



≥ 20% TES: 0% Loan with a 7-yr term up to \$10,000 or 4.99% loan with a 10-yr term up to \$15,000; \$2,500 minimum

Available only for SJG heating customers with Tier 3 HPwES projects; Available for owner-occupied, vacation or rental properties

1. Homeowner applies to EFS for loan preapproval **by online, mail, or fax application.**
2. If customer indicates they are an existing SJG customer or will become an SJG customer as a result of the installations, EFS provides Homeowner a SJG-EFS preapproval letter (expires in 60 days).
3. Homeowner submits required conditional preapproval documentation via the EFS Consumer Portal or via [EFS@energyfinancesolutions.com](mailto:EFS@energyfinancesolutions.com).
4. Contractor enters recommendations in program software and generates “Proposed Measures” document that verifies TES.
5. Homeowner:
  - a. Verifies and approves Proposed Measures.
  - b. Signs/dates contractor’s contract, indicating the loan amount and rate (0% or 4.99%).
  - c. Signs Customer Participation Agreement, **assigning rebate to Homeowner OR Contractor.**
6. Homeowner submits to contractor:
  - a. SJG-EFS Loan Pre-approval Letter
7. Contractor sends to EFS via the EFS Contractor Portal or via [WORKSCOPE@energyfinancesolutions.com](mailto:WORKSCOPE@energyfinancesolutions.com):
  - a. Signed & dated final contract, **indicating loan amount and rate (0% or 4.99%)**
  - b. “Proposed Measures” doc, showing incentive type as “cash back/loan.” If Tier 2, the loan will remain approved but will be switched by EFS to a general EFS loan. EFS will notify the contractor and HPwES. Program software changes will be required.
8. Contractor enters in program software on “Claim FY 2016 HPwES Incentives” screen (Tier 3 only):
  - a. Lender: South Jersey Gas
  - b. Loan Rate: 0% OR 4.99%
  - c. Rebate – pay to: Homeowner OR Contractor
  - d. New heat fuel provider: SJG
9. EFS prepares loan documents for signature. At this time, EFS will conduct another credit review before loan approval is issued. If the homeowner’s credit has changed, he/she may no longer be eligible for the loan. *Please note that this second credit inquiry*

*will be a “soft inquiry,” and will not negatively affect the homeowner’s credit score.*

10. Homeowner returns to EFS the original signed loan documents along with documentation to clear any outstanding conditions.
11. EFS notifies Contractor that work may begin. Loan expires 110 days from original loan approval date.
12. **\* If Field Change Order (FCO) is involved \***
  - a. FCOs are **only** permitted within 80 days of the incentive claim date; the program software will lock after 80 days not permitting any further changes
  - b. Contractor must submit to EFS
    - Signed FCO doc or a revised, signed contract (if loan changed, new amount must be indicated) and
    - Updated Proposed Measures.
  - c. EFS revises loan docs and sends to homeowner for signature.
13. **Contractor must submit all required docs to HPwES within 80 days of project incentive claim date, or risk loan expiration.**
14. After QC inspection (field or/and doc review) is complete, HPwES processes incentives for OCE payment, and then emails HPwES WCA (Work Completion Approval) to EFS and Contractor.
15. EFS then:
  - a. Finalizes loan; all documents must be in order and all conditions met for final loan approval & processing.
  - b. Pays contractor for loan amount
  - c. Sells loan to SJG. **EFS must sell loan within 60 days of date HPwES Certificate of Completion is signed by homeowner.**  
 \*\*If EFS must repurchase loan for any reason, contractor may be subject to a processing fee.

HPwES sends weekly reports to EFS of SJG loan projects for which funds have been claimed.