

# **wattsmart Homes Program**

## Washington Trade Ally Program Manual

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## **Purpose of This Manual**

This manual is meant to provide trade allies with a comprehensive overview of Pacific Power's wattsmart Homes program requirements. Please refer to the website at <http://homeenergysavings.net/trade-ally/incentives/in/washington> for technical specification installation requirements.

## **wattsmart Homes Overview**

The wattsmart Homes program offers cash incentives on a variety of weatherization and mechanical services. The program promotes installation practices that are designed to maximize performance and efficiency. By helping customers minimize their energy use, the program saves customers money on their energy bill and also reduces the growing demand for power in the region.

Please refer to the program website at [http://homeenergysavings.net/Washington/washington\\_home.html](http://homeenergysavings.net/Washington/washington_home.html) for additional requirements regarding new home, manufactured home, and multi-family incentives.

## **Trade Ally Overview**

A trade ally is a contractor (general, HVAC, weatherization, or plumber) or retailer who sells or installs qualifying equipment or performs services for home energy efficiency upgrades. There are two types of program trade allies: participating or qualifying.

### Participating trade allies:

Participating applies to a trade ally who has met the basic requirements to perform work for the wattsmart Homes program (outlined on the next pages).

### Qualified trade allies:

Qualified applies to a trade ally that has met the basic requirements (outlined in the next pages) and successfully completed additional relevant industry training(s) required for specific services (e.g. PTCS, BPI, NATE, etc.). Documentation of the completed training must be submitted with the participation agreement and must include the name of the individual trained, certification number, certification type, date trained, and expiration date (if applicable). For additional information on relevant industry trainings and certifications, please refer to the following tables. If you or your technicians require additional training in order to meet program requirements, please let us know and we will work with you to identify local resources or provide on-site technical coaching.

### Program-Eligible trade allies:

The term "program-eligible trade ally" is used when a service can be completed by either a participating or qualified trade ally. This term is used on wattsmart Homes' marketing materials and on the website to explain to customers what type of trade ally they need to hire in order to receive an incentive.

Equipment or Service	Qualifying certifications
Air Sealing	BPI Building Analyst BPI Envelope Professional BPI Advanced Home Energy Professional BPI Air Leakage Control Installer BPI Infiltration and Duct Leakage RESNET Certified Rater
Duct Sealing alone  Duct Sealing and Duct Insulation	PTCS Duct Seal NATE HVAC Efficiency Analyst BPI Infiltration and Duct Leakage RESNET Certified Rater
Central Air Conditioner with Best Practice Installation and Sizing  Heat Pump Measure with Best Practice Installation and Sizing	PTCS Heat Pump NATE Air Conditioning NATE Heat Pump NATE Light Commercial Refrigeration NATE Commercial Refrigeration NATE HVAC Efficiency Analyst NATE HVAC Performance Verified
Heat Pump PTCS Commissioning, Controls, and Sizing	PTCS Heat Pump

## Existing Single Family Homes Incentives

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### **Air Sealing<sup>1</sup>**

**Existing Single Family:** \$0.15/sq. ft.

**Manufactured Home:** \$0.30/sq. ft.

### **Requirements:**

- Work must be completed by a Program-Qualified trade ally
- Work must be installed according to the Technical Specification Manual

### **Ensure the home qualifies:**

- Must be an existing home, not new construction
- Work completed must comply with all building codes and standards
- An electric heating system must serve at least 80% of the home's conditioned living space

### **Additional program rules:**

- Incentive cannot exceed project costs
- Limit one incentive per insulation type for the time you own the home

### **Application:**

- **Insulation Application-** completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

### **Itemized receipt or invoice:**

- Product and/or service description and costs
- Date work initiated
- Date work completed

### **Additional Documents:**

- W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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<sup>1</sup> Services may also be performed on manufactured homes.

## Existing Single Family Homes Incentives Continued

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### Attic Insulation

**Electrically Heated Home Customer**

**Incentive:** \$0.35/sq. ft.

**Electrically Cooled Home Customer**

**Incentive:** \$0.10/sq. ft.

### Wall Insulation

**Electrically Heated Home Customer**

**Incentive:** \$0.40/sq. ft.

### Floor Insulation

**Electrically Heated Home Customer**

**Incentive:** \$0.30/sq. ft. if R-value equal to or greater than R-30  
\$0.20/sq. ft. if R-value equal to or greater than R-21 but less than R-30

#### Requirements:

- Existing R-value must be no more than R-19
- Final R-value depth must be equal to or greater than R-49

#### Requirements:

- Existing R-value must be no more than R-4
- Final R-value depth must be equal to or greater than R-11 (or fill cavity)

#### Requirements:

- Existing R-value must be no more than R-11
- Final R-value depth must be equal to or greater than R-21

- Work must be completed by a Program-Eligible trade ally or self-installed by the homeowner
- Insulation must be installed between unconditioned and conditioned living spaces
- Work must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Must be an existing home, not new construction
- An electric heating or electric cooling system must serve at least 80% of the home's conditioned living space
- Areas that are not finished or conditioned living space such as a garage, do not qualify
- Work performed as part of Washington building code requirements do not qualify
- Electrically cooled homes do not qualify for wall or floor insulation incentives
- Basements do not qualify for wall or floor insulation incentives
- Interior walls, such as walls between rooms, or insulation along rim joists; do not qualify for wall insulation incentives

#### Additional program rules:

- Incentive cannot exceed project costs
- Incentive is paid based on square footage of insulation installed
- For each area of the home, limit one incentive per insulation type, for the lifetime of the home

#### Application:

- **Insulation Application**- completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### Itemized receipt or invoice:

- Product and/or service description and costs
- Date work initiated
- Date work completed
- Square footage of area(s) insulated
- Pre-existing R-value
- Added R-value

**Additional Documents:**

- W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for an incentive
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## Existing Single Family Homes Incentives Continued

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### Windows

**Electrically Heated Homes:** \$1.50/sq. ft.

#### Requirements:

- U-Factor 0.22 or lower
- Work must be completed by either a Program-Eligible trade ally or self-installed by the homeowner
- Doors or skylights must be 80% glass by square footage and have a U-Factor of no more than 0.30 to qualify
- Windows must be installed in finished or conditioned living spaces with permanently installed heating
- Windows must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Must be an existing home, not new construction
- An electric heating system must serve at least 80% of the home's conditioned living space
- Work performed as part of Washington building code requirements do not qualify
- Electrically cooled homes do not qualify

#### Additional program rules:

- Incentive cannot exceed project costs
- Incentives are limited to one-time installations within the qualified space of the home
- Window units that have previously received an incentive through the program do not qualify for additional incentives if replaced

#### Application:

- **Windows Application-** completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion
- Make copies for your records

#### Itemized receipt or invoice:

- Product or service description and costs
- Quantity of windows
- Dimensions of each window
- Date work initiated
- Date work completed

#### Additional Documents:

- **Manufacturer's specifications sheet or NFRC stickers for each window**



- W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### Central Air Conditioner with Best Practice Installation and Sizing

**Customer Incentive:** \$50

**Trade Ally Incentive:** \$75

#### Requirements:

- Work must be completed by a Program-Qualified trade ally
- Minimum 15 SEER as determined by AHRI Standard 210/240 and listed in the AHRI Certified Directory of Unitary Equipment: [ahridirectory.com](http://ahridirectory.com)
- New, air source-split equipment with a matched condensing unit and evaporator coil or packaged unitary air conditioner
- AHRI Standard Rating Cooling Capacity of 65,000 BTU/hr (5.4 tons) or less
- Program minimum air flow rates, proper refrigerant charge, and proper sizing according to a heat load calculation are required
  - See Technical Specifications Manual for full requirements
- Work must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Must be existing home, not new construction
- Must be electrically cooled with a central air conditioner serving at least 80% of the home's conditioned floor area
- Window air conditioning units, package terminal units, and heat pumps are not eligible
- Work completed must comply with all building codes and standards

#### Additional program rules:

- Incentive cannot exceed project costs
- CAC must be installed within 90 days of purchase

#### Application:

- **Central Air Conditioner** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### Itemized receipt or invoice:

- Product and/or service description and costs
- Model number
- Date work initiated
- Date work completed

#### Additional Documents:

- **AHRI Certificate**
  - **Manual J or equivalent load calculation**
  - W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for property owners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### Duct Sealing (Stand Alone)

Electrically Heated Home Customer Incentive: \$300

#### Requirements:

- Work must be complete by a Participating or Qualified contractor
- All physically accessible ducts located in unconditioned space must be sealed
- Duct sealing must reduce leakage by 50% or more with a 100 CFM minimum reduction
- Ducts must be located in unconditioned space
- Work must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Must be an existing home, not new construction
- Manufactured homes are eligible
- 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
- Existing insulation should only be removed if it is being replaced
- Work completed must comply with all building codes and standards

#### Additional program rules:

- Incentives cannot exceed project costs

#### Application:

- **Duct Sealing & Duct Insulation** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion
- Make copies for your records

#### Itemized receipt or invoice:

- Product and/or service description and costs
- Date work initiated
- Date work completed

#### Additional Documents:

- W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### Duct Sealing and Insulation

**Electrically Heated Home Customer Incentive:** \$600

**Electrically Heated Home Trade Ally Incentive:** \$200

**Electrically Cooled Home Customer Incentive:** \$100

**Electrically Cooled Home Trade Ally Incentive:** \$50

### Requirements:

- Work must be completed by a Program-Qualified trade ally
- Pre-existing duct insulation levels may not exceed R-2 and must be replaced with at least R-8
- Services must result in final duct insulation of R-8 or greater
- All physically accessible ducts located in unconditioned space must be sealed and insulated
- Duct sealing must reduce leakage by 50% or more with a 100 CFM minimum reduction
- Duct sealing and duct insulation must be performed in the same project, with insulation installed after the ducts are sealed
- Work must be installed according to the Technical Specification Manual

### 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 or electric cooling system must serve at least 80% of the home's conditioned living space
- Work completed must comply with all building codes and standard

### Additional program rules:

- Separate trade allies may perform the duct sealing and duct insulation services. The duct insulation trade ally listed on the application will receive the trade ally incentive
- Incentive cannot exceed project cost

### Application:

- **Duct Sealing & Insulation** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

### Itemized receipt or invoice:

- Product and/or service description and costs
- Date work initiated
- Date work completed

### Additional Documents:

- W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### Ductless Heat Pump<sup>2</sup>

**Customer Incentive:** \$1,000

**Trade Ally Incentive:** \$300

#### Requirements:

- Work must be completed by a Program-Eligible trade ally
- Minimum 9.0 HSPF
- Single-head or multi-head units are eligible
- Equipment must be a new AHRI rated ductless (mini-split) system listed in the AHRI Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Must employ an inverter driven outdoor compressor unit and a variable speed fan for indoor blower and be fully ductless
- Work must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Must be existing home, not new construction
- Previous primary heat source must have been a permanently installed electric resistance heating system (e.g. electric baseboard, electric furnace, electric ceiling/wall heat) serving at least 80% of the home's conditioned area
- Incentive is not offered to customers replacing an existing ducted heat pump
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify
- Work completed must comply with all building codes and standards
- Homes 3,500 square feet or less may qualify for one unit, while homes greater than 3,500 square feet may qualify for two units. Homes greater than 3,500 square feet requiring more than two units may apply for additional incentives (additional documentation required, contact program for more information).

#### Additional program rules:

- Incentive cannot exceed project costs

#### Application:

- **Heat Pump** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### Itemized receipt or invoice:

- Product and/or service description and costs
- Model numbers: indoor and outdoor
- Date work initiated

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<sup>2</sup> Service may be performed on manufactured homes.

- Date work completed

**Additional Documents:**

- **AHRI certificate**
  - W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### Heat Pump Conversion with Best Practice Installation and Sizing<sup>3</sup>

**Customer Incentive:** \$1,250

**Trade Ally Incentive:** \$500

#### Requirements:

- Minimum 9.0 HSPF
- Work must be completed by a Program-Qualified Trade Ally
- Equipment must be a new, air-source split or packaged unitary heat pump with an AHRI Standard Rating Cooling Capacity of 65,000 BTU/hr (5.4 tons) or less
- New heat pump must be the current primary heat source and must service at least 80% of the home's conditioned living space
- Equipment must be listed on the AHRI Certified Directory
- Work must be installed according to the Technical Specifications Manual
- For replacement of existing electric resistance heat or electric furnace with new high efficiency heat pump

#### Ensure the home qualifies:

- Must be existing home, not new construction
- Program minimum air flow rates, proper refrigerant charge, proper sizing according to a heat load calculation, and lockout controls are required
  - See Technical Specifications Manual for full requirements
- Previous primary heat source must have been a permanently installed electric resistance heating system (e.g. electric baseboard, electric furnace, electric ceiling/wall heat) serving at least 80% of the home's conditioned area
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify
- Work completed must comply with all building codes and standards
- Homes 3,500 square feet or less may qualify for one unit, while homes greater than 3,500 square feet may qualify for two units. Homes greater than 3,500 square feet requiring more than two units may apply for additional incentives (additional documentation required, contact program for more information).

#### Additional program rules:

- Incentive cannot exceed project costs

#### Application:

- **Heat Pump** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### Itemized receipt or invoice:

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<sup>3</sup> Services may be performed on manufactured homes.

- Product and/or service description and costs
- Model numbers: indoor and outdoor
- Date work initiated
- Date work completed

**Additional Documents:**

- **AHRI certificate**
  - **Manual J or equivalent load calculation**
  - W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### Heat Pump Performance Tested Comfort Systems (PTCS), Commissioning, Controls, and Sizing

**Customer Incentive:** \$200

**Trade Ally Incentive:** \$200

#### Requirements:

- Equipment must be a new heat pump
- Work must be completed by a Program-Qualified trade ally
- Equipment must be listed on the AHRI Certified Directory
- Work must be installed and commissioned according to PTCS standards found on the PTCS Air Source Heat Pump form located on the program website including proper sizing according to a heat load calculation

#### Ensure the home qualifies:

- Must be existing home, not new construction
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify
- Work completed must comply with all building codes and standards

#### Additional program rules:

- Incentive cannot exceed project costs

#### Application:

- **Heat Pump** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### Itemized receipt or invoice:

- Product and/or service description and costs
- Model numbers: indoor and outdoor
- Date work initiated
- Date work completed

#### Additional Documents:

- **Completed and signed PTCS Air Source Heat Pump Form**
  - **Manual J or equivalent load calculation**
  - W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### **Heat Pump Upgrade with Best Practice Installation and Sizing<sup>4</sup>**

**Customer Incentive: \$150**

**Trade Ally Incentive: \$100**

#### **Requirements:**

- Minimum 9.0 HSPF
- Work must be completed by a Program-Qualified Trade Ally
- Equipment must be a new, air-source split or packaged unitary heat pump with an AHRI Standard Rating Cooling Capacity of 65,000 BTU/hr (5.4 tons) or less
- New heat pump must be the current primary heat source and must service at least 80% of the home's conditioned living space
- Equipment must be listed on the AHRI Certified Directory
- Work must be installed according to the Technical Specification Manual

#### **Ensure the home qualifies:**

- Must be existing home, not new construction
- Program minimum air flow rates, proper refrigerant charge, proper sizing according to a heat load calculation, and lockout controls are required
  - See Technical Specifications Manual for full requirements
- Previous primary heat source must have been a ducted electric heat pump that served at least 80% of the home's conditioned area
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify
- Work completed must comply with all building codes and standards
- Homes 3,500 square feet or less may qualify for one unit, while homes greater than 3,500 square feet may qualify for two units. Homes greater than 3,500 square feet requiring more than two units may apply for additional incentives (additional documentation required, contact program for more information).

#### **Additional program rules:**

- Incentive cannot exceed project costs

#### **Application:**

- **Heat Pump** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### **Itemized receipt or invoice:**

- Product and/or service description and costs

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<sup>4</sup> Services may be performed on manufactured homes.

- Model numbers: indoor and outdoor
- Date work initiated
- Date work completed

**Additional Documents:**

- **AHRI certificate**
  - **Manual J or equivalent load calculation**
  - W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### **Heat Pump Water Heater<sup>5</sup>**

**Customer Incentive:** Up to \$600 (depending on tier)

**Trade Ally Incentive:** Up to \$200 (depending on tier)

#### **Requirements:**

- Work must be completed by a Program-Eligible trade ally or may be self-installed
- Unit must meet the Advanced Water Heater Specifications found at [nea.org/advancedwaterheaterspec](http://nea.org/advancedwaterheaterspec)
- Unit must not have a tank size larger than 55 gallons
- Unit must be on the Qualified Products List found on the program website
- Incentive varies based on tier (see Qualified Products List for tier qualifications)
- Previous product must be an electric storage water heater (incentive does not apply when replacing an existing heat pump water heater)
- Gas system conversions do not qualify
- Work must be installed according to the Technical Specification Manual

#### **Ensure the home qualifies:**

- Must be existing home, not new construction
- Work completed must comply with all building codes and standards
- Heat pump water heater must be installed within 90 days of purchase

#### **Additional program rules:**

- Incentive cannot exceed project costs
- Trade ally must be on Plumbing Trade Ally List available at [pacificpower.net/wa-tradeallies](http://pacificpower.net/wa-tradeallies)
- Self-installed heat pump water heaters only qualify for the customer incentive

#### **Application:**

- **Heat Pump Water Heater** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### **Itemized receipt or invoice:**

- Model number
- Product and installation costs
- Date work initiated
- Date work completed
- Tier 3 models must submit a picture showing the tier 3 settings

#### **Additional Documents:**

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<sup>5</sup> Services may be performed on manufactured homes.

- W-9 for businesses or non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Existing Single Family Homes Incentives Continued

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### Whole Home Upgrade Package

**Customer Incentive:** \$1,000 bonus per home

**Qualifications:**

Installation of the following per program requirements:

- Air Sealing
- Duct Sealing & Duct Insulation (if main heat source is ducted)
- Heat Pump or Ductless Heat Pump
- Attic Insulation

**Application:**

The following applications must be completed and signed:

- **Insulation**
  - **Duct Sealing & Duct Insulation**
  - **Heat Pump**
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## New Homes Incentives

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### Whole Home Performance Path

**Electrically Heated Home Builder Incentive:** \$1,500

#### Requirements:

- Work must be completed by either a Program-Eligible trade ally
- Work must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Home's performance must be modeled and verified by independent third-parties and the models must be provided to the program for final savings and incentive calculations
- Home's primary heat source must be electric

#### Additional program rules:

- Incentive cannot exceed project costs
- Beginning at 15% better than code and increasing, based on new electrically heated homes' percentage improvement beyond the prevailing code
- Work completed must comply with all building codes and standards
- See program website for additional details
- Cannot combine with stand-alone new home measures

#### Application:

- **New Homes Application**- completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### Itemized receipt or invoice:

- Product and installation costs
- Copy of homes modeling
- Certificate of Occupancy
- Date of purchase
- Date work initiated
- Date work completed

#### Additional Documents:

- W-9 for businesses receiving an incentive

## New Homes Incentives Continued

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### Windows

**Electrically Heated Home Customer or Trade Ally Incentive:** \$1.00/ sq. ft.

#### Requirements:

- U-Factor 0.22 or lower
- Work must be completed by either a Program-Eligible trade ally or self-installed by the homeowner
- Doors or skylights must be 80% glass by square footage to qualify
- Windows must be installed in finished or conditioned living spaces with permanently installed heating or ducted cooling
- Windows must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Doors or skylights must be 80% glass by square footage to qualify
- Home must have an electric heat pump
- Electrically cooled homes do not qualify

#### Additional program rules:

- Incentive cannot exceed project costs
- Incentive is paid based on square footage installed
- Work completed must comply with all building codes and standards
- Work completed as part of building code requirements do not qualify
- Cannot combine with new homes whole home performance path

#### Application:

- **New Homes Application-** completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### Itemized receipt or invoice:

- Product and installation costs
- Quantity of windows
- Dimensions of each window
- Date of purchase
- Date work initiated
- Date work completed

#### Additional Documents:

- **Manufacturer's specifications sheet or NFRC stickers for each window**

- W-9 for businesses receiving an incentive

## **New Homes Incentives Continued**

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### **Central Air Conditioner with Conditioner with Best Practices Install and Sizing**

**Incentive:** \$100

#### **Requirements:**

- Work must be completed by a Program-Qualified trade ally
- Minimum 15 SEER as determined by AHRI Standard 210/240
- New, air source-split equipment with a matched condensing unit and evaporator coil or packaged unitary air conditioner
- AHRI Standard Rating Cooling Capacity of 65,000 BTU/hr (5.4 tons) or less
- Work must be installed according to the Technical Specification Manual
- Program minimum air flow rates, proper refrigerant charge, and proper sizing according to a heat load calculation are required
  - See Technical Specifications Manual for full requirements

#### **Additional program rules:**

- Incentive cannot exceed project costs
- Cannot combine with new homes whole home performance path

#### **Application:**

- **New Homes** – completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### **Itemized receipt or invoice:**

- Product and/or service description and costs
- Model number
- Date of purchase
- Date work initiated
- Date work completed

#### **Additional Documents:**

- **AHRI Certificate**
  - **Manual J or equivalent load calculation**
  - W-9 for businesses receiving an incentive
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## New Homes Incentives Continued

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### **Ductless Heat Pump**

**Incentive:** \$1,300

#### **Requirements:**

- Work must be completed by a Participating or Program-Qualified trade ally
- Minimum 9.0 HSPF
- Equipment must be a new AHRI rated ductless (mini-split) system listed in the AHRI Certified Directory: [ahridirectory.org](http://ahridirectory.org).
- Must employ an inverter driven outdoor compressor unit and a variable speed fan for indoor blower and be fully ductless
- Homes 3,500 square feet or less may qualify for one unit, while homes greater than 3,500 square feet may qualify for two units. Homes greater than 3,500 square feet requiring more than two units may apply for additional incentives (additional documentation required, contact program for more information).
- Work must be installed according to the Technical Specification Manual
- Ductless heat pump must be the primary heat source serving at least 80 percent of the home's conditioned area.

#### **Additional program rules:**

- Incentive cannot exceed project costs
- Cannot combine with new homes whole home performance path

#### **Application:**

- **New Homes** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### **Itemized receipt or invoice:**

- Product and/or service description and costs
- Model numbers: indoor and outdoor
- Date of purchase
- Date work initiated
- Date work completed

#### **Additional Documents:**

- **AHRI certificate**
  - W-9 for businesses receiving an incentive
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## New Homes Incentives Continued

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### **Heat Pump**

**Incentive:** \$250

#### **Requirements:**

- Work must be completed by a Participating or Program-Qualified trade ally
- Minimum 9.0 HSPF
- Equipment must be a new, air-source split or packaged unitary heat pump with an AHRI Standard Rating Cooling Capacity of 65,000 BTU/hr (5.4 tons) or less
- Homes 3,500 square feet or less may qualify for one unit, while homes greater than 3,500 square feet may qualify for two units. Homes greater than 3,500 square feet requiring more than two units may apply for additional incentives (additional documentation required, contact program for more information).
- Work must be installed according to the Technical Specification Manual found here:

#### **Additional program rules:**

- Incentive cannot exceed project costs
- Cannot combine with new homes whole home performance path

#### **Application:**

- **New Home** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### **Itemized receipt or invoice:**

- Product and/or service description and costs
- Model numbers: indoor and outdoor
- Date of purchase
- Date work initiated
- Date work completed

#### **Additional Documents:**

- **AHRI certificate**
  - W-9 for businesses receiving an incentive
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## Multi-family Incentives

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### Attic Insulation

Electrically Heated Home Customer Incentive: \$0.35/sq. ft.

Electrically Cooled Home Customer Incentive: \$0.10/sq. ft.

#### Requirements:

- Existing R-value must be no more than R-19
- Final R-value depth must be equal to or greater than R-49

- Work must be completed by a Program-Eligible trade ally
- Insulation must be installed between unconditioned and conditioned living spaces
- Work must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Must be an existing home, not new construction
- An electric heating or electric cooling system must serve at least 80% of the home's conditioned living space
- Areas that are not finished or conditioned living space such as a garage, do not qualify
- Work performed as part of Washington building code requirements do not qualify
- Electrically cooled homes do not qualify for wall insulation incentives

#### Additional program rules

- Incentive cannot exceed project costs
- For each area of the home, limit one incentive per insulation type, for the lifetime of the home

#### Application:

- **Insulation Application**- completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

### Wall Insulation

Electrically Heated Home Customer Incentive: \$0.40/sq. ft.

#### Requirements:

- Existing insulation: lacking effective insulation (no insulation or existing insulation has degraded, fallen, or was ineffectively installed)
- Final R-value depth must be equal to or greater than R-11 (or fill cavity)

**Itemized receipt or invoice:**

- Date work initiated
- Date work completed
- Product or service description and costs
- Square footage of area(s) insulated
- Pre-existing R-value
- Added R-value

**Additional Documents:**

- W-9 for businesses and non-individuals receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Multi-family Incentives Continued

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### Windows

**Electrically Heated Homes:** \$1.50/sq. ft.

#### Requirements:

- U-Factor 0.22 or lower
- Work must be completed by either a Program-Eligible trade ally
- Doors or skylights must be 80% glass by square footage to qualify and have a U-Factor of no more than 0.22 to qualify
- Windows must be installed in finished or conditioned living spaces with permanently installed heating or ducted cooling
- Windows must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- An electric heating system must serve at least 80% of the home's conditioned living space

#### Additional program rules:

- Incentive cannot exceed project costs
- Window units that have previously received an incentive through the program do not qualify for additional incentives if replaced

#### Application:

- **Multi-family-** completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion
- Make copies for your records

#### Itemized receipt or invoice:

- Product or service description costs
- Quantity of windows
- Dimensions of each window
- Date work initiated
- Date work completed

#### Additional Documents:

- **Manufacturer's specifications sheet or NFRC stickers for each window**
  - W-9 for businesses and non-individuals receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Multi-family Incentives Continued

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### Duct Sealing and Duct Insulation

**Electrically Heated Home Customer Incentive:** \$600

**Electrically Heated Home Trade Ally Incentive:** \$200

**Electrically Cooled Home Customer Incentive:** \$100

**Electrically Cooled Home Trade Ally Incentive:** \$50

### Requirements:

- Work must be completed by a Program-Qualified trade ally
- Pre-existing duct insulation levels may not exceed R-2 and must be replaced with at least R-8
- Services must result in final duct insulation of R-8 or greater
- All physically accessible ducts located in unconditioned space must be sealed and insulated
- Duct sealing must reduce leakage by 50% or more with a 100 CFM minimum reduction
- Duct sealing and duct insulation must be performed in the same project, with insulation installed after the ducts are sealed
- Work must be installed according to the Technical Specification Manual

### 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 or electric cooling system must serve at least 80% of the home's conditioned living space
- Work completed must comply with all building codes and standards

### Additional program rules:

- Separate trade allies may perform the duct sealing and insulation services. The duct insulation trade ally listed on the application will receive the trade ally incentive
- Incentive cannot exceed project cost

### Application:

- **Multi-family** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

### Itemized receipt or invoice:

- Product and/or service description and costs
- Date work initiated
- Date work completed

**Additional Documents:**

- W-9 for businesses and non-individuals receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Multi-family Incentives Continued

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### Ductless Heat Pump

**Customer Incentive:** \$1,000

**Trade Ally Incentive:** \$300

#### Requirements:

- Work must be completed by a Program-Eligible trade ally
- Minimum 9.0 HSPF
- Equipment must be a new AHRI rated ductless (mini-split) system listed in the AHRI Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Must employ an inverter driven outdoor compressor unit and a variable speed fan for indoor blower and be fully ductless
- Work must be installed according to the Technical Specification Manual

#### Ensure the home qualifies:

- Previous primary heat source must have been a permanently installed electric resistance heating system (e.g. electric baseboard, electric furnace, electric ceiling/wall heat) serving at least 80% of the home's conditioned area
- Incentive is not offered to customers replacing an existing ducted heat pump
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify
- Work completed must comply with all building codes and standards
- Homes 3,500 square feet or less may qualify for one unit, while homes greater than 3,500 square feet may qualify for two units. Homes greater than 3,500 square feet requiring more than two units may apply for additional incentives (additional documentation required, contact program for more information).

#### Additional program rules:

- Incentive cannot exceed project costs

#### Application:

- **Multi-family** - completed and signed
- Mail all documents so they are postmarked within 90 days of the qualifying service completion date
- Make copies for your records

#### Itemized receipt or invoice:

- Product and/or service description and costs
- Model numbers: indoor and outdoor
- Date work initiated
- Date work completed

#### Additional Documents:

- **AHRI certificate**
  - W-9 for businesses and non-individual customers receiving an incentive
  - Third party addendum for homeowners who are not listed on the utility account and who are applying for incentives
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## Glossary

<b>ACCA</b>	Air Conditioning Contractors of America
<b>AFUE</b>	Annual Fuel Utilization Efficiency
<b>AHRI</b>	Air Conditioning, Heating and Refrigeration Institute
<b>CAC</b>	Central Air Conditioner
<b>CAZ</b>	Combustion Appliance Zone Testing
<b>CFM</b>	Cubic Feet per Minute
<b>ECM</b>	Electronically Commutated Motor
<b>EER</b>	Energy Efficiency Ratio
<b>HSPF</b>	Heating Seasonal Performance Factor
<b>HVAC</b>	Heating, Ventilation, and Air Conditioning
<b>PP</b>	Pacific Power
<b>SEER</b>	Seasonal Energy Efficiency Ratio
<b>TXV</b>	Thermal Expansion Valve
<b>QPL</b>	Qualified Products List
<b>Electric Heat</b>	Permanently installed, ducted system consisting of an electric furnace, heat pump or electric zonal heating system (baseboard or ceiling/wall heaters) serving as the home's current primary heat source (space heaters do not qualify)
<b>Electric Cooling</b>	Permanently installed, electric heat pump or ducted electric central air conditioner serving as the home's current primary cooling source. Room air conditioners and evaporative cooler do not qualify
<b>Non-Electric Heat</b>	Heating system with gas, oil, or propane serving as the home's current primary heat source

**Finished or Conditioned Living Space** Living space that has a permanently installed heating or cooling system

**Unconditioned Living Space** Spaces that exist outside of the home's thermal boundary (e.g. garages, crawlspaces, the exterior of the home, or potentially the basement)