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NYSERDA

Assisted Home Performance (AHP) Direct Install

Procedures and Guidelines

July 2020

What is AHP Direct Install?

- New offering that allows contractors to install select measures during a home assessment at no cost to the homeowner
- Measures will have set-pricing similar to EmPower NY
- Incentive claimed in **Express Audit** workflow with the traditional Audit incentive using EmPCalc v5.6

Direct Install Eligible Measures List



Energy Education
(Like EmPower)



CO Detectors



Smoke Detectors



Combination
CO/Smoke Detectors



Furnace Filter



Furnace Filter
Slot Cover



LEDs



Showerheads
(handheld and regular)



DHW Pipe Wrap



Programmable
Thermostats (not WiFi)



Door Weatherstrips



Door Sweeps

Direct Install Eligible Measures List

Measure	Limit	Upstate Pricing	Downstate Pricing
Energy Education	Not applicable	\$ 55.00	\$ 55.00
CO Detector	1 per home	\$ 72.38	\$ 77.36
Smoke Detector	1 per home	\$ 38.19	\$ 42.21
Combination CO/Smoke Detector	1 per home in place of a single Smoke & CO detector	\$ 87.88	\$ 93.32
Furnace Filter	1 per home	\$ 24.80	\$ 25.80
Furnace filter Slot Cover	1 per home	\$ 25.80	\$ 24.80
LEDs	16 standard/candelabra (can include 1 nightlight)	\$ 11.00	\$ 11.00
Showerheads (handheld and regular)	Quantity not to exceed the # of people in the home	\$ 36.32	\$ 40.54
Pipe wrap	9 ft max (limited to 6' max hot side and 3' max cold side)	\$ 1.92	\$ 2.12
Thermostats (programmable)	1 per zone	\$ 123.90	\$ 134.20
Weather-stripping and Sweep	As needed, per door to exterior or unconditioned space	\$ 69.20	\$ 74.30
Sweep Only	As needed, per door; exterior or unconditioned space	\$ 25.80	\$ 28.90

Upstate: For contractors with business addresses in counties north of and including Sullivan, Delaware, Green, and Columbia counties

Downstate: For contractors with business addresses in counties south of and including Dutchess and Ulster counties.

Who is eligible?


- Homeowners approved for a Comprehensive Home Assessment through the Assisted Home Performance with ENERGY STAR® (AHP) Program
 - Homeowners need to complete application for free Comprehensive Home Assessment (Audit) through the Program and receive a Reservation number

<http://hpwescontractorsupport.com/wp-content/uploads/2018/08/HPwES-Assessment-Application.pdf>

Benefits

- Adds value to Home Assessment as both energy saving and health & safety measures installed during audit.
- Provides additional cash flow in shorter timeframe.
- No cost to homeowner
- Direct Install measures are not deducted from AHP Subsidy total

Submission Requirements



NYSERDA Certificate of Completion

Post-Installation Health and Safety Test Results

EmPower New York
 Home Performance with ENERGY STAR®
 Coordinated AHP/EmPower New York

In addition to the current requirements of the Comprehensive Home Audit PDF and Utility Bills the following is needed:

- Signed [Certification of Completion](#) (CRM 8.2c)
- CSV upload from [EmPCalc v5.6](#)

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Modeling in EmPCalc v5.6

EmPCalc v5.6 has been updated to include a Direct Install Program Type on the Cover tab (top right corner).

The image shows a close-up of the 'Program Type' dropdown menu in the EmPCalc v5.6 interface. The menu is open, showing three options: 'EmPower Only', 'AHP Only', and 'Coordinated'. The 'AHP Direct Install' option is selected and highlighted by a red oval. A red arrow points from this oval to a red-bordered box in the main interface below, which also contains the 'Program Type' dropdown menu. The main interface shows various input fields for project information, including 'EmPower Project ID', 'Express Contract Project ID', 'Business Name', 'Contractor First Name', 'Contractor Last Name', 'Contractor Email', 'Customer First Name', and 'Address'. There are also radio buttons for 'EmPower Only', 'AHP Only', and 'Coordinated' in the main interface, and a 'Clear All' button.

EmPower Only	<input type="radio"/>
AHP Only	<input checked="" type="radio"/>
Coordinated	<input type="radio"/>

Program Type: AHP Direct Install

EmPCalc 5.6

Stage in Workflow: [dropdown]
Date Installed: [text]
Validate and Export XML File

Fuel Costs:
Electricity: Cost per kWh \$ [text]
Natural Gas: Cost per Therm \$ [text]

EmPower Project ID: [text]
Express Contract Project ID: [text]
Business Name: [text]
Contractor First Name: [text]
Contractor Last Name: [text]
Contractor Email: [text]
Customer First Name: [text]
Address: [text]

EmPower Only:
AHP Only:
Coordinated:

Program Type: [dropdown]

Clear All

Modeling in EmPCalc v5.6

Enter data in all yellow highlighted cells on the Cover tab.

[EmPCalc 5.6](#)

EmPower Project ID EmPower Only

Express Contract Project ID AHP Only

Coordinated Program Type

Stage in Workflow Validate and Export XML File

Date Installed

Fuel Costs:

Electricity: Cost per kWh \$

Natural Gas: Cost per Therm \$

Business Name

Contractor First Name

Contractor Last Name

Contractor Email

Clear All

Customer First Name

Customer Last Name

Customer Phone

Address

City

State

Site Zip (5)

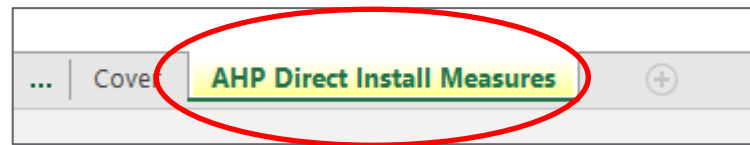
Discount Rate: 3.0% **Yellow Cells Need To Be Filled Out**

By submitting the completion documents for this project, the contractor attests that all work was completed in compliance with COVID 19 requirements.

Number in Household	<input type="text"/>	Electric Utility Company	<input type="text"/>	Gas Utility Company	<input type="text"/>
Heating Fuel Type	<input type="text"/>	Heating Efficiency	<input type="text"/>	Region	<input type="text"/>
DHW Fuel Type	<input type="text"/>	Annual Electric Usage	<input type="text"/>	Annual Usage	<input type="text"/>
House Square Footage	<input type="text"/>	Housing Type	<input type="text"/>	kWh/SqFt	0.00
Owner or Renter?	<input type="text"/>	Central A/C?	<input type="text"/>	Mileage Rate	0.580
Audit & Education Cost	<input type="text"/>	Audit Type	<input type="text"/>	Mileage	<input type="text"/>
Stories Above Grade	<input type="text"/>			Total Cost	\$ <input type="text"/>
Number of Units	<input type="text"/>	Basement Type	<input type="text"/>	Approved No-Show Fee	<input type="checkbox"/> Pre-Approval Required
Year Built	<input type="text"/>			Approved Additional Travel Fee	<input type="checkbox"/> Pre-Approval Required

Modeling in EmPCalc v5.6

There is also a new AHP Direct Install Measures tab.



Qualifying measures are modeled on this tab.

Guidance and limitations on eligible measures are also listed on this tab under Important Information.

Direct Install Measures		
Measure	Count	Total Cost
Energy Education Provided *	<input type="checkbox"/>	\$ -
CO Detector	<input type="checkbox"/>	\$ -
Smoke Detector	<input type="checkbox"/>	\$ -
Combination CO / Smoke Detector	<input type="checkbox"/>	\$ -
Furnace Filter	<input type="checkbox"/>	\$ -
Furnace Filter Slot Cover	<input type="checkbox"/>	\$ -
LEDs		\$ -
Showerheads		\$ -
DHW Pipe Wrap (<i>linear feet</i>)		\$ -
Programmable Thermostat		\$ -
Door Weatherstrip & Sweep		\$ -
Door Sweep Only		\$ -
Total		\$ -

Export CSV File to upload to the NY HP Portal

***** Important Information *****

- * Audit incentive will be added when project is uploaded in the NY HP Portal Express Audit Workflow
- } CO & Smoke Detectors limited to 1 each per project, and cannot be combined with a Combination CO / Smoke Detector
- One Furnace Filter per project
- One Filter Slot Cover per project
- Maximum of 16 LEDs (Standard and Candelabra)
- Showerhead quantity must not be greater than the number in household
- DHW Pipe Wrap is limited to 6' maximum on hot side and 3' max on cold side
- One Thermostat per zone

Modeling in EmPCalc v5.6

Direct Install Measures		
Measure	Count	Total Cost
Energy Education Provided *	<input checked="" type="checkbox"/>	\$ 55.00
CO Detector	<input type="checkbox"/>	\$ -
Smoke Detector	<input type="checkbox"/>	\$ -
Combination CO / Smoke Detector	<input checked="" type="checkbox"/>	\$ 93.32
Furnace Filter	<input checked="" type="checkbox"/>	\$ 31.53
Furnace Filter Slot Cover	<input checked="" type="checkbox"/>	\$ 25.80
LEDs	15	\$ 165.00
Showerheads	1	\$ 40.54
DHW Pipe Wrap (<i>linear feet</i>)		\$ -
Programmable Thermostat	1	\$ 134.20
Door Weatherstrip & Sweep	2	\$ 148.60
Door Sweep Only		\$ -
Total		\$ 693.99

Export CSV File to upload to the NY HP Portal

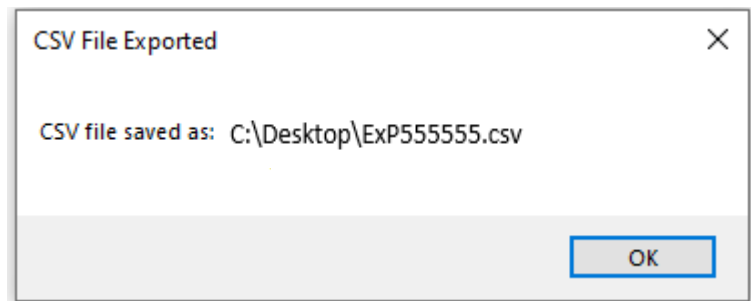
Check off or enter quantity of the measures installed

Modeling in EmPCalc v5.6

Click on the “Export CSV File” and save the CSV file to your computer

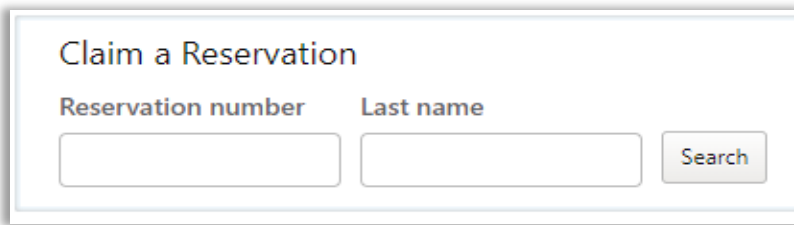
Direct Install Measures		
Measure	Count	Total Cost
Energy Education Provided *	<input checked="" type="checkbox"/>	\$ 55.00
CO Detector	<input type="checkbox"/>	\$ -
Smoke Detector	<input type="checkbox"/>	\$ -
Combination CO / Smoke Detector	<input checked="" type="checkbox"/>	\$ 93.32
Furnace Filter	<input checked="" type="checkbox"/>	\$ 31.53
Furnace Filter Slot Cover	<input checked="" type="checkbox"/>	\$ 25.80
LEDs	15	\$ 165.00
Showerheads	1	\$ 40.54
DHW Pipe Wrap (<i>linear feet</i>)		\$ -
Programmable Thermostat	1	\$ 134.20
Door Weatherstrip & Sweep	2	\$ 148.60
Door Sweep Only		\$ -
Total		\$ 693.99

Export CSV File to upload to the NY HP Portal



Project Submission

- Submission occurs in the Express Audit workflow.
- Claim the customer's **Home Assessment Reservation Number** in the Portal and confirm that the customer is pre-approved for the Assisted Home Performance Subsidy



The screenshot shows a web form titled "Claim a Reservation". It contains two input fields: "Reservation number" and "Last name", followed by a "Search" button.

- Enter the **Audit Claim stage** in the Express Audit project workflow.

Project Submission

Complete the following:

1. Upload Comprehensive Home Audit PDF
2. Answer “Yes” to the Direct Install question
3. Upload the .CSV file from EmPCalc v5.6

Complete Audit Claim

Assigned July 10, 2020

Due date: Oct. 2, 2020

[Extend Due Date](#) [This task cannot be completed](#)

* Required fields

HPwES Comprehensive Home Audit Report *

1 → [Choose File](#) No file chosen

Please upload a copy of the HPwES Comprehensive Home Audit Report that was presented to the customer. This is not the HPXML file from the audit.

2 → **Does this project have direct install measures? ***

Yes
 No

3 → **Direct Install Workscope Package ***

[Choose File](#) No file chosen

Project Submission

Complete the following:

4. Answer if the Customer received copy of audit
5. Answer Utility questions and upload Usage Summary

4 → **Customer has received copy of audit ***

Yes
 No

Please read the following carefully: Payment for an audit cannot be claimed until the customer has received a copy of the audit. I affirm that our company has provided this customer with a copy of the audit report.

5 → **Electric Utility Company ***

Central Hudson ▼

Electric Utility Account Number *

Please ensure the account number is entered correctly.

Electricity Usage Summary *

Choose File No file chosen

For the last 12 or more months (as a PDF or an image). File size is limited to 10 MB.

Fuel type *

Is Primary Heating Fuel Usage available? *

Yes
 No

This building has a secondary heating fuel

Yes
 No

Project Submission

Complete the following:

6. Answer “No” to the project being part of a Pilot Program
7. Upload the signed Certificate of Completion
8. Determine if you would like a HPwES Express Contract project created
9. Click ‘Send Now’

6 → **Is this project part of a Pilot Program? ***
 Yes
 No

7 → Upload additional documents, if applicable.
Choose File No file chosen

8 → **Would you like to create the contract project now? ***
 Yes, in the HPwES Express Contract workflow
 No, please do not create a contract project at this time

Add a Note (optional) +

9 → Send Now Save & Send Later

Incentive Payment

- Payment of Direct Install Measures will be added to the current Audit incentive payment process and will not impact the current payment timeline

Helpful Resources

- [AHP Audit Application](#)
 - [PDF version](#)
- [Certification of Completion](#) (CRM 8.2c)
- [EmPCalc v5.6](#) (CRM 11.2c)
- [EmPower In Home Education Manual](#) (CRM 7.16)

Need Additional Help?

Contact Contractor Support

Call toll free: 800-284-9069
support.residential@nyserda.ny.gov

Monday – Friday
8:30AM – 5PM