



ENERGY STAR® Certified Homes, Version 3/3.1 Modular Home Completion Report



To be eligible for certification, modular homes sold on or after July 1, 2016 must meet the ENERGY STAR National Program Requirements¹, Version 3/3.1 (Rev.08) and the mandatory measures listed in these documents:

- Rater Design Review Checklist
- Rater Field Checklist²
- HVAC Design Report³
- HVAC Commissioning Checklist³
- Water Management System Builder Requirements

Checklist items flagged for field verification are verified by a Rater.⁴ Raters are expected to use their experience and discretion to verify that the overall intent of each inspection checklist item has been met (i.e., identifying major defects that undermine the intent of the checklist item versus identifying minor defects that the Rater may deem acceptable). The column titled “N/A,” which denotes items that are “not applicable,” should be used when the checklist item is not present in the home or conflicts with local requirements.

In the event that a Rater finds an item that is inconsistent with the intent of the inspection checklists, the home cannot be certified as ENERGY STAR. The Rater is required to keep electronic or hard copies of the completed and signed checklists.

Note that compliance with these guidelines is not intended to imply compliance with all local code requirements that may be applicable to the home to be built. Where requirements of the local codes, manufacturers’ installation instructions, engineering documents or regional ENERGY STAR programs overlap with the requirements of these guidelines, the U.S. Environmental Protection Agency (EPA) offers the following guidance:

- a. In cases where the overlapping requirements exceed the ENERGY STAR guidelines, these overlapping requirements shall be met;
- b. In cases where overlapping requirements conflict with a requirement of these ENERGY STAR guidelines (e.g., slab insulation is prohibited to allow visual access for termite inspections), then the conflicting requirement within these guidelines shall not be met. Certification shall only be allowed if the Rater has determined that no equivalent option is available that could meet the intent of the conflicting requirement of these ENERGY STAR guidelines (e.g., switching from exterior to interior slab edge insulation). Note that a home must still meet its ENERGY STAR HERS Index Target⁵ (or equivalent target for regional program requirements). Therefore, other efficiency measures may be needed to compensate for the omission of the conflicting requirement.

¹ A home located in California; Florida; Guam, Hawaii or Puerto Rico (the Tropics); Idaho, Montana, Oregon or Washington (the Northwest); and Connecticut, Delaware, District of Columbia, Illinois, Iowa, Maryland, Massachusetts, Michigan, Minnesota, Nevada, New Jersey, New York, Rhode Island, Texas and Vermont must be certified using Regional Specifications, which can be found on the ENERGY STAR website at www.energystar.gov/index.cfm?c=bldrs_lenders_raters.nh_v3_regional_specs.

² The builder may assume responsibility for verifying a maximum of eight (8) items on the Rater Field Checklist. The builder’s responsibility for the item(s) that they verified will be formally acknowledged by the builder signing off on the checklist.

³ To be eligible to install HVAC equipment in homes certified under Version 3, HVAC contractors must be credentialed by an EPA-recognized HVAC Quality Installation Training and Oversight Organization (H-QUITO). An explanation of this credentialing process and links to H-QUITOs, which maintain lists of credentialed contractors, can be found at www.energystar.gov/newhomesHVAC.

⁴ The term “Rater” refers to the person completing the third-party inspections required for certification. This party may be a certified Home Energy Rater or Rating Field Inspector.

⁵ See www.energystar.gov/ia/partners/bldrs_lenders_raters/downloads/ES_HERS_Index_Target_Procedure.pdf for detailed instructions for determining the ENERGY STAR HERS Index Target.



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INSTRUCTIONS

To receive the home label(s) and certificate, the Rater must send this **Modular Home Completion Report**, a copy of all completed and signed **Inspection Checklists** and a **check** for the applicable processing fee to:

Systems Building Research Alliance
1776 Broadway, Suite 1250
New York, NY 10019

Please allow 5-7 business days for USPS delivery. For FedEx 2-Day delivery, enclose an additional **\$20 S&H** fee.

Check one box below next to the entity that will receive the label(s) and affix it to the home.

PROCESSING FEES

- \$50** builder's fee for home certificate and site label
- OR -
- \$150** plant certification home (QA label + builder's fee)
- OR -
- \$100** "temporarily installed" plant certification home (plant QA label only)*

** Home must be re-inspected by a Rater when installed on the final home site and a new Completion Report submitted along with the \$50 processing fee for the certificate and site label.*

CONTACT INFORMATION

HOME ID: _____

Homeowner(s)

New Home Address

New Home Address

City State Zip

Name(s)

Phone

E-mail

Manufacturer

Corporate Parent (if applicable)

Plant Name QC Contact Name

Plant City State Zip

Phone E-mail

Builder

Company Contact Name

Address

City State Zip

Phone E-mail

Certifier / Rater has verified that the Manufacturer and Builder are ENERGY STAR Partners

Certifier / Rater Primary Contact

Company Contact Name

Address

City State Zip

Phone E-mail

Field Inspector / Tester (if different from Primary Contact)

Company Contact Name

Address

City State Zip

Phone E-mail

HVAC Contractor / Technician

Company Contact Name

Address

City State Zip

Phone E-mail

HVAC System Designer (if different from Contractor/Technician)

Company Contact Name

Address

City State Zip

Phone E-mail

CREDENTIALING ORGANIZATION: **ACCA** **AE** **Other:** _____

Modular Home Completion Report

INSPECTION / TEST RESULTS

HOME ID: _____

1. WAS THIS HOME TESTED? Yes No *If No, skip to question 4.*
2. ENVELOPE INFILTRATION
 a) Infiltration rate is ≤ 6.0 in CZs 1, 2 | ≤ 5.0 in CZs 3, 4 | ≤ 4.0 in CZs 5, 6, 7 | ≤ 3.0 in CZ 8 Measured: _____ ACH50
3. DUCT TIGHTNESS
 a) Total duct leakage ≤ 8 CFM25 / 100 sq ft of conditioned floor area (CFA) Measured: _____ CFM25/100 sq ft...
 b) Duct leakage to outdoors ≤ 4 CFM25 / 100 sq ft (CFA <1,200 sq ft: ≤ 5 CFM25 / 100 sq ft) Measured: _____ CFM25/100 sq ft...
 - OR -
 c) All ducts and air handling equipment are located within the home's air and thermal barriers and envelope leakage has been tested to be ≤ 3.0 ACH50 in CZs 1, 2 | ≤ 2.5 ACH50 in CZs 3, 4 | ≤ 2.0 ACH50 in CZs 5, 6, 7 | ≤ 1.5 ACH50 in CZ 8.
4. QUALITY ASSURANCE (QA) LABEL (must check ONE to pass)
 a) An SBRA quality assurance (QA) modular home label is affixed to home interior and signed and dated by a factory representative
 - OR -
 b) This is one of the factory's initial three certification homes. The plant QA label will be signed and affixed with the blue ENERGY STAR® Certified New Home site label
5. CERTIFIER / RATER EVALUATION (check ONE and sign below)
 a) PASSES: No discrepancies were identified.....
 b) PASSES: Minor discrepancies were identified and repaired, as described below, and the home was re-inspected.....
 c) FAILS: Discrepancies are described below

Checklist	Discrepancy
_____	_____
_____	_____
Item No.	_____
_____	_____
	Remediation

Checklist	Discrepancy
_____	_____
_____	_____
Item No.	_____
_____	_____
	Remediation

Checklist	Discrepancy
_____	_____
_____	_____
Item No.	_____
_____	_____
	Remediation

Signature of Certifier / Rater: _____ Date: _____