

EmPower+ Forms

Workscope Submission

Workscope Submission Documents	Homeowner		Landlord		Source	Note
	Full Comp Muni Install	Audit Install	Full Comp Muni Install	Audit Install		
Test-In Form	■	■	■	■	NY HEP, Program Manual 8.0	Replaced Assessment Installation Form, Homeowner Agreement, Proof of Ownership
Landlord Agreement (aka Rental Property Energy Efficiency Services Agreement)	n/a	n/a	■	n/a	Program Manual 3.9	Tenant occupied enrollments
Utility Bills (Electric, Natural Gas), Delivered Fuel Bills, Energy Us	□	□	□	□	Customer	Always collect, utility bills (electric and heat) will only be required to be uploaded if the savings on the enrollment are over 30%. Recent 12 months or length of time in dwelling, 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	Submit on Appliance enrollment when proposing upgrade
Workscope Submission Photos	■	■	■	■	Program Manual 8.0	Photos of dwelling, proposed measures, exception requests
Acknowledgement Form Heat Pump Installation	□	n/a	□	n/a	Program Manual 5.10	Only required for enrollments with ASHP/GSHP measures
SHPO Form	□	n/a	□	n/a	Program Manual 8.0	Only required when SHPO approval needed

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

June 2024

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Final Project Submission

Final Project Submission Documents	Homeowner		Landlord		Source	Note
	Full Comp Muni Install	Audit Install	Full Comp Muni Install	Audit Install		
Test-Out Form	■	n/a	■	n/a	NY HEP	Required if any measure other than DI measures were proposed
Signed Contract	□	n/a	□	n/a	Contractor	Required for all enrollments with a customer contribution, needs to align with the final project submission, change order required if project changes after customer signs.
Final Project Submission Photos	■	■	■	■	Contractor	Photos of installed measures
Contractor Invoice (Invoice ProForma Report)	■	■	■	■	NY HEP or Contractor	Invoice from contractor must contain same information as NY HEP generated document
Subcontractor Invoice	□	□	□	□	Contractor	Only required subcontractor installed measure(s)
Acknowledgement Form Heat Pump Installation	□	n/a	□	n/a	Program Manual 5.10	Only required for enrollments with ASHP/GSHP measures
Appliance Exchange Agreement	□	□	□	□	Program Manual 8.0	Only required if no Appliance enrollment initiated and not previously submitted at Workflow Submission step

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