

# Clark Public Utilities

## Commercial Lighting Incentive Program (CLIP)

### Trade Ally Step by Step User Guide for Online Lighting Calculator

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## Getting Started with the Online Lighting Calculator

### User roles and requesting a login

BPA creates all new organizations, including trade allies, and user accounts within the Online Lighting Calculator. For trade ally accounts, the following user types are available:

- **Trade Ally Users:** Can create and edit projects, view all projects created by other users associated with assigned trade ally organization, and submit projects for utility review.
- **Trade Ally Managers:** Currently the same as Trade Ally Users, however, may be utilized in future to provide additional functionality to designated managerial accounts within organizations.
  - Note: the first individual entered for any organization will be the manager for that organization. Other users will be entered as regular users unless otherwise requested.

To be added as a trade ally organization and/or add additional users, email the following information to [lighting@bpa.gov](mailto:lighting@bpa.gov):

- **New organization request:** Organization long name (e.g. Clark County Lighting Installer), short name if applicable (e.g. CCLI), the initial user's full name and email, and the organization type (trade ally).
- **New account request:** full name, email address and requested account type (manager or user).

## Download MINT application

### Apple and Macintosh (not compatible with an iPhone)

- Open the Apple App Store and Search for Hancock MINT Mobile Intake Tool.
- Download and install the app to your tablet.
  - Update Tips:
    - The Apple App Store provides the recent version of the MINT app
    - Ensure automatic updates are enabled or be prepared to check for updates every time you use the app.
    - If automatic updates are disabled, you must manually check and install updates when available.

### Microsoft Windows Users

- Visit the Hancock Software download page:  
<https://bpa.hancocksoftware.com/mint/>
- Select the appropriate version of the installation for your desktop.
- Download and run the .exe file.
  - An installation wizard will guide you through the setup process.
  - You will need to manually check for and install updates when available.

## Access the Hancock Cloud

The Hancock Cloud is accessible using any standard web-browser. Click the following link to log in: <https://bpa.hancocksoftware.com/HEEC/#!/login>.

## Additional BPA Resources

[BPA Online Lighting Calculator FAQ](#)

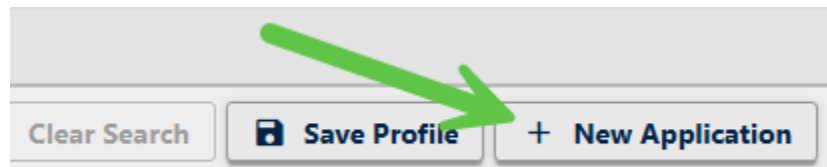
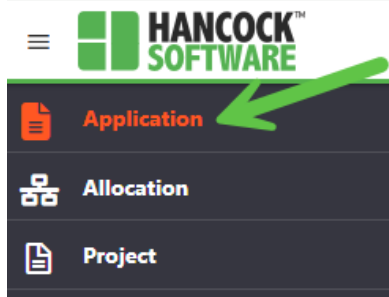
[BPA Online Calculator User Manual](#)

[Email BPA](#)

# Creating a New Application and Project in the Cloud

## Create an Application

Log into the Hancock Cloud and click Application in the left-hand navigation menu if not already selected. Select the New Application button at the far-right top of the screen.



Enter in all required information as applicable under the Application Info Tab and select save.

- **Note:** Customer Name should be the customer the project will be invoiced to and Customer Name 2 can be used to input a project name or site identifier.

A screenshot of the Hancock Cloud 'Application Info' form. The form is divided into two tabs: 'Application Info' (selected) and 'Application Qualification'. The form contains several input fields for contact and project information. The 'Contact' section includes fields for Customer Name, Customer Name 2, Customer Contact Name, Email, Project Street Address, Project City, Project State, Project Zip Code, Phone, Alternate Phone, Service Address Status, and a checkbox for 'Federal Building'. The 'Mailing' section includes fields for Mailing Street Address, Mailing City, Mailing State, and Mailing Zip Code. A green arrow points to the 'Save' button at the top right of the form.

Select anywhere within the gray bar to expand the Energy Consumption section and then select New.

A screenshot of the Hancock Cloud 'Energy Consumption' section. The section is expanded, showing a table with columns for 'Utility' and 'Comment'. A green arrow points to the 'New' button in the top right corner of the table. The table currently contains no records, with the text 'There are no records available.' displayed below it.

From the Utility dropdown list, select Clark – Electricity and then select Save.

The screenshot shows a 'Consumption' form. On the left, a 'Utility \*' dropdown menu is open, displaying a list of utility options. The option 'Clark - Electricity - 0.0500' is highlighted with a green border. On the right, a green 'Save' button with a white floppy disk icon is highlighted with a blue border.

## Select Allocation

Select the Application Qualification tab and then select Qualify.

The screenshot shows the 'Application Qualification' tab selected in a navigation bar. Below the tab, a 'Qualify' button with a checkmark icon is highlighted with a green border.

The Requested Allocations section should auto populate with the applicable allocation period (based on application date).

Requested Allocations	
Allocation	Wap Rank
RP_FY26_FY27	1

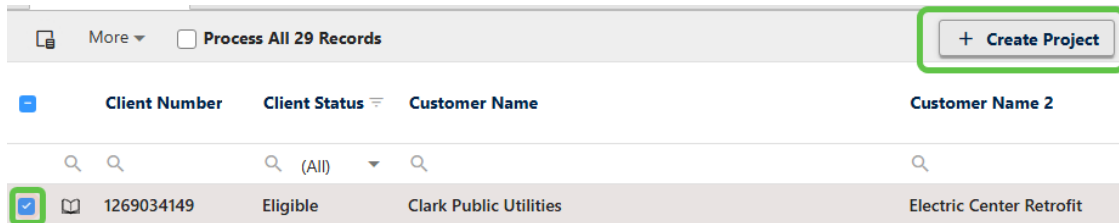
Messages		
Allocation Name	Messages	Date/Time
RP_FY26_FY27	Client is Eligible	10/16/2025 8:30:20 AM

Close the Application window by selecting the X in the upper right-hand corner.

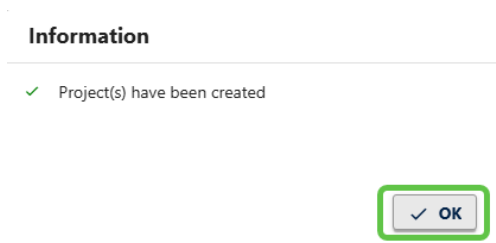
The screenshot shows a window titled 'Application - Clark Public Utilities Electric Center Retrofit - Job Created'. The window has a 'Change' button, a 'New Application' button, and a close button (X) in the top right corner. Below the buttons, there are tabs for 'Application Info' and 'Application Qualification'. The 'Application Qualification' tab is active, showing a 'Qualify' button. Below the tabs, there is a section for 'Client Allocations' which contains a 'Requested Allocations' table. The table has two columns: 'Allocation' and 'Wap Rank'. The first row shows 'RP\_FY26\_FY27' with a 'Wap Rank' of '1'.

## Creating a Project

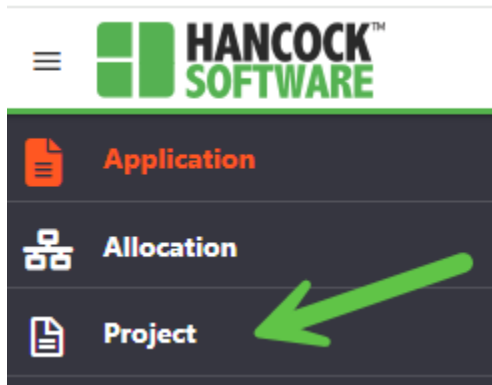
From the Application menu, select the checkbox to the left of the application, click on Create Project, and select OK.



A pop-up will appear and once you select okay, you should be auto directed to the Project section.



If not, Click on Project in the left-hand navigation menu.



Select the applicable project and double click anywhere in the highlighted area to open the Project Detail screen.



**Important:** Please **DO NOT** enter information into the Completed Date, Sector, Funding Source, or Project Name fields – these are for Utility use only.

The screenshot shows the 'Project Info' tab of a form. Fields include Client Name, Address, County, Client Phone, Client Email, Total Cost, Completed Date, Allocations, Project Name, Sector, Funding Source, and Project ID. The 'Completed Date', 'Sector', 'Funding Source', and 'Project Name' fields are marked with red X's, indicating they should not be edited.

In the Schedule section click New.

\*Click anywhere in the gray area to expand if the section is collapsed

The screenshot shows the 'Schedule' section with a '+ New' button highlighted in a green box. Below the button is a table with columns: Activity, Task, Person, Scheduled Date, Duration Hours, Status, and Last Date. The table is currently empty, with the message 'There are no records available.'

Select Assessment in the task section and select the Person who will be inputting the project information into the MINT app.


The screenshot shows the 'Schedule' section with a table. The 'Task' column has 'Assessment' selected, and the 'Person' column has 'Staci Henriksen' selected. Red and orange numbers 1 and 2 are overlaid on the 'Assessment' and 'Staci Henriksen' respectively.

Under scheduled date, click on the calendar icon to open the calendar menu and select OK to autofill the current date and time.

- **Note:** We do not recommend inputting a future date and time to avoid issues with syncing the project to the MINT app.

The screenshot shows a date and time picker interface. A calendar for September 2025 is displayed, with the date 9/4/2025 selected. A clock shows the time 11:47 AM. The 'OK' button is highlighted in a green box. Red and orange numbers 1 and 2 are overlaid on the calendar icon and the 'OK' button respectively.

Select Save – you should now see an assigned Assessment with a status of Open and can enter project information into the MINT app.

Schedule					
<div> <a href="#">View Schedule</a></div>					
<input type="checkbox"/>	Activity	Task	Person	Scheduled Date	Duration Hours    Status
<input type="checkbox"/>	<a href="#">Activity</a>	Assessment	Staci Henrichsen	9/4/2025, 11:47 AM	Open

To close out of the Project Detail screen and return to the main Project section, select the X in the upper-right hand corner of the screen.



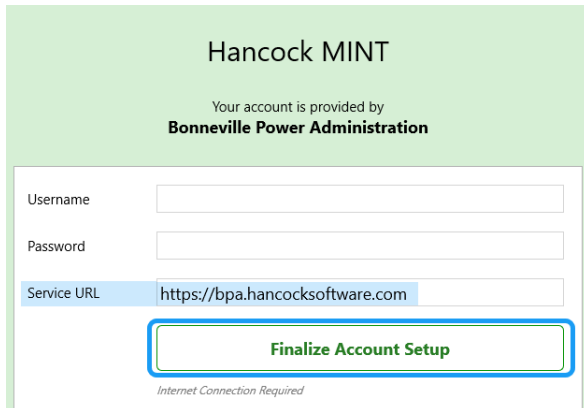



# Entering Project Information in the MINT App

## Logging into the MINT App and Syncing to Hancock Cloud

Log into the MINT app by entering your username and password and selecting Finalize Account Setup.

- Username will be your full email address.
- Make sure the service URL is <https://bpa.hancocksoftware.com>.



If you are not seeing all the projects expected, select the Sync button  on the bottom, left-hand corner of the screen and select Sync All.

Select Close This Window when the sync is complete.



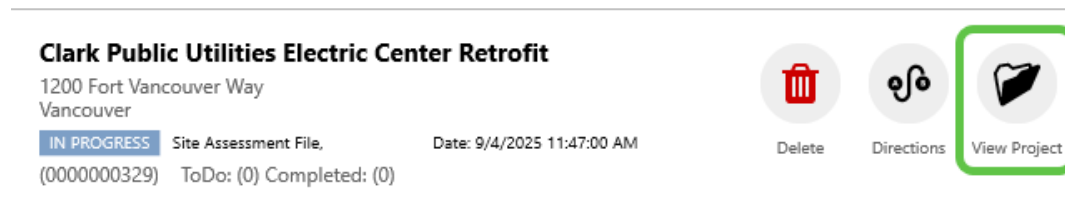
A horizontal bar containing two buttons: a red 'Cancel' button on the left and a green '1 Sync All' button on the right. The '1' is inside a blue circle.

Sync Complete



A green button with a blue circle containing the number '2' and the text 'Close This Window'.

Select View Project for the project you will be entering.



A project entry card for 'Clark Public Utilities Electric Center Retrofit'. It includes the address '1200 Fort Vancouver Way, Vancouver'. Below the address is a status bar with 'IN PROGRESS' in a blue box, followed by 'Site Assessment File,' and 'Date: 9/4/2025 11:47:00 AM'. At the bottom, it shows '(0000000329) ToDo: (0) Completed: (0)'. On the right side, there are three circular icons: a red trash can labeled 'Delete', a circular arrow labeled 'Directions', and a green square icon labeled 'View Project' which is highlighted with a green border.

## Entering Building Info

Start by selecting Building Info.

**Clark Public Utilities Electric C**  
1200 Fort Vancouver Way  
Vancouver, 98661  
Project: 0000000329  
  
"RP\_FY24\_FY25"

Client Info

**Building Info**

Assessment Date

Scroll down to the Baseline Eligibility section and select the appropriate answer for each of the four required questions.

- The project will be defined as Retrofit or New Construction based on the answers given.
  - Answering Yes to any of the Baseline Eligibility questions will define the project as New Construction.

### Baseline Eligibility

Is the facility or exterior lighting system newly constructed?	No
Is the facility anewly constructed addition to an existing facility?	No
Is there a change in the occupancy type as part of the lighting project?	No
Is the project a major renovation for reasons other than lighting?	No
Are replacement lamps for existing fixtures unavailable due to federal or state restrictions (e.g. ban on fluorescent lamp sales in Oregon)?	No
Based on your responses the project is defined as:	Retrofit

Scroll down again to enter in Building Type, Project Cost (or incremental cost for New Construction), and the primary Space Conditioning options for the building.

### Project Information

Building Type	Office 20000 to 100000 sf
Estimated/Actual Project Cost	75000

### Space Conditioning

Heating Type	Gas/Oil or Biomass
Cooling Type	Air cond./ Heat pump

Scroll down and enter the primary operating schedule for the building (retrofit projects only).

- **Note:** Use the most common operating schedule for the spaces and measures included in the project scope.

#### Operating Schedule

Full Year	<input type="checkbox"/>
Sunday	<input type="text" value="0"/>
Monday	<input type="text" value="12"/>
Tuesday	<input type="text" value="12"/>
Wednesday	<input type="text" value="12"/>
Thursday	<input type="text" value="12"/>
Friday	<input type="text" value="12"/>
Saturday	<input type="text" value="12"/>
Weeks per Year	<input type="text" value="52"/>
Annual Hours	<input type="text" value="3754"/>

**Note: All measures will default to the primary space conditioning options and operating schedules. Changes to the default space conditioning options and/or operating schedules must be entered in each measure as applicable.**

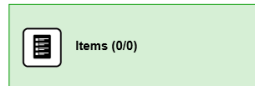
Select the back arrow in the upper left-hand corner of the screen to return to the Project Overview page.



## Areas and Measures

### Adding an Area and Existing Equipment

Click on Items.

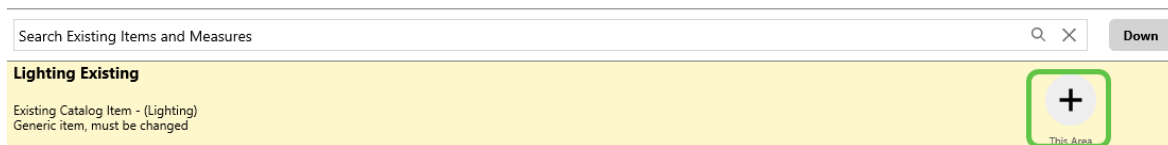
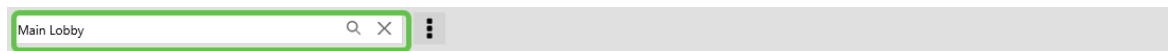
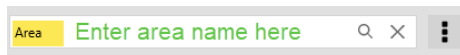


Make sure the Area option is toggled to the right and then select the plus icon in the bottom right corner.



Enter the name your area in the field that says Area and then select the plus icon for the appropriate Catalog Item (measure).

- **Note:** At least one named area is required. Multiple areas can be used for measure organization.
- **Note:** We recommend always using the generic Lighting Existing measure to start.



If you would like to and/or need to add notes including DLC listed LLC part numbers, select **New Note**, enter information as applicable and select **Done**.

- **Note:** Notes cannot be edited or deleted in the MINT application.
- **Note:** If you will be repeating the same note in other measures, select 'Save Last Note'. Any saved notes can be accessed by selecting 'Saved Notes'.



Enter in a name for the measure along with the quantity of lamps/fixtures to be replaced

- **Note: The names for the existing and replacement entries should align so we recommend copying all text after Lighting Existing to paste in the replacement description.**

The screenshot shows a form titled 'Existing Items: Lighting Existing in Main Lobby'. Under the 'General' tab, the 'Name' field is highlighted with a red box and a blue circle containing the number '2'. The text in the 'Name' field is 'Lighting Existing in Main Lobby 1'. Below this, the 'MNT Message' field contains the text 'Class is empty!'. The 'Type' dropdown menu is set to 'Deemed'. At the bottom, the 'Quantity' field is highlighted with a red box and a blue circle containing the number '3'. The value '10' is entered in the 'Quantity' field.

Enter the existing Measure Details as applicable.

The screenshot shows the 'Measure Details' section of the form. It contains several dropdown menus and text input fields. The 'Class' dropdown is set to 'T8'. The 'Category' dropdown is set to '4 ft'. The 'Subcategory' dropdown is set to 'LLO Ballast'. The 'Lamp Wattage (Deemed)' dropdown is set to '0032'. The 'Lamps per Fixture (Deemed)' dropdown is set to '0002'. The 'Ballast Factor' text input field contains the value '0.84'.

## Entering Controls

Check the box next to Control if applicable.

Select the appropriate Control Class.

Enter the quantity of controls installed (or number of fixtures for LLLCs).

In the Percent Reduction in Hours field, enter 25 for Occ. Sensors, Multi-Function and Other Controls. Enter 65 for Luminaire Level Lighting Controls.

- For Multi-Function controls, the Percent Reduction in Hours may default to a different value and will need to be manually updated to 25.
- **Note:** The utility may request additional information and/or documentation for other values.

Controls	
Control	1 <input checked="" type="checkbox"/>
Control Class	2 Occ. Sensor ▼
Quantity of controls	3 5
Percent Reduction in Hours	4 25

Controls	
Control	1 <input checked="" type="checkbox"/>
Control Class	2 Luminaire Level Lighting Controls ▼
Quantity of controls	3 10
Percent Reduction in Hours	4 65

**Remember to add a note with the DLC listed part numbers for all measures with Luminaire Level Lighting Controls.**

## Entering Different Hours/HVAC

Check the box Next to Different HVAC and/or Hours as applicable and enter in information as applicable.

- **Note:** This is only required if the heating type, cooling type, or hours of operation for the measure to not match the default building schedule.

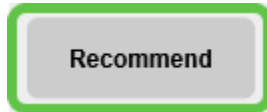
HVAC	
Different HVAC?	<input checked="" type="checkbox"/>
Heating Type	<input type="text" value="No heating"/>
Cooling Type	<input type="text" value="No cooling"/>

Different Hours?	<input checked="" type="checkbox"/>
Sunday	<input type="text" value="0"/>
Monday	<input type="text" value="12"/>
Tuesday	<input type="text" value="12"/>
Wednesday	<input type="text" value="12"/>
Thursday	<input type="text" value="12"/>
Friday	<input type="text" value="12"/>
Saturday	<input type="text" value="0"/>
Weeks per Year	<input type="text" value="52"/>

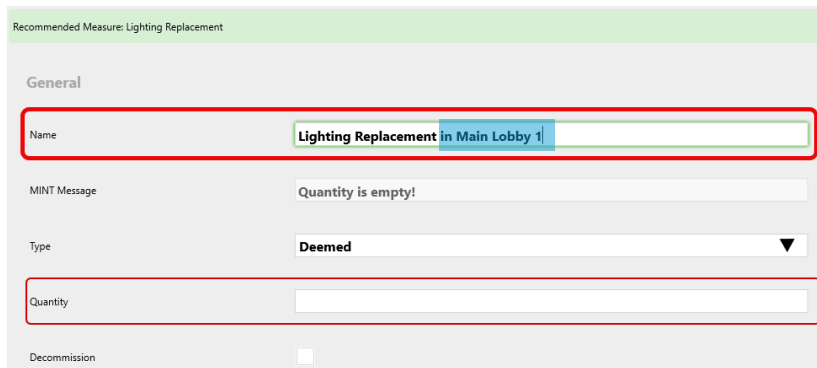
## Entering Replacement Equipment

Once all proposed equipment, controls and different HVAC and/or hours have been entered, select the Recommend button in the bottom left-hand corner of the screen.

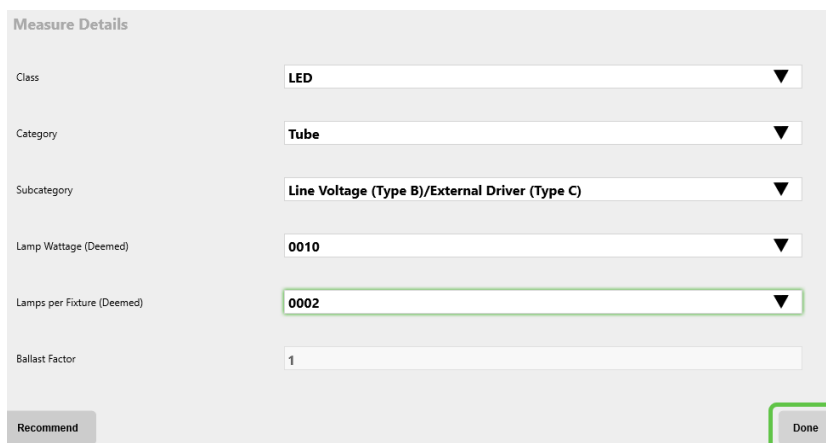


Update the name for the replacement entry as applicable and enter in the quantity of lamps/fixtures to be installed.

- **Note:** As a reminder, we recommend pasting the information previously copied from the Lighting Existing Name.
- **If you will not be installing any new lamps, enter the quantity as “0”, check the box next to Decommission and select Done.**
  - **Note:** We recommend entering lamps and fixtures to be decommissioned separately in most cases.

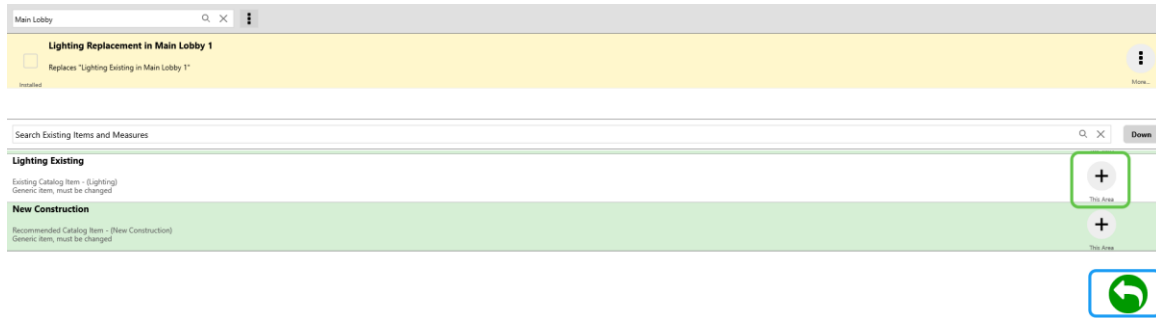
A screenshot of a web form titled "Recommended Measure: Lighting Replacement". The form has a "General" section with the following fields: "Name" (containing "Lighting Replacement in Main Lobby 1"), "MINT Message" (containing "Quantity is empty!"), "Type" (a dropdown menu set to "Deemed"), "Quantity" (an empty text box), and "Decommission" (an unchecked checkbox). Red boxes highlight the "Name" and "Quantity" fields.

Enter the replacement measure details as applicable and select Done.

A screenshot of a web form titled "Measure Details". The form has the following fields: "Class" (dropdown menu set to "LED"), "Category" (dropdown menu set to "Tube"), "Subcategory" (dropdown menu set to "Line Voltage (Type B)/External Driver (Type C)"), "Lamp Wattage (Deemed)" (dropdown menu set to "0010"), "Lamps per Fixture (Deemed)" (dropdown menu set to "0002"), and "Ballast Factor" (text box containing "1"). At the bottom left is a "Recommend" button, and at the bottom right is a "Done" button highlighted with a green box.



You will now see the measure added to the Area and can continue adding additional measures to the same Area or select the back arrow to return to the Areas page.



To add additional areas, make sure the Area option is toggled to the right and then select the plus icon in the bottom right hand corner.



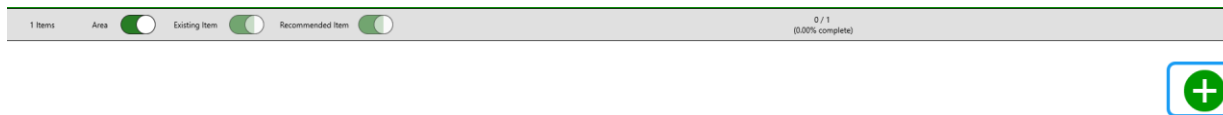
Repeat steps to add measure information as applicable to new Area(s).

## New Construction Measures

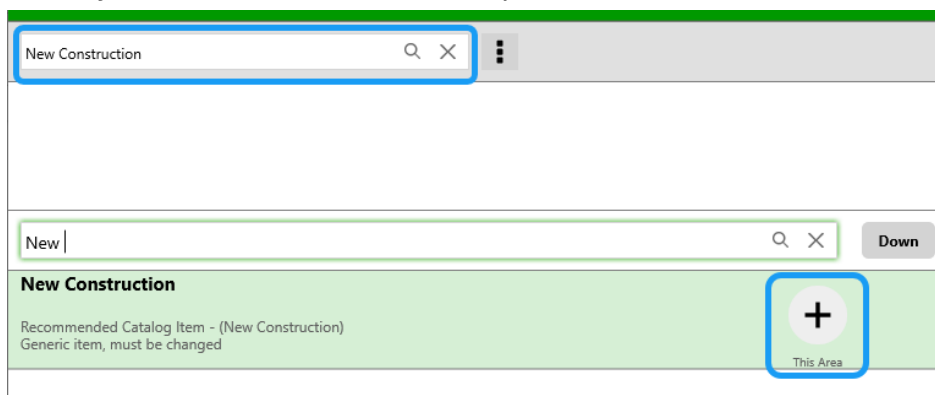
After entering Building Info, click on Items.



Make sure the Area option is toggled to the right and then select the plus icon



Name your area and then select the plus icon for the New Construction Catalog Item.



Select the applicable option from the dropdown menu at the top of the screen and update the measure name.

- **Note:** Select General if entering both Interior and Exterior and we recommend adding the company or customer name before 'New Construction'.

A screenshot of a form titled "Recommended Info for New Construction". It includes a dropdown menu with "Exterior" selected, a "Notes" section with "Saved Notes...", "Save Last Note", and "New Note" buttons, and a "General" section with a "Name" field containing "Clark New Construction" and a "MINT Message" field with the text "Interior-Hours is empty!".

Check Default Hours? if using the default operating schedule for the building type or manually enter hours as applicable.

- **Note:** The default Exterior-Hours option is always 4380; the utility may request additional information for other listed exterior hours.

Enter all other required information from the WSEC Lighting Compliance Summary as applicable and select Done at the bottom of the screen.

Default Hours? ☐

Adjusted Annual Savings (kWh)

Total Incentives (\$)

**Interior**

Interior-Hours

Interior-Allowance (Watts)

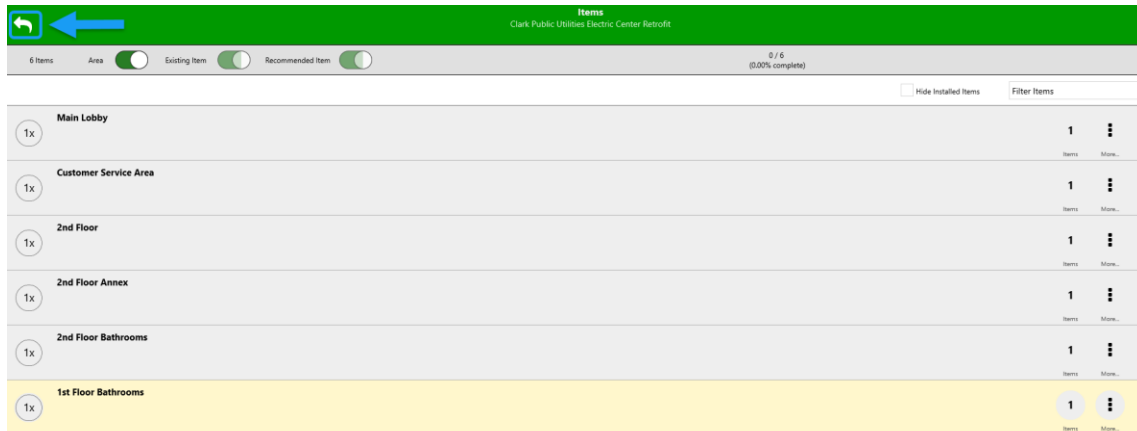
Interior-Power (Watts)

Interior-Affected Square Footage

Done

## Completing and Syncing a Project in MINT

Once all areas and measures have been entered, select the return arrow in the upper-left hand corner.



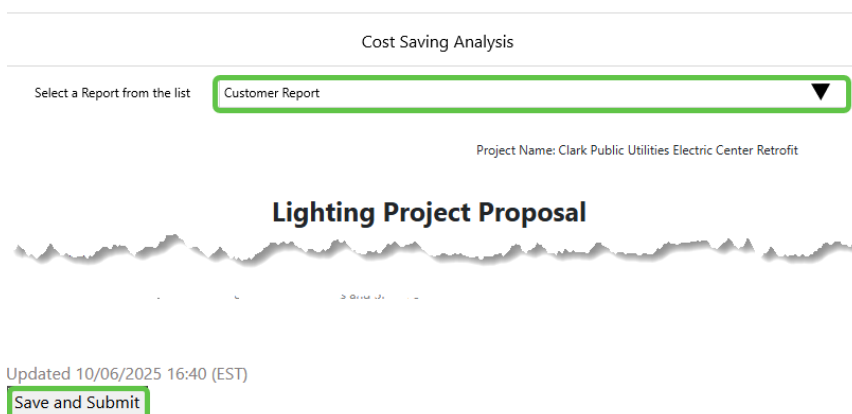
Click on the Proposals section to access, refresh and save project reports.



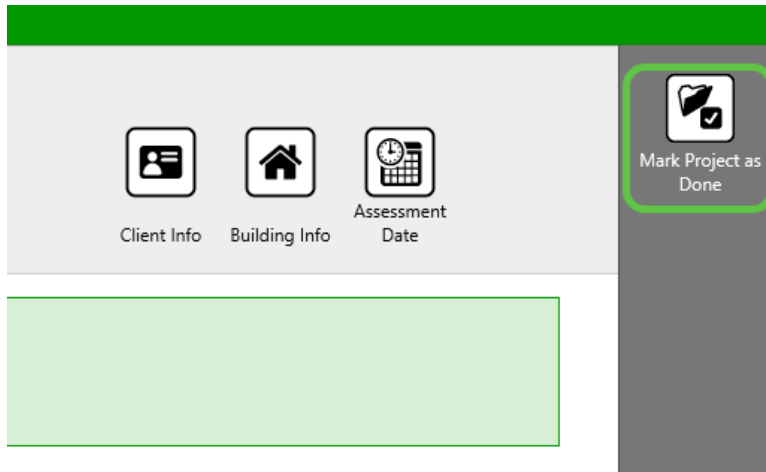
The Project Summary should auto generate, refresh, and save any time the Proposals section is accessed.

Copies of all project reports can be accessed in the Project Detail section of the Hancock Cloud under All Reports.

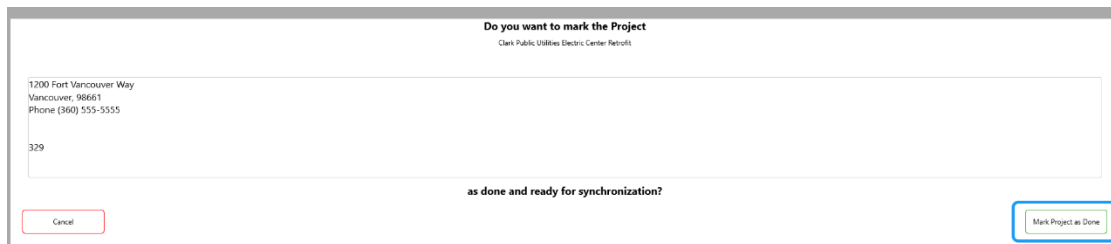
You can also select and generate a Customer Report in this section by selecting Customer Report from the list, scrolling down to the bottom of the page and selecting Save and Submit.



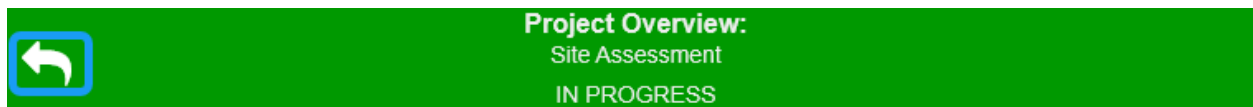
Select Mark Project as Done to prepare to sync the project to the Hancock Cloud.



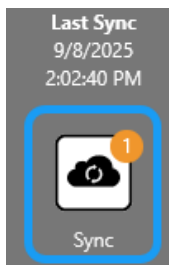
Select Mark Project as Done on the next screen to confirm.



Select the back arrow in the upper left hand corner of the screen.

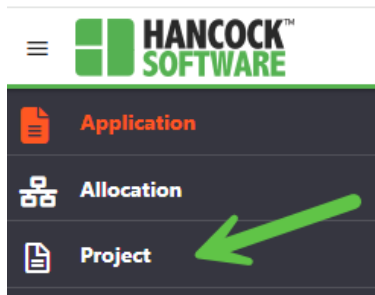


Select Sync in the bottom-right hand corner of the home screen.

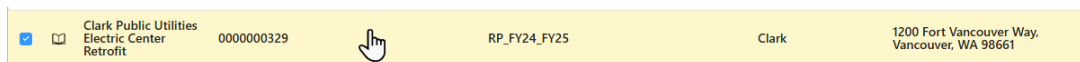


## Accessing Project Reports from the Hancock Cloud

Return to the Hancock Cloud and select Project from the left-hand navigation menu.

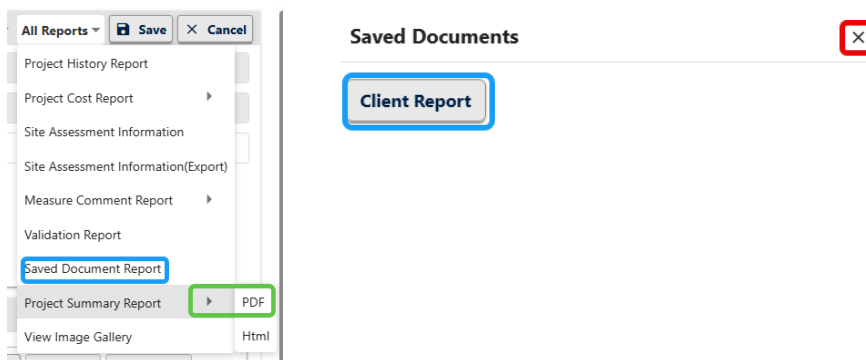


Select the applicable project and double click anywhere in the highlighted area to open the Project Detail screen.



Select The All Reports tab, Project Summary Report, and PDF to download and save a copy of the Project Summary.

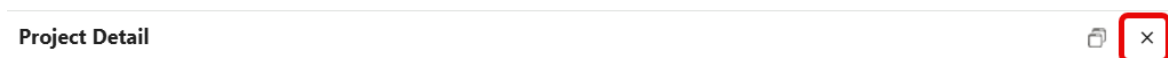
- **Note:** If you saved a Customer Report in Mint, you can access and download by selecting Saved Document Report and clicking on Client Report. Select the red arrow in the left-hand corner of the pop-up box to close when done.



**Important:** Please take a moment to ensure all assessments in the Hancock Cloud show a status of “Close” before proceeding with the next step.

Schedule						
View Schedule		+ New		Save	Cancel	Total: 1
Activity	Task	Person	Scheduled Date	Duration Hours	Status	Last Date
<input type="checkbox"/>	Activity	Assessment	Staci Heinrichsen	10/17/2025, 3:28 PM	Close	10/17/2025 3:36:04 PM

Close out of the Project Detail screen and return to the main Project section by selecting the X in the upper-right hand corner of the screen.

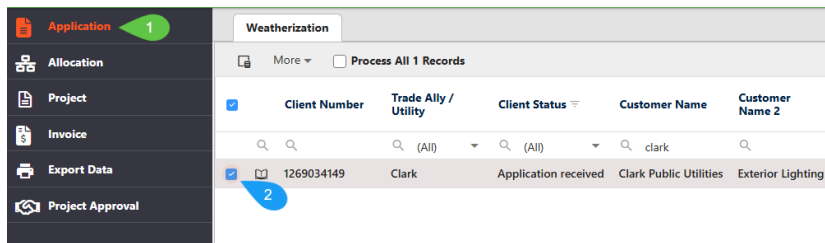


# Submitting a Project to the Utility

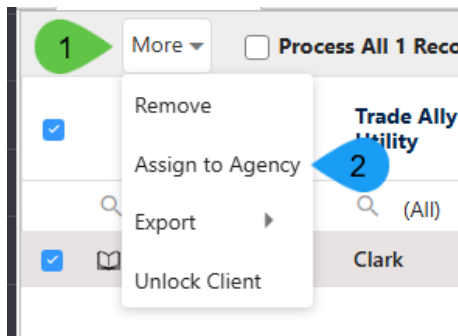
## Assigning the Application to Clark in the Hancock Cloud

If you are ready to move forward with a project that has been fully entered in the Online Lighting Calculator, first assign the Application to Clark in the Hancock Cloud Application.

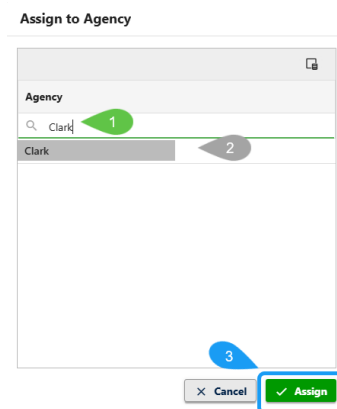
From the right-hand navigation menu, select Application and check the box next to the application you would like to submit.



Select More and then Assign to Agency



Type “Clark” in the search field next to the magnifying glass, Select Clark from the menu below, and click on assign.



**Note:** Once you assign the application and project to Clark, you will no longer be able to view the project.

## Notifying the Utility Project is Entered and Approved

After assigning the application to Clark, please email [CLIP@clarkpud.com](mailto:CLIP@clarkpud.com) to request project review and approval.

- **Important:** attach the saved Project Summary to your email.
- Any measure with Luminaire Level Lighting Controls (LLLCs) must be DLC listed and include the part number in the measure level notes.
- If a project contains non-standard measures, the Utility may request additional information to approve.
- **Creation and assignment of a project in the Online Lighting Calculator does not trigger Utility review, you must email the Utility directly.**

The Utility will schedule a pre-inspection and prepare a participation agreement for customer signature.

Once pre-inspection is complete and the signed participation agreement has been returned, the Utility will issue project approval as applicable.

When the project is complete and ready for post inspection, email a final invoice to [CLIP@clarkpud.com](mailto:CLIP@clarkpud.com).

- Please also advise if any changes were made to the project scope and include applicable measure information.

The Utility will schedule a post-inspection to confirm installation and make any applicable changes to the project scope in the Online Lighting Calculator.

If a project will not be moving forward and can be cancelled, please email [CLIP@clarkpud.com](mailto:CLIP@clarkpud.com) to advise.

If you are not a contractor/trade ally or are not able to establish a login for the Online Lighting Calculator, please contact [mwallace@clarkpud.com](mailto:mwallace@clarkpud.com) for assistance.