



Dear Participating Home Performance Contractors,

NYSERDA is pleased to announce a new streamlined work scope submission and approval process which will significantly reduce approval times. Contractors will be able to use the Eligibility Screening Tool in the NY HP Portal to receive instantaneous feedback regarding the incentive and financing eligibility of the project before submitting the project for approval.

A new approval document, the Project Incentives and Financing Eligibility Summary Report, is produced by the NY HP Portal and will replace the current Customer Information Form, Certificate of Completion, and work scope approval transmittal document. A one business day approval time is expected for most projects.

The implementation of the new work scope submission and approval process will change the way in which contractors submit projects to the program. All contractor staff working on project submissions to the NY HP Portal is strongly encouraged to attend a session. Contractors will not be able to use this new, faster approval process until training has been completed.

Contractors should sign up for one training option from the choices below. Contractors utilizing RHA and/or are in PSEG LI territory need to attend either the October 10<sup>th</sup> 8:30 to 10:30 AM session or October 14<sup>th</sup> 3:00 pm or 5:00 PM session.

- [Thursday, October 9, 2014, Time: 8:30 AM - 10:30 AM EDT](#)
- [Thursday, October 9, 2014, Time: 3:00 PM - 5:00 PM EDT](#)
- [Friday, October 10, 2014, Time: 8:30 AM - 10:30 AM EDT](#) (For RHA Users and/or PSEG LI participating contractors)
- [Friday, October 10, 2014, Time: 3:00 PM to 5:00 PM](#)
- [Tuesday, October 14, 2014, Time: 8:30 AM - 10:30 AM EDT](#)
- [Tuesday, October 14, 2014, Time: 3:00 PM to 5:00 PM](#) (For RHA Users and/or PSEG LI participating contractors)

If you are not available to attend any of these dates, please send an email to Bou Reed, CSG's Field Manager, at [Boujeloud.Reed@csggrp.com](mailto:Boujeloud.Reed@csggrp.com), and we will work with you to identify another training date.

Contractor can begin using the new process as soon as they have attended training. Effective January 1, 2015, the Program will no longer accept new project submissions using the old process and forms for projects submitted through the NY HP Portal.

If you have any questions about this policy, please contact your Technical Field Representative.

-NY Home Performance with ENERGY STAR

#### 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 [nyserdera.ny.gov](http://nyserdera.ny.gov) or follow us on [Twitter](#), [Facebook](#), [YouTube](#), or [Instagram](#)

