



ENERGY STAR® RESIDENTIAL NEW CONSTRUCTION PROGRAMS



Dear HOST Reporting Contact,

The HOST (Homes Online Submittal Tool) reporting period is now open for you to review and submit your organization's ENERGY STAR and Indoor airPLUS certifications completed during the 3rd quarter 2024. This reporting period covers certifications that were registered in a Home Certification Organization (HCO) source system (e.g., Rating Registry) during July - September 2024. **Please complete your review and submittal of all 3rd quarter certifications by October 31st, though we understand that more time may be needed for registered ratings that are updated.** To access HOST, log in to your [My ENERGY STAR Account \(MESA\)](#), and click the "Homes Online Submission Tool" link found in the Tools tab.

As a designated HOST reporting contact for your organization's ENERGY STAR partnership, you are responsible for reviewing and submitting to EPA all home reports in your HOST account that are marked with a status of "Pending" to confirm their accuracy. This includes home reports from past reporting periods as well as the current period. Once submitted, these reports will be marked with a status of "Verified." Note that only home reports with a status of "Verified" are credited to ENERGY STAR partner organizations and displayed on the ENERGY STAR [Partner Locator](#), and are used for determining eligibility for [special recognition](#) including ENERGY STAR Awards, Market Leader Awards, and the ENERGY STAR 100% commitment program.

In some cases, before submitting a home report, you will need to update a builder, developer, and/or energy rating organization to ensure that it matches an eligible organization listed in our [ENERGY STAR partner directory](#). These unmatched organizations will be highlighted in red. If an organization is not listed in our partner directory, it may be because the organization needs to [join as a partner](#), or the organization name used in the rating is substantially different from the name used on the organization's ENERGY STAR partnership application. Once matched, the organization will be highlighted in green, the report can be submitted, and the status will be updated to "Verified."

Note that even where the builder, developer, and energy rating company are initially shown as a "match" and highlighted in green, you should still ensure the correct organization has been selected, as there may be multiple ENERGY STAR partner organizations with the same or similar names.

Lastly, please note that updates made to a rating with an ENERGY STAR designation and that was registered after 2022 get automatically submitted to EPA. When the updated rating is submitted to EPA, it overwrites the information that existed in HOST prior to the update. If the HOST home report for that rating had a status of "Verified" prior to the update, the update will change the status back to "Pending," meaning that you will need to review and submit the updated information to change its status in HOST to "Verified."

HOST OFFICE HOURS

Thursday, October
17th, 2024
1:00 - 1:30 PM ET

Join us for live, virtual "[office hours](#)" via GoToWebinar where we will answer your questions about the HOST reporting process.

REGISTER

Newly Added HOST Functionality:

EPA has made several enhancements to the ENERGY STAR Homes Online Submittal Tool (HOST) to improve the process of reviewing, submitting, and tracking home ratings designated and registered as ENERGY STAR and to ensure greater consistency of HOST data with the underlying ratings registered in Home Certification Organization (HCO) source systems (e.g., Rating Registries).

Displaying Deleted Home Reports

HOST now features a "Deleted Home Reports" tab that displays ENERGY STAR certifications that were registered in an HCO source system, transmitted to HOST, and previously attributed to your organization but subsequently deleted. This may be because the ENERGY STAR designation was removed from the registered rating or the entire rating was deleted in the source system. Note that only deletions made to ratings registered after 2022 will be displayed.

Searching by Registry/Home ID Number

Your HOST summary screen now features a new tab called "Find a Home Report by Home ID," where you can search for a specific rating in HOST using the Registry ID/Home ID number. Please note that the search results do not include ratings that were updated to remove their ENERGY STAR designations and, therefore, have been deleted from HOST (these ratings are listed within the "Deleted Home Reports" tab noted above).

Exporting Home Details to Excel

Home builder and energy rating company partners can now export a list of all ENERGY STAR certified homes and apartments registered in an HCO source system and assigned to their organization. This feature is available in the home builder's and energy rating company's My ENERGY STAR Account (MESA) as a link called "View All Certified Home Reports Details." This link is located within the tab called "My Partnership" under the section called "Partnership Activities."

Additional HOST Functionality:

- **Filters** - Click the "Filter" button to customize your view of home reports based on Builder, Rater, Matching Status, Verified Status, IAP home reports, and State.
- **Group Match** - The "Group Match" button allows users to make the same update to multiple home reports/rows. Use the checkboxes in the left column to select the home reports/rows you want to edit and then click "Group Match". Note that IAP home reports/rows can only be group matched with other IAP home reports/rows.
- **Export** - The 'Export' button allows users to export summary home reports/rows to Excel based on their current filters or to export all data for the quarter.
- **Indoor airPLUS** - Indoor airPLUS home detail reports are available throughout the reporting period upon request. HOST reporting organizations should contact the Indoor airPLUS team at Indoor_airPLUS@epa.gov for an export of all Indoor airPLUS home detail reports to complete in line with ENERGY STAR reporting.

If you are not able to access HOST and need assistance, or if you are no longer the HOST reporting contact for your organization, please contact us immediately at energystarhomes@energystar.gov or Indoor_airPLUS@epa.gov. We look forward to receiving your 3rd quarter 2024 home reports.

Sincerely,

EPA's ENERGY STAR Residential New Construction and Indoor airPLUS teams

The future starts here.



Learn more at
energystar.gov/homes



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