

HPwES Sponsor Biannual Reporting Form - RE/

Reporting Period: 2019 P2

Reports Due: 1/30/2019

Section 1: Sponsor Information

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

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 fc

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

P1	Jan.-June
P2	July-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 lc
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.
Retroactive Adjustments	Retroactive projects completed and field i

Inserting New HPwES Organization

By clicking the "Add A New HPwES Contractor" Button in the Contractor and Project contractor's project information.

Comments

Please provide any additional commen

Upon Completion

Please click the send button. An e-mail with the biannual reporting template attached button was tested with Outlook Express, Windows Mail, Windows Live Mail and Outlook email clients. 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:

Public reporting burden for this collection of information is estimated to average 90 minutes per response, including reviewing existing data sources, gathering and maintaining the data needed, and reviewing and reporting the data. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (0707-0188).

necessary.

nation

tors 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

July 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

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

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

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

Information sheet, a new row is added to collect the new HPWES

nts you would like to share with the HPWES team.

ed will be sent to your Account Manager. The
look and it may or may not work with other
end it as an attachment to your Account

SEND

Date Reviewed:

Date Reviewed:

minutes per response, including the time for reviewing instructions,
completing and reviewing the collection of information. Send comments
including suggestions for reducing this burden, to Office of the Chief
Subject (1910-004), U.S. Department of Energy, 1000 Independence Ave SW,
OIRA, Paperwork Reduction Project (1910-004), Washington, DC 20503.















































