



A Touchstone Energy<sup>®</sup> Cooperative 

The Touchstone Energy logo consists of three stylized human figures in red, blue, and yellow, standing on a green curved line that represents a horizon or a path.

# Residential HVAC Rebate Program Manual

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## Program Description

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Wheatland Electric Cooperative, Inc. (WECI) offers rebate incentives to residential members for the installation of energy-efficient heating, ventilation and air conditioning (HVAC) systems. HVAC system replacements in existing single-family homes may qualify for rebate incentives through WECI's Residential HVAC Rebate Program. To qualify for incentives, participants must meet all program eligibility criteria and satisfy all installation requirements. WECI's Residential HVAC Program is subject to change without prior notice.

## Program Purpose & Information

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Heating and cooling a house often accounts for a majority of a household's monthly energy costs. That being the case, homeowners have a great opportunity to save energy and money by installing a more efficient HVAC system. The purpose of WECI's rebate incentives is to help the homeowner in making the decision to improve the efficiency of their HVAC system. Ultimately, higher efficiency equates to lower monthly energy bills and improved comfort.

There are two standard measures that are most commonly used to rate the efficiency of HVAC systems, Seasonal Energy Efficiency Ratio (SEER) and Energy Efficiency Ratio (EER). The higher the SEER or EER rating, the more efficient the system is. Heat pump systems have an additional measure of efficiency called Heating Seasonal Performance Factor (HSPF). Ground source heat pump systems have an additional measure of efficiency called Coefficient of Performance (COP).

HVAC efficiency requirements for this program are outlined in the Installation Requirements section. To accurately determine the SEER, EER, HSPF, and COP of HVAC systems, the Air-Conditioning, Heating and Refrigeration Institute (AHRI) rate them. Each rated system is assigned an AHRI Reference Number which uniquely identifies that HVAC system. All newly installed HVAC systems must have a valid AHRI reference number in order to qualify for incentives through this program. Refer to the online [AHRI Product Directory](#) to look up an HVAC system's efficiency ratings.

## Program Eligibility Criteria

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A participant in WECl's HVAC Rebate Program must meet all of the following eligibility criteria to qualify for incentives:

1. Must be an existing single-family home (new-construction homes are not eligible)
2. Home must be located within WECl's service area and receive electricity from WECl
3. Participant must be a residential member or a landlord (dealers may not participate)
4. Participant must complete and submit an HVAC Rebate Application (must be received within 60 days of the installation date)

## Installation Requirements

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An eligible participant must ensure that all of the following installation requirements are satisfied to receive incentives through WECl's Residential HVAC Rebate program:

1. Installation must be performed by HVAC contractor (must have EIN# verifying business status)
2. Replaced HVAC system(s) must be at least 10 years old
3. For each HVAC system replacement, the indoor and outdoor units must be replaced on the same installation date
4. New HVAC system(s), the combination of indoor and outdoor unit, must be rated by AHRI (must have valid AHRI reference number)
5. New HVAC system's AHRI rated efficiency values must satisfy the following:
  - a. SEER greater than or equal to 13
  - b. HSPF greater than or equal to 8.0 (Heat Pumps Only)
6. New HVAC system(s) capacity must not exceed 65,000 BTU/Hr (5.4 tons)
7. New HVAC system(s) must be properly sized to the dwelling according to ASHRAE or ACCA Manual J standards
8. Window A/C units are not eligible for incentives:

***Note that the HVAC contractor is responsible for obtaining proper permits for equipment installation and ensuring that all municipal and county code requirements are satisfied.***

# Participation Process

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Participating in WECl's Residential HVAC Rebate Program is simple. The steps that are required to participate are outlined below. Members may choose to have their application submitted by their HVAC contractor by providing a completed Member Authorization Form. The contractor will be required to submit the form as specified in the participation process.

## **Step 1: Licensed HVAC contractor installs eligible HVAC system(s)**

Member may select any HVAC contractor, that is registered as a valid business with the State of Kansas, to perform the system installation. It is ideal for the HVAC contractor to be aware of all program and installation requirements prior to performing the installation.

## **Step 2: Participant or HVAC contractor completes rebate application**

After the HVAC system is installed, the applicant or contractor can download the Residential HVAC Rebate Program manual and complete a rebate application by visiting [www.weci.net](http://www.weci.net). Applicants and their contractors may also call WECl to request a copy of the documents.

The applicant will be required to provide the following types of information within the online rebate application form:

- Member information (including WECl account number)
- HVAC contractor information
- New HVAC system information
- Replaced HVAC system information
- Installation date
- Member's signature

***Note that the HVAC contractor will need to provide some of the required information. Refer to the [HVAC Rebate Program application](#) form to see all of the required information.***

## **Step 3: Applicant or HVAC contractor submits rebate application and required documents online.**

- Participants must provide a copy of an AHRI certificate for each HVAC system that was installed. Also, participants must include a copy of the installation invoice. The HVAC contractor will need to provide both of these documents to the participant.
- HVAC contractors submitting applications on behalf of their clients must provide a Member Authorization Form along with an AHRI certificate and copy of the installation invoice.

Applicants or their contractors may submit their rebate application and required documents to any local office, via email or mail to the following:

Email to: [rebate@weci.net](mailto:rebate@weci.net)  
Mail to: Wheatland Electric Cooperative, Inc.  
Residential HVAC Rebate Program  
Attn: Teresa  
P.O. Box 1446  
Great Bend, KS 67530

The completed rebate application and required documents must be received within 60 days of the installation date.

#### **Step 4: WECI reviews rebate application**

Rebate applications will not be processed without all required documents.

WECI may choose to conduct a verification inspection to ensure that the HVAC system information was provided accurately.

#### **Step 5: WECI issues rebate credit to member**

If the rebate application is approved, then WECI will issue a rebate check to the member within three to five weeks. If the house is being rented and the landlord has a WECI landlord account, then WECI will issue a rebate check to the landlord.

***Note that the date that the completed application is received will determine which rebate structure will be applied to the rebate request. For example, completed applications that are received after December 31 for installations completed during the previous calendar year will be paid under the rebate structure of the following program year.***

## Required Documents

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All required documents must be received within 60 days of the installation date. All required documents can be downloaded from the WECI website. Participants may also call WECI to request a copy of the required documents. The applicant or authorized contractor must submit the following documents to WECI:

- Completed HVAC Rebate Application signed
- Contractor installation invoice signed and dated
  - Should be provided by HVAC contractor
- AHRI Certificate for each HVAC system installed
  - Should be provided by HVAC contractor
- Member Authorization Form
  - Should be provided by participant<sup>1</sup>

# Rebate Levels

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The current WECl residential central A/C and heat pump rebate levels are as follows:

BTU	Min SEER	Central A/C	Heat Pump
Up to 36,000*	13	\$200	\$350

\*Add \$30 for each ½ ton above 3 ton (36,000 BTU)

1. Example: 4 ton (48,000 BTU) heat pump

Rebate-

Base rebate heat pump (up to 3.0 ton)-\$350

Add \$30 for each ½ ton over 3 ton- +\$60

Total Rebate= \$410

- Dual-fuel heat pumps are paid at the heat pump rate
- Mini-splits are paid at the central A/C rate for the replacement of a central A/C unit<sup>2</sup>

Applications that were received within a given calendar year and meet that year's Residential HVAC Rebate Program installation requirements will be paid under that calendar year's rebate structure. For example, completed applications that are received after December 31 for installations completed during the previous calendar year will be paid under the rebate structure of the following program year.

An eligible participant may apply to receive incentives for the replacement of multiple HVAC units at a single site. A residential site may not receive more than \$1,500 in rebates within a single calendar year. All rebate incentives are provided on a first-come, first-served basis and are only available while funds last. Rebate levels are subject to change at any time without prior notice.

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<sup>1</sup> For HVAC contractors submitting rebate application on behalf of their client.

<sup>2</sup> This does not apply to multiple mini-split units; rebate limited to one per site

