

FY 2018 Home Performance with ENERGY STAR®

Energy Finance Solutions Loan

Step-by-Step Process

≥ 5% TES: 0% Loan with a 7-yr term up to \$5,000;

≥ 20% TES: 0% Loan with a 7-yr term up to \$10,000 or 4.99% loan with a 10-yr term up to \$15,000

\$2,500 Minimum



EFS

1. Homeowner applies to EFS for loan pre-approval **by online, mail, or fax application**.
 - a. *If applicable, proof of OBRP denial (customer denial letter or contractor's email denial notice) will be required.*
2. EFS provides Homeowner a preapproval letter (expires in 60 days.) Homeowner submits required conditional preapproval documentation via the EFS Consumer Portal or via EFS@energyfinancesolutions.com.
3. Contractor enters recommendations in program software and generates "Proposed Measures" document that verifies TES.
4. Homeowner verifies and approves Proposed Measures and signs/dates contract, **indicating the loan amount and rate (0% or 4.99%)**
5. Homeowner signs Customer Participation Agreement, **assigning rebate to Homeowner OR Contractor.**
6. Homeowner submits to contractor:
 - a. EFS Preapproval Letter
 - b. Customer Participation Agreement
7. Contractor enters in program software on "Claim FY 2016 and FY 2017 HPwES Incentives" screen:
 - a. Lender: EFS
 - b. Loan Rate: 0% OR 4.99%
 - c. Rebate – pay to: Homeowner OR Contractor
8. Contractor sends to EFS via the EFS Contractor Portal or via WORKSCOPE@energyfinancesolutions.com:
 - a. Signed and dated final contract, **indicating loan amount and rate (0% or 4.99%) and Notice of Right to Cancel.**
 - b. "Proposed Measures" doc, showing incentive type as "loan"
9. EFS prepares loan documents for signature. At this time, EFS will conduct another credit review before loan approval is issued. If the homeowner's credit has change, he/she may no longer be eligible for the loan. *Please note that this second credit inquiry will be a "soft inquiry," and will not negatively affect the homeowner's credit score.*
10. Homeowner returns to EFS the original signed loan documents along with documentation to clear any outstanding conditions.
11. EFS notifies Contractor that work may begin. Loan expires 110 days from original loan approval date.
12. * **If Field Change Order (FCO) is involved ***
 - a. FCOs are **only** permitted within 80 days of the project incentive claim date; the program software will lock after 80 days, not permitting any further changes
 - b. Contractor must submit to EFS signed FCO doc or a revised, signed contract (if loan changed, new amount must be indicated) and updated Proposed Measures.
 - c. EFS revises loan docs and sends to homeowner for signature.
13. **Contractor must submit all required docs to HPwES within 80 days of RHA incentive claim date, or risk loan expiration.**

If applicable, submit proof of OBRP denial (see Step 1).
14. After QC inspection (field or/and doc review) is complete, HPwES processes incentives for OCE payment, and then emails WCA (Work Completion Approval) to EFS and Contractor.
15. EFS then:
 - a. Finalizes loan; all documents must be in order and all conditions met for final loan approval.
 - b. Pays contractor for loan amount
 - c. Sells loan to an investor. **EFS must sell loan within 60 days of date Certificate of Completion is signed by homeowner.**
**If EFS must repurchase loan for any reason, contractor may be subject to a processing fee.

HPwES sends weekly reports to EFS of loan projects for which funds have been claimed.