



NW Ductless Heat Pump PROJECT

Ductless Heat Pump Program Contractor Invoice Form

To be completed by installation contractor. All applicable fields are required for approval. **Incomplete forms or incorrect reporting will delay final approval.**

Official Use Only	
SUB Final Approval _____	Date _____
Permit Number _____	

Homeowner and Contractor Information

Homeowner name: _____	Date of installation: _____	
Site address: _____	Contractor company name: _____	
Site City / State / Zip code: _____	Contractor contact name: _____	Contractor contact e-mail: _____

Installation Information

<input type="checkbox"/> Yes, I have all required licenses, registrations, certifications and permits for the work performed at the site address on this form.		
<input type="checkbox"/> Yes, I have included a copy of the job sales invoice for proof of installation.		
<input type="checkbox"/> Yes, I have installed refrigerant line protection on entire length of exterior, insulated refrigerant lines. (For details, see page 2.)		
<input type="checkbox"/> Yes, I have installed the system in accordance with manufacturer specifications, including adherence to proper refrigerant charging.		
Total number of outdoor units installed: _____	Total nominal heating capacity of outdoor units installed (Btu/hr): _____	Total number of indoor units installed: _____
AHRI Certification #: _____		
Total installed cost, including: electrical services (prior to rebate): \$ _____		Contractor Invoice #: _____
Equipment cost: \$ _____ Labor cost: \$ _____ Electrical cost: \$ _____ Permit cost: \$ _____ Other cost: \$ _____		
For DHP installation in homes with a Forced Air Furnace (FAF), which method was used to control the interaction between the DHP and the FAF? No setback of FAF thermostat <input type="checkbox"/> FAF on thermostat setback, DHP as primary <input type="checkbox"/> FAF off at thermostat <input type="checkbox"/> FAF off at breaker <input type="checkbox"/> Other (please explain) <input type="checkbox"/> _____		

Detailed Description of Outdoor Unit #1 Installed to Serve Main Living Area

Outdoor unit manufacturer: _____	Outdoor unit model number: _____	Refrigerant added: _____ oz (over manufacturer's pre-charge)	
Associated Indoor units	Indoor unit model number(s)	Installed line set length (ft)	Zone square footage (ft)
Indoor Unit 1 <i>(in main living area)</i>			Zone room description
Unit 2 <i>(if installed)</i>			
Unit 3 <i>(if installed)</i>			
Unit 4 <i>(if installed)</i>			

Description of Additional Outdoor Units (if installed):

	Model number	Number of indoor units	Zone room description(s)
Outdoor unit 2 (if installed)			

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 received Project contractor orientation and that the installer has been successfully trained by the manufacturer of the installed product. By signing this, the contractor has read and understood the terms and conditions printed on the back of this form and/or Project information on the Northwest Ductless Heat Pump Project website (www.GoingDuctless.com).

Date the Installer has successfully completed manufacturer's training for the installed equipment: _____

Installer name: _____	Installer signature: _____	Date: _____
Phone: () - <input type="checkbox"/> Work <input type="checkbox"/> Cell	Alternative phone: () - <input type="checkbox"/> Work <input type="checkbox"/> Cell	

Terms and Conditions *Note: It is not necessary to provide this Terms and Conditions page for approval.*

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 system¹. 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 HSPF rating standards of 9.0 for single head systems and 8.0 for multi-head systems 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.

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 onsite inspections to verify that installations meet Program and Project standards and that the home meets Program Eligibility Requirements. Participants 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.

INVOICE: This form must accompany a copy of the installation invoice that includes the total installation cost (including electrical cost) and a description of the products and services provided.

REFRIGERANT LINE PROTECTION: At the time of installation, contractor must protect all exterior, insulated refrigerant lines. Protection requirements are as follows:

- Rigid line set hides shall be installed over insulated refrigerant lines on the exterior of the house.
- UV resistant tape must be wrapped around the insulated refrigerant lines between the outdoor unit and the start of the line set hide.
- All line set penetrations through the envelope of the house shall be filled with foam and covered.

¹**Primary 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 area of the home.