WAHKIAKUM PUD
45 River Street, PO Box 248
Cathlamet, WA 98612

Prime Windows Rebate
Residential Program

Wahkiakum PUD is helping its residential customers reduce their monthly electric bills and make their homes more comfortable through its weatherization program. Under the Residential Windows Rebate Program Wahkiakum PUD may be able to pay a portion of the cost to replace the windows and patio doors in your electrically-heated residence. Qualifying homes may include single-family, multi-family and manufactured heated with electricity.

PROGRAM GUIDELINES

Customer eligibility:

- ***Pre-approval is required for all utility rebate programs prior to installation*** and expires sixty (60) days after approval – projects that require longer than sixty days to complete must obtain special approval from Wahkiakum PUD.
- Must be a current residential electric customer of Wahkiakum PUD.
- Customer must participate in onsite inspection(s) and documentation requirements as required by utility to verify eligibility and installation of materials/equipment.
- Funds for this program are limited. This program is offered on a first-come, first-served basis and is effective until funding is expended or the program ends. Wahkiakum PUD reserves the right to deny an application, modify or discontinue this program without prior notice at the PUD's sole discretion and reserves the right to determine eligibility and the right to verify equipment and materials installed. Incomplete projects may not qualify for rebates.

Pre-condition characteristics of the space:

- Existing qualifying manufactured home (1984 or newer), single-family home and multi-family home and used primarily for residential purposes.
- Home must be heated with one of the following (spaces without heating are not eligible):
  - Electric heating system (e.g. heat pump, zonal, plug-in heaters) serving ≧50% of residence
  - Wood or pellet: Eligible when accompanied by any electric heating system
  - Oil/Gas/Propane: Eligible if integrated with an electric heat pump
  - Oil/Gas/Propane: Eligible if accompanied by a separate electric heat system **if** the oil, gas or propane heating system is decommissioned
- Pre-existing windows and patio doors must be:
  - Single-pane with/without storms or double-pane, any frame type (e.g., metal, wood, vinyl, etc.). Prime windows include skylights, provided they meet all pre and post condition requirements.
  - Patio doors include sliding or French glass doors.
- Spaces without heating, such as a garage or basement are not eligible for rebate.
- Must have a minimum of one year of active, electric services (new construction is not eligible).

Post-condition, qualifying contractor and equipment selection:

- The weighted average of replacement windows must have a National Fenestration Rating Council (NFRC) U-value of 0.30 windows (or lower) and 0.35 for patio doors (or lower).
- Homeowner may opt to self-install windows or select a contractor licensed, insured and bonded to work in Washington State; visit WA State Department of Labor & Industries or contact Wahkiakum PUD to confirm contractor eligibility.
- Installation measures in single-family and manufactured homes must be installed according to BPA's Weatherization Specifications and Best Practices Guide.
- Installation that results in increased window area is not eligible unless required by building code.
- Customer is responsible for checking with and fulfilling any state, county, city government and/or homeowner's association codes, ordinances, local conditions, restrictions, rules and regulations and obtaining any required building permits when installing measures.

REBATE RATES

Rebate amount cannot exceed the total cost of the project.

HOUSING TYPE	RETROFIT TYPE	U-VALUE (Or LOWER)	PAYMENT PER SQUARE FOOT (SF)
Single-family home: 1 – 4 dwelling units within the same structure; up to 3 stories. Includes duplexes, triplexes, accessory dwelling units, and modular homes. Townhouse homes that share walls, but do not vertically overlap, may be considered single-family, regardless of the number of units connected side by side.	Single-pane or double-pane WINDOW, any frame type.	0.30	$8-$10 per SF depending on U-Value
	Single-pane or double-pane PATIO DOOR, any frame type.	0.35	$8-$10 per SF depending on U-Value
Manufactured home: 1984 or newer	Single-pane or double-pane WINDOW, any frame type.	0.30	$8-$10 per SF depending on U-Value
	Single-pane or double-pane PATIO DOOR, any frame type.	0.35	$8-$10 per SF depending on U-Value
Multifamily low rise: 5 or more dwelling units within the same structure that is no more than 3 stories high	Single-pane or double-pane WINDOW, any frame type.	0.30	$15-$20 per SF depending on U-Value
	Single-pane or double-pane PATIO DOOR, any frame type.	0.35	$15-$20 per SF Depending on U-Value
Multifamily mid/high-rise: 5 or more dwelling units within the same structure that is more than 3 stories high	Single-pane or double-pane WINDOW, any frame type.	0.30	$8.00 per SF
	Single-pane or double-pane PATIO DOOR, any frame type.	0.35	$8.00 per SF

DOCUMENTATION CHECKLIST

Customer is responsible for complying with program guidelines.

Prior to Installation

To receive pre-approval submit the following documents to Wahkiakum PUD before installation of equipment:

1. Wahkiakum PUD Residential Prime Windows Rebate Pre-qualification Request Form
2. Single-family and Manufactured homes (if applicable): Follow BPA's Weatherization Specifications and Best Practices Guide (https://www.wahkiakumpud.org/post/windows)
3. Participate in onsite pre-inspection as required to verify eligibility

After Installation

The following documentation must be provided to Wahkiakum PUD within 14 days of installation:

1. Notify utility and participate in onsite post-inspection as required to verify eligibility
2. NFRC stickers from windows documenting U-value for each window installed
3. Equipment or contractor invoice showing:
    a. Physical address of installation
    b. Order or purchase date
    c. Size and quantity of product installed
    d. Verification of safety glass (if applicable)
    e. Cost

Residential Prime Windows Rebate Pre-qualification Request Form

PRE-QUALIFICATION REQUEST: Pre-approval is required and expires sixty (60) days after approval.

Homeowner name			Homeowner phone		
Physical address			PUD account number		
Mailing address					
Year building built		Square footage of heated space		Estimated Cost	
Home type	☐ Single-family home ☐ Manufactured Home ☐ Multi-Family (low-rise: 3 stories or less) ☐ Multi-Family (high-rise: greater than 3 stories)				

INSTALLATION INFORMATION & NEW EQUIPMENT

Select one	☐ Project will be a self-install ☐ Project will be installed by a contractor If applicable, Contractor name: _____ Phone: _____ Contractor license number: _____
Existing heat source (check all that apply)	☐ ductless or ducted heat pump ☐ electric heat pump ☐ baseboard cadet or ceiling ☐ plug-in space heaters ☐ electric forced air furnace ☐ wood or pellet stove ☐ electric heat pump integrated with nonelectric heating (e.g., oil, propane, et.) ☐ electric heat system with decommissioned nonelectric heating system* ☐ Other _____ ** if system is not integrated with an electric heat pump, the entire separated non-electric space heating system must be decommissioned, removed, all penetrations sealed, and all fuel (gas, electric, oil) connections to the decommissioned heating system disconnected.*

How many windows will be retrofitted		Approximate ft^2 of windows will be replaced	
How many patio doors will be retrofitted		Approximate ft^2 of doors will be replaced	

SIGNATURE and DISCLAIMER

Applicant is responsible for adhering to Program Guidelines. Wahkiakum PUD hereby disclaims any and all implied warranties (including but not limited to implied warranties of merchantability or fitness for a particular purpose) and shall not be responsible for any representation or promise with respect to the equipment, materials or labor required for the installation of energy efficiency measures on the premises, or the cost of such equipment, materials and labor. By signing this form, I understand that Wahkiakum PUD will make the final determination of any incentive that I may receive. Programs are subject to change without notice.

INITIAL HERE _____ I acknowledge installation must be installed according to BPA's Weatherization Specifications and Best Practices Guide (view at https://www.wahkiakumpud.org/post/windows).

Homeowner signature: SIGN HERE	**Date:**

Optional Release: By owner signing below I release my utility rebate to be paid directly to the installation contractor.

SIGN HERE

To obtain pre-approval, submit forms to Wahkiakum PUD:
By Fax: 360-795-8441 or Email: cs@wahkiakumpud.org
By Mail: PO Box 248, Cathlamet WA 98612
In Person: 45 River Street, Cathlamet WA 98612

Questions? Contact Wahkiakum PUD:
Phone: (360) 795-3266 or (360) 465-2171
Online: www.wahkiakumpud.org

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Window Installation Checklist

This **Window Installation Checklist** includes Prep and Installation measures that will result in a quality project. This checklist includes Residential Weatherization Specifications & Best Practices Guide sections: 12.1 through 12.3. This checklist calls out both utility weatherization program requirements, which are **bolded**, as well as best practices, which are not bolded.

Check with the local serving utility what incentives are available and what the required qualifications, specifications, and documentation are for its program

12.1 GENERAL WINDOW REQUIREMENTS

Comply with these bolded general requirements on all window and patio door replacements. Additional recommended best practice steps are included as well. **Window requirements also apply to patio doors unless otherwise stated.**

- ☐ **Replacement windows must be certified and labeled for U-factor in accordance with the simulation, testing, and certification procedures of the National Fenestration Rating Council Incorporated (NFRC).**
- ☐ Installers should always confirm that adhesives being used are designed and rated for exterior use and will work with both existing and new flashing and water-resistive barriers.
- ☐ **Caulk and prime all exterior wood, including frame, sash, trim, stops and sills on all sides and ends.**
- ☐ **Support the bottom rail of a patio door within ½ inch of exterior edge of the frame.**
- ☐ **Any wood that touches the ground or concrete must be pressure-treated.**
- ☐ **Incorporate the replacement window and window opening into the home's water-resistive barrier using proper flashing techniques for each specific window type.**
- ☐ **Hardware and fasteners must be aluminum, stainless steel or another noncorrosive material.**
- ☐ **Seal the structural frame to the window, and seal surrounding gaps and cracks.**
- ☐ **Frame: Install caulk or low-expansion foam between window frame and rough opening.**
- ☐ **Install backer rod or non-expanding foam and caulk where gaps are greater than 3/8 inch.**
- ☐ **Exposed framing components: Caulk at exposed wood-to-wood framing cracks; remove sash weights, if applicable, and seal and insulate weight channels.**
- ☐ **Cover gaps of over 3/8 inch between the exterior siding and the window with solid trim material.**

Window Installation Checklist

12.1 GENERAL WINDOW REQUIREMENTS (cont.)

- ☐ **Fill all exterior or interior voids over 3/8 inch in width or depth with window manufacturer- approved materials, such as non-expanding foam, backer rod, or similar product prior to caulking, if caulking will be applied.**
- ☐ **Verify that windows operate smoothly and safely.**

12.2 WINDOW INSTALLATION REQUIREMENTS

Comply with these bolded requirements when replacing windows. Additional recommended best practice steps are included as well.

12.2.1 REPLACING NAILING-FIN WINDOWS

Comply with these requirements to install a nailing-fin window securely in the rough opening.

- ☐ **At the sill, insert the flashing underneath the existing siding and on top of existing building paper. The bottom nailing fin of the window will cover this flashing.**
- ☐ **Install the window by sliding the top fin under the building paper. Side and bottom fins should rest on top of the building paper.**
- ☐ **Use flat shims to provide a level surface and support under the vertical structural members of the new window frame. Don't allow the fins to support the window's weight.**
- ☐ **Use fasteners with heads wide enough in diameter to span the holes or slots in the window fin. Avoid over-driving the fasteners or otherwise deforming the window fin.**
- ☐ **Flash the window around its perimeter with 15-pound felt, house wrap or a peel-and-stick membrane.**
- ☐ **First, flash the side fins of the window, overlapping the sill flashing;**
- ☐ **Then, flash the top fin of the window, overlapping the side flashing.**
- ☐ **Windows that are exposed to wind-driven rain or without overhangs above them should have a rigid head flashing to prevent rainwater from draining onto the window.**
- ☐ **If the tops of the windows are already protected by an overhanging metal head flashing, tuck the new flashing behind this head flashing.**

Window Installation Checklist

12.2.1 REPLACING NAILING-FIN WINDOWS (cont.)

- ☐ **If the tops of exposed windows aren't protected by head flashing, insert new metal head flashing behind the existing siding and building paper at the top of the window and over the head trim piece.**
- ☐ **The head flashing should extend beyond the sides of the window enough to divert water away from vertical joints bordering the window.**
- ☐ **Tuck the head flashing up behind the exterior siding at least 1 inch.**
- ☐ **Metal head flashing must have downward bending lip of at least 1/4 inch on the front and ends.**
- ☐ **Thoroughly caulk all filler and trim pieces surrounding the replacement window.**

12.2.2 BLOCK FRAME OR FINLESS WINDOWS

Comply with the following bolded requirements when installing block-frame or finless windows. Additional recommended best practice steps are included as well.

- ☐ Block-frame or finless windows may require a sufficiently wide gap between the existing window frame or masonry opening to allow for the following:
  - Leveling the window.
  - Insulating the gap with backers and foam.
  - Allowing for slightly out of square opening.
- ☐ **If window-weight cavities are accessible, remove the weights, fill the cavities with insulation, and seal the cavities.**
- ☐ **Support block-frame or finless windows under their main vertical supports with shims that level the window.**
- ☐ **Use flat shims if the sill surface is flat.**
- ☐ **Use tapered shims or a sill angle if the sill surface is sloping.**

Window Installation Checklist

12.2.2 BLOCK FRAME OR FINLESS WINDOWS (cont.)

- ☐ **Windows without fins must be secured to the rough opening within 4 inches of each side corner and a minimum 12 inches on center along the remainder of the sides of the frame with one of these fastening methods.**
- ☐ **Screws fastened through the window frame. Use screws that are designed for fastening block- frame windows.**
- ☐ **Jamb clips or plates that are fastened first to the window and then to the opening in separate steps.**
- ☐ **Protect the existing sill with a metal or plastic sill pan or rigid sill flashing if necessary for drainage and to protect the existing sill that protrudes from the exterior wall. Or, install a new sill as part of the window replacement.**
- ☐ **Fill any gaps over 3/8 inch that are between the exterior siding and the block-frame window.**
- ☐ **Install backer rod in all exterior or interior voids over 3/8 inch in depth or width before caulking.**
- ☐ If possible, flash block-frame windows between the opening and the replacement-window frame and extend the flashing out far enough to slip under or into the siding.
- ☐ Tuck the flashing up behind the exterior siding at least 1 inch.
- ☐ Sill and head flashing should have a downward bending lip of at least 1/4 inch on the front that sheds water away from the building.
- ☐ **Caulk around the perimeter of the window to the existing frame to prevent water intrusion.**

12.2.3 FLUSH-FIN WINDOW REPLACEMENT

Replace windows in stucco walls using windows with flush fins, also called stucco fins, which have no nail holes. Flush-frame windows are replacement windows that fasten to the window opening and mount directly over the flat siding surrounding the window opening. This flush-fin window-replacement technique is similar to block-frame window installation.

- ☐ **If window-weight cavities are present and accessible, remove the weights, fill the cavities with insulation, and seal the cavities.**

Window Installation Checklist

12.2.3 FLUSH-FIN WINDOW REPLACEMENT (cont.)

- [ ] **Support the replacement window on the existing sill with one of the following materials.**
  - **A flat or tapered continuous wood support.**
  - **Flat shims under the window's main vertical supports.**
  - **Tapered shims under the window's main vertical supports if the sill is sloping.**
- [ ] **Apply a sealant that remains flexible to the back of the flush fin of the replacement window in order to seal it to the surface of the exterior wall.**
- [ ] **Leave a gap in the caulking at the bottom fin for one inch on each side of the window's weep holes to allow water to drain.**
- [ ] **Windows must be secured to the rough opening within 4 inches of each side corner and a minimum 12 inches on center along the remainder of the frame with one of these fastening methods.**
- [ ] **Screws fastened through the window frame. Use screws that are designed for fastening block- frame windows.**
- [ ] **Jamb clips or plates that are fastened first to the window and then to the opening in separate steps.**

12.3 SAFETY GLASS AND EMERGENCY EGRESS

All windows must meet the following safety glazing and egress requirements.

- [ ] **Use safety glazing in locations where the risk of breakage is high.**

Egress windows are windows with an opening sash large enough for people to use as a fire escape.

Safety glazing requirements apply to replacement windows, replacement patio doors, multi-glazing inserts and storm windows.

- [ ] **Each pane of glass requiring safety glazing must bear the manufacturer's permanent safety glazing label. This label of identification is etched or ceramic-fired on the glazing and clearly visible in one of the corners of the lite.**

Window Installation Checklist

12.3.1 HAZARDOUS LOCATIONS REQUIRING SAFETY GLAZING

☐ **Comply with state and local code for required safety-glazing locations.**

Common locations for safety glazing include the following:

1. Glazing in entry doors.
2. Glazing in patio doors and French doors.
3. Glazing in a fixed or operable panel that meets all of the following conditions:
   - **a.** The exposed area of an individual pane is greater than 9 square feet.
   - **b.** The bottom edge is less than 18 inches above the floor.
   - **c.** The top edge is greater than 36 inches above the floor
   - **d.** One or more walking surfaces are within 36 inches horizontally of the glazing.
4. Glazing in a fixed or operable panel adjacent to a door where the nearest vertical edge of the window is within a 24-inch arc of the door in a closed position and whose bottom edge is less than 60 inches above the floor or walking surface.
5. Glazing in hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers, if the bottom edge of the glazing is less than 60 inches above the drain inlet.

12.3.2 EMERGENCY EGRESS OPENINGS

Where an existing window meets code-required egress requirements, the replacement window must also meet those egress requirements.

ADDITIONAL INFORMATION

Free resources, additional training and one-on-one support are available through Comfort Ready Home. Visit *ComfortReadyHome.com* to contact your *Comfort Ready Home Field Specialist* or visit the *Online Learning Center* for on-demand training.