

**DTE**



# Home Registration and Incentive Process

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DTE ENERGY NEW HOME CONSTRUCTION PROGRAM

CONSUMERS ENERGY NEW HOME CONSTRUCTION PROGRAM

# Who Will Submit Program Incentive Applications

Rater must submit incentive applications, via Ekotrope, on behalf of builder

- A Confirmed Ekotrope or REM/Rate file is required for each registered home
- Use up-to-date Ekotrope Version in accordance with RESNET requirements.



Raters must:

Action	Reason	Timing	Status
<b>Register Homes</b>	Reserve incentives	As soon as you have home lot/address	"Under Construction"
<b>Submit Final Ratings</b>	Expedite builder incentives	Within two weeks of completion	"Final Submission"
<b>Cancel Ineligible Homes</b>	Avoid confusion for anticipated incentives	Upon learning HERS score does not qualify or home does not meet code	"Canceled"



# How Do Raters Know The Estimated Rebate Amount

The screenshot displays the 'ekotrope' software interface for a project named 'DJB52143'. The interface is divided into several sections:

- General Info:** Fields for Name (DJB52143), Floors on or Above Grade (1), Number of Bedrooms (3), Conditioned Floor Area [ft²] (3,308), Infiltration Volume [ft³] (29,912), Residence Type (Single family detached), Floor Number (1), Total Units in Building (1), Unconditioned, attached garage? (checked), and Has Electric Vehicle Ready Space? (unchecked).
- Compliance:** A table showing energy performance metrics:

Metric	Value	Change
HERS®	55	0
Annual Energy Bill	\$1,269	\$0
HERS		Warning icon
Michigan 2015 Performance		Pass icon
Michigan 2015 Prescriptive		Warning icon
Consumers Energy Michigan		Warning icon
DTE Rebate Program		Warning icon
- Quick Results:** A section titled 'Rebate' with the following details:
  - Total rebate: \$1,000.00
  - Furnace - Silver: \$200.00
  - Infiltration - Gold: \$200.00
  - Water Heater (tank) - Silver: \$75.00
  - Gas rebate: \$637.26
  - Maximum allowed rebate: \$1,000.00 + \$350 ENERGY STAR bonus



## How Often Will Program Incentives Be Paid

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DTE and Consumers Energy mail incentive checks directly to Builders on a weekly basis

All homes approved within the same week will be paid in the form of one incentive check from DTE and one incentive check from Consumers

In order to process incentive, home must have an active residential account

- Projects submitted with Commercial and Industrial accounts will be updated at the beginning of the following month and processed in the first week

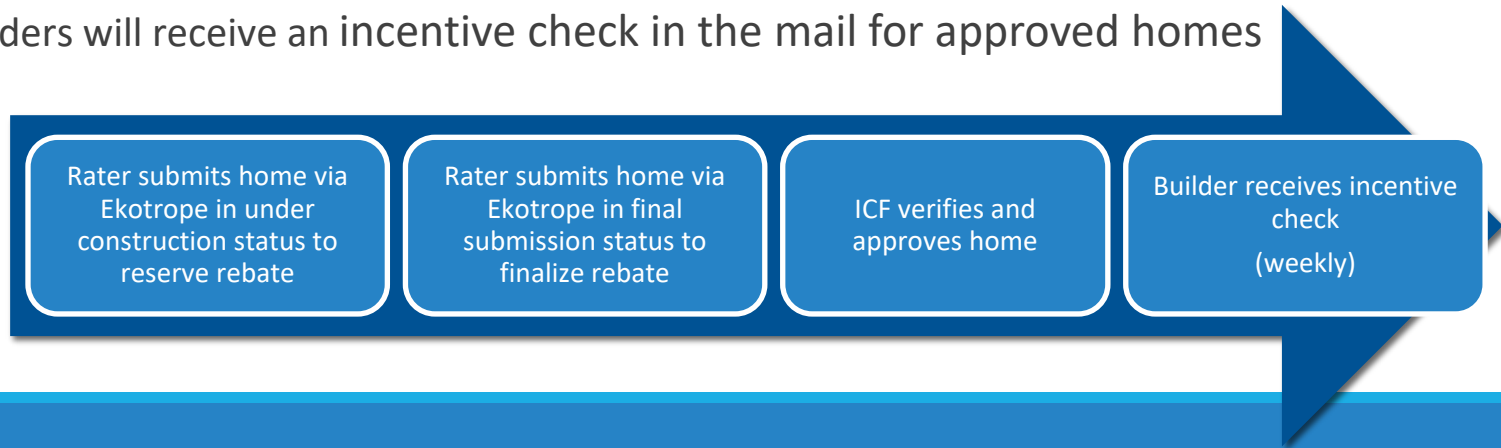
# Home Submission Summary

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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, then email each program:
  - [DTENewHomes@icf.com](mailto:DTENewHomes@icf.com)
  - [CENewHomes@icf.com](mailto:CENewHomes@icf.com)

Builders will receive an incentive check in the mail for approved homes



**DTE**



# Ekotrope Home Reservation and Submission Process

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EKOTROPE INSTRUCTIONS DESIGNED FOR HERS RATER

# Submission Tool - Ekotrope

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

- 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™**

# 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, the home's incentive will be paid.

1. Reserve the rebate
  - When: The reservation should occur as soon as the home's lot/address is known and prior to the Rater performing the pre-drywall insulation inspection.
  - How: Instructions on slide 11-12
2. Submit the confirmed rating
  - When: Within two weeks of final HERS rating completion
  - How: Instructions on slide 9-12
3. Review home savings
  - After final HERS rating is complete, you can run a report to determine the program savings associated
    - **Michigan Fuel Summary Comparison Federal Minimum Equipment Report**



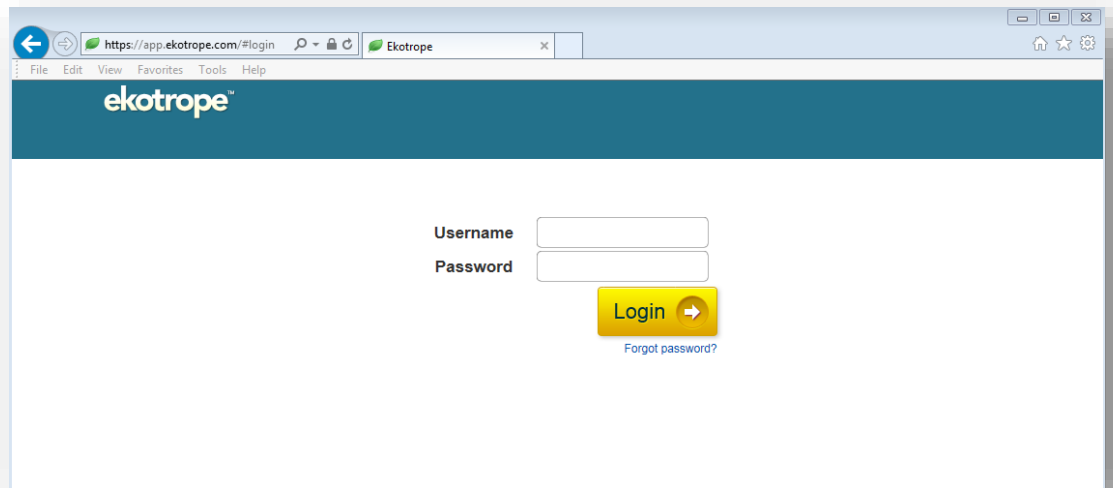
State Amended Codes	
<input type="checkbox"/>	Michigan 2015 Performance Compliance
<input type="checkbox"/>	Michigan 2015 UA Compliance
<input type="checkbox"/>	Michigan 2015 Certificate
<input type="checkbox"/>	Michigan 2015 Label
<input checked="" type="checkbox"/>	Michigan Fuel Summary Comparison
<input checked="" type="checkbox"/>	Michigan Fuel Summary Comparison Fed. Min...
<input type="checkbox"/>	Michigan 2015 Reference Home Summary



# Ekotrope Login

Rater will login to [app.ekotrope.com](https://app.ekotrope.com) on computer, laptop, or tablet

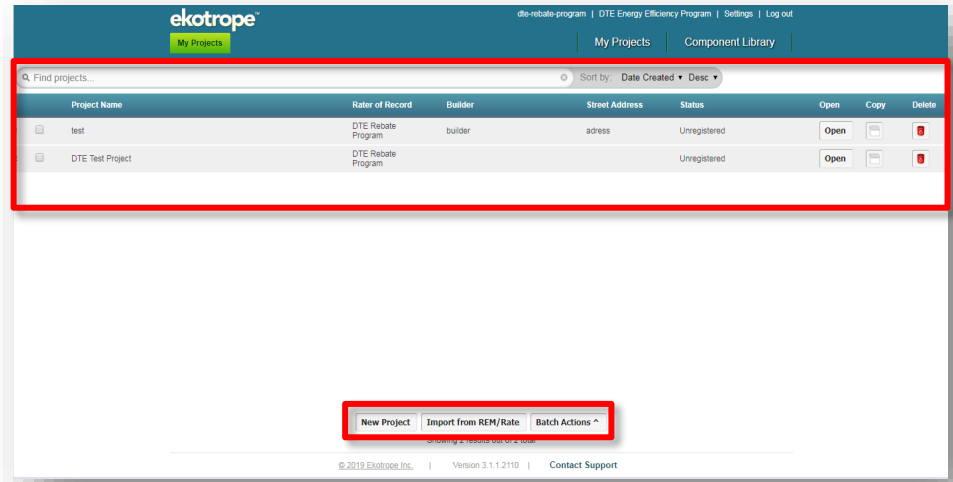
- Login credentials will be provided via email for those who do not already have Ekotrope licenses
- Use Chrome or Firefox



# Ekotrope Dashboard

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, there is a navigation bar with the 'ekotrope' logo and user options like 'My Projects' and 'Component Library'. Below this is a search bar and a table of projects. The table has columns for Project Name, Rater of Record, Builder, Street Address, Status, Open, Copy, and Delete. Two projects are listed: 'test' and 'DTE Test Project'. At the bottom of the dashboard, there are three buttons: 'New Project', 'Import from REM/Rate', and 'Batch Actions ^'. The footer contains copyright information for Ekotrope Inc. and version details.

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

# Ekotrope Home Reservation Process

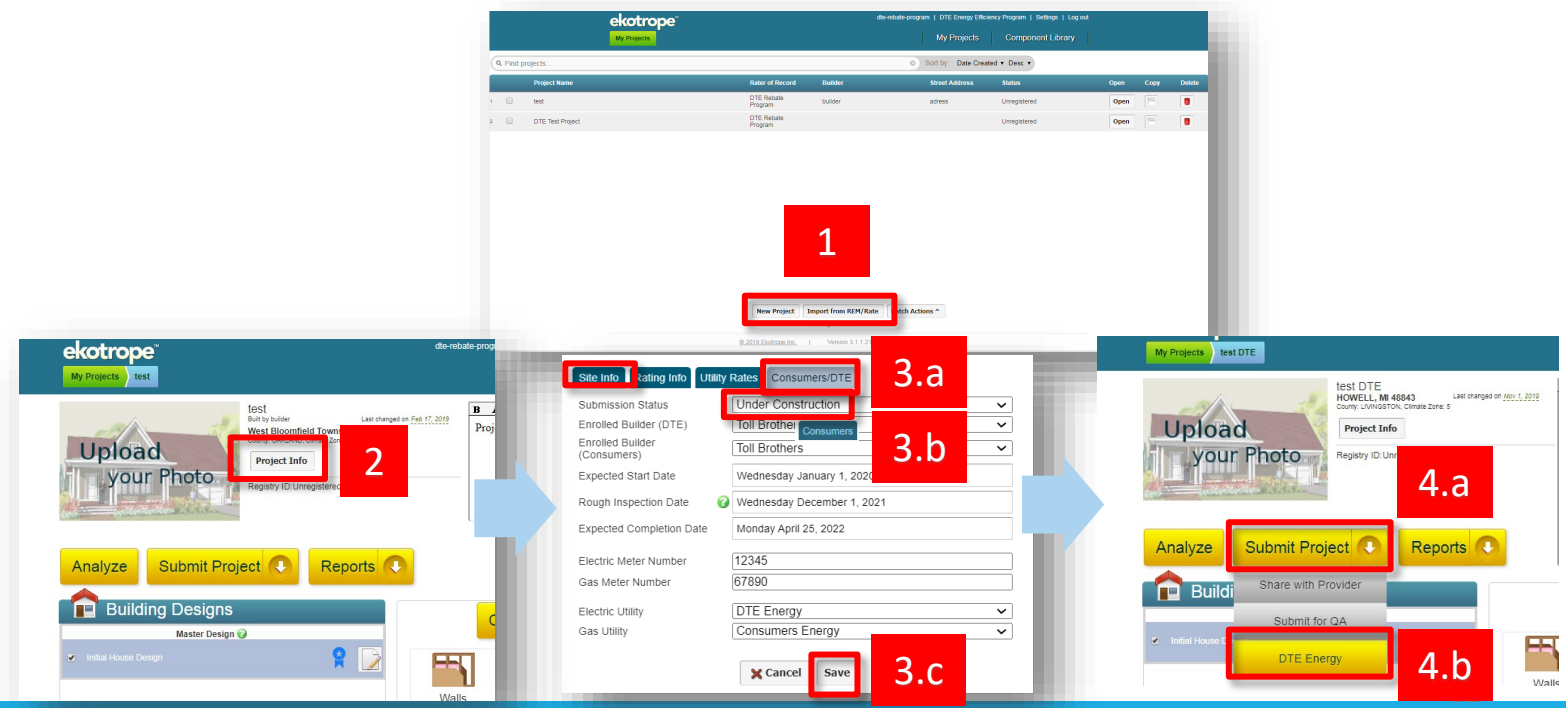
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Ekotrope and REM/Rate™ users:

1. Create a new project or import a project XML from REM/Rate
2. Click “Project Info” on the project’s profile
3. Click “Consumers/DTE” tab, update status to “Under Construction,” fill out the form, click “Save” to close the form
4. Click “Submit Project” on the project’s profile and click “DTE” and/or “Consumers Energy”
  - You may submit in “Under Construction” status multiple times. If you learn that the expected completion date has been moved, update the date and resubmit

*Note: Photos for each step are on the next slide*

## Ekotrope Home Reservation Process



# Ekotrope Home Submission Process

Complete HERS Rating as usual in Ekotrope or REM/Rate™ and register with 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)

- If you have multiple designs, mark the final design as the master design by clicking the **blue ribbon** next to the recent upload

The screenshot displays the Ekotrope web application interface. At the top, there is a navigation bar with the 'ekotrope' logo, user information (test), and links for 'My Projects' and 'Component Library'. Below the navigation bar, there is a section for project details, including a photo upload area with the text 'Upload your Photo', project name 'test', location 'West Bloomfield Township, MI 48322', and a 'Project Info' button. A 'Project Notes...' text area is also visible. Below the project details, there are three main action buttons: 'Analyze', 'Submit Project', and 'Reports'. The 'Building Designs' section shows a list of designs, with 'Initial House Design' marked as the 'Master Design' and highlighted with a blue ribbon icon. A red box highlights this ribbon icon, and a red arrow points from it to the import icon in the bottom left toolbar. The 'Component Library' section on the right contains various building components like Walls, Windows/Glass Doors, Conditioning Equipment, Roof Insulation, Framed Floors, and Slabs.

# Ekotrope Home Submission Process

After final design is complete in Ekotrope, submit the project to DTE and/or Consumers Energy

1. Click “Project Info” on the project’s profile
2. Click “Consumers/DTE” tab, update status to “Final Submission,” complete the remainder of Program form, click “Save” to close the form
3. Click “Submit Project” on the project’s profile and click “DTE Energy” and/or “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

The screenshot illustrates the Ekotrope submission process in three stages:

- Project Profile:** The user is on the 'Project Info' tab for a project named 'test' in West Bloomfield Township, MI 48322. The 'Project Info' button is highlighted.
- Submission Form:** The user is on the 'Consumers/DTE' tab. The 'Submission Status' is set to 'Final Submission'. The 'Save' button is highlighted.
- Submission Confirmation:** The user is on the 'Submit Project' button, which is highlighted. Below it, the 'DTE Energy' button is highlighted.

# Ekotrope Home Cancellation Process

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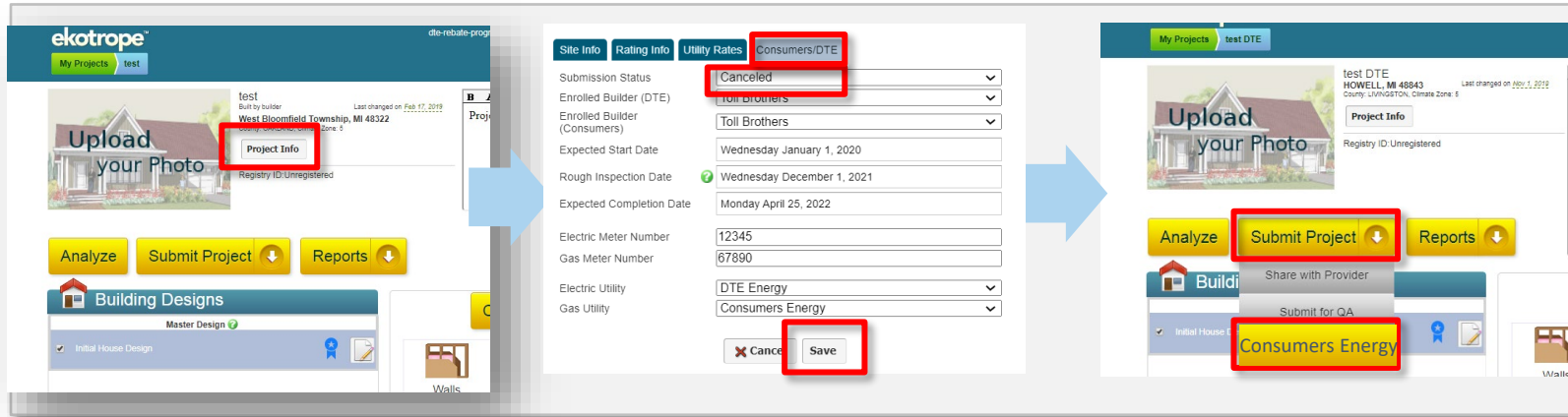
If a home was submitted to the program and needs to be canceled, update status and submit the project to DTE and/or Consumers Energy

- Click “Project Info” on the project’s profile
- Click “Consumers/DTE” tab, update status to “Canceled,” click “Save” to close the form
- Click “Submit Project” on the project’s profile and click “DTE Energy” and/or “Consumers Energy”

Reasons for cancellation may include:

- Duplicate project submitted
- Home not in DTE and/or Consumers Energy territory
- Home does not qualify for program (HERS 60 or higher (DTE), HERS 57 or higher, or not Energy Star Certified)

## Ekotrope Home Cancellation Process



The screenshot illustrates the Ekotrope Home Cancellation Process. It shows three stages of the user interface:

- Left Panel:** The 'Project Info' button is highlighted with a red box. Below it are 'Analyze', 'Submit Project', and 'Reports' buttons.
- Middle Panel:** The 'Consumers/DTE' tab is selected and highlighted with a red box. The 'Submission Status' dropdown is set to 'Canceled' and highlighted with a red box. The 'Save' button at the bottom is also highlighted with a red box.
- Right Panel:** The 'Submit Project' button is highlighted with a red box. Below it, the 'Consumers Energy' logo is highlighted with a red box.

Key information visible in the middle panel includes:

- Submission Status: Canceled
- Enrolled Builder (DTE): Toll Brothers
- Enrolled Builder (Consumers): Toll Brothers
- Expected Start Date: Wednesday January 1, 2020
- Rough Inspection Date: Wednesday December 1, 2021
- Expected Completion Date: Monday April 25, 2022
- Electric Meter Number: 12345
- Gas Meter Number: 67890
- Electric Utility: DTE Energy
- Gas Utility: Consumers Energy





# Additional Resources

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- DTE Energy New Homes Program Support
  - [DTENewHomes@icf.com](mailto:DTENewHomes@icf.com)
- Consumers Energy New Homes Program Support
  - [CENewHomes@icf.com](mailto:CENewHomes@icf.com)
- Ekotrope Technical Support & Training
  - <https://ekotrope.freshdesk.com/support/home>
- REM Technical Support & Training
  - <http://www.remrate.com/home/support>