



Please Return This Form To:  
 Eugene Water & Electric Board  
 Customer Solutions Department  
 PO Box 10148 Eugene, OR 97401  
[ems.answers@eweb.org](mailto: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. A copy of this completed form and the purchase receipt or invoice must be promptly submitted to EWEB, along with the AHRI certificate.

All systems must:

1. Be AHRI-certified.
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 <sup>1</sup> <input type="checkbox"/> Multiple Ductless Indoor Heads <input type="checkbox"/> Multiple Indoor Ducted Mini-Splits <sup>1</sup> <input type="checkbox"/> Combination Ductless/Ducted Mini-Splits	<input type="checkbox"/> Existing Single Family <input type="checkbox"/> Existing Manufactured <input type="checkbox"/> Existing Multi-family <input type="checkbox"/> New Manufactured <input type="checkbox"/> New Single Family, see additional requirement below * <sup>3</sup>	<input type="checkbox"/> Electric Forced Air Furnace <input type="checkbox"/> Electric Zonal <sup>2</sup> <input type="checkbox"/> Non-electric heat (gas or oil) * <sup>3</sup> <input type="checkbox"/> Ducted Heat Pump <sup>4</sup> <input type="checkbox"/> Ductless Heat Pump <sup>4</sup> <input type="checkbox"/> N/A (New Construction) * <sup>3</sup>

<sup>1</sup> For ducted mini-splits, the installer must confirm best practices were followed, see page 2. If the system uses a whole-home duct system, it may be eligible for funding through EWEB's ducted heat pump program.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> For DHP installations in homes that have an existing ducted or ductless heat pump, the pre-existing heat pump system must be removed, and the installed DHP must have a minimum HSPF of 11 or HSPF2 of 9.5.

<p><b>* For New Construction, and Retrofit installations where non-electric heat is being replaced, please confirm:</b></p>	<p>Does the new DHP serve at least 50% of the home's heated area?</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
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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		HSPF Rating:	HSPF2 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.