

ENERGY STAR[®]
Verified HVAC Installation
(ESVI) Program
Sponsor Guide



Review Draft

Version 1

June 2016

Table of Contents

- Table of Contents2
- Preamble3
- Introduction.....3
- Use of the Sponsor Guide6
- Pilot Program Considerations.....7
- Section 1: Program Design and Development9
 - Minimum Requirements9
 - Best Practices10
- Section 2: Building Consumer Awareness and Use of the ENERGY STAR Brand11
 - Minimum Requirements11
 - Best Practices12
- Section 3: Contractor Development and Oversight12
 - Minimum Requirements12
 - Best Practices13
- Section 4: ESVI Job Recognition, Tracking, and Reporting14
 - Minimum Requirements14
 - Best Practices15
- Appendix A: ESVI Program Design Proposal.....16
 - Instructions17
 - Section 1: Program Design and Development18
 - Section 2: Building Consumer Awareness, and Use of the ESVI Brand21
 - Section 3: Contractor Development and Oversight21
 - Section 4: Tracking and Reporting23
- Appendix B: ESVI Certificates24

Preamble

The ENERGY STAR Verified HVAC Installation program (ESVI) is a public-private voluntary partnership between the U.S Environmental Protection Agency (EPA) and eligible Energy Efficiency Program Sponsors (EEPS). The ESVI program promotes the proper design and installation of heating and cooling (HVAC) systems specifically for the existing homes marketplace. The U.S. EPA offers ESVI as a programmatic platform designed to systematically enhance HVAC installations by verifying key performance metrics have been met to maximize system performance, enhance occupant comfort, and improve energy savings for the homeowners, while also helping to reduce overall energy use in the residential marketplace and protect the environment.

ESVI is a rebranding of the former ENERGY STAR Quality Installation (ESQI) program. Based on industry research, consumers and contractors perceive the term 'quality installation' in a variety of ways, none of which are consistent or necessarily helpful in describing the value that the program offered. Based on that research, the term 'verified installation' was chosen as a more effective term to increase customer awareness and perceived value in the program. Subsequently, the ESVI program has designed its webpages and other consumer-facing collateral to communicate this core value to homeowners, and to help participating contractors more fully differentiate their services.

Introduction

Utilities (as well as other rate payer program administrators) are increasingly looking to offer energy efficiency programs to meet regulatory obligations, reduce peak demand, and contribute to environmental protection. Voluntary partnerships are an important pathway for meeting these goals because energy efficiency delivers an impressive value proposition to both consumers and businesses. ENERGY STAR, the government-backed symbol for energy efficiency recognized by more than 89% of American households, provides a powerful platform for utilities implementing demand side management programs.

Lost Opportunities to Capture Energy Savings

Over the past decade, utility programs have successfully captured energy savings by offering prescriptive rebates for efficient products (e.g., lighting products). These programs have generally been cost-effective. Estimating energy savings is fairly straightforward, and program design and administration costs are manageable. However, much of the energy savings associated with the 'low hanging fruit' of these prescriptive, product-based programs has already been picked.

Many utilities also have prescriptive rebate programs that offer incentives for high efficient HVAC equipment. These programs have indeed provided meaningful savings, yet savings have historically been based upon the equipment's nameplate efficiency

ratings (e.g., SEER, HSPF, AFUE). These equipment centric programs are also facing challenges. Increased Federal minimum standards are one challenge, realizing those savings in the field is a larger challenge. Multiple studies have indicated that in-field HVAC system performance is often 10% to 50% lower than nameplate rated performance. Determining rated performance in the lab is a needed industry benchmark, but assuming lab efficiency levels translate to actual field performance is increasingly being recognized as a faulty assumption.

Nearly half of all heating and cooling equipment in U.S. homes never performs to its advertised capacity and efficiency due to poor system design and incorrect installation. This means homeowners pay higher operating costs over the life of the equipment and utilities may not be realizing the deemed energy savings they had anticipated based simply on the equipment's rated capacity.

- Research shows that 50–70% of HVAC systems [are improperly installed], causing them to be 10–50% less efficient than if they received quality design, specification and installation.¹
- According to the CA Energy Efficiency Strategic Plan, “30–50% of new central air conditioning systems are not being properly installed.”

The ENERGY STAR Verified HVAC Installation program provides a program design and marketing resources to help utilities capture significant energy savings associated with proper design and installation of HVAC systems. At the same time, it should be noted that these energy savings are not considered ‘low-hanging fruit.’ The savings – once verified – can be substantial, particularly when KW savings are considered. But verifying the work of a contractor network can be challenging for a program.

The ESVI program is intended to address these challenges - from sharing best practices in program design, implementation and verification, to leveraging the ENERGY STAR brand to build consumer awareness and demand.

Benefits for a Utility in Sponsoring or Supporting an ESVI Program

The ESVI Program is designed to help utilities cost-effectively deliver energy savings through verification of the quality installation of HVAC equipment and systems.

Utilities benefit by:

- Accessing a platform to design and launch new programs, or add to an existing equipment program.
- Having a stronger basis on which to claim energy savings, as program energy saving predictions are based more closely on performance in the field, rather than assumed performance and laboratory-based efficiency ratings. Verifying design and installation should improve HVAC programs' net-to-gross ratios,

¹ ACEEE Summer Study, 2008. Mowris and Jones.

realization rates, and other factors associated with program cost-effectiveness tests.

- Accessing ENERGY STAR marketing and technical resources, including.
 - The Ask About ENERGY STAR Verified HVAC Installation logo.
 - A co-brandable consumer brochure.
 - A co-brandable certificate that can be the trigger for incentive payments.
 - A co-brandable tear sheet, to assist contractors in communicating the value of their services.
 - Technical and training resources for participating contractors.
 - Contractor and consumer case studies

Verifying and Recognizing Quality HVAC Installations

ESVI, like all ENERGY STAR programs, seeks to facilitate market transformation by increasing the availability and adoption of energy efficient products and services. ESVI is based on the nationally recognized ENERGY STAR brand and is grounded on industry-accepted national standards that define what constitutes an HVAC quality installation and how such installations are verified. Through ESVI, program sponsors and stakeholders support an infrastructure of contractors that engage customers on the value of quality installations and deliver quality work.

Organizations that typically sponsor ENERGY STAR programs, like ESVI, include utilities, states, municipalities, and other types of Energy Efficient Program Sponsors (EEPS) that promote energy efficiency and renewable energy. Eligibility for ESVI program sponsorship is available to organizations that implement residential home improvement programs or offer home improvement services that meet the program criteria of the ESVI program. Utilities are likely to be the most active ESVI program sponsors, as many have historically managed HVAC incentive programs and often have established contractor relationships on which to build.

HVAC System Eligibility

The following types of residential HVAC systems are eligible for recognition through ESVI programs:

- Central air conditioners
- Air-source heat pumps
- Geothermal heat pumps
- Ductless mini splits
- Furnaces
- Boilers

Systems installed in single-family homes and multifamily buildings (if each apartment unit has its own self-contained HVAC system) are eligible for recognition through ESVI programs.

Systems recognized through ESVI programs must also have at least one newly installed component that is ENERGY STAR Certified. For example, if a home has a newly installed heating and cooling system that consists of a natural gas furnace and an air conditioner, that system is eligible to be recognized by the ESVI program if the furnace is ENERGY STAR certified, the air conditioner is ENERGY STAR certified, or both units are ENERGY STAR certified².

If a home has multiple HVAC systems, each system must be verified as a separate system. Therefore, each system can receive an ENERGY STAR Verified HVAC Installation Certificate. However, not all systems must be replaced. A home that has multiple systems may only have one system being replaced at a specific point in time. That one system is eligible to receive the ESVI recognition, even if the other systems are not part of the program.

Use of the Sponsor Guide

This Sponsor Guide is designed to help prospective sponsors to understand ESVI program requirements and develop a successful program. The Sponsor Guide identifies minimum EPA program requirements, as well as recommended (but not required) best practices.

- Minimum requirements are listed numerically.
- Best practices are listed as bullets.

This Sponsor Guide is intended to be used in conjunction with other ENERGY STAR resources. **We encourage potential sponsors to contact EPA early in the program development process to discuss options for establishing an ESVI program.** For more information about ESVI, visit www.energystar.gov/esvi.

² For air conditioners and heat pumps, the indoor and outdoor equipment must be replaced with ENERGY STAR certified equipment. If only the outdoor unit is installed, the installation is not eligible to earn the ESVI certificate.

Pilot Program Considerations

ESVI requires that HVAC systems recognized through the program are designed and installed according to ANSI/ACCA-5 Quality Installation (QI). The recently revised ANSI/ACCA-9 Quality Installation Verification Protocol (QIvp) 2016 offers new flexibility for program administrators in verifying that installations comply with the QI Standard, including the use of smart systems and automated validation systems.

During the pilot phase of the ESVI program, EPA will allow new and existing ESVI sponsors to utilize a variety of emerging technologies and verification innovations that facilitate compliance with the QI and QIvp Standards.

Piloting Emerging Technologies, Verification Innovations, and Approaches to Foster Market Transformation

New technology platforms and tools offer the promise of immediate verification at the point of commissioning. These “automated validation systems” and “smart systems” are incorporated in ANSI/ACCA 9 QIvp-2016 as a means for third party verification and will reduce programmatic costs for ESVI sponsorship. These platforms’ capabilities vary, and are evolving quickly. Capabilities include, but are not limited to:

- Assisting HVAC contractors in quickly and accurately performing load calculations.
- Assisting HVAC technicians in properly installing new systems, capturing and managing technical data and performing real time calculations to confirm performance is within tolerances.
- Providing “just in time” commissioning guidance.
- Scoring the performance of the equipment and/or the distribution system.
- Communicating technical and programmatic data to program administrators, reducing or eliminating the need for paper forms.
- Validating that technical and programmatic data are within acceptable tolerances, reducing the burden of program administration staff to perform time intensive reviews.
- Capturing photos, videos, voice notes, and associated meta-data (e.g., time stamps, geotags) that reduce or replace the need for on-site field verifications by program administrator staff.

In addition to emerging technologies, program administrators may also benefit from the increased awareness of the importance of quality installation throughout the HVAC industry. Original equipment manufacturers (OEMs), distributorships, trade organizations and other stakeholders are developing approaches that align with the objectives of the ESVI program.

Market-based organizations currently exist to train, mentor, and/or oversee HVAC technicians and HVAC companies. For example, for new construction, EPA recognizes HVAC Quality Installation Oversight Organizations that play a role within the overall quality assurance framework for the ENERGY STAR Certified Homes (ESCH) program. These oversight organizations:

- Confirm that HVAC contractors are legitimate businesses (e.g., state and local licenses) that will follow ESCH installation guidelines.
- Perform periodic reviews of their contractors to ensure job files are maintained.

These types of market-based organizations have the potential to play a similar role in verifying HVAC installations due to their substantial reach and/or current market position and connection to contractors. With their existing pre-screened contractor base, these organizations may:

- Operate as a program implementer under contract with an ESVI sponsor; or,
- Choose to become a pilot ESVI sponsor themselves, as long as they have a means to verify all of the key elements of HVAC system design, installation, and performance and meet ESVI program sponsor enrollment and management requirements.

[Sponsorship During EPA's ESVI Pilot Program](#)

During the pilot phase of the ESVI national program, EPA will allow sponsors to test innovative technologies and approaches, relying upon emerging technologies or alternative pathways to the four (4) key elements that must be addressed in every ENERGY STAR Verified HVAC Installation program (as detailed in Section 1, below).

- While the national program is piloting different approaches to verify HVAC installations, it will not identify itself as a 'pilot' program to the public or on its consumer-facing webpages.
 - Program sponsors and their implementation staff will have access to the ENERGY STAR Verified HVAC Installation certificate and be able to issue the certificate on systems that have been verified as meeting program requirements.
 - Program sponsors, their implementation staff, and their participating HVAC contractors will have access to the "Ask About ENERGY STAR Verified HVAC Installation" promotional mark.
- If, after recognition, EPA determines that an ESVI sponsor is not adequately meeting its required roles and responsibilities or is not acting in good faith to maintain consumer and industry confidence in the ESVI program, EPA will provide the ESVI sponsor with written notification and allow a period of 30 days to resolve identified issues. The ESVI sponsor will provide EPA with a written response summarizing the changes made. If the sponsor fails to meet this requirement, EPA will suspend or rescind the organization's sponsorship.

- EPA does not have a predetermined timeline to end the pilot program. EPA will evaluate the national program on a continuing basis, as well as the challenges and successes of the ESVI sponsors. If and when EPA decides to end the pilot status of its national ESVI program, lessons will be incorporated into a new Sponsor Guide that (re)defines the ESVI program requirements.

Section 1: Program Design and Development

Many utilities need to shift program direction from simply promoting the nameplate ratings of high efficient equipment to verifying that systems are properly designed and installed. This is a change of focus for participants across the entire value chain – from manufacturers to homeowners – requiring the sponsor to promote procedures that work within their unique programmatic and regulatory framework.

The goal with the ESVI program is to assist sponsors in that effort and to help drive market transformation and realize actual energy savings.

Minimum Requirements

Program sponsors' approaches must be grounded in industry standards and consistent with equipment manufacturers' guidance.

Two industry-accepted ANSI Standards related to the proper design, installation, commissioning, and verification of residential HVAC systems are:

- ANSI/ACCA 5 QI-2015 HVAC Quality Installation Specification
- ANSI/ACCA 9 QIvp-2016 HVAC Quality Installation Verification Protocols

ASHRAE is another ANSI accredited organization that has standards associated with HVAC system performance. It will be the program sponsor's responsibility to ensure installations that are recognized through their ESVI programs have followed these standards.

There are four (4) key elements that must be addressed in every ENERGY STAR Verified HVAC Installation:

(1) Properly Sized Equipment

HVAC systems are properly sized to meet the heating and/or cooling load of the home (or zone within the home).

(2) Properly Selected Equipment

HVAC equipment is ENERGY STAR certified and properly selected and matched. Proper selection includes ensuring that the specific equipment meets the design conditions of the home's load profile (e.g., latent loads and sensible loads).

(3) Properly Installed Equipment

HVAC equipment is properly installed and commissioned, including (but not limited to) checking that the system's airflow, charge, and amp draw meets design values.

(4) Properly Functioning Distribution System

The home's distribution (i.e., air duct) system meets minimum performance requirements so there is not excessive heat gain or heat loss from the equipment to the home's rooms.

Utilities and other EEPS interested in becoming ESVI sponsors must submit to EPA a program design proposal (Appendix A) describing how their program is consistent with industry standards, and with equipment manufacturers' guidance. The program design proposal must address all of the key elements of HVAC system performance, including proper design, equipment selection, performance of the distribution system, installation/commissioning, and the verification process.

To become an ESVI sponsor, an organization must:

1. Join in partnership with ENERGY STAR by reviewing and signing the [EEPS Partnership Package and Agreement](#).³
2. Submit a program design proposal to EPA for approval. An ENERGY STAR Verified HVAC Installation Program Design Proposal can be found in Appendix A of this Sponsor Guide.
3. Contact ESVI Program Manager to discuss sponsorship via ESVI@energystar.gov.

Best Practices

Sponsoring an ESVI program can refresh existing HVAC programs and enhance home performance programs:

- When designing a program, consider how both energy savings goals (kWh) and demand/capacity goals (KW) can be measured, tracked, and reported. While meeting both of these goals may not be required within a particular programmatic framework, the results of both of these metrics provide important information to decision makers when they consider on-going program funding.
- Sponsors should consider incentive structures that make ESVI the top incentive possible – as those installations are more likely to provide verified performance and energy savings. A tiered incentive structure should be considered as not all intended ESVI jobs will meet program requirements.

³ <https://www.energystar.gov/buildings/tools-and-resources/eeps-partnership-agreement-packet>

- If a home performance program exists, consider requiring ESVI where HVAC change outs are part of the home performance scope of work. Adding ESVI awareness and incentives will ultimately provide not only high performing HVAC systems – but high performing houses as well.

Section 2: Building Consumer Awareness and Use of the ENERGY STAR Brand

ENERGY STAR is a nationally recognized mark that appears on products, appliances, homes, and buildings. Diverse networks of 18,000 businesses and organizations have become ENERGY STAR partners since the mark was introduced. ENERGY STAR continues to be a powerful tool to promote energy efficiency to homeowners because it is a trusted and widely recognized name and symbol. As partners with ENERGY STAR, ESVI program sponsors have the privilege and responsibility to use both the ENERGY STAR Partner mark and the Ask About ENERGY STAR Verified HVAC Installation mark. Beyond the requirements listed below, ESVI Program Sponsors should be familiar with the [ENERGY STAR Brand Book](#) and ensure their participating contractors understand how they may use the “Ask About ENERGY STAR Verified HVAC Installation” promotional mark.

Only participating HVAC contractors, sponsors, and a sponsor’s implementation contractor –shall have access to the “Ask About ENERGY STAR Verified HVAC Installation” promotional mark. This access is only available to ESVI sponsors with active ENERGY STAR partnership agreements and to HVAC contractors with active Logo Use Agreements.

Minimum Requirements

1. Sponsors and participating contractors shall only use the ENERGY STAR Verified HVAC Installation name and Ask About ENERGY STAR Verified HVAC Installation mark to promote quality HVAC system replacement services and the ESVI program.
2. Sponsors must place the Ask About ENERGY STAR Verified HVAC Installation logo on the program’s main webpage, with a link back to the ENERGY STAR webpage.
3. Sponsors must provide guidance to participating contractors on enrolling in the ESVI program. All participating Contractors must sign an online Logo Use Agreement hosted on the ENERGY STAR website.

As the ENERGY STAR brand manager, EPA actively monitors proper use of the ENERGY STAR name and marks, including ENERGY STAR Verified HVAC Installation. EPA will actively pursue resolution of any non-compliance related to the use of the ENERGY STAR marks.

Best Practices

- Develop clear consumer messaging on need and value of verifying HVAC installations. The public often assumes that HVAC equipment is ‘plug-and-play’ and that HVAC contractors are commodities. Educate consumers that selecting a well-qualified contractor that follows industry standards is critical to ensuring that system performance meets expectations.
- Anticipate the need to train/educate participating contractors on using the ENERGY STAR brand as outlined in the brand book. Sponsors are the first line of defense of ensuring that contractors follow logo use guidelines.
- Provide hats, shirts, truck decals, and other marketing collateral with sponsor and Ask About ESVI logos to participating contractors to help increase the contractor’s visibility as a program participant.
- Provide co-marketing funding with participating contractors to help broaden the program’s exposure.
- Consider target marketing to high stress distribution neighborhoods, where verified HVAC energy savings can provide peak load reductions.
- Develop and promote case studies of successful contractors and satisfied homeowners.

Section 3: Contractor Development and Oversight

Without recruitment and retention of quality minded contractors, an ESVI program will likely fail to reach its goals. There are often hundreds of contractors in a sponsor’s territory, but often only a select group will rise to the standards of meeting the requirements to participate in an ESVI program. Time spent recruiting, training, and retaining contractors is essential to meeting a program’s energy savings goals and meeting the satisfaction needs of residential customers.

Minimum Requirements

1. Each contractor that participates in the ESVI program must enter into an agreement with the sponsor describing the roles and responsibilities of both the contractor and the sponsor. The agreement should clearly define the programmatic requirements of abiding by local regulations, programmatic reporting, programmatic quality assurance, and customer dispute resolution. It is the sponsor’s responsibility to ensure this is completed as part of the contractor enrollment process.
2. Every contractor working within a sponsor’s ESVI program must sign the ENERGY STAR’s online Logo Use Agreement indicating an understanding and intent to abide by the *ENERGY STAR Brand Book*.

3. Participating contractors must be in good standing with all local registration and licensing requirements for their specific region and trade(s). *(Note: neither EPA nor the sponsor is responsible for maintaining records of contractor licenses and registrations, but sponsors must require the contractor to abide by local regulations by including this requirement within the terms and conditions of their agreement. Failure to comply with this requirement may be cause for a contractor's suspension or dismissal from the program by the sponsor.)*
4. Sponsors must provide a list of participating contractors on the sponsor's web site.
5. Sponsors must have policies and procedures in place to monitor contractors' performance, track deficiencies, and maintain program integrity.

Best Practices

- Create opportunities to provide in-field mentorship, which can also serve to verify system installations.
- Hold a contractor open house/orientation meeting to introduce the ESVI platform to HVAC contractors. Invite local distributors, trade school officials, code officials, and contractor support groups (e.g., ACCA chapters) as their understanding of the program can enhance a program's success.
- Work with organizations to offer discounted trainings on how to properly design and/or install systems. For example, the program can facilitate trainings of Manuals J, S and D.
- Utilize existing market-based organizations to support local ESVI programs. Analogous to how the ENERGY STAR Certified Home program relies upon HVAC Quality Installation Oversight Organizations to assist in that program's delivery, similar types of organizations can complement delivery of an ESVI program by:
 - Verifying that a contractor's business meets minimum program requirements (e.g., licensing, insurance, and other organizational-level requirements).
 - Verifying that specific installations meet minimum requirements.
 - Providing recognition of ESVI jobs, subject to the sponsor's policy, procedures, and oversight.
 - Training and mentoring business owners, sales staff, designers, and technicians.
- Work with business owners to help them understand the importance of defining and tracking quality metrics. Based upon findings from the sponsor's quality assurance activities, sponsors may provide quarterly 'contractor dashboards' to help business owners see how well they are performing benchmarked to their peers' average performance.
- Where a home performance program also exists, provide ESVI programmatic information to those contractors. Promote business exchange between

contractors in each program – as homeowners are often best served when both home performance contractors' and HVAC contractors' work is harmonized.

Section 4: ESVI Job Recognition, Tracking, and Reporting

Once a system has been properly verified to meet program requirements, ESVI program sponsors must issue an EPA-developed ESVI program certificate to the homeowner. Only sponsors (and their contract implementation team) shall have access to, and issue, the ENERGY STAR Verified HVAC Installation program certificate. The ESVI certification mark is incorporated onto the EPA-designed ESVI program certificate template, and may only be used in this application.

As a market transformation program, ENERGY STAR measures its impact on the marketplace and the adoption rates of energy efficient products and services. Additionally, the national ESVI program:

- Ensures that sponsors are meeting minimum program requirements
- Ensures that HVAC contractors are meeting minimum program requirements

Consequentially, ESVI sponsors must report a limited amount of information to ENERGY STAR.

Minimum Requirements

1. Participate in quarterly calls with EPA for the first year of operation. Once the program is established, participate in at least one call per year.
2. Provide quarterly installation reports to EPA using the "ESVI Quarterly Report Template." Provide quarterly reports one month after the close of each quarter.
3. The following information must be reported for every installation:
 - Certificate/Job ID number of the installation
 - Installing contractor company name
 - Date of the installation
 - Zip code of the home where the systems was installed
 - If the home has more than one HVAC system, indication/description of which system was verified
4. Submit an annual year-end report of the programmatic activity and continued compliance with ESVI minimum requirements.
 - Annual reports must be submitted no later than the end of the first quarter of each calendar year.
 - Year-end reports must include:
 - Verified and updated contact information
 - Verified and updated program URL and description for the sponsors HVAC / ESVI webpage(s) with marketing samples

- Which (if any) automated validation system has been deployed and its impact on the program
- Updated program implementation plan elements
- Summary results (e.g., number of jobs, energy savings, market penetration) of the preceding program year
- Any substantive quality assurance issues and how they were resolved
- Summary of goals for the upcoming program year

Best Practices

- Share information with EPA about program lessons and successes. EPA would like to capture and share ESVI best practices, as well as recognize and celebrate successful programs and HVAC contractors.
- Share with EPA the results of program evaluation, measurement, and verification (EM&V). EPA can assist sponsors in understanding common barriers and in developing strategies to improve cost-effective delivery of programmatic savings.

ENERGY STAR[®]
Verified HVAC Installation (ESVI)
Pilot Program
Program Design Proposal



Pilot Version 1

June 2016

Instructions

Organizations applying to become an ENERGY STAR Verified HVAC Installation (ESVI) program sponsor must first complete and submit the following Program Design Proposal to demonstrate their compliance with the minimum requirements of the ESVI Program. This proposal must be approved by EPA prior to program implementation.

For your convenience, this document provides a summary of minimum requirements. The ENERGY STAR Verified HVAC Installation Sponsor Guide contains the full set of minimum requirements that sponsors must meet.

Organizations may also reference the ENERGY STAR Verified HVAC Installation Sponsor Guide to learn more about best practices and recommended approaches.

Upon completion of this document, submit to: esvi@energystar.gov

PROOF

Section 1: Program Design and Development

Summary of Minimum Requirements

- Join in partnership with ENERGY STAR by reviewing and signing the [EEPS Partnership Package and Agreement](#).
- Submit a program design proposal, describing how the program addresses all of the key elements of HVAC system performance, including the proper design, equipment selection, the installation/commissioning process, performance of the distribution system, and the verification process.

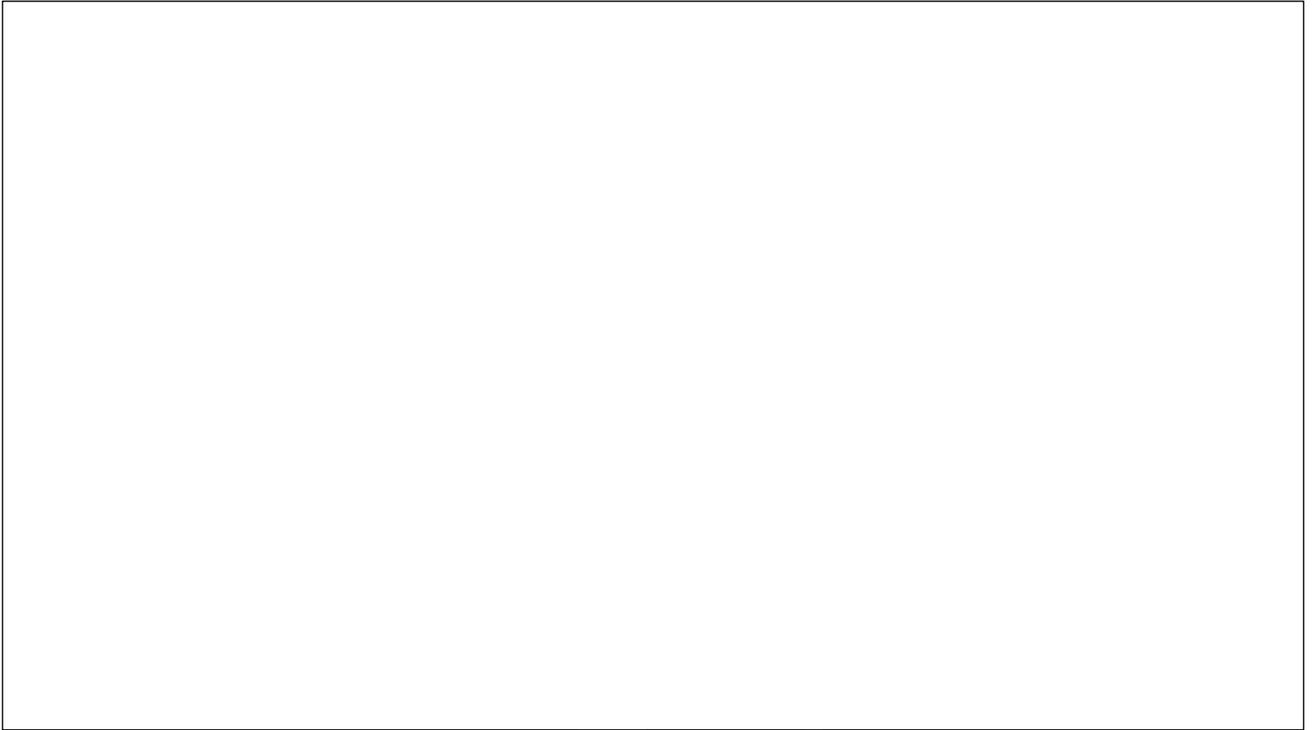
Sponsor's Approach / Response

Attach a copy of the EEPS Partnership Agreement or describe how your organization has otherwise met this requirement (e.g., your organization has previously signed these documents).

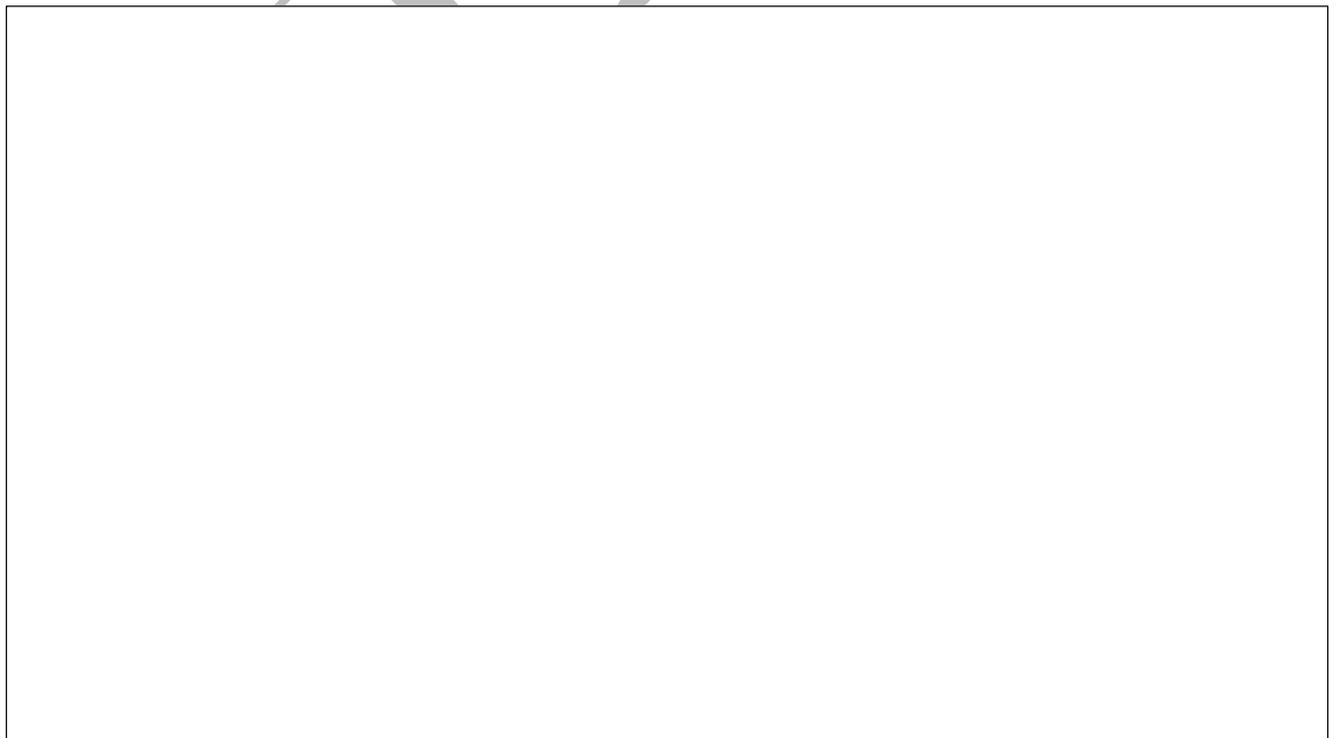
Complete the information on the following pages to describe how your program incorporates the four (4) key elements that must be addressed in every ENERGY STAR Verified HVAC Installation program.

- If you need more space, please submit your information in another format.
- If your program uses automated validation devices or other tools and technologies to verify some or all of the elements of a system's design, equipment installation, and/or distribution performance, please include specifics as to which of the elements are verified by that technology and how the other elements will be verified by your program.

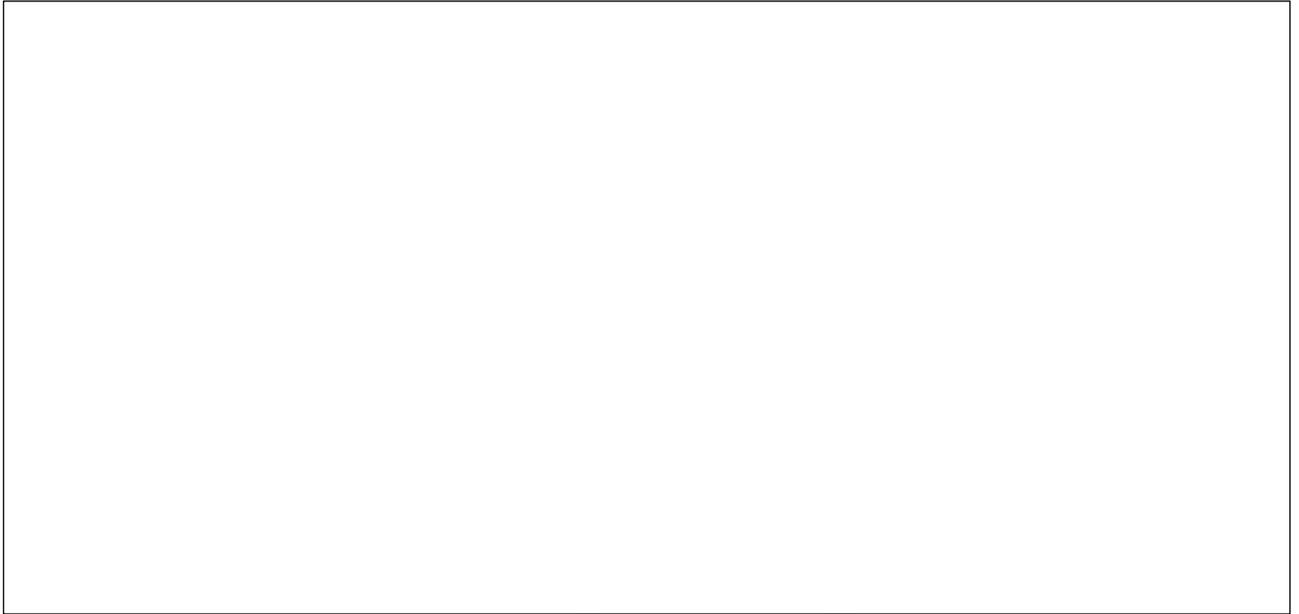
1. Proper Sizing of Equipment:



2. Proper Equipment Selection and Matching:



3. Proper Installation / Commissioning:



4. Distribution System Meets Minimum Performance Requirements:



Section 2: Building Consumer Awareness, and Use of the ESVI Brand

Summary of Minimum Requirements

- Sponsors must issue an ESVI Certificate to the homeowner (after verifying that the system was installed per program guidelines).
- Certificates may only be issued when (1) at least one piece of equipment in the system was ENERGY STAR certified, (2) the installing contractor has an active Logo Use Agreement with ENERGY STAR, and (3) the system has been verified by the sponsor to meet program requirements.

Sponsor's Approach / Response

I understand these requirements

Section 3: Contractor Development and Oversight

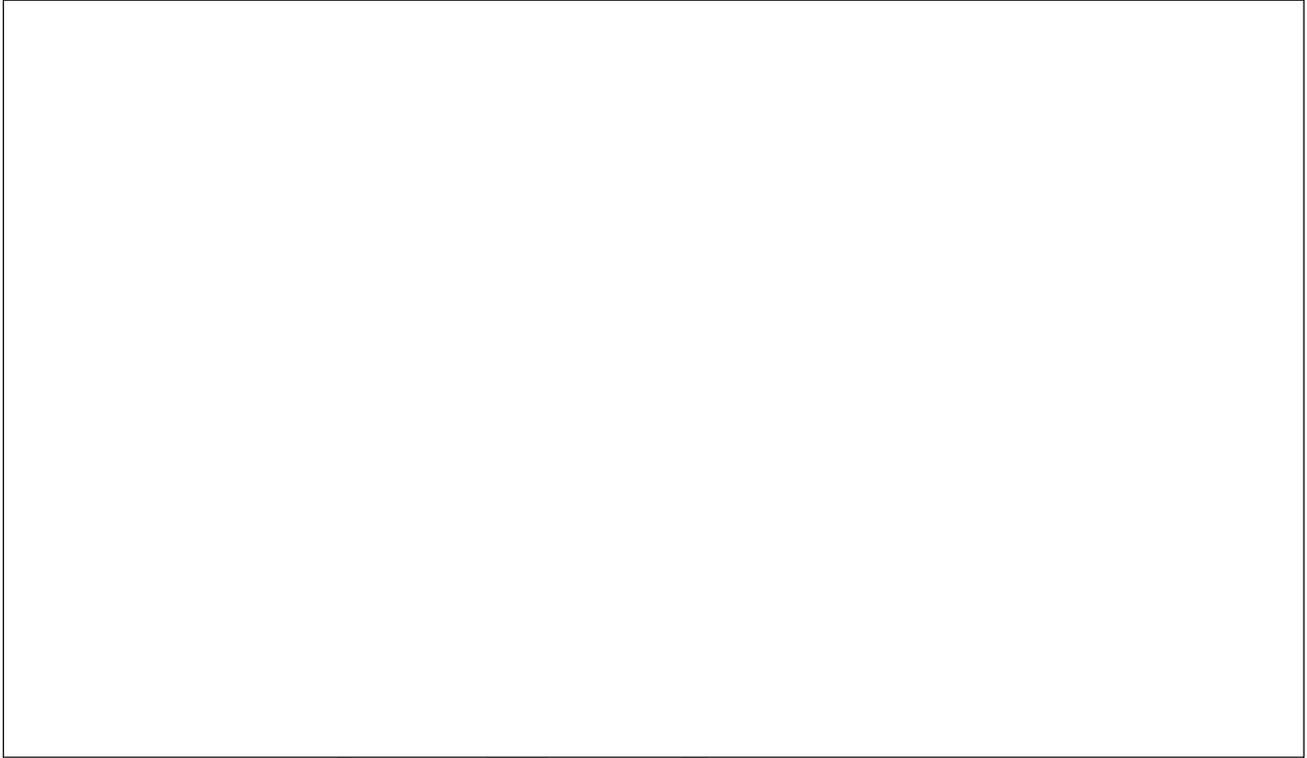
Summary of Minimum Requirements

- Each contractor that participates in the ESVI program must sign an agreement with the sponsor describing the roles and responsibilities of both the contractor and the sponsor, including procedures describing how each will address homeowner complaints.
- Sponsors must have policies and procedures in place to monitor contractors' performance, track deficiencies, and maintain program integrity.
- If the program relies upon market-based training and/or oversight organizations, describe their role.

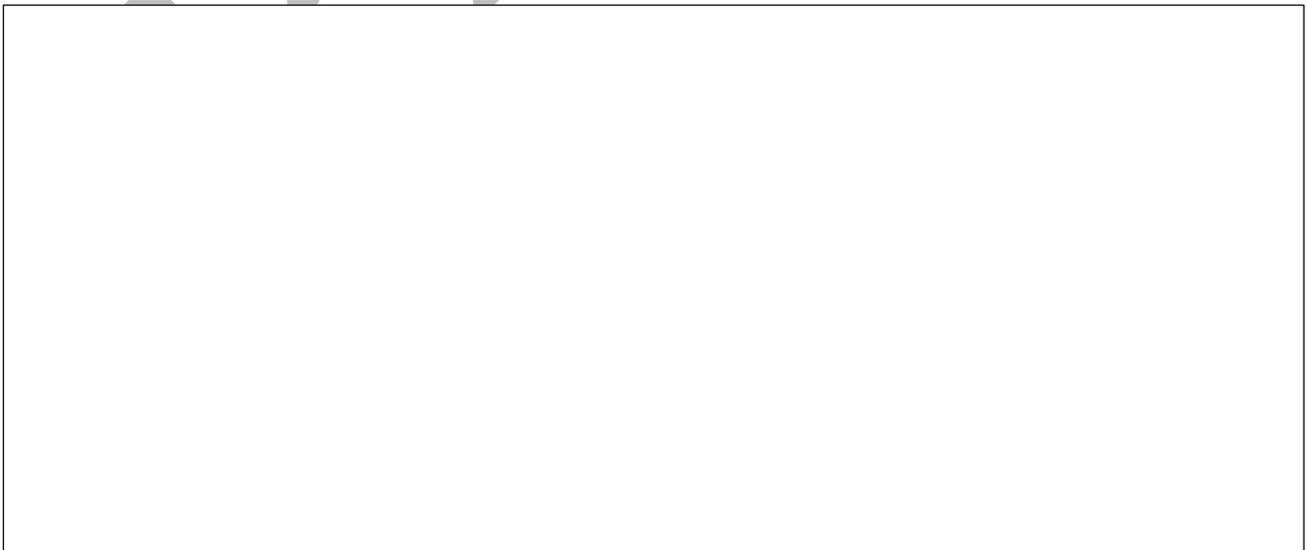
Sponsor's Approach / Response

Describe program requirements for participating HVAC contractors to retain all necessary licensures, certifications, training, and other requirements deemed necessary by state law and by the sponsor's policies and guidelines:

Describe policies and procedures in place to monitor contractors' performance, track deficiencies, and maintain program integrity:



If the program relies upon market-based training and/or oversight organizations, describe their role. Enter "not applicable" if the program does not rely upon them:



Section 4: Tracking and Reporting

Summary of Minimum Requirements

- The following information must be provided for every installation. This information must be provided quarterly, within one month after the quarter's close:
 - Certificate/Job ID number of the installation.
 - Installing contractor company name.
 - Date of the installation.
 - Zip code of the home where the systems was installed.
 - If the home has more than one HVAC system, indication / description of which system was verified.
- An annual year-end report of the programmatic activity and continued compliance with ESVI minimum requirements must be submitted no later than the end of the first quarter of each calendar year.

Sponsor's Approach / Response

I understand these requirements

Please provide contact information for the individual(s) responsible for reporting, and to whom EPA can send the "ESVI Quarterly Report Template."

Sponsoring Organization	
/	
Signatory Name (Printed)	Title
Signature	Date
Email Address	

Appendix B: ESVI Certificates

Certificates for Verified Systems for: Heating Only; Cooling Only; and Heating and Cooling



ENERGY STAR® VERIFIED HVAC INSTALLATION CERTIFICATE

CONGRATULATIONS!

Your new cooling system has been designed, installed, and verified to meet ENERGY STAR Verified HVAC Installation (ESVI) requirements.



ENERGY STAR® VERIFIED HVAC INSTALLATION CERTIFICATE

CONGRATULATIONS!

Your new heating system has been designed, installed, and verified to meet ENERGY STAR Verified HVAC Installation (ESVI) requirements.



ENERGY STAR® VERIFIED HVAC INSTALLATION CERTIFICATE

CONGRATULATIONS!

Your new heating and cooling system has been designed, installed, and verified to meet ENERGY STAR Verified HVAC Installation (ESVI) requirements.

JOB DETAILS

YOUR ESVI PROGRAM IS SPONSORED BY:

Certificate / Job Number: _____

Home Address: _____

Technician: _____ Date: _____

Contractor Company: _____

System Location: _____

System Description: _____
