



# Rebate Reservation Request

## RCEA Heat Pump Rebate Program

RCEA Heat Pump Rebate payments are administered on a first-come, first-served basis until depleted. This Rebate Reservation Request is optional but recommended for a Customer installing eligible heat pump technologies. Before proceeding with project installation, submit this Rebate Reservation Request to Redwood Coast Energy Authority (RCEA) for approval at [rebates@redwoodenergy.org](mailto:rebates@redwoodenergy.org). Consult with your contractor about required permits for your equipment. Each residential customer can apply for up to \$3,000 total rebates. Commercial customers can apply for up to \$5,000.

Customer Name	
Address	City, State, Zip Code
Phone Number	Email Address

### Heat Pump Water Heater

Rebate Code	Manufacturer	Model Number	Size (Gal)	UEF	Expected Installation Date	Smart Unit?	Smart Kicker	# of Units	Rebate per Unit	Total Rebate
<i>Example: HP001</i>	<i>Rheem</i>	<i>XE40T10HS45UO</i>	<i>40</i>	<i>3.75</i>	<i>01/01/2022</i>	<i>Yes</i>	<i>\$200</i>	<i>1</i>	<i>\$600</i>	<i>\$800</i>
									\$600	
									\$600	
									Total	

### Heat Pump Space Heater

Rebate Code	Manufacturer	Model Number	SEER	HSPF	Expected Installation Date	# of Systems	Rebate per System	Capacity (Tons)	Rebate per Ton	Total Rebate
<i>Example: HP002</i>	<i>Mitsubishi</i>	<i>MSZ-GL24NA</i>	<i>20.5</i>	<i>10</i>	<i>01/01/2021</i>	<i>1</i>	<i>\$500</i>	<i>2</i>	<i>\$150</i>	<i>\$800</i>
									Total	

HP005 Panel Upgrade  
\$500

**The undersigned hereby acknowledges and agrees to the following:**

Rebate funds amount listed I as the “Estimated Rebate Reserved by RCEA” are reserved for 90 days upon RCEA approval of the Rebate Reservation Request. Extension requests will be considered on a case-by-case basis. The amount of the rebate reservation request is an estimate. Submission or approval of this Rebate Reservation Request is not a guarantee of receiving rebate funds. **Customer acknowledges the terms and conditions for participating in the Heat Pump Rebate Program described in the Rebate Application Terms and Conditions.**

Signature of Authorized Customer Agent	Date
(Print name)	Title

## **NEXT STEPS**

**Submit this form to the Heat Pump Rebate Technician e-mail to [rebates@redwoodenergy.org](mailto:rebates@redwoodenergy.org) or mail to: Redwood Coast Energy Authority, Attn: Heat Pump Rebate Program, 633 Third St, Eureka, CA 95501.**

Once your Rebate Reservation Request is approved, please commence with the next steps outlined below. Contact your RCEA Rebate Technician if you have any questions.

- 1. Review the required supplemental questionnaires, application, and terms and conditions before purchase and installation.** If applicable, supplemental questionnaires should be filled out before existing equipment is removed. Rebates are only available for technologies meeting specifications.
- 2. Hire a licensed contractor to install the heat pump(s).** Apply for all necessary permits. We recommend you include the following terms in your contract with your contractor to ensure your project meets program requirements:
  - a. Contractor will verify the equipment meets equipment specifications required for rebate before purchase.
  - b. **Contractor must provide RCEA documentation of the project costs with labor, materials, and miscellaneous costs itemized separately for each unique measure.** Each unique measure will have a unique rebate code.
  - c. Contractor will provide warranty information to the customer for all equipment installed.
  - d. Contractor will ensure proper system sizing and adhere to refrigerant handling best practices.
  - e. Contractor will provide all relevant permit numbers to be included on Rebate Application Form.
  - f. Contractor may agree to accept the rebate payment from RCEA as a partial project payment thereby reducing your upfront project cost. Contractor will provide RCEA a completed IRS Form W-9 if they will receive the payment.
- 3. Update your RCEA Rebate Technician of all project scope changes, including model numbers, quantity, or sizes, as they occur.** Project changes may lead to changes in the amount of rebate. Updates can be sent to the Rebate Technician, and they will re-issue your rebate reservations with the new estimate amounts. Only the amount in the originally submitted rebate estimates will be held for customers until the rebate approval is re-issued.
- 4. Complete the installation within 90 days from the rebate approval date.** Close out all necessary permits. Extension requests can be submitted to your RCEA Rebate Technician.
- 5. Once your installation is complete, your rebate application can be submitted.** You will need to sign and submit required supplemental questionnaires, application and all supporting documentation. At this stage, you will have the ability to assign your rebate payment to your installing contractor.
- 6. Submit your RCEA Rebate Technician the final installed equipment list (including specifications and installed quantities) and a copy of the project invoice as part of your application. The project invoice must itemize materials, labor, and miscellaneous costs for each unique measure separately.** You will need to request this from your contractor. Make sure your contractor has also provided you with warranty information for all equipment installed.
- 7. If check is to be sent to the installation contractor, send your RCEA Rebate Technician a completed W9 form from your contractor.** If the check will be sent to the customer, a W9 is not required.
- 8. RCEA Rebate Technician will calculate your rebate based on the equipment and quantities specified in your application.** Once all program requirements have been met, your RCEA Rebate Technician will notify you that your project has been closed out. **RCEA will process and send your rebate check within 30 days from project close out.**

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### **RCEA- Internal Use Only**

RCEA Determination <input type="checkbox"/> Approved / <input type="checkbox"/> Disqualified	<b>Estimated Rebate Reserved by RCEA</b>	<b>Rebate Reservation Expiration Date</b>
RCEA Approval		Date
RCEA Rebate Technician (print name)		Title