BGE ENERGY STAR New Homes:
Home Registration & Submission Instructions Using Ekotrope

The following steps are required to successfully register and submit a home:
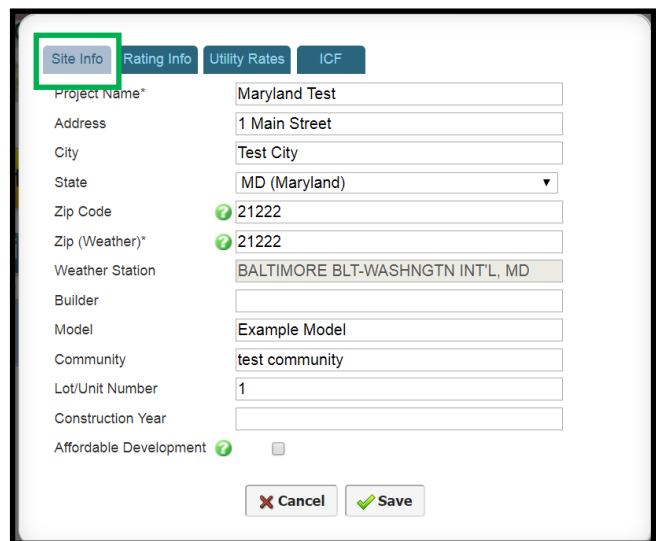
Log into Ekotrope at app.Ekotrope.com*

A. Start a *New Project*, copy an existing project model, or select *Import from REM/Rate* button

B. Select **Project Info** button   [Project Info]

C. Complete **Site Info** tab fields including:
- Project Name
- Address (street #, name, city, zip)
- State
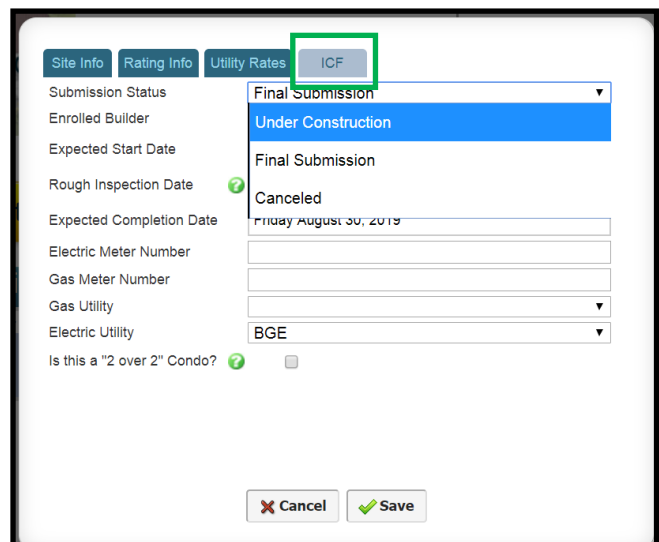- Zip (Weather)
- Model
- Community
- Lot Number

D. Complete **ICF** tab fields including:
- Submission Status: <u>Under Construction</u>
- Enrolled Builder
- Expected start date
- Rough inspection date
- Expected completion date
- Electric Utility

D. Register home by hovering over *Submit Project* drop-down and selecting *Maryland Rebate Program*

Registering a project will allow the utilities to ensure funding is available for all projects in a program year

*Please contact Alex Emond if you do not have Ekotrope login credentials

2. Complete Energy Model & Confirm Home Type

Make sure all inputs are correct and test results are recorded accurately.

Residence (home) types in Ekotrope correspond to the following rebate tiers for Maryland programs:

Ekotrope Residence Type	MD Program Rebate Tier	Rebate Amount
Single Family Detached	Single-Family Detached Home	$1,250
Townhouse, end unit	Townhouse or Duplex	$750
Townhouse, inside unit	Townhouse or Duplex	$750
Apartment, end unit	Mutlifamily Unit	$400
Apartment, inside unit	Multifamily Unit	$400
Duplex, single unit	Townhouse or Duplex	$750
Apartment, end unit + 2 over 2 box selected**	Two-on-Two Condo	$550
Apartment, inside unit + 2 over 2 box selected**	Two-on-Two Condo	$550

3. Submit the Home for Rebate

A. Select *Project Info* button

B. Update *ICF* tab fields including:
- Submission Status: <u>Final Submission</u>
- Electric Meter Number

C. Submit home by hovering over *Submit Project* drop-down and selecting *Maryland Rebate Program*

Automatic QA checks are performed when a project is submitted.

Individual Submissions: The QA check summary will appear prior to final submission:

Batch Submissions: An email will be sent detailing the results of the submission.

***Apartment, inside* unit or *Apartment, end unit* must be selected as the residence type in *General Info* for 2 over 2 condo rebate to apply

⚠️ **Warnings**
   When project inputs fall out of expected ranges, or selections change between registration and final submission, a warning will appear. Warnings should be reviewed and addressed, but will can also be ignored if the user determines the input is correct. Warnings <u>will still allow</u> a project to be submitted for rebate.

🔺 **Failures**
   When project inputs do not meet certain requirements, or are missing completely, a failure will appear. Failures must be reviewed and addressed. A failure will <u>not allow</u> a project to be submitted for rebate until fixed.

BGE ENERGY STAR New Homes:
Smart Thermostat Submission

Smart thermostats are created in Ekotrope using the following steps:

- In the Ekotrope model, select the "Mechanical" tab
- Scroll down to the bottom of the page to the section "Climate Control"
- Select "Smart (WiFi)" as the thermostat type
- Input the make, model and serial number
- For additional thermostats, select the "+"

ICF and Ekotrope are available for questions and training. Please reach out to Alex Emond at Alex.Emond@icf.com