

## **Ducted Heat Pump Program Guidelines**



• In order for Lane Electric and its members to insure quality heat pump installation, we are requiring that all systems meet the necessary qualifications for the Bonneville Power Administration (BPA) Energy Efficiency Incentive (EEI) Program. Performance Tested Comfort Systems (PTCS) duct sealing and system commissioning are a part of the specifications for ducted systems and should be included in the contractors estimates.

System efficiency requirements are: 9.0 HSPF / 14 SEER.

- All systems must be pre-authorized by Lane Electric before any incentives can be offered. If a member wishes to participate in our loan or rebate program, please have them contact us and ask for a heat pump packet before starting any work on the installation.
- A zero percent (0%) loan is currently offered to our members for heat pump installations. The loan cap is \$9,000. Loan application results are usually known within 48 hours. Loans are not available for new construction (retrofits in existing homes only).
- If the loan option is not chosen, members can apply for a rebate. The rebate for a qualifying heat pump is \$500.
- Participating contractors are required to have a signed agreement on file at Lane Electric prior to beginning work under our program.
- Lane Electric will inspect the installations once we have received an inspection request from the homeowner and the contractors final invoice.





## Heat Pump Pre-Authorization

(Completed by HVAC contractor on ducted systems)

Name	Address	
Contractor_	CCB#	
Heat Pump Manufacturer / Model #		
Air Handler Manufacturer / Model #		_
System HSPF / SEER		
Existing Heating System	,	
Variable Speed HP	(YES)	(NO)
Outdoor "Lock-Out" Thermostat (required)	(YES)	(NO)
Indoor Programmable Thermostat (required)	(YES)	(NO)
	,	( )
Are Insulation Levels Within Substantial Co	ompliance? (YES)	(NO)
G' ' G 1 14'	(D1 A 44 1)	
Sizing Calculations	(Please Attach)	
AHRI Certificate	(Please Attach)	
Balance Point Chart	(Please Attach)	
Project Estimate or Proposal	(Please Attach)	

## Upon completion please submit a copy of the:

- 1) Final Invoice
- 2) PTCS Heat Pump Commissioning or CheckMe documentation
- 3) Hand written PTCS or Prescriptive duct sealing field notes (when applicable)

In the cooperative spirit, Lane Electric provides safe, economical, and reliable energy services to its members.

## **SECRETS** TO SUCCESS WITH YOUR NEW HEAT PUMP

To insure your complete satisfaction when installing a heat pump, please follow this

checklist: Be sure your electric service meets the additional requirements for serving a heat pump. Your contractor should address this issue. PLEASE NOTE: Lane Electric will evaluate the service to your meter to insure it will meet the starting requirements of the new heat pump. If necessary, we will schedule a time to upgrade your system. Make the "shell" of your home as energy efficient as possible. An analysis of the building components and existing insulation levels will help determine what weatherization items, if any, should be completed prior to installing your new heat pump. Insulation levels in your home must meet LEC specifications before any incentives will be available for heat pumps. Contact dealers for bids. A Contractor List is enclosed that offers several choices. As you obtain your bids, feel free to contact our Energy Services Department if you have any questions. Ducts are one of the most important parts of your system! Reduce duct losses by having existing ducting tested and sealed. On all duct systems, make sure your contractor understands that you are **requiring** sealed ducts (PTCS duct sealing) as part of your installation package. For Loans: First, contact an Energy Services representative and request loan applications. Then choose the bid you wish to use. Return the bid, the preauthorization sheet (completed by the contractor), and your credit application to Lane Electric's Energy Services Department. Wait to hear from Lane Electric regarding loan approval. When financing and system preauthorization are approved, call your contractor and have them begin installation. Do not commit to an installation until you are notified that these items are authorized. **OR,** if you wish to apply for a **Rebate**, have your contractor complete a system preauthorization form prior to starting the job. After authorization by LEC's Energy Services Department, have your contractor begin installation. Upon job completion, we will inspect the components of your new heating system and answer any final questions. Your rebate or loan will be processed when the inspection is complete and the system approved. Please call one of our Energy Services Representatives at 484-1151 if you have any questions.



Pacific Cascade Federal Credit Union 1075 Oak Street Eugene, OR 97401 541-343-6238 800-477-3328



A table that includes the APRs and other required cost disclosures for credit card applications is on a separate document provided with this Application. HOW TO Please complete front and back of application · Return completed application to credit union APPLY · Sign on back page An incomplete or unsigned application may delay processing Individual Credit: You must complete the Applicant section about yourself and the Other section about your spouse if:

1. you live in or the property pledged as collateral is located in a community property state (AK, AZ, CA, ID, LA, NM, NV, TX, WA, WI), 2. your spouse will use the account, or you are relying on your spouse's income as a basis for repayment. If you are relying on income from alimony, child support, or separate maintenance, complete the Other section to the extent possible about the person on whose payments you are relying. Joint Credit: Each Applicant must individually complete the appropriate section below. If Co-Borrower is spouse of the Applicant, mark the Co-Applicant box. Guarantor: Complete the Other section if you are a guarantor on an account/loan. Check below to indicate the type of account(s) and type of credit for which you are applying. Married Applicants may apply for a separate account. LOANLINER® Account/Loan: ☐ Individual □ Joint ☐ Credit Card Account: ☐ Individual □ Joint (Including ATM/Debit Card Access to the Account if Available) (See Disclosure Table or Agreement for Terms) Amount Requested \$\_ Credit Limit Requested \$ Purpose/Collateral: If Authorized User, Name: Repayment: ☐ Payroll Deduction ☐ Cash ☐ Automatic Payment ☐ Military Allotment ☐ Single Credit Disability Insurance ☐ Single Credit Life Insurance Check coverage(s) desired. The credit union will disclose the cost of this **Payment** voluntary insurance to you. A separate insurance election which discloses ☐ Joint Credit Disability Insurance ☐ Joint Credit Life Insurance **Protection** the terms and conditions must be signed for coverage to become effective. **Applicant** Co-Applicant Spouse Guarantor NAME (Last - First - Initial) PASSWORD NAME (Last - First - Initial) PASSWORD ACCOUNT NUMBER SOCIAL SECURITY NUMBER ACCOUNT NUMBER SOCIAL SECURITY NUMBER DRIVER'S LICENSE NUMBER / STATE LIST AGES OF DEPENDENTS NOT LISTED DRIVER'S LICENSE NUMBER / STATE LIST AGES OF DEPENDENTS NOT LISTED BY OTHER APPLICANT (Exclude Self) BY APPLICANT (Exclude Self) BIRTH DATE HOME PHONE BUSINESS PHONE/ EXT. BIRTH DATE HOME PHONE BUSINESS PHONE/ EXT. E-MAIL ADDRESS E-MAIL ADDRESS PRESENT ADDRESS (Street - City - State - Zip) PRESENT ADDRESS (Street - City - State - Zip) OWN RENT OWN RENT YEARS AT THIS ADDRESS YEARS AT THIS ADDRESS PREVIOUS ADDRESS (Street - City - State - Zip) PREVIOUS ADDRESS (Street - City - State - Zip) OWN RENT OWN RENT YEARS AT THIS ADDRESS COMPLETE FOR JOINT CREDIT, SECURED CREDIT OR IF YOU LIVE IN A COMMUNITY PROPERTY STATE: COMPLETE FOR JOINT CREDIT, SECURED CREDIT OR IF YOU LIVE IN A COMMUNITY UNMARRIED (Single - Divorced - Widowed) SEPARATED MARRIED SEPARATED MARRIED UNMARRIED (Single - Divorced - Widowed) Employment/Income Employment/Income NAME AND NAME AND ADDRESS OF ADDRESS OF EMPLOYER **EMPLOYER** TITLE/GRADE TITLE/GRADE START DATE HOURS AT WORK START DATE HOURS AT WORK SUPERVISOR'S NAME IF SELF EMPLOYED, TYPE OF BUSINESS SUPERVISOR'S NAME IF SELF EMPLOYED, TYPE OF BUSINESS NOTICE: ALIMONY, CHILD SUPPORT, OR SEPARATE MAINTENANCE INCOME NEED NOT BE REVEALED IF YOU DO NOT CHOOSE TO HAVE IT CONSIDERED. NOTICE: ALIMONY, CHILD SUPPORT, OR SEPARATE MAINTENANCE INCOME NEED NOT BE REVEALED IF YOU DO NOT CHOOSE TO HAVE IT CONSIDERED. EMPLOYMENT INCOME OTHER INCOME EMPLOYMENT INCOME OTHER INCOME PER \$ PER NET GROSS SOURCE NET GROSS SOURCE MILITARY: IS DUTY STATION TRANSFER EXPECTED DURING NEXT YEAR? YES MILITARY: IS DUTY STATION TRANSFER EXPECTED DURING NEXT YEAR? YES NO NO ENDING/SEPARATION DATE ENDING/SEPARATION DATE PREVIOUS EMPLOYER NAME AND ADDRESS IF EMPLOYED LESS PREVIOUS EMPLOYER NAME AND ADDRESS IF EMPLOYED LESS STARTING DATE STARTING DATE THAN FIVE YEARS THAN FIVE YEARS

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