



## Maryland Home Performance with ENERGY STAR 2011 Job Reporting Requirements

Updated November 23, 2011

**Participating contractors must report at least ten (10) eligible HPwES jobs to MDHPwES each year.** A MDHPwES “job” is the upgrade, retrofit, or installation of measures to an existing home that demonstrably increases that home’s energy efficiency. Reporting a job to MDHPwES requires accurate documentation. Only one job is allowed per address and all jobs must be performed in Maryland. Both utility and non-utility jobs should be reported to MDHPwES following the procedures below:

### **Utility Jobs:**

Any job that is submitted to a utility program (BGE, Pepco, SMECO, Delmarva, or Allegheny Power) is considered a utility job, *regardless of whether a rebate was issued, etc.* To report a utility job to MDHPwES you must submit a minimum of two documents:

- 1.) **Completed test-out form\*** - *if the utility company is not already identified on the form, please write the name of the utility company at the top*
- 2.) **One supporting document:** Beacon Report (preferred), or another document required by the utility (comprehensive audit report, etc.)

### **Non-Utility Jobs:**

Any job that is not submitted to a utility program is a non-utility job. To submit a non-utility job to MDHPwES you must submit a minimum of two documents:

- 1.) **Completed test-out form\*** - *write “Non-Utility” at the top of the form*
- 2.) **One supporting document:** the homeowner audit report (preferred) or the work invoice

**\*Test-out forms must be completed.**

**The test-out form is not complete unless it contains all of the following information:**

- Customer name, complete address, and phone number or email address must be provided
- The contractor/auditor's company name, and the printed name of the auditor performing the test-out
- Utility name (if the job is being submitted to a utility program), or "Non-Utility"
- All Combustion Equipment Testing / Combustion Appliance Zone Testing must be completed and accurate, including CAZ Depressurization numbers, Heating and DHW info, Gas Leaks, Ambient CO, Oven info, and Dryer info. ***If any testing is not done, indicate the reason on the test-out form (e.g. "all electric appliances", "sealed combustion furnace", etc.) for each category.***
- BAS (Airflow Standard) and Test Out Building Leakage (CFM50) must be recorded\* (If the only performance measure installed in the home is a new central heating and/or cooling appliance and the new appliance is not a natural draft combustion appliance then the job is exempt from the Building Leakage test.)
- Forms must be signed and dated by the customer and the contractor or auditor

**Maryland Home Performance Rebate submissions automatically count as MDHPwES job submissions** as long as the criteria for the rebate are met. It is not necessary to submit a job which is also being submitted for a Maryland Home Performance rebate.

## **REPORTING JOBS\***

Send your job submissions to Erik Lundquist at:

[erik\\_lundquist@sra.com](mailto:erik_lundquist@sra.com)

\*Faxes can no longer be accepted.

### **Job submissions that are unacceptable:**

- Limited Income or Assisted Jobs are separate from the Home Performance Program and are not acceptable.
- Quick Checkup audits or other non-comprehensive audits that require minimal testing, minimal installation, or no test-out are not acceptable.
- Incomplete test-out forms are unacceptable.
- Test-outs identifying health & safety issues which have not been resolved.
- Outdated test-outs done prior to last quarter (the last quarter is the quarter previous to the current quarter).
- Any job that does not adhere to BPI Standards.

Only jobs with demonstrably significant performance measures installed will be accepted. Please use common sense when submitting a job and please report your jobs accurately and punctually. Test-outs done prior to the last quarter are considered outdated and will not be accepted.

### **Job reporting deadlines for new contractors**

The first complete job report is due by the end of the fourth month following the kickoff meeting. Contractors who are accepted into the program during the middle of a calendar year are required to report an average of one job per month for the remainder of the year. (For example, if a contractor is accepted into the program and has his kick-off meeting on June 15, he must report the first job by October 31, and report at least 3 jobs by year's end).

## **Probation and Suspension from the MDHPwES Program**

### **Probation:**

Participating Contractors may be placed on probation for not adhering to the requirements listed above or for quality-related reasons (see Quality Assurance Protocols).

If placed on probation, the Participating Contractor will immediately be removed from the Certified Contractors list on [www.MdHomePerformance.org](http://www.MdHomePerformance.org). However, they will still be allowed access to the Maryland Home Performance with ENERGY STAR logo and other marketing materials and they may still call themselves a participating Home Performance with ENERGY STAR contractor.

Contractors will be reinstated into the program once they have reported enough jobs to get caught up to program requirements, plus an additional 1 job per month or fraction thereof past December 31. (For example if a contractor reports their 10<sup>th</sup> job for 2011 on February 10, 2012, they must report an additional 2 jobs by the end of the month to get off probation and be reinstated into the program. If it becomes March 2012, they must report at least 3 jobs to get reinstated). Contractors have three months to be reinstated to the program.

The contractor has the right to appeal to MDHPwES. However, if the appeal process is pending after January 1, the contractor will still be removed from the Participating HPwES Contractor list until the appeal process is resolved.

### **Suspension:**

Contractors who are on probation for more than 3 months will be suspended from the program. A contractor who is suspended is expressly forbidden from using the ENERGY STAR logo and may not refer to themselves as a qualified or participating Maryland Home Performance with ENERGY STAR Contractor. Once a contractor is suspended they can only rejoin the program by meeting with MD Home Performance staff to define a plan of action for reinstatement. This will be done on a case-by-case basis.