



Supportive Housing Developer
NC HFA Energy Efficiency Process

1. Sign a three party agreement between the NC HFA, Advanced Energy and your organization.
2. Ensure your design team has integrated the NC HFA energy standards into your projects plans and specifications. (Application Guidelines Appendix C)
3. Send preliminary plans and specification booklet to Advanced Energy for review.

Brian Coble
Advanced Energy
909 Capability Dr.
Suite 2100
Raleigh, NC 27606

4. Advanced Energy will review plans and specifications to ensure all NC HFA energy standards are included. A report will then be generated by Advanced Energy and provided to the developer listing any suggestions and commenting on any omissions of the Energy Standards.
5. Present report to your design team for discussion making additions to the plans and specifications as needed.
6. Once complete send a final copy of the projects construction plans and specifications to Advanced Energy using the address above.
7. A minimum of three months prior to construction contact Advanced Energy to request an on site meeting with the builder, HVAC contractor and insulation contractor.
8. During this meeting Advanced Energy will coordinate site visits during construction with the builder. Advanced Energy will need to see the project a minimum of three times during construction. (framing, insulation and finish)
9. Once construction is complete and all energy requirements have been met Advanced Energy will certify the project as compliant with ENERGY STAR.
10. Ensure that applicable Duke Energy and Progress Energy utility discounts have been applied to your project.