

Snohomish PUD Project Acceptance Requirements:

Projects must:

1. **Comply with submission requirements outlined below**
2. **Adhere to all due dates**
3. **Adhere to project as defined upon submission (see As-Built policy below)**

Submission Review

Any project that does not contain the items below will be returned to the submitter. Submission(s) may be returned by multiple PUD staff (eebiz, Energy Engineers, etc.). **Funding will not be reserved for incomplete packages.** You must provide:

- A fully completed workbook with:
 - ▶ An application, **inside the workbook** (typed in Excel, not hand-written) including: Facility Name, Address, Contact name, Position, Phone, Email, Heat Type, Projected Start & End dates.
 - ▶ Product make and model #'s for all items to be used
- A customer signature/acknowledgment
 - ▶ This could be: a signed application, a signed bid, OR a signed letter from the customer.
- Bid/proposal from contractor to customer.
- Current IRS W9 for the customer
 - ▶ W9s are the item that most often in error and **can delay your authorization and/or payment.**
 - ◆ ALL projects need a customer W9, even if the payment is being assigned to the contractor
 - ◆ The W9 must be the current version, and must be signed
- Specification sheets for all products used (see program workbooks for further details).

Lighting Retrofit Program Specific Requirements

- Specification sheets must be labeled to match fixture ID in workbook, and combined into one PDF.
- Lighting must meet the following requirements and be highlighted on the sheets:
 - ▶ UL or ETL Listed
 - ▶ Power Factor 0.9 or above
 - ▶ 5 year warranty
- Drop down explanations:**
 - ▶ A KIT has:
 - ◆ Mounted Chip Set
 - ◆ New Lens, if applicable. No bare strips or chips.
 - ◆ Old components including tombstones and ballasts have been removed.
 - ▶ TLED LAMP TYPE A - Plug & Play using existing, or new fluorescent ballasts
 - ▶ TLED LAMP TYPE B - Internal driver, direct wired, ballast bypass, line voltage
 - ▶ TLED LAMP TYPE C - External LED driver (not on T8 ballast) (continued on other side)
- If you are retrofitting with a lamp within a fixture **that can be removed later** (screw in) – including HID, de-lamping, lamps with ballast by-passes, 8-foot conversions, etc. – this is a lamp replacement.
- All Networked Lighting Controls require a description of the proposed controls strategy (i.e. 25% dimming to start, 50% exterior dimming between 1-4am, etc.)

Due Dates

As listed on the Participation Agreement, due dates are important and any projects that are past-due risk being canceled and all funding reservations revoked:

- ❑ Signed Work Authorization:
 - Your project is not authorized, and funding is not reserved, until the Participation Agreement has been signed by the customer and received by the PUD.
 - The customer has 30 days to sign the Participation Agreement, if more time is needed, this can be extended on a case-by-case basis.
- ❑ Work Must be Completed by:
 - This means that the project must be completed, and the invoice received by the PUD on or before this date.
 - **Start & End Dates** are required at the time of project submission.
 - Circumstances may change during a project – if unforeseen issues arrive and you need more time to complete your project, **please notify the PUD Project Engineer PRIOR to the expiration date, and you may be granted an extension.**
 - ◆ There will be NO extensions given to any projects that have a bonus or other special “due by” dates.
 - All 2019 Projects must be completed and submitted by 12/02/2019.

As-Built Policy

As-Built changes may be accepted under the following circumstances:

- ❑ As-Built changes that are simply changing the product make or model number are allowed, and any increase in incentive will be allowed with a 10% cap or up to \$2,000, whichever is less, of the entire incentive (assuming funding is available) without prior PUD approval.
 - It is the contractors responsibility to ensure that a substituted product still adhere to program guidelines.
- ❑ Approval of significant As-Built changes will be approved on a case-by-case basis. As-Built changes that significantly change the project MAY be accepted if:
 - An email explaining the As-Built changes is submitted at least 2-weeks PRIOR to the project completion and
 - An email approval and acceptance from the PUD engineer has been received.

Project Queuing Process

As funding for programs approach their budget caps, a queuing process for projects may be used. Projects placed in the queue have no guaranteed funding. The process is as follows:

1. Submit completed project packets as defined above.
 - Completed project packets received will be placed in a queue based on date and time stamps.
2. Upon review, projects will be released from the queue in the order received.
3. All projects are subject to pre-approval as outlined above. You may wish to proceed with your project as planned, with the understanding that **there will be no PUD incentive awarded retroactively should you choose not to wait for the queuing process.**

Final Invoice

Do not include the PUD incentive on the final invoice submitted to the PUD.