



CENTRAL ELECTRIC COOPERATIVE, INC.

Please Return This Form To:
Evergreen Consulting
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Phone:503-730-3122

Ductless Heat Pump Installation Form

For Electrically Heated Homes-*See page 2 for home and heating system types not eligible for rebate

For the Central Electric Coop Pre-Approval process, fill out the **Household Information** section and provide the **customer's name, signature, and account number** on page 2 of this application, **then submit the form.**

Following pre-approval (and the installation), the contractor fills out the **Installation Information** section and provides contact information and a signature on **page 2**, then submits the application along with an invoice.

Household Information

Office Use Only: Project ID	
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Customer Name		Installation Address	
City	State	Zip	Customer Email
<i>Mailing Address, if different:</i>			Customer Phone
Home Type*: <input type="checkbox"/> Existing Site Built <input type="checkbox"/> Existing Manufactured <input type="checkbox"/> New Site Built <input type="checkbox"/> New Manufactured Which of the following describes the home? <input type="checkbox"/> Single-family <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex Who occupies this home? <input type="checkbox"/> Homeowner <input type="checkbox"/> Renter			
Year Built:	Total Heated Area of the Home:	Heated area of the home To be served by DHP:	Sq Ft
Electric Resistance Heating System**:			
<input type="checkbox"/> Electric Forced Air with AC <input type="checkbox"/> Electric Forced Air without AC <input type="checkbox"/> Electric Zonal ¹			
Secondary Heating System***: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, what type: <input type="checkbox"/> Freestanding Stove <input type="checkbox"/> Fireplace <input type="checkbox"/> Other			
If Yes, fuel type (specify):			

Installation Information

AHRI Certified Reference #:		HSPF Rating (Min: 9.0) :		Installation Date:	
Outdoor Unit Manufacturer:			Outdoor Unit(s) Model #(s):		
Total Number of Outdoor Units Installed:			Total Number of Indoor Units Installed:		
Additional refrigeration required: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Associated Indoor Units	Indoor Unit Model Number(s)	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):			
Indoor Unit 5 (if installed):		Indoor Unit 6 (if installed):			
Total Installed Cost (before rebates): \$ _____ Please break down total cost into the categories below:					
Equipment: \$ _____ Labor: \$ _____ Electrical: \$ _____ Other (specify): \$ _____, for _____					

¹ Zonal heating includes electric, non-ducted: ceiling cable, wall, baseboard, plug-in and an electric boiler/water heater attached to a zoned hydronic floor heating system.

<input type="checkbox"/> Yes, this DHP is listed on BPAs Qualified Product List . <input type="checkbox"/> Yes, this DHP has been installed on a dedicated electrical circuit. <input type="checkbox"/> Yes, I have installed refrigerant line protection on the entire length of exterior, insulated refrigerant lines. <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 the required licenses, registrations and permits for the work performed at the site address on this form.

Required Signatures

This form must be signed by the person whose name appears on the electric utility account. ENERGY INFORMATION RELEASE: The undersigned utility customer requests and authorizes the specified utility to release billing and usage information for the account listed below to Bonneville Power Administration (BPA) and other third parties. With this authorization, BPA can request billing information for up to two years pre-installation and two years post-installation. The utility customer also hereby releases the utility company from any and all liability arising from or connected with providing this information. By signing or checking the electronic signature box below, the homeowner certifies that he/she is in compliance with the below terms and conditions.

A copy of the purchase receipt or installer’s invoice is included with this application.

Electric Utility	Customer Account #
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Account Holder Name (If Different than Customer Name Above)
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Account Holder Signature	Date
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By signing below, the installer certifies that this form and any required additional documentation, including installation invoice, must be filled out completely, truthfully and accurately, and that all measures associated with this project were completed as of the signature date below. DHP Services will not be responsible for lost documentation pertaining to the submission of this form. Details, including incentives, are subject to change without prior notice. The signature certifies that the installer is licensed, bonded, insured, and has been trained by the manufacturer of the installed product and has received contractor orientation available at <https://goingductless.com/partners>.

Installer Name	Installation Company	<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner/Other
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Installer Signature	Installer Phone # Installer Email	Date
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*Home type not eligible for rebate: New Construction Site Built in Washington.

**Existing Heating system types not eligible for rebate: Air Source Heat Pump, Geothermal Heat Pump, Ductless Heat Pump, Natural Gas Furnace

***Secondary heating systems are allowed only if electric resistance heating is used as primary heating system.

PRIVACY ACT STATEMENT

Basic authority for collecting this information is authorized by 16 U.S.C. §§ 832 et. seq., and 838 et. seq., pursuant to Bonneville Power Administration’s Conservation Program system of records established in 46 FR 31700. This information is primarily intended to further, but is incidental to the performance of, BPA’s overall Energy Efficiency Program, the objective of which is to acquire energy resources through energy efficiency, to determine what cost-effective conservation and direct application renewable resources measures should be installed or adopted under different circumstances, and to provide incentives for the installation of such measures. Other routine issues of this information include: aggregation into a public database on energy efficiency; furnished to authorized personnel for installation/repair of equipment; aggregated into a database for program publicity; and in some instances information regarding buildings will be made available to subsequent purchasers of the buildings. Your disclosure of the requested information is voluntary; however failure to provide requested information means that it will not be possible for you to participate in this BPA Energy Efficiency program.

Terms and Conditions

HOMEOWNER ELIGIBILITY: To be eligible for incentive payment, the home must have permanently installed zonal electric resistance heat as the primary heating system. EXCEPTIONS: 1} Existing homes where plug-in electric heaters are the primary heating system in the home may qualify. 2} In some utility areas single family site built or manufactured homes that have an electric forced air furnace as their primary heating system may qualify. A qualifying home cannot: (i) be under construction, (ii) have a fossil fuel central forced air or fossil fuel hydronic heating system, (iii) have a ducted heat pump, nor (iv) have a temporary foundation.

HOMEOWNER PARTICIPATION: Evergreen Efficiency, the NW Ductless Heat Pump Project (Project) and participating utilities may suspend and/or end Applicant's participation at any time, at their sole discretion by notifying the Applicant in writing of the decision or in accordance with requirements.

SYSTEM ELIGIBILITY: To be eligible for incentive payment, ductless heat pumps installed must be: (i) 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, (ii) must meet a minimum HSPF rating of 9.00 when upgrading from electric zonal or electric forced air furnace. When upgrading from an existing ductless heat pump, the new system being installed must have a minimum HSPF rating of 11.(iii) Mini-splits with a multi-position ducted indoor air handler should be invoiced as an air source heat pump even when the air handler and ductless heads are served by the same outdoor compressor.

INSTALLER ELIGIBILITY: Installers must be licensed, bonded and insured, have successfully completed manufacturer sponsored training for equipment being installed, and have completed Project orientation. Installers must be eligible participants in the Project in order for utilities to pay incentives. Ensure installer eligibility with your utility prior to selecting an installer.

CONTRACTOR REMOVAL: Non-compliance with installation specifications and/or Quality Assurance Inspections may trigger a performance review of the installation contractor. The NW Ductless Heat Pump Project Quality Assurance team or the participating utility will conduct this review. 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 the terms of suspension or removal.

VERIFICATION AND INSPECTION: Participating homes are subject to onsite inspections in order to verify that the system meets Manufacturer specifications, Project standards and that the home meets eligibility guidelines. Systems will be randomly chosen for onsite inspection, based on the number of completed installations by the installer. No warranty is implied by this inspection.

INCENTIVE PAYMENT: Evergreen Efficiency, on behalf of participating utilities, will approve utility incentive payment upon receipt of all complete and correct documentation. Evergreen Efficiency will provide approved incentive payment information to the appropriate utility for payment. One incentive per residence is available regardless of the number of units installed in the home.

TAX LIABILITY: Neither Evergreen Efficiency, the Project, utility nor the installer 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.

DISCLAIMER/NO LIABILITY: The Participant understands that Evergreen Efficiency, the Project, and utilities are not supervising work performed for the Participant and are not responsible for proper completion of that work or proper performance of any products purchased. The Participant assumes the risk of any loss or damage in connection with installation. Evergreen Efficiency, the Project and utility do not guarantee any particular energy savings results by its approval of the installation. The participant waives any and all claims against Evergreen Efficiency, the project, utility and any representatives that may arise from the installation of said improvements.

ENDORSEMENT: Evergreen Efficiency and the Project do not endorse any particular manufacturer, installer, or product in promoting ductless heat pumps. The fact that the names of particular manufacturers, installers, or products may appear on Evergreen Efficiency or Project materials does not constitute an endorsement. Manufacturers, installers, 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 installer 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: Evergreen Efficiency, the Project, utility and its representatives may request access to the property on which the system was installed to review and evaluate the system during and after installation. The Participant agrees to provide reasonable access to the property for the purposes described herein. In addition, the Northwest Energy Efficiency Alliance and its representatives may contact the participant for future research and program participation.