

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

Minimum Requirements Checklist Worksheet

U.S. Department of Energy
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:
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