

**Fort Collins Utilities' Home Efficiency Program (HEP)
Documentation Requirements for Rebates**

	Pre-Approval Documents	Copy of Customer Identification	Invoice	Invoice Requirements	Other Documentation Requirements
Air Sealing					
Air Sealing		X	X	Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Post-Improvement Carbon Monoxide Disclosure (if required) Signed Mechanical Ventilation Disclosure (if required)
Insulation					
Conditioned Crawl Space		X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Post-Improvement Carbon Monoxide Disclosure (if required) Signed Mechanical Ventilation Disclosure (if required) Home with a fieldstone foundation requires pre-approval documents
Cold Crawl Space	X	X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Mechanical Ventilation Disclosure (if required)
Basement Wall		X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Post-Improvement Carbon Monoxide Disclosure (if required) Signed Mechanical Ventilation Disclosure (if required)
Cantilever Floor		X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Mechanical Ventilation Disclosure (if required)
Floor Over Garage		X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Mechanical Ventilation Disclosure (if required)
Exterior Frame Wall		X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Post-Improvement Carbon Monoxide Disclosure (if required) Signed Mechanical Ventilation Disclosure (if required)
Masonry Exterior Wall		X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Post-Improvement Carbon Monoxide Disclosure (if required) Signed Mechanical Ventilation Disclosure (if required)
Attic		X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Post-Improvement Carbon Monoxide Disclosure (if required) Signed Mechanical Ventilation Disclosure (if required)
Cathedral Ceiling		X	X	Materials and quantity used Itemized HEP required testing performed*	Improvement verification sign-off by QA or mentoring inspector** Signed Mechanical Ventilation Disclosure (if required)
Windows and Window Film					
Window Replacement		X	X	U-value and SHGC must meet ENERGY STAR® requirements	Copy of NFRC sticker off the windows Improvement verification sign-off by QA or mentoring inspector**
Window Replacement (using alternative design)	X	X	X	U-value and SHGC must meet ENERGY STAR requirements	Copy of NFRC sticker off the windows Improvement verification sign-off by QA or mentoring inspector**
Window Film		X	X	Manufacturer and film type	Proof of qualifying orientation, glazing, shading Must meet ENERGY STAR guidelines for climate zone 5 Improvement verification sign-off by QA or mentoring inspector**

*HEP required testing can include: blower door, combustion safety, commissioning, CheckMe, duct system airflow and leakage to outside

**Improvement verification form will be completed and turned in by Lightly Treading

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HVAC					
Air Handler Blower Motor Replacement		X	X	Equipment size, manufacturer, model and ECM or BPM motor Itemized HEP required testing performed*	HEP Commissioning form Copy of the final inspection approved by CoFC Building Department
Replacement Gas Furnace		X	X	Equipment size, manufacturer, model and efficiency (AFUE), gas stages, and blower type Itemized HEP required testing performed*	HEP Commissioning form Block load heat loss calculations Copy of the final inspection approved by CoFC Building Department Signed Post-Improvement Carbon Monoxide Disclosure (if required)
New AC Installation		X	X	Equipment size, manufacturer, model (of evaporator and condensing units) and efficiency (SEER, EER) Itemized HEP required testing performed*	TXV and ETDR model and serial numbers Block load heat gain calculations Copy of the final inspection approved by CoFC Building Department System must be commissioned using CheckMe
Early AC Replacement		X	X	Equipment size, manufacturer, model (of evaporator and condensing units) and efficiency (SEER, EER) Itemized HEP required testing performed*	TXV and ETDR model and serial numbers Block load heat gain calculations Copy of the final inspection approved by CoFC Building Department System must be commissioned using CheckMe
Standard AC Replacement		X	X	Equipment size, manufacturer, model (of evaporator and condensing units) and efficiency (SEER, EER) Itemized HEP required testing performed*	TXV and ETDR model and serial numbers Block load heat gain calculations Copy of the final inspection approved by CoFC Building Department System must be commissioned using CheckMe
Replacement Gas Boilers	X	X	X	Equipment size, manufacturer, model and efficiency (AFUE, EF) Itemized HEP required testing performed*	HEP Commissioning form Block load heat loss calculations Copy of the final inspection approved by CoFC Building Department Signed Post-Improvement Carbon Monoxide Disclosure (if required)
Replacement Heat Pump	X	X	X	Equipment size, manufacturer, model and efficiency (SEER, EER, HSPF) and source type (air, well, lake, ground burial) Itemized HEP required testing performed*	HEP Commissioning form Block load heat gain/loss calculations Copy of the final inspection approved by CoFC Building Department System must be commissioned using CheckMe
Whole House Fan		X	X	Equipment size, manufacturer, model and exhaust flowrate	Document attic passive ventilation is adequate for fan air flow rate into attic Document if new wiring is run to the fan (will require electrical permit from CoFC Building Department) Copy of the final inspection approved by CoFC Building Department (if required)
Indirect or Direct Evaporative Coolers	X	X	X	Equipment size, manufacturer, model Itemized HEP required testing performed*	Document sytem airflow meets design requirements Copy of the final inspection approved by CoFC Building Department
Replacement Gas Water Heater		X	X	Equipment size, manufacturer, model and efficiency (EF) and type of water heater Itemized HEP required testing performed*	Copy of the final inspection approved by CoFC Building Department Signed Post-Improvement Carbon Monoxide Disclosure (if required)
Duct Sealing and Insulating	X	X	X	Itemized HEP required testing performed*	Beginning and ending % of system airflow leaking to outside Improvement verification sign-off by QA or mentoring inspector** Signed Post-Improvement Carbon Monoxide Disclosure (if required)
Mechanical Ventilation	X	X	X	Equipment size, manufacturer and model Itemized HEP required testing performed*	Submit documentation of HRV/ERV commissioning: intake and exhaust airflows are balanced All systems must be documented as ASRAE 622 ventilation requirements Improvement verification sign-off by QA or mentoring inspector** Signed Post-Improvement Carbon Monoxide Disclosure (if required)

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