



If you have questions while completing this form, please contact your hometown electric utility weekdays during business hours for assistance.

Phone: 651-747-2413
 Fax: 651-747-2425
 Email: barb.huelsman@ci.north-saint-paul.mn.us

Send your completed application to:
 City of North St. Paul
 2400 Margaret Street
 North Saint Paul, MN 55109

Checklist For Application:

- Copy of dated sales receipt
- Copy of AHRI Certificate
- Completed Application

By participating in our We Save program, you can keep save energy and earn a rebate when you purchase a Quality Installed (Q.I.) ENERGY STAR qualified central air conditioner or air source heat pump.

What rebate can I earn?

SEER 14-14.9* = **\$225** | SEER 15-15.9 = **\$300** | SEER 16+ = **\$400**

* Split System units must meet minimum 14.5 SEER criteria.

What is Quality Installation?

Quality Installation ensures that equipment is installed properly and consists of the following key elements: equipment sizing, proper refrigerant charge and air flow, and duct sealing. **To qualify for the Q.I. Central AC / Air Source Heat Pump rebate, your contractor must verify that all items included in the Quality Installation Checklist on the rebate application were performed.**

What does it mean to be ENERGY STAR qualified?

ENERGY STAR qualified models have higher seasonal energy efficiency ratio (SEER) and energy efficiency ratio (EER) ratings and must meet the minimum criteria below:

| Equipment | Product Type | HSPF | SEER | EER |
|-------------------------|--------------------------|-------|--------|------|
| Central Air Conditioner | Split System | | ≥ 14.5 | ≥ 12 |
| | Single Package Equipment | | ≥ 14 | ≥ 11 |
| Air-Source Heat Pump | Split System | ≥ 8.2 | ≥ 14.5 | ≥ 12 |
| | Single Package Equipment | ≥ 8.0 | ≥ 14 | ≥ 11 |

How Do I Qualify?

- Residential customers receiving electric service from a local municipal electric utility that is a participating member of MMPA are eligible for a rebate when they purchase a Q.I. ENERGY STAR qualified central air conditioner or air source heat pump.
- **At time of purchase, unit must be on current ENERGY STAR qualified list and labeled accordingly. (Ask your dealer which models are currently listed.)**
- **To qualify for rebate, unit must be installed following Q.I. procedures and ALL boxes in the Quality Installation Checklist on the rebate application must be checked "Yes".**
- Information on rebate application must match information on receipt/invoice exactly.
- The program is applicable only for the purchase of a new ENERGY STAR qualified central air conditioner or air source heat pumps for installation in new or retrofit applications where the electricity is supplied to the participating local municipal electric utilities by MMPA.
- Customer must purchase both the condensing unit and coil to be eligible for rebate.
- Customer must apply for rebate within one year of the purchase date shown on the sales receipt.
- Rebate applications must include complete contractor and equipment information and include: a copy of dated sales receipt/invoice including manufacturer, model number serial number, SEER rating. Incomplete rebate applications will not be processed.
- Utility reserves the right to conduct random inspections to verify installations at the address indicated on the rebate application. Customer agrees to provide reasonable access to the residence to accommodate this inspection.
- Rebates are limited to one rebate per customer account per year.
- Rebate requests are processed on a "first-come first-serve" basis. Annual rebate funds are limited. Rebate programs, qualifications, and amounts are subject to change at any time. The customer is responsible for checking with local municipal electric utility to determine whether program is still in effect.
- Qualifying customers must apply for rebate by November 30, 2012.



COMPLETE THESE SIX EASY STEPS TO GET YOUR REBATE.

STEP 1: ENTER CUSTOMER INFORMATION (To be completed by Customer)

Customer Name _____ Account Number _____
 Address _____ City _____ State _____ Zip _____
 Phone (daytime) _____ (alternate) _____

If different from above, name and address where rebate should be sent.

Name _____ Phone _____
 Address _____ City _____ State _____ Zip _____

STEP 2: ENTER CONTRACTOR INFORMATION (To be completed by Contractor)

Company Name _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Installer's Name _____ Installer's Signature _____

STEP 3: ENTER EQUIPMENT INFORMATION (To be completed by Contractor)

TYPE OF UNIT (check one): Central Air Conditioner Air Source Heat Pump
If ASHP, indicate pre-existing heating system: Natural Gas Electric Resistance Propane or Fuel Oil
 PRODUCT TYPE (check one): Split System (min. 14.5 SEER) Single Package (min. 14.0 SEER)
 PURCHASE REASON (check one): Replace failed unit Replace working unit New unit/construction
 Manufacturer _____ Installation Date _____
 Condenser Serial No. _____ Condenser Model No. _____
 Evaporator Coil Serial No. _____ Evaporator Coil Model No. _____
 AHRI Reference No. _____ SEER _____ Btuh or Tons _____

STEP 4: QUALITY INSTALLATION CHECKLIST (To be completed by Contractor)

All boxes must be checked "Yes" to qualify for rebate.

- ✓ EQUIPMENT SIZING: Heat loss and heat gain load calculations were performed Yes No
- ✓ EQUIPMENT SIZING: Documentation of load calculations on file Yes No
- ✓ EQUIPMENT SIZING: Equipment was properly sized and selected prior to installation Yes No
- ✓ MATCHED SYSTEM: Matched evaporator and condensing units Yes No
- ✓ AIRFLOW: Airflow across indoor heat exchanger is within acceptable ranges Yes No
- ✓ REFRIGERANT: System has proper refrigerant charging Yes No
- ✓ DUCT WORK: Ducts are sealed and air leakage (CFM) is minimized Yes No
- ✓ DUCT WORK: Volumetric airflow CFMs meet design requirements Yes No

NOTE: Random audits of Contractors will be conducted to verify Quality Installation procedures were followed.

STEP 5: ATTACH NECESSARY DOCUMENTATION

- Copy of dated sales receipt including Manufacturer, Model and/or Serial Number.
- Copy of the AHRI Certificate.

STEP 6: CUSTOMER SIGNATURE

I hereby certify that all information is accurate including claims of efficiency, size and customer information. I have read all information on this form and agree that MMPA may verify information I have provided.

X _____ Date _____

FOR MMPA USE ONLY. DO NOT WRITE IN THIS AREA.

Approved By _____ Date _____ Rebate Amount \$ _____

