

Statewide NC HealthyBuilt Homes Program Guidelines for Submittal of New or Revised NC HBH Checklist Items

1. Submit 3 copies of the written item(s) to the following address:

NC Solar Center
Campus Box 7409, NCSU
Raleigh, NC 27695-7409
Attention: Ms. Dona Stankus, HBH Program Director
RE: NC HealthyBuilt Homes Program Guidelines

2. Provide a written explanation for the change request, or addition, and any back up information required to fully explain the need for this item(s) in the program.
 - a. Use the format provided in the Innovation Request letter template.
 - b. If requesting a change to an existing checklist item, reference the exact item and show the exact language change requested.
 - c. Submitters to provide his/her contact information for further discussion. Item(s) will not be considered without contact information.
3. The item(s) will be forwarded to the Advisory Committee and a final decision about inclusion will be made by this committee.
4. The contact for the submitter of the time will be notified within three months of the postmark date concerning the status of the item(s).