



Office Use Only  
Rebate:

Month/Year:

## NON-RESIDENTIAL DUCTLESS HEAT PUMP REBATE APPLICATION

Complete form and sign/date below. All information is required to process rebate(s).  
**Incomplete forms will be returned to the applicant. This will delay rebate processing.**  
**An AHRI must accompany this form at the time of pre-approval.**

CUSTOMER INFORMATION				
Account No.		Date of Installation		Date
Company Name on Account		Contact Name		
Installation Address		Contact Phone		
City		State	Zip	
Mailing Address (if Different)		Contact Email		
City		State	Zip	

For additional equipment, use an additional form.

Project Information	DHP 1	DHP 2
Project Type (Please check one)	<input type="checkbox"/> DHP Retrofit <input type="checkbox"/> DHP Upgrade	<input type="checkbox"/> DHP Retrofit <input type="checkbox"/> DHP Upgrade
For DHP Retrofits, what was primary heating system type? (Please check one)	<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 DHP Upgrades, what was primary heating system type? (Please check one)	<input type="checkbox"/> DHP <input type="checkbox"/> N/A (New Construction or Major Renovation)	<input type="checkbox"/> DHP <input type="checkbox"/> N/A (New Construction or Major Renovation)
Manufacturer		
Model		
AHRI Number		
Outdoor Cooling Capacity (tons)		
Installed cost (per attached invoice)		
Installation date		

**The installed DHP must:**

- Be on the BPA Qualified Products List [bpa.gov/EE/Sectors/Residential/Pages/Ductless-Heat-Pumps.aspx](http://bpa.gov/EE/Sectors/Residential/Pages/Ductless-Heat-Pumps.aspx)
- Have an outdoor condenser rating that meets BPA's efficiency requirements outlined in the table below:

Indoor Unit Type	Efficiency Requirement	Rebate
<b>Non-ducted</b>	11.0 HSPF*	\$1,000.00 for retrofit
<b>Ducted or Mixed</b>	10.0 HSPF*	\$300.00 for upgrade

\*The minimum HSPF applies to both single and multi-head systems.

**Rebate(s) will not exceed 70% of total installed cost.**

**To ensure availability of funds, project must be pre-approved.**

**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 energy efficient upgrade(s) listed on this application for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use.

I understand that the energy efficient upgrade(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 business owner'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 energy efficient upgrade(s) are installed at the address indicated and that this address is within CCL service territory.

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

**Mail the completed rebate application, final invoice and final AHRI for project 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**

**Rebate Applications are due within six (6) months of purchase to qualify.**

**Allow 8 to 10 weeks after final inspection and receipt of all required documentation 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.*



## Ductless Heat Pumps in Commercial Buildings

(Pre-approval from the City of Cascade Locks is required before beginning project [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or fax to 503-344-6942. Call 888.883.9879 for information)

### Preconditions – DHP Retrofit:

- The area conditioned by the DHP must be heated by either zonal or forced air electric resistance heat. No other heating sources are eligible.

### Preconditions – DHP Upgrade;

- If the space was previously conditioned by an air source, ground source or DHP that is no longer working and the space is conditioned by backup zonal or forced-air electric resistance heat, the application is still eligible for a DHP.
- The space is part of a building addition, new construction or major renovation project.

### Post-conditions:

- The installed DHP must be listed on the DHP Qualified products list (QPL) located [bpa.gov/EE/Policy/IManual/Pages/IM-Document-Library.aspx](http://bpa.gov/EE/Policy/IManual/Pages/IM-Document-Library.aspx).
- The DHP outdoor condenser must meet efficiency requirements of 11.0 HSPF for Non-Ducted systems or 10.0 HSPF Ducted or Mixed systems.
- All commercial DHPs must be pre-approved before installation. Please submit the attached commercial DHP rebate application & AHRI certificate to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or fax to 503-344-6942.

## Documentation Requirements

- Invoice showing installed cost and new equipment order/purchase date.
- Completed attached rebate application showing that the measure requirements have been met and installation date.
- AHRI certificate that matches the indoor/outdoor unit number on the final invoice.

## Payment

Payment is DHP Retrofit \$1,000.00 per ton of installed outdoor unit cooling capacity for each DHP. Ductless Heat Pump upgrade is \$300 per ton. Payment shall be rounded up or down to the nearest whole ton. To calculate the tonnage of the unit divide the cooling Capacity (Btuh) on the AHRI certificate by 12,000.

***Reimbursement shall not exceed 70% of the installed job cost.***