

**AmeriCorps National Performance Measures  
Pilot Year 2: 2011-2012  
Output Instrument Packet  
ENERGY AUDITS CONDUCTED**

**Environmental Stewardship Focus Area**

<b>National Performance Measure</b>
<b>Output:</b> Number of unduplicated low-income households home and public building energy audits conducted (EN2).

**Definition of Key Terms<sup>1</sup>**

- **Home:** a single family home, mobile home, apartment unit, each side of duplex would count as one
- **Public building:** building owned by public entities and used to serve the public; might include public schools, local/state/national government buildings
- **Energy audit:** See U.S. Department of Energy (DOE) for information that can help you define energy audits.

This website includes the Weatherization Assistant, an energy audit software tool developed for the DOE Weatherization Assistance Program by the Oak Ridge National Laboratory.

<http://www.waptac.org/sp.asp?id=6874>

A second website, maintained by the Lawrence Berkeley National Laboratory with sponsorship from the DOE, includes an interactive do-it-yourself home energy assessment tool, the Home Energy Saver Pro, combined with extensive decision-support content. Its aims are to support national initiatives to increase consumer interest in energy efficiency and to foster market activities that capture those opportunities.

**Home Energy Saver Pro:** <http://hespro.lbl.gov/pro>

*(Grantees are not required to act on everything that this information suggests; conduct energy audits based on the "spirit" of this information.)*

- **Low income:** 200% of poverty or the updated level as found at: <http://www.waptac.org/si.asp?id=1318>.

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<sup>1</sup> 2011 National Performance Measures: Background Information References and Authorities, Definitions, Suggestions Regarding Data Collection, and Additional Notes, CNCS:

[http://www.americorps.gov/pdf/11\\_1018\\_ameriCorps\\_nofa\\_background\\_document.pdf](http://www.americorps.gov/pdf/11_1018_ameriCorps_nofa_background_document.pdf).

**Considerations for this National Performance Measure****Output**

- Will the households that receive an energy audit meet the definition of low-income?
- Will the non-residential structures that receive an energy audit meet the definition of a public building?
- Will your service activity fit the Department of Energy's suggested definition of an energy audit or if not, can you justify your definition of an energy audit?

**Outcome**

- You will be required to identify and measure an intermediate outcome, a change that you expect will occur due to completing energy audits. What measurable gain can be expected for households and occupants of public buildings that receive an energy audit? Will you be able to measure this change?

**Data Collection Challenges**

- Will you be able to verify low-income status of households where energy audits are planned?
- Will you be able to verify the status of structures as "public buildings" for the purpose of energy audits?
- Will you be able to avoid counting the same homes more than once, regardless of who occupies the home? For example, one low-income household who receives an energy audit may move out of a home and a different low-income household may move in. An energy audit can be counted only one time for this home even if the second low-income household requests another energy audit.
- Will you be able to follow up with households and owners/managers of public buildings that receive energy audits to measure changes or improvements that can be expected as stated in the intermediate outcome?
- After using the data collection instruments to document outputs and outcomes, do you have a safe place to store these documents? This "raw data" will provide evidence that you collected the data in a systematic manner and this data will verify the results reported.

**Data Collection Strategies**

- To avoid counting household homes and other structures more than once (unduplicated counts), list the zip codes in numerical order, followed by the address and name of the low-income household contact person in your instrument. Follow a standardized format for street addresses and other information to avoid identifying the same location in different ways.
- Consider developing your instrument in an Excel spreadsheet. This will allow you to add new locations and "sort" your list so that zip codes remain in numerical order followed by the address; this will allow you to easily check to see if a location has already been counted (listed in your spreadsheet).

**Sample Instrument in this Packet*****Energy Audit Log***

This instrument can be used to document the number of unduplicated low-income household homes and public buildings where energy audits are conducted. The log provides spaces to document the zip code, street address, contact person, the type of dwelling or structure, dates when energy audits are scheduled, and whether or not the energy audits were completed. Use a new log sheet for energy audits conducted in different neighborhoods, towns, cities, or states. Upon completion of the energy audits, count the number of boxes where the energy audits were completed and enter this total in the box at the bottom of the form. If you have more than one log sheet, add the totals of all sheets to obtain the total number of energy audits conducted. You are also encouraged to develop an Excel spreadsheet to facilitate calculating totals.

# **Energy Audits Conducted**

## **Sample Instrument:**

### **Energy Audit Log**

## Energy Audit Log

### Instructions

What is the purpose?	To determine how many low-income household homes and/or public buildings received an energy audit.
Who should complete this instrument?	Site supervisors or other designated staff who are directly involved in or oversee energy audits should complete the instrument.
When should we complete this instrument?	Fill in the information about each location as energy audits are scheduled, and immediately after energy audits are completed.
What should we do to prepare?	Enter the zip code, street address, and name of the contact person (e.g., resident or owner) for each location where an energy audit is planned.
What should we do afterwards?	Total the numbers of energy audits on unduplicated homes and/or public buildings completed in the last column of the instrument and place this number in the bottom box.  If you document energy audits conducted on more than one log sheet, calculate the grand total of energy audits conducted by adding the totals of each sheet. Report this information to the Corporation.
Can I use an alternative instrument?	Different forms can be developed to document the number of energy audits completed on unduplicated homes and/or public buildings. In any case, remember to save the "raw" data as proof that a systematic process was used to document the outputs.

## Energy Audit Log

**Program Name:** \_\_\_\_\_ **Program Year:** \_\_\_\_\_

**Form Completed by:** \_\_\_\_\_

Instructions: Use this log to track the number of low-income household homes and public buildings that received an energy audit. For each location, enter the zip code, street address, name of the contact person, and the date when the energy audit is scheduled. Note the type of structure audited using the codes below. Check the last column to determine whether the energy audits were completed. **Report total number of unduplicated structures where energy audits were completed.**

Zip Code	Street Address	First Name	Last Name	Structure Type*	Energy Audit: Date Scheduled	Energy Audit Completed	
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No
						<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Total number of structures where energy audits were completed:**

\*Structure Type: **FH** = Single Family Home, **MH** = Mobile Home, **AU** = Apartment Unit, **DU** = Duplex Unit, **PB** = Public Building