SCHEDULE I

##  WASHINGTON LOW-INCOME ENERGY EFFICIENCY (WA-LIEE) PROGRAMS

 (continued)

**AGENCY QUALIFICATIONS AND RESPONSIBILITIES:**

1. In order to qualify to participate in this program, an Agency must be a legal entity, contracting or subcontracting with Washington Department of Commerce, which is eligible to administer funding under the Federal Department of Energy Weatherization Assistance Program (DOE-WAP). Each participating Agency will have sole responsibility to screen and approve applicants for eligibility. Each Agency shall follow the established protocols for the qualification of and disbursement to eligible participants in accordance with the guidelines of this program and the guidelines promulgated by the Washington Department of Commerce in the Washington Department of Commerce Policies and Procedures for Managing the low-income weatherization program.

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1. Each participating Agency shall be responsible to complete and return to the Company, all required paperwork and other documentation as may be necessary for the Company to process the rebate request. The Company will provide the documentation forms to each participating agency in electronic or hard copy form, whichever is requested. At a minimum, the documentation must include the Agency name, customer name, the landlord name and address, if applicable, the address of the qualifying households, the square footage of the home, a list of the measures installed, the rebate amount per measure and total rebate per household.

**CUSTOMER QUALIFICATIONS:**

A qualifying customer is one who meets income eligibility standards established by the Washington Department of Commerce for low-income weatherization programs and who resides in a dwelling in which the primary heating equipment is fueled by natural gas.

**Agency Reporting Requirements**.

For each home treated under this program, each Agency will be required to report to the Company, the following information:

|  |  |
| --- | --- |
| Customer Name (as shown on NW Natural Account);  | NWN Account # |
| Service Address | Phone |
| Owner/Prop Mgr | Owner/Prop Mgr Phone |
| Audit Date | Installation (completion) Date |
| Reimbursement Request Date | Agency and Agency Representative |
| Size of home in square feet and Year Built | Measure description |
| Installed Cost per Measure | Estimated therm savings per measure |
| Conservation Software SIR per measure | Total Conservation Software SIR for Measure Group |
| Total Cost of all energy efficiency measures installed (EEMC) | Total Conservation Software estimated savings for each household (Total therms) |
| Total job cost to Agency (WA-LIEE and non-WA-LIEE measure costs) | Cost per therm saved for each household (Cost/Savings) |
| Requested reimbursement (Allowable rebate) | HSR Measure description/explanation |
| Total HSR Measure cost | Related Savings (furnace replacements) |
| Total Reimbursement Request: (Allowable rebate + H&S + Admin): |  |

 (Continue to Sheet I.4)