



## Project Completion and Invoicing

### **Assisted Home Performance with ENERGY STAR® (AHP)**

Unless alternative agreements are reached with the Program Implementer, AHP jobs must be completed within 120 days of Program Workscope Approval. After 120 days, approved Projects automatically roll back to Workscope HPXML stage in the NY HP Portal and require resubmission for approval.

#### **Project Test-out and Sign-off**

Upon completion of a project, the Participating Contractor must:

- A. Review signed contract to ensure that all contracted work was completed. If any work was not completed, or additional work was performed outside the scope on the original contract, a Change Order or revised contract must be submitted. This requires rolling the project back to Workscope HPXML stage for resubmission and approval.
- B. Ensure that the EmPCalc includes the most current contracted measures. Update air leakage test-out CFM50 number in the Air Sealing measure (if applicable).
- C. Post-inspect all subcontracted work to ensure that work was completed to the program standards.
- D. Complete all test-out procedures as required by BPI.
- E. Complete a [Certificate of Completion Post-Installation Health and Safety Test Results](#) form (if using EmPCalc version 8.1 or earlier) and/or a Post Install Measure Report (if using EmPCalc version 8.2 or later). This form must include results of test-out procedures and must have both pages signed by the applicant, or other adult member of the household, and contractor.

Additional required forms, if applicable:

- 1. AHRI Certificate(s) - <https://www.ahridirectory.org>: If heating or cooling system, or domestic hot water heater, were installed, and AHRI certificate has not been previously submitted:
- 2. [Heat Pump Installation Acknowledgment form](#): If a Heat Pump was installed

If quality issues are identified by the Program Implementer or the Quality Assurance Contractor, the Participating Contractor must make all necessary repairs.

#### **Project Completion Submission**

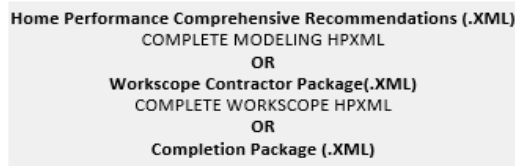
Once all the above has been completed and confirmed, the Participating Contractor must:

- A. In EmPCalc, on the Project Information tab, change the Stage in Workflow to Final Project

Program Information	
Project ID	123456
Tier	Tier 3: 60-80% Area Median Income
Pilot	
Stage in Workflow	Final Project



B. In EmPCalc, on the Summary tab, click on the .XML export button to export the completion HPXML file:



- C. In the HP Portal, complete the Final Project HPXML stage by uploading the completion HPXML file.
- D. In the HP Portal, complete the Final Project Documents stage by uploading the required completion documents described in the “Project test-out and sign-off” section above: signed contract, Change Order (if applicable), Certificate of Completion Post-Installation Health and Safety Test Results form and/or Post Install Measure report, AHRI Certificate (if applicable), Heat Pump Installation Acknowledgement form (if applicable).

**Invoicing Requirements**

Invoicing and payments of incentives for completed AHP projects are completed on a bi-weekly basis by CLEAResult Shared Services.

The table at the end of this document, Acceptable Completion Forms based on EmPCalc, can be used to ensure the appropriate completion forms are being completed.

**EmPower New York (EmPower)**

Unless alternative agreements are reached with the Program Implementer, Home Performance projects must be completed within 120 days of Participating Contractor referral acceptance and Audit/Direct Install only projects 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 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 its 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 mobile home park, it is important to note the name of the mobile home park as well.
- E. If Home Performance measures have been installed, complete all test-out procedures as required by BPI.
- F. Complete a Post Install Measure Report with CAZ Testing or Certificate of Completion - Post-Installation Health and Safety Test Results. 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 is required to be performed on all Audit/Direct Install jobs, unless the units requiring testing are not accessible. In those instances, notes must be included with the project submission.
- G. Provide the household with the Participating Contractor's contact information. 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 at Final Project Submission, the Participating Contractor must provide:

- A. Completed EmPower forms as follows (See CRM Section 8):
  - a. Audit Only and Audit/DI Only Projects
    - i. EmPCalc
    - ii. Signed Appliance Exchange Agreement
    - iii. Certificate of Completion: Audit and Direct Install Form – signed by both the applicant and Participating Contractor. This form must include all testing requirements or notes as to why testing was not possible.
  - b. Home Performance Projects
    - i. EmPCalc
    - ii. Signed Appliance Exchange Agreement
    - iii. Pre-Install Measure Report with signatures
    - iv. Post Install Measure Report which includes signatures from the customer and Participating Contractor and all testing requirements.
      - 1. The following will also be accepted:
        - a. Post Install Measure Report without CAZ Testing AND Certificate of Completion with Post-Installation Health and Safety Test Results (page 1)
        - b. OR Certificate of Completion with Post-Installation Health and Safety Test Results (page 1 & 2)
    - v. Photos of Installed Measures



- vi. Contract, if applicable
- vii. Subcontract, if applicable,
- viii. Heat Pump Informational Form, if applicable
- ix. NEC Calculation Worksheet, if applicable
- x. Field Change Order Form, if applicable

- B. WAP and Landlord investment amounts, or other leveraged funding, if applicable
- C. Copies of subcontractor invoices, as requested by Program Implementer

**Acceptable Completion Forms based on EmPCalc**

Completion Forms	EmPCalc v6.x		EmPCalc 8.0-8.1		EmPCalc 8.2+	
	Audit/DI Only	Home Performance	Audit/DI Only	Home Performance	Audit/DI Only	Home Performance
1 - Certificate of Completion - Post-Installation Health and Safety Test Results	Required (p1)	Required (p1&2)	Required (p1)	Will accept (p1&2)	Will accept (p1)	Will accept (p1&2)
2 - Certificate of Completion - Audit & Direct Install	Will accept		Will accept		Required	
3 - Pre-Install Measure Report - Proposed Project		Optional		Required		Required
4a - Post-Install Measure Report - Completed Project		Will accept with p1 of Form #1		Required with p1 of Form #1		Will accept with p1 of Form #1
4b - Post-Install Measure Report - Completed Project (with CAZ Testing)		Will accept		Will accept		Required
<b>ACCEPTABLE FORMS</b>	<b>Need 1 or 2</b>	<b>Need 1 or 4a or 4b</b>	<b>Need 1 or 2</b>	<b>Need 3 AND (4a or 4b or 1)</b>	<b>Need 2 or 1</b>	<b>Need 3 AND (4b or 4a or 1)</b>