



**Please Return This Form To:**  
 Evergreen Consulting  
 mike.porter@evergreen-efficiency.com  
 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

To submit an application for a ductless heat pump rebate: fill out the Household Information section and provide the customer's name, signature, and account number on page 2 of this application; and: 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	
<b>Customer Name</b>		<b>Installation Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Customer Email</b>	
<i>Mailing Address, if different:</i>			<b>Customer Phone</b>	
<b>Home Type*:</b> <input type="checkbox"/> Existing Site Built <input type="checkbox"/> 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				
<b>Year Built:</b>	<b>Total Heated Area of the Home:</b>	<b>Sq Ft</b>		
<b>Primary Electric Resistance Heating System**:</b> <input type="checkbox"/> Electric Forced Air with AC <input type="checkbox"/> Electric Forced Air without AC <input type="checkbox"/> Electric Zonal <sup>1</sup>				
<b>Secondary Heating System***:</b> <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

<b>AHRI Certified Reference #:</b>		<b>HSPF Rating (Min: 9.0 single-zone, 8.0 multi-zone) :</b>	<b>Installation Date:</b>	
<b>Outdoor Unit Manufacturer:</b>		<b>Outdoor Unit(s) Model #(s):</b>		
<b>Total Number of Outdoor Units Installed:</b>		<b>Total Number of Indoor Units Installed:</b>		
Additional refrigeration required: <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Associated Indoor Units</b>	<b>Indoor Unit Model Number(s)</b>	<b>Associated Indoor Units</b>	<b>Indoor Unit Model Number(s)</b>	
<b>Indoor Unit 1: (In main living area)</b>		<b>Indoor Unit 3 (if installed):</b>		
<b>Indoor Unit 2 (if installed):</b>		<b>Indoor Unit 4 (if installed):</b>		
<b>Indoor Unit 5 (if installed):</b>		<b>Indoor Unit 6 (if installed):</b>		
<b>Total Installed Cost (before rebates): \$</b> _____ <b>Please break down total cost into the categories below:</b> Equipment: \$ _____ Labor: \$ _____ Electrical: \$ _____ Other (specify): \$ _____ for _____				

<sup>1</sup>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 <a href="#">BPAs Qualified Product List</a> . <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.
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**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.

<b>Electric Utility</b>	<b>Customer Account #</b>
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<b>Account Holder Name (If Different than Customer Name Above)</b>
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<b>Account Holder Signature</b>	<b>Date</b>
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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>.

<b>Installer Name</b>	<b>Installation Company</b>	<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner/Other
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<b>Installer Signature</b>	<b>Installer Phone #</b> <b>Installer Email</b>	<b>Date</b>
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- \*Home type not eligible for rebate: New Construction Site Built
- \*\*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. **EXCEPTION:** 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/ductless split-system, nor (iv) have a temporary foundation.

**HOMEOWNER PARTICIPATION:** DHP Services, the NW Ductless Heat Pump Project (Project) and participating utilities may suspend and/or end Applicant's participation at anytime, 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, or higher, for single zone systems, or 8.00 or higher, for multi-zone systems, and (iii) indoor units using any type of field-installed duct system are NOT eligible.

**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. 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 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:** DHP Services, on behalf of participating utilities, will approve utility incentive payment upon receipt of all complete and correct documentation. DHP Services 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 DHP Services, 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 DHP Services, 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. DHP Services and the Project do not guarantee any particular energy savings results by its approval of the installation.

**ENDORSEMENT:** DHP Services 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 DHP Services 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:** DHP Services and the Project 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.



## RESIDENTIAL DUCTLESS HEAT PUMP REBATE Program Participation Guidelines

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### HOMES THAT QUALIFY FOR A REBATE

- Site-Built & Manufactured Homes with Forced Air Electric or Zonal Electric Heat
- Site-Built & Manufactured Homes with existing heat pumps do *not* qualify for the rebate.
- Home *must* be occupied year-round. Homes with seasonal or part time occupancy are *not* eligible.
- Only one rebate may be submitted per existing residence.
- Rebates for multi-head systems are only available for site-built homes.

### REBATE AMOUNT

- \$720 for qualifying replacement of pre-existing Forced Air Electric System or Zonal Electric System  
**\*Rebate(s) will not exceed 100% of the total installed cost**

### INSTALLER REQUIREMENTS

- For a list of approved products please visit:  
<https://www.bpa.gov/EE/Sectors/Residential/Pages/Ductless-Heat-Pumps.aspx>.

### BEFORE INSTALLATION: PRE-APPROVAL

- An on-site visit is *not* required prior to installation to qualify for the rebate.
- Rebate Applications must be submitted within six (6) months of purchase/installation to qualify.

### AFTER INSTALLATION: FINAL DOCUMENTATION

- Your contractor must submit a completed Ductless Heat Pump Rebate Application and final invoice to Coos-Curry Electric.
- Your contractor must submit all requested documentation for approval to the [goingductless.com](http://goingductless.com) registry.
- Failure to provide the necessary documentation and receive the “approved” status from [goingductless.com](http://goingductless.com) will prevent or delay any rebate payment.
- **All required documentation must be included with application for rebate to be paid.**

### QUALITY ASSURANCE INSPECTION

- Coos-Curry Electric reserves the right to inspect installed product(s).

### REBATE PAYMENTS

- Please allow 6-8 weeks for payment after receipt of all required documentation.
- All rebates will be paid in the form of a credit to an active CCEC member account.
- Please ensure to specify the correct account number in your application to where credit should be applied.

For additional questions regarding the Rebate Program please visit our website at [www.ccec.coop](http://www.ccec.coop) or call 541-332-3931.