

# Home Performance with ENERGY STAR Sponsor Guide and Reference Manual (v1.5)

## Minimum Requirements Checklist Worksheet

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Building Technologies Office

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## Introduction

*The Home Performance with ENERGY STAR Program is providing this **Minimum Requirements Checklist Worksheet** as a tool for prospective Sponsors to review their preparations and plans for developing a compliant Home Performance with ENERGY STAR program. Current Sponsors are also encouraged to use this worksheet as a tool to verify compliance with the minimum requirements codified by the issuance of the Sponsor Guide and Reference Manual (v1.5).*

## Minimum Requirements Checklist Worksheet – Normative

### Minimum Home Performance with ENERGY STAR Program Requirements Checklist:

#### *Use and Management of the Home Performance with ENERGY STAR Mark*

1.1 Comply with current *ENERGY STAR Brand Book*

Status:  Yes  
 No

Notes:

1.2 Maintain a list of authorized representatives, including participating contractors, who may use the brand and mark in compliance with the *ENERGY STAR Brand Book*

Status:  Yes  
 No

Notes:

1.3 Use the Home Performance with ENERGY STAR name and mark to inform homeowners that services being rendered by participating contractors under the Sponsor's program follow the HPwES approach

Status:  Yes  
 No

Notes:

1.4 Establish a process to ensure your business partners and participating contractors comply with the *ENERGY STAR Brand Book*

Status:  Yes  
 No

Notes:

1.5 Send marketing materials, including web designs, to your HPwES Account Manager for compliance review; HPwES Account Managers require a minimum of five business days to review materials

Status:  Yes  
 No

Notes:

1.6 Provide training about the value and minimum requirements of HPwES to all employees who provide customer service

Status:  Yes  
 No

Notes:

1.7 Notify your HPwES Account Manager of any change in the designated responsible party or contacts for the Sponsor's program

Status:  Yes  
 No

Notes:

**Minimum Home Performance with ENERGY STAR Program Requirements Checklist:**  
*Program Design and Development*

2.1 Review and sign a Home Performance with ENERGY STAR Partnership Agreement

Status:  Yes  
 No

Notes:

2.2 Complete and annually update a Home Performance with ENERGY STAR Implementation Plan

Status:  Yes  
 No

Notes:

2.3 Provide quarterly and annual data on the status of Home Performance with ENERGY STAR Program implementation

Status:  Yes  
 No

Notes:

**Minimum Home Performance with ENERGY STAR Program Requirements Checklist:**  
*Workforce Development and Support*

3.1 Develop a contractor engagement plan:

- Assess the market to identify the target contractor base
- Define required certifications and credentials
- Enable contractor access to required diagnostic equipment and software tools

Status:  Yes  
 No

Notes:

**3.2** Establish minimum qualifying criteria for participating contractors including:

- Training and credentialing requirements
- Certification of supervisory staff
- Capacity and resources to provide program related services
- Compliance with local registration and licensing requirements
- Access to qualified installation crews and/or sub-contractors

**Status:**  **Yes**  
 **No**

**Notes:**

**3.3** Provide a program orientation:

- Conduct contractor training providing an overview of program goals and policies and procedures as they pertain to the participating contractors
- Provide training on basic principles of building science and the house-as-a-system approach to all employees of the Sponsor, its implementation vendor, and other program staff who interact with customers

**Status:**  **Yes**  
 **No**

**Notes:**

**3.4** Ensure availability in the local market of home performance skills training (technical, software, sales, business development, installations, etc.) for participating contractors

**Status:**  **Yes**  
 **No**

**Notes:**

**3.5** Provide technical support for participating contractors and energy advisors

**Status:**  **Yes**  
 **No**

**Notes:**

**3.6** Develop and execute a Contractor Participation Agreement (CPA) including:

- Explanation of the agreement
- Participating contractor commitments
- Marketing and advertising guidelines, particularly with regard to use of the Home Performance with ENERGY STAR name and mark
- Business Practices
- Qualifications and credentials
- Terms and conditions pertaining to termination

**Status:**  **Yes**  
 **No**

**Notes:**

**Minimum Home Performance with ENERGY STAR Program Requirements Checklist:**  
*The Assessment*

**4.1** Develop and require a Home Performance Assessment (HPA) for each HPwES project, which ensures that the following tasks occur at some point in the HPA process:

- Customer interview
- Review of energy bills, if available
- Visual inspection of the home, interior and exterior
- Minimum diagnostic tests
- Data collection of building assemblies and mechanical systems

**Status:**  **Yes**  
 **No**

**Notes:**

**4.2** Develop and require a Home Performance Assessment (HPA) Summary Report for each HPwES project, which includes at a minimum:

- General information
- Existing conditions
- Prioritized list of recommended improvements (the proposed improvement measures)
- Notice of health and safety related issues
- Savings projections (estimated, modeled, or calculated)

**Status:**  **Yes**  
 **No**

**Notes:**

**Minimum Home Performance with ENERGY STAR Program Requirements Checklist**  
*The Project Installation*

**5.1** Develop and require measure installation specifications, which include at a minimum:

- Installation of measures, including the sequence of installation shall be consistent with the contracted Scope of Work (SOW), as agreed upon between the participating contractor and the customer
- Installations shall be compliant with local building codes and permitting procedures, industry-accepted standards, and manufacturer's specifications for the materials and equipment being installed
- Ventilation shall be installed as prescribed by industry-accepted standards whenever the home's air exchange rate is determined to be below the required air exchange rate for good indoor air quality as determined by the referenced standard(s).
- Materials and installation techniques used shall be consistent with a building science-based approach
- Installations shall be completed by qualified workers

**Status:**  **Yes**  
 **No**

**Notes:**

**5.2** Develop and require test-out procedures, which include at a minimum:

- 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
- Combustion safety checks for all projects where improvements might impact combustion appliance performance
- Blower door tests when measures impacting infiltration rates are installed

**Status:**  **Yes**  
 **No**

**Notes:**


### Minimum Home Performance with ENERGY STAR Program Requirements Checklist: Quality Assurance

**6.1** Ensure program and contractor compliance with the ENERGY STAR Brand Book

**Status:**  **Yes**  
 **No**

**Notes:**

**6.2** Ensure that a signed contractor participation agreement (CPA) includes requirements for compliance with the Sponsor's QA system

**Status:**  **Yes**  
 **No**

**Notes:**

**6.3** Implement a mechanism for customer feedback

**Status:**  **Yes**  
 **No**

**Notes:**

**6.4** Institute a conflict resolution procedure to address problems identified through Quality Assurance/Quality Control (QA/QC) activities and customer feedback.

**Status:**  **Yes**  
 **No**

**Notes:**

**6.5** Implement on-site inspection procedures and maintain records on quality control activities relating to the participating contractors including:

- Inspection sampling rate
- Inspection findings
- Corrective actions, including process improvements resulting from Quality Control activities

**Status:**  **Yes**  
 **No**

**Notes:**

**6.6 Establish and implement procedures for due process and remedial actions**

**Status:**  **Yes**  
 **No**

**Notes:**

**6.7 Implement one of the following two options:**

**6.7.1 OPTION 1: Meet minimum requirements for Quality Control**

**6.7.2 OPTION 2: Implement a Quality Management System**

**Status:**  **Yes**  
 **No**

**Notes:**

**Minimum Home Performance with ENERGY STAR Program Requirements Checklist:  
Tracking and Reporting**

**7.1 Collect data and report results to DOE using Quarterly Data Reporting template provided, including:**

- Verified and updated list of participating contractors including status (active, probation, inactive) and the contractor's primary point of contact for accessing marketing materials
- Number of projects completed by each contractor within the reporting period
- Number of field inspections completed for each contractor within the reporting period, including at which point during the project the inspection was completed (assessment, measure installation, test-out, or post-installation)
- Number of projects completed by the program within the reporting period disaggregated by project type: single family vs. multifamily, and an indication of how many reported projects included only program subsidized direct install measures

**Status:**  **Yes**  
 **No**

**Notes:**

**7.2 Collect data and report results to DOE using Annual Data Reporting template provided, including:**

- Verified and updated contact information
- Verified and updated program URL and description for HPwES website
- Updated program implementation plan elements
- Summary results of preceding program year
- Summary goals for upcoming program year

**Status:**  **Yes**  
 **No**

**Notes:**

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For more information, visit:  
[energystar.gov/hpwes](http://energystar.gov/hpwes)



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