



Heat Pump Program Step by Step

- ❑ An EPUD Energy Analyst will visit your home to determine the current insulation levels. If your home needs additional insulation as outlined in the Heat Pump Program Description under “Minimum Insulation Requirements,” you will need to have this done before becoming eligible for the heat pump program. An additional loan of \$4000 and a rebate of \$500 are available for weatherization.
- ❑ Contact HVAC dealers for bids. After you have chosen a bid, send a copy of the bid and “EPUD’s Heat Pump Proposal Form” completed by the contractor, to EPUD for authorization of the work. Do not sign a contract with the HVAC contractor until after the loan is approved and EPUD has authorized the work. EPUD will work with the contractor before authorizing the work to ensure that the heat pump system meets our requirements.
- ❑ If you want to apply for the zero-interest loan (up to \$7500 is available), complete the First Tech Credit Union loan application and submit it, along with the \$7 fee, directly to the Credit Union.
- ❑ After you receive loan approval from the First Tech Credit Union and EPUD authorizes the work, you can sign a formal contract with the heat pump contractor and schedule the install. Remember, duct sealing is also a required component of the program and can be included in the loan.
- ❑ When the work is completed, EPUD will do a field inspection to verify system components. We will need a copy of the final invoice listing the heat pump type and model number, the air handler type and model number, and thermostat type and model number, if applicable. EPUD will process your loan and rebate after the inspection is complete and the system approved.
- ❑ **Please call Emerald Energy Services at 746-1583 if you have questions during the process.**