

Before you begin!

**Ensure your eligibility**

Qualifying customers are outlined in the Terms and Conditions on the last page.

**Review all Terms and Conditions**

Terms and Conditions located on last page.

**Purchase qualifying equipment or services**

Visit [pacificpower.net/hes](http://pacificpower.net/hes) or call 1-800-942-0266 for information regarding equipment or service qualifications.

*This application is for purchases, installations, or services performed on or after April 16, 2012.*

Special Code: If you have seen program materials featuring a special code, please provide it here. Code: \_\_\_\_\_

Keep in mind:

● **Review the Incentive Application**

Review your Incentive Application form with your contractor. They can aid you in finding qualifying equipment or services, required documentation and completing your application.

● **90-day submission deadline**

Completed form and itemized receipt must be received within 90 days of purchase, installation or 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.

● **Application assistance**

Call 1-800-942-0266 for answers to any questions you have about your application or incentive.

● **Make a copy**

After completing your Incentive Application, make and keep a copy for your records.

● **Check delivery**

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.

Pacific Power account number \_\_\_\_\_ - \_\_\_\_\_ For account number call toll free **1-888-221-7070** or log in at [pacificpower.net](http://pacificpower.net).

Name on account \_\_\_\_\_ Daytime phone ( \_\_\_\_\_ ) \_\_\_\_\_

Installation address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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 equipment information. I confirm that the improvements I installed were not required by code. I have read all terms and conditions and acknowledge that Pacific Power may verify all the information provided. Incentive checks are paid to the Pacific Power account holder. Customers are responsible for payment to contractors.

Customer signature \_\_\_\_\_ Date \_\_\_\_\_

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

Data used to calculate energy efficiency

Year house built \_\_\_\_\_ House square footage (living space) \_\_\_\_\_ Square footage cooled (ducted) \_\_\_\_\_

### Previous primary heat source:

- Electric furnace  
 Electric heat pump  
 Natural gas furnace  
 \_\_\_\_\_

### Current primary heat source:

- Electric furnace  
 Electric heat pump  
 Natural gas furnace  
 \_\_\_\_\_

### Previous cooling source:

- Central air conditioner  
 Heat pump  
 \_\_\_\_\_

### Current cooling source:

- Central air conditioner  
 Heat pump  
 \_\_\_\_\_

### What is your gender? (optional)

- Male  Female

### Do you rent or own? (optional)

- Rent  Own

### What is the age of the Pacific 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  
 Print ad

## 3 Contractor information

Some incentives require a **Program Qualified Contractor**. Visit [pacificpower.net/hes](http://pacificpower.net/hes) for details.

Contractor/Company name \_\_\_\_\_ Contractor phone (\_\_\_\_) \_\_\_\_\_

Contractor address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Technician name \_\_\_\_\_ Pacific Power certification # \_\_\_\_\_

Work completed date \_\_\_\_\_

### Acceptance of terms

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

Technician signature \_\_\_\_\_ Date \_\_\_\_\_

## 4 Pick your incentive

### Central air conditioner incentive

Please check the incentive(s) you are applying for:	Additional Required Documentation	Customer	Contractor
<input type="checkbox"/> Central air conditioner equipment <i>minimum 15 SEER, 12.5 EER &amp; TXV</i>	<input type="checkbox"/> Certificate of AHRI-Certified Performance for central air conditioner	\$250	\$25
<input type="checkbox"/> Central air conditioner best practices installation <i>minimum 13 SEER &amp; TXV</i> <b>Program Qualified Contractor required</b>	<input type="checkbox"/> HESP Central Air Conditioner Best Practices Installation Worksheet (350 CFM/ton minimum air flow required)	\$50	\$75

### Central air conditioner incentive, continued

AHRI reference # \_\_\_\_\_ Manufacturer \_\_\_\_\_  
 Purchase date \_\_\_\_\_ Installation date \_\_\_\_\_  
 Outdoor (condenser) model # \_\_\_\_\_ Condenser serial # \_\_\_\_\_  
 Indoor (coil) model # \_\_\_\_\_ SEER \_\_\_\_\_ EER \_\_\_\_\_ Cooling capacity (Btu/h) \_\_\_\_\_  
 Furnace model # \_\_\_\_\_  
 Calculated cooling load (if applicable) (Btu/h) \_\_\_\_\_ Thermal expansion valve (TXV) installed?  Yes

### Heat pump tune-up incentive

Please check the incentive you are applying for:	Additional required documentation	Customer	Contractor
<input type="checkbox"/> Heat pump tune-up <b>Program Qualified Contractor required</b>	<input type="checkbox"/> Heat pump tune-up Worksheet (350 CFM/ton/minimum air flow required)	\$100	\$25

### Heat pump incentive

Please check the incentive(s) you are applying for:	Additional required documentation	Customer	Contractor
<input type="checkbox"/> Heat pump to heat pump upgrade <i>minimum 9.5 HSPF, 16 SEER &amp; TXV</i>	<input type="checkbox"/> Certificate of AHRI-Certified Performance for heat pump	\$500	\$50
<input type="checkbox"/> Electric heat system to heat pump conversion <i>minimum 9.5 HSPF, 16 SEER &amp; TXV</i> Eligibility requirements: - Equipment must replace an existing electric heating system (i.e. furnace, baseboards, etc.). - Gas furnace system replacements and first time installations are not eligible.	<input type="checkbox"/> Certificate of AHRI-Certified Performance for heat pump	\$600	\$50
<input type="checkbox"/> Single-head ductless heat pump <i>minimum 9 HSPF and 16 SEER</i> Eligibility requirements: - Must employ an inverter driven outdoor compressor unit and a variable speed fan or indoor blower. - Equipment must replace a permanently installed electric resistance heat system (i.e., baseboard or an electric forced air furnace). - Gas, oil and propane system conversions do not qualify.	<input type="checkbox"/> Certificate of AHRI-Certified Performance for heat pump	\$750	\$50
<input type="checkbox"/> Heat pump best practices installation Code minimum equipment requirement <b>Program Qualified Contractor required</b>	<input type="checkbox"/> Heat pump best practices installation worksheet	\$75	\$75

### Equipment information

AHRI reference # \_\_\_\_\_ Manufacturer \_\_\_\_\_  
 Purchase date \_\_\_\_\_ Installation date \_\_\_\_\_  
 Outdoor (condenser) model # \_\_\_\_\_ Condenser serial # \_\_\_\_\_  
 Indoor (coil) model # \_\_\_\_\_ SEER \_\_\_\_\_ EER \_\_\_\_\_ HSPF \_\_\_\_\_  
 Furnace model # \_\_\_\_\_ Cooling capacity (Btu/h) \_\_\_\_\_  
 Calculated cooling load (if applicable) (Btu/h) \_\_\_\_\_ Thermal expansion valve (TXV) installed?  Yes

### Water heater incentive

Please check the incentive(s) you are applying for:	Additional required documentation	Customer	Contractor
<input type="checkbox"/> Heat pump water heater - Equipment must meet NEEA Northern Climate Specification ( <i>list of qualified products is available at NEEA website : <a href="http://www.neea.org/northernclimatespec">www.neea.org/northernclimatespec</a></i> ) - Must replace an existing electric water heater	<input type="checkbox"/> Completed program installation checklist	\$150	\$100
<input type="checkbox"/> Electric water heater - self-installed - Minimum 40 gallon tank size/storage capacity - Energy Factor (EF) 0.93 or higher - Must replace an existing electric water heater or be a first-time installation	N/A	\$75	None
<input type="checkbox"/> Electric water heater - contractor installed - Minimum 40 gallon tank size/storage capacity - Energy Factor (EF) 0.93 or higher - Must replace an existing electric water heater or be a first-time installation - Must be installed according to manufacturer installation instructions	<input type="checkbox"/> Itemized receipt/invoice must show separate electric water heater equipment and installation costs	\$75	\$50
<b>Please provide the following information for all water heater incentives:</b>			
Manufacturer _____ Model number _____ Serial number _____ Tank Size / Storage Capacity (gallons) _____ Purchase date _____ Installation date _____			

### 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 heating <b>Program Qualified Contractor required</b>	<input type="checkbox"/> Duct sealing and duct insulation worksheet showing a 50% reduction in duct leakage to outside (100 CFM leakage reduction minimum)	\$325	\$50
<input type="checkbox"/> Duct sealing and duct insulation - Electric cooling <b>Program Qualified Contractor required</b>	<input type="checkbox"/> Duct sealing and duct insulation worksheet showing a 50% reduction in duct leakage to outside (100 CFM leakage reduction minimum)	\$100	\$50

### Evaporative cooler incentive

Please check the incentive you are applying for:	Additional required documentation	Model number	Serial number	Customer	Contractor
<input type="checkbox"/> Evaporative cooler - permanently installed - Minimum 3,500 CFM - Unit must be primary cooling system for the home	<input type="checkbox"/> Itemized receipt with retailer/contractor name, address and phone number; itemized listing of quantity, description, manufacturer; model number and other identifying information as appropriate, purchase date and price, and product installation date			\$150	\$100

## Evaporative cooler incentive, continued

Please check the incentive you are applying for:	Additional required documentation	Model number	Serial number	Customer	Contractor
<input type="checkbox"/> Evaporative cooler - portable - Minimum 2,000 cubic feet per minute (CFM)	<input type="checkbox"/> Itemized receipt with retailer/contractor name, address and phone number; itemized listing of quantity, description, manufacturer; model number and other identifying information as appropriate, purchase date and price, and product installation date			\$100	None

## Required documentation

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

- 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 product or service (include all model numbers), itemized costs, and purchase and installation 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 equipment or 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 equipment or services qualify, visit [pacificpower.net/hes](http://pacificpower.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:  
**Pacific Power - Home Energy Savings program**  
**100 S.W. Main St., Suite 1600, Portland, OR 97204**

# 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 [pacificpower.net/hes](http://pacificpower.net/hes) to determine the current status of incentive availability. All equipment must be new and have been purchased and installed 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. If required information is not provided within 90 days of application submittal, the incentive application will be denied. 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 [pacificpower.net/hes](http://pacificpower.net/hes) for current program requirements.

## Qualifying customers

Residential electric customers residing in the state of Washington who purchase their electricity from Pacific Power on rate schedules 16, 17 or 18 qualify. Landlords who own rental properties served by the company in the state of Washington where the tenant is billed on rate schedules 16, 17 or 18 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 [pacificpower.net](http://pacificpower.net). Incentive checks will be issued in the name of the customer on the qualifying account.

## Incentive specific qualifications and conditions:

### Getting Started

Prior to starting a project, find a contractor using the Washington Participating and Program Qualified Contractors list available at [pacificpower.net/hes](http://pacificpower.net/hes). Note that select incentives must be completed by a Program Qualified Contractor. Review the Incentive Application to determine eligibility requirements, incentive qualifications and required documents to submit for an incentive.

Incentive Application and required documents must be received within 90 days of the purchase or completed installation. Incentive checks are issued within 45 days of receipt of the completed and approved Incentive Application. Incentives are not to exceed the purchase price of the equipment or service. Equipment and service work may be inspected for compliance. Incentives are subject to tariff approval and may change with 45 days notice. Additional terms and conditions may apply.

### Central air conditioner equipment

Work must be completed by either a Participating or Program Qualified Contractor. Equipment must have a minimum efficiency of 15 SEER, 12.5 EER and TXV (factory or field installed TXV). Equipment must be a new, air-source split or packaged unitary air conditioner with an Air Conditioning, Heating and Refrigeration Institute (AHRI) Standard Rating Cooling Capacity of 65,000 BTU/hr (5.4 tons) or less. Equipment efficiency will be assessed based on the AHRI certificate evaluation of the indoor and outdoor units and how they operate with the air handler. The AHRI directory can be found online at [www.ahridirectory.org](http://www.ahridirectory.org). For units added to existing air handlers, documentation must be submitted in addition to the AHRI certificate showing air flow of 350 CFM per ton minimum. Contractors must provide documented air flow and testing procedure details.

### Central air conditioner best practices installation

Work must be completed by a Program Qualified Contractor. Equipment must have a minimum efficiency of 13 SEER and TXV (factory or field installed TXV) as determined by the AHRI directory. Program Qualified Contractor is required to perform air flow test and refrigerant charge check. Air flow must meet minimum 350 CFM per ton requirement. Refrigerant charge must be within +/- 3 degrees of target sub cooling. Program Qualified Contractor must complete a program installation worksheet. Incentives are limited to one installation incentive per unit.

### Heat pump tune-up

Work must be completed by a Program Qualified Contractor. Incentive available on existing heat pumps only. The equipment must serve at least 80 percent of the living space. Furnaces do not qualify for a tune-up incentive. Program Qualified Contractor is required to perform air flow test and refrigerant charge check. Air flow must meet minimum 350 CFM per ton requirement. For units with a TXV, refrigerant charge must be within +/- 3 degrees of target sub cooling. For units without a TXV, refrigerant charge must be within +/- 5 degrees of target super heat. Filters, coils, condensers and blowers must be cleaned. Program Qualified Contractor must complete a program tune-up worksheet. Heat pump tune-ups may be performed year round. Incentives are limited to one tune-up incentive per unit every five years.

### Duct sealing and duct insulation

Work must be completed by a Program Qualified Contractor. Incentive available on existing ductwork only. Existing ductwork must be located in an existing home. Newly installed ductwork does not qualify for an incentive. Ducts must be located in an unconditioned space. Definition of unconditioned space- an unconditioned space is any space outside of the thermal envelope of the building that is not intentionally heated for occupancy. Home must have the required heating or cooling system. For electric heating incentive, home must have a permanently installed ducted electric heating system (i.e. ducted electric furnace or ducted electric heat pump; electric baseboard, cadet wall heater and space heaters do not qualify) serving at least 80 percent of the living space. For electric cooling incentive home must have a permanently installed ducted electric cooling system (i.e. central air conditioner) serving at least 80 percent of the living space. Program Qualified Contractor is required to perform CAZ testing, duct leakage testing, seal ducts with mastic and insulate ducts after sealing. Duct sealing must reduce duct leakage to outside by 50 percent with a 100 CFM minimum reduction. Pre-existing insulation levels must be less than or equal to R-2. Must add at least R-8 insulation to ducts. Both services must be performed at the same time with insulation installed after the ducts are sealed. Program Qualified Contractor must complete a program duct sealing and insulation worksheet. Incentives are limited to one duct sealing and duct insulation incentive per duct system for the lifetime of the home.

### Conditioned vs. unconditioned space - clarification notes

For the most part, basements are conditioned spaces. Basements are not usually thermally isolated from the main living area and contain space conditioning ducts. Basements are also used for storage and frequently contain laundry facilities and other living spaces. Ducts serving unfinished basements are not always equipped with dedicated supply registers, although single registers at plenums are not unusual.

## Terms and conditions, continued

An unconditioned basement would have these properties: Thermally isolated from the main floor by insulation in the floor. Insulated, weather-stripped door (if above floor plane) and insulated stairwell walls where thermal plane penetrates floor; air sealed (caulked, foamed penetrations) wiring plumbing, sealed duct penetrations and sealed, insulated ducts. No supply registers.

While a crawl space is unconditioned space, the floor must be insulated prior to or at the same time ducts are sealed and insulated to thermally isolate the crawlspace. Failure to do this will increase the heating load of the home and potentially cause comfort issues.

### Heat pump equipment (upgrade and conversion)

Work must be completed by either a Participating or Program Qualified Contractor. Equipment must have a minimum efficiency of 16+ SEER, 9.5+ HSPF and TXV (factory or field installed TXV). Equipment must be a new, air-source split or packaged unitary heat pump with an Air Conditioning, Heating and Refrigeration Institute (AHRI) Standard Rating Cooling Capacity of 65,000 BTU/hr (5.4 tons) or less. The AHRI directory can be found online at [www.ahridirectory.org](http://www.ahridirectory.org). Heat pump must service at least 80 percent of the home's floor area. For the heat pump to heat pump upgrade the new heat pump must replace an existing heat pump. For the electric heat system to heat pump conversion the new heat pump must replace an existing electric heat system (i.e. electric baseboard or electric furnace). Gas, oil, and propane system conversions do not qualify.

### Heat pump best practices installation

Work must be completed by a Program Qualified Contractor. Equipment must meet Washington heat pump code minimum (current code minimum is 7.7 HSPF). Program Qualified Contractor is required to perform air flow test and refrigerant charge check. Air flow must meet minimum 350 CFM per ton requirement. Refrigerant charge must be within +/- 3 degrees of target sub cooling. Controls need to be set so that auxiliary strip heat will not operate at air temperatures above 35 degrees Fahrenheit and compressor low-ambient lockout is set no higher than 0 degrees Fahrenheit. Program Qualified Contractor must complete a program installation worksheet. Incentives are limited to one installation incentive per unit.

### Heat pump water heater

Equipment must be installed by either a Participating or Program Qualified Contractor. Equipment must meet NEEA Northern Climate Specification (list of qualified products is available at NEEA website [www.neea.org/northernclimatespec](http://www.neea.org/northernclimatespec)). Equipment must replace an existing electric water heater. Contractor is required to complete a program installation checklist.

### Electric water heater

Equipment may be self-installed or installed by either a Participating or Program Qualified Contractor. Equipment must have a minimum 40 gallon tank size/storage capacity and an Energy Factor (EF) 0.93 or higher. Equipment must replace an existing electric water heater or be a first-time installation. For contractor installed incentive, equipment must be installed according to manufacturer installation instructions.

### Evaporative cooler

Portable - Minimum 2,000 cubic feet per minute (CFM)

Permanently installed - Minimum 3,500 CFM. Unit must be primary cooling system for the home.

### Single-head ductless heat pump

Work must be completed by either a Participating or Program Qualified Contractor. Equipment must have a minimum efficiency of 16+ SEER and 9.0+ HSPF. Equipment must be a new AHRI rated ductless (mini-split) system listed in the AHRI Certified Directory. The AHRI directory can be found online at [www.ahridirectory.org](http://www.ahridirectory.org). Equipment must employ an inverter driven outdoor compressor unit and a variable speed fan or indoor blower. Equipment must replace a permanently installed electric resistance heat system (i.e., baseboard or an electric forced air furnace). Gas, oil and propane system conversions do not qualify.

## Application details

Pacific 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. Pacific Power customers should visit the program website at [pacificpower.net/hes](http://pacificpower.net/hes) for current program requirements.

The customer hereby transfers to Pacific 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 Pacific Power, the customer may claim that it is facilitating the production of the Environmental Attributes attributable to the Qualifying Equipment.

Pacific Power issues incentives in the form of checks not utility bill credits. Pacific Power is not responsible if your dealer provides inaccurate information about the amount and/or conditions of the actual incentive and Pacific 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.

By providing Pacific Power with your e-mail address you agree that we may send you e-mails, occasional "breaking news" alerts and promotions from Pacific Power's Home Energy Savings Program. We may also e-mail you occasionally with updates and information about the program. Should we elect to change our privacy policy we will post the changes at [pacificpower.net/hes](http://pacificpower.net/hes). Where the changes are significant, we may also choose to e-mail all our registered users with the new policy details.

**Incentive Application must be received within 90 days of equipment installation or completed service.**

## Pacific Power – Home Energy Savings program

100 S.W. Main St., Suite 1600, Portland, OR 97204

phone 1-800-942-0266 • fax 1-800-687-6176 • [pacificpower.net/hes](http://pacificpower.net/hes)