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# Annual Report Template

## How to Use this Home Performance with ENERGY STAR Document

EPA has developed this document to provide Sponsors with a template to ensure all information required by the partnership agreement is submitted to EPA. The Annual report is due December 15<sup>th</sup> of every calendar year, and can be submitted as an application for ENERGY STAR awards. Please see section C-2 of the Partnership Agreement for details on this requirement.

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## SPONSOR INFORMATION

Date	__/__/____
Name of Sponsor	
Location	

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## CONTRACTOR RECRUITMENT AND TRAINING ACTIVITIES

Please include a summary of recruitment and training activities performed in the last calendar year. Include number of new contractors, training courses offered and attended, and any other pertinent information.

You may also include number of jobs completed, progress toward your program goals, energy savings, or any other metrics to illustrate your program's current status. Feel free to attach additional pages, as needed.



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### **QUALITY ASSURANCE ACTIVITIES**

Please include a summary of your QA activities for the previous year. Include number of jobs reviewed (in-field and desktop). If you have made any changes to your QA plan, please details those changes here.

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### **MARKETING PRACTICES**

Please include a summary of marketing practices from the previous year. Include any marketing training or other resources used.



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## **MAJOR PROGRAM MODIFICATIONS TO CURRENT OR FUTURE PLANS**

Please address any major changes the program is undergoing or plans to undergo in the next year.