

Mortgage Industry National Home Energy Rating Systems Standards

*These Standards were developed by the
Residential Energy Services Network (RESNET)
as amended in accordance with Chapter 5
of these Standards and adopted by the
RESNET Board of Directors on
January 1, 2013*

Published by:

Residential Energy Services Network, Inc.
P.O. Box 4561
Oceanside, CA 92052-4561
www.resnet.us

©Residential Energy Services Network, 2013 All rights reserved

TABLE OF CONTENTS

CHAPTER ONE	1
100 RESNET NATIONAL STANDARD FOR HOME ENERGY RATINGS	1
101 GENERAL PROVISIONS	1
101.1 PURPOSE	1
101.2 SCOPE	1
102 ACCREDITATION CRITERIA	2
102.1 MINIMUM STANDARDS FOR HOME ENERGY RATING PROVIDER ACCREDITATION	2
103 RATING SOFTWARE	6
104 RATINGS PROVIDED FOR THIRD-PARTY ENERGY EFFICIENCY PROGRAMS	7
CHAPTER TWO	1
200 RESNET NATIONAL STANDARD FOR RATER TRAINING AND CERTIFICATION	1
201 GENERAL PROVISIONS	1
201.1 PURPOSE	1
201.2 SCOPE	1
202 DEFINITIONS AND ACRONYMS	1
203 TRAINING AND EDUCATION COMMITTEE	1
203.1 RESNET TRAINING AND EDUCATION COMMITTEE	2
204 ACCREDITED TRAINING PROVIDERS	2
204.1 REQUIREMENTS FOR ACCREDITED HOME ENERGY TRAINING PROVIDERS	2
205 HOME ENERGY RATINGS	3
205.1 HOME ENERGY RATING KNOWLEDGE BASE AND SKILLS SET	3
205.2 RATING FIELD INSPECTOR KNOWLEDGE AND SKILLS SET	11
205.3 SENIOR CERTIFIED RATER KNOWLEDGE AND SKILLS SET	11
205.4 RATER SPECIALTY CERTIFICATION	12
206 MINIMUM COMPETENCIES	12
206.1 MINIMUM RATER TRAINER COMPETENCIES	12
207 CERTIFIED TRAINING	13
207.1 MINIMUM CERTIFIED TRAINING REQUIREMENTS	13
208 EXAMINATIONS	14
208.1 CERTIFIED RATER TRAINER	14
209 PROFESSIONAL DEVELOPMENT FOR RATER TRAINERS	14
210 PROVIDER ACCREDITATION CRITERIA	15
211 RECIPROCITY	15
CHAPTER THREE	1
300 NATIONAL ENERGY RATING TECHNICAL STANDARDS	1
301 GENERAL PROVISIONS	1
301.1 PURPOSE	1
301.2 SCOPE	1
302 DEFINITIONS AND ACRONYMS	1
303 TECHNICAL REQUIREMENTS	1
303.1 RATING PROCEDURES	2
303.2 RATING DETERMINATION	2

303.3 RATING REPORT	4
303.4 HERS REFERENCE HOME AND RATED HOME CONFIGURATION	10
303.5 OPERATING CONDITION ASSUMPTIONS	31
303.7 PROJECTED AND CONFIRMED RATINGS	37
303.8 MINIMUM RATED FEATURES	37
303.9 SOFTWARE RATING TOOLS	43
303.10 INNOVATIVE DESIGN REQUEST	44
CHAPTER FOUR (REVOKED JANUARY 1, 2012)	1
CHAPTER SIX	1
600 RESNET NATIONAL STANDARD FOR SAMPLED RATINGS	1
601 GENERAL PROVISIONS	1
601.1 PURPOSE	1
601.2 SCOPE	1
602 DEFINITIONS AND ACRONYMS	1
603 TECHNICAL REQUIREMENTS FOR SAMPLING	1
603.1 COMPLIANCE REQUIREMENTS	1
603.2 HOMES ELIGIBLE TO BE SAMPLED	2
603.3 ANALYSIS OF HOMES	2
603.4 LABELING OF HOMES	2
603.5 SAMPLE SET OF HOMES	2
603.6 APPLICATION OF SAMPLING	3
603.7 SAMPLING CONTROLS	3
603.8 MULTIPLE “ADDITIONAL FAILURES”	4
603.9 QUALITY ASSURANCE BY SAMPLING PROVIDERS	4
604 PROVIDER ACCREDITATION CRITERIA	5
605 EFFECTIVE DATES	6
605.1 QUALITY ASSURANCE	6
605.2 EFFECTIVE DATE OF STANDARD	6
CHAPTER SEVEN	1
700 RESNET NATIONAL STANDARD FOR HOME ENERGY AUDITS	1
701 GENERAL PROVISIONS	1
701.1 PURPOSE	1
701.2 NATIONAL STANDARD FOR HOME ENERGY AUDITS	1
701.3 RELATIONSHIP TO OTHER STANDARDS	2
701.4 RELATIONSHIP TO STATE LAW	2
701.5 SCOPE	2
702 DEFINITIONS AND ACRONYMS	2
703 HOME ENERGY AUDIT PROVIDER ACCREDITATION CRITERIA	2
703.1 MINIMUM STANDARDS FOR HOME ENERGY AUDIT (HEA) PROVIDER ACCREDITATION	2
704 NATIONAL HOME ENERGY AUDIT PROCEDURES	5
704.1 HOME ENERGY SURVEY	5
704.2 BUILDING PERFORMANCE AUDIT	9
704.3 MINIMUM BUILDING PERFORMANCE AUDIT REPORT DOCUMENTATION	10
704.4 COMPREHENSIVE HERS RATING	10
705 REQUIRED SKILLS FOR CERTIFICATION	10
705.1 MINIMUM SKILLS AND KNOWLEDGE BASE REQUIRED TO CONDUCT A PROFESSIONAL HOME ENERGY SURVEY	10

705.2 MINIMUM SKILLS AND KNOWLEDGE BASE REQUIRED FOR AN INDIVIDUAL TO CONDUCT A BUILDING PERFORMANCE AUDIT	11
705.3 MINIMUM SKILLS AND KNOWLEDGE BASE REQUIRED FOR AN INDIVIDUAL TO CONDUCT A	12
706 GENERAL LIMITATIONS AND EXCLUSIONS.....	13
706.1 LIMITATIONS.....	13
707 HOME ENERGY AUDIT TRAINING PROVIDER ACCREDITATION	13
707.1 REQUIREMENTS FOR ACCREDITED HEA-TRAINING PROVIDERS	13
708 MINIMUM HOME ENERGY AUDIT TRAINER COMPETENCIES	14
708.1 REQUIRED HEA TRAINER COMPETENCIES.....	14
CHAPTER EIGHT	1
EFFECTIVE DATE.....	1
800 RESNET STANDARD FOR PERFORMANCE TESTING AND WORK SCOPE: ENCLOSURE AND AIR DISTRIBUTION LEAKAGE TESTING	1
801 BACKGROUND	1
802 PROCEDURES FOR BUILDING ENCLOSURE AIRTIGHTNESS TESTING	1
802.1 ON-SITE INSPECTION PROTOCOL.....	1
803 ON-SITE INSPECTION PROCEDURES FOR DUCT LEAKAGE TESTING	11
804 ON-SITE INSPECTION PROCEDURES FOR VENTILATION AIR FLOW TESTING	17
805 WORK SCOPE AND COMBUSTION SAFETY PROCEDURES.....	19
806 GAS LEAKAGE TEST	20
807 WORST CASE DEPRESSURIZATION TEST.....	21
808 CARBON MONOXIDE TESTING	23
809 WORK SCOPE FOR CONTRACTORS.....	24
AUDITOR REFERENCED STANDARDS.....	26
CONTRACTOR WORK SCOPE REFERENCED STANDARDS	27
CHAPTER NINE.....	1
900 RESNET NATIONAL STANDARD FOR QUALITY ASSURANCE.....	1
901 GENERAL PROVISIONS	1
901.1 PURPOSE.....	1
902 DEFINITIONS AND ACRONYMS	1
903 RESNET QUALITY ASSURANCE REVIEW OF ACCREDITED PROVIDERS.....	1
904 QUALITY ASSURANCE REQUIREMENTS FOR PROVIDERS	2
907 QUALITY ASSURANCE COMMITTEE	10
907.1 COMMITTEE MEMBERSHIP.....	10
907.2 COMMITTEE RESPONSIBILITIES.....	10
907.3 ETHICS AND APPEALS COMMITTEE.....	10
908 ETHICS AND CONSUMER COMPLAINTS	11
908.1 FILING OF ETHICS COMPLAINTS.....	11
908.2 INVESTIGATION OF ETHICS COMPLAINTS	11
908.3 FILING OF CONSUMER COMPLAINTS	12
910 PROVIDER ACCREDITATION AND RENEWAL PROCESS.....	13
910.1 NATIONAL REGISTRY OF ACCREDITED PROVIDERS.....	13
910.2 PROVIDER ACCREDITATION PROCESS.....	13
910.3 ACCREDITATION RENEWAL PROCESS	14
911 PROBATION, SUSPENSION, AND REVOCATION OF ACCREDIATION.....	15

912 APPEALS PROCEDURES FOR NON-APPROVAL OR RENEWAL OF APPLICATIONS, PROBATION, SUSPENSION, OR REVOCATION.....	17
912.1 NOTIFICATION.	17
912.2 APPEAL	17
913 EFFECTIVE DATES.....	19
CHAPTER TEN.....	1
1000 RESNET STANDARD FOR ENERGYSMART PROJECTS AND ENERGYSMART CONTRACTORS	1
1001 PURPOSE.....	1
1002 RELATIONSHIP TO STATE LAW	1
1003 SCOPE	1
1004 PARTICIPANTS' ROLES AND RESPONSIBILITIES.....	1
1005 ENERGYSMART PROJECTS	9
1006 OVERSIGHT	9
APPENDIX A.....	1
APPENDIX B	2
GLOSSARY OF TERMS	2
APPENDIX C	1
 ADDENDUM 1	 1
ADDENDUM 2	1
ADDENDUM 3	1
ADDENDUM 4	1
ADDENDUM 5	1
ADDENDUM 6	4



Chapter One

RESNET Standards

100 RESNET NATIONAL STANDARD FOR HOME ENERGY RATINGS

101 GENERAL PROVISIONS

101.1 Purpose

The purpose of these standards is to ensure that accurate and consistent home energy ratings are performed by accredited home energy rating Providers through their Raters nationwide; to increase the credibility of the rating Providers with the mortgage finance industry, federal government, state governments, local governments, utility companies, and the private sector; and to promote voluntary participation in an objective, cost-effective, sustainable home energy rating process.

Leaders in both the public and private sectors have identified the need for an accreditation process for home energy rating Providers. This accreditation process may be used by these stakeholders to accept home energy ratings and to assure accurate, independent information upon which the mortgage industry may accept home energy ratings for the purposes of issuing energy efficient mortgage, or similar, products; a state may recognize the home energy ratings as a compliance method for state building energy codes; as qualification for public and private sector energy programs designed to reach specific energy saving goals; and as a way to provide housing markets the ability to differentiate residences based on their energy efficiency. These home energy rating Standards have been developed to satisfy the above purposes.

101.1.1 Relationship to State Law. These Standards specifically recognize the authority of states that have laws requiring certification or licensing of home energy rating Providers. To the extent that state laws differ from these Standards, state laws shall govern.

101.2 Scope

This document sets out the procedures for the accreditation of home energy rating Providers and technical standards by which home energy ratings shall be conducted so their results will be acceptable to all public and private sector industries that may require an objective, cost-effective, sustainable home energy rating process.

102 ACCREDITATION CRITERIA

102.1 Minimum Standards for Home Energy Rating Provider Accreditation

An accredited Home Energy Rating Provider is responsible for insuring that all of the ratings issued by the Provider comply with all of the criteria by which the Provider was accredited.

Home Energy Rating Providers shall be accredited in accordance with the Accreditation Process specified in Chapter 9 of these Standards. A Home Energy Rating Provider must specifically meet the following minimum standards for Accreditation.

102.1.1 A written Quality Assurance Process that conforms to Chapter 9 of these Standards and any specific QA requirements for other Provider categories that may apply to a particular organization.

102.1.1.1 Have a QA Designee that oversees the Provider's compliance with Chapter 9 of these Standards and any specific QA requirements for other Provider categories that may apply to a particular organization.

102.1.2 Rater Certification Standards. Certification and recertification of energy raters shall be made by Home Energy Rating Providers, which shall include the following provisions:

102.1.2.1 A Home Energy Rating Provider shall provide documentation that their Raters meet the Rater certification provisions contained in Chapter Two of these standards.

102.1.2.2 Performance evaluation of ability to perform accurate ratings.

102.1.2.2.1 In order for a Rater Candidate to be certified as a Home Energy Rater, they must satisfactorily complete two (2) supervised ratings as part of Rater training and a minimum of three (3) probationary ratings within twelve (12) months of successfully passing the National Core Rater Test. A maximum of one (1) of the three probationary ratings may be completed as a Projected Rating from plans, with the remaining two (2) being Confirmed Ratings.

102.1.2.2.2 For certified Home Energy Raters who are new to a Rating Provider, as part of Rating Provider's due diligence process, it is a recommended best practice that Providers require a minimum of three (3) probationary ratings with the new Rater to confirm their skills as a Rater.

102.1.2.3 Professional Development for Raters. Raters shall complete one of the below three options:

102.1.2.3.1 Complete 18 hours of professional development every three years. The 18 hours shall include completion of 18 hours of refresher course(s) offered by a RESNET Accredited Training Provider.

102.1.2.3.1.1 Course(s) shall be approved by the RESNET Training and Education Committee annually;

102.1.2.3.1.2 The Training and Education Committee shall identify areas of Importance;

102.1.2.3.1.3 Instructor shall be required to pass an exam.

OR

102.1.2.3.2 Documentation of 18 hours of attendance at a RESNET Conference in three (3) years would fulfill this requirement.

OR

102.1.2.3.3 Pass the Rater Test every three years.

102.1.2.4 Rater Testing. All certified Raters must take the national home energy rater test administered by RESNET by January 1, 2008.

102.1.2.5 Recertification of Raters no less than every three years.

102.1.2.6 Rater Agreements. As a condition of Rater certification, each Provider shall ensure that a certified Rater who has met the requirements of Chapter 2, Rater Training Requirements, has entered into a written agreement with the Provider to provide home energy rating, field verification, and diagnostic services in compliance with these standards. A copy of the Rater written agreement shall be provided to RESNET with the Provider's accreditation application and within 60 days of making changes to the agreement. The written agreement shall at a minimum require Raters to:

102.1.2.6.1 Provide home energy rating and field verification services in compliance with these standards;

102.1.2.6.2 Provide accurate and fair ratings, field verification and diagnostic testing;

102.1.2.6.3 Comply with the RESNET Code of Ethics. The "RESNET Code of Ethics" is posted on the RESNET website. The Code of Ethics shall be attached to the written agreement. An unexecuted copy of the written agreement shall be provided to RESNET with a Home Energy Rating Provider accreditation application and within 60 days of making changes to the agreement.

102.1.3 A Home Energy Rating Provider shall provide documentation with its accreditation application that the energy rating software used to produce energy ratings is properly licensed.

102.1.4 Minimum Standards for Home Energy Rating Provider's Operation Policies and Procedures must be written and provide for the following:

102.1.4.1 Projected Ratings. If the home energy rating Provider's program provides for Projected Ratings, the rating must be clearly labeled as a Projected Rating. Projected Rating reports shall stipulate as follows in 14 point type minimum: "Projected Rating Based on Plans – Field Confirmation Required."

102.1.4.2 Field inspection of all homes.

102.1.4.3 Blower Door Test completed on all homes claiming credit for reduced air infiltration.

102.1.4.4 Duct testing completed on all homes claiming credit for reduced air distribution system leakage.

102.1.4.5 When applicable, improvement analysis given to home owner.

102.1.4.5.1 Recommended improvements with the cost basis supplied for each recommendation by the home energy rating software program, home energy rating Provider or the Rater receiving quotes.

102.1.4.5.2 Estimated energy and cost savings of improvements based upon assumptions contained in the home energy rating Provider program.

102.1.4.6 Written conflict of interest provisions that prohibits undisclosed conflicts of interest but allows waiver with advanced disclosure. The "Home Energy Rating Standard Disclosure" form adopted by the RESNET Board of Directors shall be completed for each home that receives a home energy rating and shall be provided to the rating client and made available to the home owner/buyer. Each form shall include, at a minimum, the name of the community/subdivision, city, and state where the home is located. Each form shall accurately reflect the proper disclosure for the home that it is rated (i.e. it should, reflect the Rater's involvement with the home at the time the final rating is issued. For the purpose of completing this disclosure, "Rater's employer" includes any affiliate entities. Recognizing that a number of different relationships may occur between the Rater or the Rater's employer and the rating client and/or homeowner and/or the marketplace in general, the rating Provider shall ensure that all disclosures are adequately addressed by the Provider's QUALITY assurance plan, in accordance with the relevant QUALITY assurance provisions of the standards.

102.1.4.7 Written Rater discipline procedures that includes progressive discipline involving Probation - Suspension – Termination.

102.1.4.7.2 Rating/Tax Credit Verification Recordkeeping. Providers and/or their certified Raters shall maintain records for each rating/tax credit verification.

102.1.4.7.2.1 The QUALITY assurance record for each home shall contain at a minimum the electronic copy of the building file.

102.1.4.7.2.2 The record for each rating/tax credit verification shall be maintained for a minimum of three years.

102.1.4.8 Rater Registry. The Provider shall maintain a registry of all of its certified Raters. The Provider will also keep on file the names and contact information for all, including company name, mailing address, voice phone number, fax number, and email address. Upon request, the Provider shall provide to RESNET its registry of certified Raters.

102.1.4.9 Complaint Response System. Each Provider shall have a system for receiving complaints. The Provider shall respond to and resolve complaints related to ratings and field verification and diagnostic testing services and reports. Providers shall ensure that Raters inform purchasers and recipients of ratings and field verifications about the complaint system. Each Provider shall retain records of complaints received and responses to complaints for a minimum of three years after the date of the complaint.

102.1.4.10 All Home Energy Rating Providers shall maintain an electronic database of information for each home rated or verified for the tax credit. The minimum content of the database is:

102.1.4.10.1 A unique file reference with ID number;

102.1.4.10.2 Date of on-site inspection;

102.1.4.10.3 Raters name;

102.1.4.10.4 Tool name and version;

102.1.4.10.5 Identification of climate data used for the rating;

102.1.4.10.6 Type of rating, either projected or confirmed;

102.1.4.10.7 Use of rating:

102.1.4.10.7.1 Time of sale rating;

102.1.4.10.7.2 Pre-home improvement rating;

102.1.4.10.7.3 Post home improvement rating; or

102.1.4.10.7.4 Information only rating;

102.1.4.10.8 Address of Rated Home;

102.1.4.10.9 Home type;

102.1.4.10.10 Floor area of conditioned space;

102.1.4.10.11 Fuel types used by building heating, cooling and water heating systems;

102.1.4.10.12 Minimum rated feature energy efficiency data used to determine the rating;

102.1.4.10.13 In the four categories of heating, cooling, water heating and all other uses, the:

102.1.4.10.13.1 Estimated annual purchased energy consumption in total;

102.1.4.10.13.2 Estimated annual purchased energy consumption by fuel;

102.1.4.10.13.3 Estimated annual energy costs in total; and

102.1.4.10.13.4 Estimated annual energy cost by fuel.

102.1.4.10.14 Estimated total annual energy cost for all uses;

102.1.4.10.15 Rating score of the Rated Home on 0-100 points scale and 1-5+ stars category;

102.1.4.10.16 To the extent allowed by state statute, all HERS Providers shall for 10% or for 500 of the homes rated annually, whichever is less, maintain a database of the following:

102.1.4.10.16.1 Homeowners authorization for the release of consumption information by utility companies;

102.1.4.10.16.2 Climate data site used for energy estimation;

102.1.4.10.16.3 Any energy efficiency improvements made to the home and date of completion.

102.1.4.11 Site data collection manual. All HERS Providers shall provide Raters with a manual containing procedures for the on-site collection of data that are at a minimum shall include the on-site inspection procedures for minimum rated features for new and existing homes provided in appendix A.

103 RATING SOFTWARE

103.1 For the purposes of conducting Home Energy Ratings, as defined in these Standards, Providers shall be required to use the most current version of one of the RESNET approved rating software programs contained in the “National Registry of Accredited Rating Software Programs” posted on the RESNET website.

103.2 Rating Software Changes. Should changes that affect the calculated results of the home energy rating occur in the engineering algorithms of a RESNET approved home energy rating software program, Providers shall be required to do the following:

103.2.1 Transition period. On announcement of a new software version release, Providers have a maximum of 60 days to begin all new ratings with the new version.

103.2.2 This requirement only applies to changes mandated by the technical standard or otherwise affecting the calculations of the rating score or projected energy savings.

103.2.3 Persistence. Once a Projected Rating has been made on a property, the version of the rating software that was used initially may be used for the Confirmed Rating on that property. Providers, at their option, may update to the latest software version for in-process ratings.

104 RATINGS PROVIDED FOR THIRD-PARTY ENERGY EFFICIENCY PROGRAMS

104.1 See Appendix B for definition of Third Party Energy Efficiency Program (EEP)

104.2 When working with EEP's, Home Energy Raters may be required to perform tests, inspections, verifications and reporting that require skills related to energy efficiency not specific to Home Energy Ratings as defined in these Standards and/or are required to become a Certified Home Energy Rater. However, it is the responsibility of Certified Home Energy Raters to perform all of the stipulated tests, inspections, verifications and reporting related to energy efficiency required by the EEP when agreeing to work with their program, including proper completion of any and all checklists, certificates, or other documentation. Where a Rater does not possess the proper skill or knowledge of a particular test, inspection, verification or reporting requirement, they shall be responsible for obtaining sufficient training from the EEP, or trainer approved by the EEP, to properly fulfill the requirement. An exception may be made in cases where portions of an EEP's testing, inspection, verification or reporting process are completed by another company or individual who holds the required training or certifications.

104.3 See Section 906 for QA Requirements for EEP's

Chapter Two

RESNET Standards

200 RESNET NATIONAL STANDARD FOR RATER TRAINING AND CERTIFICATION

201 GENERAL PROVISIONS

201.1 Purpose

The provisions of this document are intended to establish national Rater training and certification standards which an accredited home energy rating Provider shall follow in certifying home energy Raters. This enhances the goal of producing nationally uniform energy efficiency ratings for residential buildings.

201.1.1 Relationship to other Standards. These standards are a companion document to the “National Accreditation Procedures for Home Energy Rating Systems” as promulgated and maintained by the National Association of State Energy Officials (NASEO) and the Residential Energy Services Network (RESNET) and the “National Home Energy Rating Technical Guidelines” as promulgated and maintained by NASEO. Both guidelines are recognized by the mortgage industry.

201.1.2 Relationship to State Law. These standards specifically recognize the authority of each state that has a state law which requires certification or licensing of home energy rating Providers. To the extent that such state laws differ from these standards, state law shall govern.

201.2 Scope

These standards apply to the training and certification of energy Raters who will be accepted by nationally accredited home energy rating Providers. An energy rating identifies the energy features and estimates the energy performance of a home and does not identify structural or health and safety problems of a home.

202 DEFINITIONS AND ACRONYMS

See Appendix B.

203 TRAINING AND EDUCATION COMMITTEE

203.1 RESNET Training and Education Committee

203.1.1 Committee membership. The Training and Education Committee shall be chaired by a member of the RESNET Board of Directors. The Chair shall be approved by the RESNET Board. Nominations of Committee members shall be made by the Chair to the RESNET Board for approval.

203.1.2 Responsibilities. The RESNET Training and Education Committee shall review and approve the following:

203.1.2..1 Core competency examination questions;

203.1.2..2 Time limits for the core examination;

203.1.2..3 Passing scores for the core examination; and

203.1.2..4 Annual accreditation fee.

204 ACCREDITED TRAINING PROVIDERS

204.1 Requirements for Accredited Home Energy Training Providers

204.1.1 Duties and Responsibilities. In order to maintain their accreditation in good standing, all Training Providers shall fully discharge the following duties and responsibilities. Failure to properly discharge all of these duties and responsibilities shall constitute grounds for disciplinary action in accordance with Section 212 of this Standard.

204.1.1.1 Hold the national core competency questions of the national test administered by RESNET in the strictest confidence.

204.1.1.2 Maintain a record, for a period of three years, of all training materials and trainee data, including:

204.1.1.2.1 Historical records of all training schedules and curricula,

204.1.1.2.2 Historical records of all training attendance records,

204.1.1.2.3 Historical records of all examinations and individual examination results,

204.1.1.2.4 Historical records of all certifications issued to any individuals,

204.1.1.2.5 Copies of the most up-to-date instructor presentation materials, training manuals, user manuals, course handouts and any other training materials use for training purposes,

204.1.1.2.6 Copies of all current policies, standards, guidelines and procedures in use by the Training Provider.

204.1.1.3 Maintain acceptable accounting practices, suitable to satisfy the requirements of independent audit procedures.

204.1.1.4 Maintain up-to-date training materials and courseware and provide for adequate training facilities.

204.1.1.5 Maintain certified trainers, who have been certified by RESNET by passing the National Rater Trainer Competency Test, and who satisfy the minimum trainer competencies in accordance with Section 206.1 of this chapter.

204.1.2 Privileges and rights. All accredited Training Providers in good standing shall have certain privileges and rights, as follows:

204.1.2.1 The privilege to display the accreditation seal of the National Accreditation Body on any publications, displays, presentations or marketing materials published, authorized for publication or otherwise issued by the Training Provider.

204.1.2.2 The privilege to make and use any trademarked, copyrighted or otherwise restricted materials other than the national core test developed by RESNET for marketing Rater Training Courses or Training Providers or for recruiting Rater trainees, instructors or trainers.

204.1.2.3 Copies of all current policies, standards, guidelines and procedures in use by the Training Provider.

204.1.2.4 The right to present evidence, arguments and a vigorous defense in any action brought under these standards by any party against a Training Provider.

205 HOME ENERGY RATINGS

205.1 Home Energy Rating Knowledge Base and Skills Set

205.1.1 The following comprise a list of knowledge base and skills are necessary for home energy ratings. Training Providers shall use a certified trainer who has successfully passed the RESNET National Rater Training Competency Test and that their training curricula are sufficiently comprehensive to effectively teach these materials to prospective Home Energy Raters (See Section 6.1). Prospective Home Energy Raters, to become certified, shall demonstrate proficiency through passing the RESNET national core test and other training Provider written examinations and observations.

205.1.1.1 Building Energy Performance.

205.1.1.1.1 Basic energy principles.

205.1.1.1.1.1 Energy terminology, units and conversions.

205.1.1.1.1.2 Heat transfer principles

205.1.1.1.1.2.1 Conduction

205.1.1.1.1.2.1.1 R-values & U-values

205.1.1.1.1.2.1.2 UA concepts

205.1.1.1.1.2.1.3 Parallel paths

205.1.1.1.1.2.2 Convection

205.1.1.1.1.2.2.1 Film coefficients

205.1.1.1.1.2.2.2 Buoyancy

205.1.1.1.1.2.2.3 Forced air flows

205.1.1.1.1.2.3 Radiation

205.1.1.1.1.2.3.1 Solar (absorptance + reflectance + transmittance = 1.0)

205.1.1.1.1.2.3.2 Far infrared (emittance = absorptance)

205.1.1.1.1.3 Moisture Principles

205.1.1.1.1.3.1 Properties

205.1.1.1.1.3.1.1 Dew point

205.1.1.1.1.3.1.2 Relative Humidity

205.1.1.1.1.3.1.3 Evaporation & condensation

205.1.1.1.1.3.2 Transport Mechanisms

205.1.1.1.1.3.2.1 Rain and ground water

205.1.1.1.1.3.2.2 Capillary action

205.1.1.1.1.3.2.3 Air transported

205.1.1.1.1.3.2.4 Vapor Diffusion

205.1.1.1.1.3.2.5 Evaporation and condensation

205.1.1.1.1.3.3 Impacts

205.1.1.1.1.3.3.1 Indoor Air Quality (IAQ)

205.1.1.1.1.3.3.2 Material and building durability

205.1.1.1.1.3.3.3 Human comfort

205.1.1.1.1.3.3.4 Energy use

205.1.1.1.1.4 Air flow in buildings

205.1.1.1.1.4.1 Pressure differentials and measurement techniques

205.1.1.1.1.4.2 Mechanisms and drivers

205.1.1.1.1.4.3 Energy and comfort implications

205.1.1.1.1.4.4 Health & safety issues

205.1.1.1.2 Heating, cooling, ventilation and hot water systems

205.1.1.1.2.1 System types

205.1.1.1.2.1.1 Direct-fired systems

205.1.1.1.2.1.2 Condensing systems

205.1.1.1.2.1.3 Heat pumps and air conditioning systems

205.1.1.1.2.1.3.1 Air Source

205.1.1.1.2.1.3.2 Ground Source

205.1.1.1.2.1.4 Hydronic systems

205.1.1.1.2.1.5 Combo systems

205.1.1.1.2.1.6 Ductless systems

205.1.1.1.2.1.7 Solar thermal systems

205.1.1.1.2.2 Efficiency

205.1.1.1.2.2.1 Measures of efficiency

205.1.1.1.2.2.2 Determination of efficiency (nameplate, age-based defaults, etc.)

205.1.1.1.2.3 Sizing & design

205.1.1.1.2.3.1 Impacts on energy use

205.1.1.1.2.3.2 Impacts on humidity control

205.1.1.1.2.4 Controls

205.1.1.1.2.4.1 Standard thermostats

205.1.1.1.2.4.2 Programmable thermostats

205.1.1.1.2.4.3 Multi-zone

205.1.1.1.2.5 Distribution systems

205.1.1.1.2.5.1 Duct types

205.1.1.1.2.5.2 Restricted returns

205.1.1.1.2.5.2.1 Closed interior doors

205.1.1.1.2.5.2.2 Return ducts and grills

205.1.1.1.2.5.3 Leakage

205.1.1.1.2.6 Fresh air ventilation

205.1.1.1.2.6.1 Supply, exhaust and balanced flow systems

205.1.1.1.2.6.2 Heat exchange systems

205.1.1.1.2.6.3 Energy/enthalpy exchange systems

205.1.1.1.2.6.4 Exchanger efficiency, fan power and duty cycle characteristics

205.1.1.1.2.7 Renewable energy systems

205.1.1.1.2.7.1 Active and passive space heating systems

205.1.1.1.2.7.2 Solar hot water systems

205.1.1.1.2.7.3 Photovoltaic systems

205.1.1.1.2.7.4 Wind generation

205.1.1.1.3 Diagnostic testing procedures

205.1.1.1.3.1 Building air tightness

205.1.1.1.3.1.1 Multipoint pressure testing

205.1.1.1.3.1.2 C, n, $\square p$ and R2

205.1.1.1.3.2 Air distribution system air tightness

205.1.1.1.3.2.1 Pressure pan threshold tests

205.1.1.1.3.2.2 Duct air leakage measurements

205.1.1.1.3.2.2.1 cfm25_total

205.1.1.1.3.2.2.2 cfm25 out

205.1.1.1.3.2.3 Pressure measurements

205.1.1.1.3.2.3.1 Operational (by home and its equipment)

205.1.1.1.3.2.3.2 Imposed (by blower door, etc.)

205.1.1.1.3.2.4 Air heat and moisture measurements

205.1.1.1.3.2.4.1 Airflows

205.1.1.1.3.2.4.2 Temperatures

205.1.1.1.3.2.4.3 Relative humidity

205.1.2 Identifying minimum rated features as defined in the National Home Energy Rating Technical Guidelines:

205.1.2.1 Identify basic home construction types; ramifications of these for energy usage.

205.1.2.2 Produce a scaled and dimensioned sketch of a home.

205.1.2.3 Identification of insulation defects and ability to account for them in energy analysis tool inputs.

205.1.2.4 Identify and document the features of the rated home in accordance with the requirements of Section B.5. and Appendix A of the National Home Energy Rating Technical Guidelines.

205.1.2.5 Identifying potential building problems

205.1.2.5.1 Health and safety concerns

205.1.2.5.2 Building durability issues

205.1.2.5.3 Potential comfort problems

205.1.2.5.4 Possible elevated energy use

205.1.2.6 Rating Procedures

205.1.2.6.1 Understanding construction documents

205.1.2.6.1.1 Building drawings

205.1.2.6.1.2 Specifications

205.1.2.6.2 Field data collection (including photo documentation)

205.1.2.6.2.1 Physical measurements

205.1.2.6.2.1.1 Completing scaled sketches

205.1.2.6.2.1.2 Measuring building dimensions

205.1.2.6.2.1.3 Determining building orientations

205.1.2.6.2.1.4 Measuring window overhang lengths and heights

205.1.2.6.2.1.5 Determining roof slopes, gable heights, etc.

205.1.2.6.2.1.6 Calculating gross and net areas and volumes.

205.1.2.6.2.2 Energy feature documentation

205.1.2.6.2.2.1 Energy Analysis (Software) tool data requirements

205.1.2.6.2.2.2 Developing and using field inspection forms

205.1.2.6.2.2.3 Organizing data entry procedures

205.1.2.6.2.3 Characterizing envelope features

205.1.2.6.2.3.1 Determining wall types

205.1.2.6.2.3.2 Determining window and door types and characteristics

205.1.2.6.2.3.3 Determining envelope insulation types, thickness, thermal characteristics and weighted average thermal values

205.1.2.6.2.3.4 Determining duct system characteristics (duct types, insulation value, location with respect to the thermal and air barrier)

205.1.2.6.2.4 Equipment efficiencies determination

205.1.2.6.2.4.1 Nameplate data

205.1.2.6.2.4.2 ARI and GAMA guides

205.1.2.6.2.4.3 Age-based defaults

205.1.2.6.2.4.4 In situ measurements

205.1.2.6.2.5 Performance testing

205.1.2.6.2.5.1 Envelope leakage

205.1.2.6.2.5.2 Air distribution system leakage

205.1.2.6.3 Local climate impacts

205.1.2.6.3.1 Major US climate zones

205.1.2.6.3.2 97.5% and 2.5% design conditions

205.1.2.6.3.3 Cooling and heating design trade-offs

205.1.2.6.4 Utility prices

205.1.2.6.4.1 Revenue-based pricing

205.1.2.6.4.2 Reliable sources

205.1.2.6.5 Reports

205.1.2.6.5.1 Minimum reporting requirements

205.1.2.6.5.2 Improvement analysis

205.1.2.6.5.3 Projected and confirmed ratings

205.1.2.7 Operating Procedures and Office Administration

205.1.2.7.1 National guidelines and standards

205.1.2.7.1.1 Accreditation Procedures

205.1.2.7.1.2 Technical Guidelines

205.1.2.7.1.3 Training & Certification Standards

205.1.2.7.2 Understanding the Reference home and rating method

205.1.2.7.2.1 Reference Home as defined in B.2 of the National Home Energy Rating Technical Guidelines (“Twin” home concept): “The reference home is the geometric twin of the rated home, configured to a standard set of thermal performance characteristics, from which the energy budget, that is the basis for comparison, is derived.”

205.1.2.7.2.2 HERS Score computation using the Normalized Modified Loads Rating Method

205.1.2.7.3 Uses of a Rating

205.1.2.7.3.1 Builder assistance

205.1.2.7.3.1.1 Cost effective building design assistance

205.1.2.7.3.1.2 Quality assurance assistance

205.1.2.7.3.1.3 Marketing

205.1.2.7.3.2 Program qualifications

205.1.2.7.3.2.1 EPA ENERGY STAR®

205.1.2.7.3.2.2 Utility

205.1.2.7.3.2.3 Other

205.1.2.7.3.3 Financing advantages

205.1.2.7.3.3.1 Energy Efficient Mortgages (EEM)

205.1.2.7.3.3.2 Energy Improvement Mortgages (EIM)

205.1.2.7.3.4 Energy Code compliance

205.1.2.7.3.5 Added appraisal value

205.1.2.7.3.6 Consumer education

205.1.2.7.4 Understanding real estate, financing and economic terminology

205.1.2.7.5 Dealing with clients

205.1.2.7.5.1 Understanding the business aspects of being a energy Rater

205.1.2.7.5.2 Cultivating builder, banker and real estate partners.

205.1.2.7.5.3 Knowing who the customer is.

205.1.2.7.5.4 Providing excellent service.

205.1.2.7.6 Ethics and disclosure

205.2 Rating Field Inspector Knowledge and Skills Set

205.2.1 The following comprise a list of knowledge base and skills necessary to be certified as a Rating Field Inspector:

205.2.1.1 Completion of Rating Field Inspector training by a RESNET accredited Rater Training Provider.

205.2.1.2 A rating Field Inspector candidate has the option of challenging the classroom training by passing the RESNET National Rating Field Inspector Test.

205.2.1.3 A Rating Field Inspector shall pass the National Field Inspector Test administered by RESNET. A candidate who passes the test must still comply with the training field testing requirement.

205.2.1.4 Upon passing the RESNET National Rating Field Inspector Test, the Rating Field Inspection candidate shall complete five probationary inspections, including basic performance tests under the direct supervision of a certified rater who has accurately completed twenty five (25) confirmed ratings. The rater's Quality Assurance Designee shall certify that the rater has completed ratings on 25 houses and the files do not have substantial errors detected through quality assurance review process.

205.3 Senior Certified Rater Knowledge and Skills Set

205.3.1 The following comprise a list of knowledge base and skills necessary to be certified as a Senior Certified Rater:

205.3.1.1 Experience as a certified energy Rater for a period of at least one year.

205.3.1.2 Documentation having accurately completed ratings and performance tests of a minimum of 25 homes.

205.3.1.3 Certification in a minimum of two Rater Specialty Certifications.

205.3.1.4 Demonstrate the ability to complete a rating and all required performance testing, without the use of any reference material, in the presence of a Rater trainer or Quality Assurance Designee.

205.3.1.5 Passing the National Senior Rater Test administered by RESNET.

205.3.2 A National Senior Rater must also publicly demonstrate before a jury of 5, approved by the Technical Committee and composed of at least 3 of his/her peers and at least one Certified Trainer and at least one Quality Assurance Designee, that he or she is competent in all areas by passing an oral exam, designed to determine if the National Senior Rater candidate can successfully diagnose and discuss in detail the building science phenomena that underlie a complex home energy rating case study, approved by the Training and Certification Committee.

205.4 Rater Specialty Certification

205.4.1 RESNET will formally recognize Raters' optional specialty certification(s) by independent programs in closely related fields of building performance, above and beyond RESNET's Rater certification. In order to be recognized by RESNET the program must submit an application developed by the RESNET Training and Education Committee. The RESNET Training and Education Committee will select programs based upon the following criteria:

205.4.1.1 The organization offering the certification shall have a credible reputation.

205.4.1.2 The training and certification is conducted by competent and qualified instructors in the prescribed field of instruction.

205.4.1.3 The organization offering the certification shall have a credible training and testing process as part of their certification.

205.4.1.4 The organization shall have clear, effective, and documented independent quality assurance procedures.

205.4.1.5 The organization shall have a clear, effective and documented discipline process.

206 MINIMUM COMPETENCIES

206.1 Minimum Rater Trainer Competencies

206.1.1 A Rater Training Provider shall maintain certified trainers demonstrating the following skills:

206.1.1.1 Mastery of the Home Energy Rating System knowledge base and skills set given by Section 205.1 of this chapter. The certified trainers shall demonstrate these skills by passing the RESNET National Rater Training Competency Test.

206.1.1.2 Ability to communicate effectively with adults in a training setting. This shall be demonstrated through completion of, at a minimum, a sixteen (16) hour RESNET approved adult education program.

206.1.1.2.1 Rater trainers that are currently certified have three (3) years from the effective date of this amendment to complete this training requirement.

206.1.1.3 Understanding of the purposes and benefits of home energy ratings and ability to communicate these to students.

206.1.1.4 Understanding the basics of energy efficient mortgages, energy improvements mortgages and related products and ability to communicate these to students.

206.1.2 Minimum Rater Competencies. A Certified Rater shall pass examinations comprising, at a minimum, the national core test administered by RESNET and complete a minimum of two ratings in the presence of a trainer. This examination may either follow training or it may be taken as a challenge examination. Specifically, a Certified Rater shall demonstrate the following skills:

206.1.2.1 Ability to accurately gather from building drawings and specification or from field inspections and product specification and nameplate information and/or determine through field performance testing all input data required by home energy rating software to produce accurate and fair home energy ratings in accordance with the National Home Energy Rating Technical Guidelines.

206.1.2.2 Understanding of the purposes and benefits of home energy ratings and ability to communicate these to potential customers.

206.1.2.3 Understanding the basics of energy efficient mortgages, energy improvement mortgages and related products and ability to communicate these to potential customers.

207 CERTIFIED TRAINING

207.1 Minimum Certified Training Requirements

207.1.1 The curriculum shall be designed to ensure that the Rater trainee is proficient as a Home Energy Rater as defined by Section 206.1.2, Minimum Rater Competencies, as given above.

207.1.2 Successful completion of Rater training requires that the Rater trainee pass a written examination comprising, at a minimum, the RESNET National Core Competency Test administered by RESNET and complete a minimum of two ratings in the presence of a trainer.

207.1.3 Rater certification by an Accredited Rating Provider shall be achieved within 1 year of successful completion of Rater training or training certification shall be null and void.

208 EXAMINATIONS

208.1 Certified Rater Trainer

208.1.1 Written examination. Examinations may be given at completion of classroom training or may be given in the form of a “challenge” exam to individuals who have not undergone classroom training.

208.1.1.1 National core competency test. RESNET shall directly administer the National Rater Training Competency Test to prospective Rater trainers seeking certification. The Rater training Provider seeking accreditation shall submit the names of certified Rater trainers it intends to use; and RESNET will verify whether they have passed the RESNET National Rater Training Competency Test.

208.1.1.1.1 RESNET National Rater Training Competency Test.

208.1.1.1.2 Overseen by a proctor. A proctor is an individual designated by RESNET to oversee the written National Rater Training Competency examination.

208.1.1.1.3 Time limited

208.1.2 Rater Candidates.

208.1.2.1 Written examination. Examinations may be given at completion of classroom training or may be given in the form of a “challenge” exam to individuals who have not undergone classroom training.

208.1.2.1.1 RESNET National Rater Training Competency Test

208.1.2.1.2 Open book (& student notes)

208.1.2.1.3 Overseen by a proctor. A proctor is an individual designated by the Accredited Training Provider to oversee the written examination.

208.1.2.1.4 Time limited

209 PROFESSIONAL DEVELOPMENT FOR RATER TRAINERS

209.1 Rater Trainers annually shall complete a two hour RESNET roundtable on current information and complete one of the following activities:

209.1.1 Document 12 hours of attendance at the RESNET Conference or

209.1.2 Complete 12 hours of RESNET approved CEU's, or

209.1.3 Instruct a minimum of ten (10) rater certification classes.

209.2 A person that is both a Rater Trainer and Quality Assurance Designee shall have to complete both the two hour RESNET roundtable for a Rater Trainer and the two hour roundtable for Quality Assurance Designees (see Section 904.7.3). Rater Trainers and QA Designees selecting the conference or CEU option need only comply with the 12 hour requirement one time, i.e. 12 hours is not required for each position.

210 PROVIDER ACCREDITATION CRITERIA

210.1 Minimum Standards for Rater Training Provider Accreditation

Rater Training Providers shall be accredited in accordance with the Accreditation Process specified in Chapter 9 of these Standards. A Rating Training Provider must specifically meet the following minimum standards for Accreditation:

210.1.1.1 Application Procedure.

210.1.1.1.1 Applicants shall demonstrate that their training meets the criteria established through this Standard. Documentation shall include:

210.1.1.1.1.1 Training curriculum

210.1.1.1.1.2 Training materials and manuals

210.1.1.1.1.3 Examination materials

210.1.1.1.1.4 Facilities description

210.1.1.1.1.5 Organization description

210.1.1.1.1.6 Principals and staff qualifications (detailed resumes)

211 RECIPROCITY

211.1 Nationally accredited Home Energy Rating Providers shall accept certified training provided by an accredited Training Provider as meeting the core competencies for a Home Energy Rater. Accredited Home Energy Rating Providers may add additional training requirements needed to address their specific program, climate, software or administrative requirements.

Chapter Three

RESNET Standards

300 NATIONAL ENERGY RATING TECHNICAL STANDARDS

301 GENERAL PROVISIONS

301.1 Purpose

The provisions of this document are intended to establish national residential energy rating Standards, consistent with the provisions of the Energy Policy Act of 1992, which any provider of home energy ratings may follow to produce uniform energy ratings for residential buildings.

301.1.1 Relationship to Other Standards. This Chapter is a companion Chapter to the “National Accreditation Procedures for Home Energy Rating Systems”(Chapter 1 of this Standard) and “National Rater Training and Certifying Standard (Chapter 2 of this Standard), as promulgated and maintained by the Residential Energy Services Network (RESNET) and recognized by the mortgage industry.

301.1.2 Relationship to State Law. These Standards specifically recognize the authority of each state that has a state law or regulation requiring certification, or licensing of home energy rating systems. To the extent that such state laws or regulations differ from these Standards, state law or regulation shall govern.

301.2 Scope

301.2.1 Application of Standards

These Standards apply to existing or proposed, site-constructed or manufactured, single- and multi-family residential buildings three stories or less in height excepting hotels and motels.

302 DEFINITIONS AND ACRONYMS

See Appendix B.

303 TECHNICAL REQUIREMENTS

303.1 Rating Procedures

303.1.1 To determine the energy rating of a home, all HERS providers shall–

303.1.1.1 If rating an existing home, visit the home to collect the data needed to calculate the rating;

303.1.1.2 If rating a new, to-be-built home, follow the procedures set forth in Section 303.7 and 303.8 of these Standards to collect the data needed to calculate the rating;

303.1.1.3 Use the collected data to estimate the annual purchased energy consumption for heating, cooling and water heating, lighting and appliances for both the Rated Home and the Reference Home as defined in Section 303.4 of these Standards.

303.1.1.4 If the energy efficiency rating is conducted to evaluate proposed energy conserving improvements to the home, calculate additional estimates of annual purchased energy consumption with the home reconfigured to include those improvements sufficient to consider interactions among improvement options.

303.1.1.5 If the Rated Home includes On-site Power Production (OPP), then OPP shall be calculated as the gross electric power produced minus the Equivalent Electric Power of any purchased fuels used to produce the electric power. The HERS Reference Home shall not include On-site Power Production.

For example, assume 1000 kWh (3413 kBtu or 3.413 MBtu) of gross electrical power is produced using 60 therms (6 MBtu) of natural gas to operate a high-efficiency fuel cell system. Using these assumptions, $OPP = 3.413 \text{ MBtu} - (6 \text{ MBtu} * 0.4) = 1.0 \text{ MBtu}$.

303.1.2 Estimates completed by all HERS providers under Sections 303.1.1.3, 303.1.1.4 and 303.1.1.5 of this Standard must be–

303.1.2.1 Based on the minimum rated features set forth in Section 303.8 of these Standards.

303.1.2.2 Conducted using the standard operating assumptions established in Section 303.5 of these Standards.

303.1.2.3 Conducted using rating tool that has been certified for accuracy under Chapter 1, Section 102.2 of these Standards (“National Accreditation Procedures for Home Energy Rating Systems”).

303.1.3 All HERS providers shall compare the estimates provided under Section 303.1.1 of this Standard to determine the energy rating of the home and, if applicable, the energy rating of the home with proposed conservation measures and On-site Power Production installed.

303.2 Rating Determination

303.2.1 HERS Index. The rating Index shall be a numerical integer value that is based on a linear scale constructed such that the HERS Reference Home has an Index value of 100 and a home that uses no net purchased energy has an Index value of 0 (zero). Each integer value on the scale shall represent a 1% change in the total energy use of the Rated home relative to the total energy use of the Reference home. Except in states or territories whose laws or regulations require a specific alternative method, which shall control, equations 1 and 2 shall be used in a 2 step process to calculate the HERS Index for the Rated Home, as follows:

Step (1) Calculate the individual normalized Modified End Use Loads (nMEUL) for heating, cooling, and hot water using equation 1:

$$\text{nMEUL} = \text{REUL} * (\text{nEC}_x / \text{EC}_r) \quad (\text{Eq. 1})$$

where:

nMEUL = normalized Modified End Use Loads (for heating, cooling, or hot water) as computed using accredited simulation tools.

REUL = Reference Home End Use Loads (for heating, cooling or hot water) as computed using accredited simulation tools.

nEC_x = normalized Energy Consumption for Rated Home's end uses (for heating, including auxiliary electric consumption, cooling or hot water) as computed using accredited simulation tools.

EC_r = estimated Energy Consumption for Reference Home's end uses (for heating, including auxiliary electric consumption, cooling or hot water) as computed using accredited simulation tools.

and where:

$$\text{nEC}_x = (a * \text{EEC}_x - b) * (\text{EC}_x * \text{EC}_r * \text{DSE}_r) / (\text{EEC}_x * \text{REUL})$$

where:

EC_x = estimated Energy Consumption for the Rated Home's end uses (for heating, including auxiliary electric consumption, cooling or hot water) as computed using accredited simulation tools.

EEC_x = Equipment Efficiency Coefficient for the Rated Home's equipment, such that EEC_x equals the energy consumption per unit load in like units as the load, and as derived from the Manufacturer's Equipment Performance Rating (MEPR) such that EEC_x equals 1.0 / MEPR for AFUE, COP or EF ratings, or such that EEC_x equals 3.413 / MEPR for HSPF, EER or SEER ratings.

$$\text{DSE}_r = \text{REUL} / \text{EC}_r * \text{EEC}_r$$

For simplified system performance methods, DSE_r equals 0.80 for heating and cooling systems and 1.00 for hot water systems [see Table 303.4.1(1)]. However, for detailed modeling of heating and cooling systems, DSE_r may be less than 0.80 as a result of part load performance degradation, coil air flow degradation, improper system charge and auxiliary resistance heating for heat pumps. Except as otherwise provided by these Standards, where detailed systems modeling is employed, it must be applied equally to both the Reference and the Rated Homes.

EEC_r = Equipment Efficiency Coefficient for the Reference Home's equipment, such that EEC_r equals the energy consumption per unit load in like units as the load, and as derived from the Manufacturer's Equipment Performance Rating (MEPR)

such that EEC_r equals 1.0 / MEPR for AFUE, COP or EF ratings, or such that EEC_r equals 3.413 / MEPR for HSPF, EER or SEER ratings and where the coefficients 'a' and 'b' are as defined by Table 303.2.2 below:

Table 303.2.2. Coefficients 'a' and 'b'

Fuel type and End Use	a	b
Electric space heating	2.2561	0
Fossil fuel* space heating	1.0943	0.4030
Biomass space heating	0.8850	0.4047
Electric air conditioning	3.8090	0
Electric water heating	0.9200	0
Fossil fuel* water heating	1.1877	1.0130

*Such as natural gas, LP, fuel oil

Step (2) Determine the HERS Index using equation 2:

$$\text{HERS Index} = \text{PEfrac} * (\text{TnML} / \text{TRL}) * 100 \quad (\text{Eq. 2})$$

where:

$$\text{TnML} = \text{nMEUL}_{\text{HEAT}} + \text{nMEUL}_{\text{COOL}} + \text{nMEUL}_{\text{HW}} + \text{EUL}_{\text{LA}} \text{ (MBtu/yr).}$$

$$\text{TRL} = \text{REUL}_{\text{HEAT}} + \text{REUL}_{\text{COOL}} + \text{REUL}_{\text{HW}} + \text{REUL}_{\text{LA}} \text{ (MBtu/yr).}$$

and where:

EUL_{LA} = Rated Home end use loads for lighting, appliances and MELs as defined by Section 303.4.1.7.2, converted to MBtu/yr, where MBtu/yr = (kWh/yr)/293 or (therms/yr)/10, as appropriate.

REUL_{LA} = Reference Home end use loads for lighting, appliances and MELs as defined by Section 303.4.1.7.1, converted to MBtu/yr, where MBtu/yr = (kWh/yr)/293 or (therms/yr)/10, as appropriate.

and where:

$$\text{PEfrac} = (\text{TEU} - \text{OPP}) / \text{TEU}$$

TEU = Total energy use of the Rated Home including all rated and non-rated energy features where all fossil fuel site energy uses are converted to Equivalent Electric Energy by multiplying them by the Reference Electricity Production Efficiency of 40%

OPP = On-site Power Production as defined by Section 303.1.1.5

303.3 Rating Report

303.3.1 The Rated Home will be given a star rating between one and five-plus stars, determined by the numerical HERS Index and the corresponding number of stars depicted in Table 303.3.1:

TABLE 303.3.1. HERS Index, Star and Efficiency Scales for Rated Homes

HERS Index Range	Stars	Relative Energy Use (with respect to Reference Home)
=<500 and >401	★	=<500% and >401%
=<400 and >301	★+	=<400% and >301%
=<300 and >251	★ ★	=<300% and >251%
=<250 and >201	★ ★+	=<250% and >201%
=<200 and >151	★ ★ ★	=<200% and >151%
=<150 and >101	★ ★ ★+	=<150% and >1%
=<100 and >91	★ ★ ★ ★	=<0% and >-9%
=<90 and >86	★ ★ ★ ★+	=<-10% and >-14%
=<85 and >71	★ ★ ★ ★ ★	=<-15% and >-29%
=<70 and >=0	★ ★ ★ ★ ★+	=<-30% and >=-100%

303.3.2 For each rating conducted under this part, a report shall be prepared containing, at a minimum, the following information:

303.3.2.1 The numerical rating Index determined in accordance with Section 303.2.1 of these Standards;

303.3.2.2 The star rating determined in accordance with Section 303.3.1 of these Standards, except that all plus (+) ratings other than 5+ are optional;

303.3.2.3 The estimated annual purchased energy consumption for space heating, space cooling, domestic hot water, and all other energy use, and the total of these four estimates;

303.3.2.4 The estimated annual energy cost for space heating, space cooling, domestic hot water, and all other energy use, and the total of these four estimates;

303.3.2.5 The unique physical location (full street address or recorded real property identifier) of the Rated home;

303.3.2.6 The name of the individual conducting the rating;

303.3.2.7 The date the rating was conducted;

303.3.2.8 The rating tool (including version number) used to calculate the rating; and

303.3.2.9 The following statement in no less than 8 point font, “The Home Energy Rating Standard Disclosure for this home is available from the rating provider.” At a minimum, this will include the Rating Provider’s mailing address and phone number.

303.3.3 Economic Cost Effectiveness If ratings are conducted to evaluate energy saving improvements to the home for the purpose of an energy improvement loan or energy efficient mortgage, indicators of economic cost effectiveness shall use present value costs and benefits, which shall be calculated as follows:

$$\begin{aligned} LCC_E &= P1 * (1^{st} \text{ Year Energy Costs}) \\ LCC_I &= P2 * (1^{st} \text{ Cost of Improvements}) \end{aligned}$$

Eqn 303.3.3-1

Eqn 303.3.3-2

where:

LCC_E = Present Value Life Cycle Cost of Energy

LCC_I = Present Value Life Cycle Cost of Improvements

P1 = Ratio of Life Cycle energy costs to the 1st year energy costs

P2 = Ratio of Life Cycle Improvement costs to the first cost of improvements

Present value life cycle energy cost savings shall be calculated as follows:

$$LCC_S = LCC_{E,b} - LCC_{E,i}$$

Eqn 303.3.3-3

where:

LCC_S = Present Value Life Cycle Energy Cost Savings

$LCC_{E,b}$ = Present Value LCC of energy for baseline home configuration

$LCC_{E,i}$ = Present Value LCC of energy for improved home configuration

Standard economic cost effectiveness indicators shall be calculated as follows:

$$SIR = (LCC_S) / (LCC_I)$$

Eqn 303.3.3-4

$$NPV = LCC_S - LCC_I$$

Eqn 303.3.3-5

where:

SIR = Present Value Savings to Investment Ratio

NPV = Net Present Value of Improvements

303.3.3.1 Calculation of P1 and P2. The ratios represented by P1 and P2 shall be calculated in accordance with the following methodology¹:

$$P1 = 1 / (DR - ER) * (1 - ((1 + ER) / (1 + DR))^{nAP})$$

Eqn 303.3.3-6a

or if $DR = ER$ then

$$P1 = nAP / (1 + DR)$$

Eqn 303.3.3-6b

where:

P1 = Ratio of Present Value Life Cycle Energy Costs to the 1st year Energy Costs

DR = Discount Rate as prescribed in section 303.3.3.2

ER = Energy Inflation Rate as prescribed in section 303.3.3.2

nAP = number of years in Analysis Period as prescribed in section 303.3.3.2

$$P2 = DnPmt + P2_A + P2_B + P2_C - P2_D$$

Eqn 303.3.3-7

where:

P2 = Ratio of Life Cycle Improvement costs to the first cost of improvements

DnPmt = Mortgage down payment rate as prescribed in section 303.3.3.2

P2_A = Mortgage cost parameter

P2_B = Operation & Maintenance cost parameter

$P2_C$ = Replacement cost parameter
 $P2_D$ = Salvage value cost parameter

$$P2_A = (1 - Dn_{Pmt}) * (PW_{Fd} / PW_{Fi}) \quad \text{Eqn 303.3.3-8a}$$

where:

PWF_d = Present Worth Factor for the discount rate = $1/DR * (1 - (1/(1+DR)^{n_{AP}}))$
 PWF_i = Present Worth Factor for the mortgage rate = $1/MR * (1 - (1/(1+MR)^{n_{MP}}))$
 DR = Discount Rate as prescribed in section 303.3.3.2
 MR = Mortgage interest Rate as prescribed in section 303.3.3.2
 n_{AP} = number of years of the Analysis Period as prescribed in section 303.3.3.2
 n_{MP} = number of years of the Mortgage Period

$$P2_B = M_{Frac} * P_{Winf} \quad \text{Eqn 303.3.3-8b}$$

where:

M_{Frac} = annual O&M costs as a fraction of first cost of improvements¹
 P_{Winf} = ratio of present worth discount rate to present worth general inflation rate
 $= 1/(DR - GR) * (1 - (((1+GR)/(1+DR))^{n_{AP}}))$
or if $DR = GR$ then
 $= n_{AP}/(1+DR)$
 GR = General Inflation Rate as prescribed in section 303.3.3.2

$$P2_C = \text{Sum} \{ 1 / ((1 + (DR - GR))^{(Life * i)}) \} \text{ for } i=1, n \quad \text{Eqn 303.3.3-8c}$$

where:

i = the i^{th} replacement of the improvement
 $Life$ = the expected service life of the improvement

$$P2_D = RL_{Frac} / ((1 + DR)^{n_{AP}}) \quad \text{Eqn 303.3.3-8d}$$

where:

RL_{Frac} = Remaining Life Fraction following the end of the analysis period

301.1.2.1 Determination of Economic Parameters. The following economic parameter values shall be determined by RESNET in accordance with this Section each January using the latest available specified data and published on the RESNET website.

- General Inflation Rate (GR)
- Discount Rate (DR)

¹ The maintenance fraction includes all incremental costs over and above the operating and maintenance cost of the “standard” measure. Where components of a system have various lifetimes, the longest lifetime may be used and the components with shorter lifetimes may be included as a maintenance cost at the present value of their future maintenance cost. The maintenance fraction may also be used to represent the degradation in performance of a given system. For example, photovoltaic (PV) systems have a performance degradation of about 0.5% per year and this value can be added to the maintenance fraction for PV systems to accurately represent this phenomenon in this cost calculation procedure.

- Mortgage Interest Rate (MR)
- Down Payment Rate (DnPmt)
- Energy Inflation Rate (ER)

The economic parameter values used in the cost effectiveness calculations specified in Section 303.3.3.1 shall be determined as follows:

301.1.2.1.1 General Inflation Rate (GR) shall be the greater of the 5-year and the 10-year Annual Compound Rate (ACR) of change in the Consumer Price Index for Urban Dwellers (CPI-U) as reported by the U.S. Bureau of Labor Statistics,² where ACR shall be calculated as follows:

$$ACR = ((\text{endVal})/(\text{startVal}))^{(1.0/((\text{endYr})-(\text{startYr})))}-1.0 \quad \text{Eqn 303.3.3-9}$$

where:

ACR = Annual Compound Rate of change
 endVal = Value of parameter at end of period
 startVal = Value of parameter at start of period
 endYr = Year number at end of period
 startYr = Year number at start of period

301.1.2.1.2 Discount Rate (DR) shall be equal to the General Inflation Rate plus 2%.

301.1.2.1.3 Mortgage Interest Rate (MR) shall be defaulted to the greater of the 5-year and the 10-year average of simple interest rate for fixed rate, 30-year mortgages computed from the Primary Mortgage Market Survey (PMMS) as reported by Freddie Mac unless the mortgage interest rate is specified by a program or mortgage lender, in which case the specified mortgage interest rate shall be used. The mortgage interest rate used in the cost effectiveness calculation shall be disclosed in reporting results.

301.1.2.1.4 Down Payment Rate (DnPmt) shall be defaulted to 10% of 1st cost of improvements unless the down payment rate is specified by a program or mortgage lender, in which case the specified down payment rate shall be used. The down payment rate used in the cost effectiveness calculation shall be disclosed in reporting results.

301.1.2.1.5 Energy Inflation Rate (ER) shall be the greater of the 5-year and the 10-year Annual Compound Rate (ACR) of change in the Bureau of Labor Statistics, Table 3A, Housing, Fuels and Utilities, Household Energy Index³ as calculated using Equation 303.3.3-9.

301.1.2.1.6 Mortgage Period (nMP) shall be defaulted to 30 years unless a mortgage finance period is specified by a program or mortgage lender, in which case the specified mortgage period shall be used. The mortgage period used in the cost effectiveness calculation shall be disclosed in reporting results.

² <http://www.bls.gov/CPI/#tables>

³ http://www.bls.gov/cpi/cpi_dr.htm

301.1.2.1.7 Analysis Period (nAP) shall be 30 years.

301.1.2.1.8 Remaining Life Fraction (RLFrac) shall be calculated as follows:

$$\begin{aligned} \text{RLFrac} &= (\text{nAP}/\text{Life}) - (\text{Integer}(\text{nAP}/\text{Life})) && \text{Eqn. 303.3.3-10} \\ \text{or if } \text{Life} > \text{nAP} \\ \text{RLFrac} &= (\text{Life}-\text{nAP}) / \text{nAP} \end{aligned}$$

where:

Life = useful service life of the improvement(s)

301.1.2.1.9 Improvement Costs. The improvement cost for Energy Conservation Measures (ECMs) shall be included on the Economic Cost Effectiveness Report.

301.1.2.1.9.1 For New Homes the improvement costs shall be the full installed cost of the improvement(s) less the full installed cost of the minimum standard or code option less any financial incentives that accrue to the home purchaser.

301.1.2.1.9.2 For Existing Homes the improvement costs shall be the full installed cost of the improvement(s) less any financial incentives that accrue to the home purchaser.

301.1.2.1.10 Measure Lifetimes. The ECM service life shall be included on the Economic Cost Effectiveness Report. Appendix C of this standard provides informative guidelines for service lifetimes of a number of general categories of ECMs.

303.3.3.3 The annual energy cost savings for the Rated home shall be estimated by comparing the projected annual energy cost of the Rated home to the projected annual energy cost of a baseline home. For new homes, the most recent HERS Reference home shall be the baseline, except when an alternative reference home is specified by the lender or program underwriter. For existing homes, the unimproved home shall be used as the baseline.

303.3.3.4 The estimated monthly energy cost savings for the Rated home shall be equal to the annual energy cost savings divided by 12.

303.3.3.5 For Fannie Mae energy efficient mortgages the Net Present Value (NPV) of the improvements shall be as calculated by Equation 303.3.3-5.

303.3.3.4 For FHA and Freddie Mac energy mortgages, the present worth of energy savings shall be calculated in accordance with Equation 303.3.3-3 where the baseline home is as specified by the most current HUD Mortgage Letter.

303.3.3.5 Each rating report shall include:

303.3.3.5.1 The estimated monthly energy cost savings for the Rated home;

303.3.3.5.2 The Energy Value for the Rated Home;

- 303.3.3.5.3** For FHA and Freddie Mac energy mortgages, the present worth of energy savings;
- 303.3.3.5.4** The weighted lifetime of the measures that was used to determine the present value factor;
- 303.3.3.5.5** The prevailing mortgage rate (i.e. Assumed Rate) that was used to determine the present value factor;
- 303.3.3.5.6** The utility rates that were used to determine the estimated annual energy cost savings. The following units shall apply, as applicable to the fuel type(s) used by the Rated home: \$ per kWh for electricity, \$ per therm for natural gas, and \$ per gallon for fuel oil;
- 303.3.3.5.7** The reference home from which annual energy cost savings were calculated (e.g., 1993 MEC, 2006 IECC, 2006 HERS);
- 303.3.3.5.8** A reference to the methodology used to calculate the values on the report. Specifically, the report shall reference “Section 303.3.3 of RESNET’s Mortgage Industry National Homes Energy Rating Systems Standards”.

3.3.4 If a Projected Rating conducted under Section 303.7.1 of these Standards, the Rating shall be prominently identified as a “Projected Rating.”

303.3.5 For each rating conducted under these Standards, the following items are to be prominently displayed on all reports and labels:

303.3.5.1 Date of the rating;

303.3.5.2 Annual estimated energy costs for heating, cooling, water heating and all other uses;

303.3.5.3 Rating Index and;

303.3.5.4 Star rating;

303.3.5.5 At the request of the person for whom the rating is being conducted, as an alternative to reporting the rating Index and star rating, any home achieving a rating Index as defined by EPA Energy Star Homes guidelines, be labeled an ENERGY STAR® Home.

303.4 HERS Reference Home and Rated Home Configuration

303.4.1 Calculation Procedure

303.4.1.1 General. Except as specified by this Section, the HERS Reference Home and Rated Home shall be configured and analyzed using identical methods and techniques.

303.4.1.2 Residence Specifications. The HERS Reference Home and Rated Home shall be configured and analyzed as specified by Table 303.4.1(1).

Table 303.4.1(1) Specifications for the HERS Reference and Rated Homes

Building Component	HERS Reference Home	Rated Home
Above-grade walls:	Type: wood frame Gross area: same as Rated Home U-Factor: from Table 303.4.1(2) Solar absorptance = 0.75 Emittance = 0.90	Same as Rated Home Same as Rated Home Same as Rated Home Same as Rated Home Same as Rated Home
Conditioned Basement walls:	Type: same as Rated Home Gross area: same as Rated Home U-Factor: from Table 303.4.1(2) with the insulation layer on the interior side of walls	Same as Rated Home Same as Rated Home Same as Rated Home
Floors over unconditioned spaces:	Type: wood frame Gross area: same as Rated Home U-Factor: from Table 303.4.1(2)	Same as Rated Home Same as Rated Home Same as Rated Home
Ceilings:	Type: wood frame Gross area: same as Rated Home U-Factor: from Table 303.4.1(2)	Same as Rated Home Same as Rated Home Same as Rated Home
Roofs:	Type: composition shingle on wood sheathing Gross area: same as Rated Home Solar absorptance = 0.75 Emittance = 0.90	Same as Rated Home Same as Rated Home Values from Table 303.4.1.(4) shall be used to determine solar absorptance except where test data are provided for roof surface in accordance with ASTM methods E-903, C-1549, E-1918, or CRRC Method # 1. Emittance values provided by the roofing manufacturer in accordance with ASTM C-1371 shall be used when available. In cases where the appropriate data are not known, same as the Reference Home.
Attics:	Type: vented with aperture = 1ft ² per 300 ft ² ceiling area	Same as Rated Home
Foundations:	Type: same as Rated Home Gross Area: same as Rated Home U-Factor / R-value: from Table 303.4.1(2)	Same as Rated Home Same as Rated Home Same as Rated Home
Crawlspaces:	Type: vented with net free vent	Same as the Rated Home, but

Table 303.4.1(1) Specifications for the HERS Reference and Rated Homes

Building Component	HERS Reference Home	Rated Home
	<p>aperture = 1ft² per 150 ft² of crawlspace floor area.</p> <p>U-factor: from Table 303.4.1(2) for floors over unconditioned spaces.</p>	<p>not less net free ventilation area than the Reference Home unless an approved ground cover in accordance with IRC 408.1 is used, in which case, the same net free ventilation area as the Rated Home down to a minimum net free vent area of 1ft² per 1,500 ft² of crawlspace floor area.</p> <p>Same as Rated Home</p>
Doors:	<p>Area: 40 ft²</p> <p>Orientation: North</p> <p>U-factor: same as fenestration from Table 303.4.1(2)</p>	<p>Same as Rated Home</p> <p>Same as Rated Home</p> <p>Same as Rated Home</p>
Glazing: ^(a)	<p>Total area ^(b) = 18% of conditioned floor area</p> <p>Orientation: equally distributed to four (4) cardinal compass orientations (N,E,S,&W)</p> <p>U-factor: from Table 303.4.1(2)</p> <p>SHGC: from Table 303.4.1(2)</p> <p>Interior shade coefficient:</p> <p>Summer = 0.70</p> <p>Winter = 0.85</p> <p>External shading: none</p>	<p>Same as Rated Home</p> <p>Same as Rated Home</p> <p>Same as Rated Home</p> <p>Same as Rated Home</p> <p>Same as HERS Reference Home ^(c)</p> <p>Same as Rated Home</p>
Skylights	None	Same as Rated Home
Thermally isolated sunrooms	None	Same as Rated Home
Air exchange rate	Specific Leakage Area (SLA) ^(d) = 0.00048 (assuming no energy recovery)	<p>For residences that are not tested, the same as the HERS Reference Home</p> <p>For residences without mechanical ventilation systems that are tested in accordance with ASHRAE Standard 119, Section 5.1, the measured air exchange rate ^(e) but not less than 0.35 ach</p> <p>For residences with mechanical ventilation systems that are tested in accordance with ASHRAE</p>

Table 303.4.1(1) Specifications for the HERS Reference and Rated Homes

Building Component	HERS Reference Home	Rated Home
		Standard 119, Section 5.1, the measured air exchange rate ^(e) combined with the mechanical ventilation rate, ^(f) which shall not be less than $0.01 \times \text{CFA} + 7.5 \times (\text{Nbr} + 1)$ cfm
Mechanical ventilation:	None, except where a mechanical ventilation system is specified by the Rated Home, in which case: Annual vent fan energy use: $\text{kWh/yr} = 0.03942 \times \text{CFA} + 29.565 \times (\text{Nbr} + 1)$ (per dwelling unit) where: CFA = conditioned floor area N _{br} = number of bedrooms	Same as Rated Home Same as Rated Home
Internal gains:	As specified by Table 303.4.1(3)	Same as HERS Reference Home, except as provided by Section 303.4.1.7.2
Internal mass:	An internal mass for furniture and contents of 8 pounds per square foot of floor area	Same as HERS Reference Home, plus any additional mass specifically designed as a Thermal Storage Element ^(g) but not integral to the building envelope or structure
Structural mass:	For masonry floor slabs, 80% of floor area covered by R-2 carpet and pad, and 20% of floor directly exposed to room air For masonry basement walls, same as Rated Home, but with insulation required by Table 303.4.1(2) located on the interior side of the walls For other walls, for ceilings, floors, and interior walls, wood frame construction	Same as Rated Home Same as Rated Home Same as Rated Home
Heating systems ^{(h),(i)}	Fuel type: same as Rated Home Efficiencies: Electric: air source heat pump with prevailing federal minimum efficiency	Same as Rated Home ⁽ⁱ⁾ Same as Rated Home

Table 303.4.1(1) Specifications for the HERS Reference and Rated Homes

Building Component	HERS Reference Home	Rated Home
	Non-electric furnaces: natural gas furnace with prevailing federal minimum efficiency Non-electric boilers: natural gas boiler with prevailing federal minimum efficiency Capacity: sized in accordance with Section 303.5.1.4 of this Standard.	Same as Rated Home Same as Rated Home Same as Rated Home
Cooling systems ^{(h),(k)}	Fuel type: Electric Efficiency: in accordance with prevailing federal minimum standards Capacity: sized in accordance with Section 303.5.1.4 of this Standard.	Same as Rated Home ^(k) Same as Rated Home Same as Rated Home
Service water heating systems ^{(h) (m)}	Fuel type: same as Rated Home Efficiency: in accordance with prevailing federal minimum standards Use (gal/day): $30 \cdot N_{du} + 10 \cdot N_{br}$ where N_{du} = number of dwelling units Tank temperature: 120 F	Same as Rated Home ^(m) Same as Rated Home Same as HERS Reference Home Same as HERS Reference Home
Thermal distribution systems:	A thermal distribution system efficiency (DSE) of 0.80 shall be applied to both the heating and cooling system efficiencies.	As specified by Table 303.4.1(4), except when tested in accordance with ASHRAE Standard 152-2004 ⁽ⁿ⁾ , and then either calculated through hourly simulation or calculated in accordance with ASHRAE Standard 152-2004
Thermostat	Type: manual Temperature setpoints: cooling temperature set point = 78 F; heating temperature set point = 68 F	Type: Same as Rated Home Temperature setpoints: same as the HERS Reference Home, except as required by Section 303.5.1.2

Table 303.4.1(1) Notes:

(a) Glazing shall be defined as sunlight-transmitting fenestration, including the area of sash, curbing or other framing elements, that enclose conditioned space. Glazing includes the area of sunlight-transmitting fenestration assemblies in walls bounding conditioned basements.

For doors where the sunlight-transmitting opening is less than 50% of the door area, the glazing area is the sunlight transmitting opening area shall be used. For all other doors, the glazing area is the rough frame opening area for the door, including the door and the frame.

(b) For homes with conditioned basements and for multi-family attached homes the following formula shall be used to determine total window area:

$$AF = 0.18 \times AFL \times FA \times F$$

where:

AF = Total fenestration area

AFL = Total floor area of directly conditioned space

FA = (Above-grade thermal boundary gross wall area) / (above-grade boundary wall area + 0.5 x below-grade boundary wall area)

F = $1 - 0.44 \times (\text{Common Wall Area}) / (\text{above-grade thermal boundary wall area} + \text{common wall area})$

and where:

Thermal boundary wall is any wall that separates conditioned space from unconditioned space or ambient conditions

Above-grade thermal boundary wall is any portion of a thermal boundary wall not in contact with soil.

Below-grade boundary wall is any portion of a thermal boundary wall in soil contact

Common wall is the total wall area of walls adjacent to another conditioned living unit, not including foundation walls.

(c) For fenestrations facing within 15 degrees of due south that are directly coupled to thermal storage mass, the winter interior shade coefficient shall be permitted to increase to 0.95 in the Rated Home.

(d) Where Leakage Area (L) is defined in accordance with Section 5.1 of ASHRAE Standard 119 and where $SLA = L / CFA$ (where L and CFA are in the same units).

Either hourly calculations using the procedures given in the 2001 ASHRAE Handbook of Fundamentals, Chapter 26, page 26.21, equation 40 (Sherman-Grimsrud model) or calculations yielding equivalent results shall be used to determine the energy loads resulting from air exchange.

(e) Tested envelope leakage shall be determined and documented by a Certified Rater using the on-site inspection protocol as specified in Appendix A under "Blower Door Test." Either hourly calculations using the procedures given in the 2001 ASHRAE Handbook of Fundamentals, Chapter 26, page 26.21, equation 40 (Sherman-Grimsrud model) or calculations yielding equivalent results shall be used to determine the energy loads resulting from air exchange.

(f) The combined air exchange rate for infiltration and mechanical ventilation shall be determined in accordance with equation 43 of 2001 ASHRAE Handbook of Fundamentals page 26.24 in combination with the "Whole-house Ventilation" provisions of 2001 ASHRAE Handbook of Fundamentals, page 26.19 for intermittent mechanical ventilation.

(g) Thermal storage element shall mean a component not normally part of the floors, walls, or ceilings that is part of a passive solar system, and that provides thermal storage such as enclosed water columns, rock beds, or phase change containers. A thermal storage element must be in the same room as fenestration that faces within 15 degrees of due south, or must be connected to such a room with pipes or ducts that allow the element to be actively charged.

(h) For a Rated Home with multiple heating, cooling, or water heating systems using different fuel types, the applicable system capacities and fuel types shall be weighted in accordance with the loads distribution (as calculated by accepted engineering practice for that equipment and fuel type) of the subject multiple systems. For the HERS Reference Home, the prevailing federal minimum efficiency shall be assumed except that the efficiencies given in Table 303.4.1(1)(a) below will be assumed when:

- 1) A type of device not covered by NAECA is found in the Rated Home;
- 2) The Rated Home is heated by electricity using a device other than an air source heat pump; or
- 3) The Rated Home does not contain one or more of the required HVAC equipment systems.

**Table 303.4.1(1)(a). Default HERS Reference Home
Heating and Cooling Equipment Efficiencies ^{(i) (k) (m) (n)}**

Rated Home Fuel	Function	Reference Home Device
Electric	Heating	7.7 HSPF air source heat pump
Non-electric warm air furnace or space heater	Heating	78% AFUE gas furnace
Non-electric boiler	Heating	80% AFUE gas boiler
Any type	Cooling	13 SEER electric air conditioner
Biomass System ⁽¹⁾	Heating	63% Efficiency

Table 303.4.1(1)(a) Notes:

(1) Biomass fuel systems should not be included in ratings when they are considered "supplemental systems", i.e. where an automatic system, sized to meet the load of the house exists. Biomass systems should only be included in the rating in those situations where the automatic heating system is not large enough to meet the load of the house, and a biomass fuel system is in place to meet the balance of the load, or where there is only a biomass fuel system in place. In the situation where there are two systems that together meet the load, the biomass system shall be assigned only that part of the load that cannot be met by the automatic system.

(i) For a Rated Home without a proposed heating system, a heating system with the prevailing federal minimum efficiency shall be assumed for both the HERS Reference Home and Rated Home. For electric heating systems, the prevailing federal minimum efficiency air-source heat pump shall be selected.

(k) For a Rated Home without a proposed cooling system, an electric air conditioner with the prevailing federal minimum efficiency shall be assumed for both the HERS Reference Home and the Rated Home.

(m) For a Rated Home with an Instantaneous Water Heater, a 40-gallon storage-type water heater with the prevailing federal minimum efficiency and with the same fuel as the proposed water heater shall be assumed for the HERS Reference Home. The Energy Factor of the Instantaneous Water Heater in the Rated Home shall be reduced automatically by the Rating Software to 92% of the value recorded by the Rater (from manufacturer's documentation or AHRI Directory of Certified Product Performance). For a Rated Home without a proposed water heater, a 40-gallon storage-type water heater with the prevailing federal minimum efficiency with the same fuel as the predominant heating fuel type shall be assumed for both the Rated and HERS Reference Homes.

(n) Tested duct leakage shall be determined and documented by a Certified Rater using the on-site inspection protocol as specified in Appendix A under "Air leakage (ducts)".

Table 303.4.1(2). Component Heat Transfer Characteristics for HERS Reference Home^(a)

Climate Zone ^(b)	Fenestration and Opaque Door U-Factor	Glazed Fenestration Assembly SHGC	Ceiling U-Factor	Frame Wall U-Factor	Floor Over Unconditioned Space U-Factor	Basement Wall U-Factor ^(c)	Slab-on-Grade ^(d,e) R-Value & Depth
1	1.20	0.40	0.035	0.082	0.064	0.360	0
2	0.75	0.40	0.035	0.082	0.064	0.360	0
3	0.65	0.40	0.035	0.082	0.047	0.360	0
4 except Marine	0.40	0.55	0.030	0.082	0.047	0.059	10, 2 ft.
5 and Marine 4	0.35	0.55	0.030	0.060	0.033	0.059	10, 2 ft.
6	0.35	0.55	0.026	0.060	0.033	0.059	10, 4 ft.
7 and 8	0.35	0.55	0.026	0.057	0.033	0.059	10, 4 ft.

Table 303.4.1(2). Component Heat Transfer Characteristics for HERS Reference Home ^(a)

Climate Zone ^(b)	Fenestration and Opaque Door U-Factor	Glazed Fenestration Assembly SHGC	Ceiling U-Factor	Frame Wall U-Factor	Floor Over Unconditioned Space U-Factor	Basement Wall U-Factor ^(c)	Slab-on-Grade ^(d,e) R-Value & Depth
Notes: a Non-fenestration U-Factors shall be obtained from measurement, calculation, or an approved source. b. Climates zones shall be as specified by the 2004 Supplement to the International Energy Conservation Code. c. For basements where the conditioned space boundary comprises the basement walls. d. R-5 shall be added to the required R-value for slabs with embedded heating. e. Insulation shall extend downward from the top of the slab vertically to the depth indicated.							

Table 303.4.1(3). Internal Gains for HERS Reference Homes ^(a)

End Use / Component	Sensible Gains (Btu/day)			Latent Gains (Btu/day)		
	a	b	c	a	b	c
Residual MELs		7.27			0.38	
Interior lighting	4,253	7.48				
Refrigerator	5,955		168			
TVs	3,861		645			
Range/Oven (elec) ^(b)	2,228		262	248		29
Range/Oven (gas) ^(b)	3,934		470	1,020		122
Clothes Dryer (elec) ^(b)	661		188	73		21
Clothes Dryer (gas) ^(b)	685		194	85		24
Dish Washer	219		87	219		87
Clothes Washer	95		26	11		3
Gen water use	-1227		-409	1,245		415
Occupants ^(c)			3716			2,884

Notes for Table 303.4.1(3)

- (a) Table values are coefficients for the following general equation:
Gains = a + b*CFA + c*Nbr
where CFA = Conditioned Floor Area and Nbr = Number of bedrooms.
- (b) For Rated Homes with electric appliance use (elec) values and for Rated homes with natural gas-fired appliance use (gas) values
- (c) Software tools shall use either the occupant gains provided above or similar temperature dependent values generated by the software where number of occupants equals the number of bedrooms and occupants are present in home 16.5 hours per day.

Table 303.4.1(4). Default Distribution System Efficiencies for Inspected Systems ^(a)

Distribution System Configuration and Condition:	Forced Air Systems	Hydronic Systems ^(b)
Distribution system components located in unconditioned space	0.80	0.95
Distribution systems entirely located in conditioned space ^(c)	0.88	1.00
Proposed “reduced leakage” with entire air distribution system located in the conditioned space ^(d)	0.96	
Proposed “reduced leakage” air distribution system with components located in the unconditioned space ^(d)	0.88	
“Ductless” systems ^(e)	1.00	

Table 303.4.1(4) Notes:

(a) Default values given by this table are for distribution systems as rated, which meet minimum IECC 2000 requirements for duct system insulation.

(b) Hydronic Systems shall mean those systems that distribute heating and cooling energy directly to individual spaces using liquids pumped through closed loop piping and that do not depend on ducted, forced air flows to maintain space temperatures.

(c) Entire system in conditioned space shall mean that no component of the distribution system, including the air handler unit or boiler, is located outside of the conditioned space boundary.

(d) Proposed “reduced leakage” shall mean substantially leak free to be leakage of not greater than 3 cfm to outdoors per 100 square feet of conditioned floor area and not greater than 9 cfm total air leakage per 100 square feet of conditioned floor area at a pressure differential of 25 Pascal across the entire system, including the manufacturer’s air handler enclosure. Total air leakage of not greater than 3 cfm per 100 square feet of conditioned floor area at a pressure difference of 25 Pascal across the entire system, including the manufacturer’s air handler enclosure, shall be deemed to meet this requirement without measurement of air leakage to outdoors. This rated condition shall be specified as the required performance in the construction documents and requires confirmation through field-testing of installed systems as documented by a Certified Rater.

(e) Ductless systems may have forced airflow across a coil but shall not have any ducted airflows external to the manufacturer’s air handler enclosure.

Table 303.4.1(5).

Default Solar Absorptance for Various Roofing Surfaces	
Roof Materials	Absorptance
White Composition Shingles	0.80
White Tile (including concrete)	0.60
White Metal	0.50

Default Solar Absorptance for Various Roofing Surfaces	
All others	0.92

303.4.1.3 All enclosure elements shall use framing fractions that are consistent with and representative of reality. Default enclosure framing fractions are provided by Table 303.4.1.3.

Table 303.4.1.3. Default Framing Fractions for Enclosure Elements

Enclosure Element	Frame Spacing (in o.c.)	Default Frame Fraction (% area)
Walls (standard):		
@ 16" o.c.	16	23%
@ 24" o.c.	24	20%
Walls (advanced):		
@ 16" o.c.	16	19%
@ 24" o.c.	24	16%
Structural Insulated Panels	48	10%
Floors (standard):		
@ 16" o.c.	16	13%
@ 24" o.c.	24	10%
Floors (advanced):		
@ 16" o.c.	16	11%
@ 24" o.c.	24	8%
Ceilings (standard trusses):		
@ 16" o.c.	16	14%
@ 24" o.c.	24	11%
Ceilings (advanced trusses – "raised heel"):		
@ 16" o.c.	16	10%
@ 24" o.c.	24	7%
Ceilings (conventional framing):		
@ 16" o.c.	16	13%
@ 24" o.c.	24	9%

303.4.1.4 Insulation Inspections: All enclosure elements for the Rated Home shall have their insulation assessed in accordance with this Standard. Installed cavity insulation shall be rated as Grade I, II, or III in accordance with the on-site inspection procedures of Appendix A.

303.4.1.4.1 The HERS Reference Home enclosure elements shall be modeled assuming Grade I insulation. Default values for Rated Home insulation that is not inspected according to the procedures of Appendix A shall be in accordance with the requirements of Grade III as given in Section 303.4.1.4.2 and shall be recorded as "not inspected" in the rating information.

Exceptions:

(a) Modular and manufactured housing using IPIA (In-Plant Inspection Agent) inspections may be substituted for the HERS inspection. However, housing manufacturer shall include RESNET insulation inspection details and requirements in their “DAPIA” (Design Approval Primary Inspection Agency) packages submitted to HUD which are used by IPIA’s for their factory inspections.

(b) Structural Insulated Panels (SIP’s), Insulated Concrete Forms (ICF’s), and other similar insulated manufactured assemblies. Note that manufacturer’s claims of “equivalent” R-values based on reduced air leakage or other secondary effects may not be used; only the thermal resistance values for the actual materials as found in ASHRAE Fundamentals may be used.

(c) A RESNET-approved, third-party audited installer certification program may be substituted under the conditions specified in the RESNET approval process.

303.4.1.4.2 Insulation Assessment: Insulated surfaces categorized as “Grade I” shall be modeled such that the insulation R-value within the cavity is considered at its measured (for loose fill) or labeled value, including other adjustments such as compression, and cavity fill versus continuous, for the insulated surface area (not including framing or other structural materials which shall be accounted for separately). Insulated surfaces categorized as “Grade II” shall be modeled such that there is no insulation R-value for 2% of the insulated surface area and its measured or labeled value, including other adjustments such as compression and cavity fill versus continuous, for the remainder of the insulated surface area (not including framing or other structural materials). Insulated surfaces categorized as “Grade III” shall be modeled such that there is no insulation R-value for 5% of the insulated surface area and its measured or labeled value, including other adjustments such as compression and cavity fill versus continuous, for the remainder of the insulated surface area (not including framing or other structural materials). Other building materials, including framing, sheathing, and air films shall be assigned aged or settled -values according to ASHRAE Fundamentals. In addition, the following accepted conventions shall be used in modeling Rated Home insulation enclosures:

303.4.1.4.2.1 Insulation that does not cover framing members shall not be modeled as if it covers the framing. Insulated surfaces that have continuous insulation (i.e. rigid foam, fibrous batts, loose fill, or sprayed insulation) covering the framing members shall be assessed and modeled according to Section 303.4.1.4 and combined with the cavity insulation, framing and other materials to determine the overall assembly R-value.

303.4.1.4.2.2 Compression: for modeling purposes, the base R-value of fibrous insulation that is compressed to less than its full rated thickness in a completely enclosed cavity shall be assessed according to the manufacturer's documentation; in the absence of such documentation, use R-value correction factor (CF) for Compressed Batt or Blanket from Manual J, 8th edition Table A5-1, Section 7-d.

303.4.1.4.2.3 Where large areas of insulation that is missing, or has a different R-value from the rest of an assembly exist, these areas shall be modeled with the appropriate R-value and assembly description separately from the rest of the assembly. Insulation R-values may not be averaged according to coverage area. For example, if 50 square feet of a wall area has no cavity fill insulation at all, that 50 square feet shall be recorded as a

separate building component with no cavity insulation, but with the existing structural components.

303.4.1.4.2.4 Steel framing in insulated assemblies: calculations for the overall thermal properties of steel-framed walls, ceilings and floors shall be based on the “Thermal Design Guide for Exterior Walls, Publication RG-9405, American Iron and Steel Institute; the “Zone Method” from 2001 ASHRAE Handbook of Fundamentals (P 25.10-11); or equivalent.

303.4.1.5 Renewable energy systems, using solar, wind or other renewable energy sources, which offset the energy consumption requirements of the Rated Home, shall not be included in the Reference Home.

303.4.1.6 For non-electric warm furnaces and non-electric boilers, the values in Table 303.4.1.5 shall be used for auxiliary electric (Eae) in the Reference Home.

Table 303.4.1.5

System Type	EAE
Oil boiler	330
Gas boiler	170
Oil furnace	$439 + 5.5 * \text{Capacity (kBtu/h)}$
Gas furnace	$149 + 10.3 * \text{Capacity (kBtu/h)}$

303.4.1.7 Lighting, Appliances and Miscellaneous Electric Loads (MELs)

303.4.1.7.1 HERS Reference Home. Lighting, appliance and miscellaneous electric loads in the HERS Reference Home shall be determined in accordance with the values provided in Table 303.4.1.7.1(1) and Table 303.4.1.7.1(2), as appropriate, and equation 3:

$$\text{kWh (or therms) per year} = a + b * \text{CFA} + c * \text{Nbr} \quad (\text{Eq. 3})$$

where:

‘a’, ‘b’, and ‘c’ are values provided in Table 303.4.1.7.1(1) and Table 303.4.1.7.1(2)

CFA = conditioned floor area

Nbr = number of bedrooms

303.4.1.7.1.1 Electric Reference Homes. Where the Rated Home has electric appliances, the HERS Reference Home lighting, appliance and miscellaneous loads shall be determined in accordance with the values given in Tables 303.4.1.7.1(1).

Table 303.4.1.7.1(1). Lighting, Appliance and Miscellaneous Electric Loads (kWh/yr) in electric HERS Reference Homes

End Use Component ^(a)	Equation Coefficients		
	a	b	c
Residual MELs		0.91	
Interior lighting	455	0.80	
Exterior lighting	100	0.05	
Refrigerator	637		18
Televisions	413		69
Range/Oven	331		39
Clothes Dryer	524		149
Dish Washer	78		31
Clothes Washer	38		10

Table 303.4.1.7.1(1) Notes:

(a) For homes with garages, an additional 100 kWh per year shall be added to the HERS Reference home for garage lighting.

303.4.1.7.1.2 Reference Homes with Natural Gas Appliances. Where the Rated Home is equipped with natural gas cooking or clothes drying appliances, the Reference Home cooking and clothes drying loads defined above in Table 303.4.1.7(1) shall be replaced by the natural gas and electric appliance loads provided below in Table 303.4.1.7(2), as applicable.

Table 303.4.1.7(2). Natural Gas Appliance Loads (therms/yr) for HERS Reference Homes with gas appliances

End Use Component ^(a)	Equation Coefficients		
	a	b	c
Range/Oven (therms)	22.6		2.7
Range/Oven (kWh)	22.6		2.7
Clothes Dryer (therms)	18.8		5.3
Clothes Dryer (kWh)	41		11.7

Table 303.4.1.7(2) Notes:

(a) Both the natural gas and the electric components shall be included in determining the HERS Reference Home annual energy use for the above appliances.

303.4.1.7.1.3 Garage Lighting. Where the Rated Home includes an enclosed garage, 100 kWh/yr shall be added to the energy use of the Reference Home to account for garage lighting.

303.4.1.7.1.4 Mechanical Ventilation. Where mechanical ventilation is provided in the Rated home, $REUL_{LA}$ shall be modified for the Reference Home by adding $[0.03942 \cdot CFA + 29.565 \cdot (N_{br} + 1)]$ kWh/yr for ventilation fan operation, converted to MBtu/yr, where $MBtu/yr = (kWh/yr)/293$.

303.4.1.7.1.5 Ceiling Fans. Where ceiling fans are included in the Rated Home they shall also be included in the Reference Home in accordance with the provisions of Section 303.4.1.7.2.11 of this Standard.

303.4.1.7.2 Rated Homes. For Rated homes, the following procedures shall be used to determine lighting, appliance and residual miscellaneous electric load energy consumption.

303.4.1.7.2.1 Residual MELs. Residual miscellaneous electric loads in the Rated Home shall be the same as in the HERS Reference Home and shall be calculated as $0.91 \cdot CFA$, where CFA is the conditioned floor area.

303.4.1.7.2.2 Interior Lighting. Interior lighting in the Rated home is calculated using equation 5:

$$kWh/yr = 0.8 \cdot [(4 - 3 \cdot qFF_{IL})/3.7] \cdot (445 + 0.8 \cdot CFA) + 0.2 \cdot (455 + 0.8 \cdot CFA) \quad (Eq. 5)$$

where:

CFA = Conditioned floor area

qFF_{IL} = the ratio of the Qualifying interior Light Fixtures to all interior light fixtures in Qualifying interior Light Fixture Locations.

For rating purposes, the Rated Home shall not have qFF_{IL} less than 0.10 (10%).

(Informative Note: When $qFF_{IL} = 0.10$ (10%), the above equation reduces to the standard interior lighting equation of: $kWh/yr = 455 + 0.8 \cdot CFA$.)

For the purpose of adjusting the annual interior lighting energy consumption for calculating the rating, EUL_{LA} shall be adjusted by ΔEUL_{IL} , which shall be calculated as the annual interior lighting energy use derived by the procedures in this section minus the annual interior lighting energy use derived for the HERS Reference Home in Section 303.4.1.7.1, converted to MBtu/yr, where $MBtu/yr = (kWh/yr)/293$.

For Interior lighting, internal gains in the Rated home shall be modified by 100% of the interior lighting ΔEUL_{IL} converted to Btu/day as follows: $\Delta EUL_{IL} \cdot 10^6 / 365$.

303.4.1.7.2.3 Exterior Lighting. Exterior lighting in the Rated home shall be determined using equation 6:

$$kWh/yr = (100 + 0.05 \cdot CFA) \cdot (1 - FF_{EL}) + 0.25 \cdot (100 + 0.05 \cdot CFA) \cdot FF_{EL} \quad (Eq. 6)$$

where

CFA = Conditioned floor area

FF_{EL} = Fraction of exterior fixtures that are Qualifying Light Fixtures

For the purpose of adjusting the annual exterior lighting energy consumption for calculating the rating, EUL_{LA} shall be adjusted by ΔEUL_{EL} , which shall be calculated as the annual exterior lighting energy use derived by the procedures in this section minus the annual exterior lighting energy use derived for the HERS Reference Home in Section 303.4.1.7.1, converted to MBtu/yr, where $MBtu/yr = (kWh/yr)/293$.

Internal gains in the Rated Home shall not be modified as a result of reductions in exterior lighting energy use.

303.4.1.7.2.4 Garage Lighting. For Rated homes with garages, garage lighting in the Rated home shall be determined using equation 7:

$$kWh = 100*(1-FF_{GL}) + 25*FF_{GL} \quad (Eq. 7)$$

where:

FF_{GL} = Fraction of garage fixtures that are Qualifying Light Fixtures

For the purpose of adjusting the annual garage lighting energy consumption for calculating the rating, EUL_{LA} shall be adjusted by ΔEUL_{GL} , which shall be calculated as the annual garage lighting energy use derived by the procedures in this section minus the annual garage lighting energy use derived for the HERS Reference Home in Section 303.4.1.7.1 (i.e. 100 kWh/yr), converted to MBtu/yr, where $MBtu/yr = (kWh/yr)/293$.

Internal gains in the Rated Home shall not be modified as a result of reductions in garage lighting energy use.

303.4.1.7.2.5 Refrigerators. Refrigerator energy use for the Rated Home shall be determined from either Refrigerator Energy Guide Labels or from age-based defaults provided in Table 303.4.1.7.2.5(1).

Table 303.4.1.7.2.5(1) Age-based Refrigerator Defaults

Refrigerator/Freezer Type	Annual kWh Equation
Single-door refrigerator only	$(13.5*AV + 299)*VR$
Single-door refrigerator/freezer	$(13.5*AV + 299)*VR$
Refrigerator with top freezer	$(16.0*AV + 355)*VR$
with TDI	$(17.6*AV + 391)*VR$
Refrigerator with side-by-side freezer	$(11.8*AV + 501)*VR$
with TDI	$(16.3*AV + 527)*VR$
Refrigerator with bottom freezer	$(16.6*AV + 367)*VR$
Upright freezer only manual defrost	$(10.3*AV + 264)*VR$
Upright freezer only auto defrost	$(14.0*AV + 391)*VR$
Chest freezer only	$(11.0*AV + 160)*VR$
where: AV = Adjusted Volume = (refrigerator compartment volume) + $1.63*(\text{freezer compartment volume})$ TDI = Through the door ice VR = Vintage Ratio from Table 303.4.1.7.2.5(2)	

Table 303.4.1.7.2.5(2) Age-based Vintage Ratios

Refrigerator Vintage	Vintage Ratio
1972 or before	2.50
1980	1.82
1984	1.64
1988	1.39
1990	1.30
1993	1.00
2001 forward	0.77

For the purposes of determining adjusted volume (AV), the following defaults may be used:

Table 303.4.1.7.2.5(3) Default Adjusted Volume Equations

Model Type	Default Equation
Single door refrigerator only	$AV = 1.00 * \text{nominal volume}$
Single door refrigerator/freezer	$AV = 1.01 * \text{nominal volume}$
Bottom Freezer	$AV = 1.19 * \text{nominal volume}$
Top Freezer	$AV = 1.16 * \text{nominal volume}$
Side by Side	$AV = 1.24 * \text{nominal volume}$
Freezer only	$AV = 1.73 * \text{nominal volume}$

For the purpose of adjusting the annual refrigerator energy consumption for calculating the rating, EUL_{LA} shall be adjusted by ΔEUL_{FRIG} , which shall be calculated as the annual refrigerator energy use derived by the procedures in this section minus the annual refrigerator energy use derived for the HERS Reference Home in Section 303.4.1.7.1, converted to MBtu/yr, where $MBtu/yr = (kWh/yr)/293$.

For refrigerator energy use, internal gains in the Rated home shall be modified by 100% of the refrigerator ΔEUL_{FRIG} converted to Btu/day as follows: $\Delta EUL_{FRIG} * 10^6 / 365$. Internal gains shall not be modified for refrigerators located in unconditioned spaces (e.g. unconditioned garages, etc.)

303.4.1.7.2.6 Televisions. Television energy use in the Rated Home shall be the same as television energy use in the HERS Reference Home and shall be calculated as $TVkWh/yr = 413 + 69 * Nbr$, where Nbr is the number of bedrooms in the Rated Home.

303.4.1.7.2.7 Range/Oven. Range/Oven (cooking) energy use for the Rated Home shall be determined as follows:

1) For electric cooking:
 $kWh/yr = BEF * OEF * (331 + 39 * Nbr)$ (Eq. 12a)

2) For natural gas cooking:
 $Therms/yr = OEF * (22.6 + 2.7 * Nbr)$ (Eq. 12b)

plus:
 $kWh/yr = 22.6 + 2.7 * Nbr$ (Eq. 12c)

where:

BEF= Burner Energy Factor = 0.91 for induction ranges and 1.0 otherwise.

$OE\!F = \text{Oven Energy Factor} = 0.95$ for convection types and 1.0 otherwise
 $Nbr = \text{Number of bedrooms}$

For the purpose of adjusting the annual Range/Oven energy consumption for calculating the rating, EUL_{LA} shall be adjusted by ΔEUL_{RO} , which shall be calculated as the annual Range/Oven energy use derived by the procedures in this section minus the annual Range/Oven energy use derived for the HERS Reference Home in Section 303.4.1.7.1, converted to MBtu/yr, where $MBtu/yr = (kWh/yr) / 293$ or $(therms/yr) / 10$, whichever is applicable.

For Range/Oven energy use, internal gains in the Rated Home shall be modified by 80% of the Range/Oven ΔEUL_{RO} converted to Btu/day as follows: $\Delta EUL_{RO} * 10^6 / 365$. Of this total amount, internal gains shall be apportioned as follows, depending on fuel type:

- a) For electric Range/Ovens, 90% sensible internal gains and 10% latent internal gains
- b) For gas Range/Ovens, 80% sensible internal gains and 20% latent internal gains.

303.4.1.7.2.8 Clothes Dryers. Clothes Dryer energy use for the Rated Home shall be determined by the following equation.

$$kWh/yr = 12.5 * (164 + 46.5 * Nbr) * FU / EF_{dry} * (CAPw / MEF - LER / 392) / (0.2184 * (CAPw * 4.08 + 0.24)) \quad (Eq. 13)$$

where:

Nbr = Number of bedrooms in home

FU = Field Utilization factor = 1.18 for timer controls **or** 1.04 for moisture sensing

EF_{dry} = Efficiency Factor of clothes dryer (lbs dry clothes/kWh) from the CEC database⁴ or use following electric clothes dryer default: 3.01

$CAPw$ = Capacity of clothes washer (ft^3) from the manufacturer's data or the CEC database **or** the EPA Energy Star website⁵ **or** use default of $2.874 \text{ } ft^3$

MEF^6 = Modified Energy Factor of clothes washer from Energy Guide Label **or** use default of 0.817

LER^{37} = Labeled Energy Rating of clothes washer (kWh/yr) from Energy Guide Label **or** use default of 704

For natural gas clothes dryers the following equations shall be used:

$$\text{Therms/yr} = (\text{result of Eq. 13}) * 3412 * (1 - 0.07) * (3.01 / EF_{dry} - g) / 100000 \quad (Eq. 13a)$$

$$kWh/yr = (\text{result of Eq. 13}) * 0.07 * (3.01 / EF_{dry} - g) \quad (Eq. 13b)$$

⁴ http://www.energy.ca.gov/appliances/database/excel_based_files/

⁵ http://www.energystar.gov/index.cfm?c=clotheswash.pr_clothes_washers

⁶ This value must be determined from the energy rating for clothes washer as it determines the amount of moisture remaining in the clothes after the washer cycle is completed.

where:

EF_{dry-g} = Efficiency Factor for gas clothes dryer from the CEC database¹ or use the following gas clothes dryer default: 2.67.

For the purpose of adjusting the annual Clothes Dryer energy consumption for calculating the rating, EUL_{LA} shall be adjusted by ΔEUL_{CD} , which shall be calculated as the annual Clothes Dryer energy use derived by the procedures in this section minus the annual Clothes Dryer energy use derived for the HERS Reference Home in Section 303.4.1.7.1, converted to MBtu/yr, where MBtu/yr = (kWh/yr) / 293 or (therms/yr) / 10, whichever is applicable.

For Clothes Dryer energy use, total internal gains in the Rated Home shall be modified by 15% of the Cloths Dryer ΔEUL_{CD} converted to Btu/day as follows: $\Delta EUL_{CD} * 10^6 / 365$. Of this total amount, 90% shall be apportioned to sensible internal gains and 10% to latent internal gains. Internal gains shall not be modified for Clothes Dryers located in unconditioned spaces (e.g. unconditioned garages, etc.)

303.4.1.7.2.9 Dishwashers. Dishwasher energy use for the Rated Home shall be determined using the following equation.

$$\text{kWh/yr} = [(86.3 + 47.73/EF)/215] * dW_{cpy} \quad (\text{Eq. 14a})$$

where:

EF = Labeled dishwasher energy factor

or

EF = 215/(labeled kWh/year)

$dW_{cpy} = (88.4 + 34.9 * Nbr) * 12 / dW_{cap}$

where:

dW_{cap} = Dishwasher place setting capacity; Default = 12 settings for standard sized dishwashers and 8 place settings for compact dishwashers

And the change (Δ) in daily hot water use (GPD – gallons per day) for dishwashers shall be calculated as follows:⁷

$$\Delta GPD_{DW} = [(88.4 + 34.9 * Nbr) * 8.16 - (88.4 + 34.9 * Nbr) * 12 / dW_{cap} * (4.6415 * (1/EF) - 1.9295)] / 365 \quad (\text{Eq. 14b})$$

For the purpose of adjusting the annual Dishwasher energy consumption for calculating the rating, EUL_{LA} shall be adjusted by ΔEUL_{DW} , which shall be calculated as the annual Dishwasher energy use derived by the procedures in this section minus the annual Clothes Dishwasher energy use derived for the HERS Reference Home in Section 303.4.1.7.1, converted to MBtu/yr, where MBtu/yr = (kWh/yr) / 293 or (therms/yr) / 10, whichever is applicable.

⁷ http://www1.eere.energy.gov/buildings/appliance_standards/residential/docs/lcc_dishwasher.xls

For the purpose of adjusting the daily hot water use for calculating the rating, the daily hot water use change shall be ' $\Delta\text{GPD}_{\text{DW}}$ ' as calculated above.

For Dishwasher energy use, total internal gains in the Rated Home shall be modified by 60% of the Dishwasher $\Delta\text{EUL}_{\text{DW}}$ converted to Btu/day as follows: $\Delta\text{EUL}_{\text{DW}} * 10^6 / 365$. Of this total amount, 50% shall be apportioned to sensible internal gains and 50% to latent internal gains.

303.4.1.7.2.10 Clothes Washers. Clothes Washer annual energy use and daily hot water use for the Rated Home shall be determined as follows.

Annual energy use shall be calculated using the following equation:

$$\text{kWh/yr} = ((\text{LER}/392) - ((\text{LER} * (\$/\text{kWh}) - \text{AGC}) / (21.9825 * (\$/\text{kWh}) - (\$/\text{therm})) / 392) * 21.9825) * \text{ACY} \quad (\text{Eq. 15a})$$

where:

LER = Label Energy Rating (kWh/yr) from Energy Guide Label

\$/kWh = Electric Rate from Energy Guide Label

AGC = Annual Gas Cost from Energy Guide Label

\$/therm = Gas Rate from Energy Guide Label

ACY = Adjusted Cycles per Year

and where:

$$\text{ACY} = \text{NCY} * ((3.0 * 2.08 + 1.59) / (\text{CAPw} * 2.08 + 1.59))$$

where:

$$\text{NCY} = (3.0 / 2.847) * (164 + \text{Nbr} * 45.6)$$

CAPw = washer capacity in cubic feet from the manufacturer's data or the CEC database⁸ **or** the EPA Energy Star website⁹ **or** use default of 2.874 ft³

And daily hot water use shall be calculated as follows:

$$\text{DHWgpd} = 120.5 * \text{therms/cyc} * \text{ACY} / 365 \quad (\text{Eq. 15b})$$

where:

$$\text{therms/cyc} = (\text{LER} * \$/\text{kWh} - \text{AGC}) / (21.9825 * \$/\text{kWh} - \$/\text{therm}) / 392$$

For the purpose of adjusting the annual Clothes Washer energy consumption for calculating the rating, EUL_{LA} shall be adjusted by $\Delta\text{EUL}_{\text{CW}}$, which shall be calculated as the annual Clothes Washer energy use derived by the procedures in this section minus the annual Clothes Washer energy use derived for the HERS Reference Home in Section 303.4.1.7.1, converted to MBtu/yr, where $\text{MBtu/yr} = (\text{kWh/yr}) / 293$ **or** $(\text{therms/yr}) / 10$, whichever is applicable.

For the purpose of adjusting the daily hot water use for calculating the rating, the daily hot water use change shall be calculated as the daily hot water use derived by the

⁸ http://www.energy.ca.gov/appliances/database/excel_based_files/

⁹ http://www.energystar.gov/index.cfm?c=clotheswash.pr_clothes_washers

procedures in this section minus 7.94 gallons per day for the reference standard clothes washer.

For Clothes Washer energy use, total internal gains in the Rated Home shall be modified by 30% of the Clothes Washer ΔEUL_{CW} converted to Btu/day as follows: $\Delta EUL_{CW} * 10^6 / 365$. Of this total amount, 90% shall be apportioned to sensible internal gains and 10% to latent internal gains. Internal gains shall not be modified for Clothes Washers located in unconditioned spaces (e.g. unconditioned garages, etc.)

Rating and label data on clothes washer may be found at the following web sites:

EPA: www.energystar.gov/index.cfm?c=clotheswash.pr_clothes_washers

CEC: www.energy.ca.gov/appliances/database/excel_based_files/Clothes_Washers/

303.4.1.7.2.11 Ceiling Fans. If ceiling fans are included in the Rated home, they shall also be included in the Reference home. The number of bedrooms plus one (Nbr+1) ceiling fans shall be assumed in both the Reference Home and the Rated Home. A daily ceiling fan operating schedule equal to 10.5 full-load hours shall be assumed in both the Reference Home and the Rated Home during periods when ceiling fans are operational. Ceiling fans shall be assumed to operate only during the cooling season, which may be estimated to be all months with an average temperature greater than 63 °F. The cooling thermostat (but not the heating thermostat) shall be set up by 0.5 °F in both the Reference and Rated Home during periods when ceiling fans are assumed to operate.

The Reference Home shall use number of bedrooms plus one (Nbr+1) Standard Ceiling Fans of 42.6 watts each. The Rated Home shall use the Labeled Ceiling Fan Standardized Watts (LCFSW), also multiplied by number of bedrooms plus one (Nbr+1) fans to obtain total ceiling fan wattage for the Rated Home. The Rated Home LCFSW shall be calculated as follows:

$$LCFSW = (3000cfm) / (cfm/watt \text{ as labeled at medium speed})$$

Where installed ceiling fans in the Rated Home have different values of LCFSW, the average LCFSW shall be used for calculating ceiling fan energy use in the Rated Home.

During periods of fan operation, the fan wattage, at 100% internal gain fraction, shall be added to internal gains for both the Reference and Rated Homes. In addition, annual ceiling fan energy use, in MBtu/yr [(kWh/yr)/293], for both the Rated and Reference homes shall be added to the lighting and appliance end use loads (EUL_{LA} and $REUL_{LA}$, as appropriate) as specified by Equation 2, Section 303.2.1 of this Chapter.

303.4.1.7.2.12 Mechanical Ventilation System Fans. If ventilation fans are present in the Rated Home, EUL_{LA} shall be adjusted by adding total annual kWh energy consumption of the ventilation system in the Rated Home, converted to MBtu/yr, where $MBtu/yr = (kWh/yr) / 293$.

303.4.1.8 If the Rated Home includes On-site Power Production, the Purchased Energy Fraction for the Rated Home (see Section 303.2.2) shall be used to determine the impact of the On-site Power Production on the HERS Index.

303.5 Operating Condition Assumptions

303.5.1 All HERS providers shall estimate the annual purchased energy consumption for heating, cooling and hot water for both the Rated Home and the Reference Home using the following assumptions—

303.5.1.1 Where programmable offsets are available in the Rated Home, 2 °F temperature control point offsets with an 11 p.m. to 5:59 a.m. schedule for heating and a 9 a.m. to 2:59 p.m. schedule for cooling, and with no offsets assumed for the Reference Home;

303.5.1.2 When calculating annual purchased energy for cooling, internal latent gains assumed as 0.20 times sensible internal heat gains;

303.5.1.3 The climatologically most representative TMY or equivalent climate data, which may be interpolated between climate sites if interpolation is established or approved by the accrediting body and consistent for all HERS providers operating within a state.

303.5.1.4 Manufacturer's Equipment Performance Ratings (e.g., HSPF, SEER, AFUE) shall be corrected for local climate conditions and mis-sizing of equipment. To determine equipment mis-sizing, the capacity of heating and cooling vapor compression equipment shall be calculated in accordance with ACCA Manual J, Eighth Edition, ASHRAE 2001 Handbook of Fundamentals, or an equivalent computation procedure, using the following assumptions:

303.5.1.4.1 HERS Reference Home:

303.5.1.4.1.1 Indoor temperatures shall be 75 F for cooling and 70 F for heating.

303.5.1.4.1.2 Outdoor temperatures shall be the 99.0% and 1.0% design temperatures as published in the ASHRAE Handbook of Fundamentals for the city where the home is located or the most representative city for which design temperature data are available.

303.5.1.4.1.3 Infiltration rate in air changes per hour (ach) shall be:

- (a) For summer: $1.2 * nL * W$
- (b) For winter: $1.6 * nL * W$
- (c) Where: $nL = 0.48$
- (d) W = Weather factor from W Tables in ASHRAE Standard 136

303.5.1.4.1.4 Mechanical ventilation shall be zero.

303.5.1.4.1.5 All windows shall have blinds/draperies that are positioned in a manner that gives an Internal Shade Coefficient (ISC) of 0.70 in the summer and an ISC of 0.85

in the winter. These values are represented in ACCA Manual J Eighth Edition as “dark closed blinds” in the summer and “dark, fully drawn roller shades” in the winter.

303.5.1.4.1.6 Internal heat gains shall be 1,600 Btu/hr sensible for appliances plus 230 Btu/hr sensible and 200 Btu/hr latent per occupant, with the number of occupants equal to the number of bedrooms plus one.

303.5.1.4.1.7 Heat pump equipment shall be sized to equal the larger of the heating and cooling season calculations in accordance with these procedures.

303.5.1.4.1.8 Systems shall be smaller than the size calculated using this procedure plus 100 Btu/hr.

303.5.1.4.2 The Rated Home:

303.5.1.4.2.1 Indoor temperatures shall be 75 F for cooling and 70 F for heating.

303.5.1.4.2.2 Outdoor temperatures shall be the 99.0% and 1.0% design temperatures as published in the ASHRAE Handbook of Fundamentals for the city where the home is located or the most representative city for which design temperature data are available.

303.5.1.4.2.3 Infiltration rate shall be either the measured envelope leakage area converted to equivalent natural air changes per hour (ach,nat) or the default value derived above for the Reference Home modified as follows:

- (a) For summer: either $1.2 * \text{ach,nat}$ or $1.2 * nL * W$
- (b) For winter: either $1.6 * \text{ach,nat}$ or $1.6 * nL * W$
- (c) Where: $nL = 0.48$
- (d) W = Weather factor from W Tables in ASHRAE Standard 136

303.5.1.4.2.4 Mechanical ventilation shall only be included for systems that are controlled to run every hour or every time the HVAC system operates. Standard bathroom and kitchen ventilation may not be considered as ventilation for sizing purposes.

303.5.1.4.2.5 Combined infiltration and ventilation may not be less than the ventilation rates required by ASHRAE Standard 62.2-2004, nor greater than $nL * W * 1.2$ in summer and $nL * W * 1.6$ in winter.

303.5.1.4.2.6 Windows shall include observed blinds/draperies. For new homes, all windows shall assume blinds/draperies that are positioned in a manner that gives an Internal Shade Coefficient (ISC) of 0.70 in the summer and an ISC of 0.85 in the winter. (These values are represented in ACCA Manual J Eighth Edition as “dark closed blinds” in the summer and “dark fully drawn roller shades” in the winter.)

303.5.1.4.2.7 Internal heat gains shall be 1,600 Btu/hr sensible plus 230 Btu/hr sensible and 200 Btu/hr latent per occupant, with the number of occupants equal to the number of bedrooms plus one.

303.5.1.4.2.8 Heat pump equipment shall be sized to equal the larger of the heating and cooling season calculations in accordance with these procedures.

303.5.1.4.2.9 To the degree that the installed equipment for the Rated Home exceeds properly sized equipment in accordance with the above procedures, the manufacturer's equipment performance rating shall be reduced accordingly.

303.5.1.5 For heat pumps and air conditioners where a detailed, hourly HVAC simulation is used to separately model the compressor and evaporator energy (including part-load performance), the back-up heating energy, the distribution fan or blower energy and crank case heating energy, the Manufacturer's Equipment Performance Rating (HSPF and SEER) shall be modified as follows to represent the performance of the compressor and evaporator components alone: $HSPF_{corr} = HSPF_{mfg} / 0.582$ and $SEER_{corr} = SEER_{mfg} / 0.941$. The energy uses of all components (i.e. compressor and distribution fan/blower; and crank case heater) shall then be added together to obtain the total energy uses for heating and cooling.

303.5.1.6 For ground-loop and ground-water heat pumps, the Auxiliary Electric Consumption shall be determined as follows:

$$GSHP \text{ Auxiliary Electric Power (Watts)} = GSHP_{pump} - GSHP_{intp} + GSHP_{fanEPS}$$

Where:

$GSHP_{pump}$ in watts is the observed pump nameplate data (Volts *Amps), shall be added for all periods of heat pump operation. Amps may be taken from nameplate as Run Load Amps (RLA) or Full Load Amps (FLA). Alternatively, pumping energy that is measured on-site with a watt-hour meter, or using measured V*A may be substituted. Such measured pumping energy may be further adjusted for on-site measured duty cycle during heat pump operation, when pumping is intermittent during continuous heat pump operation.

$GSHP_{intp}$ in watts is the estimated pump power required to overcome the internal resistance of the ground-water heat exchanger under AHRI test conditions. $GSHP_{intp} = W/ton * \text{rated cooling btu/h} / 12,000$. W/ton shall be 30 for ground loop (closed loop) systems and 15 for ground water (open loop) heat pump systems.

$GSHP_{fanESP}$: If ducts are attached to the system to deliver heating or cooling, the external fan energy in watts, $GSHP_{fanESP} = (\text{air flow in CFM} * 0.2 \text{ Watts/CFM})$, shall be added for all periods of heat pump operation. If the design airflow is unknown, the default air flow in CFM shall be $(400 * \text{rated cooling btu/h} / 12,000)$, where 400 is the air flow in CFM per nominal ton (12 kbtu/h) of capacity. Note that for the purposes of calculating an adjusted equipment efficiency, $GSHP_{fanESP}$ shall also be added to the rated heating capacity, and subtracted from the rated cooling capacity of the equipment. For that adjustment, $GSHP_{fanESP}$ shall be converted into Btu/h by $Btu/h = GSHP_{fanESP} * 3.412$.

For the purpose of a projected rating only, if $GSHP_{pump}$ cannot be determined, the following adjustments may be made to the rated efficiency of the GSHP:

Adjusted EER (closed loop) = $0.0000315 \cdot \text{EER}^3 - 0.0111 \cdot \text{EER}^2 + 0.959 \cdot \text{EER}$
Adjusted EER (open loop) = $0.00005 \cdot \text{EER}^3 - 0.0145 \cdot \text{EER}^2 + 0.93 \cdot \text{EER}$
Adjusted COP (closed loop) = $0.000416 \cdot \text{COP}^3 - 0.041 \cdot \text{COP}^2 + 1.0086 \cdot \text{COP}$
Adjusted COP (open loop) = $0.00067 \cdot \text{COP}^3 - 0.0531 \cdot \text{COP}^2 + 0.976 \cdot \text{COP}$

303.5.1.7 Natural ventilation shall be assumed in both the Reference and Rated Homes during hours when natural ventilation will reduce annual cooling energy use.

303.5.1.8 When a whole-house fan is present in the Rated Home, it shall operate during hours of favorable outdoor conditions, and no whole-house fan shall be assumed in the Reference Home. The fan energy associated with the whole-house fan shall be included in the normalized Energy Consumption for the Rated Home's cooling end-use (nEC_x).

303.5.1.9 Local residential energy or utility rates that—

- (a) Are revenue-based and include customer service and fuel charges;
- (b) Are updated at least annually; and
- (c) Are confirmed by the accrediting body.

303.6 Standardized Existing Home Retrofit Savings

Standardized energy savings for existing home retrofits shall be determined by comparing a Baseline Home with an Improved Home in accordance with the provisions of this section.

303.6.1 Baseline Home. The Baseline Home model for the purposes of determining the energy savings of an existing home retrofit shall be the original configuration of the existing home, including the full complement of lighting, appliances and residual miscellaneous energy use as specified by Tables 303.4.1.7.1(1) and 303.4.1.7.1(2). The energy use of these end uses in the Baseline Home shall be based on the original home configuration following the provision of Section 303.4.1.7.2.

303.6.1.1 Where multiple appliances of the same type exist in the original configuration of the existing home, the same number of those appliance types shall be included in the Baseline Home model.

303.6.1.2 Where a standard appliance as defined by Tables 303.4.1.7.1(1) and 303.4.1.7.1(2) does not exist in the original configuration of the existing home, the standard default energy use and internal gains as specified by Table 303.4.1(3) for that appliance shall be included in the Baseline Home model.

303.6.2 Improved Home. The improved home model for the purpose of determining the energy savings of an existing home retrofit shall be the existing home's configuration including all energy improvements to the original home and including the full complement of lighting, appliances and residual miscellaneous energy use contained in the home after all energy improvements have been implemented.

303.6.2.1 Where an appliance has been upgraded but the existing appliance is not removed from the existing home property, both the new and existing appliance shall be included in the Improved Home model.¹⁰

303.6.2.2 Where a standard appliance as defined by Tables 303.4.1.7.1(1) and 303.4.1.7.1(2) does not exist in the improved configuration of the existing home, the standard default energy use and internal gains as specified by Table 303.4.1(3) for that appliance shall be included in the Improved Home model.

303.6.2.3 Improvements in lighting and appliance energy use in the Improved Home model shall be calculated in accordance with Section 303.4.1.7.2.

303.6.3 Standard Operating Conditions.

303.6.3.1 Both the Baseline Home and Improved Home shall be configured and modeled in accordance with the Rated Home specifications of Table 303.4.1(1) except that the Baseline Home shall not violate the input constraints specified in Table 303.6.3(1) below.

Table 303.6.3(1) Baseline Home Input Constraints

Equipment Constraints*	Minimum Value
Forced-air furnace, AFUE	72%
Hot water / steam boiler, AFUE	60%
Heat Pump, HSPF	6.5
Heat Pump, SEER	9.0
Central air conditioner, SEER	9.0
Room air conditioner, EER	8.0
Gas-fired storage water heater, EF	0.50
Oil-fired storage water heater, EF	0.45
Electric storage water heater, EF	0.86
Enclosure Constraints (including air film conductances)	Maximum U-factor
Wood-frame wall	0.222
Masonry wall	0.250
Wood-frame ceiling with attic (interior to attic space)	0.286
Unfinished roof	0.400
Wood-frame floor	0.222
Single-pane window, wood frame	0.714
Single-pane window, metal frame	0.833

* **Exception:** Where the labeled equipment efficiency exists for the specified piece of existing equipment, the labeled or measured steady state efficiency shall be used in lieu of the these minimum input constraints.

303.6.3.2 Air Distribution Systems

¹⁰ For example, if a refrigerator is upgraded to a more efficient model and the original refrigerator is kept on property for potential use as a second refrigerator; both refrigerators shall be included in the Improved Home energy model.

303.6.3.2.1 In cases where the air distribution system leakage is not measured in the original Baseline Home, the ducts shall be modeled in the spaces in which they are located and the air distribution system leakage to outdoors at 25 Pascal pressure difference shall be modeled in both the Baseline Home and the Improved Home as 0.10 times the conditioned floor area of the home split equally between the supply and return side of the air distribution system with the leakage distributed evenly across the duct system.

Exception: If the air handler unit and a minimum of 75% of its duct system are entirely inside the conditioned space boundary, the air distribution system leakage to outdoors at 25 Pascal pressure difference shall be modeled in both the Baseline Home and the Improved Home as 0.05 times the conditioned floor area of the home split equally between the supply and return side of the air distribution system with the leakage distributed evenly across the duct system.

303.6.3.2.2 In cases where the air distribution system leakage is measured:

303.6.3.2.2.1 For the Baseline Home, the ducts shall be modeled in the spaces in which they are located and the air distribution system leakage to outdoors at 25 Pascal pressure difference shall be modeled as the lesser of the measured air distribution system leakage to outdoors at 25 Pascal pressure difference in the original Baseline Home or 0.24 times the conditioned floor area of the home, either split evenly between the supply and return side of the air distribution system or as measured separately with the leakage distributed evenly across the duct system.

303.6.3.2.2.2 For the Improved Home, the ducts shall be modeled in the spaces in which they are located and the air distribution system leakage to outdoors at 25 Pascal pressure difference shall be set equal to the measured air distribution system leakage to outdoors at 25 Pascal pressure difference in the Improved Home, either split evenly between the supply or return side of the air distribution system or as measured separately with the leakage distributed evenly across the duct system.

303.6.3.3 Both the Baseline Home and the Improved Home shall be subjected to the operating conditions specified by Section 303.5.1.4.2.

303.6.4 Total Energy Savings Calculation.

303.6.4.1 Energy units used in the calculation of energy savings shall be units of Equivalent Electric Energy using the Reference Electricity Production Efficiency for fossil fuels. Equivalent electric energy use shall be calculated using Equation 303.6.4-1.

$$kWh_{eq} = kWh_{elec} + \frac{Btu_{fossil} * 0.40}{3412} \quad (\text{Eqn. 303.6.4-1})$$

303.6.4.2 Energy savings shall be calculated as the difference between the whole-house projected equivalent electric energy use of the Baseline Home and the whole-house projected equivalent electric energy use of the Improved Home.

303.6.4.3 The energy savings percentage of the retrofit shall be calculated as the whole-house equivalent electric energy savings as determined by Section 303.6.4.2 above divided by the whole-house equivalent electric energy use of the Baseline Home.

303.7 Projected and Confirmed Ratings

303.7.1 A HERS provider may calculate the Projected Rating by:

303.7.1.1 Using either the envelope leakage rate specified as the required performance by the construction documents, the site-measured envelope leakage rate, or a default value as specified for the Reference home in Table 303.4.1(1).

303.7.1.2 Using either the distribution system efficiency specified as the required performance by the construction documents, the site-measured distribution system efficiency, or a default distribution system efficiency value from Table 303.4.1(1); and

303.7.1.3 Using the planned location and orientation of the proposed home, or if the proposed orientation is unknown, completing a Worst-Case Analysis.

303.7.2 Upon completion of construction and verification of the proposed specifications for all rated features of the home shall be confirmed in accordance with Section 303.8.1 and Chapter 8 of this Standard (e.g., on-site visual inspections, on-site diagnostic test results or default values for envelope air leakage rates and distribution system efficiencies), and entry of the field verified rated features into an accredited rating tool, a Projected Rating for the home shall become a Confirmed Rating for the home.

303.7.3 Rating tools accredited under Section 303.8 of this Standard must be retested and re-certified if a new version of the tool is released that includes changes to the engineering algorithms.

303.8 Minimum Rated Features

303.8.1 All HERS providers shall calculate the estimated annual purchased energy consumption for heating, cooling, water heating and lighting and appliances set forth in Section 303.1 of this Standard using the energy loss and gain associated with the minimum rated features as set forth in Table 303.8.1(1),

303.8.1.1 For existing homes, the envelope thermal characteristics of building elements 1 through 7 set forth in Table 303.8.1(1) are determined by site observation.

303.8.1.2 If data for the minimum rated features set forth in Section 303.8.1.1 of this Standard cannot be obtained by observation or without destructive disassembly of the home, default values shall be used. The default values are determined from the following sources listed in the preferential order of use:

- (a) For manufactured homes, available manufacturer's data;
- (b) Current and historical local building practices; or
- (c) Current and historical local building codes.

303.8.1.3 For existing homes, the determination of air leakage and duct leakage values set forth as building elements 10 and 11 in Table 303.8.1(1) are determined by data collected on site using the following procedures listed in preferential order of use:

303.8.1.3.1 Current on-site diagnostic tests conducted in accordance with the requirements set forth in Table 303.4.1(1); or

303.8.1.3.2 Observations of the condition of the building and duct system made by a Certified Rater. Based on these observations, values from Tables 303.4.1(4) shall be used.

303.8.1.3.3 The energy efficiency of the mechanical equipment set forth as building elements 12 through 14 in Table 303.8.1(1) is determined by data collected on site using the following sources listed in preferential order of use:

(a) Current on-site diagnostic test data as corrected using the following equation:

$$\text{Eff}_{\text{rated}} = \text{Eff}_{\text{listed}} * \text{Es}_{\text{measured}} / \text{Es}_{\text{listed}}$$

where:

Eff_{rated} = annual efficiency to use as input to the rating

Eff_{listed} = listed annual efficiency by manufacturer or directory

Es_{measured} = measured steady state efficiency of system

Es_{listed} = manufacturer's listed steady state efficiency, under the same operating conditions found during measurement

(b) Name plate data;

(c) Manufacturer's data sheet; or

(d) Equipment directories.

303.8.1.4 When information on the energy efficiency of mechanical equipment cannot be determined from the sources listed in paragraph 303.8.1.3.3 of this Standard, the values set forth in Tables 303.8.1(2); 303.8.1(3); 303.8.1(4) and 303.8.1(5) shall be used.

303.8.1.5 Any HERS provider may base annual purchased energy consumption estimates for the Rated Home on additional features if the HERS provider's energy analysis tool is capable of doing so.

Table 303.8.1(1) Minimum Rated Features

Building element	Minimum Rated Feature
1. Floor/Foundation Assembly.	Construction type (slab-on-grade, crawl space; basement), insulation value (edge, under slab, cavity, sheathing), framing material and on-center spacing, insulation installation (Grade I, II, or III), vented or unvented (crawl space), capacitance (if slab or basement receives appreciable solar gain).

Table 303.8.1(1) Minimum Rated Features

Building element	Minimum Rated Feature
2. Walls	Construction type, insulation value (cavity, sheathing), framing material and on-center spacing insulation installation (Grade I, II, or III) capacitance, color (light, medium, or dark).
3. Roof/Ceiling Assembly	Construction type, insulation value (cavity, sheathing), framing material and on-center spacing insulation installation (Grade I, II, or III), framing covered by insulation or exposed, roof color (light, medium, or dark).
4. Rim Joist	Insulation value (cavity, sheathing).
5. Doors	Construction type, insulation value.
6. Windows	Construction type, orientation, U-value (of complete assembly), solar heat gain coefficient, shading.
7. Skylights	Construction type, orientation, tilt, U-value (of complete assembly), heat gain coefficient, shading.
8. Passive Solar System (Direct Gain system)	Solar type, collector type and area, orientation, tilt efficiency, storage tank size, pipe insulation value.
9. Solar Domestic Hot Water Equipment	System type, collector type and area, orientation, tilt, efficiency, storage tank size, pipe insulation value.
10. Air Leakage	Air leakage measurement type (default estimate, blower door test, tracer gas test), volume of conditioned space.
11. Distribution System	System type, location, insulation value (duct and pipe), air leakage measurement type (default estimate, duct pressurization).
12. Heating Equipment	Equipment type, location, efficiency (AFUE, HSPF), auxiliary electric (Eae); power rating of ground fluid circulating pump(s) for ground-loop and ground-water heat pumps.
13. Cooling Equipment	Equipment type, location, efficiency (SEER, COP).
14. Domestic Hot Water Equipment	Equipment type, location, energy factor or seasonal efficiency, extra tank insulation value, pipe insulation value.
15. Control Systems	Thermostat type.
16. Light fixtures	Number of qualifying and non-qualifying light fixtures in qualifying locations (i.e. kitchens, dining rooms, living rooms, family rooms/dens, bathrooms, hallways, stairways, entrances, bedrooms, garage, utility rooms, home offices, and all outdoor fixtures mounted on a building or pole (excluding landscape lighting)).

Table 303.8.1(1) Minimum Rated Features

Building element	Minimum Rated Feature
17. Refrigerator(s)	Total annual energy consumption (kWh) for all units from: California Energy Commission: Appliance Database at http://www.energy.ca.gov/appliances/appliance/index.html or Association of Home Appliance Manufacturers (AHAM) directories
18. Dishwasher(s)	Energy factor (cycles/kWh) for all units from: the Federal Trade Commission's "Dishwasher Energy Data" posted at http://www.ftc.gov/bcp/online/edcams/eande/appliances/data/2004/dwasher/brand.htm
19. Ceiling Fans	Labeled cfm, Watts and cfm/Watt at medium fan speed from EPA ENERGY STAR ceiling fan label.
20. Mechanical Ventilation System(s)	Equipment type, daily run hours, and wattage (may be listed in the Certified Home Ventilating Products Directory available from the Heating and Ventilation Institute (HVI).
21. On-site Power Generation	Total annual kWh generation and total site fuel used in the production of on-site power generation as derived from manufacturer's performance ratings.

Table 303.8.1(2) Default Solid Fuel Combustion Seasonal Efficiencies for Space Heating

Type	Location	Seasonal Efficiency	Notes
EPA-Listed Stove, Furnace, or Boiler	Conditioned space	Contained in the EPA publication "Certified Wood Heaters" and posted at http://www.epa.gov/compliance/resources/publications/monitoring/programs/woodstoves/certifiedwood.pdf	
EPA-Listed Stove, Furnace or Boiler	Unconditioned space	0.85 of EPA listing	
EPA Stove – Not Listed	Conditioned space	60%	For stoves with documented EPA compliance, but not found on EPA's Web site list of certified stoves
EPA Stove – Not	Unconditioned	50%	For stoves with documented EPA

Table 303.8.1(2) Default Solid Fuel Combustion Seasonal Efficiencies for Space Heating

Type	Location	Seasonal Efficiency	Notes
Listed	space		compliance, but not found on EPA's Web site list of certified stoves
EPA-Listed Stove Insert	Enclosed, such as in fireplace	Subtract 10% from listed seasonal efficiency	
Non-EPA Stove	Conditioned space	50%	Not tested or listed by EPA
Non-EPA Stove	Unconditioned space	40%	Not tested or listed by EPA
Biomass Fuel Furnace or Boiler with Distribution System	Conditioned space	50%	Not tested or listed by EPA Distribution system efficiency shall also be considered
Biomass Fuel Furnace or Boiler with Distribution System	Unconditioned space	40%	Not tested or listed by EPA Distribution system efficiency shall also be considered
Biomass Fuel Furnace or Boiler with Distribution System	Outside	30%	Not tested or listed by EPA Distribution system efficiency shall also be considered
Solid Fuel Furnace or Boiler – Independently Tested	Central with ducted or hydronic distribution	0.85 of tested listing	Only permitted with documentation of independent testing lab documentation Distribution system efficiency shall also be considered

Table 303.8.1(3) Default Values for Mechanical System Efficiency (Age-based)*

Mechanical Systems	Units	Pre-1960	1960-1969	1970-1974	1975-1983	1984-1987	1988-1991	1992 to present
Heating:								
Gas Furnace	AFUE	0.72	0.72	0.72	0.72	0.72	0.76	0.78

Table 303.8.1(3) Default Values for Mechanical System Efficiency (Age-based)*

Mechanical Systems	Units	Pre-1960	1960-1969	1970-1974	1975-1983	1984-1987	1988-1991	1992 to present
Gas Boiler	AFUE	0.60	0.60	0.65	0.65	0.70	0.77	0.80
Oil Furnace or Boiler	AFUE	0.60	0.65	0.72	0.75	0.80	0.80	0.80
Air-Source Heat Pump	HSPF	6.5	6.5	6.5	6.5	6.5	6.80	6.80
Ground-Water Geothermal Heat pump	COP	2.70	2.70	2.70	3.00	3.10	3.20	3.50
Ground-Coupled Geothermal Heat Pump	COP	2.30	2.30	2.30	2.50	2.60	2.70	3.00
Cooling:								
Air-Source Heat Pump	SEER	9.0	9.0	9.0	9.0	9.0	9.40	10.00
Ground-Water Geothermal Heat Pump	EER	10.00	10.00	10.00	13.00	13.00	14.00	16.00
Ground-Coupled Geothermal Heat Pump	EER	8.00	8.00	8.00	11.00	11.00	12.00	14.00
Central Air Conditioner	SEER	9.0	9.0	9.0	9.0	9.0	9.40	10.00
Room Air Conditioner	EER	8.0	8.0	8.0	8.0	8.0	8.10	8.50
Water Heating:								
Storage Gas	EF	0.50	0.50	0.50	0.50	0.55	0.56	0.56
Storage Oil	EF	0.47	0.47	0.47	0.48	0.49	0.54	0.56
Storage Electric	EF	0.86	0.86	0.86	0.86	0.86	0.87	0.88

* **Exception:** Where the labeled equipment efficiency exists for the specific piece of existing equipment, the labeled efficiency shall be used in lieu of these minimum input constraints.

TABLE 303.8.1(4) Default Values for Mechanical System Efficiency (not Age-based)*

	Units	Rating
Heating:		
Gas Wall Heater (Gravity)	AFUE	0.72
Gas Floor Furnace	AFUE	0.72
Gas Water Heater (Space Heating).	AFUE	0.75
Electric Furnace	HSPF	3.413
Electric Radiant	HSPF	3.413
Heat Pump Water Heater (Space)	HSPF	5.11

**TABLE 303.8.1(4) Default Values for Mechanical System
Efficiency (not Age-based)***

	Units	Rating
Electric Water Heater (Space)	HSPF	2.73
Cooling:		
Electric Evaporative Cooling	EER	30
Gas Absorption Cooler	COP	0.40
Water Heating:		
Heat Pump	COP	2.00
Instantaneous Electric	EF	0.87
Instantaneous Gas	EF	0.75
Solar (Use SRCC Adjustment Procedures)	EF	2.00

* **Exception:** Where the labeled equipment efficiency exists for the specific piece of existing equipment, the labeled efficiency shall be used in lieu of these minimum input constraints.

Table 303.8.1(5) Default EAE Values

System Type	EAE
Oil boiler	330
Gas boiler	170
Oil furnace	$439 + 5.5 * \text{Capacity (kBtu/h)}$
Gas furnace	$149 + 10.3 * \text{Capacity (kBtu/h)}$

303.9 Software Rating Tools

303.9.1 Minimum capabilities. Calculation procedures used to comply with this Standard shall be computer-based rating software tools capable of calculating the annual energy consumption and HERS Index of all building elements that differ between the HERS Reference Home and the Rated Homes and shall include the following capabilities:

303.9.1.1 Compliance with the rating provisions of Section 303.1 of this Standard

303.9.1.2 Computer generation of HERS Index and star ratings in accordance with the provisions of Section 303.2 of this Standard

303.9.1.3 Automated computer generation of the HERS Reference Home using only the input for the Rated Home

303.9.1.4 The software tool shall not allow the user to directly modify the building component characteristics of the HERS Reference Home

303.9.1.5 Calculation of whole-building, single-zone sizing for the heating and cooling equipment in the HERS Reference Home residence in accordance with Section 303.5.1.4 of this Standard.

303.9.1.6 Calculations that account for the indoor and outdoor temperature dependencies and the part-load performance of heating, ventilating, and air conditioning equipment based on climate and equipment sizing

303.9.1.7 Printed rating report in accordance with Section 303.3 of this Standard

303.9.2 Approved tools. Rating software tools shall be accredited by RESNET through compliance with the “RESNET Rating Software Testing and Verification Procedures” posted on the RESNET web site at www.natresnet.org (see also Chapter 1, Section 102.2.1).

303.10 Innovative Design Request

303.10.1 HERS providers can petition RESNET for adjustment to the HERS Index for a Rated Home with features or technologies not addressed by approved software tools and/or this Standard. Innovative Design Requests (IDRs) to RESNET shall include, at a minimum, the following:

303.10.1.1 A Rating generated from approved rating software tool for Rated Home without feature(s) that cannot be modeled in the software tool.

303.10.1.2 Written description of feature(s) not included in Rating generated from software.

303.10.1.3 Manufacturer’s technical and/or performance specifications for feature(s) not included in the Rating generated from the approved software tool.

303.10.1.4 Estimated energy impact. Calculations or simulation results estimating the energy impact of feature(s) not included in the Rating generated from an approved software tool and documentation to support the calculation methodology and/or describe the modeling approach used.

303.10.1.5 Estimated adjustment to HERS Index. Calculations shall follow procedures of Sections 303.1 and 303.2.

303.10.2 Upon review of an IDR, RESNET Standing Technical Committee shall request additional supporting documentation for further consideration or provide a recommendation with justification to the Board as follows: a) is approved, b) is denied, or c) is approved with modifications. The RESNET Board of Directors shall accept or reject the recommendation of Technical Committee or request further information from the Technical Committee.

303.10.3 IDRs shall be approved on a case by case basis. RESNET shall assign a unique identifier to each IDR and maintain a database of IDRs. If RESNET approves the IDR, the HERS provider may issue a supplemental report that adjusts the HERS Index as approved.

Chapter Four

RESNET Standards

400 NATIONAL STANDARD FOR BUILDER OPTION PACKAGES

401 BACKGROUND

The following procedures for accrediting Building Option Package (BOP) Providers have been developed and adopted by the Residential Energy Services Network (RESNET). BOPs were developed by the U.S. Environmental Protection Agency (EPA), can be used by builders to demonstrate compliance to the ENERGY STAR® Homes Program standard. The BOPs have been demonstrated to meet the Home Energy Rating score threshold adopted by the Environmental Protection Agency under “worse case” scenarios and involve the same building performance inspection as a home energy rating.

401.1 Purpose

The purpose of this procedure is to ensure that accurate and consistent BOPs are implemented by accredited BOP Providers nationwide to increase the credibility of BOPs and the ENERGY STAR® Homes program

401.2 Scope

401.2.1 This document sets out the procedures for the accreditation of BOP Providers so their results will be acceptable to the housing industry and consumers.

401.2.2 There may be instances in which state laws or regulations will have additional requirements to those specified in this document.

402 DEFINITIONS

See Appendix B.

403 ACCREDITATION CRITERIA

403.1 Minimum Standards for BOP Provider Accreditation

BOP Providers shall be accredited in accordance with the Accreditation Process specified in Chapter 9 of these Standards. A BOP Provider must specifically meet the following minimum standards for Accreditation:

403.1.1 Minimum BOP Inspector Training Standards:

403.1.1.1 A BOP Provider must provide for BOP inspector certification by requiring inspectors to successfully complete a RESNET accredited home energy Rater training courses and to demonstrate competence in completing BOP performance inspections in the field. The following elements must be included in its BOP inspector training:

403.1.1.1.1 Basics of building science

403.1.1.1.2 Thermal resistance of insulating materials

403.1.1.1.3 Space heating/cooling equipment efficiency

403.1.1.1.4 Blower door testing procedures

403.1.1.1.5 Duct leakage and testing procedures

403.1.1.1.6 Determining the efficiency of windows

403.1.1.1.7 Basic principles of BOPs

403.1.1.1.8 BOP Provider's policies and procedures for inspectors

403.1.1.1.9 Quality assurance procedures

403.1.2 Certification Standards

403.1.2.1 Certification and recertification of BOP inspectors shall be through a RESNET accredited home energy Rater training Provider, which shall include the following provisions:

403.1.2.1.1 Initial classroom and/or field training.

403.1.2.1.2 Performance evaluation of ability to perform accurate BOP inspections including passing the national RESNET test.

403.1.2.1.3 Continuing Education - 12 hours of education and training approved by the BOP Provider during the three years of certification. Ten hours of the training shall be training approved by RESNET.

403.1.2.1.4 Recertification of BOP inspectors no less than every three years

403.1.3 Minimum Standards For BOP Provider's Operation Policies and Procedures must be written and provide for the following:

403.1.3.1 Field inspection of all homes for verifying technical specifications.

403.1.3.2 Blower Door Test completed on all homes claiming credit for reduced air infiltration lower than the default value.

403.1.3.3 Duct testing completed on all homes claiming credit for reduced air distribution system leakage lower than the default value.

403.1.3.4 Written BOP inspector discipline procedures that includes progressive discipline involving Probation - Suspension - Termination

403.1.3.5 Quality Assurance by BOP Providers

403.1.3.5.1 BOP Providers that are not already Rating Providers must have a written Quality Assurance Process that conforms to Chapter 9 of these Standards.

403.1.3.5.2 Have a Quality Assurance Designee that oversees the Provider's compliance with the requirement of this Chapter and Chapter 9 of these Standards.

403.1.3.5.3 BOP Inspection Recordkeeping. Providers and/or their certified BOP inspectors shall maintain records for each BOP inspection.

403.1.3.5.3.1 The quality assurance record for each home shall contain at a minimum the electronic copy of the inspection file.

403.1.3.5.3.2 The record for each inspection shall be maintained for a minimum of three years.

403.1.3.5.4 BOP Inspector Registry

403.1.3.5.4.1 The Provider shall maintain a registry of all their certified BOP inspectors. The Provider will also keep on file the names and contact information for all, including company name, mailing address, voice phone number, fax number, and email address. Upon request the Provider shall provide to RESNET its registry of certified Raters.

403.1.3.5.5 Complaint Response System.

403.1.3.5.5.1 Each Provider shall have a system for receiving complaints. The Provider shall respond to and resolve complaints related to BOP inspections and field verification and diagnostic testing services and reports. Providers shall ensure that inspectors inform purchasers and recipients of ratings and field verifications about the complaint system. Each Provider shall retain records of complaints received and responses to complaints for a minimum of three years after the date of the complaint.

403.1.3.6 Knowledge of other EPA methods for labeling a home as ENERGY STAR®.

403.1.3.7 Written conflict of interest provisions that prohibit undisclosed conflicts of interest but allow waiver with advanced disclosure. The "Home Energy Rating Standard Disclosure" form adopted by the RESNET Board of Directors shall be completed for each home that receives a BOP inspection and shall be provided to the rating client and made

available to the home owner/buyer. Each form shall include, at a minimum, the name of the community/ subdivision and city and state where the home is located. Each form shall accurately reflect the proper disclosure for the home that it is rated (i.e. it should reflect the BOP inspector's involvement with the home at the time the final ENERGY STAR® certificate is issued). For the purposes of completing this Disclosure, "Rater's employer" is defined as including any affiliate entities. Recognizing that a number of different relationships may occur between the inspector or the inspector's employer and the rating client and/or homeowner and/or the marketplace in general, the BOP Provider shall ensure that all disclosures are adequately addressed by the Provider's quality assurance plan, in accordance with the relevant Quality Assurance provisions of the Standards.

403.1.4 Technical Requirements for BOPs

403.1.4.1 The BOP Provider can only use BOPs approved by the EPA ENERGY STAR Homes Program.

403.1.4.2 Monthly Energy Savings. For a Fannie Mae energy efficient mortgage, the BOP Provider shall calculate the monthly energy savings that the BOP achieves over the HERS Reference Home in accordance with the provisions of 303.3.3.3.2.2 of Chapter 3 of this standard.

403.1.4.3 Energy Value. For a Fannie Mae energy efficient mortgage, the BOP Provider shall calculate the energy savings value of the BOP in accordance with the provisions of 303.3.3.2.1 of Chapter 3 of this standard.

403.1.4.4 Specialized requirements. Where specific BOPS approved by EPA have technical requirements that are outside the normal range of BOP inspector skills, specialized training shall be provided to inspectors by the BOP Provider to inspect for compliance with those BOPs.

404 SUNSET PROVISION

Chapter 4 of these Standards, and any references to the provisions in Chapter 4 made elsewhere in these Standards, shall sunset on January 1, 2012.

Chapter Five

RESNET Standards

500 REVISION OF STANDARDS

501 REVISIONS AND AMENDMENTS

From time to time it may become necessary to revise or amend the standards set forth in this document. Circumstances that may lead to such revision or amendment include but are not limited to the following:

501.1 Periodic Reviews

To respond to periodic reviews by the promulgating bodies;

501.2 Changes in Law

To respond to changes in law;

501.3 Technical Innovations

To respond to technological innovations; and

501.4 Proposals for Change

To respond to proposals for change from interested parties.

501.4.1 Continuous review of standards

501.4.1.1 RESNET will accept on an on-going proposals to change the standards. RESNET has formed the following standing committees to consider proposals submitted: Quality Assurance and Ethics Committee, Technical Committee, and Training and Education Committee. After considering proposals the appropriate committee can submit proposals to amend the standard.

501.4.2 Process for submitting proposals to change standards:

501.4.2.1 Proposals to change these standards may be submitted in writing, at any time, to RESNET.

501.4.2.2 All proposals to change that meet the criteria set forth in this section of these procedures shall be accepted for consideration and evaluation.

501.4.2.3 Proposals to change these standards shall include the following:

501.4.2.3.1 Identification of the proposal to change, including the following minimum information:

501.4.2.3.1.1 Proponent(s) full name(s),

501.4.2.3.1.2 Organizational affiliation(s) or representation(s),

501.4.2.3.1.3 Full mailing address(es),

501.4.2.3.1.4 Daytime phone number(s),

501.4.2.3.1.5 Signature of primary proponent, and

501.4.2.3.1.6 Date

501.4.2.3.2 Specific revisions to the standards in a format that clearly identifies the manner in which the standards are to be altered (ie. underline/strikeout format or equivalent). Any proposal to change that does not include proposed alteration(s) shall be rejected and returned to the proponent.

501.4.2.3.3 Substantive reason(s) or justification for each proposed change. The lack of substantive justification for a proposed change may result in the return of the proposals to change to the proponent(s).

501.4.2.3.4 Supporting documentation that may be needed for the reasoned evaluation of the proposal.

501.4.2.4 Proposals to change these standards shall be considered and evaluated at least annually.

501.4.3 Standards Revision Process.

501.4.3.1 Revision to these standards shall occur only after the relevant proposals to change have been subjected to public scrutiny and comment using the following review process:

501.4.3.1.1 RESNET shall appoint a standing Standards Committee. The RESNET Standards Committee shall be responsible for conducting the periodic evaluation and the annual evaluation of proposals to change through a consensus process, whereby both consenting and the non-consenting opinions are documented and incorporated as comments into each report or proposal to change..

501.4.3.1.2 Following initial evaluation by the RESNET Standards Committee, proposals to change shall be posted on the RESNET website for a period of not less than 30 days during which public comment shall be accepted.

501.4.3.1.3 Following the public comment period, the appropriate RESNET Committee shall meet to reconcile public comments with the initial proposed amendment of the RESNET Standards Committee and, if changes are determined necessary, a final set of

recommended changes with consensus comments that considers public comments shall be prepared on each proposal for change. The proposed changes to the amendment shall then be forwarded to the RESNET Standards Committee for approval.

501.4.3.1.4 Proposals for change receiving a simple majority support from the RESNET Standards Committee after public comment shall be incorporated into a set of proposed revised amendments that will be submitted to the RESNET Board of Directors for final approval.

501.4.3.1.5 Proposed revisions from the RESNET Standards Committee shall be approved by a simple majority of the RESNET Board of Directors. Rejection of proposals from the RESNET Standards Committee shall require a two-thirds majority of the RESNET Board of Directors. Upon approval by the RESNET Board of Directors, the changes shall be incorporated into a set of revised Standards. If a proposed revision fails to receive either a simple majority vote for approval or a two-thirds majority vote for rejection, it will be referred back to the RESNET Standards Committee for further consideration.

501.4.3.2 The revised accreditation procedures shall be published on the RESNET Web Page not later than the end of September each year in which changes are recommended.

Chapter Six

RESNET Standards

600 RESNET NATIONAL STANDARD FOR SAMPLED RATINGS

601 GENERAL PROVISIONS

601.1 Purpose

Sampling is intended to provide certification that a group of new homes meets a particular threshold such as ENERGY STAR®, energy code compliance, or qualification for an energy efficiency lending program. It is based on pre-analysis of building plans meeting the intended qualification (e.g. a HERS Index threshold), and subsequent random testing and inspections of a sample set of the homes as-built. Certifying a group of homes by sampling entitles the customer to documentation certifying that the homes meet the desired threshold; it does not constitute a confirmed HERS rating on any home.

601.2 Scope

This chapter sets out the procedures for the accreditation of Sampling Providers. Accredited Sampling Providers shall assume all warranties and liabilities associated with the sampling of homes. RESNET does not provide any warranty, either explicit or implied, that sampled homes will meet or exceed the threshold specifications for the sample set. There may be instances in which state laws or regulations differ from these Standards. In such instances, state law or regulation shall take precedence over this standard.

602 DEFINITIONS AND ACRONYMS

See Appendix B.

603 TECHNICAL REQUIREMENTS FOR SAMPLING

603.1 Compliance Requirements

The testing and inspection of homes for minimum rated features shall be conducted in compliance with the procedures for conducting home energy ratings and Builder Option Packages (BOPs) contained in this Standard.

603.2 Homes Eligible to be Sampled

The homes being sampled shall be of the same construction type using the same envelope systems.

603.3 Analysis of Homes

A Worst-Case Analysis shall be performed on each home plan in the sample set. If an option or change in the design of the structure is made that differs from those used in the initial analysis in a way that would require more stringent threshold specifications, then that home must be individually rated. At a minimum, a certified Rater shall oversee this process.

603.4 Labeling of Homes

603.4.1 Every home plan within a given sample set shall be assigned the same HERS Index as determined by the threshold specification for that floor plan.

603.4.2 Every home subjected to this sampling Standard shall be provided with a label in accordance with Section 303.3 of these standards, which contains the following statement: “This home has been certified using a sampling protocol in accordance with Chapter 6 of the RESNET Standards (see <http://resnet.usstandards/> . This label shall be located on the electrical panel and the font shall be a minimum of 10 points.

603.5 Sample Set of Homes

Sampling controls may be applied to any sample set of homes within the same subdivision or metropolitan area and climate zone (as specified in the most current edition of the IECC), provided the criteria in Item 603.2 are met and:

603.5.1 Each sample set is made up of homes at the same stage of construction (e.g. pre-drywall, final);

603.5.2 For each stage of construction, each sample set will be comprised of homes eligible for the applicable sampling controls within a 30 calendar day period. For example: a sample set that is defined for a pre-drywall inspection must include homes that are eligible for that pre-drywall inspection within a given 30-day period. If fewer than seven (7) homes are available for that phase of inspection, the sample set must be cut off at the number of homes that are available within that 30-day period. This sample set need not be carried through to final inspection; in fact, a whole new sample set may be defined for the final inspection phase based on the homes available for that phase within a new, 30-day period applied to that phase of tests and inspections.

603.5.3 Each home subject to sampling is required to be part of an identified set of sampling controls for each test or inspection that is sampled;

603.5.4 Each participating subdivision within a metropolitan area is subject to sampling controls on at least one home in any 90 calendar day period;

603.5.5 Each participating subdivision within a metropolitan area must start a minimum of one home in any 90 calendar day period.

603.6 Application of Sampling

The application of the sampling controls in this standard are only required for those tests and inspections that are not conducted on every home. Sampling controls shall be conducted for any tests and inspections not conducted on every home, according to the field testing and inspection requirements of 303.6.2.

603.7 Sampling Controls

603.7.1 A complete set of Sampling Controls shall be performed at a minimum ratio of one (1) test or inspection per seven (7) homes within a given sample set. At a minimum, a certified Rater shall oversee this process.

603.7.2 Sampling Providers may complete the sampling controls collectively on a single home or distribute the tests and inspections across several homes within a given sample set, provided the total number of individual tests and inspections meets or exceeds the minimum ratio set forth in 603.7.1.

603.7.3 To qualify for sampling in a metropolitan area, a builder shall first complete, without any incidence of failure, a complete set of sampling controls on at least seven (7) consecutive homes in that metropolitan area. For this initial phase of testing and inspections, the complete set of sampling controls shall be performed on each of the seven (7) homes.

603.7.3.1 Exception: A builder who has been implementing a sampling process for certifying homes in a specific metropolitan area under the EPA's ENERGY STAR® for Homes program as of January 1, 2008, will be allowed a one time exception to 603.7.3 for that metropolitan area.

603.7.3.2: For each newly started subdivision, sampling may begin only after three (3) consecutive homes have been completed without any incidence of failure.

603.7.4 Having successfully met the requirements of 603.7.3, a Sampling Provider may complete sampling controls for a builder indefinitely until a “failure” occurs or any of the criteria set forth in 603.2 are no longer met.

603.7.5 A complete set of sampling controls, whether performed on a single home or spread across several homes, must be completed whether or not one or more failure(s) are found.

603.7.6 When an “initial failure” occurs, the failed item(s) shall be tested or inspected in two (2) additional homes selected from the same sample set. Testing and/or inspections for any item(s) that may become inaccessible during the construction process, (e.g. wall insulation) must be timed so additional testing and/or inspections can occur on other homes in the sample set before they become inaccessible for inspection or testing.

603.7.7 When an “additional failure” occurs, in one or more of the two (2) additional homes, the failed item(s) shall be tested or inspected in the remaining four (4) homes selected for the same sample set.

603.7.8 Until the failure is corrected in all identified (failed) homes in the sample set, none of the homes shall be deemed to meet the threshold or labeling criteria.

603.8 Multiple “Additional Failures”

Action is required if three (3) “additional failures” occur within a ninety (90) calendar day period. The required action depends on whether those “additional failures” apply to the same failed item or various failed items.

603.8.1 If the multiple “additional failures” all apply to the same failed item, the builder shall submit to 100% inspection of that failed item, for a minimum of seven (7) homes, before resuming sampling of that item. Remaining unrelated sampling controls may be conducted on a sampled basis throughout this process.

603.8.2 If the multiple “additional failures” apply to various failed items, or additional failed items are found during testing and inspection of additional homes, the builder must begin again and complete 603.7.3 at a minimum, before continuing with sampling.

603.8.3 Exception: If a builder conducts a “root cause analysis” on an item or items covered under 603.8.1 or 603.8.2, and submits it in writing to the sampling Provider, sampling may resume as soon as the Provider deems that the solution has been implemented. The “root cause analysis” report shall contain at a minimum:

603.8.3.1 A written description of the problem(s) covered by the analysis;

603.8.3.2 A written explanation of the underlying reason(s) that the problem(s) occurred (e.g. inadequate training of subcontractor(s) or site supervisors, insufficient information or inadequate detail in the plans or specifications, etc);

603.8.3.3 A written description of a clearly defined process to correct the underlying cause(s);

603.8.3.4 A written description of when and how that process has been carried out;

603.8.3.5 A copy of the root cause analysis report shall be kept by the sampling Provider as part of the QA file, for a period of time of three (3) years, consistent with the requirements of 102.1.4.8.2.

603.9 Quality Assurance by Sampling Providers

603.9.1 The Sampling Provider’s Rating Provider QA Designee shall be responsible for monitoring compliance with the sampling process and maintaining records in accordance with the requirements of Chapter 9.

603.9.2 In addition to the Quality Assurance requirements specified in Chapter 9 for Home Energy Rating Providers, a Sampling Provider’s QUALITY assurance process shall include, at a minimum, the following:

603.9.2.1 All homes that are qualified by the use of sampling shall be considered to be rated homes. QA file review and field monitoring shall be conducted on a percentage of all the homes certified or qualified under sampling, rather than the percentage of tested and inspected homes.

603.9.2.2 The field QA required in Chapter 9 may be conducted on any of the qualified or certified homes within the sample sets, and shall not be limited to the tested and inspected homes.

604 PROVIDER ACCREDITATION CRITERIA

604.1 Minimum Standards for Home Energy Rating Sampling Provider Accreditation
Home Energy Rating Sampling Providers shall be accredited in accordance with the Accreditation Process specified in Chapter 9 of these Standards. A Sampling Provider must specifically meet the following minimum standards for Accreditation.

604.1.1 All Sampling Providers shall be accredited by RESNET as a Home Energy Rating Providers and maintain their accreditation in good standing.

604.1.2 A Sampling Provider's accreditation must be renewed annually by RESNET.

604.1.3 In order to be eligible to be a Sampling Provider, the RESNET accredited rating Provider shall complete a minimum of twenty-five (25) confirmed ratings that have been documented to be accurate by the Rating Provider's Quality assurance designee.

604.1.4 The Sampling Provider shall demonstrate to RESNET a minimum insurance coverage of \$1,000,000 in general liability coverage and \$1,000,000 in professional liability coverage.

604.1.5 Builders cannot use the sampling standard to certify or qualify homes in which they have a financial interest.

604.2 Responsibilities of Accredited Sampling Providers

604.2.1 Sampling Providers are responsible for ensuring that all of the Sampling inspections conducted and issued by their sampling program are in compliance with all of the criteria by which the system was accredited.

604.2.2 Sampling Providers are responsible for ensuring that the specifications for the minimum rated features for the sampled homes be communicated to the personnel or trades responsible for completing the work.

604.2.3 Minimum Standards For Sampling Provider's Operation Policies and Procedures must be written and provide for the following:

604.2.3.1 Field inspections and tracking of all homes in the sample set for verifying threshold technical specifications and tracking failures and re-inspections;

604.2.3.2 Blower Door Testing completed for sample sets in which the threshold specifications include credit for reduced air infiltration lower than the default value;

604.2.3.3 Duct testing completed for sample sets in which the threshold specifications include credit for reduced air distribution system leakage lower than the default value;

604.2.3.4 Sampling Inspector discipline procedures that include progressive discipline involving Probation - Suspension – Termination.

605 EFFECTIVE DATES

605.1 Quality Assurance

July 1, 2007 – Section 603.9 shall be implemented by all sampling Raters and Providers.

605.2 Effective Date of Standard

January 1, 2008 – The remainder of Chapter 6 shall be implemented by all sampling Raters and Providers

Chapter Seven

RESNET Standards

700 RESNET NATIONAL STANDARD FOR HOME ENERGY AUDITS

701 GENERAL PROVISIONS

701.1 Purpose

The provisions of this standard are intended to define a framework for a home energy audit process. A certified auditor, an accredited Provider and/or a program will apply this standard to improve the energy performance of existing homes through uniform, comprehensive home energy surveys, audits and ratings for existing residential buildings. This standard is intended to encourage investments by building owners that produce the following outcomes:

- Increase the energy efficiency of homes;
- Increase the comfort of homes;
- Increase the durability of homes;
- Reduce the risk that energy improvement recommendations will contribute to health, safety, or building durability problems;
- Reduce waste and pollution, protecting the environment; and
- Ensure that the recommendations are within the community standards (e.g. historic districts, flood zones, subdivision covenant).

And to ensure that throughout the process, energy improvement recommendations are portrayed with reasonable and consistent projections of energy savings.

701.2 National Standard for Home Energy Audits.

There are 3 categories of home performance assessments defined in this standard, listed in order of increasing accuracy and completeness:

1. Home Energy Survey (HES)
 - a. On-Line Home Energy Survey
 - b. Professional Home Energy Survey
2. Building Performance Audit (BPA)
3. Comprehensive HERS Rating (CHER)

Visual examination and measurement of the home as built are the first steps for any audit process; BPA and CHER exceed HES since they require performance testing. All steps produce a list of recommended improvements, but BPA and CHER include a formalized work scope. A CHER exceeds a BPA only in that a CHER also includes a formal Home Energy Rating.

701.3 Relationship to Other Standards

This Chapter is a companion Chapter to the RESNET Mortgage Industry National Home Energy Rating System Standard as promulgated and maintained by the Residential Energy Services Network (RESNET) and recognized by the mortgage industry and programs promoting the improved energy performance of buildings.

701.4 Relationship to State Law

This standard specifically recognizes that some state laws or regulations have additional requirements to those specified in this document. To the extent that such state laws or regulations differ from these Standards, state law or regulation shall govern.

701.5 Scope

This Home Energy Audit Standard will address RESNET Providers for each area of home inspection, applicable procedures, types of home inspections, certifications of the inspectors, summary of requirements for each type of inspection, and the reports to accompany each type of inspection.

701.5.1 Application of Standards

This standard applies to existing site-constructed or manufactured, single- or multi-family, residential buildings three stories or less in height.

702 DEFINITIONS AND ACRONYMS

See Appendix B.

703 HOME ENERGY AUDIT PROVIDER ACCREDITATION CRITERIA

703.1 Minimum Standards for Home Energy Audit (HEA) Provider Accreditation

Home Energy Audit Providers shall be accredited in accordance with the Accreditation Process specified in Chapter 9 of these Standards. An HEA Provider shall specifically meet the following minimum standards for Accreditation.

703.1.1 Home Energy Survey Professional and Building Performance Auditor Certification Standard. Home Energy Survey Professionals (HESPs) and Building Performance Auditors (BPAs) shall be certified (and recertified) by RESNET-accredited HEA Providers, who shall abide by the following provisions:

703.1.1.1 HEA Providers shall provide documentation that the HESPs and/or BPAs under their Providership meet the following certification requirements:

703.1.1.1.1 Performance Evaluation. HESPs and BPAs shall pass a performance

evaluation of their ability to perform accurate Home Energy Surveys and/or Building Performance Audits in accordance with sections 704 and 705. Each HESP and BPA shall complete a probationary period where close supervision is provided by the HEA Provider's QA Designee (as defined in Chapter 9 of these Standards). The probationary period covers a minimum of three Home Energy Surveys and/or Building Performance Audits (as applicable) after which the QA Designee shall determine if additional training is needed.

703.1.1.1.2 Professional Development for HESPs and BPAs. HESPs and BPAs shall complete one of the below three options:

703.1.1.1.2.1 Complete 18 hours of professional development every three years. The 18 hours shall include completion of 18 hours of refresher course(s) offered by a RESNET Accredited HEA Training Provider; or

703.1.1.1.2.2 Documentation of 18 hours of attendance at a RESNET Conference every three (3) years; or

703.1.1.1.2.3 Pass the HESP online test every three years.

703.1.1.1.3 Testing. All certified HESPs shall pass the national Home Energy Survey Professional (HESP) online test administered by RESNET with a score of at least 75 percent. Each certified BPA shall pass the national Building Performance Auditor (BPA) online test administered by RESNET with a score of at least 80 percent, and pass any additional field evaluations to determine competency to perform building air leakage and duct pressurization tests, and combustion safety procedures as required in Chapter Eight of these Standards.

703.1.1.1.4 Recertification of individuals by the HEA Provider shall occur every three (3) years.

703.1.1.1.5 Agreements. As a condition of certification, each HEA Provider shall ensure that each certified individual enters into a written agreement with the Provider to provide the applicable field verification services in compliance with these Standards. An unexecuted copy of the written agreement shall be provided to RESNET with the Provider's accreditation application, and again within 60 days of making changes to the agreement. The written agreement shall, at a minimum require Auditors to:

703.1.1.1.5.1 Provide audit verification services in compliance with these Standards;

703.1.1.1.5.2 Provide accurate and fair Professional Surveys or Audits; and

703.1.1.1.5.3 Comply with the RESNET Code of Ethics. The RESNET Code of Ethics shall be attached to the written agreement.

703.1.2 Minimum Standards for HEA Provider Operation Policies and Procedures shall be submitted in written form to RESNET for approval, and shall at a minimum provide for the following:

703.1.2.1 Written conflict of interest provisions that prohibit undisclosed conflicts of interest, but may allow waiver with advanced disclosure. The “Standard Disclosure” form adopted by the RESNET Board of Directors shall be completed for each home that receives a Home Energy Survey or Building Performance Audit and shall be provided to the client and made available to the homeowner. Each form shall accurately reflect the proper disclosure for the home that it represents. For the purpose of completing this disclosure, “Auditor’s employer” includes any affiliate entities. Recognizing that a number of different relationships may exist among the auditor or the auditor’s employer, other contractors that may complete work on the home, and the survey client and/or homeowner, the HEA Provider shall ensure that all disclosures are adequately addressed by the Provider’s quality assurance plan, in accordance with the relevant quality assurance provisions of these Standards.

703.1.2.2 Written Auditor discipline procedures that include progressive discipline for probation, suspension, and decertification.

703.1.2.3 In accordance with the minimum requirements set forth in Chapter 9 for quality assurance, a written audit Quality Assurance Plan and designation of a Quality Assurance Designee.

703.1.2.4 Auditor Registry. The HEA Provider shall maintain a registry of all of its certified Auditors. The specified Provider shall also keep on file the names and contact information for all certified Auditors, including company name, mailing address, voice phone number, fax number, and email address. Upon request, the HEA Provider shall provide to RESNET its registry of certified Auditors.

703.1.2.5 Complaint Response Process. Each HEA Provider shall have a publicly accessible system for receiving complaints. HEA Providers shall ensure that Auditors inform clients about the complaint process by publicizing the web address of the complaint resolution process. Each HEA Provider shall retain records of complaints received and responses to complaints for a minimum of three (3) years after the date of the complaint.

703.1.3 Additional HEA Provider Duties Related to Oversight of Building Performance Auditors (BPAs)

703.1.3.1 Certification of Performance Testing Proficiency. The HEA Provider is responsible for certifying that each BPA has successfully completed the following:

703.1.3.1.1 Passing the RESNET BPA online exam in accordance with Section 703.1.1.1.3.

703.1.3.1.1.1 BPA candidates who have NOT previously passed the 50 question RESNET HESP exam shall pass the 50 question BPA exam with a minimum score of 80%.

703.1.3.1.1.2 BPA candidates who have previously taken and passed the 50 question

RESNET HESP online exam with a minimum score of 75%, shall pass an abbreviated 25 question BPA exam and pass with a minimum score of 80%.

703.1.3.1.2 BPA candidates shall complete a combined total of twenty (20) hours of RESNET approved training in Pressure Diagnostics, Combustion Appliance Zone (CAZ) Testing and Work Scope Requirements which includes field training and a field proficiency demonstration as defined in the *RESNET Guidelines for Combustion Appliance Testing and Writing Work Scopes* (hereinafter “RESNET interim guidelines”) and chapter 8 of these Standards.

704 NATIONAL HOME ENERGY AUDIT PROCEDURES

704.1 Home Energy Survey

The purpose of the Home Energy Survey is to assess the general condition of the home with respect to energy performance. The Home Energy Survey shall include a report that shows a general range of a home’s energy efficiency based on minimum specific criteria (e.g. insulation, equipment age, general condition, energy usage and costs) and a lookup matrix based on regional norms and climate, as approved by RESNET. The Home Energy Survey is not required if the homeowner wishes to directly pursue a Building Performance Audit or a Comprehensive HERS Rating. The Home Energy Survey will take one of two forms: a DOE- or RESNET- approved computerized On-Line Home Energy Survey performed by the owner or occupant, or a Professional Home Energy Survey conducted by a certified Home Energy Survey Professional.

704.1.1 On-Line Home Energy Survey. The On-Line Home Energy Survey shall collect substantially the same data and information and shall be subject to the same limitations as the Professional Home Energy Survey. On-line Home Energy Survey software shall be hosted by a RESNET accredited HEA Provider or another organization approved by RESNET and the on-line program report shall be approved by RESNET.

704.1.2 Professional Home Energy Survey. The Professional Home Energy Survey shall include on-site visual inspection of the energy features of the dwelling unit, and documentation of its general condition, including envelope features and ages; equipment types, characteristics and ages; appliance and lighting characteristics; and likely anticipated remediation issues such as moisture or combustion appliance problems. Where available, the Professional Home Energy Survey shall include a review of utility use and billing history. The Home Energy Survey is a visual inspection only and does not include diagnostic testing. Home Energy Survey Professionals may also use home energy survey and labeling software programs approved by RESNET or the U.S. Department of Energy. A homeowner is not required to have a Professional Home Energy Survey prior to having a Building Performance Audit or Comprehensive HERS Rating.

704.1.2.1 The Home Energy Survey Professional (HESP) shall interview the homeowner regarding energy, comfort problems and related durability issues. The HESP shall review the goals listed in 701.1 of these Standard, and provide an explanation of the

home energy audit process and potential availability of incentive programs that maybe accessed by the homeowner. The interview shall include, but is not limited to, the following subject areas:

704.1.2.1.1 Comfort complaints, including areas of the home that are too hot or too cold.

704.1.2.1.2 Energy billing concerns.

704.1.2.1.3 Durability issues, including water intrusion, ice damming, etc.

704.1.2.1.4 The potential for the homeowner to follow up with a Building Performance Audit or Comprehensive HERS Rating.

704.1.2.1.5 Interest in potential home energy performance improvements.

704.1.2.2 The HESP shall inform the homeowner of low cost/no cost improvements that can be implemented by the homeowner.

704.1.2.3 The HESP shall request copies of utility bills and/or written permission to obtain past energy use information from the utility supplier(s), for the purpose of estimating generalized end-use consumption (base, heating, and cooling). If the customer declines, the HESP shall explain the reason for the request and the potential effect on the home energy survey.

704.1.2.4 The HESP shall advise the homeowner on where to locate qualified individuals (including the RESNET website) to conduct a Building Performance Audit, a Comprehensive HERS Rating, and/or RESNET Qualified Contractors to complete the work on the home.

704.1.2.5. Minimum Procedures for a Professional Home Energy Survey:

704.1.2.5.1 The Home Energy Survey Professional (HESP) shall complete a RESNET-approved survey form. The survey form will require the HESP to visually review the home to determine, measure or estimate the following features:

704.1.2.5.1.1 R-values and location of wall/ceiling/floor insulation;

704.1.2.5.1.2 Square footage and approximate age of home;

704.1.2.5.1.3 Glazing type(s), frame material(s), and permanently installed shading devices such as screens or applied films;

704.1.2.5.1.4 Type, model number, efficiency (if available), and location of heating/cooling system(s);

704.1.2.5.1.5 Type of ductwork, location and R-value of duct insulation, visual assessment of obvious duct leakage, and any indications of previous duct sealing;

704.1.2.5.1.6 Type of foundation is crawl space, basement, or slab, along with venting and insulation locations;

704.1.2.5.1.7 Type of attic, approximate age, type and color of roofing material and presence and type of venting.

704.1.2.5.1.8 Checklist of common air-leakage sites; indicating likely opportunities for leakage reduction;

704.1.2.5.1.9 Estimated age and efficiency (if available), condition, number and location of major appliances such as dishwashers, refrigerators, freezers and washing machines;

704.1.2.5.1.10 Number, type, and controls of indoor and outdoor light fixtures and portable lamps that are suitable for energy efficient re-lamping;

704.1.2.5.1.11 Durability issues such as visual indications of common moisture problems, including condensation, roof leaks, foundation leaks, ground-water intrusion, ice damming, and plumbing leaks, as well as signs of mold, mildew, insect damage, efflorescence, and stains;

704.1.2.5.1.12 Presence, size, and location of exhaust fans, and determination of whether they are vented to the outdoors;

704.1.2.5.1.13 Number, type, and flow rate of water fixtures (e.g. faucets, showerheads), presence and control of hot water recirculation loop/pump;

704.1.2.5.1.14 Presence and type(s) of combustion equipment; visually identifiable evidence of flame rollout, blocked chimney, rust and corrosion; missing or damaged vent connectors;

704.1.2.5.1.15 Mechanical systems that are likely to cause or contribute to excess infiltration or pressure imbalances, such as attic fans or bedrooms with no return air or transfer grilles.

704.1.2.5.1.16 Any identified potential combustion appliance safety hazards related to energy retrofit work.

704.1.2.5.2 The following elements are outside the scope of a Professional Home Energy Survey:

704.1.2.5.2.1 The use of blower doors, duct leakage test equipment or an infrared camera.

704.1.2.5.2.2 Any other diagnostic testing of the home

704.1.2.5.2.3 Quantification of any levels of air tightness, duct tightness, or

ventilation amounts.

704.1.2.5.2.4 Combustion Appliance Zone (CAZ) testing

704.1.2.5.3 Energy savings estimates will only be generalized and presented along with the qualification that a Building Performance Audit or Comprehensive HERS Rating shall be obtained to calculate more detailed energy savings estimates.

704.1.2.6 Minimum Professional Home Energy Survey Report Documentation

704.1.2.6.1 At the completion of the Professional Home Energy Survey the Home Energy Survey Professional shall provide the homeowner a standardized report using a format approved by RESNET, signed and dated by the HESP. The report at a minimum shall provide information to the homeowner that addresses:

704.1.2.6.1.1 All data collected in accordance with Section 704.1.2.5.1, above;

704.1.2.6.1.2 Whole-house solutions overview of how the home works as a system and how to prioritize actions;

704.1.2.6.1.3 The quality of installation of HVAC equipment including general information on proper sizing of equipment, duct sealing, insulation and general condition of the ductwork, and the importance of proper refrigerant charge and air flow;

704.1.2.6.1.4 The quality of the building envelope air sealing and proper levels of insulation;

704.1.2.6.1.5 An overview of potentially appropriate ENERGY STAR or better products and appliances;

704.1.2.6.1.6 Information regarding access to a Building Performance Audit or Comprehensive HERS Rating;

704.1.2.6.1.7 Potential non-energy benefits of improving the energy efficiency of the home including reduction of carbon emissions, improved comfort and air quality;

704.1.2.6.1.8 General statement regarding opportunities to improve the thermal envelope, mechanical equipment, lighting and appliances in the home;

704.1.2.6.1.9 General discussion of observations and concerns regarding combustion appliance operation;

704.1.2.6.1.10 A safety notification form adopted by RESNET that is filled out and presented to the homeowner identifying potential hazards such as lead paint, asbestos, mold, and radon that are outside the scope of the Home Energy Survey. ;

704.1.2.6.1.11. Information on available rebate, financing, and/or tax incentive programs

that will help the homeowner

704.1.2.7 Limitations. Unless certified by RESNET as a Building Performance Auditor or Comprehensive HERS Rater, (or another certification that is recognized by RESNET as equivalent), the Home Energy Survey Professional shall not produce a detailed written work scope for improvements as part of a Professional Home Energy Survey.

704.2 Building Performance Audit

The purpose of the Building Performance Audit is to identify building performance deficiencies and provide a work scope sufficient for improvements to be made to the audited home. The Building Performance Audit includes an evaluation, performance testing, computer software analysis using software that is accredited by RESNET or approved by DOE for this purpose, and reporting of proposed treatments for improvement of an existing home. The evaluation shall include a review of the data collected from any previous energy audit or survey, any further required measurement and performance testing, and combustion appliance testing. The Auditor shall determine the appropriate work scope for the home. A homeowner may elect to go through this process with or without a prior Professional Home Energy Survey. A Building Performance Audit includes all of the provisions of the Professional Home Energy Survey (Section 704.1.2.5), plus the performance of diagnostic testing and reporting requirements as follows:

704.2.1. Evaluate building shell air leakage in CFM50

At a minimum, a single point (50 Pa) blower door depressurization test shall be performed in accordance with the envelope testing protocols contained in chapter 8 of these Standards and the results thereof shall be included in the audit report.

704.2.2. Evaluate duct leakage.

704.2.2.1 The Auditor shall perform a duct leakage test in accordance with the protocols in chapter 8 of these Standards, and/or specify a duct leakage test in accordance with RESNET standards prior to beginning any duct-sealing work.

704.2.3 Conduct CAZ Depressurization, Spillage and CO testing

704.2.3.1 The auditor must perform a worst-case depressurization, spillage, and CO test in accordance with the RESNET interim guidelines.

704.2.4 Prepare a Detailed Retrofit Work Scope

A BPA Report shall include a retrofit work scope in accordance with the RESNET interim guidelines.

704.2.4.1 The work scopes for recommended improvements shall be determined by the Auditor based upon the findings of the assessment and the client's budget and objectives. The recommendations shall be presented to the homeowner in order of priority based on cost effectiveness and priorities for remediation of combustion

appliance deficiencies. At a minimum, five (5) of the most cost-effective measures must be recommended regardless of the client's budget.

704.3 Minimum Building Performance Audit Report Documentation

704.3.1 Upon completion of the audit, provide the client with a written record (physical or electronic) of the audit and resulting recommendations within five (5) business days. It shall include:

704.3.1.1 General findings of audit as defined in Section 704.1.2.6

704.3.1.2 General recommendations for improvements

704.3.1.3 The results of the combustion appliance testing.

704.3.1.4 Work scopes for suggested improvements

704.3.1.5 Cost-effectiveness estimates based on analysis

704.3.1.6 Information on where to locate qualified individuals (including the RESNET website) to conduct a Comprehensive HERS Rating and/or RESNET Qualified Contractors or other contractors suitable to complete the work on the home.

704.4 Comprehensive HERS Rating

The Comprehensive HERS Rating is the most in-depth performance audit. It includes evaluation, performance testing, reporting of the proposed work scope for improvement of an existing home in accordance with section 704.2, and a HERS Rating in accordance with Chapter 3 of these Standards. A homeowner is not required to have a Professional Home Energy Survey or Building Performance Audit prior to having a Comprehensive HERS Rating.

705 REQUIRED SKILLS FOR CERTIFICATION

705.1 Minimum skills and knowledge base required to conduct a Professional Home Energy Survey

705.1.1 Basics of heat transfer concepts

705.1.2 Basics of building performance testing

705.1.3 Basics of air distribution leakage

705.1.4 Calculating gross and net areas

705.1.5 Definitions/energy terminology

705.1.6 Basic combustion appliance concerns

705.1.7 Basics of envelope leakage, thermal bypass, thermal bridging

705.1.8 Determining envelope insulation

705.1.8.1 Presence/absence of insulation and when observable, the quality of its installation

705.1.8.2 Recommended levels of insulation by climate zone

705.1.9 HVAC – determining equipment efficiencies from model numbers or default tables

705.1.9.1 HVAC pros/cons, drivers and sensitivities of major system types

705.1.10 Household appliances – estimate efficiency from model numbers or vintage

705.1.11 Energy, power, moisture, heat-conductivity/resistance, and temperature units and key conversion factors

705.1.12 Measuring building dimensions

705.1.13 Identification and documentation of energy survey inspected features of the home

705.1.14 Basics of specifications

705.1.15 Determining window and door efficiency

705.1.16 Determining building orientation and shading characteristics

705.1.17 Defining the thermal boundary, and appropriate recommendations for changing the thermal boundary

705.1.18 Basics of measure interaction, expected life, and bundling for optimal performance considering the house as a system and the emerging need for deep savings.

705.2 Minimum skills and knowledge base required for an individual to conduct a Building Performance Audit

705.2.1 The skills and knowledge required for an individual to conduct a Home Energy Survey in accordance with section 705.1 of these Standards.

705.2.2 Ability to perform building envelope leakage testing in accordance with the envelope testing protocols in chapter 8 of these Standards.

705.2.3 Ability to perform duct leakage testing in accordance with the duct testing protocols contained in chapter 8 of these Standards.

705.2.4 Ability to perform CAZ, spillage, and CO testing in accordance with Worst-Case Depressurization and Combustion Appliance Testing protocols contained in the RESNET interim guidelines.

705.2.5 Understanding of pressure influences and remediation of the following conditions

705.2.5.1 Room and zone pressure imbalances caused by lack of ducted return air or pressure relief mechanisms such as transfer grilles or jumper ducts.

705.2.5.2 CAZ depressurization or combustion appliance spillage caused by return leaks in the CAZ zone, supply leaks outside the house pressure boundary, zonal pressure imbalances, and/or exhaust appliances including other combustion equipment.

705.2.5.3 Pressure differential diagnostics in intermediate buffer zones including (but not limited to) attics, garages, or crawlspaces.

705.2.6 Ability to prepare a detailed work scope in accordance with protocols contained in the RESNET interim guidelines.

705.2.7 Familiarity with local climate conditions, housing stock, and climate specific practices.

705.3 Minimum skills and knowledge base required for an individual to conduct a

Comprehensive HERS Rating

705.3.1 The skills and knowledge required for an individual to conduct a Building Performance Audit in accordance with section 705.1 and 705.2 of these Standards;

705.3.2 The Home Energy Rating Knowledge Base and Skills Set found in section 205.1 of these Standards and the Minimum Rater Competencies found in section 206.1.2 of these Standards.

705.3.3 Ability to conduct building simulation and performance analysis and provide HERS Ratings in accordance with the requirements in Chapter 3 and Chapter 8 of these Standards.

706 GENERAL LIMITATIONS AND EXCLUSIONS

706.1 Limitations

706.1.1 The energy use information contained in reports resulting from Professional Home Energy Surveys, Building Performance Audits or Comprehensive HERS Ratings do not constitute any warranty of energy cost or savings.

706.1.2 Surveys, Audits and Ratings that are performed in accordance with these standards:

706.1.2.1 Are not technically exhaustive.

706.1.2.2 Will not identify concealed conditions or latent defects.

706.1.3 Neither the Building Performance Audit nor the Comprehensive HERS Rating is intended to be an inspection of the structural soundness of the home or any other attributes of the home other than the home's energy features and safety issues related directly to proposed work scopes.

706.1.4 The Professional Home Energy Survey is not applicable to building design and construction features except those listed in section 704.1.2.5.

707 HOME ENERGY AUDIT TRAINING PROVIDER ACCREDITATION

707.1 Requirements for Accredited HEA-Training Providers

707.1.1 Duties and Responsibilities. In order to maintain their accreditation in good standing for providing HESP and/or BPA training courses, all HEA-Training Providers shall fully discharge the following duties and responsibilities.

707.1.1.1 Hold the national core competency questions of the national HESP and BPA test administered by RESNET in the strictest confidence.

707.1.1.2 Submit to RESNET for approval, copies of the HESP and BPA course presentation materials, training manuals, user manuals, course handouts and any other training materials used for training purposes,

707.1.1.3 Submit for approval, copies of all policies, standards, guidelines and procedures to be used by the HEA-Training Provider.

707.1.1.4 Maintain a record, for a period of three years, of all training materials and trainee data, including:

707.1.1.4.1 Historical records of all training schedules and curricula,

707.1.1.4.2 Historical records of all training attendance records,

707.1.1.4.3 Historical records of all examinations and individual examination results,

707.1.1.4.4 Historical records of all certifications issued to any individuals,

707.1.1.4.5 Copies of all current policies, standards, guidelines and procedures in use by the HEA-Training Provider.

707.1.1.5 Maintain acceptable accounting practices, suitable to satisfy the requirements of independent audit procedures.

707.1.1.6 Maintain up-to-date training materials and provide adequate training facilities.

707.1.1.7 Only utilize RESNET Certified BPA Trainers who have at a minimum been certified by RESNET as having passed the 100-question BPA Trainer's Exam with a minimum score of 90%.

707.1.2 Privileges and rights. All accredited HEA-Training Providers in good standing shall have certain privileges and rights, as follows:

707.1.2.1 The privilege to display the accreditation seal of RESNET on any publications, displays, presentations or marketing materials published, authorized for publication or otherwise issued by the HEA-Training Provider.

707.1.2.2 The privilege to make and use RESNET designated trademarked, copyrighted or otherwise restricted materials for marketing both HESP and BPA Training Courses.

707.1.2.3 The right to present evidence, arguments and a vigorous defense in any action brought under these standards by any party against a HEA-Training Provider.

708 MINIMUM HOME ENERGY AUDIT TRAINER COMPETENCIES

708.1 Required HEA Trainer Competencies

708.1.1 To teach either HESP or BPA training curriculum, a HEA-Training Provider shall maintain RESNET Certified HEA Trainer(s) demonstrating the following skills:

708.1.1.1 Mastery of the Home Energy Audit Standards knowledge base and skills set given in this chapter. The trainers shall demonstrate these skills by passing the 100-question RESNET HEA Trainer's Exam with a minimum score of 90%.

708.1.1.2 Ability to communicate effectively the methods, procedures, knowledge and skills to produce accurate and fair Home Energy Audits from building investigation and performance testing and combustion safety in accordance with this Chapter and RESNET interim guidelines.

708.1.1.3 Understanding of the purposes and benefits of home energy surveys and audits and ability to communicate these to students.

708.1.1.4 Understanding the basics of cost-effective energy improvements, preparing a work scope and the ability to communicate these to students.

Chapter Eight

RESNET Standards

Effective Date

This chapter goes into effect on January 3, 2012

800 RESNET Standard for Performance Testing and Work Scope: Enclosure and Air Distribution Leakage Testing

801 Background

This Standard will present a step-by-step approach for how to measure:

- enclosure air leakage for the inspection of low rise, three stories or less, residential and light commercial buildings, and
- duct leakage associated with HVAC systems
- air flows for ventilation systems, and
- work scope and combustion safety procedures

802 Procedures for Building Enclosure Airtightness Testing

The purpose of this test procedure is to determine the airtightness of a building enclosure measured in cubic feet per minute at a 50 Pa pressure difference (*CFM50*).

802.1 ON-SITE INSPECTION PROTOCOL

There are three acceptable airtightness test procedures:

802.1.1 Single-point test: Measuring air leakage one time at a single pressure difference as described in section 802.5

802.1.2 Multi-point test: Measuring air leakage at multiple induced pressures differences as described in section 802.6

802.1.3 Repeated single-point test: The test is similar to the single point test, but the test is done multiple times for improved accuracy and estimating uncertainty as described in section 802.7

The building may be tested by applying a positive or negative pressure. Follow all manufacturers' instructions for set up and operation of all equipment. If certain requirements of this standard cannot be met, then all deviations from the standard shall be recorded and reported.

Note: Use caution when deciding how and whether to test homes with potential airborne contaminants (e.g. fireplace ash, mold or asbestos) and refer to local, state and national protocols/standards for methods to deal with these and other contaminants.

802.2 Protocol for Preparing the Building Enclosure for Testing

802.2.1 Doors and windows that are part of the conditioned space boundary shall be closed and latched.

802.2.2 Attached garages: All exterior garage doors and windows shall be closed and latched unless the blower door is installed between the house and the garage, in which case the garage shall be opened to outside by opening at least one exterior garage door.

802.2.3 Crawlspaces: If a crawlspace is inside the conditioned space boundary, interior access doors and hatches between the house and the crawlspace shall be opened and exterior crawlspace access doors, vents and hatches shall be closed. If a crawlspace is outside the conditioned space boundary, interior access doors and hatches shall be closed. For compliance testing purposes, crawl-space vents shall be open.

802.2.4 Attics: If an attic is inside the conditioned space boundary, interior access doors and hatches between the house and the conditioned attic shall be opened; and attic exterior access doors and windows shall be closed. If an attic is outside the conditioned space boundary, interior access doors and hatches shall be closed and exterior access doors, dampers or vents shall be left in their as found position and their position during testing shall be recorded on the test report.

802.2.5 Interior Doors: Shall be open within the Conditioned Space Boundary. See the definition of “Conditioned Space Boundary” for clarification.

802.2.6 Chimney dampers and combustion-air inlets on solid fuel appliances: Dampers shall be closed. Take precautions to prevent ashes or soot from entering the house during testing. Although the general intent of this standard is to test the building in its normal operating condition, it may be necessary to temporarily seal openings to avoid drawing soot or ashes into the house. Any temporary sealing shall be noted in the test report.

802.2.7 Combustion appliance flue gas vents: Shall be left in their normal appliance-off condition.

802.2.8 Fans: Any fan or appliance capable of inducing airflow across the building enclosure shall be turned off including, but not limited to, clothes dryers, attic fans, kitchen and bathroom exhaust fans, outdoor air ventilation fans, air handlers, and crawl space and attic ventilation fans. Continuously operating ventilation systems shall be turned off and the air openings sealed, preferably at the exterior terminations.

802.2.9 Non-motorized dampers which connect the conditioned space to the exterior or to unconditioned spaces: Dampers shall be left as found. If the damper will be forced open or closed by the induced test pressure, that fact shall be reported in the

test report. Clothes dryer exhaust openings should not be sealed off even if there is no dryer attached but this fact should be noted in the test report.

802.2.10 Motorized dampers which connect the conditioned space to the exterior (or to unconditioned spaces): The damper shall be placed in its closed position and shall not be further sealed.

802.2.11 Un-dampered or fixed-damper intentional openings between conditioned space and the exterior or unconditioned spaces: Shall be left open or fixed position, however, temporary blocking shall be removed. For example: fixed-damper ducts supplying outdoor air for intermittent ventilation systems (including central-fan-integrated distribution systems) shall be left in their fixed-damper position. *Exception:* Un-dampered supply-air or exhaust-air openings of *continuously operating* mechanical ventilation systems shall be sealed (preferably seal at the exterior of enclosure) and ventilation fans shall be turned off as specified above.

802.2.12 Whole building fan louvers/shutters: Shall be closed. If there is a seasonal cover, install it.

802.2.13 Evaporative coolers: The opening to the exterior shall be placed in its off condition. If there is a seasonal cover, install it.

802.2.14 Operable window trickle-vents and through-the-wall vents: Shall be closed.

802.2.15 Supply registers and return grilles: Shall be left open and uncovered.

802.2.16 Plumbing drains with p-traps: Shall be sealed or filled with water, if empty.

802.2.17 Combustion appliances: Shall remain off during the test.

Maintain the above conditions throughout the test. If during the test, induced pressures affect operable dampers, seasonal covers, etc. then reestablish the set-up and consider reversing direction of fan flow.

After testing is complete, return the building to its as found conditions prior to the test. For example, make sure that any combustion appliance pilots that were on prior to testing remain lit after testing.

802.3 Accuracy Levels for Enclosure Leakage Testing

This standard defines two levels of accuracy:

802.3.1 Standard level of accuracy: level of accuracy that produces test results that can be used in the modeling software or to assess compliance with a performance standard, energy code, or specific program requirement. This is the level of accuracy that is normally attained unless there are adverse testing conditions such as high winds, an extremely leaky building or very large baseline pressure adjustments.

802.3.2 Reduced level of accuracy: during adverse testing conditions or in certain applications where testing time and costs are a factor, a test with a reduced level of accuracy may be used. Such applications may include demonstrating compliance with a performance standard, energy code, or specific program requirement. However, measurements made with a reduced level of accuracy may require surpassing the threshold value by an amount which will account for the added uncertainty as defined in the sections below. RESNET accredited software that uses test results with a reduced level of accuracy shall internally adjust the calculations in accordance with this chapter.

802.4 Installation of the Blower Door Airtightness Testing System

802.4.1 Install the blower door system in an exterior doorway or window that has unrestricted access to the building and no obstructions to airflow within five feet of the fan inlet and two feet of the fan outlet. Avoid installing the system in a doorway or window exposed to the wind.

802.4.1.1 It is permissible to use a doorway or window between the conditioned space and unconditioned space as long as the unconditioned space has an unrestricted air pathway to the outdoors. For example, an attached garage or porch can be used as the unconditioned space; in that case, be sure to open all exterior windows and doors of the unconditioned space to the outdoors.

802.4.2 Install the pressure gauge(s), fans and tubing connections according to equipment manufacturer's instructions.

802.4.3 Record the indoor and outdoor temperatures in degrees F to an accuracy of 10 degrees F.

802.4.4 Record the elevation of the building site with an accuracy of 2000 feet; this may be omitted at elevations less than 5000 feet above sea level.

802.4.5 If *ACH50*, i.e., air changes per hour @ 50 Pa, will be calculated, record the *building volume* (the volume enclosed by the conditioned space boundary).

802.5 Procedure for Conducting a One-Point Airtightness Test (if a multi-point test will be conducted, skip to section 802.6)

802.5.1 Choose and record a *time averaging period* of at least 10 seconds to be used for measuring pressures. With the blower door fan sealed and off, measure and record 5, independent, *average baseline building pressure readings* with respect to outside to a resolution of 0.1 Pa.

802.5.2 Subtract the smallest baseline measurement from the largest recorded in Step 802.5.1 and record this as the *baseline range*.

802.5.3 Airtightness tests with a baseline range less than 5.0 Pa, will be considered a *Standard Level of Accuracy* Test. Airtightness tests with a baseline range between 5.0 Pa and 10.0 Pa will be considered a *Reduced Level of Accuracy* Test and the results will

be adjusted using Section 802.8. A one point test cannot be performed under this standard if the baseline range is greater than 10.0 Pa. Record the level of accuracy for the test as standard or reduced, as appropriate. The baseline test may be repeated employing a longer time averaging period in order to meet the desired level of accuracy.

802.5.4 Re-measure the baseline building pressure using the same time averaging period recorded in Step 802.5.1 or use the average of the baseline pressures measured in step 802.5.1. This measurement is defined as the ***Pre-Test Baseline Building Pressure***. If desired for greater accuracy, a longer time averaging period may be used. Record the ***Pre-Test Baseline Building Pressure***.

802.5.5 Unseal the blower door fan. Turn on and adjust the fan to create an induced building pressure of approximately 50 Pa. Induced building pressure shall be defined as the (unadjusted) building pressure minus the pre-test baseline building pressure. If a 50 Pa induced building pressure cannot be achieved because the blower door fan does not have sufficient flow capacity, then achieve the highest induced building pressure possible with the equipment available.

802.5.6 A one-point test may only be performed if the maximum induced building pressure is at least 15 Pa and greater than four times the baseline pressure. If the maximum induced building pressure is less than 15 Pa, recheck that the house set up is correct and determine if any basic repairs are needed prior to further testing or modeling of the building. A multi-point test may be attempted, or multiple fans may be used. If using multiple fans, follow the manufacturer's instruction for measurement procedures.

802.5.7 Measure and record the unadjusted building pressure and nominal (not temperature and altitude corrected) fan flow using the same averaging period used in Step 802.5.4. Record the unadjusted building pressure (with 0.1 Pa resolution), nominal fan flow (with 1 CFM resolution), fan configuration (rings, pressurization or depressurization, etc), fan and manometer models and serial numbers.

802.5.8 Turn off the fan.

802.5.9 If your pressure gauge has the capability to display the induced building pressure (i.e. "baseline adjustment" feature) and adjust the fan flow value to an induced building pressure of 50 Pa (i.e. "@50 Pa" feature), then follow the manometer manufacturer's procedures for calculating the results of a one-point test and record the following values: induced building pressure, nominal CFM50, fan configuration, fan and manometer models and serial numbers. If needed calculate the following values:

- ***induced building pressure*** =
measured building pressure minus the ***Pre-Test Baseline Building Pressure***

Note: If a "baseline adjustment" feature of the manometer was used, then the induced building pressure is displayed on the pressure gauge.

- ***nominal CFM50*** = $(50 / \text{induced building pressure})^{0.65} \times \text{recorded fan flow}$

Note: If both a “baseline adjustment” feature and an “@50 Pa” feature were used, the nominal CFM50 is displayed directly on the pressure gauge.

If the altitude is above 5,000 feet or the difference between the inside and outside temperature is more than 30 degrees Fahrenheit then calculate the corrected CFM50 as defined below:

$$\text{corrected CFM50} = \text{nominal CFM50} \times \text{altitude correction factor} \times \text{temperature correction factor}$$

where:

altitude correction factor = $1 + .000006 \times \text{altitude}$, altitude is in feet
temperature correction factors are listed in Table 802.1

802.6 Procedure for Conducting a Multi-Point Airtightness Test

802.6.1 Equipment that can automatically perform a multi-point test may be used to perform the steps below.

802.6.2 With the blower door fan sealed and off, measure and record the pre-test baseline building pressure reading with respect to outside. This measurement shall be taken over a time-averaging period of at least 10 seconds and shall have a resolution of 0.1 Pa. Record the pre-test baseline building pressure measurement.

802.6.3 Unseal the blower door fan. Turn on and adjust the fan to create an induced building pressure of approximately 60 Pa. If a 60 Pa induced building pressure cannot be achieved because the blower door fan does not have sufficient flow capacity, then adjust the fan to achieve the highest induced building pressure possible.

802.6.4 Measure the *unadjusted building pressure* (not baseline adjusted) and nominal fan flow (neither temperature nor altitude corrected) using the same time-averaging period used in Step 802.6.2. Record the unadjusted building pressure (with 0.1 Pa resolution), nominal fan flow (with 1 CFM resolution), fan configuration, fan model and fan serial number. Assure that the fan is being operated according to the manufacturer’s instructions.

Note: since both pre- and post-test baseline measurements are required, do not use any baseline-adjustment feature of the manometer. In addition, do not use an “@50 Pa” feature because the nominal fan flow shall be recorded.

802.6.5 Take and record a minimum of 7 additional unadjusted building pressure and nominal fan flow measurements at *target induced pressures* which are approximately equally-spaced between 60 Pa (or the highest achievable induced building pressure) and 15 Pa. In very leaky buildings, the low end of this range may be reduced to as little as 4 Pa plus the absolute value of the baseline pressure.

802.6.6 Turn off and seal the blower door fan.

802.6.7 Measure and record the *post-test baseline building pressure* reading with respect to outside. This measurement shall be taken over the same time-averaging period used in Step 802.6.2 and shall have a resolution of 0.1 Pa. Record the post-test baseline building pressure measurement.

802.6.8 Enter the recorded test values, temperatures and altitude into software that can perform the necessary calculations in accordance with ASTM E779-10, Section 9.

The software program shall calculate and report: corrected CFM50 and the percent uncertainty in the corrected CFM50, at the 95% confidence level, as defined in ASTM E779-10, Section 9.

Although ACH50 may be reported, this calculation may be omitted if the ACH50 metric is not needed.

Note: To avoid a higher percent uncertainty than desired, the testing technician may choose a larger, time-averaging period and start over at Step 802.6.2.

802.6.9 If the reported uncertainty in the corrected CFM50 is less than or equal to 10.0%, then the airtightness test shall be classified as a *Standard Level of Accuracy* test. If the reported uncertainty in the corrected CFM50 is greater than 10.0%, the airtightness test shall be classified as a *Reduced Level of Accuracy* test and the results will be adjusted using Section 802.8.

802.7 Procedure for Conducting a Repeated Single Point Test

802.7.1 With the blower door fan sealed and off, measure and record the pre-test baseline building pressure reading with respect to outside. This measurement shall be taken over a time-averaging period of at least 10 seconds and shall have a resolution of 0.1 Pa. Record this value as the pre-test baseline building pressure measurement.

802.7.2 Unseal the blower door fan. Turn on and adjust the fan to create an induced building pressure of approximately 50 Pa. If a 50 Pa induced building pressure can not be achieved because the blower door fan does not have sufficient flow capacity, then achieve the highest induced building pressure possible with the equipment available.

802.7.3 If during any single repeat of this test, the induced building pressure is less than 15 Pa, recheck that the house set up is correct and determine if any basic repairs are needed prior to further testing or modeling of the building. Following any repairs or changes to the set up, the test shall be restarted from the beginning. If you can not reach at least 15 Pa every time, then use the procedures in sections 802.5 or 802.6.

802.7.4 Measure and record the unadjusted building pressure and nominal (not temperature and altitude corrected) fan flow using the same time-averaging period used in Step 802.6.2. Record the unadjusted building pressure (with 0.1 Pa resolution),

nominal fan flow (with 1 CFM resolution), fan configuration (rings, pressurization or depressurization, etc), fan model and fan serial number.

Note: If your pressure gauge has the capability to display the induced building pressure (i.e. baseline adjustment feature) and the capability to adjust the fan flow value to an induced building pressure of 50 Pa (i.e. “@50 Pa” feature), then follow the manufacturer’s procedures for calculating the results of a one-point test and record the following values: induced building pressure, nominal CFM50, fan configuration, fan model and fan serial number.

802.7.5 Turn off the fan.

802.7.6 Calculate the following values:

- ***induced building pressure*** = unadjusted building pressure (Pa) minus pre-test baseline building pressure (Pa).

Note: If a baseline adjustment feature was used, then the induced building pressure is displayed on the pressure gauge.

- $\text{nominal CFM50} = (50 \text{ Pa} / \text{Induced building pressure})^{0.65} \times \text{nominal fan flow}.$

Note: If both a baseline adjustment feature and an “@50 Pa” feature were used, the nominal CFM50 is displayed directly on the pressure gauge.

802.7.7 Repeat Steps 802.7.1 through 802.7.6 until a minimum of 5 nominal CFM50 estimates have been recorded. The same fan configuration shall be used for each repeat.

802.7.8 Calculate the ***Average Nominal CFM50*** by summing the individual nominal CFM50 readings and dividing by the number of readings.

802.7.9 If the altitude is above 5,000 feet or the difference between the inside and outside temperature is more than 30 degrees Fahrenheit then calculate the corrected CFM50 as defined below:

Calculate the ***Average Corrected CFM50*** =

Average Nominal CFM50 x altitude correction factor x temperature correction factor

where:

altitude correction factor = $1 + .000006 \times \text{altitude}$, altitude is in feet

temperature correction factors are listed in Table 802.1

Table 802.1 Temperature Correction Factors for Pressurization and Depressurization Testing- Calculated according to ASTM E779-10

Correction Factors for Pressurization Testing

		INSIDE TEMPERATURE (F)								
		50	55	60	65	70	75	80	85	90
OUTSIDE TEMP (F)	-20	1.062	1.072	1.081	1.090	1.099	1.108	1.117	1.127	1.136
	-15	1.056	1.066	1.075	1.084	1.093	1.102	1.111	1.120	1.129
	-10	1.051	1.060	1.069	1.078	1.087	1.096	1.105	1.114	1.123
	-5	1.045	1.054	1.063	1.072	1.081	1.090	1.099	1.108	1.117
	0	1.039	1.048	1.057	1.066	1.075	1.084	1.093	1.102	1.111
	5	1.033	1.042	1.051	1.060	1.069	1.078	1.087	1.096	1.105
	10	1.028	1.037	1.046	1.055	1.064	1.072	1.081	1.090	1.099
	15	1.023	1.031	1.040	1.049	1.058	1.067	1.076	1.084	1.093
	20	1.017	1.026	1.035	1.044	1.052	1.061	1.070	1.079	1.087
	25	1.012	1.021	1.029	1.038	1.047	1.056	1.064	1.073	1.082
	30	1.007	1.015	1.024	1.033	1.041	1.050	1.059	1.067	1.076
	35	1.002	1.010	1.019	1.028	1.036	1.045	1.054	1.062	1.071
	40	0.997	1.005	1.014	1.023	1.031	1.040	1.048	1.057	1.065
	45	0.992	1.000	1.009	1.017	1.026	1.035	1.043	1.051	1.060
	50	0.987	0.995	1.004	1.012	1.021	1.029	1.038	1.046	1.055
	55	0.982	0.990	0.999	1.008	1.016	1.024	1.033	1.041	1.050
	60	0.977	0.986	0.994	1.003	1.011	1.019	1.028	1.036	1.045
	65	0.973	0.981	0.989	0.998	1.006	1.015	1.023	1.031	1.040
	70	0.968	0.976	0.985	0.993	1.001	1.010	1.018	1.026	1.035
	75	0.963	0.972	0.980	0.988	0.997	1.005	1.013	1.022	1.030
	80	0.959	0.967	0.976	0.984	0.992	1.000	1.009	1.017	1.025
	85	0.955	0.963	0.971	0.979	0.988	0.996	1.004	1.012	1.020
	90	0.950	0.958	0.967	0.975	0.983	0.991	0.999	1.008	1.016
	95	0.946	0.954	0.962	0.970	0.979	0.987	0.995	1.003	1.011
	100	0.942	0.950	0.958	0.966	0.970	0.982	0.990	0.998	1.007
	105	0.938	0.946	0.954	0.962	0.970	0.978	0.986	0.994	1.002
	110	0.933	0.942	0.950	0.952	0.966	0.974	0.982	0.990	0.998

Correction Factors for Depressurization Testing

		INSIDE TEMPERATURE (F)								
		50	55	60	65	70	75	80	85	90
OUTSIDE TEMP (F)	-20	0.865	0.861	0.857	0.853	0.849	0.845	0.841	0.837	0.833
	-15	0.874	0.870	0.866	0.862	0.858	0.854	0.850	0.846	0.842
	-10	0.883	0.879	0.874	0.870	0.866	0.862	0.858	0.854	0.850
	-5	0.892	0.887	0.883	0.879	0.875	0.871	0.867	0.863	0.859
	0	0.900	0.896	0.892	0.887	0.883	0.879	0.875	0.871	0.867
	5	0.909	0.905	0.900	0.896	0.892	0.888	0.883	0.879	0.875
	10	0.918	0.913	0.909	0.905	0.900	0.896	0.892	0.888	0.884
	15	0.927	0.922	0.918	0.913	0.909	0.905	0.900	0.896	0.892
	20	0.935	0.931	0.926	0.922	0.917	0.913	0.909	0.905	0.900
	25	0.944	0.939	0.935	0.930	0.926	0.922	0.917	0.913	0.909
	30	0.952	0.948	0.943	0.939	0.934	0.930	0.926	0.921	0.917
	35	0.961	0.956	0.952	0.947	0.943	0.938	0.934	0.930	0.925
	40	0.970	0.965	0.960	0.956	0.951	0.947	0.942	0.938	0.934
	45	0.978	0.974	0.969	0.964	0.960	0.955	0.951	0.946	0.942
	50	0.987	0.982	0.977	0.973	0.968	0.963	0.959	0.955	0.950
	55	0.995	0.990	0.986	0.981	0.976	0.972	0.967	0.963	0.958
	60	1.004	0.999	0.994	0.989	0.985	0.980	0.976	0.971	0.967
	65	1.012	1.008	1.003	0.998	0.993	0.988	0.984	0.979	0.975
	70	1.021	1.016	1.011	1.006	1.001	0.997	0.992	0.988	0.983
	75	1.029	1.024	1.019	1.015	1.010	1.005	1.000	0.996	0.991
	80	1.038	1.033	1.028	1.023	1.018	1.013	1.009	1.004	0.999
	85	1.046	1.041	1.036	1.031	1.026	1.022	1.017	1.012	1.008
	90	1.055	1.050	1.045	1.040	1.035	1.030	1.025	1.020	1.016
	95	1.063	1.058	1.053	1.048	1.043	1.038	1.033	1.028	1.024
	100	1.072	1.066	1.061	1.056	1.051	1.046	1.041	1.037	1.032
	105	1.080	1.075	1.070	1.064	1.059	1.054	1.050	1.045	1.040
	110	1.088	1.083	1.078	1.073	1.068	1.063	1.058	1.053	1.048

802.7.10 Estimate the precision uncertainty using one of the two following methods

802.7.10.1 Standard Statistical Process – Use a calculator or computer to compute the Standard Deviation of the repeated Nominal CFM50 readings. Divide this Standard Deviation by the square root of the number of readings. Multiply the result by the t-statistic in table 802.2 corresponding to the number of readings taken. Convert this result to a percentage of the Average Nominal CFM50.

Table 802.2 Precision Uncertainty: Values of t-statistic	
Number of readings	t-statistic
5	2.78

6	2.57
7	2.45
8	2.37
9	2.31

802.7.11 If a software program is used, it shall at a minimum calculate and report:

802.7.11.1 Average CFM50, corrected for altitude and temperature

802.7.11.2 The percent uncertainty in the CFM50, at the 95% confidence level, as calculated in 802.7.10.

802.7.11.3 ACH50 (air changes per hour @ 50 Pa) = (CFM50 x 60) / building volume (in cubic feet). This calculation may be omitted if the ACH50 metric is not needed.

802.7.12 If the reported uncertainty in the CFM50 is less than or equal to 10.0%, then the airtightness test shall be classified as a Standard Level of Accuracy test as defined in section 802.3. If the reported uncertainty in the CFM50 is greater than 10.0%, the airtightness test shall be classified as a Reduced Level of Accuracy test as defined in section 802.3.

802.8 Application of Results

802.8.1 Adjusting CFM50 for Tests with a Reduced Level of Accuracy. When using results classified as having a Reduced Level of Accuracy, an adjustment shall be used in certain situations. The adjustment is done to improve the probability that the tested building meets the required performance threshold. The adjusted CFM50 in these situations is defined as:

adjusted CFM50 = extending factor x corrected CFM50,

where:

For a One-point Test, classified as Reduced Level of Accuracy:

extending factor = $1 + 0.1 \times (50 / \text{the induced pressure})$

For a Multi-point Test, classified as Reduced Level of Accuracy:

extending factor = $1 + (\% \text{ uncertainty} / 100)$

adjusted CFM50 value shall be used when:

- determining whether or not a building meets an airtightness threshold, and
- conducting a Home Energy Rating for the purpose of compliance with any standard, energy code or program.

adjusted CFM50 value shall NOT be used when:

- calculating the expected energy savings from retrofit,
- conducting an energy audit, or
- assessing the relative airtightness of a group of buildings.

802.8.2 Other Leakage Metrics:

ELA may be calculated by: $ELA = 0.055 \times CFM50$

Where ELA is in square inches

$ACH50 = \text{corrected CFM50} \times 60 / \text{building volume (in cubic feet)}$

Specific Leakage Area may be calculated by:

$SLA = 0.00694 \times ELA / \text{building floor area (square feet)}$

Where ELA (Effective Leakage Area) referenced to 4 pa is in square inches

Normalized Leakage Area may be calculated by:

$NLA = SLA \times (S)^{0.3}$, where *S* is the number of stories above grade

802.9 Equipment Accuracy and Requirements

Blower door fans used for building air leakage testing shall measure airflow (after making any necessary air density corrections) with an accuracy of +/- 5%. Pressure gauges shall measure pressure differences with a resolution of 0.1 Pa and have an accuracy of +/- 1% of reading or 0.5Pa, whichever is greater.

Blower door and associated pressure testing instruments shall be tested annually for calibration by the HERS Rating Provider or Certified Rater. The provider shall use a standard for field testing of calibration provided by the equipment manufacturer. Magnehelic Gauges cannot be field tested and shall be recalibrated by the Blower Door manufacturer annually. Field check the fan and flow measuring systems for defects and maintain them according to manufacturers recommendations. The HERS Rating Provider or Certified Rater shall maintain a written log of the annual calibration check to verify all equipment accuracy for a period of three (3) years. These records shall be made available within 3 business days to the RESNET Quality Assurance Administrator upon request.

803 On-site Inspection Procedures for Duct Leakage Testing

The purpose of these test procedures is to make a determination of the amount of leakage of a duct system, either total system leakage or leakage to outside of the conditioned space. Because total duct leakage (to both inside and outside the conditioned space) at 25 Pascals should always be greater than the leakage to outside, the total leakage may be used instead of leakage to outside for determining that a system meets a required threshold. The total leakage value may be entered into software as if it were leakage to the outside for this purpose. However, total leakage should not be substituted for leakage to outside when conducting an energy audit or predicting savings from retrofits, except as indicated. Table 803.1 summarizes the test methods approved for use in the RESNET Standards.

803.1 Air Handler Flow

For the purposes of determining if a total duct leakage test method may be used (see table 803.1), the Air handler flow can be measured in accordance with ASHRAE Standard 152-2004, ASTM E1554-2007, or by using the following default values: 400 CFM per ton of air conditioner or heat pump capacity or 200 CFM per 12,000 Btu/h of furnace (output) capacity whichever is greater.

Table 803.1- Duct Leakage Test Methods

Test Method	Test pressure	Conversion to operating pressure	Supply/Return	Notes
Leakage to the Outside Tests				
RESNET Standard Section 803.7	25 Pa	No conversion	Assume ½ supply and ½ return	
ASHRAE 152 Annex B	25 Pa	½ plenum pressure for supply and return individually	Separate	
ASTM E1554-07 Method A: “DeltaQ”	Normal Operation	n/a	Separate	Can be used for energy auditing but not compliance testing. To limit precision errors this test is only allowed in this RESNET Standard if the Building Enclosure Leakage is less than 2500 cfm @ 50 Pa
ASTM E1554 Method B	25 Pa	½ plenum pressure for supply and return individually	Separate	
Total Duct Leakage Tests				The total leakage may be used instead of leakage to outside for compliance testing. It may be used for energy audits or savings estimates if the total leakage is less than 10% of air handler flow.
RESNET Standard Section 803.5	25 Pa	No conversion	Assume ½ supply and ½ return	
ASHRAE 152 Annex C	25 Pa	½ plenum pressure or assume 62.5 Pa	Assumes ½ supply and ½ return	2.5% of air handler flow added if testing done without air handler. 2.5% added if testing done without registers/grilles.

803.2 RESNET Simplified Test Procedures

For purposes of this chapter, duct leakage may be measured by either pressurizing or depressurizing the duct system. Tests measure either total leakage or leakage to the outside. Total leakage includes all leaks in the air distribution system and leakage to the outside only refers to leaks to outside the conditioned space. The following text mentions only pressurization, but depressurization may also be used.

Testing of the duct system(s) of a building is accomplished by use of a duct leakage testing device and, when testing leakage to outside, a blower door. For total duct leakage, the duct leakage tester is attached and used to pressurize the duct system to 25 Pa. This test measures all duct leakage including leakage between the ducts and the conditioned space and leakage between the ducts and any unconditioned space or outside.

When performing a duct leakage to outside test, a blower door is also used to pressurize the building to 25 Pa while the duct leakage tester is used to equalize the pressure inside the duct system with the building pressure induced by the blower door (e.g 25 Pa). Multiple blower doors may be used if the conditioned space can't be uniformly pressurized with a single blower door (for example- a conditioned crawlspace). Because the ducts and the conditioned space of the building are theoretically at the same pressure, little or no air flows through leaks between the ducts and the conditioned space and the duct leakage tester only measures the leakage between the ducts and spaces outside the conditioned space. When ducts are entirely within the conditioned space boundary, 100% of the system is visible at the time of testing and the system is fully ducted (i.e., no building cavities are used to transport air) the ducts do not have to be tested and the ducts may be assumed to have no leakage to outside the conditioned space.

803.2.1 Multifamily Buildings

For multifamily buildings where each unit has its own duct system, each unit may be tested individually using the procedures in this RESNET standard. Each unit should be treated as if it is a single family dwelling. The leakage to outside test is performed using a blower door in the main entry to the unit to pressurize the individual unit with reference to outside. If the main entry door is in an interior hallway then the hallway needs to be well connected to outside through open windows or doors or an exterior window or door (such as to deck or patio) may be used. Similarly, only the ducts in the unit under test are pressurized. For compliance testing, use measured leakage to outside. For energy audits or savings estimates, it may be assumed that the leakage to outside is one-half of this measured leakage. For compliance testing, the total leakage test method may be used instead of leakage to outside.

803.3 Protocol for Preparing the Building and the Duct System for a Duct Leakage Test (Items 803.3.1-803.3.8 are used for both Total and Outside Leakage tests)

803.3.1 Adjust the HVAC system controls so that the air handler fan does not turn on during the test.

803.3.2 Turn off any fans that could change the pressure in either the conditioned space or any spaces containing ducts or air handlers (bathroom fans, clothes dryers, kitchen vent hood, attic fan, etc.).

803.3.2 Turn off all vented combustion appliances if there is a possibility that the space containing the appliance will be depressurized during the test procedure.

803.3.3 Remove all filters from the duct system and air handler cabinet. If the duct leakage testing system is installed at a central return grille, also remove the filter from that grille.

803.3.4 Any intentional openings into the duct system such as combustion air or ventilation ducts shall be left in their normal non-ventilation operating position. Motorized dampers should be closed.

803.3.5 If ducts run through unconditioned spaces such as attics, garages or crawlspaces, open vents, access panels, doors, or windows between those spaces and the outside to eliminate pressure changes due to duct leakage during the test procedure.

803.3.6 Supply registers and return grilles shall be temporarily sealed in some manner so as to allow for the pressurization of the duct system.

803.3.7 Zone and bypass (not balancing) dampers shall be set to the open position to allow uniform pressures throughout the duct system.

Total leakage test only: Fully open at least one door, window or comparable opening between the building and outside to prevent changes in building pressure when the duct leakage testing system is running.

Leakage to the outside test only: All exterior doors and windows between the building and outside shall be closed, and other openings to the outside that may hinder the ability of a blower door fan to pressurize the building to 25 Pa with reference to outside should be closed or covered in some manner. Interior doors shall be open.

803.4 Installation of the Duct Leakage Testing System (used for both total leakage and leakage to outside tests)

803.4.1 Attach the duct leakage tester system to the largest return grille closest to the air handler. Use the manufacturer's recommended installation procedure that is consistent with the mode (i.e. pressurization vs. depressurization) of the test being performed. Be sure the remaining opening in the return grille is temporarily sealed.

When testing a duct system with 3 or more returns, installation of the duct leakage tester at the air handler cabinet may be a better attachment location.

Document the attachment location of the duct leakage testing system.

803.4.2 Select a location to measure duct pressure. Choose one of the following three locations to measure duct pressure:

- The largest supply register closest to the air handler, or
- The main supply trunk line, or
- The supply plenum can be used if the duct leakage tester is installed at a central return.

Document the duct pressure measurement location.

803.4.3 Insert a pressure probe into the duct system at the chosen measurement location. If measuring at the supply trunk line or supply plenum, you must use a static pressure probe (be sure the probe is pointing into the air stream). If measuring at a supply register, you may use a static pressure probe, or you may simply insert a straight pressure probe or the end of a piece of flexible tubing.

803.4.4 Install the pressure gauge and tubing connections in accordance with the manufacturer's instructions and the test mode (pressurization vs. depressurization) being used. The duct system pressure should be measured with reference to the inside of the building. Turn on and configure the pressure gauge for the test procedure being performed.

803.5 Procedure for Conducting a Total Duct Leakage Test

803.5.1 Select the appropriate range (e.g. flow ring) of the duct leakage testing fan and configure the flow gauge to match the selected range.

803.5.2 Turn on the duct leakage testing fan and increase fan speed until the duct system has been pressurized to 25 Pa (+/- 0.5 Pa). Measure and record the duct pressure reading (0.1 Pa resolution) and the fan flow reading (1 CFM resolution) using a 5 second averaging period. Also record the fan configuration (range), fan and manometer models and serial numbers. Be sure the fan is being operated according to the manufacturer's instructions.

If 25 Pa of duct pressure cannot be achieved because the duct testing fan does not have sufficient flow capacity, then achieve the highest duct pressure possible with the equipment available and record the values above.

Note: If your pressure gauge has the capability to adjust the fan flow value to a duct pressure of 25 Pa (i.e. @25 Pa feature), then follow the manufacturer's procedures for conducting a one-point total leakage test, and record the following values: duct pressure, CFM25 (or fan flow in CFM and pressure in Pa if 25 Pa not achieved), fan configuration, fan and manometer models and serial numbers. If your gauge does not have an @25 feature and the measured duct pressure was not exactly 25 Pa, calculate and record CFM25 as: $CFM25 = (25 \text{ Pa} / \text{duct pressure})^{0.6} \times \text{fan flow}$.

803.5.3 Turn off the duct testing fan.

803.6 Installation of the Blower Door System (used for leakage to outside test only)

803.6.1 Install the blower door system in an exterior doorway that has unrestricted access to the building and no obstructions to air flow within five feet of the fan inlet. The blower door fan should be installed in a configuration that is consistent with the mode of the duct leakage test (i.e. pressurization vs. depressurization).

803.6.2 Install the pressure gauge(s), fan and tubing connections as per manufacturer's instructions.

803.7 Procedure for Conducting a Duct Leakage to Outside Test

803.7.1 With both the blower door and duct leakage fans sealed, measure the baseline building pressure with reference to outside using a 5 second averaging period.

803.7.2 Unseal the blower door fan. Turn on the blower door fan and pressurize the building by 25 Pa (+/- 0.5 Pa) from the measured baseline building pressure (i.e. change the building pressure by 25 Pa). **Note:** If your pressure gauge has the capability to display the induced building pressure (i.e. baseline adjustment feature), then follow the manufacturer's procedures for pressurizing the building by 25 Pa.

803.7.3 With the blower door fan continuing to run, unseal the duct leakage testing fan and select the appropriate range on the duct leakage testing fan. Configure the duct leakage testing system gauge to match the selected range.

803.7.4 Turn on the duct leakage testing fan and increase fan speed until the duct system pressure reads 0.0 (+/- 0.1 Pa). **Note:** The duct system pressure should be measured with reference to the inside of the building.

803.7.5 Re-check the blower door pressure gauge and if necessary, re-adjust the blower door fan to maintain a 25 Pa pressurization. **Note:** If the blower door fan is being operated with a "cruise control" feature, it is not necessary to recheck the blower door pressure gauge.

803.7.6 Return to the duct leakage pressure gauge and if necessary, re-adjust the duct leakage testing fan until the duct system pressure reads 0.0.

803.7.7 Record the following values: building pressure, duct pressure, CFM of flow through the duct testing fan, duct testing fan configuration, duct testing fan and manometer models and serial numbers. Calculate and record CFM25: $\text{CFM25} = (25 \text{ Pa} / \text{building pressure})^6 \times \text{duct leakage fan flow}$.

803.7.8 Turn off both the blower door and duct leakage testing fans.

Note: If the blower door system is unable to pressurize the building to 25 Pa because the blower door fan does not have sufficient flow capacity, then you will need to conduct the test at the highest achievable building pressure and adjust the measured duct leakage as described in step 803.7.7.

Note: If the duct testing fan was unable to create a pressure difference of zero between the duct system and the building (while the blower door is pressurizing the building to 25 Pa) because the duct testing fan does not have sufficient flow capacity, then the test will need to be performed at a lower building pressure and adjust the measured duct leakage as described in step 803.7.7.

803.8 Application of Results

803.8.1 The results of the total duct leakage test represent the total amount of duct leakage both to the inside and to the outside of the conditioned space and represent the overall leakage of the entire system. The total leakage may be of use in some programs where the total system duct leakage is required.

803.8.2 The duct leakage to the outside test is designed to measure only the duct leakage occurring to the outside of the conditioned space. Many programs use this measurement as the determining factor as to whether a duct system fails or passes.

803.8.3 If rating software requires separate input of supply and return leakage that have not individually been measured you shall assume that $\frac{1}{2}$ of the total measured leakage is in the supply and $\frac{1}{2}$ is in the return.

803.9 Equipment Accuracy and Requirements

Duct testing fans used for determining either total leakage or leakage to outside shall measure airflow with an accuracy of $\pm 5\%$. Pressure gauges shall measure pressure differences with a resolution of 0.1 Pa and have an accuracy of $\pm 1\%$ of the reading or 0.5 Pa, whichever is greater.

Blower doors, duct testers, and associated pressure testing instruments shall be field-tested annually for calibration. The calibration procedure shall follow the equipment manufacturer's recommendations.

The HERS Rating Provider or Certified Rater shall maintain a written log of the annual calibration check to verify all equipment accuracy for a period of three (3) years. These records shall be made available within 3 business days to the RESNET Quality Assurance Administrator upon request.

804 On-site Inspection Procedures for ventilation air flow Testing

The purpose of these test procedures are to measure the air flows through whole house ventilation systems and local exhausts. The test procedures treat the air flows into and out of the grille being measured separately. The Air Flow Resistance method may only be used on systems that do not have multiple branches in the ventilation air duct system. Use of a manometer with manufacturer-installed calibrated ports (common on ERV/HRV equipment) is an acceptable method if the manufacturer's instructions are followed

804.1 Air Flows into Grilles

804.1.1 Powered Flow Hood

A powered flow hood consists of:

- A flow capture device that is to be placed over the grille to be measured. The flow capture element needs to be large enough to cover the whole grille and be airtight.
- A pressure measuring system inside the flow capture element that is designed and installed to measure the static pressure inside the flow capture element.
- A manometer to measure the pressure difference between the inside of the flow capture element and the room.
- An air flow meter to measure the air flow through the air flow capture element. The air flow meter shall measure airflow with an accuracy of +/-5%.
- A variable-speed fan to move air through the flow capture element and the flow meter.

804.1.1.1 Place the flow capture element over the grille to be measured.

804.1.1.2 Turn on the air flow assisting fan and adjust the airflow until zero pressure difference is measured between the flow capture element and the room.

804.1.1.3 Record the air flow through the air flow meter.

804.1.2 Air Flow Resistance

The Air Flow Resistance method measures the pressure difference across a flow capture element with a known air flow resistance. A rectangular user fabricated box can be used if the size of the hole is not greater than half the size of the box in each direction and the distance from the hole to the grill is at least as large as the larger dimension of the hole. User fabricated devices shall be approved by a provider prior to use.

804.1.2.1 Place the flow capture element over the grille to be measured. Ensure there is air tight seal around the grille and the flow device so that all of the air entering the grill goes through the device.

804.1.2.2 Measure the pressure difference (ΔP) between the flow capture element and the room at a corner of the inlet side of the box. The hole in the flow capture device should be sized so that the pressure difference is between 1 and 5 Pa.

804.1.2.3 Calculate the air flow using the manufacturer's calibration of the air flow resistance device.

For user fabricated devices that do not have a manufacturer's calibration, the following equations may be used to calculate the air flow.

Air Flow (cfm) = Open Area $\times 1.07 \times (\Delta P)^{0.5}$; for Area in in^2 , ΔP in Pa

Air Flow (L/s) = Open Area $\times 0.078 \times (\Delta P)^{0.5}$; for Area in cm^2 , ΔP in Pa

804.2 Air Flows Out of Grilles

804.2.1 Powered Flow Hood

The measurement procedure is the same as for air flow into grilles (Section 804.1.1) but with the fan and flowmeter arranged to have flow out of the grille.

804.2.2 Bag Inflation

The Bag Inflation method requires the use of a bag of a known volume, a method to hold the bag open (typically a lightweight frame of wood, plastic or metal wire), a shutter to start the air flow and a stopwatch.

804.2.2.1 Completely empty the bag of air and place a shutter over its opening.

804.2.2.2 Rapidly withdraw the shutter and start the stopwatch.

804.2.2.3 When the bag is completely full stop the stopwatch.

804.2.2.4 Calculate the airflow by dividing the bag volume by the elapsed time. Calculate the air flow in cfm as 8 X bag volume in gallons/number of seconds

804.2.2.5 Repeat measurement one or more times and average the results.

804.2.2.6 How to Choose a Bag

Plastic thickness. Bags made from thinner material often do not fill uniformly because the air flow from the register blows them about too much. If the bag sides flap a lot and measuring the same register twice gives results that differ by more than 20%, then try a bag with thicker material.

Use the right sized bags. Bags that fill in under two seconds will have increased errors because of resolution issues in timing how fast the bag is filled. Conversely, bags that are too large for a given register flow will have increased leakage around the edges of the bag before it fills completely and may not generate enough pressure to push a bag into its final shape. Aim for a fill time of 2 to 20 seconds.

804.3 Equipment Accuracy Requirements and Specification

The manometer shall measure pressure differences with a resolution of 0.1 Pa and have an accuracy of +/-1% of the reading or 0.5 Pa, whichever is greater.

805 Work Scope and Combustion Safety Procedures

805.1 These protocols shall be followed by RESNET-accredited Raters and Auditors (hereinafter referred to collectively as “Auditors”) performing combustion appliance testing or writing work scopes for repairs.

805.2 If the Auditor has been trained and certified in accordance with a RESNET approved “equivalent home performance certification program” or the Building Performance Institute

(BPI) Standards, the Auditor may follow protocols in accordance with those equivalent standards.

805.3 RESNET-accredited Training Providers shall train HERS Auditors on these protocols through either field exercise or through simulated conditions. A written exam administered by a RESNET-accredited Trainer is also required, provided by RESNET. The test shall cover the content of these guidelines with a minimum of 25 questions. A minimum score of 80% is required to pass.

805.4 Prior to conducting any test that affects the operating pressures in the home, the Auditor shall inquire whether a person that has environmental sensitivities (asthma, allergies, chemical sensitivity, etc.) is present in the home. If such a person is present, the Auditor shall not perform such tests without written disclosure from the affected party (or responsible adult). The written disclosure shall state (at a minimum) that “during the period of testing, some amount of dust, particles, or soil gases already present in the home may become airborne.” Without a signed disclosure, the Auditor shall either reschedule the test for a time when they will not be present, or ask them to leave the home during the testing process. The Auditor shall also inquire as to the presence of pets that may potentially be affected by testing procedures.

806 Gas Leakage Test

806.1 If there is a noticeable odor indicating gas buildup within the home, the occupants and Auditor shall leave the house and the appropriate authorities and utility providers shall be notified from outside the home.

806.2 The Auditor should use a gas detector upon entry into the home to detect the presence of natural gas. If gas is suspected or confirmed, ensure that switches are not operated while exiting and no ignition concerns are present. The audit shall not proceed until the proper authorities have deemed it safe to re-enter the home. If there is no noticeable odor indicating gas buildup within the home, the Auditor shall determine if there are gas leaks in the fittings and connections of natural gas appliances within the home and natural gas/liquid propane supply lines following these protocols.

806.3 Inspect all fittings and joints in supply lines and appliance connectors and confirm suspected leaks with leak-detection fluid. Identify for repair or replacement any kinked, corroded or visibly worn flexible gas lines and any flexible connectors manufactured prior to 1974.

806.4 Equipment needed

- Combustible gas detector capable of measuring 20 ppm
- Leak detection fluid (non-corrosive)

807 Worst Case Depressurization Test

This test procedure measures the pressure in the Combustion Appliance Zone (CAZ) and provides visual evidence of spillage potential.

If there are any vented combustion appliances that use indoor air to vent combustion gases and which are not classified as a category 3 or 4 according to NFPA standard 54, then a worst case depressurization test shall be performed using the following protocol.

807.1 Check the combustion appliance zone for the presence of flammable or explosive material near a combustion source.

807.2 Visually inspect venting system for proper size and horizontal pitch and determine there is no blockage or restriction, leakage, corrosion or other deficiencies that could cause an unsafe condition.

807.2.1 Inspect burners and crossovers for blockage and corrosion.

807.2.2 Inspect furnace heat exchangers for cracks, openings or excessive corrosion.

807.3 Close all the exterior doors and windows of the home.

807.4 Close fireplace damper(s) if fireplace is present.

807.5 Close any interior doors between the CAZ and the remainder of the house, ensuring that all vented appliances and exhaust fans have been turned off.

807.6 Measure the baseline pressure difference between the CAZ with respect to (WRT) outside (ambient) and baseline CO levels. Set the gauge to read pressure and record the baseline pressure.

807.7 Turn on all exhaust fans in the home (kitchen range hood, bath exhaust, clothes dryer, etc.) that exhaust air outside the building envelope.

807.8 Record pressure in CAZ with respect to Outside.

807.9 Turn on the air handler. Record pressure in CAZ with respect to outside. If air handler makes the CAZ more positive (or less negative), turn it off. If the air handler is kept on, close interior doors to any rooms that have no return registers.

807.10 If fireplace is present install blower door and set to exhaust 300 CFM to simulate fireplace in operation.

807.11 Record net change in pressure difference within the CAZ WRT outside between baseline and worst case depressurization conditions. Record the position of doors and conditions of fans and air handler. When the net change in CAZ pressure is lower (more negative) than the limits specified below, the work scope shall specify remediation

through pressure balancing, duct sealing, and/or other pressure-relief measures, as applicable.

807.12 Turn on vented combustion appliance with the smallest Btu capacity. Operate appliance for 5 minutes then measure CO levels according to the carbon monoxide test procedure below, and check appliance draft using a smoke pencil at the draft diverter. If the smoke is not fully drawn up the flue, the appliance has spillage under worst case depressurization. Record if there is any spillage and record CO level. When spillage occurs or CO exceeds the limits specified below in section 9, the work scope shall specify remediation, including equipment repair or replacement, and/or building pressure remediation, as applicable. If both spillage and high CO are found during the test, the homeowner should be notified of the conditions and that it needs immediate remediation.

807.13 Turn on all the other combustion appliances, one at a time, within the CAZ and repeat step 1.12 on each of them.

807.14 If spillage or high CO occurs in any appliance(s) under worst case depressurization, retest that appliance(s) under natural conditions.

807.14.1 Turn off the combustion appliances.

807.14.2 Turn off the exhaust fans.

807.14.3 Open the interior doors.

807.14.4 Let the vent cool.

807.14.5 Test CO and spillage under natural conditions. If the test failed under worst-case, but passes under natural conditions, the work scope shall specify building pressure remediation, as applicable.

807.14.6 If an appliance fails under natural conditions, the Auditor shall inform the homeowner of the problem, and the work scope shall specify remediation, including equipment or vent system repair or replacement, as applicable.

CAZ Pressure Limits

-15 Pa for pellet stoves with exhaust fans and sealed vents

-5 Pa for Atmospheric vented oil or gas system (classified as a category 1 or 2 according to NFPA standard 54, such as oil power burner; fan-assisted or induced-draft gas; solid-fuel-burning appliance other than pellet stoves with exhaust fans and sealed vents)

If ambient CO levels exceed 35 ppm at any time, stop any testing and turn the combustion appliances off. Open all the exterior doors and windows. No one should enter the home until the CO levels drop below 35 ppm. The combustion appliance causing the increase in CO levels must be repaired by a qualified technician prior to completing the combustion appliance tests, unless the work scope calls for replacement of the appliance(s).

808 Carbon Monoxide Testing

Test all spaces (including attached garages, crawlspaces, basements) containing combustion appliances for carbon monoxide using the following protocols.

808.1 CO testing of ambient air shall be performed continuously while performing a Worst Case Depressurization Test and/or under natural conditions, as required by paragraph 807.14.

808.2 Equipment used shall:

- Be capable of measuring carbon monoxide (CO) levels from 0 to 2,000 ppm (parts per million)
- Have a resolution of 1 ppm
- Have an accuracy rate of + 5 ppm
- Be calibrated annually by the manufacturer (or using manufacturer's instructions) and evidence of the calibration shall be submitted to the Rating Provider Quality Assurance Designee

808.3 Zero the carbon monoxide meter outside the building away from any combustion outlets or automobile traffic areas.

808.4 Take a measurement of CO levels within the home upon entering to establish a baseline. Do not measure near combustion appliances while they are operating. If ambient CO levels are higher than 35 ppm during normal appliance operation, turn off the appliance, ventilate the space, and evacuate the building. The building may be reentered once ambient CO levels have gone below 35 ppm.

808.5 For atmospherically-vented appliances:

808.5.1 Take a measurement of vent gases upstream of (before they reach) the draft diverter.

808.5.2 Appliance must operate for at least 5 minutes before taking sample.

808.5.3 Take sample during worst-case depressurization test and/or under natural conditions, as required by paragraph 1.14. Record the CO level.

808.6 For direct- or power-vented appliances:

808.6.1 Sample must be taken at vent termination.

808.6.2 Appliance must operate for at least 5 minutes before taking sample.

808.6.3 Take sample during worst-case depressurization test and/or under natural conditions, as required by paragraph 1.14. Record the CO level.

808.7 For LP- or natural gas ovens:

808.7.1 Open a window or door to the outside.

808.7.2 Remove any foil or cooking utensils within the oven.

808.7.3 Verify that the oven is not in self-cleaning mode.

808.7.4 Turn oven on to highest temperature setting.

808.7.5 Close the oven door and begin monitoring the CO levels in the kitchen, 5 feet from the oven at countertop height. Record CO levels.

808.7.6 Measure the CO levels within the oven vent.

808.7.6.1 Samples must be taken while burner is firing.

808.7.6.2 Operate burner for at least 5 minutes while sampling flue gases.

808.7.6.3 If CO levels are higher than 100 ppm, repeat the flue gas sampling until the CO levels stop falling.

808.7.6.4 Record the steady state CO reading in ppm and turn off oven.

808.8 If measured CO levels are higher than 100 ppm (200 for oven), or an appliance fails to meet manufacturer's specifications for CO production (whichever is higher), the work scope shall specify replacement or repair of the appliance, and the homeowner shall be notified of the need for service by a qualified technician.

808.9 If ambient CO levels exceed 35 ppm at any time, stop any testing and turn the combustion appliances off. Open all the exterior doors and windows. No one should enter the home until the CO levels drop below 35 ppm. The combustion appliance causing the increase in CO levels must be repaired by a qualified technician prior to completing the combustion appliance tests, unless the work scope calls for replacement of the appliance(s).

809 Work Scope for Contractors

809.1 Requirements

809.1.1 All work must meet applicable codes and regulations for the jurisdiction.

809.1.2 When air sealing is being performed the work scope shall specify CAZ depressurization testing to be performed at the end of each workday.

809.1.3 The work scope for recommended improvements will be determined by the Auditor and shall be based upon the findings of the assessment, the client's needs and

budget, and priorities identified during combustion appliance testing, subject to health and safety requirements.

809.1.4 The work scope shall clearly identify for the client any remedial actions which require prompt attention, affect safety, or require a licensed trade.

809.1.5 The work scope shall provide sufficient specification that the client may obtain reasonably comparable bids from alternative sources for making recommended improvements.

809.1.6 All scopes of work shall include this statement: **“The estimated energy use and savings information contained in the audit report does not constitute a guarantee or warranty of actual energy cost or usage.”**

809.1.7 The work scope shall be developed based on the Auditor’s diagnosis and analysis. Emphasis shall be on:

- bringing air distribution system components inside the building enclosure when it is feasible, or sealing and insulating ducts when it is not
- improving airflow and total HVAC system efficiency as applicable
- upgrades to the building enclosure as applicable
- improvements to lighting and appliances as applicable

809.1.8 The scopes shall reflect the “house as a system” approach, recognizing measure interaction. The following statement shall be included whenever a fireplace or combustion appliance is located within the building enclosure:

“This work scope is not a list of recommendations that may be implemented independently; any exclusions or variations to this scope may increase the risk of flue gas spillage, back-drafting, carbon monoxide production and/or moisture problems within the home.”

809.1.9 When specifying equipment replacement, new equipment sizing shall be based on the proposed, upgraded condition of the building enclosure and duct system.

809.1.10 The work scope shall call for post-work combustion appliance testing in accordance with these guidelines when any work affecting enclosure or duct tightness, or building pressures, is specified.

809.2 Work Scope: Carbon Monoxide

809.2.1 The source of the CO must be repaired or replaced and the problem corrected prior to commencing work on other tasks on the work scope, unless remediation of the CO production is specifically related to one or more of those tasks (such as duct repairs that will correct a large negative pressure in the CAZ).

809.2.2 If there are combustion appliances within the building envelope, a carbon monoxide detector should be specified in the main area of each floor according to manufacturer’s recommendations, typically in the hallway outside each bedroom area.

809.2.3 If measured CO levels are higher than 100 ppm (200 for oven), or an appliance fails to meet manufacturer's specifications for CO production (whichever is higher), the work scope shall specify replacement or repair of the appliance, and the homeowner shall be notified of the need for service by a qualified technician.

809.3 Work Scope: Worst Case Depressurization

809.3.1 If the results of the Worst Case Depressurization Test indicate the potential for backdrafting by failing the CAZ pressure limits or spillage test, remediation of the failure must be addressed in the work scope, through one or more of the following (as applicable): targeted air- and duct-sealing, room pressure balancing, exhaust fan makeup air, or appliance replacement (with power- or direct-vented equipment). As an alternative, the combustion appliance zone may be isolated by creating a sealed combustion closet containing the combustion appliances that has the proper amount of combustion air supplied to it according to the applicable version of the IRC. Adequate sealing for isolation purposes shall include air sealing and duct sealing (especially of adjacent platform or cavity return ducts) and confirmed by another CAZ depressurization test.

809.3.2 The work scope should specify replacement of atmospheric-vented combustion appliances with high-efficiency sealed combustion, direct vent, or power vented appliances when feasible. If the home has unvented combustion appliances, the Auditor shall recommend they be disconnected and replaced with vented combustion appliances.

809.3.3 If unvented combustion appliances are not removed or replaced with vented combustion appliances or electric appliances, the work scope shall not specify measures that affect the air tightness of the envelope, including air sealing, duct sealing, sidewall insulation, or window replacements. Duct sealing outside the thermal envelope may be specified in IECC climate zones 1-3.

Auditor Referenced Standards

These referenced standards provide guidance for the Auditor in the performance of their role as an auditor or home energy rater (diagnostic testing, analysis, writing scopes of work).

1. Mortgage Industry National Home Energy Rating Systems Standards, published by the Residential Energy Services Network, latest version, www.resnet.us
2. ASHRAE/ANSI Standard 119-1998 RA-2004 Air Leakage Performance for Detached Single-Family Residential Buildings, published by the American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc., www.ashrae.org
3. ASHRAE/ANSI Standard 152-2004 Method of Test for Determining the Design and Seasonal Efficiencies of Residential Thermal Distribution Systems, published by the American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc., www.ashrae.org

4. ASTM E1998-02(2007) “Standard Guide for Assessing Depressurization-Induced Backdrafting and Spillage from Vented Combustion Appliances”, published by ASTM International, www.astm.org
5. ASTM E1827-96(2007) “Standard Test Methods for Determining Airtightness of Buildings Using an Orifice Blower Door”, published by ASTM International, www.astm.org
6. ASTM E1554-07 “Standard Test Methods for Determining Air Leakage of Air Distribution Systems by Fan Pressurization”, published by ASTM International, www.astm.org
7. Reflective Insulation, Radiant Barriers and Radiation Control Coatings, published by the Reflective Insulation Manufacturers Association- International, www.rimainternational.org
8. Protocols for Verifying HVAC Systems to the ACCA Quality Installation Standard, published by the Air Conditioning Contractors of America, www.acca.org (currently in draft)
9. Verifying ACCA Manual J® Procedures, published by the Air Conditioning Contractors of America, www.acca.org
10. Verifying ACCA Manual S® Procedures, published by the Air Conditioning Contractors of America, www.acca.org
11. Verifying ACCA Manual D® Procedures, published by the Air Conditioning Contractors of America, www.acca.org
12. NAIMA Fibrous Glass Duct Installation Check List, published by the North American Insulation Manufacturers Association, www.naima.org
13. AHRI Certification Directory, published by the Air-conditioning, Heating and Refrigeration Institute, www.ahridirectory.org

Contractor Work Scope Referenced Standards

These referenced standards should be referenced in the work scope, as applicable to provide guidance for the contractor to perform the work scope.

1. International Residential Code for One- and Two-Family Dwellings- 2006, published by the International Code Council, Inc., www.iccsafe.org
2. International Energy Conservation Code- 2006, published by the International Code Council, Inc., www.iccsafe.org
3. International Mechanical Code- 2006, published by the International Code Council, Inc, www.iccsafe.org

4. International Fuel Gas Code- 2006, published by the International Code Council, Inc., www.iccsafe.org
5. ANSI/ACCA Standard 5 QI-2007 HVAC Quality Installation Specification, published by the Air Conditioning Contractors of America, www.acca.org
6. Manual J, Residential Load Calculation, 8th edition, published by the Air Conditioning Contractors of America, www.acca.org
7. Manual D, Residential Duct Systems, 3rd edition, published by the Air Conditioning Contractors of America, www.acca.org
8. Manual S, Residential Equipment Selection, published by the Air Conditioning Contractors of America, www.acca.org
9. Manual RS, Comfort, Air Quality, & Efficiency by Design, published by the Air Conditioning Contractors of America, www.acca.org
10. Manual T, Air Distribution Basics, published by the Air Conditioning Contractors of America, www.acca.org
11. Manual H, Heat Pump Systems, published by the Air Conditioning Contractors of America, www.acca.org
12. Manual G, Selection of Distribution Systems, published by the Air Conditioning Contractors of America, www.acca.org
13. ASHRAE Standard 62.2 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings, published by the American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc., www.ashrae.org
14. ASHRAE Standard 52.2 Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size, published by the American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc., www.ashrae.org
15. ASTM Standard C1015-06 “Standard Practice for Installation of Cellulosic and Mineral Fiber Loose-Fill Thermal Insulation”, published by ASTM International, www.astm.org
16. ASTM Standard C1320-05 “Standard Practice for Installation of Mineral Fiber Batt and Blanket Thermal Insulation for Light Frame Construction”, published by ASTM International, www.astm.org
17. ASTM Standard C727-01 (2007)e1 “Standard Practice for Installation and Use of Reflective Insulation in Building Constructions”, published by ASTM International, www.astm.org
18. ASTM Standard C1158-05 “Standard Practice for Installation and Use of Radiant

Barrier Systems in Building Constructions”, published by ASTM International, www.astm.org

19. ASTM Standard E2112-07 “Standard Practice for Installation of Exterior Windows, Doors and Skylights”, published by ASTM International, www.astm.org

20. Flexible Duct Performance and Installation Standards 4th edition, published by the Air Diffusion Council, www.flexibleduct.org

21. Fibrous Glass Duct Construction Standards, 5th edition, published by the North American Insulation Manufacturers Association, www.naima.org

22. FTC Trade Regulation Rule 16 CRF 460, Labeling and Advertising of Home Insulation, published by the Federal Trade Commission, www.ftc.gov

Sample Work Scope Form

(This is informative and does not contain requirements necessary for conformance to these guidelines.)

Work Scope for _____

All work will be performed according the following checked standards

This work scope is not a list of recommendations that may be implemented independently; any exclusion to this scope may increase the risk of flue gas spillage, back-drafting, carbon monoxide production or moisture problems within the home.

What qualifications are required from contractors/technicians conducting the work:

What work needs to be performed:

Where the work needs to be performed:

How the work is to be performed (referenced Standard(s)):

Chapter Nine

RESNET Standards

900 RESNET NATIONAL STANDARD FOR QUALITY ASSURANCE

901 GENERAL PROVISIONS

901.1 Purpose

RESNET has the responsibility of accrediting Providers. This chapter outlines the quality assurance responsibilities of RESNET and Providers, the role and responsibility of the Quality Assurance and Ethics Committee, the role and responsibility of the Accreditation Committee, the RESNET Accreditation Process for all Providers, the RESNET policies and procedures for Probation, Suspension and Revocation of Provider Accreditation, and the Appeals process for each of these disciplinary actions.

902 DEFINITIONS AND ACRONYMS

See Appendix B.

903 RESNET QUALITY ASSURANCE REVIEW OF ACCREDITED PROVIDERS

903.1 RESNET shall randomly select a limited number of accredited Providers and conduct an annual review of their Quality Assurance records. This QA review may be a review of electronic files submitted to RESNET upon request, an onsite field review, or both. The RESNET Board of Directors shall determine the number of Providers that shall be reviewed on an annual basis and who will provide the quality assurance review.

903.2 Records that may be reviewed may include, but are not limited to:

903.2.1 Rating electronic files

903.2.2 Rating quality assurance records

903.2.3 Complaint files

903.2.4 Rater agreements

903.2.5 Rater registry

903.2.6 Disclosure files

903.2.7 Rating databases;

903.2.8 Interviews with a Provider’s QA Designee, Delegates, Raters or Rating Field Inspectors;

903.2.9 “Shadowing” a Provider’s Raters or Rating Field Inspectors in the field as they complete data collection, testing and inspections.

903.3 An accredited Rating Provider has the right to challenge the findings of a RESNT Quality Assurance reviewer for cause by submitting, in writing to the RESNET Executive Director, the details of their challenge.

903.4 Significant inconsistencies or errors in electronic records reviewed may result in an onsite review by RESNET.

904 QUALITY ASSURANCE REQUIREMENTS FOR PROVIDERS

904.1 No step in the QA process may be performed by the same individual that performed any part of the testing, inspection or rating of the home being subject to the QA review. In other words, if an individual performed any part of the inspection or rating process on a home, that individual cannot be the QA Designee or Delegate performing any part of the QA process specific to that home. Any ratings performed by a QA Designee that are submitted as part of a Provider’s QA Submission to RESNET shall be reviewed for quality assurance by a separate individual who meets the QA Designee requirements established by RESNET.

904.2 Providers are responsible for completing an annual submission of QA results to RESNET. RESNET shall designate the date submissions are due, the content of each submission, and the time frame for which data shall be provided, e.g. January 1st through December 31st. Providers will have at least thirty (30) days from notification until the submission is due.

904.3 Quality Assurance of Providers

904.3.1 RESNET shall develop a Quality Assurance Checklist that is to be used by QA Designees for the purpose of verifying a Provider’s compliance with the individual requirements for Providers set forth in the RESNET Standards. The checklist shall consist of items that are to be reviewed during an initial, first-time QA review by a QA Designee new to a Provider as well as items that RESNET has identified as requiring annual verification.

904.3.2 For the first-time QA review completed by a QA Designee new to a Provider, including in the event that a Provider changes QA Designees, every item on the checklist should be checked for compliance, accuracy and completeness. In subsequent years, the list of items to be checked may be shortened to include only those items that RESNET has identified as requiring annual verification.

904.4 Quality Assurance of Raters and Ratings

904.4.1 Review of rating data files

904.4.1.1 The Provider's QA Designee shall be responsible for an annual rating data file review of the greater of one (1) home or ten percent (10%) of each Rater's annual total of homes for which Confirmed or Sampled Ratings were provided. When determining the number of rating data files to review for a Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 homes x 10% = 10.1 means that 11 rating data files shall be reviewed.

904.4.1.2 A review of rating data files shall be conducted on an ongoing basis as appropriate for the volume of ratings being completed, and at a minimum quarterly.

904.4.1.3 The rating data file review completed by a QA Designee shall consist of, at a minimum, the following:

904.4.1.3.1 Rating data files shall be selected using a nonbiased selection process from the entire pool of files available at the time of the review for each Rater. It may be necessary to first select homes that represent a particular area of interest in the construction process for new and existing homes, geographic location, builder, etc. Once it is ensured that homes from these areas of interest will be included in the QA process, a nonbiased selection process can then be applied such as random selection. Special effort should be taken to make certain that the selected files are as representative as possible of the homes being rated which, in some instances, may require more than the minimum (1) home or ten percent (10%).

904.4.1.3.2 QA of rating data files does not require that Raters submit data to their Provider and/or QA Designee for every home that is rated. Only data for the homes selected for QA shall be required to be submitted to the QA Designee.

904.4.1.3.3 For each Projected Rating confirm that the values entered into the rating software for all Minimum Rated Features are either RESNET-defined defaults or are supported by architectural plans, threshold specifications, or field data. The values entered into the rating software for a Projected Rating are permitted to represent a Worst-Case Analysis;

904.4.1.3.4 For of each Confirmed Rating, confirm that the values entered into the Rating Software for all Minimum Rated Features are either RESNET-defined defaults or are supported by on-site field-confirmed test data using threshold diagnostic values or actual diagnostic values. The values entered into the rating software for a Confirmed Rating are permitted to represent a Worst-Case analysis;

904.4.1.3.5 Confirm that paper and/or electronic files, are being maintained and archived by Raters for each rating and/or unique floor plan, including the Rating Software Energy Simulation File and all supporting documentation required to validate the inputs into the rating software file (e.g., architectural drawings, threshold specifications, field data). These files shall be maintained a minimum of three (3) years;

904.4.2 On-site verification of ratings.

904.4.2.1 For each Rater, the Provider's QA Designee shall be responsible for an annual onsite field evaluation of the greater of one (1) home or one percent (1%) of the Rater's annual total of homes for which confirmed or sampled ratings and diagnostic testing services were provided. When determining the number of onsite evaluations to complete for a Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. $101 \text{ homes} \times 1\% = 1.01$ means that 2 onsite evaluations shall be completed.

904.4.2.2 For Raters utilizing Rating Field Inspectors (RFI's), the QA Designee shall ensure that an annual onsite field evaluation of the greater of one (1) home or one percent (1%) of the RFI's annual total of homes for which data was collected are subject to evaluation. The RFI evaluations may fulfill all or a portion of the Provider's annual onsite QA requirement. When determining the number of onsite evaluations to complete for an RFI, round up to the next whole number when the percentage calculation yields a decimal point, e.g. $101 \text{ homes} \times 1\% = 1.01$ means that 2 onsite evaluations shall be completed.

904.4.2.3 Onsite inspections shall be conducted on an ongoing basis as appropriate for the volume of ratings being completed, and at a minimum of annually.

904.4.2.4 Where feasible, each home selected for onsite inspections for each Rater shall be randomly selected and/or selected from as many different builders, communities and floor plans as possible.

904.4.2.5 As part of the onsite inspection of ratings, the QA Designee shall ensure that the minimum rated features of a rating are independently confirmed (i.e. confirmation of geometric characteristics, inspection of minimum rated features, and completion of any necessary performance testing) to determine whether the rating and/or diagnostic testing were accurately completed by the Rater, and determine whether information was completely collected and reported as required in 303.1 of Chapter 3 of these Standards.

904.4.2.6 Confirm that HERS Index scores for each home reviewed be no more than three percent (3%) (+/-) variation in the HERS Index from the HERS Index result as determined by the QA Designee. When calculating the HERS Index point variance allowed for a given Index, round down to the nearest whole Index point, with the allowable variance never less than two (2) HERS Index points.

904.4.2.7 Non-compliance of a reviewed rating shall trigger corrective action.

904.4.2.7.1 The rating shall be corrected in order to come into compliance with RESNET technical Standards under the supervision of the QA Designee.

904.4.2.7.2 The QA Designee shall develop and implement a corrective action plan for the Rater of the rating that addresses any underlying problems that led to the non-compliant rating.

904.4.2.7.3 The Provider shall initiate appropriate disciplinary action on the Rater in accordance with the Provider's written Rater disciplinary procedures.

904.4.2.7.4 Multiple instances of non-compliance with 904.4.2.5 shall, at a minimum, trigger an increased rate of file reviews or onsite inspections of homes and additional appropriate disciplinary action in accordance with the Provider's written Rater disciplinary procedures.

904.4.2.8 If a QA Designee is required to complete an onsite QA inspection on at least two (2) homes for a given Rater, the QA Designee may use one centralized – proctored rating QA event, and only one, for review of the Rater in lieu of an independent confirmation of the rating for the home as required for the balance of homes evaluated for the onsite inspection process.

904.4.2.8.1 A centralized proctored rating QA event is defined as a rating that occurs at a house assigned by the QA Designee at which the QA Designee, or their Delegate, must be onsite to ensure that the Rater being reviewed is working completely independently to gather all aspects of the minimum rated features of a home. The Rater being reviewed will not be allowed to communicate by any means with others while gathering information in the home or creating their rating software file and report. The review shall include, but is not limited to, the following:

1. Diagnostic equipment set-up and testing measurements
2. Insulation evaluation and R-value determination
3. Calculations of gross areas, volumes, and square footage of the home
4. Input and creation of the software rating file and reports

904.4.2.8.2 QA under this Section shall adhere to the same variance allowances provided for in Section 904.4.2.5.

904.5 Significant Non-compliance by Providers.

It is the expectation of RESNET that Providers fully comply with all the requirements set forth in these Standards. Discovery of one or more areas of non-compliance via the RESNET QA process, reporting by a QA Designee as part of the Provider's QA process, or in the course of RESNET's research of an ethics or consumer complaint will result in the QA Designee working with a Provider to come back into compliance. However, on occasion, there may be instances where actions by a Provider are truly egregious and, as such, would be deemed to be "significant non-compliance". This Section seeks to define the thresholds when actions by a Provider are deemed to be significant non-compliance, thereby requiring that the QA Designee report the significant non-compliance to RESNET and additional action by RESNET may be taken.

904.5.1 Significant non-compliance by Providers shall include, but not be limited to, the following:

904.5.2.1 Failure to comply with multiple individual requirements, or requirements impacting multiple Raters and/or ratings, for Providers set forth in the RESNET Standards and enumerated in a RESNET Quality Assurance Checklist;

904.5.2.2 Failure of a Provider to comply with the RESNET Standards of Practice, Code of Ethics, or Conflict of Interest Disclosure;

904.5.2.3 Failure to follow a Provider's written Rater disciplinary procedures for known or obvious non-compliance with the RESNET Standards, Standards of Practice, Code of Ethics, or Conflict of Interest Disclosure.

904.5.2 Reporting of significant non-compliance to RESNET.

904.5.2.2 QA Designees must report all significant non-compliance by a Provider to RESNET when it becomes known to the QA Designee so that RESNET may assist the QA Designee in working with a Provider to come back into compliance.

904.5.2.3 Failure of a QA Designee to report significant non-compliance issues may result in actions taken by RESNET as stipulated in Section 905.10.

905 QUALITY ASSURANCE DESIGNEE (QA Designee)

905.1 A Home Energy Rating Provider and BOP Provider shall designate one and only one officer, employee, or contractor to be the Primary Quality Assurance Designee for the organization, responsible for quality assurance within the organization. This does not preclude a Provider from having more than one QA Designee on staff or as a contractor, as may be necessary for business models where QA Designees do Ratings. The Primary QA Designee shall have ultimate responsibility, on behalf of the Provider, for fulfilling the requirements listed in Section 905.8 and who shall be the single point of contact to RESNET regarding all Quality Assurance matters. All QA Designees shall meet each of the minimum requirements to be a QA Designee as stipulated in this Section.

905.2 The designated officer, employee, or contractor responsible for quality assurance shall meet the following minimum requirements:

905.2.1 Previous certification as a Home Energy Rater;

905.2.2 As a certified Home Energy Rater, complete confirmed ratings on a minimum of twenty-five (25) homes prior to becoming a QA Designee;

905.2.3 To be eligible to QA a particular rating type (e.g. sampled, BOP, survey/audit, EEP), a QA Designee must have completed a minimum of five (5) of that rating type;

905.2.4 Passing the RESNET Quality Assurance Designee Test.

905.3 Verification of QA Designee and Delegate Requirements

905.3.1 A QA Designee must confirm that the minimum requirements to be a QA Designee and Delegate, as set forth in this Section 905, have been met.

905.3.2 Five (5) of the twenty-five (25) required confirmed ratings for a QA Designee must be individually reviewed by a QA Designee in accordance with section 904.4.2, three (3) of which may have been included in the annual QA process for a Provider in the previous twenty-four (24) months.

905.4 Professional Development for QA Designees

905.4.1 All QA Designees annually shall complete a two hour RESNET QA Roundtable on current information AND complete one (1) of the following activities:

905.4.1.1 Document 12 hours of attendance at the RESNET Conference; or

905.4.1.2 Complete 12 hours of RESNET approved CEU's; or

905.4.1.3 Documented field QA reviews on a minimum of 25 homes.

905.4.2 A person that is both a Rater Trainer and Quality Assurance Designee shall have to complete both the two hour RESNET roundtable for a Rater Trainer (see Section 209) and the two hour roundtable for Quality Assurance Designees. Rater Trainers and QA Designees selecting the conference or CEU option need only comply with the 12 hour requirement one time, i.e. 12 hours is not required for each position.

905.5 Proof of QA Designee qualifications shall be submitted by Providers with an application for accreditation or with a notification to RESNET of a change to a Provider's QA Designee(s).

905.6 All QA Designees shall have a signed agreement with the Provider to be the Provider's QA Designee.

905.7 Changes to a Provider's QA Designee(s)

905.7.1 If a Provider changes Primary QA Designees or a Provider's Primary QA Designee leaves the organization, is terminated as an outside QA Designee contractor, or is no longer eligible to be the QA Designee, the following steps shall be taken:

905.7.1.1 Within five (5) business days of the Primary QA Designee change, departure, termination, or knowledge of ineligibility, the Provider shall inform RESNET of the change, departure, termination, or ineligibility;

905.7.1.2 In the case of a change in Primary QA Designee as a result of departure, termination, or ineligibility, the Provider shall have forty (40) business days from the date of departure, termination, or knowledge of ineligibility to appoint a replacement

Primary QA Designee and notify RESNET of the newly designated officer, employee, or contractor, including proof of qualifications in accordance with 905.2.

905.7.2 If a Provider with multiple QA Designees adds or removes a QA Designee, the Provider shall inform RESNET within five (5) business days of the change.

905.8 Quality Assurance Designee Delegate (QA Delegate)

QA Designee's may have the file review and on-site inspection responsibilities performed by a Quality Assurance Designee Delegate. The QA Designee, however, remains responsible for the accuracy and compliance of the Provider's quality assurance program, including reviews and inspections completed by a QA Delegate.

905.8.1 A QA Delegate must be a certified Home Energy Rater and have completed, on a minimum of twenty-five (25) homes, the portion of the inspection or rating process for which the individual is performing quality assurance tasks. In other words, if the QA Delegate is repeating on-site testing and inspections as part of the QA process, that individual must have at least performed these tasks on a minimum of twenty five (25) homes.

905.8.2 The QA Designee is responsible for ensuring that the QA Delegate maintains their qualifications to be a QA Delegate, i.e. certification as a Rater.

905.9 Responsibilities of a QA Designee. Responsibilities of the QA Designee shall include:

905.9.1 Maintenance of quality assurance files;

905.9.2 Review of ratings conducted during a new Rater's probationary period. Prior to certifying a Rater Candidate, a Provider's QA Designee shall confirm that the Candidate has satisfactorily completed Rater training from a RESNET Certified Training Provider and satisfactorily completed their probationary ratings in accordance with Section 102.1.2.2.

905.9.3 Monitor the accuracy of the QA Delegate's performance of QA tasks by reviewing the results of the QA process for each QA Delegate (i.e. 1% field verification/10% file verification).

905.9.4 Complete annual submission of QA results to RESNET in accordance with Section 904.2;

905.9.5 With the annual QA submissions to RESNET, provide a listing of the QA Designees performing QA tasks on behalf of the Provider and a listing of the QA Delegates who have undertake QA reviews on behalf of a QA Designee;

905.9.6 In accordance with Section 904.3, annually complete the RESNET QA Checklist for Providers;

905.9.7 In accordance with Section 904.4, monitor ratings of all types conducted by certified Raters;

905.9.8 Maintenance of records for all ratings and tax credit verifications.

905.9.8.1 The QA record for each home shall contain at a minimum the information required by Section 904.4.1.3.

905.9.8.2 The record for each rating/tax credit verification shall be maintained for a minimum of three (3) years.

905.9.8.3 Upon RESNET's request, a Provider shall submit to RESNET the number of homes for which ratings/tax credit verifications were provided since the last data submittal. The ratings/tax credit verification shall be identified by type (to include projected and confirmed ratings for new and existing homes and the number of homes verified for tax credits). To the extent RESNET makes this information public; it will do so only in an aggregated form.

905.10 Failure of a QA Designee to Fulfill Their Responsibilities. Failure of a QA Designee to properly fulfill their responsibilities as specified in these Standards may include one or more of the following actions by RESNET:

905.10.1 The QA Designee being placed on probation;

905.10.2 Removal of the QA Designee from the RESNET Directory of qualified QA Designees;

905.10.3 Removal of the QA Designee's credential as a QA Designee;

905.10.4 RESNET no longer recognizing the QA Designee as a Home Energy Rater;

905.10.5 At the Provider's expense, further oversight by RESNET of the QA Designee and the Provider's processes and procedures;

905.10.6 To the extent that the Provider is at fault for the QA Designee's failure to fulfill their responsibilities, the Provider may be subject to probation, suspension or revocation in accordance with Section 911;

905.10.7 The QA Designee may appeal an Action taken by RESNET under this Section using the Appeals procedures stipulated in Section 912 of these Standards.

906 QUALITY ASSURANCE REQUIREMENTS FOR THIRD-PARTY ENERGY EFFICIENCY PROGRAMS

906.1 See Appendix B for definition of Third Party Energy Efficiency Program (EEP).

906.2 The rating data file for each home shall contain at a minimum an electronic copy of the rating software file as it pertains to the EEP and other pertinent required documentation (e.g. checklists, certificates, etc.). The rating data file will clearly identify which EEP the home qualifies under.

906.3 Rating data files and the results of onsite verification of ratings files will be made available by Providers for quality assurance initiatives implemented by EEP's.

906.4 EEP files will be inspected for quality assurance pursuant to section 904.4 and shall include those items related to energy efficiency specific to the EEP that may be in addition to the Home Energy Rating. Significant non-compliance by Providers shall be reported to EEP's when they become known to RESNET.

907 QUALITY ASSURANCE COMMITTEE

907.1 Committee Membership. The Quality Assurance Committee (QA Committee) shall be chaired by a member of the RESNET Board of Directors. The Chair shall be approved by the RESNET Board. Nominations of Committee members shall be made by the Chair to the RESNET Board for approval.

907.2 Committee Responsibilities. The QA Committee shall have the following responsibilities:

907.2.1 Oversight of RESNET's rating quality assurance program as defined in this chapter;

907.2.2 Review and rule on the merits of appeals from the Ethics and Appeals Committee;

907.2.3 Through the Ethics and Appeals Committee, review and rule on the merits of formal Ethics Complaints received by RESNET;

907.2.4 Through the Ethics and Appeals Committee, review and rule on the merits of Consumer Complaints received by RESNET;

907.2.5 Through the Ethics and Appeals Committee, review and rule on the merits of all appeals of non-approval or renewal of an application, probation, suspension, or revocation.

907.3 Ethics and Appeals Committee.

The Ethics and Appeals Committee shall have the responsibility of investigating ethics and consumer complaints and hearing appeals of an Application or Renewal Application that has been denied, or if a Provider has been placed on probation, or if a Provider's accreditation has been suspended or revoked. The Committee shall report to the QA Committee.

907.3.1 Committee membership. The Ethics and Appeals Committee shall be composed of five (5) members, none of whom shall also be a member of the Quality Assurance and Ethics Committee.. Nomination of the Committee Chair shall be made by the Quality Assurance and Ethics Committee to the RESNET Board for approval. The Chair of the Ethics and Appeals Committee shall nominate the other members of the Committee to the RESNET Board for approval, two (2) being Home Energy Raters and two (2) being representatives of Provider organizations.

908 ETHICS AND CONSUMER COMPLAINTS

908.1 Filing of Ethics Complaints

908.1.1 Ethics complaints may be filed against an accredited Provider for violating the RESNET Code of Ethics, failing to enforce the Code of Ethics with their certified Raters, or failure to comply with the specific requirements set forth in the RESNET Standards.

908.1.2 An ethics complaint shall document the alleged violation(s). The complaint shall also be specific about which section(s) of the Code of Ethics or the RESNET Standards have been violated. To be considered, the full and complete complaint shall be sent by registered mail, or other method which provides evidence of delivery, to the Executive Director of RESNET and contain the following information:

908.1.2.1 The name of the complainant and contact information;

908.1.2.2 The accredited Provider that is the subject of the complaint;

908.1.2.3 A complete description of the alleged violation(s);

908.1.2.4 A recitation of all the facts documenting the complaint including contact information;

908.1.2.5 Copies of any relevant documents.

908.2 Investigation of Ethics Complaints

908.2.1 The RESNET Executive Director shall assign a case number and forward the ethics complaint to the Ethics and Appeals Committee. The Committee shall consider the documentation contained in 908.1.2 in making a decision whether to proceed or dismiss the complaint.

908.2.2 In cases where the Ethics and Appeals Committee finds the documentation submitted does not meet the minimum standards for an ethics complaint, the complaint may be dismissed. Both parties shall be notified by registered mail, or other method which provides evidence of delivery, of the Ethics and Appeals Committee's finding.

908.2.3 Upon a decision by the Ethics and Appeals Committee that the ethics complaint should proceed to the next step, the RESNET Executive Director shall send a copy of the complaint by registered mail, or other method which provides evidence of delivery, to the subject of the complaint immediately. The respondent has 20 business days to submit a full and complete response to the complaint. All relevant information and documentation shall be included in the response. The response shall be in writing and sent to RESNET by registered mail, or other method which provides evidence of delivery.

908.2.4 Upon receipt of the response, the RESNET Executive Director shall immediately forward the response to the RESNET Ethics and Appeals Committee for consideration and action. Within thirty (30) business days of receiving the ethics complaint, the Ethics and Appeals Committee shall take action on the complaint. The action may include, but is not limited to:

908.2.4.1 Dismissal of complaint;

908.2.4.2 Requirement that the rating Provider take steps to correct the problem;

908.2.4.3 Recommendation to the QA Committee of sanctions under Section 912 (Suspension and Revocation of Accreditation) of this chapter.

908.2.5 All parties to the complaint shall be informed by registered mail, or other method which provides evidence of delivery, of the Ethics and Appeals Committee's action.

908.3 Filing of Consumer Complaints

908.3.1 Consumer Complaints may be filed by consumers who have grievances against RESNET, a Provider accredited by RESNET, or a Rater certified by an accredited Provider.

908.3.2 RESNET shall implement a Consumer Complaint Response Process to address and investigate consumer complaints.

908.4 Complainants shall have the right to appeal the decision of the Ethics and Appeals Committee to the QA Committee and RESNET Board of Directors. The Appeals process shall follow the same process and procedures stated in Section 912.2.2 and 912.2.3 respectively.

908.5 All complaints, responses, and supporting documentation received by RESNET shall be handled in strict confidence by the RESNET staff, the Ethics and Appeals Committee, the QA Committee and the Board of Directors.

909 ACCREDITATION COMMITTEE

909.1 Committee Membership. The Accreditation Committee shall be chaired by a member of the RESNET Board of Directors. The Chair shall be approved by the RESNET Board. Nominations of Committee members shall be made by the Chair to the RESNET Board for approval.

909.2 Committee Responsibilities. The Accreditation Committee shall be responsible for the review and approval of all Applications for Provider accreditation.

910 PROVIDER ACCREDITATION AND RENEWAL PROCESS

910.1 National Registry of Accredited Providers

RESNET shall maintain a national registry of accredited Providers and will post the registry on its web site. The following Provider categories shall have individual registries.

910.1.1 Home Energy Rating Provider

910.1.2 Home Energy Rating Software Provider

910.1.3 Training Provider

910.1.4 Builder Option Package (BOP) Provider

910.1.5 Sampling Provider

910.1.6 Home Energy Survey Provider

910.2 Provider Accreditation Process

910.2.1 An entity seeking accreditation must file with RESNET an application for the specific Provider category for which they seek accreditation. RESNET shall create the applications for each accreditation category.

910.2.2 Confidentiality of Information. Any applicant for a Providerhip who wishes to have certain information in their application treated as confidential in order to limit disclosure shall, at the time of submission, attach a statement specifying the proprietary information and requesting confidentiality.

910.2.3 Review and Notification.

910.2.3.1 RESNET staff action. Within twenty (20) business days of receipt of an application, RESNET staff will review the application to determine whether the applicant and its Raters are eligible for accreditation in accordance with the specific requirements for each Provider category. Upon completion of the review, RESNET staff shall do one of the following:

910.2.3.1.1 Request for additional information. If additional information is required in order to complete the review of the application, the application shall be returned to the applicant along with a written request for additional information. Upon receipt of additional information, RESNET staff shall have twenty (20) business days to take action in accordance with 910.2.3.1.2 or 910.2.3.1.3

910.2.3.1.2 Recommendation for approval. If RESNET staff is satisfied that an application is complete and meets all the requirements for accreditation, they shall make a recommendation to the Accreditation Committee that the application be approved.

910.2.3.1.3 Recommendation for denial. If RESNET staff is not satisfied that an application is worthy of approval for accreditation, they shall make a recommendation to the Accreditation Committee that the application be denied and provide an explanation of the reasons for the recommendation (i.e. incompleteness, failure to meet/comply with a specific accreditation requirement, etc.).

910.2.3.2 Accreditation Committee action. Within fifteen (15) business days of receipt of a recommendation for approval or denial from RESNET staff, the Committee shall do one of the following:

910.2.3.2.1 Request for additional information. If the Committee requires additional information, the application shall be returned to the applicant along with a written request for additional information. Upon receipt of additional information, the Committee shall have twenty (20) business days to render a decision in accordance with 910.2.3.2.2 or 910.2.3.2.3.

910.2.3.2.2 Approve the application.

910.2.3.2.3 Deny the application. If an application is denied, RESNET staff shall inform the applicant in writing of the reasons for denial. Additionally, the applicant shall be informed of their right of appeal under Section 912 of this Chapter.

910.2.3.3 Within ten (10) business days of a decision by the Committee, RESNET staff shall inform the applicant in writing of the status of their application.

910.2.4 For each approved application, RESNET shall issue a unique Accreditation Identification Number (AIN) to the Provider for the Provider category approved and, in accordance with 910.1, the accreditation will be incorporated into the respective national registry of accredited Providers.

910.2.5 Term of accreditation.

910.2.5.1 All Provider accreditations shall be valid for a term of one calendar year and shall be renewed annually on January 1st upon successful completion and approval by RESNET of an application for renewal in accordance with Section 910.3.

910.2.5.2 For first time applicants approved after September 1st, for any Provider category, initial accreditation is valid through the end of the calendar year, i.e. renewal of the accreditation shall not be required for the calendar year in which the application was approved.

910.3 Accreditation Renewal Process

910.3.1 Accredited Providers must submit an “application for renewal” (renewal application) with RESNET no later than October 1st of each calendar year. By September 1st, RESNET shall send to each Provider a renewal application and reminder of the deadline for submission.

910.3.2 Program element changes. At the time of submitting a renewal application, it is the accredited Provider's responsibility to inform RESNET of any substantive changes in the Provider's operating policies and procedures or other information that affects meeting the minimum accreditation criteria for each Provider category for which it is seeking renewal. Changes will be evaluated by RESNET in the same manner as the original application for accreditation.

910.3.3 Successful renewals. Successful renewals will be posted on the national registry and communicated to the applicant by RESNET.

910.3.4 Late applications.

910.3.4.1 Renewal applications received after the deadline for submission are not guaranteed to be approved prior to the end of the calendar year. Should an accreditation with a late renewal application expire prior to approval, the RESNET Accreditation Committee, at its sole discretion, may grant an extension with a grace period not to exceed twenty (20) business days.

910.3.4.2 Renewal applications not given an extension or not approved prior to the end of the grace period shall be noted as "pending" on the national registry and the applicant will be advised to cease representing themselves as accredited until the application receives approval.

910.3.5 Accreditation not renewed. Accredited Providers that elect not to renew or fail to meet renewal requirements will be removed from the national registry and be so advised in writing. Providers have the right to appeal a non-renewal decision in accordance with Section 912 of this Chapter.

910.3.6 Accreditations in appeal. Provider accreditations that have not been renewed and are under appeal will be noted as "pending" on the national registry until the appeal is resolved. Providers will be advised to cease representing themselves as accredited.

911 PROBATION, SUSPENSION, AND REVOCATION OF ACCREDITATION

911.1 Notification. RESNET shall provide written notification to Providers of any decisions under this section. All notices shall be sent by certified mail, or other method which provides evidence of delivery. All notices shall clarify the procedures being followed, as stipulated in this Standard, and include, where applicable, a statement of the Provider's rights to appeal under Section 912 of this Chapter.

911.2 Probation. If RESNET determines at any time that a Provider has failed to adhere to the accreditation requirements set forth in these Standards, RESNET shall notify the Provider of the specified deficiencies and shall require that specific corrective action, set forth in the notification, be taken within a specified time after the date set forth in such notification. A notice of probation may be appealed under Section 912 of this Chapter.

911.3 Suspension- /Revocation. Any Provider accredited by RESNET may have their accreditation suspended or revoked in any of the following circumstances:

911.3.1 Failure to correct deficiencies. If RESNET determines at any time that an accredited Provider has failed to adhere to the accreditation requirements as established by these Standards and approved as part of the Provider's accreditation, RESNET shall notify the Provider of the specified deficiencies and shall require that specific corrective action, set forth in the notification, be taken not later than twenty (20) business days after the date set forth in such notification.

911.3.1.1 In the event that the deficiencies have not been remedied as stipulated in 911.3.1, RESNET shall have the authority to immediately begin the process of suspension by issuance of a Notice of Suspension Proceedings. Such Suspension Proceedings shall follow the due process procedures contained in 911.3.

911.3.1.2 In the event that the deficiencies have not been remedied within the period set forth in a Notice of Suspension, RESNET shall have the authority to immediately begin the process of revocation by issuance of a Notice of Revocation Proceedings. Such Revocation Proceedings shall follow the due process procedures contained in 911.4.

911.3.2 Acting in such a manner as to impair the objectivity or integrity of the Provider or harm the reputation of RESNET;

911.3.3 Submission of false information to RESNET, or failure to submit to RESNET any material information required to be submitted by the Provider, in accordance with obtaining or maintaining accreditation;

911.3.4 Knowingly or negligently issuing ratings or reports required to be or purported to be completed in accordance with the RESNET Standards which are not;

911.3.5 Misrepresentation by the Provider in advertising or promotional materials of its accreditation status in general or with respect to any service provided by the Provider;

911.3.6 Pursuant to any of the express provisions of sections 910.3.5, non renewal;

911.3.7 Provider goes out of business;

911.3.8 Provider does not re-apply at the end of accreditation period;

911.3.9 Investigated and validated ethics or consumer complaints;

911.3.10 Upon expiration of a Provider's right to appeal a suspension of accreditation pursuant to Section 912 of this Chapter.

911.3.11 Willful misconduct;

911.3.12 Failure to disclose a self-serving interest to clients via the RESNET Home Energy Rating Standard Disclosure form.

911.4 Suspension/Revocation Due Process.

RESNET shall comply with the following due process procedures in considering any suspension or revocation actions against an accredited Provider.

911.4.1 RESNET may, at its discretion, initiate a suspension or revocation action against an accredited Provider by providing the Provider written notice of the action. Such notice shall inform the subject Provider of the entire basis and justification for the action.

911.4.2 Providers have the right to appeal a suspension or revocation action in accordance with Section 912 of this Chapter.

911.4.3 Notifications. Upon the expiration of the notice to appeal period or failure to submit appeal documentation, as stipulated in 912.2.1.1, or the conclusion of the appeals process in which a Provider's appeals are unsuccessful, Providers and their Raters are not allowed to perform ratings, must inform their clients and Raters of their suspended status in writing with a copy of this correspondence sent to RESNET. RESNET will remove the Provider's name from the RESNET website, post their suspended or revoked status on the RESNET website with other Providers and Raters who are under suspension/revocation, and will, at a minimum, inform the EEP of their suspended/revoked status.

912 APPEALS PROCEDURES FOR NON-APPROVAL OR RENEWAL OF APPLICATIONS, PROBATION, SUSPENSION, OR REVOCATION

912.1 Notification.

RESNET shall provide written notification to the Appellant of any decisions under this section. All notices shall be sent by certified mail, or other method which provides evidence of delivery. All notices shall clarify the procedures being followed, as stipulated in this standard, and include, where applicable, a statement of the Provider's rights to remedy.

912.2 Appeal

912.2.1 Appeals to the RESNET Ethics and Appeals Committee.

912.2.1.1 In the event that an Application or Renewal Application has been denied, or if a Provider has been placed on probation, the Provider shall have the right, for a period of twenty (20) business days after the date of notice, to appeal to the RESNET Ethics and Appeals Committee. If a Provider's accreditation has been suspended or revoked, the Provider shall notify RESNET with five (5) business days after the date of notice of their intent to appeal. The Provider shall then have twenty (20) business days after the date of notice, to submit their appeal documentation, in accordance with 912.2.1.2 and 912.2.1.3, to the RESNET Ethics and Appeals Committee.

912.2.1.2 Appeals shall be in writing and sent by certified mail, or other method which provides evidence of delivery, to RESNET, attention Chairman of the RESNET Ethics and Appeals Committee.

912.2.1.3 Appeals shall contain all pertinent and substantive information and arguments that are in contradiction to the proposed non-approval or renewal of an application, probation, suspension, or revocation, including identification of all disputed materials and facts.

912.2.1.4 The appellant Provider may, at the time of noticing its appeal, request a telephonic hearing by the RESNET Ethics and Appeals Committee which gives the appellant the opportunity to provide oral arguments in favor of their appeal. In such an event, the Committee shall, not later than ten (10) business days after the filing of the notice of appeal, notify the appellant Provider of the date of the hearing, which shall be held as expeditiously as possible, but not later than thirty (30) business days after the receipt of the notice of appeal.

912.2.2 Appeals to the RESNET Quality Assurance Committee.

912.2.2.1 In the event that a Provider's appeal of its non-approval or renewal of an application, probation, suspension, or revocation is rejected by the Ethics and Appeals Committee, the Provider shall have the right, for a period of twenty (20) business days after the date of the notification of the denial of the appeal, to appeal to the RESNET QA Committee.

912.2.2.2 Appeals shall be in writing and sent by certified mail, or other method which provides evidence of delivery, to RESNET, attention Chairman of the RESNET QA Committee.

912.2.2.3 The appellant Provider may, at the time of noticing its appeal, request a telephonic hearing by the QA Committee which gives the appellant the opportunity to provide oral arguments in favor of their appeal. In such an event, the Committee shall, not later than ten (10) business days after the filing of the notice of appeal, notify the appellant Provider of the date of the hearing, which shall be held as expeditiously as possible, but not later than thirty (30) business days after the receipt of the notice of appeal.

912.2.3 Appeals to the RESNET Board of Directors

912.2.3.1 In the event that a Provider's appeal of its non-approval or renewal of an application, probation, suspension, or revocation is rejected by the QA Committee, the Provider shall have the right, for a period of twenty (20) business days after the date of the notification of the denial of the appeal, to appeal to the RESNET Board of Directors.

912.2.3.2 Appeals shall be in writing and sent by certified mail, or other method which provides evidence of delivery, to RESNET, attention President of the RESNET Board of Directors.

912.2.3.3 The appellant Provider may, at the time of noticing its appeal, request a telephonic hearing by the RESNET Board which gives the appellant the opportunity to provide oral arguments in favor of their appeal. Within thirty (30) business days, the Board shall render a decision as to whether it chooses to hear the appeal and whether or not there shall be a telephonic hearing for oral arguments. If the Board chooses to hear the appeal, the Board shall, not later than ten (10) business days after the decision to hear the appeal, notify the appellant Provider of the date of the hearing and whether or not the hearing will include oral arguments. The hearing shall be held as expeditiously as possible, but not later than forty (40) business days after notification that the appeal will be heard.

913 EFFECTIVE DATES

913.1 The effective date of these changes to the RESNET Standards shall be January 1, 2011.

913.2 The QA of Low-Volume Raters in accordance with the original provisions of Section 904.6, effective January 1, 2010, shall be allowed until December 31, 2010.

913.3 As of the effective date of these changes to the RESNET Standards, as stipulated in Section 913.1, all individuals who have been qualified as QA Designees or Delegates under the current version of the RESNET Standards shall not be required to meet any new requirements to become a QA Designee as stipulated in Section 905.2.

913.4 As of the effective date of these changes to the RESNET Standards, as stipulated in Section 913.1, any consumer complaints, ethics complaints, and appeals pending before RESNET shall follow the provisions of the RESNET Standards that were in effect as of the date of the filing of the complaint or appeal.

Chapter Ten

RESNET Standards

1000 RESNET STANDARD FOR ENERGYSMART PROJECTS AND ENERGYSMART CONTRACTORS

1001 PURPOSE

This standard defines a framework for designating contractors as RESNET EnergySmart Contractors, defines an EnergySmart Project, and establishes requirements for the final verification and quality assurance review of an EnergySmart Project.

1002 RELATIONSHIP TO STATE LAW

There may be instances in which state laws or regulations differ from these provisions. In such instances, state law or regulation shall take precedence over these provisions.

1003 SCOPE

This document details:

- 1003.1** Requirements for Contractor Education and Qualification Providers;
- 1003.2** The process by which a contractor shall receive and maintain designation as a RESNET EnergySmart Contractor;
- 1003.3** The process by which RESNET EnergySmart Contractors working in partnership with a certified RESNET Comprehensive Home Energy Rating System (CHERS) Rater or Building Performance Auditor (BPA) must complete an EnergySmart Project;
- 1003.4** The requirements of an EnergySmart Project.

1004 PARTICIPANTS' ROLES AND RESPONSIBILITIES

1004.1 RESNET

Residential Energy Services Network (RESNET) is responsible for the following:

- 1004.1.1** Accreditation of Contractor Education and Qualification (CEQ) Providers
- 1004.1.2** Quality Assurance Review of Accredited CEQ Providers
- 1004.1.3** Quality Assurance Review of Accredited Rating Providers
- 1004.1.4** Develop a National EnergySmart Contractors test. The competency categories covered on the 50 question multiple-choice test and the percentage of questions devoted to each category are as follows:
 - 1004.1.4.1** Air sealing (10%)
 - 1004.1.4.2** Client communication (6%)
 - 1004.1.4.3** Combustion safety (6%)
 - 1004.1.4.4** Ducts/distribution (10%)
 - 1004.1.4.5** Energy fundamentals (10%)
 - 1004.1.4.6** Ethics (6%)
 - 1004.1.4.7** Health/safety (6%)
 - 1004.1.4.8** Insulation (10%)
 - 1004.1.4.9** Lighting/appliances (4%)
 - 1004.1.4.10** Moisture management (10%)
 - 1004.1.4.11** Structure (6%)
 - 1004.1.4.12** Ventilation (6%)
 - 1004.1.4.13** Heating/AC (10%)

1004.2 Contractor Education and Qualification (CEQ) Provider

- 1004.2.1** The CEQ Provider must be an accredited RESNET Rating Provider or Home Energy Audit Provider in good standing.
- 1004.2.2** The CEQ Provider must have a staff member or representative with at least 10 years of residential construction or home improvement contractor experience.
- 1004.2.3** The CEQ Provider must provide its EnergySmart Contractor Registry to RESNET.
- 1004.2.4** The CEQ Provider is responsible for the Quality Assurance review of the EnergySmart Contractors.
- 1004.2.5** The CEQ Provider must have written policies and procedure for designating EnergySmart contractors in accordance with the following provisions:
 - 1004.2.5.1** EnergySmart Contractor course: Develop and provide an initial eight (8) hour RESNET Accredited

Qualified EnergySmart Contractor course that covers the following topics:

- a. The importance of EnergySmart Contractors
- b. The house as a system
- c. Building science basics/ building shell fundamentals
- d. Energy efficiency concepts
- e. Energy related consequences of inefficient construction design and application
- f. Introduction on how a Rater/Auditor utilizes air leakage testing, duct leakage testing, and IR technology during energy audits
- g. Understanding and completing scopes of work as defined in the RESNET combustion appliance testing and writing work scope contained in Chapter 8 of RESNET Standards
- h. Work order, sequences and priority of work, and respect for other contractors
- i. Introduction to RESNET Standards and RESNET Code of Ethics
- j. Quality Homes (QH) Standard

1004.2.5.2 Continuing Education: Provide at least four (4) hours of Continuing Education (CE) courses per year that are relevant to energy efficiency, home improvement contracting, standards updates, technology updates, new incentive programs, retrofit lessons learned and/or other topics deemed applicable and appropriate by the CEQ Provider.

1004.2.5.3 Delisting: Delist an EnergySmart Contractor that does not renew every three (3) years.

1004.2.5.4 EnergySmart Contractor Agreement: Enter into a written agreement with each EnergySmart Contractor, and send an unexecuted copy of the agreement to RESNET. The agreement shall contain, at a minimum, the following:

- a. A written commitment by the EnergySmart Contractor to comply with the guidelines in the RESNET EnergySmart Contractor Pledge and Code of Ethics.

- b. A requirement for the EnergySmart Contractor to inform clients about the CEQ Provider's complaint process.
- c. A requirement for the EnergySmart Contractor to provide the client with a disclosure statement for jobs not performed to industry standards.
- d. A requirement for the EnergySmart Contractor to inform the CEQ Provider within 60 days if EnergySmart Contractor's representative leaves the company or is replaced.

1004.2.5.5 Complaint Resolution Officer: Have signed agreement with a dedicated Complaint Resolution Officer (CRO) to conduct Non-Compliance Resolution in accordance with Section 1006.5.4. The CEQ Provider shall have sixty (60) days to notify RESNET if the CRO leaves the CEQ Provider, or be subject to suspension of accreditation under provisions of Section 908 of the Mortgage Industry National Home Energy Ratings Standard.

1004.2.5.6 Written EnergySmart Contractor discipline procedures, including:

- a. Probation and minimum requirements for duration and corrective action
- b. Suspension of certification and minimum requirements for duration and corrective action that at least meet 1006.4.5
- c. Termination of certification

1004.2.5.7 EnergySmart Contractor Registry: Maintain an EnergySmart Contractor Registry that contains EnergySmart Contractors' representative's name, company name, mailing address, voice phone number, fax number, and email address.

1004.2.6 Reciprocity with the Air Conditioning Contractors of America (ACCA): RESNET shall recognize contractors trained and designated by ACCA to be EnergySmart Contractors.

1004.3 Complaint Resolution Officer (CRO)

1004.3.1 Shall manage and resolve consumer and Rater/Auditor complaints about EnergySmart Contractors and EnergySmart Contractor or Rater/Auditor complaints about the CEQ Provider.

1004.3.2 Shall submit complaints against the CEQ Provider to RESNET to the attention of the Executive Director.

1004.4 EnergySmart Contractor

- 1004.4.1** EnergySmart Contractors must be designated as such by a CEQ Provider in accordance with Section 1004.2.5 of this standard¹¹.
- 1004.4.2** EnergySmart Contractors must be licensed in the state(s) in which they conduct business if that state requires a license.
- 1004.4.3** An EnergySmart Contractor company shall assign an employee as its representative. The EnergySmart Contractor's representative shall:
 - 1004.4.3.1** Take an initial accredited eight (8) hour Qualified Contractor Course from a RESNET accredited CEQ Provider.
 - 1004.4.3.2** Pass the RESNET National EnergySmart Contractors test administered by a CEQ Provider.
 - 1004.4.3.3** Enter into a written agreement with the CEQ Provider in which the EnergySmart Contractor agrees to comply with the program requirements contained in the RESNET Standards and RESNET Code of Ethics.
 - 1004.4.3.4** Complete a minimum of four hours of Continuing Education annually delivered by the CEQ Provider.
 - 1004.4.3.5** Renew with the CEQ Provider not less than every three years. Failure to do so will result in the EnergySmart Contractor being deleted from the CEQ's Registry and from the RESNET Directory.
- 1004.4.4** Within 60 days of losing their previous representative, the EnergySmart Contractor must notify the CEQ Provider of their new representative.
- 1004.4.5** Only companies with the EnergySmart Contractor designation from an accredited CEQ Provider are eligible for posting and promotion on the RESNET Directory.
- 1004.4.6** A company with the EnergySmart Contractor designation must carry a minimum of \$1,000,000 in general liability insurance.
- 1004.4.7** EnergySmart Contractors will install the energy-saving measures from the final, homeowner approved work scope prepared by the Rater/Auditor.
- 1004.4.8** All EnergySmart Contractors shall have their clients signify that they understand a disclosure statement indicating that all work will or will not meet recognized industry standards.
- 1004.4.9** All EnergySmart Contractors shall have their clients signify on a disclosure statement that a whole-house audit is recommended.

¹¹ EnergySmart Contractors providing HVAC services must be recognized ACCA QA Program Participants within 90 days of the adoption of this standard.

1004.5 EnergySmart Home Performance Team (EnergySmart Team)

An EnergySmart Team is comprised of the following, as necessary:

1004.5.1 One Project Manager

1004.5.2 A certified CHERS Rater/BPA

1004.5.3 An HVAC contractor who is a recognized ACCA QA Program Participant¹²

1004.5.4 A RESNET EnergySmart Contractor that specializes in Air Sealing and Insulation who employs at least one senior technician who is an ICAA Certified Insulation Installer or another RESNET recognized quality installation training program.

1004.5.5 Any number of other EnergySmart contractor companies working under the oversight of the Project Manager according to work scope requirements of a certified Rater/Auditor and applicable RESNET Standards of Practice.

1004.5.6 A Final Verifier who is a 3rd party certified HERS Rater/BPA.

1004.6 EnergySmart Project Manager

The ES Team will be led by an EnergySmart Project Manager. The following are the requirements for being the Project Manager:

1004.6.1 Shall be certified as either an EnergySmart Contractor or a Rater/Auditor.

1004.6.2 The EnergySmart Project Manager, if not the Rater/Auditor, shall use a certified RESNET Rater/Auditor for the diagnosis and preparation of energy retrofit recommendation.

1004.6.3 Is an employee of or contractor to the company with whom the homeowner is under contract for the completion of the EnergySmart Project.

1004.6.4 Must ensure that the initial rating or audit is performed on each Project in accordance with the QH Standard.

1004.6.5 Must ensure that preliminary and post-installation combustion safety testing and inspection of all combustion appliances are completed in accordance with the QH Standard.

1004.6.6 Must provide general oversight of all contractors performing work on the EnergySmart Project to ensure proper sequence and compliance with the work scope prepared by the Rater/Auditor, along with ensuring that industry best practices are followed for all work performed.

¹² EnergySmart Contractors providing HVAC services must be recognized ACCA QA Program Participants within 90 days of the adoption of this standard.

- 1004.6.7** Must deliver the initial rating or audit report along with documentation of all work performed to the Final Verifier.
- 1004.6.8** Must verify that each project has final verification and calculation of estimated projected energy savings conducted by a Final Verifier.
- 1004.6.9** Must provide all results and EnergySmart Project documentation to the client.
- 1004.6.10** Must maintain the initial rating or audit report, documentation of all energy-saving retrofits and installations, and the final verification report with all test-out and estimated energy savings results for each individual EnergySmart Project for a period of no less than three years. This documentation must be made available to the HEA, Rating, or CEQ Provider upon request.
- 1004.6.11** Ensure that all EnergySmart Team participants are eligible to serve on the team.
 - 1004.6.11.1** Eligible HVAC contractors must be listed on the ACCA QA Contractor Registry.
 - 1004.6.11.2** EnergySmart Contractors must be listed on the RESNET Registry.

1004.7 Rating Provider

- 1004.7.1** The Rating Provider will be responsible for performing Quality Assurance (QA) Review of the Rater Final Verification of an EnergySmart Project.
- 1004.7.2** The Rating Provider must be RESNET-accredited and in good standing in accordance with RESNET Standards.
- 1004.7.3** The Rating Provider must be independent of the following:
 - 1004.7.3.1** CHERS Rater or BPA that evaluated the home and prepared the recommendations and work scope.
 - 1004.7.3.2** The EnergySmart Contractors that installed the approved recommended measures.
 - 1004.7.3.3** The independent Rater/Auditor that performed the Final Verification of the EnergySmart Project (the Final Verifier).
 - 1004.7.3.4** Any financial compensation for any of the retrofits performed on the project.

1004.8 Comprehensive Home Energy Rating System (CHERS) Building Performance Auditor (BPA)

The CHERS Rater or BPA is responsible for following the QH Standard procedures to complete the following:

- 1004.8.1** Conducting the initial, comprehensive evaluation of a home.
- 1004.8.2** Presenting prioritized energy saving measures recommendations to the homeowner.
- 1004.8.3** Developing a work scope to be approved by the homeowner.

1004.9 Final Verifier

1004.9.1 The Final Verifier must be an independent certified RESNET CHERS/BPA that does not have a financial interest in any of retrofit work done for the EnergySmart Project, or that is not employed by a company who performs any part of the retrofit work.

1004.9.2 The Final Verifier is responsible for the following:

1004.9.2.1 Must perform applicable combustion appliance testing.

- a. Where there are vented combustion appliances that use indoor air to vent combustion gasses, test Worst Case Depressurization in accordance with the QH Standard.
- b. Where any space contains combustion appliances, test for Carbon Monoxide in accordance with the QH Standard.

1004.9.2.2 Verification of installed measures. The Final Verifier will review the work scope and signed proposal, and confirm that the installed measures are consistent with selected measures and work scope in accordance with the QH Standard.

1004.9.2.3 Calculation of estimated project energy savings using a RESNET-approved software.

1004.9.2.4 Must report any non-conformance of an EnergySmart Project with respect to combustion safety testing, installed measures, or estimate of projected energy savings to the EnergySmart Contractors' CEQ Provider's Complaint Resolution Officer (CRO) and the Rating Provider's Quality Assurance (QA) designee.

1004.9.2.5 Must report non-conformance of HVAC QA Contractors to the QI Standard to ACCA.

1004.9.2.6 Must maintain Final Verification records, for a period of no less than three years, for every EnergySmart Project for which final verification was performed. These records include:

- a. Copy of the work scope and signed proposal,

- b. Name and contact information for the Rater/Auditor and EnergySmart Contractors,
- c. Completed final verification checklist,
- d. Energy simulation software file, and
- e. All test-out results.

1005 ENERGYSMART PROJECTS

1005.1 EnergySmart Project

An EnergySmart Project shall employ an EnergySmart Team and comply with the following:

- 1005.1.1** Follows accepted industry standards and OEM instructions.
- 1005.1.2** Includes disclosure statements for work performed that does not meet recognized industry standards.
- 1005.1.3** Verified and validated by a Final Verifier.
- 1005.1.4** Consists of work performed by either an EnergySmart Contractor or, for work done on HVAC systems or components, the contractor must be a participant in the ACCA QA Recognition Program.
- 1005.1.5** Is comprised of two or more trades.
- 1005.1.6** Has an EnergySmart Project Manager that complies with Section 1004.6.

1005.2 EnergySmart Home

A home designated as an EnergySmart Home shall be recognized by RESNET if:

- 1005.2.1** The project is in compliance with section 1005.1 except for the following:
 - 1005.2.1.1** Must undergo an initial rating or audit that is performed in accordance with QH Standard.
 - 1005.2.1.2** The homeowner is provided an estimate of percentage energy savings and a reduction in estimated energy usage of not less than 30% based upon actual installed measures.
 - 1005.2.1.3** A Final Verifier conducts an independent verification of the project and a calculation of estimated energy savings.

1006 OVERSIGHT

1006.1 RESNET Quality Assurance of CEQ Providers

- 1006.1.1** RESNET shall select a limited number of CEQ Providers and conduct an annual review of their Quality Assurance records.
- 1006.1.2** A CEQ Provider shall have the right to challenge the findings of RESNET's quality assurance review.
- 1006.1.3** CEQ records that must be reviewed include the following:
 - 1006.1.3.1** The CEQ's EnergySmart Contractor Registry
 - 1006.1.3.2** The CEQ's EnergySmart Contractor Agreements
 - 1006.1.3.3** Documentation of CEQ Provider's initial training course and continuing education offerings for EnergySmart Contractors
 - 1006.1.3.4** Documentation of EnergySmart Contractor's Designated Qualification Representative completing required training and testing
 - 1006.1.3.5** Documentation of the Representative's continuing education
 - 1006.1.3.6** The CEQ's EnergySmart Contractor complaint files
 - 1006.1.3.7** Documentation of disciplinary actions
- 1006.1.4** In the case of an unresolved complaint brought to the RESNET Executive Director, it will be the responsibility of the CEQ to secure the EnergySmart Project files from the EnergySmart Project Manager and present them to RESNET. Failure of the EnergySmart Project Manager to provide adequate records shall result in sanctions up to and including a 60 day suspension of the EnergySmart Contractor designation.
- 1006.1.5** An on-site review by RESNET may be conducted if there are significant inconsistencies or errors in the reviewed CEQ files.
- 1006.1.6** Complaints against a CEQ Provider submitted by the CRO to RESNET shall be addressed by the Executive Director. The RESNET Executive Director shall:
 - 1006.1.6.1** Resolve the complaint in forty-five (45) calendar days.
 - 1006.1.6.2** A complaint will be considered resolved once a Complaint Resolution Form has been submitted, signed by the one who files the complaint and the CEQ Provider.
 - 1006.1.6.3** A log of unresolved complaints shall be maintained by the RESNET Executive Director.
- 1006.1.7** CEQ Providers are subject to Probation, Suspension, and Revocation of Accreditation by RESNET in accordance with Section 911 of these RESNET Standards.

1006.1.7.1 Suspension, and Revocation of Accreditation of a CEQ Provider may result from the following:

- a. The provisions described in 911.3.
- b. Failure to ensure that the Energy Smart Contractor followed the complaint resolution process in the case of a complaint against the EnergySmart Contractor or failure to follow required disciplinary and corrective action with respect to a contractor.

1006.1.7.2 RESNET shall comply with the due process and appeals procedures contained in Section 912 of these Standards with respect to disciplinary actions against an accredited CEQ Provider.

1006.2 RESNET Quality Assurance of Rating Providers

1006.2.1 RESNET QA Review of Rating Providers shall be conducted in accordance with Chapter 9 of RESNET Standards and shall include Rating Provider review of EnergySmart Projects.

1006.3 CEQ Provider Quality Assurance of EnergySmart Contractors

1006.3.1 The CEQ Provider shall annually verify that the EnergySmart Contractor's representative is still with the company.

1006.3.2 Respond to complaints against EnergySmart Contractors.

1006.3.3 Follow written EnergySmart Contractor Disciplinary Procedures described in

1006.4 CEQ Provider Complaint Resolution Procedures

1006.4.1 The CEQ Provider must conduct non-compliance resolution when a complaint is received about the work performance of an EnergySmart Contractor from any of the following:

1006.4.1.1 The client

1006.4.1.2 Rater/Auditor

1006.4.1.3 Other EnergySmart Contractor

1006.4.1.4 Final Verifier

1006.4.2 Complaints shall be managed and resolved by the CEQ Provider's Complaint Resolution Officer (CRO) following the CEQ Provider's Complaint Response Process.

1006.4.3 Each CEQ Provider shall retain records of complaints received and responses to complaints for a minimum of three years after the date of the complaint.

1006.4.4 The Complaint Response Process shall include, at a minimum, the following:

1006.4.4.1 Consumer Complaint Form, available for submittal via the RESNET website. (1004.2.3.1) The form will be forwarded to the CEQ Provider to the attention of the CRO.

1006.4.4.2 It is the responsibility of the CEQ Provider to secure the documentation from the EnergySmart Project Manager or Final Verifier for review by the CRO.

1006.4.4.3 The CRO shall evaluate the complaint to determine if the contractor shall be deemed to be in non-compliance. Complaints must:

- a. Be related to either structural or major deficiencies (over \$500) and must impact the energy efficiency of the home.
- b. Include the work contract(s) and copies of checklists denoting unresolved deficiencies.
- c. In the event the CRO cannot make a fair evaluation of the complaint based on the information submitted, the consumer shall have the option of hiring an independent Rater/Auditor to visit the site and submit his or her report and findings.

1006.4.4.4 The EnergySmart Contractor Complaint Resolution Process shall consist of the following:

- a. The CRO will notify the contractor of the complaint and the contractor shall have forty five (45) calendar days to resolve the complaint.
- b. A complaint will be considered resolved once a Complaint Resolution Form has been submitted, signed by both the client and the party against whom the complaint was filed, and the resolution verified by the CRO.
- c. If the complaint is not resolved in the allotted time, it will be considered unresolved.

1006.4.4.5 EnergySmart Contractors with three (3) unresolved complaints within a 90 day period or with five or more unresolved complaints at any given time shall have their certification suspended in accordance with the provisions of 1006.4.5.

1006.4.4.6 A log of unresolved complaints shall be maintained by the CEQ Provider and must be made available to RESNET upon request.

1006.4.5 The minimum requirements for suspension of certification procedures are the following:

1006.4.5.1 First Offense: First time an EnergySmart Contractor has three unresolved complaints within a 90 day period or has five outstanding unresolved complaints, the CEQ Provider shall suspend the contractor's certification for a period of not less than 30 days, and:

- a. Shall inform RESNET that the contractor's certification has been suspended, and shall request that RESNET remove the contractor from the directory.
- b. Shall require the contractor prior to reinstatement to complete two (2) hours of Continuing Education specific to conflict resolution or customer relations, or successfully resolve at least one of the complaints.
- c. Shall inform RESNET when the contractor's certification has been reinstated, and shall request that RESNET reinstate the listing on the directory.

1006.4.5.2 Second Offense: Second time an EnergySmart Contractor has three unresolved complaints within a 90 day period or has five outstanding unresolved complaints, the CEQ Provider shall suspend the contractor's certification for a period of not less than 90 days, and:

- a. Shall inform RESNET that the contractor's certification has been suspended, and shall request that RESNET remove the contractor from the directory.
- b. Shall require the contractor prior to reinstatement to complete three (3) additional hours of Continuing Education and successfully resolve at least one of the complaints.
- c. Shall inform RESNET when the contractor's certification has been reinstated, and shall request that RESNET reinstate the listing on the directory.

1006.4.5.3 Third Offense: Third time an EnergySmart Contractor has three unresolved complaints within a 90 day period, or has five (5) outstanding unresolved complaints , the CEQ Provider shall suspend the

contractor's certification for a period of not less than twelve (12) months, and:

- a. Shall inform RESNET that the contractor's certification has been suspended, and shall request that RESNET remove the contractor from the directory.
- b. Shall require the contractor, prior to reinstatement, to complete three (3) additional hours of Continuing Education and successfully resolve at least three of the complaints.
- c. Shall inform RESNET when the contractor's certification has been reinstated, and shall request that RESNET reinstate the listing on the directory.

1006.5 Rating Provider Quality Assurance Review of Rater Final Verification of EnergySmart Projects

1006.5.1 The Rating Provider will have a Quality Assurance (QA) Designee that shall perform QA review of a Raters' Final Verification of an EnergySmart Project.

1006.5.2 Quality Assurance File Review (QA File Review)

1006.5.2.1 For each Rater/Auditor that performs Final Verification for an Energy Smart Project the Rating Provider's QA Designee shall annually conduct QA File Review of the Final Verification documentation file(s) for 10% of verified projects or one verified project, whichever is greater,

- a. Project documentation file(s) shall include copy of the original work scope and signed proposal, Rater/Auditor and Contractor names and contact information, program sponsor name, completed final verification checklist, energy simulation software file, and all test out results.
- b. When the Rating Provider's QA Designee conducts the QA File Review, they shall review at least one project documentation file for each EnergySmart Contractor and EnergySmart Team. The QA Designee shall equitably distribute the QA File Reviews of each individual EnergySmart Contractor's or Team's Projects.

1006.5.2.2 The QA Designee will confirm that each EnergySmart Contractor for the project has been approved by a RESNET-approved CEQ Provider as demonstrated by listing on the RESNET EnergySmart Contractor Directory.

1006.5.2.3 The QA Designee will verify the completion of the Rater Final Verification checklist.

- a. There must be consistency between the Final Verification Checklist and final test out results, copy of work scope, and signed proposal.
- b. Must include reported results of nonconformance by Final Verification.

1006.5.2.4 The QA Designee will review 10% of the Rater/Auditor Final Verifier energy simulation software file and projected estimated energy savings.

1006.5.3 Quality Assurance Field Review (QA Field Review)

1006.5.3.1 For each Rater/Auditor that performs Final Verification for an EnergySmart Project the QA Designee shall annually conduct QA Field Reviews of EnergySmart Projects at a rate of 1% of verified projects or one project, whichever is greater.

1006.5.3.2 The QA Designee shall confirm the results of the Final Verifier's combustion appliance testing where applicable.

- a. Where there are vented combustion appliances that use indoor air to vent combustion gasses, test Worst Case Depressurization in accordance with the QH Standard.
- b. Where any spaces contain combustion appliances, test for Carbon Monoxide in accordance with the QH Standard.

1006.5.3.3 The QA Designee shall review the work scope and signed proposal, and shall confirm installed measures are consistent with selected measures and work scope in accordance with the QH Standard.

1006.5.3.4 The QA Designee shall confirm the Final Verifier's Estimate of Project Energy Savings as follows:

- a. Calculate an independent estimate of projected energy savings for the EnergySmart Project using the same RESNET-approved software used by the Final Verifier.
- b. Compare the Final Verifier's final estimated energy savings against the QA Designee's independent calculation of estimated energy savings.
- c. The QA Designee's results must be within 5% of the Final Verifier results.

1006.5.4 Non-Compliance and Resolution

1006.5.4.1 Reporting: Non-compliance of an EnergySmart Project with respect to installed measures or estimate of projected energy savings shall be reported to the CEQ Provider's Compliant Resolution Officer (CRO).

1006.5.4.2 Discipline: Non-compliance of the Final Verifier's Final Verification of an EnergySmart Project with respect to installed measures or estimate of projected energy savings shall result in additional action in accordance with the Rating Provider's written Disciplinary Procedures.

1006.5.4.3 Record-Keeping: Rating Providers shall maintain Quality Assurance records for every EnergySmart Project that has received Documentation or On-Site QA Review for a period of no less than three years and that will include the following:

- a. Copy of work scope and signed proposal
- b. Names and contact information of the Rater/Auditor, ES Contractors, and Final Verifier
- c. Program sponsor name
- d. Completed final verification checklist
- e. All test out results
- f. QA Review Results

NATIONAL HOME ENERGY RATING TECHNICAL GUIDELINES

Appendix A

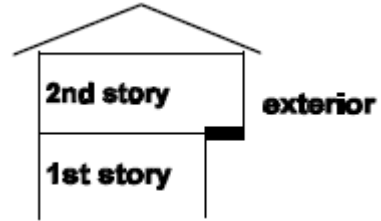
ON-SITE INSPECTION PROCEDURES FOR MINIMUM RATED FEATURES

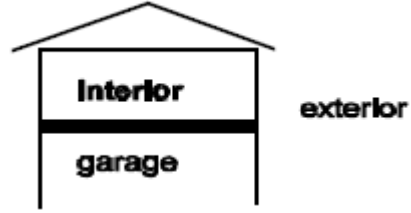

ON-SITE INSPECTION PROCEDURES FOR MINIMUM RATED FEATURES

Building Element: Foundation		
Rated Feature	Task	On-Site Inspection Protocol
Conditioning of space	Determine whether a crawl space or basement is unconditioned, indirectly conditioned or directly conditioned	<p>To determine whether a crawl space or basement is conditioned, assess the insulation placement in the walls or floor/ceiling assembly.</p> <p>A vented crawl space is considered unconditioned regardless of the location or existence of insulation. This is because the ambient temperature of the crawl space is close to the outdoor ambient temperature.</p> <div data-bbox="1291 657 1627 852" data-label="Diagram"> <p>The diagram shows a simple cross-section of a house. A triangle represents the roof. Below the roof is a rectangle labeled 'interior'. Below the interior rectangle is a thick horizontal line representing the floor. Below this line is another rectangle labeled 'crawlspace (uncond.)'. To the left of the house, the word 'exterior' is written. Vertical lines extend from the floor line down to the crawlspace line, indicating the boundaries of the crawlspace.</p> </div> <p>An unvented crawl space or basement may be considered either unconditioned, indirectly conditioned, or fully conditioned, based on the following criteria:</p> <p><i>Unconditioned</i> -Foundation walls are not insulated, floor/ceiling assembly is insulated, and any heating or plumbing distribution systems in the space is insulated. The intention in an unconditioned crawl space or basement is to minimize the heating system losses into the space by means of the distribution and plumbing insulation, and to minimize heat flow through the insulated floor/ceiling assembly.</p> <p><i>Conditioned, indirectly</i> -Foundation walls are not insulated with floor/ceiling assembly insulated and distribution system in the space uninsulated, or foundation walls insulated with floor ceiling assembly insulated or non-insulated and distribution system uninsulated. In an indirectly conditioned crawl space or basement, heating or cooling is unintentionally delivered to the space either through the floor/ceiling assembly or by unintentional losses</p>

		from the heating/cooling system. Indirectly conditioned spaces are typically between the temperature of the outdoor ambient temperature and the indoor conditioned space temperature.
--	--	---

Building Element: Foundation (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Conditioning of space (continued)	Determine whether a crawl space or basement is unconditioned, indirectly conditioned or directly conditioned (continued)	<i>Conditioned, directly</i> -Foundation walls insulated or uninsulated and basement or crawl space is intentionally or unintentionally conditioned, by means of a forced air heating or cooling system, hydronic heat, electric resistance, etc. Fully conditioned spaces are typically maintained at the same temperature as the above grade spaces. The distinction between indirectly and directly conditioned basement spaces may be difficult, but is important from a heat transfer perspective. Rater judgment will have to be utilized in many cases. Interview the owner about the temperature in the basement during the heating season, and assess the potential for standby loss from the heating equipment and distribution system, e.g., jacket insulation, leakiness of ducts, insulation on distribution systems, etc.
Construction type	Identify floor over crawl space	A crawl space is typically defined as a foundation condition with a clear vertical dimension 4 feet high or less. Crawl spaces may be vented or unvented. Vented crawl spaces have some form of vent or louver in the crawl space walls, or are constructed in such a manner so that air moves freely from outside the walls to inside the crawl space. Unvented crawl spaces are constructed without any form of vents or louvers in the wall, and are constructed to exclude, to the greatest extent possible, air leakage from outside the walls to inside the crawl space. Crawl spaces may be accessed by a hatchway in the floor of the house or in the wall of the crawl space. To identify a crawl space, look for foundation vents and/or stairs leading up to floor levels from the outside of the building.
	Identify floor over full basement	A full basement has characteristics similar to an unvented crawl space, except that the clear vertical dimension is typically greater than 4 feet. Stairs that lead from the main floor to a below grade space are an indication of a basement in a house, although a house may have a basement with access similar to a crawl space access.

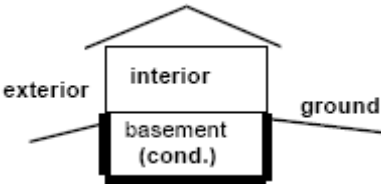
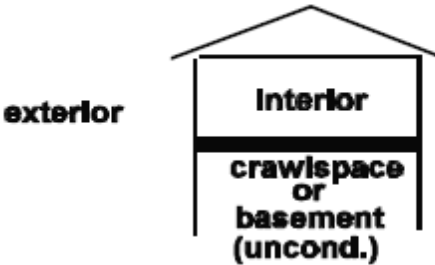
	Identify floor over exterior space	<p>Floor area that borders exterior unenclosed space above grade is considered floor to exterior. For example, in a two story house, the second story may extend horizontally further than the first story, creating some floor area that is exposed to the exterior.</p> 
--	------------------------------------	---

Building Element: Foundation (continued)		
Rated Feature	Task	On-Site Inspection Protocol
	Identify floor over unconditioned garage	<p>Identify floors over an unconditioned garage.</p> 
	Identify slab on grade foundation	<p>A slab on grade can be recognized by the absence of either a crawl space or basement. A slab on grade is constructed by pouring a concrete slab directly on the ground as the floor for the house.</p> 
	Identify walkout basement	A walkout basement, if fully conditioned, is typically considered partially slab on grade

		construction (where the floor level is above grade) and partially a basement (where the floor level is below grade).
Interior surface condition	Determine the inside surface condition of floor (exposed or covered)	<p><i>Covered</i> -If floor is covered with wall-to-wall carpet, consider it covered. Floors with only area rugs are not considered covered.</p> <p><i>Exposed</i> -If the floor has tile, linoleum or wood, consider it exposed.</p>

Building Element: Foundation (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Surface area	Measure floor dimensions	<p>Measure floor dimensions in accordance with ANSI Z765-1996 with the exception of Section 3 Paragraph 6 (floor areas with ceiling heights of less than 5’ will be included in finished square footage).</p> <p>For conditioned basements and crawl spaces, find dimensions of basement walls and floor. Divide walls into above and below grade sections.</p> <p>Measure the house or assembly element (window, wall, ceiling, etc.) to the nearest inch, and record the square footage to the nearest square foot. Use exterior measurements; those measurements should start at the exterior finished surface of the outside wall. Openings to the floor below should not be included in the square footage calculation, with the exception of stairways; stairways and associated landings are counted as square footage on both the starting and ending levels. Do not include the “footprint” of protruding chimneys or bay windows. Do include the “footprint” of other protrusions like a cantilever when it includes finished floor area. Do include the square footage of separate finished areas that are connected to the main body of the house by conditioned hallways or stairways.</p> <p>Note to divide basement and crawl space walls into above and below grade.</p>
Thermal mass	Determine presence of thermal mass	<p>Concrete slabs and basement walls when uninsulated or insulated on the exterior can be considered as thermal storage mass when combined with solar gain from south fenestration. Note type of thermal mass: concrete, brick, tile, water.</p>

		<p>South fenestration is defined as fenestration oriented between 45E SE to 45E SW.</p> <p>Slab-on-grade construction in climates with more than 3600 HDD (65) may not be considered solar storage mass unless properly insulated (edge, perimeter, or under slab).</p>
--	--	---

Building Element: Floor of conditioned basement or crawl space		
Rated Feature	Task	On-Site Inspection Protocol
Insulation	Determine insulation in walls and floor of conditioned basement or crawl space	<p>If basement or crawl space is determined to be fully conditioned, its walls and floor are considered part of the building envelope. (The floor between the house's ground floor and the basement or crawl space is considered an interior boundary with no associated heat transfer calculated.)</p>  <p>Determine insulation type, thickness and R-value in walls. Wall insulation may be located inside foundation wall (studs and batts, foam under drywall, etc.), integral with foundation wall (insulated cores of block wall, insulating concrete block such as insulating formwork) or outside the foundation wall (rigid foam insulation).</p>
Insulation	Determine amount of floor insulation	

		<p>Use the inspection guidelines under “Walls—Insulation value” to assess “Grade I”, “Grade II”, or “Grade III” installation. Note: in addition to the inspection guidelines under “Walls”, “Grade I” installation for floor insulation also requires that the insulation be installed in complete contact with the subfloor surfaces it is intended to insulate. For loose fill applications, multiply the thickness of the insulation (in inches) by the appropriate R-value per inch based on the insulation type in order to calculate the total existing floor insulation R-value. Floor insulation over unconditioned basements or enclosed (vented or unvented) crawlspaces need not be enclosed to attain a “Grade II” or “Grade I” assessment; floor insulation over ambient conditions does.</p>
--	--	--

Building Element: Slab-on-grade		
Rated Feature	Task	On-Site Inspection Protocol
Perimeter	Determine perimeter of slab foundation	Determine the perimeter of the slab foundation by measuring each dimension to the nearest ½ foot and adding them together.
Insulation	Determine if slab perimeter insulation exists	<p>If present, slab perimeter insulation is usually installed on the outside of the slab and extends both above and below grade.</p> <p>To identify slab perimeter insulation, look for a protective coating above grade as opposed to the usual exposed slab edge at any conditioned space(s).</p> <p>Move a little bit of dirt away from an edge of the slab where conditioned space is located. If present, the rigid insulation around the perimeter of the slab may be seen. However, it may be difficult to visually verify the existence of slab perimeter insulation because of the protective covering which may be installed over the rigid insulation.</p> <p>Slab insulation may also occur between the foundation wall and the slab itself, although this is harder to assess and verify. If the floor has carpeting, a sharp needle may be poked through the carpet near the baseboard on an outside wall. If the needle penetrates beyond the depth of the carpet, there is probably foam insulation between the slab and foundation wall.</p>

		Under slab insulation cannot be assumed to exist unless visually verified by a photograph of construction, at chase way, at sump opening or at plumbing penetrations.
--	--	---

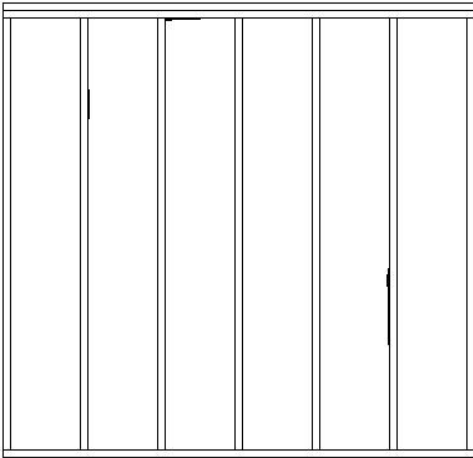
Building Element: Walls		
Rated Feature	Task	On-Site Inspection Protocol
Color	Determine the color of the wall	Identify the color of the wall as light, medium, or dark.
Construction type	Determine the structural system of walls	<p><i>Wood framing</i> -is very common in residential construction. Wood studs are located 16" or 24" on center all along the wall. Knocking on the wall will give a "hollow" sound in the cavities between the studs and a "solid" sound at the stud locations.</p> <p><i>Metal framing</i> -can be found in some newer residential construction. A strong magnet slid against the wall will hold to metal framing. Also check inside the attic at the edges for evidence of metal wall framing. <i>Masonry walls</i> - include walls constructed of concrete or brick. A wood framed wall with brick veneer would not be considered a masonry wall. Also note the siding or finish material on the wall.</p> <p><i>Foam core walls</i> - are a sandwich panel consisting of a foam center with outer layers of structural sheathing, gypsum board or outer finish materials. Foam core panels may be structural (load bearing) or non-structural. Non-structural panels are frequently used in post and beam construction.</p> <p><i>Log walls</i> - are typically solid wood walls, using either milled or rough logs or solid timbers. Some homes may have the appearance of solid log walls, yet may actually be wood frame walls with siding that looks like solid logs inside and out. Some log walls are manufactured with insulated cores. Unless manufacturer's documentation is available or visual inspection of insulation type and thickness can be made, assume no added insulation exists in a log wall.</p>

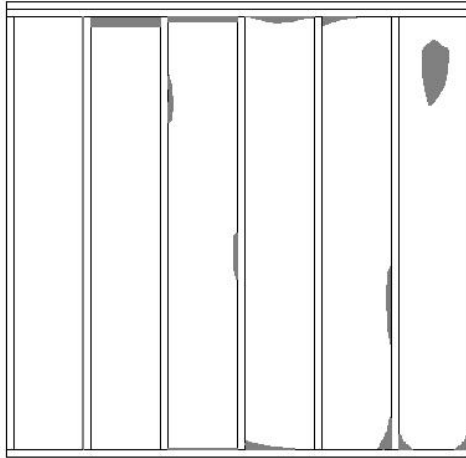
Building Element: Walls (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Framing members	Determine framing member size for all framed walls exposed to unconditioned space	<p>To determine whether 2x4 or 2x6 framing exists:</p> <p>Measure the width of the window jambs;</p> <p>Subtract the widths of the wall coverings and sheathing materials (approximately .25" to 1.0" for stucco, .5" to .6" for interior sheetrock, and .5" to .75" for other exterior siding materials);</p> <p>Compare the remaining width to 3.5" for a 2x4 wall or 5.5" for a 2x6 wall;</p> <p>If exposed garage walls exist, examine them for reference (although they will not <i>always</i> be the same as other walls);</p> <p>If a wall does not come close to the framing width of a 2x4 or 2x6, inspect for foam sheathing on the inside or outside of the walls. In superinsulated construction, "double stud" or "strapped" walls may account for thickness greater than 5.5". For brick veneer walls, assume 4.5" - 5" for brick, airspace and sheathing material.</p> <p>Check the framing member size on all sides of the house. If an addition has been added, be sure to check the walls of the addition separately. If the house has more than one story, check the framing member size for each floor.</p>

Building Element: Walls (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Insulation value	Determine type and thickness of existing	<p><u>Framed Walls</u></p> <p>Check at plumbing outlet under sink or, in order of preference, remove cable outlet plate,</p>

	insulation and resultant R-value	<p>telephone plate, electrical switch plates and/or electrical outlet plates on exterior walls.</p> <p>Probe the cavity around the exposed plate with a non-metal device (such as a plastic crochet hook or wooden skewer). Determine type of insulation (fiberglass, cellulose insulation, foam, etc.). Inspect outlets/switch plates on each side of the house to verify that all walls are insulated.</p> <p>Multiply the wall framing member size (in inches) by the R-value per inch. Be sure to use the actual thickness of the insulation when calculating the total insulation R-values. Use 3.5" for 2 x 4 walls and 5.5" for 2 x 6 walls constructed after 1945.</p> <p>Parts of the house that were added later must be checked separately from the original walls.</p> <p><u>Sheathing</u></p> <p>Insulated sheathing may exist on walls, but can be difficult to verify. Walls with insulated sheathing may be thicker than walls without insulated sheathing. Visual verification of insulated sheathing may be found in the attic at the top of the wall, exterior wall penetrations, and at the connection between the foundation and the wall.</p>
--	----------------------------------	---

Building Element: Walls (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Insulation Installation	Determine cavity insulation installation characteristics	<p>When it is possible to inspect insulation as installed (i.e., new construction), inspectors shall rate the installation as “Grade I, II, or III” according to the following guidelines, regardless of insulation material or installation process. Note that all insulation installation techniques require proper care to ensure they are completed correctly; if they are not, thermal performance can suffer dramatically. These guidelines apply to cavity fill insulation, continuous rigid insulation, and any other field-installed insulation products.</p> <p>1. "Grade I" shall be used to describe insulation that is generally installed according to manufacturers instructions and/or industry standards. A "Grade I" installation requires that the insulation material uniformly fills each cavity side-to-side and top-to-bottom, without substantial gaps or voids around obstructions (such as blocking or bridging), and is split, installed, and/or fitted tightly around wiring and other services in the cavity. To inspect, probe in, around, or through the insulation and/or vapor retarder in several places to see whether these requirements are met. Replace or repair the vapor retarder and insulation as necessary. During inspection (typically before drywall is installed), if the exterior sheathing is visible from the building interior through gaps in the cavity insulation material, it is not considered a “Grade I” installation.</p> <p>To attain a rating of "Grade I", wall insulation shall be enclosed on all six sides, and shall be in substantial contact with the sheathing material on at least one side (interior or exterior) of the cavity. Exception: the interior sheathing/enclosure material is optional in climate zones 1-3, provided insulation is adequately supported and meets all other requirements.</p> <p>For rim or band joist insulation, use the inspection guidelines under “Walls—Insulation value” to assess “Grade I”, “Grade II”, or “Grade III” installation. Exception: the interior sheathing/enclosure material is optional in all climate zones, provided insulation is adequately supported and meets all other requirements.</p>

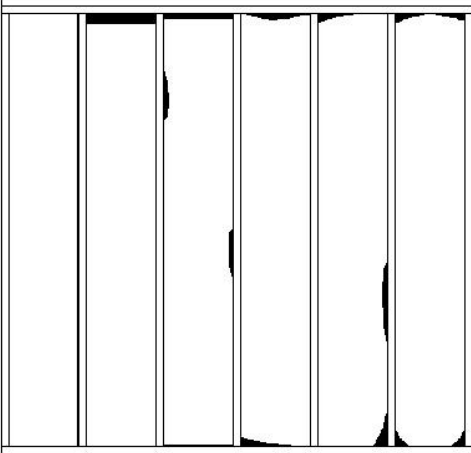
		<p>For exterior applications of rigid insulation, insulation shall be in firm contact with the structural sheathing materials, and tightly fitted at joints to be considered a “Grade I” installation.</p> <p>For faced batt insulation, Grade I can be designated for side-stapled tabs, provided the tabs are stapled neatly (no buckling), and provided the batt is only compressed at the edges of each cavity, to the depth of the tab itself, and provided it meets the other requirements of Grade I.</p> <p>For sprayed or blown-in products, density shall be sufficient that the fill material springs back when compressed slightly with a hand or finger, and provided it meets the other requirements of Grade</p> <p>Interpretation: The following illustrations represent the boundary conditions between Grade I and Grade II, that is, the installation shall be at least this good to be labeled as “Grade I”:</p>  <p>Occasional very small gaps are acceptable for “Grade I”.</p>
--	--	--

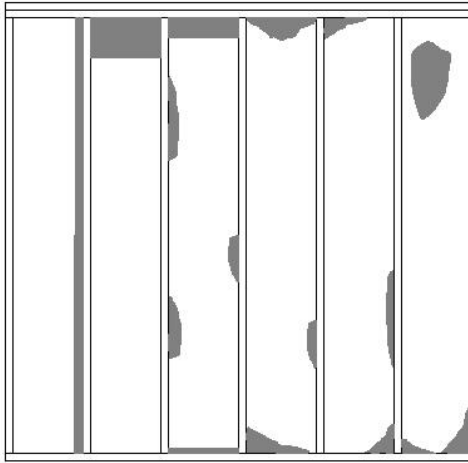


Compression or incomplete fill amounting to 2% or less, if the empty spaces are less than 30% of the intended fill thickness, are acceptable for “Grade I”.

The following standards may be applied as a reference: NAIMA, Recommendations for Installation in Residential and Other Light-Frame Construction—Fiber Glass Home Insulation (PUB # BI402), Recommendations for Installation in Residential and Other Light-Frame Construction—Fiber Glass Loose Fill Insulation (PUB # BI403), CIMA, Technical Bulletin #2 -- Standard Practice for Installing Cellulose Building Insulation, Technical Bulletin #3-- Standard Practice for Installation of Sprayed Cellulosic Wall Cavity Insulation. For other products and materials, manufacturer's installation instructions will apply.

2. "Grade II" shall be used to describe an installation with moderate to frequent installation defects: gaps around wiring, electrical outlets, plumbing and other intrusions; rounded edges or “shoulders”; or incomplete fill amounting to less than 10% of the area with 70% or more of the intended thickness (i.e., 30% compressed); or gaps and spaces running clear through the insulation amounting to no more than 2% of the total surface area covered by the insulation. To attain a rating of "Grade II", wall

		<p>insulation shall be enclosed on all six sides, and shall be in substantial contact with the sheathing material on at least one side (interior or exterior) of the cavity.</p> <p>Interpretation: The following illustrations represent the boundary conditions between Grade II and Grade III, that is, the installation shall be at least this good to be labeled as “Grade II”:</p>  <p>No more than 2% of surface area of insulation missing is acceptable for “Grade II”</p>
--	--	---

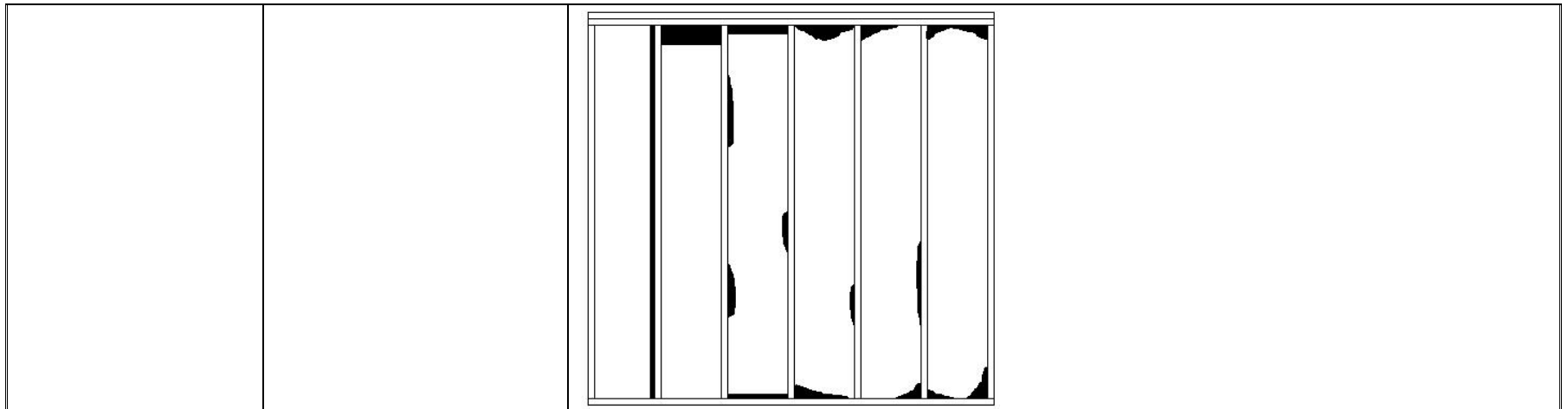



No more than 10% of surface area of insulation compressed or incomplete fill, by up to 30% (70% or more of intended thickness) is acceptable for “Grade II”.

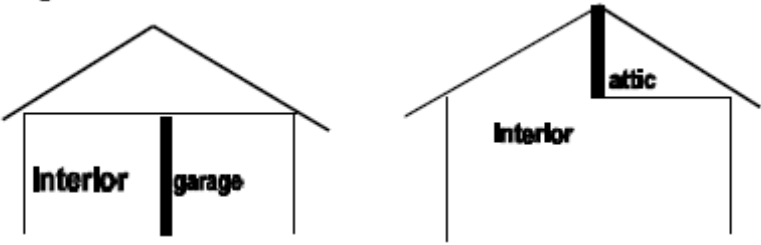
3. "Grade III" shall be used to describe an installation with substantial gaps and voids, with missing insulation amounting to greater than 2% of the area, but less than 5% of the surface area is intended to occupy. More than 5% missing insulation shall be measured and modeled as separate, uninsulated surfaces according to 3.B.5.p. This designation shall include wall insulation that is not in substantial contact with the sheathing on at least one side of the cavity, or wall insulation in a wall that is open (unsheathed) on one side and exposed to the exterior, ambient conditions or a vented attic or crawlspace. The presence of an air-impermeable barrier such as housewrap will be considered to enclose the building cavities.

Interpretation:

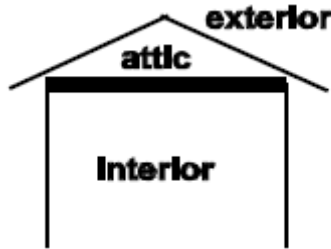
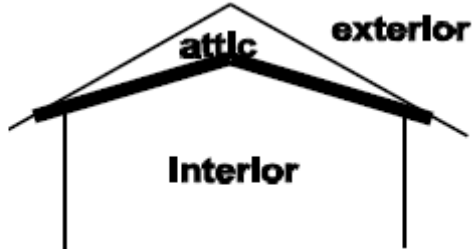
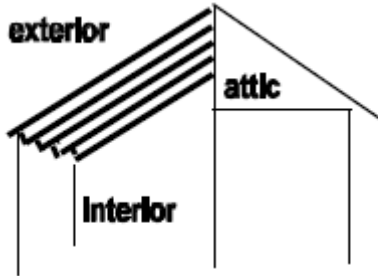
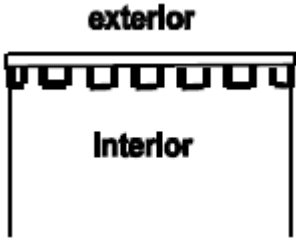
The following illustration represents the boundary conditions between Grade III and the situation whereby one must measure the uninsulated areas; that is, the installation shall be at least this good to be labeled as “Grade III”:




Building Element: Walls (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Location	Determine whether walls border exterior space, attic, garage or crawl space	<p><i>Wall to exterior</i> -Walls border exterior space.</p>  <p><i>Wall to enclosed unconditioned space</i> -Walls that border unconditioned attics, garages and crawl spaces.</p>

		
Surface area	Determine surface area of all walls exposed to unconditioned space	Measure linear perimeter of the walls to the nearest ½ foot. Measure the interior wall height of the walls to the nearest 1/4 foot. Use these measurements to calculate surface area.
Thermal mass	Determine type and thickness of all mass walls	<p>If the dwelling's walls are constructed of concrete, masonry or brick, determine their type and thickness.</p> <p><u>Solid concrete walls (poured)</u> Measure the thickness of the poured concrete wall in inches.</p> <p><u>Concrete Masonry Unit</u> Cinder block or uninsulated concrete wall - hollow in the middle. May contain vermiculite or perlite insulation. Check for additional insulation (interior furring, foam board, foam fill). Measure the thickness of the wall in inches.</p>

Building Element: Roof/Ceiling		
Rated Feature	Task	On-Site Inspection Protocol
All ceiling areas between conditioned and unconditioned space	Obtain measurements of all ceiling areas	<p>Measure the linear perimeter of the ceiling area to the nearest ½ foot and use these measurements to calculate surface area of the ceiling.</p> <p>If a ceiling area is vaulted, it may be necessary to calculate dimensions geometrically.</p>

	<p>Identify the ceiling as one of the following types.</p> <p><u>Ceiling to attic</u> If the ceiling has attic space above (even if the ceiling is vaulted, as in a scissor truss) it is considered ceiling to attic. If there is a vaulted ceiling check it's angle against the angle of the roof -- if the ceiling angle is gentler there is attic space above the ceiling. Also check for an attic access, either separate or from an attic over another part of the house.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Framed ceilings fall into two categories:</p> <p><i>Roof on exposed beams or rafters</i> - when you look up from inside the room, you will see exposed beams or rafters.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
--	--

Building Element: Roof/Ceiling (continued)		
Rated Feature	Task	On-Site Inspection Protocol
All ceiling areas between conditioned and unconditioned space (continued)	Determine ceiling construction type (continued)	<p><i>Finished framed ceiling</i> -if the ceiling is framed (has no attic space above it, but you cannot see the rafters because the ceiling is finished with drywall, plaster, paneling, etc.) consider it a finished framed ceiling.</p> 
	Determine the size of the framing members for framed ceilings	<p>Determine the framing member size for framed ceilings exposed to unconditioned spaces.</p> <p>Check the framing by looking for an access through an attic over another part of the house or by looking at the rafters from the outside.</p>
Color	Determine the color of the roof	Identify the color of the roof as light, medium or dark. Also check for a special reflective roof coating.
Construction type	Determine the roof's construction type	<p>Identify the type of roofing surface. Some common types include:</p> <p>Asphalt shingle; Pebble/gravel built-up roof; Tile roof; Wood shingle roof; Rubber roof/roof coating; Metal.</p>
Insulation value	Determine R-value of insulation in attic	Measure the average depth in four places.

Building Element: Ceiling (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Insulation value	Determine R-value of insulation in attic	<p>Use the inspection guidelines under “Walls—Insulation value” to assess “Grade I”, “Grade II”, or “Grade III” installation. Note: in addition to the inspection guidelines under “Walls”, “Grade I” installation for ceiling insulation also requires that the insulation be installed in complete contact with the drywall or sheathing surfaces it is intended to insulate. For loose fill applications, be sure to get four readings which accurately reflect the insulation level (the depth should be representative of the entire attic area being examined). Multiply the minimum depth of insulation by its R-value per inch to obtain the total R-value. Insulation in ceilings with attic above need not be enclosed to attain a “Grade II” or “Grade I” assessment. For sealed, unvented attic/roof assemblies, the interior sheathing/enclosure material is optional in climate zones 1-3, provided insulation is adequately supported and meets all other requirements, including full contact with the exterior (roof) sheathing. For ceiling insulation, eave baffles or equivalent construction is required to prevent wind washing to be considered “Grade I”.</p> <p>Note whether the cavity insulation leaves the framing elements exposed, or covers them; if covered, note the thickness that covers the framing.</p>
	Determine the R-value of insulation in framed ceiling	<p>Determine the insulation R-value which exists in the ceiling area (cavity). Use the following method for calculating the overall ceiling R-value:</p> <ul style="list-style-type: none"> • Determine the type of ceiling insulation present (may be a combination of more than one type); • Multiply the R-value of the material by the depth of the insulation; • If there is no access to the framed ceiling, ask the customer for documentation of insulation or use a default value based on age.

Building Element: Roof Ceiling (Continued)		
Rated Feature	Task	On-Site Inspection Protocol
Insulation value	Determine insulation value	<p>The rim joist is the band joist around the perimeter of the floor joists over a basement or crawl space, or between 2 stories of a house.</p> <p><u>Crawl space or Basement</u> From the basement or crawl space, visually identify and measure the depth of insulation at the rim joist. The insulation used is generally fiberglass batts, often folded in an L-shape and attached to the rim joist. Rigid board insulation may also be found.</p>
Insulation value (continued)	Determine insulation value (continued)	<p><u>Between Stories</u> Look for access to the area from a garage or a utility access trap door. Visually identify and measure insulation if it exists. If no access can be found, assume insulation exists at the rim joist between stories if:</p> <ul style="list-style-type: none"> • Insulation was found at the rim joist at the top of the crawl space or basement in the same house; or • Insulation is found in the walls of the same house. <p>Otherwise, assume no rim joist insulation exists.</p>

Building Element: Doors		
Rated Feature	Task	On-Site Inspection Protocol
Construction type	Determine construction type of doors	Determine if the exterior door(s) is fiberglass, metal, or wood by making a close inspection of its texture, distinguishing the sound produced when knocking on it, and checking its side view.
Insulation	Determine whether doors are insulated	<p>Judge whether the exterior door(s) is insulated (or not) by its sound, temperature transfer, labeling, or thermal break.</p> <p><i>Sound</i> - Insulated/solid door will sound dull when knocked on. An uninsulated/hollow door</p>

		<p>will sound hollow.</p> <p><i>Heat transfer</i> - Feel the inside and outside of the door with flat palms. Insulated/solid door will less readily transfer heat. The inside will feel warmer in cold outside weather and cooler in hot outside weather than an uninsulated/hollow door.</p>
Insulation (continued)	Determine whether doors are insulated (continued)	<p><i>Labeling</i> - Check the side view of the door at the hinges for a descriptive label.</p> <p><i>Thermal break</i> - Check the side view of metal doors for thermal breaks.</p>
Surface area	Determine surface area of doors	Measure the surface area of the door(s) to the nearest ½ square foot.

Building Element: Windows		
Rated Feature	Task	On-Site Inspection Protocol
Area	Determine area of windows	<p>Measure the area of the window openings using width times height to the nearest inch.</p> <p>Window openings are measured from the outside edge of the framing and include the frame width.</p>

Building Element: Windows (continued)		
Construction type	Determine window framing and glazing characteristics	<p><u>Framing Type</u> Examine each window frame in order to determine the type of material used. Open the window and examine it to see whether the frame is made of metal, wood, or vinyl. Tap the frame with fingernail or knuckle to test if it's vinyl or metal. Wood frames are usually thicker than metal.</p> <p>If the window is dual-pane or multiple-pane and is metal framed, determine if a thermal break is present by looking for two separated metal extrusions connected by a rubber spacer. Ask the customer for documentation if you can't tell.</p>

		<p>Some wood windows may have vinyl or aluminum cladding. Check both the inside and outside, since some windows will have vinyl cladding on one side only.</p> <p><u>Glazing Type</u> Check all windows in the house for number of panes and existence of tint and/or low-e coating.</p> <p>To determine whether the windows are single-paned or multiple-paned:</p> <ul style="list-style-type: none"> • Look at frame width and spacers; • Look at reflections; • Look at edge thickness. <p>To determine if glazing has a tint or low-e coating:</p> <ul style="list-style-type: none"> • Check the customer's product literature if available; • Perform a "match test" - there should be one reflection per pane or coating, including low-e and tinting (e.g., a double-paned window with low-e and tint should show 4 reflections); • Compare to glazing samples with and without tinting; • Compare the windows within the space, since tinting is often applied only to certain windows in a house; • Look for a low-e label or etching on the glass.
Orientation	Determine orientation of all windows	Use a compass (adjusting for magnetic deviation) to determine orientation of all windows.
Building Element: Windows (continued)		
Shading	Determine shading of windows	<p>Identify shading by external shade screens, house overhangs/awnings, and shade from trees and other buildings.</p> <p><u>External Shade Screens</u></p>

		<p>The most common screen is an insect screen that covers some or all of the window. If it is a full-coverage type screen, assume it is a shade screen. Compare samples of the screen's mesh pattern to those of a window screen sample to determine the type and shading coefficient of the screen. Ask customer for documentation for the shading coefficient (SC) of the screen.</p> <p>If you cannot determine the shading coefficient of the screen, use 36% SC as a default.</p> <p><u>Projection (Overhang)</u> The shading impact of an overhang can be found by measuring the distance of the projection from the exterior wall surface and the distance (height) between the top of the window and the bottom edge of the overhang.</p> <p>Measure the length of the overhangs over each exterior wall.</p> <p>Measure the height above the window to the bottom edge of the overhang.</p> <p><u>Exterior Shading</u> <i>Full (40% SC)</i> -Consider a 40% SC for an entire side of a house as being roughly equivalent to having a shade screen over a window. For trees and/or bushes to equal this effect, there should be a very dense amount of trees and/or bushes along the entire side of the house that shade both its vertical and horizontal surfaces almost totally.</p> <p><i>Partial (70% SC)</i> -Based on the above definition for full shading, partial shading is considered to be anything in between full and none (no shading).</p> <p><i>None (100% SC)</i> - No shading indicates there may be small plants or shrubs only,</p>
--	--	--

Building Element: Windows (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Solar heat gain factor	Determine solar heat gain factor of glazing	Check product information and consult NFRC guide.
U-value	Determine window U-value	Look for an NFRC label on new windows (it will display full window U-value). If no label can be found but customer has documentation, look up product information in NFRC Certified Products Directory to determine U-value, or consult manufacturer's literature.

Building Element: Skylights		
Rated Feature	Task	On-Site Inspection Protocol
Area	Determine area of skylights	See windows.
Construction type	Determine framing and glazing characteristics of skylights	See windows.
Orientation	Determine orientation of skylights.	Determine the orientation of the lower edge of the skylight. Use this direction as the orientation of the skylight.
Shading	Determine shading of skylights	See windows.
Solar heat gain coefficient	Determine solar heat gain coefficient of skylights	See windows.
Tilt	Determine tilt of skylights	Measure the tilt of the skylight relative to horizontal. This can be done with a level and angle finder instrument, or geometrically with a protractor (from the ceiling length and heights).
U-value	Determine skylight U-value	See windows.

Building Element: Air leakage		
Rated Feature	Task	On-Site Inspection Protocol
Blower door test	Determine effective leakage area from a blower door test	<p>Use the testing protocol described in ASHRAE Standard 119 Section 5.1, with the modifications described below:</p> <p>The following protocol shall be followed in preparing the building envelope for testing:</p> <ol style="list-style-type: none"> 1. Leave all supply registers and return grills open and uncovered. 2. Leave all bathroom and kitchen fans open (i.e., in their normal operating condition). Only a permanently installed back draft damper in its normal condition may impede the flow of air. 3. Leave any combustion air ducts or louvers to the exterior open. (If a homeowner or builder has sealed them off, open them for the test.) 4. Leave any make-up air ducts with in-line dampers (e.g., for large kitchen exhaust fans or combustion air) as-is (unsealed). Only a permanently installed back draft damper or motorized damper, in its normal condition may impede the flow of air. 5. Leave the dryer vent as-is, whether or not the dryer is in place during the test. Only a permanently installed back draft damper in its normal condition may impede the flow of air. 6. Leave open any outside air duct supplying fresh air for intermittent ventilation systems (including a central-fan-integrated distribution system) 7. Operable crawl-space vents, where present, are to be left in the open position. 8. Open all interior doors within the conditioned space, including doors to conditioned basements. (Closet doors may be left closed unless the closet contains windows or access to the attic or crawl space). 9. Leave louvered openings of a whole-house fan as is. (If there is a seasonal cover in place during the test, leave it in place.) 10. Close all doors to the exterior or unconditioned spaces; if any door to the exterior or unconditioned space lacks weather-stripping at testing time, it can be temporarily

		<p>taped off.</p> <ol style="list-style-type: none"> 11. Close and latch all windows. 12. Close chimney dampers. 13. Either seal or fill with water plumbing drains with p-traps that may be empty. 14. Seal off exterior duct openings to <i>continuously operating</i> fresh-air or exhaust-air ventilation systems (preferably at the exterior envelope). 15. Close any adjustable window trickle ventilators and/or adjustable through-the-wall vents. 16. If an evaporative cooler has been supplied with a device used to seal openings to the exterior during the winter, that device should be installed for the test. <p>Use the testing protocol described in ASHRAE Standard 119 Section 5.1. Blower door and associated pressure testing instruments, which include but are not limited to hoses, and Manometers, gauges and fans shall be field tested annually for calibration by the HERS provider or rater. The provider shall use a standard for field testing of calibration provided by the equipment manufacturer. Magnehelic Gauges cannot be field tested and shall be recalibrated by the Blower Door manufacturer annually. Field check the fan and flow measuring systems for defects and maintain them according to manufacturers recommendations</p> <p>The HERS provider shall maintain a written log of the annual calibration check to verify all equipment accuracy for a period of three (3) years. These records shall be made available within 24 hours to a RESNET Quality Assurance Committee member upon request. It is recommended all pressure equipment be field checked for calibration more frequently than is required in these standards, i.e., monthly, quarterly, etc.</p>
Conditioned volume of space	Determine conditioned volume of space	Determine conditioned and indirectly conditioned volume of space by multiplying conditioned floor area by ceiling height. The house may need to be split into different spaces with different ceiling heights and added to each other for both conditioned and indirectly conditioned spaces. For areas with vaulted ceilings, volume must be calculated geometrically.

Estimate	If diagnostic equipment is not used, determine window type and distribution system to estimate leakage	To be determined.
Tracer gas test		To be determined.

Building Element: Heating & Cooling/Distribution System		
Rated Feature	Task	On-Site Inspection Protocol
Air leakage (ducts)	Determine air leakage from ducts	<p>The application of ASHRAE Standard 152 for testing of ducted distribution systems shall be implemented with the following additions and exceptions:</p> <ol style="list-style-type: none"> 1. Air Handler Fan Flow Measurement using either of the methods specified in Annex A of the standard is preferred. If such measurement is not made, default values of 275 CFM per 12,000 btu/hour of nominal HVAC capacity shall be used. For fossil-fired furnace systems, a default value of 200 CFM for every 12,000 btu/hour of nominal furnace capacity shall be used for heating. 2. Supply and return leakage may be determined by measuring the leakage of each side as in Annex B, or as an alternate the leakage of the entire system may be measured, with the duct pressurization device in the return and the duct-pressure probe in the supply side. The ratio of supply side leakage to return side leakage $Q_{25,s}$ to $Q_{25,r}$ shall be selected separately for heating and cooling based on a worst case determination. The supply side of the system shall be assigned 67% of the leakage and the return shall be assigned 33%, and the overall distribution efficiency determined; then the efficiency with the reverse conditions (67% return and 33% supply) shall be determined, and the lower of the two efficiencies will be applied. 3. Total leakage (Annex C) . The limitation of applicability of Annex C (Section C1) to leakage measurement of 10% or less of air handler air flow shall be based on tested air flow or default air flow, as appropriate according to (1) above. The calculations of 2.5% of air flow in Section C1.1,2, and 3 shall use tested air flow,

		or nominal air flow of 400 CFM per ton. If the register grilles are not installed during the test (C1.2), the 2.5% of fan flow added to the measured leakage may be waived, on condition that a visual inspection, verifying effective sealing of register boot-to-drywall and/or boot-to-subfloor connections, is conducted prior to issuing the final rating.
Insulation	Determine the value of distribution system insulation	Air ducts may be insulated with insulation blankets or rigid insulation board. Inspect the duct or pipe insulation for R-value labeling (printed on the insulation by the manufacturer). If the insulation is not marked with the R-value, identify type and measure the thickness of the insulation to determine R-value. Check for internal insulation by tapping on the exterior and listening to the sound.
Location of air ducts	Determine the location of ducts	Air ducts may be located in the attic, crawl space, basement or in a conditioned area. You must locate and differentiate between supply and return ducts. Ducts may be located in more than one area (e.g., some return ducts in attic and some in conditioned space, etc.).
Type	Identify type of distribution system used to provide space heating and cooling	<p><i>Forced air</i> - a central fan unit connected to ducts which supply heated or cooled air to each room in the home. Forced air systems have supply and return duct work. Supply ducts typically run to each room; return duct work may come from each room or from one or more central locations in the home.</p> <p><i>Forced hot water</i> - heated water is pumped through a series of radiator elements to supply heat. The radiator elements may be conventional radiators, baseboard "fin tube" radiators, cast iron baseboards or radiant hot water panels located at the baseboards or on walls or ceilings.</p> <p><i>Hot water radiant system</i> - heated water is circulated through plastic or metal tubing which is installed in a concrete slab or finished floor or, occasionally, in walls or ceilings.</p> <p><i>Unit heater/air conditioner</i> - heating or cooling is supplied directly from a heating or cooling device located within the space it serves. Window air conditioners and through-the-wall heaters are common examples. Unitary equipment typically has no distribution system.</p>

Building Element: Heating & Cooling/Distribution System (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Type (continued)	Identify type of distribution system used to provide space heating and cooling (continued)	<p><i>Steam heating</i> - steam systems utilize a distribution system with cast iron radiators connected to a boiler that creates steam. The steam rises into the radiators through one set of pipes, condenses into water, and drains back to the boiler through another set of pipes.</p> <p><i>Electric radiant system</i> - electric cables are installed in concrete floor slabs or in the ceiling. Electric current is passed through the cables, causing them to heat up, heating the floor or ceiling assembly which radiates the heat to the space. Electric radiant systems may also be comprised of individual radiant panels mounted on the walls or ceilings.</p> <p><i>Baseboard electric resistance</i> - electric elements are installed in baseboard enclosures. Electric current is passed through the electric element to provide heat to the space.</p>

Building Element: Heating and Cooling/Energy Source		
Rated Feature	Task	On-Site Inspection Protocol
Fuel type	Determine fuels used for heating and cooling	<p>Heating systems may use natural gas, propane, oil, electricity, or some other fuel. Typically the homeowner will know what type of heating fuel is used. Cooling is typically driven by electricity, however some cooling equipment may use natural gas or propane. Look for electric cables and dedicated fuses or circuit breakers for the cooling equipment or gas lines running to the equipment. Note that gas equipment will also have electric cables to power some of the components. Be sure to distinguish between refrigerant lines and possible gas supply lines.</p> <p><i>Oil</i> - look for a large storage tank (typically oblong-shaped) or fill pipes which would indicate a buried tank. Oil is typically supplied to the heating equipment via a 1/4" - 3/8" copper line. A fuel filter may be evident in the line.</p> <p><i>Natural gas</i> - look for a meter connected to piping on the exterior of the home. Piping to the heating equipment is typically done with 1/2" - 1" iron piping.</p> <p><i>Propane</i> - look for storage tank(s) (typically cylindrical-shaped). Large tanks may be buried with a 12" - 18" cap exposed above grade. Fuel is typically supplied to equipment through 1/4" - 3/8" diameter copper piping.</p> <p><i>Electric</i> - look for large gauge cables running to a central piece of equipment or look at circuit breaker panel for circuits marked for resistance heat circuits (electric resistance or electric radiant systems).</p> <p><i>Other fuels</i> - include coal, wood, processed wood pellets, or other combustible products.</p>

Building Element: Heating and Cooling/Equipment		
Rated Feature	Task	On-Site Inspection Protocol
Control system	Identify the control system for the heating and cooling system(s)	<p>Determine the type of control systems. There may be separate controls for the heating and cooling systems.</p> <p>Thermostat controls may be programmable. Note types of features available and/or utilized.</p>
Efficiency	Determine the heating and cooling equipment efficiency	<p>Check nameplate for efficiency rating. If the nameplate is missing, use appropriate directories to determine an appropriate default value.</p> <p>SEER is used to measure the efficiency of central air conditioning and air source heat pump systems. AFUE is used to measure the efficiency of furnaces and boilers. EER is used to determine the efficiency of room air conditioners and ground source heat pumps. Check nameplate for SEER or AFUE rating. EER can be calculated from nameplate information by dividing btu output by watt input.</p>

Building Element: Heating and Cooling/Equipment (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Equipment type	Identify type(s) of equipment for heating and/or cooling	<p><i>Furnace</i> - comprised of a combustion chamber and heat exchanger (natural gas, propane or oil) or an electric resistance element (electric) and a fan which forces air across the heat exchanger or resistance element to provide heat in a forced air system.</p> <p><i>Fan coil unit</i> - hot water from a boiler, domestic water heater, or heat pump is circulated through a coil. A fan blows air over the coil to provide heating. This device is used in a forced air system.</p> <p><i>Boiler</i> - this device creates hot water or steam, and can be powered by any fuel type. Can be used with forced air (in conjunction with a fan coil unit), forced hot water, steam, or hot water</p>

		<p>radiant slab systems.</p> <p><i>Split system central air source heat pump</i> - these systems move energy from one location to another using the vapor compression cycle. They are electrically driven, and can provide heating in winter and cooling in summer by reversing the direction of heat flow. Split system heat pumps consist of an outdoor unit and an indoor air handling unit, resembling a furnace. These systems require ductwork for air distribution. Most air source heat pumps incorporate electric resistance supplemental heat in the indoor section. However, some heat pump systems use fossil fuel furnace for supplemental heating. These are known as "dual fuel" or add-on systems.</p> <p><i>Single package central air source heat pump</i> - a single package central heat pump is similar to a split system, except it combines the functions of the indoor and outdoor units into one cabinet, usually mounted on the roof or on the ground. It also requires a separate distribution system. These are uncommon in single-family residences, however they are sometimes found in multi-family dwellings.</p>
--	--	---

Building Element: Heating and Cooling/Equipment (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Equipment type (continued)	Identify type(s) of equipment for heating and/or cooling (continued)	<p><i>Ground source heat pumps</i> - are coupled to the ground through the use of a water well sometimes the same well as used for domestic water (known as "open loop" which water or a water/antifreeze mixture is circulated (known as "closed loop"). Look for 3/4" or larger diameter piping going to and from the heat pump. Circulating pumps may be installed in this piping (closed loop systems) or the pump for the water well may be used for circulating water through the heat pump (open loop). The same piece of equipment can be used in either open or closed loop applications, however given the same piece of equipment, closed loop applications typically have lower efficiency ratings than open loop applications. Ground source heat pumps can also utilize a direct expansion of the refrigerant with copper piping</p>

		<p>buried in the ground. Look for 0.25" - 0.50" copper piping leading from the unit to the outdoors with no outdoor unit.</p> <p><i>Split system central air conditioner</i> - similar to a split system air source heat pump. Consists of an outdoor unit and a coil in the forced air distribution system, usually in a fossil fuel furnace. These systems are electrically powered and provide cooling.</p> <p><i>Single packaged central air conditioner</i> - similar to single packaged air source heat pumps, providing cooling only.</p> <p><i>Through-the-wall ductless air source heat pump</i> - a single packaged air source heat pump designed to be installed without a distribution system. Provides both heating and cooling and is usually installed through an exterior wall.</p> <p><i>Window/through-the-wall air conditioner</i> - a single packaged ductless air conditioner designed to be installed without a distribution system.</p> <p><i>Direct evaporative cooler</i> - is used primarily in very dry climates. Evaporative coolers work by blowing air over a damp pad or by spraying a fine mist of water into the air. Direct evaporative coolers add moisture to the home.</p> <p><i>Indirect evaporative cooler</i> - evaporation takes place on only one side of a heat</p>
--	--	--

Building Element: Heating and Cooling/Equipment (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Equipment type (continued)	Identify type(s) of equipment for heating and/or cooling (continued)	<p><i>Absorption cooler</i> - this is a gas air conditioner. Look for a cooling tower, an exhaust pipe, a gas burner to evaporate refrigerant and a heat exchanger similar to an electric air conditioner.</p> <p><i>Unitary space heater</i> - these are fossil fuel burning heaters which have individual controls and no distribution system. They may be equipped with a fan for forcing air circulation over a heat</p>

		exchanger, or they may use simple convective forces. These heaters are typically mounted on outside walls in order to facilitate venting and can use natural gas, kerosene, propane, or other types of fossil fuel.
Location	Determine the location of heating and cooling equipment	Note whether systems are located in conditioned or unconditioned space.

Building Element: Domestic Hot Water System		
Rated Feature	Task	On-Site Inspection Protocol
Efficiency	Determine the Energy Factor or Seasonal Efficiency of the water heater	<p><u>Storage Water Heater</u> Look for the water heater's rating plate and product literature. Some water heaters will list their EF right on the rating plate.</p> <p>If the water heater is wrapped and there is no accessible information, approximate the age of the unit and use a default efficiency.</p> <p>If accessible, record the Make and Model #.</p> <p>Look up the EF rating of that model in an appropriate efficiency rating directory.</p> <p>If the EF rating is not listed in the directory use a default based on the estimated age of the water heater.</p> <p><u>Instantaneous Water Heaters</u> Check the unit's nameplate for the RE (Recovery Efficiency). If a gas model, note whether there is a standing pilot light.</p>
Building Element: Domestic Hot Water System (continued)		
Rated Feature	Task	On-Site Inspection Protocol

Extra tank insulation value	Determine the insulation value of any exterior wrap	Visually determine if the water heater is wrapped with exterior insulation. If so, measure thickness of the wrap and determine R-value.
Location	Determine location of storage tank	Determine whether water heater is located in conditioned or unconditioned space.
Pipe insulation value	Determine the insulation value of the pipes	Determine whether pipe insulation is installed on all 3/4" or larger, non-recirculating hot water mains. Measure depth of insulation and identify material to determine R-value.
System type	Determine type and heat source of water heater	<p><u>Storage</u> These water heaters are the most common type. Water is heated in an insulated tank that typically ranges in capacity from 30 to 75 gallons. Storage water heaters may use electric resistance, gas, propane, oil or electric heat pump.</p> <p><i>Storage electric</i> -look for rigid or flexible 240 A/C conduit, UL seal, no vent, no burner or pilot tubing. Thermostats are usually hidden behind metal access doors. Often there is both an upper and a lower thermostat.</p> <p><i>Storage gas</i> -look for a vent connection (top of tank), gas connector and line valve, thermostat, burner and pilot tubing, burner compartment doors, and "AGA" seal rating plate. Most gas water heaters have legs to lift the unit above the floor level to provide combustion air to the burner.</p> <p><i>Storage propane</i> -look for the same features as those listed for gas water heaters. Also, look for a rating plate or tag that states "For Use with LP Gas Only."</p> <p><i>Storage oil</i> -look for features that are similar to a gas water heating storage system. In addition, oil systems are usually furnished with draft regulators which are attached to the vent pipe between the tank and chimney (hinged metal flap with counterweight to allow for variations in flue gas pressure). Vent dampers may also be apparent on the vent pipe.</p> <p><i>Storage heat pump</i> -water heaters remove heat from the air in the room where they are located and then release the heat to the water in the storage tank. Look for the same features as those</p>

		found on electric water heating systems. In addition, there will be a fan, condenser and evaporator. Also, the system may be one single unit, or may be a split system.
--	--	---

Building Element: Domestic Hot Water System (continued)		
Rated Feature	Task	On-Site Inspection Protocol
System type (continued)	Determine type and heat source of water heater (continued)	<p><i>Combination DHW/furnace system</i> - natural gas combo systems use heat drawn from a hot water tank circulating through an air handling module to heat the space.</p> <p><i>Geothermal heat pump de-superheaters</i> - devices which utilize heat pump cycle superheater to heat domestic hot water. Look for insulated lines between air handler unit and storage water heater tank.</p> <p><u>Instantaneous</u> These water heaters heat water on demand, instead of storing pre-heated water in a large tank. They are usually small units, with storage of no more than 2 gallons, and are often attached to a wall close to the point of use. Instantaneous water heaters may be used in addition to a primary storage water heater to serve fixtures in a distant location of the house, so check for a main storage unit as well. Determine if the instantaneous heater uses gas or electricity.</p> <p><i>Instantaneous gas</i> - look for a connector and line valve, vent connection, thermostat, burner and pilot tubing, and AGA seal. Check whether unit has a pilot light or intermittent ignition device.</p> <p><i>Instantaneous electric</i> - look for the absence of a gas line, vent or pilot light. Look for a UL seal.</p> <p><i>Super-heater</i> - check for this supplementary heat source.</p>

Building element: Solar Domestic Hot Water System
--

Rated Feature	Task	On-Site Inspection Protocol
Collector	Determine area, orientation, and tilt of collector	<p>Determine the area of the collector.</p> <p>Determine the orientation of the solar collector by taking a compass reading (adjusting for magnetic deviation) in the direction toward which the collector faces.</p> <p>Determine the tilt of the collector. A site selection and angle finder instrument can be used to determine the tilt of the collector. Geometric calculations based on horizontal length and vertical height measurements can also be used.</p>
Efficiency	Determine efficiency of solar system	Look for SRCC label. Check for SRCC system and component name plates. Refer to the <u>Directory of SRCC Certified Solar Collector and Water Heating System Ratings</u> , or other SRCC literature for energy factor (EF) and other performance data.
Extra tank insulation value	Determine the insulation value of any exterior wrap	See Domestic Hot Water, above.
Pipe insulation value	Determine the insulation value of the pipes	Determine the R-value of insulation installed on pipes.
Solar collector type	Identify type of solar collector	Identify the type of solar collector by checking for the SRCC label or manufacturer's information.
Storage tank size and location	Determine the capacity of the storage tank and location	<p>To determine the size of the storage tank refer to documentation or a label indicating the tank capacity.</p> <p>Note if storage is inside or outside of conditioned space.</p>

Building element: Solar Domestic Hot Water System (continued)		
Rated Feature	Task	On-Site Inspection Protocol
System type	Determine type of solar systems	Identify whether a solar domestic hot water system exists. These systems collect and store solar thermal energy for domestic water heating applications. If a solar water heating system

		<p>exists, determine system type. For systems manufactured after Jan. 1, 1995, system type, energy factor (EF), and other performance characteristics shall be determined from the SRCC label (usually affixed to the solar storage tank) and by referring to SRCC literature. For systems lacking an SRCC label, energy factor and other performance characteristics can be determined using a certified HERS modeling tool, or appropriate default values. Identify as passive or active. Base your evaluation on these criteria:</p> <p><i>Passive</i> - No purchased electrical energy is required for recirculating water through a passive solar collector. Three types of passive systems are integrated collector storage (ICS), thermosiphon systems and self-pumped systems.</p> <p><i>Integrated Collector Storage (ICS)</i> - consists of a single unit which incorporates both collector and water storage. An example is the common "bread box" design. Storage is usually outside the conditioned space.</p> <p><i>Thermosiphon</i> - consists of a flat-plate solar collector and hot water storage tank. Instead of using a pump, circulation of the fluid is achieved by natural convection action. The storage tank must be located above the collector, and is usually outside the conditioned space.</p> <p><i>Self-pumped</i> - circulates fluid from storage to collectors without purchased electrical energy. Photovoltaic and percolating systems are examples of self-pumped systems. The storage tank is usually inside the conditioned space.</p> <p><i>Active</i> -Also known as pumped systems.</p> <p><i>Pumped</i> -purchased electrical energy input is required for operation of pumps or other components. The storage tank is usually inside the conditioned space.</p>
--	--	--

Building Element: Passive Solar Heating System

Rated Feature	Task	On-Site Inspection Protocol
Direct gain	Identify system type and determine solar aperture orientation, aperture area	<p>A solar direct gain system can reduce heating, cooling, and lighting energy requirements through proper sizing, placement, orientation, and/or control of windows, skylights, shading devices, and solar storage mass within the building.</p> <p>To determine aperture area, measure width and height of south-facing glazing and indicate tilt angle. Note glass type(s) (e.g., double glazing) and presence of night insulation (if any).</p> <p>Determine orientation with a compass reading (adjusted for magnetic deviation).</p> <p>Determine the type of thermal mass, its thickness and dimensions. Determine if the mass will be lit by direct solar rays between the hours of 9:00 a.m. and 3:00 p.m. during the winter. Note any trees or other obstructions to solar gain.</p>
Greenhouse or solarium	Identify system type and determine solar aperture orientation, aperture area and information about thermal mass	<p>A greenhouse or solarium creates a South-glazed buffer zone between the house and the exterior and can help heat the living area. They may be used in conjunction with thermal mass (such as bricks or drums filled with water) to store heat and reradiate it at night.</p> <p>See Direct gain, above, for specific inspection items.</p>

Building Element: Passive Solar Heating System (continued)		
Rated Feature	Task	On-Site Inspection Protocol
Thermal storage mass	Identify system type and determine solar aperture orientation, aperture area and information about thermal mass	<p>Thermal mass systems consist of solar-exposed heavyweight materials with high heat capacitance and relatively high conductance (high thermal diffusivity) such as masonry, brick, concrete, tile, stone, or water placed in the same zones(s) as the solar collection area(s). These elements may be integral with the building or distinct elements within the building.</p> <p>Distinct components:</p> <p><i>Trombe wall</i> -uses a heat storage mass placed between the glass and the space to be heated.</p>

		<p>Measure area of storage mass, determine material, thickness, and capacitance.</p> <p><i>Water wall</i> -replaces the existing wall, or parts of it, with containers that hold water.</p>
Thermosiphon Air Panel (TAP)	Identify system type	<p><i>Thermosiphon air panel (TAP)</i> -has one or more glazing layers of glass or plastic, an air space, an absorber, another air space, and (often) an insulated backing. These are similar in appearance to active flat-plate collectors, often mounted vertically on walls, or ground-mounted, so that the living space is higher than the collector to facilitate convection from the TAP to the house.</p> <p>See Greenhouse, above, for specific inspection items.</p>

Appendix B

GLOSSARY OF TERMS

Abnormal - Some defect exists in the construction and operation of the building enclosure.

ACCA - Air Conditioning Contractors of America

ACCA QA Program - A quality assurance recognition program for HVAC contractors, in which participants (1) attest that they have implemented written policies and procedures in the ANSI/ACCA 5 QI-2010 Standard to effect quality on a consistent basis in the field, (2) complete and submit a detailed HVAC system installation checklist, and (3) have specific elements of the installation validated by a 3rd party Rater for compliance to the EnergyStar New Homes Program requirements. More information can be found at www.acca.org/qa.

Accreditation Identification Number (AIN) – A unique accreditation number assigned to each Provider for each Provider category accreditation.

Accreditation Committee – A Standing Committee of the RESNET organization that is responsible for the review and approval of all Applications for Provider accreditation submitted to RESNET.

Accredited Rating System Provider - A home energy rating Provider accredited through the Mortgage Industry National Home Energy Rating System Standards.

Accredited Rater Training Provider or Training Provider - A home energy Rater training organization accredited by RESNET.

Acrylic Adhesive Tape - Any tape composed of an acrylic nature used as a sealing material primarily for moisture intrusion for house wraps, around windows, and to seal sheets of polyethylene covering the dirt on the floor of a crawl space or a basement

Additional Failure – When additional instances of initial failure(s) are identified in one or more of the other homes in the sample set being tested or inspected.

Air Barrier - Any solid material installed to control air leakage either into or out of the building envelope. The material used shall have an air permeability not to exceed 0.004 cubic feet per minute per square foot under a pressure differential of 0.3 in. water (1.57 psf) (0.02 L/s.m² @ 75 Pa.) when tested in accordance with ASTM E 2178-01.

Air Exfiltration - Air from the conditioned space leaking outside of the thermal boundary of a structure.

Air-free Carbon Monoxide - A unit of measurement designed to compensate for the excess air to the burner and is only used to express CO levels in a flue gas sample as opposed to ambient air testing. The measurement represents the CO levels with no excess air in the sample or with “perfect” combustion (an unrealistic situation). The measurement incorporates an adjustment to the as-measured CO ppm (parts per million) value to simulate oxygen-free conditions in the sample. (See “as-measured carbon monoxide.”)

Air Infiltration - Air from outside the thermal boundary of a structure, which enters the conditioned space.

Air Leakage Site - A specific location in a structure where the air barrier has irregularities in it allowing both air infiltration and exfiltration depending on the interior pressures of the building.

Air Pressure Boundary - Any part of the building shell that offers resistance to air leakage. The most effective Air Pressure Boundary consists of a series of air barriers of interior and/or exterior sheeting material that resists airflow through it. An effective air pressure boundary is nearly airtight.

Air Wash - The movement of air through insulation.

Annual Fuel Utilization Efficiency or AFUE – A standardized measure of heating system efficiency, based on the ratio of annual output energy to annual input energy that includes any non-heating season pilot input loss.

Anomaly (defect)- An area of a building where the temperature distribution seen with an infrared imaging system differs by more than 4°F from the temperature distribution expected for the type of construction being viewed, denoting a possible problem area; an inconsistency.

ANSI - American National Standards Institute

As-measured Carbon Monoxide - A direct measurement of carbon monoxide CO in a sample of air or flue gas, usually measured in ppm (parts per million) units. (See “air-free carbon monoxide.”)

ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers

ASNT - American Society for Nondestructive Testing

ASTM - ASTM International, originally known as the American Society for Testing and Materials (ASTM)

Atmospherically-Vented - An appliance using a natural draft venting system.

Atmospheric Pressure - The weight of air and its contained water vapor on the surface of the earth; at sea level, this pressure is 14.7 pounds per square inch.

Auditor - An individual who is certified by a RESNET accredited Home Energy Survey Provider to conduct comprehensive home energy audits. Auditors shall be certified as Home Energy Raters by a RESNET accredited Home Energy Rating Provider.

Auxiliary Electric Consumption – The annual auxiliary electrical energy consumption for a fossil fuel fired furnace or boiler in kilowatt-hours per year, derived from the Eae as follows:

Auxiliary Electric Consumption (kWh/yr) = $Eae * (HLH) / 2080$ – where: HLH = annual heating load hours seen by the furnace/boiler. Note: If fan power is needed (kW), it is determined by $Eae / 2080$.

Back Draft - Sustained downdraft during burner operation.

Base Load - An estimate of fuel consumption that does not include cooling or heating fuel consumption.

Bedroom – A room or space 70 square feet or greater, with egress window and closet, used or intended to be used for sleeping. A "den," "library," "home office" with a closet, egress window, and 70 square feet or greater or other similar rooms shall count as a bedroom, but living rooms and foyers shall not.

Biomass Fuel – Non-liquid and non-gaseous combustible substance burned to create energy, such as chunk wood, wood chips, corn husks, etc.

Biomass System – A biomass fuel combustion device and all associated mechanisms, controls, venting, and heat delivery components designed to provide space heating.

Blackbody - An object or surface which absorbs all radiant energy, within a specific spectral band, coming into contact with the surface and does not reflect or transmit any. Thus, the surface has an emissivity of 1.

Boiler - A space heating appliance that heats water with hot combustion gases that pass through a heat exchanger.

BPI - Building Performance Institute

Building Analyst (BA), Certified - An individual who successfully passes the BPI written and field examination requirements for certification in order to evaluate the performance of a home, taking into account systems, physical conditions and other energy and non-energy characteristics of the home.

Building Performance Auditor - A Building Performance Auditor is an individual who is certified by a RESNET accredited Home Energy Audit (HEA) Provider to conduct the evaluation, diagnosis, and testing of an existing home's performance and provides a prioritized work scope for cost-effective energy saving measures and features to the homeowner. As the house is a system, a BPA is competent in building analysis, envelope/shell evaluation and work scope preparation. (1006.1.1.1.1.1)

Building Envelope - The components of a building (walls, ceilings, windows, doors, floors, and foundations) that separate the conditioned space from the unconditioned spaces or conditioned space from outside..

CAZ - See "Combustion appliance zone"

Carbon Monoxide (CO) - An odorless, colorless gas that can cause illness or death.

Carbon Monoxide Emissions - Carbon monoxide (CO) resulting from combustion as measured in ppm (parts per million). The measurement of CO emissions in flue gas requires a sample to be taken before dilution air enters the venting system. (See "air-free carbon monoxide" and "as-measured carbon monoxide.")

CHERS Rater - A Comprehensive Home Energy Rating System Rater is an individual who is certified by an accredited HERS Provider to inspect, diagnose and test an existing-home in order to evaluate each of the minimum rated features establish by RESNET, prepare a comprehensive HERS rating according to Chapters One and Three of the RESNET Mortgage Industry National Home Energy Rating Standard (RESNET Standards), and provide a prioritized work scope for the cost-effective energy saving measures and features to the homeowner. In addition to Rater training, a CHERS Rater has completed training on combustion safety diagnostics and retrofit work scope preparation and requirements. (1006.1.1.1.1.2)

Climate Zone – A geographical area defined as having similar long-term climate

Code Approved HVAC Tape - Any tape that is approved by current International Codes (UL181 A or 181 B) used for the air sealing of a heat and air duct system.

Combustion Appliance Zone (CAZ) - A contiguous air volume within a building that contains a combustion appliance; the zone may include, but is not limited to, a mechanical closet, mechanical room, or the main body of a house, as applicable.

Complain Resolution Officer (CRO) - The individual assigned to manage complaint and resolution procedures for the CEQ Provider.

Comprehensive Home Energy Audit - A level of the RESNET Home Energy Audit process defined by this standard to include the evaluation, diagnosis and proposed treatment of an existing home. The Comprehensive Home Energy Audit may be based on a Home Performance Assessment (“Comprehensive Home Performance Energy Audit”) or Home Energy Rating (“Comprehensive HERS Audit”), in accordance with the criteria established by this Standard. A homeowner may elect to go through this process with or without a prior Home Energy Survey or Diagnostic Home Energy Survey.

Compression (insulation) - This condition includes but is not limited to batt insulation compressed behind plumbing, heat and air, electrical, and other in cavity obstructions that results in the loss of R-value of the installed insulation. This condition can also occur within a wall cavity without obstructions. See also “Misalignment”.

Conditioned Floor Area (CFA) – The finished floor area in square feet of a home that is conditioned by heating or cooling systems, measured in accordance with ANSI Standard Z765-2003 with exceptions as specified in Appendix A of this Standard.

Conditioned Space - Any directly conditioned space or indirectly conditioned space, as defined in this standard.

Conditioned Space Boundary – The continuous planes of the building envelope that comprise the primary thermal and air flow barrier between the directly or indirectly conditioned space and either the outdoors or an adjacent unconditioned space.

Confirmed Rating – A Rating accomplished using data gathered from verification of all rated features of the home in accordance with Section 303.8 and Chapter 8 of this Standard (e.g., on-site visual inspections, on-site diagnostic test results or default values for envelope air leakage rates and distribution system efficiencies).

Contractor, Certified - A contractor accredited by the Building Performance Institute (BPI) or an equivalent certification organization recognized by the Home Performance with ENERGY STAR® Program to complete specific home performance improvement work.

Contractor Education and Qualification Provider (CEQ Provider) - An organization approved by RESNET in accordance with the requirements of these guidelines to train and prepare individuals to be an EnergySmart Contractor’s Designated Qualification Representative and to perform the other duties of a Contractor Education and Qualification Provider established herein.

COP – Coefficient of Performance, which is the ratio of the rate of heat delivered to the rate of energy input, in consistent units, for a complete heat pump system under designated operating conditions.

Crawl Space - A shallow unfinished space, beneath the first floor or under the roof of a building allowing access to wiring or plumbing.

Data Collection - The gathering of information on building energy features, energy use history and other relevant building and building operation information.

Defect - See Anomaly

Design Temperature - A high or low outdoor temperature equaled or exceeded 97.5% of the time, used for designing heating and cooling systems.

Detached One- and Two-Family Dwelling – A building with one or two independent dwelling units with an individual or central HVAC system.

Dewpoint - The temperature at which a given air/water vapor mixture is saturated with water vapor (i.e. 100% relative humidity). Consequently, if air is in contact with a surface below this temperature, condensation (dew) will form on the surface.

Diagnostic Testing - The use of building performance-testing equipment (e.g. blower door, duct blaster, flow hood, infrared camera, CO monitor, etc.) to measure, assess and document specific performance characteristics of the building system.

Dilution Air - Air that enters a draft diverter or draft regulator from the room in which the appliance is located.

Directly Conditioned Space – An enclosed space having heating equipment with a capacity exceeding 10 Btu/hr-ft², or cooling equipment with a capacity exceeding to 10 Btu/hr-ft². An exception is if the heating and cooling equipment is designed and thermostatically controlled to maintain a process environment temperature less than 65 degrees Fahrenheit or greater than 85 degrees Fahrenheit for the whole space the equipment serves.

Direct Vent Appliance - A combustion appliance for which all combustion gases are vented to the outdoors through an exhaust vent pipe and all combustion supply air is vented to the combustion chamber from the outdoors through a separate, dedicated supply-air vent.

Distribution System Efficiency – A system efficiency factor, not included in manufacturer’s performance ratings for heating and cooling equipment, that adjusts for the energy losses associated with the delivery of energy from the equipment to the source of the load, such energy losses associated with heat transfer across duct or piping walls and air leakage to or from forced air distribution systems.

Downdraft - Air flow from a chimney or venting system into an enclosed building space.

Draft - A pressure difference that causes combustion gases or air to move through a vent connector, flue, chimney, or combustion chamber.

Draft Diverter - A nonadjustable device built into an appliance or a part of a vent connector that is intended to (1) permit the escape of flue gases in the event of a blockage or backdraft; (2) prevent a downdraft of outdoor air from entering the combustion chamber of an appliance; (3) reduce the effect of the chimney’s stack action; and (4) lower the dew point temperature of the flue gas by the infusion of room air.

Draft Regulator - A self-regulating damper attached to a chimney or vent connector for the purpose of controlling draft: A draft regulator can reduce draft; it cannot increase draft.

Drainage Plane – A seamless or overlapping membrane designed to redirect water away from vulnerable building materials.

EAE – The average annual auxiliary electrical energy consumption for a gas furnace or boiler in kilowatt-hours per year as published in the AHRI Consumer’s Directory of Certified Efficiency Ratings.

Emissivity - The ability of a surface to emit radiation, measured as the ratio of the energy radiated within a specific spectral band by a surface to that radiated within that same specific spectral band by a blackbody at the same temperature.

Energy Efficiency Rating - An unbiased indication of a home’s relative energy efficiency based on consistent inspection procedures, operating assumptions, climate data and calculation methods.

Energy Analysis Tool – A computerized calculation procedure for determining a home’s energy efficiency rating and estimating annual purchased energy consumption and cost.

Energy Efficiency Ratio, or EER – the ratio of net equipment cooling capacity in Btu/h to total rate of electric input in watts under designated operating conditions.

Energy Efficiency Rating, or Energy Rating – See Home Energy Rating.

Energy Factor, or EF –A standardized measure of water heater energy efficiency as determined under Department of Energy Regulations, 10 CFR 430.23(e)(2)(ii).

Energy Saving Measure, or Feature - Any material, component, device, system, construction method, process, or combination thereof that will result in a reduction of energy use.

Energy Simulation File – The complete set of input data used by a RESNET-accredited rating software tool to determine the Home Energy Rating for the specified home.

EnergySmart Contractor - A home improvement contracting company that has been approved by a CEQ Provider to implement energy-saving work scope recommendation prescribed by a certified CHERS Rater or Building Performance Auditor. A home improvement company from any of the trade categories defined on the Directory, who is compliant with the RESNET training, examination and the program requirements contained herein is eligible for designation as EnergySmart and may be listed on the Directory

EnergySmart Contractor Directory (Directory) - A listing of approved EnergySmart Contractors that is posted on the RESNET website.

EnergySmart Contractor Candidate for Recognition (Candidate) - A company with a Designated Qualification Representative who intends to become an EnergySmart Contractor, who shall list itself in the Candidate section, and who shall have 90 days to complete its qualification requirements and receive approval by a CEQ Provider. If the Candidate has not been approved within the time limits, their listing will be removed.

EnergySmart Contractor Representative (Representative) - An individual employed by or a representative of an EnergySmart Candidate, with the necessary level of authority who shall take the required course, pass the RESNET core exam, and otherwise ensure that the contractor, once approved as an EnergySmart Contractor, complies with the terms and conditions of the Directory.

EnergySmart Improved Home - A home that has undergone an EnergySmart Project for which the estimated energy savings calculated by an Independent Rater/Auditor using RESNET-approved software amounts to no less than a 30% reduction in estimated energy usage as a result of the improvements. A home that meets these requirements shall be labeled with the language, “This home is designated as an EnergySmart Home. As such, the estimated energy usage of the home has been reduced by XX%. It is estimated that the improvements to this home will save approximately \$XXX per year.”

EnergySmart Project - A home performance improvement project with the goal of achieving a 30% reduction in estimated energy usage. The project shall be completed by an EnergySmart Home Performance Team; as such it must involve at least one EnergySmart Contractor and an Independent RESNET Rater/Auditor, one of which acts as the Project Manager, and in which applicable improvement measures are installed by one or more EnergySmart Contractors based upon the assessment and work scope from a

RESNET Rater/Auditor. An EnergySmart project shall include Final Verification of the project post-improvement by an Independent Rater/Auditor, who shall calculate the estimated energy savings using RESNET-approved software.

EnergySmart Project Manager - The company or individual with whom the homeowner contracts for the coordinated installation of comprehensive energy-saving retrofits prescribed by a certified Rater/Auditor, and who is responsible for the duties of Project Manager. The EnergySmart Project Manager could be the Rater/Auditor or an EnergySmart Contractor that meets the additional qualification defined in Section 1004.6.

EnergySmart Home Performance Team (EnergySmart Team) - A team consisting of EnergySmart contracting companies and a RESNET certified Rater/Auditor who can collectively prescribe, complete and verify an EnergySmart Home Project.

EPAct - The U.S. Energy Policy Act of 1992.

Equivalent Electric Energy – The amount of electricity that would be produced from site fossil fuel uses when converted to electrical power using the Reference Electricity Production Efficiency.

Estimated Annual Energy Cost Savings – Positive dollar difference between estimated annual energy costs for an improved existing home as compared with the same home in its original condition or for a new home, as compared with the HERS Reference Home, local code or, for the purposes of Fannie Mae mortgages, the RESNET representation of the 1993 Model Energy Code, whichever is applicable.

Ethics & Appeals Committee – A Committee that is responsible for investigating ethics and consumer complaints and hearing a Provider’s appeal of its non-approval or renewal of an application, probation, suspension, or revocation.

Evaluation - An analysis of the data collected from any survey or audit, on-site data collection and performance testing, available energy usage records to determine energy use and potential savings from improvements.

Examination - Test administered by an accredited Rater Training Provider from questions developed by Training and Education Committee.

Excess Air - Air supplied to a burner in excess of the amount needed for complete combustion.

Exposed Wall – Walls subjected to heat loss or gain.

Failed Item – A “failed item” constitutes a category of failure, such as insulation installation, duct leakage, prescriptive air sealing requirements, insulation enclosure, eave baffles, mechanical system efficiency, window specifications, etc. For the purpose of follow-

up inspections, a “failed item” is not limited to the specific instance in a home but to that category of the minimum rated features as it applies to that home design.

Failure - When one or more of the threshold specifications is not met during the testing and inspection process.

Fenestration – A glazed opening and its associated sash and framing that is installed into a building.

Fan-assisted Combustion - A combustion appliance with an integral fan that draws combustion supply air through the combustion chamber.

Field-of-View (FOV) - The total area of height by width, normally expressed in either degrees or radians, in which an infrared imaging system is capable of displaying, imaging, and recording objects.

Final Verifier - The Final Verifier must be an independent RESNET Rater/Auditor that did not conduct the initial EnergySmart Project rating/audit, or that does not have a financial interest in any of retrofit work done for the EnergySmart Project, or that is not employed by a company who performs any part of the retrofit work

Flame Rollout - A condition in which burner flames discharge from the cabinet of a combustion appliance.

Flashing - sheet material used to cover building joints to prevent bulk water entry

Framing Spacing - The distance from center to center of wall studs, ceiling joists, floor joists and roof rafters.

Furnace - A space heating appliance that heats indoor air with hot combustion gases that pass through a heat exchanger.

Gaps (insulation) - An insulation defect where installed insulation does not completely fill areas of the building enclosure, which allows for conductive and convective heat loss and a reduced R-value of the overall building enclosure.

Heat Exchanger - A device built for heat transfer from one medium to another. The medium may be separated by a solid wall, so that they never mix, or they may be in direct contact. Furnaces contain heat exchangers, or referred to as combustion chambers, made from stamped steel. Air is directed around the exchanger while the combustion process is occurring inside the heat exchanger, allowing the exchange of heat into the air medium, which is then transferred into the home.

Heat Pump - A vapor-compression refrigeration device that includes a reversing valve and optimized heat exchangers so that the direction of heat flow may be reversed in order to transfer heat from one location to another using the physical properties of an

evaporating and condensing fluid known as a refrigerant. Most commonly, heat pumps draw heat from the air or from the ground moving the heat from a low temperature heat source to a higher temperature heat sink.

Heating Seasonal Performance Factor, or HSPF - A standardized measure of heat pump efficiency, based on the total heating output of a heat pump, in Btu, divided by the total electric energy input, in watt-hours, under test conditions specified by the Air Conditioning and Refrigeration Institute Standard 210/240.

HERS-BESTEST – The Home Energy Ratings System Building Energy Simulation Test published as NREL Report No. NREL/TP-472-7332

HERS Index – A numerical integer value that represents the relative energy use of a Rated Home as compared with the energy use of the HERS Reference Home and where an Index value of 100 represents the energy use of the HERS Reference Home and an Index value of 0 (zero) represents a home that uses zero net purchased energy.

Home – A building with one or more dwelling units that has three or fewer stories above grade, or a single dwelling unit within a building of three or fewer stories above grade.

Home Energy Assessment - Defined by this standard as one of two levels of energy assessment of a home, including Home Energy Survey and Comprehensive Home Energy Audit.

Home Energy Rater, or HERS Rater or Rater – An individual meeting the minimum training requirements for Raters set forth in Chapter 2 of these Standards, documented by an Accredited RESNET Training Provider, and certified by an Accredited Home Energy Rating Provider to inspect a home to evaluate the minimum rated features and complete Home Energy Ratings (see also Rating Field Inspector and Senior Certified Rater).

Home Energy Rater Candidate, or Rater Candidate – An individual who has completed two (2) supervised ratings with a RESNET Accredited Training Provider, passed the National Core Rater Test and is in the process of completing three (3) additional probationary ratings necessary for certification by an Accredited Home Energy Rating Provider as a Home Energy Rater.

Home Energy Rating, or Rating - An unbiased indication of a home's relative energy performance based on consistent inspection procedures, operating assumptions, climate data and calculation methods in accordance with the "National Energy Rating Technical Standards" (Chapter 3 of this Standard). See also "Rating, Confirmed" and "Rating, Projected".

Home Energy Rating Provider, or HERS Provider, or Rating Provider- An organization accredited by RESNET in accordance with section 102 of these Standards that develops, manages, and operates a home energy rating program.

Home Energy Rating System, or HERS® - The procedures, rules and guidelines by which Home Energy Ratings are conducted by accredited Providers (Home Energy Rating, Software, Training, BOP, Sampling, Home Energy Survey), as specified in these Standards.

Home Energy Survey - A level of the RESNET Home Energy Audit process defined by this standard to include one of the following: Diagnostic Home Energy Survey, In-Home Home Energy Survey, , On-Line Home Energy Survey

Home Energy Survey, Diagnostic - A level of the RESNET Home Energy Survey in accordance with this standard, consisting of an In-Home Home Energy Survey and additional diagnostic testing.

Home Energy Survey, In-Home - A level of the RESNET Home Energy Assessment process defined by this standard intended to assess both the general energy performance of the home and the level of the commitment to action on the part of the homeowner. The survey may include data be collected and reported on-line by the homeowner or by a home energy survey professional for the purpose of further analysis and general identification of home performance problems. The intent of the energy survey is to refer homeowners to the next level if it is determined that the home needs further analysis, and the homeowner is motivated to invest in improvements. The On-Line or In-Home Home Energy Survey is not required if the homeowner wishes to directly pursue a Diagnostic Home Energy Survey or Comprehensive Home Energy Audit.

Home Energy Survey, On-Line - A basic energy review of a home using an internet-based tool or software.

Home Energy Survey Provider - An organization accredited by RESNET in accordance with Section 703 of the Mortgage Industry National Home Energy Rating Systems Standards to certify Home Energy Survey Professionals to perform Home Energy Surveys and Auditors to perform Comprehensive Home Energy Audits in accordance with this Standard, and to maintain QUALITY assurance of the Home Energy Survey.

Home Energy Survey Professional - An individual certified by an accredited Home Energy Survey Provider to conduct Home Energy Surveys.

Home Performance Assessment - A detailed evaluation of the condition of a home as a building system, including evaluation of all materials, components, features, systems and subsystems that affect the energy use of the home.

Home Performance with ENERGY STAR®, or HPwES - A national program developed by the Environmental Protection Agency (EPA) and the Department of Energy (DOE), that offers a comprehensive, whole-house approach to improving energy efficiency and comfort of homes, while maintaining or improving safety.

RESNET Recognized Home Performance Standard - Technical standard developed to offer a comprehensive, whole-house approach to improving energy efficiency and comfort of existing homes, while maintaining or improving and durability safety.

House Wrap - A weather-resistant material, intended to serve as an air/moisture barrier if sealed carefully at seams.

HVAC – Heating, Ventilating and Air Conditioning.

IECC - International Energy Conservation Code.

Inches of Water Column (IWC) - A unit of pressure difference; 1 IWC = 250 Pascals (see “Pascal.”)

Independent Rater/Auditor - A RESNET Rater/Auditor who performs Final Verification of an EnergySmart Project in accordance with these sections and is certified by a RESNET-accredited Rating Provider in accordance with RESNET Standards. Independent Rater/Auditors shall be independent of the Auditor/Rater or Contractor(s) who installed the recommended measures, and may receive no financial compensation for any of the retrofits performed on the project.

Indirectly Conditioned Space - A space within a building that is not directly conditioned, but meets one of the following criteria: (1) the area-weighted U-factor of the boundary between it and directly conditioned space exceeds that of the boundary between it and the outdoors or the ground, where $U = \text{sum}(UA)/\text{sum}(A)$; (2) air to or from directly conditioned spaces is mechanically transferred at a rate exceeding 3 air changes per hour; or (3) any unvented basement or crawl space that contains heating equipment or distribution systems, and for which 50% or more of the floor separating it from conditioned space has no thermal insulation installed.

Induced combustion - See “fan-assisted combustion.”

Industry Accepted Standards for Chapter 10 - Industry recognized standards that include the following:

ACCA Air Conditioning Contractors of America (2800 Shirlington Road, Suite 300, Arlington, VA, 22206; tel: 703/575-4477; www.acca.org)

ACCA 4 QM - 2007 Maintenance of Residential HVAC Systems in One- and Two-Family Dwellings Less Than Three Stories

ACCA 5 QI - 2010 HVAC Quality Installation Specification

ACCA 6 QR - 2007 Standard for Restoring the Cleanliness of HVAC Systems

ACCA 9 QIvp - 2011 HVAC Quality Installation Verification Protocols

ACCA 12 QH-201X Existing Home Evaluation and Performance Improvement

RESNET Residential Energy Services Network (P.O. Box 4561, Oceanside, CA, 92052-4561; 1-800-836-7057; <http://www.resnet.us/>)

Mortgage Industry National Home Energy Rating Standard, 2009

RESNET National Standard for Home Energy Audits, 2005

Rating and Home Energy Survey Ethics and Standards of Practice, 1996

RESNET Standards for Qualified Contractors and Builders, 2010

Infrared Imaging System - An instrument that converts radiation differences associated with surface temperature variations into a two dimensional image by assigning specific colors or tones to the differing temperatures.

Infrared Thermography - The process of using an infrared imaging system to generate thermal images of the surfaces of objects, which can be viewed electronically or printed.

In-Home Home Energy Survey - A level of the RESNET Home Energy Assessment process defined by this standard intended to assess both the general energy performance of the home and the level of the commitment to action on the part of the homeowner. The survey may include data be collected and reported on-line by the homeowner or by a home energy survey professional for the purpose of further analysis and general identification of home performance problems. The intent of the energy survey is to refer homeowners to the next level if it is determined that the home needs further analysis, and the homeowner is motivated to invest in improvements. The On-Line or In-Home Home Energy Survey is not required if the homeowner wishes to directly pursue a Diagnostic Home Energy Survey or Comprehensive Home Energy Audit.

Initial Failure - When one or more failure(s) are first identified in a home during the sampling process.

Instantaneous Field of View (IFOV) - The instantaneous spatial resolutions characteristics of infrared imagers (expressed in angular degrees or radians per side if rectangular and if round, in angular degrees or radians), or the smallest object able to be viewed by the imaging system at a given distance.

Instantaneous Water Heater - A water heater that initiates heating based on sensing water flow and has a manufacturer's specified storage capacity of less than 2 gallons.

Internal Gains – The heat gains within a home attributable to lights, people, and miscellaneous equipment.

International Energy Conservation Code (IECC) – The model code for building energy conservation as promulgated by the International Code Council.

Isolated Combustion Appliance Zone - A combustion appliance zone that is not a part of, nor directly connected to, habitable space. It is either outdoors, or is a mechanical room or attached garage that is supplied with outdoor combustion air and separated from habitable space, and which complies with the criteria in Section B.3.2 of this standard.

Knob and Tube Wiring - An early method of electrical wiring in buildings, used from about 1880 to the 1930s. It consisted of single insulated copper conductors run within wall or ceiling cavities, passing through joist and stud drill-holes via protective porcelain insulating *tubes*, and supported on nailed-down porcelain *knob* insulators.

KBtu – 1,000 British Thermal Units (Btu)

Labeled Ceiling Fan – A ceiling fan that has been labeled for efficiency in accordance with EPA guidelines such that the label shows the cfm, cfm/watt and watts of the fan at low, medium and high speeds

Labeled Ceiling Fan Standardized Watts (LCFSW) – The power consumption in watts of a Labeled Ceiling Fan “standardized” to a medium speed air delivery of 3000 cfm.

Lead Based Paint - Paint containing the heavy metal lead, that was used as pigment, to speed drying, increase durability, retain a fresh appearance, and resist moisture that causes corrosion. Although the United States has regulation that prohibits the manufacture or use of lead based paints in residential or applications with direct human exposure, lead paint may still be found in older properties painted prior to the introduction of such regulation introduced in 1978. Paint with significant lead content is still used in industry and by the military.

Light Fixture – A complete lighting unit consisting of a lamp or lamps, and ballasting (when applicable) together with the parts designed to distribute the light, position and protect the lamps, and connect the lamps to the power supply. For built-in valence lighting, strings of low-voltage halogens, and track lights, each individual bulb shall count as a fixture.

Low-Volume Raters – Raters which complete less than twenty five (25) ratings per year or less than fifty (50) ratings over a two year period.

MBtu – One million British thermal units (Btu)

Metropolitan Area - Metropolitan and micropolitan statistical areas as defined by the United States Office of Management and Budget (OMB) and published by the United States Census Bureau at www.census.gov (the most current edition). In areas not included in any defined Metropolitan Area, individual counties may be substituted for the purpose of applying the sampling process.

Misalignment (insulation) – A defect which occurs when installed insulation is not in contact with the air barrier and air intrusion between the insulation and the air barrier seriously compromises the effectiveness of the insulation in framed buildings.

Model Energy Code: 1993 (MEC '93) – The building energy code as promulgated by the Council of American Building Officials (CABO) in 1992 as amended in 1993. The RESNET representation of MEC '93 is the HERS Reference home as defined in the “Mortgage Industry National Home Energy Rating Standards” dated 1999.

Mechanical Ventilation - The active process of supplying or removing air to or from an indoor space by powered equipment such as motor-driven fans and blowers but not by devices such as wind-driven turbine ventilators and mechanically operated windows.

Mechanical Ventilation System – A fan designed to exchange the air in the house with outside air, sized to provide whole-house service per ASHRAE 62.2, and controlled automatically (i.e. not requiring human intervention to turn on and off). The presence of a remote-mounted on-off switch or dedicated circuit breaker labeled "whole house ventilation" (or equivalent) shall not disqualify a system from meeting the requirement of automatic control. The following are three types of mechanical ventilation:

- **Balanced** - One or more fans that supply outdoor air and exhaust building air at substantially equal rates from the space. This makes heat recovery possible via an air to air heat exchanger.
- **Exhaust-Only** - One or more fans that remove air from the building, causing outdoor air to enter by ventilation inlets or normal leakage paths through the building envelope.
- **Supply-Only** - one or more fans that supply outdoor air to the building, causing indoor air to leave by normal leakage paths through the building envelope

Minimum Rated Features – The characteristics of the building elements which are the basis for the calculation of end use loads and energy consumption for the purpose of a home energy rating, and which are evaluated by Home Energy Raters in to order collect the data necessary to create a home energy rating using accredited simulation tools.

NFPA - National Fire Protection Association

NASEO - National Association of State Energy Officials

National Core Rater Test - Computer-based examination developed by the Residential Energy Services Network's (RESNET) Training and Education Committee and administered by RESNET.

National Home Energy Rating Technical Guidelines - Voluntary home energy rating system technical guidelines adopted by the National Association of State Energy Officials (NASEO).

National Accreditation Body - The Residential Energy Services Network (RESNET) is the National Accreditation Body for all Providers designated in this Standard.

Natural Draft Venting System - A venting system that relies on buoyancy to move combustion gases to the outdoors.

NIOSH - National Institute for Occupational Safety and Health.

Normal -The building shell is functioning as designed.

NREL – National Renewable Energy Laboratory.

On-Line Home Energy Survey - A level of the RESNET Home Energy Survey in accordance with this Standard that is a basic energy review of a home using an internet-based tool or software.

On-site Power Production (OPP) – Electric power produced at the site of a Rated Home. OPP shall be the net electrical power production, such that it equals the gross electrical power production minus any purchased fossil fuel energy, converted to its Equivalent Electric Power, used to produce the on-site power.

OSHA - Occupational Safety and Health Administration.

Pascal (Pa) - The metric unit of pressure equaling 1 Newton per square meter, or 0.004 inch W.G..

Performance Testing - Testing conducted to evaluate the performance of a system or component using specified performance metrics.

Polyethylene Sheeting - Any sheet material made of polyethylene, often called Visqueen™, used as a moisture barrier either on the walls of a structure built in an extreme northern climate or as a barrier covering the dirt on the floor of a basement or crawl space.

Power Burner - A burner for which air is supplied at a pressure greater than atmospheric pressure; includes most oil-fired burners and gas burners used as replacements for oil burners.

Power-Vented - An appliance that operates with positive static pressure in the vent, and is

constructed and installed with a fan or blower to push all the products of combustion directly to the outdoors through independent sealed vents connected directly to the appliance.

Predicted Depressurization - Calculated house depressurization after improvements, accounting for estimated change in house tightness and exhaust fan flow.

Projected Rating - A Rating accomplished using minimum rated feature data derived from home plans and specifications or based on a site audit for a to-be-improved home which have not yet been implemented in the field. Projected Ratings are commonly generated prior to the construction of a new building or prior to the implementation of energy-efficiency improvements to an existing building.

Purchased Energy – The portion of the total energy requirement of a home purchased from a utility or other energy supplier.

Purchased Energy Fraction (PEfrac) – The fraction of the total energy consumption of the Rated Home that is purchased energy, wherein all site fossil energy uses are converted to their Equivalent Electric Power using the Reference Electricity Production Efficiency of 40%.

QH Standard - BSR/ACCA 12 QH – 201x (*Existing Home Evaluation and Performance Improvement*). A standard that establishes the minimum criteria by which deficiencies in existing residential buildings are identified by audit, improvement opportunities are assessed, scopes of work are finalized, work is performed in accordance with industry recognized procedures, and improvement objectives were met.

Qualitative (insulation) - In relation to insulation inspections, determining general areas of anomalies without assigning temperature values to the patterns.

Qualifying Light Fixture – A light fixture located in a Qualified Light Fixture location and comprised of any of the following components: a) fluorescent hard-wired (i.e. pin-based) lamps with ballast; b) screw-in compact fluorescent bulb(s); or c) light fixture controlled by a photocell and motion sensor.

Qualifying Light Fixture Locations – For the purposes of rating, those light fixtures located in kitchens, dining rooms, living rooms, family rooms/dens, bathrooms, hallways, stairways, entrances, bedrooms, garage, utility rooms, home offices, and all outdoor fixtures mounted on a building or pole. This excludes plug-in lamps, closets, unfinished basements, and landscape lighting.

Quality Assurance (QA) – The planned and systematic processes intended to ensure compliance with current applicable standards in a systematic, reliable fashion.

Quality Assurance Plan – A Provider’s written quality assurance processes and procedures as specifically required in Section 904 of these Standards.

Quality Assurance Designee (QA Designee) – An officer, employee, or contractor responsible for quality assurance within a Provider organization, who has met the requirements of section 905.3 of this Chapter and has signed an agreement with the Provider to be the Provider’s QA Designee.

Quality Assurance Designee Delegate (QA Delegate) – An individual certified as a Home Energy Rater , appointed by a Quality Assurance Designee to complete a portion of the Quality Assurance process, who has met the requirements of section 905.3 of this Chapter.

Quality Assurance Designee, Primary (Primary QA Designee) – The one QA Designee for a Provider who shall have ultimate responsibility, on behalf of the Provider, for fulfilling the Provider’s QA requirements/responsibilities and who shall be the single point of contact to RESNET regarding all Quality Assurance matters.

Quality Assurance & Ethics Committee (QA Committee) – A Standing Committee of the RESNET organization that is responsible for the oversight of RESNET’s rating quality assurance program, review and ruling on the merits of formal Ethics and Consumer Complaints received by RESNET, and review and rule on the merits of all appeals of non-approval or renewal of an application, probation, suspension, or revocation.

Quantitative - In relation to insulation inspections, determining the total square footage of anomalies of a structure as a percentage of the total surface area of the structure in square feet.

Radon Mitigation - The method(s) for reducing radon entry into attached and detached residential buildings. This practice is intended for use by trained, certified or licensed, or both, or otherwise qualified individuals, following ASTM E 2121-09, Standard Practice for Installing Radon Mitigation Systems in Existing Low-Rise Residential Buildings.

Radon Testing - Typically one of two approaches is used: 1) Approved radon test kit is purchased and used by the person responsible for the building, 2) Certified and/or licensed independent radon tester to perform the required radon test. A short-term test remains in the home for 2 to 90 days, whereas a long-term test remains in your home for more than 90 days.

There are two types of radon testing devices. **Passive** radon testing devices do not need power to function and include; charcoal canisters, alpha-track detectors, charcoal liquid scintillation devices, and electret ion chamber detectors. Both short- and long-term passive devices are generally inexpensive. **Active** radon testing devices require power to function and usually provide hourly readings and an average result for the test period. These include continuous radon monitors and continuous working level monitors, and these tests may cost more. All radon tests should be taken for a minimum of 48 hours. A short term test will yield faster results, but a long-term test will give a better understanding of the home’s year round average radon level. Regardless of the approach used if the radon level is confirmed to be 4 picocuries per liter (pCi/L) or higher, the mitigation should occur.

Rated Home - The specific home being evaluated using the rating procedures contained in the National Home Energy Rating Technical Guidelines.

Rater – See Home Energy Rater.

Rater Candidate – See Home Energy Rater Candidate.

Rater Specialty Certification – Professional building performance certification recognized by RESNET as part of a Home Energy Rater's advanced certification.

Rater Trainer, Certified - An individual designated by an Accredited Rater Training Provider to provide instruction and assistance to trainees. A class instructor who has demonstrated, by means of passing the RESNET National Rater Trainer Competency Test, mastery of the building science and rating system and competency necessary to effectively teach Rater training courses.

Rating – See Home Energy Rating.

Rating, Confirmed – An energy rating accomplished using data gathered from an on-site audit inspection and, if required, performance testing of the physical building and its installed systems and equipment.

Rating Data File – The collection of information that makes up a file for Home Energy Ratings projected from plans or confirmed, including take-off forms, field data collection forms, energy simulation software files, RESNET Standard Disclosure Forms, rating certificates, rating reports, QA records (including findings and the resolution of any issues) as well as any documentation required by Third-Party Energy Efficiency Programs (EEP's) such as checklists, copies of labels or third-party certificates,

Rating Field Inspector (RFI) – A Field Inspector is the entry level of Rater certification. A Field Inspector under the direct supervision of a certified home energy Rater may conduct the inspections and necessary basic performance tests (blower door& duct blaster) to produce a home energy rating. This category requires the ability to identify and quantify building components and systems.

Rating Index – See HERS Index.

Rating, Projected - A rating performed prior to the construction of a new building or prior to implementation of energy-efficiency improvements to an existing building.

Rating Software - A computerized procedure that is accredited by RESNET for the purpose of conducting home energy ratings and calculating the annual energy consumption, annual energy costs and a HERS Index for a home.

Rating Tool – A computerized procedure for calculating a home’s energy efficiency rating, annual energy consumption, and annual energy costs.

Reference Electricity Production Efficiency – Electric power production efficiency, including all production and distribution losses, of 40%, approximating the efficiency of a modern, high-efficiency, central power plant. The Reference Electricity Production Efficiency is to be used only to convert site fossil fuel energy uses to an Equivalent Electric Power for the sole purposes of providing home energy rating system credit for On-site Power Production.

Reference Home - A hypothetical home configured in accordance with the specifications set forth in the National Home Energy Rating Technical Guidelines for the purpose of calculating rating scores.

Refrigerant - A compound that absorbs heat when it under goes a phase change, e.g. gas to a liquid. Traditionally, the chlorofluorocarbon (CFC) R-22 was used as a refrigerant for residential air conditioners and heat pumps. Since 1992 time frames have been established for replacing chlorofluorocarbon refrigerants, with non chlorofluorocarbon refrigerants often referred to as R-410A. The ideal refrigerant has a boiling point somewhat below the target temperature, a high heat of vaporization, a moderate density in liquid form, a relatively high density in gaseous form, and a high critical temperature. Since boiling point and gas density are affected by pressure, refrigerants may be made more suitable for a particular application by choice of operating pressure.

Refrigerant Charge - Quantity of refrigerant in a vapor compression refrigeration/heating system, determined by measuring the discharge and suction pressures/temperatures in the system.

Registry - The database maintained by a CEQ Provider of all EnergySmart Contractors they have approved.

Relative Humidity (RH) - The water vapor pressure in the air expressed as a proportion of the saturated water vapor pressure (ie the highest possible value) at the current air temperature.

RESNET - Residential Energy Services Network

RESNET Executive Director (Executive Director) - A person elected by the Board of Directors of the Residential Energy Services Network (RESNET) to be the Chief Executive Officer of RESNET.

RESNET National Rater Trainer Competency Test – Certification test developed and administered by RESNET to ensure that accredited Rater training Provider’ trainers have the requisite knowledge and competence to serve as trainers for prospective certified Rater. The test is based on the national core competency exam developed and maintained by RESNET.

Return Duct - Duct carrying air back (return) to the heating and cooling equipment.

Room Pressure Differential - In many parts of the country, supply air is delivered to individual rooms, but return air is located only or primarily in the central body of the home. The absence of return air in closeable spaces causes positive pressure in the closed rooms and negative pressure in the central zone. These positive and negative pressure differentials create a number of unwanted impacts, which may include; contaminants in the soil (e.g., radon), sewer gases in poorly trapped drain lines, and air contaminants (e.g., pesticides, mold odors, chemicals, auto exhaust, dust) in unconditioned zones such as crawl spaces and garages being drawn into the conditioned living space. Negative pressure can also produce combustion venting problems such as; very high levels of Carbon Monoxide or push the flame out of the combustion chamber in a process referred to as flame rollout. These combustion system impacts can create serious dangers for both home and occupants. In order to alleviate the differentials, "jumper ducts", "transfer grills" or individual returns are installed to alleviate or balance the pressures differential between zones.

R-Value – Thermal resistance value measured in h-ft²-F/Btu.

Sample Set - A specific group of homes from which one or more individual homes are randomly selected for sampling controls.

Sampling - An application of the Home Energy Rating process whereby fewer than 100% of a builder's new homes are randomly inspected and tested in order to evaluate compliance with a set of threshold specifications.

Sampling Controls - A collection or set of required tests and inspections performed for a sample set of homes in order to confirm that the threshold specifications have been met. "Sampling controls" may refer to the entire set of tests and inspections, or to a particular phase that constitutes a defined subset of those tests and inspections (e.g. pre-drywall, final, HVAC, windows and orientation, etc).

Sampling Provider - An entity, accredited through these standards, that oversees the sampling process and issues the sampling certifications that homes meet a particular set of threshold specifications such as the ENERGY STAR[®] specifications adopted by the U.S. Environmental Protection Agency.

Seasonal Energy Efficiency Ratio, or SEER - A standardized measure of air conditioner efficiency based on the total cooling output of an air conditioner in Btu/h, divided by the total electric energy input, in watt-hours, under test conditions specified by the Air Conditioning and Refrigeration Institute Standard 210/240.

Senior Certified Rater – A senior Rater is the first category of advanced Rater certification. Senior Certified Raters have demonstrated that they have the increased experience and knowledge base to interpret the findings of a rating and make recommendations on how the home can be improved.

Sensible Heat Ratio (SHR) - The sensible heat or cooling load divided by the total heat or cooling load.

Shall - As used in this Standard, the word ‘shall’ means that the action specified is mandatory and must be accomplished by the responsible party.

Spectral Wavelength - The electromagnetic wavelength interval or equivalent over which observations are made when using an infrared imaging system.

Spillage, Spill - Combustion gases emerging from an appliance or venting system into the combustion appliance zone during burner operation.

Standard Ceiling Fan – The ceiling fan against which Labeled Ceiling Fans are measured for efficiency. At medium fan speed, the Standard Ceiling Fan produces 3000 cfm of air flow and uses 42.6 watts of power.

Standards (HERS Standards) – The “Mortgage Industry National Home Energy Rating System Standards”, as maintained by the Residential Energy Services Network (RESNET).

Standards Committee - A Standing Committee of the RESNET organization that is responsible overseeing the Standards Amendment process.

Super Heat – Heat added to a vapor under pressure, raising the temperature of the vapor above the temperature pressure reference point

Technical Committee - A Standing Committee of the RESNET organization that is responsible for review and oversight of the RESNET Technical Standards (Chapter 3).

Thermal Boundary - The line or boundary where the air barrier and insulation are installed in a building assembly. The air barrier and insulation should be adjacent to one another in a building assembly to prevent airflow from circumventing insulation.

Thermal Boundary Wall - Any wall that separates directly or indirectly conditioned space from unconditioned space or ambient conditions.

Thermal Boundary Wall (Above-Grade) - Any thermal boundary wall, or portion of such wall, not in contact with soil.

Thermal Expansion Valve (TXV) - A component of a vapor compression refrigeration system that varies the amount of refrigerant flow into the evaporator coil based on temperature and pressure, thereby controlling the superheat at the outlet of the evaporator coil.

Thermal Storage Mass – Materials or equipment incorporated into a home that will store heat, produced by renewable or non-renewable energy, for release at a later time.

Thermal bridging - Heat conduction through building components, typically framing, that are more conductive than the insulated envelope.

Thermal Bypass - Air movement, air leakage or convection “cell”, that circumvents the thermal barrier, is usually hidden and is the result of an incomplete or compromised air barrier.

Thermal Image - A recorded electronic or printed image provided by an infrared imaging system of the thermal surface variations of an object or a surface.

Thermal Resolution, or Noise Equivalent Temperature Difference (NETD) - The minimum temperature difference, typically specified in degrees Centigrade at 30 degrees Centigrade, an infrared imaging system is able to distinguish between two blackbody points on a thermal image.

Thermogram - An infrared picture obtained through the use of an infrared imaging system or other means of recording such images.

Thermographer, Level I - A person who is qualified by training, experience and testing to gather high-quality data and, where pass/fail guidance is provided, to interpret that data. The American Society for Nondestructive Testing (ASNT) defines a Level I as one who can, 1) Perform calibrations, tests, and evaluations for determining the acceptance or rejection of tested items in accordance with specific written instructions, 2) Record test results but have no authority to sign reports for the purpose of signifying satisfactory completion of NDT operations, and 3) Receive instructions or supervision from a Level III or designee.

Thermography - The process of generating and interpreting thermal images.

Third-Party Energy Efficiency Program, or EEP - A national or local program that has set a standard for energy efficiency in building performance and requires a HERS analysis for verification (e.g. ENERGY STAR Qualified Homes, Building America’s Builders Challenge, building code, International Code Council, utility companies, etc.)

Threshold Specifications - A set of qualification criteria which are established for a sample set based on Worst-Case Analysis or a set of prescriptive specifications such as the ENERGY STAR® prescriptive path adopted by the U.S. Environmental Protection Agency.

Training and Education Committee - A Standing Committee of the RESNET organization that is responsible for overseeing RESNET training, RESNET tests, and education and professional development for RESNET Providers and Raters.

Transfer Duct - Properly sized ducting and register grills installed in the wall or door between the central body of a home and an isolated area, in order to reduce room pressure differentials.

Transfer Grill - Properly sized grills installed in the wall or door between the central body of a home and an isolated area, in order to reduce room pressure differentials.

Typical Meteorological Year, or TMY Data – Hourly climate data published by the National Climatic Center, Asheville, NC, based on historical climate data in 216 locations.

U-factor - Coefficient of thermal transmittance (expressed as Btu/h-ft²-oF (W/m²-oC)) of a building envelope component or system, including indoor and outdoor air film transmission coefficients.

Unconditioned Space - Any enclosed space within a building that is neither directly nor indirectly conditioned.

Unresolved Complaint - A complaint deemed by the CEQ Provider to require corrective action by the EnergySmart Contractor.

Unvented Combustion Appliance - Any appliances not used with a duct, chimney, pipe, or other device that carry the combustion pollutants outside the home. These appliances can release large amounts of pollutants directly into a home.

U-Value – Thermal transmittance value measured in Btu/h-ft²-F.

Vapor barrier/retarder - A material used in the construction process to either slow or stop the movement of moisture, whether in liquid or vapor form, into or out of the building envelope or the wall structure.

Vapor-Cycle Refrigerant-Based Equipment - The most widely used method for air-conditioning of private residences in the United States. System uses a circulating liquid refrigerant as the medium which absorbs and removes heat from the space to be cooled and subsequently rejects that heat elsewhere, typically includes four components: a compressor, a condensing coil, an expansion valve (also called a thermal expansion valve), and an evaporator coil.

Vent Connector - The pipe that connects a combustion appliance to a vent or chimney.

Venting System - A passageway or passageways from a combustion appliance to the outdoors through which combustion gases pass.

Voids (insulation) - Areas where no insulation has been installed.

Wind Wash(ing) - Air intrusion between the insulation and the air barrier seriously compromises the effectiveness of the insulation in framed buildings. The long path exfiltration on the cold side of insulation allows moisture from the air to be deposited in the building assembly.

Weather Resistant Barrier (WRB) - Is designed to keep water from entering the building through the walls and is made up of several individual materials: house wrap or building paper (with weather resistive coating), flashings, sealants and tapes. When installed properly, these materials combine to protect the building from rain-induced moisture damage. If the WRB is sealed to block air flow it also contributes to the air barrier system of a home.

Work Scope - A set of written recommendations, including specifications detailing repairs and improvements to be made to a home; a work scope may include pre- and post-work performance testing and acceptance criteria.

Worst-Case Analysis –A home energy rating from a specified home plan for which the minimum rated features of the home are configured to provide the poorest energy performance of the home (i.e. the largest HERS Index) when four ordinal home orientations and the least energy efficient minimum rated features for the specified home plan are considered by the Rating. A Worst-Case analysis may use threshold diagnostic values to determine the least efficient minimum rated features for the specified home plan.

Appendix C

(Informative)

General Guidelines for Determining Energy Conservation Measure (ECM)

Service Lifetimes and Maintenance Fractions

Improvement Category	ECM Life	Maint. Frac.
Air Sealing, Ducts	20	0
Air Sealing, Envelope	30	0
Attic, Ventilation	30	0
Attic, Radiant Barrier	30	0
Color, Roof Shingles	15	0
Color, Wall Paint	10	0
HVAC, Replacement	15	0
Furnace, Replacement	20	0
Hot Water, Heat Pump	15	0.009
Hot Water, Heat Recovery	15	0
Hot Water, Pipe Insulation	15	0
Hot Water, Tank Wrap	12	0
Hot Water, Solar, Direct	40	0.011
Hot Water, Solar, ICS	40	0.004
Hot Water, Solar, Indirect	40	0.011
Hot Water, Standard System	12	0
Hot Water, Tankless, Gas	12	0.024
Insulation, Block Wall	40	0
Insulation, Ceiling	40	0
Insulation, Frame Wall	40	0
Lighting, High Efficiency	5	0
Pool Pump, High Efficiency	15	0
Refrigerator, Replacement	15	0
Showers, Low Flow	15	0
Window, Replacement	40	0
Window, Film Tinting	15	0
Window, Solar Screen	15	0

Mortgage Industry National Home Energy Rating Systems Standards

Addendum 1

Revisions to RESNET Training and Certification Standard

Adopted on February 15, 2013

Section 203.1.6 effective dates for new trainers moved to January 1, 2015 and
the requirements of existing trainers meeting the section's requirement to
January 1, 2017

Chapter Two

RESNET Standards

National Standard for Training and Certification

200 Purpose and Scope

These standards define the requirements of Accredited Training Providers, Certified Rater Trainers, and Certification Candidates. RESNET shall confirm that the requirements defined in this standard have been met when accrediting training providers and certifying rater trainers. Accredited Rating Providers shall confirm that the requirements defined in this standard have been met when certifying individuals. This enhances the goal of producing a nationally recognized and uniform program.

201 General Provisions

Definitions and Acronyms

See Appendix B.

Training and Education Committee

201.1.1 Committee Responsibilities

The Training and Education Committee considers, reviews, and approves the following items.

201.1.1.1 Core-competency examination questions, categories, time limits, and passing scores.

201.1.1.2 Subject categories that may be approved for Professional Development (PD) requirements for RESNET certified individuals.

201.1.2 Committee Chair

A member of the Board of Directors chairs the Training and Education Committee. RESNET Staff and the Board Chairperson nominate individuals to be the committee chair. Appointment of the committee chair requires majority approval of the Board.

201.1.3 Committee Members

The Committee Chair appoints individuals for committee membership. The RESNET Board of Directors retains the right to revoke individual committee membership.

201.1.4 Sub-Committees

Sub-committees may be formed to complete specific tasks. The chair of the Training and Education Committee appoints the sub-committee chairs. Sub-committee chairs and members need not be members of the Committee.

202 Accredited Training Providers

Achieving Accreditation

Training Providers are accredited in accordance with the Accreditation Process specified in *Section 910.2 - Provider Accreditation Process*. Training Providers shall demonstrate through the following documentation that their training meets the criteria established through this Standard.

202.1.1 Training curriculum, materials, and manuals, and examination materials.

202.1.2 Facilities description.

202.1.3 Organization description.

202.1.4 Principals and staff qualifications (detailed resumes).

202.1.5 The names of certified Rater Trainers it intends to teach classes.

Maintaining Accreditation

In order to maintain their accreditation in good standing, all Training Providers shall fully discharge the following duties and responsibilities. Failure to properly discharge any of these duties and responsibilities constitutes grounds for disciplinary action in accordance with *Section 911 - Probation, Suspension, and Revocation of Accreditation*.

202.1.6 Renew their accreditation in accordance with the renewal process found in *Section 910.3 - Accreditation Renewal Process*.

202.1.7 Maintain certified rater trainers.

202.1.8 Hold the exam questions administered by RESNET in strictest confidence.

202.1.9 Maintain records for three years of all training materials and trainee data, training schedules, curricula, attendance records, examinations and individual examination results.

202.1.10 Provide candidates with a certificate or letter of completion, which accurately includes the candidate's legal name and completion dates of any items required for the candidate's certification.

202.1.11 Maintain curricula that align with the most up-to-date RESNET standards.

202.1.12 Provide for training facilities and equipment appropriate to the training being delivered.

Privileges and rights

Accredited Training Providers in good standing have the following privileges and rights.

202.1.13 The privilege to make and use any materials trademarked, copyrighted, or otherwise restricted by RESNET (other than the tests developed by RESNET) for marketing Training Courses or Training Providers or for recruiting Rater trainees, instructors or trainers.

202.1.14 The right to present evidence, arguments and a vigorous defense in any action brought under these standards by any party against a Training Provider.

Revocation of Accreditation

See *Chapter 9 – RESNET National Standard for Quality Assurance*.

203 Certified Trainers

Achieving Certification

Individuals shall meet the following requirements to be certified as trainer.

- 203.1.1 Demonstrate ability to effectively communicate with adults in a training environment. This ability is demonstrated through completion of a minimum sixteen (16) hour RESNET approved adult education program.
- 203.1.2 Demonstrate mastery of the Home Energy Rating System knowledge and ability sets provided in *Section 207 - Knowledge and Abilities*. Mastery is demonstrated by passing the RESNET National Rater Training Competency Test with a minimum score of 90%.
- 203.1.3 Demonstrate mastery of the Home Energy Rating System knowledge and ability sets provided in *Section 207 - Knowledge and Abilities*. Mastery is demonstrated by passing the following three exams with a minimum score of 90%: The RESNET National Rater Training Competency Test, the RESNET Combustion Appliance Test, and The Work Scope Development Tests including the simulation exam.
- 203.1.4 Have an understanding of the purposes and benefits of home energy surveys, home energy ratings, and the ability to communicate these benefits to students.
- 203.1.5 Have a basic understanding of energy efficient mortgages, energy improvement mortgages and related products, and the ability to communicate these to students.
- 203.1.6 As a certified Home Energy Rater, complete a minimum of twenty-five (25) Home Energy Ratings. These 25 Ratings shall have met the minimum quality assurance processes defined in Section 904.4. Trainers who were certified prior to the adoption of this amendment will have until January 15, 2016 to complete the required number of certified ratings.

Professional Development (PD)

Certified Trainers shall complete a two-hour annual RESNET roundtable on current information and also complete at least one of the following items:

- 203.1.7 Document twelve (12) hours per year of attendance at RESNET conferences, or RESNET approved Professional Development courses delivered by accredited RESNET Training Providers, or RESNET sessions at Affordable Comfort Institute conferences, EEBA conferences, or other events and venues as approved by RESNET.
- 203.1.8 Instruct a minimum of thirty-six (36) hours of RESNET Certification or Professional Development per year, documented by an Accredited Training Provider in accordance with section 202.2 – *Maintaining Accreditation*.

An individual that is both a Certified Trainer and Quality Assurance Designee shall complete both the two-hour RESNET roundtable for Rater Trainers and the two-hour roundtable for Quality Assurance Designees. Individuals selecting the additional PD option need only comply with the requirement one time. i.e. 24 hours is not required.

Revocation

The following items are ground for revocation of certified trainer designation.

203.1.9 Compromising the security or integrity of any RESNET certification exam.

203.1.10 Intentionally misrepresenting their training provider by training to curricula that differ from that submitted on the provider's training provider application.

203.1.11 Violation of RESNET defined test-proctoring procedures.

203.1.12 Non-payment of RESNET provider accreditation fees.

204 Certification Candidates

General Provisions

204.1.1 Training

Though not required training is strongly encouraged. Training provides certification candidates with the knowledge and skill sets appropriate to their desired certification.

204.1.2 Examinations

Examinations allow a candidate to demonstrate the knowledge required appropriate to their desired certification. RESNET online examinations are time-limited and open-book allowing any reference materials but excluding any form of communication with other individuals during the examination session. Written examinations are administered by RESNET and overseen by a RESNET certified trainer or their designated proctor. Approved proctors include BPI exam proctors, faculty and staff of libraries, trade schools, colleges, independent testing institutions, or others as approved by RESNET. Approved proctors shall adhere to RESNET's defined test proctoring procedures.

204.1.3 Mentored Field Evaluations

Graded field evaluations allow a candidate to demonstrate their ability to perform certain tasks appropriate to their desired certification. Graded field evaluations are performed under the observation of a certified trainer, Quality Assurance Designee, or QAD Delegate who verifies the candidate's competency at performing certain tasks as defined by RESNET.

Certification

Prior to issuing a candidate's certification, a RESNET Accredited Rating Provider shall confirm that the candidate has completed at a minimum, all of the following tasks appropriate to their desired certification within a 12-month period. Only RESNET Accredited Rating Providers may certify candidates. Rating Providers may require additional training beyond these requirements as needed to address their specific program, climate, software, or administrative requirements.

204.1.4 Home Energy Survey Professional (HESP)

204.1.4.1 Pass the national HESP Exam with a score of at least 75%.

204.1.5 Rating Field Inspector (RFI)

204.1.5.1 Pass the national Rating Field Inspector exam with a score of at least 80%.

204.1.5.2 Complete at least five probationary Rating Field Inspections observed by a certified HERS rater or a quality assurance designee. The certified HERS Rater or QAD may choose these tasks to be performed in a hands-on environment, or through RESNET approved computer simulations. The probationary Rating Field Inspections shall comprise at a minimum the following tasks.

204.1.5.2.1 Use pressure differential diagnostics to identify intermediate buffer zones including (but not limited to) attics, garages, or crawlspaces.

204.1.5.2.2 Identify insulation defects and account for them in energy analysis tool inputs.

204.1.5.2.3 Identify insulation types, thickness, and alignment with air barriers.

204.1.5.2.4 Measure pressure differences across the building envelope imposed by the operation of the home's equipment.

204.1.5.2.5 Perform building envelope leakage testing in accordance with the airtightness testing protocols contained in Chapter 8 – Performance Testing and Work Scope.

204.1.5.2.6 Perform duct leakage testing in accordance with the duct testing protocols contained in Chapter 8 – Performance Testing and Work Scope and interpret results.

204.1.5.2.7 Identify room and zone pressure imbalances caused by lack of ducted return air or pressure relief mechanisms such as transfer grilles or jumper ducts.

204.1.5.2.8 Use combustion gas sensing equipment and recommend methods of fixing leaks. Perform CAZ, spillage, and CO testing in accordance with Worst-Case Depressurization and Combustion Appliance Testing protocols contained in Chapter 8.

204.1.5.2.9 The effective date for item 204.1.5.2.8 is Jan 1, 2014. Rating Field Inspectors who were certified prior to Jan 1, 2014 shall pass the RESNET Combustion Appliance Test, and The Work Scope Development Tests before Jan 1, 2015.

204.1.6 Home Energy Rater (HERS Rater)

204.1.6.1 Pass the national HERS Rater test with a score of at least 80%.

204.1.6.2 Demonstrate competency at certain tasks mentored by a Certified Trainer by completing two training ratings. These ratings shall not contain any errors identified by RESNET approved rating software. Both ratings shall have a reasonably acceptable level of accuracy when compared to the trainer's independent ratings of the same houses or building plans. The Trainer may choose these tasks to be performed in a hands-on environment, from house plans, or through RESNET approved computer simulations. However at least one of the two training ratings shall be a confirmed rating conducted in-person with a certified trainer on a real house, a RESNET approved training facility, or using RESNET approved computer simulations. The candidate shall perform the following procedures during the confirmed training rating.

204.1.6.2.1 Use pressure differential diagnostics to identify intermediate buffer zones including (but not limited to) attics, garages, or crawlspaces.

- 204.1.6.2.2 Identify insulation defects and account for them in energy analysis tool inputs.
- 204.1.6.2.3 Identify insulation types, thickness, and alignment with air barriers.
- 204.1.6.2.4 Measure pressure differences across the building envelope imposed by the operation of the home 's equipment.
- 204.1.6.2.5 Perform building envelope leakage testing in accordance with the airtightness testing protocols contained in *Chapter 8 – Performance Testing and Work Scope*.
- 204.1.6.2.6 Perform duct leakage testing in accordance with the duct testing protocols contained in *Chapter 8 – Performance Testing and Work Scope* and interpret results.
- 204.1.6.2.7 Identify room and zone pressure imbalances caused by lack of ducted return air or pressure relief mechanisms such as transfer grilles or jumper ducts.
- 204.1.6.2.8 Identify gas leaks using combustible gas sensing equipment. If a leak is found, recommend that a certified technician repair the leak.
- 204.1.6.2.9 Perform CAZ, spillage, and CO testing in accordance with Worst-Case Depressurization and Combustion Appliance Testing protocols contained in Chapter 8.
- 204.1.6.3 After passing the exam and completing the two training ratings, but prior to being certified, the candidate shall complete three probationary ratings with a Rating Provider. At least two of the three probationary ratings shall be confirmed ratings.

205 Recertification

To renew certification Home Energy Survey Professionals, Rating Field Inspectors, and HERS Raters, shall complete at least one of the following requirements every three years.

- 205.1.1 Pass the national RESNET test appropriate to their certification.
- 205.1.2 Document 18 hours of attendance at RESNET conferences, or RESNET approved Professional Development courses delivered by accredited RESNET Training Providers, or RESNET sessions at Affordable Comfort Institute conferences, EEBA conferences, or other events and venues as approved by RESNET. PD completed by RESNET certified individuals prior to achieving a higher certification will be applied toward the PD requirements of their new certification.

206 Capabilities

Certified individuals shall have certain capabilities to perform the work required under their certification. The categories listed in this section are contained in *Chapter 3 – National Energy Ratings Technical Standards*, *Chapter 8 -Performance Testing and Work Scope*, and *Appendix A On-Site Inspection Procedures*. Certification candidates shall demonstrate proficiency at these capabilities through successful completion of certification requirements specified in *Section 204 - Certification Candidates*. Training providers should ensure that their curricula effectively cover these items.

Home Energy Survey Professional (HESP)

Home Energy Surveys are primarily conducted on existing homes. HESPs do not perform any performance, diagnostic, or destructive testing. All capabilities listed here are limited to visually accessible items in the home unless otherwise noted.

206.1.1 General

206.1.1.1 Have a basic understanding of building performance evaluation.

206.1.1.2 Complete a RESNET approved Home Energy Survey form.

206.1.1.3 Demonstrate customer communication skills, ethics, and privacy.

206.1.2 Basics of specifications

206.1.2.1 Have a basic understanding of energy improvement measure interactions, expected life, and bundling for optimal performance considering the house-as-a-system and the emerging need for deep energy savings.

206.1.3 Health and Safety

206.1.3.1 Identify moisture issues such as condensation, leaks through building components, signs of mold or mildew, insect damage, efflorescence and stains.

206.1.3.2 Identify potential combustion appliance safety hazards related to previous retrofit work.

206.1.3.3 Identify evidence in combustion equipment of flame rollout, blocked chimneys, rust and corrosion, and missing or damaged vent connectors.

206.1.4 Building Science Concepts

206.1.4.1 Use appropriate energy terminology and definitions in home energy survey reports.

206.1.4.2 Identify areas of potential envelope leakage, thermal bypasses, and thermal bridging.

206.1.5 Determining Conditioned Space

206.1.5.1 Identify spaces as directly conditioned, indirectly conditioned, or unconditioned.

206.1.5.2 Define the home's thermal boundary and make appropriate recommendations for changing the thermal boundary.

206.1.6 Building Components

206.1.6.1 Identify exterior building components.

206.1.6.2 Determine building orientation and shading characteristics.

206.1.6.3 Measure building dimensions and use them to calculate gross and net areas.

206.1.6.4 Estimate approximate age of building.

206.1.7 Insulation

206.1.7.1 Identify the presence or absence of insulation and the quality of its installation when visually accessible.

206.1.7.2 Determine thickness, R-value, and location of insulation.

206.1.7.3 Recommend levels of insulation by climate zone.

206.1.8 Building Foundations

206.1.8.1 Identify foundation type as crawl space, basement, or slab-on-grade.

206.1.8.2 Identify foundation ventilation system types if present.

206.1.8.3 Identify location, type, and approximate R-value of foundation insulation systems.

206.1.9 Framed Floors

206.1.9.1 Identify location and type of floor system, its insulation type, thickness, and approximate R-value.

206.1.10 Above Grade Walls

206.1.10.1 Determine wall types, insulation thickness, and approximate R-value.

206.1.10.2 Identify signs of building additions.

206.1.11 Windows, doors, and skylights

206.1.11.1 Identify window and skylight types, frame materials, and permanently installed shading devices.

206.1.11.2 Determine window, door, and skylight efficiencies and performance factors.

206.1.12 Rim or Band Joist

206.1.12.1 Determine insulation type, thickness, and approximate R-value.

206.1.13 Ceilings

206.1.13.1 Determine ceiling type, insulation thickness, and approximate R-value.

206.1.14 Attic

206.1.14.1 Identify type of attic and location of attic venting.

206.1.15 Roof

206.1.15.1 Identify approximate age, type, and color of roofing materials.

206.1.15.2 Determine approximate R-value if insulated.

206.1.16 HVAC Systems

206.1.16.1 Identify types, model numbers, and location of systems.

206.1.16.2 Determine equipment efficiencies from equipment labels, model numbers or default tables.

206.1.16.3 Identify HVAC pros/cons, drivers and sensitivities for major system types.

206.1.16.4 Identify basic combustion appliance concerns.

206.1.17 Domestic Hot Water Systems

206.1.17.1 Identify system types and efficiency factors from equipment labels, model numbers, or default tables.

206.1.18 Air Leakage

206.1.18.1 Identify common air-leakage sites and indicate likely opportunities for leakage reduction.

206.1.18.2 Identify mechanical systems likely to cause air-leakage or pressure imbalances.

206.1.19 Duct Leakage

206.1.19.1 Determine duct type, location, and R-value.

206.1.19.2 Identify obvious leakage locations and indications of previous sealing.

206.1.20 Ventilation Systems

206.1.20.1 Identify presence and type of exhaust fans and determine whether they vent to outdoors.

206.1.21 Appliances and Lighting

206.1.21.1 Estimate efficiency from model numbers or vintage.

206.1.21.2 Identify potential lighting upgrades.

Rating Field Inspector (RFI)

A Rating Field Inspector is permitted to conduct all tasks contained within Appendix A. A Certified Rating Field Inspector shall have proficiency at the capabilities of a HESP in addition to the following items.

206.1.22 General

206.1.22.1 Use field inspection forms to identify and document the minimum rated features of the Reference Home and Rated Home in accordance with the requirements of *Section 303.4 – HERS Reference Home and Rated Home Configuration* and *Appendix A – On-Site Inspection Procedures*.

206.1.22.2 Identify potential problems with the building such as health and safety concerns, building durability issues, potential comfort problems, and possible elevated energy use.

206.1.22.3 Identify basic home construction types and the ramifications of these for energy usage.

206.1.23 Determining Conditioned Space

206.1.23.1 Use pressure differential diagnostics to identify intermediate buffer zones including (but not limited to) attics, garages, or crawlspaces.

206.1.23.2 Determine conditioned space as defined in Appendix A.

206.1.24 Health and Safety

206.1.24.1 Identify problems related to poor indoor air quality (IAQ), building durability, and human comfort.

206.1.24.2 Identify potential presence of mold and potential causes.

206.1.25 Moisture Principles and Properties

206.1.25.1 Identify potential or existing moisture issues (bulk water intrusion, capillary action, air transport, vapor diffusion).

206.1.26 Measuring Building Components

206.1.26.1 Use construction documents such as building drawings and specification sheets, or actual measured building dimensions to produce a scaled and dimensioned sketch of a home.

206.1.27 Collecting Field Data (including photo documentation)

206.1.27.1 Determine building orientation.

206.1.27.2 Measure window overhang lengths, heights, and distances from top and bottom of windows.

206.1.27.3 Determine roof slopes, gable heights, etc.

206.1.27.4 Calculate gross and net areas and volumes.

206.1.28 Insulation

206.1.28.1 Identify insulation types, thickness measurements, common usage locations, and alignment with air barriers.

206.1.28.2 Identify insulation defects, and grading (I, II, III).

206.1.29 Building Foundations

206.1.29.1 Identify type as crawl space, basement, or slab.

206.1.29.2 Identify ventilation system types.

206.1.29.3 Identify location, type, and R-value of insulation systems.

206.1.30 Framed Floors

206.1.30.1 Determine if framed floors are exposed to unconditioned, interstitial, or the outdoors.

206.1.30.2 Determine floor system type and frequency of framing members.

206.1.30.3 Determine insulation thickness, type, and grade (I, II, or III).

206.1.31 Slab-on-Grade

206.1.31.1 Identify slab as covered or exposed.

206.1.32 Above Grade Walls

206.1.32.1 Determine if walls are exposed to interstitial, unconditioned, or the outdoors.

206.1.32.2 Determine construction type, thickness, and exterior color.

206.1.33 Windows and Doors

206.1.33.1 Identify window labels, framing types and materials, U-factors, reflective and low-e films and coatings, shading and overhangs, and orientation.

206.1.33.2 Identify exterior door types, insulation, and orientation.

206.1.33.3 Identify glass-area of exterior doors and windows.

206.1.34 Heating and Cooling Systems

206.1.34.1 Determine equipment efficiencies using equipment data (make, model, nameplate data), AHRI or other current accepted guides, or age-based defaults.

206.1.34.2 Identify space-conditioning systems as active or passive.

206.1.34.3 Identify heating system properties: fuel type, burner type, venting type, distribution type, and efficiency.

206.1.34.4 Ground-source heat pumps, air-source heat pumps, and air conditioning systems.

206.1.34.5 Identify ductless systems (hydronic, steam, electric).

206.1.34.6 Identify combo systems.

206.1.34.7 Identify solar thermal systems.

206.1.34.8 Identify control types (standard thermostats, programmable thermostats, multi-zone controls).

206.1.34.9 Identify sizing and design issues, control types, and their impacts on energy use and humidity control.

206.1.34.10 Identify summer and winter design temperatures.

206.1.34.11 Identify cooling and heating system design trade-offs.

206.1.35 Gas Leakage Testing

206.1.35.1 Identify gas leaks using combustion gas sensing equipment.

206.1.36 CAZ Testing

206.1.36.1 Perform worst-case CAZ, spillage, and CO testing.

206.1.36.2 Identify CAZ depressurization issues caused by duct return leaks in the CAZ zone, supply leaks outside the house pressure boundary, zonal pressure imbalances, and/or exhaust appliances including other combustion equipment.

206.1.37 Air Leakage

206.1.37.1 Identify air leakage mechanisms and drivers, energy and comfort implications, and health and safety issues.

206.1.37.2 Perform single-point and multi-point building envelope leakage testing in accordance with the airtightness testing protocols contained in *Chapter 8 – Performance Testing and Work Scope*.

206.1.37.3 Identify potential air sealing using zonal pressure differentials and measurement techniques

206.1.37.4 Measure pressure differences across the building envelope imposed by the operation of the home's equipment.

206.1.38 Conditioned Air Distribution Systems

206.1.38.1 Identify impacts of designed and imposed flaws (closed interior doors, blocked registers and grilles, air handler filters).

206.1.38.2 Identify duct supply and return types (flexible, rigid metal, building chase, insulated panels) and locations with respect to thermal and air barriers.

206.1.38.3 Identify room and zone pressure imbalances caused by lack of ducted return air or pressure relief mechanisms such as transfer grilles or jumper ducts.

206.1.38.4 Perform duct leakage testing in accordance with the duct testing protocols contained in *Chapter 8 – Performance Testing and Work Scope* and recommend sealing as needed based on test results.

206.1.38.5 Determine need for duct insulation in unconditioned spaces and specify thickness of retrofit insulation if needed.

206.1.39 Ventilation

206.1.39.1 Identify fresh air ventilation from supply, exhaust and balanced flow systems.

206.1.39.2 Identify heat-recovery ventilation (HRV) and energy-recovery ventilation (ERV) systems.

206.1.39.3 Determine HRV or ERV efficiency, fan power and duty cycle characteristics.

Home Energy Rating System Rater (HERS Rater)

A Certified Home Energy Rater shall have proficiency at the knowledge and abilities of a HESP and a Rating Field Inspector in addition to the following.

206.1.40 General

206.1.40.1 Understand and be familiar with local climate conditions, housing stock, and climate-specific practices.

206.1.40.2 Understand local utility pricing structures (flat vs. tiered rates, net-metering regulations) and sources for reliable utility information.

206.1.40.3 Prepare a detailed work scope.

206.1.40.4 Develop field inspection forms.

206.1.40.5 Identify major U.S. climate zones and energy consumption impacts of local climate zone.

206.1.41 RESNET Rating System

206.1.41.1 Communicate the business aspects of being a RESNET HERS Rater.

206.1.41.2 Maintain current knowledge of the HERS Rating method using the Reference Home as defined in 304.3 of the National Home Energy Rating Technical Guidelines.

206.1.41.3 Conduct both projected and confirmed building simulation and performance analysis to provide HERS Ratings in accordance with the requirements in *Chapter 3 – National Energy Rating Technical Standards* and *Chapter 8 – Performance Testing and Work Scope*.

206.1.41.4 Use RESNET approved energy analysis software capable of producing a HERS Index, data entry procedures, reporting, and analysis of results.

206.1.41.5 Calculate HERS Score computation using the Normalized Modified Loads Rating Method.

206.1.41.6 Communicate the benefits of the Home Energy Rating System to homeowners, builders, finance and real estate agents and cultivate partnerships between those individuals.

206.1.41.7 Assist and educate customers and builders with:

206.1.41.7.1 Home Energy Surveys and Home Energy Ratings.

206.1.41.7.2 Cost effectiveness of energy efficient building design.

206.1.41.7.3 Quality assurance.

206.1.41.7.4 Marketing of HERS Rated Homes.

206.1.41.7.5 Qualifications for programs such as ENERGY STAR®.

206.1.41.7.6 Real estate financing, economic terminology, and energy code compliance.

206.1.41.7.7 Financing advantages of Energy Efficient Mortgages (EEM) and Energy Improvement Mortgages (EIM).

206.1.41.7.8 Adding appraisal value through energy improvements.

206.1.41.8 Provide excellent customer service in an ethical and fully disclosed manner.

206.1.41.9 Produce reports which meet minimum reporting requirements and improvement analysis.

206.1.41.10 Maintain standard operating procedures and office administration.

Maintain knowledge of current technical guidelines.

Mortgage Industry National Home Energy Rating Systems Standards

Addendum 2

Revision of RESNET Gas Leakage Testing Standard

Effective Date Moved to May 15, 2014

The RESNET Board of Directors moved the effective date to May 15, 2014 to allow technical corrections to the revision. One should not refer to this draft until it is amended.

806 Gas Leakage Test

The Auditor shall use a gas detector upon entry into the home to detect the presence of natural gas. If there is a noticeable odor indicating gas buildup within the home, or the LEL exceeds 10%, the occupants and Auditor shall leave the house and the appropriate authorities and utility providers shall be notified from outside the home.

The audit shall not proceed until the proper authorities have deemed it safe to re-enter the home. If there is no noticeable odor indicating gas buildup within the home, the Auditor shall determine if there are gas leaks in the fittings and connections of natural gas appliances within the home and natural gas/liquid propane supply lines as follows.

806.1 Equipment needed

- Combustible gas detector
 - Must be intrinsically safe. It is essential that the instrument being used to detect gas leaks will not cause a spark.
 - Must have an adjustable tick rate. The tick rate provides the indication of concentration.
 - Gas leak detectors are prone to false positive signals from humidity and it is essential to have the ability to zero ambient conditions to trace the location of a leak.
 - Must provide an alarm when detecting the LEL exceeds 10%.
 - Must be calibrated in accordance with the manufacturers recommendations, or at least annually, whichever is the greater frequency.
 - Must be labeled with a calibration sticker, noting at a minimum the date of last calibration.
- Leak detection fluid (non-corrosive)
- MSDS Sheet for the leak detection fluid

806.2 Leak Inspection

Inspect all fittings and joints in supply lines and appliance connectors and confirm suspected leaks with leak-detection fluid. Identify for replacement any kinked, corroded or visibly worn flexible gas lines and any flexible connectors manufactured prior to 1973.

806.2.1 When entering a confined space containing LP gas distribution pipes, test the ambient air at or near (within 6 inches of) the floor level.

807 Carbon Monoxide (CO) Testing

807.1 CO testing of ambient air shall be performed when initially entering a property, when first entering any CAZ, and while performing a Worst Case Depressurization Test and/or under natural conditions, the tests as required by paragraph 807.14 sections 806 through 808.

807.2 Equipment required

807.2.1 Equipment used for testing ambient air for carbon monoxide (CO) shall:

- Be capable of measuring carbon monoxide (CO) levels from 0 to at least 500 ppm (parts per million)
- Have a resolution of 1 ppm
- Have an accuracy rate of +/- 5 ppm
- Have an audible alarm at 35 ppm
- Be calibrated in accordance with the manufacturers recommendations or annually whichever is the greater frequency and evidence of the calibration shall be submitted to the Rating Provider Quality Assurance Designee
- Must be labeled with a calibration sticker indicating at a minimum the date of last calibration.
- A combustion analyzer may NOT be used for personal safety unless it is certified by the manufacturer as suitable for personal protection.

807.2.2 Equipment used for testing CO in the flue of combustion appliances

- Must be suitable for combustion gas analysis
- Have a resolution of 1 ppm
- Have an accuracy rate of +/- 5 ppm or better
- Have an operating range of at least 0 – 2000 ppm
- Be calibrated in accordance with the manufacturers recommendations or annually whichever is the greater frequency and evidence of the calibration shall be submitted to the Rating Provider Quality Assurance Designee
- Must be labeled with a calibration sticker indicating at a minimum the date of last calibration

807.3 Zero all carbon monoxide detectors outside the building away from any combustion outlets or automobile traffic areas, or in accordance with manufacturer's instructions.

807.4 If ambient CO levels exceed 35 ppm at any time during combustion appliance testing, stop any testing and turn off combustion appliances. Open all the exterior doors and windows. No one should enter the home until the CO levels drop below 35 ppm. The combustion appliance causing the increase in CO levels must be repaired by a qualified technician prior to completing the combustion appliance tests, unless there is proposed work that calls for replacement of the appliance(s).

807.5 All CO measurements, with the exception of ambient air measurements, shall be adjusted to air free values either using the built-in capabilities of the test equipment or using the following equation and O₂ measurement (in ppm).

$$\text{CO Air Free} = \text{CO} \times \frac{20.9}{20.9 - \text{O}_2}$$

Equation (807.1)

808 Appliance Venting (Standardized Depressurization) Test

This test procedure measures the pressures in Combustion Appliance Zones (CAZ) and provides evidence of venting potential. A CAZ is an enclosed space inside or outside the building envelope that contains a combustion device that uses air from the CAZ for combustion and shares a common wall, floor, ceiling or duct system with the conditioned space. Combustion devices include (but are not limited to): furnaces, boilers, water heaters, solid fuel stoves and fireplaces.

Vented combustion appliances that use air from inside the conditioned space boundary air to vent combustion gases and which are classified as a Category I or II according to NFPA standard 54, 58, and 31 (i.e., an appliance that operates with a nonpositive vent static pressure) shall require an Appliance Venting (Standardized Depressurization) test to be performed using the protocol in Section 808.

808.1 Equipment Needed

- one or more manometer(s) with a resolution of 0.1 Pa or better and an accuracy of +/- 0.2 Pa or better
- smoke pencils or other smoke visualization equipment
- an exhaust fan and flow meter system that can control exhaust flows with an accuracy of +/- 10 cfm or better (only required for homes with fireplaces and/or solid fuel stoves)

808.2 Visually inspect the CAZ for the presence of flammable or explosive material near a combustion source. If present, remove these materials.

808.3 Inspect the heating system and venting system for proper vent type, size and horizontal pitch following the requirements of NFPA-54, 58 and 31. Determine there is no blockage or restriction, leakage, corrosion or other deficiencies that could cause an unsafe condition. If an unsafe condition exists the Auditor shall not complete the other combustion safety tests.

808.4 Begin to measure the CO level in the CAZ using the equipment and test procedures of Section 807. Continue to measure the CO level for the remainder of this test procedure and halt the test procedure if CO rises above 35 ppm in the CAZ.

808.5 Put the home into BASELINE conditions by:

808.5.1 Closing all the exterior doors and windows of the home.

808.5.2 Closing fireplace damper(s) if fireplace is present.

808.5.3 Opening all interior doors, ensuring that all vented appliances and exhaust fans have been turned off. Close the door to the CAZ unless the combustion appliance is located in the conditioned space. If the CAZ is in an enclosed utility room or is in a closet the door shall be closed. Turn off all forced air system blowers.

808.6 Measure the BASELINE pressure difference for the CAZ with respect to (WRT) outside.

808.7 Turn on all exhaust fans in the home¹³ (kitchen range hood, bath exhaust, clothes dryer, etc.) that exhaust air outside the building envelope.

808.8 If one or more fireplaces or solid fuel stoves are present that are not direct vent appliances use the formulas or the tables shown below to determine the CAZ pressure adjustments.

808.8.1 For an open hearth fireplace the pressure adjustment P_{adj} shall either be calculated using Equation 808.1 or determined using Table 808.1, where the CFM50 value is the envelope leakage determined from Section 802 of this standard.

$$P_{adj} = 330,000 \times CFM50^{-1.54} \quad \text{Equation 808.1}$$

Table 808.1 CAZ Pressure Adjustments for open hearth fireplaces¹⁴

CFM50	P_{adj} (Pa)
500	23
1000	7.8
1500	4.3
2000	2.7
2500	1.9
3000	1.4
3500	1.1
4000	0.9
4500	0.8
5000	0.7

¹³ Excluding whole house exhaust fans used for cooling

¹⁴ In the shaded areas of Table 807.2 the home fails the CAZ test and no further testing is required.

808.8.2 For a solid fuel stove or fireplace with glass doors the pressure adjustment P_{adj} shall either be calculated using Equation 808.2 or determined using Table 808.2, where the CFM50 value is the envelope leakage determined from Section 802 of this standard.

$$P_{adj} = 60,000 \times CFM50^{-1.54} \quad \text{Equation 808.2}$$

Table 808.2 CAZ Pressure Adjustments for solid fuel stoves or fireplaces with glass doors

CFM50	P_{adj} (Pa)
500	4.2
1000	1.4
1500	0.8
2000	0.5
2500	0.4
3000	0.3
3500	0.2
4000	0.2
4500	0.1
5000	0.1

808.8.3 For an EPA listed airtight stove the pressure adjustment P_{adj} shall either be calculated using Equation 808.3 or determined using Table 808.3, where the CFM50 value is the envelope leakage determined from Section 802 of this standard.

$$P_{adj} = 9400 \times CFM50^{-1.54} \quad \text{Equation 808.3}$$

Table 808.3 CAZ Pressure Adjustments EPA listed airtight stoves

CFM50	P_{adj} (Pa)
500	0.6
1000	0.2
1500	0.1
> 1500	zero

808.9 Close the interior door of all rooms except those that meet any of the following conditions:

- the room has an exhaust fan,
- the room is between an exhaust fan and the CAZ. For example, for a master suite with a connected bathroom that has an exhaust fan, do not close either the door to the bathroom or the door to the master suite,

- the room has a forced air system (FAS) return.

808.9.1 Measure the CAZ depressurization for each CAZ.

808.10 Turn on all forced air system blowers and measure the CAZ depressurization for each CAZ.

808.11 The Appliance Venting (Standardized Depressurization) Test pressure difference is the largest negative pressure of the CAZ with respect to (WRT) outside from 808.9 and 808.10.

808.12 Record the position of all doors (open or closed), the condition (on or off) of fans (including the FAS) and vented combustion appliances. For each CAZ, subtract the BASELINE pressure from the Appliance Venting (Standardized Depressurization) Test depressurization pressure from 808.11 to determine the net change in CAZ pressure. When the net change in CAZ pressure is lower (more negative) than the CAZ depressurization limit given in Equation 808.4, the required remediation shall specify pressure balancing, duct sealing, and/or other pressure-relief measures, or replacement of all equipment in the CAZ with direct-vent equipment.

$$\text{CAZ depressurization limit} = -5\text{Pa} + P_{\text{adj}} \quad \text{Equation 808.4}$$

808.13 With the doors and FAS in the configuration that gives the greatest CAZ depressurization turn on the vented combustion appliance with the smallest Btu capacity, operate for 5 minutes.

808.13.1 Check appliance draft using a smoke pencil all the way around the draft diverter's perimeter.

808.13.2. If the smoke is not fully drawn up the flue, the appliance has spillage under depressurized conditions.

808.13.3 Install probe to measure CO levels in the appliance's flue gasses upstream of (before they reach) the draft diverter.

808.13.4 Measure the appliance CO after at least 5 minutes of operation or per manufacturer's specification.

808.13.5 Record the results of the spillage test and the highest observed CO level.

808.13.6 When spillage occurs or flue gas CO exceeds manufacturers specifications or the limits specified in section 808.15, the required remediation shall specify equipment repair, equipment replacement, and/or building pressure remediation. If both spillage and high CO are found during

the test, the homeowner shall be notified of the recorded results and need for remediation.

808.14 Testing additional combustion appliances.

808.14.1 Turn on each additional appliance one at a time, in order of increasing capacity, and repeat section 808.13.1 through 808.13.6 for every appliance that is on. Note that once an appliance is turned on, it shall remain on until the spillage testing is complete.

808.15 If spillage or CO greater than 200 ppm occurs in any appliance under CAZ depressurization testing, retest that appliance under natural conditions, as follows:

808.15.1 Turn off the combustion appliances.

808.15.2 Turn off the exhaust fans.

808.15.3 Turn off air handler (if it's on).

808.15.3 Open all interior doors.

808.15.4 Let the vent cool.

808.16 Test CO and spillage under natural conditions. If the test failed under worst-case, but passes under natural conditions, the required remediation shall specify building pressure remediation, or replacement of all equipment in the CAZ with direct-vent equipment.

NOTE: If an appliance fails under natural conditions, the Auditor shall immediately inform the homeowner of the problem, and the required remediation shall specify equipment or vent system repair or replacement and/or pressure remediation. Other proposed work on the property may not commence until the problem is remediated.

809 CO MEASUREMENTS FOR NATURAL GAS OVENS

809.1 Open a window or door to the outside.

809.2 Remove any foil or cooking utensils within the oven.

809.3 Verify that the oven is not in self-cleaning mode.

809.4 Turn oven on to highest temperature setting.

809.5 Close the oven door and begin monitoring the CO levels in the kitchen, 5 feet from the oven at countertop height. Record CO levels.

809.6 Measure the CO levels within the oven vent.

809.6.1 Samples must be taken while burner is firing.

809.6.2 Operate burner for at least 5 minutes while sampling oven vent gases.

809.6.3 If CO levels are higher than 200 ppm, repeat the oven vent gas sampling until the CO levels stop falling.

809.6.4 Record the steady state CO reading in ppm and turn off oven.

809.7 If measured CO levels are higher than 400 ppm or an appliance fails to meet manufacturer's specifications for CO production (whichever is higher), the required remediation shall specify replacement or repair of the appliance, and the homeowner shall be notified of the need for service by a qualified technician.

Definition: DIRECT VENT APPLIANCE -- Method of venting appliance whereby all air for combustion is derived directly from the outside atmosphere and all flue gases are discharged directly to the outside atmosphere.

The amendment will go into effect on May 15, 2014.

Mortgage Industry National Home Energy Rating Systems Standards

Addendum 3

Incorporation of RESNET National Building Registry

Adopted May 2, 2013

102.1.4.10 Registries. The Home Energy Rating Provider shall maintain a current and accurate registry of all of its Raters using the RESNET National Buildings Registry. The Home Energy Rating Provider will maintain this Registry in accordance with policies and procedures established by RESNET related to the RESNET Buildings Registry.

102.1.4.12 All Home Energy Rating Providers shall collect and upload the Energy Simulation File for each home rated by each Certified Rater to RESNET using the RESNET Buildings Registry. The Home Energy Rating Provider will upload ratings and maintain this Registry in accordance with policies and procedures established by RESNET related to the RESNET Buildings Registry. Appendix B

RESNET National Buildings Registry - The national online registry of all rated homes and Raters which is maintained by RESNET.

This amendment goes into effect on June 2, 2013.

Mortgage Industry National Home Energy Rating Systems Standards

Addendum 4

Revisions to Quality Assurance Standards

Adopted July 1, 2013

912 PROBATION, SUSPENSION AND REVOCATION OF ACCREDITATION

912.1 Notification. RESNET shall provide written notification to Providers of any decisions under this section. All notices shall be sent by certified mail, or other method which provides evidence of delivery. All notices shall clarify the procedures being followed, as stipulated in this Standard, and include, where applicable, a statement of the Provider's rights to appeal under Section 913 of this Chapter.

912.2 Probation. If RESNET determines at any time that a Provider has failed to adhere to the accreditation requirements set forth in these Standards, RESNET shall notify the Provider of the specified deficiencies and shall require that specific corrective action, set forth in the notification, be taken within a specified time after the date set forth in such notification. A notice of probation may be appealed under Section 913 of this Chapter.

912.2.1 Types of probation:

912.2.1.1 Administrative Probation. Results from violations found through a Provider's QA process, RESNET quality assurance monitoring or through the RESNET complaint resolution process. RESNET shall notify the Provider of the specified deficiencies and shall require that specific corrective action, set forth in the notification, be taken not later than twenty (20) business days after the date set forth in such notification. Probations resulting from these violations shall remain confidential. These violations may include but not limited to:

912.2.1.1.1 Failure to submit to RESNET any material information required to be submitted by the Provider, in accordance with obtaining or maintaining accreditation;

912.2.1.1.2 Failure to make changes/updates to a Provider's Policies and Procedures;

912.2.1.1.3 Failure to report a change in any QA Designee to RESNET;

912.2.1.1.4 Failure to adhere to requirements for quality assurance of Raters that causes a minor deficiency in the QA of one or more Raters;

912.2.1.1.5 Failure to adhere to requirements for Rater certification and re-certification;

912.2.1.1.6 Failure to enforce corrective action requirements for Raters having non-conforming QA results;

912.2.1.1.7 Failure to adhere to one or more provisions of the RESNET Standards.

912.2.1.2 Disciplinary Compliance Probation. More serious compliance violations found through a Provider's QA process, RESNET quality assurance monitoring or through the RESNET complaint resolution process. RESNET shall, at its discretion, make a final

determination regarding the necessity of posting a probation resulting from these violations on the RESNET web site. These violations may include but are not limited to:

912.2.1.2.1 Failure to correct the terms of an administrative probation during the time period defined in the issuance of probation;

912.2.1.2.2 Failure to replace a Primary QA Designee within the time frame required by these Standards;

912.2.1.2.3 Investigated and validated ethics or compliance complaints against a Provider;

912.2.1.2.4 Failure to follow complaint resolution process regarding actions of the Provider or their Raters;

912.2.1.2.5 Failure to follow a Provider's Rater Disciplinary procedures.

912.3 Suspension.

912.3.1 At the discretion of RESNET, any Provider accredited by RESNET may have their accreditation suspended in any of the following circumstances but are not limited to:

912.3.1.1 A Provider has had more than one (1) Disciplinary Probation violation within a twelve month period;

912.3.1.2 Failure to correct the terms of a Disciplinary Probation during the time period defined in the notice of probation;

912.3.1.3 Submission of false information to RESNET in accordance with obtaining or maintaining accreditation;

912.3.1.4 Misrepresentation of any accreditation or certification status in marketing materials, or services offered or actually provided, for which the Provider organization does not possess the appropriate RESNET accreditation, or affiliated individuals do not possess the appropriate RESNET certification;

912.3.1.5 Knowingly registering fraudulent ratings to the RESNET Registry by Rating Providers;

912.3.1.6 Willful misconduct;

912.3.1.7 A Provider shall at a minimum be placed on suspension if they have any Disciplinary Probation violations within twelve months of reinstatement from a suspension.

912.3.2 RESNET shall notify the Provider that their accreditation has been suspended and, unless the Provider chooses to appeal, the Provider shall be removed from the RESNET Provider Directory.

912.3.3 RESNET shall post Providers whose accreditation has been suspended. The Provider's suspension listing shall be removed when the Provider successfully complies with the terms of the suspension.

912.3.4 RESNET shall electronically inform accredited QA Providers, Rating Software Providers, Rater Trainers and Home Energy Raters of a QA Provider's accreditation suspension.

912.3.5 Prior to reinstatement, the Provider shall:

912.3.5.1 Successfully resolve the issue(s) that resulted in the Provider being suspended;

912.3.5.2 Inform RESNET in writing as follows:

912.3.5.2.1 That 912.3.1.3.1 has been completed;

912.3.5.2.2 Stating the steps taken to resolve the issue(s);

912.3.5.2.3 Stating the steps that will be taken to prevent the issue(s) from occurring again in the future; and

912.3.5.2.4 Requesting that RESNET reinstate the Provider's listing on the Directory.

912.4 Revocation. At the discretion of RESNET, any Provider accredited by RESNET may have their accreditation revoked in any of the following circumstances but are not limited to:

912.4.1 A Provider has had more than two (2) Disciplinary Probation violations within a twelve month period;

912.4.2 In the event that deficiencies stipulated in a notice of suspension have not been remedied within the period set forth in such notice;

912.4.3 Pursuant to any of the express provisions of sections 911.3.5, non renewal;

912.4.4 Provider goes out of business;

912.4.5 Upon expiration of a Provider's right to appeal a suspension of accreditation pursuant to Section 912 of this Chapter;

912.4.6 Fraud.

912.4.7 RESNET shall notify the Provider that their accreditation has been revoked and, unless the Provider chooses to appeal, the Provider shall be removed from the RESNET Provider Directory.

912.4.8 RESNET shall post Providers whose accreditation has been Revoked. The Provider's revocation listing shall be removed when the Provider successfully complies with the terms of the revocation.

912.4.9 RESNET shall electronically inform accredited QA Providers, Rating Software Providers, Rater Trainers and Home Energy Raters of a QA Provider's accreditation revocation.

912.5 Probation/Suspension/Revocation Due Process.

RESNET shall comply with the following due process procedures in considering any probation, suspension or revocation actions against an accredited Provider.

912.5.1 RESNET may, at its discretion, initiate a probation, suspension or revocation action against an accredited Provider by providing the Provider written notice of the action. Such notice shall inform the subject Provider of the entire basis and justification for the action.

912.5.2 Providers have the right to appeal a probation, suspension or revocation action in accordance with Section 912 of this Chapter.

912.5.3 Upon the expiration of the notice to appeal period, failure to submit appeal documentation, as stipulated in Section 912, or the conclusion of the appeals process in which a Provider's appeals are unsuccessful, RESNET will remove the Provider's name from any directory listing on the RESNET website and post their probation, suspension or revocation status on the RESNET website with other Providers and Raters who are under probation, suspension or revocation.

912.5.4 For any QA Providers who have their accreditation revoked or suspended in accordance with Section 912.3 or 912.4,

912.5.4.1 RESNET will inform the Provider's known clients, Raters, rating software suppliers and any known affected EEP's of the Provider's suspended/revoked status. To the extent practicable, Provider's shall assist RESNET with notifications;

913 APPEALS PROCEDURES

913.1 Appeals shall be made first to the RESNET Ethics and Appeals Committee, then to the RESNET Board of Directors.

913.2 Within five (5) business days after receipt of an appealable action by RESNET, the Appellant shall notify the RESNET Executive Director of their intent to appeal. The Appellant shall then have ten (10) business days after the date of notice to submit appeal documentation to the RESNET Executive Director.

913.3 Appeals shall include all relevant information and documentation and be sent in writing by electronic mail to the RESNET Executive Director.

913.4 During the appeals process, all parties to the appeal may petition the body hearing the appeal (i.e. the RESNET Ethics and Appeals Committee or RESNET Board of Directors) for a stay of action until the expiration of the appeals process. A decision on the petition shall be rendered by the hearing body not later than five (5) business days after receipt of the petition.

913.5 At the time of noticing its appeal to the RESNET Ethics and Appeals Committee, the Appellant may request a telephonic hearing, which gives the Appellant the opportunity to provide oral arguments in favor of their appeal. In such an event, RESNET shall, not later than ten (10) business days after the filing of the notice of appeal, notify all parties to the appeal of the date of the hearing, which shall be held as expeditiously as possible, but not later than twenty (20) business days after the receipt of the notice of appeal.

913.6 Within ten (10) business days of receiving the appeal, or the date of a hearing, the Ethics and Appeals Committee or Board of Directors shall render a decision on the appeal. In the event that additional information is requested, a one-time extension of ten (10) business days may be applied in order to allow the appellant sufficient time to respond.

913.7 All parties to the appeal shall be informed by electronic mail of the decision.

913.8 All appeals documentation received by RESNET shall be handled in strict confidence by RESNET staff, the Ethics and Appeals Committee and the Board of Directors.

This amendment goes into effect on August 1, 2013.

Mortgage Industry National Home Energy Rating Systems Standards

Addendum 5

Revisions to RESNET Standard on National Buildings Registry

Adopted August 28, 2013

102.1.4.10 National RESNET Registry. The National RESNET Registry shall be maintained by RESNET and made available for use by accredited Home Energy Rating Providers, their certified Raters and other parties in accordance with RESNET Board policy. Each accredited Home Energy Rating Provider shall be included in the National RESNET Registry. Each accredited Home Energy Rating Provider shall be responsible for maintaining a current and accurate listing of their Certified Raters using the National RESNET Registry. Each accredited Home Energy Rating Provider shall be responsible for registering each Home Energy Rating conducted under the auspices of said Home Energy Rating Provider in the National RESNET Registry in accordance with Sections 102.1.4.10.1 and 102.4.10.2.

102.1.4.10.1 Minimum Requirements. At a minimum, the National RESNET Registry shall include:

- a) The Rated Home characteristics, including but not limited to the following:
 - 1) Physical location of the home, including street address, city, state and zip code
 - 2) IECC climate zone of the home
 - 3) Certified Rater ID
 - 4) Accredited Rating Provider ID
 - 5) Date of the Rating
 - 6) Status of the Rated Home (new or existing)
 - 7) Rating Type for the home (confirmed or sampled)
 - 8) Home Type (single-family, duplex, low-rise Multi-family)
 - 9) Conditioned Floor Area of the home
 - 10) Number of bedrooms in the home
 - 11) The name and version number of the accredited software rating tool that created the Rating
- b) The Rating results, including but not limited to the following:
 - 1) Registration ID (provided by the Registry)
 - 2) HERS Index
 - 3) Annual Rated Home energy end uses for heating, cooling, hot water and lighting and appliance energy end uses by fuel type
 - 4) Annual Rated Home energy costs for heating, cooling, hot water and lighting and appliance energy end uses by fuel type
 - 5) Annual Rated Home on-site power production
 - 6) Energy prices used to calculate costs by fuel type
 - 7) Annual total cost to operate the Rated home
 - 8) Annual Rated Home normalized Modified End Use Loads
 - 9) Annual HERS Reference Home End Use Loads
 - 10) Annual HERS Reference Home energy end uses for heating, cooling, hot water and lighting and appliance energy end uses by fuel type
 - 11) Annual HERS Reference Home energy costs for heating, cooling, hot water and lighting and appliance energy end uses by fuel type
- c) An executable copy of the building input file used by the accredited software rating tool to generate the Home Energy Rating.

102.1.4.10.2 Provider Responsibilities. All accredited Home Energy Rating Providers shall assure that the following minimum responsibilities are duly discharged.

- a) All Home Energy Ratings conducted by their certified Raters are submitted to the National RESNET Registry.

- b) All Quality Assurance controls that are required by National RESNET Standards are met or exceeded for Home Energy Ratings listed in the National RESNET Registry.
- c) Rated Home Registration ID provided by the National RESNET Registry is prominently displayed on all Rating Certifications.

102.1.4.12 All Home Energy Rating Providers shall collect and upload an executable copy of the building input file used by the accredited software rating tool to generate the Home Energy Rating for each home rated by each Certified Rater to RESNET using the National RESNET Registry. The Home Energy Rating Provider will upload ratings and maintain this Registry in accordance with policies and procedures established by RESNET related to the National RESNET Registry.

Appendix B

National RESNET Registry - The national online registry of all rated homes and Certified Raters and Accredited Home Energy Rating Providers which is maintained by RESNET.

This amendment goes into effect on September 28, 2013.

Mortgage Industry National Home Energy Rating Systems Standards

Addendum 6

Revisions to Quality Assurance Standards

Adopted December 4, 2013

Chapter One

RESNET Standards

100 RESNET NATIONAL STANDARD FOR RATING QUALITY ASSURANCE PROVIDERS

101 GENERAL PROVISIONS

101.1 Purpose

The purpose of these Standards is to ensure that accurate and consistent home energy ratings are assured by RESNET-accredited Rating Quality Assurance Providers through their certified Home Energy Raters nationwide; to increase the credibility of the Rating Quality Assurance Providers with consumers, the housing and mortgage finance industry, federal government, state governments, local governments, utility companies, and the private sector; and to promote voluntary participation in an objective, cost-effective, sustainable home energy rating process.

Leaders in both the public and private sectors have identified the need for an accreditation process for Rating Quality Assurance Providers. This accreditation process may be used by these stakeholders to accept home energy ratings and to assure accurate, independent information upon which the mortgage industry may accept home energy ratings for the purposes of issuing energy efficient mortgage, or similar, products; a state may recognize the home energy ratings as a compliance method for state building energy codes; as qualification for public and private sector energy programs designed to reach specific energy saving goals; and as a way to provide housing markets the ability to differentiate residences based on their estimated energy efficiency. These Standards have been developed to satisfy the above purposes.

101.1.1 Relationship to State Law. These Standards specifically recognize the authority of states that have laws requiring certification or licensing of Rating Quality Assurance Providers. To the extent that state laws differ from these Standards, state laws shall govern.

101.2 Scope

This document sets out the procedures for the accreditation of Rating Quality Assurance Providers and technical standards by which home energy ratings shall be conducted so their results will be acceptable to all public and private sector industries that may require an objective, cost-effective, sustainable home energy rating process.

102 ACCREDITATION CRITERIA

102.1 Minimum Standards for Rating Quality Assurance (QA) Provider Accreditation

A RESNET-accredited Rating Quality Assurance Provider (QA Provider) is responsible for ensuring that all of the ratings issued by the Provider comply with all of the criteria by which the Provider was accredited. QA Providers shall be accredited in accordance with the Accreditation Process specified in Chapter 9 of these Standards. A QA Provider must specifically meet the following minimum standards for Accreditation.

102.1.1 A written Quality Assurance (QA) Process that conforms to Chapter 9 of these Standards and any specific QA requirements for other Provider categories that may apply to a particular organization.

102.1.1.1 Employ or contract with a Quality Assurance Designee (QA Designee) that oversees the Provider's compliance with Chapter 9 of these Standards and any specific QA requirements for other Provider categories that may apply to a particular organization.

102.1.2 Rater and Rating Field Inspector Certification Standards. Certification and recertification of Home Energy Raters and Rating Field Inspectors shall be made by QA Providers, which shall include the following provisions:

102.1.2.1 A QA Provider shall maintain documentation that their Raters and Rating Field Inspectors meet the certification provisions contained in Chapter Two of these standards.

102.1.2.2 Performance evaluation of ability to perform accurate ratings and field inspections.

102.1.2.2.1 In order for a Rater Candidate to be certified as a Home Energy Rater, they must satisfactorily complete two (2) supervised ratings as part of Rater training and a minimum of three (3) probationary ratings within twelve (12) months of successfully passing the National Core Rater Test. A maximum of one (1) of the three probationary ratings may be completed as a Projected Rating from plans, with the remaining two (2) being Confirmed Ratings. At least one (1) of the two (2) confirmed ratings shall be field supervised, one-on-one, in person, by the Rating QA Provider's QA Designee or Delegate.

102.1.2.2.1.1 A Rater Candidate that does not complete a minimum of three (3) probationary ratings to the satisfaction of a QA Provider within twelve (12) months of passing the National Core Rater Test or otherwise does not achieve certification within the allowed twelve month timeframe must at a minimum, meet the following in order to maintain eligibility for certification:

102.1.2.2.1.1.1 Pass the National Core Rater Test again;

102.1.2.2.1.1.2 Complete three (3) additional probationary ratings in accordance with 102.1.2.2.1;

102.1.2.2.1.1.3 Complete at least (1) one of the three (3) additional probationary ratings as one of the required two (2) Confirmed Ratings in the presence of a QA Designee or a Rater Trainer in lieu of repeating the Rater Training requirement.

102.1.2.2.2 In order for a Rater Field Inspector “Candidate” to be certified as a Rating Field Inspector, they must meet the requirements set forth in Section 205.2.1.

102.1.2.2.2.1 A Rater Field Inspector Candidate that does not complete the five (5) probationary inspections to the satisfaction of a certified Rater within twelve (12) months of passing the National Core Rating Field Inspection Test must successfully retake the Test and complete five (5) new probationary inspections prior to certification.

102.1.2.3 For previously certified Home Energy Raters and Rating Field Inspectors who are new to a QA Provider, as part of the QA Provider’s due diligence process, it is a recommended best practice that QA Providers require a minimum of three (3) probationary ratings with the new Rater and three (3) probationary inspections with new Rating Field Inspectors to confirm their skills.

102.1.2.4 Professional Development and recertification for Raters and Rating Field Inspectors. Raters and Rating Field Inspectors shall complete one of the below three options for recertification:

102.1.2.4.1 Complete 18 hours of RESNET approved professional development every three years. The 18 hours shall include completion of 18 hours of refresher course(s) offered by a RESNET Accredited Training Provider.

102.1.2.4.1.1 Course(s) shall be approved by the RESNET Training and Education Committee annually;

102.1.2.4.1.2 The Training and Education Committee shall identify areas of Importance;

102.1.2.4.1.3 Raters shall be required to pass an exam upon completion of the professional development training .

OR

102.1.2.4.2 Documentation of 18 hours of attendance at a RESNET Conference in three (3) years would fulfill this requirement.

OR

102.1.2.4.3 Every three (3) years, Raters must pass the RESNET National Rater Test and Rating Field Inspectors must pass the RESNET National Rating Field Inspector Test.

102.1.2.5 Raters and Rating Field Inspectors must be recertified at least once every three (3) years.

102.1.2.6 Rater Agreements. As a condition of Rater certification, each QA Provider shall ensure that a certified Rater who has met the requirements of Chapter 2, Rater Training Requirements, has entered into a written agreement with the QA Provider to provide home energy rating, field verification, and diagnostic services in compliance with these standards. A copy of the Rater written agreement shall be provided to RESNET with the QA Provider's accreditation application and within 60 days of making changes to the agreement. The written agreement shall at a minimum require Raters to:

102.1.2.6.1 Provide accurate and fair ratings, field verification and performance testing in compliance with these standards and RESNET Board of Directors-approved interpretations;

102.1.2.6.2 Comply with the RESNET Code of Ethics. The "RESNET Code of Ethics" is posted on the RESNET website. The Code of Ethics shall be attached to the written agreement. An unexecuted copy of the written agreement shall be provided to RESNET with a QA Provider accreditation application and within 60 days of making changes to the agreement.

102.1.2.6.3 Provide specific statistical information about number and type of ratings conducted as requested by the QA Provider, including but not limited to Rating Field Inspectors (RFI's) utilized to complete submitted ratings.

102.1.3 A QA Provider shall provide documentation with its accreditation application that the energy rating software used to produce energy ratings is properly licensed.

102.1.4 Minimum Standards for Rating Quality Assurance Provider Operation Policies and Procedures must be written and provide for the following:

102.1.4.1 Projected Ratings from plans. If the QA Provider's program provides for Projected Ratings from plans, the rating shall be labeled as "Projected Rating." Projected Rating reports shall stipulate at the top of the page as follows in 14 point type minimum: "Projected Rating Based on Plans – Field Confirmation Required."

102.1.4.2 Field verification of rated features of all homes in compliance with Chapter 3 and Appendix A of these Standards.

102.1.4.3 Blower Door Test completed on all homes claiming credit for reduced air infiltration.

102.1.4.4 Duct testing completed on all homes claiming credit for reduced air distribution system leakage.

102.1.4.5 When applicable, improvement analysis given to home owner.

102.1.4.5.1 Recommended improvements with the cost basis supplied for each recommendation by the home energy rating software program, QA Provider or the Rater receiving quotes.

102.1.4.5.2 Estimated energy and cost savings of improvements based upon assumptions contained in the QA Provider program.

102.1.4.6 Written conflict of interest provisions that prohibits undisclosed conflicts of interest but allows waiver with advanced disclosure. The "Home Energy Rating Standard Disclosure" form adopted by the RESNET Board of Directors shall be completed for each home that receives a home energy rating and shall be provided to the rating client and made available to the home owner/buyer. Each form shall include, at a minimum, the name of the community/subdivision, city, and state where the home is located. Each form shall accurately reflect the proper disclosure for the home that it is rated (i.e. it should, reflect the Rater's involvement with the home at the time the final rating is issued. For the purpose of completing this disclosure, "Rater's employer" includes any affiliate entities. Recognizing that a number of different relationships may occur between the Rater or the Rater's employer and the rating client and/or homeowner and/or the marketplace in general, the QA Provider shall ensure that all disclosures are adequately addressed by the Provider's quality assurance plan, in accordance with the relevant quality assurance provisions of the standards.

102.1.4.7 Written Rater discipline procedures that include provisions for Probation, Suspension, and Revocation of Rater certification. These provisions at a minimum shall include defined thresholds for each category and be in compliance with 904.4.2.8 and 904.4.3. The Provider shall update the Rater's status in the RESNET Building Registry within ten (10) business days of any change.

The following represent minimum provisions for each Rater disciplinary category. A Provider's policies and procedures may be more stringent than the following requirements.

102.1.4.7.1 Probation – Violations of RESNET standards discovered by a Provider's QA Designee and or through a QA Provider's complaint resolution process, RESNET quality assurance monitoring or through the RESNET complaint resolution process. The Provider shall notify the Rater in writing of the specified deficiencies and shall require that specific corrective action, set forth in the notification, be agreed upon and, if possible implemented, not later than twenty (20) business days after the date set forth in such notification. Violations include, but are not limited to, the following:

102.1.4.7.1.1 Non compliance with annual requirements for quality assurance;

102.1.4.7.1.2 Non compliance with Rater equipment calibration and or re-certification requirements;

102.1.4.7.1.3 Discovered violations of one or more provisions of the RESNET Standards that result in four or more non-compliant rating as defined in section 904.4.2.8;

102.1.4.7.1.4 Discovered violations of one or more provisions of the RESNET Standards involving Rater requirements for disclosure, professional conduct, record keeping and or reporting;

102.1.4.7.1.5 Misrepresentation of a certification status in marketing materials or services offered or actually provided, for which the rater does not possess the appropriate RESNET certification from the Provider.

102.1.4.7.2 Suspension – Any Rater certified by a Provider may have their certification suspended for circumstances including, but not limited to, any of the following

102.1.4.7.2.1 For non-compliance with the terms of probation;

102.1.4.7.2.2 Continued discovery of violations through increased quality assurance reviews in accordance with section 904.4.3;

102.1.4.7.2.3 Two Probations within a twelve month period;

102.1.4.7.2.4 Willful misconduct;

102.1.4.7.2.5 Misrepresentation of a certification status in marketing materials, or services offered or actually provided, for which the Rater does not possess the appropriate RESNET certification from the Provider.

102.1.4.7.2.6 Provisions for Rater suspension shall include:

102.1.4.7.2.6.1 Written notification to the Rater including the cause, terms and restrictions including notification of the suspension of the Rater ability to complete, submit or acquire any new rating projects or new rating business recognized by the Provider as of the date of suspension;

102.1.4.7.2.6.2 Notification of suspension to RESNET through the Buildings Registry, known Rater clients (i.e. builders or other organizations with repeat business with a Rater or Rating Company), RESNET, EPA or other known EEPs;

102.1.4.7.2.6.3 Removal of the Rater's name and in cases of a single Rater company, the company name from any promotional website or lists maintained by Provider;

102.1.4.7.2.7 At the Provider's discretion, a Rater may be allowed to complete ratings identified as in progress at the time of the suspension provided the following conditions are met:

102.1.4.7.2.7.1 The Rater shall submit to the Provider copies of any previously completed site visit documentation for the home(s) in question;

102.1.4.7.2.7.2 The Rater agrees to complete the ratings within a defined minimum timeframe (maximum of 90 days) in compliance with RESNET standards;

102.1.4.7.2.7.3 The Provider shall complete, and Rater agrees to be subject to, file QA for each identified rating completed under this Section. Rater agrees to pay any associated Provider fees for the additional required QA file reviews;

102.1.4.7.2.7.4 The Provider shall complete, and Rater agrees to be subject to, field QA for 50% of the identified ratings completed under this Section;

102.1.4.7.2.7.5 The Rating client is informed and agrees to the terms of completion thereby acknowledging the terms and conditions of Rater suspension.

102.1.4.7.2.8 Successful compliance with the terms of suspension will result in the Rater being placed on probation. At a minimum the duration of a suspension is 90 days from notification, with the ability for a Rater's accreditation to be re-instated after 90 days under agreed upon terms of probation.

102.1.4.7.3 Revocation – Any Rater certified by a Provider shall have their certification revoked for circumstances including, but not limited to, any of the following:

102.1.4.7.3.1 A Rater chooses to not renew their certification;

102.1.4.7.3.2 For non-compliance with the progressive terms of probation or suspension;

102.1.4.7.3.3 Failure to reach an agreement on terms of probation or suspension;

102.1.4.7.3.4 The continued discovery of violations through the mandatory RESNET QA requirements.

102.1.4.7.3.5 Fraud

102.1.4.7.3.6 Provisions for revocation of Rater certification shall include:

102.1.4.7.3.6.1 Written notice of revocation of the Rater's certification and access to the Rating software being provided to the Rater, including a statement that the Rater is no longer recognized to complete ratings in affiliation with the Provider.

102.1.4.7.3.6.2 Notification of termination to known Rater clients (i.e. builders or other organizations with repeat business with a Rater or Rating Company), RESNET, EPA or other known EEP.

102.1.4.7.3.6.3 Removal of the Rater's name and in cases of a single Rating Company name from any promotional website or lists maintained by the Provider.

102.1.4.7.3.6.4 Indicate the rater's revocation in the RESNET Building Registry.

102.1.4.7.3.6.2 Rater's who have their certification revoked may at their initiative re-apply for certification to any QA Provider as a Rater candidate after a period of no less than 180 days from the date of revocation provided the following conditions are met:

102.1.4.7.3.6.2.1 The Rater completes a minimum of three (3) probationary ratings, deemed acceptable in demonstrating the Rater's technical and administrative skills in completing accurate ratings, under the supervision of a Provider's QA Designee;

102.1.4.7.3.6.2.2 The Rater agrees to file QA by the Provider's QA Designee of a minimum of 20% for twelve (12) months from the date of re-instatement;

102.1.4.7.3.6.2.3 The Rater meets all other certification requirements.

102.1.4.8 RESNET may at its discretion review disputes between Providers and Raters regarding a Rater's probation, suspension or revocation status. Providers and/or Raters seeking RESNET's assistance shall provide pertinent and substantive information and arguments in support of the request.

102.1.4.9 Rating and Tax Credit Verification recordkeeping. QA Providers and/or their certified Raters shall maintain the Quality Assurance Data File for each rating and tax credit verification for the time frame specified in Section 303.3.8.

102.1.4.10 Registries. The QA Provider shall maintain a current and accurate registry of all of its Raters using the RESNET National Buildings Registry. The QA Provider will maintain this Registry in accordance with policies and procedures established by RESNET related to the RESNET Buildings Registry.

102.1.4.11 Complaint Response System. Each QA Provider shall have a system for receiving complaints. The QA Provider shall respond to and resolve complaints related to ratings and field verification and diagnostic testing services and reports. QA Providers shall ensure that Raters inform purchasers and recipients of ratings and field verifications about the complaint system. Each QA Provider shall retain records of complaints received and responses to complaints for a minimum of three years after the date of the complaint.

102.1.4.12 All QA Providers shall collect and register the Energy Simulation File for each home rated (confirmed or sampled) by each Certified Rater with RESNET using the RESNET Buildings Registry. The QA Provider will register ratings and maintain this Registry in accordance with policies and procedures established by RESNET related to the RESNET Buildings Registry.

102.1.4.13 Site data collection manual. All QA Providers shall provide Raters with a manual containing procedures for the on-site collection of data that at a minimum shall include the on-site inspection procedures for minimum rated features for new and existing homes provided in appendix A.

102.1.4.14 Written Quality Assurance Process that conforms to Chapter 9 of these Standards and any specific QA requirements for other Provider categories that may apply to a particular organization.

102.1.4.15 Rater training and certification requirements that conform to Chapter 1 and Chapter 2 of these Standards.

102.1.4.16 Rater Professional Development and recertification requirements that conform to Chapter 1 of these Standards.

103 RATING SOFTWARE

103.1 For the purposes of conducting Home Energy Ratings, as defined in these Standards, QA Providers shall be required to use the most current version of one of the RESNET approved rating software programs contained in the “National Registry of Accredited Rating Software Programs” posted on the RESNET website.

103.2 Rating Software Changes. Should changes that affect the calculated results of the home energy rating occur in the engineering algorithms of a RESNET approved home energy rating software program, QA Providers shall be required to do the following:

103.2.1 Transition period. On announcement of a new software version release, QA Providers have a maximum of 60 days to begin all new ratings with the new version.

103.2.2 This requirement only applies to changes mandated by the technical standard or otherwise affecting the calculations of the rating score or projected energy savings.

103.2.3 Persistence. Once a Projected Rating has been made on a property, the version of the rating software that was used initially may be used for the Confirmed Rating on that property. Providers, at their option, may update to the latest software version for in-process ratings.

104 RATINGS PROVIDED FOR THIRD-PARTY ENERGY EFFICIENCY PROGRAMS

104.1 See Appendix B for definition of Third Party Energy Efficiency Program (EEP)

104.2 When working with EEP's, Home Energy Raters may be required to perform tests, inspections, verifications and reporting that require skills related to energy efficiency not specific to Home Energy Ratings as defined in these Standards and/or are required to become a Certified Home Energy Rater. However, it is the responsibility of Certified Home Energy Raters to perform all of the stipulated tests, inspections, verifications and reporting related to energy efficiency required by the EEP when agreeing to work with their program, including proper completion of any and all checklists, certificates, or other documentation. Where a Rater does not possess the proper skill or knowledge of a particular test, inspection, verification or reporting requirement, they shall be responsible for obtaining sufficient training from the EEP, or trainer approved by the EEP, to properly fulfill the requirement. An exception may be made in cases where portions of an EEP's testing, inspection, verification or reporting process are completed by another company or individual who holds the required training or certifications.

104.3 See Section 906 for QA Requirements for EEP's.

Chapter Four

RESNET Standards

Remove Chapter

Chapter Five

RESNET Standards

500 Revision of Standards

501.4.1.1 On an on-going basis, RESNET will accept proposals to change the Standards. RESNET has formed the following standing committees to consider proposals submitted: Quality Assurance Committee, Technical Committee, and Training and Education Committee. After considering proposals, the appropriate committee can submit proposals to amend the Standards.

Chapter Six

RESNET Standards

603.1 Compliance Requirements

The testing and inspection of homes for minimum rated features shall be conducted in compliance with the procedures for conducting home energy ratings contained in this Standard.

603.2 Homes Eligible to be Sampled

The homes being sampled shall be of the same construction type using the same envelope systems.

603.3 Analysis of Homes

A Worst-Case Analysis shall be performed on each home plan in the sample set,. If an option or change in the design of the structure is made that differs from those used in the initial analysis in a way that would require more stringent threshold specifications, then that home must be individually rated. At a minimum, a certified Rater shall oversee this process.

603.4 Labeling of Homes

603.4.1 Every home within a given sample set shall be assigned the HERS Index as determined by the worst-case analysis and threshold specification for the floor plan for that home.

603.4.2 Every home subjected to this sampling Standard shall be provided with a label in accordance with Section 303.3 of these standards, which contains the following statement: “This home has been certified using a sampling protocol in accordance with Chapter 6 of the RESNET Standards (see www.RESNET.us)”. This label shall be located on the electrical panel and the font shall be a minimum of 10 points.

603.5 Sample Set of Homes

Sampling controls may be applied to any sample set of homes within the same subdivision, community or metropolitan area and climate zone (as specified in the most current edition of the IECC), provided the criteria in Item 603.2 are met and:

603.5.1 Each sample set is made up of homes at the same stage of construction (e.g. pre-drywall, final);

603.5.2 For each stage of construction, each sample set will be composed of homes eligible for the applicable sampling controls within a 30 calendar day period. For example: a sample set that is defined for a pre-drywall inspection must include homes that are eligible for that pre-drywall inspection within a given 30-day period. If fewer than seven (7) homes are available for that phase of inspection, the sample set must be cut off at the number of homes that are available within that 30-day period. This sample set need not be carried through to final inspection; in fact, a whole new sample set may be defined for the final inspection

phase based on the homes available for that phase within a new, 30-day period applied to that phase of tests and inspections.

603.5.3 Each home subject to sampling is required to be part of an identified set of sampling controls for each test or inspection that is sampled;

603.5.4 Each participating subdivision within a metropolitan area is subject to sampling controls on at least one home in any 90 calendar day period;

603.5.5 Each participating subdivision within a metropolitan area must start a minimum of one home in any 90 calendar day period.

603.6 Application of Sampling

The application of the sampling controls in this standard are only required for those tests and inspections that are not conducted on every home. Sampling controls shall be conducted for any tests and inspections not conducted on every home, according to the field testing and inspection requirements of 303.6.2.

603.7 Sampling Controls

603.7.1 A complete set of Sampling Controls shall be performed at a minimum ratio of one (1) test or inspection per seven (7) homes within a given sample set. At a minimum, a certified Rater shall oversee this process.

603.7.2 Sampling Providers may complete the sampling controls collectively on a single home or distribute the tests and inspections across several homes within a given sample set, provided the total number of individual tests and inspections meets or exceeds the minimum ratio set forth in 603.7.1.

603.7.3 To qualify for sampling in a metropolitan area, a builder shall first complete, without any incidence of failure, a complete set of sampling controls on at least seven (7) consecutive homes in that metropolitan area. For this initial phase of testing and inspections, the complete set of sampling controls shall be performed on each of the seven (7) homes.

603.7.3.1 For each newly started subdivision, sampling may begin for each sampling control only after three (3) of a particular sampling control passes consecutively without any incidence of failure.

603.7.4 Having successfully met the requirements of 603.7.3, a Sampling Provider may complete sampling controls for a builder indefinitely until a “failure” occurs or any of the criteria set forth in 603.2 are no longer met.

603.7.5 A complete set of sampling controls, whether performed on a single home or spread across several homes, must be completed whether or not one or more failure(s) are found.

603.7.6 When an “initial failure” occurs, the failed item(s) shall be tested or inspected in two (2) additional homes selected from the same sample set. Testing and/or inspections for any item(s) that may become inaccessible during the construction process, (e.g. wall insulation)

must be timed so additional testing and/or inspections can occur on other homes in the sample set before they become inaccessible for inspection or testing.

603.7.7 When an “additional failure” occurs, in one or more of the two (2) additional homes, the failed item(s) shall be tested or inspected in the remaining four (4) homes selected for the same sample set.

603.7.8 Until the failure is corrected in all identified (failed) homes in the sample set, none of the homes shall be deemed to meet the threshold or labeling criteria.

603.8 Multiple “Additional Failures”

Action is required if three (3) “additional failures” occur within a ninety (90) calendar day period. The required action depends on whether those “additional failures” apply to the same failed item or various failed items.

603.8.1 If the multiple “additional failures” all apply to the same failed item, the builder shall submit to 100% inspection of that failed item, for a minimum of seven (7) homes, before resuming sampling of that item. Remaining unrelated sampling controls may be conducted on a sampled basis throughout this process.

603.8.2 If the multiple “additional failures” apply to various failed items, or additional failed items are found during testing and inspection of additional homes, the builder must begin again and complete 603.7.3 at a minimum, before continuing with sampling.

603.8.3 Exception: If a builder conducts a “root cause analysis” on an item or items covered under 603.8.1 or 603.8.2, and submits it in writing to the sampling Provider, sampling may resume as soon as the Provider deems that the solution has been implemented. The “root cause analysis” report shall contain at a minimum:

603.8.3.1 A written description of the problem(s) covered by the analysis;

603.8.3.2 A written explanation of the underlying reason(s) that the problem(s) occurred (e.g. inadequate training of subcontractor(s) or site supervisors, insufficient information or inadequate detail in the plans or specifications, etc);

603.8.3.3 A written description of a clearly defined process to correct the underlying cause(s);

603.8.3.4 A written description of when and how that process has been carried out;

603.8.3.5 A copy of the root cause analysis report shall be kept by the sampling Provider as part of the QA file, for a period of time of three (3) years, consistent with the requirements of 102.1.4.8.2.

603.9 Quality Assurance by Sampling Providers

603.9.1 The Sampling Provider's Rating Quality Assurance Provider QA Designee shall be responsible for monitoring compliance with the sampling process and maintaining records in accordance with the requirements of Chapter 9.

604 RATING SAMPLING PROVIDER ACCREDITATION CRITERIA

604.1 Minimum Standards for Rating Sampling Provider (Sampling Provider) Accreditation. Sampling Providers shall be accredited in accordance with the Accreditation Process specified in Chapter 9 of these Standards. A Sampling Provider must specifically meet the following minimum standards for Accreditation.

604.1.1 All Sampling Providers shall be accredited by RESNET as QA Providers in good standing and must maintain their accreditation in good standing.

604.1.2 A Sampling Provider's accreditation must be renewed annually by RESNET.

604.1.3 In order to be eligible to be a Sampling Provider, the RESNET-accredited QA Provider shall complete a minimum of twenty-five (25) confirmed ratings as an accredited QA Provider that have been documented to be accurate by the QA Provider's Quality Assurance Designee.

604.1.4 The Sampling Provider shall demonstrate to RESNET a minimum insurance coverage of \$1,000,000 in general liability coverage and \$1,000,000 in professional liability coverage.

604.1.5 Builders cannot use the sampling standard to certify or qualify homes in which they have a financial interest.

604.2 Responsibilities of Accredited Sampling Providers

604.2.1 Sampling Providers are responsible for ensuring that all of the Sampling inspections conducted and issued by their sampling program are in compliance with all of the criteria by which the system was accredited.

604.2.2 Sampling Providers are responsible for ensuring that the specifications for the minimum rated features for the sampled homes be communicated to the personnel or trades responsible for completing the work.

604.2.3 Minimum Standards For Sampling Provider's Operation Policies and Procedures must be written and provide for the following:

604.2.3.1 Field inspections and tracking of all homes in the sample set for verifying threshold technical specifications and tracking failures and re-inspections;

604.2.3.2 Blower Door Testing completed for sample sets in which the threshold specifications include credit for reduced air infiltration lower than the default value;

604.2.3.3 Duct testing completed for sample sets in which the threshold specifications include credit for reduced air distribution system leakage lower than the default value;

604.2.3.4 Sampling Inspector discipline procedures that include progressive discipline involving Probation - Suspension – Termination.

~~605-EFFECTIVE DATES~~

~~605.1 Quality Assurance~~

~~July 1, 2007—Section 603.9 shall be implemented by all sampling Raters and Providers.~~

~~605.2 Effective Date of Standard~~

~~January 1, 2008—The remainder of Chapter 6 shall be implemented by all sampling Raters and Providers~~

Chapter Nine

RESNET Standards

901.1 Purpose

RESNET has the responsibility of accrediting Providers. This chapter outlines the quality assurance responsibilities of RESNET and Providers, the role and responsibility of the Quality Assurance Committee, the role and responsibility of the Accreditation Committee, the RESNET Accreditation Process for all Providers, the RESNET policies and procedures for Probation, Suspension and Revocation of Provider Accreditation, and the Appeals process for each of these disciplinary actions.

903 RESNET QUALITY ASSURANCE REVIEW OF ACCREDITED RATING QUALITY ASSURANCE PROVIDERS

903.1 RESNET shall review 100% of the annual reports submitted by Rating Quality Assurance Providers (QA Providers). In addition, RESNET shall select a minimum of 25% of accredited QA Providers and conduct a more detailed review of their Quality Assurance records. This QA review may be a review of electronic files submitted to RESNET with the annual report, enhanced monitoring of QA Provider files done remotely, an onsite field review, or any combination of the aforementioned. The RESNET Quality Assurance Manager shall determine which QA Providers that will be reviewed and who will provide the quality assurance review.

903.2 Records reviewed shall include, but are not limited to a representative sample of the following:

903.2.1 Rating electronic files;

903.2.2 Rating quality assurance records including, but not limited to, the following:

903.2.2.1 Photo and/or video documentation from onsite field reviews;

903.2.2.2 The QA Provider's field review reports of findings submitted to Raters;

903.2.2.3 The QA Provider's post-field review of rating results that show a comparison with original ratings selected for onsite QA review;

903.2.2.4 If remedial action is required, the QA Provider's plan of action to correct for non-compliance with the RESNET Standards and results of any action taken

903.2.8 Interviews with a QA Provider’s QA Designee, Delegates, Raters or Rating Field Inspectors;

903.2.9 “Shadowing” a QA Provider’s QA Designee, Raters, or Rating Field Inspectors in the field.

903.3 An accredited QA Provider has the right to challenge the findings of a RESNET Quality Assurance reviewer for cause by submitting, in writing to the RESNET Executive Director, the details of their challenge.

904 QUALITY ASSURANCE REQUIREMENTS FOR QA PROVIDERS

904.1 No step in the QA process may be performed by the same individual that performed any part of the testing, inspection or rating of the home being subject to the QA review. If an individual performed any part of the inspection or rating process on a home, that individual cannot be the QA Designee or Delegate performing any part of the QA process specific to that home. Any ratings performed by a QA Designee that are submitted as part of a Provider’s QA Submission to RESNET shall be reviewed for quality assurance by a separate individual who meets the QA Designee requirements established by RESNET.

904.2 QA Providers are responsible for completing an annual submission of QA results to RESNET. RESNET shall designate the date submissions are due, the content of each submission, and the time frame for which data shall be provided, e.g. January 1st through December 31st. QA Providers will have at least thirty (30) days from notification until the submission is due.

904.3 Quality Assurance of QA Providers

904.3.1 RESNET shall develop a “RESNET Quality Assurance Checklist” that is to be used by QA Designees for the purpose of verifying a Provider’s compliance with the individual requirements for Providers set forth in the RESNET Standards. The QA Designee shall review the QA Provider’s compliance with the items on the checklist annually.

904.3.1.1 For the first-time QA review completed by a QA Designee new to a Provider, including in the event that a Provider changes QA Designees, every item on the checklist should be checked for compliance, accuracy and completeness.

904.4 Quality Assurance of Raters and Ratings

904.4.1 Quality assurance file review (QA file review)

904.4.1.1 For each Rater, the Provider’s QA Designee shall be responsible for an annual QA file review of the greater of one (1) home or ten percent (10%) of the Rater's annual

total of homes for which Confirmed or Sampled ratings were provided. When determining the number of homes to review for a Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 homes x 10% = 10.1 means that 11 homes shall be reviewed.

904.4.1.2 A QA file review shall be conducted on an ongoing basis as appropriate for the volume of ratings being completed, and at a minimum quarterly.

904.4.1.3 The QA file review completed by a QA Designee shall consist of, at a minimum, the following:

904.4.1.3.1 Homes shall be selected using a nonbiased selection process from the entire pool of homes available at the time of the review for each Rater. It may be necessary to first select homes that represent any particular area of concern in either the rating or construction process. Once it is ensured that homes from these areas of interest will be included in the QA process, a nonbiased selection process can then be applied such as random selection. Special effort should be taken to make certain that the selected homes are as representative as possible of the homes being rated, i.e. new and existing homes, geographic location, builder, trade contractor, variety of floor plans, etc., which, in some instances, may require more than the minimum (1) home or ten percent (10%).

904.4.1.3.2 While Section 102.1.4.11 and 303.3.7 require that Raters submit energy simulation files for every rated home to their Providers, the QA file review does not require that Raters submit quality assurance data files, as defined in Appendix B, to their Provider and/or QA Designee for every home that is rated. Only quality assurance data files for the homes selected for QA shall be required to be submitted to the QA Designee.

904.4.1.3.3 For each Confirmed Rating, confirm that the values entered into the Rating Software for all Minimum Rated Features are supported by actual on-site field-verified test data.

904.4.1.3.4 QA file review for Sampled Ratings. For Sampled Ratings, annually review sample sets, the sampling process, and the worst-case projected rating energy simulation files for homes rated through sampling.

904.4.1.3.4.1 The QA file review for sampled ratings shall include an analysis and confirmation that the sampling process, as defined in Chapter 6, is being properly followed, including sample set creation and the application of testing and failure protocols.

904.4.1.3.4.1.1 QA file review of the sampling process shall be completed on the greater of one (1) sample set or ten percent (10%) of the Rater's

annual total of sample sets. When determining the number of sample sets to review for a Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 sample sets x 10% = 10.1 means that 11 sample sets shall be reviewed.

904.4.1.3.4.1.2 For each sample set QA file review, the quality assurance data file(s) shall be reviewed to confirm that data collected in the field (i.e. sample controls) are equal to or better than the minimum rated feature threshold specification inputs for the worst-case energy simulation file for the home(s) that received sample controls for the sample set.

904.4.1.3.4.1.3 If a discrepancy in minimum rated features is identified that requires more stringent threshold specifications for a floor plan, then the worst case projected rating energy simulation file for that plan and home, or for the entire set of homes (as appropriate), subject to sampling shall be reviewed in accordance with 904.4.1.3.5.2.

904.4.1.3.4.2 The QA file review for sampled ratings shall include an initial review of the worst-case energy simulation file for each unique floor plan in order to confirm that minimum rated features and worst-case specifications have been entered into the rating software accurately. An energy simulation file for a particular floor plan is not subject to subsequent review after the initial QA review provided the minimum rated features and threshold specifications do not change as determined by this Section.

904.4.1.3.6 Confirm that paper and/or electronic files are being maintained and archived by Raters for each rating, including the Energy Simulation File and all supporting documentation required to validate the inputs into the rating software file (e.g., architectural drawings, threshold specifications, field data). These files shall be maintained a minimum of three (3) years.

904.4.2 Quality assurance field review (QA field review).

904.4.2.1 For each Rater, the Provider's QA Designee shall be responsible for an annual onsite QA field review of the greater of one (1) home or one percent (1%) of the Rater's annual total of homes for which confirmed or sampled ratings and diagnostic testing services were provided. When determining the number of QA field reviews to complete for a Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 homes x 1% = 1.01 means that 2 QA field reviews shall be completed.

904.4.2.2 QA field reviews for Rating Field Inspectors (RFIs)

904.4.2.2.1 For Raters utilizing Rating Field Inspectors (RFIs), the QA Designee shall ensure that a QA field review is completed on the greater of one (1) home or one percent (1%) of each RFI's annual total of homes for which confirmed or sampled ratings and diagnostic testing services were provided by the RFI. The RFI QA field reviews may fulfill all or a portion of the Rater's annual QA field review requirement.

904.4.2.2.2 When determining the number of QA field reviews to complete for an RFI, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 homes x 1% = 1.01 means that 2 QA field reviews shall be completed.

904.4.2.4 QA field reviews shall be conducted on an ongoing basis as appropriate for the volume of ratings being completed, and at a minimum of annually.

904.4.2.5 Each home selected for a QA field review for each Rater shall be randomly selected from as many different builders and communities as possible. Special effort should be taken to make certain that the selected homes are as representative as possible of the homes being rated, i.e. new and existing homes, geographic location, builder, trade contractor, variety of floor plans, etc., which, in some instances, may require more than the minimum (1) home or one percent (1%). For multifamily projects, when selected, QA field review shall include at least one top floor end unit and one bottom floor end unit.

904.4.2.6 As part of the QA field review of confirmed ratings, the QA Designee shall ensure that the minimum rated features of a rating are independently confirmed (i.e. confirmation of geometric characteristics, inspection of minimum rated features, and completion of any necessary performance testing) to determine whether the rating and/or diagnostic testing were accurately completed by the Rater, and determine whether information was completely collected and reported as required in 303.1 of Chapter 3 of these Standards.

904.4.2.7 QA field review of Sampled Ratings. For the purposes of calculating the one (1) home or one percent (1%) QA field review requirement for Rater and RFI sampled ratings, all the homes rated by a Rater, or for which an RFI assisted, using sampling shall be considered and not just the number of homes tested and inspected. If at least two (2) homes are required for QA field review, a maximum of one (1) of the homes shall be a non-tested, sampled home. To ensure that QA is being completed on Raters and Rating Field Inspectors rather than builders, the balance of homes included in the field QA shall have received field testing and/or inspections.

904.4.2.8 Confirm that HERS Index scores for each home reviewed in accordance with 904.4.2.5 be no more than three percent (3%) (+/-) variation in the HERS Index from the HERS Index result as determined by the QA Designee. When calculating the HERS Index

point variance allowed for a given Index, round down to the nearest whole Index point, with the allowable variance never less than two (2) HERS Index points.

904.4.2.9 If a QA Designee is required to complete an onsite QA inspection on at least two (2) homes for a given Rater, the QA Designee may use one centralized – proctored rating QA event, and only one, for review of the Rater in lieu of an independent confirmation of the rating for the home as required for the balance of homes evaluated for the onsite inspection process.

904.4.2.9.1 A centralized proctored rating QA event is defined as a rating that occurs at a house assigned by the QA Designee at which the QA Designee, or their Delegate, must be onsite to ensure that the Rater being reviewed is working completely independently to gather all aspects of the minimum rated features of a home. The Rater being reviewed will not be allowed to communicate by any means with others while gathering information in the home or creating their rating software file and report. The review shall include, but is not limited to, the following:

1. Diagnostic equipment set-up and testing measurements
2. Insulation evaluation and R-value determination
3. Calculations of gross areas, volumes, and square footage of the home
4. Input and creation of the software rating file and reports

904.4.2.9.2 QA under this Section shall adhere to the same variance allowances provided for in Section 904.4.2.8.

904.4.3 Non-compliance of a reviewed rating shall trigger corrective action.

904.4.3.1 The rating shall be corrected in order to come into compliance with RESNET technical Standards under the supervision of the QA Designee.

904.4.3.2 The QA Designee shall develop and implement a corrective action plan for the Rater of the rating that addresses any underlying problems that led to the non-compliant rating.

904.4.3.3 The Provider shall initiate appropriate disciplinary action on the Rater in accordance with the Provider's written Rater disciplinary procedures.

904.4.3.4 Multiple instances of non-compliance with 904.4.2.5 shall, at a minimum, trigger an increased rate of file reviews or onsite inspections of homes and additional appropriate disciplinary action in accordance with the Provider's written Rater disciplinary procedures.

904.5 Significant Non-compliance by QA Providers.

It is the expectation of RESNET that Providers fully comply with all the requirements set forth in these Standards. Discovery of one or more areas of non-compliance via the RESNET QA process, reporting by a QA Designee as part of the Provider's QA process, or in the course of RESNET's research of an ethics or consumer complaint will result in the QA Designee working with a Provider to come back into compliance. However, on occasion, there may be instances where actions by a Provider are truly egregious and, as such, would be deemed to be "significant non-compliance". This Section seeks to define the thresholds when actions by a Provider are deemed to be significant non-compliance, thereby requiring that the QA Designee report the significant non-compliance to RESNET and additional action by RESNET may be taken.

904.5.1 Significant non-compliance by Providers shall include, but not be limited to, the following:

904.5.2.1 Failure to comply with multiple individual requirements, or requirements impacting multiple Raters and/or ratings, for Providers set forth in the RESNET Standards and enumerated in a RESNET Quality Assurance Checklist;

904.5.2.2 Failure of a Provider to comply with the RESNET Standards of Practice, Code of Ethics, or Conflict of Interest Disclosure;

904.5.2.3 Failure to follow a Provider's written Rater disciplinary procedures for known or obvious non-compliance with the RESNET Standards, Standards of Practice, Code of Ethics, or Conflict of Interest Disclosure.

904.5.2 Reporting of significant non-compliance to RESNET.

904.5.2.2 QA Designees must report all significant non-compliance by a Provider to RESNET when it becomes known to the QA Designee so that RESNET may assist the QA Designee in working with a Provider to come back into compliance.

904.5.2.3 Failure of a QA Designee to report significant non-compliance issues may result in actions taken by RESNET as stipulated in Section 905.10.

905 QUALITY ASSURANCE DESIGNEE (QA Designee)

905.1 A Rating Quality Assurance Provider shall designate one and only one officer, employee, or contractor to be the Primary Quality Assurance Designee for the organization, responsible for quality assurance within the organization. This does not preclude a Provider from having more than one QA Designee on staff or as a contractor, as may be necessary for business models where QA Designees do Ratings. The Primary QA Designee shall have ultimate responsibility, on behalf of the QA Provider, for fulfilling the requirements listed in Section 905.8 and who shall be the single point of contact to RESNET regarding all Quality Assurance matters. All QA

Designees shall meet each of the minimum requirements to be a QA Designee as stipulated in this Section.

905.2.2.1 A QA Designee must confirm that the minimum requirements to be a QA Designee and Delegate, as set forth in this Section 905.2, have been met.

905.2.2.2 Five (5) of the twenty-five (25) required confirmed ratings for a QA Designee must be individually reviewed by a QA Designee, three (3) of which may have been included in the annual QA process for a QA Provider in the previous twenty-four (24) months. The five (5) reviewed ratings shall be field reviews in accordance with section 904.4.2.

905.2.3 To be eligible to QA a particular rating type (e.g. sampled, survey/audit), a QA Designee must have completed a minimum of five (5) of that rating or project type or alternate qualification criteria established by RESNET in consultation with the Quality Assurance Committee;

905.2.4 Passing the RESNET Quality Assurance Designee Test.

905.2.4.1 The requirements of 905.2.2 and 905.2.3 must be met within twelve (12) months of passing the RESNET Quality Assurance Designee Test, or the individual must pass the test again prior to being recognized as a QA Designee.

905.2.5 Submit an application to RESNET and be recognized as a qualified QA Designee.

905.3 Professional Development for QA Designees

905.3.1 All QA Designees annually shall complete a two hour RESNET QA Roundtable on current information AND complete one (1) of the following activities:

905.3.1.1 Document 12 hours of attendance at the RESNET Conference; or

905.3.1.2 Complete 12 hours of RESNET approved CEU's; or

905.3.1.3 Documented field QA reviews on a minimum of 25 homes.

905.3.2 A person that is both a Rater Trainer and Quality Assurance Designee shall have to complete both the two hour RESNET roundtable for a Rater Trainer (see Section 209) and the two hour roundtable for Quality Assurance Designees. Rater Trainers and QA Designees selecting the conference or CEU option need only comply with the 12 hour requirement one time, i.e. 12 hours is not required for each position.

905.3.3 A QA Designee that does not complete the professional development requirements for a given calendar year must:

905.4.3.1 Attend a RESNET roundtable;

905.4.3.2 Have the QA Designee requirements verified in accordance with 905.3;

905.4.3.3 Submit an application to RESNET and be recognized as a qualified QA Designee prior to reinstatement as a QA Designee.

905.4.3.4 If two years have lapsed without a QA Designee completing professional development, the QA Designee must also Pass the RESNET Quality Assurance Designee Test again;

905.3.4 A QA Designee must renew annually with RESNET to be recognized as a qualified QA Designee.

905.4 Proof of QA Designee qualifications shall be submitted by QA Providers with an application for accreditation or with a notification to RESNET of a change to a Provider's QA Designee(s).

905.5 All QA Designees shall have a signed agreement with the QA Provider to be the Provider's QA Designee.

905.6 Changes to a QA Provider's QA Designee(s)

905.6.1 If a Provider changes Primary QA Designees or a Provider's Primary QA Designee leaves the organization, is terminated as an outside QA Designee contractor, or is no longer eligible to be the QA Designee, the following steps shall be taken:

905.6.1.1 Within five (5) business days of the Primary QA Designee change, departure, termination, or knowledge of ineligibility, the Provider shall inform RESNET of the change, departure, termination, or ineligibility;

905.6.1.2 In the case of a change in Primary QA Designee as a result of departure, termination, or ineligibility, the Provider shall have forty (40) business days from the date of departure, termination, or knowledge of ineligibility to appoint a replacement Primary QA Designee and notify RESNET of the newly designated officer, employee, or contractor, including proof of qualifications in accordance with 905.2.

905.6.2 If a Provider with multiple QA Designees adds or removes a QA Designee, the Provider shall inform RESENT within five (5) business days of the change.

905.7 Quality Assurance Designee Delegate (QA Delegate)

QA Designee's may have the file review and on-site inspection responsibilities performed by a Quality Assurance Designee Delegate. The QA Designee, however, remains responsible for the

accuracy and compliance of the Provider's quality assurance program, including reviews and inspections completed by a QA Delegate.

905.7.1 A QA Delegate must be a certified Home Energy Rater and have completed, on a minimum of twenty-five (25) homes, the portion of the inspection or rating process for which the individual is performing quality assurance tasks. In other words, if the QA Delegate is repeating on-site testing and inspections as part of the QA process, that individual must have at least performed these tasks on a minimum of twenty five (25) homes.

905.7.2 The QA Designee is responsible for ensuring that the QA Delegate meets and maintains their qualifications to be a QA Delegate contained in 905.7.1.

905.8 Responsibilities of a QA Designee. Responsibilities of the QA Designee shall include:

905.8.1 Maintenance of quality assurance files;

905.8.2 Review of ratings conducted during a new Rater's probationary period. Prior to certifying a Rater Candidate, a Provider's QA Designee shall confirm that the Candidate has satisfactorily completed Rater training from a RESNET-accredited Training Provider and satisfactorily completed their probationary ratings in accordance with Section 102.1.2.2.

905.8.3 Monitor the accuracy of the QA Delegate's performance of QA tasks by reviewing the results of the QA process for each QA Delegate (i.e. 1% field verification/10% file verification).

905.8.4 Complete annual submission of QA results to RESNET in accordance with Section 904.2;

905.8.6 In accordance with Section 904.3, annually complete the RESNET QA Checklist for QA Providers;

905.8.7 In accordance with Section 904.4, monitor ratings of all types conducted by certified Raters;

905.8.8 Maintenance of QA Records for all ratings and tax credit verification shall include:

905.8.8.1 The Quality Assurance Data File for each home that receives QA review, at a minimum containing the information required by Section 904.4.1.3.

905.8.8.2 A database of results of all QA reviews for each Rater, including, at a minimum, for each home reviewed;

905.8.8.2.1 Rater name;

905.8.8.2.2 Home address or Registry ID;

905.8.8.2.3 Date rated;

905.8.8.2.4 Date QA reviewed;

905.8.8.2.5 Name of QA Designee or Delegate;

905.8.8.2.6 Whether the review was a file or field review as defined by these Standards;

905.8.8.2.7 The result, including HERS Index variance for field QA, and any action taken by the QA Designee.

905.8.8.3 The QA Record for each home shall be maintained for a minimum of three (3) years.

905.8.8.4 Upon RESNET's request, a QA Provider shall submit to RESNET the QA Records for the specified time period, and the number of homes for which ratings and tax credit verifications were provided for the specified time period. The ratings and tax credit verifications shall be identified by type (to include projected and confirmed ratings for new and existing homes and the number of homes verified for tax credits). To the extent RESNET makes this information public; it will do so only in an aggregated form.

905.9 QA Designee and Certified Home Energy Rater Whistle Blower Protection

905.9.1 A Rating QA Provider shall not retaliate against a QA Designee or Certified Home Energy Rater in the terms and conditions of their status with the Provider for any of the following reasons:

905.9.1.1 Reporting to a supervisor, to RESNET or to a federal, state or local agency a the QA Designee or Rater believes in good faith to be a violation of the RESNET Standards and/or a local, state or federal law; or

905.9.1.2 Participation in good faith in any resulting investigation or proceeding; or

905.9.1.3 Exercising his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the QA Designees' or Rater's rights.

905.9.2 RESNET may take disciplinary action (up to and including revocation) against a QA Provider who in its assessment has engaged in retaliatory conduct in violation of this policy.

905.9 Failure of a QA Designee to Fulfill Their Responsibilities. Failure of a QA Designee to properly fulfill their responsibilities as specified in these Standards may include one or more of the following actions by RESNET:

905.9.1 The QA Designee being placed on probation;

905.9.2 Removal of the QA Designee from the RESNET Directory of qualified QA Designees;

905.9.3 Removal of the QA Designee's credential as a QA Designee;

905.9.4 RESNET no longer recognizing the QA Designee as a Home Energy Rater;

905.9.5 At the QA Provider's expense, further oversight by RESNET of the QA Designee and the Provider's processes and procedures;

905.9.6 To the extent that the QA Provider is at fault for the QA Designee's failure to fulfill their responsibilities, the Provider may be subject to probation, suspension or revocation in accordance with Section 911;

905.9.7 The QA Designee may appeal an Action taken by RESNET under this Section using the Appeals procedures stipulated in Section 912 of these Standards.

906 QUALITY ASSURANCE REQUIREMENTS FOR THIRD-PARTY ENERGY EFFICIENCY PROGRAMS

906.2 Quality Assurance, as specified in Section 904, may be provided by QA Designees for EEP's as part of the RESNET QA process when RESNET and the EEP enter into a formal agreement. Where EEP QA requirements are greater than specified in Section 904, those QA requirements shall be specified in writing by an EEP and provided to RESNET for approval in order to be included in the RESNET QA process.

906.2.1 Unless formally authorized by RESNET, RESNET's oversight of a QA Designee shall only cover areas covered in these Standards and in the RESNET Home Energy Rating Standards of Practice.

906.4 Quality assurance data files and the results of onsite verification of ratings files will be made available by Providers to EEPs only for the EEPs quality assurance initiatives and, additionally, only if the EEP has agreements with rating clients in their program that allow for Raters to release rating information.

906.5 EEP files will be inspected for quality assurance pursuant to section 904.4 and shall include those items related to energy efficiency specific to the EEP that may be in addition to the

Home Energy Rating. Significant non-compliance by Providers shall be reported to EEP's when they become known to RESNET.

907 QUALITY ASSURANCE REQUIREMENTS FOR CONTRACTOR EDUCATION AND QUALIFICATION (CEQ) PROVIDERS, ENERGYSMART CONTRACTORS AND ENERGYSMART TEAMS

907.1 RESNET Quality Assurance of CEQ Providers

907.1.1 RESNET shall select a limited number of CEQ Providers and conduct an annual review of their Quality Assurance records.

907.1.2 A CEQ Provider shall have the right to challenge the findings of RESNET's quality assurance review.

907.1.3 CEQ records that must be reviewed include the following:

907.1.3.1 The CEQ's EnergySmart Contractor Registry;

907.1.3.2 The CEQ's EnergySmart Contractor Agreements;

907.1.3.3 Documentation of CEQ Provider's initial training course and continuing education offerings for EnergySmart Contractors;

907.1.3.4 Documentation of EnergySmart Contractor's Designated Qualification Representative completing required training and testing;

907.1.3.5 Documentation of the Representative's continuing education;

907.1.3.6 The CEQ's EnergySmart Contractor complaint files;

907.1.3.7 Documentation of disciplinary actions.

907.1.4 In the case of an unresolved complaint brought to the RESNET Executive Director, it will be the responsibility of the CEQ to secure the EnergySmart Project files from the EnergySmart Project Manager and present them to RESNET. Failure of the EnergySmart Project Manager to provide adequate records shall result in sanctions up to and including a 60 day suspension of the EnergySmart Contractor designation.

907.1.5 An on-site review by RESNET may be conducted if there are significant inconsistencies or errors in the reviewed CEQ files.

907.1.6 Complaints against a CEQ Provider submitted by the Complaint Resolution Officer (CRO) to RESNET shall be addressed by the Executive Director. The RESNET Executive Director shall:

907.1.6.1 Resolve the complaint in forty-five (45) calendar days.

907.1.6.2 A complaint will be considered resolved once a Complaint Resolution Form has been submitted, signed by the party who filed the complaint and the CEQ Provider.

907.1.6.3 A log of unresolved complaints shall be maintained by the RESNET Executive Director.

907.1.7 CEQ Providers are subject to Probation, Suspension, and Revocation of Accreditation by RESNET in accordance with Section 912 of these Standards.

907.1.7.1 Suspension and Revocation of Accreditation of a CEQ Provider may result from the following:

907.1.71.1 The provisions described in 912.3;

907.1.71.2 Failure to ensure that the EnergySmart Contractor followed the complaint resolution process in the case of a complaint against the EnergySmart Contractor or failure to follow required disciplinary and corrective action with respect to a contractor;

907.1.7.2 RESNET shall comply with the due process and appeals procedures contained in Section 913 of these Standards with respect to disciplinary actions against an accredited CEQ Provider.

907.2 CEQ Provider Quality Assurance of EnergySmart Contractors

907.2.1 The CEQ Provider shall annually verify that the EnergySmart Contractor's representative is still with the company.

907.2.2 Respond to complaints against EnergySmart Contractors.

907.2.3 Follow written EnergySmart Contractor Disciplinary Procedures described in the CEQ Provider's written policies and procedure for EnergySmart Contractors.

907.3 CEQ Provider Complaint Resolution Procedures

907.3.1 The CEQ Provider must conduct non-compliance resolution when a complaint is received about the work performance of an EnergySmart Contractor from any of the following: the client, Rater/Auditor, other EnergySmart Contractors, Final Verifier.

907.3.2 Complaints shall be managed and resolved by the CEQ Provider's CRO following the CEQ Provider's Complaint Response Process.

907.3.3 Each CEQ Provider shall retain records of complaints received and responses to complaints for a minimum of three (3) years after the date of the complaint.

907.3.4 The Complaint Response Process shall include, at a minimum, the following:

907.3.4.1 Consumer Complaint Form, available for submittal via the RESNET website. The form will be forwarded to the CEQ Provider to the attention of the CRO.

907.3.4.2 It is the responsibility of the CEQ Provider to secure the documentation from the EnergySmart Project Manager or Final Verifier for review by the CRO.

907.3.4.3 The CRO shall evaluate the complaint to determine if the contractor shall be deemed to be in non-compliance. Complaints must:

907.3.4.3.1 Be related to either structural or major deficiencies (over \$500) and must impact the energy efficiency of the home.

907.3.4.3.2 Include the work contract(s) and copies of checklists denoting unresolved deficiencies.

907.3.4.3.3 In the event the CRO cannot make a fair evaluation of the complaint based on the information submitted, the consumer shall have the option of hiring an independent Rater/Auditor to visit the site and submit his or her report and findings.

907.3.4.4 The EnergySmart Contractor Complaint Resolution Process shall consist of the following:

907.3.4.4.1 The CRO will notify the contractor of the complaint and the contractor shall have forty five (45) calendar days to resolve the complaint.

907.3.4.4.2 A complaint will be considered resolved once a Complaint Resolution Form has been submitted, signed by both the client and the party against whom the complaint was filed, and the resolution verified by the CRO.

907.3.4.4.3 If the complaint is not resolved in the allotted time, it will be considered unresolved.

907.3.4.5 EnergySmart Contractors with three (3) unresolved complaints within a 90 day period or with five (5) or more unresolved complaints at any given time shall have their certification suspended in accordance with the provisions of 907.3.5.

907.3.4.6 A log of unresolved complaints shall be maintained by the CEQ Provider and must be made available to RESNET upon request.

907.3.5 The minimum requirements for suspension of certification procedures are the following:

907.3.5.1 First Offense: First time an EnergySmart Contractor has three (3) unresolved complaints within a 90 day period or has five (5) outstanding unresolved complaints, the CEQ Provider shall suspend the contractor's certification for a period of not less than 30 days, and:

907.3.5.1.1 Shall inform RESNET that the contractor's certification has been suspended, and shall request that RESNET remove the contractor from the Directory.

907.3.5.1.2 Shall require the contractor, prior to reinstatement, to complete two (2) hours of Continuing Education specific to conflict resolution or customer relations, or successfully resolve at least one of the 90 day old complaints and all of the complaints older than 90 days. CEQ Providers may provide exceptions for complaints that cannot be resolved.

907.3.5.1.3 Shall inform RESNET when the contractor's certification has been reinstated, clarify the resolution, or reasons for not being able to resolve the complaint, and shall request that RESNET reinstate the listing on the Directory.

907.3.5.2 Second Offense: Second time an EnergySmart Contractor has three (3) unresolved complaints within a 90 day period or has five (5) outstanding unresolved complaints, the CEQ Provider shall suspend the contractor's certification for a period of not less than 90 days, and:

907.3.5.2.1 Shall inform RESNET that the contractor's certification has been suspended, and shall request that RESNET remove the contractor from the directory.

907.3.5.2.2 Shall require the contractor prior to reinstatement to complete three (3) additional hours of Continuing Education and successfully resolve at least one of the 90 day old complaints and all of the complaints older than 90 days. CEQ Providers may provide exceptions for complaints that cannot be resolved.

907.3.5.2.3 Shall inform RESNET when the contractor's certification has been reinstated, clarify the resolution, or reasons for not being able to resolve the complaint, and shall request that RESNET reinstate the listing on the Directory.

907.3.5.3 Third Offense: Third time an EnergySmart Contractor has three (3) unresolved complaints within a 90 day period, or has five (5) outstanding unresolved

complaints , the CEQ Provider shall suspend the contractor's certification for a period of not less than twelve (12) months, and:

907.3.5.3.1 Shall inform RESNET that the contractor's certification has been suspended, and shall request that RESNET remove the contractor from the Directory.

907.3.5.3.2 Shall require the contractor, prior to reinstatement, to complete three (3) additional hours of Continuing Education and successfully resolve all of the outstanding complaints. CEQ Providers may provide exceptions for complaints that cannot be resolved.

907.3.5.3.3 Shall inform RESNET when the contractor has met the requirements of 907.3.5.3.2, clarify the resolution, or reasons for not being able to resolve the complaint. RESNET approval shall be required for reinstatement of certification and RESNET shall reinstate the contractor's listing on the Directory if appropriate.

907.4 Quality Assurance Provider Quality Assurance Review of Rater Final Verification of EnergySmart Projects

907.4.1 The QA Provider will have a Quality Assurance (QA) Designee that shall perform QA review of a Raters' Final Verification of an EnergySmart Project.

907.4.2 Quality Assurance File Review (QA File Review)

907.4.2.1 For each Rater/Auditor that performs Final Verification for an EnergySmart Project, the QA Provider's QA Designee shall annually conduct QA File Review of the Final Verification documentation file(s) for ~~10% of verified projects or one (1) verified project, whichever is greater.~~ the greater of one (1) projects or ten percent (10%) of the Contractor's annual total of projects completed. When determining the number of projects to review for a Contractor, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 projects x 10% = 10.1 means that 11 projects shall be reviewed.

907.4.2.1.1 Project documentation file(s) shall include

907.4.2.1.1.1 A copy of the original work scope and signed proposal;

907.4.2.1.1.2 Rater/Auditor and Contractor names and contact information;

907.4.2.1.1.3 Program sponsor name, completed final verification checklist;

907.4.2.1.1.4 Energy simulation software file;

907.4.2.1.1.5 All test out results.

907.4.2.1.2 When the QA Provider's QA Designee conducts the QA File Review, they shall review at least one (1) project documentation file for each EnergySmart Contractor and EnergySmart Team. The QA Designee shall equitably distribute the QA File Reviews of each individual EnergySmart Contractor's or Team's Projects.

907.4.2.2 The QA Designee will confirm that each EnergySmart Contractor for the project has been approved by a RESNET-approved CEQ Provider as demonstrated by listing on the RESNET EnergySmart Contractor Directory.

907.4.2.3 The QA Designee will verify the completion of the Rater Final Verification checklist.

907.4.2.3.1 There must be consistency between the Final Verification Checklist and final test out results, copy of work scope, and signed proposal.

907.4.2.3.2 Must include reported results of nonconformance by Final Verification.

907.4.2.4 The QA Designee will review 10% of the Rater/Auditor Final Verifier energy simulation software file and projected estimated energy savings.

907.4.3 Quality Assurance Field Review (QA Field Review)

907.4.3.1 For each Rater/Auditor that performs Final Verification for an EnergySmart Project the QA Designee shall annually conduct QA Field Reviews of EnergySmart Projects at a rate of 1% of verified projects or one project, whichever is greater. QA Field Review shall include the greater of one (1) project or ten percent (10%) of each Contractor's annual total of projects completed. When determining the number of projects to review for a Rater and Contractor, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 projects x 1% = 1.01 means that 2 projects shall be reviewed.

907.4.3.2 The QA Designee shall confirm the results of the Final Verifier's combustion appliance testing where applicable.

907.4.3.2.1 Where there are vented combustion appliances that use indoor air to vent combustion gasses, re-test Worst Case Depressurization in accordance with the QH Standard.

907.4.3.2.2 Where any spaces contain combustion appliances, re-test for Carbon Monoxide in accordance with the QH Standard.

907.4.3.3 The QA Designee shall review the work scope and signed proposal, and shall confirm installed measures are consistent with selected measures and work scope in accordance with the QH Standard.

907.4.3.4 The QA Designee shall confirm the Final Verifier's Estimate of Project Energy Savings as follows:

907.4.3.4.1 Calculate an independent estimate of projected energy savings for the EnergySmart Project using the same RESNET-approved software used by the Final Verifier.

907.4.3.4.1 Compare the Final Verifier's final estimated energy savings against the QA Designee's independent calculation of estimated energy savings.

907.4.3.4.2 The QA Designee's results must be no more than three percent (3%) (+/-) variation in the HERS Index from the HERS Index result as determined by the QA Designee.

907.4.4 Non-Compliance and Resolution

907.4.4.1 Reporting: Non-compliance of an EnergySmart Project with respect to installed measures or estimate of projected energy savings shall be reported to the CEQ Provider's Compliant Resolution Officer (CRO).

907.4.4.2 Discipline: Non-compliance of the Final Verifier's Final Verification of an EnergySmart Project with respect to installed measures or estimate of projected energy savings shall result in additional action in accordance with the QA Provider's written Disciplinary Procedures.

907.4.4.3 Record-Keeping: Rating Providers shall maintain Quality Assurance records for every EnergySmart Project that has received Documentation or On-Site QA Review for a period of no less than three (3) years and that will include the following:

907.4.4.3.1 Copy of work scope and signed proposal;

907.4.4.3.2 Names and contact information of the Rater/Auditor, ES Contractors, and Final Verifier;

907.4.4.3.3 Program sponsor name;

907.4.4.3.4 Completed final verification checklist;

907.4.4.3.5 All test out results;

907.4.4.3.6 QA Review Results.

908 QUALITY ASSURANCE COMMITTEE; ETHICS AND APPEALS COMMITTEE

908.1 Quality Assurance Committee

908.1.1 Committee Membership. The Quality Assurance Committee (QA Committee) shall be chaired by a member of the RESNET Board of Directors. The Chair shall be approved by the RESNET Board. Nominations of Committee members shall be made by the Chair to the RESNET Board for approval.

908.1.2 Committee Responsibilities. The QA Committee shall have oversight of RESNET's rating quality assurance program as defined in this chapter. The Committee shall report to the RESNET Board of Directors.

908.2 Ethics and Appeals Committee. The Ethics and Appeals Committee shall have the responsibility of investigating ethics and consumer complaints and hearing appeals of an Application or Renewal Application that has been denied, or if a Provider has been placed on probation, or if a Provider's accreditation has been suspended or revoked. The Committee shall report to the RESNET Board of Directors.

908.2.1 Committee membership. The Ethics and Appeals Committee shall be chaired by a member of the RESNET Board of Directors. The Chair shall be approved by the RESNET Board. Nominations of Committee members shall be made by the Chair to the RESNET Board for approval. The Committee shall be composed of a minimum of five (5) members, but no more than seven (7) members including the Chair. The Committee shall consist of a minimum of two (2) Home Energy Raters and a minimum of two (2) representatives of Provider organizations.

908.2.2 Committee Responsibilities. The Ethics and Appeals Committee shall have the responsibility of investigating ethics and consumer complaints and hearing appeals of an Application or Renewal Application that has been denied, or if a Provider has been placed on probation, or if a Provider's accreditation has been suspended or revoked. The Committee shall report to the RESNET Board of Directors.

909 ETHICS AND COMPLIANCE COMPLAINTS

909.1 Filing of Ethics and Compliance Complaints

909.1.1 Ethics complaints may be filed for violations of the RESNET Code of Ethics..

909.1.2 Compliance Complaints may be filed for failures to comply with the RESNET Standards.

909.2.2 Complaints shall document the alleged violation(s) or compliance issue(s). The complaint shall also be specific about which section(s) of the Code of Ethics or the RESNET Standards have been violated. To be considered, the full and complete complaint shall be submitted on RESNET's online ethics or compliance complaint form posted on the RESNET website and contain the following information:

909.1.2.1 The name of the complainant and contact information;

909.1.2.2 The name of the party that is the subject of the complaint;

909.1.2.3 A complete description of the alleged violation(s);

909.1.2.4 A recitation of all the facts documenting the complaint;

909.1.2.5 Copies of all relevant documents.

909.2 Investigation of Complaints

909.2.1 Upon receipt of a complaint, the RESNET Executive Director shall assign a case number and RESNET staff shall review the evidence submitted. The Chair of the Ethics and Appeals Committee shall be informed. RESNET staff shall consider the documentation contained in 909.1.2 in making a decision whether to proceed or dismiss the complaint.

909.2.2 In cases where RESNET staff finds the documentation submitted does not meet the minimum standards for an ethics or compliance complaint, the complaint may be dismissed. Both parties shall be notified of RESNET staff's finding by electronic mail.

909.2.3 Upon a decision by RESNET staff that the complaint should proceed to the next step, the RESNET Executive Director shall send a copy of the complaint by electronic mail to the subject of the complaint immediately. The respondent has 20 business days to submit a full and complete response to the complaint. All relevant information and documentation shall be included in the response. The response shall be in writing and sent to RESNET by electronic mail.

909.2.4 Upon receipt of the response, the RESNET Executive Director shall immediately forward the response to the RESNET Ethics and Appeals Committee for consideration and action. Within thirty (30) business days of receiving the complaint, the Ethics and Appeals Committee shall take action on the complaint. The action may include, but is not limited to:

909.2.4.1 Dismissal of complaint;

909.2.4.2 Require that steps be taken by the subject of the complaint to correct the problem; and/or

909.2.4.3 Specify sanctions under Section 912 (Probation, Suspension and Revocation of Accreditation) of this chapter.

909.2.5 All parties to the complaint shall be informed by electronic mail, of the Ethics and Appeals Committee's action.

909.2.6 Complainants shall have the right to appeal the decision of RESNET Staff and the Ethics and Appeals Committee in accordance with Section 913 of these Standards.

909.2.7 All complaints, responses, and supporting documentation received by RESNET shall be handled in strict confidence by RESNET staff, the Ethics and Appeals Committee and the Board of Directors.

9010 ACCREDITATION COMMITTEE

9010.1 Committee Membership. The Accreditation Committee shall be chaired by a member of the RESNET Board of Directors. The Chair shall be approved by the RESNET Board. Nominations of Committee members shall be made by the Chair to the RESNET Board for approval.

9010.2 Committee Responsibilities. The Accreditation Committee shall be responsible for the review and approval of all Applications for Provider accreditation.

911 PROVIDER ACCREDITATION AND RENEWAL PROCESS

911.1 National Registry of Accredited Providers

RESNET shall maintain a national registry of organizations accredited as Providers in each Provider accreditation category, and will post the registry on its web site. The registry for each Provider accreditation shall serve as the current and definitive list of RESNET-accredited Providers.

911.2 Provider Accreditation Process

911.2.1 An entity seeking accreditation must file with RESNET an application for the specific Provider category for which they seek accreditation. RESNET shall create the applications for each accreditation category.

911.2.2 Confidentiality of Information. Any applicant for a Provider accreditation who wishes to have certain information in their application treated as confidential in order to limit disclosure shall, at the time of submission, attach a statement specifying the proprietary information and requesting confidentiality.

911.2.3 Review and Notification.

911.2.3.1 RESNET staff action. Within twenty (20) business days of receipt of an application, RESNET staff will review the application to determine whether the applicant and its Raters are eligible for accreditation in accordance with the specific requirements for each Provider category. Upon completion of the review, RESNET staff shall do one of the following:

911.2.3.1.1 Request for additional information. If additional information is required in order to complete the review of the application, the application shall be returned to the applicant along with a written request for additional information. Upon receipt of additional information, RESNET staff shall have twenty (20) business days to take action in accordance with 911.2.3.1.2 or 911.2.3.1.3

911.2.3.1.2 Recommendation for approval. If RESNET staff is satisfied that an application is complete and meets all the requirements for accreditation, they shall make a recommendation to the Accreditation Committee that the application be approved.

911.2.3.1.3 Recommendation for denial. If RESNET staff is not satisfied that an application is worthy of approval for accreditation, they shall make a recommendation to the Accreditation Committee that the application be denied and provide an explanation of the reasons for the recommendation (i.e. incompleteness, failure to meet/comply with a specific accreditation requirement, etc.).

911.2.3.2 Accreditation Committee action. Within fifteen (15) business days of receipt of a recommendation for approval or denial from RESNET staff, the Committee shall do one of the following:

911.2.3.2.1 Request for additional information. If the Committee requires additional information, the application shall be returned to the applicant along with a written request for additional information. Upon receipt of additional information, the Committee shall have twenty (20) business days to render a decision in accordance with 911.2.3.2.2 or 911.2.3.2.3.

911.2.3.2.2 Approve the application.

911.2.3.2.3 Deny the application. If an application is denied, RESNET staff shall inform the applicant in writing of the reasons for denial. Additionally, the applicant shall be informed of their right of appeal under Section 913 of this Chapter.

911.2.3.3 Within ten (10) business days of a decision by the Committee, RESNET staff shall inform the applicant in writing of the status of their application.

911.2.4 For each approved Provider accreditation application, RESNET shall issue a unique Accreditation Identification Number (AIN) to the Provider. In accordance with 911.1, the

accredited Provider will be incorporated into the respective national registry of accredited Providers.

911.2.5 Term of accreditation.

911.2.5.1 All Provider accreditations shall be valid for a term of one calendar year and shall be renewed annually on January 1st upon successful completion and approval by RESNET of an application for renewal in accordance with Section 911.3.

911.2.5.2 For first time applicants approved after September 1st, for any Provider category, initial accreditation is valid through the end of the calendar year, i.e. renewal of the accreditation shall not be required for the calendar year in which the application was approved.

911.3 Accreditation Renewal Process

911.3.1 Accredited Providers must submit an “application for renewal” (renewal application) with RESNET no later than October 1st of each calendar year. By September 1st, RESNET shall send to each Provider a renewal application and reminder of the deadline for submission.

911.3.2 Program element changes. At the time of submitting a renewal application, it is the accredited Provider’s responsibility to inform RESNET of any substantive changes in the Provider’s operating policies and procedures or other information that affects meeting the minimum accreditation criteria for each Provider category for which it is seeking renewal. Changes will be evaluated by RESNET in the same manner as the original application for accreditation.

911.3.3 Successful renewals. Successful renewals will be posted on the national registry and communicated to the applicant by RESNET.

911.3.4 Late applications.

911.3.4.1 Renewal applications received after the deadline for submission are not guaranteed to be approved prior to the end of the calendar year. Should an accreditation with a late renewal application expire prior to approval, the RESNET Accreditation Committee, at its sole discretion, may grant an extension with a grace period not to exceed twenty (20) business days.

911.3.4.2 Renewal applications not given an extension or not approved prior to the end of the grace period shall be noted as “pending” on the national registry and the applicant will be advised to cease representing themselves as accredited until the application receives approval.

911.3.5 Accreditation not renewed. Accredited Providers that elect not to renew or fail to meet renewal requirements will be removed from the national registry and be so advised in writing. Providers have the right to appeal a non-renewal decision in accordance with Section 913 of this Chapter.

911.3.6 Accreditations in appeal. Provider accreditations that have not been renewed and are under appeal will be noted as “pending” on the national registry until the appeal is resolved. Providers will be advised to cease representing themselves as accredited.

912 PROBATION, SUSPENSION AND REVOCATION OF ACCREDITATION

912.1 Notification. RESNET shall provide written notification to Providers of any decisions under this section. All notices shall be sent by certified mail, or other method which provides evidence of delivery. All notices shall clarify the procedures being followed, as stipulated in this Standard, and include, where applicable, a statement of the Provider’s rights to appeal under Section 913 of this Chapter.

912.2 Probation. If RESNET determines at any time that a Provider has failed to adhere to the accreditation requirements set forth in these Standards, RESNET shall notify the Provider of the specified deficiencies and shall require that specific corrective action, set forth in the notification, be taken within a specified time after the date set forth in such notification. A notice of probation may be appealed under Section 913 of this Chapter.

912.2.1 Types of probation:

912.2.1.1 Administrative Probation. Results from violations found through a Provider’s QA process, RESNET quality assurance monitoring or through the RESNET complaint resolution process. RESNET shall notify the Provider of the specified deficiencies and shall require that specific corrective action, set forth in the notification, be taken not later than twenty (20) business days after the date set forth in such notification. Probations resulting from these violations shall remain confidential. These violations may include but not limited to:

912.2.1.1.1 Failure to submit to RESNET any material information required to be submitted by the Provider, in accordance with obtaining or maintaining accreditation;

912.2.1.1.2 Failure to make changes/updates to a Provider’s Policies and Procedures;

912.2.1.1.3 Failure to report a change in any QA Designee to RESNET;

912.2.1.1.4 Failure to adhere to requirements for quality assurance of Raters that causes a minor deficiency in the QA of one or more Raters;

912.2.1.1.5 Failure to adhere to requirements for Rater certification and re-certification;

912.2.1.1.6 Failure to enforce corrective action requirements for Raters having non-conforming QA results;

912.2.1.1.7 Failure to adhere to one or more provisions of the RESNET Standards.

912.2.1.2 Disciplinary Compliance Probation. More serious compliance violations found through a Provider's QA process, RESNET quality assurance monitoring or through the RESNET complaint resolution process. RESNET shall, at its discretion, make a final determination regarding the necessity of posting a probation resulting from these violations on the RESNET web site. These violations may include but are not limited to:

912.2.1.2.1 Failure to correct the terms of an administrative probation during the time period defined in the issuance of probation;

912.2.1.2.2 Failure to replace a Primary QA Designee within the time frame required by these Standards;

912.2.1.2.3 Investigated and validated ethics or compliance complaints against a Provider;

912.2.1.2.4 Failure to follow complaint resolution process regarding actions of the Provider or their Raters;

912.2.1.2.5 Failure to follow a Provider's Rater Disciplinary procedures.

912.3 Suspension.

912.3.1 At the discretion of RESNET, any Provider accredited by RESNET may have their accreditation suspended in any of the following circumstances but are not limited to:

912.3.1.1 A Provider has had more than one (1) Disciplinary Probation violation within a twelve month period;

912.3.1.2 Failure to correct the terms of a Disciplinary Probation during the time period defined in the notice of probation;

912.3.1.3 Submission of false information to RESNET in accordance with obtaining or maintaining accreditation;

912.3.1.4 Misrepresentation of any accreditation or certification status in marketing materials, or services offered or actually provided, for which the Provider organization does not possess the appropriate RESNET accreditation, or affiliated individuals do not possess the appropriate RESNET certification;

912.3.1.5 Knowingly registering fraudulent ratings to the RESNET Registry by Rating Providers;

912.3.1.6 Willful misconduct;

912.3.1.7 A Provider shall at a minimum be placed on suspension if they have any Disciplinary Probation violations within twelve months of reinstatement from a suspension.

912.3.2 RESNET shall notify the Provider that their accreditation has been suspended and, unless the Provider chooses to appeal, the Provider shall be removed from the RESNET Provider Directory.

912.3.3 RESNET shall post Providers whose accreditation has been suspended. The Provider's suspension listing shall be removed when the Provider successfully complies with the terms of the suspension.

912.3.4 RESNET shall electronically inform accredited QA Providers, Rating Software Providers, Rater Trainers and Home Energy Raters of a QA Provider's accreditation suspension.

912.3.5 Prior to reinstatement, the Provider shall:

912.3.5.1 Successfully resolve the issue(s) that resulted in the Provider being suspended;

912.3.5.2 Inform RESNET in writing as follows:

912.3.5.2.1 That 912.3.1.3.1 has been completed;

912.3.5.2.2 Stating the steps taken to resolve the issue(s);

912.3.5.2.3 Stating the steps that will be taken to prevent the issue(s) from occurring again in the future; and

912.3.5.2.4 Requesting that RESNET reinstate the Provider's listing on the Directory.

912.4 Revocation. At the discretion of RESNET, any Provider accredited by RESNET may have their accreditation revoked in any of but not limited to the following circumstances:

912.4.1 A Provider has had more than two (2) Disciplinary Probation violations within a twelve month period;

912.4.2 In the event that deficiencies stipulated in a notice of suspension have not been remedied within the period set forth in such notice;

912.4.3 Pursuant to any of the express provisions of sections 911.3.5, non-renewal;

912.4.4 Provider goes out of business;

912.4.5 Upon expiration of a Provider's right to appeal a suspension of accreditation pursuant to Section 912 of this Chapter;

912.4.6 Fraud.

912.4.7 RESNET shall notify the Provider that their accreditation has been revoked and, unless the Provider chooses to appeal, the Provider shall be removed from the RESNET Provider Directory.

912.4.8 RESNET shall post Providers whose accreditation has been revoked. The Provider's revocation listing shall be removed when the Provider successfully complies with the terms of the revocation.

912.4.9 RESNET shall electronically inform accredited QA Providers, Rating Software Providers, Rater Trainers and Home Energy Raters of a QA Provider's accreditation revocation.

912.5 Probation/Suspension/Revocation Due Process.

RESNET shall comply with the following due process procedures in considering any probation, suspension or revocation actions against an accredited Provider.

912.5.1 RESNET may, at its discretion, initiate a probation, suspension or revocation action against an accredited Provider by providing the Provider written notice of the action. Such notice shall inform the subject Provider of the entire basis and justification for the action.

912.5.2 Providers have the right to appeal a probation, suspension or revocation action in accordance with Section 912 of this Chapter.

912.5.3 Upon the expiration of the notice to appeal period, failure to submit appeal documentation, as stipulated in Section 912, or the conclusion of the appeals process in which a Provider's appeals are unsuccessful, RESNET will remove the Provider's name from any directory listing on the RESNET website and post their probation, suspension or revocation status on the RESNET website with other Providers and Raters who are under probation, suspension or revocation.

912.5.4 For any QA Providers who have their accreditation revoked or suspended in accordance with Section 912.3 or 912.4,

912.5.4.1 RESNET will inform the Provider's known clients, Raters, rating software suppliers and any known affected EEP's of the Provider's suspended/revoked status. To the extent practicable, the Provider shall assist RESNET with notifications.

913 APPEALS PROCEDURES

913.1 Appeals shall be made first to the RESNET Ethics and Appeals Committee, then to the RESNET Board of Directors.

913.2 Within five (5) business days after receipt of an appealable action by RESNET, the Appellant shall notify the RESNET Executive Director of their intent to appeal. The Appellant shall then have ten (10) business days after the date of notice to submit appeal documentation to the RESNET Executive Director.

913.3 Appeals shall include all relevant information and documentation and be sent in writing by electronic mail to the RESNET Executive Director.

913.4 During the appeals process, all parties to the appeal may petition the body hearing the appeal (i.e. the RESNET Ethics and Appeals Committee or RESNET Board of Directors) for a stay of action until the expiration of the appeals process. A decision on the petition shall be rendered by the hearing body not later than five (5) business days after receipt of the petition.

913.5 At the time of noticing its appeal to the RESNET Ethics and Appeals Committee, the Appellant may request a telephonic hearing, which gives the Appellant the opportunity to provide oral arguments in favor of their appeal. In such an event, RESNET shall, not later than ten (10) business days after the filing of the notice of appeal, notify all parties to the appeal of the date of the hearing, which shall be held as expeditiously as possible, but not later than twenty (20) business days after the receipt of the notice of appeal.

913.6 Within ten (10) business days of receiving the appeal, or the date of a hearing, the Ethics and Appeals Committee or Board of Directors shall render a decision on the appeal. In the event that additional information is requested, a one-time extension of ten (10) business days may be applied in order to allow the appellant sufficient time to respond.

913.7 All parties to the appeal shall be informed by electronic mail of the decision.

913.8 All appeals documentation received by RESNET shall be handled in strict confidence by RESNET staff, the Ethics and Appeals Committee and the Board of Directors.

914 EFFECTIVE DATE

914.1 The effective date of these changes to the RESNET Standards shall be January 4, 2014.

Chapter Ten

RESNET Standards

1004 RESNET STANDARD FOR ENERGYSMART PROJECTS AND ENERGYSMART CONTRACTORS

1004 PARTICIPANTS' ROLES AND RESPONSIBILITIES

RESNET

Residential Energy Services Network (RESNET) is responsible for the following:

1004.1.3 Quality Assurance Review of Accredited Quality Assurance Providers

1004.7 Rating Provider

1004.7.1 The Rating QA Provider will be responsible for performing Quality Assurance (QA) Review of the Rater Final Verification of an EnergySmart Project in accordance with Chapter 9 of these Standards.

1004.7.2 The Rating QA Provider must be RESNET-accredited and in good standing in accordance with RESNET Standards.

1004.7.3 The Rating QA Provider must be independent of the following:

1004.7.3.1 Home Rater or BPA that evaluated the home and prepared the recommendations and work scope.

1004.7.3.2 The EnergySmart Contractors that installed the approved recommended measures.

1004.7.3.3 The independent Rater/Auditor that performed the Final Verification of the EnergySmart Project (the Final Verifier).

1004.7.3.4 Any financial compensation for any of the retrofits performed on the project.

1005 QUALITY ASSURANCE OVERSIGHT

1005.7 The CEQ Provider shall be responsible for providing quality assurance of EnergySmart Contractors and Teams in accordance with the requirements set forth in Chapter 9.

Appendix B

GLOSSARY OF TERMS

Accreditation Identification Number (AIN) – A unique accreditation number assigned to each Rating Quality Assurance Provider.

Accredited Rating Quality Assurance Provider or QA Provider - A Rating Quality Assurance Provider accredited by RESNET in accordance with Chapters 1 and 9 of RESNET Standards to certify and perform quality assurance of Raters.

Accredited Rater Training Provider or Training Provider - A Rater Training Provider accredited by RESNET in accordance with Chapters 2 and 9 of RESNET Standards to train individuals to become Raters certified by Accredited Rating Quality Assurance Providers.

Building Performance Auditor (BPA) - An individual who is certified by a RESNET accredited Home Energy Survey Provider to conduct Building Performance Audits and, if also a certified Home Energy Rater, Comprehensive HERS Ratings.

Energy Efficiency Program, or EEP – see “Third-Party Energy Efficiency Program”

Energy Simulation File – The complete set of input data used by an accredited rating software tool to determine the Home Energy Rating for the specified home as listed in Section 102.1.4.11 of these Standards.

Heat Pump - A vapor-compression refrigeration device that includes a reversing valve and optimized heat exchangers so that the direction of heat flow may be reversed in order to transfer heat from one location to another using the physical properties of an evaporating and condensing fluid known as a refrigerant. Most commonly, heat pumps draw heat from the air or from the ground moving the heat from a low temperature heat source to a higher temperature heat sink.

Home Energy Rater, or HERS Rater or Rater – An individual meeting the minimum training requirements for Raters set forth in Chapter 2 of these Standards, documented by an Accredited RESNET Training Provider, and certified by an Accredited Rating Quality Assurance Provider to inspect a home to evaluate the minimum rated features and complete Home Energy Ratings (see also Rating Field Inspector and Senior Certified Rater).

Home Energy Rater Candidate, or Rater Candidate – An individual who has completed two (2) supervised ratings with a RESNET Accredited Training Provider, passed the National Core Rater Test and is in the process of completing three (3) additional probationary ratings necessary for certification by an Accredited Rating Quality Assurance Provider as a Home Energy Rater.

Home Energy Rating Provider, or HERS Provider, or Rating Provider-See Accredited Rating Quality Assurance Provider.

Home Energy Rating (HERS) Software Provider - An organization that develops software accredited by RESNET for use in home energy ratings.

Home Energy Rating System, or HERS® - The procedures, rules and guidelines by which Home Energy Ratings are conducted by accredited Providers (Rating Quality Assurance, Software, Training, Sampling, Home Energy Audit), as specified in these Standards.

Home Energy Survey Professional (HESP) - An individual certified by an accredited Home Energy Survey Provider to conduct Home Energy Surveys.

Quality Assurance Data File (QA Data File) – The collection of data that comprises the complete quality assurance information for a specific Home Energy Rating, including take-off forms, field data collection forms, energy simulation files, building plans, RESNET Standard Disclosure Forms, rating certificates, rating reports, QA records (including findings and the resolution of any issues), photo documentation, as well as any documentation required by Third-Party Energy Efficiency Programs (EEP's) such as checklists, copies of labels or third-party certificates, and the names of each certified individual (i.e. Raters and/or Rating Field Inspectors) who worked on the rating (field inspections, modeling, etc.).

Quality Assurance Designee (QA Designee) – An officer, employee, or contractor responsible for quality assurance within a Provider organization, who has met the requirements of section 904.7 of this Chapter and has signed an agreement with the Provider to be the Provider's QA Designee.

Quality Assurance Committee (QA Committee) – A Standing Committee of the RESNET organization that is responsible for the oversight of RESNET's rating quality assurance program, review and ruling on the merits of formal Ethics and Consumer Complaints received by RESNET, and review and rule on the merits of all appeals of non-approval or renewal of an application, probation, suspension, or revocation.

Quality Assurance Plan – A QA Provider's written quality assurance processes and procedures as specifically required in Chapter 9 of these Standards.

Rater Test Identification Number (RTIN) – The unique numerical identifier for each individual who has passed the RESNET National Home Energy Rater Exam as assigned by RESNET through the RESNET Buildings Registry. This number also serves as the Rater's ID number once they have been certified by a Rating QA Provider.

Rater Training Provider or Training Provider – See Accredited Rater Training Provider

Rating Quality Assurance Provider or QA Provider – See Accredited Rating Quality Assurance Provider.

Rating Sampling Provider – See Sampling Provider.

RESNET National Buildings Registry - The national online registry of all rated homes and Certified Home Energy Raters which is maintained by RESNET.

RESNET National Rater Trainer Competency Test – Certification test developed and administered by RESNET to ensure that accredited Rater Training Providers' trainers have the requisite knowledge and competence to serve as trainers for prospective certified Raters. The test is based on the national core competency exam developed and maintained by RESNET.

RESNET Quality Assurance Checklist – Checklist developed by RESNET for use by a Quality Assurance Designee in evaluating a Rating Quality Assurance Provider's compliance with the requirements of accreditation and quality assurance as stipulated by Section 904.3 of these Standards, and which enumerates the individual requirements that must be verified annually.