

# Potomac Edison Small Business Direct Install (SBDI) Program

## FREQUENTLY ASKED QUESTIONS

### 1. WHAT IS THE POTOMAC EDISON SBDI PROGRAM?

Potomac Edison's SBDI Program provides Maryland customers with an audit that includes low-cost, direct install measures and financial support through incentives to implement energy efficiency measures in their businesses. The SBDI Program provides small businesses with an average electric demand under 60 kilowatts (kW) easy and affordable upgrade options for high-efficiency equipment. The upgrade options qualify for subsidized installation, which covers up to 70% of eligible retrofit costs to these businesses.

### 2. HOW DOES THE SBDI PROGRAM WORK?

Approved contractors contact small business customers of Potomac Edison and present them with energy efficiency direct install measures that will reduce their costs and energy use. Contractors are responsible for explaining the benefits of the SBDI Program's low- or no-cost energy efficiency installations, and working with the businesses throughout the process.

### 3. HOW CAN I PARTICIPATE IN THE SBDI PROGRAM?

Contractors interested in participating in the SBDI Program must attend an orientation session and sign a subcontractor agreement with Willdan. The orientation session includes training on the SBDI survey tool for audits and Willdan's Subcontractor Management and Reporting Tool (SMART). New contractors are provided with a username and login once they complete the initial orientation session.

### 4. WHO IS ELIGIBLE FOR THE SBDI PROGRAM?

Businesses within Potomac Edison's service territory in Maryland that have an average electric demand of under 60 kW are eligible to participate in the SBDI Program. To determine a customer's eligibility, contractors email [energysaveMD@willdan.com](mailto:energysaveMD@willdan.com) with the customer's street address and Potomac Edison account number. Willdan processes each request within three business days to confirm eligibility and ensures that the business has not already been assigned to another contractor. Once Willdan has confirmed customer eligibility, the contractor is free to complete the survey and upload a signed Motion to Proceed (MTP) from the customer.

### 5. HOW DO I RECEIVE AUTHORIZATION TO INSTALL MY JOB?

Within 10 business days of receiving the uploaded MTP in SMART, Willdan conducts a pre-inspection to verify baseline energy usage. Willdan field staff walk through the job and review the submitted survey tool. If a job fails pre-inspection, the contractor must reconcile the survey tool to the pre-inspection and re-upload to SMART. If the contractor disagrees with Willdan's findings, a second post-inspection of the site will be scheduled with both parties in attendance. A contractor may begin installing as soon as the job has passed pre-inspection.

### 6. WHAT IS MY RESPONSIBILITY DURING INSTALLATION?

After passing pre-inspection contractors can move forward with ordering materials, scheduling and installing the project. Willdan expects the project will be completed within 30 days, and the contractor should remain in contact with Willdan if they cannot meet this timeline. The MTP does not guarantee funding, and the final incentive amount is calculated based on a post-inspection. Willdan requires all contractors to comply with all applicable local laws and provide proof of permits for all jobs. Contractors are required to fix or replace any issues during the one-year warranty period after installation.

### 7. WHAT HAPPENS AFTER INSTALLATION?


After installation, a contractor submits completed documentation into SMART, which then schedules a post-inspection of the project. This documentation includes the final survey tool with any changes to the scope of work and the signed completed Work Order.

Willdan then conducts a post-inspection within 10 business days to ensure completeness and accuracy. If a job fails post-inspection, Willdan will work with the contractor to reconcile the tool. If the contractor disagrees with Willdan's findings, a second post-inspection of the site will be scheduled with both parties in attendance.

### 8. HOW DO I GET PAID?

Once a project passes post-inspection, the project is approved and placed on the next invoice to Potomac Edison. Potomac Edison reviews invoices and issues payment to Willdan within 45 days. Willdan remits payments to contractors within five days of receiving the incentive payment from Potomac Edison.

For additional questions about the Potomac Edison SBDI Program, please contact: **Potomac Edison SBDI Team**

 800-880-3808

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 [energysaveMD-smallbusiness.com](http://energysaveMD-smallbusiness.com)

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