



Let's turn the answers on.

Wyoming HVAC Required Documents

| Equipment and Services | Incentive Application, Invoice & Proof of Payment | AHRI Certificate | Program Worksheet | Manual J or Load Calculation Worksheet |
|---------------------------------------------------------------------|---------------------------------------------------|------------------|-------------------|----------------------------------------|
| Central Air Conditioner, Heat Pump and Ductless Heat Pump Equipment | ✓ | ✓ | | |
| Central Air Conditioner Installation | ✓ | ✓ | ✓ | |
| Central Air Conditioner Sizing | ✓ | ✓ | | ✓ |
| Central Air Conditioner and Heat Pump Tune-up | ✓ | | ✓ | |
| Heat Pump Installation and Sizing | ✓ | | ✓ | ✓ |
| Duct Sealing and Duct Insulation | ✓ | | ✓ | |

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) 942-0287
- 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 HESHVAC@peci.org
- Contractor E-mail HESTradeAlly@peci.org



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Incentive Application

- Completed by customer and contractor.
- Incentive applications are available [online](#) or by calling the customer hotline at (800) 942-0266.

Invoice

- Contractor invoice or itemized receipt must include a description of qualified service, itemized costs, and purchase and service dates.

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.

AHRI (Air-Conditioning, Heating and Refrigeration Institute) Certificate

- A certificate of AHRI-Certified Performance is required when applying for the central air conditioner, heat pump and ductless heat pump equipment incentives.
- This certificate is used to verify the equipment efficiency including SEER, EER, and HSPF ratings.
- Contractors/customers can determine the AHRI number for equipment, verify efficiency specs, and print out a certificate at www.ahridirectory.org.

Program Installation and Tune-up Worksheets

- Installation and tune-up worksheets verify and capture data related to system air flow and refrigerant charge.
- Program worksheet must be completed by a program qualified contractor.
- Program worksheets are available by calling the contractor hotline at (800) 942-0287 or by e-mailing HESTradeAlly@peci.org.



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Program Duct Sealing and Duct Insulation Worksheet

- Duct sealing and duct insulation worksheet verifies and captures data related to CAZ tests, duct leakage tests, and home data.
- Program worksheet must be completed by a program qualified contractor.
- Program worksheets are available by calling the contractor hotline at (800) 942-0287 or by e-mailing HESTradeAlly@peci.org.

Manual J or Load Calculation Worksheet

- A Manual J load calculation or equivalent is required when applying for the central air conditioner proper sizing incentive.
- This certificate is used to verify that the equipment is sized properly.
- Please use the sizing assumptions indicated on the HVAC incentive application when calculating Manual J.
- The sizing report must include the following:
 - Vintage of house.
 - Total house square footage.
 - Window square footage.
 - Doors square footage.
 - Insulation levels.
 - Total design load.