

# Borrower Green Rewards Mortgage Loan Guide

Green Mortgage Loans benefit property owners, tenants, and the environment through lower utility expenses, energy and water savings, and reduced greenhouse gas emissions.

Going green is easy because the Green Rewards Mortgage Loan process is designed to guide you through steps that ensure you gain the maximum benefits and are set up for success with your Loan.

Green Mortgage Loan benefits also include technical assistance completing annual energy and water benchmarking throughout the life of the Mortgage Loan.

**i** Informing your team and assigning roles for each step in the process will save time and help meet deadlines.



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## STEP 1



# High Performance Building Report

The High Performance Building (HPB) Report is the energy and water audit prepared for your property by an HPB Consultant. It details property information, documents baseline energy and water consumption and cost, and includes recommendations for Energy and Water Efficiency Measures (EWEMs) that meet Green Rewards Loan requirements. The HPB Report is required for Loan Closing.

The HPB Report is complimentary if your Loan closes as a Fannie Mae Green Rewards Mortgage Loan with your DUS® Lender. You can also use the HPB Report to plan future energy and water efficiency capital improvements.

## Plan Ahead

- Plan a minimum of two weeks to gather utility data and to schedule and host the site visit.
- Expect to receive the HPB Report and Form 4099.H approximately two weeks after the HPB Consultant site visit. Once you receive these, you can begin Step 2: Choose EWEMs.

**TIP:** Throughout this guide, **bold plum text indicates a BORROWER action.**

## Know the Steps

- 1. DUS Lender:** Initiates the energy and water audit and coordinates with you and the HPB Consultant prior to the site visit.
- 2. BORROWER:** Provides the HPB Consultant or DUS Lender with utility data before the site visit.
- 3. BORROWER:** Hosts the site visit for the HPB Consultant.
- 4. HPB Consultant:** Performs the energy and water audit, which includes a walk-through of a sample of units, and creates the HPB report.

### Learn More

- [High Performance Building Report](#)
- [How to Use Utility Energy Efficiency Programs with Green Rewards](#)



## STEP 2



# Choose EWEMs

Selecting the right Energy and Water Efficiency Measures is key to the success of your project. The selected Energy and Water Efficiency Measures (EWEM) must meet the Green Rewards energy and water savings requirements and other product criteria. You select from the EWEMs recommended in the HPB Report after a discussion with your DUS Lender. Your DUS Lender will mark your selections in the Form 4099.H. The Form 4099.H, completed with your EWEM selections, is required to close your Green Rewards Mortgage Loan.

## Plan Ahead

- Build in time to coordinate across your team to meet your planned closing date.

## Know the Steps

1. **BORROWER:** Reviews recommended EWEMs for feasibility and alignment with the capital improvement plan and other business objectives for the Property.

**TIP:** Check to see if local utility or state incentive programs can be used to offset installation costs.

2. **BORROWER:** Selects EWEMs from the HPB Report that meet or exceed Green Rewards eligibility requirements.

**TIP:** Coordinate with your site staff and other key personnel to ensure that the selected EWEMs are a good fit for the Property and can be installed within one year of Loan Closing.

**TIP:** Not every measure works in every building. Take the building age, climate, and tenant demographics into account.

3. **BORROWER:** Gives the DUS Lender the list of selected EWEMs.

### Learn More

- [Tips for Choosing Energy and Water Efficiency Measures](#)
- [How to use Energy Efficiency Programs with Green Rewards](#)



## STEP 3



# Loan Closing

A Green Rewards Mortgage Loan closing includes documentation specific to Green Rewards Mortgage Loans. Your Energy and Water Efficiency Measures (EWEM) selections are included in your Loan Agreement Required Repair Schedule (Schedule 6). You will also execute either Form 6241 (Green Rewards Mortgage Loan Mod) or Form 6264 (Green Rewards/Solar Mortgage Loan Mod). These Loan modifications include the requirements of your Green Mortgage Loan and also include a commitment to complete Fannie Mae Green Measurement and Verification, which requires working with the Fannie Mae Green Measurement and Verification Service Consultant, Bright Power.

## Plan Ahead

- The deadlines for completing EWEM installation and Measurement reporting are determined by your Loan Closing date. EWEM installation must be completed within one year from Loan closing unless a different timeline is included in Schedule 6 of your Loan Agreement. Measurement reporting deadlines vary based on Loan closing date. Check with your Loan Servicer to confirm your initial Measurement deadline.
- Assign roles for each step of EWEM Installation, EWEM Verification Inspection, and Measurement to ensure accurate reporting compliance.
- Create a calendar reminder to contact Bright Power at [FannieMaeGreen@BrightPower.com](mailto:FannieMaeGreen@BrightPower.com) to complete Measurement Setup within 60 days of Mortgage Loan Origination Date.

## Know the Steps

1. **BORROWER:** Confirms the Schedule 6 in the Loan Agreements reflects the EWEMs you selected in Step 2. The listed EWEM installations are later confirmed during Verification.
2. **BORROWER:** Signs the Loan documents.

**TIP:** Communicate the reporting requirements to the staff responsible for providing property information, managing installations, hosting Verification Inspections, and providing utility data access. Advise them to file documentation for easy retrieval when working with your Loan Servicer or Bright Power on Verification and with Bright Power on Measurement reporting.

**TIP:** If you need to deviate from the EWEMs or installation timing specified in your Loan Agreement, reach out to your Loan Servicer for guidance.

### Learn More

- [You Have a Green Loan – Now What?](#)



## STEP 4



# Measurement

Measurement is the collection and reporting of annual energy and water data and is required by your loan documents. You fulfill the Measurement requirement by providing Fannie Mae the full utility data at the Property annually for the life of the Loan through Bright Power. Annual Measurement reporting shows you and Fannie Mae the impact and benefit of the installed energy and water upgrades. An additional benefit is access to EnergyScoreCards, Bright Power's premier multifamily utility tracking tool. EnergyScoreCards will help you better understand your Property's energy and water use and may identify additional areas for improvement and cost savings.

## Plan Ahead

- Set up and prepare to share online utility account logins to reduce staff time spent providing required data.
- Schedule Measurement Setup within **60 days** of Mortgage Loan Origination Date.
- The first Measurement reporting year is based on your Loan Closing date. Confirm your deadline with your Loan Servicer.
- The time required to complete annual Measurement reporting varies depending on the utility account setup and utility company. Provide this information within three weeks of Bright Power outreach.

### Learn More

- [Step-by-Step Measurement Setup Guide and Worksheet for Borrowers](#)
- [Borrower Guide to Measurement](#)
- [Resident Utility Data Collection Overview](#)
- [Green Lease Guide](#)
- [Measurement Setup and Reporting webpage](#)
- [Green M&V Timeline and Expectations](#)

**TIP:** To share tenant data, you may need to collect signed Letters of Authorization (LOA) from tenants. Bright Power will provide you with the right forms for your Property. The "Green Lease Guide" can simplify collecting LOAs from tenants.

## Know the Steps: One Time Setup

1. **BORROWER:** Contacts Bright Power at [FannieMaeGreen@BrightPower.com](mailto:FannieMaeGreen@BrightPower.com) within 60 days of Mortgage Loan Origination Date.
2. **Bright Power:** Provides setup instructions and support.
3. **BORROWER:** Completes the Measurement Property Setup Form. The Property information is needed to understand how buildings function compared to similar buildings in comparable climates.
4. **BORROWER:** Provides owner utility data access to Bright Power. Online account login credentials are preferred and require the least staff time. There are alternatives if login access is not available.

**TIP:** If you use a third-party utility service provider to manage your utility bills or perform other benchmarking services, Bright Power may be able to coordinate with them directly.

## Know the Steps: Annually

1. **Bright Power:** Contacts the Borrower requesting any needed utility data.
2. **BORROWER:** Notifies Bright Power of any online utility login changes throughout the life of the Loan. Provides annual data where online login access is not available.
3. **BORROWER:** Provides access to tenant utility data, if needed.



## STEP 5



# Install EWEMs



Install the Energy and Water Efficiency Measures (EWEM) specified in the Schedule 6. EWEM installation must be completed and verified prior to release of the escrow. After a correct EWEM installation, you and/or your tenants should begin to see the impact in energy and water consumption and utility bills.

## Plan Ahead

- Installation must be completed within 12 months of Loan Closing unless otherwise stated in your Schedule 6.
- The EWEM Verification Inspection takes place as soon after installation as possible. Keep your Loan Servicer apprised of your progress by staying in contact and providing documentation throughout the implementation process.

## Know the Steps

1. **BORROWER:** Chooses and hires the EWEM Installer or coordinates with qualified site staff to complete the installations.

**TIP:** Check to see if local utility or state incentive programs can be used to offset installation costs.

2. **BORROWER:** Coordinates the installation, logistics, and scheduling with residents and property manager.

**TIP:** Notify your Loan Servicer when EWEM installation nears completion.

**TIP:** Have site staff verify that installations match the specifications in the Schedule 6 to the Loan Agreement to avoid noncompliant Verification findings during the Inspection that could result in additional remediation actions and/or inspections. This avoids delays in escrow disbursement.

3. **EWEM Installer:** Completes the Green Repairs.

**TIP:** Save invoices and product documentation on installed equipment and locations of EWEM installations by type to ensure a smooth verification process.

**TIP:** If you are unable to source or install the required quantity and specification of each EWEM specified in your Loan Agreement, please contact your Loan Servicer for guidance.



## STEP 6



# EWEM Verification Inspection

A one-time inspection by a qualified Inspector selected by your Loan Servicer confirms that the Energy and Water Efficiency Measures (EWEM) were installed as specified. The site visit confirms the EWEM installation can deliver the anticipated benefits. The on-site Verification Inspection must be complete and required documentation submitted for the final release of Green escrow.

## Plan Ahead

- Schedule your Verification Inspection only after all EWEM installations are complete.
- It may take up to two months to schedule and complete the Verification Inspection. Plan ahead to schedule, provide any pre-site visit information (quantities and specific locations), and host the Inspection.
- Inspection results will be available to you approximately eight weeks after the Inspection.

## Know the Steps

- 1. BORROWER:** Provides invoices and product documentation on the installed equipment. These may come from your site staff.
- 2. Loan Servicer:** Selects a qualified Inspector, answers questions, and provides contact information for all verification activities.
- 3. Inspector:** Contacts the Property Manager to schedule the Verification Inspection and completes the Inspection.

### Learn More

- [\*Borrower's Guide to Green Loan Verification\*](#)
- [\*Borrower Green Measurement and Verification Service: Timeline and Expectations\*](#)



## Choose team members to manage your Green Rewards Loan process:

Overall loan compliance:

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EWEM selection:

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Installation coordination:

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Owner utility data access:

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Tenant utility data access:

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Invoice and documentation tracking:

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Site visit coordination:

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## Green Rewards Professionals and their Roles:

- **HPB Consultant:** A vendor that meets the qualifications in the PCA and HPB protocols and who can create HPB reports.
- **EWEM Installer:** A person or team who completes the Energy and Water Efficiency Measure (EWEM) installation.
- **Inspector:** A qualified consultant selected by Loan Servicers to complete the EWEM Verification Inspection.
- **Bright Power:** A firm contracted by Fannie Mae to manage the Fannie Mae Green Measurement Service. Bright Power works with you to collect utility data and to prepare and submit your Measurement reports.

## Green Rewards Loan forms:

- Form 4099.H:** This Excel file accompanies the High Performance Building Report (a narrative PDF document). The Form 4099.H quantifies both the historical energy and water usage at your property as well as the projected energy, water, and cost savings from all recommended EWEMs.
- Required Repair Schedule (Schedule 6):** The Schedule 6 details the quantity, specification, and estimated cost of the EWEM improvements. It also indicates the date by when the improvements must be completed. The EWEMs listed in Schedule 6 should match the EWEMs marked “yes” in the second tab of Form 4099.H; if there are differences, please contact your Loan Servicer for additional guidance.
- Form 6261 (Green Rewards Mortgage Loan Mod) or Form 6264 (Green Rewards/Solar Mortgage Loan Mod):** This Form includes the requirements of your Green Mortgage Loan and a commitment to complete Fannie Mae Green Measurement and Verification.

### What if we have further questions?

Additional information is available on [Fannie Mae's Green Financing website](#).

