**Municipal Letter to Residents about HPwES Home Energy Assessment**

Print on municipal letterhead   
Customized text may be added, but language in red is required

Dear [Municipality] resident,

As part of [Municipality]’s ongoing sustainability efforts, [Municipality/Mayor/Council] is encouraging residents to consider having a Home Performance with ENERGY STAR® home energy assessment.

New Jersey’s Clean Energy Program™ (NJCEP) offers up to $4,000 in rebates and zero- or low-interest loans towards energy efficiency upgrades through the Home Performance with ENERGY STAR® Program (HPwES). Add sentence about additional financing options available through utility, if applicable.

The first step to participate in the HPwES Program is to have a home energy assessment performed by a HPwES Building Performance Institute (BPI) GoldStar certified auditor. [Municipality] has partnered with [name of contractor(s)] to make it easy.

For just $ XX (up to a $400 value), [name of contractor(s)] will conduct an in-depth home energy assessment to help identify opportunities to reduce your energy costs. This home energy assessment will include a health and safety check for carbon monoxide levels, moisture issues, and indoor air quality problems.

You will receive a detailed written report that prioritizes and identifies energy-conserving fixes, with recommendations on how to proceed after inspecting for comfort issues, air sealing opportunities, insulation levels, heating system efficiency, cooling system/central air conditioning efficiency, and hot water system efficiency.

NJCEP recommends that residents use their report to get price estimates from three different participating BPI GoldStar contractors. NJCEP has a full list of participating contractors on their [Trade Ally tool](https://www.njcleanenergy.com/residential/tools-and-resources/tradeally/advanced_vendorsearch/?id=57).

To schedule a home energy assessment, contact [name of contractor(s)] at [contact information].

More information about [Municipality]’s HPwES assessment offer is available at [link to municipal web page]. For complete information about HPwES and NJCEP incentives, including special incentives designed for low income residents, visit [NJCleanEnergy.com/residential.](https://www.njcleanenergy.com/residential)

INCLUDE IF APPLICABLE: Learn more about incentives available to residents, including the special offer for a home energy assessment available to residents of [Municipality], by attending an information session [Date, Time, Location].

Sincerely,  
[Mayor or Other Township Representative]