



NYSERDA

Workscope Submission

March 10, 2022

Participating Contractors



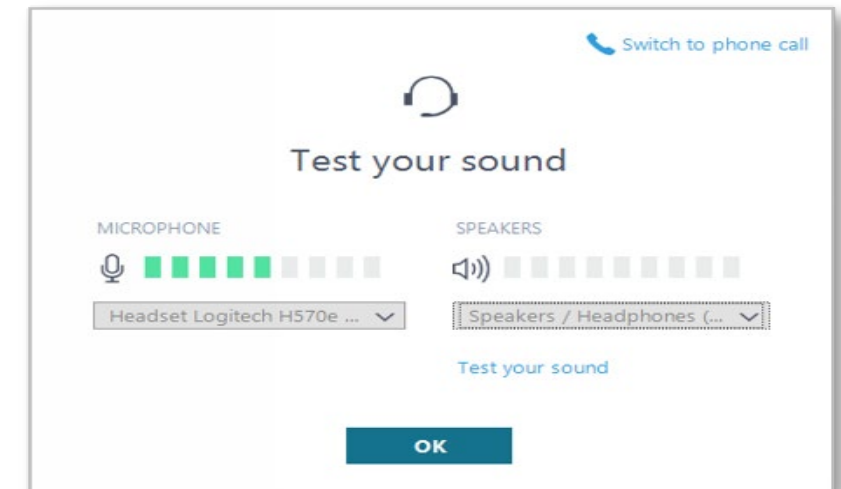
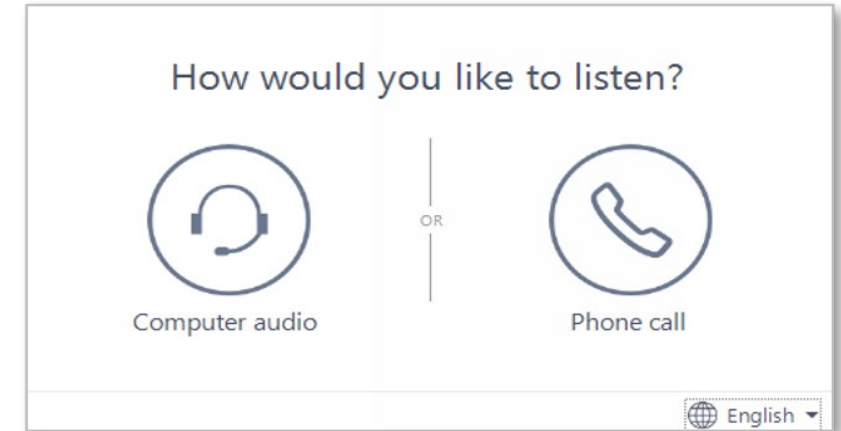
Audio Connection

To connect to audio:

1. Click the Computer audio icon to use this setting.

To test your microphone, select the desired device from the drop down and look for the green bars. To test your sound, select the desired speaker, click "Test your sound". Click Ok.

2. If you prefer to use a telephone, click the Phone call icon and dial in via the telephone number provided.

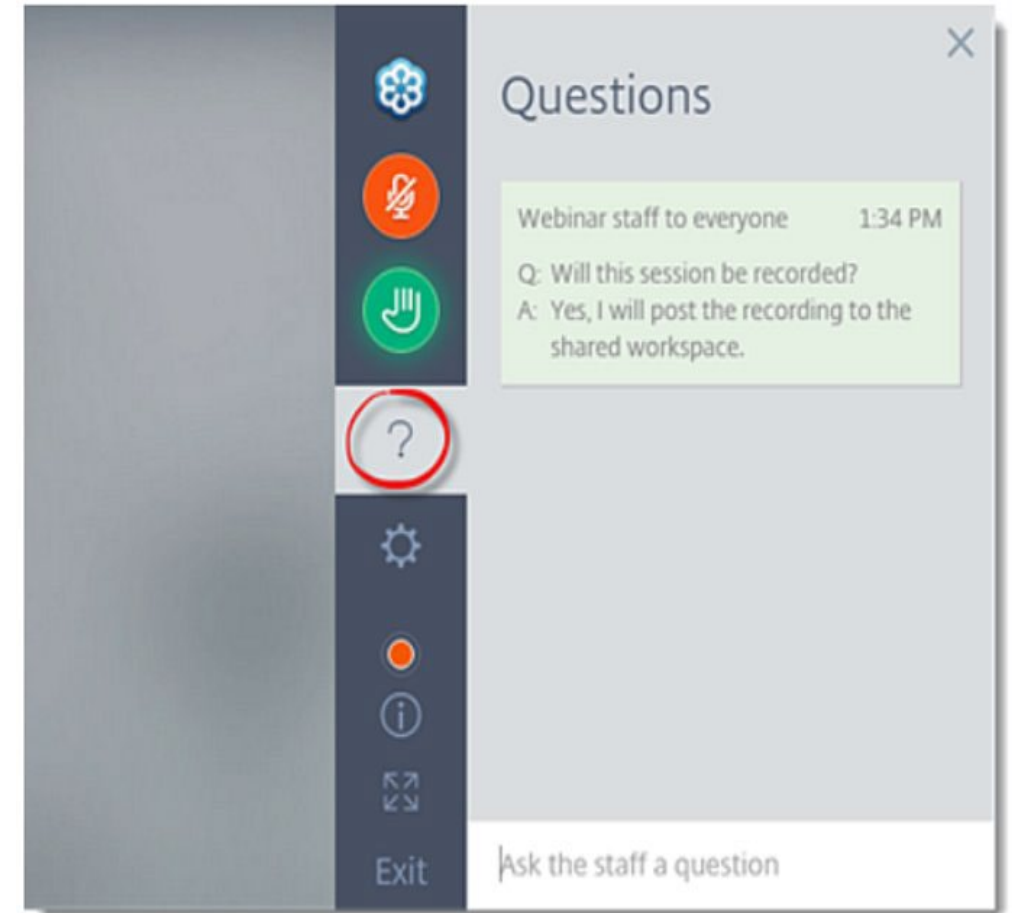


Questions

To ask a question:

1. Click the ? Icon in the toolbar.
2. Enter your question in the text field at the bottom, then press Enter on your keyboard.

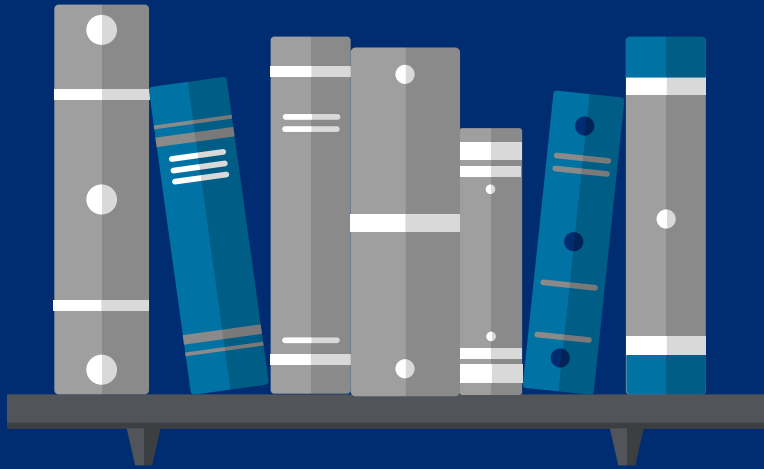
When your question is answered, it will appear in the Questions pane. You will also see the Question icon display an indicator that there is an unread message waiting for you.



Objective

Review the submission of projects in the NY HP Portal for approval in both the EmPower and HPwES Express Contract workflows.

Workscope Submission



AGENDA

Impactful Program Updates

Training Schedule & Start Date

Program Forms

Tier 1–EmPower: Project Management & Submission

Tier 3–Assisted Home Performance: Project Management & Submission

Workscope Scenarios

Contractor Next Steps/Action Items

Q & A

Workscope Submission

Important information regarding changes to Workscope Submissions:

- **End of combined projects**

When Program changes go into effect, Program participants will no longer be moved from EmPower to Assisted Home Performance. If a customer qualifies for Tier 1-EmPower, they must be served through the EmPower program only. Waivers (opt-out forms) will no longer be accepted, and customers will not be allowed to participate in both levels of incentives.

- **Caps on fossil fuel equipment incentives**

Incentive caps: Tier 1-EmPower - \$4,000 | Tier 3-Assisted Home Performance - \$2,000. Including No Heat situations.

- **Project level cost effectiveness**

Tier 1- EmPower and Tier 3-Assisted Home Performance will begin using project level cost effectiveness (total program incentives evaluated against the total savings of all measures).

- **Updated program forms/documents**

Contractors will need to use updated forms after program updates are launched.

Training Schedule & Start Date



Training Schedule

1	Introduction & Overview FEB-22 3:00 PM – 4:30 PM	<input checked="" type="checkbox"/>
2	Combined Residential Application Process FEB-24 3:00 PM – 4:00 PM	<input checked="" type="checkbox"/>
3	Audit & Direct Install MAR-01 3:00 PM – 4:30 PM	<input checked="" type="checkbox"/>
4	Eligible Measures List & EmPCalc MAR-08 3:00 PM – 4:30 PM	<input checked="" type="checkbox"/>
5	Workscope Submission MAR-10 3:00 PM – 4:30 PM	
6	Final Project Submission & Payout MAR-15 3:00 PM – 4:30 PM	

Q&A Sessions and Office Hours will be held to support the associated trainings:

Q & A Sessions

~~MAR-04 8:30 AM – 9:30AM | Follow up to Trainings 1-3~~
~~MAR-17 3:00 PM – 4:00PM | Follow up to Trainings 4-6~~
~~MAR-24 3:00 PM – 4:00PM | Follow up to Trainings 1-6~~

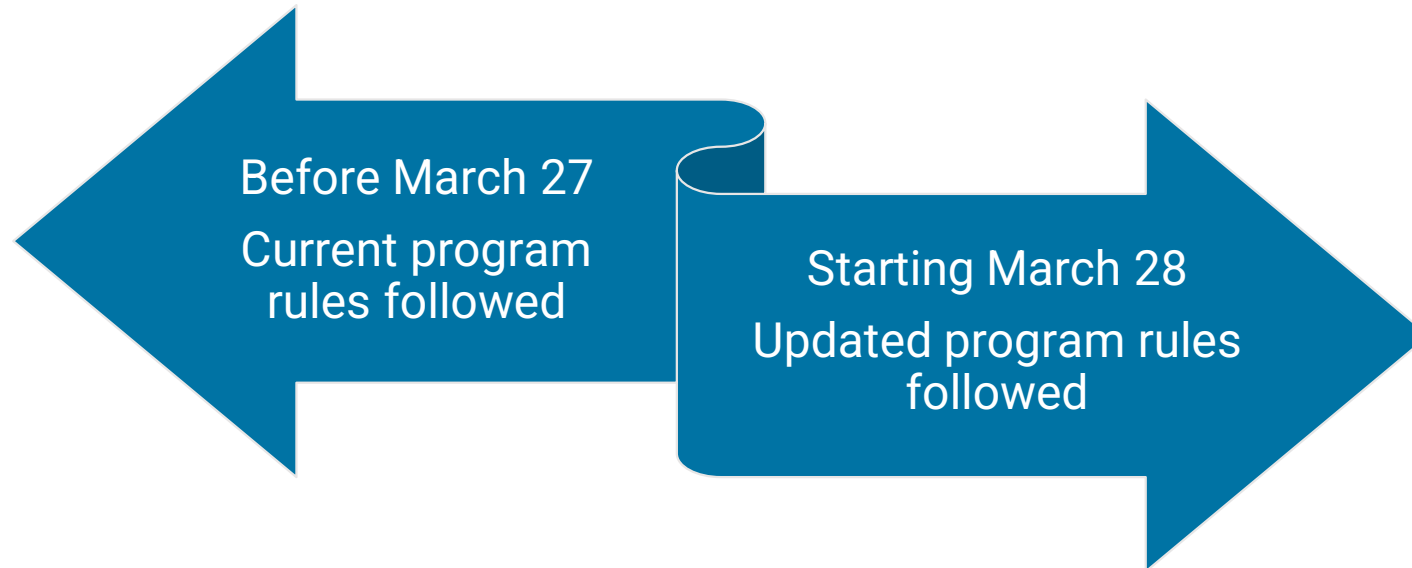
Office Hours Sessions

Session 1: APR-01 8:30 AM – 9:30AM
Session 2: APR-15 3:00 PM – 4:00PM
Session 3: APR-22 9:00 AM – 10:00AM

Training Schedule & Start Date

Combined Residential Application submission date determines how program rules are applied.

- Online (Submit button successfully clicked)
- Paper (Postmark on envelope)



Program Forms



Program Forms

Required and As Needed Forms

Form	EmPower	AHP	Audit	Workscope Submission	Project Completion	Notes
Utility Bills or Usage Waiver, if bills are not available	■	■	x	x		Utility bills may be required if project shows extremely high savings or exceeds project limits.
Homeowner or Rental Property Agreement	■	■	x	x		
EmPCalc	■	■	x	x	x	
House Diagram	■	■	x	x		Diagram does not need to be on Program document.
Appliance Exchange Agreement	■	n/a	x	x		
Photos	■	■	x	x	as needed	
Certificate of Completion	■	■	x	x	x	
Contract	□	■		x	x	Required when a customer contribution is required.
Subcontract	□	□		x	x	
HEAP Award Letters or Denials	□	n/a		x		
OTDA Benefit Card	□	n/a		x		Only when a CIN is needed on an OTDA ARPA funded project.
Heat Pump Informational Form	□	□		x	x	Waiver required for all heat pump projects.
AHRI Certificate/NEEP Cold Climate Spec Sheet	□	□		x		
NEC Calculation Worksheet	□	□		x	x	Required when proposing an upgrade to a panel box
Field Change Order Form	□	□		x	x	Required for all workscope changes after approval.
ProForma	□	n/a		x		Case-by-case when Tier 1 customer is financing a heat pump.
State Historic Preservation Office Form	□	□		x		

■ Required

□ As Needed

n/a Not applicable

Program Forms

Optional Forms

- Initial Interview Form
- Combustion Appliance Form
- Notification of Possible Presence of Asbestos
- Clean & Tune Checklist
- Optional Field Data Form
- Supplemental Data Collection Form

Discontinued Forms

- So What's Next Brochure
- EmPower NY Opt Out

Tier 1 – EmPower

Project Management



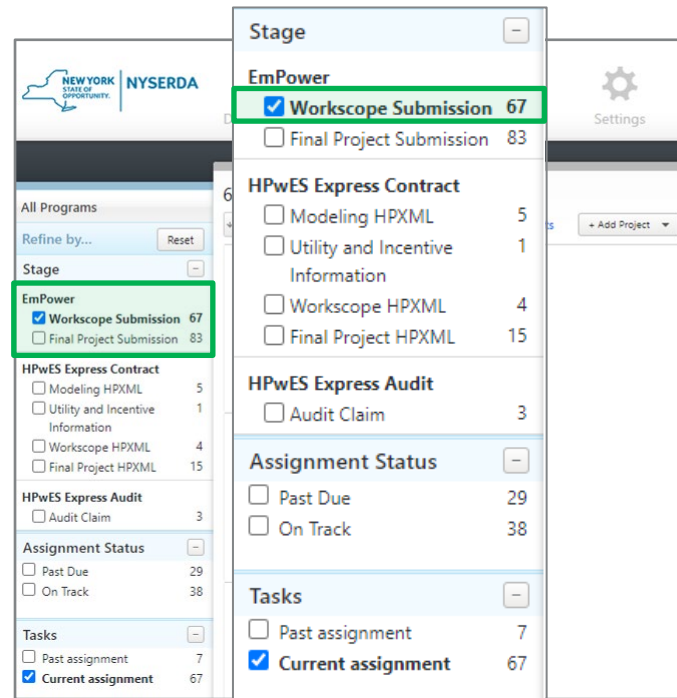
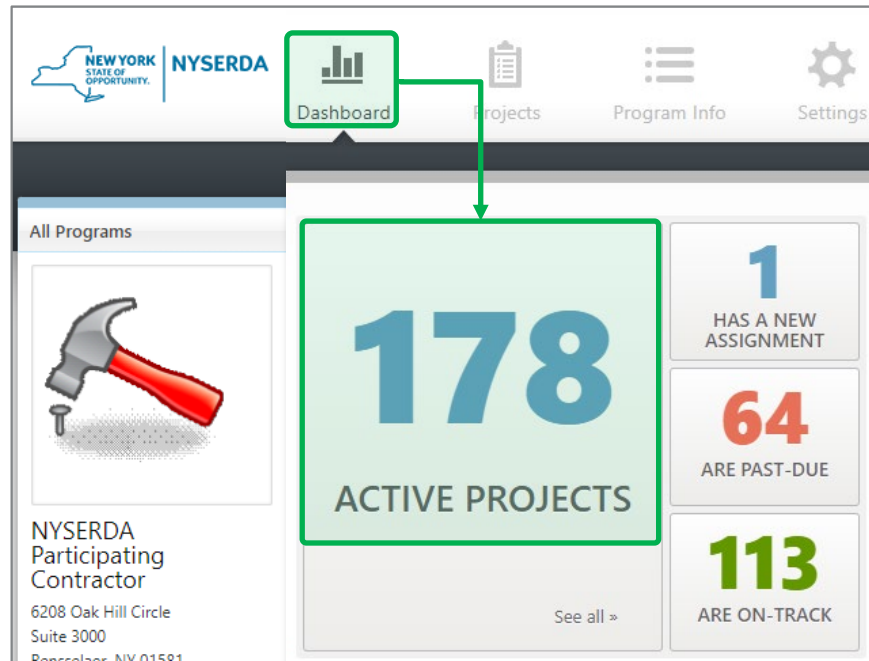
Tier 1–EmPower: Project Management

Submitting A Workscope: Tier 1-EmPower Customers

Participating Contractors are responsible for submitting projects for Tier 1 eligible customers through the EmPower workflow in NY HP Portal (Uplight).

Project Management

NY HP Portal (Uplight) → Dashboard → Active Projects → Use Filter to Refine Project List → Workscope Submission



Tier 1 – EmPower

Project Submission



Tier 1 – EmPower: Workscope Submission

NY HP Portal: EmPower Submission for Approval: Audit, Direct Install & Workscope Useful Information

- **Extend Due Date:** Project management tool for task deadlines.
- **This task cannot be completed:** Used to close projects or to return a project to a previous stage.
- **Add Note:** Project level note to share information with other company users or implementation staff.
- **Put On Hold:** Temporarily removes the project from the workflow.
- **View Project Page:** Customer view of project, if they created a login.

The screenshot shows the 'Complete Workscope Submission' form in the EmPower portal. The left sidebar contains the 'EmPower' logo, a blurred project ID, and a 'Next Action' section with a 'Full Details' link and a 'Premise View Details »' link. The main form area has a title 'Complete Workscope Submission' and a status bar indicating 'Assigned Feb. 21, 2022' and 'Due in 36 days'. Below this, the 'Due date' is set for 'April 6, 2022'. A green box highlights the 'Extend Due Date' button, and another green box highlights the 'This task cannot be completed' button. To the right, a green box highlights a panel containing three buttons: 'Add Note', 'Put On Hold', and 'View Project Page'. At the bottom, there is a section for 'Modeling output *' and a 'Homeowner's Agreement document' status showing 'Not uploaded'. A 'Jump to Timeline' link is also visible.

EmPower

Project ID: [blurred]

Next Action

Full Details

Premise View Details »

Complete Workscope Submission

Assigned Feb. 21, 2022

Due date: April 6, 2022

Due in 36 days

Jump to Timeline ▼

Extend Due Date

This task cannot be completed

Add Note

Put On Hold

View Project Page

* Required fields

Modeling output *

Homeowner's Agreement document Not uploaded

Tier 1 – EmPower: Workscope Submission

NY HP Portal: EmPower

Submission for Approval: Audit, Direct Install & Workscope (1 of 4)

Complete Workscope Submission task steps.

- In *Modeling output* upload the **EmPCalc** (.XLSM file)
- *Is the project receiving additional incentive funding (including WAP, utility rebates, or other grant funding)?*
 - If Yes, then the following details are needed:
 - Source of additional funding.
 - List all funding sources.
 - Total \$ amount of additional funding.
 - Itemized by funding source, amount and measure
 - Doing this allows implementation staff to accurately apply funding to the right measure.
 - If No, then move on to the next question.

EmPower

Project ID: [REDACTED]

Next Action

Full Details

Premise [View Details »](#)

Participant [View Details »](#)

Program Info

Stage Workscope Submission

Updated 8 days ago

Complete Workscope Submission

Assigned Feb. 21, 2022

Due date: April 6, 2022

[Extend Due Date](#) [This task cannot be completed](#)

* Required fields

Modeling output *

» [Choose File](#) No file chosen

For EmPCalc, upload entire Excel file. For TREAT upload summary report in PDF format.

» **Is this project receiving additional incentive funding (including WAP, utility rebates, or other grant funding)? ***

☒ Yes

☐ No

» **What is the source of the additional funding? ***

» **What is the total additional funding? ***

» **Which measures are receiving additional funds? ***

Clean Heat: 900 for HPWH

Tier 1 – EmPower: Workscope Submission

NY HP Portal: EmPower

Submission for Approval: Audit, Direct Install & Workscope (2 of 4)

- *Are you recommending a workscope package?*
 - **Yes**, a workscope is being submitted
- *Is this a completed Direct Install only project?*
 - **No**, a workscope is being submitted

The following fields in the NY HP Portal require a document to be upload:

- *Homeowner's agreement*
- *Combustion appliance form (optional)*
- *House diagram worksheet*
 - Contractors may use the NYSERDA provided form or a company form.
- *Appliance Exchange Agreement*
 - Fully completed and signed

The screenshot displays the 'EmPower' submission interface. On the left, a sidebar contains sections: 'Project ID', 'Next Action', 'Full Details' (with sub-sections 'Premise' and 'Participant'), and 'Program Info' (showing 'Stage: Workscope Submission' and 'Updated: 8 days ago'). The main area on the right lists four required document uploads, each preceded by a green double arrow icon: 1. 'Are you recommending a workscope package? *' with radio buttons for 'Yes' (selected) and 'No'. 2. 'Is this a completed Direct Install only project? *' with radio buttons for 'Yes' and 'No' (selected). 3. 'Homeowners's agreement *' with a 'Choose File' button and the text 'No file chosen'. 4. 'Combustion appliance form *', 'House diagram worksheet *', and 'Appliance Exchange Agreement *', each with a 'Choose File' button and the text 'No file chosen'. Explanatory text for the first two questions indicates that selecting 'no' moves the project to the Final Project Submission Stage, while selecting 'yes' moves it after this stage, with a reference to the Contractor Resource Manual.

Tier 1 – EmPower: Workscope Submission

NY HP Portal: EmPower

Submission for Approval: Audit, Direct Install & Workscope (3 of 4)

- Pictures are required for each project
 - All exterior sides of dwelling
 - Refrigerator
 - Freezer (if present)
 - HVAC (Heating and Cooling Systems, Water Heater)
 - Pre-existing attic insulation levels
 - Other targeted measure(s) for replacement
 - Exception requests

The screenshot displays the 'EmPower' submission interface. On the left is a sidebar with navigation links: 'Project ID', 'Next Action', 'Full Details', 'Premise' (with a location pin icon and 'View Details »'), 'Participant' (with a person icon and 'View Details »'), and 'Program Info'. The 'Program Info' section shows 'Stage: Workscope Submission' and 'Updated: 8 days ago'. The main content area on the right contains several sections: 'Pictures' with a 'Select files...' button and upload instructions; 'Initial Interview form' with a 'Choose File' button; 'Notification of possible presence of asbestos' with a 'Choose File' button; 'Field data form' with a 'Choose File' button; 'Supplemental data collection form' with a 'Choose File' button; 'Additional documents' with a 'Choose File' button; and an 'Add a Note (optional)' text area with a plus icon. At the bottom of this section are 'Send Now' and 'Save & Send Later' buttons. Below these is the 'Project Timeline' section, which includes a checkbox for 'Show archived tasks'. A timeline entry for 'Feb 21' shows a green checkmark, 'Project Acceptance – Completed in 3 days', 'Review result: Accept', and a link to 'Application Approval - Completed - CLEAResult Shared Services'. A 'Completion Data' button is at the bottom.

EmPower

Project ID: [Redacted]

Next Action

Full Details

Premise View Details »

Participant View Details »

Program Info

Stage Workscope Submission

Updated 8 days ago

Pictures

Select files...

All file types accepted. Can upload multiple photos (5-10 recommended) at once, up to 50 photos total. High resolution photos are not recommended.

Initial Interview form

Choose File No file chosen

Notification of possible presence of asbestos

Choose File No file chosen

Field data form

Choose File No file chosen

Supplemental data collection form

Choose File No file chosen

Additional documents

Choose File No file chosen

Add a Note (optional) +

Send Now Save & Send Later

Project Timeline ☐ Show archived tasks

Feb 21 Project Acceptance – Completed in 3 days

Review result: Accept

Refers to: [Application Approval - Completed - CLEAResult Shared Services](#)

Completion Data

Tier 1 – EmPower: Workscope Submission

NY HP Portal: EmPower Submission for Approval: Audit, Direct Install & Workscope (4 of 4)

The remaining forms are optional.

- *Initial Interview form*
- *Notification of possible presence of asbestos*
- *Field data form*
- *Supplemental data collection form*
- *Additional documents*
 - HEAP HERR Award Letters or Denials (when needed)
 - OTDA Benefit Card (when needed)
- Use the Notes field to provide any relevant information about the project.
- Click ***Send Now*** button.

The project will be sent to the Program implementer for review and determination of incentives.

EmPower

Project ID: [Redacted]

Next Action

Full Details

Premise [View Details »](#)

Participant [View Details »](#)

Program Info

Stage Workscope Submission

Updated 8 days ago

Pictures

Select files...

All file types accepted. Can upload multiple photos (5-10 recommended) at once, up to 50 photos total. High resolution photos are not recommended.

Initial Interview form

Choose File No file chosen

Notification of possible presence of asbestos

Choose File No file chosen

Field data form

Choose File No file chosen

Supplemental data collection form

Choose File No file chosen

Additional documents

Choose File No file chosen

Add a Note (optional) +

Send Now Save & Send Later

Project Timeline ☐ Show archived tasks

Feb 21 Project Acceptance – Completed in 3 days

Review result: Accept

Refers to: [Application Approval - Completed - CLEAResult Shared Services](#)

Completion Data

Tier 1 – EmPower: Workscope Submission

NY HP Portal: EmPower
Approval: Audit, Direct Install & Workscope

Project Approved

- In the Complete Final Project Submission stage review the Workscope Approval:
 - Click the Expand All button on the right side.
 - Scroll down to Workscope Review.
 - Carefully read approval note to understand what has or has not been approved. Non-approved measures are called out at the top of the approval note.

Projects are expected to be completed within 180 days of project assignment.

Project Returned

If a project is unable to be approved, it will be returned to the contractor for correction and resubmission. Notes should be carefully reviewed so that all issues are addressed.

EmPower

Project ID: [REDACTED]

Next Action

Full Details

Premise [View Details »](#)

Participant [View Details »](#)

Program Info

Stage Workscope Submission

Updated 8 days ago

Complete Final Project Submission

Due in 28 days

Assigned Jan. 26, 2022 [Jump to Timeline ▼](#)

Add a Note (optional) [+](#)

Send Now Save & Send Later

Project Timeline

☐ Show archived tasks [+ Expand All](#)

Feb 8 [✔ Workscope Approval – Completed in less than a day](#) CLEARResult Technical Services

Completion Data

Workscope Approval Assigned to CLEARResult Technical Services [task details...](#)

[✔ Workscope Review – Completed in less than a day](#) CLEARResult Technical Services

Review result: Passed

Refers to: [Workscope Submission - Completed](#)

Last modified: 23 days ago by

Assigned on: Feb. 8, 2022

Closed on: Feb. 8, 2022

Completion Data	
Notes	Approved a Total Job Cost of \$5,518.18 Annual Savings: \$657.91 For the Following Measures: No Blower Door Test Comprehensive Home Audit (CHA) for \$284.65 / Mileage for \$5.80 / 1 Combo Detector for \$92.68 / Insulation Accessories for \$250.00 / Attic Access for \$500.00 / Attic Venting for \$373.50 / Air-Sealing Total Cost \$ \$276.35 (Pre - 1000, Post - 800, SIR - 2.26) for the following items: Basement E&P 2.5 Hours, Labor Cost \$261.35, Material Cost \$15, Cost \$276.35; / 160 Sq.Ft.2 inches of Closed Cell Foam in Rim Joist \$963.2 / 1100 Sq.Ft.12 inches of Cellulose in Attic Open \$2772

Tier 3– Assisted Home Performance

Project Management



Tier 3–Assisted Home Performance: Project Management

Submitting A Workscope: Tier 3-Assisted Home Performance Customers

Participating Contractors are responsible for submitting projects for Tier 3 eligible customers through the HPwES Express Contract workflow in NY HP Portal (Uplight).

Project Management

NY HP Portal (Uplight) → Dashboard → Active Projects → Use Filter to Refine Project List → Modeling HPXML

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Dashboard Projects Program Info Settings

All Programs

178 ACTIVE PROJECTS

1 HAS A NEW ASSIGNMENT

64 ARE PAST-DUE

113 ARE ON-TRACK

See all »

NYSERDA Participating Contractor

6208 Oak Hill Circle
Suite 3000
Babylon, NY 11501

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Stage

EmPower

- ☐ Workscope Submission 66
- ☐ Final Project Submission 85

HPwES Express Contract

- ☒ Modeling HPXML 4
- ☐ Utility and Incentive Information 1
- ☐ Workscope HPXML 3
- ☐ Final Project HPXML 15

HPwES Express Audit

- ☐ Audit Claim 3

Assignment Status

- ☐ Past Due 4

Tasks

- ☐ Past assignment 1
- ☒ Current assignment 4

Tier 3– Assisted Home Performance

Project Submission



Tier 3—Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (1 of 10)

Complete Workscope Submission task steps.

- In *Home Performance Comprehensive Recommendations* upload the HPXML (.XML file)
- Use the Notes field to provide any relevant information about the project.
- Click *Send Now* button.

The project now moves to Utility and Incentive Information.

The screenshot displays the 'HPwES Express Contract' submission interface. The left sidebar contains sections for 'Project ID', 'Next Action', 'Full Details' (with links for 'Premise' and 'Participant'), and 'Program Info' (showing 'Stage: Modeling HPXML' and 'Updated: A moment ago'). The main content area is titled 'Complete Modeling HPXML' and shows the task was assigned on March 2, 2022, with a due date of March 16, 2022. It includes buttons for 'Extend Due Date' and 'This task cannot be completed'. A section for 'Home Performance Comprehensive Recommendations *' features a 'Choose File' button and a note about submitting a modeling software Audit package. Below this is an 'Add a Note (optional)' field. At the bottom, the 'Send Now' button is highlighted with a green border, next to a 'Save & Send Later' button.

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (2 of 10)

Complete Utility and Incentive Information task steps.

- Select *Electric Utility Company*
- Input *Electric Utility Account Number*
- Upload *Electric Usage Summary*

The screenshot shows the 'Complete Utility and Incentive Information' task in the HPwES Express Contract portal. The interface includes a sidebar with navigation links for 'Premise', 'Participant', and 'Program Info'. The main content area displays the task title, assigned date (Sept. 21, 2021), and due date (March 24, 2022). It features input fields for 'Electric Utility Company' (National Grid - Upstate), 'Electric Utility Account Number' (1234-5678), and 'Electricity Usage Summary' (Choose File). A 'Financing Review Results' box on the right indicates a suspended status with a reminder to contact EFS. The task is marked as 'Due in 22 days' and 'Extended 177 days'.

HPwES Express Contract

Project ID: [Redacted]

Next Action

Full Details

Premise View Details »

Participant View Details »

Program Info

Stage Modeling HPXML

Updated A moment ago

Complete Utility and Incentive Information

Due in 22 days

Assigned Sept. 21, 2021
Extended 177 days

Due date: March 24, 2022

Extend Due Date This task cannot be completed

* Required fields

Electric Utility Company *
National Grid - Upstate

Electric Utility Account Number *
1234-5678
Please ensure the account number is entered correctly.

Electricity Usage Summary *
Choose File No file chosen

Currently: 856-other-aed2fd501d07c7d9be08.pdf
For the last 12 or more months (as a PDF or an image). File size is limited to 10 MB.

Jump to Timeline ▼

Add Note

Put On Hold

View Project Page

Financing Review Results

Suspended - Please contact EFS for more information about the loan status.

Note the helpful reminder about financing on the right side.

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (3 of 10)

- Select *Fuel type*
- Select *Primary gas vendor/heating fuel vendor*
- Input *Fuel account number*
- Is Primary Heating Fuel Usage available?
 - Yes, upload *Primary Heating Fuel Usage Summary*
 - No, upload *Primary Heating Fuel Usage Waiver*
- This building has a secondary heating fuel
 - If yes, complete the requested information

The screenshot shows the 'HPwES Express Contract' submission form. On the left, a sidebar contains sections: 'Project ID' (blurred), 'Next Action', 'Full Details' (with links for 'Premise' and 'Participant'), and 'Program Info' (Stage: Modeling HPXML, Updated: A moment ago). The main form area on the right contains several required fields, each marked with a green triple arrow icon: 1. 'Fuel type *' with radio button options: Electricity, Gas (selected), Oil, Propane, Kerosene, Wood, Coal, Pellets, and Other. 2. 'Primary gas vendor *' with a dropdown menu showing 'National Grid - Upstate'. 3. 'Fuel account number *' with a text input field containing '1234-5678' and a note: 'Please ensure the account number is entered correctly.' 4. 'Is Primary Heating Fuel Usage available? *' with radio button options: Yes (selected) and No. 5. 'Primary Heating Fuel Usage Summary *' with a 'Choose File' button (showing 'No file chosen') and a note: 'Currently: 856-other-b85395d328aa72e89374.pdf'. Below this is a detailed instruction: 'For the last 12 or more months (as a PDF or an image). Please enter usage data for all applicant unit(s) in the building. If the units are roughly the same size and conditions you do not need to upload usage for multiple units. File size is limited to 10 MB.' 6. 'This building has a secondary heating fuel' with radio button options: Yes and No (selected).

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (4 of 10)

- *Is this project pursuing an Assisted (AHP) incentive?*
 - **Yes**, must be selected or the project will need to be returned. This cannot be changed by Program Implementation staff.
- *Is this project pursuing financing?*
 - **No**, must be selected or the project will need to be returned.
- Enter any 10-digit number in the *Financing and/or AHP Reference Number*. This is a required field that was not able to be removed from the workflow.
- Use the Notes field to provide any relevant information about the project.
- Click **Send Now** button.

The project now moves to the Subsidy Pre-Approval for review by Shared Services.

The screenshot shows the 'HPwES Express Contract' submission form. On the left is a sidebar with sections: 'Project ID:', 'Next Action', 'Full Details' (containing 'Premise' and 'Participant' links), and 'Program Info' (showing 'Stage: Modeling HPXML' and 'Updated: A moment ago'). The main form area contains the following fields and controls:

- 'Is this project pursuing an Assisted (AHP) incentive?' with radio buttons for 'Yes' (selected) and 'No'.
- 'Is this project pursuing financing?' with radio buttons for 'Yes' and 'No' (selected).
- 'Financing and/or AHP Reference Number *' with a text input field containing '1234567890'.
- 'Add a Note (optional)' with a text area and a '+' icon.
- 'Send Now' and 'Save & Send Later' buttons.
- 'Project Timeline' section with a checkbox for 'Show archived tasks'.

Green arrows point from the sidebar to the corresponding form fields: from 'Full Details' to the incentive question, from 'Premise' to the financing question, and from 'Participant' to the reference number field.

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract
Submission for Approval: Workscope only
(5 of 10)

Subsidy Pre-Approval

At this stage Shared Services will refer to information provided in the Combined Residential Application to determine the appropriate subsidy amount and provide that information in the HP Portal.

If the project was not created at the end of the Express Audit workflow it may be delayed or closed:

- Projects created with an application that has not been reviewed/approved will be delayed until a determination is made.
- Projects created without an application will be placed On Hold until an application is submitted and reviewed.
- If the applicant is a Tier 1-EmPower customer, the Express Contract will be closed and an EmPower project will be created.

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (6 of 10)

Complete Workscope HPXML task steps.

- Subsidy information is on the right side.
- In *Workscope Contract Package* upload the HPXML (.XML file)
- *Is homeowner receiving any third-party grants or rebates...* (i.e., utility incentives, Clean Heat)
 - Yes - Enables the Additional Grants and Rebates stage to enter funding sources and amounts.
 - No – Skips the Additional Grants and Rebates stage and project will move to Workscope Screening and Approval.
- *Choose one of the following:* and indicate if a subcontractor will be utilized.
- Use the Notes field to provide any relevant information about the project.
- Click **Send Now** button.

The screenshot shows the 'Complete Workscope HPXML' form in the NY HP Portal. The form is divided into several sections:

- Header:** 'HPwES Express Contract' and 'Project ID: [redacted]'. A blue box indicates 'Due in 10 days'.
- Assigned Date:** 'Assigned Feb. 25, 2022'.
- Due Date:** 'Due date: March 11, 2022'. Buttons for 'Extend Due Date' and 'This task cannot be completed' are present.
- Next Action:** A section for the next action.
- Full Details:** A sidebar with links for 'Premise', 'Participant', and 'Program Info'. 'Program Info' shows 'Stage: Modeling HPXML' and 'Updated: A moment ago'.
- Workscope Contract Package:** A section for uploading the HPXML file. It includes a 'Choose File' button and a note: 'Please submit the contract package from your modeling software. If you encounter an error when submitting your building model, please correct and resubmit. If you need more assistance, please contact your software vendor or Support.Residential@nysersda.ny.gov.'
- Subsidy Information:** A table on the right side of the form, highlighted with a green border, containing the following data:

Maximum subsidy amount	\$5,000.00
Subsidy percentage	50.00%
Condition(s) for Subsidy Approval	None
Subsidy pre-approval expiration date	Feb. 10, 2023
- Is the homeowner receiving any third party grants or rebates, including EmPower funding, tax credits, or avoided replacement costs? *** A question with radio button options for 'Yes' and 'No'.
- Choose one of the following: *** A dropdown menu.
- Add a Note (optional):** A text input field with a plus icon.
- Buttons:** 'Send Now' (highlighted with a green border) and 'Save & Send Later'.

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (7 of 10)

Complete Additional Rebates and Grants task steps.

- *Is this project receiving a utility rebate?*
 - If **Yes**, complete the additional information:
 - *What is the source of the project's utility rebate?*
 - Select the utility from the dropdown.
 - *What is the total utility rebate amount?*
 - Enter the total of all utility rebates.
 - *Measures receiving additional funds.*
 - Check the applicable measure(s) receiving the utility rebate. The list corresponds to the measures uploaded.
 - If **No**, continue to the next question.

The screenshot shows the 'HPwES Express Contract' submission interface. The left sidebar contains sections for 'Project ID', 'Next Action', 'Full Details' (with 'Premise' and 'Participant' expandable sections), and 'Program Info' (showing 'Stage: Modeling HPXML' and 'Updated: A moment ago'). The main content area is titled 'Complete Additional Rebates and Grants'. It displays the task's assigned date (Dec. 4, 2020), extension (474 days), and due date (March 30, 2022). There are buttons for 'Extend Due Date' and 'This task cannot be completed'. A section for '* Required fields' contains three questions, each with a green double arrow pointing to it from the sidebar: 1. 'Is this project receiving a utility rebate? *' with radio buttons for 'Yes' (selected) and 'No'. 2. 'What is the source of the project's utility rebate? *' with a dropdown menu. 3. 'What is the total utility rebate amount? *' with a text input field. Below these is a section for '* Measures receiving additional funds *' with a list of checkboxes: Air Source Heat Pump, Insulation - Rim Joist - R-Value Qualified, Insulation - Attic - R-Value Qualified, CO/Smoke Detectors, Electrical Improvements, and Home Repairs.

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (8 of 10)

- *Is this project receiving any grant funding?*
 - If **Yes**, complete the additional information:
 - *Name of grant.*
 - *Amount of grant.*
- *Is this project receiving any state or federal tax credits?*
 - If **Yes**, complete the additional information:
 - *Name of tax credit(s).*
 - *Total amount of tax credit.*
- *Should this project have any avoided replacement cost accounted for?*
 - Select **No**, since this is related to financing.
- Use the Notes field to provide any relevant information about the project.
- Click **Send Now** button.

The screenshot shows the 'HPwES Express Contract' submission form. On the left is a sidebar with sections: 'Project ID', 'Next Action', 'Full Details' (containing 'Premise' and 'Participant' with 'View Details' links), and 'Program Info' (showing 'Stage: Modeling HPXML' and 'Updated: A moment ago'). The main form area on the right contains several questions, each preceded by a green triple arrow icon. The questions are: 'Is this project receiving any grant funding? *' (radio buttons for Yes/No), 'Name of grant *' (text input), 'Amount of grant *' (text input), 'Is this project receiving any state or federal tax credits? *' (radio buttons for Yes/No), 'Name of tax credit(s) *' (text input), 'Total amount of tax credit *' (text input), and 'Should this project have any avoided replacement costs accounted for? *' (radio buttons for Yes/No). Below these is an 'Add a Note (optional)' field with a plus icon. At the bottom are two buttons: 'Send Now' (highlighted with a green border) and 'Save & Send Later'.

Tier 3—Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (9 of 10)

Complete Workscope Screening and Approval task steps.

- Review the information on the right side and answer the first question. *Is the list of measures receiving incentive as you expected?*
- *Is the home more than 50 years old?*
- *Will original windows, replacement windows installed more than 45 years ago, or doors be replaced as part of workscope?*
- *Is the work to be performed visible from a public right of way?*

Answering **Yes** to each of the last three questions will require the completion of a State Historic Preservation Office (SHPO) Review form.

The screenshot shows the 'Complete Workscope Screening and Approval' page in the HPwES Express Contract system. The page is divided into a left sidebar and a main content area. The sidebar contains sections for 'Premise', 'Participant', and 'Program Info'. The main content area includes a 'Due date' of March 10, 2022, and a list of screening questions. A green box highlights the 'High Energy Savings' section on the right, which includes a 'Manual review required' label and a table of anticipated costs.

HPwES Express Contract

Project ID: [Redacted]

Next Action

Full Details

Premise View Details »

Participant View Details »

Program Info

Stage Modeling HPXML

Updated A moment ago

Complete Workscope Screening and Approval

Assigned March 3, 2022

Due date: March 10, 2022

Extend Due Date This task cannot be completed

* Required fields

Please review the anticipated incentives and the list of prequalified and not pre-qualified measures on the right side of the page. Is this list of measures receiving incentives as you expected? *

☐ Yes

☒ No

Is the home more than 50 years old? *

☒ Yes

☐ No

Will original windows, replacement windows installed more than 45 years ago, or doors be replaced as part of the workscope? *

☒ Yes

☐ No

Is the work to be performed visible from a public right of way? *

☒ Yes

☐ No

SHPO review form *

Choose File No file chosen

Required based on the criteria above. This project will require manual review. You can access a blank SHPO form [here](#).

Due in 8 days

Jump to Timeline ▼

Add Note

Put On Hold

View Project Page

Loan Calculator

High Energy Savings

Manual review required

Anticipated Contractor Incentive \$160.57 (Please note that the project's incentive amount is estimated and is subject to change until the project's completion is approved)

Anticipated Subsidy \$1,605.70 (Please note that the project's incentive amount is estimated and is subject to change until the project's completion is approved)

Out of Pocket Cost \$10,419.90

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Submission for Approval: Workscope only (10 of 10)

- *Do you want to send this project to manual review?*
 - Note: All projects will be reviewed by Program implementation staff.
- *Supporting Documentation*
 - Upload any supporting documentation you have for this project and name the file such that it describes the documentation.
 - EmPCalc
 - Signed Contracts
 - Photos
- Use the Notes field to provide any relevant information about the project.
- Click **Send Now** button.

The screenshot shows the 'HPwES Express Contract' submission form. On the left is a sidebar with sections: 'Project ID', 'Next Action', 'Full Details' (containing 'Premise' and 'Participant' details), and 'Program Info' (showing 'Stage: Modeling HPXML' and 'Updated: A moment ago'). The main form area has three sections: 1. 'Do you want to send this project to manual review? *' with 'Yes' selected and a yellow note box stating 'Required to be yes if this project requires further review.' 2. 'Supporting Documentation *' with a 'Select files...' button and a yellow note box stating 'Upload any supporting documentation you have for this project, and name the file such that it describes the documentation. Ex: signed contract.' 3. 'Add a Note (optional)' with a text area and a '+' icon. At the bottom are two buttons: 'Send Now' (highlighted with a green border) and 'Save & Send Later'.

Tier 3–Assisted Home Performance: Workscope Submission

NY HP Portal: HPwES Express Contract Approval: Workscope only

Project Approved

- Workscope Approval Expiration Date.
 - Approval expires after 90 days.
- Subsidy Approval Expiration Date.
 - Approval expires after 1 year.

Expired projects are automatically returned to the contractor and will require resubmission for a new approval.

Project Returned

If a project is unable to be approved, it will be returned to the contractor for correction and resubmission. Notes should be carefully reviewed so that all issues are addressed.

HPwES Express Contract

Project ID: [REDACTED]

Next Action

Full Details

Premise [View Details »](#)

Participant [View Details »](#)

Program Info

Stage Modeling HPXML

Updated A moment ago

Complete Final Project HPXML

Due in 30 days

Assigned Jan. 28, 2022

Due date: April 1, 2022

[Extend Due Date](#) [This task cannot be completed](#)

* Required fields

Completion package *

[Choose File](#) No file chosen

Please submit the contract package from your modeling software. If you encounter an error when submitting your building model, please correct and resubmit. If you need more assistance, please contact your software vendor or Support.Residential@nysenda.ny.gov.

[Add a Note \(optional\)](#) [+](#)

[Send Now](#) [Save & Send Later](#)

[Add Note](#)

[Put On Hold](#)

[View Project Page](#)

Workscope Approval Expiration Date April 27, 2022

Subsidy Approval Expiration Date Jan. 26, 2023

[Eligibility Summary Report](#) [PDF](#)

Project Timeline

☒ Show archived tasks [- Collapse All](#)

Jan 28 [✔](#) Subsidy Approval – Completed in about a day [task details...](#) CLEAResult Shared Services

Review result: Passed

Jan 27 Subsidy Approval Assigned to CLEAResult Shared Services [task details...](#)

[✔](#) Workscope Review – Completed in less than a day [task details...](#) CLEAResult Technical Services

Review result: Passed

Workscope Scenarios



Workscope Scenarios

Workscope Scenarios with:

- only prequalified measures.
- both prequalified and standard measures.
- air source heat pumps.
- No Heat Emergency requests.
- measure(s) that exceed Program defined caps (and other exception requests)
- projects that fail Project Level Cost Effectiveness.
- field change orders.

Workscope Scenarios

No project level cost effectiveness required

Projects with...

- **only** prequalified measures
- prequalified measures and health & safety costs **within** Program defined caps*
 - * Tier 1-EmPower - \$1,000
 - * Tier 3-Assisted Home Performance - \$500

Project level cost effectiveness required

Projects with...

- both prequalified and standard measures
- prequalified measures and health & safety costs **exceeding** Program defined caps*
 - * Tier 1-EmPower - \$1,000
 - * Tier 3-Assisted Home Performance - \$500

Workscope Scenarios

Air Source Heat Pumps

Projects with an air source heat pump measure proposed.

- Project Requirements
 - Project must have positive dollar savings
 - Must cover 90%-120% of the heat load
 - Meets Program building shell requirements
- Additional documents required:
 - Heat Pump Informational Form
 - NEEP Cold Climate Spec Sheet for each ASHP
- If electric improvements are needed:
 - NEC Calculation Worksheet
 - Picture of the Panel Box

Workscope Scenarios

Heat Pump Water Heaters

Projects with a heat pump water heater proposed.

- Project Requirements
 - Project must have positive dollar savings
- Additional documents required:
 - Heat Pump Informational Form
- If electric improvements are needed:
 - NEC Calculation Worksheet
 - Picture of the Panel Box

Workscope Scenarios

No Heat Emergency Requests

A no-heat project is a primary heating system that fails or is determined unsafe to operate and is non-repairable, resulting in the need of a replacement primary heating source, during the heating season (defined as October 1 – May 31), at a primary residence.

- Project Requirements
 - Household meets requirements as stated in [CRM Section 5.9](#).
 - Not a National Fuel Gas (NFG) utility customer.
 - NFG customers should reach out to NFG in the event of a “No-Heat” situation.
 - Residence must be served by an eligible utility and pay into the Systems Benefits Charge (SBC).
 - Project approval prior to work taking place to ensure it meets the qualifying criteria.
- Additional documents required:
 - HEAP HERR denial letter (Tier 1)
 - Customer has applied for the Heating Equipment Repair and Replacement (HERR) benefit and received a denial letter.
- Additional process steps required:
 - Submit a Case to notify Program of No Heat Emergency
 - Application - Email support.residential@nyserda.ny.gov, use subject: **No Heat – Application Number**
 - Workscope - Contact Account Manager or Contractor Support (support.residential@nyserda.ny.gov, use subject: **No Heat – Project ID**) for expedited review.

Workscope Scenarios

Measure(s) that Exceed Program Defined Caps (and other Exception Requests)

Projects with exception requests, like exceeding program defined caps*, will require further explanation and may require additional documentation prior to Program review. Projects with exception requests may also require a customer contribution for approval.

- Additional process steps required:
 - Detailed explanation as to why the exception is being requested.
 - Requests for additional incentives should show higher energy savings.
 - If lower cost alternatives are available, explanation as to why they are not being proposed.
- Additional documents required:
 - Utility bills, waivers will not be accepted.
 - Any additional documentation as needed by Program.

* Tier 1-EmPower

- Single Family Project Level Cap is \$10,000.00
- Multi-Family (2-4 units) Project Level Cap is \$5,000.00 per unit with a total maximum cap of \$20,000.00

* Tier 3-Assisted Home Performance

- Single Family project level cap is 50% up to \$5,000.00
- Multi-Family (up to 4 units) Project Level Cap is \$5,000.00 per unit with a total maximum cap of \$10,000.00 provided it is owner occupied

Workscope Scenarios

Projects that Fail Project Level Cost Effectiveness

Projects that are unable to pass project level cost effectiveness when required will not be approved. The project will be returned to the contractor to adjust the proposed measures to meet program requirements.

Appropriate adjustments will vary by project. In general, the project would need to have increased measure savings, reduced measure costs or an increased customer contribution.

Workscope Scenarios

Field Change Orders

Projects with any changes to the approval provided by the program implementer in the NY HP Portal.

Tier 1-EmPower

NY HP Portal: EmPower

- Additional process steps required:
 - Workscope changes \leq \$500.00.
 - Pre-authorization **not** required.
 - Update your final project submission with the changes.
 - Workscope changes $>$ \$500.00.
 - New workscope approval required.
 - Contact an Account Manager ([CRM Section 1.2](#)) or
 - Contact Contractor Support (800-284-9069 or support.residential@nyserda.ny.gov)
- Additional documents required:
 - Signed Field Change Order, updated Contract if needed
 - Updated EmPCalc

Tier 3-Assisted Home Performance

NY HP Portal: HPwES Express Contract

- Additional process steps required:
 - Program approval of new workscope (any change)
 - Roll project back to Workscope HPXML to submit updated information using “*This task cannot be completed*” button.
 - Provide a note detailing the workscope changes.
- Additional documents required:
 - Signed Field Change Order or updated Contract
 - Updated EmPCalc

Next Steps/Action Items for Contractors

Prepare for Program Updates to Launch

- Review the latest [Residential Program Announcement newsletter](#)
- Review the Training Session Overview & timeline of events
- Have relevant staff register for the upcoming training webinars
- Visit the NYSERDA Knowledge Base and review the Combined Application Process
- Review new Workscope requirements with auditing staff and installation crews to incorporate updates into your processes
- Contact your Account Manager with any questions or submit them to support.residential@nyserda.ny.gov.

Stay up-to-date with Program

- Subscribe to receive Program Announcements and Updates
- Visit the Contractor Support Website to review the latest versions of the Contractor Resource Manual, download forms and EmPCalc
- Review your NY HP Portal Users, add or remove as needed
- Review your NYSERDA Portal (Salesforce) Users, add or remove as needed
- Review and update your company, insurance and payment information as needed

Q & A

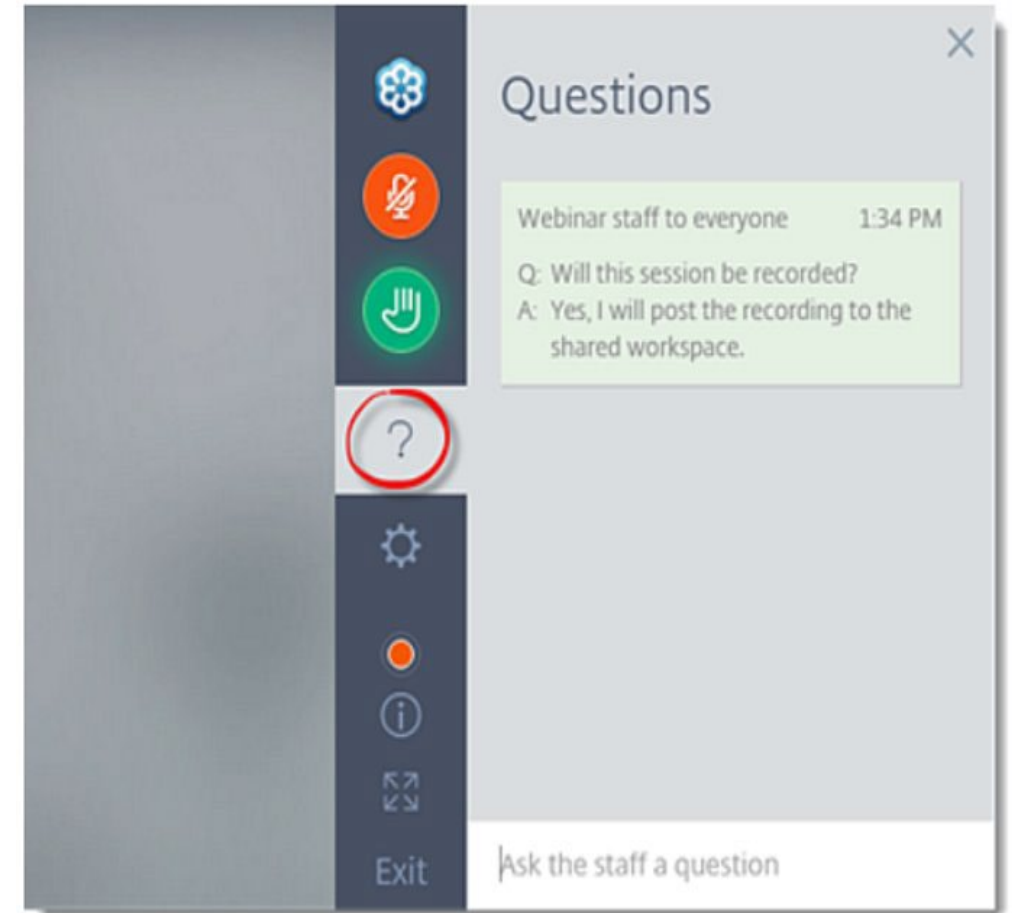


Questions

To ask a question:

1. Click the ? Icon in the toolbar.
2. Enter your question in the text field at the bottom, then press Enter on your keyboard.

When your question is answered, it will appear in the Questions pane. You will also see the Question icon display an indicator that there is an unread message waiting for you.



Training Schedule

1	Introduction & Overview FEB-22 3:00 PM – 4:30 PM	<input checked="" type="checkbox"/>
2	Combined Residential Application Process FEB-24 3:00 PM – 4:00 PM	<input checked="" type="checkbox"/>
3	Audit & Direct Install MAR-01 3:00 PM – 4:30 PM	<input checked="" type="checkbox"/>
4	Eligible Measures List & EmPCalc MAR-08 3:00 PM – 4:30 PM	<input checked="" type="checkbox"/>
5	Workscope Submission MAR-10 3:00 PM – 4:30 PM	<input checked="" type="checkbox"/>
6	Final Project Submission & Payout MAR-15 3:00 PM – 4:30 PM	

Q&A Sessions and Office Hours will be held to support the associated trainings:

Q & A Sessions

Office Hours Sessions

~~MAR-04 8:30 AM – 9:30AM | Follow up to Trainings 1-3~~
~~MAR-17 3:00 PM – 4:00PM | Follow up to Trainings 4-6~~
~~MAR-24 3:00 PM – 4:00PM | Follow up to Trainings 1-6~~

Session 1: APR-01 8:30 AM – 9:30AM
Session 2: APR-15 3:00 PM – 4:00PM
Session 3: APR-22 9:00 AM – 10:00AM