



1 Open Application/14 Day Funds Obligation

- a) Review the applicable program guidelines and ARRA Requirements. See the web site at www.EmPowerLouisiana.org for full information.
- b) Check for availability of rebates at www.empowerlouisiana.org (click on the **check rebate status** link).
- c) Fill in **box 1** of the HERO Cover Sheet for the applicable program

The following information is required to establish the 14 day funds obligation:

<i>Rated Property</i>	<i>Rater/Auditor</i>
<i>Zip</i>	<i>Rater SSN/VIN#</i>
<i>City</i>	<i>Rater Name</i>
<i>State</i>	<i>Rater Ph. #</i>
<i>Street Address</i>	<i>Rater email</i>
<i>Parish</i>	

- d) Submit the cover sheet via email to submitHERO@empowerlouisiana.org
- e) The HERO Program will review the request for compliance with the requirements and respond by email within 1-2 business days.
Approved requests will receive a Confirmed Obligation number (CO#) which must be included in all documents submitted subsequently.

2 Preliminary Rating / 6 Month Obligation

- a) Perform the Preliminary Rating
- b) Fill in **box 2** of the HERO Cover Sheet with the appropriate information
- c) Enter the **CO#** received in step 1 above on the Cover Sheet
- d) Fill in all fields in **box 1**
- e) Submit the cover sheet and the required documents (see list on the cover sheet) via email to submitHERO@empowerlouisiana.org
Documentation must be accurate and complete including any required signatures and the CO#.
- d) The HERO Program will review the preliminary rating and submitted for compliance with the requirements and respond by email within 1-2 business days.
Any compliance issues will be noted in the return email. All issues must be resolved to receive the 6-month obligation.

3 Final Rating

- a) Perform the Final Rating
- b) Fill in **box 3** of the HERO Cover Sheet with the appropriate information
- c) Enter the **CO#** received in step 1 above on the Cover Sheet
- d) Make sure **box 1** and **box 2** are complete and accurate.
Submit the cover sheet and the required documents (see list on the cover sheet) via email to submitHERO@empowerlouisiana.org
Documentation must be accurate and complete including any required signatures and the CO#.
- e) The HERO Program will review the final rating for compliance with the requirements and respond by email within 1-2 business days.
Any compliance issues will be noted in the return email. All issues must be resolved to finalize the rebate process.