

# HP3 Contractor Eligibility Requirements

## HP3 Contractor Registration

To participate in the Heat Pump Purchase Program, contractors must register and meet program eligibility requirements.

**Current ORHHP Contractors:** Contractors currently on the Approved Contractor list for the Oregon Rental Home Heat Pump Program will need to register for the HP3 program separate from the ORHHP program. Please do not resubmit a registration for the ORHHP program, as it will lock you out of any pending applications in that program.

**New Contractors:** Please register using the email where you wish to receive all program notifications. Please write down your username and password – if approved, you will need your login information to access the incentive application.

### Eligibility Requirements

#### Contractors must:

1. Hold any license, bond, insurance, or permit required to sell heat pumps.
2. Maintain an active license with the Construction Contractors Board and have no disciplinary actions, other than a civil penalty, within the past two years. (See [HP3 Policies](#) for additional information.)
3. Have proof of Workers' Compensation Insurance Coverage and have not received a noncomplying employer order in the past two years.
4. Have no Occupational Safety and Health Division violations in the past two years or demonstrate having paid any fines and abated any violations.
5. Demonstrate a history of compliance with the administrative rules and requirements of the Bureau of Labor and Industries by;
  - 5a. Having no final order determination from the Labor Commissioner for the past two years.
  - 5b. Being Absent from the list of contractors maintained by the Bureau of Labor and Industries that are ineligible to receive public works contracts.

#### What to have ready to register:

- Contractor CCB and BCD license numbers.
- Form W-9, request for Taxpayer Identification Number and Certification (for the business to receive payments from ODOE).
- If applicable, documents demonstrating having paid any fines and abated any OSHA violations.