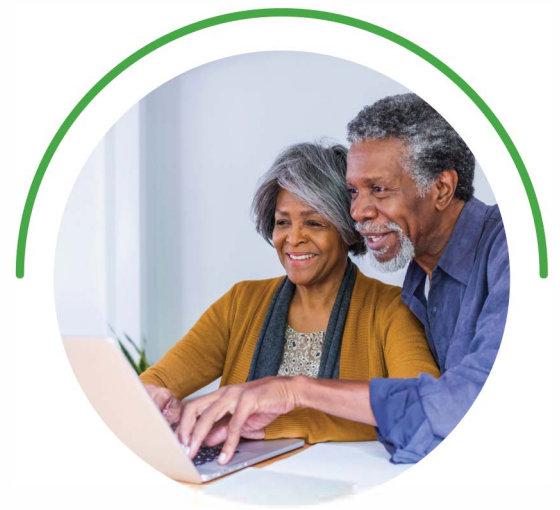


# Weatherization Process & Checklist



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

Date  
Completed  
or Received

- \_\_\_\_\_ 1. The customer contacts the Sustainable Living Center (SLC), registers for CEEP and schedules a Home Energy Audit (HEA). [\\$95 HEA fee due.](#)
- \_\_\_\_\_ 2. SLC performs the HEA at customer's property and emails the [Home Improvement Form](#) with the auditor's prioritized recommendations to the customer.
- \_\_\_\_\_ 3. The customer submits an [Intent to Perform Upgrades Form](#) to the SLC.  
[Please have an estimate from a WA State licensed contractor available to upload via the form.](#)
- \_\_\_\_\_ 4. The SLC sends the customer an [Incentive Estimate Form](#) for each applicable contractor.  
[This form gives the customer an estimate of incentives to be awarded by CEEP.](#)
- \_\_\_\_\_ 5. The customer accepts the incentive offer by completing the [Customer Acceptance Form](#).
- \_\_\_\_\_ 6. The SLC emails the customer an approval notice to schedule upgrades listed on the Customer Acceptance Form.
- \_\_\_\_\_ 7. The customer schedules the upgrades with the contractor.  
The contractor installs the upgrades.  \_\_\_\_\_  
The contractor invoices the customer for installed upgrades.  \_\_\_\_\_
- \_\_\_\_\_ 8. The customer sends a copy of the invoice for the installed upgrades to the SLC.
- \_\_\_\_\_ 9. The SLC schedules and performs a final inspection of the installed upgrades.
- \_\_\_\_\_ 10. The SLC issues the incentive reward check to the customer upon satisfactory inspection results.  
[There is a 4-6 week processing time to receive the incentive check after the inspection.](#)

**Please contact us at 509-524-5218 or [admin@slcww.org](mailto:admin@slcww.org) if you have questions about this process.  
ALL CEEP FORMS & RESOURCES ARE AVAILABLE AT: [slcww.org/ceep-resources](http://slcww.org/ceep-resources)**

