



Let's turn the answers on.

Washington Required Documentation

Resource for Insulation and Windows Incentive Applications

Thank you for being wattsmart and making your home more energy-efficient.

Please find directions below on how to complete your incentive application. If approved, the incentive check will be issued to the primary name on the utility account. Incentive checks are issued within 45 days of receipt of your completed and approved application.

Please make a copy for your records and submit completed application and required documents **within 90 days of completed installation date to:**

Pacific Power - Home Energy Savings program
100 S.W. Main Street, Suite 1600, Portland, OR 97204

Need help? Call 1-800-942-0266 or visit our website at pacificpower.net/hes

Weatherization Checklist

Equipment and Services	Incentive Application Itemized Invoice Proof of payment W-9 for Multi-Family	NFRC Stickers/ Manufacturer Spec Sheet
Insulation	✓	N/A
Windows	✓	✓

Required for All Applications

Incentive Application

- Incentive applications are available online at pacificpower.net/hes or by calling the customer hotline at (800) 942-0266.
- Applications are completed and signed by both the customer and the trade ally (unless a self-installed project).

Proof of Payment

- Proof of payment is third-party documentation that the product or service was paid for. The proof of payment submitted must match the total on the invoice.
- See examples of [program-accepted proof of payment options](#).



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Itemized Invoice

- Insulation invoices/receipts must clearly indicate:
 - o Square footage for each project area.
 - o Insulation type (loose fill, batt or blanket).
 - o Number of bags of loose fill, if applicable.
 - o R-Values for pre-existing insulation and added insulation.
 - o Total itemized project cost (prior to sales tax).
 - o Installation date.
- Windows invoices/receipts must clearly indicate:
 - o Total number of qualifying windows.
 - o Dimensions for each window.
 - o Itemized and total project cost (prior to sales tax).
 - o Installation date.

Copy of completed W-9 (for multi-family applications only)

- A completed W-9 is required for multi-family applications where the name on the account is a business.
- Note: The program has additional requirements for multi-family installations (five or more attached units). Please contact the program at 1-800-942-0266 for additional multifamily requirements including the mandatory pre-qualification process.

Additional Required Documentation

NFRC Window Stickers

- Copies of individual NFRC windows stickers or a window manufacturer specification sheet must be included for each window submitted for incentive.
- NFRC stickers or specification sheets must include U-factor and SHGC values for each window.