



**Office Use Only**

Pre-approval:  
 Expiration:  
 Rebate:  
 Month/Year:

## Residential HVAC with PTCS™ Rebate Application

Complete application and sign/date. All information is required to process rebate(s).  
 Contractor must complete *both* pages of this application; Contractor and Customer signatures are required.  
**Before installation:** submit application with Heat Load Calculations & Balance Point Worksheet or  
 PTCS Heat Pump Sizing Calculator & AHRI certificate.  
**After installation:** submit final invoice(s) and required PTCS forms with registry number.

### CUSTOMER INFORMATION

Utility Account #		Date		Phone	
First Name		Last Name			
Installation Address					
City		State		Zip	
Mailing Address (if different)		Contact Email			
City		State		Zip	

### HOME INFORMATION

Residence Type	<input type="checkbox"/> Site Built Home ( <i>up to 4-plex</i> )	<input type="checkbox"/> Manufactured Home	Year Built	
Foundation Type	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Full Basement	<input type="checkbox"/> Slab	<input type="checkbox"/> Half Basement
Existing Central AC	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Previous Heating/Cooling System	<input type="checkbox"/> Electric Heat Pump	<input type="checkbox"/> Forced Air Electric	<input type="checkbox"/> Forced Air Gas	
	<input type="checkbox"/> Electric Zonal	<input type="checkbox"/> Forced Air Oil	<input type="checkbox"/> New Construction	

**Check Here if there will be a PTCS OR Prescriptive duct seal for Single Family OR Manufactured Home**  
 Please Check

- Only homes with ducts that are connected to electric heat are eligible. New duct systems are not eligible.
- Prescriptive Duct Sealing measures are treated as PTCS measures for all documentation and Quality Assurance purposes
- Must be installed by a PTCS Certified or BPA approved Prescriptive Technician
- Approved PTCS registry number must be included with this form. Ducts that have been previously PTCS or Prescriptive duct sealed are not eligible for the duct seal rebate.

### NEW EQUIPMENT INFORMATION - *Heat Pumps must be new and AHRI tested and certified to qualify.*

Installation Date		Manufacturer	
Outdoor Model #		Indoor Model #	
AHRI #		HSPF	
		SEER	
		Size in Tons	
		Variable Speed Unit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Compressor Stages	_____ or <input type="checkbox"/> Inverter Driven	Thermostat Type	<input type="checkbox"/> Programmable <input type="checkbox"/> Non-Programmable <input type="checkbox"/> Intelligent Recovery*
*Outdoor thermostat must be installed if not installing Intelligent Recovery Thermostat			

### CONTRACTOR INFORMATION

Company Name	Contact Name
Business Phone	Contact Email
Address	
City	State
	Zip

**All requests for rebate funds must be pre-approved. If the work is not completed within six (6) months of approval, customer must reapply for rebate(s). There is no guarantee that funds will be available after the six-month approval or that the incentive amount will remain the same. Rebate(s) will not be processed without copies of heat load calculations, balance point worksheet or BPA approved PTCS Heat Pump Sizing Calculator (heat pumps only), PTCS Heat Pump and/or Duct Seal worksheets and final invoices. Jobs must be submitted to the PTCS database by the contractor and approved by PTCS before rebate(s) will be issued.**

**To qualify for incentives, heat pump and duct sealing must be installed and certified by an active, approved PTCS certified HVAC contractor.**

By signing below, I verify that I am certified as an active PTCS contractor listed on the PTCS registry. The equipment I installed is new, AHRI tested and certified, and I have installed and tested and/or sealed this heat pump and/or duct system to meet PTCS standards for system sizing to heating load, duct tightness, refrigerant charge and air flow.

**CONTRACTOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>CIRCLE REBATE AMOUNT FOR NEW EQUIPMENT</b>			
<b>Residence Type</b>	<b>Measure</b>	<b>Rebate Amount</b>	<b>Minimum Installation Requirements</b>
Existing Site Built and Manufactured Homes	Heat Pump Conversion from existing Forced Air Electric Furnace to New Heat Pump	\$1,400	New HSPF 9.0 and 14 SEER minimum Heat Pumps. Must be installed according to PTCS standards by a PTCS certified installer. PTCS Commissioning/Controls are required. PTCS Duct Sealing is not required
New & Existing Site Built -- Existing Manufactured Homes	Air Source Heat Pump Upgrade <u>OR</u> Add to System with non-electric heating system (i.e., gas/oil/propane/wood) <u>OR</u> Upgrade from Zonal Electric Resistance w/out duct seal	\$500	New HSPF 9.0 and 14 SEER minimum Heat Pumps. Must be installed according to PTCS standards by a PTCS certified installer. PTCS Commissioning/Controls are required. PTCS Duct Sealing is not required
New & Existing Site Built -- Existing Manufactured Homes	Heat Pump Commissioning & Controls	\$300	New HSPF 7.7 and 13 SEER minimum Heat Pumps. Must be installed according to PTCS standards by a PTCS certified installer. PTCS Commissioning/Controls are required. PTCS Duct Sealing is not required. <b><u>This measure can not be claimed with any other heat pump measure.</u></b>
Existing Site Built	PTCS Duct Sealing or Prescriptive Duct Sealing	\$250	Existing Forced Air Electric Furnace or Heat Pump. Must be installed according to PTCS or BPA approved Prescriptive standards by a BPA certified installer
Existing Manufactured Homes	PTCS Duct Sealing or Prescriptive Duct Sealing	\$200	Existing Forced Air Electric Furnace or Heat Pump. Must be installed according to PTCS or BPA approved Prescriptive standards by a BPA certified installer
<b>Rebate will not exceed 100% of the installation cost</b>			

**Upon signing this agreement, customer acknowledges the following:**

Rebate offer(s) may be changed or discontinued at any time by City of Cascade Locks (CCL). CCL disclaims any warranty, whether expressed or implied, regarding the measure(s) listed above for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use. I understand that the measure(s) must be installed to CCL specifications, and certify that I, or my contractor, have reviewed the specifications prior to beginning work. When selecting a contractor, I understand that it is the homeowner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon Construction Contractors Board. CCL strongly recommends validating qualifications before work begins. I understand the above and certify that I am a customer of CCL, that the measure(s) are installed at the address indicated and that this address is within the CCL service territory.

**CUSTOMER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Mail or fax completed application and copies of all required documentation to:**

**City of Cascade Locks  
Attn: Energy Efficiency Rebates  
5625 NE Elam Young Parkway #100  
Hillsboro, OR 97124  
FAX: 1-503-344-6942  
rebates@esgroupllc.com**

**Allow 8 to 10 weeks after completed all the final documents have been received for rebate processing.  
Call 1-888-883-9879 to learn about additional energy efficiency programs.**

*Participation in this energy efficiency program allows the City of Cascade Locks to use your electrical energy consumption history for energy savings research. Your consumption history may be shared anonymously with Bonneville Power Administration for energy savings verification and research.*



# RESIDENTIAL PTCS HVAC HEAT PUMP & PTCS DUCT SEAL Steps to Participation

## GETTING STARTED

To be eligible for the PTCS Heat Pump or PTCS Duct Seal rebate, the application must be pre-approved by the City of Cascade Locks prior to installation. Contractor must be listed as an installer [ptcs.bpa.gov/FindContractor.aspx](https://ptcs.bpa.gov/FindContractor.aspx). Please follow this procedure to qualify for the rebate:

### 1. CUSTOMER & CONTRACTOR

- Customer fills out customer information and signs the HVAC rebate application.
- Contractor completes New Equipment Information and Contractor Information on rebate application, provides the Balance Point Worksheet & Manual J or the PTCS system sizing calculator (for heat pumps only) and the AHRI certificate.
- Please contact [rebates@esgrouppllc.com](mailto:rebates@esgrouppllc.com) if you would like a copy of the PTCS system sizing calculator.

### 2. PROJECT PRE-APPROVAL

- Contractor submits forms to [rebates@esgrouppllc.com](mailto:rebates@esgrouppllc.com) or FAX 503-344-6942 for **pre-approval**. During the pre-approval process, the customer account and HVAC information is verified.
- Upon receipt of the pre-approval from the City of Cascade Locks you may begin the project. The project must be completed in three months.
- If the work is not completed within six (6) months of the pre-approval, the customer or contractor must reapply for rebate(s). There is no guarantee that funds will be available after the six-month approval or that the incentive rebate amount will remain the same.

### 3. POST-INSTALLATION

- After installation the contractor submits all required documents to [rebates@esgrouppllc.com](mailto:rebates@esgrouppllc.com).
- The PTCS heat pump and/or PTCS duct seal must be approved in the PTCS registry before the rebate will be processed.
- A post-installation inspection may be required.

### 4. DOCUMENTS REQUIRED TO PROCESS YOUR REBATE(S)!

#### For PTCS Heat Pumps:

- **City of Cascade Locks Residential HVAC with PTCS rebate application signed by both customer & contractor**
- **Heat Load Calculations (manual J) & the Balance Point Worksheet or the PTCS system sizing calculator**
- **PTCS Heat Pump Form**
- **PTCS Heat Pump Registry Approval**
- **PTCS Commission & Controls can not be combined with any other Heat Pump measure**
- **Final Invoice**

#### For PTCS Duct Seals:

- **The City of Cascade Locks Utility Residential HVAC with PTCS rebate application signed by both customer & contractor**
- **PTCS Duct Seal Form**
- **PTCS Duct Seal Registry Approval**
- **Final Invoice**

### 4. RECEIVE YOUR REBATE

You can expect to receive your rebate 8 to 10 weeks after the receipt of all required completed documentation.

**All work must meet Bonneville Power Administration (BPA) and  
the City of Cascade Locks program installation requirements.  
For additional questions, call 888-883-9879**