



 SustainableLivingCenter  
**Contractor's Guide to CEEP**  
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**Dear Contractor:** Please ensure that the energy upgrades quoted for our mutual Customer meets the specifications listed on the other side of this page. Listed below are some guidelines to help with the quick processing of incentives offers and payments.

**IMPORTANT NOTES:**

- Missing information from estimates or invoices will delay the SLC's ability to provide incentive offers, or pay out incentives to our Customers.
- Information provided on the estimate helps us verify that the energy upgrades qualify for our incentives and to calculate the incentive dollar amount.
- Information provided on the invoices verifies the scope of work completed. Changes to the scope of work listed on the estimate, results in the recalculation of the incentive amount.

**ESTIMATE CHECKLIST**

- Estimate Date
- Customer Name & Address
- Total Job Cost\*
- Description of the scope of work to be completed plus...

**FOR INSULATION:**

- Total Sq. Ft. of area to be insulated
- Ending R Value of area to be insulated

**FOR WINDOWS:**

- Total No. of windows to be installed
- Total Sq. Ft. of windows to be installed
- U Factor of windows to be installed

**FOR HVAC:** <https://www.ahridirectory.org>

- AHRI Certified Reference No.  
*(to verify HSPF2 & SEER2 ratings, AHRI Certificates should be sent in addition to the estimate)*

**FOR DOORS:**

- Energy Star rating

**INVOICE CHECKLIST**

- Invoice Date
- Invoice No. (No Duplicates)
- Total Job Cost\*
- Bill To: Customer Name & Address
- Job Address
- Description of the scope of work completed plus...

**FOR INSULATION:**

- Total Sq. Ft. of area insulated
- Ending R Value of area insulated

**FOR WINDOWS:**

- Total No. of windows installed
- Total Sq. Ft. of windows installed
- U Factor of windows installed

**FOR HVAC:**

- Model No. of Outdoor Unit  
*(must match AHRI Certificate info. provided w/estimate)*

\* Total job cost should include sales tax-based on the property address where work is to be/was completed for the Customer. <https://dor.wa.gov/taxes-rates>

## Community Energy Efficiency Program

# Energy Upgrades Specifications

Energy Upgrades	Pre/Post Condition
Attic Insulation	<sup>3</sup> R-0 to R-49 or more
Wall Insulation	<sup>3</sup> R-0 to R-11 or more
Floor Insulation	<sup>3</sup> R-0 to R-30 or more
Duct Sealing & Insulation <sup>2</sup>	≥ 30% of the ductwork is outside of the envelope.
High Efficiency Windows	Replaces single/double pane and wood/metal frames to U.30
	Replaces single/double pane and wood/metal frames to U.25
	Replaces single/double pane & any frame to U.22
*Ductless Heat Pump <sup>1</sup>	Replaces baseboard or electric forced air furnace heating. HSPF 9+ & SEER 16+ or HSPF2 7.6+ & SEER2 15.2+
*Air to Air Heat Pump <sup>1</sup>	Replaces 10+ year old heat pump or forced air furnace. HSPF 9.5+ & SEER 16+ or HSPF2 8.3+ & SEER2 15.5+ or in accordance with applicable utility rebate requirements.
Heat Pump Water Heater (DIY) <sup>1</sup>	Replaces 10+ year old electric water heater, with a 50 - 80 gallon electric water heater.
Smart Thermostat (DIY) <sup>2</sup>	Thermostat features must include occupancy sensor, outdoor temperature and Wi-Fi capability.
Exterior Entry Door <sup>2</sup>	Energy Star rated, replaces standard 32" or 36" exterior entry door
Heat Pump Clothes Dryer (DIY) <sup>1</sup>	Must be on PPL's Qualified Heat Pump Clothes Dryer list at time of purchase <a href="https://wattsmartsavings.net/washington-residential/qualified-products-wa/wa-heatpumpclothesdryer-qpl/">https://wattsmartsavings.net/washington-residential/qualified-products-wa/wa-heatpumpclothesdryer-qpl/</a>

1. Max one rebate per residence

2. Max two rebates per residence

3. Initial R-Value is determined through the home energy audit by the SLC Auditor.

\* Incentives apply to a maximum of a single outside unit per residence and does not include cost of electrical upgrades.

**ALL UPGRADES ARE FOR RETROFIT ONLY. New construction, additions or unconditioned spaces do not qualify for incentives.**

All upgrades must be performed to Regional Technical Forum and/or utility company standards and be installed by a WA State licensed & bonded contractor, except for upgrades marked as DIY (Do-It-Yourself) - Homeowner self install.