

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 collection of BPA required information for weatherization measures. If you have any questions about the requirements and specifications, please see the [BPA Implementation Manual](#).

END USER UNIQUE SITE INFORMATION

Property Unique Site ID	Address		
City	State	Zip	

BUILDING SPECIFICS

This is a Low-Income measure

Housing type (Single-family, manufactured, multifamily low-rise, multifamily mid/high-rise)	
Approximate square footage of heated space	
Description of primary heating system type	
Date project was completed (MM/DD/YYYY)	

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

Equipment or contractor invoice showing: <i>(Required for <u>each</u> measure installed.)</i>		Measure and product requirements have been met (e.g., manufacturer, model number, type, size and quantity of equipment or product installed)
		Order purchase date
		Cost
Insulation		Documentation of pre-and post-insulation R-values and square footage of installed insulation
Prime Windows and Patio Door Replacement <i>(Windows Worksheet next page)</i>		NFRC stickers or other verification of U-value for each window
		Documentation 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 Windows		A copy of the ENERGY STAR® product list showing the product or the 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.)
		Documentation (a) of number and square footage of storm windows installed; and (b) pre condition (frame type, i.e., wood, metal) and number of window panes (single/double pane)
Exterior Insulated Doors		Documentation of the number of doors replaced and pre- and post-conditions
		Documentation the door is either ENERGY STAR-Certified or NFRC-rated and meets the U-factor and solar heat gain co-efficient specifications listed in the BPA Implementation Manual (e.g. a copy of the ENERGY STAR product list showing the product, the 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 and Testing		Pre- and post-sealing CFM leakage (CFM at 50 Pascals)
		Total square footage of the pressure zone tested and sealed
		Building volume
		Notes on mechanical ventilation requirement
Prescriptive Air Sealing		Documentation of square footage of area air sealed (attic and/or crawlspace)

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.