

1. READ ME FIRST

I- About the Home Performance with ENERGY STAR Annual Report

As a Home Performance with ENERGY STAR (HPwES) Sponsor, one of your partnership commitments is to provide data to the U.S. Department of Energy (DOE) for its annual report. The U.S. Department of Energy (DOE) is interested in gathering information on CY2018 results as well as plans for CY2019. DOE will also verify your program's compliance with Version 1.5 of the Sponsor Guide. Compliance questions this year are included in this workbook. Data analysis from this report will help support program development and growth on the local, state, and national levels.

Please answer the questions based on the data you normally collect and information that is readily accessible. If you do not respond to specific questions, answers may be left blank.

Supporting definitions are provided for questions marked with ^d. A complete list of all the definitions is also being provided. Please include clarifying comments if applicable in green comment boxes in Column O of the "Annual Report" tab. Please direct any questions to your HPwES Account Manager.

Please complete this form by Wednesday, February 15, 2019 and submit it by email to homeperformance@eere.energy.gov

II- About the Annual Report Template

This Excel-based template is designed to enable data pre-population using Sponsors' responses from the 2017 Annual Report. This will save Sponsors time by only requiring a review and possible edit/update for those questions. Questions with pre-populated data are marked (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 Compliance Report. When we receive the report, we request that you please do not delete tabs, change formulas, or change cell locations.

III. The Suggested Flow

Annual Report

Compliance Report

V1.5

1. READ ME FIRST

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

2. ANNUAL REPORT

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

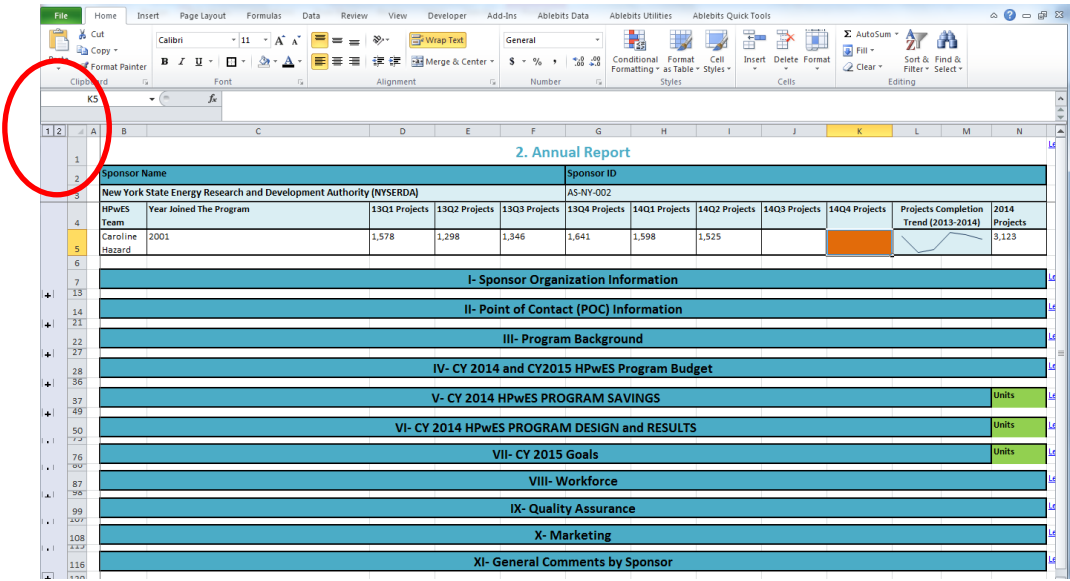
4. ADJUST

3. V1.5 Compliance

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

IV- Navigating the Annual Report Tab

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



V- Supporting Definitions

<p>Average Invoice Cost</p>	<p>The average total cost for a completed HPwES project including homeowner contribution. Average invoice cost is calculated by dividing the total completed project invoice costs completed.</p>
<p>Calibrate Predicted Energy Savings</p>	<p>In this context, we want to know if your predicted energy savings are adjusted, calibrated historical energy consumption data for any or all of your projects. This procedure could be as simple as asking the homeowner to double-check that the predicted energy savings seem realistic. The market addresses this issue, so providing an explanation of your process is not required.</p>

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

Income-qualified	Eligibility criteria established for program participation or certain incentives that are based on a household's income. Income-qualified program offers typically target lower or moderate energy costs, outreach, services, or incentives.
HPwES Project	Encompasses the complete work cycle in which HPwES services are provided to a customer. A completed HPwES project includes an HPA, installation of improvement measures, and a final energy audit.
Independent third-party QA program	Reflects organizations offering specialized services providing QA at the contractor level. Examples include the RESNET's EnergySmart Contractor QA program and the RESNET's EnergySmart Contractor QA program.
Interactivity	The influence of one technology's application on the energy required for another application. Examples include energy savings from internal gains in a home as a result of replacing incandescent lights with CFLs, and energy savings from heating from another source, often oil- or gas-fired.
Project Calculator or Worksheet	Sponsors and/or programs sometimes design a custom calculator to generate predicted energy savings for projects. Select this choice only if your calculator uses field data for inputs (rather than design data) and if your calculator accounts for interactivity of measures. If your calculator does not use field data, then select "Deemed Measure Savings" with or without interactivity as appropriate.
QA contractor hired by	The Sponsor contracts quality assurance services directly with a vendor who has no other relationship with the contractor.
Quality Management System (QMS)	A process-based approach to fulfill the requirements for quality with emphasis on continuous improvement. Refer to the HPwES Sponsor Guide and Reference Manual v1.5 Section 6 for more information.
The Program is evaluated by a third-party independent evaluator	Third-party program evaluations may be required for regulatory compliance or voluntary certification. Evaluations may be conducted through means of demonstrating some level of external oversight. Third-party evaluators may be independently contracted through an oversight body like a public utility commission.
Whole Building Energy Modeling	The process of calculating a building's energy loads and predicting energy consumption based on input data such as the physical characteristics of the building and operating conditions. This process is typically done using software but may also be calculated using manual algorithms. Modeling includes whole building energy modeling and 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	MMBtu
	Therms	MMBtu
	Gallons (Oil)	MMBtu
	Propane	MMBtu

Annual Report

Provide an annual update on program activities for CY2019. The 2018 Annual Report will appear in the V1.5 Compliance Report tab of regional and national levels.

If your program does not have the data to

report. You are encouraged to provide further information. Contact any questions or feedback to your

energystar.gov.

Annual Data Call

Annual Data Call. Hopefully this will help populated answers will be denoted with a

report. To enable smoother data transfer once

Annual Data Call



the home performance project offered by
ments have been made to their home -

party who may benefit from the
nsor and the Participating Contractor.
acements as well as more non-traditional

r demand savings associated with an
ractice that is widely considered
ed assumptions for one or more
th the actual installed measure into the

ncy measure that (1) has been developed
re measure and purpose, and (2) is
ods can also be deemed; also called

source(s) by an energy using system at a
to the amount of electric energy used by a
.Wh/h) but can also refer to natural gas
f/day). (Source:SEE Action Energy Impact

involving the direct installation of
o the customer. Such programs generally
t. *Note: when direct install measures are
ulbs, aerators, showerheads, power strips,
ent. Measures that alter a major system of
y considered "direct install" but should be*
to participate in the Weatherization
please note that in the comments field.

rogram services the majority of a county,

home), that is attributed to program-
participated. This is the physical change in
ed by the efficiency actions (e.g. changes in
ed for market effects impacting consumer
ulas at the end of this tab.

initiate a HPwES project with a customer;

ased on the homeowner's or the
ate income homes by offering additional

omer for a specific household. A
d a final test-out.

l. Examples include BPI's GoldStar

ication. An example is the reduced heat
id the resulting need to increase space

ed energy savings for installed measures
(than baseline assumptions) and indicate
e field data to determine baseline
appropriate.

her vested interest in the program.

tinual improvement and zero-defect
nd Appendix F for additional information.

arily included in the program's design as a
be under contract to the Sponsor or

n for that building based on known data
ess is usually completed using computer
e building simulations as well as less

To	
	0.00
	0.00
	0.00
	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)											Other				
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			
<i>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.</i>										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 for CY2018 (MMBtu)? If needed, please see footnote 10.															
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 (https://www.energystar.gov/ia/home_improvement/downloads/HPwES_Sponsor_Guide_v1-5.pdf) 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
1. Describe how your program's Home Performance Assessment d	
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: <ul style="list-style-type: none">-General customer information-Description of existing conditions-Prioritized list of the proposed recommended improvements-Notice of health and safety related issues-Savings projections	
3. Describe how your program's measure installation specifications include, at minimum, the following elements: <ul style="list-style-type: none">- Acceptable sequence of installation with consideration for customer needs- Compliance with local building codes, permitting procedures, industry-accepted standards, and manufacturer's specifications for the materials and equipment being installed-Ventilation requirements as prescribed by industry-accepted standards-Materials and installation techniques consistent with a building science-based approach-Installation worker qualification criteria	

<p>4. Describe your test-out procedures and how it includes the following:</p> <ul style="list-style-type: none"> -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 	
<p>5. Describe how your Contractor Participation Agreement (CPA) includes at minimum:</p> <ul style="list-style-type: none"> -Explanation of the agreement -Participating contractor commitments -Marketing and advertising guidelines -Business Practices -Qualifications and credentials -Terms and conditions pertaining to termination 	
<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"> -Training and credentialing requirements -Certification of supervisory staff -Ensuring participating contractors have capacity and resources to provide program related services -Compliance with local registration and licensing requirements -Access to qualified installation crews and/or sub-contractors 	
<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
rg data sources, gathering and maintaining the data needed, and completing and
1. Send comments regarding this burden estimate or any other aspect of this
tions for reducing this burden, to Office of the Chief Information Officer, Records
Reduction Project (1910-5184), U.S. Department of Energy, 1000 Independence
ld to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction
ject (1910-5184), Washington, DC 20503.

DESCRIPTION OF CHANGES, IF APPLICABLE

