

## HOMES PROJECT SUBMISSION CHECKLIST

- Energy Model File – HPXML 4.0 or BuildingSync format
- Project Proposal
- Energy Savings Report
- Signature Required** – Project Summary
  - This document will be generated when the project scope is submitted in the Project Portal.
  - By signing the document, the customer confirms:
    - A utility bill impact analysis was received prior to the start of the project.
    - Accepts program terms and conditions.
    - The measures installed are accurate and completed to their satisfaction.
- Quality Install (QI) Documentation
  - Proof of quality installation at designated address at time of project completion including geo-tagged and time stamped photos.
- Signature Required** – Notification of Combustion and Mechanical Ventilation
  - A signature on the form is only required for Focus on Energy rebate eligible projects when there is a failure during combustion safety testing. A signature is not required for IRA-only projects.
  - Proof of building durability inspection and combustion safety which includes pass/fail of:
    - Indoor Mold/Moisture issues (project must not proceed until issues resolved)
    - Exterior/Attic Mold/Moisture issues (project must not proceed until issues resolved)
    - Roof & Drainage System Condition (pre-installation status)
    - Spillage Test
    - Gas Leak Detection
    - Ambient CO Test
    - Undiluted CO Test
    - ASHRAE 62.2 Ventilation Calculation
- Signature Required** – Final Invoice
  - Single, itemized invoice that covers all improvements completed as part of the HOMES project.
  - The invoice must meet program requirements found in the *Invoicing and Customer Installation Attestation* section of the [Registered Contractor Participation Agreement](#).
  - By signing the invoice, the customer confirms:
    - They are aware of the remaining cost after IRA rebates have been applied.
- Signature Required** – [Low-Income Tenant Building Owner Acknowledgement](#) (if applicable)
  - This acknowledgement must be signed by the building owner of any property receiving rebates on behalf of low-income tenants.