

STEP | SMALL TOWN ENERGY PROGRAM

Small STEP. Big Impact.

Save

REQUEST FOR INCENTIVES

The Small Town Energy Program (“STEP” or the “Program”) provides each of its participants up to \$400 to cover the cost for making at least \$400 of energy efficiency improvements recommended in their energy evaluation report. This incentive is payable at the completion of the improvement process in accordance with certain milestones and timeframes.

Please complete this Request for Incentives form in order to claim the STEP financial incentive for which you are eligible. If you have any questions about this form, please ask Suzanne Parmet, STEP’s Energy Coach. Suzanne may be reached at energycoach@smalltownenergy.org or 240.695.3991.

ONCE COMPLETED, PLEASE RETURN 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!

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

1 RESIDENT	2 RESIDENT (if 2nd adult in household)	
NAME:	NAME:	
ADDRESS:	7 HOME:	
GH5 H9:	ZIP:	HOME #:
If Resident is not the Owner, HOMEOWNER’S CONTACT INFORMATION		
NAME:	EMAIL OR PHONE:	

2 MILESTONE INFORMATION. Please provide the completion dates for each of the following milestones.

Milestone	Time frame for Completion from Date of Signed/Submitted Participation Agreement	Incentive available if Time frame Satisfied	Date Completed
Participation Agreement signed and submitted to Energy Coach	N/A	N/A	
Home energy evaluation completed (date evaluator came to your home)	2 MONTHS	\$100	
Copy of signed work contract submitted to Energy Coach	4 MONTHS	\$100	
Submission of this Request fully completed (as described herein)	6 MONTHS	\$200	

3 PARTICIPATION IN OTHER PROGRAMS. Please select the other program(s) for which Participant was eligible to participate in connection with the energy efficiency improvements that are the subject of this Request. (Please select all that apply.)

- Pepco Home Performance with ENERGY STAR Program
- DHCD's Be SMART Home Energy Efficiency Rebate Program
- Other (please specify):

4 SATISFACTION OF STEP REQUIREMENTS. Please confirm that Participant has satisfied **all** of the following requirements by **initialing in the box.** →

- A. Participant is eligible to participate in STEP.
- B. Participant has satisfied all of the requirements for participating in the program(s) selected in Section 3 above (including engaging an eligible energy evaluation firm and improvement contractors), and has or will apply for the incentives available under such program(s).
- C. Participant is submitting to STEP with this Request, or has previously submitted, all of the following documentation (all of which may be copies):
 - Evaluation report
 - Beacon report prepared with evaluation (note: this may be included in the evaluation report)
 - Work receipt or invoice marked "paid"
 - If air sealing, insulation and/or duct sealing improvements were undertaken:
 - 1) Test-out form
 - 2) Beacon report revised to reflect work completed and test-out results
 - If other energy efficiency improvements (e.g. heating or cooling system, hot water heater, windows) were undertaken:
 - 1) Evidence that the contractor is licensed by the State of Maryland to install the applicable improvements
 - 2) Evidence that energy efficiency rating(s) of item(s) installed satisfies the highest performance standards set forth by the program(s) selected in Section 4 above
- D. Participant has completed the following three (3) STEP online surveys:
 - Participation Survey
 - Evaluation Survey
 - Improvement Survey

IN WITNESS WHEREOF, the undersigned has executed this Request for Incentives form as of the _____(mm/dd/yyyy), and does hereby certify the accuracy of the information provided to STEP in this Request for Incentives form.

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)