

**United States Department of Energy
Appendix to Supporting Statement
OMB Number 1910-new
“Programs for Improving Energy Efficiency in Residential Buildings”**

This Appendix contains additional information related to questions 2, 3, 6, 8, 12, and 14 of the Supporting Statement.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection

ZERO ENERGY READY HOME PROGRAM. The Zero Energy Ready Home program is a voluntary labeling and recognition program for new homes that encourages home builders to build homes that are so efficient that their energy consumption can be offset by renewable energy systems.

The organizations and individuals who decide to participate in the Zero Energy Ready Home program are home owners, home builders, home builder tradesman and associations, home design professionals, students in architecture and related building construction industries, home energy raters, home energy auditors, home inspectors, building consultants, manufacturers of building products, professional trainers, utility companies, home building and manufacturing industry associations, consumer and home building industry advocacy organizations, and financial institutions.

The Zero Energy Ready Home program will collect information using the collection instruments and activities described below through the Zero Energy Ready Home web site. Some are required for full participation in the program while others are optional.

<i>File name (Adobe PDF format)</i>	<i>Form Name</i>	<i>First line on top of form</i>	<i>DOE Form number</i>
registration1	Partner Agreement Form	Register for the DOE Zero Energy Ready Home	DOE HQ F 413.4
Remrate	Challenge Home Registry Report	DOE Zero Energy Ready Home	DOE HQ F 413.5
ZERH EvaluationForm	Training Evaluation Form	DOE Zero Energy Ready Home Training Evaluation Form	DOE HQ F 413.6
2015 ZERO HIA Application Package 2-25-14	Housing Innovation Award Application	2015 Housing Innovation Awards Application Package	DOE HQ F 413.7
Tour of Zero Form	Tour of Zero application Form	DOE Zero Energy Ready Home Tour of Zero Form	DOE HQ F 413.8
Case Study Form	Case Study Form	DOE Zero Energy Ready Home Case Study Form	DOE HQ F 413.9
Utility Bill submission	Utility Bill submission	Utility Bill submission	DOE HQ F 413.10
ZERH Trainer Qualifications Form	Training Qualification Form	Zero Energy Ready Home Qualified Instructor	DOE HQ F 413.11

		Application Form	
RERH ZERH Checklists	Renewable Energy Ready Checklist	DOE Zero Energy Ready Home Consolidated Renewable Energy Ready Checklist	DOE HQ F 413.12
Personal Information RTZ registration	Student Home Design Competition Form (page 1)*	2015 Race to Zero Student Design Competition - Start Your Registration	DOE HQ F 413.13
Initial Page RTZ registration	Student Home Design Competition Form (page 2)*	2015 Race to Zero Student Design Competition - personal information	DOE HQ F 413.14
Checkout Page RTZ registration	Student Home Design Competition Form (page 3)*	2015 Race to Zero Student Design Competition - checkout	DOE HQ F 413.15
* These are three pages of one form. They are computer screen shots of the one form.			

Partner Agreement Form

Organizations can join the Zero Energy Ready Home by registering on-line. Registering is done by submitting basic contact information, reading the DOE Zero Energy Ready Home National Program Requirements, and by reading and agreeing to one of the three partner agreements depending on the type of partner: the Builder Partner Agreement, the Verifier Partner Agreement, or the Training Partner Agreement. The Agreements explain the requirements of the program for the respective partner types. The information that is collected through the registration form is needed for DOE to be able to communicate with the partners and to categorize partners so DOE can target outreach, appropriately assist partners, and analyze participation.

Data Items

People submit the following data items on the registration form:

- Organization's name, address, phone number, web site address;
- Type of organization (builder, trainer, or verifier);
- Name, title, email address, and signature of the primary person to contact;
- Organization's logo;
- States where they do business;

Zero Energy Ready Home Registry Report

Home builders and home raters commonly conduct detailed analyses of homes as part of a home energy rating. This analysis is separate from and not a requirement of the Zero Energy Ready Home program. However the results of the rating are commonly used to certify a home as a DOE Zero Energy Ready Home. Many other voluntary publically and privately-run home certification programs use this same rating system. When they complete the analyses their computer software automatically generates the Zero Energy Ready Home Verification Summary which the builders or raters will email to DOE. DOE tested the submission process and worked with the home energy raters to be sure it can be completed quickly and efficiently. This information is the large majority of information collection responses for the Zero Energy Ready Home program. DOE will use it to evaluate, modify, and publicize the program. DOE needs the data from every home to ensure partners are meeting the requirements and to analyze program achievements, including energy savings and energy cost savings. The very large variations in

design, size, and energy use among homes make it difficult to sample fewer homes and use statistical analysis to accurately understand all homes.

Data Items

The Home Registry form which asks for information about the house and its energy use:

- House type;
- DOE Zero Energy Ready Home Builder Partner ID#;
- Year built;
- Number of Bedrooms;
- Square footage of Conditioned Space including Basement;
- Square footage of conditioned space without Basement;
- Registered Builder;
- Certified Rater;
- Site address;
- HERS Index without On-site Generation;
- HERS Index with On-site Generation (if applicable);
- HERS Index of the Target Home using size adjustment factor;
- Rating software;
- Date of rating;
- Estimated annual energy costs;
- Estimated annual energy use;
- Estimated annual energy savings;
- Energy cost rates;
- Estimated annual emissions reductions;
- A certification that the house meets all mandatory requirements of the DOE Zero Energy Ready Home guidelines;
- An indication whether the home was qualified via sampling in lieu of testing;
- Whether the following also apply to the house:
 - Certified under the EPA Indoor airPLUS Program
 - Certified under the EPA WaterSense for New Homes Program
 - Certified under the IBHS Fortified for Safer Living Program
 - Followed the DOE Zero Energy Ready Home Quality Management Guidelines
 - The buyer of this home signed a waiver giving DOE Zero Energy Ready Home access to utility bill data for one year

Training Evaluation Form

DOE offers training sessions to teach builders how to build homes to the Zero Energy Ready Home specifications. At each in-person training session, the participants will be asked to complete the paper training evaluation form which DOE will use to improve the training. In some cases training sessions are conducted by outside trainers and not DOE staff or contractors. In these cases, DOE uses the evaluation forms to ensure high quality training as part of the DOE Zero Energy Ready Home program.

Data Items

The training evaluation form asks for the person to answer fifteen questions about the quality of the training session and give his profession, the date, and the location of the training.

Housing Innovation Award Application

Home builders and energy raters who compete for the Housing Innovation Award complete the Housing Innovation Award Application on-line. The annual award program provides publicity for the winners and for the program. Winners will receive recognition at the Housing Innovation Awards Ceremony and their accomplishments will be featured in:

- The U.S. Department of Energy website;
- The Housing Innovation Awards display at the Solar Decathlon Competition Pavilion visited by 100,000's of interested consumers;
- National press and journal articles; and
- Workshops and webinars.

Data Items

The housing innovation application form asks for 25 pieces of information about the builder and the home such as the builder's name and the size of the home and a narrative description of the following six criteria:

- Land Development;
- Design;
- Performance:
- Quality construction;
- Sales;
- Business Metrics.

Zero Energy Ready Home Virtual Parade of Homes Application

Home owners and builders who want to be listed in the Zero Energy Ready Home Parade of Homes complete an on-line form. The awards allow DOE to leverage successful participation in the program while celebrating pioneering energy savers in the market. The Parade of Homes is a recognition effort where people will be informed of the Zero Energy Ready Homes in their neighborhood that they can visit.

Data Items

The Virtual Parade of Homes Application form asks for the builder to complete the Zero Energy Ready Home Innovation Award Application and give the following information:

- From the builder, documents showing:
 - Floor plans
 - Elevations
- From the home buyer, the utility bill and answers to the following questions:
 - What made you decide to purchase this home?
 - How would you describe the comfort of this home?
 - What is your favorite energy efficiency feature?

Case Study Form

Similar to the Parade of Homes and Housing Innovation Awards, builders and/or energy raters can request that a case study be created to publicize a DOE Zero Energy Ready Home project. If they desire, they can fill out an electronic form and send this in to DOE Zero Energy Ready Home staff. The form is similar to the Housing Innovation Awards form. Any builder

participating in the program with a certified home can participate. DOE will use this data to publicize the successes of the DOE Zero Energy Ready Home.

Data Items

The Case Study Application form requests the same information as for the Housing Innovation Award form.

Utility Bill Submission

Home owners who live in certified Zero Energy Ready Homes have the option to give utility bill information online or on a postcard so DOE can measure true energy savings in reducing energy use. This information also allows DOE to verify the true energy savings of the Zero Energy Ready Homes.

Data Items

The Utility Bill submission form requests the following information:

- Annual electric use;
- Annual natural gas use;
- Annual propane use;
- Annual oil use;
- When the home was purchased;
- The specific months of the annual energy use;
- The HERS index;
- Square footage;
- Address;
- Builder name;
- Permission that DOE may use the information in general reporting.

Training Qualification Form

Energy raters or other energy professionals can serve as trainers for DOE Zero Energy Ready Home training, alleviating the need for DOE staff to travel. In these cases, prospective trainers are asked to submit a training qualification form so that DOE can ensure a minimum level of qualification.

Data Items

The Training Qualification form requests the following information:

- Trainer's name;
- States covered by the training;
- Organization's name;
- Trainer's title;
- Phone number;
- Email address;
- Mailing address;
- A biography of 250 words or less.

Recommended Quality Management Provisions

The DOE Zero Energy Ready Home Quality Management Checklist is a voluntary aspect of the program that may one day be a mandatory requirement. Builders who use the Quality Management checklist receive recognition on the DOE Zero Energy Ready Home website. Currently DOE does not collect checklists but does collect information from Verifier Partners that indicates when a builder uses the Quality Management checklist on a home. The checklist does require some documentation as part of the checklist process. Due to the fact that DOE does not collect the actual completed checklist, no time is allotted for DOE review.

Data Items

The Recommended Quality Management Provisions in shows what documentation DOE says the builders and home owners should maintain to maintain the standards of the Zero Energy Ready Home Program.

Renewable Energy Ready Checklist

The Renewable Energy Ready Checklist is required for homes participating in the program in portions of the country with significant solar resources. These checklists ensure that a home is ready for photovoltaic or solar hot water systems should a homeowner wish to install one in the future. The actual checklists are not collected by DOE but a copy of the checklist must be provided to the home owner. Since DOE does not collect the actual completed checklist, no time is allotted for DOE review.

Data Items

The Renewable Energy Ready Checklist in asks for information about the solar equipment.

Student Home Design Competition

The Zero Energy Ready Home Program has a student home design competition to promote energy efficiency to students. Students who wish to participate complete the competition form. Their designs are posted on the Zero Energy Ready Home web site.

Data Items

The Student Home Design Competition form which the following information:

- Team name;
- Sponsoring school name;
- School's web site;
- Advisors' names, email addresses, and phone numbers;
- Students' names, email addresses, and phone numbers;
- Agreement to use the provided house plans for the Student Home Design Competition;
- Agreement to use the REM/Rate software for the Student Home Design Competition;
- Home designs.

HOME ENERGY SCORE The Home Energy Score allows homeowners to compare the energy performance of their homes to other homes nationwide and provides homeowners with cost-effective recommendations for improving their homes' efficiency. It is similar to a vehicle's mile-per-gallon rating.

DOE partners with state and local governments, utilities, and non-profit organizations across the country to make the Home Energy Score widely available to homeowners. Home Energy Score partners work closely with Assessors- who have met prerequisite professional credential requirements and have passed a free DOE test on the Home Energy Score- to implement local programs. DOE, in partnership with Lawrence Berkley National Laboratory, designed the online Scoring Tool (<http://homeenergyscore.lbl.gov/>) to quickly and affordably assess homes.

To score a home, the process starts when Assessor collects energy information during a brief home walk-through. Once the data has been collected, the assessor enters it into the online scoring tool. The Assessor generates a score on a scale of 1 to 10, with a score of 10 indicating that the home has excellent energy performance. A score of 1 indicates the home needs extensive energy improvements. DOE can access the inputted house data through the Scoring Tool software.

DOE estimates about 15,000 homes will be evaluated in the Home Energy Score program per year with 5% of homes scored twice for quality assurance checks. The program partners do the evaluations under three different scenarios that require different amounts of time and effort to complete the Home Energy Scoring Tool Data Collection Form. One scenario is when the Score is offered to the home owner as part of an energy audit. In this case, not including the time it takes for the Assessor to collect data for the audit, it takes the Assessor about ten minutes to collect very few additional data points to create the Home Energy Score. In another scenario the Score is offered as part of a home inspection where it takes the assessor an additional 30 minutes to collect the data to create the Score. Sometimes the program partners give homeowners a Score without doing either an audit or inspection. In this case, all the collected data is for the purpose of creating a Score. It takes about sixty minutes to collect the data and 30 minutes for the assessor to travel to and from the home.

The HEScore program has the collection activities described below.

<i>File name (Adobe PDF format)</i>	<i>Form Name</i>	<i>First line on top of form</i>	<i>DOE Form number</i>
HES_Partnership_Agreement_100814_Dec2014 update for ICR	Partnership Agreement	Home Energy Score Partnership Agreement for Participating Organizations	DOE HQ F 413.26
Home Energy Score Partner Implementation Plan Template 7-28-14_Dec2014 update for ICR	Implementation Plan Template	Home Energy Score Partner Implementation Template	DOE HQ F 413.24
1.2 - Assessor Info Template v 2014 OMB & EE Form version	Assessor Information Collection Form	{Insert Partner Name} Assessor Candidate Info	DOE HQ F 413.27
A5 - Tool Data Collection v 2014 OMB & EE Form version	Home Energy Scoring Tool Data Collection Form	Home Energy Scoring Tool Data Collection Sheet	DOE HQ F 413.25
This is a non-DOE web site URL, not a form. https://www.nerlearning.org/web/guest/course-details?cid=4501	Assessor Training and Certification Procedures	Home Energy Score- Qualified Assessor 2015	None, not a DOE form

Partners Joining Home Energy Score - Partnership Agreement

HEScore partners are required to submit a Partnership Agreement and Implementation Plan to participate in the program. The Partnership Agreement outlines the partner requirements and is signed by interested organizations that agree to meet the requirements to offer the Home Energy Score Interested Partners also provide basic contact information in the Partnership Agreement. While the Home Energy Score program is voluntary, DOE requires Partners to agree to score 500 homes a year and meet basic quality assurance requirements. The Partnership Agreement is vital to program participation because partners must agree to meet the program requirements as well as provide DOE with basic contact information to support program operations.

Data Items

The Partnership Agreement in asks for the following data items:

- Organization's name, address, phone number, web site address;
- Name, title, email address, and signature of the primary person to contact.

Partners Joining Home Energy Score Template - Implementation Plan Template

DOE requires new Partners to complete an Implementation Plan template that outlines how each program will implement the Home Energy Score program and complete 500 scores per year. Partners will describe their strategy for overcoming market barriers and ensure program success. DOE reviews the plans and uses the score to assess the viability of the potential partner. Without the Implementation Plans, DOE will not be able to determine how effective their effort will be in promoting the Home Energy Score

Data Items

See the The Implementation Plan Template to view its data elements..

Assessor Information Collection Form

Partners are responsible for testing and training interested Assessors to become qualified to score homes. Partners must complete and submit an Assessor Information Collection Form which provides DOE with basic contact and credentialing information, as well as user IDs for the testing site and Scoring Tool. The information is necessary for tracking users' access to the Scoring Tool and necessary for granting access to the testing site.

Data Items

The Assessor Information Collection Form asks for the following:

- For the Assessor: name and email address, certification type, certification expiration date, program partner, and Assessor OpenID URL (log in identification);
- For the Assessor's company: name, address, and phone number.

Data Collection - Home Energy Scoring Tool Data Collection Form

Home Energy Score Assessors work with home owners to complete the Home Energy Scoring Tool Data Collection Form from which the Home Energy Score is created.

Data Items

See the four page Home Energy Scoring Tool Data Collection Form to view its data elements.

Assessor Training and Certification Procedures

To ensure that scores are calculated consistently, DOE maintains quality assurance requirements for the Home Energy Score program as well as qualification criteria for the individual assessors.

DOE currently relies on third-party professional certifications as a prerequisite for individuals interested in becoming Assessors. To supplement the professional certification requirements, DOE provides free online training and requires assessor candidates to pass its Home Energy Score online test before approving them as Assessors. DOE estimates that it takes about five hours for assessors to study for and take the test.

Data Items

The 17 slide training presentation and test instructions can be seen at <http://homeenergyscoretraining.elasticbeanstalk.com/login/index.php>.

BETTER BUILDINGS RESIDENTIAL NETWORK. The Better Buildings Residential Network (BBRN) is an association of residential energy efficiency programs and partners whose purpose is to share best practices and learn from one another to increase the number of homes that are energy efficient. Network membership is open to all organizations that are committed to accelerating the pace of home energy upgrades. Membership benefits include peer-exchange calls on issues like workforce partners, marketing and outreach, data and evaluation, financing and revenue generation, multifamily/low-income housing, and program sustainability. In addition, members receive access to program tools, templates, and resources, newsletters and recognition opportunities.

The organizations expected to participate in the Better Buildings Residential Network include financial institutions; Federal, state, and local governments; academic and educational institutions; nonprofit organizations; energy program administrators and implementers; utilities; Home Performance with ENERGY STAR sponsors; Home Energy Score Partners; and other organizations that believe peer sharing will help them improve their effectiveness in encouraging homeowners to complete home energy upgrades.

Partner organizations participate as much or as little as they like, provided they meet the minimum membership commitments. These include a commitment to provide DOE with an annual update of the number of residential energy efficiency upgrades they completed, and to share information about the benefits associated with completed upgrades.

The Better Buildings Residential Program (BBRP) Solution Center, which BBRN members are encouraged to access and use, is an online repository of valuable resources for energy efficiency programs and partners, including case studies, various templates, instructional handbooks, and examples of program best practices. The Solution Center represents a sizable investment in documenting the most effective strategies employed by residential energy efficiency program implementers. DOE is committed to understanding if the Solution Center is proving valuable to its intended stakeholders.

The BBRN has the collection activities described below.

<i>File name (MS Word or</i>	<i>Form Name</i>	<i>First line on top of form</i>	<i>DOE Form number</i>
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Excel)			
ICR_BB_MembershipForm_MASTER_8-21-14_1.5.15	Membership Form	Membership Form	DOE HQ F 413.16
ICR_Optional Benchmark Metric Data Collection Form_1.5.15	Benchmarking Data Collection Form	Better Building Residential Network **Optional** Benchmarking Data Collection Form	DOE HQ F 413.17
ICR_Template_Better Buildings Residential Network Reporting - FINAL_1.5.15	Annual Progress Form	Reporting and Benefits Template,	DOE HQ F 413.18
ICR_BBRP Solution Center_Decision Tool Questionnaire_12-18-14_1.5.15	Better Buildings Residential Program Solution Center Decision Tool Questionnaire	Program and Market Qualities Questionnaire	DOE HQ F 413.19
User Survey, ICR_BBRP Solution Center_Survey_10-15-14_1.5.15	Solution Center Online User Survey	User Survey,	DOE HQ F 413.20
ICR_BBRP Solution Center Rating Comment Form_12-18-14_1.5.15	The Solution Center Rating & Comment Form	Rating and Comment Form,	DOE HQ F 413.21

The Membership Form

The Membership Form explains the requirements of the BBRN program and gives DOE the basic information it needs to identify the applicant, to understand what type of work the applicant does, to identify the primary point of contact within the organization applying, and to identify the types of information and help that the applicant would be interested in receiving. This information also provides DOE with member contact information and enables DOE to create a profile of the member for website publication. Furthermore, by collecting this information, DOE can provide advice and resources to the partner to make the most of its participation in the program. DOE is able to invite them to the relevant peer sharing calls, connect them to colleagues in other programs who have the same topical interests, and create a web profile for them so other members can find them to offer support and ask questions where they have expertise. Membership information also provides DOE with useful information about the kinds of peer calls members want to participate in, enabling DOE to design targeted event schedules.

Data Items

On the Membership form, people submit the following data items about their organization:

- Type of organization;
- Whether the applicant is a sponsor or partner in other DOE programs;
- Role in the housing market;
- Peer groups of interest;
- Whether DOE may use its logo;
- What topics it wants DOE to address;

- Organization name, person to contact name, title, address, email address, telephone number, fax number, and date.

The Benchmarking Data Collection Form

The Benchmarking Data Collection Form is an optional collection that can be completed as often as the participants like, although DOE expects that they will complete the form no more than four times per year, or once every quarter.

In order to effectively engage customers and achieve energy savings, the most-successful residential energy efficiency programs track their outcomes and costs to continually assess and make adjustments to meet goals. This may involve benchmarking: comparing a program's current outcomes to past outcomes or to the performance of a comparable peer program. Benchmarking is a valuable tool for setting goals, tracking progress toward achieving policy goals, and ensuring that spending of public funds is done effectively. Although tracking and benchmarking a program's current outcomes to past outcomes is valuable and common, comparing to peers and aggregating program outcomes within a state, region or nationally is difficult because each program collects program outcomes or costs differently. The Benchmarking Data Collection Form is designed to encourage consistent collection of program costs and outcomes to facilitate the process of benchmarking program performance.

The information collected on the form is primarily for the user's benefit, and will allow DOE to facilitate the comparison of program results with national average values, or "benchmarks". This type of analysis will help residential energy efficiency programs understand where to make program improvements to cost efficiently achieve policy goals. The optional benchmarking metrics are based upon stakeholder feedback at conferences and events where DOE has asked grantees what data would be useful for helping programs in goal setting and internal evaluation. Metrics are based upon data that participants are already collecting for their own purposes.

Data Items

The Benchmarking Data Collection Form which includes about 65 pieces of information.

The Annual Progress Form

The Annual Progress Form is collected once per year. The one page form contains information that DOE may use to highlight successes and best practices. Collecting this information will help DOE evaluate whether Residential Network members are benefiting from their access to DOE and partner resources by tracking reported upgrades year over year. Programs that realize exceptional annual results may be showcased in residential network peer-exchange calls and on DOE websites as models for other programs to consider following as they also strive for realized energy savings.

By collecting this information, DOE will have a more complete understanding of the current residential energy efficiency marketplace. As the national agency charged with energy expertise, DOE is routinely called upon to provide snapshots of the industry, which exist in various forms, but none focused only on residential energy upgrades. Collecting annual progress data from the most active programs across the country will enable a better market understanding – which leads

to greater understanding of areas where successful strategies may be underway and should be amplified to help others, and also where there are barriers that DOE can help overcome.

Data Items

The Annual Progress Form asks for the organization name, date, number of upgrades completed, reporting period, types of upgrades completed, and a summary of benefits of the upgrades.

Better Buildings Residential Program Solution Center Decision Tool Questionnaire

BBRP Solution Center Decision Tool Questionnaire for a Customized Experience will be an optional questionnaire for users looking for a more customized experience using the Better Buildings Residential Program solution Center website. The questionnaire information will give DOE the ability to customize content and make resource recommendations for users, enhancing their Solution Center experience. This optional information request is based upon early stakeholder feedback at recent conferences and in webinars where the Solution Center was demonstrated. Users have told DOE that they want the ability to be directed to relevant content. Information from this optional questionnaire will give DOE the capability. This questionnaire will be automated and integrated into the Solution Center website but is not a requirement for accessing the Solution Center.

Data Items

The Decision Tool Questionnaire will ask for the user's target market, maturity of the market, primary source of revenue, types of organization that administers the user's program, and age of the user's program.

The Solution Center Online User Survey

The Solution Center User Survey will be collected once from each user and will be used to gather information that can help DOE determine if the Solution Center is providing information as intended to help users establish and implement successful energy efficiency programs by helping programs avoid past mistakes, and encouraging the use of best practices. The survey will determine level of awareness of the Solution Center website, experience with use of the website, and to what extent users have changed their behavior as a result of the information found in the website. The survey will also be used to collect feedback on content, layout, and functionality, so DOE can consider changes that would enhance the usability of the Solution Center

Data Items

The Solution Center User Survey asks fifteen questions about the user's opinion of the Solution Center and its usefulness.

The Solution Center Rating & Comment Form

The Solution Center Rating & Comment Form will be an optional feature that allows users to rate and/or comment on content based upon how useful they find it, once the user logs into the solution Center. The rating scale will probably be on a 1-5 star scale similar to an online shopping website. The intent of this functionality is to give users an ability to provide feedback on content they use which allows them to engage with the site and help others. Content receiving high ratings can highlighted in the Solution Center, making it easier for users to identify helpful

materials. Users can read the comments that other users leave behind. Users can share with other users what they did and did not find useful in a particular piece of content. This information will also help DOE identify which content users find unhelpful, based upon consistent low ratings and comments. With this knowledge, DOE can proactively remove or revise such content and/or develop new content that meets users' stated needs. .

Data Items

The Solution Center Rating & Comment Form asks for the following information: username (does not have to be a person's name), user's email address, the title or URL of the resource and a rating from one to five on how helpful the resource is and/or comments about the resource.

Optional Solution Center Example Submissions

This function will allow users to submit their own documents for inclusion in the Solution Center. Submissions will be limited to documents that provide useful, replicable examples of program activities. For DOE to develop all material would be very costly, potentially duplicative of existing resources, and would place burdens on our stakeholders since we would likely reach out to them for assistance. By giving Solution Center users the option of adding relevant material, many of whom already have this material on file, DOE is being cost conscious while cultivating an environment of cooperation and collaboration. Furthermore, material provided by Solution Center users will be of higher value since these will be field tested examples. The DOE will be responsible for reviewing and approving all submissions before they are made publically available.

Data Items

The information that participants submit is what they choose to submit and will vary greatly.

ENERGY STAR Zero Energy Ready Home ENERGY STAR HOME PERFORMANCE WITH ENERGY STAR. The Home Performance with ENERGY STAR (HpWES) program provides homeowners with resources to identify trusted contractors that can help them understand their home's energy use, as well as identify home improvements that increase energy performance and improve comfort. Participating contractors can recommend and perform energy improvements, such as air sealing, insulation that can fix drafty and uncomfortable rooms, and install high efficiency heating and cooling equipment. These improvements can lower utility bills. Contractors that participate in HPwES are qualified by local sponsors such as utilities, state energy offices, and other organizations to ensure that they can offer high-quality, comprehensive energy assessments (also known as "energy audits") using sophisticated equipment to diagnose a home's energy, health, and safety issues. HPwES is unique because local sponsors independently verify the quality of participating contractors' work. As a result, homeowners can feel confident in their contractor's recommendations and in the effectiveness of the work they are paying for.

The organizations that decide to participate in the HpWES program are state or local government energy offices or agencies, utilities, clean energy non-profits with existing residential energy programs, and industry trade groups.

The HPwES program will collect information using the collection instruments and activities described below through the HPwES web site. Some are required for full participation in the program while others are optional.

<i>File name (Adobe PDF format)</i>	<i>Form Name</i>	<i>First line on top of form</i>	<i>DOE Form number (not yet assigned as of 4-3-15)</i>
EEPS_Partnership_Agreement (2)	Partnership Agreement	Instructions for Partnering with ENERGY STAR® As an Energy Efficiency Program Sponsor	
HPwES Sponsor Implementation Plan Template_052314	Implementation Plan Template	Home Performance with ENERGY STAR Implementation Plan Template for Prospective Program Sponsors	
Quarterly_Reporting_Template_2014_Q1	HPwES Sponsor Quarterly Reporting Template	HPwES Sponsor Implementation Plan Template_052314	
HPwES_Annual_Report_2014	HPwES Sponsor Annual Reporting Template	About the Home Performance with ENERGY STAR Annual Report	
2015 POY Program Delivery App_HPwES 7-16_0	Partner of the Year Application Template	2015 ENERGY STAR® POY Award Application for Energy Efficiency Program Delivery	
HIA_Application_040914_2	Housing innovation Award Application Template	U.S. Department of Energy's 2014 Housing Innovation Awards for Home Performance with ENERGY STAR Participating Contractors	

Partnership Agreement Form

Organizations can join the HPwES program by registering on-line. Registering is done by submitting basic contact information and reading the partnership agreement. The Agreement explains the requirements of the program. The information that is collected through the registration form is needed for DOE to be able to communicate with the partners and to categorize partners so DOE can target outreach, appropriately assist partners, and analyze participation.

Data Items

People submit the following data items on the registration form: Persons' names, Titles, addresses, phone numbers, email addresses, web site addresses and ENERGY STAR areas of interest.

Implementation Plan Template

New Partners complete an Implementation Plan template that outlines how each program will design their HPwES program. Partners will provide general contact information, budget and goals, details of their program design, how they work with their contractors, how they ensure program quality, and their marketing strategy. DOE reviews the plans to assess the viability of the potential partner. Without the Implementation Plans, DOE will not be able to determine how effective their effort will be in promoting HPwES.

Data Items

See the Implementation Plan Template for its data elements.

HPwES Sponsor Quarterly Reporting Template. DOE collects quarterly reports to keep track of the progress of program participants. Partners describe how many contractors, inspections, and projects they completed.

Data Items

See the HPwES Sponsor Quarterly Reporting **Template** for its data elements.

HPwES Sponsor Annual Reporting Template The Annual Reporting **Template** is collected once per year to verify compliance with program requirements and help DOE support program growth. Partners provide such information about the number of home assessments they have done.

Data Items

See the HPwES Sponsor Annual Reporting **Template** for its data elements.

Partner of the Year Application Template. Partners who want to distinguish themselves in the housing energy efficiency market may apply for the Partner of the Year award. This award recognizes organizations that have demonstrated leadership and best practices in implementing energy efficiency program and/or program portfolios that incorporate ENERGY STAR as a key strategy. Winners will receive recognition at the Housing Innovation Awards Ceremony and in other venues their accomplishments will be featured on the ENERGY STAR website and in press releases and other publications:

Data Items

See the Partner of the Year Application **Template** for its data elements.

Housing Innovation Award Application

HPwES Participating Contractors who compete for the Housing Innovation Award complete the Housing Innovation Award Application on-line. The annual award program provides publicity for the winners and for the program. Winners will receive recognition at the Housing Innovation Awards Ceremony and their accomplishments will be featured in:

- The U.S. Department of Energy website;
- The Housing Innovation Awards display at the Solar Decathlon Competition Pavilion visited by 100,000's of interested consumers;
- National press and journal articles; and
- Workshops and webinars.

Data Items

The housing innovation application form asks for about 23 pieces of information about the Partners who sponsor contactors for the award and the contractors such as their names, number of projects they completed and amount of energy saved.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

To reduce burden, DOE will collect much information electronically, by email, and through internet web sites. The collection requests can also be submitted by postal mail. Many can be submitted by facsimile, in-person, and by phone. The collection requests do not require a specific collection technique be used.

ZERO ENERGY READY HOME PROGRAM

Wherever possible, the Zero Energy Ready Home program uses systems that automatically populate forms with previously gathered information which minimizes the amount of time needed to submit information. All the participants in the program use computer software tools to create home ratings. To submit information to DOE for the DOE Zero Energy Ready Home Verification Summary, the Home Energy Rating System Index software automatically takes the previously collected data and completes the form for the user. Without the software, it would take the participant about 15 minutes to complete the form for DOE. The largest reporting burden for the Zero Energy Ready Home program is the Zero Energy Ready Home Registry Report.

HOME ENERGY SCORE

All the collection activities for Home Energy Score are automated and electronic.

BETTER BUILDINGS RESIDENTIAL NETWORK

Wherever possible, the Better Buildings Residential Network and Solution Center will use systems that automatically populate forms with previously gathered information which minimizes the amount of time needed to submit information. Specifically, information collected about users on either the Residential Network membership form or Solution Center User Profile Customized Experience addendum can be used to auto-populate online-profiles in both websites.

HOME PERFORMANCE WITH ENERGY STAR

Wherever possible, the Home Performance with ENERGY STAR Program will use systems that automatically populate templates with previously gathered information which minimizes the amount of time needed to submit information. All responses are submitted electronically through email or web-based systems.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

ZERO ENERGY READY HOME PROGRAM.

Builder Partner Agreement, Verifier Partner Agreement, or Training Partner Agreement

The Partner Agreements are submitted to DOE one time per partner; less frequent collection is not possible.

Zero Energy Ready Home Registry Report

This information constitutes the largest reporting burden for the Zero Energy Ready Home program and is reported for each of the 1,500 to 5,000 homes per year. DOE needs the data from every home to ensure the quality of the homes and to analyze program achievements, including energy savings and energy cost savings. Less frequent collection would hinder DOE's ability to verify the energy efficiency of each home and would have a negative influence on the Zero Energy Ready Home's brand value as a symbol for energy efficiency. The very large variations in design, size, and energy use among homes make it difficult to sample fewer homes and use statistical analysis to accurately understand all homes.

Training Evaluation Form

If DOE asks for the information less frequently the training sessions will be less effective resulting in more time needed for program participants and DOE to interact to understand how to best participate in the program.

Housing Innovation Award Application

DOE collects this information annually. Less frequent collection would prevent DOE from obtaining current information and would prevent DOE from providing annual public recognition to outstanding partners.

Zero Energy Ready Home Parade of Homes Application

Like the Housing Innovation Award collection, DOE's ability to publicize the program and provide public recognition to outstanding partners would be lessened if home owners did not voluntarily participate in the Parade of Homes.

Case Study Form

Similar to the Parade of Homes and Housing Innovation Awards, if DOE does not collect this information and the other information it uses for publicity for the program, DOE will be less likely to grow, succeed, and meet Zero Energy Ready Home, DOE, and national goals of transforming the building market, and reducing energy use.

Utility Bill Submission

DOE would be less able to ensure the quality of the homes and to analyze true energy savings and energy cost savings without the energy information from utility bills.

Training Qualification Form

The Training Qualification Forms are submitted to DOE one time per partner. The forms are needed so that DOE can ensure a minimum level of qualification. If DOE does not know the capabilities of the trainers, the training sessions may result in poor training and unqualified homes constructed.

Student Home Design Competition

The information for the Student Home Design Competition is submitted to DOE one time per annual competition; less frequent collection would limit the competition to a less frequent event.

Recommended Quality Management Provisions

The DOE Zero Energy Ready Home Quality Management Checklist is a voluntary aspect of the program that may one day be a mandatory requirement. Currently DOE does not collect checklists but does collect information from Verifier Partners that indicates when a builder uses the Quality Management checklist on a home. The quality of construction of homes is very important to the success of the program. The checklists outline how to make high quality homes and DOE's knowledge of the use of the checklists allows DOE ensure the quality of homes for a successful program.

Renewable Energy Ready Checklist

DOE does not collect the completed checklists but, like the Quality Management Checklist, use of the Renewable Energy Ready Checklist ensures that the home was constructed properly to high quality standards.

HOME ENERGY SCORE

Partnership Agreement

The Partnership Agreements are submitted to DOE one time per partner; less frequent collection is not possible.

Implementation Plan

The Implementation Plans are submitted to DOE one time per Partner; less frequent collection is not possible.

Assessor Information Collection Form

The Assessors complete this form once upon joining the program. The program partners submit the lists of new assessors to DOE only once. Less frequent collection is not possible.

Home Energy Scoring Tool Data Collection Form

DOE collects data on the Home Energy Scoring Tool Data Collection Forms once per home so less frequent collection is not possible.

Assessor Training and Certification Procedures

The professionals who conduct the Home Energy Scores take one training session and pass one test. This helps ensure that scores are calculated consistently and teaches the Assessors how to do the job.

BETTER BUILDINGS RESIDENTIAL NETWORK.

The Membership Form

The Membership Forms are submitted to DOE one time per partner; less frequent collection is not possible. Without a membership form, Doe cannot operate this program.

The Benchmarking Data Collection Form

DOE's ability to facilitate residential energy efficiency program benchmarking would be hindered without the program outcome and cost data requested on the form. Participants decide how often they will submit information to DOE through the Benchmarking Data Collection Form.

The Annual Progress Form

If DOE does not collect this information the program will be unable to measure DOE's impact and that of its member partners. In addition, DOE will not have national or local market insights that prove valuable when trying to help other programs succeed. Collection will be once per year; less frequent collection is not feasible for tracking trends and results.

BBRP Solution Center Decision Tool Questionnaire

Solution Center users decide what information they will submit through the Decision Tool Questionnaire.

The Solution Center User Survey

This information will give DOE the opportunity to use direct feedback to improve Solution Center content, design, and functionality. DOE will conduct the survey once per year; less frequent collection will not offer feedback in a timely manner.

Without this information, DOE will have to rely on intuition without actual, quantitative, and qualitative information directly from customers. The result could mean wasted time, missed opportunities, and unhappy program participants.

This data request originated with the Office of Management and Budget's request to demonstrate the value of DOE programs, and to highlight the relative value of energy efficiency investments.

The Solution Center Rating & Comment Form

This information will help DOE identify which content users find helpful and should promote and which content users find unhelpful and should remove, based upon consistent ratings and comments. Program participants decide how often to complete the Solution Center Rating & Comment Form.

The Optional Solution Center Example Submissions

The **Solution Center Example Submissions** are an important part of keeping the Solution Center current, relevant, and high value for users. DOE's ability to operate the program would be hindered without it. Users decide how often they will submit information to DOE, requesting its inclusion.

HOME PERFORMANCE WITH ENERGY STAR.

Partnership Agreement Template

The Membership **Template** s are submitted to DOE one time per partner; less frequent collection is not possible. Without a membership form, DOE cannot operate this program.

Implementation Plan Template

The Implementation Plans are submitted to DOE one time per Partner; less frequent collection is not possible.

HPwES Sponsor Quarterly Reporting Template. Quarterly reports are reported quarterly to enable DOE to monitor: Sponsors' progress in delivering projects; Sponsors' compliance with DOE's quality assurance requirements; and Participating Contractors' status as active, probationary, or inactive.

HPwES Sponsor Annual Reporting Template If DOE does not collect this information the program will be unable to measure DOE's impact and that of its member partners. Furthermore, this information aides DOE in evaluating Sponsors' compliance with program requirements. In addition, collection will be once per year; less frequent collection is not feasible for tracking trends and results.

Partner of the Year Application Template. The information for the Partner of the Year award is submitted to DOE one time per annual competition; less frequent collection would limit the competition to a less frequent event.

Housing Innovation Award Application

DOE collects this information annually. Less frequent collection would prevent DOE from obtaining current information and would prevent DOE from providing annual public recognition to outstanding partners.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or report.

ZERO ENERGY READY HOME PROGRAM

Based on past operations of the programs and similar programs DOE staff running the Zero Energy Ready Home Program have a good understanding of how long it takes and how much it costs to complete the information collection activities and was able to accurately estimate how much time and effort it takes participants to complete the activities. The response information is based on EPA's ENERGY STAR Program for Homes. The Program coordinators have frequent meetings and phone calls with partners where aspects of the programs are discussed including how to effectively submit information to DOE.

HOME ENERGY SCORE

The Home Energy Score program coordinators also have had and will continue to have frequent meetings, individual phone calls, and conference calls with the partners that participate in the programs where aspects of the programs are discussed including how to operate the programs most effectively and where submitting information to DOE can be discussed. The Home Energy Score program polled several of its potential partners about time invested to complete Implementation Plan and Partnership Agreement during one of its monthly webinars for program partners.

BETTER BUILDINGS RESIDENTIAL NETWORK

The Better Buildings Residential Network and BBRP Solution Center has polled its partners to receive comment on the accuracy of the cost and hour burden estimates and their views on the data collections.

HOME PERFORMANCE WITH ENERGY STAR.

The HPwES program has polled a limited set of its partners to receive comment on the accuracy of the cost and hour burden estimates and their views on the data collections.

12. Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, DOE should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample fewer than 10 potential respondents is desirable.

For the four Programs for Improving Energy Efficiency in Residential Buildings and the Energy Consumption Survey,

- Total number of unduplicated respondents: 11,585
- Total annual responses: 46,909
- Total annual burden hours: **22,926**

ZERO ENERGY READY HOME PROGRAM

- Total number of unduplicated respondents: 278
- Total annual responses: 9110
- Total annual burden hours: 7854

The table below gives details on how these amounts were determined.

Information Collection Activity	Hours and Costs Per Respondent							Totals Per Year		
	Managerial or Technical	Clerical	All Workers	Educational Services	Students	Total Respondent Hours/Activity	Labor Costs/Activity	Responses	Cost	Hours
	\$51.26	\$23.37	\$31.09	\$43.71	\$31.09					
Housing Innovation Awards Application Form	2.50	1.00	0.00	0.00	0.00	3.50	151.52	30	\$4,546	105
Training Evaluation Form	0.05	0.00	0.00	0.00	0.00	0.05	2.56	220	\$564	11
Builder Partner Registration and partner Agreement	0.17	0.17	0.00	0.00	0.00	0.34	12.69	100	\$1,269	34
Rater Partner Registration and Partner Agreement	0.17	0.17	0.00	0.00	0.00	0.34	12.69	83	\$1,057	28
Training Partner Registration and Partner Agreement	0.17	0.17	0.00	0.00	0.00	0.34	12.69	28	\$359	10
Utility Bill Reporting Form	0.00	0.00	1.00	0.00	0.00	1.00	31.09	50	\$1,555	50
Parade of Zero Energy Homes Form	2.50	1.00	2.00	0.00	0.00	5.50	213.70	20	\$4,274	110
Case Study Form	2.50	1.00	0.00	0.00	0.00	3.50	151.52	30	\$4,546	105
Challen Home Data Reporting	0.50	0.08	0.00	0.00	0.00	0.58	27.50	5000	\$137,498	2900
Challenge Home Trainer Qualification Form	0.17	0.00	0.00	0.00	0.00	0.17	8.71	33	\$290	6
Challenge Home Design Competition Application Form	0.00	0.00	0.00	3.00	5.00	8.00	286.58	15	\$4,299	120
Renewable Energy Ready Checklist	1.25	0.00	0.00	0.00	0.00	1.25	64.08	2500	\$160,188	3125
QA/QC Checklist	1.25	0.00	0.00	0.00	0.00	1.25	64.08	1000	\$64,075	1250
Total								9110	\$384,519	7854

HOME ENERGY SCORE PROGRAM

- Total number of unduplicated respondents: 11,057
- Total annual responses: 31,810
- Total annual burden hours: 10,240

The table below gives details on how these amounts were determined.

Information Collection Activity	Hours and Costs Per Respondent							Total per year				
	Legal	Managerial	Technical	Clerical	Homeowner	Total Respond Hours/ Activity	Labor Costs/ Activity	Respondents	Times responding for this activity	Responses	Cost	Hours
	\$71.76	\$51.26	\$51.26	\$23.37	\$31.09							
Partners Joining HEScore												
Partnership Agreements (Only upon Partners joining the program)	0.50	1.00	0.00	0.00	0.00	1.50	87.14	20	1	20	\$1,743	30
Implementation Plan (Only upon Partners joining the program)	0.50	1.50	2.00	2.00	0.00	6.00	262.03	20	1	20	\$5,241	120
Home Assessors joining HEScore												
Assessor Information Collection sheet (Only upon Assessor joining the program)	0.00	0.00	0.50	0.00	0.00	0.50	25.63	150	1	150	\$3,845	75
Home Assessors collecting and submitting data												
Home Energy Score Assessor collect & enter data - Score offered as part of a home inspection	0.00	0.00	0.50	0.00	0.00	0.50	25.63	4,500	1	4,500	\$115,335	2,250
Home Energy Score Assessor collect & enter data - Score offered as part of an energy audit	0.00	0.00	0.16	0.00	0.00	0.16	8.20	9,000	1	9,000	\$73,814	1,440
Home Energy Score Assessor collect & enter data - Score offered as a stand-alone service. Including travel time	0.00	0.00	1.50	0.00	0.00	1.50	76.89	1,500	1	1,500	\$115,335	2,250
Home Owners participating in HEScore												
Homeowner arranging for their home to be scored-Score offered as part of a home inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500	1	4,500	\$0	0
Homeowner arranging for their home to be scored - Score offered as part of an energy audit	0.00	0.00	0.00	0.00	0.16	0.16	4.97	9,000	1	9,000	\$44,770	1,440
Homeowner arranging for their home to be scored - Score offered as a stand-alone service	0.00	0.00	0.00	0.00	0.50	0.50	15.55	1,500	1	1,500	\$23,318	750
Partners performing quality assurance												
Partners performing quality assurance re-scoring 5% of houses	0.00	0.00	1.50	0.00	0.00	1.50	76.89	750	1	750	\$57,668	1,125
Partners responding to DOE quality assurance clarifications												
Partners responding to DOE quality assurance clarifications	0.00	0.00	0.16	0.00	0.00	0.16	8.20	60	12	720	\$5,905	10
Assessor Training/certification												
Assessor Training/certification	0.00	0.00	5.00	0.00	0.00	5.00	256.30	150	1	150	\$38,445	750
Total										31,810	\$485,417	10,240

BETTER BUILDINGS RESIDENTIAL NETWORK

- Total number of unduplicated respondents: 200
- Total annual responses: 5600
- Total annual burden hours: 3888

The table below gives details on how these amounts were determined.

Information Collection Activity	Hours and Costs per Respondent					Totals per year				
	Managerial	Technical	Clerical	Total Respondent Hours/Activity	Labor Costs/Activity	Respondents	Times responding for this activity	Responses	Cost	Hours
	\$51.26	\$51.26	\$23.37							
Joining the Residential Network										
Complete membership form	0.25	0.00	0.00	0.25	12.82	200	1	200	\$2,563	50
Email membership form to DOE	0.00	0.00	0.12	0.12	2.80	200	1	200	\$561	24
Complete and submit Residential Network online profile	0.25	0.00	0.00	0.25	12.82	200	1	200	\$2,563	50
Solution Center user survey										
Complete and submit Solution Center usage survey online	0.50	0.00	0.00	0.50	25.63	400	1	400	\$10,252	200
Better Buildings Residential Program Solution Center Decision Tool Questionnaire										
Complete and submit Solution Center User Profile online	0.25	0.00	0.00	0.25	12.82	200	1	200	\$2,563	50
Optional Solution Center Content Comments & Ratings										
Submit content comment	0.00	0.00	0.25	0.25	5.84	200	5	1000	\$5,843	250
Submit content rating	0.00	0.00	0.12	0.12	2.80	200	10	2000	\$5,609	240
Optional Solution Center example submissions	0.25	0.25	0.50	1.00	37.32	100	2	200	\$7,463	200
Optional program results benchmarking data form										
Review benchmarking data submission instructions	0.25	0.25	0.00	0.50	25.63	100	4	400	\$10,252	200
Complete and submit benchmarking data	1.00	5.00	0.00	6.00	307.56	100	4	400	\$123,024	2400
Annual progress report										
Prepare annual progress update	0.25	0.50	0.25	1.00	44.29	200	1	200	\$8,858	200
Email annual progress update	0.00	0.00	0.12	0.12	2.80	200	1	200	\$561	24
Total								5600	\$180,111	3888

HOME PERFORMANCE WITH ENERGY STAR

- Total number of unduplicated respondents: 50
- Total annual responses: 289
- Total annual burden hours: 927

The table below gives details on how these amounts were determined.

Information Collection Activity	Hours and Costs Per Respondent						Total per year				
	Legal	Managerial	Technical	Clerical	Total Respond Hours/ Activity	Labor Costs/ Activity	Respondents	Times responding for this activity	Responses	Cost	Hours
	\$71.8	\$51.3	\$51.3	\$23.4							
Partners Joining HPwES											
Partnership Agreements (Only upon Partners joining the program)	1.00	0.50	0.00	0.00	1.50	97.39	4	1	4	\$390	6
Implementation Plan (Only upon Partners joining the program)	0.25	1.50	1.50	1.50	4.75	206.78	4	1	4	\$827	19
Reporting requirements											
Partners completing quarterly reports	0.00	0.50	0.00	1.00	1.50	49.00	50	4	200	\$9,800	300
Partners completing annual reports	0.50	1.75	0.75	3.50	6.50	245.83	50	1	50	\$12,291	325
Awards Application											
Partners completing Energy Star Award Application "Home Performance Only"	0.50	2.00	2.00	3.50	8.00	322.72	15	1	15	\$4,841	120
Partners completing the Housing Innovation Award Application	0.50	2.00	0.00	3.00	5.50	208.51	15	1	15	\$3,128	83
Quality Assurance visit											
Partners engaged in DOE quality assurance visit	0.50	5.00	5.00	8.00	18.50	735.44	4	1	1	\$735	74
Total									289	\$32,012	927

14. Provide estimates of annualized cost to the Federal government.

ZERO ENERGY READY HOME PROGRAM The annual cost to the Federal government resulting from the collection of information for the Zero Energy Ready Home program is estimated to be about \$56,933.

Information Collection Activity	Hours and Costs Per Respondent		Totals per year		
	Government Technical Wage	Labor Costs/ Activity	Activities	Cost	Hours
	\$52.55				
Housing Innovation Awards Application Form	0.50	26.28	30	\$788	15
Training Evaluation Form	0.08	4.20	220	\$925	18
Builder Partner Registration and partner Agreement	0.04	2.10	100	\$210	4
Rater Partner Registration and Partner Agreement	0.04	2.10	83	\$175	3
Training Partner Registration and Partner Agreement	0.04	2.10	28	\$60	1
Utility Bill Reporting Form	0.17	8.93	50	\$447	9
Paarade of Zero Energy Homes Form	0.50	26.28	20	\$526	10
Case Study Form	0.50	26.28	30	\$788	15
Challen Home Data Reporting	0.20	10.51	5000	\$52,550	1000
Challenge Home Trainer Qualification Form	0.04	2.10	33	\$70	1
Challenge Home Design Competition Application Form	0.50	26.28	15	\$394	8
Renewable Energy Ready Checklist	0.00	0.00	2500	\$0	0
QA/QC Checklist	0.00	0.00	1000	\$0	0
Totals			9110	\$56,933	1083

HOME ENERGY SCORE PROGRAM The annual cost to the Federal government resulting from the collection of information for the Home Energy Score program is estimated to be about \$20,514.

Information Collection Activity	Hours and Costs Per Respondent						Totals per year				
	Legal	Managerial	Technical	Clerical	Total Respondent Hours/ Activity	Labor Costs/ Activity	Respondents	Times responding for this activity	Activities	Cost	Hours
	\$76.64	\$71.67	\$52.55	\$21.10							
Review Partnership Agreements	0.00	0.00	0.00	0.16	0.16	\$3.38	20	1	20	\$68	3.20
Review Implementation Plan	0.00	0.00	0.30	1.00	1.3	\$36.87	20	1	20	\$737	26.00
Review Assessor Information Collection sheet. Create a Home Energy Score account for Assessors.	0.00	0.00	0.00	0.25	0.25	\$5.28	150	1	150	\$791	37.50
Quality Assurance Data Review	0.00	0.00	0.50	0.00	0.5	\$26.28	60	12	720	\$18,918	360.00
Total									910	\$20,514	426.70

BETTER BUILDINGS RESIDENTIAL NETWORK The annual cost to the Federal government resulting from the collection of information for the Better Buildings Residential Network is estimated to be about \$112,939.

Information Collection Activity	Hours and Costs Per Respondent						Totals per year		
	Legal	Managerial	Technical	Clerical	Agency Hours/ Activity	Labor Costs/ Activity	Activities	Cost	Hours
	\$76.64	\$71.67	\$52.55	\$21.10					
Joining the Residential Network									
Receive and process membership forms	0	0	0	0.25	0.25	\$5.28	200	\$1,055	50.00
Solution Center Online user survey									
Solution Center survey development	0	10	15	5	30	\$1,610.45	0.33	\$531	9.90
Distribute Solution Center survey	0	0	0	16	16	\$337.60	0.33	\$111	5.28
Receive, process, and analyze Solution Center survey	0	0.25	0.5	0.75	1.5	\$60.02	200	\$12,004	300.00
Optional Solution Center Decision Tool Questionnaire									
Receive and process Solution Center User Profile information	0	0	0	0.12	0.12	\$2.53	200	\$506	24.00
Optional Solution Center Comments & Ratings - example submissions									
Receive and process Solution Center example submissions	0	0	3	1	4	\$178.75	200	\$35,750	800.00
Optional program results benchmarking data form									
Create and maintain optional benchmarking tool	20	120	2000	100	2240	\$117,343.20	0.33	\$38,723	739.20
Process and analyze benchmarking data submitted	0	0	0.5	0	0.5	\$26.28	400	\$10,510	200.00
Annual progress report									
Email Annual Progress report requests	0	0	0	1	1	\$21.10	200	\$4,220	200.00
Receive and process Annual Progress reports	0	0	0.5	1	1.5	\$47.38	200	\$9,475	300.00
BBSC paper survey at conferences. (3 conferences, 100 responses per conference, over 3 years)									
Conference. Distribute and collect surveys	0	0	0	0.5	0.5	\$10.55	1	\$11	0.50
Conference. record survey data into spreadsheet	0	0	0	0.02	0.02	\$0.42	100	\$42	2.00
Total								\$112,939	2,630.88

HOME PERFORMANCE WITH ENERGY STAR

The annual cost to the Federal government resulting from the collection of information for the Home Energy Score program is estimated to be about \$9,812.

Information Collection Activity	Hours and Costs Per Respondent						Totals per year				
	Legal	Managerial	Technical	Clerical	Total Respondent Hours/Activity	Labor Costs/Activity	Respondents	Times responding for this activity	Activities	Cost	Hours
	\$76.64	\$71.67	\$52.55	\$21.10							
Review Partnership Agreements	0.00	0.00	0.00	0.50	0.5	\$10.55	4	1	4	\$42	2.00
Review Implementation Plans	0.00	1.00	2.00	1.00	4	\$197.87	4	1	4	\$791	16.00
Review quarterly reports	0.00	0.00	0.00	0.50	0.5	\$10.55	50	4	200	\$2,110	100.00
Review annual reports	0.00	0.00	1.00	0.50	1.5	\$63.10	50	1	50	\$3,155	75.00
Review Energy Star Award Application	0.00	0.00	0.25	0.75	1	\$28.96	15	1	15	\$434	15.00
Review the Housing Innovation Award Application	0.00	0.00	0.25	0.75	1	\$28.96	15	1	15	\$434	15.00
Perform quality assurance visit	0.00	2.00	10.00	2.00	14	\$711.04	4	1	4	\$2,844	56.00
Total									292	\$9,812	279.00