

Steps to Receive OCP Rebate

Updated 7/28/10

1. Homeowner requests and receives a free residential energy audit on the home from the utility
2. Homeowner requests SHPO approval on the home (through the utility)
 - a. if home is under 45 years of age, simply provide your name, address, legal description and year of building construction to the utility representative to be submitted to OMPA for approval
 - b. if home is over 45 years of age, fill out the Historic Preservation Resource Identification Form available on the OMPA website <http://ompa.com/programs/oklahoma-comfort/shpo/> , and provide to the utility representative to be submitted to OMPA for approval
3. Homeowner should get proposals from qualified contractors on equipment to be installed
 - a. Contractor must conduct a Manual J calculation on the home and provide a copy to the homeowner
 - b. Contractor must conduct a geothermal design on the home and provide a copy to the homeowner
4. Homeowner should submit a request for prequalification on the equipment to be installed with the utility
5. If the proposed geothermal system totals 5.5 tons or more, the project must be reviewed under the National Environmental Policy Act (NEPA) before work can begin. Please contact your city representative to request an application be submitted for approval
6. Once SHPO approval has been received and approval from NEPA (if applicable), installation work is allowed to begin
7. When the installation is complete, the homeowner will contact the utility representative to have him/her inspect the equipment
8. The homeowner will need to have a copy of all necessary paperwork to provide to the utility representative. A checklist of the required paperwork from the homeowner is available on the OMPA website at <http://ompa.com/wp-content/uploads/2010/04/Homeowner-Checklist.pdf>
9. Once the equipment is inspected and all paperwork received, all information will be verified one last time. If everything meets all criteria, a check will be issued and made payable to the customer.

For full details of the guidelines of the Oklahoma Comfort Program, go to <http://ompa.com/programs/oklahoma-comfort/>