

Scope of Work Change Form

Energy Exchange Program

Who Is This Form For?

Customers and Participating Contractors whose projects have received a Pre-Installation Inspection, Preliminary Incentive Offer Letter (PIOL), or a Notice to Proceed (NTP) and wish to change or update their approved scope of work.

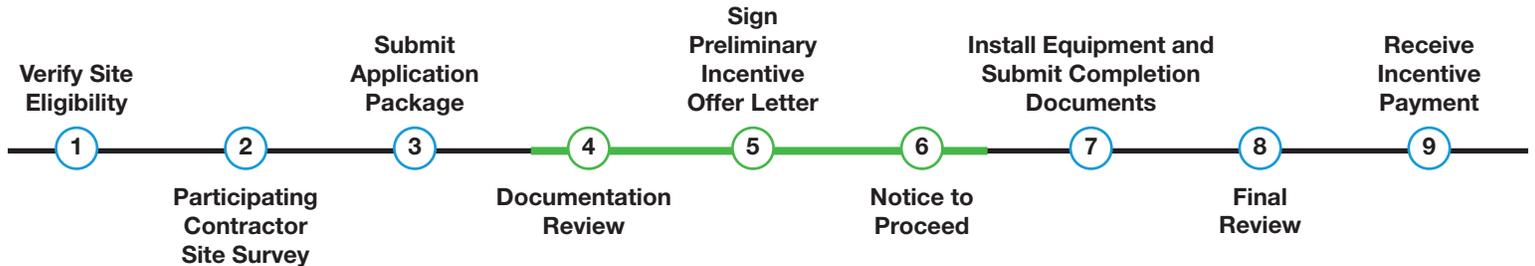
Examples of scope of work changes:

- Some of the equipment make and model numbers have changed from the submitted application.
- Additional equipment has been added to the project after the NTP was issued by the Energy Exchange Program (Program).
- The quantity of the proposed equipment has changed after the NTP was issued by the Program.

When Should This Form Be Submitted?

Once a customer or Participating Contractor has determined that their scope of work has changed from their original application or NTP, this form should be submitted to the team for approval of the proposed change in scope of work **before the new work begins**. Failure to submit a change in scope of work to the Program for approval could lead to loss of Program incentives.

The diagram below shows in green when a scope of work change form can be submitted:



What Happens Next?

Once you submit this form along with all required supporting documentation, the Program team will review your proposed change in scope and determine eligibility for the Program. Additional site inspections by our team may be necessary depending on your proposed changes. If your change is approved, we will send you a NTP so you may begin the installation of your project.

Fill out the information below and submit to the Program team along with any required documents (updated project cost estimates, cut sheets, etc.) for your project.

Date: _____

Service Address: _____

Customer Name: _____

Participating Contractor Name: _____

Project Completion Date: _____

Description of Scope Change

Explain the major changes you are making to the project. Include any additional supporting documents as needed per the list below.

Attach additional documents and review the Program Manual for measure-specific requirements:

1. Updated project cost estimates (if different from original)
2. New cut sheets
3. Pictures (if applicable)
4. Reason for scope of work change

Please fill out the following chart. Include relevant information for your original project submission to the Program and the new totals based on your updated scope of work submitted with this form:

Measure	Original Submission (Make and Model if applicable)	Revised Submission (Make and Model if applicable)
Heat Pump Water Heater		
Electric Stove		
Electric Clothes Dryer		
Electric Make Ready		
Gas Equipment Removal		
Total Project Cost (Material and Labor)		