Clean Submission Checklist

Pre-Application

Application Information

☐ Consumers Account Information (account number and installation address)
☐ The fuel type(s) align with the measure(s) being applied for
☐ Company Name
☐ If the estimated completion date is more than 90 days, additional project details are provided for long-term reservation

Measure Information

☐ Measures have been double-checked for accuracy (e.g. appropriate measures selected based on equipment specs, default wattage, counts, etc.)
☐ Measure requirements in the Incentive Catalog have been reviewed and verified. All applicable documentation (square footage, fixture type/wattage, pretapes, existing controls system, etc.) are included.

Specification Sheets Included

☐ Full model numbers are indicated
☐ All equipment meets the technical requirements for their respective measures

Final-Application

☐ Authorized signature provided by customer
☐ Third-Party Payment Release signature (if applicable)
☐ Project costs match invoice(s)
☐ Final Invoice(s) - Itemized list of equipment, including model number, manufacturer, price and quantity
☐ Payee's Form W9 included - This form is required for each individual application submitted.

Measure Information

☐ Measures have been double-checked for accuracy (e.g. appropriate measures selected based on equipment specs, default wattage, counts, etc.)

Custom Applications

☐ Project Scope
- Required:
  - A clear description of the project scope, including the baseline condition and the proposed energy efficiency measure(s)

☐ Baseline and Efficient Case Information
- Required, where applicable:
  - Equipment nameplates
  - Manufacturer
  - Model number
  - Quantity
  - Equipment operating hours

☐ Project Cost
- Required:
  - Estimated project cost or quote (pre)
  - Itemized invoices (post)