

EmPower New York Project Completion and Invoicing

Unless alternative agreements are reached with the Program Implementer, Home Performance jobs must be completed within 120 days of Participating Contractor referral acceptance and Electric Reduction jobs must be completed within 60 days of Participating Contractor referral acceptance.

The Participating Contractor must invoice within 30 calendar days of completion of all work by the contractor on the project.

Project test-out and sign-off

Upon completion of a project, the Participating Contractor must:

- A. Review and correct all necessary EmPower New York forms. The Participating Contractor must make sure forms are complete and legible. Please note that the participant and the Participating Contractor signatures must be present on documents as required. If the participant of record is not at home to sign documents, the documents must be signed by another appropriate adult in the home; in THEIR OWN name, with a note of the relationship. For example, if the bills are in the name of Frank Smith, and his wife Emily signs, she should sign as follows: "Emily Smith (wife of Frank Smith). The use of unauthorized representations of a participant's signature shall be cause for withholding of Participating Contractor invoice payments and/or termination of the Participating Contractor from the program.
- B. Remove all tools, materials and debris from the building and grounds daily and upon the completion of work. The work site will be left in original or better condition at the completion of the work.
- C. Post-inspect all subcontracted work to ensure that work was completed to the program standards.
- D. If the Participating Contractor is proposing that further work be completed in the home by other contractors, the Participating Contractor must ensure that Program Implementer is provided with all appropriate information. It is especially crucial that the Appliance Exchange Agreement includes all relevant household data, and that all writing is legible--this form may be sent directly to the appliance vendor and used as the basis for their orders. If the household is in a trailer park, it is important to note the name of the trailer park as well.
- E. If Home Performance measures have been installed, complete all test-out procedures as required by BPI.
- F. Complete a Certificate of Completion. This form must include results of test-out procedures completed on all jobs, action items resulting from the energy education portion of the energy assessment, and must be signed by the applicant or other adult member of the household. Please note that CAZ testing need not be performed on electric reduction jobs in which no fossil-fueled clothes dryer or hot water tank has been added to the dwelling.
- G. Provide the household with the Participating Contractor's contact information.
- H. If quality issues are identified by the Program Implementer or the Quality Assurance Contractor, the Participating Contractor must make all necessary repairs.

Invoicing Requirements

Invoices may be submitted upon completion of all work performed by the Participating Contractor and any subcontractors hired by the Participating Contractor to perform work in the dwelling. Invoices for partially-completed projects may only be submitted upon prior approval of the Program Implementer.

Upon submission of invoice, the Participating Contractor must provide:

- A. Completed EmPower New York forms as follows (See CRM Section 8):
 - a. All 1-4 family jobs
 - i. Signed Homeowner Agreement (Owners only)
 - ii. Certificate of Completion (all jobs in 1-to-4 family homes) signed by both applicant or other adult member of the household and the Participating Contractor
 - iii. Signed Appliance Exchange Agreement, if appropriate
 - b. Additional forms for 1-4 family HP jobs
 - i. House Diagram Form
 - ii. Combustion Appliance Form
 - iii. Clean and Tune Checklist (only if Clean and Tune is performed)
 - iv. Supplemental Data Form (only if a software other than EmPCalc is used)
- B. Copy of instrumented audit report with costs and savings consistent with prior approvals and notes in CRIS.
- C. WAP and Landlord investment amounts, or other leveraged funding, if applicable
- D. Copies of subcontractor invoices, as requested by Program Implementer
- E. NYSERDA encourages the use of the invoice that is generated by EmPCalc. All invoices must include the following:
 - a. Individual invoice number
 - b. Correct EmPower New York ID# ("D0", etc.)
 - c. Customer name (consistent with CRIS referral) and address
 - d. All Participating Contractors must include the following statement on the invoice: "The charges on this invoice are unique to the EmPower New York program and are not charged off to any other NYSERDA program".
 - e. Agencies participating in WAP must also include the following statement on the invoice: "Projects completed in coordination with the Weatherization Assistance Program (WAP) follow approved WAP program income policy".
 - f. Amount that agrees with prior approval.
 - g. Line item details of measures performed, as follows:
 - i. Electric reduction audit: \$XXX
 - ii. 7 LEDs: \$ XX
 - iii. 800 ft² open-blow attic insulation, 6" @ \$X.XX per ft²: \$ XX
 - iv. Etc.
 - f. Number of audit miles billed, unit cost per mile and total cost. Mileage may only be charged for the initial audit.
 - g. Make and model of replacement clothes dryers, refrigerators, or other appliances.

- h. Make, model and AFUE ratings of installed heating systems and water heaters.
- i. Digital images as required, such as; sealed spaces that have been treated and cannot be visibly inspected afterward, post-insulation levels with ruler, and attic air sealing.
- j. Specific air sealing tasks itemized and a price listed for each task.

The following checklist is a guide for appropriate invoicing and may be used as a tool to ensure the Participating Contractor submits a complete invoice package.

Checklist for Invoicing EmPower New York Projects		
For all completed jobs requiring prior approval		
Updated: 4-2-2015		
The following forms must be submitted at the time of invoicing		
Document	Minimum Requirements for Processing Invoices Successfully	√
Contractor Invoice	Legible	
	Billed amount agrees with prior approval, CRIS-recorded change orders noted by Coordinator, and minor additions or deletions noted in CRIS by Contractor	
	Customer full name, address, D number	
	Contractor name, address, email	
	Make and model of all replaced heating systems, water heaters, refrigerators, dryers, other appliances.	
	AFUE/EF of all replaced heating systems and water heaters	
	All charges include required cost details: type/description, location, measurements (sf, lf, depth), quantity, unit cost, measure cost, total cost	
	Invoice statement "The charges on this invoice are unique to the EmPower New York program and not charged off to any other NYSERDA program."	
All billed air sealing is detailed: tasks itemized, cost per task		
Finalized Audit tool	Costs and savings match installed workscope and costs match invoice	
Supplemental Form (non EmpCalc Audits only)	Complete and legible (including energy usage and unit cost for all fuels in home)	
Certificate of Completion	Legible and complete	
	Signed and dated by contractor and customer <u>at completion of job</u>	
	Customer Education section completed by customer or not billed	
	CAZ testing completed (exceptions detailed on COC as follows: electric water heater or heat, COIL, roof vent, venting type)	
	If draft cannot be obtained by drilling, use appropriate exception code: PVC, B vent, Stainless, Wall Mount.	
	If a CAZ appliance does not fail spillage, PASS is circled.	
	Indicates dwelling meets BPI safety standards	
	Final Blower Door matches Audit Tool	
Photos (as appropriate based on workscope)	Sealed spaces that have been treated and cannot be visibly inspected afterward.	
	Post levels of attic insulation with ruler	
	Attic air sealing	
Supplemental documents	If required by the coordinator, as noted in CRIS	
Clean and Tune form (if billed on invoice)	Complete and legible	
	Signed by technician	
	Indicates unit is left in a safe condition, with no ambient CO	