



EarthCraft Virginia Renovation Agreement

EarthCraft Virginia would like to thank you for joining the Single Family Renovation Pilot program. This letter is to confirm your participation in the program and the services that EarthCraft Virginia will be providing you.

There are two components to the certification process—the Initial House Assessment and the Formal Certification. The initial house assessment is performed to establish a baseline and what minimum improvements will need to be made. Once this is completed, the builder/owner will have the option to continue with the certification process.

EarthCraft Virginia charges for services provided in the following manner:

Initial House Assessment

- 1) A \$775 flat fee per home under 3000 square feet. Homes exceeding 3000 square feet will be charged an additional \$.15 per square foot.
- 2) For homes for which to scale plans are not provided and additional \$200 fee will be charged.

The following services are included in these fees:

I. Pre-Demolition Assessment

1. Site inspection to determine current house conditions:
 - a. Envelope air leakage testing.
 - b. Duct leakage performance testing.
 - c. Observation of equipment model numbers, window types, insulation values, and other energy features of the home.
 - d. Measurements of window area, floor area, and shell area, as needed.

II. Energy Analysis

2. Energy modeling to determine the current energy efficiency of the home.
3. Modeling to determine what improvements to the home will need to be made to yield a 30% improvement in energy efficiency over the existing home.

II. Follow up meeting

1. Review findings from the Pre-Demolition Assessment and Energy Analysis.
 - a. Present the minimum improvements that will need to be performed for certification.

Certification

- 1) A \$650 flat fee which covers the first 8 hours of work completed by EarthCraft Virginia. After 8 hours of work, the builder/owner will be billed on an hourly basis at \$75/hour. The \$650 fee includes the following services:

I. Design Review

1. Prior to construction:
 - b. Meeting with stakeholders to establish benchmarks for project, clarify any questions, and discuss responsibilities.
 - c. Review of your Project Worksheet.

II. Mid-Construction Inspection



1. Site Inspection to verify implementation of proposed and required measures.
2. Visual inspection for areas of potential air leakage.
3. Visual inspection of duct work, where visible.

III. Final Inspection

1. Envelope air leakage testing.
2. Duct leakage performance testing.
3. Verification of Project Worksheet items.

IV. Technical Assistance

1. Provide additional recommendations to further optimize the energy performance of the building.
2. Suggest additional measures that may be needed.

V. Certification

1. Review completed Project Worksheet.
2. Verify 30% improvement in energy efficiency achieved.
3. Issue certificate.

Fees will be invoiced in the following manner:

- 1) Deposit of \$275 should be submitted with this signed document.
- 2) \$500 invoiced after the Pre-Demolition Assessment, plus any additional square footage fees. EarthCraft must receive all payments within 30 days of the invoice date. A late fee of \$25 will be added to any late payments, monthly.
- 3) If the builder/owner opts to pursue formal certification, \$325 will be invoiced after the mid-construction inspection and the remaining \$325 and any fees for hours worked over 8 will be invoiced after the final inspection.
- 4) If the builder/owner decides to drop out of the program or is unable to certify their home under the program, there will be no refund.

EarthCraft Virginia’s work as a verifier/certifier does not imply responsibilities for design, installation, or construction. EarthCraft inspections are checks intended to help the builder/owner meet the Single Family Renovation standards. If you have any questions, please notify EarthCraft Virginia to discuss.

Sincerely,

EartCraft Virginia Representative

I have read and accept the terms of this letter as outlined above.

Builder/Owner

Date

Project Address



A program of the Greater Atlanta Home Builders Association and Southface Energy Institute with EarthCraft Virginia and the Home Builders Association of Virginia •