



RESIDENTIAL INCENTIVE APPLICATION FOR HAWLEY PUBLIC UTILITIES

The following information is provided as part of the PowerSavers conservation program to encourage residential customers to select and install energy efficient equipment for their facilities. This program is a joint offering from participating utilities of the Minnkota Power Cooperative (MPC) and the Northern Municipal Power Agency (NMPA).

Instructions for Use:

For complete instructions, please refer to the Terms and Conditions on page 5.

Step 1: Determine Eligibility: Equipment must be new and installed in a residence served by the City of Hawley. Incentives may vary by utility, please refer to your member cooperative or municipal system before submitting your application.

Step 2: Install Equipment. New equipment must be installed and old equipment removed. Only new products which are exact product types listed on this form are eligible for prescriptive incentives. If the potential incentive is greater than \$5,000 contact the City of Hawley office to get pre-approval.

Step 3: Complete and sign the application. Forms must be received within 60 days of installation. Incomplete applications will cause delays in payment.

Step 4: Mail completed application and a copy of the itemized invoice to:

Hawley Public Utilities
P.O. Box 69
Hawley, MN 56549
(218) 483-3331, (218) 483-3332 (fax)



2026 Residential Incentive Application For Hawley Public Utilities

Customer Information (Please Print)

Name of Homeowner		Contact Phone		Contact Mobile	
Mailing Address		City		State	ZIP Code
Installation Address		City		State	ZIP Code
Email Address					
Electric Utility Name: _____ Account Number: _____		Gas Utility Name: _____ Account Number: _____		Building Type <input type="checkbox"/> Existing <input type="checkbox"/> New Construction Building Use <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family How many _____	
Fuel Type for Space Heating: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> LP (Propane) <input type="checkbox"/> Oil <input type="checkbox"/> Other _____ Fuel Type for Water Heating: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> LP (Propane) <input type="checkbox"/> Oil <input type="checkbox"/> Other _____					
How did you learn about the program? <input type="checkbox"/> My Utility <input type="checkbox"/> Utility Web site <input type="checkbox"/> Newspaper <input type="checkbox"/> Community Event <input type="checkbox"/> Mail/Bill Insert <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____					

Contractor Information

Name of Installing Contractor (if applicable)		Contact Phone		Contact Mobile	
Contractor Address		City		State	ZIP Code

A. Lighting Equipment *(Incentive must not exceed 50% of purchase price)*

Equipment Type	Specifications	Incentive	Qty	Total
LED Fixture	Complete fixture or replacement kit. ENERGY STAR recommended.	50% of the purchase price up to \$4/fixture		
LED Outdoor Fixture	Dusk to dawn operation required. DesignLights Consortium™ or ENERGY STAR recommended.	50% of the purchase price up to \$10/fixture		

B. Appliances

Equipment Type	Specifications	Incentive	Qty	Total
Clothes Washer	ENERGY STAR®	\$25/unit		
Brand Installed:	Model Number Installed:	Serial Number Installed:		
Electric Clothes Dryer	ENERGY STAR	\$25/unit		
Brand Installed:	Model Number Installed:	Serial Number Installed:		
Refrigerator or Freezer	ENERGY STAR	\$25/unit		
Brand Installed:	Model Number Installed:	Serial Number Installed:		
Removed and recycled old refrigerator <input type="checkbox"/> Removed and recycled old freezer <input type="checkbox"/> <i>(Recycling receipt must be returned with application in order to receive additional incentive – see page 6)</i>		\$50/unit		

Page 2 Subtotal

C. Programmable Thermostat (<i>Incentive must not exceed 50% of purchase price</i>)					
Equipment Type	Specifications	Incentive	Qty	Total	
Programmable Thermostat		50% of the purchase price up to \$25/unit			
ENERGY STAR Smart Thermostat	Thermostat must have Wi-Fi connectivity and additional features to earn the ENERGY STAR rating.	50% of the purchase price up to \$50/unit			
Brand Installed:	Model Number Installed:				

D. Heating, Ventilation Air Conditioning Measures (HVAC)					
Equipment Type	Specifications	AHRI Reference Number	Incentive/Unit	Qty	Total
Tune-up for Central AC	Not valid on window AC units		\$25/unit		
Tune-up for Air-Source Heat Pump (ASHP) or Mini-Split Ductless Heat Pump			\$25/unit		
(AC Tune-up checklist must be completed and returned with application in order to qualify for tune-up incentives – see page 7)					
Air Source Heat Pump (ASHP)	Less than 16.2 SEER2		\$300/ton		
	Equal to or greater than 16.2 SEER2		\$600/ton		
Mini Split Ductless Heat Pump	Less than 16.2 SEER2		\$300/ton		
	Equal to or greater than 16.2 SEER2		\$600/ton		
Type of heating system ASHP or Mini-split is replacing <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane					
Information must be listed for the indoor, outdoor and furnace unit, unless an AHRI certificate can be produced without the furnace unit information:					
Furnace Manufacturer:	Model Number(s) Installed:		Serial Number(s) Installed:		
Outdoor Unit Air-Source Heat Pump Manufacturer:	Model Number(s) Installed:		Serial Number(s) Installed:		
Indoor Unit Air-Source Heat Pump Manufacturer:	Model Number(s) Installed:		Serial Number(s) Installed:		
Design Temperature used for analysis:	Resulting Heat Loss:		Equipment Heating Capacity Required for Home:		
System Provides: <input type="checkbox"/> Cooling <input type="checkbox"/> Heating <input type="checkbox"/> Both		Type of Geothermal System: <input type="checkbox"/> Water-to-water <input type="checkbox"/> Water-to-air			
Requirements for all HVAC Measures: <ol style="list-style-type: none"> Must be installed by qualified, insured contractor. New installations only. Must be the primary heating source for the home and be on a list of prequalified units. Unit must be on a list of prequalified units. The furnace and condenser model and serial numbers, evaporator model and serial number, and AHRI reference number are required for all installations. All efficiency ratings will be verified using the AHRI database (ahridirectory.org) or manufacturer specifications. Qualifying units are standard split system, furnace integrated for homes with ductwork. 					
Page 3 Subtotal					

E. Electrical Transportation Rebates			
Equipment Type	kW	Incentive/kW	Total
Electric Vehicle (EV) Charger		\$50	
Requirements: <ol style="list-style-type: none"> 1. All equipment must be new and be installed on a Minnkota member cooperative system or a NMPA municipal system. 2. Must be a Level 2 or Level 3 charger. Must be 240 volts and hard wired. 3. Rebate limit of \$500 per member/customer account. Not to exceed purchase and installation costs if combined with other cooperative and municipal rebate offerings. 4. Charger must be on a Demand Response Program. 5. Scheduled charging times: <ul style="list-style-type: none"> ✓ October through May: noon to 5 p.m. and 11 p.m. to 7 a.m. ✓ June through September: midnight to 10 a.m. 			
Page 4 Subtotal			

Certifications and Signature

I hereby certify that: 1. The information contained in this application is accurate and complete; 2. All installation is complete and the unit(s) is operational prior to submitting application; 3. All rules of this incentive program have been followed; 4. I have read and understand the terms and conditions included with this document.

I agree to verification of equipment installation, which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one incentive from this program on any piece of equipment. I hereby agree to indemnify, hold harmless and release the utility from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.

Customer Signature	Print Name	Date Equipment Installed:
		Date Submitted:

Program Use Only

Date Received:	Post Inspected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Incentive Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$	Date Approved:
Utility or Program Representative:			
Joint Program Tracking #			

Terms and Conditions

1. Incentive Offer: Projects must be implemented (completed) by **December 31, 2025**. An original signed application and invoices for materials and labor must be delivered to the City of Hawley **within 60 calendar days of installation (completion)**. Please keep a copy for your records.
2. Proof of Purchase: This application must have complete information and be submitted with an invoice itemizing the **new equipment purchased**. The manufacturer (OEM) specification sheet(s) are needed only if an AHRI certificate is not available. The invoice must indicate date of purchase, size, type, make, model and total project cost.
3. Compliance:
 - a. All projects are expected to comply with federal, state, and local codes.
 - b. All equipment must be new or retrofitted with new components per the program specifications. Used or rebuilt equipment is not eligible for incentives. Existing equipment must be removed or permanently disconnected.
 - c. Equipment must meet specification requirements and be purchased and operating prior to submitting an incentive application.
 - d. Customers may only receive one incentive per piece of qualifying equipment.
 - e. If the project is in a leased building, the term of the lease must be at least five (5) years.
4. Payment: Once completed paperwork is submitted, incentive payments are usually made within 45 calendar days. Incomplete applications will either delay payments or be denied. The City of Hawley reserves the right to refuse payment and participation if the customer or contractor violates program rules and procedures. All projects exceeding \$5,000 in incentives will be inspected prior to incentive payment.
5. Inspection: Program staff may conduct an inspection of the facility to survey installed projects.
6. Publicity: The participating utilities reserve the right to publicize your participation in this program, unless you specifically request otherwise.
7. Program Discretion: Incentives are available on a first-come, first-served basis. This incentive is subject to change or termination without notice at the discretion of the participating utilities.
8. Logo Use: Customers or allies may not use the participating utilities' name or logo in any marketing, advertising, or promotional material without written permission.
9. Disclaimers: The participating utilities
 - a. Do not endorse any manufacturer, product, labor or system design by offering these programs.
 - b. Will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives.
 - c. Do not expressly or implicitly warrant the performance of installed equipment or the contractor's quality of work (contact your contractor for detailed warranties).
 - d. Is not responsible for the proper disposal/recycling of any waste generated as a result of this project.
 - e. Is not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment.

INCENTIVE LIMIT:

An incentive exceeding \$5,000 must receive written approval **before** project installation. Total incentives paid are limited to \$10,000 per customer per year. Total incentive not to exceed 50 percent of the project cost.

ELIGIBILITY:

These incentives are offered by member utilities of the Minnkota Power Cooperative, Inc. and the Northern Municipal Power Agency.



Refrigerator/Freezer Recycling Receipt

Customer Information:

Customer Name

Date

Customer Address

Phone Number

Recycler Information:

☐ Refrigerator ☐ Freezer

Brand of Refrigerator or Freezer

Recycler Company Name

Recycler Signature

Date

Customer Signature

Date

Note: Refrigerator/freezer must be in working condition in order to qualify for \$50 incentive.



AC Tune-up Checklist

The technician performing the tune-up must initial that each of the following requirements have been completed. If repair is required above the scope of the tune-up, please note that a proposal was provided to the customer for the additional service in the box provided below.

- Clean and inspect condensate pan and drain
- Clean condenser coil, straighten fins
- Clean evaporator coil, straighten fins
- Clean, repair or replace damaged fan blades (contractor's discretion if they should be replaced or straightened)
- Inspect, lubricate fan motors
- Repair damaged suction line insulation
- Clean or replace air filter (should be performed minimum of 4 times annually)
- Clean or replace grills and screening
- Calibrate thermostat for accurate control
- Describe overall unit condition: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Please note any additional services recommended below:

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Contractor Signature _____ Date _____