This guidance provides clarifications and reminders related to the invoicing process for the voucher program administered by ENERGYWERX, to ensure Voucher Providers receive prompt payment for milestones met in the execution of the Statement of Effort (SOE) for your voucher matches.

- Invoicing must be submitted via the Invoice Portal and processed via ENERGYWERX’s invoicing system. Instructions for completing the company intake form will be sent from info@energywerx.org after the Business-to-Business (B2B) agreement is fully executed.
- According to the B2B Agreement signed by Voucher Providers, invoices are paid based on a net30 schedule, meaning within 30 days from when an invoice was correctly submitted (with all required evidentiary documentation) to the invoice portal. If an invoice is rejected on the basis of insufficient documentation, the 30-day clock does not start until an acceptable revised invoice is submitted.
- The DOE sponsoring office must accept/approve the milestone deliverable before remittance is processed.
- As outlined in the SOE, Providers must:
  - Ensure the quality of the services and deliverables provided in support of this Statement of Effort and maintain substantiating evidence that services conform to quality requirements and furnish such information to DOE, if requested.
  - Complete intermediate/final project milestone(s), submit deliverable(s) as defined in selected capability one pager, and submit evidence of delivery to the voucher recipient.
- Acceptable evidentiary documentation will vary based on your capability overview statement. Best practices include:
  - In general, DOE expects milestones completion to be documented with evidence that the voucher recipient received the expected deliverable as described in the SOE and capability overview statement. After receiving this evidence, DOE understands the work associated with that deliverable is complete.
- Review milestone title in SOE and ensure submitted documentation includes clear references to and alignment with the wording of the milestone title.
- Providing PDFs of email communications between Voucher Provider and Recipient with relevant details (e.g., whether the recipient had already provided feedback on the deliverable) included in the body of the email and deliverables attached to email with clear file names.
- Design documents and test reports should also be documented as email attachments with clear file names and descriptions in email body that align with all aspects of the milestone title in the SOE.
- Site visits should be documented with write-ups on site activities, including photography as possible.

If you have any additional questions about evidentiary documentation requirements for your specific milestones, we encourage you to send your plan for providing evidence to info@energywerx.org in writing for feedback from DOE in advance of your milestone completion date.

Thank you,

DOE Voucher Program Team