

1 **Revised Proposal**

2  
3 **P2 – Proposed Home Performance with ENERGY STAR® Program Reporting**  
4 **Requirements**

5  
6 **Background**

7  
8 The National Home Performance with ENERGY STAR (HPwES) Program needs information  
9 from program sponsors on key market indicators to enhance support to program sponsors as  
10 well as conduct program evaluations. In order to encourage consistent reporting across the  
11 country, the National HPwES Program is considering simplifying the reporting requirements of  
12 the HPwES Partnership agreement.

13  
14 **Proposed Change or New Policy**

15  
16 The current HPwES Partnership Agreement specifies quarterly reporting of the following market  
17 indicators:

- 18  
19
  - Number of consumer initiated calls and contacts
  - Number of participating contractors
  - Number of referrals
  - Number of jobs completed
  - Actual or estimated energy savings from home improvement activities resulting  
24 from HPwES program
  - Consumer and program costs
  - Description of quality control activities performed and its outcomes

25  
26  
27  
28 **Quarterly Reporting**

29  
30 **The quarterly reporting requirements will be changed to the following:**

- 31
  - **Number and names of participating contractors**
  - **Number of jobs completed per contractor**
  - **Number of on-site inspections completed per contractor**

32  
33  
34  
35  
36 An Excel spreadsheet will be provided to simplify reporting (see attached spreadsheet).  
37 Program Sponsors will be required to email this report to the National HPwES Program by April  
38 30th for the first quarter, July 31st for the second quarter, October 31st for the third quarter and  
39 January 31st for the fourth quarter.

40  
41 **Annual Report**

42  
43 In addition to quarterly reporting, an annual summary report (**due by December 15<sup>th</sup> for the**  
44 **current calendar year**) will be required. This annual report will include an annual summary of  
45 contractor recruitment/training activities, quality assurance activities, marketing activities, and  
46 future program plans. This report should be less than three pages and can be used in a  
47 sponsor's application to the ENERGY STAR Awards for national Home Improvement  
48 recognition.

1 In order to provide consistent support to local sponsors across the country, local programs that  
2 do not submit quarterly reports will be considered inactive and removed from the ENERGY  
3 STAR web site. Furthermore, to remain an active sponsor of HPwES, the program must:  
4       o Report a minimum of 50 jobs per year.  
5       o A new program has 2 years to meet this requirement.  
6

7

8 Comments Requested

9

10 The National HPwES Program is specifically seeking comments on the proposed changes to  
11 the quarterly reporting requirements of the HPwES partnership agreement and the addition of  
12 an annual summary report. Specifically, are these changes and the timeframe reasonable?  
13