


## Contractor Quick Steps: Home Upgrade Project Submissions



### 1. Prepare Initial Application

- Check Customer Eligibility



Single family detached home



Southern California Edison and Southern California Gas Company



Los Angeles County

- Confirm Home Upgrade Measures
- Signed Terms & Conditions
- Collect Site Information
- Verify Utility Account Information
  - Southern California Edison Account Name
  - Southern California Edison Service Account Number




- Southern California Gas Company Account Name
- Southern California Gas Company Account Number



- Submit Initial Application through the Contractor Portal



Rebate Reservations are typically sent after 2 business days



### 2. Begin Home Upgrade

- Perform Combustion Safety Test-in
- Install Home Upgrade Measures



Experiencing Project Delays?  
Scope of Work Change?

**Call (877) 785 - 2237**

- **Mentoring Required?**
  - Schedule an appointment with a Home Upgrade Inspector
  - BPI BA must be present for Combustion Safety Test-out
- Perform Combustion Safety Test-out
- Submit Test-in and Test-out Form through the Contractor Portal



### 3. Submit Project Completion Form (PCF)

- Collect Project Supporting Documentation
  - Invoice with all Home Upgrade Measures listed
  - Asbestos Abatement Letter, if applicable
- Collect Measure-Specific Supporting Documentation
  - Whole Building Air Sealing: Blower door manometer photo
  - Duct Sealing: HERS certificate OR duct manometer photo
  - Windows: Windows invoice AND specification sheets
  - Wall Insulation: Wall Insulation Certificate
- Submit PCF through the Contractor Portal
- **Site Inspection Required?**
  - Schedule an appointment with a Home Upgrade Inspector.
  - Contractor does not need to be present for inspection

#### Additional Resources



### Contractor Portal

Ready to submit a project?  
Need the latest flyers or forms?

Visit <http://tenres.com/ContractorPortal>

### Get in touch!

#### Home Upgrade Program Representative

- ✉ [homeupgrade@theenergynetwork.com](mailto:homeupgrade@theenergynetwork.com)
- ☎ (877) 785 - 2237

#### Home Upgrade Inspector

- ✉ [homeupgrade@rhainc.com](mailto:homeupgrade@rhainc.com)