



# RESIDENTIAL WINDOW REBATE PROGRAM

## Steps to Participation

### 1. PRE-APPROVAL

If the work is to be completed by a contractor, the contractor must submit an estimate of the work to be completed at the site including existing frame type (metal, wood or vinyl), single or double pane glass and size of each window with the customer rebate application.

If this is a self-install project, the homeowner must keep the old windows that are replaced on site until after the final inspection of the window project or have an audit performed before the windows are replaced. The homeowner must submit an estimate for the project & the Canby Utility rebate application. Documents can also be mailed to the address on the rebate application, emailed to [rebates@esgroupplc.com](mailto:rebates@esgroupplc.com), or faxed to 503-263-8621.

- After you submit the pre-approval information, you will receive a follow-up letter to confirm that rebate funds have been reserved for (3) months. If your project is not complete within the (3) month timeframe, then you must reapply for rebate funds.

### 2. WINDOW & EXTERIOR DOOR UPGRADE

- After the audit, you can upgrade the windows in your home or hire a contractor to do the work.
- New replacement windows must have a U-Factor of 0.30 or less to qualify for a rebate!***
- Windows can be replaced all at once, individually, or a few at a time.
- Each new window will have an NFRC sticker attached to the glass. Carefully remove all stickers and make a copy of each one. Retain originals for your records.
- Each new exterior door must be ENERGY STAR rated & may have an NFRC sticker attached to the door verifying that it is ENERGY STAR rated. Remove the sticker and make a copy of the sticker. Retain originals for your records. Verification that the door is ENERGY STAR rated must be in the final paperwork. Exterior door must replace an un-insulated door.

### 3. POST-INSTALLATION INSPECTION

- Call 503-266-1156 to request a no-cost final inspection of your newly upgraded windows. Inspections are scheduled for the beginning and the middle of each month. You will be contacted 2–3 days prior to the inspection with your scheduled date and time. You do not need to be home during the inspection provided there is outside access to all windows. Please unlock gates and restrain your pets before your scheduled inspection. You are required to have a post-installation inspection each time you upgrade windows in your home.

### 4. REQUEST YOUR REBATE

***ALL DOCUMENTS ARE REQUIRED TO PROCESS YOUR REBATE!*** At the time of the final inspection, the utility representative will collect the following required rebate documents:

- Contractor final invoice(s), or receipt(s) if self-installed, including window measurements
- Completed Residential Window and Insulated Door Rebate Application
- Copy of one NFRC sticker for each window replaced or manufacturer window order confirmation with U-factor

### 5. RECEIVE YOUR REBATE

You can expect to receive your rebate 8–10 weeks after the final inspection and receipt of all required documentation.

**All work must meet Bonneville Power Administration (BPA) and Canby Utility program installation requirements. For additional questions, call 503-266-1156**



## Residential Window and ENERGY STAR® Qualified Insulated Door Rebate Application

Complete application and sign/date. All information is required to process rebate(s).

Office Use Only  
Pre-Approval

Expiration

Rebate:

Month/Year:

Single Sq Ft:

Double Sq Ft:

CUSTOMER INFORMATION					
Account #		Date		Phone	
First Name		Last Name			
Installation Address		Email			
City		State		Zip	
Mailing Address (if different)					
City		State		Zip	
HOME INFORMATION					
Electric Heat Source:	<input type="checkbox"/> Baseboard	<input type="checkbox"/> Ceiling Cable	<input type="checkbox"/> Forced Air Electric		
	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> Other _____		
Residence must have permanently installed electric heat system capable of heating entire dwelling to qualify.					
Residence Type:	<input type="checkbox"/> Site Built Home ( <i>up to 4-plex</i> )	<input type="checkbox"/> Manufactured Home			
	<input type="checkbox"/> Multi-Family ( <i>5 or more units, 3 stories or less</i> )				
New construction does not qualify for rebate(s).					
Existing Windows:	<input type="checkbox"/> Single Pane	<input type="checkbox"/> Double Pane	<input type="checkbox"/> Storm	<input type="checkbox"/> Metal	<input type="checkbox"/> Wood <input type="checkbox"/> Vinyl
Existing windows must be single pane, single pane with storms or double pane with metal frames to qualify. Existing vinyl and double pane wood frame windows <u>do not qualify</u> for rebate(s).					

**After Window and Door Installation:** Final inspection is required. Call 503-266-1156 to schedule.

**All requests for rebate funds must be pre-approved. Submit application, existing window types (single or double pane windows & existing frame type metal, wood or vinyl), sizes of existing windows and window estimate for pre-approval. Work must be completed within three months of the pre-approval date. If the work is not completed within (3) three months, customer must reapply for rebate(s). There is no guarantee that funds will be available after the (3) three-month date or that the incentive amount will remain the same.**

WINDOW REBATE	
Rebate(s) are for replacement windows only and do not cover enlargement of existing windows. Windows not inside the electrically heated area of the home, such as garages or workshops, are not eligible for rebate(s).	
<b>U-FACTOR</b>	<b>REBATE</b>
0.30 or lower	\$3.00 per sq ft of replacement windows

INSULATED EXTERIOR DOOR REBATE		
ENERGY STAR qualified door must be pre-hung, include replacement of the threshold and replace an un-insulated exterior door. Exterior doors must separate heated and un-heated space.		
<b>Existing Door</b>	<b>Replacement Door</b>	<b>Rebate</b>
Not Insulated	Insulated	\$40.00

**Rebate(s) will not exceed 70% of the installed job cost.**

**Rebate(s) for self-installed energy efficient upgrades will not exceed 70% of the cost of materials.**

**ENERGY EFFICIENT UPGRADES**

**Replacement Windows** Sq Ft \_\_\_\_\_ U-Factor \_\_\_\_\_ **U-Factor 0.30 or lower**

**ENERGY STAR Qualified Insulated Exterior Door(s)** Quantity \_\_\_\_\_

**Upon signing this agreement, customer acknowledges the following:**

Rebate offer(s) may be changed or discontinued at any time by Canby Utility (CU). CU disclaims any warranty, whether expressed or implied, regarding the energy efficient upgrade(s) listed on this application for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use.

I understand that the energy efficient upgrade(s) must be installed to CU specifications, and certify that I, or my contractor, have reviewed the specifications prior to beginning work. When selecting a contractor, I understand that it is the homeowner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon Construction Contractors Board. CU strongly recommends validating qualifications before work begins.

I understand the above and certify that I am a customer of CU, that the energy efficient upgrade(s) are installed at the address indicated and that this address is within CU service territory.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REBATE APPLICATION DOCUMENTS**

**Rebate(s) will be paid when CU has received the following required documents:**

- Copy of one **NFRC sticker** for each window and/or door replaced
- Contractor installed: copies of **contractor final invoice(s)** showing window measurements
- Self-installed: copies of **purchase receipt(s)** showing window measurements
- Completed **Residential Window and Insulated Door Rebate Application** form

A Canby Utility energy efficiency representative will collect required documents at the time of final inspection or you may submit them to:

**Canby Utility  
PO Box 1070  
Canby, OR 97013  
FAX: 503-263-8621**

**Allow 8–10 weeks after final inspection for rebate processing.**

**Call 503-266-1156 to learn about additional energy efficiency programs.**