

Instructions and Eligibility

Participants in the HERO Program can not participate in any other portions of the Department of Natural Resources residential incentives programs

NOTE :

Rules, guidelines, and procedures for the HERO Program are subject to change without notice. The guarantee that your home will be processed under the program only occurs once the Louisiana Department of Natural Resources receives a preliminary rating for your home, as submitted by a home energy rater that is listed on our website at the time of this preliminary. Your rebate will be based upon the guidelines that are in place at the time that the Louisiana Department of Natural Resources receives your preliminary rating and the continued availability of funds

I. Improving An Existing Home at Purchase or Refinance

Note: *In order to utilize HERO in conjunction with an Energy Efficient Mortgage to make improvements to an existing home at the time of purchase or refinance, application for HERO must be made prior to application for the loan.*

1. Confirm lender allows Energy Efficient Mortgages (EEMs). If the lender is unfamiliar with EEMs, have the lender contact the Department of Natural Resources (DNR) at 1-800-836-9589 (225-342-3842 in Baton Rouge). To learn more about EEMs, consult the energy mortgage web page at the Residential Energy Services Network (RESNET) web site:

<http://www.resnet.us/ratings/mortgages/default.htm>.

2. Contact an Energy Rater from the list of Louisiana Home Energy Raters at our web site <http://www.dnr.louisiana.gov> and click on Home Energy Rebate Option (HERO). The Home Energy Rater will check if funding is available. This is necessary to confirm that money is available to fund the cash rebate before the homeowner/homebuyer incurs the expense of an energy rating.

3. Have the Energy Rater conduct an energy rating to determine eligibility, calculate the Energy Efficiency Premium, and make energy efficiency improvement recommendations.

4. The homeowner/homebuyer must submit a completed IRS form W-9 to the rater upon their initial meeting. The W-9 is required before DNR can begin processing any application. W-9's can be obtained from the Energy Rater or from the U.S. Department of Treasury, Internal Revenue Service, <http://ftp.fedworld.gov/pub/irs-pdf/fw9.pdf>.

5. The Energy Rater must send a copy of the preliminary rating files and a preliminary rating certificate (DNR/TAD Form 1119) to DNR within two weeks of initial contact with the homeowner/homebuyer in Step Two. Homeowner/homebuyer will then have six months to close loan, complete improvements, and request payment. Deadlines may be extended by the rater's contacting DNR before time limit expires.

6. Homeowner/home buyer will choose from among improvement recommendations and get firm bids.
7. Homeowner/home buyer will submit bids to the Energy Rater so that rating can be finalized based on selected improvements and firm bids. The final rating on the improved home must show a 30% improvement in energy efficiency to qualify for the program.
8. Homeowner/home buyer will use final rating and firm bids to close EEM. Funds for improvements will be escrowed by lender or lender's agent.
9. Homeowner/home buyer will complete energy improvements during the time period allowed by the EEM.
10. After completion of improvements, homeowner/home buyer will contact the rater to inspect the work and provide a Certificate of Completion (DNR/TAD Form 701).
11. Homeowner/home buyer will provide Certificate of Completion to the lender to release the money from escrow and pay the contractor.
Note: *In accordance with EEM procedures, if work is not completed, the money in escrow will be applied toward the principle balance on the mortgage.*
12. The Energy Rater will provide final rating certificate and Certificate of Completion to DNR as well as to the homeowner/homebuyer.
13. DNR will mail the rebate check to the homeowner/home buyer within 90 days of receipt and approval of the final rating.

Note : *All rebates are dependent upon the home's increasing in efficiency by at least 30%.*

II. Improving an Existing Home Without Using an Energy Efficient Mortgage

Note: *In order for Existing Homes to participate in the HERO Program, the participant must choose a Louisiana HERO Certified Home Energy Rater from the list of "Certified Home Energy Raters" located at DNR's web site at the bottom of the HERO home page. A preliminary rating of the existing home, as it is before improvements, MUST be conducted*

by the Home Energy Rater of your choice prior to any energy efficient improvements being made to the existing home. This preliminary rating of the existing home, as it is before improvements, MUST then be submitted to the Louisiana Department of Natural Resources by the Home Energy Rater. Existing Homes that do not meet this requirement are disqualified from participation in the HERO Program.

1. Contact an Energy Rater from the list of Louisiana Home Energy Raters at our web site <http://www.dnr.louisiana.gov> and click on Home Energy Rebate Option (HERO). The Home Energy Rater will check to determine whether funding is available. This is necessary to confirm that money is available to fund the cash rebate before the homeowner incurs the costs of an energy rating.

2. Have the Energy Rater conduct a preliminary energy rating (*as the home is prior to any energy efficient improvements being made to the existing home*) to determine eligibility, calculate the Energy Efficiency Premium, and make improvement recommendations.

3. The homeowner must submit a completed IRS form W-9 to the rater upon their initial meeting. The W-9 is required before DNR can begin processing any application. W-9's can be obtained from the Energy Rater or from the U.S. Department of Treasury, Internal Revenue Service, at <http://ftp.fedworld.gov/pub/irs-pdf/fw9.pdf>.

4. The Energy Rater must send a copy of the preliminary energy rating files, and preliminary rating certificate (*DNR/TAD Form 1119*) to DNR within two weeks of initial contact with the homeowner in Step Two.

5. The homeowner will choose improvement measures from among the improvement recommendations to be made to the home. The homeowner will then have six months to complete the improvement measures and have his/her final rating conducted by the Energy Rater and submitted to DNR. If the final rating has not been received by DNR within the six month allotted time frame the project is no longer guaranteed funding.

6. The final rating on the improved home must show a 30% improvement in energy efficiency to qualify for the program. To calculate the minimum 30% efficiency increase required to qualify a specific home for participation in the HERO Program, multiply the home's preliminary rating score by 0.70. The result of the calculation is the maximum score that will meet the required 30% efficiency improvement.

7. During the final rating the Energy Rater will inspect the improvement work done to the home and produce the final rating report.

8. The Energy Rater will provide the final rating report to DNR, as well as to the homeowner.

9. DNR will mail the rebate check to the homeowner within 90 days of receipt and approval of the final rating report.

Note : *All rebates are dependent upon the home increasing in efficiency by at least 30%*