

8/4/2010

## SHPO Form for Existing Home/Commercial Property Preliminary Submittal

### Page 1 -

Rater fills out Property Information

Rater fills out Applicant Contact Information

### Step 1-

Rater fills out Block A

Rater fills out Block B

#### Result 1

If A & B are **BOTH NO**, have the property owner fill out the bottom of Page 1 and the rater submits Page 1 only with the Preliminary...no other action necessary

#### Result 2

If EITHER A or B or BOTH A & B are YES (any YES) GOTO Step 2...

### Step 2 -

The rater & the property owner fills out Page 2

#### Result 1

If all of the work being done on the home appears on the Page 2 list of exemptions Answer YES to Block C on Page 1 and have the property owner fill out the bottom of Page 1 and the rater submits Pages 1 & 2 with the Preliminary...no other action necessary

*Note: if any additional exempt work is done on the property that was not indicated on Page 2 of the SHPO Form submitted with the preliminary, a corrected copy of Page 2 showing a complete check list of all of the exempt work must be re-submitted by the rater with the final rating...if no additional exempt work was added do not re-send with the final*

#### Result 2

If any of the work being done on the property does not appear on the Page 2 list of exemptions, Answer NO to Block C on Page 1 and the rater will submit Page 1 with the preliminary unsigned by the property owner and have the property owner fill out Pages 3 - 6 of the SHPO Form and submit them to their local SHPO Office for approval. If this step is necessary by the property owner, make sure that the property owner is aware that DNR/SHAW will not reserve funds or process their rating until a certification of approval for all the work to be done is provided by their local SHPO Office to DNR/SHAW by the home energy rater. It is the property owners responsibility to obtain this information from their local SHPO Office and pass it on to their energy rater who will in turn pass it on to DNR/SHAW

**EXAMPLE SHPO Form  
for Existing Home/ Commercial  
Property Preliminary  
Ratings**

# **EXAMPLE 1**

**Existing Home/Commercial Property**

**If the Property is...**

**Less than or equal to 50 years old**

**and**

**Not located in a Federal  
Historic Register District**

CO # **CO#654321**

Property Information

Property Location

Zip: 70001  
City: Metairie  
State: Louisiana  
Street Address: 123 Example Street  
Parish: Orleans

Applicant Contact Information

Applicant Name: Joe Smith  
Appl email: joe\_rater@haha.find  
Applicant ID: 987-65-4321  
phone: 504-111-1111

Mailing address same as above

Zip: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Parish: \_\_\_\_\_

Same

Step 1: Qualifying Questions

A Year property constructed (yyyy) 1980  
Approx property age (years) 30  
Is property more than 50 years old?  Yes  No

B Is property is located in a Federal Historic Register District  Yes  No

If the answer to *both* A & B is "No", further review is not required. Skip to step 4: Certification.

Step 2: Review proposed work

If the answer to *either* A or B above is "Yes", you must review the *exempt work list* to confirm that all the proposed work scope is exempt from SHPO review. After reviewing your work scope against the exempt work list, answer the following

C Is *all* the work proposed for the project included on the exempt work list?  Yes  No

If the answer to C is "Yes", no further review is required. Skip to step 4: Certification.

Step 3: SHPO Review

If the answer to C is "No", your project must be reviewed by SHPO. Fill out the SHPO Cover letter and submit to your local SHPO Office for review.

Step 4: Certification

*By signing this form you certify the the above statements are true and accurate.*

**If the answer to BOTH of these questions is NO... have the property owner fill out the bottom and send this Page 1 in with preliminary... no further action necessary**

Joe Smith  
Participant Full Name

Joe Smith  
Participant Signature

1/25/10  
Date

## **EXAMPLE 2**

**Existing Home/Commercial Property**

**If the Property is Either...**

**more than 50 years old**

**or**

**Located in a Federal  
Historic Register District**

CO # **CO#654321**

Property Information

Property Location

Zip: 70001  
City: Metairie  
State: Louisiana  
Street Address: 123 Example Street  
Parish: Orleans

Applicant Contact Information

Applicant Name: Joe Smith  
Appl email: joe\_rater@haha.find  
Applicant ID: 987-65-4321  
phone: 504-111-1111  
Mailing address same as above  
Zip: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Parish: \_\_\_\_\_

Same

Step 1: Qualifying Questions

A Year property constructed (yyyy) 1955  
Approx property age (years) 55  
Is property more than 50 years old?  Yes  No

B Is property is located in a Federal Historic Register District  Yes  No

If the answer to both A & B is "No", further review is not required. Skip to step 4: Certification.

Step 2: Review proposed work

If the answer to either A or B above is "Yes", you must review the exempt work list to confirm that all the proposed work scope is exempt from SHPO review. After reviewing your work scope against the exempt work list, answer the following

C Is all the work proposed for the project included on the exempt work list?  Yes  No

If the answer to C is "Yes", no further review is required. Skip to step 4: Certification.

Step 3: SHPO Review

If the answer to C is "No", your project must be reviewed by SHPO. Fill out the SHPO Cover letter and submit to your local SHPO Office for review.

Step 4: Certification

By signing this form you certify the the above statements are true and accurate.

**If the answer to EITHER of these questions is YES... fill out Page 2 "Exempted Work"... If all the work being done shows up as exempt on Page 2 answer YES to Part C and have the property owner fill out the bottom section... Submit Page 1 & 2 with the preliminary...no further action is necessary**

Joe Smith  
Participant Full Name

Joe Smith  
Participant Signature

1/25/10  
Date

CO # **CO#654321**

The following work items are exempt from SHPO review. For your project, indicate "Y" if the item is *included* in your project work scope. Indicate "n" if the item is *excluded* from your project work scope. Project scope items for your project that are not noted on this list will require SHPO review prior to implementation.

**A. Permitted Exterior Work**

(y / n)

1 Air sealing of the building shell (including caulking, weather-stripping, and other air infiltration control measures on windows and doors, and installing thresholds in a manner that does not harm or obscure historic windows or trim).	n
2 Thermal insulation (such as non-toxic fiberglass and foil wrapped, in walls, floors, ceilings, attics, and foundations in a manner that does not harm or	n
3 Removable transparent film on windows, solar screens, or window louvers, in a manner that does not harm or obscure historic windows or trim).	n
4 Reflective roof coating in a manner that closely resembles the historic materials and form, or with materials that restore the original feature based on historic evidence, and in a manner that does not alter the roofline, or where not on a primary roof elevation or visible from the public right-of-way.	n
5 Storm windows or doors, and wood screen doors in a manner that does not harm or obscure historic windows or trim.	n
6 In-kind replacement or repair of primary windows, doors and door frames that closely resemble existing substrate and framing	n
7 Repair of minor roof and wall leaks prior to insulating attics or walls, provided repairs closely resemble existing surface composite	n
8 Repairing or replacing in kind existing driveways, parking areas, and walkways with materials of similar appearance	n
9 Excavating to gain access to existing underground utilities to repair or replace them, provided that the work is performed consistent with previous	n
10 Ventilating crawl spaces	n
11 Upgrade exterior lighting (replacement with metal halide bulbs, LEDs, or others) along with ballasts, sensors and energy storage devices not visible	n

**B. Permitted Interior Work**
**1. Energy efficiency work within the building shell:**

a. Thermal insulation in walls, floors, ceilings, attics, crawl spaces, ducts and foundations	Y
b. Plumbing work, including installation of water heaters and water conserving fixtures	n
c. Electrical work, including improving lamp efficiency	n
d. Sealing air leaks using weather stripping, door sweeps, and caulk and sealing major air leaks associated with bypasses, ducts, air conditioning units,	n
e. Repair or replace water heaters	n
f. Adding adjustable speed drives such as fans on air handling units, cooling tower fans, and pumps	n
g. Install insulation on water heater tanks and water heating pipes	Y
h. Install solar water heating systems, provided the structure is not visible from the public right of way	n
i. Install waste heat recovery devices, including desuperheater water heaters, condensing heat exchangers, heat pump and water heating heat recovery systems, and other energy recovery equipment	n
j. Repair or replace electric motors and motor controls like variable speed drives	n
k. Incorporate other lighting technologies such as dimmable ballasts, day lighting controls, and occupant controlled dimming	n
l. Adding or replacing existing building controls systems including HVAC control systems and the replacement of building-wide pneumatic controls with digital controls, thermostats, dampers, and other individual sensors like smoke detectors and carbon monoxide detectors (wired or non-wired)	n
m. Replacement of existing HVAC equipment including pumps, motors, boilers, chillers, cooling towers, air handling units, package units, condensers, compressors, heat exchangers that do not require a change to existing ducting, plumbing, electrical, controls or a new location, or if ducting, plumbing, electrical and controls are on the rear of the structure or not visible from any public right of way.	n
n. New installation of non-hard wired devices including photo-controls, occupancy sensors, carbon dioxide, thermostats, humidity, light meters and other	n

**2. Work on heating and cooling systems:**

a. Clean, tune, repair or replace heating systems, including furnaces, oilers, heat pumps, vented space heaters, and wood stoves	Y
b. Clean, tune repair or replace cooling systems, including central air conditioners, window air conditioners, heat pumps, and evaporative coolers	Y
c. Install insulation on ducts and heating pipes	n
d. Conduct other efficiency improvements on heating and cooling systems, including replacing standing pilot lights with electronic ignition devices and	n
e. Modify duct and pipe systems so heating and cooling systems operate efficiently and effectively, including adding return ducts, sealing duct work, replace diffusers and registers, replace air filters, install thermostatic radiator controls on steam and hot water heating systems	n
f. Install programmable thermostats, outdoor reset controls, UL listed energy management systems or building automation systems and other HVAC	n

**3. Energy efficiency work affecting the electric base load of the property:**

a. Convert incandescent lighting to fluorescent	n
b. Add reflectors, LED exit signs, efficient HID fixtures, and occupancy (motion) sensors	n
c. Replace refrigerators and other appliances	n

**4. Health and safety measures:**

a. Installing fire, smoke or carbon dioxide detectors / alarms	n
b. Repair or replace vent systems on fossil-fuel-fired heating systems and water heaters to ensure that combustion gasses draft safely to outside	n
c. Install mechanical ventilation, in a manner not visible from the public right of way, to ensure adequate indoor air quality if house is air-sealed to	n

\*PA is the programmatic agreement that exempts each item from SHPO review. It is included for reference and auditing purposes only.

## **EXAMPLE 3**

**Existing Home/Commercial Property**

**Step 2 Block C Answers NO**

CO # **CO#654321**

**Property Information**

**Property Location**

Zip: 70001  
City: Metairie  
State: Louisiana  
Street Address: 123 Example Street  
Parish: Orleans

**Applicant Contact Information**

Applicant Name: Joe Smith  
Appl email: joe\_rater@haha.find  
Applicant ID: 987-65-4321  
phone: 504-111-1111

Mailing address same as above

Zip: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Parish: \_\_\_\_\_

Same

**Step 1: Qualifying Questions**

**A** Year property constructed (yyyy) 1980  
Approx property age (years) 30  
Is property more than 50 years old?  Yes  
 No

**B** Is property is located in a Federal Historic Register District  Yes  
 No

If the answer to *both* A & B is "No", further review is not required. Skip to step 4: Certification.

**Step 2: Review proposed work**

If the answer to *either* A or B above is "Yes", you must review the *exempt work list* to confirm that all the proposed work scope is exempt from SHPO review. After reviewing your work scope against the exempt work list, answer the following

**C** Is *all* the work proposed for the project included on the exempt work list?  Yes  
 No

If the answer to C is "Yes", no further review is required. Skip to step 4: Certification.

**Step 3: SHPO Review**

If the answer to C is "No", your project must be reviewed by SHPO. Fill out the SHPO Cover Letter and submit to LDNR for review and submittal to SHPO.

**Step 4: Certification**

*By signing this form you certify the the above statements are true and accurate.*

**If the answer to Block C is NO... have the property owner fill out Pages 3-6 and submit them to their local SHPO Office for review and certification... the energy rater will send this Page 1 in with preliminary with no property owner signatures indicating that the property is in the process of having a SHPO review that may effect whether or not the home goes through the program**

Participant Full Name

Participant Signature

Date