BPA Online Lighting Calculator
User Manual

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Purpose

The document is a master training manual for the Bonneville Power Administration (BPA) Online Lighting Calculator (OLC).It has detailed instructions for utilities to submit a lighting calculator (LC) to BPA.

Scope

This document provides essential information and training for all user types in the OLC. User roles define the content each individual can view and interact with. Here is an overview of each role, including a brief description and their corresponding access permissions.

- Hancock Software personnel: full access, with the ability to make code changes.
- BPA Administrators: set incentive rates, add BPA users, add utilities and trade allies, and create their administrators.
- BPA Users: add projects, edit, and regular use.
- Trade Ally Users: add projects, edit, and regular use.
- Utility Administrators: add utility users, set utility incentives, and regular use.
- Utility User: edit and approve projects, and regular use.

Glossary of Terms

The new OLC has been built on an existing cloud-based platform. As a result, some of the names used in the past with LCs are different in the new OLC.

Previous Lighting Calculator	Online Lighting Calculator	
	Hancock Cloud	MINT
Incentive	Project cost	
Invoiced (e.g. sent to BEETS)	Status of Submitted to Utility or Submitted to BEETS	
Measures		Items
Project	Application	
Project Name	Customer Name	
Report		Proposals
Spaces (e.g. walk-in cooler)		Areas
Utility	Energy Consumption	

➢ **Hancock Cloud vs. MINT**

The Online Lighting Calculator consists of two parts: Hancock Cloud, and MINT.

- Hancock Cloud is Hancock Software's home platform (website). This is where you start projects, manage them, and submit them to a utility or ultimately to BPA Energy Efficiency Tracking System (BEETS).
- MINT is an application that can be downloaded to a tablet or laptop for use in the field when Internet connections may or may not be available. MINT is the engine that runs energy saving calculations. The typical use-case is that projects are created in Hancock Cloud, then synched to MINT for data entry and calculations, and then synced back to Hancock Cloud to be finished.

How To

- ➢ Log into Hancock Cloud
  - Hancock provides an online Hancock Cloud, which is used to start every project. This is a website accessed with your internet browser. Hancock Cloud - Bonneville Power Administration https://bpa.hancocksoftware.com/HEEC/#/login

- ➢ Create Administrator Account
  BPA creates all utility and trade ally administrator accounts, and utility and trade ally provides the name and email address for the person who will serve as an administrator. The utility and trade ally administrators can create subsequent user accounts for their own organization. If your organization needs a new admin account, please email your request to lighting@bpa.gov.
  - Utility or trade ally sends a request to lighting@bpa.gov setting up an administrator account.
  - Utility or trade ally administrator adds new users for your organization.
  - See administrative account functions for further instructions.
  - Enter your username and password sent by BPA into the login screen.
  - Hancock Cloud website: Bonneville Power Administration - Production
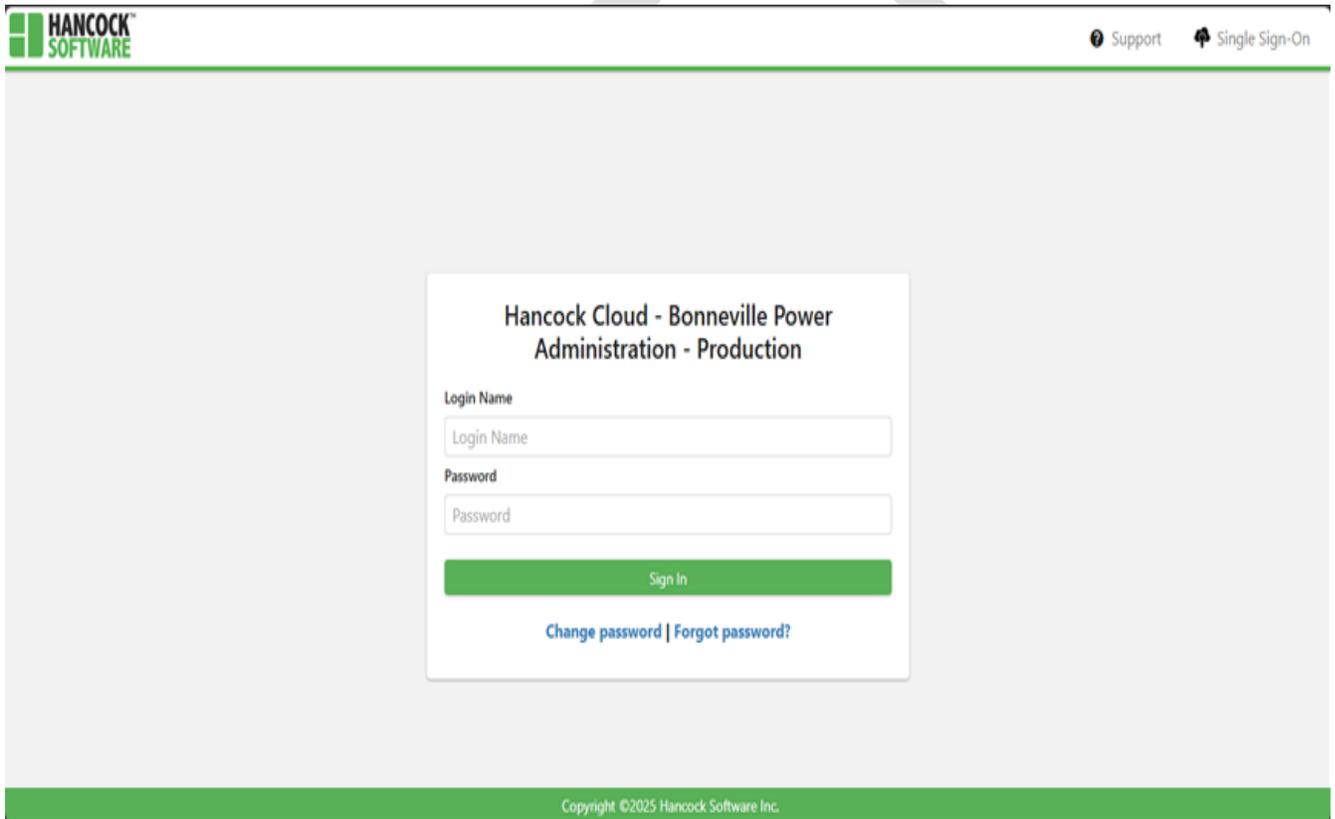
- ➢ What is MINT
  MINT is an application available on Microsoft Windows and Apple iPadOS and MacOS, providing utilities and trade allies the ability to input lighting calculator details while offline supporting in the field usage. You will use MINT after you enter the project into Hancock Cloud based OLC.

- ➢ Installing MINT: Apple iPad and Macintosh computers
  You can download MINT on your tablet, but it is not compatible with an iPhone.
  - Go to the app store and download Hancock MINT Mobile Intake Tool.
  - The Apple app store will have the most recent version of the MINT app available. Ensure automatic

updates are selected or be prepared to check for updates every time you use the app. If your settings do not allow automatic updates, choose to allow them manually when available.
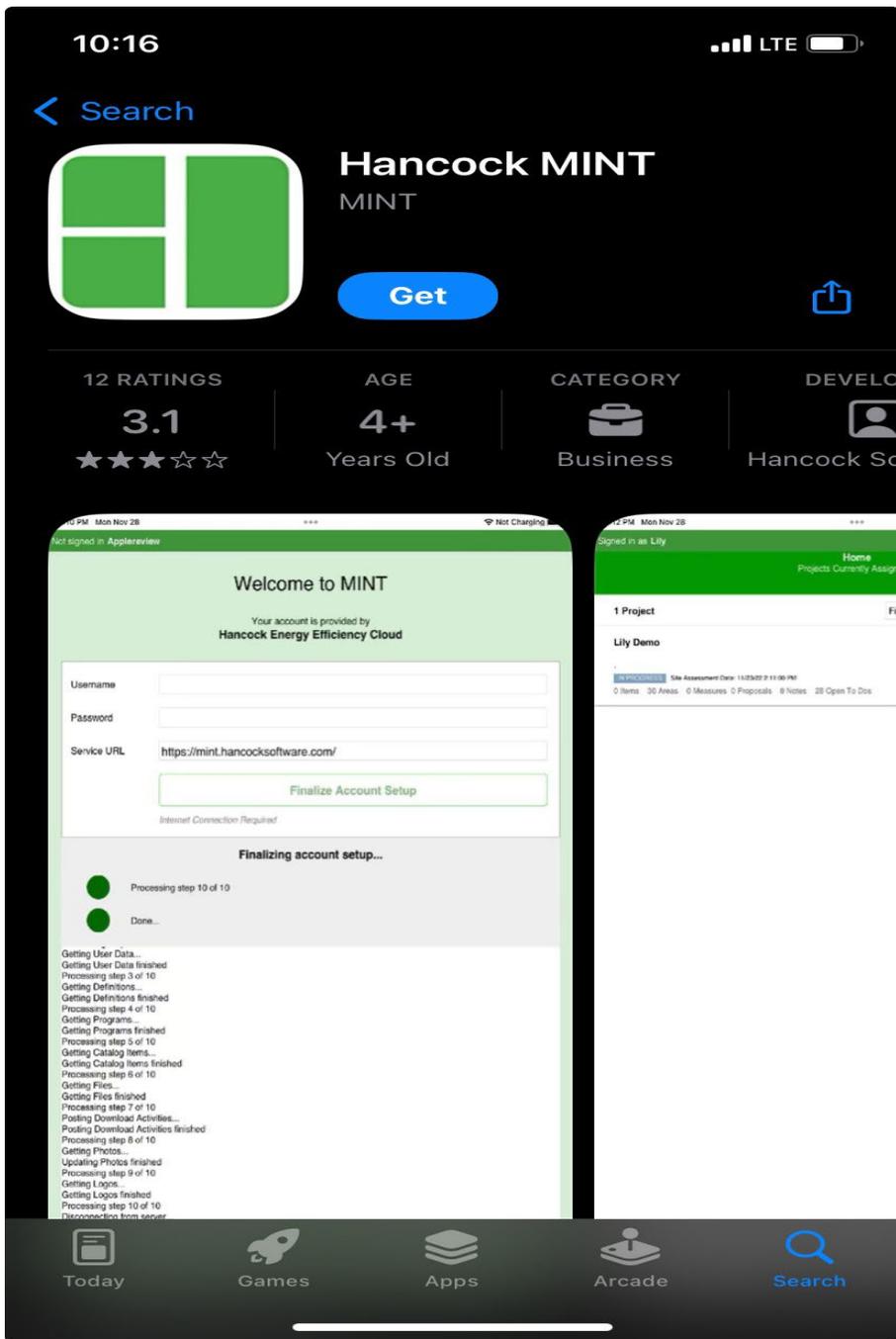
➢ Installing MINT: Microsoft Windows
  • Go to the Hancock Software download page, link below, and select the Version appropriate for your system. https://bpa.hancocksoftware.com/mint/.
  • Run the installation .exe, an install wizard will assist you with the process

Hancock Software
Bonneville Power Administration
MINT Production Support

MINT Installation Page: updated 3-9-2025 5PM ET - build 1510 Production Build

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⬇ Windows 11 64-bit standard install kit

⬇ Windows 11 64-bit MSI for Managed Desktops

⬇ Apple MacBook installation package

Hancock MINT (Apple TestFlight)

AppStore iPad/iPhone Public build 1472

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For organizations that do not allow individuals to install their own software, work with your organization's IT department to get the right version (usually the MSI one) installed.

Starting a Project

➢ Once logged into Hancock Cloud, you'll see the **ADMIN** screen below or similar depending on User type.
  • Click the **Application** button on the left side of the screen to get started.

- Click the **New Application** button on the far right top of the screen.

- Complete the application **Contact** information. Please note that "Customer Name" is the Project Name (and will be transferred to MINT), Customer name 2 is any additional info related to the project, and Customer Contact name is the actual name of a person at the site. (Note: the asterisk (*) identifies required fields).

- Click the **Energy Consumption** bar
- In the Energy Consumption (Utility) section, click **New** and select **Utility Name**.
- Energy Consumption = Utility in this section

- Click **Save** when complete.

- Switch tabs by clicking the **Application Qualification** tab.
- Click the **Qualify** button, enter and pick the correct **Allocation (Rate Period)** by checking the box next to the allocations available and then close the window. Doing so connects the Allocation (Rate Period) to the project.

➢ Create Project
  • Check the box next to the application you want to make into a project, then click **Create Project**.
  • Click **OK** on **Information** popup.

  • After creating the project move to the **Project** tab on the left hand side of the screen, double click on the **Project Number** to open the project detail screen.

  • In the **Project Detail** screen
    o Select the **Funding Source** (usually EEI)
    o Select the **Sector** (e.g. commercial or industrial)
    o Click on the **Schedule** bar, then **New** to add a scheduled activity
    o In the **Task** dropdown select **Assessment**
    o Add the person who will do the assessment (usually from the same Trade Ally/Utility): this is required to get the project to sync to MINT.
    o Input **Scheduled Date**
    o Click **Save** (Note: must complete all fields in order to Sync to MINT)

This completes all the required inputs for the project initiation in the Hancock Cloud and will allow the project to sync to the MINT application.

➢ **Copying and Fixing a Project**
- When projects are not approved by BPA in BEETS, the project needs to be reworked in the Hancock Cloud and/or MINT.
  If a copy is wanted (for reference purposes) proceed as follows, begin as above, starting with **New Application**.
- Once the new application is made double, click on the **Project Number.**

- Click on the **More** drop-down menu, then click **Copy Project.**

- From the **Copy Project** screen, search for the application to copy the project into (recommend to sort by name); then click the checkbox and then click **Copy To**.

- Click **OK**.
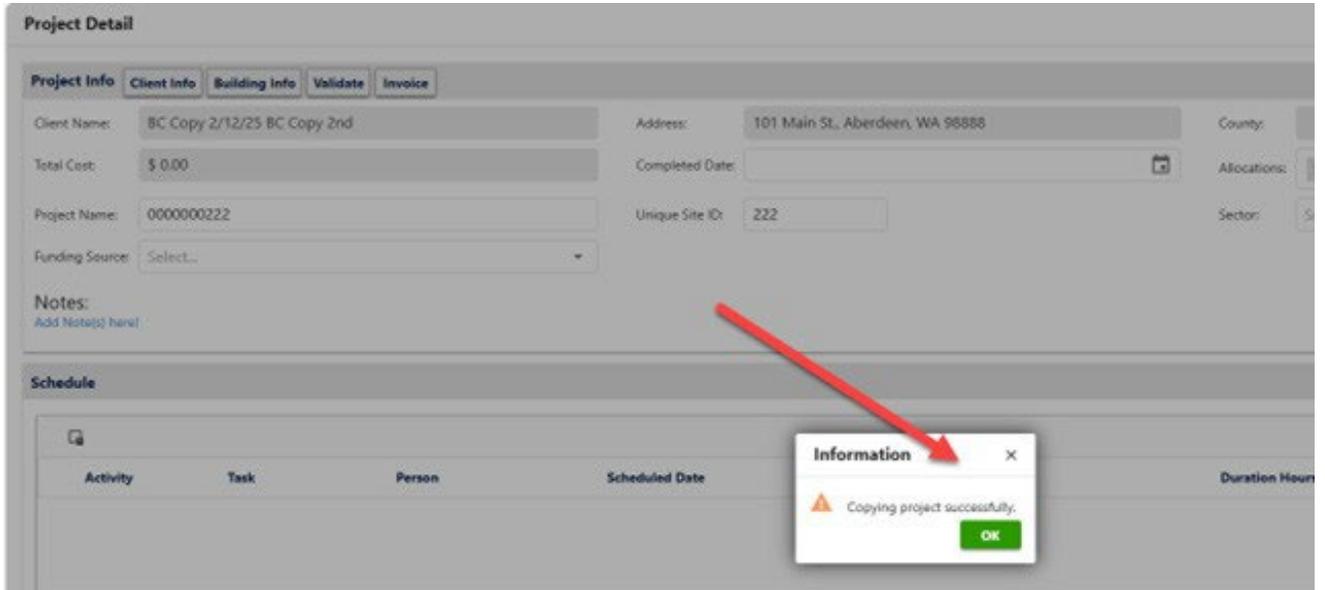
MINT

➢ Open **MINT** on your tablet or laptop, sign in with username and password, and press **Finalize Account Setup** the first time you use those credentials. You will also need to finalize Setup if you sign in with a different combination of username and password (e.g., an admin account vs. user account.)
- Note: this could be the same person who started the application in Hancock Cloud or a different person assigned the assessment. Only people who are scheduled to do an assessment will can see the project after it's "synced."
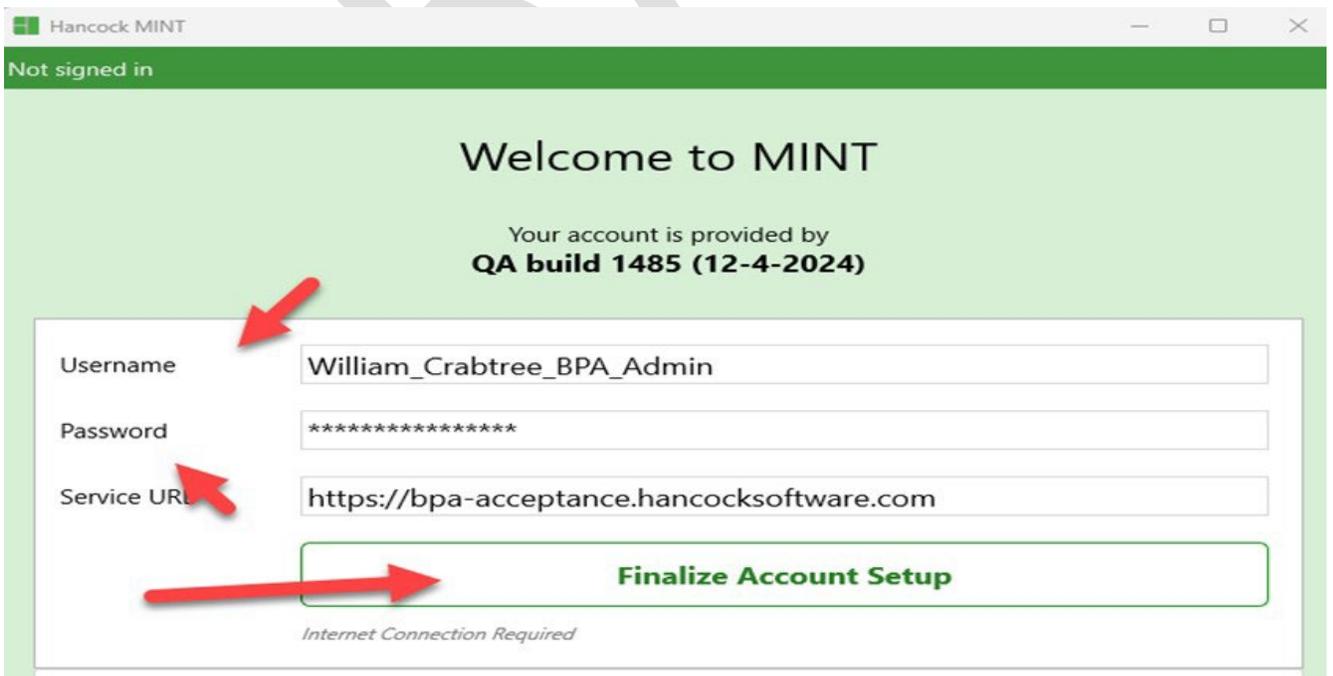
- The MINT app will show that it's connecting, then show all the projects assigned to you.
  - Ensure you are connected to the internet.
  - To get the project from the Hancock Cloud to MINT, click the Sync button on the MINT main page

➢ After sync, locate the project and click **ViewProject.**
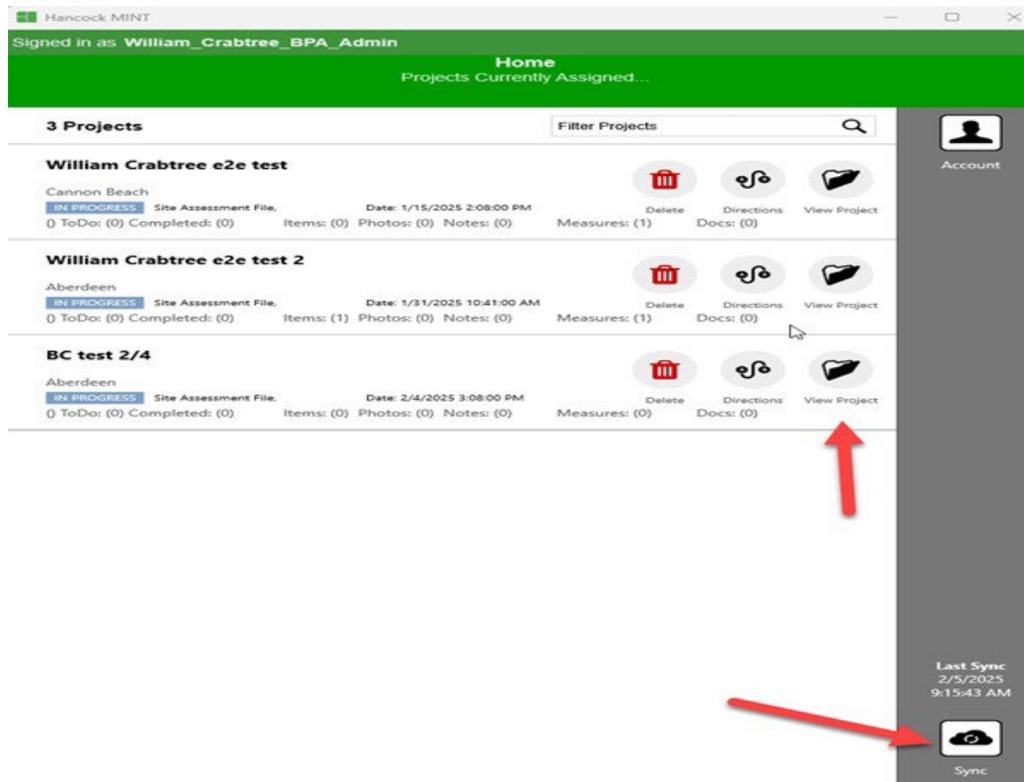
➢ Click on **Building Info** to begin entering the project information.
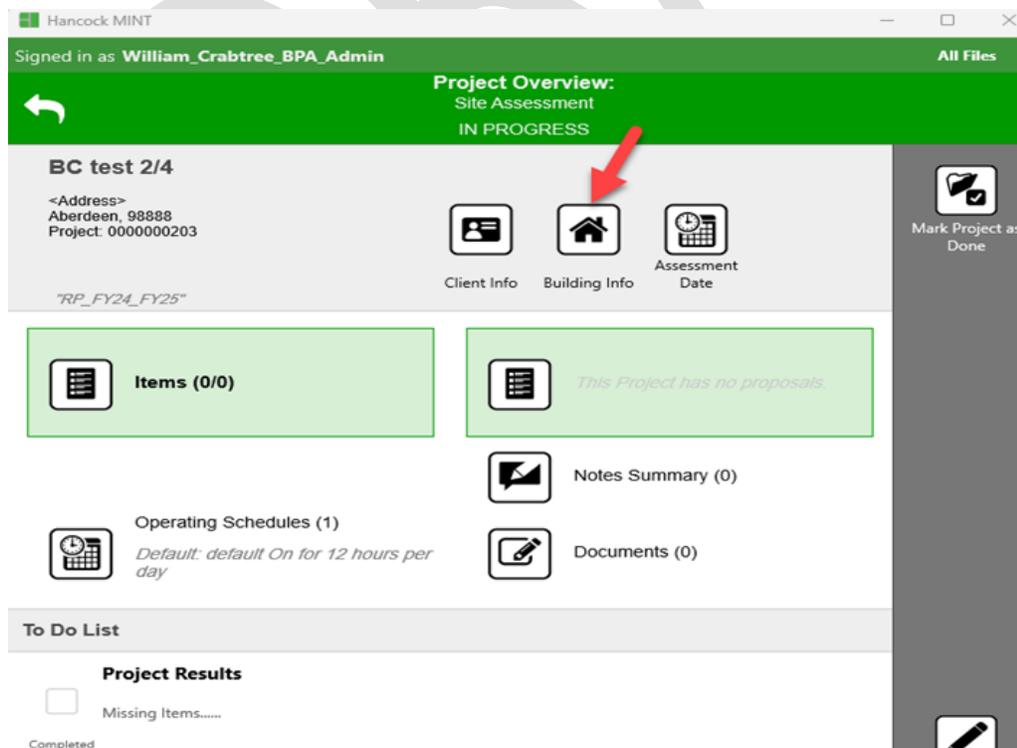
➢ Enter **General** information and answer the 4 questions that will determine if the job is considered a retrofit or new construction.

General

MINT Message	Sunday is empty!
Mode	Deemed ▼
OM Savings (%)	3

Baseline Elegibility

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 ▼
Based on your responses the project is defined as:	Retrofit ▼

➢ Enter **Project Information** including:
- Building type (from the drop-down list)
- Estimated project cost
- Space Conditioning (Heating, Ventilation, Air Conditioning (HVAC) information).

Project Information ⬅

Building Type	Hospital ▼
Estimated Project Cost	500

Space Conditioning ⬅

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

➢ Enter **Operating Schedule** (baseline for the entire site):
  • Note: if you check the "Full Year" box the total will be 8760 hours and the days will disappear.

Operating Schedule

Full Year	☐
Sunday	0
Monday	12
Tuesday	12
Wednesday	12
Thursday	12
Friday	12
Saturday	10
Weeks per Year	52
Annual Hours	3640

➢ Click the **Return Arrow** in the upper left corner to return to the main project screen.

Hancock MINT — □ ×

Building Info
BC test 2/4

↩

Notes

Saved Notes...   Save Last Note   New Note

Utility Bills

Electricity Vendor: BPA

Account Number:
UNIT COST NOT SET!

🗑 Remove   ⋮ Edit...

Adding Measures

➢ Now that the overarching building characteristics are identified, move to adding specific items (Measures) to each area.
   - Click into the Items bar, add **Measures** which are called **Items** in MINT.
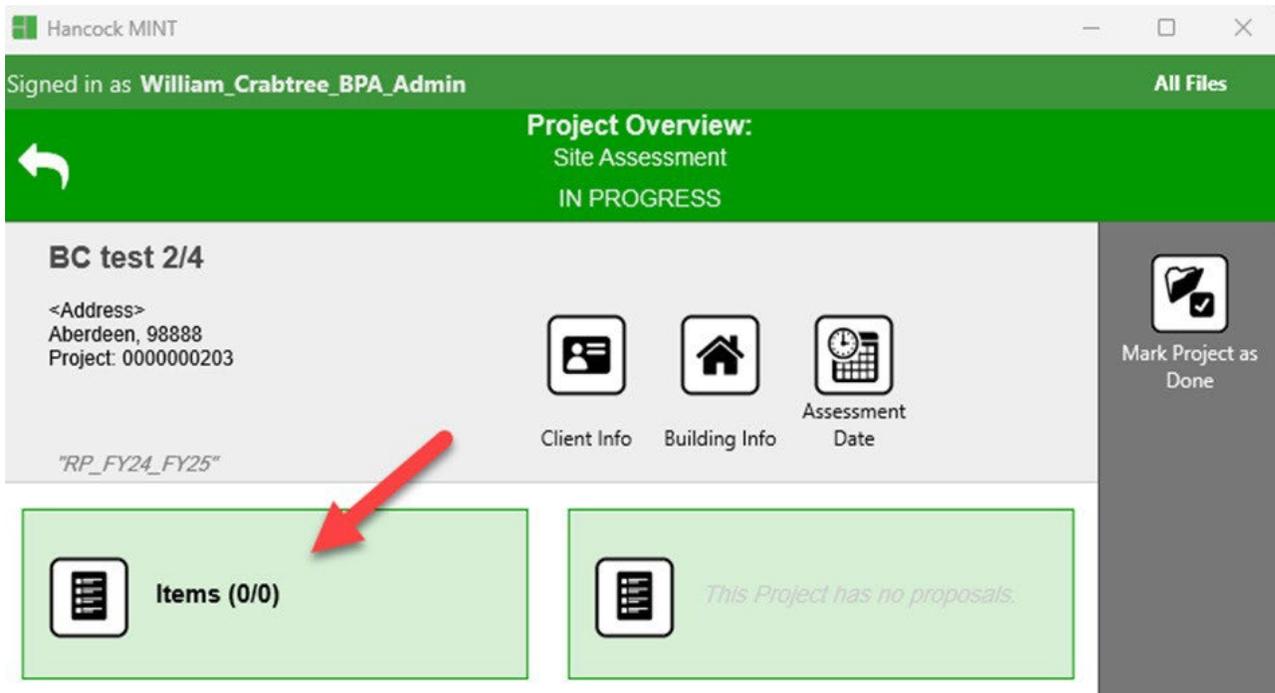
➢ You will see the **Area** slider is not green or ready to go
   - Move the **Area** slider and it will turn green
   - Click on the **Plus** sign circle
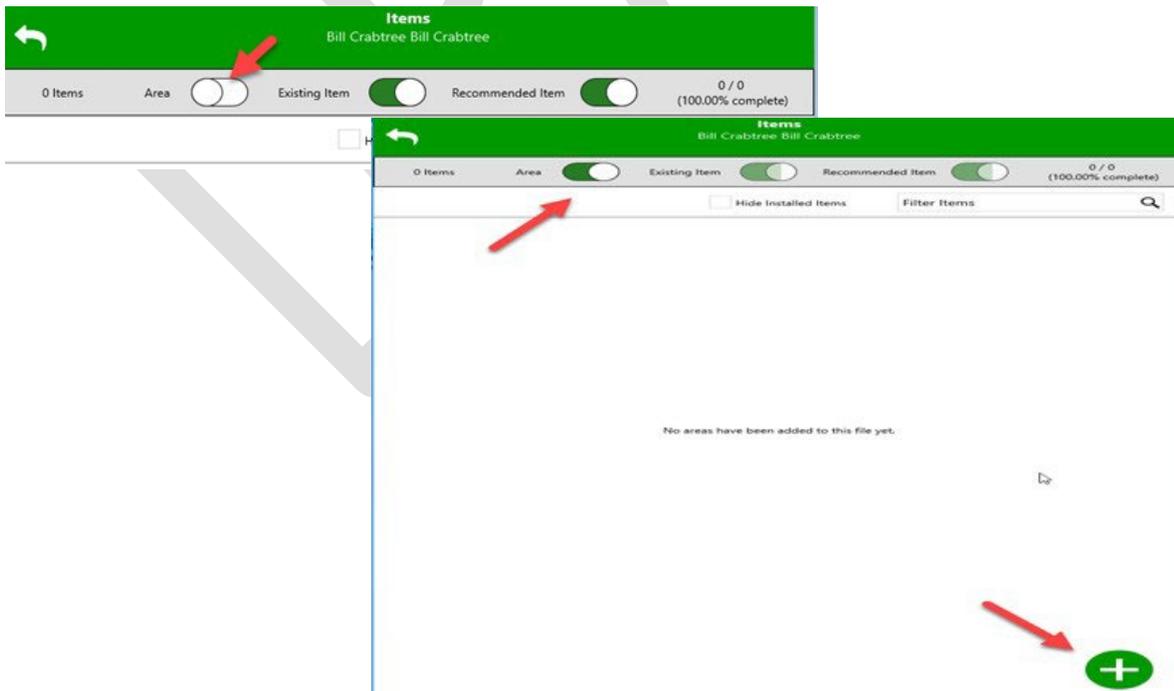
- ➢ Now you can begin entering **Area**, existing (assuming retrofit) and replace equipment
  - • Enter the **Area Name** where it says Area. For this example, we will use "office".
  - • After entering "office", click the **Plus** sign across from **Lighting Existing**. This will allow the user to begin entering the existing equipment to be retrofitted.

- ➢ The new screen shows the **Name** of the Item and **Measure** (change if needed to track area/installations. For example, the assessor might have other items in the office and to clarify which one they could add "exit sign," "overhead," or "wallpacks," as needed to clarify.)
  - • Enter the general information including Name, Type (of lamp), and quantity.

➢ After updating the **Quantity** in the previous step, start entering the **Measure Details** (for the example below, we'll do a fluorescent to LED retrofit).
   • Note: the ballast factor is brought up automatically after the top sections are completed.

➢ Enter the **Controls** detail (if applicable)
   • For this example, we'll use an occupancy sensor that saves 10 percent. If the Area has different HVAC or Hours, check the appropriate box and enter the appropriate information.

Item info for Lighting Existing in Office

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 ▼

HVAC

Different HVAC? ☐ ⬅

Different Hours? ☐ ⬅

HVAC

Different HVAC? ☑

Heating Type   No heating ▼

Cooling Type   No cooling ▼

Different Hours? ☑

Sunday   24

Monday   24

➢ After all the existing equipment is entered, click the **Recommend** button (bottom left corner) to open up the **Replacement/Retrofit** info window.

Bottom of page

⬅

Recommend   Done

- Best practice for tracking existing and replacement items: It is highly recommended that the Name be updated. In this case, an update to add "in office" (so Lighting Replacement in Office) would be appropriate. This helps other people who look at the project connect existing and replacement equipment.
- If this is a decommissioning project, check the Decommission box and enter the appropriate information including FEWER lamps than before to complete the **Measure Details** section.

- Note: if the project is adding controls, check that box for the existing equipment regardless of whether they're present or not at that time. This will automatically show the controls information in the recommended section.
- For example, the same controls type and percent reduction have been entered. When the existing and retrofit equipment has been entered, MINT will show the Measure Level Results.

- When complete, click **Done** button, at lower right corner.

➢ Repeat adding **Measures** as needed for all retrofits and better than code installations for **New Construction**.
  - As noted before, to move to the previous screen use the white arrow in the upper left hand corner of the page.
  - If the **Lighting Replacement** (in office for our example) is wrong and needs to be redone, click the 3 dots and then Remove to redo the entry.
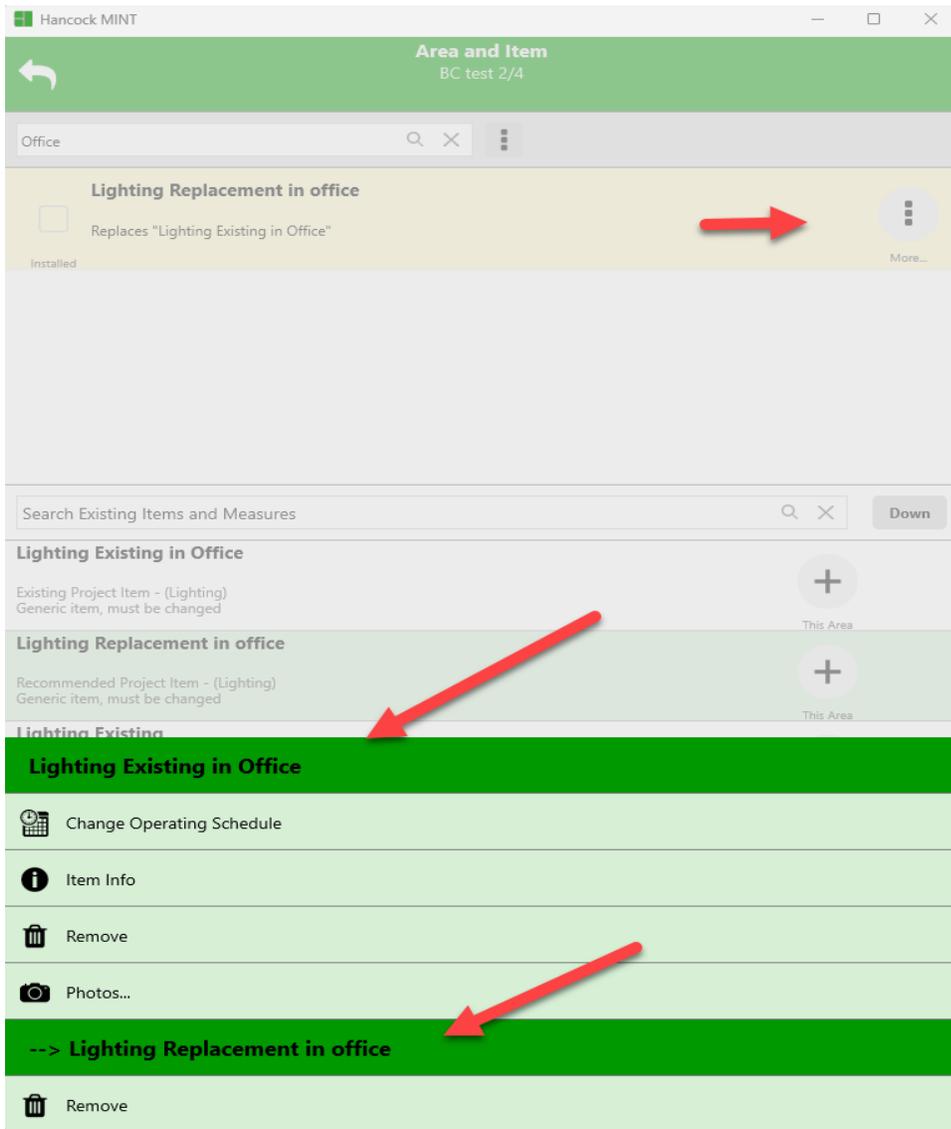
- To see the results, click the **Proposals** button.
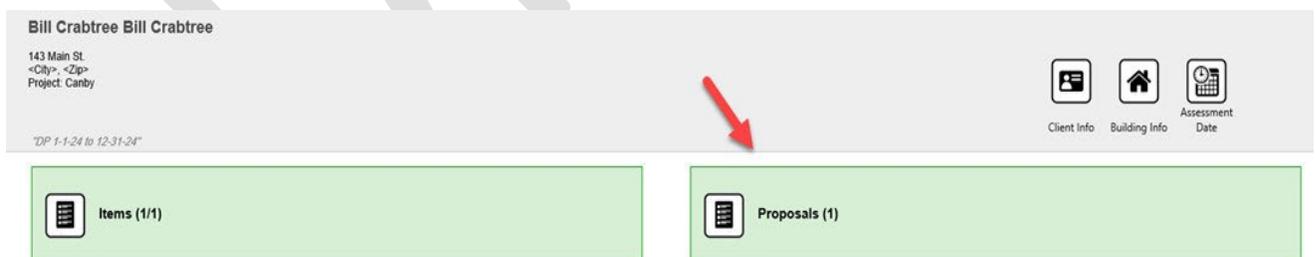
➢ Reports: there are 3 reports available.
The first two reports are identical to the reports from the prior lighting calculator and each is shown in a screenshot below. The third report is a way to check the kilowatt-hour (kWh) and incentive if needed.
  - Important: These reports can be accessed in the Hancock Cloud, open each report and click the "**Save and Submit**" button in the lower left corner of the page.

Cost Saving Analysis

Select a Report from the list | Client Report ▼

Client Report
Summary Report
Calculation Checks

Lighting Project Proposal

Project Name: BC test 2/4

Project Detail Summary*

Measure	Measure Description	Quantity***	Units	Incentive per Unit	Total Incentive
Lighting Replacement in office	Gen. Indoor / Outdoor	1	fixture(s)	110	110
				Total	**111**

Explanation of Utility Incentive

A. Itemized Incentive Total:	$111
B. Total Estimated Project Costs:	$500
C. 70% of Estimated Project Costs Incentive Cap:	N/A
D. Maximum $0.50 per kWh (Project Level) Incentive Cap:	N/A
E. Total Incentive = Lesser of "A", "C", and "D" above:	$111

* The dollar amounts listed in the Project Detail Summary are estimated based on the available utility incentives for which this project may qualify. Actual incentives paid may vary based on, but not limited to, the following factors: 1) all non-standard measures must be approved by BPA; and 2) utility incentives may be capped based on a predetermined maximum incentive per project.
** The default value for annual O&M savings is 3% of the project cost. Your utility can override this value.
*** The kWh savings reported in the Project Detail Summary may differ from those reported above in the Project Overview due to adjustments made to savings in the Project Detail Summary. Savings figures in the Project Overview are estimated on-site savings that a customer may realize, while savings figures in the Project Detail Summary have been adjusted for federal standards and BPA busbar.

updated 1/27/2025 13:47 (EST)

Save and Submit

  - When done, use the return arrow and get back to the main page, click the **Sync** button, then the information will be sent to the Hancock cloud.

When done in MINT

➢ When the project is 100 percent completed in MINT, click the **Mark Project as Done** button.
  - Note: this will remove the project from the front page of MINT.
  - You'll have one more chance to back out if needed.
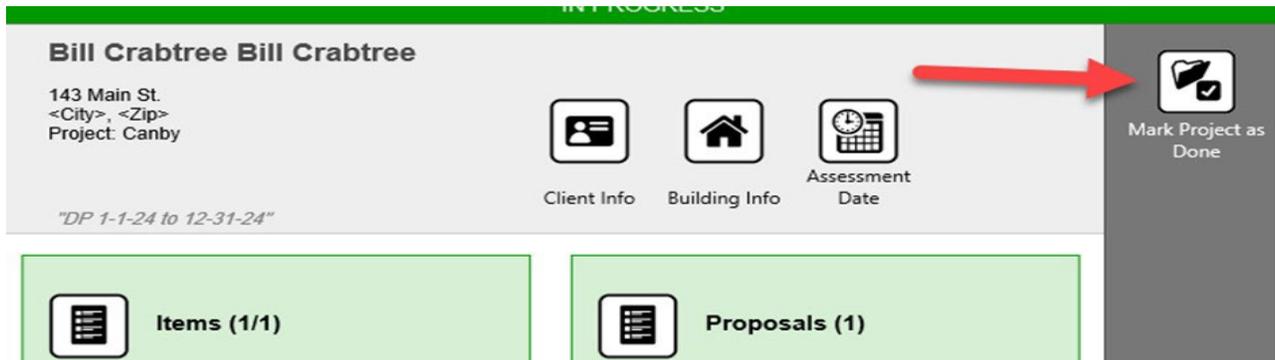
➢ **Mark Project as Done,** return to the main page, and sync MINT back to the Hancock Cloud. Please ensure you are connected to a network when you sync.
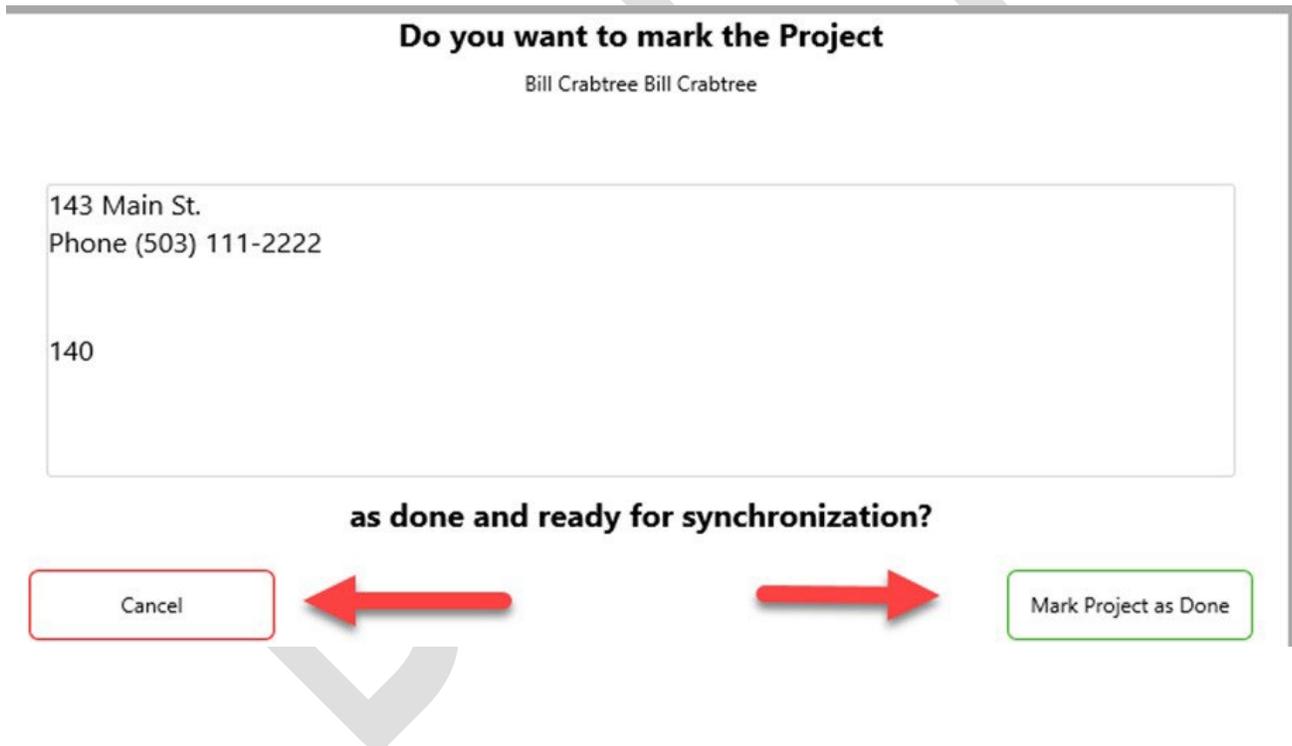
Finishing in the Hancock Cloud

➢ Now that the project has synced from MINT back to the Hancock Cloud, it is time to send it to the utility. Click on the **Project** button and find the project to be moved along (invoiced). Our example is project 0000000140. Double click the **Project Number** to open it.

➢ Open the **Measure Management** bar and click on the **Assign Allocation** line from the drop-down menu to connect to the correct rate period.

➢ Choose the correct allocation (rate period), check the box, then click the **Apply** button.
- Note: if not entered via MINT, enter the total costs to proceed.

➢ Click X in the upper right to return to the **Project** section, click on the small box next to the project, then click the **Invoice** button.

➢ Confirm the correct allocation has been entered, then pick an invoice number or New Invoice checkbox (used for our example), then click the **Save** button.

➢ Go to the **Invoice** page, find the project, double click on the invoice number to get the **Direct Costs View** screen.
  • Click the **Check Box** and then press the **Submit** Invoice button.
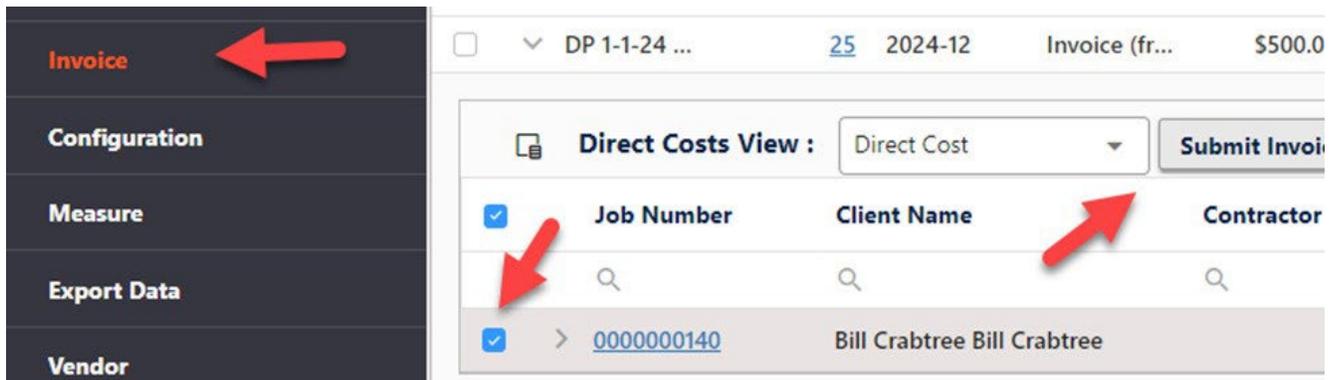
➢ The Status will be **Invoiced** (From TA to Utility).

Utility Work

➢ After the trade ally submits the package/project to the utility, it is the utility's turn to review and process it.
  • From the **Invoice Sidebar** menu, the options vary depending on the user and their type (i.e. Invoice screens will be different for Trade Allies vs. Utilities).
  • Click on the **Invoice** bar, then click on the **Invoice Number**.
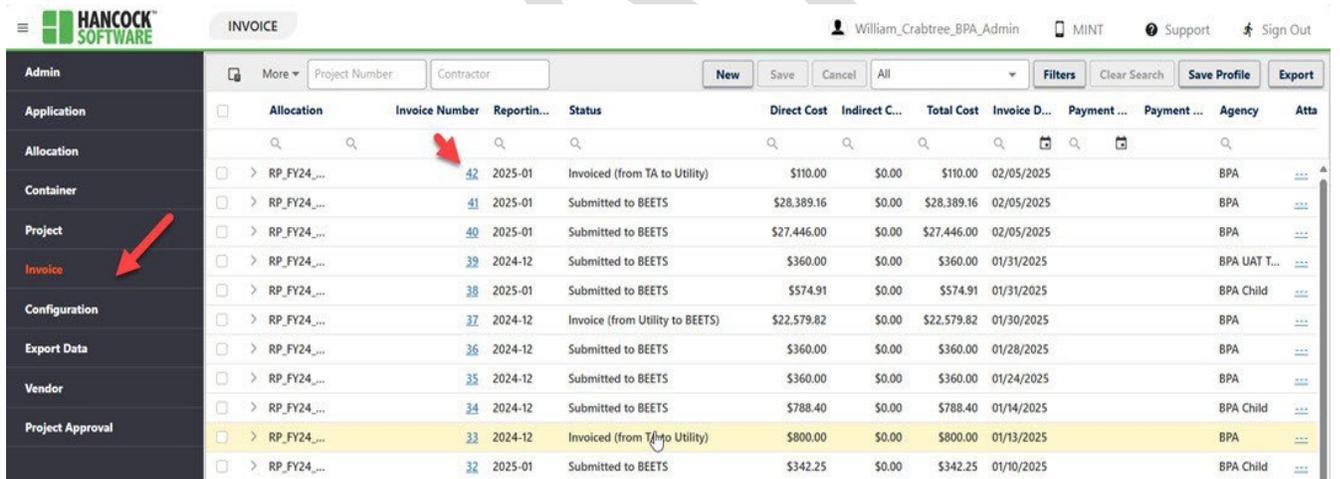
➢ With the **Direct Costs View** screen open, check the box next to the job number and click on the **arrow (caret)** to get to **Job Cost Details**.
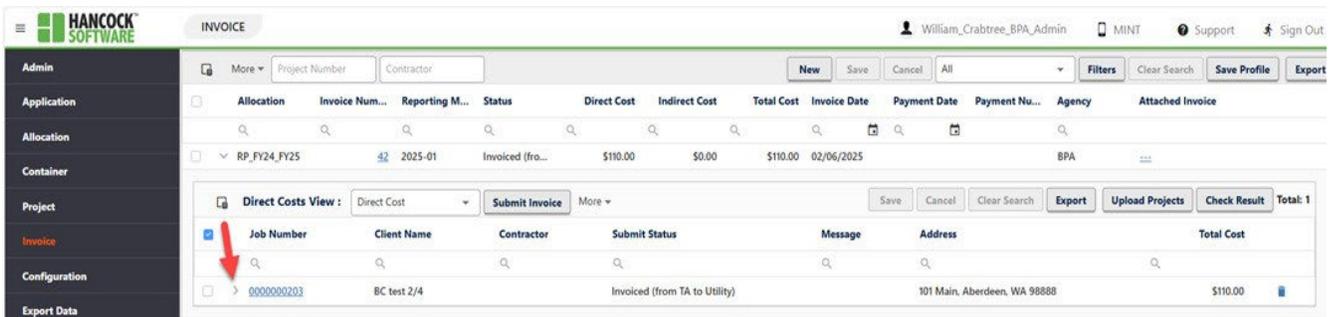
➢ Select the **Job** with the checkbox in the **Job Cost Details** section, go to the **Submit Status** (drop down menu) box and select **Approved**, then click the **Apply** button.
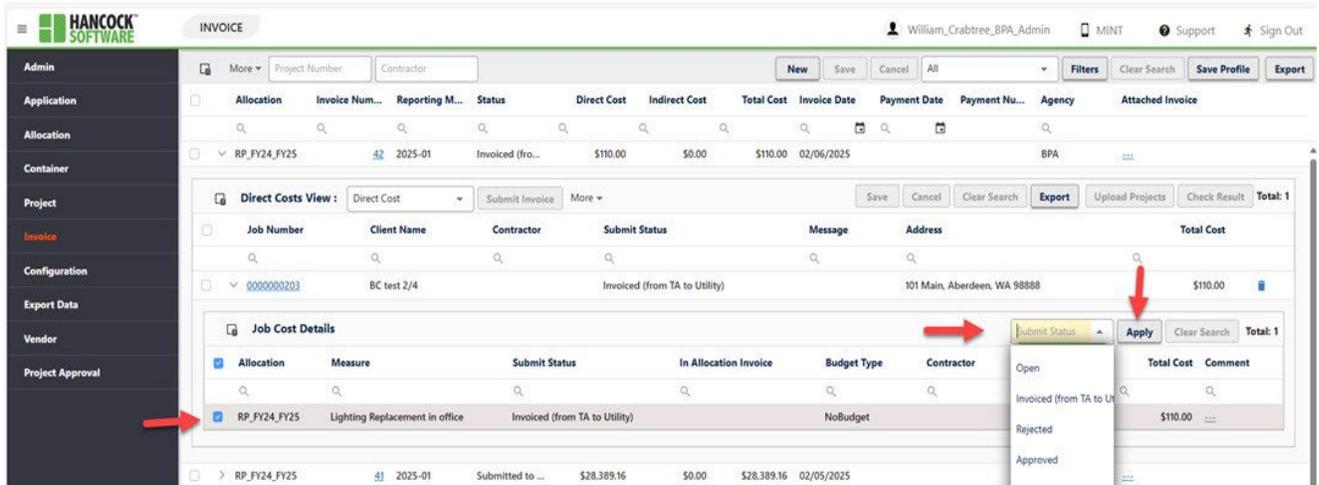
➢ Return to the **Invoice** side menu area, then double-click on the **Invoice Number**,
  - Click the **checkbox** next to the **Job Number** and click on the **Upload Projects** button. This will change the status and confirm it was uploaded.
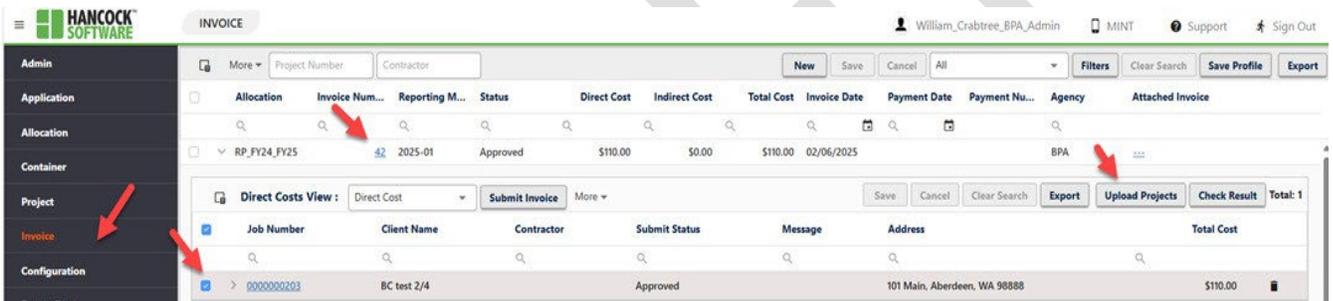
➢ You will note the **Submit** status has been changed to Submitted to BEETS.
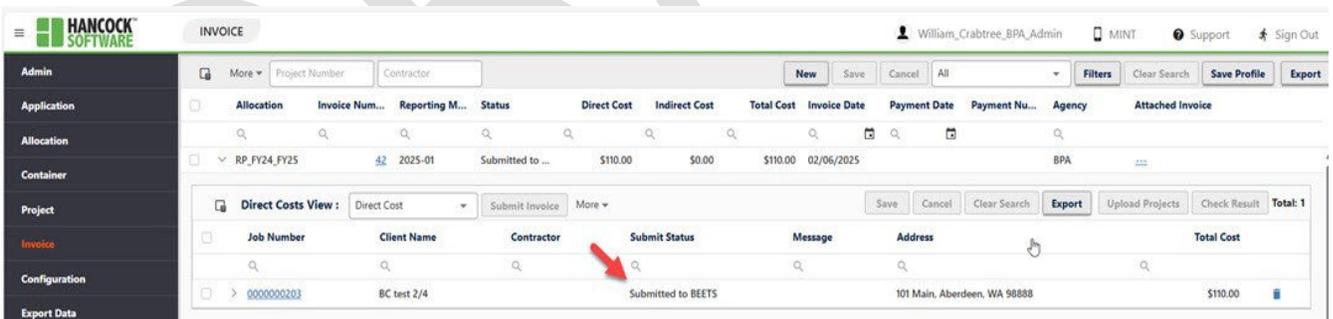
Congratulations! Your Project has been submitted to BEETS!

Utility Incentive Cost Adjustments

➢ To review and edit Utility's incentive costs, log into the Hancock Cloud as a utility admin and click the **More** button.
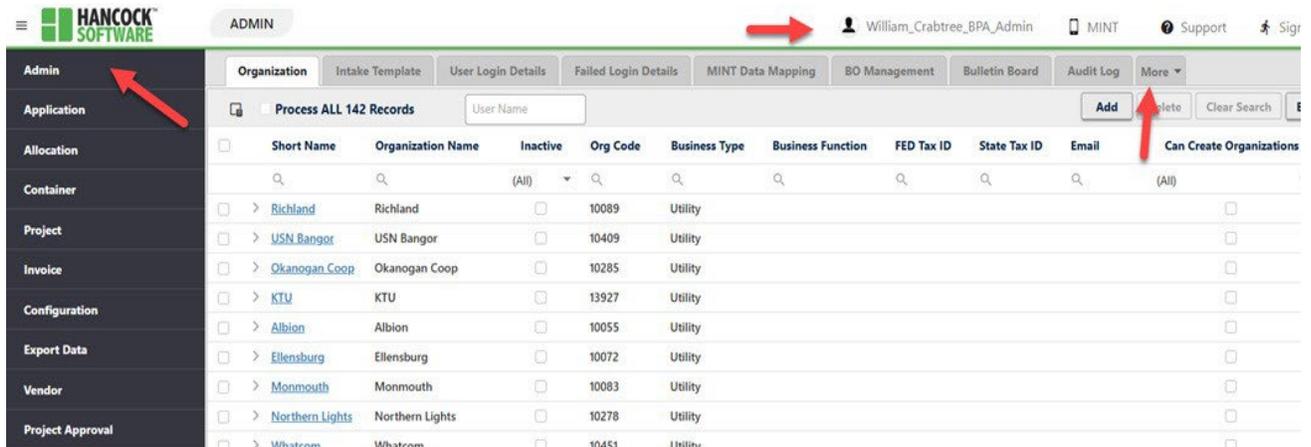
➢ Click on **Simple Tables**, select to see the tables available, then click on the **Rate Period desired**.
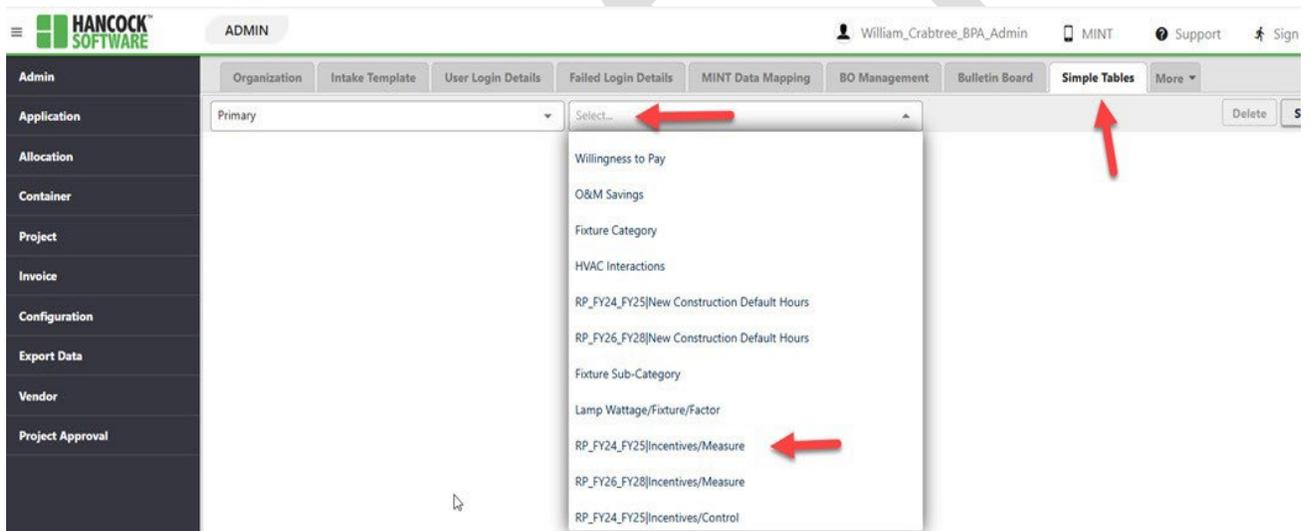
➢ The utility administrator is able to adjust the **Utility Incentive** amounts in the Utility Incentive column.
  • Note: utility incentives may be equal to or less than the standard (BPA) incentive.
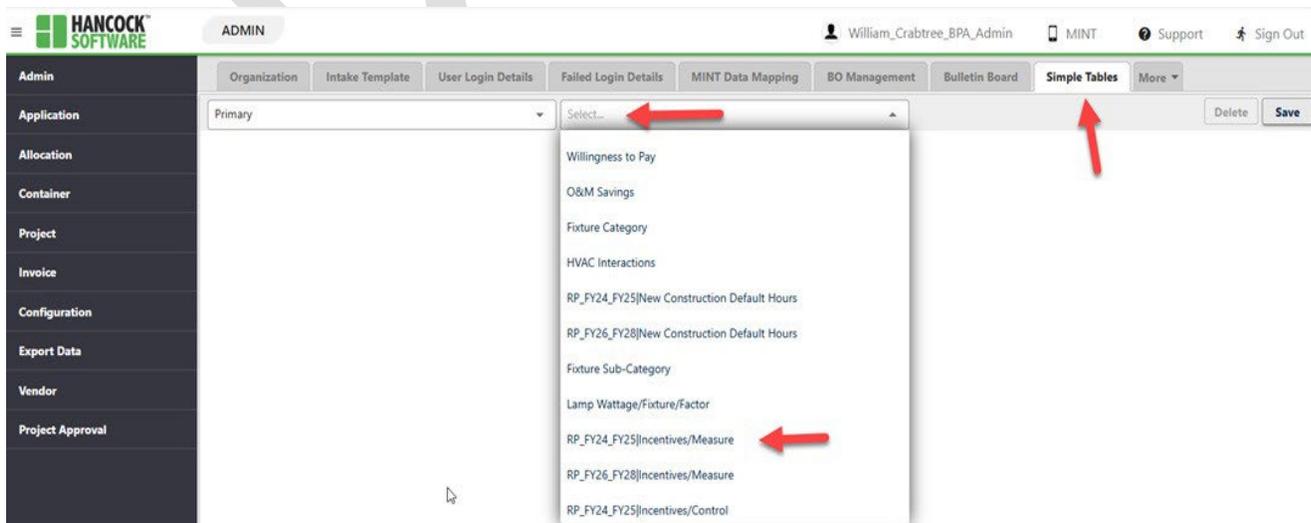
New Construction in MINT

➢ Enter the project in Hancock Cloud as described above and sync with MINT.
- Click the **View Project** button in MINT.
- Note: using the customer name or project name to ID the project as new construction is very helpful in identifying the project in MINT.
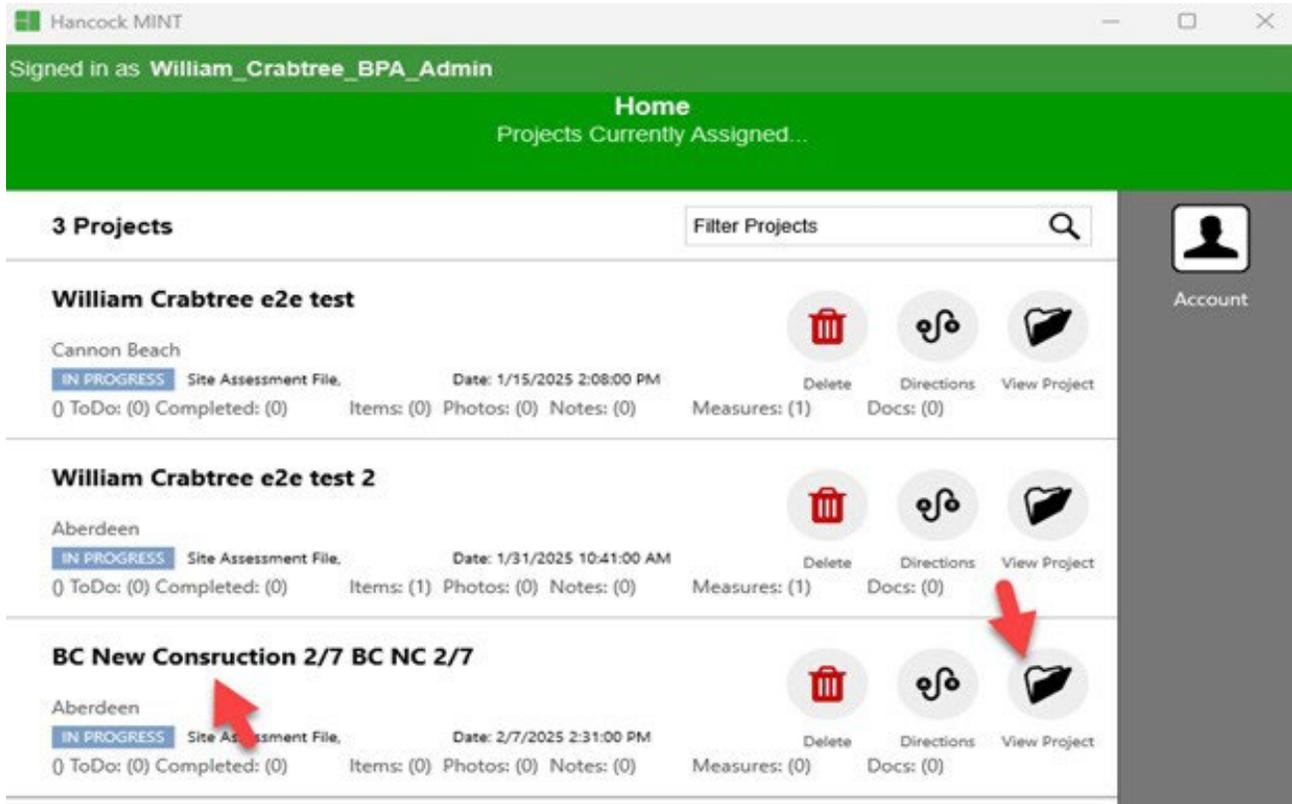
➢ Click on the **Building** Info button and start the entries to make it a **New Construction** Project.
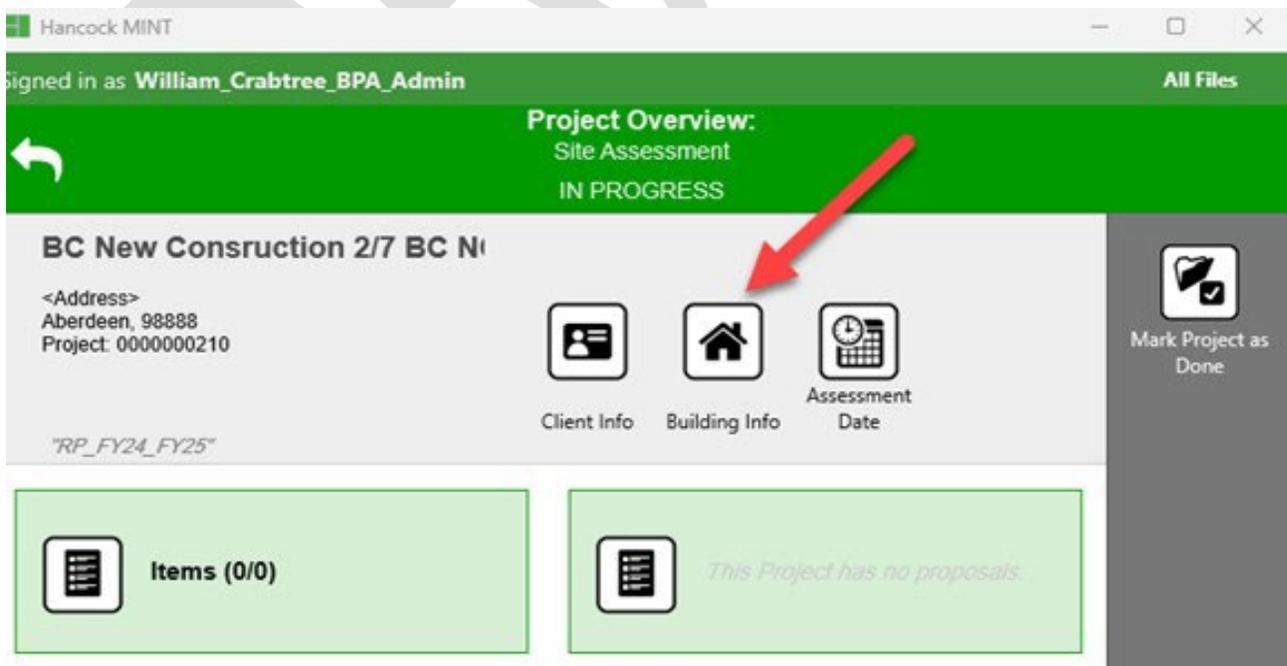
➢ Selecting "yes" to any of the **Baseline Eligibility** questions will make the project New Construction.

➢ When all required info is entered (Note: red box and red asterisks indicate required items), MINT will do its calculations.

Administrative Account Functions

➤ Adding **Users** by **Administrators**. Only users with administrative rights can add others to their respective utility or trade ally. To add a user to your organization, log in with the administrative username and password. Then, click on the Admin Bar, locate the appropriate organization Name and click the **Short Name**.

➢ Click the **Add** button, you will see the ADD/Edit Organization User screen (which has been completed and ready to save below). Note: all the fields with the red asterisk are required. The Field Role is also required in order to move projects between Hancock Cloud and MINT. Click **Save** and the new person has been added. The only Program Template is "Primary."

Miscellaneous Tips

➤ The Hancock Cloud has a quick link to resources in the bottom left of the screen called Release Notes. Click it to activate, you will see the direct connection to the Commercial Lighting page on bpa.gov.