

HPwES Sponsor Quarterly Reporting Form - RE

Reporting Period: 2014 Q1

Reports Due: 3/30/2013

Section 1: Sponsor Information

Please verify or update the information shown in the "Sponsor Information" tab if ne

Section 2: Contractor and Project Inform

A. Please update your program's participating contractor list by deactivating contrac information where necessary. You may also update participating contractor status fo

B. Please report activity for this reporting period for each contractor. Report only cc inspection counts may only be retroactively adjusted for the two preceding quarters

Reporting Schedule:	Covers
Q1	Jan.-March
Q2	April-June
Q3	July-Sept.
Q4	Oct.-Dec.

Glossary

Program Name	A public name associated with HPwES pro
HPwES Contractor Contact Information	Please report only the contact informati marketing coordinator will have access to
Participating Contractor Status	A drop down menu with only three possib
Active	A fully participating contractor that shoul
Inactive	A contractor no longer participating in a l
Probation	A contractor in-between Active and Inacti and Marketing Toolkit.
Completed HPwES Project	A test-in/assessment was performed, wor
Field Inspection	A field visit by an independent inspector t the HPwES project.
Shared Projects	Reporting shared projects between partic one primary contractor and should be rep HPwES project by performing the pre-ass
Retroactive Adjustments	Retroactive projects completed and field i



Indicates locked cells that are currently not

Updating Locked Cells

Please contact your Account Manager with

Sorting Functionality

The Contractor and Project Information sheet can be sorted by: HPwES Organization. Click the "SORT" button in columns C,D,E,F, or K at the Contractor and Project Information

Inserting New HPwES Organization

By clicking the "Add A New HPwES Contractor" Button in the Contractor and Project Information sheet, you can add a new contractor's project information.

Comments

Please provide any additional comments

Upon Completion

Please click the send button. An e-mail with the quarterly reporting template attached to the button was tested with Outlook Express, Windows Mail, Windows Live Mail and Outlook. Alternatively you can save the quarterly form on your hard-drive and send it to your Account Manager.

Internal DOE Purposes

DOE Review:

Account Manager Reviewer:

AD ME FIRST

necessary.

ation

ctors who are no longer participating and updating company contact
or those who are on or off probationary status.

ompleted HPwES projects and field inspections. HPwES project and field
; listed.

Report Due

April 30th

July 30th

October 30th

January 30th

rogram; note this is how your program is listed on the energystar.gov Sponsor map.

n of the marketing coordinator for each HPwES Contractor. The contractor's
My Energy Star Account (MESA).

ilities: Active, Inactive, or Probation.

d have access to MESA, Marketing Toolkit, and logos.

ocal program and does not have access to MESA, Marketing Toolkit and logos.

ve; may be due to paperwork or disciplinary action; does not have access to MESA

k/improvements were performed, and a test-out was performed.

o assess compliance with program standards. The visit could be at any stage during

ipating contractors is no longer permitted. Each project completed should only have
orted as such. The primary contractor usually takes greater responsibility on the
essment and/ or the post assessment.

inspections adjustments will only be allowed for the two preceding quarters.

not editable and are only shown for reference purposes.

When you need to update any of the locked cells.

Contact Name, Contact First Name, Contact Last Name, Status, and City. Clicking on the sheet will trigger the appropriate sorting function.

When you add a new row to the Information sheet, a new row is added to collect the new HPwES














Comments you would like to share with the HPwES team.










The information entered will be sent to your Account Manager. The look and it may or may not work with other sheets. Please save it as an attachment to your Account

SEND

Date Reviewed:




Date Reviewed:

SponsorID	
Sponsor Name	
Website	
Program Name	
Status	
Primary Contact First Name	
Primary Contact Last Name	
Primary Email	
Primary Phone Number	
Reporting Contact First Name	
Reporting Contact Last Name	
Reporting Contact Email	
Reporting Contact Phone Number	
Year Joining the Program	
Total Active Participating Contractors	
Total 12Q2 Projects	
Total 12Q2 Field Inspections	
Total 12Q3 Projects	
Total 12Q3 Field Inspections	
Total 12Q4 Projects	
Total 12Q4 Field Inspections	
Total CY12 Projects	
Total CY12 Field Inspections	
Total 13Q1 Projects	

Total 13Q1 Field Inspections	
Total 13Q2 Projects	
Total 13Q2 Field Inspections	
Total 13Q3 Projects	
Total 13Q3 Field Inspections	
Total 13Q4 Projects	
Total 13Q4 Field Inspections	
Total CY13 Projects	
Total CY13 Field Inspections	

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Sponsor ID 	Contractor ID 	HPwES Contractor 	Contact First Name

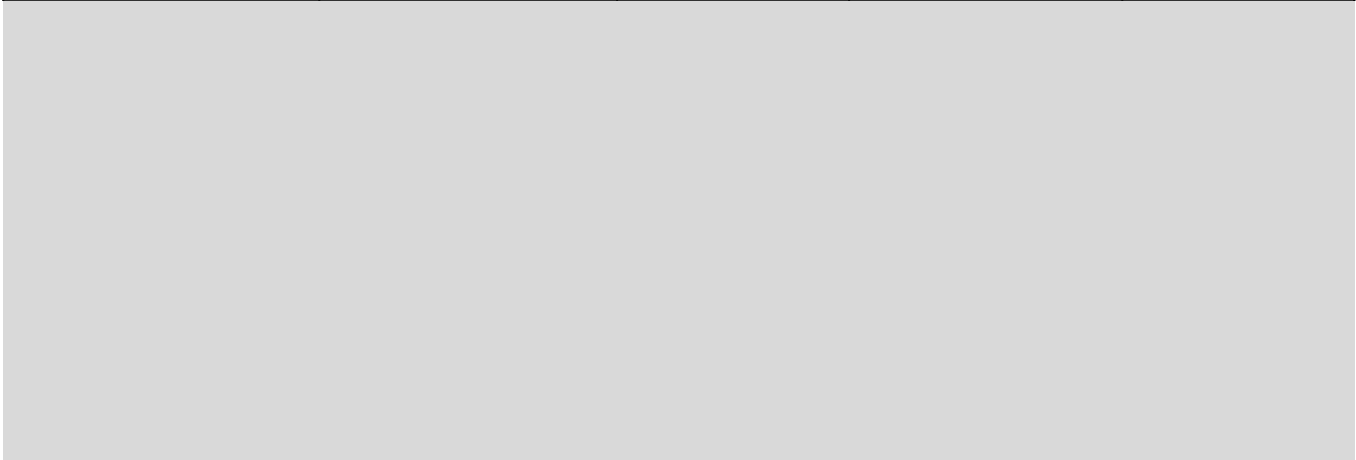
Contact Last Name	Status	Email	Contact Phone





Address 1	Address 2	City	State	Zip





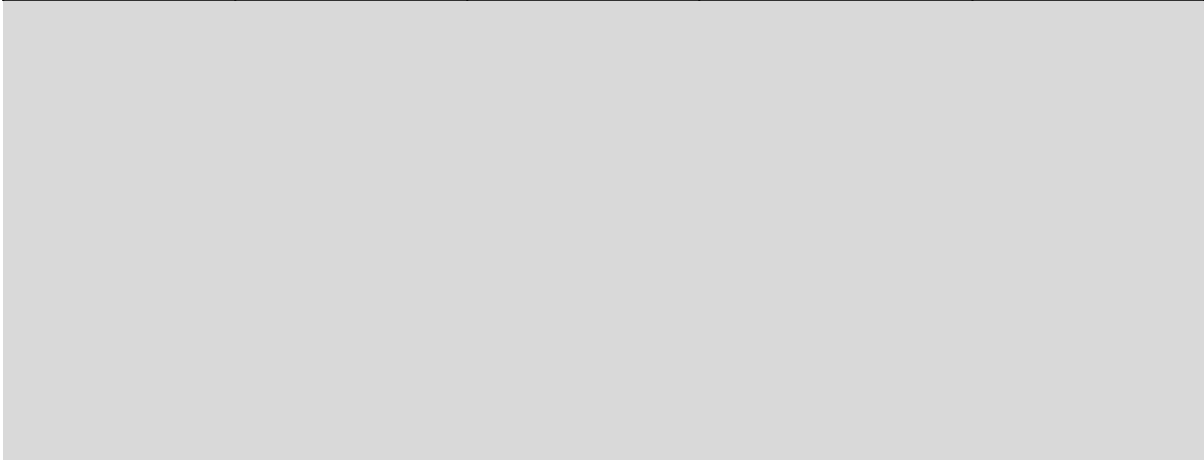
Organization Phone	Organization Fax	Website	CY12 Project 	CY12 Field Inspections 
			0	0
			0	0
			0	0
			0	0
			0	0




13Q1 Projects 	13Q1 Field Inspections 	13Q2 Projects	13Q2 Field Inspections	13Q3 Projects



13Q3 Field Inspections	13Q4 Projects	13Q4 Field Inspections	CY13 Projects 	CY13 Field Inspections 
			0	0
			0	0
			0	0
			0	0
			0	0



14Q1 Projects 	14Q1 Field Inspections 