



PROCESS

SystemVision

NCHFA Loan Pool Application & Three-Party Contract

NCHFA Funding Reservation Request

NCHFA Releases Funds

Submit new plans, PRIF and load calc to Advanced Energy

Attend an Advanced Energy training before first home.

Framing Check

Insulation Check

Final Check

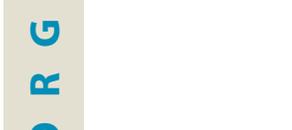
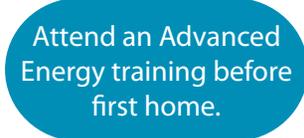
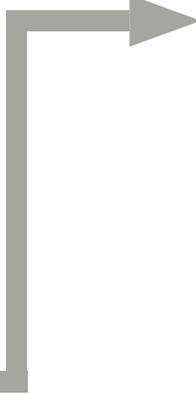
Advanced Energy issues guarantee

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Order Materials. Complete the applicable Critical Detail Checklists and Framing Checklist. Call the SystemVision hotline 3 business days before intended framing check date.

Complete the applicable Critical Detail Checklists and Insulation Checklist. Call the SystemVision hotline 3 business days before intended insulation check date.

Complete the applicable Critical Detail Checklists and Final Checklist. Call the SystemVision hotline 3 business days before intended final check date.





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SUCCESS WITH AFFORDABLE HOUSING

SystemVision

NCHFA Loan Pool Application & Three-Party Contract and Funding Reservation Request

Thanks to the North Carolina Housing Finance Agency (NCHFA), Advanced Energy's partner in *SystemVision*, funding is available to select nonprofit organizations to help defray the costs often associated with building high-performance homes.

These nonprofits must become a Self Help or New Homes Loan Pool member with NCHFA, sign an initial contract and then submit funding reservation requests to NCHFA for each home. For more information, contact Josh Burton, Sonia Joyner, Bill Bunting or Keir Morton-Manley at NCHFA (919.877.5700).

Plan Review

To ensure that a home will meet the *SystemVision* standards and to determine a home's guarantee amount, a builder must submit certain documents to Advanced Energy for review. These should be submitted at least three weeks before construction and are only required for the first time that a given plan is built. But once a plan is reviewed, it may be built multiple times:

- Plan Review Input Form: This may be submitted online or printed from our website (www.SystemVision.org). This form addresses where the house is located, what type of construction, HVAC equipment, etc.
- One set of house plans with legible building, room and window dimensions: This, along with the Plan Review Input form, allows us to establish the amount of energy the house will consume for the Homeowner Guarantee.
- Advanced Energy approved room-by-room HVAC load calculation: This is necessary to ensure that the HVAC equipment is properly sized and the homeowner will be comfortable. You may submit

one from a subcontractor (such as an HVAC contractor) or request Advanced Energy to complete one for a fee. Please see the HVAC section for more information about the load calculation.

Training

Advanced Energy recognizes the importance of training those who will be implementing the *SystemVision* process. At minimum, a representative of the developer, builder, HVAC contractor and insulation contractor must attend before constructing their first *SystemVision* home. We offer two different types of training:

- Classroom: These trainings are held several times throughout the year in various locations statewide. Check our website for a schedule and register through NCHFA (Phyllis Watt, 919.877.5707).
- On-site: These trainings are more flexible and occur as necessary. Call Advanced Energy's *SystemVision* team to schedule on-site trainings (919.857.9000).

Bid Process/Order Materials

Please refer to the *SystemVision* Materials sheet for materials that might be different or not included in a conventionally built home.

Construction Begins

If at any time you encounter a problem or have a question concerning the *SystemVision* process, please call Advanced Energy (919.857.9000). In addition, utilize the critical details located both in this binder as well as on our website.

Framing Check

The framing check typically happens immediately before the house is insulated. Follow these steps:



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- Review foundation, framing, electrical, plumbing and, if applicable, HVAC sections.
- Verify everything has been completed on the Framing Checklist. See Appendix for Checklist.
- Call the **SystemVision** scheduling hotline (1.866.936.2784) at least three business days before intended inspection date.
- For a builder's first home, we recommend an on-site meeting with the general contractor, HVAC and insulation contractors during the framing check.

Insulation Check

The insulation check typically happens immediately before the house is sheetrocked. Follow these steps:

- Review Insulation and, if applicable, HVAC sections.
- Verify everything has been completed on the Insulation Checklist. See Appendix for Checklist.
- Call the **SystemVision** scheduling hotline (1.866.936.2784) at least three business days before intended inspection date.

Final Check

The final check happens after the house has final power. Follow these steps:

- Review HVAC, HVAC Start Up and Final sections.
- Verify everything has been completed on the Final Checklist. See Appendix for Checklist.
- Call the **SystemVision** scheduling hotline (1.866.936.2784) at least three business days before intended date.

Certification & Guarantees

Once a house passes the final check, it is covered by the **SystemVision** Energy Usage and Comfort Guarantee for two years.

Homeowner Education

The **SystemVision** Energy Usage and Comfort Guarantee gives the homeowner certain responsibilities. This sheet is located in this binder, as well as on our website. In addition, **SystemVision** has a homeowner education presentation for interested developers. This provides a new homeowner with valuable information on how to maintain energy efficiency in his or her new home.

Guarantee Tracking

Advanced Energy tracks the energy bills of houses built to **SystemVision** standards for the first two years after certification. Homeowners are asked to fill out a "Permission to Release Utility Bills" form or retain at least one year's worth of energy bills. If the homeowner feels the energy costs are too high, we will review the bills in order to ensure the house is not using more than the guaranteed amount of energy. If the actual heating and cooling energy consumption is higher than the guarantee, Advanced Energy will reimburse the homeowner and initiate a diagnostic process to address the cause.

SystemVision Report

Advanced Energy has developed a helpful tool for developers and builders called the **SystemVision** Report website (www.SystemVisionreport.org). From here, you can access information on all site visits, check the strengths and weaknesses in your **SystemVision** process, as well as see Corrective Work Orders (CWO's) from site inspections.

To log into the website, the user name is your e-mail address and the password is your last name.