

Renewable Energy Equipment Grant Program Project Checklist

- Client has current Weatherization Assistance Program eligibility.
- Client's home is scheduled for weatherization conservation work or has previously been weatherized.
- Client is interested in installation.
- Client's site has good potential for an installation
- Contractor is selected through normal procurement process by the Weatherization Service Provider
- Contractor determines feasibility of project and in the case of solar projects completes and submits to the Service Provider a solar site analysis.
- Service Provider submits completed Renewable Energy Equipment Grant Program form and all relevant attachments, including a "before" photo of selected site, to reserve funds prior to work being completed.
- Project is reviewed by Commerce and funds are allocated through a Notice of Funds Available (NFA).
- Once notification that funds are reserved is received by the Service Provider, a work agreement between Contractor and the Weatherization Service Provider is signed.
- Project is scheduled and completed by the Contractor and invoice is submitted to the Service Provider.
- A final inspection of the installation is completed and passed by the Service Provider.
- Service Provider submits a cash request to Commerce through eHEAT.
- Invoice is paid by the Service Provider.
- Contractor and admin costs and status dates are submitted by the Service Provider to Commerce.

Note: Any project may be selected for monitoring by Commerce.