



## Electric Utility Rebate Application & Agreement Form

# HVAC **Ductless Heat Pump**

# **Air Source Heat Pump**

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)	
Applicant Name:	Contact Phone Number:
Address (Where HVAC Unit is Installed)	
Mailing Address (If Different) <input type="checkbox"/> Same	
E-mail Address:	
City:	
State: Zip:	

### To Qualify for a HVAC Rebate:

1. Rebates are effective through September 15, 2028 and subject to available funding.
2. Must be a City of Ellensburg electric customer with **electric as the primary existing heating system (except VSHP upgrade allows nonelectric)**.
3. Must be installed by a licensed contractor.
4. **Ductless Heat Pump (DHP)** Available to existing single-family residential dwellings (up to 4 units) as well as manufactured homes.
5. **Air Source Heat Pump (ASHP)** Available to existing single-family residential dwellings (up to 4 units) as well as manufactured homes.
6. **Variable Speed Air Source Heat Pump (VSHP)** Available to new construction and existing single-family residential dwellings (up to 4 units) as well as manufactured homes.

### To Apply for the Rebate:

1. Select the home type below:

Home Type		
<input type="checkbox"/>	Existing Site Built (Up to 4 units)	<input type="checkbox"/> New Construction
<input type="checkbox"/>	Manufactured Home	<input type="checkbox"/> Other (Please describe):

2. Select the home heating type below:

Primary Existing Heating Type in Home		
<input type="checkbox"/>	Electric forced-air furnace	<input type="checkbox"/> Oil / Propane / Natural Gas / Wood
<input type="checkbox"/>	Ducted Heat Pump	<input type="checkbox"/> Ductless Mini-Split Heat Pump
<input type="checkbox"/>	Electric Zonal (baseboards or cadet wall heaters)	<input type="checkbox"/> Other (Please describe):

3. Enter Manufacturer and model number of the new outdoor unit below:

Manufacturer and Model Number of New Equipment	
Manufacturer:	
Model Number of outdoor unit:	

4. Eligible Upgrade:

	HVAC	Eligibility	Single-Family or Manufactured Home (Existing)	New Construction
<input type="checkbox"/>	<b>Ductless Heat Pump (DHP)</b> <ul style="list-style-type: none"> <li><input type="radio"/> HSPF2 rating meeting Federal Requirements</li> <li><input type="radio"/> Installed by licensed contractor</li> <li><input type="radio"/> AHRI Certificate required</li> <li><input type="radio"/> Copy of invoice</li> </ul>	<b>Conversion</b> from electric forced-air furnace or zonal electric (baseboards or cadet wall heaters)	\$920	Not eligible

<input type="checkbox"/>	<b>Air Source Heat Pump (ASHP) Conversion from Electric Forced-Air Furnace</b> <ul style="list-style-type: none"><li><input type="radio"/> HSPF2 and SEER2 rating meeting Federal Requirements</li><li><input type="radio"/> Installed by licensed contractor</li><li><input type="radio"/> AHRI Certificate required</li><li><input type="radio"/> Copy of invoice</li></ul>	<b>Conversion</b> from electric forced-air furnace	\$1250	Not eligible
<input type="checkbox"/>	<b>Variable Speed Air Source Heat Pump (VSHP) Conversion from Electric Forced-Air Furnace</b> <ul style="list-style-type: none"><li><input type="radio"/> HSPF2 and SEER2 rating meeting Federal Requirements</li><li><input type="radio"/> Installed by licensed contractor</li><li><input type="radio"/> AHRI Certificate required</li><li><input type="radio"/> Copy of invoice</li></ul>	<b>Conversion</b> from electric forced-air furnace	\$1,560	Not eligible
<input type="checkbox"/>	<b>Variable Speed Air Source Heat Pump (VSHP) Upgrade</b> <ul style="list-style-type: none"><li><input type="radio"/> HSPF2 and SEER2 rating meeting Federal Requirements</li><li><input type="radio"/> Installed by licensed contractor</li><li><input type="radio"/> AHRI Certificate required</li><li><input type="radio"/> Copy of invoice</li></ul>	<b>Upgrade:</b> Replacing existing heat pump; new construction; adding VSHP to nonelectric heating system; upgrading from zonal or replacing DHP	\$600	\$200

5. Select if the home has existing A/C (cooling):

Does the Home Have Existing Air Conditioning (cooling)		
<input type="checkbox"/> Yes	<input type="checkbox"/>	No

6. Sign and submit this application and agreement form. Signed forms can be submitted in the following ways:

**By Email:** To [electric@ellensburgwa.gov](mailto:electric@ellensburgwa.gov)

**In Person:** City Hall 2<sup>nd</sup> Floor Public Works and Utilities Department (501 N Anderson St, Ellensburg)

**By Mail:** City of Ellensburg Conservation Division, 501 N Anderson St, Ellensburg, WA 98926

#### Required Documentation, Approval and Payment of the Rebate:

1. Applicant must meet the requirements for qualification and submit a copy of the contractor's invoice along with the documents listed above for the selected installation. Photos or physical inspection may be required in addition to the submitted documentation.
2. Once all requirements are met and approved, staff will submit for rebate payment to the applicant.
3. The rebate payment should be received by mail within 6-8 weeks.

#### Additional Rebate Information:

1. Any outstanding City invoices must be paid prior to rebate being issued.
2. This rebate is dependent on available energy conservation funds and subject to change without notice.
3. A copy of the signed application and agreement is available upon request.

#### Terms of Agreement

The City of Ellensburg (COE) and the Applicant (Owner) agree as follows:

1. **Premises:** The Owner agrees to have the HVAC equipment installed at the applied for location in accordance with application and agreement requirements.
2. **Completed Documentation:** The Owner understands only a completed application and agreement can be processed for rebates. Failure to submit a completed application and agreement, including all required documentation, may result in delay or rejection of a rebate request.
3. **City of Ellensburg Inspection:** The Owner will allow, if requested, a representative from the City Energy Conservation Division reasonable access to their property to verify the installed product before a rebate is credited. The Owner understands a rebate will not be credited if they refuse to participate in any required verification that is scheduled within 30 days of COE contact/request.
4. **Use of Billing Information:** Owner agrees to allow the COE to provide monthly electrical billing information to Bonneville Power Administration (BPA) or its contractors for evaluation purposes for a period of 12 months prior to

the project installation. Should this billing information not be releasable without tenant approval following occupancy, owner further agrees to allow COE to request from those tenants that the monthly utility billing information for their spaces be supplied to BPA or its contractor for the same consecutive period.

5. **Term of Funding Commitment:** COE's funding commitment ends on September 15, 2028.
6. **Disclaimer:** The Owner acknowledges that, due to the variability of energy use, it is not possible to accurately predict energy savings and that by providing information in good faith concerning the benefits of energy saving strategies and by entering into this agreement, the COE does not warrant energy savings.
7. **Hold Harmless:** Owner hereby agrees to hold harmless, indemnify and defend, BPA, COE and their officials, employees, agents, and assigns, from and against any and all actions, causes of action, claims, damages and costs arising out of, or in any connected with, the provision of design and financial assistance for the residence identified above.
8. **Installation Specifications & Environmental Requirements:** Owner agrees to comply with BPA's requirements and specifications
9. **Codes and Permits:** Owner agrees to secure permits and comply with all applicable federal, state and local codes and requirements in the installation of all weatherization projects. Where permits are required, appropriate building officials must approve installation. Owner agrees to maintain compliance documents in their files and have them available for review if requested.
10. **Loss of Reimbursement:** Failure to meet all of the COE's specifications may result in a reduction or elimination of the rebate.
11. **Disclaimer of Warranties:** Selection of qualifying equipment, manufacturer, dealer, supplier and/or installer and purchase, installation and ownership/maintenance of the qualifying equipment referenced in the rebate form are the responsibility of the Owner. COE does not endorse any specific manufacturer, dealer or contractor and makes no representations regarding specific manufacturer, dealer or contractor or their workmanship. COE makes no representation or warranty, and assumes no liability with respect to quality, safety, performance, or other aspect of any design, system or appliance installed pursuant to this agreement, and expressly disclaims any such representation, warranty or liability. By applying, the OWNER agrees to indemnify the COE, its officers, employees, elected officials and agents, from/against all loss, damage, expense, fees, costs and liability arising from any products installed.

I hereby certify that all information is accurate, including claims of customer and equipment information. My signature below indicates I have read, understand and agree to all terms and conditions on this application and agreement and acknowledge the City of Ellensburg may verify all the information provided.

Property Owner or Legally Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

City of Ellensburg Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DO NOT WRITE IN THIS BOX**

City of Ellensburg Energy Conservation Division Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Applied and Eligible Rebate Amount: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Approved By: \_\_\_\_\_ Final Rebate Amount: \_\_\_\_\_