

Home Performance with ENERGY STAR and Insulate Colorado Denver Promotion Plan

The Smart Energy Living Alliance (SELA) has proposed a plan to promote Home Performance with ENERGY STAR in correlation with the 2008 Insulate Colorado Program. Below outlines responsibilities of each party that will take part in the promotion plan.

1) SELA Responsibilities

- a. Call applicant when check is received.
- b. Send applicant Comprehensive Home Assessment Agreement form and Process Flow Chart.
- c. Call HPwES Contractor and give them the applicant's information.
- d. Follow-up with contractor to make sure appointment was made within two weeks.
- e. Follow-up with HP Contractor about improvement schedule status.
- f. Send client congratulations E-Star Packet after audit or after home assessment improvements have been installed.
- g. Offer a free Energy Bill Analysis to the homeowners who installed measures using a HPwES Contractor.
- h. Reimburse HP Contractor (\$200) for typical homes under 3000 sq ft. for the audit if no work is ordered by the homeowner. There will be an additional \$50.00 reimbursement per additional 1000 sq ft. for houses over 3,500 sq. ft.

2) HPwES Contractor Responsibilities

- a. Calls applicant within 24 hours after receiving applicant information from SELA and schedule the Comprehensive Home Assessment within two weeks.
- b. Fill out the Comprehensive Home Assessment Results Form directly after assessment and leave with the homeowner.
- c. Report the assessment and/or HPwES job on the E-Star online reporting tool.
- d. Keep SELA informed of any planned improvement schedules.
- e. Agree to accept a reimbursement amount of \$200 from SELA for audits performed where no work was ordered by homeowner.

3) Homeowner Responsibilities

- a. Send in the cut off piece of the promotion notice and a \$300.00 check to SELA.
- b. After assessment must fill out the Comprehensive Home Assessment Agreement Form and send to SELA along with Comprehensive Home Results Form filled out by the HP Contractor.
- c. Schedule improvement installation with contractor and tell SELA within 60 days. If not pay \$300.00 for the assessment or receives a Free Comprehensive Home Assessment depending on which option the homeowner chooses on the Comprehensive Home Assessment Agreement Form.
- d. Send SELA copies of invoices for efficiency improvements if any are to be made that are over \$1,500.00.