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Note from Jim: - Hello, the 2013 year has started off with a bang. I guess the cold weather has caused the phones to ring, as we currently have over 80 projects already in contract or finished. For comparison, we only completed 129 projects in 2012. So, keep up the good work, and let's make 2013 a banner year! – Thanks - Jim

REMINDER

Assessment Subsidy / Rebate Assignment Update

SMUD is providing a \$200 subsidy per completed assessment subsidy application. Contractors are required to maintain a 20% assessment-to-contract conversion rate for every 50 subsidy applications. The 51st assessment subsidy will not be processed until 10 of the previous 50 assessments are converted to contracted upgrades.

The deadline for all assessment subsidy applications is **30 calendar days** after the assessment is completed and signed off on by the homeowners.

There are **three places where the customer is required to sign**. The customer should sign the first two lines after the assessment is complete, but not sign the bottom line until they have received the assessment report.

A copy of the assessment report—including fully filled out PG&E Test Measurement Form (CAZ report) and completed *Menu* and *JobInfo* tabs of the JRT—are to be supplied to both SMUD and the customer. These hard copy reports are to be placed into the metal drop box found in front of the SMUD Financing area, not the Security Desk. SMUD staff empty this box several times a day and time stamp each document. Failure to submit documents within the 30 day deadline will cause the assessment to be void, and payment will not be made.

Rebate Application

In attempting to process your customers' final rebate checks for the 2012 SMUD Home Performance Program, SMUD's accounting team is noticing numerous discrepancies between the information provided on the SMUD Rebate Applications and the correct payee, customer, and rebate information for each job.

Before submitting a SMUD Rebate Application, please confirm that all the information on the application and in the JRT is correct, including SMUD accountholder and account number, installation address, rebate check mailing address and payee, and rebate amount. Also confirm that the customer and contractor have signed all applicable sections, and that the customer doesn't sign the rebate check over to the contractor unless that's what they mean to do!

If information on the application is missing or if there are discrepancies between the information on the application, the information on the JRT, and the accountholder information in the SMUD database, the application will be returned for correction and the rebate will be held until all discrepancies are resolved.

Updated JRT—Knee wall

Based on contractor feedback, we have updated the JRT to accommodate knee wall insulation upgrades. The JobInfo tab now asks for the knee wall insulation level and the improved square footage of both the attic floor and knee walls.

The attic insulation upgrade rebate, in turn, will be calculated based on the combined improved square footage of the attic floor and knee walls.

As always, you can download the most up-to-date version of the Job Reporting Template here: <http://cbpca-hpp.org/submit-jobs/job-submission-process/>

Classes and Seminars

Interested in attending an [Energy Efficiency Heating](#) Class on February 23, 2012 from 9:00 a.m. to 12:00 p.m. at [SMUD!!](#)

Click [here](#) to register!

Upcoming Event

Stay tuned for the upcoming **SMUD/Contractor meeting around mid March**

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