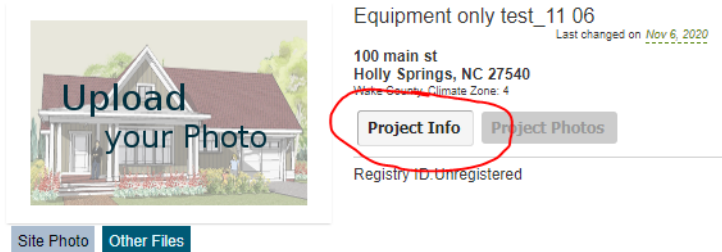


How to Submit Equipment-only Applications in Ekotrope

Residential New Construction Program

To create a new equipment-only application in Ekotrope:

1. Login to Ekotrope.
2. Select New Project and enter all mandatory fields. Select OK.
3. Click on the Project Info button next to the image of the house.



Equipment only test_11 06
Last changed on Nov 6, 2020

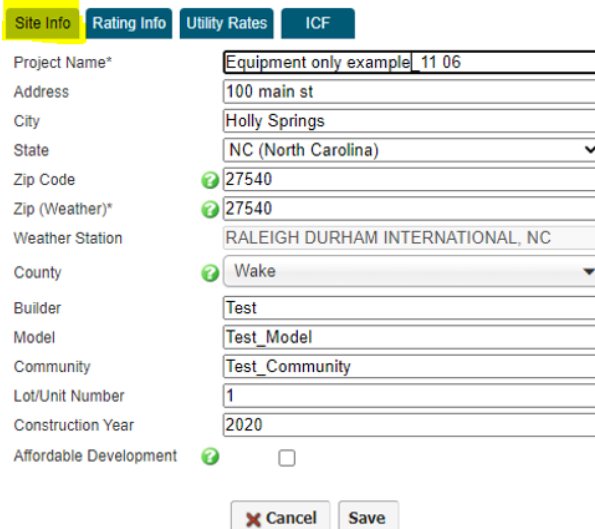
100 main st
Holly Springs, NC 27540
Wake County, Climate Zone: 4

Project Info Project Photos

Registry ID: Unregistered

Site Photo Other Files

4. In the Site Info tab, enter all the information you can including Address, Builder, Model, Community, Lot, etc.



Site Info Rating Info Utility Rates ICF

Project Name* Equipment only example_11 06

Address 100 main st

City Holly Springs

State NC (North Carolina)

Zip Code 27540

Zip (Weather)* 27540

Weather Station RALEIGH DURHAM INTERNATIONAL, NC

County Wake

Builder Test

Model Test_Model

Community Test_Community

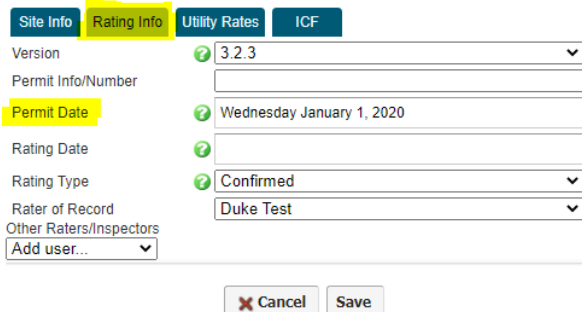
Lot/Unit Number 1

Construction Year 2020

Affordable Development

Cancel Save

5. Select the Rating Info tab and enter the Permit Date.



Site Info Rating Info Utility Rates ICF

Version 3.2.3

Permit Info/Number

Permit Date Wednesday January 1, 2020

Rating Date

Rating Type Confirmed

Rater of Record Duke Test

Other Raters/Inspectors
Add user...

Cancel Save

6. Select the ICF tab and enter all relevant information.

How to Submit Equipment-only Applications in Ekotrope Residential New Construction Program

Site Info Rating Info Utility Rates ICF

Submission Status:

Enrolled Builder:

Expected Start Date:

Rough Inspection Date:

Expected Completion Date:

Premise Number:

Incentive Path:

Submission Status: Select Final Submission if you are ready to submit the home for payment. Once this is selected and submitted to the RNC Program, you can no longer make edits without the help of a Program manager.

Rough Inspection Date: If there was no rater rough inspection, enter the approximate drywall date.

Incentive Path: Equipment-Only

*Once you make this selection the below dropdown will appear.

Central Air Conditioner

SEER 14+ with ECM and QI:

SEER 15+:

Heat Pump

SEER 14+ with ECM and QI:

SEER 15+:

Heat Pump Water Heater:

QI for SEER 15+ Heat Pump or Central AC:

Indicate the number of incentives in the corresponding box for the home.

Example: If a home has 2 - 15 SEER Heat Pumps installed, you will write 2 next to 15 SEER+, as the example shows.

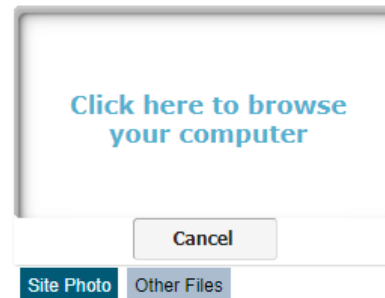
* Projects submitted to Duke Equipment-Only incentive path must include attached AHRI certificates for each qualifying equipment. Files can be attached to a project from the "Other Files" tab on the Project view (right next to the site photo).

Once all information is entered, select **Save**.

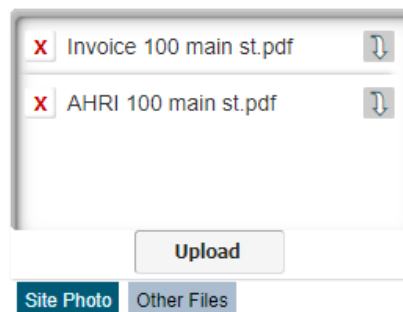
- On the main application in Ekotrope (under the image of a house) select Other Files.



The screen will then look like:



- Upload a copy of the invoice, AHRI certificate and QI verification as relevant for the home. Please note you will need to upload one file, select upload again, and upload the second file. Once completed, the screen should look like the below.

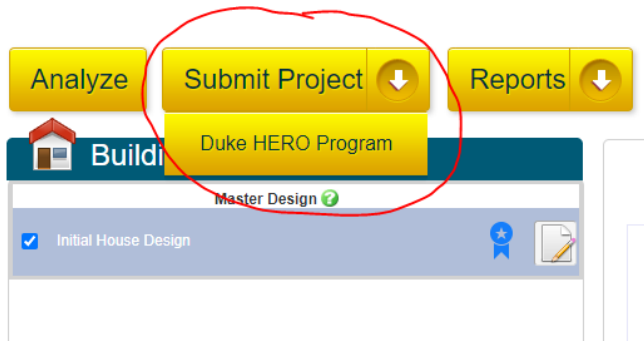


Equipment only example_11_06
 Built by Test Last changed on Nov 6, 2020
 100 main st
 Holly Springs, NC 27540
 Wake County, Climate Zone: 4



Registry ID: Unregistered

How to Submit Equipment-only Applications in Ekotrope Residential New Construction Program

9. Once you have entered all information and uploaded all necessary documentation, select Submit Project, Duke HERO Program.



10. If there are any errors a screen will pop up to notify you.

- a. Errors with a red exclamation point  will not allow the project to be submitted.
- b. Errors with a yellow exclamation point  are warnings but will not prevent you from submitting.

Still have questions? Reach out to the Duke Energy RNC Team at DERNC@icfprogram.com.