

## Forms and Required Documents

The following provides an overview of required forms and paperwork depending on the project type and if heat pump equipment is being installed.

Key: ■ Required □ Not Required Unless Specified in Notes

	Homeowner		Landlord		Notes
<b>Workscope Submission Documents</b>	Full Comp/ Muni	Audit Install	Full Comp/ Muni	Audit Install	
Test In Form	■	■	■	■	
Landlord Agreement (aka Rental Property Energy Efficiency Services Agreement)	n/a	n/a	■	n/a	Tenant occupied enrollments; proof of ownership if switched from Audit Install
Utility/Fuel Bills	□	□	□	□	Contractor Collects, required for all projects where projected savings are over 30%. Waiver is acceptable for delivered fuels only.
House Diagram	■	■	■	■	With dimensions
Workscope Submission Photos <sup>1</sup>	■	■	■	■	
SHPO Form	□	n/a	□	n/a	Only required when SHPO approval needed
<b>For Heat Pump Project Only- In addition to the above required forms</b>					
Manual J or other ACCA approved equivalent	Contractor Provides for Review				
Manual S or equivalent sizing software such as NEEP sizing or the manufacturer sizing software for the equipment being installed that shows the % of load covered by the unit and % covered by supplemental heater if applicable					
AHRI Certificate for GSHP and NEEP Certificate for ASHP Weather Protection/Sound Dampening Documentation					
Photos <sup>1</sup> Showing Proposed Indoor/Outdoor Equipment Installation Locations					
Photos <sup>1</sup> of the Existing System					
Copies of all utility bills, including delivered fuels					Usage must be documented; waiver is acceptable for delivered fuels only
<b>For Heat Pump Projects seeking the additional incentive, the following must be provided in addition to the above required forms</b>					
Manual D as per ANSI/ACCA 1 Manual D 2016 w/AHRI Certification Document	Contractor Provides for Review				Required for New Ductwork
Accurate measurements of the supply/return and any runoffs from those plenums is required. In addition, proof the new system will work effectively with the existing ductwork by providing us with ductulator or equivalent measurements based off the CFM of the proposed unit and the size of the existing ductwork.					Required for Existing Ducted Systems
Floor Plan indicating Internal Head Placement per Manufacturer's Specifications					Required for Mini Split Systems
<b>Final Project Submission Documents</b>	Full Comp/ Muni	Audit Install	Full Comp/ Muni	Audit Install	Notes
Test Out Form	■	n/a	■	n/a	Required if any measure other than DI measures were proposed
Signed Contract	■	■	■	■	Required for all moderate and low income projects, including audit only. Signed contract needs to align with approved workscope and be signed prior to the start of work. Any workscope changes from the contract must be included in a change order. A copy of the signed contract is required as part of final project submission. Where EmPower+ funding is covering the entire cost of the project, contracts with the customer should contain the following statement: "The contract price is being paid by NYSERDA through the EmPower+ program, for and on behalf of the customer." Where EmPower+ funding is paying for a portion of the work, contract with the customer should contain the following statement: "Part of the contract price is being paid by NYSERDA through the EmPower+ program, for and on behalf of the customer."
Final Project Submission Photos <sup>1</sup>	■	■	■	■	
Contractor Invoice (Invoice ProForma Report)	■	■	■	■	
Subcontractor Invoice	□	□	□	□	Only required if subcontractor working on the project

	Homeowner	Landlord	Notes
<b>For Heat Pump Project Only- In addition to the above required forms</b>			
Fully Completed Manufacturer's Commissioning Form, including dates. Photo of the Installed Unit and Photo <sup>1</sup> of the Name Plate	<b>Contractor Provides for Review</b>		
Heat Pump Equipment Invoices			Model and Serial Numbers must be clear
Photos of the decommissioning of the existing heating system and copy of the Decommissioning Form			Required if using a sub-contractor for the install
Static pressure testing of the system with the new unit in place.			Required only for existed Ducted Systems seeking the additional incentive.
Completed NYSERDA Heat Pump Form			

<sup>1</sup> Please refer to Section 8.2 of the Program Manual for photo requirements