

### 2008 Insulate Colorado Program Implementation Guidelines

#### Program Overview

In 2008, several Colorado municipalities will be partnering with the Governor's Energy Office (GEO) to offer rebates directly to qualifying homeowners for the installation of either attic or exterior wall insulation and basic recommended air sealing measures through the Insulate Colorado matching grant program. The purpose of the program is to assist Colorado homeowners wishing to make energy-efficient improvements to their homes. Properly insulating and air sealing a home will not only help reduce increasing heating and cooling costs, but also make the home more comfortable. Participating municipalities are offering a 20% contractor job cost rebate, or \$300 maximum per home, whichever amount is less. Rebates will be awarded on a first-come, first-served basis until program funding is exhausted.

#### Homeowner Rebate Forms

All homeowners requesting rebates for insulation and sealing work, must complete an official "Insulate Colorado Homeowner Rebate" form, in addition to any additional forms required by the administering city or county. GEO will supply the administering municipality with an electronic copy of the official Homeowner Rebate form for printing and dissemination. On the electronic version, there will be a section for each administering partner to enter their local contact information and mailing address for processing. This information should be entered prior to printing forms.

#### Reimbursement by GEO

Rebates should be processed and paid directly to homeowners by each participating city, county or assigned organization. Insulate Colorado grant recipients may submit monthly invoices to GEO for reimbursement of distributed rebates. Invoices should be received no later than the 5<sup>th</sup> day of the following month. To successfully invoice, GEO will need to receive the following:

1. Using the Insulate Colorado Home Reporting Template, a list of all homes that received rebate distributions during the month.
2. Copies of all "Insulate Colorado Homeowner Rebate" forms received by the city or county during the month. (Each home listed on the report template should have a corresponding completed form attached).

GEO will issue reimbursements to all grant recipients on a per-home basis until the allocated award amount has been reached. GEO prefers to "go-first" in terms of reimbursing cities or counties for paid homeowner rebates. Participating municipalities are strongly encouraged to spend out GEO funding first on rebates before applying their own funding as part of a co-payment toward any rebate. GEO will issue reimbursement payments to the city or county of up to \$300 per home or 20% of the job cost, whichever is less. Additional costs, such as any marketing or administrative expenses should be covered by the city or county as part of their proposed match.

#### Combining with Local Efficiency Programs

A city or county may combine the Insulate Colorado rebate with other local efficiency programs operating in their jurisdictions. However, GEO funds may only be directed towards homeowners installing attic or exterior wall insulation and then completing the "Insulate Colorado Homeowner Rebate" form. The homeowner rebate must be offered through eligible insulation contractors, although a city or county may also allow determined contractor partners to offer the rebate to their customers (such as Home Performance with ENERGY STAR contractors).

## Eligible Participants

**Municipalities**, Cities, counties and local non-profits that have applied for and received approval from GEO for Insulate Colorado funding are eligible to participate in this program.

**Insulation Contractors**, Homeowners requesting the rebate must have used an eligible contractor to install insulation to IECC 2006 recommended R-Values and complete air-sealing measures. Insulation contractors may attend any of the GEO sponsored Insulate Colorado half-day seminars to become eligible (location TBD).

**Homeowners**, Homeowner requesting the rebate must reside in a participating municipality and submit the following documentation to the administering agency:

1. A completed Homeowner Rebate Request Form
2. A copy of the contractor's invoice showing total job costs and measures installed
3. A copy of the official "Insulation Card" demonstrating the amount of insulation added

## Rebates

Rebates should be paid by the municipality to the homeowner on a first come, first served basis.

## Contracts and Administration

The GEO contract will be with the local municipality or non-profit entity only. GEO does not have a contractual relationship with any homeowner or contractor. The local municipality or non-profit will be responsible for administering the program. GEO reserves the right to hold 5% of the total matching grant, until all contractual obligations have been met, and GEO reserves the right to randomly inspect any or all work (with homeowner permission) at anytime for the purpose of quality assurance.

## Contract Milestones

Language will be added into the GEO contract that will require a progress report (mid-year) from each grant recipient. The milestone report will provide GEO with the necessary information for determining the actual funding needs of each grantee, based upon the number of reimbursements paid to date. Contracts that are deemed underachieving may see their allocations reduced, whereas contracts that are meeting or exceeding their goals, may see their allocation increased.

## Contact Information

*For Program Information and Assistance:*

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