



Ready	Learn About the Program	<ul style="list-style-type: none"> • Learn more at www.SmallTownEnergy.org • Contact the Energy Coach, Suzanne Parmet, energycoach@smalltownenergy.org or 240.695.3991
	Sign Up	<ul style="list-style-type: none"> • Complete the STEP Participation Survey • Complete the STEP Consent to Utility Data Release form and STEP Participation Agreement, and deliver these documents to the Energy Coach by email (energycoach@smalltownenergy.org) or drop-off (6724 Baltimore Ave, University Park, MD 20782)
Set	Undertake Energy Evaluation	<ul style="list-style-type: none"> • Select a STEP Preferred Contractor or any other eligible firm or elect to have a STEP Preferred Contractor assigned to you • Schedule the evaluation, then notify the Energy Coach of the firm & date selected • Pay \$100 to the evaluator or less if you attended an Info Session
	Review Report	<ul style="list-style-type: none"> • Receive and carefully review the energy evaluation report • Send a copy to the Energy Coach • If desired, schedule a meeting with the Energy Coach to discuss
	Understand Incentives & Financing	<ul style="list-style-type: none"> • Consider available incentives & financing (if needed) • If desired, schedule a meeting with the Energy Coach to discuss
	Consider Proposals	<ul style="list-style-type: none"> • Ask for a work proposal from your evaluator and/or other Pepco Participating Contractor(s) or Be SMART Eligible Contractor(s), as applicable • Send a copy to the Energy Coach • If desired, schedule a meeting with the Energy Coach to discuss
Save	Undertake Improvements	<ul style="list-style-type: none"> • Select an eligible contractor and enter into a contract • Schedule improvements, then notify the Energy Coach of the firm & date selected
	Test Out	<ul style="list-style-type: none"> • After completion, the contractor or evaluator will perform additional testing to evaluate air leakage reduction and ensure combustion safety (if applicable)
	Obtain Incentives	<ul style="list-style-type: none"> • The firm that performs the test out will process all paperwork related to the Pepco incentive or Be SMART Home rebate; payment takes ~ 3 months • Submit the STEP Request for Incentives form (with specified documentation) to the Energy Coach by email (energycoach@smalltownenergy.org) or drop off (6724 Baltimore Ave, University Park, MD 20782); payment takes ~ 3 weeks
	Quality Assurance	<ul style="list-style-type: none"> • If you have any concerns about the work, you may request a Quality Assurance Review from STEP
	Enjoy	<ul style="list-style-type: none"> • Benefit from the greater comfort, lower utility bills, increased value & improved safety of your home!