

Reservation Application

Applicant Information

Customer Name:	Phone:		
Address (must be within city of Ann Arbor):	City:	State:	ZIP:
Email Address:			

Contractor Information (Optional)

Contractor Name:	Phone:		
Address	City:	State:	ZIP:
Email Address:			

Certifications and Signature

I hereby certify that:

1. The information contained in this application is accurate and complete;
2. All rules of the Insulate Ann Arbor Program have been followed; and
3. I have read and understand the Terms and Conditions on page 8 of this application.

I agree to verification of equipment installation which may include a site inspection by an Insulate Ann Arbor-Program representative. I understand that I am not allowed to receive more than one rebate from this program for any one piece of equipment unless otherwise specified. I hereby agree to indemnify, hold harmless, and release the City of Ann Arbor from any actions or claims in connection with the installation, operation, and/or disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.

Please sign and complete all information below. Customer signature is required for payment.

Signature:	Print Name:
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Submission

» Mail, email, or fax your completed Rebate Reservation Application to:

-  Mail: PO Box 609, Grand Ledge, MI 48837-0609
-  Email: a2zerorebates@michiganenergyoptions.org
-  Fax: 734-726-9050
-  Phone: 734-726-4747

Income Qualified Applicants: (Optional)

Applicants that meet income qualification criteria are eligible for enhanced rebates to offset the costs and burden associated with the purchase of eligible measures. Documentation must be submitted with your reservation application if you wish qualify for the enhanced rebates. Staff will verify all documentation.

A property may qualify as income qualified if it meets at least one of the following

1. Participation in an affordable housing program:

Automatic qualification for any property that can provide evidence of participation in a federal, state or local affordable housing program; for example: Low-Income Housing Tax Credit (LIHTC), U.S. Department of Housing and Urban Development (HUD), U.S. Department of Agriculture (USDA), Michigan State Housing Development Authority (MSHDA), local tax abatement for income-qualified properties and so on

2. Located within an income-qualified Census Tract

Location within HUD's annually published Qualified Census Tracts (www.huduser.gov/portal/sadda/sadda_qct.html), accompanied by property owner or manager certification that tenant households meet program's rent and/or income qualification requirements.

3. Rent roll documentation

Submission of rent rolls documenting that the average rents charged by a particular property are affordable to households meeting HUD's definition of Income-Qualified. Properties with average rental rates at or below 80% of local "Fair Market Rent" as published annually by HUD will be eligible to participate in the Income-Qualified rebates.

4. Resident income information

Submission of resident income information showing that at least 50% of apartment units are rented to households meeting one of the following criteria: A. At or below 250% of the Federal Poverty Level or B. At or below 80% of Area Median Income

Are you applying for income qualified rebates? Yes No

Measure Reservation

Please only reserve rebate funds for measures you are planning on purchasing. If approved, you will receive a reservation number and the program will hold your rebate dollars for 90 days while your project is completed. After project completion, please submit a complete rebate application and include your reservation number, final invoice, and other required documentation for review and payment. This application can be found on our website at osi.a2gov.org/rebates. Failure to provide the required information will result in the reservation being denied.

Insulation

- » Visit www.energy.gov/energysaver/insulation for information on insulation types and R-values
- » Required documentation for payment of rebate: completed application; itemized contractor invoice with R-values before and after installation, and square footage covered, paid in full
- » Rebate Caps:
 - » Standard Rebate/Market Rate: \$75,000 or 50% of total project cost (whichever is lower)
 - » Income Qualified: \$250,000 or 90% of total project costs (whichever is lower)

Eligible Items	Requirements	Estimated Sq Ft	Market Rate/ Income Qualified Rate per Sq Ft	Estimated Cost	Reserve Rebate
Roof & Attic Insulation	<ul style="list-style-type: none"> • Eligible for electrically or natural gas heated spaces (DTE required); living spaces only (no garages) • Insulation installed between conditioned and unconditioned space; new material with labeled R-value • Pitched roofs: must start < R-19 and reach \geq R-49 • Flat roofs: add \geq R-10 continuous • New construction: \geq R-49 (CZ5); \geq R-60 (CZ6-7) • Contractor installation required 		MR \$0.94 IQ \$1.70		
Above-Grade Wall Insulation	<ul style="list-style-type: none"> • Eligible for electrically or natural gas heated spaces (DTE required) • Existing Walls: Uninsulated add \geq R7; R5 Existing add R10 continuous • New construction: \geq R-25 • Contractor installation required 		MR \$0.94 IQ \$1.70		
Rim/Band Joist Insulation	<ul style="list-style-type: none"> • Must insulate a minimum of 50 sq ft and all accessible rim joist areas • Required initial R-Value R0 • Required final R-Value R10+ with air seal • Contractor installation required 		MR \$0.50 IQ \$1.00		
Basement Wall Insulation	<ul style="list-style-type: none"> • Eligible for electrically or natural gas heated spaces (DTE required) • Existing Walls: Uninsulated add \geq R7; if R5 Existing add R10 continuous • New construction: \geq R-25 • Contractor installation required 		MR \$0.94 IQ \$1.70		
Crawl Space Wall Insulation	<ul style="list-style-type: none"> • Eligible for electrically or natural gas heated spaces (DTE required) • Uninsulated add \geq R7; R5 Existing add R10 continuous • Contractor installation required 		MR \$0.94 IQ \$1.70		

Eligible Items	Requirements	Estimated Sq Ft	Qty		Reserve Rebate
15-29% Air Sealing Reduction	<ul style="list-style-type: none"> • Must achieve 15-29% reduction in air infiltration • Pre- and post-blower door test required • Contractor installation required 		MR \$0.56 IQ \$1.00		
30% Air Sealing Reduction	<ul style="list-style-type: none"> • Must achieve 30% reduction in air infiltration • Pre- and post-blower door test required • Contractor installation required 		MR \$0.94 IQ \$1.70		

Insulate Ann Arbor Program Terms and Conditions

Application

This application, along with any required additional documentation, must be truthful, complete, and accurately filled out. Applicants should retain a copy of this application and any accompanying documentation submitted to the Insulate Ann Arbor Program. The City of Ann Arbor and its contractors will not be responsible for lost documentation pertaining to this application request. Details of this program, including rebate levels, are subject to change or cancellation without prior notice. All applications and required documentation must be received within 90 days of the purchase/installation of eligible equipment or by December 31, 2026, whichever is earlier.

Limited Funds

Funds for rebates are limited and available on a first-come, first-served basis. Rebate amounts are valid through June 30, 2026, or until the fund limit for the year is reached, whichever is earlier. The City of Ann Arbor reserves the right to not pay a rebate if funds are not available at the time of application approval, or if the application is not complete and accurate, including all required additional information and documentation, or if the application is not submitted within the required time frame. The rebate amount may not exceed the pre-tax purchase price of the eligible equipment.

Eligibility

This offer is valid only for owners or residents of residential property located in the City of Ann Arbor and Businesses that are able to provide proof of business with City of Ann Arbor properties as stated under requirements on page seven. Equipment must be installed on residential property within the boundaries of the City of Ann Arbor, and applicant must meet all program eligibility criteria. Equipment must be new and operational; refurbished and/or open-box products are not eligible for rebates. Limit one rebate per eligible measure/unit or as noted in each measure section. Applicant must be 18 years or older to be eligible for rebate.

Approval, Verification, and Inspection

Prior to any payment of rebates, the City of Ann Arbor reserves the right to verify sales transactions and installation compliance. Applicant and/or their contractor must comply with all applicable building codes, zoning laws, and local, state, and federal requirements. Applicant is responsible for any applicable permits as required. Applicant's home may also be selected for a quality control post-installation inspection by program representatives. No warranty is implied by this inspection and Applicant is solely responsible for ensuring compliance with all City codes and proper measure installation.

Proof of Purchase

An invoice or receipt itemizing the purchased equipment must accompany each rebate application. The receipt/invoice must indicate the equipment type, make, model, price, serial numbers, and the date of purchase or installation. For measures requiring licensed contractor installation, an invoice from the installing contractor detailing equipment installed must accompany the application.

Payment

Unless otherwise stated, if the cost of the equipment/measure is less than the standard rebate amount, the rebate payment will be pro-rated to 90% of the pre-tax cost of the eligible equipment/measure. Once a completed application and all required additional documentation is submitted, a rebate payment is usually processed within 6 to 8 weeks. Rebate payments are made by check. Payment processing may take longer if information is missing on the application.

Applicant may authorize payment of the rebate directly to the contractor.

Tax Liability

The City of Ann Arbor will not be responsible for any tax liability that may be imposed on the recipient of a rebate under the Insulate Ann Arbor Program as a result of the payment of the rebate. Applicants should contact their tax advisor for more information.

No Endorsement

The City of Ann Arbor does not endorse any manufacturer, product, system design, claim, or contractor in promoting this program.

Information Release

Applicants agree that the City of Ann Arbor may include their name, address, equipment/measures for which they received rebates, and resulting energy and CO₂e savings in a database, and such information may be included in reports or other documentation submitted to regulatory bodies. This information will be treated as confidential and will only be reported in the aggregate.

Release/Indemnification

Payment of rebates under the Insulate Ann Arbor Program and/or evaluation of applications for rebates does not make the City of Ann Arbor or any of its affiliates, employees, or agents responsible for any work completed. Applicant fully releases and agrees to defend, indemnify, and hold harmless the City of Ann Arbor and its affiliates, employees, and agents from any claims in connection with the application, the rebates, and the work performed in connection with the Insulate Ann Arbor Program.

Disclaimer

Neither the City of Ann Arbor nor any of its affiliates guarantees the energy or CO₂e savings or makes any warranties associated with the equipment/measures eligible for rebates under the Insulate Ann Arbor Program. The City of Ann Arbor has no obligations regarding, and does not endorse or guarantee any claims, promises, work, or equipment made, performed, or furnished by any contractor or equipment vendor in connection with the Insulate Ann Arbor Program.

Property Rights

Applicant represents that they have the right to complete and/or install the energy-saving measures on the property on which those measures are completed and/or installed, and that any necessary owner and/or landlord's consent has been obtained.

Applicant's Certification

Applicant certifies that they have purchased and installed (or made to be installed) the equipment listed in this application at the represented location. Applicant agrees that all information provided in this application is true and accurate.