



## RESIDENTIAL PTCS HVAC HEAT PUMP & PTCS DUCT SEAL Steps to Participation

### Getting Started

To be eligible for the PTCS Heat Pump or PTCS Duct Seal rebate, the application must be pre-approved by Blachly-Lane Electric Cooperative (BLEC) prior to installation. To find out if a contractor is PTCS certified go to [www.ptcsnw.com](http://www.ptcsnw.com). Please follow this procedure to qualify for the rebate:

#### 1. Member And Contractor

- Member fills out information and signs the HVAC rebate application.
- Contractor completes New Equipment Information and Contractor Information on rebate application, provides the Balance Point Worksheet & Manual J or the PTCS system sizing calculator (for heat pumps only) and the AHRI certificate.
- Please contact [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) if you would like a copy of the PTCS system sizing calculator.

#### 2. Project Pre-Approval

- Contractor submits forms to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or FAX 503-344-6942 for **pre-approval**. During the pre-approval process, the member account and HVAC information is verified.
- Upon receipt of the pre-approval from BLEC, you may begin the project. Project must be completed in three months.
- If the work is not completed within the three months of the pre-approval, the member or contractor must reapply for rebate(s). There is no guarantee that funds will be available after the three month approval or that the incentive rebate amount will remain the same.

#### 3. Post-Installation

- After installation the contractor submits all required documents to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com).
- The PTCS heat pump and/or PTCS duct seal must be approved in the PTCS registry before the rebate will be processed.
- A post-installation inspection may be required.

#### 4. Documents Required To Process Your Rebate(s)!

##### For PTCS Heat Pumps:

- BLEC Residential HVAC with PTCS rebate application signed by both the member & contractor
- Heat Load Calculations (manual J) & the Balance Point Worksheet or the PTCS system sizing calculator
- PTCS Heat Pump Form
- PTCS Heat Pump Registry Approval
- PTCS Commission & Controls can not be combined with any other Heat Pump measure
- Final Invoice

##### For PTCS Duct Seals:

- BLEC Residential HVAC with PTCS rebate application signed by both the member & contractor
- PTCS Duct Seal Form
- PTCS Duct Seal Registry Approval
- Final Invoice

#### 5. Receive Your Rebate

You can expect to receive your rebate 8 to 10 weeks after the final inspection and receipt of all required documentation.

**All work must meet Bonneville Power Administration (BPA) and Blachly-Lane Electric Cooperative program installation requirements.**

For additional questions, call 888-883-9879.