



# Contractor's Guide to Community Energy Efficiency Program (CEEP)





## **What is CEEP?**

**CEEP is a weatherization program offering low cost home energy audits to identify and incentivize recommended energy efficiency upgrades.**

# About CEEP

- CEEP started in 2009 as a federally funded pilot program.
- Today CEEP is administered state-wide by the Washington State University Energy Program and is funded through the WA State Department of Commerce.
- SLC CEEP services homeowners in Columbia, Franklin & Walla Walla Counties.



# Energy Upgrades Incentivized:

- Insulation & Air Sealing (**Attic, Wall, Floor & Basement**)
- Duct Sealing & Insulating
- High Efficiency Windows
- High Efficiency Heat Pumps
- Heat Pump Hot Water Heaters
- Smart Thermostats
- Heat Pump Clothes Dryers
- Exterior Entry Doors







## Why CEEP? & Target Group

### Why?

1. Energy Efficiency
2. Education – Home Energy Audit
3. Employment – Contractors

### Target Group

- Homeowners & landlords not served by a low income weatherization program like BMAC

## Benefits of CEEP:

- Energy Savings – reduction of demand on the grid
- Occupant Comfort – temperature of home, safety in home
- Housing Stability – for renters and homeowners, not being forced to move
- Economic Vitality – creating jobs while supporting local businesses



# 2022-2023 CEEP

## COMMUNITY IMPACT

Customer Match -  
**\$1,555,116**

CEEP Match -  
**\$728,973**

Utility Match -  
**\$451,688**

**TOTAL IMPACT**  
**\$2,735,777**

CEEP completed 498 energy upgrades via 281 contracted jobs with 44 contractors for 247 Customers.

Upgrade TYPE	No. of Upgrades/ Sq. Ft. Installed
Attic Insulation	187,553 Sq. ft.
Wall Insulation	66,434 Sq. Ft.
Floor Insulation	51,214 Sq. Ft.
Duct Sealing	38
Windows	14,029 Sq. Ft.
Ducted Heat Pumps	39
Ductless Heat Pumps	64
Exterior Entry Doors	26
Hot Water Heater	3
Smart Thermostat	2
HP Clothes Dryer	1

# 2022-2023 CEEP

## COMMUNITY IMPACT CONT'D

258 COMPLETED JOBS	No. of Customers	CEEP Match - \$728,973.78
Residential	244	\$710,072.26
Commercial	3	\$18,901.52
Tier 1 Incentives	143	\$243,277.68
Tier 2 Incentives	101	\$466,794.58
Walla Walla County	207	\$538,802.42
Franklin County	27	\$137,751.25
Columbia County	13	\$52,420.11



# 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 to U 0.30	Replaces single/double pane, wood/metal framed windows
High Efficiency Windows to U 0.25	Replaces single/double pane, wood/metal framed windows
High Efficiency Windows to U 0.22	Replaces single/double pane, any frame windows

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.

# Energy Upgrades Specifications Cont'd

Energy Upgrades	Pre/Post Condition
<b>*Ductless Heat Pump<sup>1</sup></b>	Replaces baseboard or electric forced air furnace heating. HSPF 9+ & SEER 16+ or HSPF2 7.6+ & SEER2 15.2+
<b>*Air to Air Heat Pump<sup>1</sup></b>	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.
<b>Heat Pump Water Heater (DIY)<sup>1</sup></b>	Replaces 10+ year old electric water heater, with a 50 - 80 gallon electric water heater.
<b>Smart Thermostat (DIY)<sup>2</sup></b>	Thermostat features must include occupancy sensor, outdoor temperature and Wi-Fi capability.
<b>Exterior Entry Door<sup>2</sup></b>	Energy Star rated, replaces standard 32" or 36" exterior entry door
<b>Heat Pump Clothes Dryer (DIY)<sup>1</sup></b>	<p style="text-align: center;"><u>Must be on PPL's Qualified Heat Pump Clothes Dryer list at time of purchase</u>  <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></p>

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# CEEP Process

1. Customer contacts the SLC and registers for CEEP – scheduling a Home Energy Audit.  
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>
2. SLC performs a Home Energy Audit (HEA) at customer's property and sends report with Auditor's recommendations via Customer's email.
3. Customer submits an Intent to Perform Upgrades Form.  
<https://slcceep.wufoo.com/forms/2325-ceep-intent-to-perform-upgrades-form/>  
Please have an estimate from a WA State Licensed Contractor available to upload to form.
4. SLC sends Customer a Conservation Incentive Estimate Form (IEF) for each Contractor.  
This form gives the customer an estimate of incentives to be awarded by CEEP.
5. Customer accepts IEF by completing the Customer Acceptance Form (CAF).  
<https://slcceep.wufoo.com/forms/2325-ceep-customer-acceptance-form/>

# CEEP Process Cont'd

6. SLC sends Customer an email notice, authorizing installation of upgrade as listed on the Customer Acceptance Form (CAF).
7. Customer provides Contractor with a copy of the **SLC authorization**.
  - Customer contacts Contractor and schedules authorized upgrade to be installed.**
  - Contractor installs upgrade.**
  - Contractor invoices customer for upgrade installed.**
8. Customer sends SLC a copy of the Contractor's invoice for upgrade installed.
  - Upload invoice to Drop-box: <https://slcceep.wufoo.com/forms/2325-ceep-dropbox/>
9. SLC schedules and performs a quality control final inspection of upgrade(s) installed.
10. SLC mails incentive reward check to customer upon satisfactory results of inspection.
  - There is a 4 – 6 week processing time to receive incentive check after inspection.**



# Contractor's Guide to CEEP

509-524-5218 | [info@slcww.org](mailto:info@slcww.org) | [www.slcww.org/contractors-guide](http://www.slcww.org/contractors-guide)

**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.

***If you have any questions or concerns please do not hesitate to contact us.***

# ESTIMATE CHECKLIST

Estimate Date

Customer Name & Address

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

**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 HSPF & SEER 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** - *Total job cost should include sales tax-based on the property address where work was completed for the Customer.*  
<https://dor.wa.gov/taxes-rates>
- 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*)

# CEEP Story # 1

WALLA WALLA COUNTY – 1886 SINGLE FAMILY HOME – GAS PRIMARY HEAT  
ATTIC, WALL & FLOOR INSULATION; DUCT SEALING & INSULATING; WINDOWS

## Before Upgrades



## After Upgrades



# CEEP Story # 2

FRANKLIN COUNTY – 1955 SINGLE FAMILY HOME – OIL PRIMARY HEAT  
**ATTIC & WALL INSULATION; WINDOWS ; DUCTED HEAT PUMP**

Before Upgrades



After Upgrades





# CEEP Story # 3

COLUMBIA COUNTY – 1940 SINGLE FAMILY HOME – ELECTRIC PRIMARY HEAT  
ATTIC, WALL & FLOOR INSULATION

## Before Upgrades



## After Upgrades



# CEEP Story # 4

WALLA WALLA COUNTY – 1986 SINGLE FAMILY HOME – ELECTRIC PRIMARY HEAT

**28.48 KW SOLAR PV SYSTEM**



# Other Programs

in Conjunction w/CEEP

- Craft3 – Loans and on bill financing for Pacific Power Customers
- PSCCU – Energy Smart Loans
- Solar Rebate - \$67.5K to 28 Customers

# craft3





# SLC Contact Information

**Mailing Address:** 500 Tausick Way Walla Walla, WA 99362

**Physical Location:** Walla Walla Community College Water & Environmental Center  
640 Water Center Drive Walla Walla, WA 99362

**Rooms:** 2012 & 2013 | **Phone:** 509.524.5218 | **Fax:** 509.524.5209

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**Home Energy Auditor:** Dave Dahlin

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**Bookkeeper:** Re Reynolds

**Cell Phone:** 509.301.0161

**Email:** [resbook@msn.com](mailto:resbook@msn.com)

**SLC CEEP Website Links:**

[slcww.org/ceep](http://slcww.org/ceep)

[slcww.org/ceep-guide](http://slcww.org/ceep-guide)

[slcww.org/ceep-process](http://slcww.org/ceep-process)

[slcww.org/ceep-resources](http://slcww.org/ceep-resources)

[slcww.org/contractors-guide](http://slcww.org/contractors-guide)