



Ready	Sign up	Connect with a KEEM Energy Advisor. The Energy Advisor is here to walk you through the process.
		Schedule an application appointment with your KEEM Energy advisor. They will send you an appointment reminder and preliminary interview form outlining necessary documentation.
Set	Application	Attend scheduled appointment and fill out all forms with the help of your Energy Advisor
	Eligibility	After reviewing your application your KEEM Energy Advisor will contact you and let you know if you are eligible.
		If eligible your KEEM Energy Advisor will schedule and Energy Audit for your home. If you are not eligible, your Energy Advisor will discuss other options.
	Attend a workshop	IF YOU HAVE NOT ALREADY ATTENDED an Education Workshop, you must do so before receiving your Energy Audit.
	Energy Audit	A KEEM Energy Auditor will visit your home to conduct your Energy Audit. You must meet minimum requirements to move on.
If home is deferred Energy Advisor will review possible next steps to correcting issues		
Save	Installation	Energy Advisor will contact you with the name of your KEEM contractor and what the work will be. If you have concerns you need to let the Energy Advisor know before work begins.
		You will receive a copy of the work scheduled. If you have any questions or concerns you need to let your KEEM Energy Advisor know before the work begins.
		Your KEEM Contractor will contact you to schedule work.
		Work as outlined on the work order is completed and retrofits installed. You will need to have a responsible adult present while work is occurring.
	Quality Control	A KEEM Quality Control Inspector will conduct a Post-Audit to evaluate all the work completed and address any concerns. Your KEEM Contractor will contact you to schedule any additional work if necessary.
		Codes officials will inspect the work completed for this project. Your KEEM Contractor will contact you to schedule this.
		Your KEEM Energy Advisor contacts you to review the work completed and ask about your satisfaction.
	Maintenance	You will receive information on maintaining your home's energy upgrades and other tips to save energy.
		KEEM provides annual maintenance of energy upgrades for two years. Your KEEM Contractor will contact you to schedule this annual check up.
	Enjoy Savings	This is your home. Continue proper maintenance and energy efficiency habits to save for years to come!