



Let's turn the answers on.

Utah Weatherization Required Documents

Measure	Application, Invoice & Proof of Payment	Project Diagram	NFRC Window Stickers
Insulation (attic, floor and/or wall)	✓	✓ - only required for attic insulation	
Windows	✓	<input type="checkbox"/>	✓

Things to Remember

- Incentive applications and required documents must be received within 90 days of purchase, installation or completed service.
- Incentive checks are issued within 45 days of receipt of the completed and approved incentive application.
- Incentive processing will be delayed if incentive application has missing information or if any required documents are incomplete or missing.

Contact Information

- Customer hotline (800) 942-0266
- Contractor hotline (800) 942-0281
- Mail Rocky Mountain Power Home Energy Savings program
1407 W. North Temple
Salt Lake City, UT 84116
- Fax (800) 687-6176
- Web www.rockymountainpower.net/hes
- Customer E-mail HESP@peci.org
- Contractor E-mail HESTradeAlly@peci.org

Incentive Application

- Completed by customer and contractor.
- Incentive applications are available online or by calling the customer hotline at (800) 942-0266.
- Click on the links below to download the incentive application:
 - [Insulation Incentive Application](#)
 - [Windows Incentive Application](#)



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Invoice

- A contractor invoice or itemized receipt must be submitted with the incentive application.
- Insulation invoices/receipts must clearly indicate:
 - Square footage for each project area.
 - Insulation type.
 - R-Values for pre-existing insulation and insulation installed.
 - Total project cost (prior to sales tax) and installation date.
- Windows invoices/receipts must clearly indicate:
 - Type and brand of window.
 - Total number of qualifying windows.
 - Dimensions for each window.
 - Itemized and total project cost (prior to sales tax) and installation date.

Proof of Payment

- Proof of payment is third-party documentation that the product or service was paid for. The proof of payment submitted must match the total on the invoice.
 - Payments made by **check** require one of the following: 1) copy of canceled check or 2) bank statement showing full payment.
 - Payments made by **credit card** require one of the following: 1) charge receipt or 2) credit card statement showing full payment.
 - Payments **financed** require a signed finance agreement that includes:
 - Customer and contractor name and signature.
 - Amount financed.
 - Terms and conditions.

Project Diagram – Attic Insulation

- For attic insulation projects, a diagram and description of the attic project area is required. Contractors are required to:
 - Draw a diagram of the entire attic area including length and width dimensions.
 - Identify areas that are conditioned (heated/cooled) and unconditioned (unheated/uncooled) space.
 - Calculate total qualified square footage of the project area.
 - Sign and date the project diagram.

NFRC Window Stickers

- Copies of individual NFRC windows stickers or a window manufacturer invoice must be included for each window submitted for incentive. The invoice or NFRC stickers must include U-factor and SHGC values for each window.