

SEND Home Energy Conservation Program Auditor Pay Scale

Deferral Audit - \$150.00

Auditor inspects house, deems it a deferral, completes and has client sign SEND's Moisture Assessment Form, and submits all documentation required by SEND's Deferral Procedures.

Initial Audit - \$400.00

Auditor inspects house, installs/repairs smoke detectors, provides client education, completes and has client sign SEND's Client Consent Form, completes all initial testing requirements and inspection forms, produces a work order, and submits all documentation required for an initial audit.

Interim Audit - \$150.00

Auditor inspects each mechanical item on work order and checks off that it was completed appropriately, completes all tests and forms required for mechanical work, completes daily safety test-out procedures and summary sheet, runs an interim blower door test, and submits all documentation required for an interim audit.

Final Audit - \$300.00

Auditor inspects each item on work order and checks off that it was completed appropriately, completes daily safety test-out procedures and summary sheet, runs a final blower door test, and submits all documentation required for final audit.

Call Back Audit - \$150.00

Auditor is instructed by SEND that job is ready for a final audit, however, upon inspection and testing, items must be corrected and/or finished before final audit can be done. Auditor documents items that need corrected and/or finished and submits all documentation required.

No Answer/Not Home - \$0.00

Auditor shows up at client property for scheduled appointment and no one is home, no one will answer, or not allowed access onto the property.

Quality Control Inspection – \$0.00

Previously completed job is pulled for an inspection by the Department of Energy, IHCDA, and/or SEND and auditor's participation is necessary.

Smoke Detectors Installation / Replace Batteries – Actual cost

SEND will reimburse auditors for the purchase of smoke detectors and batteries needed to meet smoke detector requirements in non-deferred clients' homes. Auditors will need to provide receipts for reimbursement.

SEND Home Energy Conservation Program Auditor Pay Procedures

- Auditor submits all documentation necessary for audit.
- SEND reviews audit and approves/denies.
- Auditor submits invoice for approved audits, including receipts for smoke detectors and/or battery replacement in client's existing smoke detectors.
- SEND submits approved audits payment request to IHCDA for reimbursement.
- SEND issues payment to auditor once IHCDA reimbursement is received by SEND.

Approved audits will be bundled per auditor and submitted weekly to IHCDA. It is anticipated that remittances will occur within 30 days from SEND's weekly submission.