

# 2010-2012



## PARTICIPANT HANDBOOK AND PROGRAM AGREEMENT FOR SINGLE-FAMILY AND MULTI-FAMILY NEW CONSTRUCTION PROJECTS



### **We're here to help builders today for tomorrow's environment.**

California's investor-owned utilities, Southern California Gas Company, Southern California Edison, San Diego Gas & Electric® and Pacific Gas and Electric Company are working together to help the building industry design and develop more environment-friendly communities.

Our California Advanced Homes Program highlights best practices in energy efficiency, green building and sustainability, and offers generous financial incentives to help builders and architects create environmentally friendly, energy-efficient communities for potential home buyers.

Visit us online at: [www.californiaadvancedhomes.com](http://www.californiaadvancedhomes.com)







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Appendix I: CAHP Agreement

Appendix II: Plan Review Checklist



## 1. Program Overview

The California Public Utilities Commission (CPUC) has directed the Investor Owned Utilities (IOUs) to encourage residential new construction to meet two visionary goals. The goals are for 50% of residential new construction to be built at least 20% better than the 2008 Title 24 Energy Code during 2011 and 10% of residential new construction to be built at least 40% better than the 2008 Title 24 Energy Code during 2011.

## 2. Glossary of Terms

Throughout this document, acronyms of certain terms have been used to simplify instructions. The following is a list of these terms:

**BIG:** Build It Green

**CABEC:** California Association of Building Energy Consultants

**CAHP:** California Advanced Homes Program

**CalCERTS:** California Certified Energy Rating & Testing Services (HERS Provider)

**CBPCA:** California Building Performance Contractors Association

**CEA:** Certified Energy Analyst

**CEC:** California Energy Commission

**CEPE:** Certified Energy Plan Examiner

**CF-1R:** Certificate of Compliance

**CF-4R:** Certificate of Field Verification and Diagnostic Testing

**CF-6R:** Certificate of Installation

**CHEERS:** California Home Energy Efficiency Rating System (HERS Provider)

**CPUC:** California Public Utilities Commission

**GPR:** Green Point Rated

**HERS:** Home Energy Rating System

**IOU:** Investor Owned Utility

**LEED-H:** Leadership in Energy and Environmental Design for Homes

**MECH-1-C:** High-Rise Mechanical Certificate of Compliance

**MF:** Multi-Family

**PERF-1:** Performance Certificate of Compliance

**Rater:** Inspector certified by a CEC approved HERS provider to provide third party verification for Title-24 measures.

**RNC:** Residential New Construction

**RNC-MFHR:** Multi-Family High-Rise

**RNC-MFLR:** Multi-Family Low-Rise

**SF:** Single-Family

**USGBC:** United States Green Building Council

**Util-1:** High-rise energy savings and incentive calculation form

**Util-1R:** Low-rise and single-family savings and incentive calculation form

### 3. Introduction

The CAHP is offered through a diverse portfolio of programs by the IOUs. Participation is open to single-family, low- and high-rise multi-family residential new construction built in an IOU service area.

***Multi-family projects built in PG&E's service area are administered by a third-party program and are eligible for separate incentives. Please see section 8 for contact information.***

The CAHP is a comprehensive residential new construction concept with a cross-cutting focus on sustainable design and construction, green building practices, energy efficiency, and emerging technologies. Through a combination of education, design assistance and financial support, the CAHP works with building and related industries to exceed compliance with the California Code of Regulations, Title 24, Part 6, 2008 Building Energy Efficiency Standards for Residential and Nonresidential Buildings (Standards), to prepare builders for changes to the Standards and to create future pathways beyond compliance and traditional energy savings objectives.

The CAHP is designed for the performance-based approach for compliance. Compliance with the 2008 Title 24 Standards must be demonstrated through the performance method utilizing approved California Energy Commission (CEC) compliance software. The documents must be created and signed by a Certified Energy Plans Examiner (CEPE). Compliance must be demonstrated for the building as a whole and may not group unrelated or detached buildings together.

### 4. General Requirements and Eligibility

The CAHP is funded under the auspices of the CPUC and funding, incentive levels and program requirements may be revised during the program cycle. Applicants must contact their utility representative prior to submitting an application (see section 8 for contacts).

#### 4.1 Program Requirements

- Project must be submitted prior to drywall being installed in the units.
- Applicant agrees that they shall not accept duplicate funding from multiple utility-sponsored energy efficiency programs for the same measures.
- Participating projects must meet minimum program requirements for all homes within the same project, built after the date the Agreement is executed.
- Incentive payments are available only to owners, builders or developers named on the Agreement.
- Funds are limited and will be reserved on a first come, first served basis to projects that meet the Program requirements. No payments will be made for any changes made to the unit that may affect compliance without prior written approval from your utility representative.
- Contact your utility representative for additional program details and funding availability prior to submitting applications.
- The funding for this program will expire December 31, 2015 or sooner. The IOUs will not accept agreements after December 15, 2012. Agreement valid for 36 months from date of utility acceptance.

#### 4.2 Program Process Overview

1. Applicant contracts with a Certified Energy Plans Examiner (CEPE) to prepare the Title 24 documentation and secures a Home Energy Rating System (HERS) rater. Once a HERS provider has been selected the project must stay in the designated registry for the duration of the contract.
2. Applicant contacts their utility representative to discuss the project viability.
3. Applicant submits letter of intent and required documents for plan check as listed on the project initiation checklist.
4. The Utility may provide design assistance within reason for viable projects. **The Utility will not provide funding for Title 24 documentation authors to reconstruct models or plans in the event of needed corrections.**
5. Upon completion of utility plan check, your utility representative will schedule a meeting to go over the final written agreement and incentive payment process.

## **Once you receive written approval from the utility:**

### **During Construction**

1. If applicable, obtain a CF-6R Form provided by the HVAC contractor for every house.
2. If applicable, obtain the appropriate CF-4R HERS rating certificates for each home upon completion of field verification; certificates must be submitted for the tested house (at least 15% or 1 in 7 see CEC HERS testing protocol Chapter 7.4 Res ACM Manual) and for the non-tested homes in the same sampling group. Be aware that the HERS Rater will be inspecting to ensure that all Program measures are installed. Projects with “failures” are subject to CEC re-testing procedures and related fees at applicant’s expense.
3. Notify your utility of any changes that will affect total energy use of the home, such as added or relocated windows, addition of “bonus” rooms or other areas not shown on the Title 24 submittal, changes in proposed HVAC or water heating equipment, and/or changes to building insulation.

### **After The Homes Are Inspected**

Applicant shall provide the utility with the following:

1. Completed Request for Payment form. Obtain blank form from your utility.
2. If applicable, certificates from the HVAC contractor (CF-6R). The rating completion summary (CF-4R) will be verified by the utility to confirm that the home has met the Program requirements.

### **Verification by Utility**

Prior to paying incentives, the utility will review all inspection documents to ensure CAHP compliance. The utility retains final authority to determine CAHP compliance and eligibility for incentives. Mail all correspondence to your utility representative.

## **4.3 General Building Requirements**

To qualify for the incentive payment, each home covered by the Agreement must be:

- A new construction project/home receiving electric distribution and/or natural gas distribution service from your local IOU.
  - A single-family detached dwelling or two dwelling building of any number of stories, R-3 occupancy, and on local IOU residential rates. Structures detached from the primary residence that are residential living areas (e.g., casitas) must also meet all CAHP criteria but are not eligible for a separate incentive. **OR**
  - A residential individually metered multi-family low- or high-rise project. CAHP may accept mass metered multi-family affordable housing projects pending future legislation. Please seek your utility representative’s guidance.
- The following facilities do not qualify: remodels, additions, manufactured housing, mobile homes, residential care facilities, and dormitories. (For information on other utility programs that may apply to these buildings contact your utility representative.)
  - Permitted under the 2008 Energy Efficiency Standards for Low-Rise Residential Buildings (Title 24) effective January 1, 2010 and achieving compliance using a CEC approved computer method. The Prescriptive Compliance Method is not eligible. Project must meet, at a minimum, CEC and CAHP installation and field verification requirements, as documented by a certified HERS Rater. **OR**
  - A high-rise residential multi-family building, Occupancy Group R, division 1 with four or more habitable stories. Built to exceed Title 24 standards by a minimum of 15% for the applicable CEC specified climate zone.

## **4.4 How to Apply**

Contact your CAHP representative prior to submitting the Agreement and prior to construction to ensure that you have the most current CAHP information available. Programs and/or incentive levels may be changed or cancelled without notice. You will be appointed a utility representative that will

guide you through the entire process and to whom you will submit application materials. Submit the following to your utility representative for each plan type within the project:

- A completed original 2010-2012 California Advanced Homes Agreement postmarked or received by utility no later than December 15, 2012, or sooner if funds are expended or fully committed. Complete one application per project and list all plans/ models and building types
- A Completed Application Checklist
- Title 24 energy compliance computer run (CF-1R) created and signed by a CEPE.
  - Single-family and low-rise multi-family projects require a hard copy of the final Title 24 CF-1R and Utility Calculation forms for each plan type.
  - High-rise multi-family projects require a hard copy of the final Title 24 PERF-1 Form, MECH-1, Mech-2, Mech-3, Mech-4, Mech-5 (If duct credit is claimed), ENV-1, ENV-2, and Utility Calculation form for each building type.
- The electronic input file for the Title 24 energy compliance computer run for each model as filed for your building permit. This may be submitted on a CD or by e-mail to the CAHP representative. Accepted electronic files are .MP8 for Micropas and .bld for Energy Pro.
- A complete set of construction plans including:
  - A set of architectural plans including, floor plans, elevations, and sections.
  - A subdivision lot map for production home projects and multi-family projects.
  - A site plan with North arrow for custom homes.
  - A copy of the tract map (tentative or recorded), construction schedule with phases, lots and addresses when available.

Read all CAHP Instructions, Requirements, and Terms and Conditions contained herein. For additional program information, speak with your utility representative. The Applicant listed on the Agreement is responsible for submitting documentation that verifies compliance with CEC requirements to the utility's satisfaction.

In cases where measures and construction elements may vary from default or minimum efficiency values, CAHP requires supporting specifications sheets. Sign the Agreement and submit the package to your utility representative. Projects must be submitted as a complete package. Incomplete application packages will be returned to the applicant.

#### 4.5 Project Viability

To afford an even distribution of funds for projects under this Program, owners, builders, and developers may be required to demonstrate the viability of the project for which they are applying. Following the approval of the Agreement and within a three (3) month period, the applicant may be asked to supply documents that reflect a commitment to timely construction. The following documents may be required:

- Grading Permit
- Building Permit
- Approved construction schedule from the governing entity
- Financing and other pertinent documents

If, after review of these documents, the utility determines that the project is not progressing, the Agreement may be cancelled. If these documents are not available, the applicant must demonstrate that the project is in the process of obtaining construction permits. If this Agreement is cancelled, the applicant may reapply at a later date. Applications will be accepted and incentives will be committed based upon the funds available at the time of reapplication.

#### 4.6 Dwelling Unit Descriptions

The following defines the dwelling unit types that are Program participants:

### 4.6.1 Single-Family Project Building Design Type

**Detached:** A single-story or multiple-story structure consisting of one unit not attached to another building (except a garage or casitas). This may be either a custom home or part of a larger project consisting of multiple units/lots.

**Duplex:** A structure consisting of two dwelling units. The duplex can be a single structure or part of a larger project consisting of multiple structures and units.

**Manufactured Housing:** If a project is held to HUD standards rather than Title 24 standards, it may qualify for the Manufactured Housing Program instead of CAHP.

### 4.6.2 Multi-Family Project Building Design Type

**Attached/Condominium:** A single- or multiple-story structure consisting of three or more dwelling units. The dwelling units are owned by the occupants.

**Apartment:** A single- or multiple-story structure consisting of three or more dwelling units. The dwelling units are not owned by the occupants.

### 4.6.3 Non-Qualifying Facilities

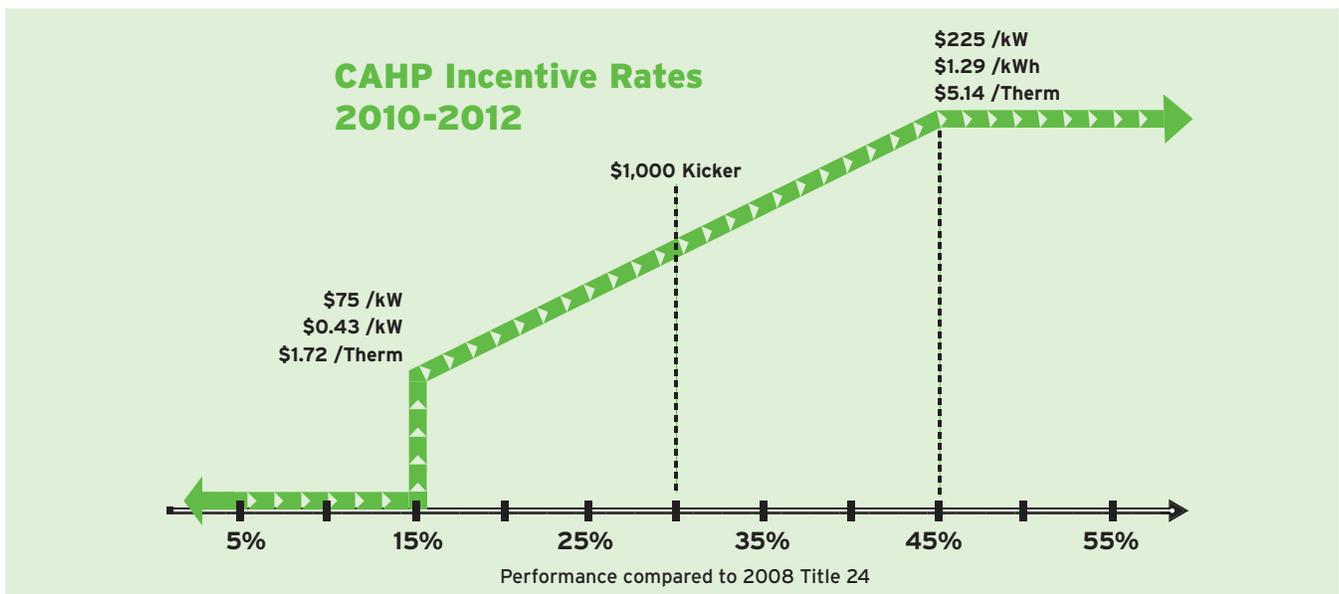
The following facilities do not qualify for participation: remodels, additions, mobile homes, residential care facilities, hotels, motels and dormitories. Community facilities qualify only if they contain at least one dwelling unit. The Utility offers a broad portfolio of other Programs that may provide support to these facilities. Whole house retrofits may qualify, please contact your utility representative.

## 5. Financial Incentives

### 5.1 Baseline Financial Incentive

The baseline entry level of the program is 15% above the 2008 Title 24 building code with the incentive payments based on the final 2008 T-24 reports created and signed by a Certified Energy Plans Examiners (CEPE) and verified by a third party HERS Rater. The incentives increase incrementally as the performance of the structure increases. Multi-family projects in PG&E's service area are covered under another program. Please see Section 8 for contact information.

A calculator for the incentives is provided in the Agreement and based on the Utility calculation forms generated by the input file. Applicants may be required to demonstrate the viability of the project they are submitting. The structure of the baseline financial incentives is as follows:



## 5.2. Additional Financial Incentives

The 2010-2012 CAHP offers additional incentives to projects that include one or more of the below project elements. **Multi-family projects in PG&E's service area do not qualify for these bonus incentives.**

NOTE: The percentages are applied to the baseline amount and are non-inclusive of each other. Multiple kickers can be claimed on a project.

### California ENERGY STAR® New Homes Program- 10% bonus

ENERGY STAR® is a national, voluntary program sponsored and developed by the United States Environmental Protection Agency (EPA) that promotes energy-efficient products, including homes. Homes that have earned the ENERGY STAR label meet the EPA's performance guidelines for energy efficiency following third party verification from an accredited organization. Further information can be reviewed at the EPA ENERGY STAR internet site, [www.energystar.gov](http://www.energystar.gov). In addition to section 4.3 above, the following is required: Outfitted with mechanical equipment sized to meet ASHRAE, Manual J, or SMACNA standards. Title 24 calculations must account for proposed fenestration SHGC values. (required supporting documents: Manufacturers Specification/Data Sheets, reference to or copy of ARI or GAMA Directory page for listed equipment)."

### Green Home Certification- 10% bonus

Requires independent, third-party, transparent verification from a provider to verify green building elements have been installed (similar to HERS registry function). Participation in a green building program is open to new programs emerging in the industry. Contact your utility representative for the latest information to ensure the green building program you contract with qualifies.

### Compact Home- 15% bonus

15% kicker if the home is at least 10% smaller than the LEED for Homes square footage threshold for new construction, by number of bedrooms. For purposes of this kicker, a "bedroom" is any room or space that could be used or is intended to be used for sleeping purposes and meets local fire and building code requirements. Homes are eligible for the bonus if they have equal or less square footage than the following:

Maximum home size square footage by number of bedrooms				
0 or 1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms	5 or more bedrooms
810	1,260	1,710	2,340	225 more square feet for each additional bedroom

### kW Reduction (Working Toward Zero Peak Homes)

The same \$/kW rate as described in Section 5.1 Baseline Financial Incentive is available for each peak kW reduction due to on-site installed photovoltaic systems. kW is defined as the DC nameplate rating. If installing photovoltaics, be sure to read Section 7 below for more incentive opportunities.

### New Solar Homes Partnership (NSHP) Tier II- \$1,000

Applicants participating in the CEC's NSHP and meeting Tier II qualify by designing their projects to the performance level of 30% better than 2008 Title 24 with a 30% reduction in the cooling load for the CEC designated climate zone. Please see Section 7 below for further details on NSHP.

### Design Team Incentive- 50% of cost up to \$5,000

Projects that have **at least ten (10) dwelling units** may qualify for the design team incentive. Applicant must hold a design charrette and include the following: Architect, CEPE/CEA, Structural Engineer, Mechanical, Electrical and Plumbing Engineers, Builder and an invitation to a CAHP representative. Further restrictions may apply, please contact your utility representative if you wish to seek a design team incentive.

## 6. Terms and Conditions

I, the Applicant, agree to the following terms and conditions (“the Agreement”):

1. I meet the CAHP eligibility requirements as stated in the appropriate attachment(s) included with this Application.
2. The information I have supplied on this Agreement and attachment(s) is true, correct, and complete.
3. I have read and understand the terms and conditions of the Agreement and on the appropriate attachments and agree to abide by the rules, requirements and terms set forth on the Agreement and all attachments.
4. If the Agreement is terminated for any reason, Utility shall not be liable to the Applicant for damages or compensation of any kind.
5. Utility reserves the right to determine eligibility for the Incentive.
6. Utility makes no representation or warranty, and assumes no liability with respect to quality, safety, performance, or other aspect of any design, system or appliance installed pursuant to the agreement, and expressly disclaims any such representation, warranty or liability. Applicant agrees to indemnify Utility, its affiliates, subsidiaries, parent company, officers, directors, agents, and employees against all loss, damage, expense, fees, costs, and liability arising from any measures installed.
7. Both funding and the conditions of the Incentive are subject to the jurisdiction of the California Public Utilities Commission (CPUC) and shall be subject to such changes or modifications as the CPUC may, from time to time, direct in the exercise of its jurisdiction. If there are changes in the Incentive, Utility will endeavor, but cannot guarantee, to provide a reasonable period of time before changes go into effect.
8. I understand that if the incentive is modified in any way or terminated by order of any government entity, then the Agreement shall be revised or terminated consistent with that order.
9. Utility may assign the Agreement, in whole or in part, or its rights and obligations hereunder, directly or indirectly, by operation of law or otherwise, without the Applicant’s prior written consent, provided Utility remains obligated for payments incurred prior to the assignment. The Applicant may not assign this Application, in whole or in part, or its rights and obligations hereunder, directly or indirectly, by operation of law or otherwise without the prior written consent of Utility.
10. I understand the Incentive requires inspections and measurements of the performance of the measures. Therefore, I agree to provide access to the Project Site for these purposes to Utility and/or its agents or assigns and the CPUC and/or its agents or assigns.
11. I agree to release Utility, its affiliates, parent company, officers, managers, directors, agents, and employees from all claims, demands, losses, damages, costs, expenses, and liability (legal, contractual, or otherwise), which arise from or are in any way connected with any: (1) injury to or death of persons, including but not limited to employees of Utility, customer, or any third party; (2) injury to property or other interests of Utility, Applicant or any third party; (3) violation of local, state, or federal common law, statute, or regulation, including but not limited to environmental laws or regulations; (4) energy savings shortfall; so long as such injury, violation, or shortfall (as set forth in (1) - (4) above) arises from or is in any way connected with the Project, including any third party’s performance of or failure to perform the Project, however caused, regardless of any strict liability or negligence of Utility, its officers, managers, or employees.
12. Energy savings for which incentives are paid cannot exceed the actual usage provided by Utility. Non-utility supply, such as cogeneration or deliveries from another commodity supplier, does not qualify as usage from Utility (with the exception of Direct Access customers or customers paying departing load fees for which the utility collects PPP or PGC charges).
13. Funding approved for this Incentive is limited and will be paid on a first-come, first-served basis to qualified applicants. Funds will only be reserved upon Utility’s execution of the Agreement. This incentive offer is subject to the availability of authorized funds.
14. Installation of any energy-efficient equipment required for compliance with 2008 Title 24 will not qualify for incentives. Energy efficiency improvements beyond 2008 Title 24 requirements or a generally accepted industry standard, where applicable, may be eligible for incentives.
15. Specific restrictions may apply to each energy-efficiency system, as outlined in the instructions and attached project forms.
16. To be eligible for incentives, I agree that I will not apply for or receive incentives offered by local or state entities or other utilities for measures covered under this Agreement.
17. Utility may suspend or terminate the Agreement, without cause, upon written notice to me.

18. I understand the following Tax Liability provisions: Utility will report incentives greater than \$600 as income to me on IRS form 1099 unless: 1) I have marked the "Corporation" or "Exempt" tax status box, or 2) the Payment Release Authorization Form has been completed, in which the designated party will be responsible for tax liability. Utility recommends that I consult a tax adviser concerning the taxability of incentives. Utility is not responsible for any taxes that may be imposed due to incentive payments.
19. I understand once an acknowledgement receipt is issued for this Application under a Customized Energy Efficiency Program, the Application will be processed under that Program. If the Application is withdrawn at any time in the process, I may only resubmit an Application for the same project in the same program, under specific circumstances approved by the Program Manager.
20. I understand the utility may use the services of external consultant(s) for plan review and/or other functions related to the submitted projects. I hereby authorize the utility to share any of the submitted project information with the consultants, expressly for this purpose

## 7. New Solar Homes Partnership

The New Solar Homes Partnership (NSHP) is part of the comprehensive statewide solar program, known as the California Solar Initiative. The NSHP provides financial incentives and other support to home builders, encouraging the construction of new, energy efficient solar homes that save homeowners money on their electric bills and protect the environment.

To qualify as a partner in the NSHP program, builders must meet these basic requirements:

- **Location:** First make sure the location of the development will receive electric service from a California IOU.
- **Energy Efficiency:** The new homes must exceed Title 24 energy efficiency requirements by 15 percent, and are encouraged to reach Tier 2 (30% better than Title 24 and 30% improvement in the space cooling budget).
- **Solar PV Roof:** Include a solar PV roof either as a standard feature or as an available option in your development. Note: financial incentive levels and marketing support are higher for developments that feature solar PV as a standard feature.
- **New Solar Homes Partnership Guidebook:** Download an NSHP Guidebook from the CEC for complete information about the program and how to apply for your incentive with the appropriate forms. Projects are encouraged to participate in both the California Advanced Homes Program and the New Solar Homes Partnership.

For further information please go to <http://www.gosolarcalifornia.ca.gov/>

## 8. For More Information

Further information regarding the CAHP and participation can be obtained from a utility representative. The representative can work with the design team to determine which Program path is best suited to the project and how to optimize its energy efficiency. Additionally, the utility offers design assistance for project review and training classes.

### Contact Information

Pacific Gas and Electric Company  
Phone: 800-342-7737 (CAHP Single-Family)  
Phone: 866-352-7457 (CMFNH Multi-Family)  
<http://www.h-m-g.com/multifamily/cmfnh/> (CMFNH Multi-Family)

Southern California Edison  
Phone: 626-633-3466  
Email: [John.Morton@sce.com](mailto:John.Morton@sce.com)

Southern California Gas Company  
Phone: 866-563-2637  
Email: [NewHomes@socalgas.com](mailto:NewHomes@socalgas.com)

San Diego Gas & Electric  
Phone: 866-631-1744  
Email: [NewHomes@sdge.com](mailto:NewHomes@sdge.com)

Additional information is available at [www.californiaadvancedhomes.com](http://www.californiaadvancedhomes.com).





Project Number (Internal Use Only) \_\_\_\_\_

**2010-2012 California Advanced Homes™ Program  
Single-Family/Multi-Family Incentive Agreement**

Minimum energy use requirements for participation in the California Advanced New Homes Program: To qualify for an incentive each home must exceed 2008 Energy Efficiency Standards (Title 24) effective January 1, 2010 by a minimum of 15%. This Agreement does not apply to PG&E's Multi-family Program. Please refer to the handbook (Section 8) for more information.

**APPLICANT/PAYEE INFORMATION**

Applicant Name	
Payee Name	
Federal Tax ID # (or) Social Security #	<input type="checkbox"/> Corporation <input type="checkbox"/> Non Corp <input type="checkbox"/> Individual <input type="checkbox"/> Exempt If exempt, describe why:
Payee City	Payee ZIP
Payee Address	Utility Representative

**PROJECT INFORMATION**

Project Name		Climate Zone
Project Address/Location		Project ZIP
Project Site Contact	Contact Telephone Number	
Fax Number	E-mail	
Permitting Agency	Permit Date	
Start Date	Estimated Completion Date	
HERS Provider	HERS Company	
HERS Email	HERS Address	
HERS Rater	HERS Rater Telephone Number	

**PROJECT TYPE**

Please Select Single-family or Multi-family:	<input type="checkbox"/> Single-family	<input type="checkbox"/> Multi-family
	Please select housing type: <input type="checkbox"/> Custom Home <input type="checkbox"/> Production Home (2 or more units) <input type="checkbox"/> Duplex(s) (2 attached units)	Please select housing type: <input type="checkbox"/> Townhomes (3 or more attached units) <input type="checkbox"/> Low-rise (Less than 4 stories) <input type="checkbox"/> High-rise (More than 4 stories)
Tract Number	Total # of Plan Types in Project	
Phase Number(s)	Lot Numbers	
Actual number of lots in project to be permitted within the term of this Agreement		

**GENERAL INSTRUCTIONS AND REQUIREMENTS**

- 1 Call your local utility representative for details and funding availability on the California Advanced Homes Program (CAHP) prior to submitting this agreement. Funds are limited and will be reserved on a first come, first served basis to projects that meet the Program requirements. No payments will be made for any energy efficient upgrades installed without prior written approval from your local utility.
- 2 Review the CAHP Participant Handbook and Terms & Conditions.
- 3 Complete one form per project and list ALL plans/building types. Incentive payments are available only to owners, builders or developers named on the CAHP Incentive Agreement.
- 4 No projects will be accepted after drywall has been installed.





Please provide the following documentation for participation in the  
**California Advanced Homes Program and/or New Solar Homes Partnership**

The purpose of this checklist is to expedite the required plan check process.  
Agreements submitted without the following documents will be returned to Applicant.

Are you participating in the New Solar Homes Partnership? \_\_\_\_\_

A complete set of construction plans which contain the following:

- Architectural, Electrical, Mechanical, and Plumbing (as applicable or available)
- A window and door schedule that shows sizes and includes ALL skylights (if not shown on the floor plan)
- Elevation, wall, roof, floor construction assemblies
- Floor finish schedule (if CF-1R shows High Mass Design)
- A list of lots and addresses
- A site plan with a North arrow
- Plans may be submitted electronically either as a PDF file or using a file extension of .dwf.  
PLAN SIZE MUST BE FULL OR HALF SIZE

Title 24 forms and files:

- Hard copy of the final Title 24 CF-1R prepared and signed by a Certified Energy Plans Examiner (CEPE)
- Electronic input files for your Title 24s—on electronic storage or e-mail; either .bld files from Energy Pro or .mp8 files from Micropas or any other CEC approved software
- Green home preliminary checklist

Equipment and materials documentation (if required by utility):

- Windows, glazed doors, skylights—specification sheet with manufacturer's name that demonstrates U-factor and Solar Heat Gain Coefficient (SHGC)
- Space heating equipment—specification sheet with manufacturer's name/model number and efficiency rating for each unit
- Air conditioner—specification sheet with manufacturer's name/model numbers for condenser/coil match or AHRI reference number for each proposed unit ([www.Ahridirectory.org](http://www.Ahridirectory.org)) that has an efficiency rating GREATER than SEER 13, EER 11
- Water heater—specification sheet with manufacturer's name/model number and efficiency rating. If installing a Solar Water Heater, a CF-SR is required.
- Roofing material—specification sheet which shows emissivity and reflectivity value of product
- Specification sheets for any special features as included in your Title 24 calculations report
- ENERGY STAR® rated appliances—specification sheets with manufacturer's name/model numbers, as required by the California Energy Commission to be installed by the builder ([www.energystar.gov/appliances](http://www.energystar.gov/appliances))



### Let Us Help Turn Your Blueprints Into Greenprints.

Development of sustainable and livable communities combines environmental protection, green building design, energy efficiency, and land use planning integrated with the building design process. These innovative building practices also help you meet your bottom line. Let us help you.

### Why It Pays To Exceed Building Standards

Designing energy efficiency into the homes you build helps reduce greenhouse gas emissions, differentiates your community, increases the comfort and indoor air quality of your homes and helps decrease your buyers' monthly utility bills.



### Let Us Help You.

Energy-efficient appliances, equipment and building materials help homeowners save on utility bills while enjoying a comfortable and healthier, energy-efficient home.

Visit us online at:  
[www.californiaadvancedhomes.com](http://www.californiaadvancedhomes.com)

