



Please Return This Form To:
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 888-958-7472

Ductless Heat Pump (DHP) and Ducted Mini-Split Installation Form

All sections must be filled out by the installer at the time of installation. A copy of this completed form and the purchase receipt or invoice must be promptly submitted to the homeowner's utility in accordance with utility policy.

Eligibility Guide for DHPs and Ducted Mini-Splits: Ducted Mini-Splits do not include homes with whole house centrally ducted systems. See PTCS Air Source Heat Pumps for further information on whole home centrally ducted systems.

All systems must:

1. Be listed on BPA's DHP Qualified Product List.
2. Be installed according to the Best Practices for Installing Ductless Heat Pumps Guide.
3. Be installed in accordance with manufacturer specifications, including adherence to proper refrigerant charging.
4. If installing a single head DHP, the contractor must have received the contractor orientation available at <https://goingductless.com/partners>.

Select what you are Installing (Select One)	Eligible Home Types (Select One)	Eligible Existing Heating System Being Replaced (Select One)
Min HSPF 9.0 <input type="checkbox"/> Single Indoor Head DHP <input type="checkbox"/> Single Ducted Mini-Split (not whole home centrally ducted)	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured <input type="checkbox"/> New Single Family <i>(in all states except WA)</i> <input type="checkbox"/> New Manufactured	<input type="checkbox"/> Electric Forced Air Furnace <input type="checkbox"/> Electric Zonal ¹
Min HSPF 9.0 <input type="checkbox"/> Multi Indoor Head DHPs <input type="checkbox"/> Multiple Indoor Ducted Mini-Splits (not whole home centrally ducted) <input type="checkbox"/> Combination DHP/Ducted Mini-Split	<input type="checkbox"/> Existing Single Family <i>Note:</i> Multi-head DHPs, multi ducted mini-splits and combination installs in New & Existing Manufactured Homes or New Single Family Homes <i>(in all states except WA)</i> may be eligible for single indoor head DHP or single ducted minisplit incentive (see above).	<input type="checkbox"/> Electric Forced Air Furnace <input type="checkbox"/> Electric Zonal
Min HSPF 11.0 <input type="checkbox"/> DHP Upgrade	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured	<input type="checkbox"/> DHP

Household Information

Customer Name	Customer Electric Utility		
Installation Address	City	State	Zip

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.

Year Built:	Total Heated Area of the Home: Sq Ft	Customer Phone
Mailing Address, if different:		

Installation Information

AHRI Certified Reference #:		HSPF Rating:	Installation Date:
Outdoor Unit Manufacturer:		Outdoor Unit Model(s) #:	
Associated Indoor Units	Indoor Unit Model Number(s)	Associated Indoor Units	Indoor Unit Model Number(s)
Indoor Unit 1:		Indoor Unit 3 (if installed):	
Indoor Unit 2 (if installed):		Indoor Unit 4 (if installed):	
Total Installed Cost (before rebates): \$ _____ Additional repair cost (if low income): \$ _____			

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: 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 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. 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.