



North Carolina Energy Efficiency Alliance Incentive Payment Protocol

An incentive payment for an NCEEA member-rater will ONLY be made for the following number of homes that can be counted toward the project goal of 2,330 private single and multi-family homes, as mandated by the North Carolina State Energy Office. (*This does not include SystemVision affordable housing projects.*)

- 1,330 single family homes @ \$50 per submitted home.
- 1,000 multifamily homes @ \$20 per submitted unit.

Conventional detached homes are considered single family. Additionally, attached homes that serve one family but share one (or more) *vertical* party wall with another home also qualify as single family. This category includes townhomes but *does not include stacked duplexes or triplexes*, which are considered multi-family homes.

This incentive will expire when the allotted funds have been fully utilized or when the project end date is reached (February 29, 2012), whichever comes first. *Thus, to ensure that you take advantage of the incentive, submit your homes early and in a timely manner. See protocol below.*

ENERGY STAR Home Qualification

For a home to qualify for the incentive payment, one of the following conditions must be met:

1. The builder must be a new ENERGY STAR builder as of July 1st 2010 (*this builder has never before built a qualified ENERGY STAR home*).
 - Any home *certified on or after* July 1st 2010 by such a builder may be submitted by a member-rater for an incentive payment.
2. If a builder was not building 100% ENERGY STAR homes in a specific neighborhood prior to July 1st 2010, the builder must make a verbal commitment to the NCEEA member-rater to build 100% of their homes as qualified ENERGY STAR homes in that neighborhood.
 - All homes submitted by this rater *after the builder's verbal commitment to the NCEEA* will qualify for the incentive payment.
3. If a builder was constructing some or all of their houses as qualified ENERGY STAR homes (ES v.2) prior to July 1st 2010, their homes can only be submitted by a member-rater for incentive payment if the home meets or exceeds the efficiency standards and Target HERS Index for ENERGY STAR v. 2.5. All homes

must either be accompanied by a completed ENERGY STAR certificate or a “draft” ENERGY STAR certificate with HERS Index score of the completed home (if the home is not formally receiving ENERGY STAR qualification). See “Providing Data to the Alliance Protocol” for additional documentation details.

In all cases, the Home Energy Rater or builder must be able to certify that the North Carolina Energy Efficiency Alliance and/or member-rater provided assistance, either technical or promotional, that assisted the builder in constructing the home(s) receiving the incentive to high-efficiency standards.

Providing Data to the Alliance Protocol

In order to receive the incentive payment for homes contributed by an Alliance Home Energy Rater member, the following protocol should be followed:

1. Requests for incentive payment must include the following items:
 - I. A completed W-9 with first homes submitted (one-time submittal only).
 - II. A copy of the final ENERGY STAR certificate for each qualified ENERGY STAR home.
OR
A “draft” copy of an ENERGY STAR 2.5 certificate with the home’s completed HERS Index score as well as a completed Thermal Bypass Checklist (in the case where a home does not receive formal qualification but meets or exceeds the Target HERS Index for V 2.5).
 - III. An invoice detailing the number and type of homes submitted with total payment requested (\$50 per single family unit and \$20 per multi family unit). Invoices can include multiple completed homes and can be submitted at your own convenience.
 - IV. Updated web form with completed homes submitted for incentive payment at www.ncenergystar.org (see web entry protocol below).
2. The preferred submittal method of documentation in items I-III above is by emailing PDF copies to info@necenergystar.org , with the subject line “RATER INCENTIVE”. Alternatively, the above documentation can also be submitted by mail to the address below. (Please allow for additional processing time for mailed documents.)

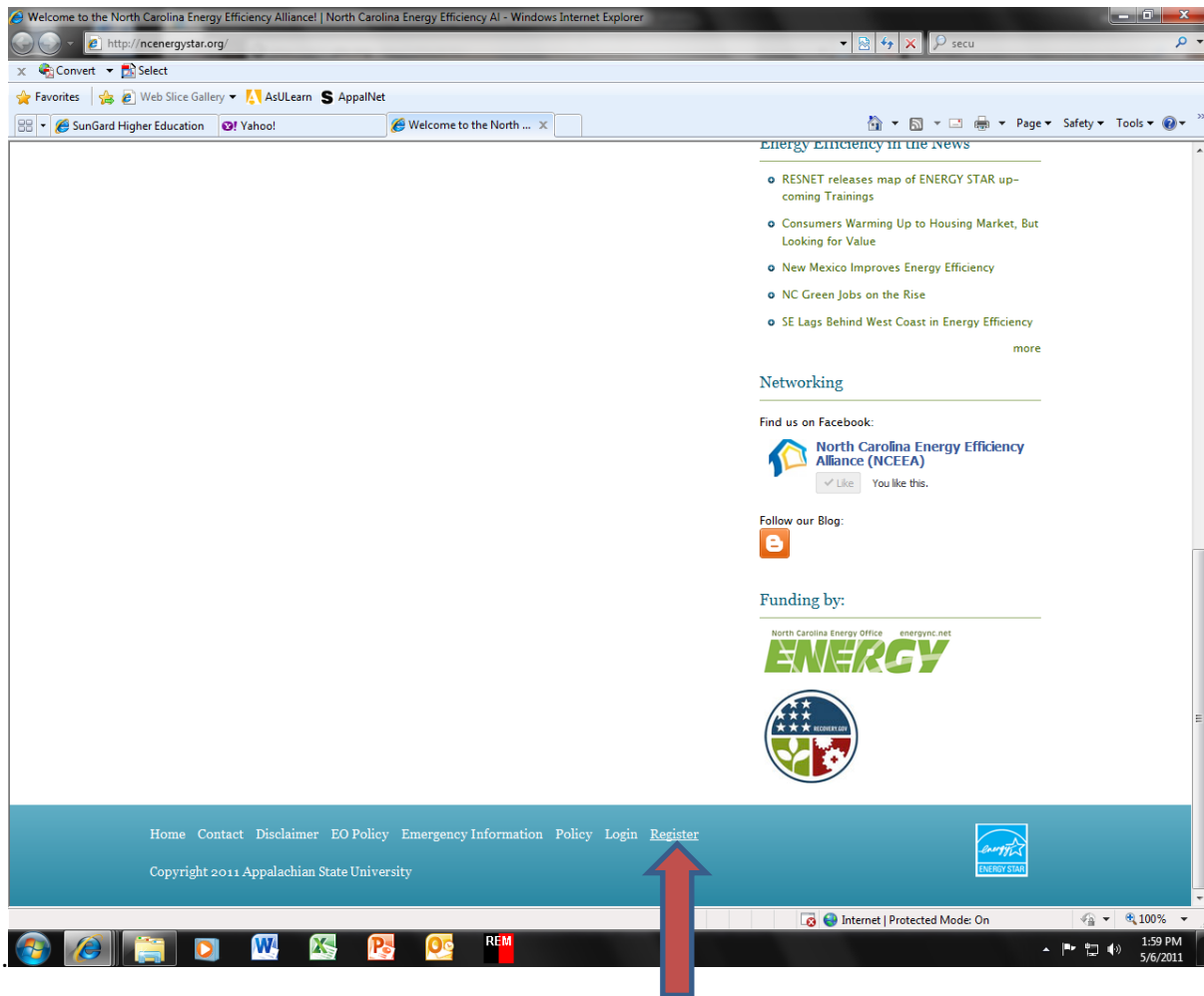
NCEEA—c/o Chuck Perry
RATER INCENTIVE
397 Rivers Street
ASU Box 32122
Boone, NC 28608-2122

Note: All homes in the web database must be updated and complete to match the required submittal documentation in order to receive incentive payment.

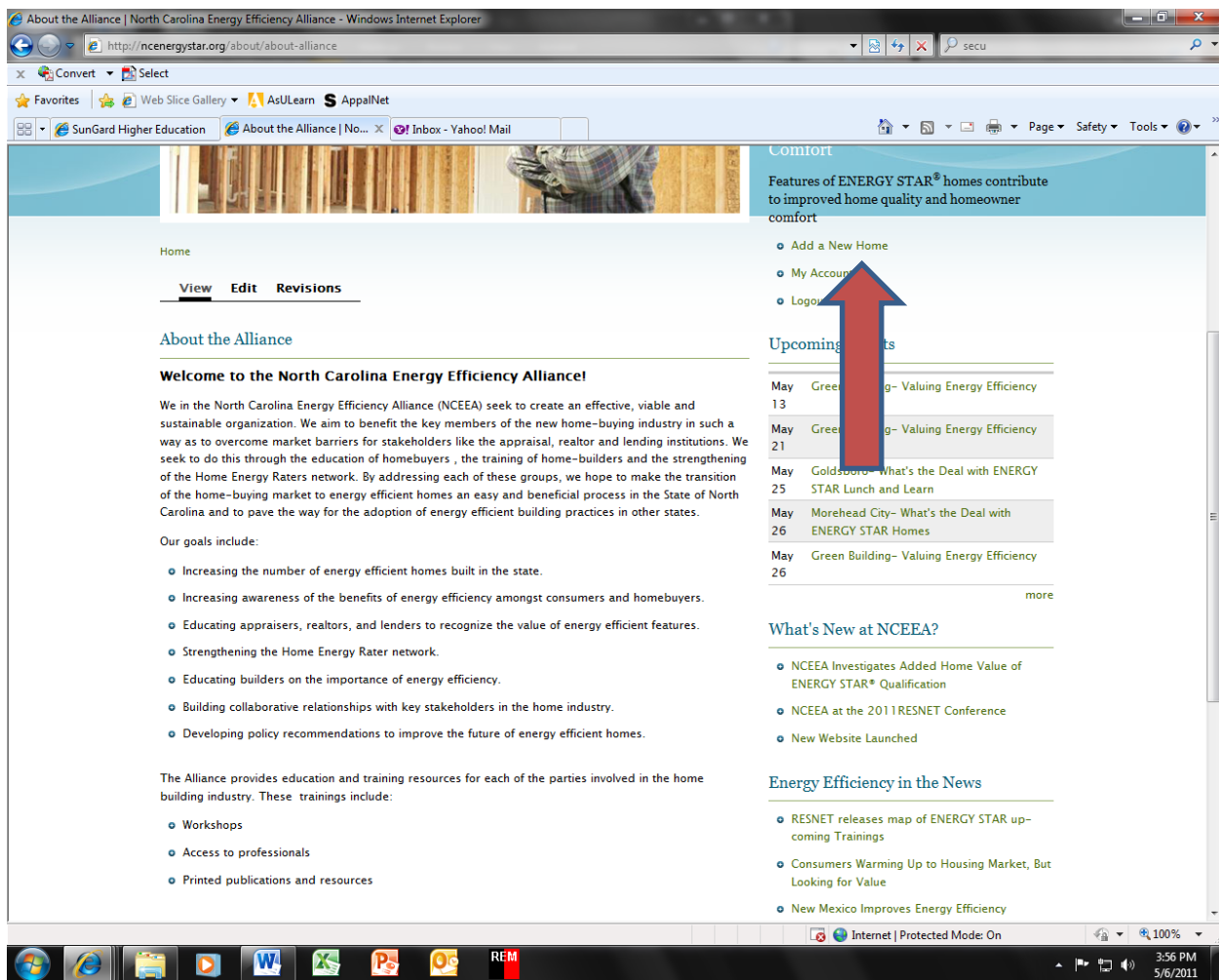
3. When all documentation has been submitted, the requested incentive payment will generally be processed and issued within 30 days of receipt.

Web-based Home Submittal Protocol

1. In order to create a Rater Log-In to enter homes into the NCEEA online database, go to www.ncenergystar.org. On the NCEEA homepage, scroll to the bottom of the screen. In the blue tool bar at the bottom, click on the word “**Register**”.



2. You will be sent to a new page that will allow you to enter a user name and an email address. Once you fill out this information, click on the “**Create a New Account**” button. You will then be prompted that your account is awaiting approval. **It is possible for this step to take up to two business days.*
3. Once you have been approved, you will be sent an email to the address that you supplied. Click on the link in this email which will take you to the NCEEA website where you will be able to enter a new login password in order to sign onto the page.
4. At this point you are able to submit homes on the NCEEA web entry form. On the right side of the screen you will find an “**Add a New Home**”, and “**My Account**”.



5. Click on **“Add a New Home”** and fill out the web form in its entirety to submit your homes.
6. Once your homes are entered, you can update the status or change any other information on the homes in your rater database by clicking **“My Account”**.
7. In order to log in on subsequent visits to the website, you must click **“Login”** on the bottom of the page. You will then be prompted to enter the email address and password you used to register.
8. After updating the status of the home to **“Complete”**, you will still need to send copies of all ENERGY STAR certificates for these homes and an invoice with the total payment requested directly to the NCEEA at info@ncenergystar.org (or alternatively, see mailing address above).

