

Community Energy Efficiency Program – CEEP 19-21 PROCESS & CHECKLIST



**PLEASE READ PROCESS THOROUGHLY AND COMPLETE
PROCESS IN NUMERICAL ORDER AS LISTED.
FAILURE TO DO SO MAY VOID INCENTIVES THROUGH CEEP.**

Date
Completed
or Received

<input type="checkbox"/>	1. Customer contacts the SLC and registers for CEEP – scheduling a Home Energy Audit.	
<input type="checkbox"/>	2. SLC performs a Home Energy Audit (HEA) at customer's property. Pay \$95 HEA fee over the phone at time of registration or on the day of the HEA. https://squareup.com/market/sustainable-living-center	
<input type="checkbox"/>	3. Customer submits an Intent to Perform Upgrades Form. https://slcceep.wufoo.com/forms/1921-ceep-intent-to-perform-upgrades-form/ <i>Please have estimate from a WA State Licensed Contractor available to upload to form.</i>	
<input type="checkbox"/>	4. SLC sends Customer a Conservation Incentive Estimate Form (IEF) for each Contractor. <i>This form gives customer an estimate of incentives to be awarded by the SLC.</i>	
<input type="checkbox"/>	5. Customer accepts IEF by completing the Customer Acceptance Form (CAF). https://slcceep.wufoo.com/forms/1921-ceep-customer-acceptance-form/	
<input type="checkbox"/>	6. SLC sends Customer a notice, authorizing installation of upgrade as listed on the CAF.	
<input type="checkbox"/>	7. Customer provides Contractor a copy of the SLC authorization on the CAF. <ul style="list-style-type: none"> • Customer contacts contractor and schedules authorized upgrade to be installed. • Contractor installs the upgrade. • Contractor invoices customer for upgrade installed. 	
<input type="checkbox"/>	8. Customer sends SLC a copy of the Contractor invoice for upgrade installed. <i>Upload invoice to SLC's Drop-box: https://slcceep.wufoo.com/forms/1921-ceep-dropbox/</i>	
<input type="checkbox"/>	9. SLC schedules and performs a quality control final inspection of upgrade (s).	
<input type="checkbox"/>	10. SLC mails incentive reward check to customer upon satisfactory results of inspection. <i>There is a 8 – 9 week processing time to receive incentive reward check after inspection.</i>	

SLC CONTACT INFORMATION:

Phone: [509-524-5218](tel:509-524-5218) Email: office@slcww.org Website: www.slcww.org/ceep-resources

Please do not hesitate to contact us if you have any questions about the CEEP process.