

OKANOGAN COUNTY PUBLIC UTILITY DISTRICT
ENERGY SERVICES DEPARTMENT
1331 SECOND AVE N.
PO BOX 912
OKANOGAN, WA 98840-0912
(509) 422-8427 OR (509) 422-8428 OR (800) 922-7011

Dear Customer:

Thank you for your interest in our Conservation Program. The conservation measures you install “generates” electricity by conserving, reducing our need for energy in the future. Okanogan Public Utility District can loan you up to 100% towards a conservation proposal. You can choose up to 60 months to repay the amount financed. Okanogan Public Utility District will bill you monthly for the amount financed. You pay the contractor directly for optional measures not covered by financing. Financing is subject to credit approval. Follow the steps below to proceed. **INSULATION LEVELS MUST MEET PROGRAM GUIDELINES** before funds are available for new windows, doors, and/or heat pumps meeting ***EPA Energy Star*** ratings. Contractor(s) can inform you at the time of bid as to the level of insulation you have and what is required.

1. Customers shall select their own contractors; however, in order for financing to be approved your contractor **MUST** provide current documentation that they are licensed and bonded to perform work in the State of Washington. Please attach this documentation to your application or have your contractor(s) bring the documents to the Okanogan Co PUD Energy Services Office.
2. Contractors will prepare bid documents, which clearly show eligible measures, costs, and calculated energy savings.
3. Apply for your loan with the Okanogan County PUD by completely filling out the “***Conservation Loan Application***” and “***Waiver and Authorization to Release Credit History and Employment Verification Information***” forms. If the loan you are applying for is over \$4000.00, you must also submit the ***Real Estate Mortgage*** document. All other documents are included for your review and must be completed prior to loan closing. Submit completed loan application, contractor’s bid proposal with total cost of project, together with all other required documentation (see flowchart on reverse side) in one packet to the Energy Services Department, PO Box 912, Okanogan, WA 98840-0912.
4. Energy Services Department reviews proposal(s) for accuracy and completeness. Utility authorizes job by sending a notice to proceed to contractor and customer.
5. Arrange work schedule with contractor. Contractor shall complete work within 90 days of authorization unless otherwise arranged.
6. Contractor(s) begin work and contacts utility for inspection upon completion. Utility will contact you for inspection or you can request utility verification of installation compliance.
7. When conservation project is complete, to your and the utility’s satisfaction, the utility sends a check to you for the amount financed. The check will come made payable to you and your contractor. If for any reason you are not satisfied with work done, please let us know.