



# ENERGY SAVINGS ASSISTANCE COMMON AREA MEASURES

## ESA CAM Measure Project Verification Form

### Instructions:

This form must be filled out by the **property representative** and returned to ESA CAM staff along with the project invoices and additional documentation **after installation of the project**.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Property Representative) (Applicant Company)

confirm that all upgrades are complete at \_\_\_\_\_ and  
(Project Name)

I have provided all applicable documentation requested below. This letter is my formal request for verification review by ESA CAM staff. I commit to meeting all requests as part of the verification review in order to receive incentives for the project.

PG&E's Central Inspection Program selects certain projects for site inspection. Provide contact information for a property staff member that can be available should PG&E select this project.

Property Staff Name	Phone	Email

The table below details the measures as noted in the Project Approval Letter. If there were changes to any measures or specifications, note them in the space provided.

*Please initial to confirm submission of invoices, cut sheets, and photos. ESA CAM Staff fills out gray boxes. For lighting, append this document with take-offs and refer to these under the specification column in the table below.*

Measure	Specification	Measure Costs	Initial
Notes:			
<b>Total Project Costs</b>			

\_\_\_\_\_  
 (Signature of property representative) (Printed Name) (Date)





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## Incentive Recipient Certification and Contractor Certification

California Public Utilities Code Section 399.4 (b) et seq and the California Public Utilities Commission Decision 12-05-015 state, a recipient of an incentive for installing energy efficiency measures and contractor's installing heating, ventilation and air conditioning (HVAC) measures, including heat pumps, if applicable, must provide the following certifications included in the ESA CAM requirements as follows:

**To be signed by the ESA CAM Project incentive recipient:**

INCENTIVE RECIPIENT CERTIFICATION	
As the recipient of the ESA CAM Project incentive, I certify the improvement and/or installation of the ESA CAM Measure(s) for the Project complied with applicable permitting requirements and, if a contractor performed the Project work, I verified the contractor had the required license for the work.	
Stacy Williams	
Name (Print)	Vista Wood Terrace Apartments
Business/Organization Name	
Signature	Date

**To be signed by the ESA CAM Project HVAC installing or overseeing Contractor.**

CONTRACTOR LICENSE CERTIFICATION AND PROJECT HVAC PERMIT													
As an authorized agent of my company, I certify I was or the contractor for the company was licensed when performing the ESA CAM Project HVAC work, followed applicable HVAC and other ESA CAM Project permitting requirements and attached the required proof of the HVAC permit closure.													
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Permit Number	City of Clovis												
Permitting Agency	Great Contractor Company												
Contractor Company Name	Bob Law												
Company Representative (Name and Title)	12/12/2020												
Signature	Date												

PROOF OF HVAC PERMIT CLOSURE
<input type="checkbox"/> ESA CAM Project did not include HVAC installation <input checked="" type="checkbox"/> Attached HVAC permit closure by permitting authority.

RETURN FORM TO
ESA CAM Staff <a href="mailto:multifamilySPOC@TRCcompanies.com">multifamilySPOC@TRCcompanies.com</a>





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## Project Invoice Submittal Requirements:

Project invoices are required to define the energy efficiency measure installed including quantities, equipment information, and costs. Invoices must include all information shown in the example below. Please also include bills of lading or bills of materials from equipment suppliers showing quantities and line-item costs for the ESA CAM measures. The invoice or supplemental documentation must provide a breakdown of materials, labor, and other costs (e.g., overhead and profit, etc.).

Do not submit contractor estimates or proposals. Acceptable invoices are for the installed work for the approved ESA CAM Measures detailed in the Project Approval Letter. The invoice for the contractor must be a final invoice for all the ESA CAM Project work. Project invoices submitted must indicate the Project's Owner/Representatives name, identify the Project's Property location clearly using the property name or address, and include the following information for each measure:

**The following items are required for every invoice:**

- Vendor Information
- Invoice Number and Invoice Date
- Installation Address
- Customer Information
- Payment Terms (Paid, CC, Net 30, Check #)
- Quantities Purchased
- Make/Model Number of Product
- Price per Unit
- Sales Tax





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## Additional Documentation Requirements:

In addition to invoices, review the table below to determine additional documentation requirements for specific measures and provide this checklist with the submittal. Highlight cut sheets to show the specific model installed. Submit photos from the project site that clearly show the subject and model numbers.

Provide relevant project measure documentation as follows:

Measure	Photo Requirements for Each Unique Model Number Installed	Efficiency Documentation
<b>Water Heating</b>		
Water heaters	Photo of unit, photo of nameplate	Cutsheet with model installed highlighted
Demand Control DHW Recirculation Pump for Electric and Gas DHW	Photo of unit, photo of nameplate	Cutsheet with model installed highlighted
Variable Speed DHW Recirculation Pump	Photo of unit, photo of nameplate	Cutsheet with model installed highlighted
Low flow lavatory aerators, kitchen aerators, and showerheads	Photo of unit, photo of GPM	Cutsheet or package photo with GPM installed
<b>Building Envelope</b>		
Ceiling/Attic Insulation	Wide angle view, pre- and post-install photos measuring depth with ruler or depth gauge	Attestation with signature or copy/photo of insulation certificate with signature
Efficient Windows	Photo of unit, photo of NFRC sticker	Cutsheet with model highlighted
Reflective Window Film	Photo of unit, photo of NFRC label	Cutsheet with model highlighted
Wall Insulation: Blown-in	Wide angle view of installation in progress	Attestation with signature or copy/photo of insulation certificate with signature
<b>Lighting</b>		
All Lighting	Photo of unit, photo of nameplate	Cutsheet with model highlighted
Wall or Ceiling Mounted Occupancy Sensor	Photo of unit	Cutsheet with model highlighted
<b>Heating and Cooling</b>		
High Efficiency PTAC and PTHP	Photo of unit, photo of nameplate	Cutsheet with model highlighted
Forced air cooling	photo of unit, photo of nameplate, photo of fan, photo of fan nameplate	Cutsheet with model highlighted. Provide AHRI certified reference number
Forced air heating	photo of unit, photo of nameplate, photo of supply fan, photo of supply fan nameplate	Cutsheet with model highlighted
Space heating boiler	Photo of unit, photo of nameplate	Cutsheet with model highlighted
Smart Thermostat	Photo of unit, photo of nameplate	Cutsheet with model highlighted
<b>Appliance and Plug Loads</b>		
ENERGY STAR® Commercial Grade Clothes Washer	Photo of unit, photo of nameplate	Cutsheet with model highlighted
ENERGY STAR® Refrigerator	Photo of unit, photo of nameplate	Cutsheet with model highlighted
Tier-2 Smart Power Strip	Photo of unit, photo of nameplate	Cutsheet with model highlighted
Variable Speed Pool Pumps for Swimming, Spa, and Wading Pools	Photo of unit, photo of nameplate, photos of pump settings.	Cutsheet with model highlighted, operating schedule

