

Small STEP. Big Impact.

Ready

PARTICIPATION AGREEMENT
PART ONE

The Small Town Energy Program (“STEP” or the “Program”) is a residential energy efficiency program funded by a grant from the US Department of Energy to the Town of University Park, Maryland.

The Program was initiated in University Park in January 2011, and expanded to the neighboring communities of College Heights Estates, Hyattsville and Riverdale Park in June 2012 (collectively with the Town, the “Program Sponsors”). The Program will run until July 2013.

Participation in STEP has many benefits as well as certain requirements. **Before signing and returning Part One of this Form, please carefully review Part Two, which explains the Program policies and requirements.** If you have any questions, please ask Suzanne Parmet, STEP’s Energy Coach. Suzanne may be reached at energycoach@smalltownenergy.org or 240.695.3991.

ONCE COMPLETED, PLEASE RETURN PART ONE OF THIS FORM TO SUZANNE BY: (a) emailing it to energycoach@smalltownenergy.org, (b) mailing it to University Park Town Hall (6724 Baltimore Ave, University Park, MD 20782), or (c) dropping it off at University Park Town Hall. Thank you!

PART ONE – APPLICATION FORM

Please review Part Two before completing Part One.

1 CONTACT INFORMATION. Please provide the following contact information for your household (“Participant”).

1 RESIDENT <i>(primary contact)</i>	NAME:		2 RESIDENT <i>(if 2nd adult in household)</i>	NAME:	
	EMAIL:			EMAIL:	
	CELL#:			CELL#:	
	WORK#:			WORK#:	
ADDRESS:			CITY (MAILING):		
STATE:		ZIP:	HOME#:		
COMMUNITY (Please select one): <input type="radio"/> College Heights Estates <input type="radio"/> Hyattsville <input type="radio"/> Riverdale Park <input type="radio"/> University Park					
If Resident is not the Owner, HOMEOWNER’S CONTACT INFORMATION					
NAME:			EMAIL OR PHONE:		

2 ELIGIBILITY. Please confirm that Participant is eligible to participate in STEP by **initialing in the box.**

3 BENEFITS. Please confirm that Participant understands all of the benefits of participating in STEP by **initialing in the box.**

4 REQUIREMENTS. Please confirm that Participant understands and agrees to all of the requirements of participating in STEP by **initialing in the box.**

A. SELECTION OF HOME ENERGY EVALUATION FIRM. Please select **one** of the two options below:

Participant will select the evaluation firm. Participant will contact the selected firm directly to schedule the evaluation.

OR

STEP will suggest a specific STEP Preferred Contractor to undertake the evaluation. The evaluation firm will contact the Participant to schedule a mutually acceptable date / time for the evaluation.

B. DELIVERY OF READY SURVEY. Please confirm completion of the **Ready Survey** found at http://www.surveymonkey.com/s/STEP_READY by **initialing in the box**.

C. DELIVERY OF UTILITY DATA RELEASE FORM. Please confirm execution and delivery to STEP of the Consent to Utility Data Release form by **initialing in the box**.

5 PROGRAM YARD SIGN. Please select **one** of the two options below:

Participant desires to display a STEP yard sign and agrees to follow the yard sign protocol described in Part Two.

OR

Participant does NOT wish to display a STEP yard sign.

6 MEDIA RELEASE. Please select **one** of the two options below:

Participant grants permission for the name, voice and photographic likeness of any of Participant's household members, and the statements provided by such individuals regarding STEP, to be used, reproduced, exhibited, displayed, broadcast or distributed by STEP.

OR

Participant does NOT grant permission for the name, voice or photographic likeness of any of Participant's household members, nor the statements provided by such individuals regarding STEP, to be used in any way by STEP.

7 LIABILITY RELEASE. Please confirm that Participant understands and agrees to fully release the Indemnitees, as described in the "Liability Release" by **initialing in the box**.

YES, I WANT TO PARTICIPATE!

In consideration for participating in STEP and being eligible to receive the benefits provided, the undersigned does hereby acknowledge and agree to this STEP Participation Agreement, and does hereby certify the accuracy of the information provided to STEP in this Participation Agreement. **IN WITNESS WHEREOF**, the undersigned has executed this STEP Participation Agreement as of _____ (mm/dd/yyyy).

RESIDENT #1 SIGNATURE

(on behalf of all members of Participant's household)

HOMEOWNER SIGNATURE

(required, in addition to Resident #1's signature, only if Participant is not the property owner)

PART TWO – PROGRAM POLICIES

Please review Part Two before completing Part One.

1 CONTACT INFORMATION. Participant shall provide current contact information. If any of this information changes while Participant is participating in STEP, Participant shall promptly notify STEP.

2 ELIGIBILITY. Residents of the following communities are eligible to participate in the Program: (a) College Heights Estates neighborhood of Hyattsville (20782 and 20783), (b) City of Hyattsville (20781, 20782, 20783), (c) Town of Riverdale Park (20737), and (d) Town of University Park (20782). Residents who are not the homeowner must obtain the permission of the property owner(s).

3 BENEFITS.

A. ENERGY COACHING. Suzanne Parmet, STEP’s Energy Coach, is available to assist Participants through every step of the energy-improvement process, including: providing general information, explaining energy evaluation reports, discussing recommended improvements, and describing financial tools and incentives.

B. FINANCIAL INCENTIVES. Participants shall receive detailed information regarding financial incentives available from all relevant sources. In addition, STEP provides each Participant up to \$400 to cover the cost for making at least \$400 of energy efficiency improvements recommended in their energy evaluation report. This incentive shall be paid at the completion of the improvement process in accordance with the following milestones and time frames:

Milestone	Time frame for Completion from Date of signed Participation Agreement	Incentive Amount
Home energy evaluation completed	2 MONTHS	\$100
Copy of signed contract for making energy efficiency improvements submitted to Energy Coach	4 MONTHS	\$100
STEP Request for Incentives form, with all required documentation, submitted to Energy Coach	6 MONTHS	\$200
TOTAL incentive available for timely completion of all milestones		\$400

C. FINANCING. Sandy Spring Bank has agreed to provide qualified STEP Participants with low-interest loans for approved home energy efficiency upgrades. Participants shall receive detailed information regarding the Sandy Spring Bank loan, as well as other advantageous loan programs for energy efficiency improvements available from Maryland, Prince George’s County and other sources.

D. HOME PERFORMANCE FIRMS. Participants shall receive detailed information regarding the home energy evaluation and improvement firms that have been selected as STEP’s Preferred Contractors, as well as guidance regarding issues to consider when selecting a firm for performing an energy evaluation or improvements.

4 REQUIREMENTS.

A. HOME ENERGY EVALUATION.

- i. Participants agree to have a whole-house energy evaluation performed on their home, at their own expense. Those who are eligible for the Pepco Home Performance with ENERGY STAR Program (the “Pepco Program”), the Be SMART Home Energy Efficiency Rebate Program (the “Be SMART Program”) or any other then available rebate / incentive program shall participate in the applicable program(s) and follow all of the rules applicable to such program(s), including which energy evaluation firms may be used. (Please check with the Energy Coach before selecting an energy evaluation firm.)

- ii. Participants may choose the energy evaluation firm they would like to use, subject to the requirements of subsection i. above, or they may opt to have STEP suggest a specific STEP Preferred Contractor to undertake the energy evaluation.
- iii. Each participant will provide to STEP a copy of their energy evaluation report and related data as requested by STEP, or allow STEP to obtain this information directly from the evaluation firm.

B. IMPROVEMENTS. Participants who elect to make improvements recommended in their energy evaluation report will do so at their own expense. Those who are eligible for the Pepco Program, the Be SMART Program or any other then available rebate / incentive program shall participate in the applicable program(s) and follow all of the rules applicable to such program(s), including which contractors may be used to install the improvements. (Please check with the Energy Coach before selecting a contractor.) Each Participant will provide to STEP information regarding improvements undertaken, including the scope of work, the cost of the work, and any incentives (including tax credits and rebates) obtained, or allow STEP to obtain this information directly from the contractor(s).

C. SURVEYS. Participants will respond to all STEP surveys, including those regarding their homes and households, the energy evaluation, the improvements, and the Program. It is preferable that the surveys be completed online; however, hard copies are available upon request.

D. UTILITY DATA. All participants shall execute a “Consent to Utility Data Release” form, which will enable STEP to obtain up to five (5) years of utility data directly from your utility providers.

5 PROGRAM YARD SIGN. Participants are eligible to display a STEP yard sign provided they agree to comply with the following protocols:

- A. After completion and delivery of the Participation Agreement to STEP, STEP will provide Participant with a yard sign.
- B. Participant will plant the sign in their front lawn. The sign shall be located on their private property, and shall not be placed so as to impede easy access to the home’s front entry or any public areas (such as a sidewalk).
- C. Upon completion of the home energy evaluation, Participant will place a check mark in the box adjacent to “evaluation.” It is preferable that a permanent black marker be used.
- D. Upon completion of energy efficiency improvements, Participant will place a check mark in the box adjacent to “improvements.” It is preferable that a permanent black marker be used.
- E. At termination of the Program or if, at an earlier date, Participant no longer desires to display the yard sign, Participant shall remove and recycle the yard sign.



6 MEDIA RELEASE. STEP may take photographs and/or video at various events it sponsors. In addition, STEP may request that Participants provide oral or written feedback regarding their participation in STEP. STEP would like to use clips from the photographs, video and statements collected on the STEP website as well as include them in a tool kit of materials to be used by other small towns developing their own energy efficiency programs.

7 LIABILITY RELEASE. By executing the Participation Agreement, Participant shall be indicating his/her/their agreement with and understanding of each of the following statements:

- A. This Agreement has been read in its entirety and Participant has and/or shall abide by all of the terms set forth herein.
- B. The type and extent of incentives and other support provided by the Program (and/or by other programs) are subject to change based on available resources.
- C. STEP and the Program Sponsors, and their officials, agents, servants, employees and/or authorized representatives (collectively, the “Indemnitees”), provide no guarantee nor shall they be responsible for: (i) any representations, advice or other information or opinions provided by a financial institution, home energy evaluator, home improvement contractor or other third party, nor for the quality, scope or efficacy of work, information or opinions provided by such third parties, (ii) any financial institution’s, evaluator’s, improvement contractor’s or other third party’s work or services, (iii) any reduction in energy bills, improvement in comfort, safety or value of Participant’s home, or the achievement of any other results sought by Participant as a result of the evaluation or the improvements (if any), or (iv) the accuracy or efficacy of information and resources generated by others, notwithstanding that such information or resources may be provided and/or evaluated by any of the Indemnitees.
- D. Participant shall release, indemnify, forever discharge and hold harmless the Indemnitees from and against all suits, actions, damages and costs of every kind and description, including attorneys’ fees, arising directly or indirectly, in whole or in part, out of (i) the negligent or other acts or omissions of third parties, including financial institutions, home energy evaluators and home improvement contractors, and (ii) any provision or evaluation by any of the Indemnitees of information and resources provided by such third parties.