



Let's turn the answers on.

Sample Duct Sealing and Duct Insulation Incentive Packet

This is a sample incentive packet to be used as a guide when completing incentive paperwork for duct sealing and duct insulation. A complete incentive application and all required documentation must be submitted to the Home Energy Savings program in order to receive an incentive.

This packet contains the following samples:

1. Incentive application
2. Itemized invoice
3. Proof of payment
4. Program worksheet

For additional assistance in completing incentive paperwork, please contact the customer hotline at (800) 942-0266.

Before you begin!

- Review all Terms and Conditions located on last page to ensure your eligibility.
- Purchase qualifying services.

Visit rockymountainpower.net/hes or call 1-800-942-0266 for information regarding service qualifications.

Keep in mind:

- Review the Incentive Application with your contractor.
- Completed Incentive Application and required documentation must be received within 90 days of completed service to meet eligibility criteria.
- Fill everything out in four easy steps!
All form fields are required unless noted as optional. Incomplete applications and applications not including required documentation may result in denied or delayed incentives.
- Call 1-800-942-0266 for any questions you have about your application or incentive.
- Make a copy of your Incentive Application for your records.
- Incentive checks are issued within 45 days of receipt of your completed and approved Incentive Application.

Customer Information (all fields are required unless noted as optional)

Please note that the incentive check will be issued to the primary name on the utility account.

Rocky Mountain Power account number 12345678 - 9012 For account number call toll free **1-888-221-7070**
or log in at rockymountainpower.net.

Name on account Customer Name Daytime phone (123) 456-7890

Installation address 123 Anywhere Street City Anywhere City State UT Zip 12345

Mailing address _____ City _____ State _____ Zip _____

E-mail address (optional) _____ E-mail is the best way to contact me
(E-mail policy located in Terms & Conditions)

Customer acceptance of terms

I hereby certify that all information is accurate including claims of customer and service information. I confirm that the improvements I installed were not required by code. I have read all terms and conditions and acknowledge that Rocky Mountain Power may verify all the information provided. Incentive checks are paid to the Rocky Mountain Power account holder. Customers are responsible for payment to contractors. By submitting this Incentive Application, I authorize Rocky Mountain Power and its agents to release the information I have included in the Application to Questar Gas Company or another program administrator for the purposes of energy efficiency program administration and project quality assurance purposes. I understand and agree that this information may be used to help determine eligibility for available Rocky Mountain Power incentives. I authorize Questar Gas Company or another program administrator to provide Rocky Mountain Power with information provided to me on any incentive application I may have submitted. I understand and agree that references to Rocky Mountain Power and Questar Gas Company and other program administrators also includes their authorized agents and program administrators.

Customer signature Customer Signature  Date 1/1/2011

2 Household information *(all fields are required unless noted as optional)*

Data used to calculate energy efficiency

All household information is required

Year house built 1999 House square footage (living space) 2500 Square footage cooled (ducted) 2500

Current primary heat source: Electric furnace Electric heat pump Natural gas furnace _____

Current cooling source: Central air conditioner Heat pump _____

Dryer heat type: Electric Natural gas _____

Water heater fuel: Electric Natural gas Propane _____

Kitchen stove/range: Electric Natural gas _____

What is your gender? (optional)

Male Female

Do you rent or own? (optional)

Rent Own

What is the age of the Rocky Mountain Power account holder? (optional)

18 - 25
 26 - 35
 36 - 45
 46 - 55
 56 and over

Household income – approx. (optional)

up to \$24,999
 \$25,000 - \$34,999
 \$35,000 - \$49,999
 \$50,000 - \$74,999
 \$75,000 - \$99,999
 \$100,000 +

How did you hear about the Home Energy Savings program? (optional)

Online search
 Friend/referral
 Retailer sales staff
 TV/Radio ad
 Bill stuffer

3 Contractor information

Incentives require a Program Qualified Contractor. Visit rockymountainpowernet/hes for details.

Contractor/Company name HVAC Company Name Contractor phone (123) 456-7890

Contractor address 123 Anywhere Street City Anywhere City State UT Zip 12345

Technician name Program Qualified Technician Rocky Mountain Power certification # _____

Work completed date 1/1/2011

Acceptance of terms

I hereby certify that all information is accurate including claims of customer and service information. I have read all terms on this application and acknowledge that Rocky Mountain Power may verify all the information provided.

Technician signature Program Qualified Technician  Date 1/1/2011

4 Pick an incentive

Central air conditioner / heat pump tune-up incentive

Please check the incentive you are applying for:	Additional required documentation	Customer	Contractor
<input type="checkbox"/> Central air conditioner tune-up Program Qualified Contractor required	<input type="checkbox"/> Central air conditioner / heat pump tune-up Worksheet (350 CFM/ton/ minimum air flow required)	\$20	N/A
<input type="checkbox"/> Heat pump tune-up Program Qualified Contractor required	<input type="checkbox"/> Central air conditioner / heat pump tune-up Worksheet (350 CFM/ton/ minimum air flow required)	\$75	\$25

Select one incentive

Attach a copy of the completed duct sealing and duct insulation worksheet

Duct sealing and duct insulation incentive

Please check the incentive you are applying for:	Additional required documentation	Customer	Contractor
<input type="checkbox"/> Duct sealing and duct insulation - Electric heat only Program Qualified Contractor required	<input type="checkbox"/> Duct sealing worksheet showing a 50 percent reduction in duct leakage to outside (100 CFM leakage reduction minimum)	\$300	\$50
<input type="checkbox"/> Duct sealing and duct insulation - Gas heat with electric cooling only Program Qualified Contractor required	<input type="checkbox"/> Duct sealing worksheet showing a 50 percent reduction in duct leakage to outside (100 CFM leakage reduction minimum)	\$150	\$50

Required documentation

The following documents must be included for every incentive you apply for:

Additional documentation must be submitted with incentive application

- Proof of payment**
Copy of endorsed and deposited check, charge receipt, canceled check or credit card statement showing full payment.
- Itemized receipt / contractor invoice**
Please note: must include a description of qualified service, itemized costs, and purchase and service dates.
- Any "**Additional Required Documentation**" for each incentive. This is listed in a separate column in each incentive table.

How to receive your incentive

- Purchase and install Program Qualified services.
 - Verify if your incentive requires a **Program Qualified Contractor**. This will be listed in the incentive tables above, and in the conditions below.
 - For questions about what services qualify, visit rockymountainpower.net/hes or call 1-800-942-0266.
- Complete all required information on this application. Incomplete forms may be delayed or denied.
- Review and sign the acceptance of terms. Make a copy for your records.
- Mail completed form with **all required documentation to:**
Rocky Mountain Power - Home Energy Savings program
1407 W. North Temple, Salt Lake City, UT 84116

Terms and conditions

Incentive availability

Incentives are available on a first-come, first-served basis according to the postmark date on the application. Please reference the program website at rockymountainpower.net/hes to determine the current status of incentive availability. All services must be completed prior to submitting an Incentive Application. Applications must include all information requested. Failure to provide this information may result in the delay or denial of the incentive. All services must be performed on or after January 1, 2011. Incentive will not exceed purchase price. Additional terms and conditions may apply. Incentives are subject to tariff approval and may change with 45 days of notice. Please visit rockymountainpower.net/hes for current program requirements.

Qualifying customers

Residential electric customers residing in the state of Utah who purchase their electricity from Rocky Mountain Power on rate schedules 1, 2, 3 or 25 qualify. Landlords who own rental properties served by the company in the state of Utah where the tenant is billed on rate schedules 1, 2, 3 or 25 also qualify for this program. You can find your rate schedule on your bill, by calling toll free 1-888-221-7070 or by logging in at rockymountainpower.net. Incentive checks will be issued in the name of the customer on the qualifying account.

Incentive specific qualifications and conditions:

Central air conditioner / heat pump tune-ups

Incentive qualifications: Central air conditioner/heat pump tune-ups must be performed by a Program Qualified Contractor. A Program Qualified Contractor has been trained by the program and meets all of the program's participation requirements.

In order to receive the tune-up incentive, the equipment must meet air flow and refrigerant charge requirements. To ensure the greatest savings when conducting tune-up services, the program passing requirement for air flow is 350 CFM/ton. Also, the refrigerant charge must be within +/- 3 degrees of manufacturer's target subcooling for units with thermal expansion valves (TXV). Refrigerant charge for units without TXVs must be +/- 5 degrees of manufacturer's target super heat.

Terms and conditions, continued

Central air conditioner/heat pump tune-up incentive is available on existing equipment only. The equipment must serve at least 80 percent of the living space. Furnaces do not qualify for a tune-up incentive. The program does not allow central air conditioner tune-ups when outside temperatures are below 65°F. All central air conditioner tune-ups must be performed when outside temperatures are at or above 65°F. Heat pump tune-ups can be performed year round. One tune-up incentive paid per unit, for a maximum of two units, per household every five years.

A tune-up worksheet must be completed by a Program Qualified Contractor and submitted with the incentive application to the program for review.

Duct sealing and duct insulation

Incentive qualifications: Duct sealing and duct insulation must be performed by a Program Qualified Contractor. A Program Qualified Contractor has been trained by the program and meets all of the program's participation requirements.

Existing ductwork must be located in an existing home. Newly installed ductwork does not qualify for an incentive. **Duct work must be located in an unconditioned space.** An unconditioned space is any space outside of the thermal envelope of the building. There must be a minimum of 10 linear feet of exposed ductwork. All exposed ductwork must be sealed and insulated (ductwork only, not venting). Home must have an electric heat system or central air conditioner serving at least 80 percent of the living space (ducted unitary cooling equipment).

The Program Qualified Contractor is required to perform duct leakage testing and seal ducts with mastic. **Duct sealing must reduce duct leakage to outside by 50 percent with a 100 CFM minimum reduction.** Duct insulation must be installed after the ducts are sealed. Duct work must be insulated to a minimum of R-6. The program recommends installing R-8 in attics and pre-existing insulation must be non-existent or less than R-2. The program recommends installing duct wrap (backed duct insulation with a flame spread of 25 feet or less) and fasten with banding (mechanical fasteners) every 24 linear inches. Compatible tape may be used on insulation seams to create a continuous barrier. Both services must be performed at the same time to qualify for an incentive.

Incentives are limited to one duct sealing and insulation per duct system, for a maximum of two duct systems, per qualifying household for the life of the home. The program recommends performing this service on homes built before 2000 as newly constructed homes (built in 2000 or newer) most likely already meet building code requirements. All work should be performed to retrofit standards.

A duct sealing worksheet must be completed by a Program Qualified Contractor and submitted with the incentive application to the program for review.

Application details

Rocky Mountain Power reserves the right to conduct random inspections to verify information provided on the application. If your application is selected for review, it will not be processed until the review is satisfactorily completed. Rocky Mountain Power customers should visit the program Web site at rockymountainpower.net/hes for current program requirements.

The customer hereby transfers to Rocky Mountain Power all "Environmental Attributes" attributable to the Qualifying Equipment or its operation. Environmental Attributes include any and all credits, benefits, emissions reductions, offsets and allowances, howsoever entitled, resulting from the avoidance of the emission of any substance to the air, soil or water at or by PacifiCorp generating facilities through reduced generation of energy or other savings or offsets on account of the Qualifying Equipment.

The customer will not claim ownership of any Environmental Attributes. As long as the customer at the same time states the Qualifying Equipment was made possible with funding from Rocky Mountain Power, the customer may claim that it is facilitating the production of the Environmental Attributes attributable to the Qualifying Equipment.

Rocky Mountain Power issues incentives in the form of checks not utility bill credits. Rocky Mountain Power is not responsible if your dealer provides inaccurate information about the amount and/or conditions of the actual incentive and Rocky Mountain Power will not pay incentives for equipment that is mislabeled or misrepresented by dealers regarding incentive qualifications. Households receiving incentives under the Home Energy Savings program may not receive equipment purchase and installation incentives under other company programs.

The Rocky Mountain Power Home Energy Savings program does not share your e-mail address or contact information. If you chose to provide your e-mail address and indicate that you wish to be contacted via e-mail, you may receive program correspondence electronically.

Incentive Application must be received within 90 days of completed service.

Rocky Mountain Power – Home Energy Savings program

1407 W. North Temple, Salt Lake City, UT 84116

phone 1-800-942-0266 • fax 1-800-687-6176 • rockymountainpower.net/hes

Invoice includes description of service, itemized costs and purchase and service dates.

HVAC Company

INVOICE

1234 Anywhere Street
Anywhere, USA 12345
Phone 123-456-7890 Fax 123-456-7890

DATE: January 1, 2011
INVOICE # 100
FOR: HVAC Incentives

Bill To:

HVAC Customer
1234 Anywhere Street
Anywhere, USA 12345
123-456-7890

DESCRIPTION	AMOUNT
Duct sealing and duct insulation completed on January 1, 2011 17 linear feet of exposed ductwork sealed with mastic, CAZ testing pre and post sealing, duct leakage tests performed 17 linear feet of exposed ductwork insulated with duct wrap (R-11) and fastened with banding after sealing	\$500
<p>Sample Invoice</p>	
Paid in full \$500 - paid with credit card (charge receipt attached)	
TOTAL	\$ 500.00

THANK YOU FOR YOUR BUSINESS!

Proof of payment total must match total on invoice

Acceptable proof of payment methods include:

- Copy of endorsed and deposited check
- Copy of canceled check
- Copy of charge receipt
- Copy of credit card or bank statement showing full payment

SAMPLE RECEIPT

555 S Anystreet
Austin, TX 78745
555-555-5555

STORE: 0003 REGISTER: 001
CASHIER: KATIE
ASSOCIATE: 0000000

CUSTOMER RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION

STORE : 00032
REGISTER : 001
DATE : 12/31/2005
NUMBER : 5194

SUBTOTAL	\$500.00
SALES TAX	
TOTAL	\$500.00

AMOUNT TENDERED **\$500.00**

Visa

ACCT: *****1234
EXP: *****
APPROVAL: 999999
CARDHOLDER: JANE SMITH

TOTAL PAYMENT

Transaction: 52858 1/8/2006 2:40 PM

CARDHOLDER SIGNATURE:
Jane Smith

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS



Let's turn the answers on.

Duct Sealing and Insulation Worksheet

A duct sealing and insulation worksheet also must be submitted with the incentive application, invoice and proof of payment. Duct sealing and insulation worksheets capture data related to the duct sealing and insulation testing that was conducted by a program qualified contractor. Worksheets will be reviewed to ensure compliance with incentive requirements.

Please note that worksheets must be completed by the program qualified contractor who performed the duct sealing and insulation service.

Worksheets are available by calling the contractor hotline at (800) 942-0287 or by e-mailing HESTradeAlly@peci.org.