

Scope of Work Change Form

Commercial and Industrial Energy Efficiency Program

Instructions

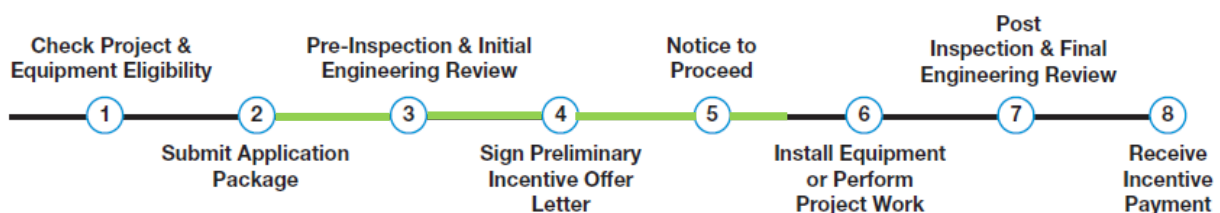
Who should use this form? Customers and Participating Contractors whose projects have received a Pre-Installation Inspection or a Notice To Proceed (NTP) and wish to change or update their approved scope of work.

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 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 C&I 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 following diagram represents when a scope of work change form can be submitted (highlighted in green):



What happens next? Once you submit this form along with all required supporting documentation, the C&I 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 C&I team along with any required documents (Updated project cost estimates, cut sheets, revised Con Edison tool/custom calculations, etc.) for your project. Refer to the C&I Program Manual for specific measure requirements.

Date: _____

C&I Project ID #: _____

Customer Name: _____

Participating Contractor Company Name: _____

Project Completion Date: _____

Description of Scope Change

Provide a description of the major changes you are making to the project. Include additional supporting documents as needed per the list below. If submitting a Con Edison excel tool/calculator, indicate which specific portions of the project have been changed on the tool/calculator.

Include additional documents as attachments Review the Program Manual for measure-specific requirements:

1. Updated Project Cost Estimates (if different from original)
2. New cut sheets & DLC / Energy Star Screenshots (if applicable)
3. Revised Con Edison tool/calculator (if applicable)
4. Revised Custom Calculations (for custom projects)
5. Pictures (if applicable)
6. Reason for SOW change

Please fill out the following details. Include the relevant information for your original project submission to the program as well as the new totals based on your updated scope of work submitted with this form.

| | Original Submission | Revised (Based on new SOW) |
|--|---------------------|----------------------------|
| Estimated Annual kWh Savings | | |
| Estimated Peak kW Savings | | |
| Estimated Annual Therms Savings | | |
| Project Costs | | |