

Introductions (5 minutes – Chuck leads)

1. STEP-UP staff
2. Hosts
3. Attendees: who they are, where they live, why they're attending (what they hope to learn), stage they're at in the STEP-UP process

Join (20 minutes – Chuck leads)

1. What STEP-UP is: a little program history
2. Why join STEP-UP: bills, comfort, environment, civic reasons. Let's ask them why!
3. Who else has joined & where are they in the process: numbers to date from the neighborhood
4. How: Participation Agreement
5. Obligations
 - a. Audit
 - b. Information sharing – energy data, program surveys, behavior surveys
6. Benefits
 - a. Introducing the Energy Coach – one of the big benefits of joining
 - b. Other information / guidance
 - c. Financial incentive(s)
 - d. Additional quality oversight

Assess (45 minutes – Suzanne leads, Dave for item 7&8)

1. Why have an audit – what is it, what does it tell me
2. What is involved in an audit – building systems and audit basics
 - a. Building science basics: air movement, thermal envelope, HVAC, health and safety
 - b. Audit basics – what's reviewed, diagnostic tests performed
 - c. Demonstration - blower door, infrared camera
 - d. Walk-through: air leakage, HVAC equipment to be tested
3. What are the outcome of an audit:
 - a. Common findings and recommendations
 - b. Audit report
4. How do I choose an auditor

Improve (15 minutes – Suzanne leads)

5. Contractor selection process
 - a. Obtain contractor proposals – contractor sheet
 - b. Enter into contract
6. Apply for incentives and financing – financing and incentives sheets

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7. Undertake the improvements

Complete (5 min – Suzanne leads)

8. Quality assurance / control
 - a. Contractor test-out
 - b. STEP-UP review
 - c. Pepco & MD Home Performance review
9. Complete Incentive submission
10. Data follow up
 - a. Surveys
 - b. Post-install energy usage

Thank Host (Chuck)