

# Detailed Audit Process

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The intent of the detailed audit is to firm up specific energy project scope and determine energy-savings numbers and project cost so the customer can use the information from the detailed audit to start planning and budgeting for the implementation of the specific energy efficiency project.

If this level of audit is required, Idaho Power may provide 75 percent of the cost (\$12,500 maximum) of the audit to the customer. Idaho Power reserves the right to determine the eligibility of the consulting engineers to perform the audit based on qualifications, past performance and other appropriate criteria on a per-application basis.

## Detailed Audit Process

1. The customer solicits a proposal from their chosen consultant for the scope of work being considered for the detailed audit.
2. Download the audit application from Idaho Power's website ([idahopower.com/energyaudits](http://idahopower.com/energyaudits)).
3. Fill out the audit application and submit it to [customprojects@idahopower.com](mailto:customprojects@idahopower.com) along with a copy of the chosen consultant's proposal.
4. A program engineer reviews the application, and if approved, assigns an audit number.
5. Written approval will be sent to the customer and selected consultant, which initiates the consultant to begin coordination with the customer to complete the work.
6. The consultant coordinates with the customer, completes the work and provides a copy of the final report to the customer.
7. The customer submits a copy of the final report and the audit invoice to [customprojects@idahopower.com](mailto:customprojects@idahopower.com).
8. After final report review and approval, reimbursement is provided to the customer.

