

# 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/> or  
<https://bpa.hancocksoftware.com/HEEC/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](#)

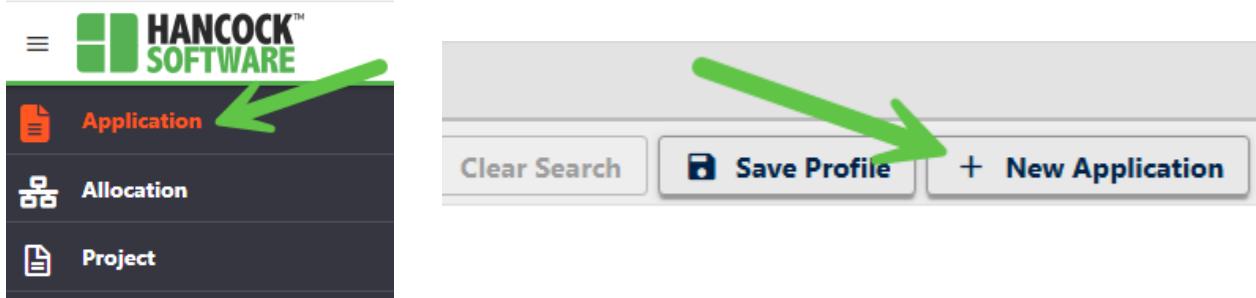
[BPA Online Calculator User Manual](#)

[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.

Application Info Application Qualification History

Cancel Save Verify Address Save Settings Unit Info

Contact

Customer Name \* Customer Name 2 Customer Contact Name Email  
Clark Public Utilities Electric Center Retrofit Mike Wallace CLIP@clarkpud.com

Project Street Address \* Project City \* Project State \* Project Zip Code \*  
1200 Fort Vancouver Way Vancouver WA 98661

Phone \* Alternate Phone Service Address Status  
(360) 555-5555 Unverified Federal Building

Mailing Same As Project Address

Mailing Street Address \* Mailing City \* Mailing State \* Mailing Zip Code \*  
PO Box 8900 Vancouver WA 98666

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

Energy Consumption

Utility Comment

There are no records available.

Remove + New

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

The screenshot shows the 'Consumption' application window. On the left, a dropdown menu titled 'Utility \*' is open, displaying a list of utility options. The option 'Clark - Electricity - 0.0500' is highlighted with a green border. On the right, a large green 'Save' button is visible, also highlighted with a blue border.

## Select Allocation

Select the Application Qualification tab and then select Qualify.

The screenshot shows the 'Application Qualification' tab selected within the application window. At the bottom right, there is a green 'Qualify' button with a checkmark icon, which is also highlighted with a blue border.

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

The screenshot shows the 'Requested Allocations' section. It displays a single allocation entry: 'Allocation' with the value 'RP\_FY26\_FY27' and a 'Wap Rank' of '1'.

The screenshot shows the 'Messages' section. It contains one message entry: 'Allocation Name' is 'RP\_FY26\_FY27', 'Messages' is 'Client is Eligible', and 'Date/Time' is '10/16/2025 8:30:20 AM'.

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

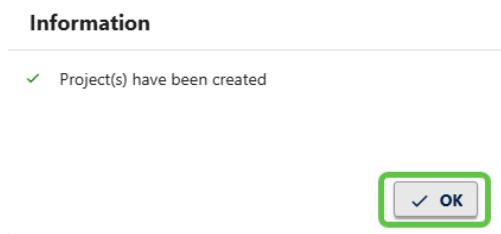
The screenshot shows the 'Application - Clark Public Utilities Electric Center Retrofit - Job Created' window. In the top right corner, there is a standard window close button (a red square with a white 'X').

## Creating a Project

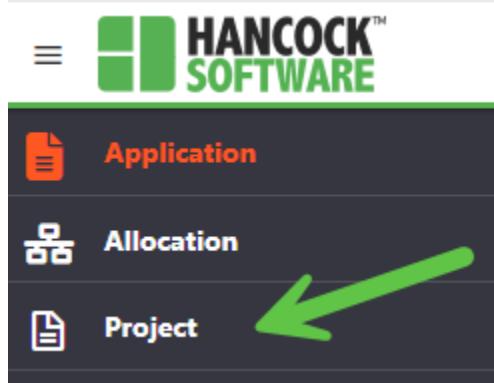
From the Application menu, select the checkbox to the left of the application, click on Create Project, and select OK.



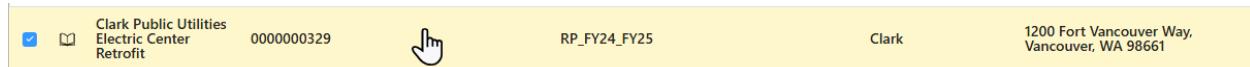
A pop-up will appear and once you select okay, you should be auto directed to the Project section.



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.

Project Info Client Info Building Info Validate Invoice

Client Name: Clark Public Utilities Electric Center Retrofit  
Client Phone: (360) 555-5555  
Completed Date: ~~12/31/2025~~  
Sector: ~~Select...~~  
Notes: Add Note(s) here

Address: 1200 Fort Vancouver Way, Vancouver, WA 98661  
Client Email: CLIP@clarkpud.com  
Allocations: RP\_FY26\_FY27  
Funding Source: ~~Select...~~  
Project Name: 0000000329  
Project ID: 329  
County: ~~Clark County~~  
Total Cost: \$ 1,954.00

Project History: Current More All Reports Save Cancel

In the Schedule section click New.

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

Schedule

+ New Save Cancel To

Activity	Task	Person	Scheduled Date	Duration Hours	Status	Last Date
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.

Schedule

View Schedule

Activity	Task	Person
1	Assessment	2 Staci Henrichsen

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.

Scheduled Date

9/4/2025, 11:47 AM

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

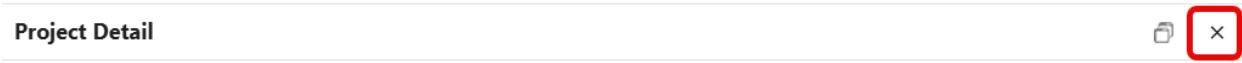
11:47 AM

Today OK Cancel

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

Schedule						
<input type="checkbox"/>	Activity	Task	Person	Scheduled Date	Duration Hours	Status
<input type="checkbox"/>	Activity	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.

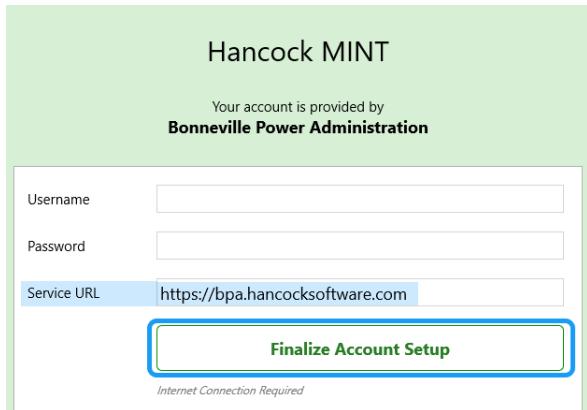


# Entering Project Information in the MINT App

## 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>.



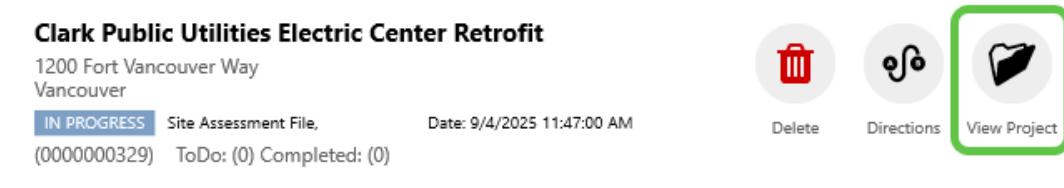
The image shows the Hancock MINT login screen. It has a light green header with the text "Hancock MINT" and "Your account is provided by Bonneville Power Administration". Below this is a form with fields for "Username" and "Password", and a "Service URL" field containing "https://bpa.hancocksoftware.com". A blue box highlights the "Finalize Account Setup" button. At the bottom, it says "Internet Connection Required".

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.



Select View Project for the project you will be entering.



## 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 a newly 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	0
Monday	12
Tuesday	12
Wednesday	12
Thursday	12
Friday	12
Saturday	12
Weeks per Year	52
Annual Hours	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.



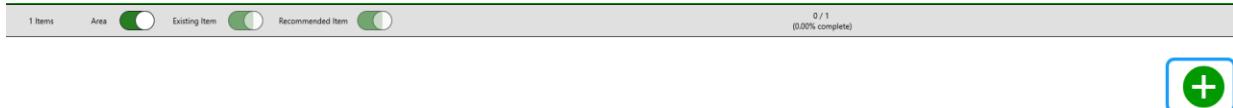
## Areas and Measures

### 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.



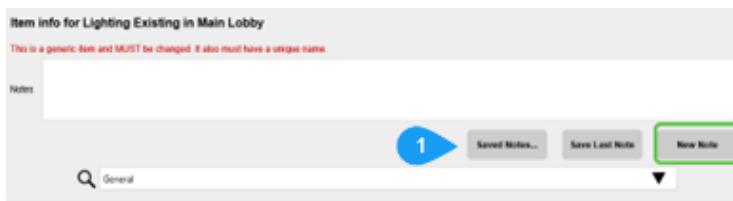
Enter the name your area in the field that says Area and then select the plus icon for the appropriate Catalog Item (measure).

- **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 LLLC 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

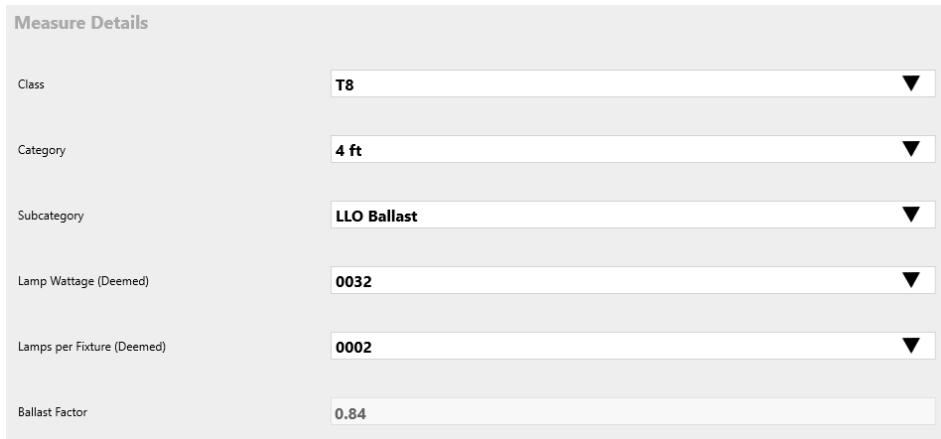
- **Note: The names for the existing and replacement entries should align so we recommend copying all text after Lighting Existing to paste in the replacement description.**



The screenshot shows the 'Existing Items' dialog box with the following details:

- Name:** Lighting Existing in Main Lobby 1 (highlighted with a blue circle and number 2)
- Quantity:** 10 (highlighted with a blue circle and number 3)
- MINT Message:** Class is empty!
- Type:** Deemed

Enter the existing Measure Details as applicable.



The screenshot shows the 'Measure Details' dialog box with the following settings:

Class	T8
Category	4 ft
Subcategory	LLO Ballast
Lamp Wattage (Deemed)	0032
Lamps per Fixture (Deemed)	0002
Ballast Factor	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	<input checked="" type="checkbox"/> 1
Control Class	2 <input type="button" value="Occ. Sensor"/> ▼
Quantity of controls	3 <input type="text" value="5"/>
Percent Reduction in Hours	4 <input type="text" value="25"/>

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

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

## Entering Different Hours/HVAC

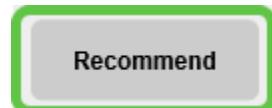
Check the box Next to Different HVAC and/or Hours as applicable and enter in information as applicable.

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

HVAC	
Different HVAC?	<input checked="" type="checkbox"/>
Heating Type	No heating
Cooling Type	No cooling
Different Hours?	
Sunday	0
Monday	12
Tuesday	12
Wednesday	12
Thursday	12
Friday	12
Saturday	0
Weeks per Year	52

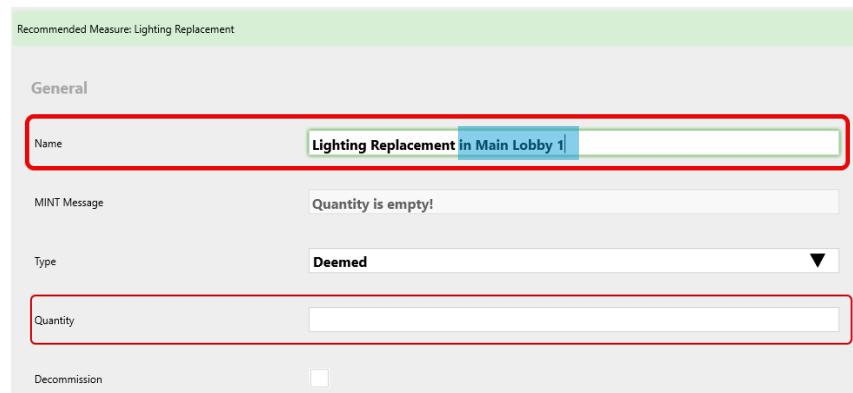
## Entering Replacement Equipment

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.
- **Note:** If the Existing and Replacement quantity fields do not match (either increase or decrease), the measure will default to a calculated measure. Please refer to the [Entering Decommissioning Measures](#) section if you are decreasing the lamp/fixture count.



Recommended Measure: Lighting Replacement

General

Name:

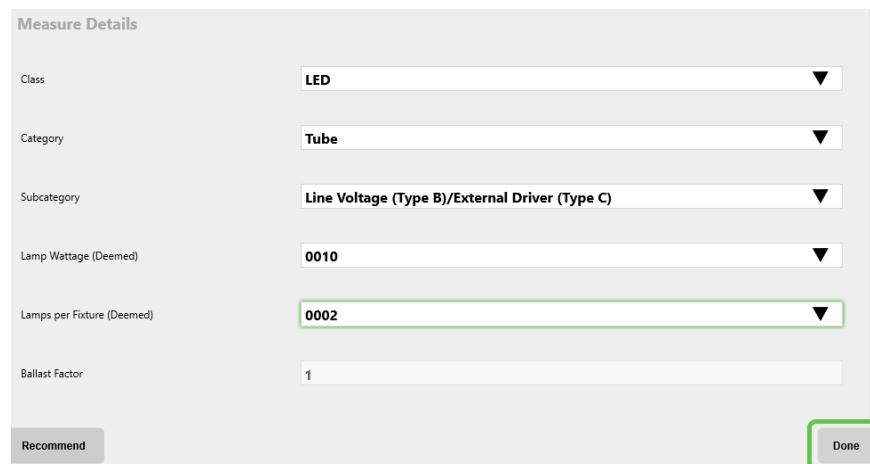
MINT Message: Quantity is empty!

Type: Deemed

Quantity:

Decommission:

Enter the replacement measure details as applicable and select Done.



Measure Details

Class: LED

Category: Tube

Subcategory: Line Voltage (Type B)/External Driver (Type C)

Lamp Wattage (Deemed): 0010

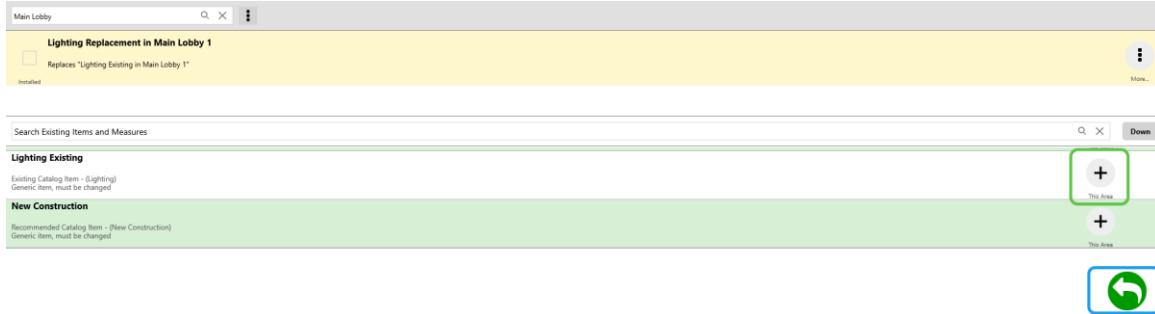
Lamps per Fixture (Deemed): 0002

Ballast Factor: 1

Recommend

Done

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).

## Entering Decommissioning Measures

When decommissioning lamps and fixtures, it is recommended to enter two separate measures so the fixtures to be decommissioned receive a calculated incentive and the fixtures to be replaced receive a deemed incentive.

In this example we are starting with 16 fixtures. We will be decommissioning 3 and replacing 13.

Start by adding a new Lighting Existing measure with decommission noted in the measure name. Enter the quantity as the total amount of original lamps/fixtures, enter applicable measure details, and select Recommend.

**Item info for Lighting Existing in Suite 100 Decommission**

This is a generic item and MUST be changed. It also must have a unique name.

Notes

Saved Notes... Save Last Note New Note

General ▼

Name: **Lighting Existing in Suite 100 Decommission**

MINT Message: **All set!**

Type: **Deemed**

Quantity: **16**

**Measure Details**

Class: **T8**

Category: **4 ft**

Subcategory: **NLO Ballast**

Lamp Wattage (Deemed): **0032**

**Recommend** **Done**

Update the name for the replacement entry as applicable and enter the quantity of lamps/fixtures that will remain to be retrofitted.

Select the Decommission checkbox - this auto-fills the Measure Details section so that the proposed lamp/fixtures details match the existing lamp/fixtures details - and select done. This will create the calculated measure for the number of fixtures to be decommissioned.

**General**

Name

**Lighting Replacement in Suite 100 Decommission**

MINT Message

All set!

Type

Deemed

Quantity

13

Decommission

**Measure Details**

Class

T8

Category

4 ft

**Done**

Enter a second measure for the lamps/fixtures that will be retrofitted only to create the deemed incentive.

The measures will appear on the Project Summary as follows.

- **Note:** The quantity should be the only difference between the existing and proposed columns on the decommissioning measure line.

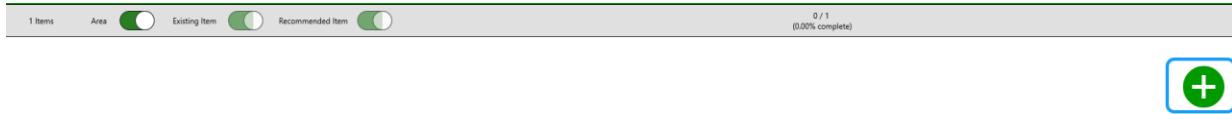
16-T8 4 ft NLO Ballast 32W/lamp 3 lamp(s)/fixture	13-T8 4 ft NLO Ballast 32W/lamp 3 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	4126 3645 774(19%)	88 88	Decommissioning : 3 Lighting Replacement in Suite 100 Decommission : 856 kWh at \$0.25/kWh (\$214) Controls : [no controls specified]
13-T8 4 ft NLO Ballast 32W/lamp 3 lamp(s)/fixture	13-LED Gen. Indoor / Outdoor Standard 32W/lamp 1 lamp(s)/fixture	[No controls specified]	Baseline Proposed Savings (% decrease)	3352 1215 2138(64%)	88 32	Decommissioning : [none] Lighting Replacement in Suite 100 Replacement : 13 fixture(s) at \$80/fixture (\$1040) Controls : [no controls specified]

## New Construction Measures

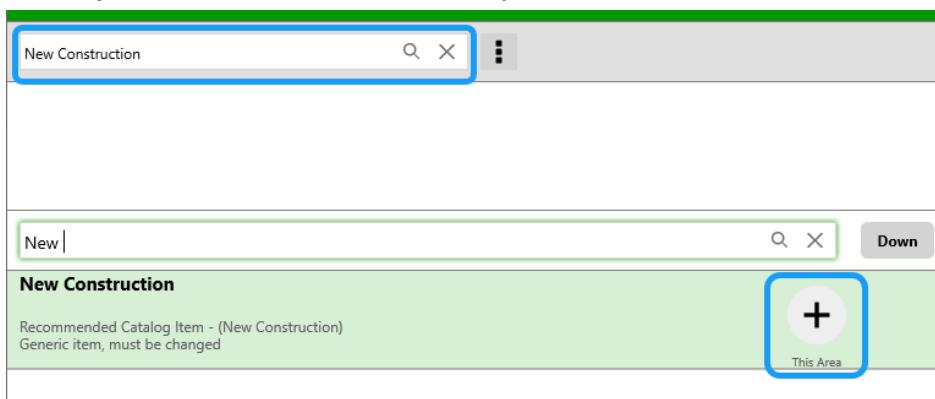
After entering Building Info, click on Items.



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

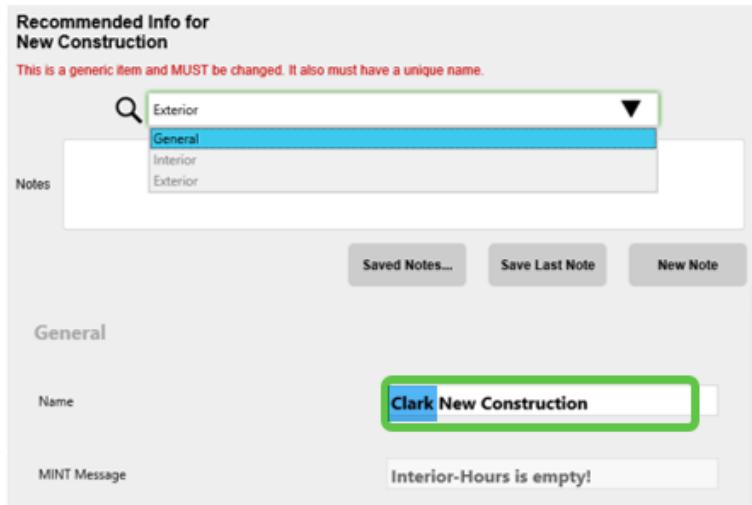


Name your area and then select the plus icon for the New Construction Catalog Item.



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'.



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

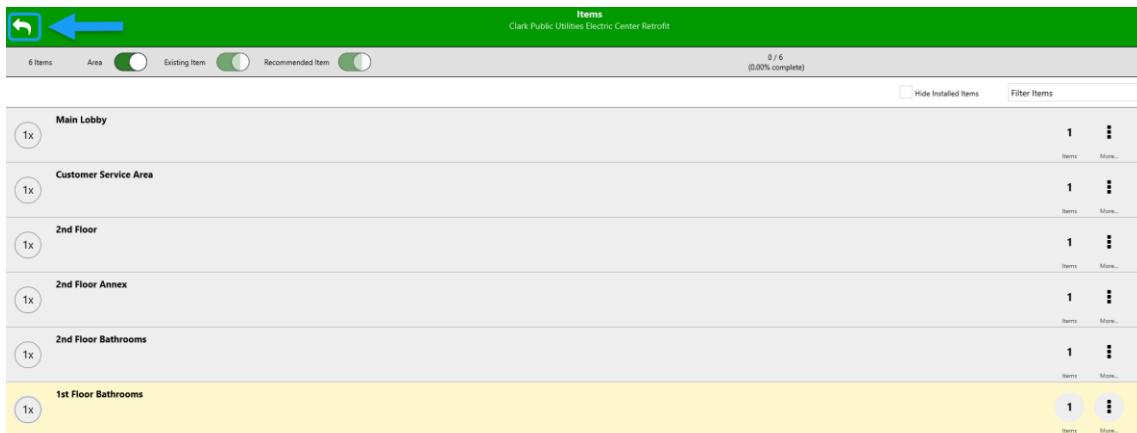
Interior-Allowance (Watts)

Interior-Power (Watts)

Interior-Affected Square Footage

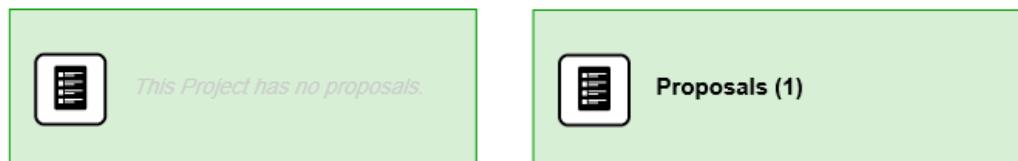
## Completing and Syncing a Project in MINT

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



Items		
Clark Public Utilities Electric Center Retrofit		
6 Items	Area	Existing Item
1	1	1
1	1	1
1	1	1
1	1	1
1	1	1
1	1	1

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





This Project has no proposals.

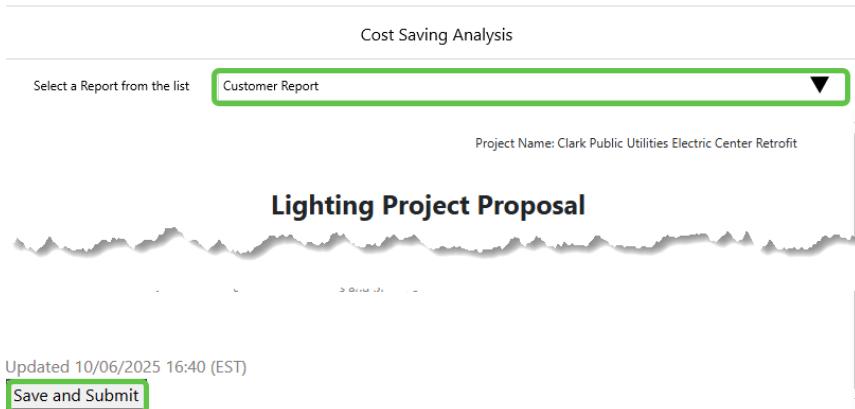


Proposals (1)

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.



Cost Saving Analysis

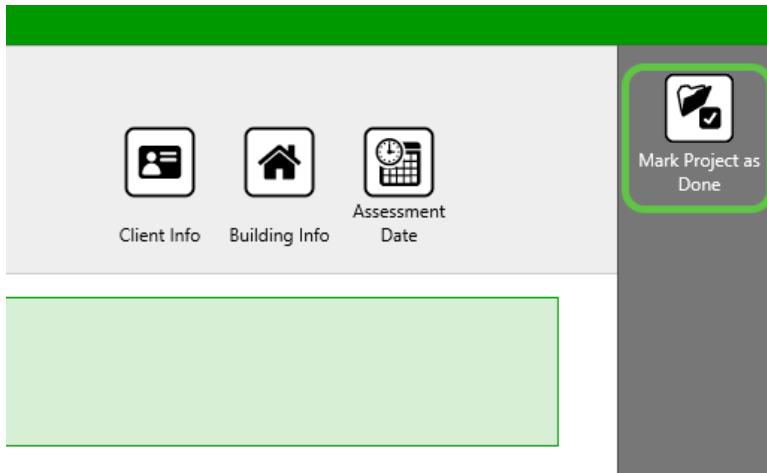
Select a Report from the list

Project Name: Clark Public Utilities Electric Center Retrofit

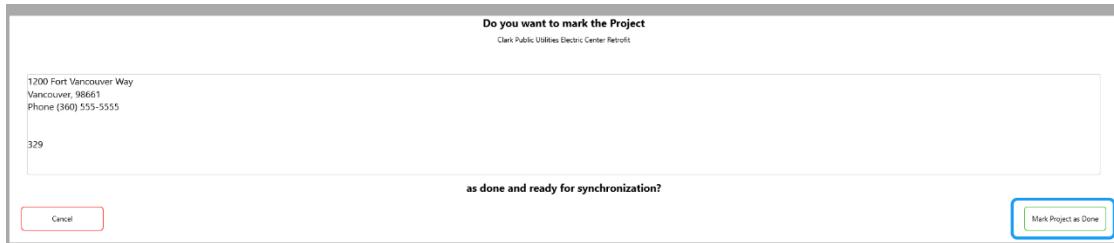
**Lighting Project Proposal**

Updated 10/06/2025 16:40 (EST)

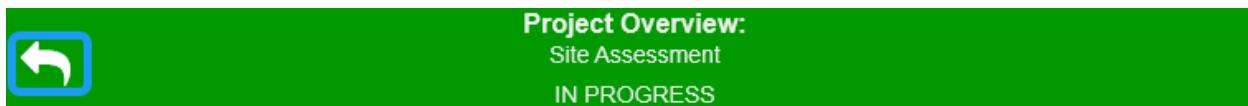
Select Mark Project as Done to prepare to sync the project to the Hancock Cloud.



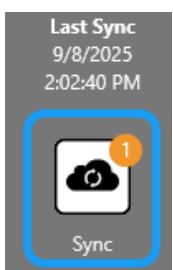
Select Mark Project as Done on the next screen to confirm.



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

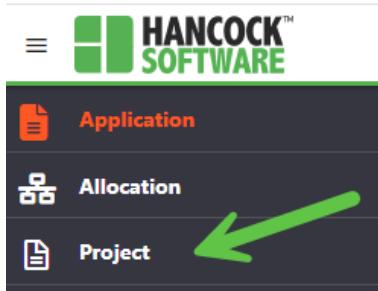


Select Sync in the bottom-right hand corner of the home screen.



## Accessing Project Reports from the Hancock Cloud

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

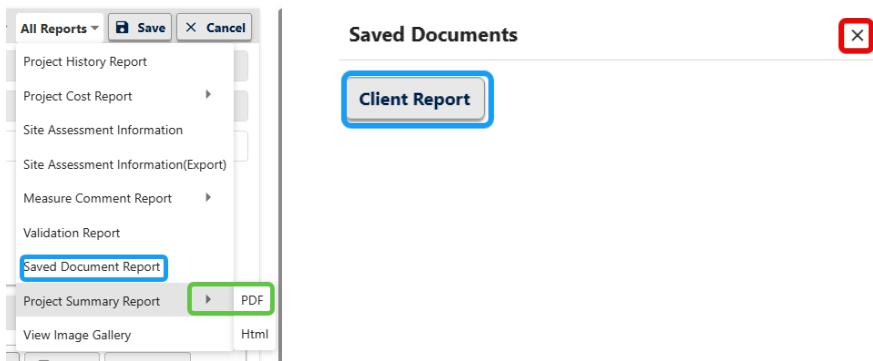


Select the applicable project and double click anywhere in the highlighted area to open the Project Detail screen.



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.



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.

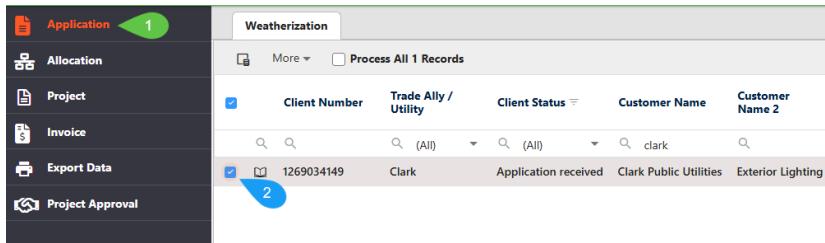


# Submitting a Project to the Utility

## Assigning the Application to Clark in the Hancock Cloud

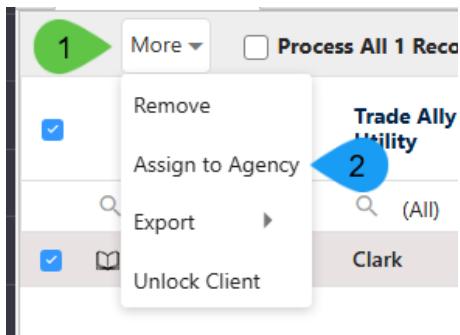
If you are ready to move forward with a project that has been fully entered in the Online Lighting Calculator, first assign the Application to Clark in the Hancock Cloud Application.

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



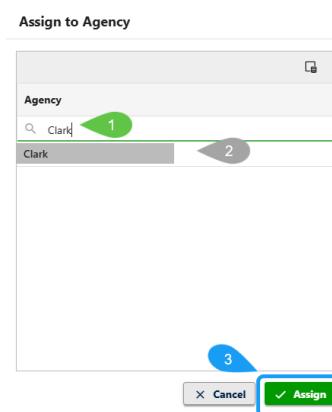
The screenshot shows the Hancock Cloud application interface. The left sidebar has buttons for Application (green circle 1), Allocation, Project, Invoice, Export Data, and Project Approval. The main area is titled 'Weatherization' and shows a table with columns: Client Number, Trade Ally / Utility, Client Status, Customer Name, and Customer Name 2. A search bar at the top right contains 'clark'. The first row in the table is highlighted with a blue circle 2 and has a checkbox checked.

Select More and then Assign to Agency



The screenshot shows a context menu for selected items. The 'More' button is highlighted with a green circle 1. The menu options are: Remove, Assign to Agency (blue circle 2), Export, and Unlock Client.

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



The screenshot shows the 'Assign to Agency' dialog box. It has a search field with 'Clark' typed in (green circle 1). Below it is a dropdown menu with 'Clark' selected (blue circle 2). At the bottom are 'Cancel' and 'Assign' buttons, with 'Assign' highlighted with a blue circle 3.

**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.