

This checklist serves as a guide to the Incentive Request Form (IRF) process. We highly recommend you use this sheet while filling out the IRF in order to avoid any processing issues that could compromise your incentive payments. Please feel free to contact CAHP staff (cahp@trcsolutions.com) at any time if you should have any questions or require assistance.

- An IRF specific to your project was part of your acceptance package. Also included in the acceptance package is a list of all CAHP approved plan types and lots associated with your project. Only these plan types and these lots will be eligible for incentives. The fillable PDF version of the IRF that was delivered can be used for paperless processing and submittal.
- Locate your project in the HERS registry listed on your application (CalCERTS or CHEERS) and confirm that lots being submitted have all testing uploads complete. If you do not have access to your HERS registry, contact your HERS rater and they can either grant you access or help confirm that a lot has had its testing complete and uploaded. Once confirmed, mark (X) the '*HERS Testing Complete in Registry*' column for each lot.
- For each lot you list on the IRF, be sure that the lot's address and plan type match what is listed in the HERS registry. Be sure to write the plan name on the IRF exactly as it is written on the Plan Check Verification Summary Sheet received in your acceptance package. Altering the plan names on the IRF will likely result in delays. Any unapproved plan type or unapproved lot will not be processed and will be rejected.
- Refer to your acceptance package to confirm the kickers applicable to your project and make (X) marks on the IRF. Do not check a box if the lot is not eligible. Be sure to submit any certification or documents as required for each eligible kicker.
- If participating in the ENERGY STAR marketing benefit program, ensure your homes' ENERGY STAR requirements are completed on the HERS registry. Or, submit your ENERGY STAR certificates attached to the IRF. If you are unsure please contact and confirm with your HERS rater.
- For **every** lot, list the closest cardinal direction to the as-built front facing orientation along with a site map (or lot map) with north arrow.
- Be sure to sign and date your form. By signing the form you are certifying that you have: checked the lots for completion, verified they have used an approved plan type, and have supplied all the proper incentive documentation listed above.
 - Note: the form cannot be signed by the Energy Consultant or HERS Rater due to conflict of interest.
- Submit to TRC via E-mail: cahp@trcsolutions.com
or Fax: **(916) 962-0101**