

1. READ ME FIRST

I- About the Home Performance with ENERGY STAR Annual Report

As a Home Performance with ENERGY STAR (HPwES) Sponsor, one of your partnership commitments is to provide an annual update on program activities. The U.S. Department of Energy (DOE) is interested in gathering information on CY2014 results as well as plans for CY2015. The 2014 Annual Report will also verify your program's compliance with Version 1.5 of the Sponsor Guide. Compliance questions will be denoted with (V1.5) mark at the beginning of the question. Data analysis, from this report, will help support program development and growth on the local, regional, and national levels.

Please answer the questions based on the data you normally collect and information that is readily accessible. If your program does not have the data to respond to specific questions, answers may be left blank.

Supporting definitions are provided for questions marked with ^d. A complete list of all the definitions is also below. You are encouraged to provide further clarifying comments if applicable in the comments fields in column "O" of the "Annual Report" tab. Please direct any questions or feedback to your HPwES Account Manager.

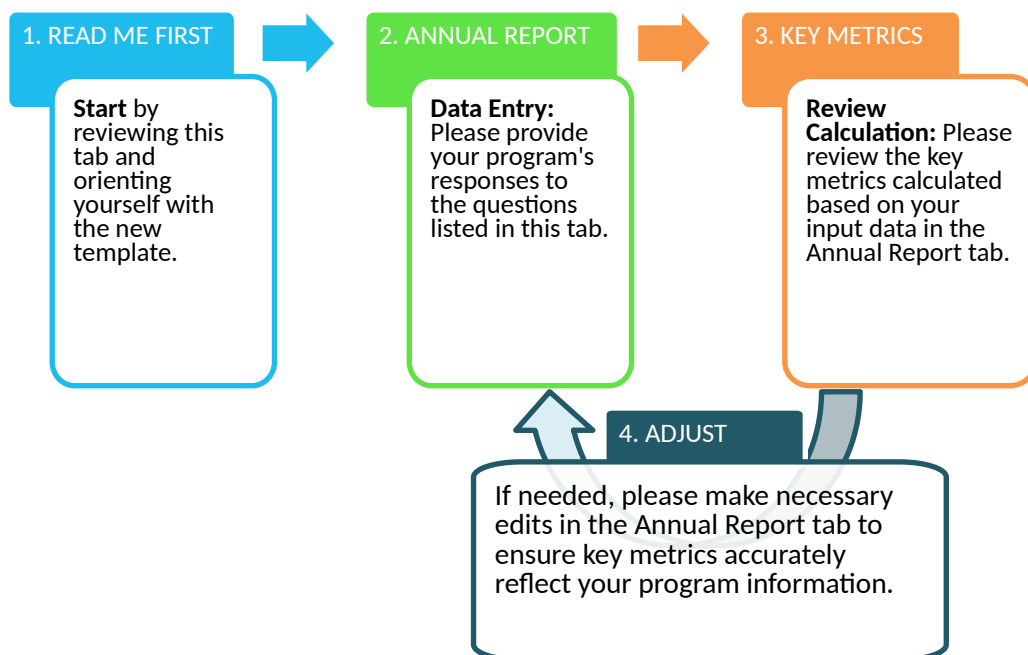
Please complete this form by Friday, February 13, 2015, and submit it by email to homeperformance@energystar.gov

II- About the Annual Report Template

This Excel-based template is designed to enable data pre-population using Sponsors' responses from the 2013 Annual Data Call. Hopefully this will help save Sponsors time by only requiring a review and possible edit/update for those questions. Questions with prepopulated answers will be denoted with a (P). This template will also allow Sponsors to preview their own program "Key Metrics" before submitting the Annual Report. The Key Metrics will be used by the HPwES Team to report out on overall national program performance and to inform future peer-to-peer benchmarking efforts. This preview is intended to ensure Sponsors feel that the calculated Key Metrics accurately reflect their program information. These are listed in the Key Metrics tab.

The template is structured around 3 tabs: (1) READ ME FIRST, (2) Annual Report, and (3) Key Metrics. To enable smoother data transfer once we receive the report, we request that you please do not delete tabs, change formulas, or change cell locations.

III. The Suggested Flow



IV- Navigating the Annual Report Tab

To support navigating the Annual Report Tab, questions are grouped by section in a way that it could be expanded or hidden by the user. Clicking on the small "1" highlighted by the red circle below will hide all questions. And clicking on the small "2" highlighted by the red circle below will expand all questions. Clicking the small "+" and "-" signs on the left margin will expand and hide questions within each section.

2. Annual Report										
Sponsor Name		Sponsor ID								
New York State Energy Research and Development Authority (NYSERDA)		AS-NY-002								
HPwES Team	Year Joined The Program	13Q1 Projects	13Q2 Projects	13Q3 Projects	13Q4 Projects	14Q1 Projects	14Q2 Projects	14Q3 Projects	14Q4 Projects	Projects Completion Trend (2013-2014)
Caroline Hazard	2001	1,578	1,298	1,346	1,641	1,598	1,525			3,123
I- Sponsor Organization Information										
II- Point of Contact (POC) Information										
III- Program Background										
IV- CY 2014 and CY2015 HPwES Program Budget										
V- CY 2014 HPwES PROGRAM SAVINGS										Units
VI- CY 2014 HPwES PROGRAM DESIGN and RESULTS										Units
VII- CY 2015 Goals										Units
VIII- Workforce										
IX- Quality Assurance										
X- Marketing										
XI- General Comments by Sponsor										

V- Supporting Definitions

Average Invoice Cost

The average total cost for a completed HPwES project including homeowner contribution, incentives, and other rebates. Average invoice cost is calculated by dividing the total completed project invoice costs by the number of HPwES projects completed.

Calibrate Predicted Energy Savings	In this context, we want to know if your predicted energy savings are adjusted, calibrated, or "trued up" compared to actual historical energy consumption data for any or all of your projects. This procedure could be as formal as using BPI-2400 protocols to adjust the whole building energy model on a per project basis, or as simple as asking the homeowner what they pay for heating annually and double-checking that the predicted energy savings seem realistic. This is our first attempt at understanding how the market addresses this issue, so providing an explanation of your process in the comments field would be helpful, but is not required.
Certificates	Documents the improvements, as well as the organizations and companies involved in the home performance project offered by the HPwES Sponsor. Certificates can offer the homeowner proof that energy improvements have been made to their home – which may contribute to improving the house's future resale value.
Cooperative Advertising	A form of cost sharing where the total cost of advertising is shared by more than one party who may benefit from the advertising. HPwES cooperative advertising costs are typically shared between the Sponsor and the Participating Contractor. Cost sharing may extend to design fees, collateral production, and traditional media placements as well as more non-traditional initiatives such as participation in trade shows, lawn signs, or other tactics.
Deemed Savings Calculation	An agreed-to (stipulated) engineering algorithm(s) used to calculate the energy and/or demand savings associated with an installed energy efficiency measure. These calculations are developed from common practice that is widely considered acceptable for the subject measure and its specific application. It may include stipulated assumptions for one or more parameters in the algorithm, but typically it requires users to input data associated with the actual installed measure into the algorithm(s). (Source: SEE Action Energy Impact Evaluation Guide).
Deemed Savings Value	An estimate of energy or demand savings for a single unit of an installed energy efficiency measure that (1) has been developed from data sources and analytical methods that are widely considered acceptable for the measure and purpose, and (2) is applicable to the situation being evaluated. Individual parameters or calculation methods can also be deemed; also called stipulated savings value. (Source: SEE Action Energy Impact Evaluation Guide).

Demand	The time rate of energy flow. It is the requirement for energy consumption of energy source(s) by an energy using system at a given instant or averaged over any designated interval of time. Demand usually refers to the amount of electric energy used by a customer or piece of equipment at a specific time, expressed in kilowatts (kW equals kWh/h) but can also refer to natural gas use at a point in time, usually as Btu/hr, kBtu/hr, therms/day, or cubic feet per day (ccf/day). (Source:SEE Action Energy Impact Evaluation Guide).
Direct install	Improvement measures installed under an energy efficiency program design strategy involving the direct installation of measures in customer premises by a contractor sponsored by the program at no cost to the customer. Such programs generally involve one-for-one replacement of existing equipment with more efficient equipment. <i>Note: when direct install measures are limited to improvements that do not alter any of the home's major systems (e.g. light bulbs, aerators, showerheads, power strips, etc.) HPwES considers these installations to be part of the home performance assessment. Measures that alter a major system of the home (e.g. air sealing, duct sealing) and are free of charge to the customer are also considered "direct install" but should be counted as completed projects.</i>
DOE's Weatherization Assistance Program	In general, households with income at or below 200% of the poverty level are eligible to participate in the Weatherization Assistance Program. If your state uses a different threshold metric for WAP eligibility, please note that in the comments field.
Geographical area served by your program	Refers to the state, county, city, town, or zip code that your program services. If your program services the majority of a county, town, or zip code please identify it.
Gross site energy savings	An estimate of the total change in energy consumption, consumed at the site (e.g. the home), that is attributed to program-related actions taken by participants in an efficiency program, regardless of why they participated. This is the physical change in energy use from the customer's perspective after taking into account factors not caused by the efficiency actions (e.g. changes in weather or building occupancy). Gross site energy savings calculations do not account for market effects impacting consumer decisions such as free ridership or spillover. If needed, please see fuel conversion formulas at the end of this tab.

Home Performance Assessment (HPA)	The set of inspections, diagnostics, data collection, analyses, and reporting, needed to initiate a HPwES project with a customer; it results in an HPA summary report including a proposed improvement package.
Income-qualified	Eligibility criteria established for program participation or certain incentives that are based on the homeowner's or the household's income. Income-qualified program offers typically target lower or moderate income homes by offering additional outreach, services, or incentives.
HPwES Project	Encompasses the complete work cycle in which HPwES services are provided to a customer for a specific household. A completed HPwES project includes an HPA, installation of improvement measures, and a final test-out.
Independent third-party QA program	Reflects organizations offering specialized services providing QA at the contractor level. Examples include BPI's GoldStar program and RESNET's EnergySmart Contractor QA program.
Interactivity	The influence of one technology's application on the energy required for another application. An example is the reduced heat from internal gains in a home as a result of replacing incandescent lights with CFLs, and the resulting need to increase space heating from another source, often oil- or gas-fired.
Project Calculator or Worksheet	Sponsors and/or programs sometimes design a custom calculator to generate predicted energy savings for installed measures and projects. Select this choice only if your calculator uses field data for inputs (rather than baseline assumptions) and indicate if your calculator accounts for interactivity of measures. If your calculator does not use field data to determine baseline performance, then select "Deemed Measure Savings" with or without interactivity as appropriate.
QA contractor hired by the program	The Sponsor contracts quality assurance services directly with a vendor who has no other vested interest in the program.
Quality Management System (QMS)	A process-based approach to fulfill the requirements for quality with emphasis on continual improvement and zero-defect production. <i>Refer to the HPwES Sponsor Guide and Reference Manual v1.5 Section 6 and Appendix F for additional information.</i>

The Program is evaluated by a third-party independent evaluator	Third-party program evaluations may be required for regulatory compliance or voluntarily included in the program's design as a means of demonstrating some level of external oversight. Third-party evaluators may be under contract to the Sponsor or independently contracted through an oversight body like a public utility commission.
Whole Building Energy Modeling	The process of calculating a building's energy loads and predicting energy consumption for that building based on known data such as the physical characteristics of the building and operating conditions. This process is usually completed using computer software but may also be calculated using manual algorithms. Modeling includes whole building simulations as well as less complex measure-specific calculations.

VI- For More Information

In case you missed the Annual Report webinar that took place on Dec the 11th of 2014, you could watch the recording by following [this link](#)

VII- Fuel Unit Conversion

<p>Questions 7 and 27 in the "Annual Report" tab request estimated energy savings for 2014 and goals for 2015 in MMBtu. If needed, users could use the fuel conversion formulas to the right to convert the most common fuel types to MMBtu. By providing the fuel amount in the appropriate cell in column I, the appropriate MMBtu value will be shown in column M. Users will need to copy the values and right click on paste special to paste the values only in the appropriate location in the "Annual Report" tab.</p>	From		To	
	kWh		MMBtu	0.00
	Therms		MMBtu	0.00
	Gallons (Oil)		MMBtu	0.00
	Propane		MMBtu	0.00





2. ANNUAL REPORT

Sponsor Name					Sponsor ID										
Account Manager	Year Joined The Program	12Q1 Projects	12Q2 Projects	12Q3 Projects	12Q4 Projects	13Q1 Projects	13Q2 Projects	13Q3 Projects	13Q4 Projects	14Q1 Projects	14Q2 Projects	14Q3 Projects	14Q4 Projects	Projects Completion Trend (2013-2014)	2014 Projects
		0	0	0		0	0	0	0	0					0

I- Sponsor Organization Information													Comments
Official Sponsor's Organization Name (as listed on HPwES Partnership Agreement) (P)													
Program Name (i.e. public name associated with HPwES platform. Note: program name will be listed on the energystar.gov/hpwes "Find a Program" map) (P)													
Program Administrator Type (P)										Other (P)			
Mailing Address for Sponsor (P)													
Mailing Address for Implementation Contractor (P)													

II- Point of Contact (POC) Information													Comments
1st Administrative POC (P)													
2nd Administrative POC (P)													
Implementation POC (P)													
Reporting/Data POC (P)													
Marketing POC (P)													
Of the POCs listed above, please indicate the primary. (P)													

III- Program Background													Comments
1. Provide a brief description of your HPwES program suitable for publication in your Sponsor Profile on websites and presentations.													
2. Provide a list of your HPwES program partners, such as organizations affiliated and/or supporting the local program, including co-marketing partners and organizations your program has authorized to use the HPwES logo.													
3. Provide a URL for HPwES program website (Note: This URL will be listed on the energystar.gov/hpwes "Find a Program" map)													
4. What is the geographical area d served by the HPwES prog													

IV- CY 2014 and CY2015 HPwES Program Budget													Comments
When completing this form, reported numbers should be based only on HPwES activities. Data will be used for DOE's internal analysis, and certain elements will be made public in detail or in aggregate to illustrate regional and/or national trends pertaining to implementation of HPwES programs. If DOE should consider certain data proprietary or confidential, please indicate as such in the comments filed in column "O" of the "Annual Report" tab.										CY2014 Expenditures		CY2015 Budget	
5. What is the annual program budget for each of the following categories?					Program Administration (include all administrative, marketing, quality assurance, and operational overhead)								

	Customer Incentives (include HPwES direct install, incentives, and rebates)			
	Contractors Incentives (include production and equipment incentives, contractor training, and certification)			
	Other, please specify:			
	Total	\$0	\$0	
6. If your program tracks the Customer Incentives Budget by fuel type, please provide an estimated percentage of the Customer Incentives Budget allocations by fuel type.	Electric			
	Gas			
	Oil			
	Propane			
	Other, please specify			

V- CY 2014 HPwES PROGRAM SAVINGS				Units	Comments
7. By fuel type, what are the program's estimated gross site energy savings d for CY2014 (MMBtu)? If needed	Electric			MMBtu	
	Gas			MMBtu	
	Oil			MMBtu	
	Propane			MMBtu	
	Other, please specify			MMBtu	
8. How are energy savings estimated at the project level? (P)					
If you selected "other" please specify.					
9. Is the program regulated by a public utility commission? (P)					
10. What is the total amount of water savings claimed by the program in CY2014 (Gallons)?					
11. What is the total amount of carbon savings claimed by the program in CY2014 (Metric Tons)?					
12. Is the program evaluated by a third party independent evaluator d? (P)					
13. What is the total estimated peak demand reduction d in CY2014? (MW)				MW	
14. Does your program calibrate/adjust predicted energy savings d based on the historical energy consumpti					

VI- CY 2014 HPwES PROGRAM DESIGN and RESULTS				Units	Comments
<i>When completing this form, reported numbers should be based only on HPwES activities.</i>					
15. Please estimate the percentage of projects completed in CY 2014 that included each of the following measures. Note: Any projects with associated measures completed before or after 2014 are not captured. Your estimates will aid the HPwES Team in roughly identifying the measure mix for 2014 completed HPwES projects.	Shell/Envelope			%	
	HVAC			%	
	Water Heating			%	
	Lighting			%	
	Appliances			%	
	Other, please specify			%	
16. What is the total number of home performance assessments d your program tracked for HPwES projects					

	Propane		MMBtu	
	Other, please specify		MMBtu	
28. Please list any other HPwES program goals that your program establishes for CY2015.	# HPwES assessments (HPA)d		Assessments	
	# completed HPwES projects		Projects	
	Total demand reduction		MW	
	% energy saved targeted per completed HPwES project		%	

VIII- Workforce			Comments
29. Which workforce trades participate in your program? Please rank up to 4 choices in order of volume of projects completed and overall participation in your HPwES program.	Most active participation		
	Second most active participation		
	Third most active participation		
	Fourth most active participation		
If you selected "other" please specify.			
30. (V1.5) Describe how your Contractor Participation Agreement (CPA) includes at minimum: -Explanation of the agreement -Participating contractor commitments -Marketing and advertising guidelines -Business Practices -Qualifications and credentials -Terms and conditions pertaining to termination**			
31. (V1.5) Does your program provide training about the value and minimum requirements of HPwES to all participating contractors and employees who provide customer service? **			
32. (V1.5) What method does your program use to enroll participating contractors who meet the qualifying criteria? **			
33. (V1.5) Describe how the qualifying criteria and enrollment process for participating contractors in your program include the following elements: -Training and credentialing requirements -Certification of supervisory staff -Ensuring participating contractors have capacity and resources to provide program related services -Compliance with local registration and licensing requirements -Access to qualified installation crews and/or sub-contractors (P) **			
34. (V1.5) Describe how the program evaluates participating contractor performance and how often feedback is given (P). **			

IX- Quality Assurance		Comments
35. Based on your best estimate, what percentage of your total CY2014 Program Administration budget identified in question 5 above was for quality assurance?		
36. Based on your best estimate, what is the average cost for one field inspection including labor, travel, and other miscellaneous expenses?		
37. (V1.5) Which of the following Quality Assurance options will your program adopt in CY2015? -OPTION 1: N		

38. (V1.5) Explain how your program's Quality Assurance plan complies with Section 6 of the Sponsor Guide V1.5, as it relates to: - A mechanism for customer feedback - Procedures for conflict resolutions - Procedures for on-site inspection - Procedures for due process and remedial actions **								
39. Who conducts QA field inspections reported to DOE's HPwES Program (P)?								
40. What is the QA field inspection sampling rate (P)? (%)								
41. At what point in the project timeline do on-site inspections occur? (Select all that apply. Move from column G through N to make your selection. You can only make one selection per cell) (P)								
42. Describe the process for receiving and processing customer inquiries and how complaints are addressed (P).								

X- Marketing								Comments
43. Based on your best estimate, what percentage of your total CY2014 Program Administration budget identified in question 5 above was for Marketing ?								
44. (V1.5) Describe how your program uses the Home Performance with ENERGY STAR brand and name in your marketing efforts? **								
45. (V1.5) Does your program maintain a list of authorized representatives, including participating contractors, who may use the brand and mark in compliance with the ENERGY STAR Brand Book? **								
46. Please explain which marketing tactics/strategies have proven to be the most effective in lead generation in your market?								

XI- General Comments by Sponsor								Comments
47. Please provide additional comments, including information about the value of HPwES, specific benefits, and/or challenges the program is facing that warrants assistance from DOE or U.S. Environmental Protection Agency.								
48. What is the most costly element of implementing your HPwES program, and what changes can be made or additional resources provided by DOE to help reduce that cost for your HPwES program?								
49. HPwES publically shares aggregate Program data and is considering sharing individual Sponsor data on key metrics similar to those highlighted in the KEY METRICS tab. Please indicate your organization's preference for how DOE publically shares individual Sponsor data								

Legend	
(V1.5) **	V1.5 Compliance Questions. Please answer these questions before submitting the Annual Report.
	Still needs to be answered
(P)	Pre-populated using your program responses from the 2013 Annual Report. Please review and edit as appropriate.
†	Definition is provided in the "READ ME FIRST", you will be directed to the definition by clicking on the cell.

I- Per Project Statistics

CY 2014	0.00		All Sponsors 2013	
			Minimum Value	Weighted Average
1. Average administrative cost for CY2014 per project	#DIV/0!		\$103	\$942
2. Average customer incentives cost for CY2014 per project	#DIV/0!		\$286	\$1,902
3. Average contractors or other mid-stream incentives cost for CY2014 per project	#DIV/0!		\$45	\$427
4. Average total cost to Sponsor per project for CY2014	#DIV/0!		\$427	\$3,485
5. Average gross site energy savings claimed per project all fuels CY 2014 (MMBtu)	Electric	#DIV/0!		
	Gas	#DIV/0!		
	Oil	#DIV/0!		
	Propane	#DIV/0!		
	Other	0 #DIV/0!		
	Total	#DIV/0!		

II- Programmatic Statistics

6. Audit to project conversion ratio (Total number of projects completed/ Total number of assessments completed)

7. Average number of measures per completed HPwES project completed during 2014 (Total number of measures listed per project)	C
8. Average homeowner contribution per project (Average project invoice cost - Average consumer incentives per project)	
9. Total HPwES field inspection cost for CY2014 (Number of completed projects in CY2014* Average field inspection cost per visit * Sampling rate)	
10. Energy Saving growth target for CY2015 relative to CY2014	
11. HPwES projects growth target for CY2015 relative to CY2014	

3. KEY METRICS

Data	Comments
Maximum Value	
\$12,244	
\$5,536	
\$3,098	
\$14,163	
59	
	Comments
#DIV/0!	

)	Measures	
#DIV/0!		
0		
#DIV/0!		
#DIV/0!		

