

BUILT TO LAST
PHILADELPHIA ENERGY AUTHORITY
30 S. 15TH ST., SUITE 801
PHILADELPHIA, PA 19102

NOTICE TO PROCEED

Date: [Month Day, Year]

PROJECT INFORMATION

Property Address: [Street Address, Philadelphia, PA ZIP]

Homeowner: [Homeowner Name]

Contractor: [Contractor Legal Name]

Contractor Contact: [Name, Phone, Email]

Construction Manager: [Construction Manager Legal Name]

Construction Manager Contact: [Name, Phone, Email]

Participant Project Agreement Date: [Month Day, Year]

Salesforce Project ID: [Project ID]

Dear [Contractor Name]:

This Notice to Proceed authorizes **[Contractor Legal Name]** to commence construction activities at **[Property Address]** in accordance with the executed General Contractor Services Agreement with Philadelphia Green Capital Corp. and the attached BTL Manual, the executed Program Participant Agreement with the homeowner and its attached approved scope of work, and the approved scope value.

Approve Scope Amount: \$[Amount]

Notice to Proceed Date: [Month Day, Year]

Your payment terms will be:

- ☐ **Standard** - You are eligible for an interim payment pending an inspection from the Construction Manager.
- ☐ **Prepayment** - You are eligible to invoice PGCC for **[\$10,000.00 or 40% of project cost, whichever is less]** upon receipt of this Notice. You are not eligible for an interim payment.

[IN THE EVENT OF GRANT REQUIREMENTS - In addition to regular activities, this project requires:]

PGCC reserves the right to reassign this project to another Contractor on the Qualified Contractor List if **[Contractor Legal Name]** does not commence work, either by pulling permits

or starting construction, within ten (10) business days of the Notice to Proceed date. The Contractor shall proceed diligently toward completion in accordance with the contract requirements.

The Contractor is responsible for coordinating all required permits, inspections, licenses, subcontractors, materials, and other activities necessary to complete the authorized scope of work in accordance with applicable laws, codes, regulations, and the requirements of the contract.

All proposed changes to the scope or cost must be documented by the Contractor and the Construction Manager through the Change Order Request Form and approved by Philadelphia Energy Authority. No work outside of the approved scope or contract amount may be performed without prior written authorization, with the exception of minor changes that do not: constitute a net increase of more than \$1,000 to the Project budget, cause the total project cost to exceed \$25,000, or substantially alter the scope of work.

The Contractor shall coordinate access to the property with the homeowner and shall maintain the property in a safe and reasonably clean condition throughout construction. The Contractor shall promptly notify the Construction Manager of any condition that may affect the scope, cost, schedule, or successful completion of the project.

This Notice to Proceed does not modify the terms of the executed Program Participant Agreement or General Contractor Services Agreement. In the event of a conflict between this Notice to Proceed and the contract, the terms of the executed contract shall control.

Please sign below to acknowledge receipt of this Notice to Proceed and confirm your authorization to begin work.

AUTHORIZATION

PHILADELPHIA ENERGY AUTHORITY REPRESENTATIVE

I/we certify the scope of work as described in the Program Participant Agreement is approved.

Name: _____

Title: _____

Signature: _____

Date: _____

PHILADELPHIA GREEN CAPITAL CORP REPRESENTATIVE

I/we certify the budgeted amount and payment terms as described in the Notice to Proceed are approved.

Name: _____
Title: _____
Signature: _____
Date: _____

CONSTRUCTION MANAGER

I/we certify the Program Participant Agreement has been executed and signed by the Contractor and Homeowner and that the Contractor has secured all relevant insurance.

Company: _____
Name: _____
Title: _____
Signature: _____
Date: _____

CONTRACTOR

I/we understand the terms of this Notice to Proceed, including the PPA, GC Services Agreement, and the BTL Manual. I/we agree to secure all relevant work permits before commencing construction.

Company: _____
Name: _____
Title: _____
Signature: _____
Date: _____