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 contractor's responsibility to ensure that a substituted product still adheres 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 queueing 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 queueing process.

Final Invoice

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