

<b>Office Use Only</b> Pre-approval: Expiration: Rebate: Month/Year:
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## Residential Ductless Heat Pump Rebate Application

Complete application and sign/date. All information is required to process rebate(s).

**Before installation:** submit application with member information, AHRI certificate, manufacturer, and indoor/outdoor model numbers.

\*The rebate is for one DHP per existing residence with electric resistance heating as the primary heating system.

**After installation:** submit completed application and final invoice(s).


Homeowner name:		Are you the account holder?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship to DEC Member (if not account holder):	<input type="checkbox"/> Family Member <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant <input type="checkbox"/> Other (please specify) _____			
Site address:		Site city / State / ZIP code:		
Homeowner phone number:		Homeowner email address:		
Mailing Address:				
House /unit square footage (If unknown, please estimate):		Year home was built:		
Type of primary electric resistance heat in the home: <input type="checkbox"/> Zonal (baseboard, ceiling, wall) <input type="checkbox"/> Electric Hydronic <input type="checkbox"/> Forced Air Furnace				
Which of the following describes the home? <input type="checkbox"/> Detached single-family <input type="checkbox"/> Duplex, triplex or fourplex <input type="checkbox"/> Manufactured home				
For DHP installation in homes with a Forced Air Furnace (FAF), which method was used to control the interaction between the DHP and FAF?				
<input type="checkbox"/> No setback of FAF thermostat <input type="checkbox"/> FAF on, thermostat setback, DHP as primary <input type="checkbox"/> FAF off at thermostat <input type="checkbox"/> FAF off at breaker <input type="checkbox"/> Other (please explain):				
The undersigned utility customer requests and authorizes the specified utility to release billing and usage information for the account listed below to the BPA or its agent. With this authorization, the BPA can request billing information for up to two years pre-installation and two years post-installation. The utility member also hereby releases the utility company from any and all liability arising from or connected with providing this information. The homeowner also agrees to the terms and conditions listed on the back of this form. Please contact your local utility to confirm program requirements before equipment is ordered.				
	Account holder signature:	Account holder name:	Date:	Electric Utility Account Number:
	Homeowner signature:			Date:
Where did you hear about ductless heat pump systems? <input type="checkbox"/> Utility bill insert <input type="checkbox"/> Utility website <input type="checkbox"/> Utility display unit <input type="checkbox"/> Direct mail <input type="checkbox"/> TV <input type="checkbox"/> In store (retail) <input type="checkbox"/> Family or friend <input type="checkbox"/> Door hanger <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet ads <input type="checkbox"/> Social media <input type="checkbox"/> Radio				
Age of homeowner: <input type="checkbox"/> Under 30 years old <input type="checkbox"/> 30-44 years old <input type="checkbox"/> 45-59 years old <input type="checkbox"/> 60 years old and over				

### Installation Information

Contractor company name:		Date of installation:		
Total installed cost, including: equipment, labor, electrical, tax, permit and other (prior to rebate): \$				
Total number of outdoor units installed:		Total number of indoor units installed:		
Outdoor unit manufacturer:	Outdoor unit model number:	AHRI certified reference #:		
Associated indoor units	Indoor unit model number(s)	Associated indoor units	Indoor unit model number(s)	
Indoor unit 1 (in main living area)		Indoor unit 3 (if installed)		
Indoor unit 2 (if installed)		Indoor unit 4 (if installed)		

### Contractor Signature Release (required)

By signing below, the contractor certifies that this invoice form and all accompanying documents are complete and accurate. The signature certifies that the contractor is licensed, bonded, insured, has been trained by the manufacturer of the installed product and has received project contractor orientation. By signing this, the contractor has read and understood the terms and conditions listed on this form and/or project information on the NW Ductless Heat Pump Project website ([www.GoingDuctless.com](http://www.GoingDuctless.com)).

Who is the best person to contact?		Email contact:		
	Installer signature:	Installer name:	Date:	
Phone: ( ) - <input type="checkbox"/> work <input type="checkbox"/> cell		Alternative phone: ( ) - <input type="checkbox"/> work <input type="checkbox"/> cell		
<input type="checkbox"/> Yes, I have included a copy of the job sales invoice for proof of installation. <input type="checkbox"/> Yes, I have installed refrigerant line protection on entire length of exterior, insulated refrigerant lines (for details, see below). <input type="checkbox"/> Yes, I have installed the system in accordance with manufacturer specifications, including adherence to proper refrigerant charging. <input type="checkbox"/> Yes, I have all required licenses, registrations, certifications and permits for the work performed at the site address on this form.				

## Terms and Conditions

**OFFICIAL FORM:** This form and any required additional documentation, including installation invoice, must be filled out completely, truthfully and accurately. Project details, including incentives, are subject to change without prior notice.

**CONTRACTOR RESPONSIBILITY:** It is the responsibility of the contractor to fully fill out this form at the time of installation, and to ensure this form has been signed by both the contractor and homeowner.

**HOMEOWNER ELIGIBILITY:** To be eligible for incentive payment, the home must have permanently installed electric resistance heat as the primary heating system. Qualifying applications are Single Family Homes with zonal electric heat, Manufactured Homes with zonal electric heat, Single Family Homes with electric forced air furnaces, and Manufactured Homes with electric forced air furnaces. A qualifying home cannot: (i) be new construction, (ii) have a fossil fuel central forced air or fossil fuel hydronic heating system, nor (iii) have a ducted heat pump system.

**SYSTEM ELIGIBILITY:** To be eligible for incentive payment, ductless heat pumps installed must be: a split system heat pump employing an inverter-driven, variable speed compressor, a variable speed outdoor fan, and a multi-speed or variable speed indoor blower. The system must meet a Heating Seasonal Performance Factor (HSPF) requirement of 9.0 for single head systems and 8.0 for multi-head systems. Additionally, indoor units using any type of field installed duct system are NOT eligible.

**CONTRACTOR ELIGIBILITY:** Contractors must be licensed, bonded and insured, have successfully completed manufacturer sponsored training for equipment being installed and have attended an orientation provided by the NW Ductless Heat Pump Project (the Project) available at <http://goingductless.com/partners/contractors>.

**CONTRACTOR REMOVAL:** Non-compliance with installation specifications and/or Quality Assurance Inspections may trigger a performance review of the installation contractor. This review will be conducted by the NW Ductless Heat Pump Project Quality Assurance team. The performance review may result in suspension or permanent removal from participation. Findings of the performance review will be communicated, in writing, to the installation contractor and participating utility along with terms of suspension or removal.

**VERIFICATION AND INSPECTION:** Participating homes are subject to random onsite inspections in order to verify that installations meet Manufacturer specifications and that the home meets eligibility guidelines. You may be contacted by phone or email to schedule an inspection. No warranty is implied by this inspection.

**TAX LIABILITY:** Neither the utility, BPA, nor the contractor is responsible for any tax liability, which may be imposed on the Participant as a result of payment of any incentives or as a result of obtaining financing.

**ENDORSEMENT:** The NW Ductless Heat Pump Project does not endorse any particular manufacturer, contractor or product in promoting ductless heat pumps. The fact that the names of particular manufacturers, contractors, or products may appear on Project materials does not constitute an endorsement. Manufacturers, contractors, or products not mentioned are not implied to be unsuitable or defective in any way.

**SAFETY AND BUILDING CODES:** The Participant agrees to pursue compliance with federal, state, and local building and environmental codes for the installation of this product. The contractor certifies products have been installed consistent with manufacturer instructions.

**PROPERTY RIGHTS:** The Participant must have proper authority to install the ductless heat pump system on the designated property or has obtained any necessary consent from the landlord.

**ACCESS AND EVALUATION:** The Project and its representatives may request access to the property on which the ductless heat pump system was installed to review and evaluate the system during and after Project completion. The Participant agrees to provide reasonable access to the property for the purposes described herein. In addition, the Project may contact the Participant for survey participation and project feedback.

**REFRIGERANT LINE PROTECTION:** At the time of installation, contractor must protect all exterior, insulated refrigerant lines. Protection is either UV-resistant tape wrapped around insulated refrigerant lines or rigid line hides installed over insulated refrigerant lines.

Residence Type	Measure	Rebate Amount	Installation Requirements
Existing Site Built or Manufactured Homes	Ductless Heat Pump one per residence	\$1,000	Existing forced air electric or Existing zonal heat (baseboard, ceiling cable, wall, electric hydronic)

**RETURN COMPLETED APPLICATION TO:**

**Douglas Electric Cooperative  
Attn: Energy Efficiency Rebates  
5605 NE Elam Young Parkway  
Hillsboro, OR 97124  
1-888-883-9879**

Email: [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com)

Fax: 1-503-344-6942

**Allow 8-10 weeks for processing.**

This form approved for use by BPA, March 20, 2013

# RESIDENTIAL DUCTLESS HEAT PUMP REBATE PROGRAM

## General Information

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### HOMES THAT QUALIFY FOR A REBATE

Site-Built Homes & Manufactured Homes with Forced Air Electric or Zonal Electric Heat (baseboard, wall, ceiling cable, electric hydronic)

### REBATE AMOUNT

Site-Built & Manufactured Homes with existing forced air electric heat or zonal heat may qualify for a \$1000 rebate.

### LEARN ABOUT DUCTLESS HEAT PUMPS

What is a Ductless Heat Pump and how does it increase comfort and efficiency? Find out at [www.goingductless.com](http://www.goingductless.com)!

### INSTALLER REQUIREMENTS

Your installation contractor must be listed on the “going ductless” web site for your project to qualify for our rebate [www.goingductless.com](http://www.goingductless.com) (click on “Find Installer” and enter your zip code).

### BEFORE INSTALLATION: PRE-APPROVAL

- An on-site visit is *not* required prior to installation to qualify for the rebate.
- Your contractor must submit the Residential Ductless Heat Pump Rebate Application to Douglas Electric Cooperative **before installation** to verify that the model qualifies for the rebate.
- Pre-installation approval *is* required to qualify for the rebate. Please email [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or fax to 503-344-6942.
- The approval process takes approximately one business day.

### AFTER INSTALLATION: FINAL DOCUMENTATION

Your contractor must submit a complete Residential Ductless Heat Pump Rebate Application and final invoice to Douglas Electric Cooperative.

### QUALITY ASSURANCE INSPECTION

Douglas Electric Cooperative may do a follow-up inspection of your new Ductless Heat Pump. If you are chosen for an inspection, you will be contacted beforehand to schedule a day/time with a Douglas Electric Cooperative field representative.

### CUSTOMER REBATE CHECKS

After Douglas Electric Cooperative receives your complete application and final invoice, it may take approximately 8-10 weeks for rebate checks to be issued and mailed.

**For additional questions regarding the Douglas Electric Cooperative Residential Ductless Heat Pump Rebate Program, call 1-888-883-9879.**