

4. Compliance Supplement

Each Compliance Software vendor is required to publish a Compliance Supplement to the ~~normal~~ software users' manual. This requirement may be met with a help manual incorporated into the software, however, a printed version of the help manual which include all help items must be submitted with the application. The Compliance Supplement serves two major purposes. First, it helps building permit applicants to use the Compliance Software correctly and to prepare complete documentation of their analyses. Second, it helps building officials to check permit applications for compliance with the low-rise residential Building Energy Efficiency Standards. As a result, it helps to assure that both the performance standards and the Compliance Software are ~~used~~ implemented properly.

The Compliance Supplement shall describe the specific procedures for using the Compliance Software for compliance with the Building Energy Efficiency Standards. The supplement shall provide instructions for preparing the building input ~~and~~, using the correct fixed and restricted inputs, ~~and for using each of the optional capabilities for which the Compliance Software is approved~~. Also included are procedures for generating the standard reports and documenting the analysis. A sample of a properly documented building analysis shall be included.

All Compliance Supplements shall be written in a clear and concise manner and with an organization and format that will allow users to quickly locate the topic and understand the instructions. Also, vendors of approved Compliance Software are required to make copies of their compliance supplement available to all building departments in California.

The following sections describe the information that shall be included in all compliance supplements. It also presents the required organization for that information.

4.1 Energy Commission Approval

This section includes a copy of the official Energy Commission notice of approval of the Compliance Software. The notice may include restrictions or limitations on the use of the Compliance Software. It will also include the date of approval, and may include an expiration date for approval as well. The notice will indicate ~~which optional capabilities the Compliance Software is approved for and other~~ any restrictions on its use for compliance. The Energy Commission will provide this notice upon completion of evaluation of the Compliance Software application.

4.2 Software Capabilities

This section discusses the program capabilities, with supporting written material explaining, as necessary, how the Compliance Software treats each one. Reference may be made to non-compliance sections of the Compliance Software Users Manual for more complete descriptions, if ~~they~~ exist appropriate.

4.3 Standard Input/Output Report

Inputs files shall be organized so that data is presented in the same order as that used by the required output reports.

4.4 Fixed and Restricted Inputs

Approved Compliance Software shall automatically use the standard fixed and restricted inputs for the standard design run. It shall also default to the standard assumptions for the proposed design run. When alternative fixed and restricted inputs are used for the proposed design run, the Compliance Software shall report this in the *Special Features and Modeling Assumptions* sections of the standard reports.

This section of the Compliance Supplement explains the fixed and restricted inputs and how they are invoked in the Compliance Software. This is especially important if the Compliance Software offers the possibility of non-compliance runs which can deviate from the fixed and restricted inputs.

4.5 Preparing Basic Input

This section covers the basic use of the Compliance Software for compliance. ~~Optional capabilities are described in greater detail.~~ Reference may be made to the users' manual, but this section should include a complete summary of all inputs and/or commands necessary for compliance.

~~4.6 Optional Capabilities~~

~~This section explains the procedures for using each of the optional capabilities of the Compliance Software. It is a parallel section to the basic inputs section above. The section for each optional capability should explain how to prepare inputs, how to document assumptions, and what the limitations are of each analysis capability.~~

4.7.4.6 Special Features and Modeling Assumptions

This section explains the use of the Special Features and Modeling Assumptions listing to highlight the importance of verifying the special features and the aspects of those features that were modeled to achieve compliance.

4.8.4.7 Field Verification

This section explains the use of the Field Verification and Diagnostic Testing listing to highlight the special features that require diagnostic testing by a certified home energy rater under the supervision of an Energy Commission approved HERS provider to assure proper installation and verification. This section may rely on the information provided in Residential Reference ~~Residential~~ Appendix RA3, and other sections of this manual, or may refer to other Commission documents.

4.9.4.8 Checklist for Compliance Submittal

This section should contain a concise checklist of all items that shall be included in a compliance submittal to a building official using the Compliance Software.

4.10.4.9 Sample Compliance Documentation

This section should include a complete set of compliance documentation for a sample building. The building need not be overly complex, nor need it include every software capability. The example should, however, include all documentation and standard reports that would normally be submitted.

This example will serve as a model to Compliance Software users and building officials of what a proper compliance submittal should look like.

4.114.10 Compliance Statement

The following statement shall appear within the first several pages of the Supplement:

[Compliance Software Name] may be used to show compliance with California's Residential Building Energy Efficiency Standards.

4.124.11 Related Publications

The Compliance Supplement should refer users to the following related Energy Commission publications and where to obtain them:

- *2013 Building Energy Efficiency Standards* (publication number unknown at time of printing)
- *2013 Residential Compliance Manual* (publication number unknown at time of printing)

Both publications are available from:

California Energy Commission

Publications Unit

1516 Ninth Street

Sacramento CA 95814

(916) 654-5200

