



Promoting pride, progress, and friendly hometown values

## Ductless Heat Pump — Retrofits and Upgrades Project Information Form for Commercial Applications

Please complete application, and sign and date it. All information is required to process rebate(s).

### BUSINESS AND SITE INFORMATION

Customer Name:		Customer Phone:		
Customer Electric Utility:		Utility Account Number:		
Installation Address:		City	State	Zip
Building type <i>(Please check one)</i>	<input type="checkbox"/> Office <input type="checkbox"/> Warehouse <input type="checkbox"/> Residential Care	<input type="checkbox"/> Retail <input type="checkbox"/> Food Service <input type="checkbox"/> Assembly	<input type="checkbox"/> Grocery <input type="checkbox"/> Hospital <input type="checkbox"/> Other:	<input type="checkbox"/> Lodging <input type="checkbox"/> School

### DUCTLESS HEAT PUMP PROJECT INFORMATION *For additional equipment, use an additional form.*

	DHP 1	DHP 2
Project type <i>(Please check one)</i>	<input type="checkbox"/> Retrofit <input type="checkbox"/> Upgrade	<input type="checkbox"/> Retrofit <input type="checkbox"/> Upgrade
For retrofits, what was primary heating system type? <i>(Please check one)</i>	<input type="checkbox"/> Electric zonal <input type="checkbox"/> Electric forced-air furnace	<input type="checkbox"/> Electric zonal <input type="checkbox"/> Electric forced-air furnace
For upgrades, what was primary heating system type? <i>(Please check one)</i>	<input type="checkbox"/> DHP <input type="checkbox"/> N/A <i>(New construction or major renovation)</i>	<input type="checkbox"/> DHP <input type="checkbox"/> N/A <i>(New construction or major renovation)</i>
Manufacturer		
Model		
Outdoor unit cooling capacity (tons)		
Order/purchase date <i>(per attached invoice)</i>		

The installed ductless heat pump must:

1. Be on the BPA Qualified Product List ([https://www.bpa.gov/EE/Sectors/Residential/Documents/DHP\\_QPL.xlsm](https://www.bpa.gov/EE/Sectors/Residential/Documents/DHP_QPL.xlsm)).
2. Have an outdoor condenser rating that meets BPA's efficiency requirements outlined in the table below.

Indoor Unit Type	Efficiency Requirement
Non-ducted	11.0 HSPF*
Ducted or Mixed	10.0 HSPF*

\*The minimum HSPF applies to both single and multi-head systems. Additional terms, conditions, and requirements may apply.

### CUSTOMER SIGNATURE RELEASE

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned Monmouth Power & Light (MP&L) customer requests and authorizes MPL to release billing and usage information for the account listed below to BPA or its agent. With this authorization, BPA can request billing information for up to two years pre-

installation, and two years post-installation. The MPL customer hereby releases MPL from any and all liability arising from or connected with providing this information. The homeowner also agrees to the terms and conditions listed on this form. Please contact MPL to confirm program requirements before equipment is ordered.

**CONTRACTOR SIGNATURE RELEASE**

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 at [www.goingductless.com](http://www.goingductless.com).

<b>Company:</b>	<b>Installer Name:</b>	
<b>Installer Email:</b>	<b>Office Phone:</b>	<b>Cell Phone:</b>
<b>Installer Signature:</b>		
<input type="checkbox"/> Yes, I have included a copy of the job's sales invoice for proof of installation.		
<input type="checkbox"/> Yes, I have installed refrigerant line protection on entire length of exterior and insulated refrigerant lines. See below for details.		
<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, 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. 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 MPL, BPA, nor the contractor are 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.

**Laura Chrestenson**

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Mail: Monmouth Power & Light

Attn: Energy Efficiency Rebates

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