



Wisconsin ENERGY STAR Homes Program Contact Information

The following list defines the roles and responsibilities of individuals directly involved with the Wisconsin ENERGY STAR Homes Program and the delivery of program services. Please refer to this list and feel free to contact the appropriate person should you need direct assistance, or have questions, concerns or comments regarding program services.

Market Providers: (Regional Coordinators / Independent Consultants)

Independent Consultants: The role of the independent consultant is to provide consulting and testing services as they pertain to program certification and building performance. He/she will also provide current information on program requirements, eligibility of technology rewards and program discounts, and the availability of cooperative advertising funds and training opportunities. The independent consultant is responsible for setting their price, communicating all of the above to their participating partners, as well as working to schedule and provide written reports on required site visits and the documentation required for program certification (for contact information see enclosed consultant directory).

Regional Coordinators: The role of the regional coordinator is to coordinate program activities, including program recruitment, delivery of professional services, and education, training, and promotional events within a region. The regional coordinator is responsible for follow-up on new builder questions, in-field quality control and support activities for consultants that provide program services. They also facilitate education, training and promotional events within a region.

Program Staff: (Manager / Coordinator / Assistant)

Program Manager: The role of the program manager is to oversee the overall operation of the program. The program manager is responsible for the program budget and goals, and along with support staff, administering program standards for building performance and the delivery of professional program services.

Project Manager: The role of the program coordinator is to coordinate special program activities involving program participants. The program coordinator is responsible for activities currently involving the Building America Program and along with support staff, in-field quality control and support for consultants providing program services.

Program Assistant: The role of the program assistant is to assist in the administration of the program. The program assistant is responsible for processing of all program related information received for a project including participant information, certification or project status, and payments for program technology rewards and discounts.

Marketing Personnel: (Manager / Coordinator)

Marketing Manager: The role of the marketing manager is to oversee all aspects of program related to marketing, including mass media marketing, cooperative advertising, website updates and parade of home and tradeshow events. The marketing manager is responsible for the marketing budget and goals, and along with support staff, administering cooperative

advertising funds and the development and use of program marketing materials for program participants.

Advertising and Events Coordinator: The role of the marketing assistant is to facilitate the use of cooperative advertising funds and coordinate marketing related activities in regard to parade of home and tradeshow events. The marketing assistant is responsible for payment of approved cooperative advertising funds and distribution of requested program marketing material.

CONTACT LIST

Regional Coordinators:

Southwest: Dave Kinyon
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