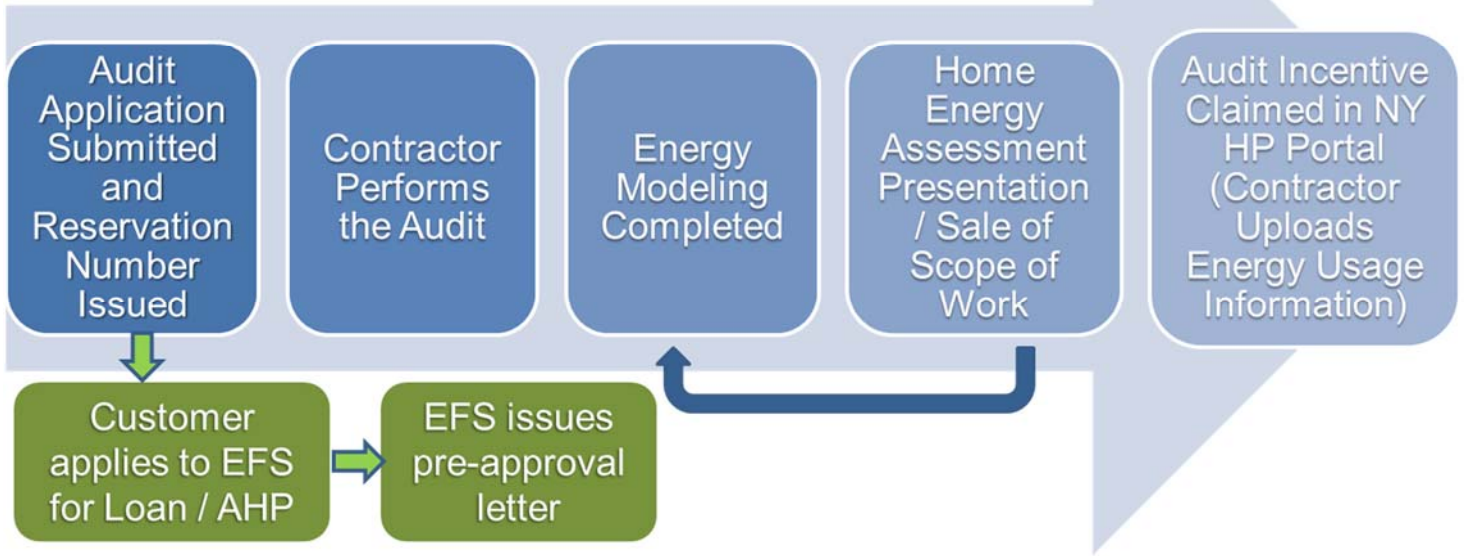


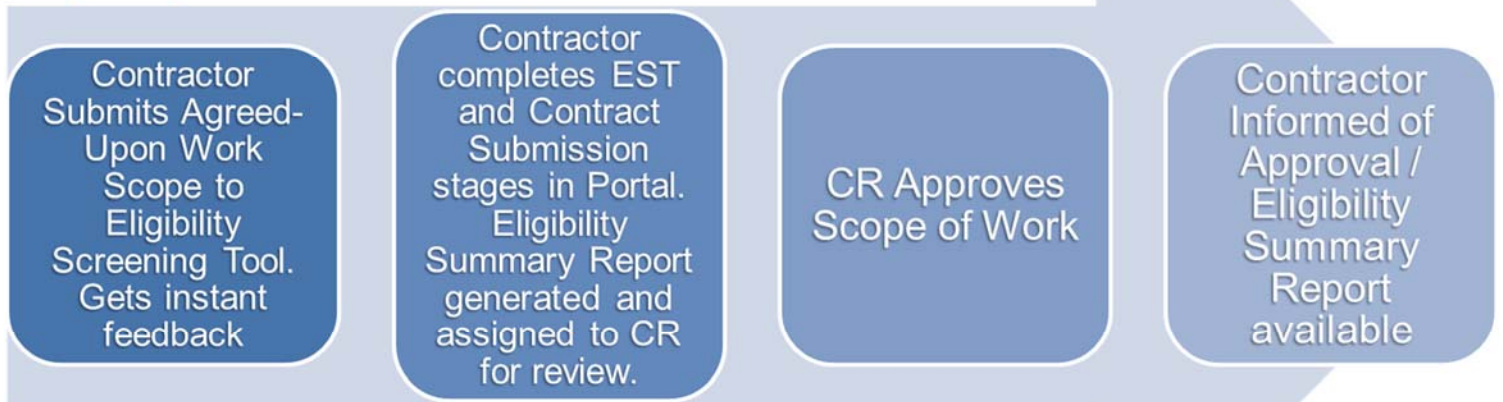
Guide to Program Procedures and Paperwork Flow Charts



Step 1: Home Energy Assessment and Modeling



Step 2: Contract Project and Eligibility Screening Tool (EST)





Step 3: Final Project Submission

Customer Information Form & Loan Documents Signed Before Work Begins

Work is Completed

Last Page of Eligibility Summary Report Signed by Customer (Replaces Certificate of Completion)

Contractor Uploads the Signed Eligibility Summary Report, Signed Contract, Post Installation Health & Safety Test Results, Completion Package from Modeling Tool & Signed Customer Information Form



Step 4: Final Project Submission

Contractor Submits Completion Information to CR via NY HP Portal

CR Approves Project and Incentives

Project is Considered Final: Contractor Notified, Payments Issued, Savings Reported

EFS Notified and Disburses Loan Payment (~48 hrs)

Some Projects Selected for Data QC Review



Some Projects Selected for QA Inspection