

# **wattsmart Homes Program**

## Washington Trade Ally Program Manual

## Table of Contents

Purpose Of This Manual.....	3
Trade Ally Overview.....	3
Housing Type Definitions.....	5
<u>Existing Single Family Homes Incentives</u>	
<u>Weatherization</u>	
Insulation.....	6
Windows.....	8
<u>Mechanical Systems</u>	
Central Air Conditioner with Best Practices Installation and Sizing.....	9
Duct Sealing (Stand Alone).....	10
Duct Sealing and Insulation.....	11
Ductless Heat Pump Measures.....	12
Heat Pump Water Heater.....	17
<u>Existing Manufactured Homes Incentives</u>	
<u>Weatherization</u>	
Insulation.....	18
Windows.....	20
<u>Mechanical Systems</u>	
Central Air Conditioner with Best Practices Installation and Sizing.....	21
Duct Sealing.....	22
Ductless Heat Pump Measures.....	24

Heat Pump Water Heater.....	29
<b><u>New Homes Incentives</u></b>	
Pre-Qualification .....	30
Whole Home Performance Path.....	31
<b><u>Multifamily Incentives</u></b>	
Pre-Qualification.....	32
<b><u>Weatherization</u></b>	
Insulation.....	33
<b><u>Mechanical Systems</u></b>	
Ductless Heat Pump.....	35
Glossary.....	36

## 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 multifamily incentives.

## Trade Ally Overview

A trade ally is a contractor (general, HVAC, weatherization, or plumber) 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.

<b>Equipment or Service</b>	<b>Qualifying Certifications</b>
Duct Sealing  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 Conversion with Best Practice Installation and Sizing  Heat Pump Upgrade with Best Practice Installation and Sizing  Heat Pump Commissioning, Controls, 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
New Homes Performance Path	RESNET Certified Rater

## **Housing Type Definitions**

### Existing Construction:

Defined as a dwelling that had a Certificate of Occupancy (CO) issued beyond one or more years in length. Dwellings with a CO issue date within one year are not eligible for applicable existing homes incentives.

### New Construction:

Defined as a dwelling under construction with an open building permit or completed less than 90 days past the CO issue date.

### Single Family:

Defined as detached one and two-family dwellings and multiple attached one-family dwellings (townhomes) three stories or less in height above grade. Attached multiple one-family dwellings are limited to 4 dwellings or less and cannot be stacked, meaning one dwelling cannot be located above or below another.

### Manufactured Homes:

Defined as "a structure, transportable in one or more sections" and "is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, electrical systems contained therein" (source: Part 3280, Manufactured Home Construction and Safety Standards, Oct. 1994). The definition of manufactured homes will also include older homes manufactured in factories and hauled over the road to the home site, and regulated by U.S. Department of Housing and Urban Development (HUD).

### Multifamily:

Defined as dwellings not meeting the definition of single-family and are 5 stories total in height or less. Multifamily dwellings are usually comprised of 5 or more attached units, but dwellings comprised of less than 5 units can qualify as Multifamily as long as they are stacked (share a common floor or ceiling) and do not meet the definition on single-family.

## Existing Single Family Homes Incentives

---

### Attic Insulation

Electrically Heated Home Customer

Incentive: \$0.30/sq. ft.

Electrically Cooled Home Customer

Incentive: \$0.05/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

### Wall Insulation

Electrically Heated Home Customer

Incentive: \$0.40/sq. ft.

#### Requirements:

- Existing Walls must be uninsulated; R-0
- Final R-value depth must be equal to or greater than R-11 (or fill cavity)
- Electrically cooled homes do not qualify

### 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-19 but less than R-30

#### Requirements:

- Existing Floors must be uninsulated; R-0
- Final R-value depth must be equal to or greater than R-19
- Electrically cooled homes do not qualify

### Ensure the home qualifies:

- Must be an existing single family home; new construction is not eligible for this incentive
  - Electric heating is defined as a permanently installed system consisting of an electric furnace, heat pump or electric zonal heating system (baseboard or ceiling/wall heaters) serving as the home's primary heat source (space heaters do not qualify)
  - Electric cooling is defined as gas heating and a 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 coolers do not qualify)
- Work completed must comply with all building codes and standards
- For each area of the home, limit one incentive per insulation type, for the lifetime of the home
- Work performed as part of building code requirements do not qualify
- Homes built in or after 2013 do not qualify

### Requirements for all insulation projects:

- Work must be completed by a Program-Eligible Weatherization Contractor listed on the [Program-Eligible Weatherization Contractor List](#) or may be self-installed by the homeowner
- Insulation must be installed according to the specifications outlined in the [Washington Technical Specifications Manual](#) and the [website](#)
- Insulation must be installed between unconditioned and conditioned living spaces

### Additional program requirements:

- Submit all documents so they are postmarked within 90 days of the qualifying service completion date
- Incentive cannot exceed total cost of the project
- Self-installed insulation are eligible for incentives on materials only
- For each area of the home, limit one insulation per insulation type for the lifetime of the home
- Incentive is paid based on square footage of insulation installed

**Required documents:**

- **Insulation Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Date work initiated
  - Date work completed
  - Square footage of area(s) insulated
  - Pre-existing R-value
  - Added R-value
  - Retailer and/or trade ally business name

**Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
  - [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)
- 
-



## Existing Single Family Homes Incentives Continued

---

### **Windows**

**Electrically Heated Home Customer Incentive:** \$0.65/sq. ft.

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

- Must be an existing single family home; new construction is not eligible for this incentive
- Home's primary heat must be electric baseboard, electric ceiling or wall heat, electric furnace, ductless heat pump, or electric ducted heat pump (space heaters do not qualify)

#### **Requirements:**

- Maximum U-factor of 0.25 or lower (sliding glass doors must be 80 percent glazed to qualify)
- Work must be completed by either a Program-Eligible Weatherization Contractor listed on the [Program-Eligible Weatherization Contractor List](#) or may be self-installed by homeowner
- Windows must be installed in finished or conditioned living spaces with permanently installed heating
- Windows must be installed according to the specifications [Washington Technical Specifications Manual](#) available at and the [website](#)
- Work completed must comply with all building codes and standards
- Work completed as part of building code requirements do not qualify

#### **Additional program requirements:**

- Submit all documents within 90 days of the qualifying service completion date
- Incentive may not exceed the total cost of the project
- Self-installers are eligible for incentives on materials only
- 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

#### **Required documents:**

- **Windows Application-** completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Quantity of windows
  - Dimensions of each window
  - Date of purchase
  - Date work initiated
  - Date work completed
  - Retailer and/or trade ally business name
- Manufacturer's specification sheet or NRFC (National Fenestration Rating Council) stickers for each window

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Single Family Homes Incentives Continued

---

---

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

Electrically Heated Home Customer Incentive: \$50

Electrically Heated Home Trade Ally Incentive: \$75

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

- Must be an existing single family home; new construction is not eligible for this incentive
- 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, subject to program approval)

#### **Requirements:**

- Minimum 15 SEER
- 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
- Window air conditioning units, packaged terminal units, and heat pumps are not eligible
- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Central Air Conditioner must be installed according to the specifications [Washington Technical Specifications Manual](#) available at and the [website](#)

#### **Additional program requirements:**

- Incentive amount may not exceed the total cost of the project
- Submit all documents within 90 days of the service completion date
- All HVAC equipment incentives required an AHRI certificate to qualify the AHRI Directory can be found online at [ahridirectory.org](http://ahridirectory.org)

#### **Required documents:**

- **Central Air Conditioner Application-** completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model number for condenser and coil
  - Date work initiated
  - Date work completed
  - Trade ally business name
- AHRI certificate

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Single Family Homes Incentives Continued

---

---

### **Duct Sealing (Stand Alone)**

Electrically Heated Home Customer Incentive: \$300

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

- Must be an existing single family home; new construction is not eligible for this incentive

#### **Requirements:**

- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Work completed must comply with all building codes and standards
- Must have a minimum of 10 linear feet of exposed ductwork located in unconditioned space
- Home's primary heat source must be a ducted heat pump or electric forced air furnace
- Existing ducts must be unsealed
- All physically accessible ducts located in unconditioned space must be sealed
- Duct sealing must be installed according to the specifications [Washington Technical Specifications Manual](#) available at and the [website](#)
- A functioning carbon monoxide alarm is required when a combustion appliance is present within the confines of the structure

#### **Additional program requirements:**

- Home may qualify for either duct sealing or duct sealing + duct insulation, but not both
- Incentives are limited to one-time installations within the qualified space of the home and may not exceed the total cost of the project
- Homes that have previously received an incentive through the program do not qualify for additional incentives if replaced
- Submit all documents within 90 days of the qualifying service completion date

#### **Required documents:**

- **Duct Sealing and Duct Insulation Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Date work initiated
  - Date work completed
  - Trade ally business name

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Single Family Homes Incentives Continued

---

---

### **Duct Sealing and Insulation**

Electrically Heated Home Customer Incentive: \$600

Electrically Heated Home Trade Ally Incentive: \$200

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

- Must be an existing single family home; new construction is not eligible for this incentive

#### **Requirements:**

- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Work completed must comply with all building codes and standards
- Must have a minimum of 10 linear feet of exposed ductwork located in unconditioned space
- Home's primary heat source must be a ducted heat pump or electric forced air furnace
- Existing ducts must be unsealed
- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- All physically accessible ducts located in unconditioned space must be sealed
- A functioning carbon monoxide alarm is required when a combustion appliance is present within the confines of the structure
- Pre-existing duct insulation levels may not exceed R-2 and must be replaced with at least R-8
- All physically accessible ducts located in unconditioned space must be insulated
- Services must result in final duct insulation of R-8 or greater
- Duct sealing + duct insulation must be performed in the same project, with insulation installed after the ducts are sealed

#### **Additional program requirements:**

- Home may qualify for either duct sealing or duct sealing + duct insulation, but not both
- When applying for duct sealing + duct insulation, separate trade allies may perform the two services; the trade ally listed in section 2 of the application will receive the trade ally incentive
- Incentives are limited to one-time installations within the qualified space of the home and may not exceed the total cost of the project
- Homes that have previously received an incentive through the program do not qualify for additional incentives if replaced
- Submit all documents within 90 days of the qualifying service completion date

#### **Required documents:**

- **Duct Sealing and Duct Insulation Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Date work initiated
  - Date work completed
  - Trade ally business name

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Single Family Homes Incentives Continued

---

---

### **Ductless Heat Pump**

Electrically Heated Home Customer Incentive: \$1,000

Electrically Heated Home Trade Ally Incentive: \$300

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

- Must be an existing single family home; new construction is not eligible for this incentive
- Previous primary heat source must have been a permanently installed electric resistance heating system (electric baseboard, electric furnace, electric ceiling/wall heat)
- Incentive is not offered to customers replacing an existing ducted heat pump
- 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 the program for more information).

#### **Requirements:**

- Minimum 9.0 HSPF
- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- Equipment must be a new AHRI rated ductless (mini-split) system
- Must employ an inverter driven outdoor compressor unit and a variable speed fan for indoor blower and be fully ductless
- Work must be completed by a Program-Qualified Contractor listed on the [Program-Eligible HVAC Contractor List](#).

#### **Additional program requirements:**

- May apply for only one incentive per heat pump
- Submit all documents within 90 days of the qualifying service completion date
- Incentive may not exceed the total cost of the project

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- AHRI certificate

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Single Family Homes Incentives Continued

---

---

### **Heat Pump Conversion with Best Practice Installation and Sizing**

#### **Federal Standard HSPF**

Electrically Heated Home Customer Incentive: \$1,000

Electrically Heated Home Trade Ally Incentive: \$300

#### **9.0 HSPF**

Electrically Heated Home Customer Incentive: \$1,500

Electrically Heated Home Trade Ally Incentive: \$500

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

- Must be an existing single family home; new construction is not eligible for this incentive
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify

#### **Requirements:**

- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI (Air-Conditioning, Heating and Refrigeration Institute) Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- May apply for only one of these incentives per heat pump
- Minimum Federal Standard HSPF
- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Previous primary heat source must have been a permanently installed electric resistance heating system (electric baseboard, electric furnace, electric ceiling/wall heat)
- Incentive not offered to customers replacing an existing ducted heat pump
- 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
- Must include Best Practice Installation and Sizing
- 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, subject to program approval)

#### **Additional program requirements:**

- Incentive amount may not exceed the total cost of the project
- All required documentation must be submitted within 90 days of the service completion date

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- Manual J load or equivalent load calculation
- AHRI certificate

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Single Family Homes Incentives Continued

---

---

### **Heat Pump Commissioning, Controls, and Sizing**

Electrically Heated Home Customer Incentive: \$150

Electrically Heated Home Trade Ally Incentive: \$100

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

- Must be an existing single family home; new construction is not eligible for this incentive
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify

#### **Requirements:**

- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI (Air-Conditioning, Heating and Refrigeration Institute) Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- May apply for only one of these incentives per heat pump
- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Minimum Federal Standard HSPF

#### **Additional program requirements:**

- Incentive amount may not exceed the total cost of the project
- All required documentation must be submitted within 90 days of the service completion date

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- Manual J load or equivalent load calculation

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Single Family Homes Incentives Continued

---

---

### **Heat Pump Upgrade with Best Practice Installation and Sizing**

Electrically Heated Home Customer Incentive: \$200

Electrically Heated Home Trade Ally Incentive: \$100

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

- Must be an existing single family home; new construction is not eligible for this incentive
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify

#### **Requirements:**

- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI (Air-Conditioning, Heating and Refrigeration Institute) Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- May apply for only one of these incentives per heat pump
- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Minimum 9.0 HSPF
- Previous primary heat source must have been a permanently installed heat pump
- 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
- Must include Best Practice Installation and Sizing
- 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, subject to program approval)

#### **Additional program requirements:**

- Incentive amount may not exceed the total cost of the project
- All required documentation must be submitted within 90 days of the service completion date

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- Manual J load or equivalent load calculation
- AHRI certificate

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)



## Existing Single Family Homes Incentives Continued

---

---

### Heat Pump Water Heater

#### Tier 3

Electrically Heated Home Customer Incentive: \$400

Electrically Heated Home Trade Ally Incentive: \$200

#### Tier 4 and above

Electrically Heated Home Customer Incentive: \$600

Electrically Heated Home Trade Ally Incentive: \$200

#### Ensure the home qualifies:

- Must be an existing single family home; new construction is not eligible for this incentive
- Work completed must comply with all building codes and standards

#### Requirements:

- Heat pump water heater must be on [Qualified Products List](#) at time of purchase. For tier qualifications, please reference the Qualified Products List
- Tier 3 heat pump water heaters with tank sizes about 55 gallons are not eligible
- Work must be completed by a Program-Eligible Contractor listed on the [Program-Eligible Plumbing Contractors List](#) or may be self-installed
- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Previous heat pump water heater 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

#### Additional program requirements:

- Mail all documents so they are submitted within 90 days of the qualifying service completion date
- Incentive cannot exceed project costs
- Self-installed heat pump water heaters are eligible for equipment costs only

#### Required documents:

- **Heat Pump Water Heater Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Retailer and/or trade ally business name

#### Additional Documents:

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Manufactured Homes Incentives

---

---

### Attic Insulation

Electrically Heated Home Customer

Incentive: \$0.50/sq. ft.

### Attic Insulation

Electrically Heated Home Customer

Incentive: \$0.60/sq. ft.

### Floor Insulation

Electrically Heated Home Customer

Incentive: \$0.30/sq. ft.

#### Requirements:

- Existing Attic must be uninsulated; R-0
- Final R-value depth must be equal to or greater than R-22

#### Requirements:

- Existing R-value must be no more than R-11
- Final R-value depth must be equal to or greater than R-30

#### Requirements:

- Existing Floors must be uninsulated; R-0
- Final R-value depth must be equal to or greater than R-22

#### Ensure the home qualifies:

- Must be an existing manufactured home; new construction is not eligible for this incentive
  - Electric heating is defined as a permanently installed system consisting of an electric furnace, heat pump or electric zonal heating system (baseboard or ceiling/wall heaters) serving as the home's primary heat source (space heaters do not qualify)
  - Electric cooling is defined as gas heating and a 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 coolers do not qualify)
- Work completed must comply with all building codes and standards
- For each area of the home, limit one incentive per insulation type, for the lifetime of the home
- Work performed as part of building code requirements do not qualify
- Homes built in or after 2013 do not qualify

#### Requirements for all insulation projects:

- Work must be completed by a Program-Eligible Weatherization Contractor listed on the [Program-Eligible Weatherization Contractor List](#) or may be self-installed by the homeowner
- Insulation must be installed according to the specifications outlined in the [Washington Technical Specifications Manual](#) and the [website](#)
- Insulation must be installed between unconditioned and conditioned living spaces

#### Additional program requirements:

- Submit all documents so they are postmarked within 90 days of the qualifying service completion date
- Incentive cannot exceed total cost of the project
- Self-installed insulation are eligible for incentives on materials only
- For each area of the home, limit one insulation per insulation type for the lifetime of the home
- Incentive is paid based on square footage of insulation installed

#### Required documents:

- **Insulation Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Date work initiated

- Date work completed
- Square footage of area(s) insulated
- Pre-existing R-value
- Added R-value
- Retailer and/or trade ally business name

**Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
  - [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)
- 
-

## Existing Manufactured Homes Incentives Continued

---

### **Windows**

**Electrically Heated Home Customer Incentive:** \$0.65/sq. ft.

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

- Must be an existing manufactured home; new construction is not eligible for this incentive
- Home's primary heat must be electric baseboard, electric ceiling or wall heat, electric furnace, ductless heat pump, or electric ducted heat pump (space heaters do not qualify)

#### **Requirements:**

- Maximum U-factor of 0.25 or lower (sliding glass doors must be 80 percent glazed to qualify)
- Work must be completed by either a Program-Eligible Weatherization Contractor listed on the [Program-Eligible Weatherization Contractor List](#) or may be self-installed by homeowner
- Windows must be installed in finished or conditioned living spaces with permanently installed heating
- Windows must be installed according to the specifications [Washington Technical Specifications Manual](#) available at and the [website](#)
- Work completed must comply with all building codes and standards
- Work completed as part of building code requirements do not qualify

#### **Additional program requirements:**

- Submit all documents within 90 days of the qualifying service completion date
- Incentive may not exceed the total cost of the project
- Self-installers are eligible for incentives on materials only
- 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

#### **Required documents:**

- **Windows Application-** completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Quantity of windows
  - Dimensions of each window
  - Date of purchase
  - Date work initiated
  - Date work completed
  - Retailer and/or trade ally business name
- Manufacturer's specification sheet or NRFC (National Fenestration Rating Council) stickers for each window

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Manufactured Homes Incentives Continued

---

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

Electrically Heated Home Customer Incentive: \$50

Electrically Heated Home Trade Ally Incentive: \$75

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

- Must be an existing manufactured home; new construction is not eligible for this incentive
- 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, subject to program approval)

#### **Requirements:**

- Minimum 15 SEER
- 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
- Window air conditioning units, packaged terminal units, and heat pumps are not eligible
- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Central Air Conditioner must be installed according to the specifications [Washington Technical Specifications Manual](#) available at and the [website](#)

#### **Additional program requirements:**

- Incentive amount may not exceed the total cost of the project
- Submit all documents within 90 days of the service completion date
- All HVAC equipment incentives required an AHRI certificate to qualify the AHRI Directory can be found online at [ahridirectory.org](http://ahridirectory.org)

#### **Required documents:**

- **Central Air Conditioner Application-** completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model number for condenser and coil
  - Date work initiated
  - Date work completed
  - Trade ally business name
- AHRI certificate

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Manufactured Homes Incentives Continued

---

---

### **Duct Sealing (Stand Alone)**

Electrically Heated Home Customer Incentive: \$300

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

- Must be an existing manufactured home; new construction is not eligible for this incentive

#### **Requirements:**

- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Work completed must comply with all building codes and standards
- Must have a minimum of 10 linear feet of exposed ductwork located in unconditioned space
- Home's primary heat source must be a ducted heat pump or electric forced air furnace
- Existing ducts must be unsealed
- All physically accessible ducts located in unconditioned space must be sealed
- Duct sealing must be installed according to the specifications [Washington Technical Specifications Manual](#) available at and the [website](#)
- A functioning carbon monoxide alarm is required when a combustion appliance is present within the confines of the structure

#### **Additional program requirements:**

- Home may qualify for either duct sealing or duct sealing + duct insulation, but not both
- Incentives are limited to one-time installations within the qualified space of the home and may not exceed the total cost of the project
- Homes that have previously received an incentive through the program do not qualify for additional incentives if replaced
- Submit all documents within 90 days of the qualifying service completion date

#### **Required documents:**

- **Duct Sealing and Duct Insulation Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Date work initiated
  - Date work completed
  - Trade ally business name

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Manufactured Homes Incentives Continued

---

---

### **Duct Sealing (Direct Install)**

**Electrically Heated Home Customer Incentive:** Free

#### **Requirements:**

- The Manufactured Homes Duct Sealing Direct Install measure is performed by a closed network of trade allies. If you are interested in pursuing this work, please contact the program for more details at [hes@pacificpower.net](mailto:hes@pacificpower.net)

## Existing Manufactured Homes Incentives Continued

---

---

### **Ductless Heat Pump**

**Electrically Heated Home Customer Incentive:** \$1,000

**Electrically Heated Home Trade Ally Incentive:** \$300

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

- Must be an existing manufactured home; new construction is not eligible for this incentive
- Previous primary heat source must have been a permanently installed electric resistance heating system (electric baseboard, electric furnace, electric ceiling/wall heat)
- Incentive is not offered to customers replacing an existing ducted heat pump
- 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 the program for more information).

#### **Requirements:**

- Minimum 9.0 HSPF
- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- Equipment must be a new AHRI rated ductless (mini-split) system
- Must employ an inverter driven outdoor compressor unit and a variable speed fan for indoor blower and be fully ductless
- Must have at least one indoor heat installed in the primary living space
- Work must be completed by a Program-Qualified Contractor listed on the [Program-Eligible HVAC Contractor List](#).

#### **Additional program requirements:**

- May apply for only one incentive per heat pump
- Submit all documents within 90 days of the qualifying service completion date
- Incentive may not exceed the total cost of the project

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- AHRI certificate

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)



## Existing Manufactured Homes Incentives Continued

---

---

### **Heat Pump Conversion with Best Practice Installation and Sizing**

#### **Federal Standard HSPF**

Electrically Heated Home Customer Incentive: \$1,000

Electrically Heated Home Trade Ally Incentive: \$300

#### **9.0 HSPF**

Electrically Heated Home Customer Incentive: \$1,000

Electrically Heated Home Trade Ally Incentive: \$300

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

- Must be an existing manufactured home; new construction is not eligible for this incentive
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify

#### **Requirements:**

- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI (Air-Conditioning, Heating and Refrigeration Institute) Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- May apply for only one of these incentives per heat pump
- Minimum Federal Standard HSPF
- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Previous primary heat source must have been a permanently installed electric resistance heating system (electric baseboard, electric furnace, electric ceiling/wall heat)
- Incentive not offered to customers replacing an existing ducted heat pump
- 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
- Must include Best Practice Installation and Sizing
- 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, subject to program approval)

#### **Additional program requirements:**

- Incentive amount may not exceed the total cost of the project
- All required documentation must be submitted within 90 days of the service completion date

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- Manual J load or equivalent load calculation
- AHRI certificate

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Manufactured Homes Incentives Continued

---

### **Heat Pump Commissioning, Controls, and Sizing**

Electrically Heated Home Customer Incentive: \$200

Electrically Heated Home Trade Ally Incentive: \$50

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

- Must be an existing manufactured home; new construction is not eligible for this incentive
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify

#### **Requirements:**

- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI (Air-Conditioning, Heating and Refrigeration Institute) Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- May apply for only one of these incentives per heat pump
- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Minimum Federal Standard HSPF

#### **Additional program requirements:**

- Incentive amount may not exceed the total cost of the project
- All required documentation must be submitted within 90 days of the service completion date

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- Manual J load or equivalent load calculation

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Manufactured Homes Incentives Continued

---

### **Heat Pump Upgrade with Best Practice Installation and Sizing**

Electrically Heated Home Customer Incentive: \$150

Electrically Heated Home Trade Ally Incentive: \$100

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

- Must be an existing manufactured home; new construction is not eligible for this incentive
- Gas, oil, wood heating, pellet stoves, and propane systems conversions do not qualify

#### **Requirements:**

- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI (Air-Conditioning, Heating and Refrigeration Institute) Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- May apply for only one of these incentives per heat pump
- Work must be completed by a Program-Qualified HVAC Contractor listed on the [Program-Eligible HVAC Contractor List](#)
- Minimum 9.0 HSPF
- Previous primary heat source must have been a permanently installed heat pump
- 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
- Must include Best Practice Installation and Sizing
- 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, subject to program approval)

#### **Additional program requirements:**

- Incentive amount may not exceed the total cost of the project
- All required documentation must be submitted within 90 days of the service completion date

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- Manual J load or equivalent load calculation
- AHRI certificate

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Existing Manufactured Homes Incentives Continued

---

### Heat Pump Water Heater

#### Tier 3

Electrically Heated Home Customer Incentive: \$400

Electrically Heated Home Trade Ally Incentive: \$200

#### Tier 4+

Electrically Heated Home Customer Incentive: \$600

Electrically Heated Home Trade Ally Incentive: \$200

#### Ensure the home qualifies:

- Must be an existing manufactured home; new construction is not eligible for this incentive
- Work completed must comply with all building codes and standards

#### Requirements:

- Heat pump water heater must be on [Qualified Products List](#) at time of purchase. For tier qualifications, please reference the Qualified Products List
- Tier 3 heat pump water heaters with tank sizes about 55 gallons are not eligible
- Work must be completed by a Program-Eligible Contractor listed on the [Program-Eligible Plumbing Contractors List](#) or may be self-installed
- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Previous heat pump water heater 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

#### Additional program requirements:

- Mail all documents so they are submitted within 90 days of the qualifying service completion date
- Incentive cannot exceed project costs
- Self-installed heat pump water heaters are eligible for equipment costs only

#### Required documents:

- **Heat Pump Water Heater Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Retailer and/or trade ally business name

#### Additional Documents:

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## New Homes Incentives Continued

---

### **Whole Home Performance Path**

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

**Electrically Cooled Home Builder Incentive:** \$500

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

- Home must be new single family construction
- Work completed must comply with all building codes and standards
- For the electric heating incentive, home's primary heat must be electric baseboard, electric ceiling or wall heat, electric furnace, ductless heat pump, or electric ducted heat pump (space heaters do not qualify)
- For the electric cooled incentive, home's primary heat must be natural gas furnace

#### **Requirements:**

- Home must be at least 10% better than current Washington State Energy Code
- Home may not qualify for any individual incentives in addition to the new homes whole home performance path incentive
- Home is subject to program on-site inspections upon request, during construction or at completion
- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Home must be modeled and inspected by a third-party RESNET certified Rater and be on the Rater List. Please contact the program for qualified Raters at [hes@pacificpower.net](mailto:hes@pacificpower.net)
- Must use Better Built NW AXIS database for modeling purposes

#### **Required documents:**

- **New Homes Whole Home Performance Path Application-** completed and signed
- Copy of Certificate of Occupancy
- Pre-qualification approval paperwork

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## Multifamily Incentives

---

### **Rate Schedule Verification:**

Multifamily property owners must have a landlord account on a qualifying residential rate schedule. Have the property owner find their rate schedule by looking on their utility bill or by calling 1-888-221-7070.

Qualifying residential rate schedules:

- Washington: 16, 17 or 18

Once it has been established that the complex is on a qualified residential rate schedule, a pre-qualification inspection can take place.

### **Prequalification:**

- Please contact the program at [HESMultifamily@pacificpower.net](mailto:HESMultifamily@pacificpower.net) and provide the following required information to initiate a pre-qualification inspection:
    - Specific street address or account number
    - Complex Name
    - Contact at the complex and phone number where they can be reached
    - Measures that are being requested to be inspected
  - Once this information is received, an inspector will assess the complex to verify whether it qualifies and if it would benefit from our incentive offerings.
  - You will be notified of the status of the inspection. If the complex qualifies for any of the wattsmart Home Program incentives, the contractor will schedule a time with the property manager to complete the work.
-

## Multifamily Incentives Continued

---

---

### **Attic Insulation**

Electrically Heated Home Customer

Incentive: \$0.30/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

### **Wall Insulation**

Electrically Heated Home Customer

Incentive: \$0.40/sq. ft.

#### **Requirements:**

- Existing Walls must be uninsulated; R-0
- Final R-value depth must be equal to or greater than R-11 (or fill cavity)

### **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-19 but less than R-30

#### **Requirements:**

- Existing Floors must be uninsulated; R-0
- Final R-value depth must be equal to or greater than R-19

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

- Home must complete the pre-qualification process. Contact the program to begin the pre-qualification process and to get the required application documents at [hismultifamily@pacificpower.net](mailto:hismultifamily@pacificpower.net)
- Must be an existing multifamily; new construction is not eligible for this incentive
- Electric heating is defined as a permanently installed system consisting of an electric furnace, heat pump or electric zonal heating system (baseboard or ceiling/wall heaters) serving as the home's primary heat source (space heaters do not qualify)
- Work completed must comply with all building codes and standards
- For each area of the home, limit one incentive per insulation type, for the lifetime of the home
- Work performed as part of building code requirements do not qualify
- Homes built in or after 2013 do not qualify

### **Requirements for all insulation projects:**

- Work must be completed by a Program-Eligible Weatherization Contractor listed on the [Program-Eligible Weatherization Contractor List](#) or may be self-installed by the homeowner
- Insulation must be installed according to the specifications outlined in the [Washington Technical Specifications Manual](#) and the [website](#)
- Insulation must be installed between unconditioned and conditioned living spaces

### **Additional program requirements:**

- Submit all documents so they are postmarked within 90 days of the qualifying service completion date
- Incentive cannot exceed total cost of the project
- Self-installed insulation are eligible for incentives on materials only
- For each area of the home, limit one insulation per insulation type for the lifetime of the home
- Incentive is paid based on square footage of insulation installed

**Required documents:**

- **Insulation Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Date work initiated
  - Date work completed
  - Square footage of area(s) insulated
  - Pre-existing R-value
  - Added R-value
  - Retailer and/or trade ally business name
- Program pre-qualification approval

**Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
  - [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)
- 
-



## Multifamily Incentives Continued

---

### **Ductless Heat Pump**

**Electrically Heated Home Customer Incentive:** \$1,000

**Electrically Heated Home Trade Ally Incentive:** \$300

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

- Home must complete the pre-qualification process. Contact the program to begin the pre-qualification process and to get the required application documents at [hismultifamily@pacificpower.net](mailto:hismultifamily@pacificpower.net)
- Must be an existing multifamily home; new construction is not eligible for this incentive
- Previous primary heat source must have been a permanently installed electric resistance heating system (electric baseboard, electric furnace, electric ceiling/wall heat)
- Incentive is not offered to customers replacing an existing ducted heat pump

#### **Requirements:**

- Minimum 9.0 HSPF
- All services must be installed according to the specifications [Washington Technical Specifications Manual](#) and the [website](#)
- Equipment must be listed on the AHRI Certified Directory: [ahridirectory.org](http://ahridirectory.org)
- Work completed must comply with all building codes and standards
- Equipment must be a new AHRI rated ductless (mini-split) system
- Must employ an inverter driven outdoor compressor unit and a variable speed fan for indoor blower and be fully ductless
- Must have at least one indoor heat installed in the primary living space
- Work must be completed by a Program-Qualified Contractor listed on the [Program-Eligible HVAC Contractor List](#).

#### **Additional program requirements:**

- May apply for only one incentive per heat pump
- Submit all documents within 90 days of the qualifying service completion date
- Incentive may not exceed the total cost of the project

#### **Required documents:**

- **Heat Pump Application**- completed and signed
- Itemized receipt or contractor invoice must include:
  - Product and/or installation costs (materials, labor, service)
  - Model numbers: indoor and outdoor
  - Date work initiated
  - Date work completed
  - Trade ally business name
- AHRI certificate
- Program pre-qualification approval

#### **Additional Documents:**

- [W-9 tax form](#) for businesses and non-individual customers, including landlords, applying for incentives
- [Third Party Payment Addendum](#) (only for homeowners and other third-party entities not listed on account and applying for incentives)

## 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>PPL</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)