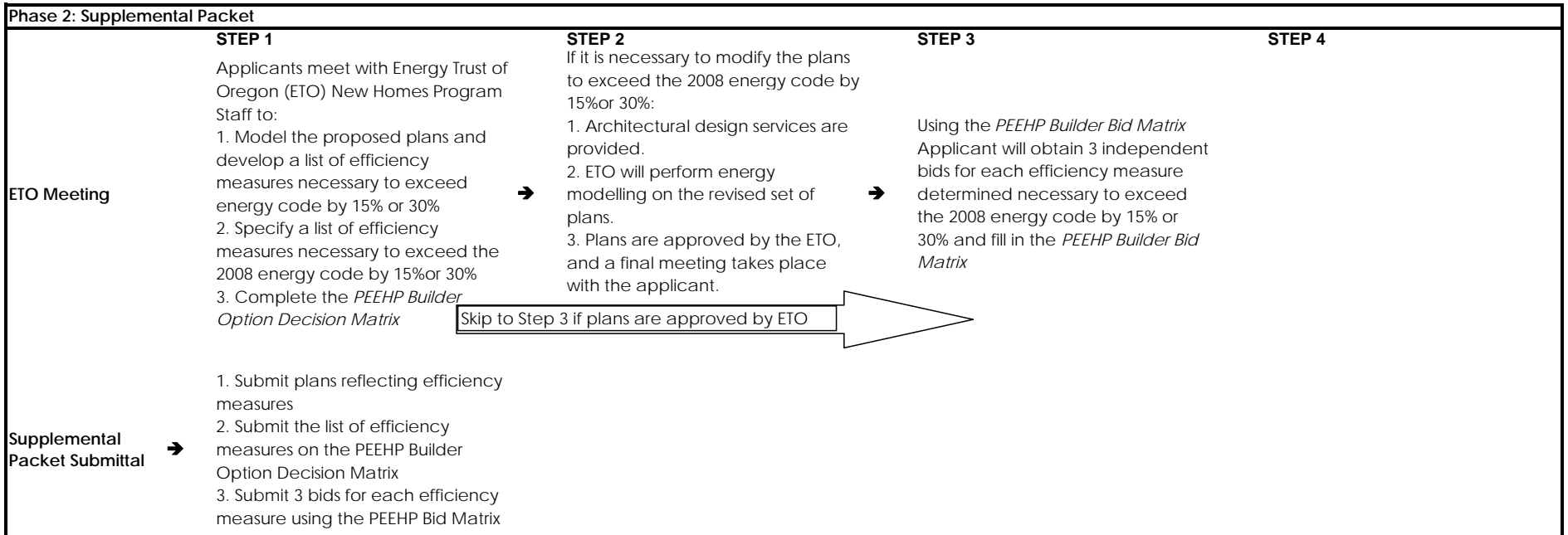
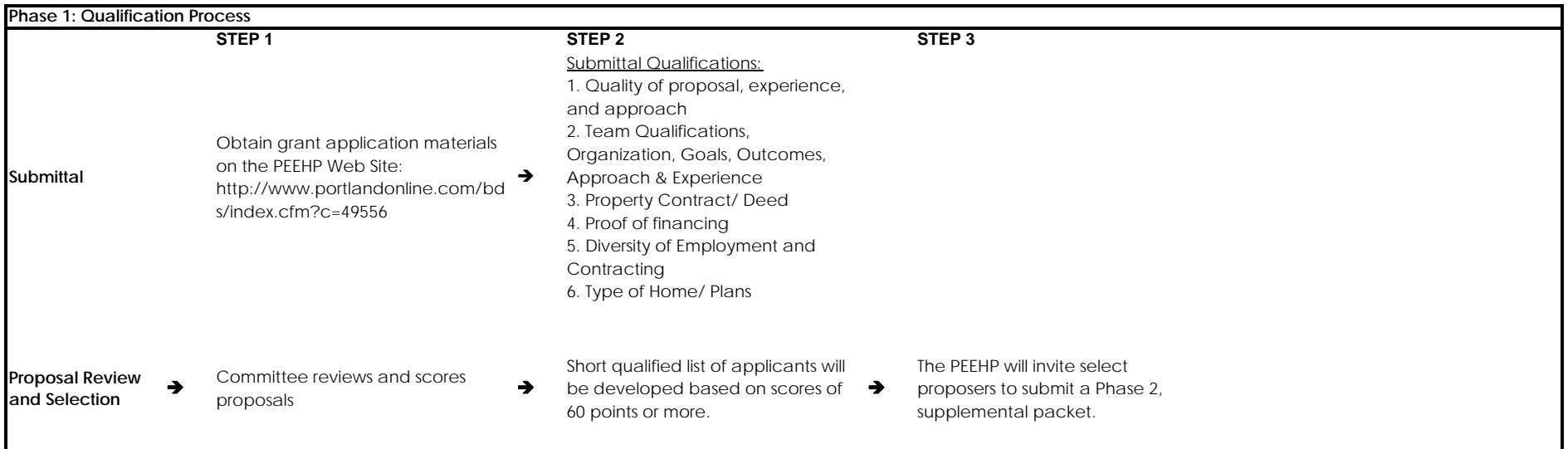



Portland Energy Efficient Home Pilot (PEEHP)
Exhibit A: PEEHP Process Model



Phase 2 Cont.		STEP 1	STEP 2	STEP 3	STEP 4			
Awards Offered	→	PEEHP determines grant award using the sum of the lowest of each of the three bids submitted	→	Proposer accepts award and signs the <i>PEEHP Grant Agreement and turns in all required documents</i>	→	Grantee submits complete plans to obtain building permits Permits are issued by BDS	→	Once building permits issued, 50% of the PEEHP award is paid to the grantee.

Construction Process								
		STEP 1	STEP 2	STEP 3	STEP 4			
Recording		Record/ submit <i>Weekly Activity Log</i>	→	Write & submit a <i>Monthly Summary</i>				
On-Site Meetings		Participate in monthly Project Team on-site meetings to address energy efficiency related issues, and other meetings requested by PEEHP Partners						
Inspections	→	Call for required site, structural, and mechanical inspections (Code Compliance)	→	Schedule 1st ETO Inspection: Ducting or HVAC distribution system	→	Schedule 2nd ETO Inspection: Grading of insulation installation and window U-value prior to sheetrock	→	Schedule final ETO Inspection: Walk through performed after the home is completed, includes a blower door test.

Verification Process					
		STEP 1	STEP 2		
Verification		ETO staff enter final inspection data into energy modeling software	→	ETO staff produces a verified energy score	
Documentation and Final Payment	→	The <i>Final Project Report</i> is submitted by the grantee		Once the <i>Final Project Report</i> is approved and the energy score is sufficient, and building permits have been finalized, then the last half (50%) of grant funds are paid to the grantee.	

 Indicates items required by the City outside of the grant