



**WEATHERIZE**  
Mount Washington  
Valley

## Instructions for Navigating the NHSaves Process

**Home Performance with ENERGY STAR** –The Home Performance with ENERGY STAR (HPwES) program is a comprehensive whole house approach to improving energy efficiency and comfort at home, while reducing your energy cost and helping the environment. If your home is eligible, you can obtain a rebate up to \$4000 for energy efficiency improvements.

Eligible homes can be owned or rented and have less than 5 apartments per building. For buildings with 2-4 apartments, all apartments must qualify and participate in the program. Rented homes will require the landlord's sign off before any program work can move forward.

The following are a few tips to fill out the Home Heating Index calculator and determine if you qualify for matching funds from your utility.

**Home Heating Index (HHI)** – [nhsaves.com/homeheating](https://nhsaves.com/homeheating). This is a calculator used by the HPwES program to see if a house qualifies for the program. Homeowners need to enter their zip code, square footage of heated space, and 12 months of heating fuel usage. A **score of 8.5 or higher** on the HHI calculator indicates the home is qualified for the program.

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### Test Your Home

**Step 1: Your Home**


What is your zip code?

What is the [conditioned square footage](#) of your home?

**Step 2: Your Energy Use**

Enter the amount of fuel used to heat your home for 12 months.

Annual Usage	
Electricity	<input type="text"/> kWh (Only if used for heating)
Natural Gas	<input type="text"/> Therms
Propane	<input type="text"/> Gallons
Heating Oil	<input type="text"/> Gallons
Kerosene	<input type="text"/> Gallons
Wood	<input type="text"/> Full Cords
Wood Pellets	<input type="text"/> Tons
Coal	<input type="text"/> Tons



**Figuring Heated Area** – Homeowners need to include the square footage of intentionally heated or conditioned area of the home on the HHI calculator. Unheated basements, storage areas or knee walls that are separated off from heated areas do NOT count toward this square footage. Homeowners can measure the footprint of their home or check their tax records for this area if they are not sure.

**Entering Fuel Data** – Homeowners need to enter the last 12 months of heating fuel usage in order to complete the HHI calculation. The HHI only allows homeowners to enter in primary and secondary heating fuels, however any additional supplemental heating usage could be enough to get them over the qualifying threshold. Fuel usage from fireplaces or portable space heaters do not count and should not be included in the HHI calculation.

For homes with **more than two forms of qualifying heating fuel** in use, please contact your utility rep (see below). Only permanently installed, hard-wired electric heat is counted in the HHI calculation.

**Securing Fuel History** – Homeowners need to submit invoices from fuel dealers or other documentation showing dates and amount of fuel delivery for the past **2 years** for all heating fuels in use when they submit their HPwES application. Note; only the most recent 12 months of fuel usage count towards the HHI calculation, but program requirements ask for 2 years of history to show the pattern of fuel use. If homeowners don't have these records, they should contact their fuel dealers and request an itemized list of each individual delivery with dates and amounts of fuel delivered over the past 2 years on fuel company letterhead.

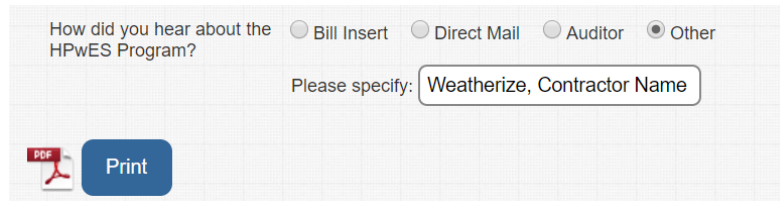
**Newly purchased homes** will sometimes require additional steps to obtain usage history documentation. Homeowners can request the fuel use history from the home seller, selling agent or, if known, directly through the fuel delivery dealer without the billing information, as fuel dealers may not want to give billing info for privacy reasons. If the fuel dealer refuses to give even just the fuel use history to a new homeowner, they can ask the former owner to give the dealer permission to share the usage info or ask if the dealer would be willing to provide the information directly to the HPwES manager, bypassing the homeowner.

Homeowners using firewood that is not purchased should take a photo of their stacked firewood and wood stove and submit it with their application with an estimate of how much firewood they use each year.

If the homeowner can only get information for the past year, they should submit that information with an explanation of why they could not secure 2 years' information. In some cases the utility can also accept a home with less than 12 months of fuel usage as long as it still passes the HHI calculation with the usage provided.

**The Enrollment Form and Application** - If the home passes the HHI calculation, there will be a link to fill in the on-line program Enrollment Form. Additional information about the homeowner and home (including their electric account number) are required when filling out the Enrollment Form so it is helpful to make sure the homeowner has a copy of their electric bill with them.

There is a field on the form called “How did you hear about the program.” Choose “Other” and then type "**Weatherize MWV**" and the name of **your chosen contractor** in the space provided, as shown below.



Once the Enrollment Form is completely filled in, they must click on the PDF “print” button at the bottom of the screen to generate the actual program Application – information entered on the Enrollment Form will auto fill on the printed Application. The mailing address to submit the completed Application and usage history will vary depending on the electric utility and is provided on the final application. Please remember that in order to be enrolled in the program without delay, print the Application using the PDF “Print” button, sign it and mail it along with all fuel usage documentation to the utility address listed on the Application. There is a difference in the “Enrollment Form” and the final “Application.” The Utility must receive the signed hard copy of the “Application” to qualify for the HPwES program.

**Home Performance with ENERGY STAR Program Managers** – Each electric utility has a HPwES program manager (listed below) that will oversee the project once qualified and can answer more detailed questions during the qualification/application process if needed.

**Eversource**

Gordon Tuttle

[Gordon.Tuttle@eversource.com](mailto:Gordon.Tuttle@eversource.com)

Phone (603)-634-2605

**NH Electric Co-op**

Phil LaMoreaux

[lamoreauxp@NHEC.com](mailto:lamoreauxp@NHEC.com)

603.536.8856