



To: Town Council, Town of University Park  
 From: Suzanne Parmet and Chuck Wilson  
 Date: 7 November 2011  
 Re: STEP-UP update

**Program Progress Summary**

| Measure                           | July 1 <sup>st</sup> , 2011 | Sept 1 <sup>st</sup> , 2011 | Nov 1 <sup>st</sup> , 2011 | Launch-to-Date Targets | % of UP Households |
|-----------------------------------|-----------------------------|-----------------------------|----------------------------|------------------------|--------------------|
| # of Participants                 | 136                         | 162                         | 187                        | 170                    | 20%                |
| # of Audits Completed             | 83                          | 107                         | 125                        | 110                    | 14%                |
| # of Retrofits                    | 40                          | 53                          | 68                         | 55                     | 7%                 |
| Audit to Retrofit Conversion Rate | 48%                         | 50%                         | 54%                        | 50%                    |                    |

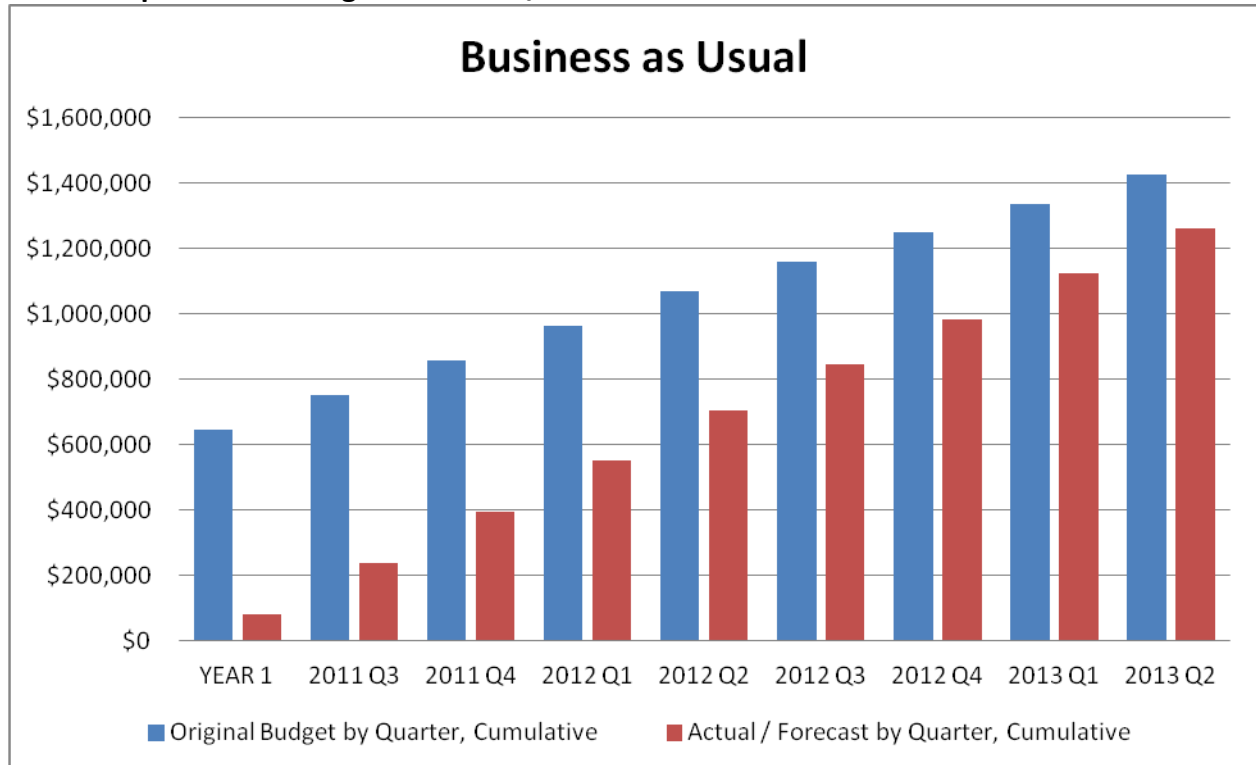
**Program Operations**

1. Following Council approval and management of the contract process by the Town Attorney, STEP-UP has secured the following contractors to be paid from grant funds:
  - a. Bikash Acharya, our Student Intern (up to 10 hours per week)
  - b. Dave Brosch, our Technical Consultant (up to 15 hours per week)
  - c. Don Badrak, our Web Site Consultant (up to 2 hours per week)
  
2. Street Lighting: Following Council approval, the University Park Police Department, with support from STEP-UP, is in the first stage of working with the consultant to examine issues of street lighting, both from a public safety and from an efficiency standpoint.
  
3. Compost Pilot: Following Council approval, the STEP-UP kitchen waste compost pilot was launched on November 1<sup>st</sup>. The 6-month pilot involves 47 households (all current STEP-UP participants), with support from the UP Department of Public Works.

4. Solar Project: The Director of Operations for the School Board is in discussion with the Board’s Legal Counsel regarding the draft solar project outline that we submitted in October. We are in regular contact with the Board personnel and hope to move forward.
5. We are becoming concerned about the low rate of project expenditure (see chart below). Currently, STEP-UP has only expended \$220,000 of \$1,425,000 in grant funds. At current / forecast rates, we are on track to under-spend ~\$200,000 by grant end (August, 2013).

The STEP-UP Advisory Committee is meeting this Wednesday, November 9<sup>th</sup>, during which a comprehensive spend plan revision will be the top priority. STEP-UP will present Council with a revised project spend plan for review in advance of the December Council meeting.

**STEP-UP Spend Plan: Budget vs. Actual / Forecast**



6. Post-Grant Business Plan: Another priority for the STEP-UP Advisory Committee is to discuss possible options for continuing STEP-UP post-grant. Work on this has begun and recommendations will be brought before Council for deliberation in the coming months.