

<b>Office Use Only</b>
Pre-approval:
Expiration:
Rebate:
Month/Year:

## Residential HVAC with PTCS™ Rebate Application

Complete application and sign/date. All information is required to process rebate(s).  
Contractor must complete *both* pages of this application; Contractor and Member signatures are required.

**Before installation:** submit application with Heat Load Calculations & Balance Point Worksheet or PTCS Heat Pump Sizing Calculator, and AHRI Certificate.

**After installation:** submit final invoice(s) and required PTCS forms.

### MEMBER INFORMATION

Account No. (required)		Date	
Applicant 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) _____		
Installation Address	Phone		
City	State	Zip	
Mailing Address (if different)	Email		
City	State	Zip	

### HOME INFORMATION

Residence Type	<input type="checkbox"/> Site Built Home (up to 4-plex) <input type="checkbox"/> Manufactured Home	Year Built	
Foundation Type	<input type="checkbox"/> Crawl Space <input type="checkbox"/> Full Basement <input type="checkbox"/> Half Basement	Existing Central AC	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Heating/Cooling System	<input type="checkbox"/> Electric Heat Pump <input type="checkbox"/> Forced Air Electric <input type="checkbox"/> Forced Air Gas <input type="checkbox"/> Electric Zonal <input type="checkbox"/> Forced Air Oil <input type="checkbox"/> New Construction		

### NEW EQUIPMENT INFORMATION - Heat Pumps must be new and AHRI tested and certified to qualify.

Installation Date		Manufacturer	
Outdoor Model #		Indoor Model #	
AHRI #	HSPF	SEER	Size in Tons <input type="checkbox"/> Variable Speed Unit <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Compressor Stages	_____ or <input type="checkbox"/> Inverter Driven	Thermostat Type	<input type="checkbox"/> Programmable <input type="checkbox"/> Non-Programmable <input type="checkbox"/> Intelligent Recovery* <small>*Outdoor thermostat must be installed if not installing Intelligent Recovery Thermostat</small>

### CONTRACTOR INFORMATION

Company Name	Contact Name
Business Phone	Business Fax or Email
Address	
City	State Zip

**All requests for rebate funds must be pre-approved. If the work is not completed within three (3) months of approval, the member must reapply for rebate(s). There is no guarantee that funds will be available after the 3-month approval or that the incentive amount will remain the same.**

**Rebate(s) will not be processed without copies of heat load calculations, balance point worksheet or BPA approved PTCS Heat Pump Sizing Calculator (heat pumps only), PTCS Heat Pump/Duct Seal worksheets and final invoices. Jobs must be submitted to the PTCS database by the contractor and approved by PTCS before rebate(s) will be issued.**

**CIRCLE REBATE AMOUNT FOR NEW EQUIPMENT**

Residence Type	Measure	Rebate Amount	Minimum Installation Requirements
Existing Site Built & Manufactured Homes	Heat Pump Conversion from existing Forced Air Electric Furnace to New Heat Pump, <u>with Duct Sealing</u>	\$1000	New HSPF 9.0 and 14 SEER minimum Heat Pumps. Must be installed according to current PTCS standards by a PTCS certified installer. <u>PTCS Commissioning/Controls &amp; PTCS Duct Sealing are required</u> if more than 30% of ducts run through unconditioned space (i.e. crawl space or attic).
Existing Site Built & Manufactured Homes	Heat Pump Upgrade from existing Heat Pump OR adding Heat Pump to a system with Gas Backup OR changing to a Ducted System from Zonal Electric Heat, <u>with Duct Sealing</u>	\$1000	New HSPF 9.0 and 14 SEER minimum Heat Pumps. Must be installed according to PTCS standards by a PTCS certified installer. <u>PTCS Commissioning/Controls &amp; PTCS Duct Sealing are required</u> if more than 30% of ducts run through unconditioned space (i.e. crawl space or attic).
<b>Rebate will not exceed 100% of installation cost.</b>			

**To qualify for incentives, heat pump and duct sealing must be installed and certified by an active, approved PTCS certified HVAC contractor.**

By signing below, I verify that I am certified as an active PTCS contractor listed on the PTCS registry. The equipment I installed is new, AHRI tested and certified, and I have installed and tested and/or sealed this heat pump and/or duct system to meet PTCS standards for system sizing to heating load, duct tightness, refrigerant charge and air flow.

**CONTRACTOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Upon signing this agreement, the member acknowledges the following:**

Rebate offer(s) may be changed or discontinued at any time by Douglas Electric Cooperative (DEC). DEC disclaims any warranty, whether expressed or implied, regarding the measure(s) listed above for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use.

I understand that the measure(s) must be installed to DEC specifications, and certify that I, or my contractor, have reviewed the specifications prior to beginning work. When selecting a contractor, I understand that it is the homeowner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon Construction Contractors Board. DEC strongly recommends validating qualifications before work begins. I understand the above and certify that I am a member of DEC, that the measure(s) are installed at the address indicated and that this address is within DEC service territory.

**MEMBER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Mail or fax completed application and copies of all required documentation to:**

<p><b>Douglas Electric Cooperative</b>  <b>Attn: Energy Efficiency Rebates</b>  <b>5605 NE Elam Young Parkway</b>  <b>Hillsboro, OR 97124</b>  <b>FAX: 1-503-344-6942</b>  <b>Email: <a href="mailto:rebates@esgroupplc.com">rebates@esgroupplc.com</a></b></p>
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**Allow 8-10 weeks after receipt of final documentation for rebate processing.**

**Call 1-888-883-9879 to learn about additional energy efficiency programs.**



A Touchstone Energy® Cooperative  
1981 N.E. Stephens St., P.O. Box 1327, Roseburg, OR 97470  
541-673-6616 www.douglaselectric.com

## RESIDENTIAL PTCS HVAC HEAT PUMP & PTCS DUCT SEAL Steps to Participation

### GETTING STARTED

To be eligible for the PTCS Heat Pump/PTCS Duct Seal rebate, the application must be pre-approved by Douglas Electric Coop prior to installation. Please follow this procedure to qualify for the rebate:

#### 1. MEMBER & CONTRACTOR

- The member fills out the member information and signs the HVAC rebate application.
- Contractor completes New Equipment Information and Contractor Information on rebate application, provides the Balance Point Worksheet & Manual J or the PTCS system sizing calculator (for heat pumps only) and the AHRI certificate.
- Please contact [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) if you would like a copy of the PTCS system sizing calculator.

#### 2. PROJECT PRE-APPROVAL

- Contractor submits forms to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or FAX 503-344-6942 for **pre-approval**. During the pre-approval process, the member account and the submitted HVAC information is verified.
- Upon receipt of the pre-approval from Douglas Electric Coop, you may begin the project. The project must be completed in three months.
- If the work is not completed within the (3) three months of the pre-approval, the member or contractor must reapply for rebate(s). There is no guarantee that funds will be available after the 3-month approval or that the incentive rebate amount will remain the same.

#### 3. POST-INSTALLATION

- After installation the contractor submits all required documents to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com).
- The PTCS heat pump/PTCS duct seal must be approved in the PTCS registry before the rebate will be processed.
- A post-installation inspection may be required.

#### 4. DOCUMENTS REQUIRED TO PROCESS YOUR REBATE(S)!

##### For PTCS Heat Pumps:

- Douglas Co-op Residential HVAC with PTCS rebate application signed by both the member & contractor
- Heat Load Calculations (manual J) & the Balance Point Worksheet or the PTCS system sizing calculator
- PTCS Heat Pump Form
- PTCS Heat Pump Registry Approval
- Final Invoice

#### 5. RECEIVE YOUR REBATE

You can expect to receive your rebate 8–10 weeks after the final inspection and receipt of all required documentation.

**All work must meet Bonneville Power Administration (BPA) and Douglas Electric Cooperative program and installation requirements.**

**For additional questions, call 888-883-9879.**