



Duct Sealing Rebate Application

\$150 Per System

Subject to availability of funds.
Additional rebates may be available from your gas company

Program Requirements

- Single-family and multi-family residences must have a permanently installed ducted central AC or electric heat system capable of heating or cooling the entire dwelling
- Installation must occur at a City of Healdsburg electric service address
- Multiple systems at the same address are eligible
- If duct leakage is less than 15% of fan flow before duct sealing (the volume of heated or cooled air that comes out of the registers), no incentive will be provided
- The work under this program must have occurred within the past 12-months
- You must not have had previous duct test and seal work completed on your home within the past 6-years, funded under a City of Healdsburg administered program
- You must have an existing central AC, heat-pump or central ducted electric heating system or be replacing an old central AC, heat-pump or central ducted electric heating system; if your house uses gas for heating, rebates may be available through your gas provider
- New systems installed, absent prior equipment, do not qualify for rebates due to equivalent performance requirements present in state building codes
- All work is subject to validation prior to payment. Refusal to allow City of Healdsburg to perform on-site validation of work may result in denial of a rebate.

Customer Information					
Utility Account # (if known)		Date		Phone	
First Name			Last Name		
Installation Address					
City				State	Zip
Mailing Address (if different)					
City				State	Zip
Electric Heat Source	<input type="checkbox"/> Wall Unit <input type="checkbox"/> Baseboard <input type="checkbox"/> Forced Air Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Ceiling Cable <input type="checkbox"/> Other <input type="checkbox"/> None			Central AC	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Installation					

Contractor Information					
Company Name		Contact			
Company Address			City	State	Zip
Phone			Fax	Email	

By signing below, contractor certifies the following:

I certify that the testing and installation for this job were done in compliance with and to meet Title-24 standards listed in Residential Appendix RA3 standards for duct tightness.

CONTRACTOR SIGNATURE _____ **DATE** _____

By signing this agreement, customer acknowledges the following:

City of Healdsburg (City) reserves the right to inspect completed work and installed measures. Rebates will be paid only on work that meets City specifications. Funding is limited and available on a first-come-first-serve basis. Customer certifies that they and their technicians are familiar with, and agree to, the standards regarding this program. Customer acknowledges that the City is in no way responsible for the satisfactory performance or safety of the equipment included in this program. City disclaims any warranty, whether expressed or implied, for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with the measures. City will not accept any liability resulting from participation in this program. This rebate offer may be changed or discontinued at any time by City.

I understand the above and certify that I am a customer of City and that the eligible energy efficiency measures were performed at the location indicated on this application.

CUSTOMER SIGNATURE _____ **DATE** _____

To receive this rebate, you must submit the following documents:

- This form (completed and signed)**
- A copy of your final invoice**
- The attached “Duct Sealing Installation Certificate”**

To the City at address:

City of Healdsburg
Attn: Electric Department EE
401 Grove Street
Healdsburg, CA 95448-4723

**Please allow 8–10 weeks for processing.
Incomplete or missing documents will prevent the processing of your rebate.**

Call 707-431-3122 to learn about additional energy efficiency programs.



Duct Sealing Installation Certificate

To be completed by a contractor. Please complete both pages of this form and sign.

All information is required to process rebate(s). Submit one Installation Certificate for each duct system.

Customer Information				
Customer Name				
Installation Address				
City		State		Zip

Contractor Information				
Company Name		Technician Name		
Address				
City		State		Zip

Home Information					
House Type	<input type="checkbox"/> Site Built Home <input type="checkbox"/> Manufactured Home	Foundation Type	<input type="checkbox"/> Crawl Space <input type="checkbox"/> Full Basement <input type="checkbox"/> Half Basement	Duct Location	<input type="checkbox"/> Attic <input type="checkbox"/> Crawl Space

Nominal Fan Airflow (cooling system method)
Size of condenser in Tons _____ x 400 = _____ CFM

Duct Leakage Diagnostic Test – Existing Duct System
 Select compliance method used and enter leakage information from one of the following three options:

<input type="checkbox"/> Option 1 – Measured total leakage less than 15% of Fan Airflow Allowed leakage = Fan Airflow _____ x 0.15 = _____ CFM ₂₅ Actual leakage = _____ CFM ₂₅ <p style="text-align: center;"><i>Pass if actual leakage is less than allowed leakage.</i></p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<input type="checkbox"/> Option 2 – Measured leakage to outside less than 10% of Fan Airflow Allowed leakage = Fan Airflow _____ x 0.10 = _____ CFM ₂₅ Actual leakage to outside = _____ CFM ₂₅ <p style="text-align: center;"><i>Pass if actual leakage to outside is less than allowed leakage.</i></p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<input type="checkbox"/> Option 3 – Reduce leakage by 60% or more and conduct smoke test to seal all accessible leaks Initial leakage prior to start of work = CFM ₂₅ Final leakage after sealing all accessible leaks = CFM ₂₅ Initial leakage _____ - Final leakage _____ = Leakage reduction _____ CFM ₂₅ (Leakage reduction _____ / Initial leakage _____) x 100% = % Reduction <p style="text-align: center;"><i>Pass if % Space Reduction ≥ 60%</i></p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

- Outside air (OA) ducts for Central Fan Integrated (CFI) ventilation systems shall not be sealed/taped off during duct leakage testing. CFI OA ducts that utilize controlled motorized dampers which open only when OA ventilation is required to meet ASHRAE Standard 62.2, and close when OA ventilation is not required, may be configured to the closed position during duct leakage testing.
- All supply and return register boots must be sealed to the drywall if Option 3 is used for compliance (leakage reduction by 60%) as described above.
- New duct installations cannot utilize building cavities as plenums or platform returns in lieu of ducts.
- Mastic, mesh tape, and sheet metal screws (for metal ducts) or draw bands tightened with appropriate tool (for flex ducts) must be used to seal leaks at all new duct connections.

DECLARATION STATEMENT

- I certify that the information provided on this form is true and correct.
- I certify that the installed features, materials, components, or manufactured devices identified on this certificate (the installation) conforms to all applicable codes and regulations
- I understand that City of Healdsburg may check this installation to verify eligibility for rebates, and that corrections may be required to qualify for rebates.
- I understand that I am responsible for obtaining all required permits before proceeding with the installation.
- I certify that the testing/installation for this job was done in compliance with Title 24 Standards listed in Residential Appendix RA3.

CONTRACTOR SIGNATURE _____ **DATE** _____