

# OFFICE OF MANAGEMENT AND BUDGET CONTROL NU

## 1. READ ME FIRST

### I- About the Home Performance with ENERGY STAR

As a Home Performance with ENERGY STAR (HPwES) Sponsor, one of your partnership commitments activities. The U.S. Department of Energy (DOE) is interested in gathering information on CY2018 res Report will also verify your program's compliance with Version 1.5 of the Sponsor Guide. Compliance Report tab of this workbook. Data analysis from this report will help support program development a

Please answer the questions based on the data you normally collect and information that is readily a respond to specific questions, answers may be left blank.

Supporting definitions are provided for questions marked with <sup>d</sup>. A complete list of all the definitions clarifying comments if applicable in green comment boxes in Column O of the "Annual Report" tab. I HPwES Account Manager.

**Please complete this form by Wednesday, February 15, 2019 and submit it by email to homeperfor**

### II- About the Annual Report Templ

This Excel-based template is designed to enable data pre-population using Sponsors' responses from save Sponsors time by only requiring a review and possible edit/update for those questions. Question (P). The response fields of questions for which information would be appreciated will appear orange.

The template is structured around 3 tabs: (1) READ ME FIRST, (2) Annual Report, and (3) V1.5 Compl we receive the report, we request that you please do not delete tabs, change formulas, or change ce

### III. The Suggested Flow

1. READ ME FIRST



2. ANNUAL REPORT



3. V  
Com

Start by reviewing this tab and orienting yourself with the new template.

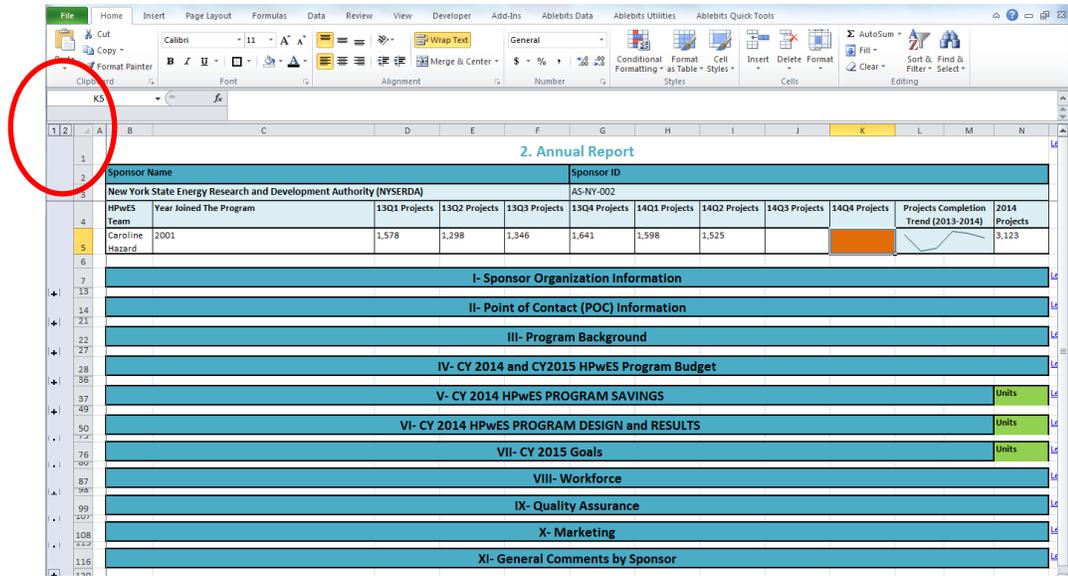
**Data Entry:**  
Please provide your program's responses to the questions listed in this tab.

4. ADJUST

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## IV- Navigating the Annual Report T

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



## V- Supporting Definitions

<b>Average Invoice Cost</b>	The average total cost for a completed HPwES project including homeowner Average invoice cost is calculated by dividing the total completed project in completed.
<b>Calibrate Predicted Energy Savings</b>	In this context, we want to know if your predicted energy savings are adjust historical energy consumption data for any or all of your projects. This pro to adjust the whole building energy model on a per project basis, or as simp heating annually and double-checking that the predicted energy savings see how the market addresses this issue, so providing an explanation of your pr not required.

<b>Certificates</b>	Documents the improvements, as well as the organizations and companies the HPwES Sponsor. Certificates can offer the homeowner proof that energy which may contribute to improving the house's future re-sale value.
<b>Connected Thermostat</b>	A thermostat which is connected to the internet.
<b>Cooperative Advertising</b>	A form of cost sharing where the total cost of advertising is shared by more advertising. HPwES cooperative advertising costs are typically shared between Cost sharing may extend to design fees, collateral production, and traditional initiatives such as participation in trade shows, lawn signs, or other tactics.
<b>Deemed Savings Calculation</b>	An agreed-to (stipulated) engineering algorithm(s) used to calculate the energy installed energy efficiency measure. These calculations are developed from acceptable for the subject measure and its specific application. It may include parameters in the algorithm, but typically it requires users to input data into algorithm(s). (Source: SEE Action Energy Impact Evaluation Guide).
<b>Deemed Savings Value</b>	An estimate of energy or demand savings for a single unit of an installed energy from data sources and analytical methods that are widely considered acceptable applicable to the situation being evaluated. Individual parameters or calculations stipulated savings value. (Source: SEE Action Energy Impact Evaluation Guide)
<b>Demand</b>	The time rate of energy flow. It is the requirement for energy consumption given instant or averaged over any designated interval of time. Demand usually a customer or piece of equipment at a specific time, expressed in kilowatts use at a point in time, usually as Btu/hr, kBtu/hr, therms/day, or cubic feet per Evaluation Guide).
<b>Direct install</b>	Improvement measures installed under an energy efficiency program design measures in customer premises by a contractor sponsored by the program. involve one-for-one replacement of existing equipment with more efficient <i>limited to improvements that do not alter any of the home's major systems strips, etc.) HPwES considers these installations to be part of the home performance system of the home (e.g. air sealing, duct sealing) and are free of charge to should be counted as completed projects.</i>
<b>DOE's Weatherization Assistance Program (WAP)</b>	In general, households with income at or below 200% of the poverty level are Assistance Program. If your state uses a different threshold metric for WAP
<b>Geographical area served by your program</b>	Refers to the state, county, city, town, or zip code that your program services town, or zip code please identify it.
<b>Gross site energy savings</b>	An estimate of the total change in energy consumption, consumed at the site related actions taken by participants in an efficiency program, regardless of energy use from the customer's perspective after taking into account factors in weather or building occupancy). Gross site energy savings calculations do decisions such as free ridership or spillover. If needed, please see fuel conversion
<b>Home Performance Assessment (HPA)</b>	The set of inspections, diagnostics, data collection, analyses, and reporting, it results in an HPA summary report including a proposed improvement plan

<b>Income-qualified</b>	Eligibility criteria established for program participation or certain incentives household's income. Income-qualified program offers typically target lower outreach, services, or incentives.
<b>HPwES Project</b>	Encompasses the complete work cycle in which HPwES services are provide completed HPwES project includes an HPA, installation of improvement me
<b>Independent third-party QA program</b>	Reflects organizations offering specialized services providing QA at the cont program and RESNET's EnergySmart Contractor QA program.
<b>Interactivity</b>	The influence of one technology's application on the energy required for an from internal gains in a home as a result of replacing incandescent lights w heating from another source, often oil- or gas-fired.
<b>Project Calculator or Worksheet</b>	Sponsors and/or programs sometimes design a custom calculator to genera and projects. Select this choice only if your calculator uses field data for inp if your calculator accounts for interactivity of measures. If your calculator c performance, then select "Deemed Measure Savings" with or without inter.
<b>QA contractor hired by the program</b>	The Sponsor contracts quality assurance services directly with a vendor wh
<b>Quality Management System (QMS)</b>	A process-based approach to fulfill the requirements for quality with emph production. <i>Refer to the HPwES Sponsor Guide and Reference Manual v1.5</i>
<b>The Program is evaluated by a third-party independent evaluator</b>	Third-party program evaluations may be required for regulatory compliance means of demonstrating some level of external oversight. Third-party eval independently contracted through an oversight body like a public utility cor
<b>Whole Building Energy Modeling</b>	The process of calculating a building's energy loads and predicting energy c such as the physical characteristics of the building and operating conditions software but may also be calculated using manual algorithms. Modeling inc complex measure-specific calculations.

## VI- Fuel Unit Conversion

<p>Some questions request estimated energy savings for 2018 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	
	kWh	
	Therms	
	Gallons (Oil)	
	Propane	

NUMBER: 1910-5184

## Annual Report

This is to provide an annual update on program results as well as plans for CY2019. The 2018 Annual Report questions this year appear in the V1.5 Compliance and growth on the local, regional and national levels.

accessible. If your program does not have the data to

is also below. You are encouraged to provide further information. Please direct any questions or feedback to your

compliance@energystar.gov.

## Update

the 2017 Annual Data Call. Hopefully this will help you. Answers with prepopulated answers will be denoted with a

Compliance Report. To enable smoother data transfer once you are at all locations.

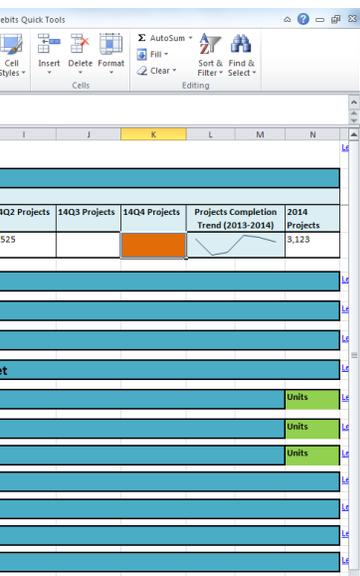
V1.5  
Compliance

Finance

**Data Entry:**  
Please review  
our previous  
responses and  
indicate  
whether or not  
anything has  
changed.  
Describe any  
changes.

Tab

Tab can be expanded or hidden by the user. Clicking on the tab highlighted by the red circle below will expand all tabs in each section.



... contribution, incentives, and other rebates.  
... voice costs by the number of HPwES projects

... ed, calibrated, or "trued up" compared to actual  
... edure could be as formal as using BPI-2400 protocols  
... le as asking the homeowner what they pay for  
... em realistic. This is our first attempt at understanding  
... ocess in the comments field would be helpful, but is

involved in the home performance project offered by  
y improvements have been made to their home -

than one party who may benefit from the  
e:en the Sponsor and the Participating Contractor.  
al media placements as well as more non-traditional

ergy and/or demand savings associated with an  
common practice that is widely considered  
de stipulated assumptions for one or more  
ociated with the actual installed measure into the

ergy efficiency measure that (1) has been developed  
table for the measure and purpose, and (2) is  
ation methods can also be deemed; also called  
le).

of energy source(s) by an energy using system at a  
ally refers to the amount of electric energy used by  
(kW equals kWh/h) but can also refer to natural gas  
per day (ccf/day). (Source:SEE Action Energy Impact

n strategy involving the direct installation of  
at no cost to the customer. Such programs generally  
equipment. *Note: when direct install measures are  
(e.g. light bulbs, aerators, showerheads, power  
ormance assessment. Measures that alter a major  
the customer are also considered "direct install" but*

re eligible to participate in the Weatherization  
' eligibility, please note that in the comments field.

es. If your program services the majority of a county,

te (e.g. the home), that is attributed to program-  
why they participated. This is the physical change in  
s not caused by the efficiency actions (e.g. changes  
) not account for market effects impacting consumer  
ersion formulas at the end of this tab.

needed to initiate a HPwES project with a customer;  
ckage.

that are based on the homeowner's or the  
r or moderate income homes by offering additional

d to a customer for a specific household. A  
asures, and a final test-out.

ractor level. Examples include BPI's GoldStar

other application. An example is the reduced heat  
ith CFLs, and the resulting need to increase space

ite predicted energy savings for installed measures  
outs (rather than baseline assumptions) and indicate  
does not use field data to determine baseline  
activity as appropriate.

o has no other vested interest in the program.

asis on continual improvement and zero-defect  
*Section 6 and Appendix F for additional information.*

or voluntarily included in the program's design as a  
rators may be under contract to the Sponsor or  
nmission.

onsumption for that building based on known data  
. This process is usually completed using computer  
ludes whole building simulations as well as less

To	
MMBtu	0.00





2. ANNUAL REPORT

Sponsor Name						Sponsor ID									
Alaska Housing Finance Corporation						Err:504									
Account Manager	Year Joined The Program	16Q1 Projects	16Q2 Projects	16Q3 Projects	16Q4 Projects	17Q1 Projects	17Q2 Projects	17Q3 Projects	17Q4 Projects	18Q1 Projects	18Q2 Projects	18Q3 Projects	18Q4 Projects	Production Trend (2015-2018)	2018 Projects

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)															
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. (P)															
2. Briefly describe any anticipated changes to your program in the coming year.															
3. 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. (P)															
4. Provide a URL for HPwES program website (Note: This URL will be listed on the energystar.gov/hpwes "Find a Program" map) (P)															
5. What is the geographical area served by the HPwES program															

IV- CY2018 and CY2019 (Projected) HPwES Program Budgets														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.										CY2018 Expenditures		CY2019 Budget			
6. What is the annual program budget in dollars?															
7. What percentage of the annual program budget is spent on program administration (administration, marketing, quality assurance and operational overhead)?															
What percentage of the administrative budget is spent on marketing?															
What percentage of the administrative budget is spent on quality assurance?															
8. What is the total amount spent on incentives (including consumer/contractor incentives, HPwES direct install, market-rate incentives/rebates and subsidies such as non-WAP income-eligible projects)?															

V- CY 2018 HPwES PROGRAM SAVINGS														Comments	
9. What are the program's estimated gross site energy savings d for CY2018 (MMBtu)? If needed, please see fu															
What percentage of the total savings from Question 9 above were electric savings?															
What percentage of the total savings from Question 9 above were from thermal fuels?															

10. How are energy savings estimated at the project level? (P)	
If using software, which program(s)?	
11. What are the average per-project savings (MMBtu)?	
12. Is the program regulated by a public utility commission? (P)	
13. Is the program evaluated by a third party independent evaluator? (P)	
If applicable, please provide links to any third-party program evaluations.	

VI- CY 2018 HPwES PROGRAM DESIGN and RESULTS		Comments
<i>When completing this form, reported numbers should be based only on HPwES activities.</i>		
14. Please estimate the percentage of projects completed in CY2018 that included each of the following measures. Note: Any projects with associated measures completed before or after 2018 are not captured. Your estimates will aid the HPwES Team in roughly identifying the measure mix for 2018 completed HPwES projects.	Shell/Envelope	
	HVAC Repair/Replacement	
	Smart Thermostat/Technologies	
	Duct Sealing/Repair/Replacement	
	Duct Insulation	
	Water Heating Equipment	
	Lighting	
	Ventilation Upgrades	
	Appliances	
	Other, please specify	
15. What is the average project invoice, including homeowner contribution and rebates?		
16. How many income-qualified projects were completed during 2018?		
17. How many multifamily units were completed during 2018? See page 32 of the Sponsor Guide ( <a href="https://www.energystar.gov/ia/home_improvement/downloads/HPwES_Sponsor_Guide_v1-5.pdf">https://www.energystar.gov/ia/home_improvement/downloads/HPwES_Sponsor_Guide_v1-5.pdf</a> ) for guidance on multifamily reporting.		
18. Does your program offer homeowner financing?		
19. If applicable, what is the total value of your program's loan portfolio?		
20. If applicable, what is the average origination amount within your program's loan portfolio?		

VII- Workforce		Comments
21. What are the top-two workforce categories or trades most actively participating in your program (Home performance, HVAC, general contractor, etc.)?		
If you selected "other" please specify.		
22. Briefly describe the nature of your workforce (trades, etc.)		

VIII- Quality Assurance		Comments
23. Based on your best estimate, what is the average cost for one field inspection including labor, travel, and other miscellaneous expenses?		
24. What is the QA field inspection sampling rate? (%)		
25. Who conducts the QA field inspections (Sponsor staff, implementation contractor, contracted QA vendor, some combination of these)?		
26. Describe the process for receiving and processing customer inquiries and how complaints are addressed (P).		

Legend	
	Still needs to be answered
(P)	Pre-populated using your program responses from the 2017 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.

**OFFICE OF MANAGEMENT AND BUDGET CONTROL NUMBER: 1910-5184**  
**Exp. Date: 10/31/19**

QUESTION	R
<p>1. Describe how your program's Home Performance Assessment d</p>	
<p>2. Describe what is included in your program's HPA Summary Report. For v1.5 compliance, the following elements should be addressed in a HPA Summary Report:</p> <ul style="list-style-type: none"> <li>-General customer information</li> <li>-Description of existing conditions</li> <li>-Prioritized list of the proposed recommended improvements</li> <li>-Notice of health and safety related issues</li> <li>-Savings projections</li> </ul>	
<p>3. Describe how your program's measure installation specifications include, at minimum, the following elements:</p> <ul style="list-style-type: none"> <li>- Acceptable sequence of installation with consideration for customer needs</li> <li>- Compliance with local building codes, permitting procedures, industry-accepted standards, and manufacturer's specifications for the materials and equipment being installed</li> <li>-Ventilation requirements as prescribed by industry-accepted standards</li> <li>-Materials and installation techniques consistent with a building science-based approach</li> <li>-Installation worker qualification criteria</li> </ul>	

<p>4. Describe your test-out procedures and how it includes the following:</p> <ul style="list-style-type: none"> <li>-Visual inspection of installed measures as specified in the SOW, review of commissioning reports, and diagnostic tests as necessary to confirm that manufacturers' specifications and industry-accepted standards have been satisfied</li> <li>-Combustion safety checks for all projects where improvements might impact combustion appliance performance</li> <li>-Blower door tests when measures impacting infiltration rates are installed</li> </ul>	
<p>5. Describe how your Contractor Participation Agreement (CPA) includes at minimum:</p> <ul style="list-style-type: none"> <li>-Explanation of the agreement</li> <li>-Participating contractor commitments</li> <li>-Marketing and advertising guidelines</li> <li>-Business Practices</li> <li>-Qualifications and credentials</li> <li>-Terms and conditions pertaining to termination</li> </ul>	
<p>6. Does your program provide training about the value and minimum requirements of HPwES to all participating contractors and employees who provide customer service?</p>	
<p>7. What method does your program use to enroll participating contractors who meet the qualifying criteria?</p>	
<p>8. Describe how the qualifying criteria and enrollment process for participating contractors in your program include the following elements:</p> <ul style="list-style-type: none"> <li>-Training and credentialing requirements</li> <li>-Certification of supervisory staff</li> <li>-Ensuring participating contractors have capacity and resources to provide program related services</li> <li>-Compliance with local registration and licensing requirements</li> <li>-Access to qualified installation crews and/or sub-contractors</li> </ul>	
<p>9. Describe how the program evaluates participating contractor performance and how often feedback is given.</p>	
<p>10. Which of the following Quality Assurance options will your pro</p>	



### 3. V1.5 Compliance Supplemental

RESPONSE FROM 2017 ANNUAL REPORT	CHANGES IN 2018?




of information is estimated to average 6.5 hours per response, including the time to gather data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records Management Project (1910-5184), U.S. Department of Energy, 1000 Independence Avenue, SW, Washington, DC 20585, and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-5184), Washington, DC 20503.

*DESCRIPTION OF CHANGES, IF APPLICABLE*





