

COMMERCIAL GROUND SOURCE HEAT PUMPS REBATE APPLICATION

SECTION A. CUSTOMER INFORMATION (please print)

Step 1:

Account Name	Doing Business As (if different from Account Name)	Account Number	
Installation Address	City	State	Zip Code
Mailing Address (if different from Installation Address)	City	State	Zip Code

Step 2:

☐ Please apply rebate to our account. **NOTE: We do not send rebate checks by mail. Rebates will be available for office pickup or hand delivered. Rebates \$500 and less will be issued as a bill credit to your account. If a box is not checked, rebates greater than \$500 will also be issued as a bill credit.**
☐ Please provide a rebate check.

Step 3:

How did you hear about CONSERVE & SAVE™? (pick one)

☐ Contractor/Retailer
 ☐ Radio/TV
 ☐ Social Media
 ☐ RPU Plugged In Newsletter
 ☐ RPU Employee
 ☐ RPU Website
 ☐ Other:

Step 4:

Type of Business:

☐ Church	☐ Government	☐ Grocery	☐ Health	☐ Industrial	☐ Lodging
☐ Multi-Family	☐ Office	☐ Restaurant	☐ Retail	☐ School	☐ Other:

SECTION B. CONTACT INFORMATION (please print) / CUSTOMER SIGNATURE

ATTENTION: ALL INVOICES OR RECEIPTS AND ALL SPECIFICATION SHEETS MUST BE INCLUDED WITH YOUR FULLY-COMPLETED AND SIGNED APPLICATION OR APPLICATION WILL BE RETURNED.

Contact Name (rebate check will be mailed to contact)	Daytime Phone Number (with area code)	Email

By typing my first and last names in the box below, I am signing this document and certify that all the information in the application (including any associated worksheets) is correct to the best of my knowledge. I have read and agree to the Terms and Conditions on the back of this application booklet. I understand that if any equipment in conjunction with this application is ordered, purchased, or installed before approval from Rochester Public Utilities (RPU) is received, the proposed project may not qualify for a rebate.

Customer's Signature	Date

☐ Check here if you DO NOT give us permission to use your business name in advertising our CONSERVE & SAVE™ programs.

SECTION C. CONTRACTOR / VENDOR INFORMATION (please print)

Company Name	Contact Name		
Address	City	State	Zip
Daytime Phone Number (with area code)	Email		

OFFICE USE ONLY

Date Received:

TOTAL REBATE AMOUNT:

Inspected (Date & Initials):

Pre:

Post:

Approval:

Date:

A/N:

\$

SECTION D. REBATE INFORMATION – GROUND SOURCE HEAT PUMPS

PROJECT TYPE: ☐ New Construction ☐ Retrofit

EXISTING (OLD) SYSTEM (if applicable):

COOLING			HEATING		
A	B	C	D	E	F
Unit Code (Table 1)	Size of Unit (Tons)	Rated Efficiency (enter value, then check SEER* or EER*)	Equipment Type (Furnace, Boiler, etc.)	Rated Input (BTU's)	Rated Efficiency (enter value, then check HSPF* or AFUE*)
1.		☐ SEER ☐ EER			☐ HSPF ☐ AFUE
2.		☐ SEER ☐ EER			☐ HSPF ☐ AFUE
3.		☐ SEER ☐ EER			☐ HSPF ☐ AFUE
4.		☐ SEER ☐ EER			☐ HSPF ☐ AFUE

TABLE 1 – EXISTING COOLING EQUIPMENT – UNIT CODES & EQUIPMENT TYPES

Unit Code	Equipment Description
UT-1	Rooftop/Packages AC: Less than or equal to 65,000 BTU/hour (5.4 Tons)
UT-2	Rooftop/Packages AC: 65,001 – 134,999 BTU/hour (5.4 – 11.2 Tons)
UT-3	Rooftop/Packages AC: 135,000 – 239,999 BTU/hour (11.2 – 20 Tons)
UT-4	Rooftop/Packages AC: 240,000 – 759,999 BTU/hour (20 – 63.3 Tons)
UT-5	Rooftop/Packages AC: 760,000 BTU/hour and greater (63.3+ Tons)
PTAC	Packaged Terminal Units (all sizes)
PTHP	Packaged Terminal Heat Pump Units (all sizes)

***Efficiency Ratings by AHRI (www.ahridirectory.org):**

AFUE = Annual Fuel Usage Efficiency
 COP = Coefficient of Performance
 EER = Energy Efficiency Rating (low speed)
 HSPF = Heating Seasonal Performance Factor
 SEER = Seasonal Energy Efficiency Rating

NEW SYSTEM:

Date Installed:

Project Cost: (materials and labor):

Loop Type: ☐ Horizontal ☐ Vertical ☐ Slinky ☐ Other:

Total Cooling Capacity: BTU's

Total Heating Capacity: BTU's

Supplemental Heat Installed: ☐ No ☐ Yes kW:

Desuperheater Installed? ☐ Yes ☐ No

Water Heating: ☐ Electric ☐ Gas

Size of Water Heater in Gallons:

NEW SYSTEM: GROUND SOURCE HEAT PUMPS

REBATE

	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	Unit Code (Table 2)	Manufacturer Name	Model Number	Size (Tons)	Quantity	Annual Cooling Hours (Table 3)	Annual Heating Hours (Table 3)	AHRI Reference Number*	Minimum EER (Table 2)	Rated EER	Rated COP	Rated HSPF	Base Rebate (J x K x \$200)	EER Bonus Rebate** (P - O) x (J x K x \$20)	Total Rebate^ (S + T)
1.															
2.															
3.															
4.															

DESUPERHEATER REBATE: Quantity: x \$250 =

TOTAL REBATE:

TABLE 2 – NEW SYSTEM – UNIT CODES, QUALIFYING EFFICIENCIES, AND REBATE SCHEDULE – GROUND SOURCE HEAT PUMPS (GSHP)

Unit Code	Qualifying Equipment	Minimum Efficiencies	Base Rebate (\$/Ton)	EER Bonus Rebate** (\$/Ton)
CL-W2A-20	Closed-Loop Water-to-Air GSHP	17.1 EER and 3.6 COP	\$200	\$20
CL-W2W-20	Closed-Loop Water-to-Water GSHP	16.1 EER and 3.1 COP	\$200	\$20
OL-W2A-20	Open-Loop Water-to-Air GSHP	22.1 EER and 4.1 COP	\$200	\$20
OL-W2W-20	Open-Loop Water-to-Water GSHP	20.1 EER and 3.5 COP	\$200	\$20
DGX-20	Direct Exchange GSHP	16.0 EER and 3.6 COP	\$200	\$20

* **Qualifying Water-to-Air Ground Source Heat Pump** efficiency ratings are determined using the Air Conditioning, Heating, and Refrigeration Institute's (AHRI) directory, which may be found at www.ahridirectory.org. EER rating is at AHRI/ISO 13256-1 cooling conditions of 77°F entering water temperature and 80.6°F dry bulb/66.2°F wet bulb entering air temperature (ground loop heat pump). **A copy of the manufacturer's applicable unit rating must accompany this application.**

Qualifying Water-to-Water Ground Source Heat Pump efficiency ratings are determined using the Air-Conditioning, Heating, and Refrigeration Institute's (AHRI) directory, which may be found at www.ahridirectory.org. EER rating is at ISO 13256-2 cooling conditions of 77°F entering water temp. and 53.6°F leaving water temperature (ground loop heat pump). **A copy of the manufacturer's applicable unit rating must accompany this application.**

Qualifying Direct Exchange Ground Source Heat Pumps must be rated in accordance with the AHRI 870 rating conditions. **Please include manufacturer's specification sheets verifying this information.**

**EER Bonus Rebate provides an additional incentive for each 1.0 EER above the Minimum Efficiency.

^Total Rebate not to exceed \$400/ton.

TABLE 3 – GUIDELINES FOR COOLING & HEATING HOURS

Business Type	Cooling Hours	Heating Hours
Convenience Store	986	1,546
Education – Community College/University	785	1,616
Education – Primary	408	1,961
Education – Secondary	563	2,098
Health/Medical – Clinic	865	1,830
Health/Medical – Hospital	1,298	2,054
Lodging	754	1,934
Manufacturing	589	1,144
Office – Low Rise	446	1,610
Office – Mid Rise	651	1,793
Office – High Rise	1,263	1,760
Other/Miscellaneous	729	1,739
Restaurant	652	1,530
Retail – Large Department Store	686	1,444
Retail – Strip Mall	574	1,393
Warehouse	409	1,533

SECTION E. GROUND SOURCE HEAT PUMP SYSTEMS – INSTALLATION CHECKLIST

THE CONTRACTOR MUST COMPLETE THE FOLLOWING ITEMS AND REVIEW THIS CHECKLIST IN THE PRESENCE OF THE OWNER!

- ☐ 1. The heat pump unit(s) is(are) resting on a one piece, sound absorbing pad that completely supports the base of the unit(s), or is suspended with recommended hangers and fittings that completely isolate noise and vibrations from any living areas.
- ☐ 2. The size, location, and configuration of the complete heat pump system is as promised in the purchase agreement.
- ☐ 3. All major components of the heat pump system have been identified and their functions explained.
- ☐ 4. The unit(s) has(have) been operated in both the heating and cooling modes to demonstrate the soundness of normal operation. The contractor also agrees to check the outdoor loop for proper operation, i.e. system loop has been purged and pressurized per manufacturer's specifications.
- ☐ 5. Air temperatures in both heating and cooling have been demonstrated and fall within manufacturer's specifications.
- ☐ 6. All heating and cooling thermostat functions have been explained.
- ☐ 7. If auxiliary heat exists, the reason for auxiliary heat and when it is needed has been discussed.
- ☐ 8. Unit(s) run times at various temperatures have been discussed.
- ☐ 9. Filter maintenance has been explained and demonstrated.
- ☐ 10. All fault lights have been explained [thermostat and unit(s)] - when and how to reset unit in case of an emergency.
- ☐ 11. Ductwork is installed in a neat and professional manner.
- ☐ 12. Ductwork is isolated from the heat pump unit(s) by flexible connectors, and the supply and return plenum is internally insulated or constructed of fiberglass duct board.
- ☐ 13. Ductwork in unconditioned areas is sealed and insulated.
- ☐ 14. Airflow to each room is even and acceptable. (Unless conditions exist that are not correctable.)
- ☐ 15. All inside loop piping and piping from unit(s) to water heater is installed in a neat and professional manner and is fully insulated.
- ☐ 16. Rough grade and backfill has been completed.
- ☐ 17. The owner has been given a copy of the "As Built Site Plan" for the loop.
- ☐ 18. All structural and cosmetic repairs have been completed.
- ☐ 19. Anticipated operating costs have been estimated and discussed.
- ☐ 20. Warranty coverage (standard and optional extended warranties) has been explained and warranty information turned in to manufacturer.
- ☐ 21. **A second meter has been installed for RPU customers who choose to participate in the High Efficiency HVAC Rate program.**
(For more information, visit www.rpu.org or contact an RPU Commercial Energy Advisor.)
- ☐ 22. All work areas have been left clean and tidy.

THE ABOVE ITEMS HAVE BEEN COMPLETED, REVIEWED, ARE UNDERSTOOD, AND AGREED TO. Note exceptions here:

Owner Signature

Date

Contractor Signature

Date

SECTION F. TERMS AND CONDITIONS

1. ELIGIBILITY

Rebates are available to non-residential customers of Rochester Public Utilities (RPU). All products must be in use in facilities in RPU's service territory.

2. APPLICATION

Program is offered January 1 through December 31 of the respective calendar year. **Due to limited funding, this rebate offer can be changed or withdrawn at any time without notice and is available on a first-come, first-served basis.** All projects must be pre-approved by RPU to qualify for a rebate. The entire rebate application must be read and filled out completely or the application will be returned.

3. INSPECTION AND VERIFICATION

RPU reserves the right to inspect the customer's facility through on-site visits before and after new equipment installation or inventory to verify rebate eligibility. RPU reminds you to follow all local permitting and building code ordinances.

4. INSTALLATION AND REBATE AMOUNTS

Qualifying energy-efficient equipment installed and operational within six (6) months of the date of purchase are eligible for rebate. Additional time may be granted subject to RPU's pre-approval. In no case will the rebate paid by RPU exceed the purchase price of the equipment. The maximum rebate amount is \$100,000 per customer location per technology per year.

5. INVOICE AND PAYMENT

Following inspection and verification (see #3) and completed installation, the customer must notify RPU and submit original invoices specifying the model number, quantity and price of all materials purchased, the date ordered, installation costs, and applicable taxes. After satisfactory review of the application and invoices, a rebate check or bill credit will be issued to the customer. Vendors or contractors are not eligible to receive their customer's rebate. Please allow 6-10 weeks from the date of application submission for delivery of rebate check or bill credit. RPU reserves the right to apply the rebate to past due accounts.

6. EQUIPMENT ELIGIBILITY REQUIREMENTS

Equipment must be new. Eligible high-efficiency heat pumps must meet or exceed RPU's minimum efficiency requirements as identified in Table 2 according to its qualifying equipment description/category.

Qualifying Water-to-Air Ground Source Heat Pump efficiency ratings are determined using the Air Conditioning, Heating, and Refrigeration Institute's (AHRI) directory, which may be found at www.ahridirectory.org. EER rating is at AHRI/ISO 13256-1 cooling conditions of 77°F entering water temperature and 80.6°F dry bulb/66.2°F wet bulb entering air temperature (ground loop heat pump). A copy of the manufacturer's applicable unit rating must accompany this application.

Qualifying Water-to-Water Ground Source Heat Pump efficiency ratings are verified using manufacturer specifications which clearly demonstrate the Entering Water Temperature (EWT), Gallons Per Minute (GPM) water flow, and the associated EER rating. EER rating is at AHRI/ISO 13256-2 cooling conditions of 77°F entering water temperature and 53.6°F leaving water temperature (ground loop heat pump). Please include manufacturer's specification sheets verifying this information.

Qualifying Direct Exchange Ground Source Heat Pumps must be rated in accordance with the AHRI 870 rating conditions. Please include manufacturer's specification sheets verifying this information.

7. TAX INFORMATION

RPU will not be responsible for any tax liability imposed as a result of the rebate payment(s). Customers are advised to consult their tax advisors for details.

8. DISCLAIMER

RPU does not guarantee that the implementation of energy-efficient measures or use of the equipment purchased or installed pursuant to this program will result in energy or cost savings. RPU makes no warranties, expressed or implied, with respect to any equipment purchased or installed including, but not limited to, any warrant of merchantability or fitness for purpose. In no event shall RPU be liable for any incidental or consequential damages. Customers are solely responsible for the proper disposal of existing equipment. Consult the Minnesota Pollution Control Agency (MPCA) office for details at 800-657-3864.

9. ENDORSEMENT

RPU does not endorse any particular vendor, manufacturer, product, or system in promoting this rebate program. Listing a vendor or product does not constitute an endorsement, nor does it imply that unlisted vendors or products are deficient or defective in any way.

10. PRIVACY

Information contained in this rebate application may be shared with the Minnesota Department of Commerce and our co-op partners and also may be used in our advertising efforts with your permission as granted in Section B of this rebate application.

11. APPLICATION SUBMISSION

Submit completed forms and required documentation to RPU.

Send by Mail: Rochester Public Utilities
Attn: Rebate Processing
4000 East River Rd NE
Rochester, MN 55906-2813

Send by Email: rebates@rpu.org

Questions: 507-280-1537

Website: www.rpu.org