



## Project Completion Form

### Efficiency Maine Home Energy Savings Program

**Directions:** After the energy efficiency improvement project has been completed and tested, Participating Energy Advisors and their customers must complete this form and **submit it along with a copy of the final paid invoice** in order to receive the rebate payment. If the final scope of work changes from what was pre-approved and these changes are expected to impact the cost and/or energy savings, you must note those changes on this form and/or attach a description of the changes. For pre-approved projects, the incentive will be paid to the Customer approximately thirty days after the work has been completed and this Project Completion Form has been submitted.

#### Section 1: Project Information

Name and address where the work was performed: \_\_\_\_\_

Were there multiple contractors on the project?  Yes  No If yes, is all the work complete?  Yes  No

Blower door test results post-installation: \_\_\_\_\_ CFM 50, or if  N/A; Explain: \_\_\_\_\_

Check one:  Project was completed as modeled and as proposed in the pre-approved scope of work.  
 A change in the scope was required that impacted the cost and/or energy savings.

Describe scope change (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Attach additional pages or documents as necessary to fully describe the change in scope and impacts.)*

#### Section 2: Customer Acknowledgement

\_\_\_\_\_  
*(Customer Name)*

\_\_\_\_\_  
*(Phone)*

\_\_\_\_\_  
*(Customer Street Address)*

\_\_\_\_\_  
*(City, State, Zip)*

The project was completed to my satisfaction and the contractor(s) has (have) been paid:

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Section 3: Participating Energy Advisor Acknowledgement

\_\_\_\_\_  
*(Participating Energy Advisor - Business Name)*

\_\_\_\_\_  
*(Primary Contact)*

The project was completed as noted in Section 1 above and/or attached. Post-retrofit blower door and combustion safety tests were performed and the house was found to satisfy Building Performance Institute (BPI) standards for health and safety. Contractor(s) has(have) been paid in full.

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this signed and completed form to:  
Efficiency Maine Home Energy Savings Program  
66 Winthrop Street, Suite 2, Augusta, ME 04330-5506  
Or FAX TO: 207-622-9933

Questions call 1-866-376-2463 (866-ES-MAINE)  
E-mail: [efficiencymaine@efficiencymaine.com](mailto:efficiencymaine@efficiencymaine.com)

