

## PON 2309 – Attachment E Low-rise Residential New Construction Programs Requirements for **Builders**

Builders of single family homes and other low-rise residential dwelling units are encouraged to participate in the Low-rise Residential New Construction Programs (Program). To participate and access Program benefits, the builder must become a partner with NYSERDA (Partner-Builder), which requires the builder first become an active partner of the US Environmental Protection Agency's (EPA) ENERGY STAR Homes Program as a builder in New York State. The Partner-Builder must hire a NYSERDA-approved Home Energy Rater (Partner-Rater) and must commit to constructing dwelling units which meet the Program requirements as described in PON 2309, whenever NYESH incentives will be sought. The Partner-Builder and the Partner-Rater must work cooperatively to verify compliance with these requirements. The Partner-Rater shall serve as the Partner-Builder's primary source for technical support and guidance regarding these Programs and the EPA's Energy Star Homes program, for any Home Energy Rating delivered with Program support.

Various financial incentives, identified in [Attachment A of PON 2309](#), are offered in support of the Partner-Builder's construction of dwelling units which meet Program standards and requirements. Additionally, cooperative advertising incentives are offered in accordance with terms and conditions outlined in Attachment H of PON 2309. Builder training and technical support services are also offered by NYSERDA at reduced or no cost to the Partner-Builder.

**Submission of the [Builder Signature Form](#) to NYSERDA is considered an application.** To be accepted by NYSERDA and allowed to serve as a Partner-Builder, the applicant must read, understand, and agree to comply with all terms and conditions outlined in PON 2309; and must provide:

1. Confirmation of one or more of the builder's selected Partner-Rater(s);
2. Confirmation of one or more of the builder's selected Partner-HVAC Contractor(s);
3. Confirmation that the builder has a current Partnership Agreement with the EPA ENERGY STAR Homes Program to serve as a Builder in New York State, is in compliance with all requirements of that Agreement, and is in good standing with the EPA;
4. Confirmation that the on-line builder orientation offered and required by EPA has been satisfactorily completed.

**Technical and Administrative Requirements include, but are not limited to, the following:**

**A. Technical requirements:**

1. **Home Energy Ratings** must be completed in accordance with RESNET's "2006 Mortgage Industry National Home Energy Rating System Standards" including updates as adopted by RESNET's Board of Directors;
2. **Home Energy Ratings** must be completed in accordance with the EPA's ENERGY STAR Homes Program technical standards and requirements, including completion of all relevant checklists;
3. **Home Energy Ratings** must meet PON 2309 standards and requirements;
4. **A Home Energy Rating Certificate (HERC)** must be generated by the Partner-Rater for the confirmed Home Energy Rating whenever Program incentives will be sought for that dwelling unit. The Partner-Builder must cooperate with the Partner-Rater to ensure appropriate access is provided, allowing the Partner-Rater to view the dwelling unit during all relevant stages of construction, to ensure the dwelling unit's as-built construction is accurately reflected on the HERC. The HERC, generated by the Partner-Rater, must reflect the dwelling unit's condition when the confirmed Home Energy Rating is performed, and must include the auto-generated output to confirm compliance with the relevant version of Energy Conservation Construction Code of New York State;
5. **A Home Qualification Form** must be completed by the Partner-Rater with the Partner-Builder's assistance, to confirm as-built characteristics of the dwelling unit and to establish the minimum kWh savings requirements have been met.

**B. Administrative:**

1. **The Partner-Builder** must electronically complete each [PON 2309 Incentive Application](#) with their Partner-Rater's assistance. To be eligible to receive Program incentives associated with that dwelling unit, submission of the Incentive Application must be made within sixty (60) days of the Partner-Rater's confirmed Home Energy Rating. Exception to this sixty (60) day limitation: multi-unit project Incentive Applications should be submitted in accordance with the completion schedule identified in the NYSERDA-approved [Low-rise Residential New Construction Project Application](#), and NYSERDA's approval and commitment letter for the project;
2. The First Plan Review Incentive is offered to the Partner-Builder in support of their Partner-Rater's completion of the first plan review performed for the Partner-Builder which is intended to comply with the EPA version 3.0 requirements. Completion and submission of the projected Home Energy Rating Certificate must accompany any request for payment of this incentive;
3. The First Confirmed Rating Incentive is offered in support of the Partner-Builder's first confirmed Home Energy Rating meeting the EPA version 3.0 requirements. This additional incentive may only be requested as part of the Partner-Builder's submission of the dwelling unit's Incentive Application.

To be considered by NYSERDA for eligibility to serve as a Partner-Builder under PON 2309, applicants must submit originals of their signed [Builder Signature Form](#), accompanied by the required supporting documents, to:

N.Y.S. Energy Research and Development Authority (NYSERDA)  
Low-rise Residential New Construction Programs  
Attn: Nicole Angels  
17 Columbia Circle  
Albany, NY 12203