2021 Smart Energy Existing Homes

Duct Replacement Form

Instructions:

1. The HVAC contractor must be currently listed as a participating Santee Cooper Trade Ally under the Smart Energy Existing Homes Program.
2. HVAC equipment must be installed according to the requirements specified within the Smart Energy Existing Homes Program Guidelines (e.g. existing system is electric air source heat pump, technician must hold appropriate certifications, airflow testing conducted in accordance with ACCA Standard 5, etc.)
3. Only systems requiring repair are eligible for rebates (greater than 15% leakage on pre-installation test).
4. Santee Cooper must receive a completed copy of this form, as well as all required supplemental documentation prior to release of loan and/or rebate payments and **thirty (30)** business days after the equipment is installed. Scheduling of final inspections, if applicable, shall be contingent upon notification of all essential home improvements and submittal of all required documentation.
5. All data must be properly recorded and submitted by a qualified start-up technician. NOTE: Incomplete information cannot be processed under the Smart Energy Existing Homes Program.
6. The start-up technician and the service manager/owner must sign the back of this form.
7. All necessary documents and information must be submitted no later than **November 30, 2021**.

Step 1

Trade Ally Information

Trade Ally Company Name _____ Technician's Name (print) _____ Date of Start-Up _____

Step 2

Customer Information

Customer Name _____ Customer Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Electric Meter Number / Meter Base _____ Year House was Built _____

Step 3

System Information

Existing Heat Pump System Information

Unit No.	Make (Brand)	Condenser (or Package Unit) Model Number	Air Handler Model Number (if Split System)	Cooling (tons)	Describe Location of Ductwork
1					

Pre-Airflow and Duct Leakage Testing

NOTE: Trade Ally must complete one of the following processes using manufacturer's specifications to determine baseline design CFM/ton.

○	Pressure Matching (e.g. Duct Blaster)	Air Handler Measured ESP _____ IWC Calibrated Fan CFM _____	Duct Blaster Static Pressure _____ IWC CFM/Ton _____
○	Anemometer and Manufacturer's Return Grille Performance Table	Air Velocity _____ FPM Return Grille (Net Free Sq. Ft.) _____ CFM = FPM x Net Free Sq. Ft. _____	Make of Return Grille _____ Model of Return Grille _____ CFM/Ton _____
○	Manometer with Manufacturer Blower Table	Fan Speed _____ Measured External Static Pressure (ESP) _____ IWC _____ Manufacturer's Blower Table CFM _____	CFM/Ton _____

Leakage Pre-Testing Method (Trade Ally must complete one of the methods listed below and provide documentation.)			
○	Duct Blaster	Airflow Through the Fan _____ Note: Pressurize ducts to match system operating pressures.	Leakage Measurement % _____
○	Blower Door Subtraction	Whole House Leakage _____ Leakage Difference _____	Leakage After Grills are Sealed _____

All data should be recorded after a minimum operating time of 15 minutes while the fan speed is set according to nominal design capacity. Airflow testing required to be within 350 to 425 CFM/ton. If manufacturer requires different CFM/ton, provide documentation.

Post-Airflow and Duct Leakage Testing

NOTE: Trade Ally must complete one of the following processes using manufacturer's specifications to determine baseline design CFM/ton.

○	Pressure Matching (e.g. Duct Blaster)	Air Handler Measured ESP _____IWC Calibrated Fan CFM _____	Duct Blaster Static Pressure_____IWC CFM/Ton _____
○	Anemometer and Manufacturer's Return Grille Performance Table	Air Velocity _____ FPM Return Grille (Net Free Sq. Ft.) _____ CFM = FPM x Net Free Sq. Ft. _____	Make of Return Grille _____ Model of Return Grille _____ CFM/Ton _____
○	Manometer with Manufacturer Blower Table	Fan Speed _____ Measured External Static Pressure (ESP) _____ IWC _____ Manufacturer's Blower Table CFM _____	CFM/Ton _____

All data should be recorded after a minimum operating time of 15 minutes while the fan speed is set according to nominal design capacity. Airflow testing required to be within 350 to 425 CFM/ton. If manufacturer requires different CFM/ton, provide documentation.

If CFM NOT WITHIN REQUIRED RANGE, ADJUST FAN SPEED OR DAMPERS AS NECESSARY.

Leakage Post-Testing Method[3] (Trade Ally must complete the same method used in pre-testing activities after new ducts are installed)			
○	Duct Blaster	Airflow Through the Fan_____ Note: Pressurize ducts to match system operating pressures._____	Leakage Measurement % _____
○	Blower Door Subtraction	Whole House leakage_____ Leakage After Grills are Sealed_____	Leakage Difference_____

[3] Duct Replacement: Final Duct Leakage should be within 20% of design CFM AND there must be an improvement of at least 50% on existing leakage.

Step 4

Quality Assurance Agreement

I hereby certify that I am a licensed contractor and have completed the installation or replacement of HVAC equipment in accordance with the manufacturer's guidelines and Program requirements and have complied with all permitting requirements, as applicable. The information provided in this form is accurate and complete. I understand that Santee Cooper requires this form to be fully completed and all required documentation submitted in order to process related loans and/or rebate requests.

Both signatures are required below:

Technician Signature and Printed Name _____ Date _____

Service Manager/Owner Signature and Printed Name _____ Date _____

Title _____

Send Completed Form to:

Mail: Santee Cooper Energy Support Services
305A Gardner Lacy Rd
Myrtle Beach, SC 29579
Email: residential.energy@SanteeCooper.com
Please enter in email subject line – **SECURE: Duct Replacement Rebate**