



NW Ductless Heat Pump PROJECT

Ductless Heat Pump Program Homeowner Participation Form

To be completed by homeowner/utility account holder and installation contractor. Answer the following questions based on your house prior to the installation of the ductless heat pump(s). Completion of all information fields is required for approval. Ensure contractor eligibility with your utility prior to selecting a contractor.

Official Use Only

SUB PreApproval by _____ Date _____
 Customer Notified Yes No
 Contractor Notified Yes No

SUB INCENTIVE (Select one ONLY)

\$1,000 REBATE *PREAPPROVAL THROUGH NOV. 14, 2014*
 \$800 REBATE *PREAPPROVAL BEGINNING NOV. 17, 2014*
 0% LOAN *\$7,000 loan cap, 60 month max. term*

Contact Information and Program Eligibility

Homeowner name:		Name of company installing ductless heat pump:	
Home phone: () -	Alternative phone: <input type="checkbox"/> Cell <input type="checkbox"/> Work () -	E-mail Address:	
Site Address:		City/State/Zip code:	County:
Homeowner mailing address: (if different from site address)		City / State / Zip Code:	
Minimum HSPF Standards - 9.0 for Single Head Systems 8.0 for Multi-Head Systems Region IV HSPF efficiency ratings can be found at: https://www.ahridirectory.org/ahridirectory/pages/vsmshp/defaultSearch.aspx		Please Note: All other equipment specifications, including but not limited to: (i) a split system heat pump using an inverter-driven, variable speed compressor, (ii) a variable speed outdoor fan, and (iii) a multi-speed or variable speed indoor blower are still in effect.	
What type of primary electric resistance heat does the house have? <i>If zonal, where are the heating units located (Check all that apply)?</i>		<input type="checkbox"/> Zonal ¹ <input type="checkbox"/> Forced Air Electric Furnace	<input type="checkbox"/> Electric Hydronic <input type="checkbox"/> Baseboard <input type="checkbox"/> Hydronic Floor
Which of the following describes the home?		<input type="checkbox"/> Detached single-family house <input type="checkbox"/> Duplex	<input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex
How was the home constructed?		<input type="checkbox"/> Site Built	<input type="checkbox"/> Manufactured Home
Has your home been insulated?		<input type="checkbox"/> Yes <i>If yes, when _____</i>	<input type="checkbox"/> No <i>If no, areas needing insulation</i> <input type="checkbox"/> Ceiling <input type="checkbox"/> Wall <input type="checkbox"/> Floor
		Please Note: If the house has a fossil fuel ² central furnace, fossil fuel hydronic heating system, or ducted heat pump, you are NOT eligible to participate in this Program.	
		<input type="checkbox"/> Multi-Family ³ If the building has MORE than four (4) dwelling units you are NOT eligible to participate in this Program.	
		To participate in the Program, home MUST be insulated to SUB standards. Verified by: _____	

Occupancy and Site Information

Has the current occupant(s) been in the home for more than one year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this home a primary residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who occupies this home?	<input type="checkbox"/> Homeowner	<input type="checkbox"/> Renter
Does the house have a natural gas meter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total number (#) of occupants living in home: _____		
# of occupants under 25 years old: _____ # of occupants between 25-39 years old: _____ # of occupants between 40-65 years old: _____ # of occupants over 65 years old: _____		
Number of stories in house: _____	Number of bedrooms in house: _____	
Area of Conditioned Living Area (if unknown, please estimate): _____ square ft.	Year home was built (if unknown, please estimate): _____	
Foundation type (check all that apply):	<input type="checkbox"/> Basement	<input type="checkbox"/> Crawlspace
	<input type="checkbox"/> Slab	<input type="checkbox"/> Other: _____
Does the home have air conditioning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what type (mark one):	<input type="checkbox"/> Central	<input type="checkbox"/> Zonal (i.e. window and/or room A/C units), no. of units: _____
		<input type="checkbox"/> Evaporative cooler

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

²Fossil fuel energy sources include natural gas, propane, oil, kerosene and coal.

³Multifamily residences (any type of heating system) are NOT eligible to participate in this Program.

This form, subject to change, is effective from October 1, 2014.

SIGNATURE IS REQUIRED ON PAGE 2

Return completed form to: **SPRINGFIELD UTILITY BOARD**
 223 A Street, Suite B • Springfield, OR 97477
 Phone 541.746.0963 • Fax 541.744.3654 • Email jackf@subutil.com

www.subutil.com
www.goingductless.com

Terms and Conditions

OFFICIAL FORM: This form and any required additional documentation, including installation invoice, must be filled out completely, truthfully and accurately. The Northwest Ductless Heat Pump Project ("the Project") and SUB Ductless Heat Pump Program ("the Program") will not be responsible for lost documentation pertaining to the submission of this form. Project details, including incentives, are subject to change without prior notice.

PROGRAM ELIGIBILITY: To be eligible for Program participation and Program incentive payment, the home must have permanently installed electric resistance heat as the primary heating system⁴. Qualifying applications are Single Family Homes with zonal electric heat, Single Family Homes with electric forced air furnaces, with or without air conditioning (functioning or not), Manufactured Homes with zonal electric heat and Manufactured Homes with electric forced air furnaces with or without air conditioning (functioning or not). In addition the qualifying home must: (i) be an existing single-family home (four (4) dwelling units or LESS) and (ii) meet SUB's insulation standards. The participating home CANNOT (i) have a fossil fuel central forced-air ducted system, fossil fuel hydronic heating system or have a ducted heat pump system, (ii) share its electrical meter with another dwelling unit, nor (iii) have a temporary foundation.

SYSTEM ELIGIBILITY: To be eligible for incentive payment, ductless heat pumps installed as part of the Program and the Project must meet minimum HSPF standards as stated on Page 1 and 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) installed according to manufacturer's specifications and the NW DHP Project Best Practices Guides, and (iii) installed with the indoor unit in the main living area of the house. 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 the Project orientation. Contractors must be currently eligible participants in the Project in order for utilities to pay incentives. **Ensure contractor eligibility with your utility prior to selecting a contractor.**

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 the suspension or removal.

VERIFICATION AND INSPECTION: Participating homes are subject to random onsite inspections in order to verify that installations meet Program and Project standards and that the home meets Program Eligibility Requirements. You will be contacted by phone or email to schedule an inspection. No warranty is implied by this inspection.

INCENTIVE PAYMENT: SUB will approve utility incentive payment upon verification the system installation has met all Program and Project requirements. One incentive per residence is available regardless of the number of units installed in the home.

FACSIMILE/SCANNED: Facsimile transmission of any signed original document, and the retransmission of any signed facsimile transmission, shall be the same as delivery of the original signed document. Scanned original documents transmitted to the Program and the Project as an attachment via electronic mail shall be the same as delivery of the original signed document. At the request of the Project, the Participant shall confirm documents with a facsimile transmitted signature or a scanned signature by providing the original document.

TAX LIABILITY: Neither Springfield Utility Board, the Project, 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.

DISCLAIMER/NO LIABILITY: The Participant understands that neither Springfield Utility Board nor the Project is supervising work performed for the Participant and is 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. The Program and the Project do not guarantee any particular energy savings results by its approval of the installation.

ENDORSEMENT: Neither the Program nor the Project 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 property owner.

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.

DISTRIBUTION OF BENEFITS: Participant relinquishes and grants to SUB all environmental benefits including credits, reductions, offsets, reporting rights and savings pertaining to carbon, CO₂, greenhouse gases, emissions, kWh energy and efficiency. Participant's sole benefit is any reduced energy cost resulting from Project.

Billing Release *To be filled out by the electric utility account holder. The Billing Release must be signed by the person whose name appears on the electric utility account.*

INFORMATION TO BE RELEASED: *The undersigned utility customer requests and authorizes SUB 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 customer also hereby releases Springfield Utility Board from any and all liability arising from or connected with providing this information. The Homeowner also agrees to the Terms and Conditions listed above.*

Account holder name:	SUB electric account number:
Account holder signature:	Date:

Homeowner Signature

By signing, the homeowner certifies that he/she is in compliance with the above terms and conditions.

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"/> Direct Mail from a Contractor <input type="checkbox"/> Door Hanger <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet Ads <input type="checkbox"/> Social Media <input type="checkbox"/> In a Store (retail) <input type="checkbox"/> Family or Friend <input type="checkbox"/> Utility Display Unit <input type="checkbox"/> Other _____	

⁴Primary heating system – a heating system that will provide and maintain an adequate indoor temperature range for human occupancy in at least 50% of the total conditioned living space of the home.

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Page 2