

# EmPower+ Forms Workscope Submission

Workscope Submission Documents	Homeowner		Landlord		Source	Note
	Full Comp Muni Install	Audit Install	Full Comp Muni Install	Audit Install		
Assessment Installation Form	■	■	■	■	NY HEP	Replaced Audit & Direct Install Certificate of Completion
Homeowner Agreement	■	n/a	n/a	n/a	Program Manual 3.10	Owner occupied enrollments
Landlord Agreement (aka Rental Property Energy Efficiency Services Agreement)	n/a	n/a	■	n/a	Program Manual 3.9	Tenant occupied enrollments
Proof of Ownership	■	n/a	■	n/a	Homeowner   Landlord	Deed, Property Tax Bill, Mortgage Statement, Bill of Sale, Homeowners Insurance
Electric Bill	■	■	■	■	Customer	Utility bill(s); recent 12 months or length of time in dwelling
Natural Gas Bill or Usage Waiver (Delivered Fuels)	■	■	■	■	Customer	Usage waiver should only be used for delivered fuels
House Diagram	■	■	■	■	Program Manual 8.0	Diagram does not need to be on Program document
Appliance Exchange Agreement	□	□	□	□	Program Manual 8.0	Required. Submit on Appliance enrollment when proposing upgrade; otherwise submit on EmPower+ enrollment
Workscope Submission Photos	■	■	■	■	Program Manual 8.0	Photos of dwelling, proposed measures, exception requests
Customer Attestation (Heat Pump Information Form)	□	n/a	□	n/a	Program Manual 5.10	Only required for enrollments with ASHP/GSHP measures
NEC Calculation Worksheet	□	n/a	□	n/a	Program Manual 5.10	Required when proposing an upgrade to a panel box
AHRI Certificate   NEEP Cold Climate Spec Sheet	□	n/a	□	n/a	AHRI   NEEP	Only required for enrollments with ASHP/GSHP measures
SHPO Form	□	n/a	□	n/a	Program Manual 8.0	Only required when SHPO approval needed
Initial Interview Form	⚙	⚙	⚙	⚙	Program Manual 8.0	
Notification of Possible Asbestos Form	⚙	⚙	⚙	⚙	Program Manual 8.0	Notifies customer when possible asbestos noted in home

■ – Required   □ – As Needed   ⚙ – Optional   n/a – Not Applicable

# EmPower+ Forms

## Final Project Submission

Final Project Submission Documents	Homeowner		Landlord		Source	Note
	Full Comp Muni Install	Audit Install	Full Comp Muni Install	Audit Install		
Pre-Installation Agreement Form	<input type="checkbox"/>	n/a	<input type="checkbox"/>	n/a	NY HEP	Required if any measure other than DI measures were proposed; Approved workscope signed by customer before work starts
Post Installation Measure Report	<input type="checkbox"/>	n/a	<input type="checkbox"/>	n/a	NY HEP	Required if any measure other than DI measures were proposed; Installed workscope signed by customer after work completed
Signed Contract	<input type="checkbox"/>	n/a	<input type="checkbox"/>	n/a	Contractor	Required for all customer contributions
Field Change Order	<input type="checkbox"/>	n/a	<input type="checkbox"/>	n/a	Program Manual 8.0	Required for all workscope changes after approval; Submission required if greater than \$500
Final Project Submission Photos	■	■	■	■	Contractor	Photos of installed measures
Contractor Attestation (Certificate of Completion - LMI Heat Pump Projects)	<input type="checkbox"/>	n/a	<input type="checkbox"/>	n/a	Program Manual 8.0	Required for enrollments with ASHP/GSHP measures
Clean and Tune Checklist	<input type="checkbox"/>	n/a	<input type="checkbox"/>	n/a	Program Manual 8.0	Required when Clean & Tune measure proposed
Contractor Invoice (Invoice ProForma Report)	■	■	■	■	NY HEP or Contractor	Invoice from contractor must contain same information as NY HEP generated document
Subcontractor Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor	Only required subcontractor installed measure(s)
AHRI Certificate   NEEP Cold Climate Spec Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AHRI   NEEP	Required for enrollments with ASHP/GSHP measures, if not previously submitted at Workscope Submission step
Appliance Exchange Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program Manual 8.0	Only required if no Appliance enrollment initiated and not previously submitted at Workflow Submission step

■ – Required     – As Needed    ⚙ – Optional    n/a – Not Applicable