



Reporting Checklist

To get the reporting incentive of \$150 per Delaware Home Performance job, please submit:

- One year's worth of utility bill data for the home, or an explanation as to why you could not get this information
- Completed energy audit data collection form* – whatever form you use to collect information as you evaluate a house
- Recommendation report to the homeowner, including estimated installed cost, predicted energy savings, and additional non-energy benefits
- List of completed upgrades (must be at least \$1,000 worth of installed upgrades to qualify for program incentives, but MUST use one of DEO certified installers), include total installed cost, predicted energy savings, and additional non-energy benefits, *signed by the homeowner*
- Completed test-out reporting form** – could be same form as energy audit data collection form

To get the reporting incentive of \$200 per Delaware Home Performance job, please submit:

- One year's worth of utility bill data for the home, a TREAT file for the home that includes utility bill information, or an explanation as to why you could not get this information
- Completed energy audit data collection form* – whatever form you use to collect information as you evaluate a house, and a completed TREAT file for the home
- Recommendation report to the homeowner, including estimated installed cost, predicted energy savings, and additional non-energy benefits, could be done using TREAT
- List of completed upgrades (must be at least \$1,000 worth of installed upgrades to qualify for program incentives, but MUST use one of DEO certified installers), include total installed cost, predicted energy savings, and additional non-energy benefits, *signed by the homeowner*
- Completed test-out reporting form** – could be same form as energy audit form, or TREAT file with test-out information included

*The energy audit data collection form must include at a minimum: homeowner name and address; building airflow standard (BAS) calculation; worst case depressurization in combustion appliance zone (CAZ) results unless n/a; worst case CO and combustion efficiency, draft and spillage test results unless n/a; HVAC age, efficiency and type; ambient CO levels; gas leak detection results; blower door test results; location and approximate size of all air leaks; effective insulation levels; and window type.

**The completed test-out reporting form must include blower door test results and CAZ tests, including determining worst case, and CO, spillage and draft test results.

Please submit all documents to:

By mail:

Charley Roberson
Delaware Home Performance
1203 College Park Dr. Suite 101
Dover, Delaware 19904

By email: Charley.Roberson@state.de.us

By fax: 302.739.1840