

TRADE ALLY WATTSMART® BUSINESS PROJECT

submittal checklist

This is a list of priority items trade allies need prior to submitting the most common commercial lighting and HVAC projects to the project coordinators for processing. For questions, please reach out to your [outreach specialist](#) or email us at Info@WattsmartBusiness.com.

Lighting projects without controls

- ☐ General Application
 - a. "Participant Information" needs to be completed, including checking boxes at the top of the application for all that apply and entering all contact information (these are required fields).
 - b. "Project Site" section must be completed. Meter number or account number is required.
 - c. If Small Business Enhanced (SMBE), "Incentive Assignment" section is required to have the trade ally's information entered. If not SMBE, but the incentive is being assigned to a third party, the third-party information must be entered.
 - d. Customer signature is required in all cases, even if the incentive is being assigned.
- ☐ Customer W-9 (not required for SMBE projects)
- ☐ Copy of lighting tool or Express application with all sections of the supplement page completed
 - a. If a lighting tool is used, complete model numbers should be entered in the Notes section.
- ☐ Itemized invoice for material and labor for Express and SMBE projects (since they are post-purchase)
- ☐ Spec sheets/QPLs
 - a. If submitting a spec sheet, each attribute of the model number should be highlighted/circled.
 - b. If submitting a QPL for a selectable wattage fixture, a spec sheet should also be included and should have the wattage being used circled or otherwise indicated.

Lighting projects with controls

- ☐ General Application (with same requirements as projects without controls)
- ☐ Customer W-9 (not required for SMBE projects)
- ☐ Copy of lighting tool or Express application with all sections of the supplement page completed
 - a. A controls survey is completed for all calculated projects with ANLC¹.
 - b. SMBE/Express projects must have controls model numbers entered in the Notes section on the tool or supplement page.
- ☐ Spec sheets/QPLs
- ☐ For SMBE/Express projects: a spec sheet and a QPL for the controls
 - a. When submitting a spec sheet, each attribute of the model number should be highlighted/circled.
 - b. When submitting a QPL for a selectable wattage fixture, a spec sheet should also be included and should have the wattage being used circled or otherwise indicated.
- ☐ Itemized invoice for material and labor (for Express and SMBE projects since they are post-purchase)

1. Advanced Networked Lighting Controls

Calculated² Lighting Projects

1. General Application
2. W-9
3. Lighting tool
4. Spec sheets/QPLs with model number highlighted; wattage highlighted if using a selectable wattage fixture
5. ANLC survey
6. Invoice with labor and materials itemized at project completion

Express Projects

1. General Application
2. Lighting tool or Express supplement page
3. W-9
4. Invoice with labor and materials itemized
5. Spec sheets/QPLs with model number highlighted; wattage highlighted if using a selectable wattage fixture
6. Controls spec sheet if LLLC, NLC, or Plug & Play Ready

SMBE Projects

1. General Application
2. Lighting tool
3. Invoice with labor and materials itemized
4. Spec sheets/QPLs with model number highlighted; wattage highlighted if using a selectable wattage fixture
5. Controls spec sheet if LLLC, NLC, or Plug & Play Ready

HVAC (and Non-lighting) Projects

1. General Application
2. W-9
3. Supplement page
4. Verify equipment qualifies
5. AHRI number (if applicable)
6. Invoice with labor and materials itemized
7. Model numbers on invoice
8. Serial numbers on invoice

2. "Calculated" Lighting projects require pre-approval.

Glossary

General Application: This form is required for every project. The General Application is the standard Wattsmart Business form to request pre-authorization and incentives for energy efficiency projects. This is a legal document and should only be completed and signed by the Rocky Mountain Power customer, the building owner, and/or the tenant/electricity user, not the trade ally.

Spec sheet/cut sheet: A spec sheet (or cut sheet) is a manufacturer document that provides key technical details, features and performance data for an LED fixture or control. This document should include model numbers allowing us to verify installed equipment.

Invoice: The invoice is the one given to the customer by the contractor doing the work. Invoice should only include costs associated with the eligible project scope per program guidelines.³

Form W-9: Form W-9 is an IRS document used to provide the Taxpayer Identification Number to businesses or clients for tax reporting purposes. This form should be filled out by the same party as indicated as the "Participant" on the General Application and must match the information the IRS has on file for the business.

SMBE: Small Medium Business Express: the acronym for this program.

3. For full details see the [trade ally handbook](#).