



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 Insulation Rebate Program Wahkiakum PUD may be able to pay a portion of the cost to insulate the exterior of your electrically-heated residence. Qualifying homes may include single-family, multi-family and manufactured homes 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 (includes 1-4 dwelling units within the same structure and up to 3 stories), multifamily low-rise (5 or more dwelling units within the same structure; up to 3 stories) and used primarily for residential purposes.
- Must be heated with a primary electric heating system serving 50% or more of the conditioned living area of a residence. If home has an electric heat system and a separate nonelectric space heating system (i.e. oil, natural gas, or propane furnace) the entire functional or nonfunctional nonelectric space heating system must be decommissioned, removed, all penetrations sealed and all fuel (electric, gas, oil) connections to the decommissioned heating system disconnected (system equipment includes furnace, air-handler, fuel lines and fuel tanks (abated in compliance with local code).
- 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:

- Installation contractor must be licensed, insured and bonded to work in Washington State; visit [WA State Department of Labor & Industries](http://www.wa.gov) or contact Wahkiakum PUD to confirm contractor eligibility.
- All weatherization measures installed in single-family and manufactured homes must be installed according to [BPA's Weatherization Best Practices Field Guide](#).
- 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.

- Project energy savings and reimbursement levels will be captured during the pre-approval and invoicing process. Rebates are based on the square footage of installed insulation. Eligible rebate rates range from \$0.01 - \$2.00 per square footage of insulation installed, based on primary building type, building component insulated, existing insulation R-values and installed R-values.

DOCUMENTATION CHECKLIST

Customer is responsible for complying with program guidelines.

Prior to Installation

To receive pre-approval prior to installation of weatherization measures:

1. Download Weatherization Field Guide guidelines at <https://www.wahkiakumpud.org/rebates> and provide to selected contractor
2. Obtain bid(s) from qualified contractor to determine the following:
 1. Location of each area of proposed insulation (attic, floor or exterior wall)
 2. Square footage of proposed insulation for each location (attic, floor or exterior wall)
 3. Pre-existing R Value for each location (attic, floor or exterior wall)
 4. Post-install R Value for each location (attic, floor or exterior wall)
 5. Project cost
3. Complete Residential Insulation Rebate Pre-qualification Request Form
4. Obtain necessary building permits (if applicable):
 - In Cathlamet town limits: Town of Cathlamet (360-795-3203)
 - Out of Cathlamet town limits: Wahkiakum County Building & Planning (360-795-3067)

During Installation

Note the following:

- **Knob-and-tube wiring:** Insulation installed in contact with active knob-and-tube wiring must be approved in writing by a licensed electrician
- **Customers installing ridged board insulation in unvented attic or exterior roof:** Wahkiakum PUD must perform an in-progress inspection to verify the insulation board is properly installed and sealed before covering rigid board

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. Provide Wahkiakum PUD the following documentation:
 - Verification of approved building permit inspections (if applicable)
 - Provide electrician's written approval for contact with active knob-and-tube wiring (if applicable)
 - Equipment or contractor invoice showing:
 - Physical address of installation
 - Order or purchase date
 - Details required for each location retrofitted:
 - Specify building locations(s) retrofitted (attic, walls and/or floors)
 - Square footage of each location insulated
 - R-values of pre and post-retrofit insulation for each location insulated
 - Type and quantity of product installed for each location insulated
 - Cost

**To learn more, contact Wahkiakum PUD at
360-795-3266 or 360-465-2171 or visit www.wahkiakumpud.org**



Residential Insulation 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 conditioned space	
Which of the following describes the dwelling to be retrofitted	☐ Single-family* ☐ Manufactured Home ☐ Multi-Family* * If structure has more than one dwelling unit, list unit number's to be retrofitted _____		

INSTALLATION INFORMATION

Existing heat source	☐ ductless or ducted heat pump ☐ electric heat pump ☐ baseboard cadet or ceiling heat ☐ plug-in space heaters ☐ electric forced air furnace ☐ wood/pellet stove or fireplace ☐ functional/non-functional, nonelectric heating system (i.e. oil, natural gas, or wood furnace)* ☐ Other _____ <i>* entire non-electric space heating system must be decommissioned, removed, all penetrations sealed, and all fuel (electric, gas, oil) connections to the decommissioned heating system disconnected</i>		
Installation company name		Estimated costs	
Installation company phone		Contractor license number	
Have you applied for county and/or state building permits	☐ Yes* ☐ No, but I will ☐ Not required for project *If yes, what agency issued the permit(s) obtained: _____		
What is being installed (select all that apply)	☐ Attic ☐ Floor ☐ Ext. Wall Square footage _____ Current R-Value _____ Proposed R-Value _____	☐ Attic ☐ Floor ☐ Ext. Wall Square footage _____ Current R-Value _____ Proposed R-Value _____	☐ Attic ☐ Floor ☐ Ext. Wall Square footage _____ Current R-Value _____ Proposed R-Value _____

SIGNATURE and DISCLAIMER

Customer 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.

Acknowledgement	 _____ I acknowledge installation must be installed according to BPA's Weatherization Field Guide (download at https://www.wahkiakumpud.org/rebates)
Homeowner signature:	Date:
	
Optional Release: By owner signing below I release my utility rebate to be paid directly to the installation contractor:	
	

To obtain pre-approval, submit forms to Wahkiakum PUD:

By mail: PO Box 248, Cathlamet WA 98612
In person: 45 River Street, Cathlamet WA 98612
By fax: 360-795-8441

Questions? Contact Wahkiakum PUD:

Phone: (360) 795-3266 or (360) 465-2171
Visit us on the web at www.wahkiakumpud.org

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ATTIC INSULATION CHECKLIST		CHECK
1.	Space preparation: Degradable and absorbent scrap materials removed. Water leaks and moisture damage repaired.	
2.	Knob-and-tube wiring: Insulation installed in contact with active knob-and-tube wiring must be approved in writing by a licensed electrician.	
3.	Bath, Dryer and Kitchen exhaust ducts: should vent to the outdoors through a duct. a. Bath: must be sheet metal or HVAC flex-duct, fastened using sheet metal screw or clamps, be substantially airtight, as straight as possible and have no more than two 90-degree turns. <i>Existing vinyl coil ducts must be replaced.</i> b. Kitchen: must be made of 28-gauge galvanized steel, stainless steel, aluminum, or copper. <i>Existing rigid or flexible metal vent ducts may remain if free of holes, kinks and in good condition.</i> c. Clothes dryer: must be sealed to prevent exhaust air from entering the building, have a back-draft damper, terminate in a vent cap, use rigid metal, securely connected with metal clamps (not screws) and UL- rated foil tape and permanently supported. Exhaust systems shouldn't exceed 25 feet, be as straight as practical, and slope downward to allow drain toward the termination fitting.	
4.	Water/Hydronic Pipes: Incorporated in or insulated to protect from freezing.	
5.	Ventilation: Vents must have screens with an opening no more than 1/4". Vents on exposed vertical surfaces must have louvers. Air turbines do not satisfy ventilation requirements but opening ft ² contributes to required ventilation of 1 ft ² for every 150 ft ² of insulated attic ft ² . To calculate: _____ ft ² ÷ 150 = _____ ft ² of required ventilation.	
6.	Shields: Rigid, non-combustible materials min. 4" above new insulation and 3" clearance around non-IC fixtures. Attached to framing. No insulation on top & inside of shield.	
7.	Flues and chimneys: If no clearance around flues and chimneys use non-combustible insulation (labeled as meeting ASTM E-136) or use Shield (see #6 above).	
8.	Eave/Soffit baffles: Insulation/debris removed from vents. Baffles must be rigid, air impermeable, and extend min. 4" above final attic insulation. Opening between baffle and roof sheathing equal or greater than area of soffit vent. Baffles reach exterior side of top plate and attach to rafters. Unbaffled bays sealed with rigid, moisture-resistant material.	
9.	Dams: Dams should be created using one of the following two methods: a. Rigid material permanently secured to framing and extending 4" above insulation b. Fiberglass batts with R-value equal to remainder of attic laid flat, at least 15" wide	
10.	Pull-down stairs: Weatherstripped, insulated to min. R-10 (new assemblies R-5 OK).	
11.	Interior attic access doors: Weatherstripping attached to attic-access door or frame. Insulate vertical access doors to at least R-11 and horizontal access doors to at least R-30. Install a dam (see #9 above) around opening to prevent insulation from falling out.	
12.	Attic walls / knee wall: Weatherstripped and insulation covered with vapor permeable air barrier if attic is used for storage.	
13.	Floored Attics: When insulating under floor boards of floored attics cavities below decked storage areas must be insulated to the highest practical level. Light fixtures below decked storage areas must be IC-rated. To fill the cavities, lift the boards or drill holes no more than 4 feet apart. If installing insulation in non-decked areas of the attic, prevent loose-fill	

	insulation from falling onto the storage deck using a dam (see #9 above).	
14.	Blown attic insulation: One depth ruler for every 300 ft ² of attic area. Depth rulers facing attic entrance. Level insulation to consistent depth.	
15.	Batt insulation: Install baffles/shields (see #6-8 above) before insulation. If no pre-existing insulation vapor retarder should touch attic side of ceiling. If insulation already exists in an attic, don't install batts with a vapor retarder on top of the existing insulation.	
16.	Spray Foam insulation: Is in contact with surface separating attic and conditioned space. Foam insulation complies with thermal/ignition-barrier code requirements. If installed in occupied rooms combustible insulation is covered with thermal barrier (i.e. drywall).	
17	Covering fibrous insulation: Whenever fibrous insulation is installed where occupants might access for storage or maintenance, contractor covered the fibrous insulation with a vapor-permeable air barrier (for example: house wrap, drywall).	
WALL INSULATION CHECKLIST		CHECK
1	Knob-and-tube wiring: Insulation installed in contact with active knob-and-tube wiring must be approved in writing by a licensed electrician.	
2	Below-grade walls: No fiberglass in contact with masonry or concrete.	
3	Wall R-value: Highest practical installed. All cavities in all exterior walls are filled, including small cavities above, below and on the sides of windows and doors.	
4	Wall-mounted heaters: Blocked to prevent contact with insulation. If blocking can't be installed, cavity isn't filled with insulation.	
5	Fill-tube holes covered by siding: Plugged and completely covered by the siding. Partially exposed plugs are covered by a property-lapped weather paper.	
6	Fill tube holes through siding: Plugged, sealed, weatherproof, and ready to paint. If the surface of plug is below the surface of the siding, the hole is filled with non-shrinking filler.	
7	Exterior insulation retrofit: Sheets are fitted tightly together for air-tightness, code-approved water-resistive barrier installed and incorporated into the window flashing (if applicable) to provide a continuous drainage plane.	
UNDERFLOOR INSULATION CHECKLIST		CHECK
1	Before work: All scrap materials removed from the crawlspace. Plumbing or sewer leaks repaired. Standing water in the crawlspace drained. Bulk water problems repaired.	
2	Foundation vents: Total net free area not less than 1 ft ² per 150 ft ² of underfloor area (if moisture level isn't considered excessive utility may reduce to 1/1500 for dry soils). To calculate: _____ ft ² ÷ 150 = _____ ft ² of required ventilation.	
3	Vent openings: Located close to corners to provide cross ventilation. Openings covered with corrosion-resistant wire mesh; openings not more than ¼ inches in width or length.	
4	Dryer exhaust ducts: Existing ducts vented to outdoors, have a back-draft damper, and terminate in a code-approved vent cap. New ducts are rigid metal, securely connected with metal clamps, not screws, and permanently supported. Exhaust systems comply with local code and manufacturer specifications, don't exceed 25 feet, are as straight as practical, and slope downward toward the termination fitting.	
5	Downdraft Exhaust Fans: Downdraft exhaust ducts exit through the foundation or exterior wall (may have one 90-degree turn). Vent cap has ¼ inch mesh screen to prevent rodents from entering, and there is least one back-draft damper in the assembly.	
6	Ground-moisture barrier: No soil exposed, seams overlap by 12". Acceptable materials include (a) 6-mil black polyethylene, (b) UV-stabilized and opaque polyethylene or (c) Existing black 4 mil polyethylene if good condition. Treat unconditioned basements with exposed soil the same as a vented a crawlspace.	

7	Indoor access doors: Weatherstripped. Insulate any interior crawlspace access door to at least R-25 for horizontal openings and to at least R-11 for vertical openings.	
8	Exterior access doors: Covers must be made from weather-resistant materials. Existing covers are acceptable if in good condition, weather-resistant and pest/vermin-resistant.	
9	Batt insulation: Cut to fit around obstructions. No gaps or voids. Full contact with sub-floor. Vapor-retarder (if present) installed against floor sheathing. Support batts no more than 3 inches from the ends and using one of the following materials for support: a. Wood lath—Wood lath needs to be a minimum of ¼ x 1 inch for spans up to 48 inches. Spans greater than 48 inches must use at a minimum nominal 1 x 2 lumber. b. Twine—Twine must be non-stretching polypropylene or polyester. c. Wire—Wire must be stainless steel, copper or an equivalent material of similar corrosion resistance. Self-supporting wire hangers aren't acceptable.	
10	Blown insulation: Insulation restrainer installed securely to floor joists. Approved insulation material installed in full contact with sub-floor.	
11	Vertical walls: Insulated and air-sealed between conditioned and unconditioned spaces.	
12	Water/Hydronic Pipes: Incorporated in or insulated to protect from freezing.	
13	Unskirted Crawl Spaces and Cantilevered Floors: Protect with an air barrier.	
VAULTED / CATHEDRAL CEILING INSULATION		CHECK
1	Air Space: Maintain a 1 inch air space between the insulation and the roof sheathing.	
2	Contact with Roof Deck: Avoid installing air permeable or vapor permeable insulation in contact with roof deck.	
3	Venting: Each roof cavity must have an upper and lower vent to effectively dry roof deck.	
UNVENTED ATTIC (UNDERSIDE OF ROOF DECK) INSULATION CHECKLIST		CHECK
1	The unvented attic must be entirely within the building's thermal envelope.	
2	Seal the roof deck and gable walls; insulate entire unvented attic to a minimum of R-24.	
3	Insulation must be air-impermeable & have vapor retarder in contact with interior surface.	
4	There must be no vapor retarder installed in the ceiling (attic floor).	
5	Rigid foam special requirements (for thermal and ignition barriers and fire danger): a. Insulation installed in an unvented attic or roof cavity must be sealed at the perimeter of the foam and at all seams to create a continuous air barrier. If the insulation will be covered, the Utility must perform an in-progress inspection to verify the insulation board is properly installed and sealed. Documented in the house file. b. If the attic is occupied, used for storage, or accessed through a full-sized stairway and door cover the foam insulation with a thermal barrier such as drywall. c. If people only enter the attic to service utilities through a hatch cover the spray foam insulation with an ignition barrier, such as any of the items in above, 1½ inches of fiberglass or cellulose, or other practice as allowed by building code.	
EXTERIOR ROOF (DURING ROOF REPLACEMENT) INSULATION CHECKLIST		CHECK
1	Insulate over roof deck or roofing with rigid foam board insulation to minimum R-20.	
2	Don't insulate over vented cavities (i.e. vaulted ceilings with vented spaces, attics, sloped ceilings connected to attics and/or knee wall spaces).	
3	Roof drainage systems must function after insulation is installed.	
4	Contractors should replace recessed lights in insulated roof cavities with fixtures labeled Insulation Contact and Air Tight (ICAT) rated. All penetrations through the roof covering and all joints between the roof covering and vertical surfaces (for example: walls, chimneys, etc.) must be flashed and sealed to prevent water leaks.	
5	After the contractor installs the rigid insulation and before the insulation is covered by the	

	sheathing and roofing, the Utility must perform an in-progress inspection to verify the insulation board is properly installed and sealed. Documented in the house permanent file.	
MANUFACTURED HOME ROOF CAVITIES INSULATION CHECKLIST		CHECK
1	Reinforce weak areas in the ceiling and seal all penetrations. Take site-built specifications to maintain safe clearances between insulation and recessed light fixtures and ceiling fans.	
2	Ramada Roofs (if applicable): a. Must be weatherproof and joined to the manufactured home (per local code) to create an enclosed attic cavity. This prevents the entry of weather and pests. b. The attic cavity must meet the ventilation requirements of the site-built specifications. c. Extend all exhaust-fan ducts, plumbing vent stacks, etc. to the outside and install a termination in accordance with local code requirements. d. Open the original roof cap of the manufactured home to allow a full fill of insulation inside the attic cavity. Install the insulation above the original roof to provide an installed level of R-38. Don't seal the openings in the original roof. e. Seal all ceiling penetrations before the insulation is installed.	