



Contractor Acknowledgement (Grant Applicants Only)

To be reviewed and signed by grant applicant’s selected contractor

Program Information:

NeighborImpact’s Heat Pump Grant Program provides partial payments for heat pump purchase and installation, to be paid directly to a qualified contractor. The purpose of this program is to increase access to heat pumps for Central Oregon households.

Application, Approval and Payment Process:

1. Homeowner must submit a completed application to NeighborImpact. The application materials must include documents submitted by a licensed Heat Pump contractor, including:
 - ✓ Heat Pump project cost estimate or bid, which includes heat pump brand and model number to be installed, and itemized cost estimate.
 - ✓ Contractor Acknowledgment (this document), signed by the contractor who provided the bid/estimate.
 - ✓ Contractor W9 form for current year.
2. NeighborImpact will process the application and determine if the homeowner is eligible for the Heat Pump grant program.
3. If the homeowner application is approved, a project agreement will be created between the client, NeighborImpact, and the contractor, to be signed by all parties. NeighborImpact cannot guarantee any payment until the project agreement is completed and signed.
4. The heat pump work will be completed by the contractor.
5. Prior to payment of the grant funds to the contractor, the contractor must submit:
 - ✓ An invoice that outlines NeighborImpact’s portion of the cost, and the homeowner’s portion (according to the project agreement).
6. Once all contractor documents have been received by NeighborImpact and the homeowner certifies that the work is complete, NeighborImpact will issue the grant payment directly to the contractor. The payment amount will be based upon the maximum grant amount identified in the signed payment agreement.
7. Payment from NeighborImpact will be conditioned on the contractor receiving applicable electrical, mechanical, or structural permits, and the installation passing all final inspections conducted by the authority having jurisdiction.
8. The homeowner will be responsible for paying contractor directly for the remaining balance of the amount owed to the contractor.

Heat pumps installed must meet several requirements to qualify. Please see www.neighborimpact.org for the list of requirements, a sample project agreement, and other helpful information.

Acknowledgment

I have read the process outline above and have reviewed NeighborImpact’s website including the sample project agreement and agree to participate in the Heat Pump grant program and abide by program requirements and procedures.

Contractor : _____ CCB #: _____

Contractor representative name (print): _____

Contractor representative email: _____

Contractor representative signature: _____ Date: _____

AHRI Reference # for the unit you are proposing: _____