



## Duct Sealing & Duct Insulation Incentives

California Residents For work completed on or after May 12, 2014

### Duct Sealing & Duct Insulation Incentives

Your trade ally or store associate can help you find eligible products

Home's Primary Heating System	Duct Sealing	Duct Sealing + Duct Insulation	
	Customer Incentives Only	Customer Incentive	Trade Ally Incentive
Electric	\$200	\$500	\$100

### Instructions

Steps and requirements to earn each incentive

Duct Sealing

Duct Sealing +  
Duct Insulation

#### 1. Ensure the home qualifies

- Must be an existing home, not new construction
- Must have a minimum of 10 linear feet of exposed ductwork located in unconditioned space
- An electric heating system must serve at least 80% of the home's conditioned living space
- Cannot be claimed if also converting or upgrading heat pump or central air conditioner
- Electric heat is defined as a permanently installed, ducted system consisting of an electric furnace or heat pump serving as the home's current primary heat source
- Non-electric heating sources do not qualify (including gas furnaces, oil, or propane)

✓

✓

- Pre-existing duct insulation levels may not exceed R-2 or existing insulation must be replaced with at least R-8.

✓

#### 2. Hire a program-eligible trade ally

- The trade ally must be on the California HVAC Trade Ally List available at [pacificpower.net/ca-tradeallies](http://pacificpower.net/ca-tradeallies)
- When applying for Duct Sealing + Duct Insulation, separate trade allies may perform the two services. The duct sealing trade ally listed in section 2 will receive the trade ally incentive.

✓

✓

✓

#### 3. Install sealing and insulation properly

- All services must be provided in accordance with the specifications in the California HVAC Trade Ally Manual available at [pacificpower.net/ca-hvac-manual](http://pacificpower.net/ca-hvac-manual)
- All physically accessible ducts located in unconditioned space must be sealed
- Duct sealing must reduce duct leakage to outside by 50% or more with a 100 CFM minimum reduction
- All physically accessible ducts located in unconditioned living space must be insulated
- Services must result in final duct insulation of R-8 or greater
- Duct sealing and duct insulation must be performed in the same project, with insulation installed after the ducts are sealed

✓

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#### 4. Ensure your trade ally completes applicable tests

- CAZ tests required for properties with non-sealed combustible heating and water heating appliances

✓

✓

## Instructions continued

Steps and requirements to earn each incentive

Duct Sealing

Duct Sealing +  
Duct Insulation

### 5. Complete and sign this application

- Homeowner completes section 1
- Trade ally completes section 2

✓

✓

### 6. Include an itemized receipt or invoice with the following details

- Product and service description and costs
- Date of purchase
- Date work initiated
- Date work completed

✓

✓

### 7. Mail all documents so they are postmarked within 90 days of completion of the qualifying product purchase or service completion

Make copies for your records. Documents to mail include:

- This completed and signed application
- Itemized receipt or invoice
- W-9 tax form for businesses and non-individual customers applying for incentives
- Third Party Payment Addendum for homeowners who are not listed on the utility account and who are applying for incentives

✓

✓

## SECTION 1 - Homeowner completes and submits with section 2

### Incentive Selection

I am applying for this incentive:

Duct Sealing

Duct Sealing and Duct Insulation

### Homeowner and Property Information

Utility account number

-

Name on utility account

Address where product was installed

City

State

Zip Code

Address where incentive check should be mailed

City

State

Zip Code

Daytime phone for questions about your application

Email address for questions about your application

Square footage of home

Year home built

Home type:  Single family home  Manufactured home

Home's primary cooling source (select one)

Central air conditioner

Evaporative cooler

Electric heat pump

None

Does home's primary cooling source serve at least 80% of the home's conditioned living space?  Yes

No

Home's primary heating source (select one)

Electric baseboard

Electric ceiling or wall heat

Electric furnace

Natural gas furnace

Ductless heat pump

Electric ducted heat pump

Other

Does home's primary heating source serve at least 80% of the home's conditioned living space?  Yes

No

(Optional) I decline to receive additional energy efficient product incentive information

How did you hear about cash incentives for energy-efficient products and services for your home? (select all that apply)

Friend/family

Utility website

Print ad

TV/radio ad

Contractor/store staff

Other

## Homeowner's 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 understand that information related to the completeness of my application may be shared with contractors. I also understand that the status of my application may be shared with third parties on an aggregated basis. 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

## SECTION 2 - Duct sealing trade ally completes and submits with section 1

### Duct Sealing Trade Ally Information

Trade ally business name			
Mailing address	City	State	Zip Code
Technician's name	Daytime phone number		
<input type="checkbox"/> I have submitted my business's W-9 tax form			

### Home and Installation Information

Home and Installation Information		Duct Sealing	Duct Sealing + Duct Insulation
Date of purchase	Date work initiated	Date work completed	
Does the home have at least 10 linear feet of exposed ductwork in an unconditioned space?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location of the home's ductwork (select all that apply)			
<input type="checkbox"/> Attic	<input type="checkbox"/> Basement	<input type="checkbox"/> Crawlspace	<input type="checkbox"/> Other _____
Does the home have non-sealed combustible heating or water heating appliances?			
<input type="checkbox"/> Yes and I have completed the CAZ test sections below		<input type="checkbox"/> No	
Was the service performed in conjunction with a heat pump conversion, upgrade or central air conditioner installation?			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No


### Combustion Appliance Zone (CAZ) Tests – Prior to Duct Sealing and Duct Insulation Installation. Trade ally completes this section when the home contains non-sealed combustible heating or water heating appliances

Combustion Appliance Zone (CAZ) Tests – Prior to Duct Sealing and Duct Insulation Installation. Trade ally completes this section when the home contains non-sealed combustible heating or water heating appliances		Duct Sealing	Duct Sealing + Duct Insulation	
<b>Step 1.</b> Measure baseline pressure with all exhaust devices and air handler OFF. This measurement is 'Baseline' in the calculations at the top of the next page.				
Baseline:	pascals			
<b>Step 2.</b> Measure pressure with all exhaust devices and air handler ON. Test with interior doors open and with interior doors closed. This measurement is 'Reading' in the calculations at the top of the next page.				
Outdoor weather conditions at time of tests <input type="checkbox"/> Calm <input type="checkbox"/> Windy				
	Interior Doors Open		Interior Doors Closed	
	Reading	Net (Baseline-Reading)	Reading	Net (Baseline-Reading)
Zone 1- Describe location and appliance	pascals	pascals	pascals	pascals
Zone 2- Describe location and appliance	pascals	pascals	pascals	pascals
Zone 3- Describe location and appliance	pascals	pascals	pascals	pascals
Does air handler meet the requirement of not causing more than -3 Pascals net depressurization in any one zone?				
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Duct Sealing Information		Duct Sealing	Duct Sealing + Duct Insulation
Record duct leakage to outside with house pressurized to +50 Pa			
CFM before sealing _____ CFM50 (A)	CFM after sealing _____ CFM50 (B)		
Reduction in leakage to outside _____ CFM50 (C = A - B)	Percent reduction in leakage _____ % (C / A)		
Were all physically accessible ducts sealed according to program requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Duct Insulation Information		Duct Sealing	Duct Sealing + Duct Insulation
Was all the existing insulation completely removed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Were all physically accessible ducts insulated according to program requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No			
R-value of pre-existing duct insulation _____ R-value	Final R-value after installation of duct insulation _____ R-value		
If pre-existing R-value is greater than 2, did you replace all existing insulation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Combustion Appliance Zone (CAZ) Tests – After Duct Sealing and Duct Insulation Installation. Trade ally completes this section when the home contains non-sealed combustible heating or water heating appliances		Duct Sealing	Duct Sealing + Duct Insulation	
Step 1. Measure baseline pressure with all exhaust devices and air handler OFF. This measurement is 'Baseline' in the calculations below.				
Baseline: _____ pascals				
Step 2. Measure pressure with all exhaust devices and air handler ON. Test with interior doors open and with interior doors closed. This measurement is 'Reading' in the calculations below.				
Outdoor weather conditions at time of tests <input type="checkbox"/> Calm <input type="checkbox"/> Windy		Notes		
	Interior Doors Open		Interior Doors Closed	
	Reading	Net (Baseline-Reading)	Reading	Net (Baseline-Reading)
Zone 1- Describe location and appliance	_____ pascals	_____ pascals	_____ pascals	_____ pascals
Zone 2- Describe location and appliance	_____ pascals	_____ pascals	_____ pascals	_____ pascals
Zone 3- Describe location and appliance	_____ pascals	_____ pascals	_____ pascals	_____ pascals
Does air handler meet the requirement of not causing more than -3 Pascals net depressurization in any one zone? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Trade Ally's 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. Customer personal information and account number will not be shared with contractors or their representatives. The status of customer incentive applications that are missing required information or were not qualified may be shared only with the contractor or their representatives associated with each individual incentive application.		
	Trade ally signature	Date

## Resources

List of qualifying products and services: [pacificpower.net/ca-qpl](http://pacificpower.net/ca-qpl)

Get your Pacific Power account number: [pacificpower.net](http://pacificpower.net) or 1-888-221-7070

List of program-eligible trade allies: [pacificpower.net/ca-tradeallies](http://pacificpower.net/ca-tradeallies)

California HVAC Trade Ally Manual: [pacificpower.net/ca-hvac-manual](http://pacificpower.net/ca-hvac-manual)

IRS W-9 Forms: (for business and non-individual customers receiving incentives): [irs.gov/pub/irs-pdf/fw9.pdf](http://irs.gov/pub/irs-pdf/fw9.pdf)

Third Party Payment Addendum (for homeowners and other third party entities not listed on account only): [pacificpower.net/ca-addendum](http://pacificpower.net/ca-addendum)

If you installed several products you may be eligible for bonus incentives. Visit [pacificpower.net/ca-upgrades](http://pacificpower.net/ca-upgrades) for details on our whole home upgrade package.

Incentive status: Please allow six weeks plus mail service time for delivery. Track your incentive status at [pacificpower.net/ca-track-incentive](http://pacificpower.net/ca-track-incentive). You can also reach us at [hes@pacificpower.net](mailto:hes@pacificpower.net). or 1-800-942-0266, M-F, 7 a.m. to 5 p.m. (PST).

Mail complete applications, receipts, and other required documentation to:

Home Energy Savings  
CA HVAC  
818 S.W. Third Avenue #215  
Portland, OR 97204-2405

## Terms & Conditions

Pacific Power offers incentives through a variety of programs that focus on energy efficient products. When you (the "Customer") participate in these programs, you can save energy and money while reducing your impact on the environment. This application ("Incentive Application") is intended to guide you through the steps necessary to receive an Incentive ("Incentive") under the Home Energy Savings program ("Program"). The program is administrated by CLEARResult Consulting, Inc., a Texas corporation and/or an affiliate thereof ("CLEARResult"). The program may require engaging a qualified trade ally ("Trade Ally") in order to qualify for Incentives. Customer is responsible for paying for all trade ally services. **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 services must be purchased and installed prior to submitting an Incentive Application. Applications must include all information requested. Failure to provide this information may result in delays. If required information is not provided within 42 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 California who purchase their electricity from Pacific Power on rate schedules D, DL-6, DS-8, DM-9 or NEM-35 qualify. Landlords who own rental properties served by the company in the state of California where the tenant is billed on rate schedules D, DL-6, DS-8, DM-9 or NEM-35 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. If you are a property owner, landlord, property management company or homeowner association and not listed on the account where qualified equipment was installed or services performed you must submit a completed Third Party Payment Addendum to receive incentive check(s) made payable to you.

**Customer responsibilities:** Customer agrees to indemnify and release CLEARResult, Pacific Power, their affiliates, officers and employees from all claims, demands, losses, damages, costs, expenses and liability (legal, contractual or otherwise), which arise from or are in any way connected with any: (1) injury to or death of persons, (2) injury to property of Customer, (3) violation of any applicable laws, statutes or ordinances, or (4) any act omission or negligence of the trade ally.

Customer will allow, if requested, a representative from CLEARResult, Pacific Power, or any authorized third party reasonable access to Customer's property for inspections, including but not limited to: (a) post-installation equipment inspection to check implemented measures and to verify compliance with the program requirements; and (b) post-operation inspection to verify energy savings of the measures after a period of operation; and (c) inspection for any other reason.

Customer also consents to CLEARResult's use of Customer's name, program services, and resulting energy savings in reports or other documentation. Customer will obtain the approval of the property owner where the measure is to be installed prior to installation if Customer is not the owner. Customer agrees that information collected in this application may be used for marketing purposes. In addition, Customer acknowledges that information included in this application may be subject to public records requests as required by law. Customer and CLEARResult shall comply with all applicable laws at all times. It is Customer's responsibility to obtain all licenses, permits or other approvals required for installation of products or measures under the program. Customer is solely responsible for proper disposal of any and all removed products. Customer is solely responsible for the economic and technical feasibility, operational capability and reliability of Customer's installations, products and solutions. CLEARResult and Pacific Power make no representation or warranty and assume no liability with respect to services of any trade ally, quality, safety, performance or other aspect of any design, system or appliance installed pursuant to the program or this Incentive Application and expressly disclaim any such representation, warranty or liability. Under no circumstances shall CLEARResult or Pacific Power be liable for any monetary damages related to the program including any action or inaction of trade ally's performing work under the program. All projected savings are intended to be estimates and CLEARResult and Pacific Power do not guarantee any level of savings. The customer hereby transfers to Pacific Power all environmental attributes ("Environmental Attributes") attributable to program 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 PacificCorp 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.

**Jury waiver:** To the fullest extent permitted by law, each of the parties hereto waives any right it may have to a trial by jury in respect of litigation directly or indirectly arising out of, under or in connection with this agreement. Each party further waives any right to consolidate any action in which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

**Application timeline:** Incentive Application and required documents must be postmarked within 90 days of the service completion date. 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.

**Application details:** If your Incentive Application is selected for inspection, it will not be processed until the review is satisfactorily completed. Pacific Power issues incentives in the form of checks not utility bill credits. Pacific Power is not responsible if your trade ally 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 trade allies regarding incentive qualifications. Households receiving incentives under the Home Energy Savings program may not receive equipment purchase and installation incentives under other Pacific Power 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 postmarked within 90 days of the service completion date.