

Wahkiakum PUD is helping its existing commercial customers reduce their monthly electric bills and make their workplace more comfortable through our Ductless Heat Pump (DHP) Rebate Program. Businesses are discovering a solution to inefficient electric resistance heating with ductless heating and cooling systems.



PROGRAM GUIDELINES

Customer eligibility:

- **Pre-approval is required for all utility rebate programs prior to installation** and expires sixty (60) days after approval – projects that require longer than sixty days to complete must obtain approval from Wahkiakum PUD.
- Must be a current commercial electric customer of Wahkiakum PUD.
- Customer must participate in onsite inspection(s) and documentation as required by utility to verify eligibility and installation of materials and/or equipment.
- Funds for this program are limited. This program is offered on a first-come, first-served basis and is effective until funding is expended or the program ends. Wahkiakum PUD reserves the right to deny an application, modify or discontinue this program without prior notice at the PUD's sole discretion and reserves the right to determine eligibility and the right to verify equipment and materials installed. Incomplete projects may not qualify for rebates.

Pre-condition characteristics of conditioned space:

- Must be used primarily for commercial purposes.
- **DHP Retrofit:** The space is conditioned by zonal or forced-air, electric-resistance heat as the primary heating source. No other heating sources are eligible. A failed heat pump system operating with electric resistance back-up heat does not meet pre-condition requirements (see DHP Upgrade).
- **DHP Upgrade:** The space is conditioned by an operational or failed DHP or an operational or failed air-source heat pump.
- These measures cannot be used to retrofit packaged terminal air conditioning (PTAC) units.
- Space must have electric heating system as the primary system; spaces without electric heating equipment, such as a garage or basement are not eligible for rebate.
- Must have a minimum of one year of active, electric services (new construction is not eligible).

Post-condition, qualifying contractor and equipment selection:

- Installation contractor must be licensed, insured and bonded to work in Washington State (self-install does not qualify for rebate); visit [WA State Department of Labor & Industries](https://www.wa.gov/department-of-labor-and-industries) or contact Wahkiakum PUD to confirm contractor eligibility.
- The DHP must have an AHRI certificate of product rating and the DHP outdoor condenser must meet BPA's efficiency requirements per the table below (the efficiency requirements apply to both single and multi-head systems):

INDOOR UNIT TYPE	EFFICIENCY REQUIREMENT
Non-Ducted	11.0 HSPF
Ducted or Mixed	10.0 HSPF

- Customer is responsible for checking with and fulfilling any state, county, city government and/or homeowner's association codes, ordinances, local conditions, restrictions, rules and regulations and obtaining any required building permits when installing measures.

REBATE RATES

Rebate amount cannot exceed the total cost of the project.

- Ductless Heat Pump Retrofit – \$1,000 per ton
- Ductless Heat Pump Upgrade – \$300 per ton

Project reporting to BPA is based on whole tons (to determine tonnage, divide installed BTU capacity by 12,000) of outdoor cooling capacity and shall be calculated at a project level using one of the following methods (the two methods are provided to accommodate different types of equipment configurations and capacities):

1. Sum the outdoor unit cooling capacity from all DHPs installed, then round to the nearest whole ton; **or**
2. Round the outdoor unit cooling capacity of each individual outdoor unit to the nearest whole ton, then sum all rounded tons.

DOCUMENTATION CHECKLIST

Prior to Installation

To receive pre-approval the following must be completed before installation of equipment:

1. Wahkiakum PUD's Commercial Ductless Heat Pump Rebate Pre-qualification Request Form
2. Select a qualifying contractor and qualified equipment
3. Obtain necessary building permits (if applicable):
 - Out of town limits: Wahkiakum County Building & Planning (360-795-3067)
 - In town limits: Town of Cathlamet (360-795-3203)

After Installation

The following documentation must be provided to Wahkiakum PUD within 14 days after installation:

1. A copy of equipment/contractor invoice showing: manufacturer, model, type, size and quantity of equipment or product installed, installation date, location and installed costs (before rebate)
2. [AHRI Certificate](#) documenting the efficiency requirements have been met
3. Verification installation has cleared all required building and/or electrical permits

**To learn more, contact Wahkiakum PUD at
360-795-3266 or 360-465-2171 or visit www.wahkiakumpud.org**



Commercial Ductless Heat Pump Rebate Pre-Qualification Request Form

PRE-QUALIFICATION REQUEST: Pre-approval is required and expires sixty (60) days after approval.

Name of business		Estimated install date	
Physical address		PUD account number	
Mailing address			
Primary contact		Phone	
Secondary contact		Phone	
Year building built		Square footage	
Primary use of conditioned space. Please describe nature of business (i.e. what services or goods do you provide, grow or manufacture in this conditioned space)			

INSTALLATION INFORMATION

Installation company		Phone		Estimated cost	
Retrofit	Space 1		Space 2		Space 3
The space to be conditioned by the new DHP is currently heated by (select one)	☐ Zonal (retrofit) ☐ Electric Forced Air (retrofit) ☐ Ductless Heat Pump (upgrade) ☐ Air Source Heat Pump (upgrade)		☐ Zonal (retrofit) ☐ Electric Forced air (retrofit) ☐ Ductless Heat Pump (upgrade) ☐ Air Source Heat Pump (upgrade)		☐ Zonal (retrofit) ☐ Electric Forced Air (retrofit) ☐ Ductless Heat Pump (upgrade) ☐ Air Source Heat Pump (upgrade)
AHRI reference number					
Outdoor unit manufacturer					
Outdoor unit model #					
Outdoor unit cooling (tons)		HSPF		HSPF	
Indoor unit model #					
Indoor unit model #					

SIGNATURE and DISCLAIMER

Applicant is responsible for adhering to Program Guidelines. Wahkiakum PUD hereby disclaims any and all implied warranties (including but not limited to implied warranties of merchantability or fitness for a particular purpose) and shall not be responsible for any representation or promise with respect to the equipment, materials or labor required for the installation of energy efficiency measures on the premises, or the cost of such equipment, materials and labor. By signing this form, I understand that Wahkiakum PUD will make the final determination of any incentive that I may receive. Programs are subject to change without notice.

Business Owner signature:

Date:

**SIGN
HERE**

Optional Payment Release: By owner signing below I release my utility rebate to be paid directly to the installation company.

**SIGN
HERE**

To obtain pre-approval, submit Form to Wahkiakum PUD:

By fax: 360-795-8441 or Email: cs@wahkiakumpud.org

By mail: PO Box 248, Cathlamet WA 98612

In person: 45 River Street, Cathlamet WA 98612

Questions? Contact Wahkiakum PUD:

Phone: (360) 795-3266 or (360) 465-2171

Visit us on the web at www.wahkiakumpud.org