I certify all items on the checklist above have been completed and the customer has been notified of any needed repairs.

Technician Signature	Print Name	Date
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# FURNACE TUNE-UP CHECKLIST



This document must be completed and submitted with the Incentive Application.

## Section 1 Customer Information

Company Name

Installation Address

City		State	ZIP
Customer Contact Name		Title	
Telephone		Email	
Project ID	Equipment <input type="checkbox"/> Furnace <input type="checkbox"/> Other	Fuel Type <input type="checkbox"/> Natural Gas <input type="checkbox"/> Other	Size MBH

## Section 2 Furnace Tune-up Checklist

The facility must, as applicable, complete the tune-up requirements listed below by an accepted trade ally technician.

Requirement	Completed	Not Applicable (N/A)	Technician Notes
1. Complete pre- and post tune-up measurement of combustion efficiency using an electronic flue gas analyzer. <b>Attach or note pre-and post flu gas analyzer results.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
2. Where applicable, lubricate motor and inspect and replace fan belt if required.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
3. Inspect for gas leaks.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
4. Clean burner per manufacturer's recommendations and adjust as needed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
5. Check ignition system and safety systems and clean and adjust as needed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
6. Check and clean heat exchanger per manufacturer's recommendations.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Requirement	Completed	Not Applicable (N/A)	Technician Notes
7. Inspect exhaust/flue for proper attachment and operation.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
8. Inspect control box, wiring and controls for proper connections and performance.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
9. Check air filter and clean or replace per manufacturer's recommendations.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
10. Inspect ductwork connected to furnace for leaks or blockages.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
11. Measure temperature rise and adjust flow as needed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
12. Check for correct line and load volts/amps.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
13. Check that thermostat operation is per manufacturer's recommendations.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
14. Perform carbon monoxide test and adjust heating system until results are within standard industry acceptable limits.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
15. Check and adjust gas input.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
16. Check high limit and other safety controls.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

## TECHNICIAN

I certify all items on the checklist above have been completed and the customer has been notified of any needed repairs.

Technician Signature	Print Name	Date
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# ROOFTOP UNIT (RTU) TUNE-UP CHECKLIST



This document must be completed and submitted with the Incentive Application.

## Section 1 Customer Information

Company Name

Installation Address

City	State	ZIP
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Customer Contact Name	Title
Telephone	Email

Project ID	Equipment <input type="checkbox"/> RTU <input type="checkbox"/> Other	Fuel Type <input type="checkbox"/> Natural Gas <input type="checkbox"/> Other
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## Section 2 RTU Tune-Up Checklist

The facility must, as applicable, complete the tune-up requirements listed below by an accepted trade ally technician.

Requirement	Completed	Not Applicable (N/A)	Technician Notes
1. Inspect for gas leaks	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
2. Clean burner per manufacturer's recommendations and adjust as needed	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
3. Check ignition system and safety systems and clean and adjust as needed	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
4. Check and clean heat exchanger per manufacturer's recommendations	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
5. Inspect exhaust/flue for proper attachment and operation	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
6. Inspect control box, wiring and controls for proper connections and performance	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
7. Check air filter and clean or replace per manufacturer's recommendations	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
8. Inspect duct work connected to furnace for leaks or blockages	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

Requirement	Completed	Not Applicable (N/A)	Technician Notes
9. Measure temperature rise and adjust flow as needed	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
10. Check for correct line and load volts/amps	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
11. Check thermostat operation per manufacturer's recommendations	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
12. Perform carbon monoxide test and adjust heating system until results are within standard industry acceptable limits	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
13. Check and clean blower assembly and components per manufacturer's recommendations	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
14. Where applicable, lubricate motor and inspect and replace fan belt, if required	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

## TECHNICIAN

I certify all items on the checklist above have been completed and the customer has been notified of any needed repairs.

Technician Signature	Print Name	Date
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# HAVE QUESTIONS OR NEED HELP COMPLETING YOUR APPLICATION?

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CALL US AT 888-391-8702 OR  
EMAIL [SBDI@BHE.FRANKLINENERGY.COM](mailto:SBDI@BHE.FRANKLINENERGY.COM).

