

NEW BUILDINGS 2008 PARTICIPANT MANUAL

ENERGY STAR® Track Policies and Procedures

1. 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. ENERGY STAR TRACK PROCESS AND PROCEDURES

2.1 ENERGY STAR TRACK GENERAL INFORMATION

The ENERGY STAR Track offers incentives to eligible new building projects that use the Environmental Protection Agency's national energy performance rating system to achieve the **ENERGY STAR building performance certification**.

In order to receive an ENERGY STAR rating, buildings must have been completed and in operation for at least 12 months.

This program track is retroactive to all new commercial construction projects that completed construction and occupancy after January 1, 2005.

The ENERGY STAR Track utilizes two tools available on the ENERGY STAR website. These tools are:

- Target Finder, used to rate the expected performance of new buildings. It can be found online at: http://www.energystar.gov/index.cfm?c=new_bldg_design.bus_target_finder
- Portfolio Manager, used to rate the performance of existing buildings. It can be found at <https://www.energystar.gov/istar/pmpam/>.

For more information regarding either of these tools please visit the ENERGY STAR new building design website at http://www.energystar.gov/index.cfm?c=new_bldg_design.new_bldg_design.

FORMS

The forms used to apply for and receive incentives through the ENERGY STAR® 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. It does not approve you for any incentive dollars.

- **ENERGY STAR TRACK PROJECT WORKBOOK: FORM 520ES**

The information required in this workbook will assist in determining the estimated amount of the incentive for your project.

- **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.

INCENTIVE CAP

ENERGY STAR incentives provide \$2,000 to \$30,000 per eligible project that achieves the ENERGY STAR building energy performance rating certification. There is no limit to the number of projects per participant per year.

COMBINING PROGRAM TRACKS AND INCENTIVES

An ENERGY STAR project **does not** have to participate in any other Program Track to be eligible for incentives through the ENERGY STAR option.

A project may combine the ENERGY STAR Track with the Standard Track. The maximum combined incentive available per project is \$130,000.

EPA ELIGIBILITY REQUIREMENTS

All ENERGY STAR Track projects must meet all of the eligibility requirements as stated by the Environmental Protection Agency. A summary of these requirements are found below, however please visit the ENERGY STAR website for a full list of all requirements for ENERGY STAR rated projects.

http://www.energystar.gov/index.cfm?c=eligibility.bus_portfolio manager_eligibility

1. The project must have completed construction and been occupied after January 1, 2005,
2. The project must meet all ENERGY STAR eligibility requirements including:
 - Have a target rating of 75 or higher.
 - Been occupied at least 11 of the most recent 12 months. K-12 schools must have been occupied at least 9 of the most recent 12 months.
 - Been in use at least 35 hours per week throughout the period of occupancy.
3. At least 50 percent of the gross building square footage must consist of one of the primary space uses listed below:

- Banks/Financial Institutions
 - Courthouses
 - Hospitals (acute care and children's) – total building size must be ≥20,000 square feet.
 - Hotels/Motels
 - K-12 Schools – total building size must be ≥ 5,000 sq.ft.
 - Medical office buildings
 - Offices (general) – total building size must be ≥ 5,000 sq.ft.
 - Residence halls/Dormitories
 - Retail Stores
 - Supermarkets
 - Warehouses
 - Wastewater Treatment Plants
4. No more than 10 percent of gross square footage designed as computer room/data center.

PROFESSIONAL ENGINEER (P.E.)

A Professional Engineer's (P.E) seal is required for the ENERGY STAR Statement of Energy Performance. The P.E. must be licensed in a discipline related to commercial building systems, such as mechanical or electrical, and have a working knowledge of ASHRAE Standard 55-1992, ASHRAE Standard 62-1999, and IESNA Lighting Handbook. ENERGY STAR procedures require the P.E. to verify data accuracy, building characteristics and that the building meets industry standards for the indoor environment as specified in the "Professional Engineer's Guide to the ENERGY STAR Label for Buildings." The P.E. is not required to be part of the project design team.

2.2 THE 9-STEP PROCESS TO APPLY FOR AND RECEIVE INCENTIVES

Step 1	Contact the New Buildings program.	<input type="checkbox"/>
Step 2	<p>Submit the Project Enrollment: Form 510E.</p> <p>If the project has already participated in the Program through the Standard Track, a new project enrollment form is not required unless the contact information is different from the original submission.</p>	<input type="checkbox"/>
Step 2	<p>Submit the ENERGY STAR Incentive Workbook: Form 520ES.</p> <p>Hard Copy Signature Required A hard-copy of the application form with the Project Owner's</p>	<input type="checkbox"/>

	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.	
Step 3	<p>The New Buildings program approves the Incentive Workbook form and mails an approval letter to the Project Owner that includes the approved dollar amount.</p> <p>Changes to Incentives</p> <p>The incentive amount paid to the participant may be different than the approved amount. The final incentive depends upon the actual rating received by the project.</p>	<input type="checkbox"/>
Step 4	Apply for the ENERGY STAR® certification, following EPA's Portfolio Manager process, and submit the Statement of Energy Performance and Letter of Agreement with P.E. stamp to the EPA.	<input type="checkbox"/>
Step 5	Complete the process as required by the EPA for the national building energy performance rating certification.	<input type="checkbox"/>
YOU HAVE NOW RECEIVED YOUR ENERGY STAR RATING.		
Step 6	<p>Submit a Completion Certification Form.</p> <p>The New Buildings Completion Documentation: Form 540D and all supporting documentation must be received by the Program office <u>no later than 60 days</u> after the program-registered completion date. Completion dates may be revised by calling the New Buildings program at 877-467-0930</p>	<input type="checkbox"/>
Step 7	<p>Submit all supporting documentation.</p> <ul style="list-style-type: none"> • ENERGY STAR Letter of Agreement. • ENERGY STAR Statement of Energy Performance with the Professional Engineer's stamp. • ENERGY STAR Target Finder printout, called Statement of 	<input type="checkbox"/>

Energy Design Intent, showing a baseline target rating of 60.		
Step 8	<p>A project may be required to participate in a site verification visit.</p> <p>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.</p> <p>Projects receiving an incentive less than \$10,000 will be randomly selected for site verification visits.</p>	□
Step 9	<p>The New Buildings program reviews the completion certification form and supporting payment documentation and the incentive is issued.</p> <p>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.</p>	□

3. ENERGY STAR Track Documentation Checklist

Application or Enrollment into the program

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

Workbook Form Checklist

- ENERGY STAR Incentive Workbook: Form 520ES signed by the Project Owner.
- W-9 form. This form is available from the New Buildings program office.

Completion Form Checklist

- Completion Document: Form 540D signed by the Project Owner.
- ENERGY STAR Letter of Agreement as signed and mailed to the EPA.
- ENERGY STAR Statement of Energy Performance with the Professional Engineer's stamp, as submitted to the EPA.
- ENERGY STAR Target Finder printout, called Statement of Energy Design Intent, showing a baseline target rating of 60.
- 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.