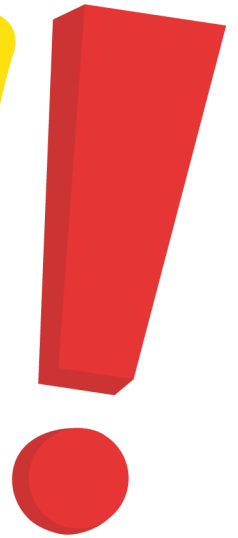


**PLEASE READ THIS PROCESS THOROUGHLY AND COMPLETE THE STEPS IN NUMERICAL ORDER AS LISTED. FAILURE TO DO SO MAY VOID INCENTIVES.**

# My Energy Upgrades Roadmap



## PHASE 1: Pre-Upgrade

- 1. Homeowner contacts the Sustainable Living Center, registers for CEEP and schedules a Home Energy Audit (HEA). [\\$95 HEA fee due](#).
- 2. SLC performs the HEA at participant's property and emails the [Home Improvement Form](#) with the auditor's prioritized recommendations to the participant.
- 3. The participant 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.

## PHASE 2: Upgrade Installation

- 4. The SLC sends the participant an [Incentive Estimate Form](#) for each applicable contractor.  
This form gives the participant an estimate of incentives to be awarded by CEEP.
- 5. The participant accepts the incentive offer by completing the [Incentive Acceptance Form](#).
- 6. The SLC emails the participant an approval notice to schedule upgrades listed on the incentive acceptance form.
- 7. The participant schedules the upgrades with the contractor.
  - The contractor installs the upgrades.
  - The contractor invoices the participant for installed upgrades.

## PHASE 3: Post-Upgrade

- 8. The participant 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 and mails the incentive reward check to the participant 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)**