

If you have questions while completing this form, please contact Energy Management Solutions, Inc. weekdays during business hours for assistance.

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

**Send your completed applications to:**

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

**Checklist For Application:**

- Copy of Detailed Dated Invoice(s) Specifying the Quantity and Price of all Materials Purchased, Date Ordered, Installation Costs and Applicable Taxes.
- Equipment Specifications.
- Completed Application Including Pre-app Worksheet and Rebate Calculation Table.

By participating in the Chaska Rebate Program, you can save energy and earn a rebate when you install solar panels. If your project does not fit one of the descriptions below, please contact Energy Management Solutions, Inc. to determine if your project qualifies for a custom rebate.

**What products are eligible for the rebate?**

The following equipment is eligible for the Renewables Rebate.

**Solar Panels**

- Residential Installations Only
- Rebate capped at \$2,500

**What rebate can I earn?**

Solar Panels	Residential Installation	<b>\$250 / AC kW Installed</b>
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**What are the benefits of renewable projects?**

Solar panels convert solar radiation into thermal or electrical energy. This energy can be utilized for multiple purposes:

- Heating water
- Subsidizing electric bills
- Storing for future use

**How Do I Qualify?**

**1. General Qualifications**

- Rebate offered to electric customers served by City of Chaska Electric Department.
- Rebate Application including Pre-app Worksheet and Rebate Calculation Table must be completed. **Incomplete and/or illegible applications will not be processed.**
- All equipment must be new and meet specification requirement.
- Customers must apply for rebate within one year of the purchase date shown on the equipment invoice.
- Qualifying customers must apply for rebate by November 30, 2023.

**2. Application - Limited Funds**

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. Customer is responsible for checking with City of Chaska Electric Department to determine whether the program is still in effect.



**3. Inspection and Verification**

The City of Chaska Electric Department reserves the right to inspect installations before issuing rebates and to perform a random verification of your project. Projects with rebate payments over \$5,000 require a pre-check before equipment purchase and an on-site verification. If a City of Chaska Department representative finds that the application does not comply with rules and qualifications, rebate amount may be adjusted. Call City of Chaska Electric Department for more information.

**4. Invoice and Payment**

Following the pre-retrofit inspection, completed installation, and post-retrofit verification, the customer must notify the City of Chaska Electric Department and submit invoice(s) specifying the quantity and price of all materials purchased, the date ordered, installation costs and applicable taxes. Invoice should contain the contractor's name and address as well as the customer's name and installation address.

**5. Installation and Rebate Limitations**

All solar projects need to first have an interconnection agreement approved by the City of Chaska Electric Department.

Installation must be completed before submitting rebate application. Rebate check will be issued to the customer only. Rebates will not be paid to the supplier or contractor. The City of Chaska Electric Department will issue rebate in the form of a check, not a utility bill credit. Please allow 6-10 weeks from the date of post-retrofit inspection for delivery of rebate check. Rebate paid cannot exceed the purchase price of labor and materials. The minimum rebate is \$5. Maximum annual rebate dollars per customer will not exceed \$25,000.

**6. Tax Information**

The City of Chaska Electric Department 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 before submitting rebate requests.

**7. Disclaimer**

The City of Chaska Electric Department gives no warranties, expressed or implied, with respect to equipment operation, material, workmanship or manufacturing. The City of Chaska Electric Department does not guarantee that the implementation of energy-efficient measures or use of equipment purchased or installed pursuant to this program will result in energy or cost savings. In no event shall the City of Chaska Electric Department be liable for any incidental or consequential damage.

**8. Privacy**

Information contained in this rebate application may be shared with the Department of Commerce and Energy Management Solutions, Inc.

**9. Rebate Exclusions**

Rebate will not be given for equipment or designs that do not comply with local, state or federal regulations.

The City of Chaska Electric Department is not liable for rebates promised to a customer as a result of a contractor misrepresenting the program.



**COMPLETE THESE 5 EASY STEPS TO GET YOUR REBATE**

**STEP 1: CUSTOMER INFORMATION** (please print clearly)

Customer Name \_\_\_\_\_  
Account Number \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_  
Installation Address (if different) \_\_\_\_\_

**STEP 2: ENTER VENDOR INFORMATION** (please print clearly)

Vendor Name \_\_\_\_\_ Vendor Contact Name \_\_\_\_\_  
Vendor Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**STEP 3: COMPLETE REBATE WORKSHEET**

Attached worksheet must be filled out for all equipment you are requesting a rebate. Print clearly and fill in each column. If necessary, use multiple worksheets.

**STEP 4: ATTACH NECESSARY DOCUMENTATION** (must be submitted)

- Completed Application including Rebate Worksheet.
- Copy of Detailed Dated Invoice(s) Specifying the Quantity and Price of all Materials Purchased, Date Ordered, Installation Costs, and Applicable Taxes.
- Equipment Specifications.

**STEP 5: 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.

X \_\_\_\_\_ Date \_\_\_\_\_

**Note: Rebates take 6 to 8 weeks for processing.**

FOR CITY OF CHASKA ELECTRIC DEPARTMENT USE ONLY. DO NOT WRITE IN THIS AREA.

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Rebate Amount \$ \_\_\_\_\_



Solar Panel Installation - Rebate Worksheet

(10 AC kW Array Max for Rebate)

Manufacturer	Model	Size of Array (AC kW)	Panel Efficiency	Rebate (\$ / AC kW)	Total Rebate
				\$250	\$
				\$250	\$

