Clark Public Utilities
Customer-owned, customer-focused

Weatherization Rebates

For Electrically Heated Homes Only

Contractors are responsible for sending in the following documents listed below to Clark Public Utilities before customer rebates will be issued.

Once the necessary documents have been received and processed by the utility, a rebate check will be mailed to the customer in 4 to 6 weeks.

Documents can be sent in one of the three ways -

By email: Rebates@clarkpud.com

by mail:
Clark Public Utilities
PO Box 8900
Attn: Rebates
Vancouver, WA 98668

by Fax:
360-992-3038

Once the job has been completed and the customer has paid for the project in full, please submit the following documents to Clark Public Utilities within 60 days:

- **Original Invoice** with customer information (name & service address), and description of the work being done. If you are unable to provide a description of the work being performed directly on the invoice, a copy of the customer's signed bid/proposal should be provided to us as well.
  - The invoice must include the price and show that the appropriate sales tax was charged to the customer.
  - If the customer is opting to have the rebate go directly to the contractor, it must be clearly indicated on the invoice as a line item.

- Complete the Clark Public Utilities **Weatherization Program Rebate Form**. Fill in the section(s) pertaining to the appropriate weatherization measure(s). For insulation and windows, indicate square footage. For air or duct sealing, indicate the level of work: performance or prescriptive. Indicate the Existing Heat Type. Customer and Contractor initials are mandatory. If they are missing, the paperwork will be returned to the contractor.

- Completed current version of the **Certificate of Compliance**. The form must be signed by the company rep. If the form is not signed it will be returned to the contractor. You need only fill out the sections pertinent to the work that was done. Information on the certificate of compliance must match the information on the rebate form.

- Complete **Weatherization Inspection Sheet(s).** All weatherization measures, excluding duct sealing, require an inspection checklist. Inspection sheets must be filled out and signed by the company representative. Please submit one checklist for each type of measure.

- **U-Factor Verification.** If windows are being installed in the home, **U-factor verification** is required. A copy of the windows stickers or the shipping list is sufficient.

- **Prescriptive Duct Sealing Form.** A form must be completed and submitted.

If you have any questions, please feel free to contact us. We are always happy to help. For paperwork related questions, please contact **loans and rebates** at 360-992-3422, or email us at rebates@clarkpud.com. For qualification questions, please contact our **Energy Counselor of the day (ECOD)** at 360-992-3355, or ecod@clarkpud.com.