

To: Town Council, Town of University Park
 From: Suzanne Parmet and Chuck Wilson
 Date: December 17th, 2012
 Re: STEP Update

Program Progress Summary

Measure	Sept 1 st , 2012 UP	December 1 st , UP	UP Program Targets	% Toward UP Target	New Communities
# of Participants	233	240	275	87%	88
# of Audits Completed	176	186	230	81%	43
# of Retrofits Completed	112	119	185	64%	9
Audit to Retrofit Conversion Rate	64%	64%	80%	80%	21%

Program Operations

1. We are still close to our STEP program targets, and with the cold weather things are picking back up. In the new year we will be:
 - a. Writing to every participant who has not yet moved forward with audit or retrofit
 - b. Implementing another round of “house parties” in UP and the new communities
 - c. Continuing outreach through newsletter articles and e-mail
 - d. Working through the UPES school program, now in its second year

2. Expansion of STEP to Neighboring Communities of Hyattsville, Riverdale Park and College Heights Estates continues to be a major priority right now. We are signing up new homes at a rate of almost 20 per month, on pace with our record pace here in UP.

3. Solar project: Bids were received today from engineering firms wishing to do a system design. RFP review committee meets Thursday, interview of shortlisted firms January 3rd. The PGCPs has assigned a project team for us to work with!

4. At time of writing, 130 homes had signed up for the expanded compost pilot out of a program cap of 150. There have been some delays in getting an agreement with USDA, so we may need to be flexible on the start date, which will be in January, 2013 some time.

5. Program Measurement and Impact Evaluation: Our new contractor for this task, Pinnacle, has developed new survey instruments which will launch in the new year.
6. Business Plan: A draft of the post-grant business plan for STEP was presented at the most recent STEP Advisory Committee, revisions made, and the plan re-circulated. Once a final version is complete it will be presented to Council, likely end of January, 2013.
7. Work has begun on developing the “Tool Kit” for other communities.

Budget

We continue to draw down funds as budgeted, and in so doing to close the budget gap. Knowing the cost of the solar design will help us a great deal. We expect to fully expend the project funds by grant end.

