

NEW BUILDINGS 2008 PARTICIPANT MANUAL

Custom Track Policies and Procedures

1. NEW BUILDINGS PROGRAM OVERVIEW AND POLICIES

1.1 INTRODUCTION

The Energy Trust's New Buildings (NB) program provides assistance to building owners, architects, engineers, contractors and others involved in commercial and industrial new construction and major renovation projects. Projects that install energy efficiency measures in their project may be eligible for cash incentives and technical assistance.

In cases where there is a conflict between this manual and an incentive application's terms and conditions, the latter shall take precedence.

1.2 PROJECT ELIGIBILITY

ELIGIBILITY REQUIREMENTS:

To be eligible to receive incentives from the New Buildings program a project must meet **ALL** of the following criteria:

The project must be served by Portland General Electric or Pacific Power to receive incentives for electric measures and NW Natural or Cascade Natural Gas to receive incentives for gas measures.	<input type="checkbox"/>
The project must pay or plan to pay the public purposes charge.	<input type="checkbox"/>
The project site must be located in Oregon.	<input type="checkbox"/>
The project must be new construction, an addition to an existing structure or a major renovation to an existing structure.	<input type="checkbox"/>
The project must be a commercial, industrial, manufacturing or institutional building.	<input type="checkbox"/>

Eligible building types may include office, retail, health care and hospitals, warehouse or storage, restaurant, manufacturing, grocery, hotels and motels, public and private schools or colleges, mixed-use, high-rise multi-family residential (more than 3 stories) and parking garages.

NEW CONSTRUCTION OR MAJOR RENOVATION

A major renovation of an existing commercial, non-residential structure is defined as the replacement of both lighting and HVAC that serve more than 50% of the total building floor area.

SELF-DIRECTING CUSTOMERS

Under its agreement with the Oregon Public Utilities Commission (OPUC), the Energy Trust receives and invests some of the funds generated by the public purpose charge collected from the customers of PGE and Pacific Power. New Buildings program services are limited and restrictions apply to self-directing customers. Participants can find a complete copy of the Energy Trust's self-direction policy at <http://www.energytrust.org/library/policies/4.10.000.pdf>.

2. CUSTOM TRACK PROCESS AND REQUIREMENTS

2.1 CUSTOM TRACK GENERAL INFORMATION

The Custom Track provides incentives for building systems which result in energy reductions as compared to a code minimum building of the same type and occupancy.

Incentives are based upon building and equipment energy analyses. Energy savings may be determined by manual calculations, spreadsheet analyses, whole building modeling or a combination of these. General analytical guidelines are available from the Program, which define the information required.

The incentive is based upon the total estimated electrical and gas savings and calculated at \$0.10 per kilowatt hour and \$0.80 per therm for the first year's annual savings. Program incentives are available up to \$300,000 per project.

The incentive for a major renovation project is based upon the total estimated electrical and gas savings approved by the program and calculated as:

- Lighting: \$0.15/kWh, up to 30% of eligible project cost, not to exceed 100% of incremental cost:
- Mechanical and other: \$0.20/kWh and \$1/therm up to 35% of eligible project cost, not to exceed 100% of incremental cost.

FORMS

The forms used to apply for and receive incentives through the Custom Track include:

- **PROJECT ENROLLMENT: FORM 510E**

Your Project Enrollment form simply lets us know that you will be starting a new construction or major renovation project soon, establishes the project's intent to be energy efficient and to utilize New Building incentives, and provides the

program with project data and contact information to steer this project through our program. This form does not approve you for any incentive dollars.

- **TECHNICAL ASSISTANCE WORKBOOK: FORM 520T**

This optional form allows a project to apply for a technical assistance grant. The grant will allow a Custom Track project to complete an energy analysis required to demonstrated energy savings associated with the Custom Track incentives. Please see the Technical Assistance module for more information.

- **CUSTOM TRACK PROJECT INCENTIVE WORKBOOK: FORM 520C**

Custom Project Incentive Workbook: Form 520S offers the project a place to list the energy efficiency measures that are included in the energy model. An energy model, analysis or calculations supporting these measures must accompany this form.

- **COMPLETION DOCUMENT: FORM 540D**

This one-page completion document lets the program know that your project is finished and the energy efficient equipment is installed and in working condition. The completion checklist is also included in the 540D form and details the documentation requirements for the project.

SUPPORTING ANALYSES

A baseline building energy budget is established based upon the Oregon Energy Code. Individual measures are evaluated against this baseline. The incentive is based on the difference between a final interactive building energy budget compared with the code baseline.

COST-EFFECTIVENESS CALCULATOR TOOL

The Energy Trust requires that a measure pass two cost-effectiveness tests before it is eligible for an incentive: 1) a utility system test and 2) a societal test. Please see the instructions section of the Cost-Effectiveness Calculator Tool for detailed information on this requirement. You can find this tool at http://www.energytrust.org/newbuildingefficiency/forms/NBE_CEC_Tool.xls.

INCENTIVE CAP

Program Incentives are available up to \$300,000 per project. There is no limit to the number of projects per participant per year.

COMBINING PROGRAM TRACKS AND INCENTIVES

A project may combine the Custom Track with other program tracks and options. However, no energy efficiency measure or piece of equipment can receive an incentive through both program tracks.

Custom Track incentives may combine with Standard Track incentives, Commissioning incentives, and Technical Assistance incentives for a total incentive of \$465,000.

A project may combine the Custom Track with the solar photovoltaic (PV) and solar hot water incentives. Solar incentives vary depending on project type, location and cost.

2.2 THE 11-STEP PROCESS TO APPLY FOR AND RECEIVE INCENTIVES

Step 1	Contact the New Buildings program.	<input type="checkbox"/>
Step 2	<p>Submit Project Enrollment: Form 510E</p> <p>All projects must submit an enrollment form <u>before</u> the project purchases any of the equipment or materials for the energy measures that are requesting an incentive. <u>IF THE EQUIPMENT HAS ALREADY BEEN PURCHASED IT WILL NOT BE ELIGIBLE TO RECEIVE AN INCENTIVE.</u></p>	<input type="checkbox"/>
Step 3	If applying for Technical Assistance, submit the Technical Assistance Workbook: Form 520T.	
Step 4	<p>Submit the Custom Project Incentive Workbook: Form 520C.</p> <p>Hard Copy Signature Required</p> <p>A hard-copy of the application form with the Project Owner's signature must accompany the electronic version of the form in one of three ways: 1) emailed as a scanned document, 2) faxed, or 3) mailed to the program office.</p>	<input type="checkbox"/>

Submit all Equipment Product Data Sheets.

Product Data Sheets (aka Cut Sheets or Spec Sheets)

Product data sheets, which are typically available from the equipment manufacturer and list capacity, efficiency ratings and other energy performance data, are required to be submitted for all equipment listed on the Custom Project Incentive Workbook: Form 520C.

Step 5



The Participant must clearly identify that the following information is located on the product data sheets:

- The type of equipment
- The full make and model number
- The efficiency ratings and requirements meet what is included in the energy analysis

The New Buildings program approves the project for an incentive based on the information in the energy analysis and emails an approval letter to the Project Owner that includes the approved dollar amount.

Step 6

Changes to Incentives

The incentive amount paid to the participant may be different than the approved amount. The final incentive depends upon the actual energy efficiency measures installed in the project.



Step 7

Purchase and Install the Equipment.



YOUR PROJECT'S ENERGY EFFICIENCY MEASURES HAVE NOW BEEN INSTALLED AND ARE IN WORKING CONDITION.

Submit the Completion Document: Form 540D.

Step 8

Completion Document: Form 540D and all supporting documentation must be received by the Program office no later than 60 days after the program-registered completion date. Completion dates may be revised to accommodate changes in the building construction schedule by calling the New Buildings program at 877-467-0930.

The completion certification must be signed by the Project Owner that signed the incentive application form.

If changes have been made to the number or type of equipment approved for incentives, a new 520C Custom Project Incentive Workbook must be submitted at this time with corresponding energy analysis and product data sheets.

Submit all supporting payment documentation.

Supporting Payment Documentation

Preferred payment documentation is vendor invoices showing make, model and quantity purchased.

Step 9

If your project is also submitting for the Business Energy Tax Credit (BETC) then the CPA's letter submitted with the BETC completion documents is acceptable for the measures included for BETC.

The AIA Payment Documents for the project may also be submitted as payment documentation.

Please alert your project team at the beginning of the project that these invoices or other forms of documentation are required for completion. Contact the program at 877-467-0930 if you have any questions regarding this policy.

A project may be required to participate in a site verification visit.

Step 10 A site verification will be performed for all projects receiving an incentive greater than or equal to \$10,000. The verification will be conducted by the Program and will be scheduled with the Project Owner at a mutually convenient time. Digital photos will be taken. The verification must be completed before payment is made.

Projects receiving an incentive less than \$10,000 will be randomly selected for site verification visits.

The New Buildings program reviews the completion certification form and supporting payment documentation and the incentive is issued.

Step 11 The Program will review all completion documentation within 60 business days. If documentation is missing, this review will be suspended until the project can provide all required documentation. Upon approval of payment the Project Owner should receive an incentive check in approximately 45 days.

3. CUSTOM TRACK DOCUMENTATION CHECKLIST

Application or Enrollment into the program

- Project Enrollment: Form 510E signed by the Project Owner or Project Contact.

Workbook Form Checklist

- Custom Project Incentive Workbook: Form 520C signed by the Project Owner.
- W-9 form. This form is available from the New Buildings program office.
- A brief narrative describing the energy conservation measure(s), the cost of the measure(s) and the edition of the code under which the project will be permitted.
- The analysis/calculations or energy modeling showing the energy required by a system that meets code, the energy required by the energy conservation measure and the annual savings.
- If available at this time we suggest you submit the equipment manufacturers' specification cut sheets. If they are not available these must be submitted at the project's completion. Be sure the contractors working on the project keep a cut sheet of the final installed equipment available to submit at the completion of the project.

Completion Form Checklist

- Completion Document: Form 540D signed by the Project Owner.
- Equipment manufacturers' specification cut sheets (if not previously submitted)
- Payment documentation. Preferred documentation is vendor invoices showing make, model and quantity purchased. If your project is also submitting for the Business Energy Tax Credit (BETC) then the CPA's letter submitted with the BETC completion documents is acceptable for purchase documentation for the measures included for BETC. The AIA Payment Documents for the project are also acceptable forms of payment documentation.
- If the incentive amount exceeds \$10,000, a site verification visit is required. This site inspection will require that the New Buildings program have access to all pieces of equipment receiving an incentive. It is the responsibility of the Project Owner to provide this access and any applicable tools including the use of a ladder, removing ceiling panels, access to the rooftop etc. The purpose of the inspection is to verify the quantity and make/model of each piece of equipment. Digital photos may be taken.