



Please Return This Form To:
 Eugene Water & Electric Board
 Customer Solutions Department
 PO Box 10148 Eugene, OR 97401
ems.answers@eweb.org
 (541) 685-7088

Ductless and Ducted Mini-Split Heat Pump (DHP) Project Information Form

All sections of both pages must be filled out by the installer at the time of installation. A copy of this completed form and the purchase receipt or invoice must be promptly submitted to EWEB.

All systems must:

1. Be listed on [BPA's DHP Qualified Product List](#).
2. Be installed according to the [Best Practices for Installing Ductless Heat Pumps Guide](#).
3. Be installed in accordance with manufacturer specifications, including adherence to proper refrigerant charging.

What is Being Installed? (Select One)	Home Type (Select One)	Existing Heating System Being Displaced (Select One)
<input type="checkbox"/> Single Ductless Indoor Head <input type="checkbox"/> Single Ducted Mini-Split ¹ <input type="checkbox"/> Multiple Ductless Indoor Heads <input type="checkbox"/> Multiple Indoor Ducted Mini-Splits ¹ <input type="checkbox"/> Combination Ductless/Ducted Mini-Splits	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured <input type="checkbox"/> New Manufactured <input type="checkbox"/> New Single Family, see additional requirement below.*	<input type="checkbox"/> Electric Forced Air Furnace <input type="checkbox"/> Electric Zonal ² <input type="checkbox"/> Non-electric heat (gas or oil) ³ <input type="checkbox"/> Ductless Heat Pump ⁴ <input type="checkbox"/> N/A (New Construction) ³

¹ A whole-home centrally ducted system is considered as a ductless heat pump if it is on the Ductless Heat Pump Qualified Products List. For ducted mini-splits, the installer must confirm best practices were followed, see page 2. If the system is not on the DHP Qualified Products List, it may be eligible for funding through EWEB's ducted heat pump program.

² Zonal heating includes electric, non-ducted: Ceiling cable, wall, baseboard, plug-in and an electric boiler/water heater attached to a hydronic floor heating system.

³ For DHP installations in homes with pre-existing non-electric heat or new construction homes, the installed DHP must become the primary heating system for the home, serving at least 50% of the home's heated area.

⁴ For DHP installations in homes that have an existing DHP, the pre-existing system must be removed, and the installed DHP must have a minimum HSPF of 11.

* Single Family New Construction <u>only</u>	Does the DHP serve at least 50% of the home's heated area? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was a High-efficiency Water Heater ⁵ installed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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⁵ The 2017 Oregon Residential Specialty Code defines a high-efficiency water heater as either a natural gas/propane water heater with UEF 0.85, or an electric heat pump water heater Tier 1 Northern Climate Specification product. To qualify for an EWEB new construction heat pump water heater rebate, the heat pump water heater must be a Tier 3 Northern Climate Specification product.



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Household Information

Customer Name		Customer Electric Utility – Eugene Water & Electric Board		
Installation Address		City	State	Zip
Year Built:	Total Heated Area of the Home: Sq Ft	Customer Phone		
Mailing Address, if different:				

Installation Information

AHRI Certified Reference #:		HSPF Rating:	Installation Date:
Outdoor Unit Manufacturer:		Outdoor Unit Model #:	Outdoor Unit Serial #:
Associated Indoor Units	Indoor Unit Model Number(s)	Indoor Unit Serial Number(s)	
Indoor Unit 1:			
Indoor Unit 2 (if installed):			
Indoor Unit 3 (if installed):			
Indoor Unit 4 (if installed):			
Total Installed Cost (before rebates): \$ _____		Additional repair cost (if low income): \$ _____	

Additional acknowledgements for ducted mini-splits installations only

<input type="checkbox"/> Yes, the ductwork installed as part of this ducted mini-split system is tight and insulated wherever it passes through unconditioned space. Hard pipe duct connections are sealed with mastic, and flex duct inner and outer lining connections use compression straps tightened with a tool designed for that purpose. Ducts are insulated to a minimum of R8.
<input type="checkbox"/> Yes, where ductwork penetrates a home's thermal envelope, duct penetrations are sealed with duct mastic, caulking, or equivalent.
<input type="checkbox"/> Yes, the static pressure of the duct system is within the manufacturer's specifications.
<input type="checkbox"/> Yes, there was not an additional duct booster fan installed with this system.