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**PSEG LONG ISLAND  
HOME COMFORT  
PROGRAM ANNOUNCEMENT**

**Document #: HC 2020-03  
Announcement Date: June 19, 2020**

**RE: 2020 Home Comfort Preapproval Update**

Dear Home Comfort Partners:

As we enter phase two of reopening the economy, PSEG Long Island is focused on improving the delivery of our EE programs to customers and partners. In our attempt to deliver quicker project preapprovals for submitted rebate applications, we request that you include photos with your preapproval submissions.

This will allow our Home Comfort team to verify project details required to issue timely preapprovals. Otherwise remote and/or onsite verifications are required that cause delays with preapprovals.

Therefore, effective Wednesday, June 24<sup>th</sup>, please include the following pictures with your project submittals:

- Front of House (including house number); back of the house; and both sides of house
- Existing primary heating equipment and name plate
- For Central AC/ HVAC Equipment – name plate on the outdoor and indoor unit(s)

In addition to photos, please continue to submit the other documents listed on the required documents tab of the application workbook:

1. Application (signature or equivalent is required) - This is the customer information tab of the application workbook
2. AHRI Online Directory Equipment Certificate
3. ACCA Manual J, Version 8 Load Calculation Printout – Required for all projects except partial house ductless systems
4. Assignment Letter (Only if rebate is assigned to contractor)
5. EFS Income Eligible Verification Document (Only if applying for Income Eligible Rebates)

**The AHRI certificate model numbers must exactly match the model number you enter on the worksheet tab. The quality of applications received directly affects the processing time required for all applications.**

Remember that **all 2020 Home Comfort rebate applications require preapproval prior to installation**. We recommend you submit the application for preapproval shortly after you receive a deposit from the customer.

If you complete a project before a preapproval letter is issued, you will not receive a rebate or contractor incentive for that project. **Continued noncompliance with this requirement will result in the inability to offer PSEG Long Island Home Comfort rebates to your customers.**

Your cooperation is very greatly appreciated. Our team is here to assist with your project submittals. If you have any issues with the Home Comfort Program or rebate application process, please do not hesitate to contact Josh Ebner at [joshua.ebner@pseg.com](mailto:joshua.ebner@pseg.com) (631-479-7582).

Sincerely,

Jonathan Tham | Program Administrator  
PSEG Long Island | Home Comfort Program