

# 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.](mailto:office@glencoelightandpower.com)

### Send Your Completed Application To

[Glencoe Light and Power Commission](http://www.glencoelightandpower.com)  
305 11th Street East  
Glencoe, MN 55336

Phone: (320) 864-5184  
Fax: (320) 864-4328

[office@glencoelightandpower.com](mailto:office@glencoelightandpower.com)

OR

[Energy Management Solutions, Inc.](http://www.emsolutions.com)  
PO Box 255 Excelsior, MN 55331

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

### Application Checklist

- Copy of Dated Sales Receipt
- Copy of AHRI Certificate
- Completed Application
- Specifications
- Signed & Dated

By participating in The Glencoe Light & Power Commission 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?

**\$150 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 The Glencoe Light & Power Commission 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 The Glencoe Light & Power Commission.
- 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 The Glencoe Light & Power Commission 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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# Ground Source Heat Pump for your Home

## Customer Information

Customer Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ (Company) Contact Name: \_\_\_\_\_

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.

Yes  No

1. EQUIPMENT SIZING: Heat loss and heat gain load calculations were performed  Yes  No

2. EQUIPMENT SIZING: Documentation of load calculations on file  Yes  No

3. EQUIPMENT SIZING: Equipment was properly sized and selected prior to install  Yes  No

4. MATCHED SYSTEM: Matched evaporator and condensing units  Yes  No

5. AIRFLOW: Airflow across indoor heat exchange is within acceptable ranges  Yes  No

6. REFRIGERANT: System has proper refrigerant charging  Yes  No

7. DUCT WORK: Ducts are sealed and air leakage (CFM) is minimized  Yes  No

8. DUCT WORK: Volumetric airflow CFMs meet design requirements  Yes  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.

## // 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 The Glencoe Light & Power Commission may verify information I have provided. I understand that all rights to any capacity and carbon savings from this rebate is retained by The Glencoe Light & Power Commission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Rebates take 6-8 weeks for processing.

## // FOR GLENCOE LIGHT & POWER COMMISSION ONLY DO NOT WRITE IN THIS AREA

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Rebate Amount \$ \_\_\_\_\_



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