**Annual Report Template**

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**SPONSOR INFORMATION**

**CONTRACTOR RECRUITMENT AND TRAINING ACTIVITIES**

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

Include number of

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.

**Date**

**Name of Sponsor**

**Location**

**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 15th of every calendar year, and can submitted as an application for ENERGY STAR awards. Please see section C-2 of the Partnership Agreement for details on this requirement.

**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.

**MARKETING PRACTICES**

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

**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.