

Consumers Energy New Home Construction

How to Reserve and Submit an Application

Ekotrope Instructions Designed for HERS Rater

Ekotrope Home Reservation and Submission Process

Ekotrope Home Reservation and Submission Process

Both Ekotrope and REM/Rate™ users will use the Ekotrope portal to reserve and submit projects to CE

- A confirmed Ekotrope or REM/Rate™ file is required for each submitted home

Raters are not required to purchase Ekotrope licensing to submit projects

- REM/Rate™ users will receive credentials to Ekotrope with basic access to reporting and reservation/submission to CE



REM/Rate™

Ekotrope Home Reservation and Submission Process

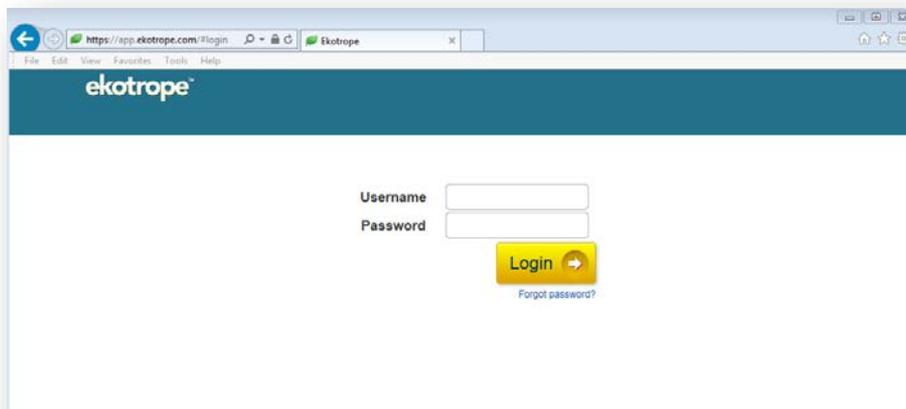
All homes must go through a two-step process to be paid by the Program. Once the home completes the final step of the two-step process, CE will batch and pay the homes that were submitted.

1. The first step is reserving the rebate. The reservation should occur prior to the Rater performing the pre-drywall insulation inspection.
 - Slide 7-8
 2. The second step is submitting the confirmed rating after final inspection.
 - Slide 9-15
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Ekotrope Home Reservation and Submission Process

Rater will login to app.ekotrope.com on computer, laptop, or tablet

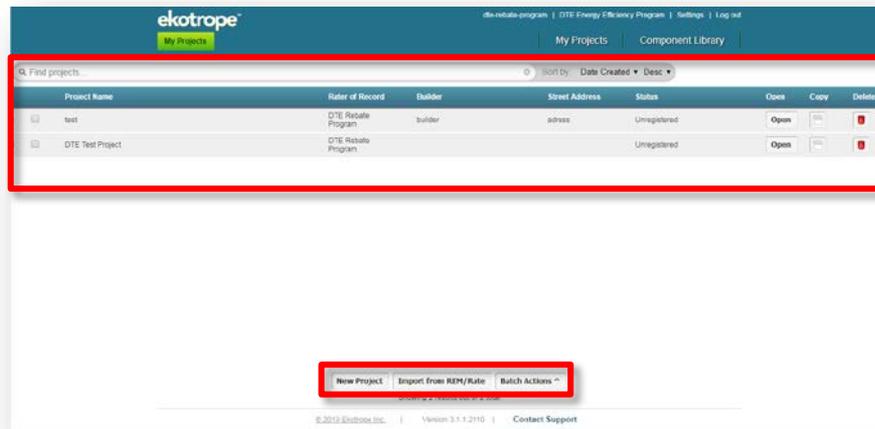
- Login credentials will be provided via email for those who do not already have Ekotrope licenses
- Use Chrome or Firefox



Ekotrope Home Reservation and Submission Process

From the Ekotrope dashboard you can:

- Create a new project
- Search and find existing projects within the project list
- Open, copy, and delete projects
- Import projects from REM/Rate



The screenshot displays the Ekotrope dashboard interface. At the top, the logo "ekotrope" is visible, along with navigation links for "My Projects" and "Component Library". A search bar labeled "Find projects" is present, with a "Sort by" dropdown menu set to "Date Created" and "Desc". Below the search bar is a table with the following columns: "Project Name", "Rater of Record", "Builder", "Street Address", "Status", "Open", "Copy", and "Delete". The table contains two rows of data:

Project Name	Rater of Record	Builder	Street Address	Status	Open	Copy	Delete
test	DTE Reliable Program	builder	address	Unregistered	Open	Copy	Delete
DTE Test Project	DTE Reliable Program			Unregistered	Open	Copy	Delete

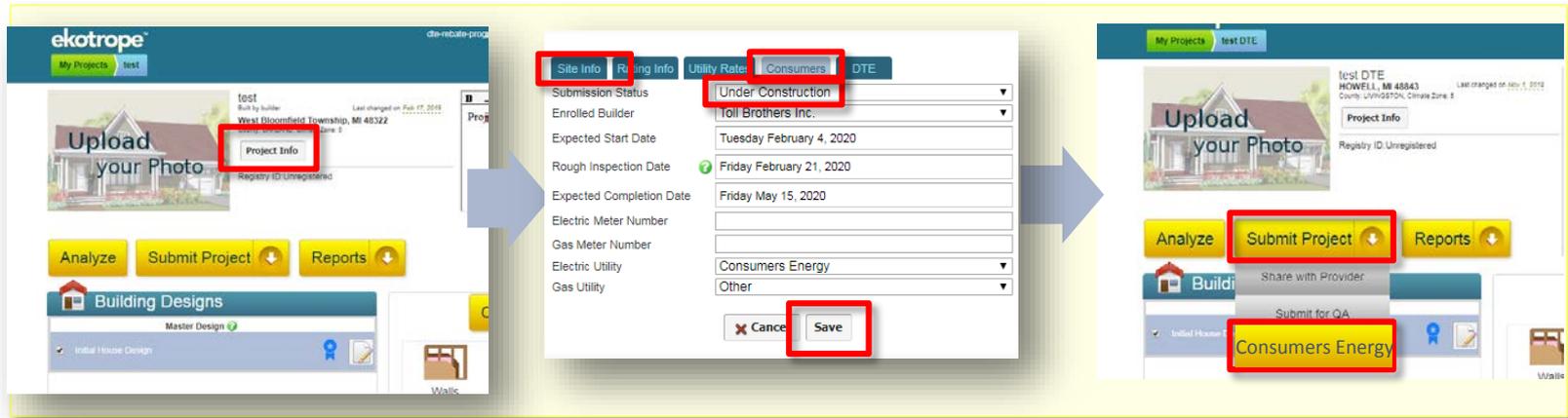
At the bottom of the dashboard, there are three buttons: "New Project", "Import From REM/Rate", and "Batch Actions". The footer includes the text "© 2013 Ekotrope Inc.", "Version 3.1.1.2010", and "Contact Support".

Ekotrope Home Reservation Process

Instructions for Ekotrope and REM/Rate™ users to create/reserve a new project:

- Click “New Project” on the bottom of the Ekotrope dashboard and fill in home information
- Click “Project Info” on the project’s profile
- Click “Consumers” tab, update status to “Under Construction,” fill in the Program form, click “Save” to close the form
- Click “Submit Project” on the project’s profile and click “Consumers Energy”
 - You may submit in “Under Construction” status multiple times. If you learn that the expected completion date has been moved, update the Consumers tab and resubmit

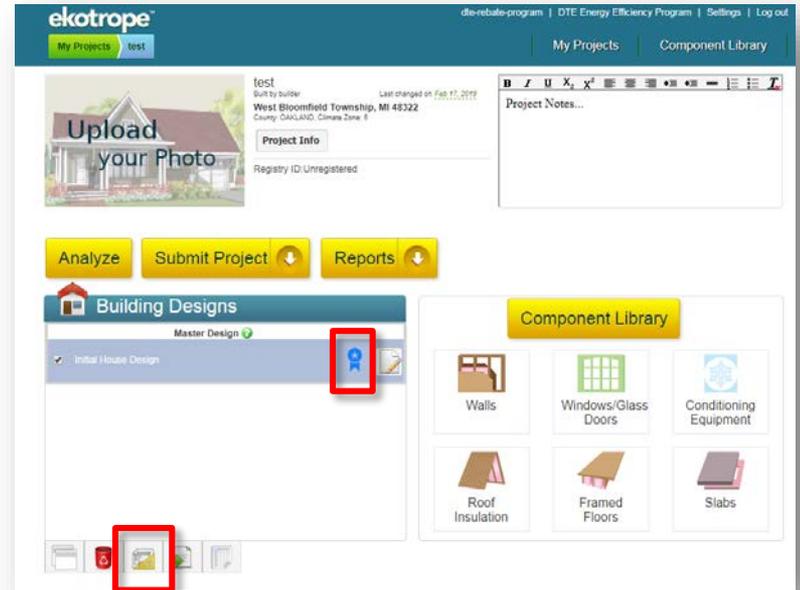
Ekotrope Home Reservation Process



Ekotrope Home Submission Process

Complete HERS Rating as usual in Ekotrope or REM/Rate™ and register to RESNET

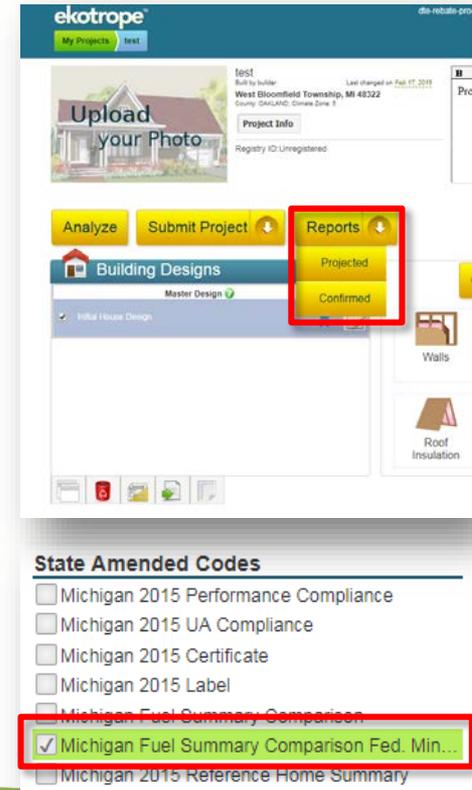
- REM/Rate™ users must export the final REM/Rate™ project to an XML file, then import to the existing Ekotrope project's profile using the import icon (bottom left)
- Mark the final design as the "Master Design" by clicking the blue ribbon next to the recent upload



Ekotrope Home Submission Process

After final/post construction inspection is complete, you can run a report to determine the savings associated

All CE Program savings will be calculated using the **Michigan Fuel Summary Comparison Federal Minimum Equipment Report**



The screenshot displays the Ekotrope software interface. At the top, there is a navigation bar with 'My Projects' and 'test'. Below this, a project summary is shown for 'test' in 'West Bloomfield Township, MI 48322'. A red box highlights the 'Reports' button in the top right, which has a dropdown menu with 'Projected' and 'Confirmed' options. Below the 'Reports' button, there are sections for 'Building Designs' (with a 'Master Design' status) and 'Initial House Design'. To the right, there are icons for 'Walls' and 'Roof Insulation'. At the bottom, a section titled 'State Amended Codes' contains a list of checkboxes. A red box highlights the 'Michigan Fuel Summary Comparison Fed. Min...' option, which is checked.

State Amended Codes

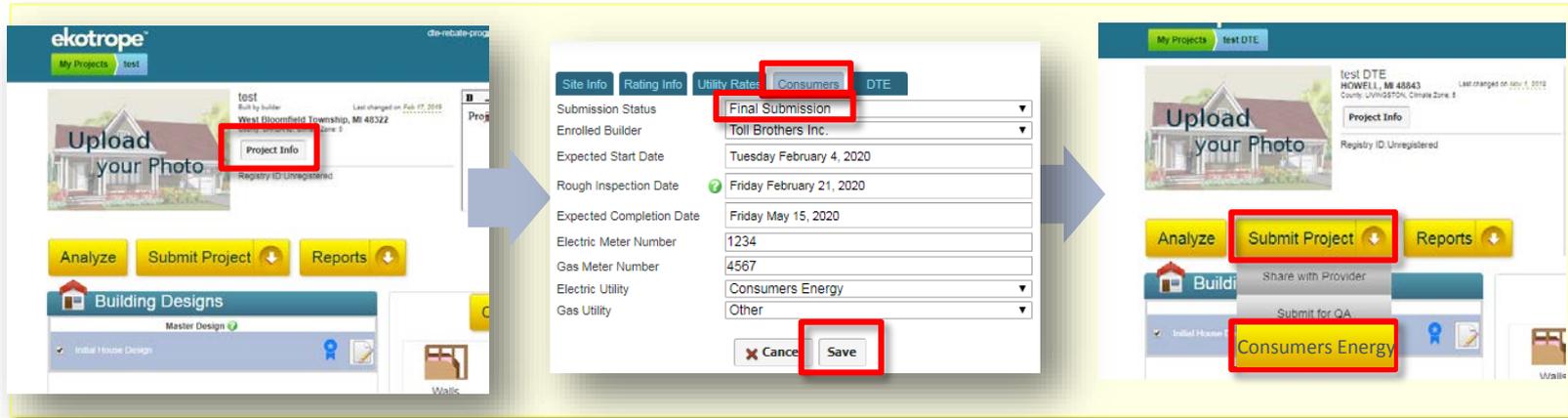
- Michigan 2015 Performance Compliance
- Michigan 2015 UA Compliance
- Michigan 2015 Certificate
- Michigan 2015 Label
- Michigan Fuel Summary Comparison
- Michigan Fuel Summary Comparison Fed. Min...
- Michigan 2015 Reference Home Summary

Ekotrope Home Submission Process

After final design is complete in Ekotrope, submit the project to CE

- Click “Project Info” on the project’s profile
- Click “Consumers” tab, update status to “Final Submission,” complete the remainder of Program form, click “Save” to close the form
- Click “Submit Project” on the project’s profile and click “Consumers Energy”
 - You may only submit in “Final Submission” status once. Be sure everything is filled in correctly, since you cannot make modifications after submission

Ekotrope Home Submission Process



Ekotrope Automated QA Check

After submitting to CE, an automated QA check will be ran on your project

- Yellow ⚠️ is a soft QA/warning, meaning you can still submit
- Red 🚫 is a hard QA meaning, you must fix the project before submitting

Ekotrope Automated QA Check

Rebate

- Displays the estimated rebate value

Required Fields

- Community (if custom, write "Custom")
- Lot/Unit (if custom, write "Custom")
- Enrolled Builder
- Expected Completion Date

RESNET Registered

- Home must be registered to RESNET using your rating software (may be software other than Ekotrope) prior to submitting to the Program

Infiltration Rate

- Must not exceed 4 ACH50 if following prescriptive path

HERS Index Score

- Must be HERS 56 or lower or Energy Star Certified (V3.1)

Submission status

- Can only be submitted in final status once

Michigan Code Compliance and Michigan 2015 Federal Minimum Equipment Standards

- Must meet Michigan 2015 Code requirements

Positive Rated vs Reference Home Savings

- Modeled home must consume less energy than the reference home

Zip Code Validation

- Must be within CE service territory

Algorithm Version

- You must use an Ekotrope version later than 3.2 to see accurate program savings and rebate value (update ekotrope version in "Project Info" "Rating info")

Ekotrope Automated QA Check

You cannot successfully submit until all RED QAs are green

The screenshot displays the Ekotrope Automated QA Checks interface. At the top, the Ekotrope logo is visible on the left, and navigation links for 'My Projects' and 'Component Library' are on the right. The main content area is titled 'Automated QA Checks' and contains 12 individual check items arranged in a grid. Each item has an icon (green checkmark for pass, yellow warning triangle for fail, or blue information icon for info) and a title. The 'Submit' button at the bottom is highlighted with a red box, indicating it is the focus of the instruction.

QA Item	Status
Rebate	Fail
Required Fields	Fail
RESNET Registered	Fail
Infiltration	Pass
HERS Index Score	Fail
Submission Status	Pass
Gas/Electric Utility	Fail
Michigan 2015 Performance Compliance	Fail
Positive Rated vs Reference Home Savings	Fail
Valid Zip Code	Pass
Exclude Projected Ratings	Pass
Michigan 2015 Federal Minimum Equipment Standards	Pass
Algorithm Version	Pass

IMPORTANT: Please add explanations for all QA warnings to the project notes BEFORE submitting the project.

Ekotrope Home **Cancellation** Process

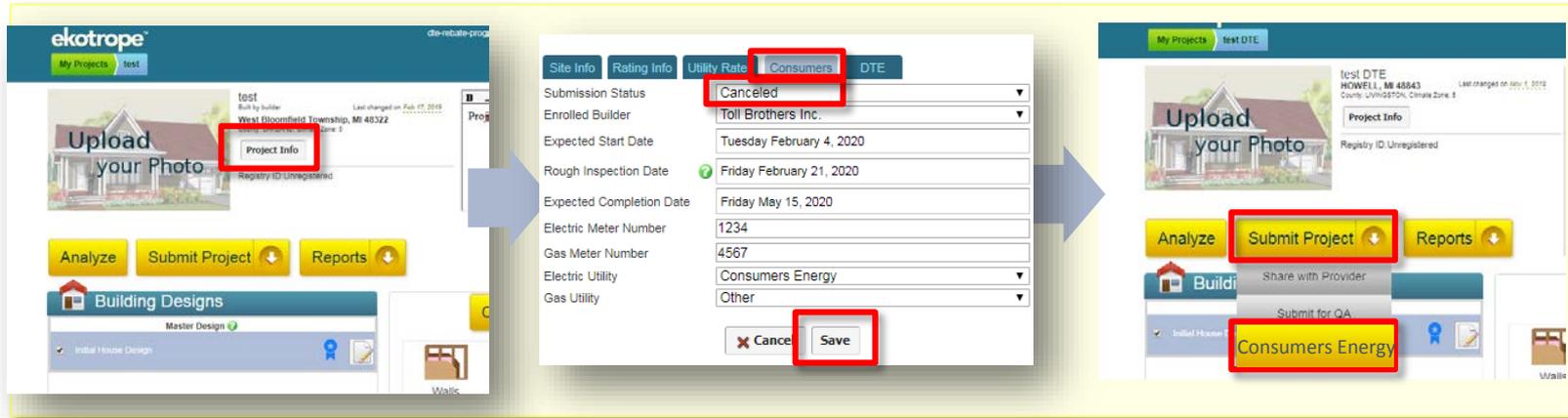
If a home was submitted to the program and needs to be canceled, update status and submit the project to CE

- Click "Project Info" on the project's profile
- Click "Consumers" tab, update status to "Canceled," click "Save" to close the form
- Click "Submit Project" on the project's profile and click "Consumers Energy"

Reasons for cancellation may include:

- Duplicate project submitted
- Home not in Consumers territory
- Home does not qualify for program (HERS 57 or higher, or not Energy Star Certified)

Ekotrope Home Cancellation Process



Ekotrope Home Submission Summary

An email will be sent to Builders and Raters every Friday, automatically, detailing home submission status.

- If builder or rater need an update at any other time, please contact 313.568.5267 or CENewHomes@icf.com

Builders will receive an incentive check on a twice-monthly basis



Additional Resources

CE Program Manager

- Yvonne.Lewis@cmsenergy.com
 - 517.262.6245

 - CE New Homes Program Support
 - CENewHomes@icf.com
 - 313.568.5267

 - Ekotrope Technical Support & Training
 - <https://ekotrope.freshdesk.com/support/home>

 - REM Technical Support & Training
 - <http://www.remrate.com/home/support>
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