

SMART ENERGY: REBATES

Ground Source Heat Pump for your Home



Ground Source Heat Pump
(examples)

How to Apply for Rebate

If you have questions while completing this form, please Contact **Energy Management Solutions, Inc.**

Phone: 952-767-7450
Fax: 952-556-9171

Send Your Completed Application To

City of Chaska
Electric Department
660 Victoria Drive
Chaska, MN 55318
or

electricrebates@chaskamn.gov

Application Checklist

Copy of Dated Sales

- Receipt Copy of AHRI
- Certificate Completed
- Application Specifications
- Signed & Dated
- Copy of Chaska Utility Bill

By participating in The City of Chaska Rebate Program, you can keep saving energy and earn a rebate when you purchase a qualified Closed Loop Ground Source Heat Pump (GSHP).

What rebate can I earn?

\$400 per ton (max limit of **5 tons** per unit). Additional rebates may be filed for *multiple units*. *Units must meet minimum 14.3 EER + EER2 criteria.*

Equipment	EER2
Closed Loop Ground Source Heat Pump	≥ 14.3

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, as well as duct sealing. **To qualify** for the **Closed Loop Ground Source Heat Pump rebate**, your contractor must verify that all items included in the **Quality Installation Checklist** on the rebate application were performed.

How do I Qualify?

- Customers receiving electric service from City of Chaska Electric Department are eligible for a rebate when they purchase a qualified closed loop ground source heat pump.
- **To qualify for rebate**, unit must be installed following **Q.I. procedures**. (*Quality Installation*)
- Information on rebate application must match information on receipt/invoice exactly.
- The program is applicable only for the purchase of new equipment, for installation in new or retrofit applications where the electricity is supplied by City of Chaska Electric Department.
- Customer must apply for rebate within one year of the purchase date shown on the sales receipt.

(please continue to next page)



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How do I Qualify? Continued...

- Rebate applications must include complete contractor and equipment information with a copy of dated sales receipt/invoice including manufacturer, model number, serial number; specifications and AHRI Certificate with EER rating. **Incomplete rebate applications will not be processed.**
- Rebate requests are processed on a “first-come first-served” basis. Annual rebate funds are limited and payouts could be paid over several years. Rebate programs, qualifications, and amounts are subject to change at any time. The customer is responsible for checking with City of Chaska Electric Department to determine whether program is still in effect.
- A percentage of submitted rebate projects will be spot checked. Projects with rebate payments over \$5,000 require on-site verification. Customer agrees to provide reasonable access to accommodate this inspection.
- Qualifying customers must apply for rebate by November 30, 2026.

If you have questions about Qualifying Equipment, please call Energy Management Solutions at (952) 767-7450.



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The City of Chaska Electrical Department
Contact Info

Email: electricrebates@chaskamn.gov

Phone: 952-448-4335

Website: www.cityofchaskamn.gov



V24.120725

Ground Source Heat Pump for your Home

// Customer Information To be completed by Customer

Customer Name: _____ Account Number: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

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

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

// Enter Contractor Information (to be completed by contractor)

Company Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Installer's Name: _____ Email: _____

Installer's Signature: _____ Date: _____

// Equipment Information (to be completed by contractor)

Supplemental Heat Source:

Natural Gas Electric Resistance Propane or Fuel Oil Other

Purchase Reason (check one): Replace failed unit New unit/construction

Manufacturer: _____ Installation Date: _____

Condenser Serial No. _____ Condenser Model No. _____

Evaporator Coil Serial No. _____ Evaporator Coil Model No. _____

AHRI Reference No. _____ EER: _____ Btuh or Tons: _____

// Quality Installation Checklist (to be completed by contractor)

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

- | | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|---|-----------------------------|
| 1. EQUIPMENT SIZING: Heat loss and heat gain load calculations were performed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. EQUIPMENT SIZING: Documentation of load calculations on file | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. EQUIPMENT SIZING: Equipment was properly sized and selected prior to install | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. MATCHED SYSTEM: Matched evaporator and condensing units | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. AIRFLOW: Airflow across indoor heat exchange is within acceptable ranges | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. REFRIGERANT: System has proper refrigerant charging | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. DUCT WORK: Ducts are sealed and air leakage (CFM) is minimized | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. DUCT WORK: Volumetric airflow CFMs meet design requirements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



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// Attach Necessary Documentation

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

// 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 City of Chaska Electric Department may verify information I have provided. I understand that all rights to any capacity and carbon savings from this rebate is retained by The City of Chaska, MN Electric Department.

Signature: _____ **Date:** _____

Note: Rebates take 6-8 weeks for processing.

// FOR CITY OF CHASKA ELECTRIC DEPT. ONLY DO NOT WRITE IN THIS AREA

Approved By: _____ **Date:** _____

Rebate Amount \$ _____



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