50121 Modeled Rebate Initiated by the Installer or Aggregator* for a Single-Family, Tenant-Occupied Home**

Pacific Northwest
NATIONAL LABORATORY

Columns indicate the entity performing the task described and all associated IT buildout necessary to complete the task.

| Process | Action | Digital or Printed Document |
| Input/Output | Decision Point | Digital or Printed Documents |

- Start
- End
- ⊗ Reject/Error/Invalid
- ● "And" Junction
- Callout/Notes
- Parallel Process
- Process not dictated by DOE
- Callout/Notes not dictated by DOE

Full requirements can be found in the Data & Tools Requirements Guide

*Any eligible entity representative or eligible rebate recipient can assign a 50121 or 50122 rebate to a third party, a.k.a Aggregator, after completion of a related transaction (e.g., equipment purchase, installation). In such cases, the state or implementer will remit payment to the Aggregator after the Aggregator submits all required data and documentation regarding the rebated project. Aggregators, subject to programmatic requirements, may be used to facilitate stacking of rebates, braiding rebates with other incentives, contractor financing, advanced funding, and/or rebate processing among other functions.
**This workflow also applies to Multi-Family In-Unit upgrades.

Swimlane columns: Tenant | Building Owner | Claimant (Installer or Aggregator) | Vendor | State or Territory | Program Implementation | DOE API

Tenant
- Plausible Eligibility Check — Chosen installer must be part of the eligible installer list
- Income Eligibility Documentation
- Submit Household Eligibility — May be submitted by building owner
- Building Tenant Notification
- Project Certificate and Consumer Satisfaction Survey
- Return Consumer Satisfaction Survey
- End

Building Owner
- Building Owner to -
  - Attest to affordability requirements and renter protections
  - Provide contact information
- Building Owner Authorization
- Building Owner Notification
- Invoice and Safety Testing Results (when conducted)
- Pay Installer (minus approved rebate amount)
- Attest to Installation at Designated Address
- Receive Rebate Payment
- End

Claimant (Installer or Aggregator)
- Start
- Perform Home Assessment and Energy Model — Modeling software used must be BPI-2400 compliant
- Initiate Rebate Request: Submit Installer Details, Building Details, Modeled Savings Amount, and Model File(s) — Model file(s) must be HPXML
- ⊗
- Rebate Notice
- Purchase Equipment and Materials
- Perform Installation
- Perform Safety Testing (when necessary)
- Provide Invoice and Any Safety Test Results to Building Owner
- Collect Quality Installation Documentation and Post-Installation Photos — Post-installation photographs must be geo-tagged and time stamped. The PNNL Quality Installation Tool is the recommended method for collecting this documentation.
- Receive Invoice Payment
- Submit Proof of Upgrade Completion and Project Certificate
- Receive Rebate Payment
- End

Invoice must include:
- Total cost
- Labor cost
- Equipment and material costs
- Rebate amount applied to invoice
Invoice must abide by procurement rules. When specified therein, invoice may combine labor, equipment, and material costs.

Proof of upgrade must include:
- Install attestation
- Invoice
- Quality installation documentation
- Post-installation photos
- If SOW changed after initial submission, proof of upgrade must also include updated model file(s) in HPXML format

Project certificate must include:
- Work performed
- Equipment and materials installed
- Modeled energy savings

State or Territory
- Eligible Installer List (Updated Daily)

Program Implementation
- Verify Eligibility: Installer, Household, Address, Building, Model/SOW — Scope of Work (SOW); Assess existing versus proposed equipment — Ineligible / Eligible
- Submit Rebate Reservation — Must include rebate incentive(s)
- ⊗ Verify Reservation Eligibility — Reject / Accept
- Notify Building Owner and Tenant
- Return Rebate Reservation
- Issue Rebate Notice — Must include note of any available installation incentives
- Validate Installation — Reject / Accept
- Certify Project Certificate
- Issue Rebate Reimbursement to Claimant and Project Certificate and Consumer Satisfaction Survey to Building Owner
- Submit Redemption
- Remedy Redemption Error(s)
- Report All Required Data to State
- Retain Required Project Information
- End

Notice must show:
- Approved rebate amount
- Rebate expiration date
Notice should include:
- Ability to cancel rebate reservation
- Language such as, "Note: You are financially obligated to pay for any costs not covered by this coupon."

Validation must include onsite post-install inspections on a minimum of:
- The first five projects of new contractors; and
- Five percent of projects thereafter for each contractor (provided no issues are found)

Remediation Process

DOE API
- Verify Redemption — Reject / Accept
- End

Reservation will show:
- Reserved rebate amount
- Address ID
- Applicant ID
- Rebate Incentives
- Rebate expiration date (if known)

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