



# Energy Rebate Program

## Rebate Process Step-by-Step



The City of Flagstaff provides rebates for energy efficiency upgrades performed for residences within Flagstaff. Appliance and insulation upgrades provide significant energy conservation benefits to homeowners, and help to reduce our community-wide energy demand.

### STEP 1

Use listed qualifications and rules to ensure your upgrades meet the program requirements.

**Weatherization Upgrades:** Obtain an [APS energy audit](#) from a regional BPI certified contractor in order to receive these rebates. Keep a copy of the invoice for this audit to submit with your rebate application.

**Furnace/Water Heater Replacement Upgrades:** Acquire necessary permits from the City of Flagstaff. See <https://www.flagstaff.az.gov/494/Building-Safety> for more information.

### STEP 2

**Weatherization Upgrades:** Follow up with a contractor on possible repairs and complete the energy upgrade work. Keep copies of the invoice for work completed to submit with your rebate application.

**Furnace/Water Heater:** Complete upgrade purchases and installation. Follow up with inspection as per permit requirements. Keep copies of all invoices and receipts to submit with your rebate application.

### STEP 3

Fill out and submit the [Online Rebate Application Submission Form](#) (or use PDF/physical application form) within 30 days of work being completed and allow up to six weeks for processing.

Physical rebate applications may be submitted:

- Via email to [sustainability@flagstaffaz.gov](mailto:sustainability@flagstaffaz.gov);
- In person to the Sustainability Offices at **419 N Mogollon St**; or
- By mail to:

**City of Flagstaff – Sustainability Section  
Attn: Energy Rebate Program  
211 W Aspen Ave  
Flagstaff AZ 86001**

Submitted applications must include copies of all required documents, including (if applicable) energy audit invoice, work invoices (must include date of installation), sales receipts, inspection paperwork. All submitted receipts and invoices should be paid and itemized. Rebate applications missing required documents, those not meeting minimum standards, or those received more than 30 days after the work has been completed may be rejected and returned to the applicant. Rebates are provided on a first-come, first-served basis and are provided as long as funding lasts.



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## Rebate Program Rules



- **Program Funding:** The City of Flagstaff Energy Rebate Program rebates are only provided as long as program funding lasts. Current funding levels will be updated periodically on the Energy Rebate Program website (<http://flagstaff.az.gov/2912/Energy-Rebates>). Funding and rebates are never guaranteed and rebates are provided on a first come, first served basis (based upon the date the rebate application is received in our office). If funding is exhausted, new applications forms will not be accepted until funding is available. In the event that funding is exhausted for a given fiscal year (July 1 – June 30) new applications will not be accepted or processed until July 1 of the following fiscal year (or when funding is again available), and will maintain 30 day limit outlined below.
- **Eligibility:** Rebates are available to all residential property owners and renters for properties within Flagstaff city limits. While property owners and renters are both able to apply for rebates, renters must obtain and submit a renter/landlord authorization form with their application in order to be eligible for rebates. Application must be filled out in full. Incomplete applications or those missing required documentation may be rejected and returned to the applicant.
- **Major Appliance Rebates:** Rebate on installation project or product costs of efficient water heater and/or furnace replacement. Applicants are encouraged to utilize licensed contractors for installation of these upgrades. Self-installation is permissible on owner occupied properties, however **a valid city permit and proof of post-installation inspection are required for all water heater and furnace installations prior to submission of rebate application regardless of installer.** Permits can be obtained from the City of Flagstaff Building & Safety Program (<https://www.flagstaff.az.gov/494/Building-Safety>). **Additional Documentation Required:** itemized invoice of equipment purchased, contractors invoice for work completed (contractor invoice must include address of work completed, equipment type, make/model, and date of installation).
- **Weatherization Rebates:** Installation project costs of attic/crawlspace insulation, air sealing, and duct sealing. Rebates for weatherization require an energy audit advance of any energy efficiency improvement or upgrade work. Work must be completed within two years of the energy audit. Work performed should be based on the findings of the energy audit. Rebates for weatherization upgrades can only be given for work done by a qualified contractor and cannot be given for self-installations or materials purchased with the intention of self-installation. Quality assurance checks should be included with these services. **Additional Documentation Required:** Energy audit invoice from a Building Performance Institute (BPI) certified contractor (must include address of audit and date of audit) and invoice for upgrade work completed. Percentage paid for rebates is based on price paid by customer after any other rebates (e.g. APS rebates).
- **Application and Payment Timeline:** Rebate applications and all required documentation must be received by the Sustainability Section within 30 days of the date of installation. Once submitted, applications will be processed within 15 days and a payment will be made within 30 days. Rebate checks will only be remitted to the applicant listed on the application and will be mailed to the mailing address listed on the application.
- **Limitations:** Property owners will be limited to \$2700 in rebates for any three year period and may include multiple properties. Each residence (by address) will be eligible for one rebate per rebate type per five year period. Each individual parcel is considered a separate residence (e.g. duplexes are two separate residences). Rebated amount from state or local programs cannot exceed the total cost of the appliance or service, or the percentage costs outlined for each individual rebate type.
- **Limitations Liability and Warranty:** The City of Flagstaff is limited to paying the rebate incentive specified. The City is not liable for any consequential or incidental damages or injuries resulting from participation in this program. The City does not expressly or implicitly warrant the performance of installed equipment and makes no warranties of any kind, including but not limited to fitness of particular equipment or services provided by a manufacturer or contractor. Contact your contractor or manufacturer for details regarding any issues with equipment performance or warranties.



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## Rebate Qualifications and Restrictions



**Weatherization Energy Efficiency Upgrades:** Weatherization upgrade requirements include an energy audit from a Building Performance Institute (BPI) certified contractor prior to work being completed. Work performed should be based on the results of this audit.

Air Sealing	30% of project cost* up to \$100	Rebate for sealing air leaks in the building envelope. Home's existing leakage must be <b>16 ACH50</b> or higher. Blower-door tests must be used to determine the level of air-changes before and after air sealing measures are implemented.
Attic Insulation	30% of project cost* up to \$200	Rebate for installation of insulation up to <b>R-50</b> . Attic must have an initial insulation value of <b>R-19</b> or lower. Insulation improvements must be made in combination with air sealing, unless documentation can prove that air sealing is unnecessary.
Crawl Space Insulation	30% of project cost* up to \$100	Rebate for installation or re-alignment of insulation of <b>R-19</b> will qualify for a rebate of up to \$100. Insulation must be secured to ensure continuous contact with subfloor.
	30% of project cost* up to \$200	Rebate for installation or re-alignment of insulation of <b>R-30</b> or greater will qualify for a rebate of up to \$200. Insulation must be secured to ensure continuous contact with subfloor.
Duct Sealing	30% of project cost* up to \$150	Rebate for <b>reduction</b> of air leaks in duct system, as measured by a pre- and post-test measured in <b>CFM25</b> or <b>CFM50</b> . Acceptable methods of duct-leakage testing include: blower door subtraction method (CFM50), duct blaster (CFM25), pressure pans (CFM50).

**Major Appliance Replacement:** Major appliance replacements require a City of Flagstaff permit and inspection to be eligible for rebate (find more information about permits here: <https://www.flagstaff.az.gov/494/Building-Safety>). Find current EnergySTAR standards and product guides at <https://www.energystar.gov/products>.

Furnace	\$300	Rebate for project cost of new <b>EnergySTAR</b> rated oil furnace; OR Rebate for project cost of new <b>US South EnergySTAR</b> rated gas furnace.
	\$400	Rebate for project cost of new <b>EnergySTAR</b> rated gas furnace (US North standards).
Water Heater	\$150	Rebate for project cost of new <b>EnergySTAR</b> rated gas storage water heater with a <b>Uniform Energy Factor (UEF) up to .80</b>
	\$250	Rebate for project cost of new <b>EnergySTAR</b> rated gas storage water heater with a <b>Uniform Energy Factor (UEF) of .80 or better</b> ; OR Rebate for project cost of new <b>EnergySTAR</b> rated gas tankless/instantaneous water heater.
	\$300	Rebate for project cost of new <b>EnergySTAR</b> rated solar water heater.

\* Percentage rebated is based price paid by consumers after any other rebates (e.g. APS rebates).