



Dear Home Performance with ENERGY STAR Contractors:

When NYSERDA streamlined the workscope submission and approval process last fall, the Customer Information Form (CIF) was incorporated into the Home Performance Eligibility Summary Report to provide a single set of approval and completion documents. **Section 5 - Terms and Conditions** was intended to be signed by the customer and contractor prior to beginning work, while Section 6- Certificate of Completion was signed upon completion. However, NYSERDA received feedback from contractors that this process did not fit with their current business practice.

NYSERDA requires customers to read and accept the terms and conditions of the HPwES Program before proceeding with work. Beginning **June 30, 2015**, the Home Performance Eligibility Summary Report will no longer include a Terms and Conditions section. Instead, customers will be required to sign a separate CIF before work begins. Submission of the signed CIF will be required at the Final Project Submission stage in the NY HP Portal.



New versions of the NYSERDA CIF and Universal CIF (for PSEG Long Island customers) have been posted to the HPwES Contractor Support site: <http://hpwescontractorsupport.com/program-documents-2/sample/hpwes-forms/>. Please contact [ContractorSupport@csgpr.com](mailto:ContractorSupport@csgpr.com) if you have any questions.

Thank you.

#### About NYSERDA

NYSERDA, a public benefit corporation, offers objective information and analysis, innovative programs, technical expertise, and funding to help New Yorkers increase energy efficiency, save money, use renewable energy, and reduce reliance on fossil fuels. NYSERDA professionals work to protect the environment and create clean-energy jobs. NYSERDA has been developing partnerships to advance innovative energy solutions in New York State since 1975. To learn more about NYSERDA's programs and funding opportunities, visit [nyserda.ny.gov](http://nyserda.ny.gov) or follow us on [Twitter](#), [Facebook](#), [YouTube](#), or [Instagram](#)

