

# CEEP PROCESS & CHECKLIST



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

Please contact us at 509-524-5218 or [office@slcww.org](mailto:office@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)**

**Date  
Completed  
or Received**

- 1. The customer contacts the SLC and registers for CEEP – scheduling a Home Energy Audit.  
*Pay the \$95 HEA fee over the phone at time of registration or on the day of the Home Energy Audit.*
- 2. The SLC performs a Home Energy Audit at customer’s property and sends the Home Improvement Form with the auditor’s recommendations to the customer via email.
- 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 to the form.*
- 4. The SLC sends the customer an Incentive Estimate Form for each 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 sends the customer an email notice, authorizing the installation of upgrades as listed on the Customer Acceptance Form.
- 7. The customer contacts the contractor and schedules the authorized upgrades to be installed.
  - The contractor installs the upgrades.
  - The contractor invoices the customer for the upgrades installed.
- 8. The customer sends the SLC a copy of the contractor’s invoice for the installed upgrades.
- 9. The SLC schedules and performs a final inspection of the installed upgrades.
- 10. The SLC mails the incentive reward check to the customer upon satisfactory results of inspection.  
*There is a 4 – 6 week processing time to receive the incentive check after the inspection.*