

Optional Weatherization Data Collection Tool

For weatherization applications. Use of this data collection tool is *optional*.

This optional tool is available to assist utilities in the collection of BPA required information for weatherization measures.

If you have any questions about the requirements and specifications, please see the [BPA Implementation Manual](#) or email ResEEProgram@bpa.gov.

CUSTOMER INFORMATION & BUILDING SPECIFICS

Applicant Name		Site ID (Added by utility)	
Utility Account Number		Phone	
Installation Street Address		City, State, Zip	
Applicant Mailing Address (if different)		City, State, Zip (if different)	
Applicant Email		Occupancy Type	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental
Landlord Name (if applicable)		Landlord Phone (if applicable)	
Home type	<input type="checkbox"/> Existing Single-family <input type="checkbox"/> Existing Manufactured Home <input type="checkbox"/> Existing Multifamily low-rise (5+ dwelling units in same structure up to 3 stories high) <input type="checkbox"/> Existing Multifamily mid/high-rise (5+ dwelling units in same structure more than 3 stories high)		
Primary Heating Type	<input type="checkbox"/> Ducted Electric Heat Pump <input type="checkbox"/> Ductless Heat Pump <input type="checkbox"/> Electric Forced Air Electric <input type="checkbox"/> Zonal Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil <input type="checkbox"/> Wood Stove		
Approximate square footage of heated space		Date project was completed (MM/DD/YYYY)	

REQUIRED DOCUMENTATION Use this checklist to help compile your documents for submission.

Equipment or contractor invoice for each completed project showing:		Documentation that installation and product(s) meet the project-specific requirements
		Purchase or installation date
		Eligible energy efficient project cost
		Quantity

Project-Specific Backup Documentation

Attic or Roof Insulation	<input type="checkbox"/>	Beginning R-value attic space 1	
	<input type="checkbox"/>	Ending R-value attic space 1	
	<input type="checkbox"/>	Beginning R-value attic space 2 (if applicable)	
	<input type="checkbox"/>	Ending R-value attic space 2 (if applicable)	
Floor Insulation	<input type="checkbox"/>	Beginning R-value floor space 1	
	<input type="checkbox"/>	Ending R-value floor space 1	
	<input type="checkbox"/>	Beginning R-value floor space 2 (if applicable)	
	<input type="checkbox"/>	Ending R-value floor space 2 (if applicable)	

Wall Insulation	<input type="checkbox"/>	Beginning R-value wall space	
	<input type="checkbox"/>	Ending R-value wall space	
	<input type="checkbox"/>	Beginning R-value wall space 2 (if applicable)	
	<input type="checkbox"/>	Ending R-value wall space 2 (if applicable)	
Prime Window or Patio Door	<input type="checkbox"/>	NFRC stickers or other verification of U-value for each window	
	<input type="checkbox"/>	Completed Windows Worksheet below or document of (a) number and square footage of windows or patio doors replaced, (b) precondition (frame type, i.e., wood, metal, single/double-pane), and (c) post-condition U-value.	
Low-E Storm Window	<input type="checkbox"/>	Copy of ENERGY STAR® product list showing the product or product information insert or packaging that includes the ENERGY STAR logo. (BPA will accept pre-existing models that were ENERGY STAR certified at the time they were manufactured.)	
	<input type="checkbox"/>	Completed Windows Worksheet or alternatively, documentation (a) of number and square footage of storm window installed; and (b) precondition (frame type, i.e., wood, metal) and number of window panes	
Exterior Insulated Door	<input type="checkbox"/>	Pre-existing door is an uninsulated or thermally substandard exterior door	
	<input type="checkbox"/>	Documentation door is either ENERGY STAR-Certified or NFRC-rated and meets U-factor and solar heat gain coefficient specifications listed in the BPA Implementation Manual (e.g. a copy of the ENERGY STAR product list showing the product, product information insert, packaging that includes the ENERGY STAR logo, or a copy of the NFRC sticker). If the door is not ENERGY STAR-Certified or NFRC-rated, or the ENERGY STAR list is not accessible, utilities may comply by documenting that the door meets ENERGY STAR specifications.	
Whole House Air Sealing	<input type="checkbox"/>	Pre-sealing CFM leakage (CFM at 50 Pa)	
	<input type="checkbox"/>	Post-sealing CFM leakage (CFM at 50 Pa)	
	<input type="checkbox"/>	Total square footage of the pressure zone tested and sealed	
	<input type="checkbox"/>	Building volume	
	<input type="checkbox"/>	Notes on mechanical ventilation requirement: <i>If post air sealing leakage is below .3 air changes per hour, describe what mechanical ventilation was added to meet ASHRAE 62.2. For example, note if bath fan was added that is run on a timer or HRV added.</i>	
Prescriptive Air Sealing	<input type="checkbox"/>	Square footage of area air sealed (attic and/or crawlspace)	
Door Sweep	<input type="checkbox"/>	If distributed 'By Request', documentation of request and/or mailing	

WINDOWS WORKSHEET

	Quantity	Window or Patio Door	Pre-Existing Frame	Pre-Existing number of Panes (single or double)	Final Dimensions (not rounded)	Total Square Foot (W x H / 144)*	U-Value of New Window or Patio Door	Reference Number
Example	1	window	metal	1	24.25" X 24.5"	4.13	0.29	RHVEN12410
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*Rough opening sizes (used for the purposes of estimates) for windows and patio doors are often 105 – 110% of **actual** window order measurements. As a result, the square footages provided by contractors for cost estimates may overestimate the total square footage by 10% (or occasionally more). Final window measurements are used for calculating incentives. BPA allows up to 10% variance between rough opening sizes and total final invoiced window dimensions to account for variability.