

Condos and Townhomes

Existing Multifamily | Incentive Application | 320R



To be completed by Participant and Trade Ally Contractor or other Contractor

Lockheed Martin Services, Inc. is a Program Management Contractor for Energy Trust.

Who can apply:

This application is for owners of an individual attached residence only.

Program incentives are available for new, qualifying natural gas and electric energy-saving equipment installed at a condo or townhome in Oregon. Electric customers of Portland General Electric or Pacific Power can apply for incentives for qualifying electric equipment, and natural gas customers of NW Natural or Cascade Natural Gas can apply for incentives for qualifying natural gas equipment. Additional requirements apply; see Terms and Conditions for details.

Steps to completion:

- 1 Install** an eligible energy efficiency improvement.
- 2 Complete** application information and provide required supporting documentation, including:
 - o W9 for payee (if applicable)
 - o Invoice(s) for product and installation
 - o Manufacturer spec sheet
- 3 Submit** form by fax, email or mail along with supporting documentation to:
Energy Trust of Oregon Existing Multifamily Program
 620 SW Fifth Avenue, #400
 Portland, OR 97204
 1.877.510.2130 phone
 503.243.1154 fax
multifamily@energytrust.org
- 4 Receive** your check.
 Please allow six to eight weeks for incentive processing after completed application and supporting documentation are received. A post-installation verification may be required prior to payment.

What you need-to-know:

- Energy Trust must receive applications within 90 days from the date of purchase and installation (on invoice(s)).
- All information must be completed for processing; incomplete information will result in delayed payment or disqualification of the incentive.
- If you want to assign your incentive to your trade ally/contractor or another payee, complete the Option to Assign Payment section located on page 5.

| | | | |
|-----------------------|------------|-------|-----------------------|
| Energy Trust Use Only | Project ID | MF ID | Promo Code (Optional) |
|-----------------------|------------|-------|-----------------------|

| | | | |
|--|---|--------------------------------|---------------------------------|
| Participant Information (Property Owner) | | | <input type="checkbox"/> Payee |
| Legal Name | | | (the "Participant") |
| Contact Name | | | |
| Property Address | | | |
| City | State | Zip | |
| Mailing Address <i>(if different)</i> | | | |
| City | State | Zip | |
| Phone | <input type="checkbox"/> Mobile <input type="checkbox"/> Home | | |
| Email | | | |
| Who is living at this property address? | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant |
| Is this property used for rental income? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If you checked Yes , a W-9 is required for payment. Please call 1.877.510.2130 for more information. | | | |

| | | | |
|---|--|---|--|
| Property Information | | | |
| Building Style | <input type="checkbox"/> Low-Rise (1-3 stories) | <input type="checkbox"/> Duplex | |
| | <input type="checkbox"/> Mid-Rise (4-8 stories) | <input type="checkbox"/> Triplex | |
| | <input type="checkbox"/> High-Rise (9 or more stories) | <input type="checkbox"/> Fourplex | |
| | <input type="checkbox"/> Townhome/Rowhouse | <input type="checkbox"/> Other _____ | |
| Note: Townhome is defined as a dwelling unit with shared walls and no units above or below | | | |
| Electric Utility | <input type="checkbox"/> PGE | Gas Utility | <input type="checkbox"/> NW Natural |
| | <input type="checkbox"/> Pacific Power | | <input type="checkbox"/> Cascade Natural Gas |
| | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> None |
| | | <input type="checkbox"/> Other _____ | |
| Type of Existing Heating System | | | |
| <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Wall Heater | <input type="checkbox"/> Central Boiler | |
| <input type="checkbox"/> Baseboard | <input type="checkbox"/> Electric Furnace | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> PTHP | <input type="checkbox"/> Gas Furnace | | |
| Water Heating | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | |

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| HVAC, Water Heating and Appliance Incentives ¹ | | | | | | | |
|---|--------------|-------|------------|-------------------|------|----------------|---------------------|
| New Equipment Description | Manufacturer | Model | Serial No. | Efficiency Rating | Size | Equipment Cost | Incentive Requested |
| | | | | | | \$ | \$ |
| | | | | | | \$ | \$ |
| | | | | | | \$ | \$ |

¹. Must meet or exceed program requirements listed on *Program Information Sheet 320R Incentives - Condos and Townhomes*.

Weatherization projects must be installed by a licensed contractor in accordance with the specifications outlined in the *Existing Multifamily Weatherization Specifications Manual* available for download at www.energytrust.org/multifamily. Self-installed projects do not qualify for incentives.

| Insulation Incentives | | | | | | |
|---|----------------|--------------------------------|-----------------------------|--|---------------------|----------------------------------|
| | Installed Cost | Beginning R-Value ² | Ending R-Value ³ | Square Feet of Insulation | Incentive Requested | Incentive |
| <input type="checkbox"/> Attic/Ceiling Insulation – Gas or Electric Heat <i>R-18 or less to R-49 or fill attic/ceiling space</i> | \$ | R- | R- | _____ sq ft or <input type="checkbox"/> Filled | \$ | \$0.25 per installed square foot |
| <input type="checkbox"/> Floor Insulation – Electric Heat only <i>R-11 or less to R-30 or fill cavity</i> | \$ | R- | R- | _____ sq ft or <input type="checkbox"/> Cavity Filled | \$ | \$0.30 per installed square foot |
| <input type="checkbox"/> Wall Insulation – Electric Heat only <i>R-4 or less to R-11 or fill cavity; All heated exterior walls must be insulated</i> | \$ | R- | R- | _____ sq ft or <input type="checkbox"/> Cavity Filled | \$ | \$0.30 per installed square foot |
| <input type="checkbox"/> Knee Wall Insulation – Electric Heat only <i>R-4 or less to R-15 for 2x4 cavities, R-21 for 2X6 cavities; must have vapor permeable air barrier</i> | \$ | R- | R- | _____ sq ft or <input type="checkbox"/> Cavity Filled | \$ | \$0.30 per installed square foot |
| <input type="checkbox"/> Rim Joist Insulation – Electric Heat only <i>R-4 or less to R-15</i> | \$ | R- | R- | _____ sq ft | \$ | \$0.30 per installed square foot |
| <input type="checkbox"/> Duct Insulation – Electric Heat only <i>R-2 or less to R-11</i> | \$ | R- | R- | _____ linear ft | \$ | 50% of cost, up to \$100 |

². Must meet beginning R-Value requirement prior to installing new insulation.

³. Must meet required ending R-value for insulation installed in all locations; however, attic/ceiling, floor, wall, and knee wall insulation may be less than the ending R-value provided the entire cavity is filled.

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| Window Incentives (includes sliding glass patio doors) ^{4, 5} | | | | | | |
|---|----------------|----------------------|---|-----------------------------------|---------------------|----------------------------------|
| Stacked Structures with 5 or more units | | | | | | |
| Electric Heat Only | Installed Cost | U-Value ⁶ | Total Square Feet of Windows ⁶ | Total Number of Windows Installed | Incentive Requested | Incentive ⁷ |
| U-Value – 0.30 or lower <input type="checkbox"/> Replaced single pane or storm window | \$ | U- | | | \$ | \$3.00 per square foot of window |
| U-Value – 0.30 or lower <input type="checkbox"/> Replaced double pane | \$ | U- | | | \$ | \$2.00 per square foot of window |
| Townhomes and Side-by-Side Structures (no units above or below), and Duplex, Triplex, Fourplex Properties | | | | | | |
| Gas or Electric Heat | Installed Cost | U-Value ⁶ | Total Square Feet of Windows ⁶ | Total Number of Windows Installed | Incentive Requested | Incentive ⁷ |
| <input type="checkbox"/> U-Value – 0.28 to 0.30 | \$ | U- | | | \$ | \$1.75 per square foot of window |
| <input type="checkbox"/> U-Value – 0.27 or lower | \$ | U- | | | \$ | \$4.00 per square foot of window |

⁴. Sliding glass patio doors that meet window specification and requirements qualify for incentives.

⁵. A walkthrough survey or pre-installation verification is required before starting a window project. To schedule a walkthrough survey or pre-installation verification, call us at 1.877.510.2130 or submit **Form 301R Authorization – Condos and Townhomes** available for download from www.energytrust.org/multifamily.

⁶. Acceptable proof of U-value and window size is required. A manufacturer’s invoice that shows the window size and U-value, and/or an NFRC sticker that shows the U-factor is acceptable documentation. If this is not available, use the **Windows Specification Supplement** to document this information, available for download from www.energytrust.org/multifamily.

⁷. There is no incentive available for replacement of double-pane windows.

REMEMBER TO:

- Review **Program Information Sheet 320R Incentives - Condos and Townhomes** and ensure requirements have been met.
- Complete and sign this application.
- Complete the **Windows Specification Supplement** and submit with this application (if applicable). The form is available for download from the *Find a Form* page at www.energytrust.org/multifamily.
- Attach paid invoices, manufacturer specification sheet(s) and all other required project cost documentation for all equipment.

Additional Terms and Conditions

- 1. Application.** Energy Trust’s Existing Multifamily program (Program) must receive this application with all required accompanying documentation within 90 days of equipment purchase and installation in order to qualify for incentives. All required information must be submitted before this application will be processed. Participant represents that the information and documentation it submits in support of this application is complete, truthful and accurate. Participant is advised to retain a copy of this application and any accompanying documentation submitted. Energy Trust’s Existing Multifamily Program Management Contractor (PMC) provides services for the Program on behalf of Energy Trust. Neither Energy Trust nor the PMC will be responsible for any lost documentation pertaining to this application, or any lost or misdirected mail.
- 2. Eligible Equipment.** Equipment must be new and must meet Energy Trust energy efficiency specifications to qualify. The specifications and incentive amounts listed in this application are subject to change. Check our posted **Program Information Sheet 320R Incentives - Condos and Townhomes** located at www.energytrust.org/multifamily to confirm current Program specifications and incentives. If you, or your contractor are not sure of the specifications, please call us before proceeding.
- 3. Equipment Installation.** Participant represents that (i) it has the right to install the energy saving equipment on the property on which the equipment is installed and that any necessary consents have been obtained, and (ii) that all equipment installed and work performed complies with all applicable federal, state, and local safety, building and environmental laws and codes, and any manufacturer instructions. To be eligible to apply for incentives, a window or insulation project must be installed by a licensed contractor according to the specifications outlined in the **Existing Multifamily Weatherization Specifications Manual** located at www.energytrust.org/multifamily.
- 4. Project Cost Documentation.** Participant must submit all sales slips, invoices, manufacturer specification sheets and other pertinent documents itemizing the equipment purchased. Final determination of eligibility for Energy Trust incentives rests solely with Energy Trust. The project cost documentation submitted must show (i) the date of purchase and itemized price paid, (ii) size, type, make, and model or part number of equipment purchased, and (iii) a description of any installation or other labor charges. In addition to the required proof of purchase documentation, the Program may require additional site or technical information from Participant, for

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- certain equipment, in order to determine whether it qualifies for incentives. Participant will provide Energy Trust with a completed W9 form if required (see Participant Information section) or additional proof of purchase or other requested equipment information upon request.
5. **Payment.** Incentives will be paid following (i) installation of qualifying energy efficient equipment at the site address listed and in accordance with Program requirements, (ii) submission of this completed application, a completed **IRS Form W-9 (Request for Taxpayer Identification Number and Certification)** for the incentive check recipient and all required accompanying project cost documentation, and (iii) satisfactory completion of a post-installation verification, if required. Incentives will be paid directly to the named Participant unless the **Option to Assign Payment** section at the end of this form is completed. Please allow 60 days from Energy Trust's receipt of all information for delivery of incentive payment. Failure to deliver all required documentation may result in a delay or withholding of payment. Participant agrees and acknowledges that its acceptance of any Energy Trust incentive funding for energy-efficient equipment identified in this application constitutes representation and warranty to Energy Trust that such incentives were necessary for Participant to select and install the energy-efficiency equipment as described herein.
 6. **Incentives.** Funds for incentives are limited and subject to budget availability. Details of the Program, including incentives and other requirements, are subject to change. Final determination of eligibility for Energy Trust incentives rests solely with Energy Trust. The total incentive provided (i) will depend upon incentive amounts in effect, as posted on the **Program Information Sheet 320R Incentives - Condos and Townhomes** located at www.energytrust.org/multifamily, as of the equipment installation date, and (ii) will never exceed the total project cost.
 7. **Verification.** Installed equipment must meet Program requirements to qualify for incentives. See **Program Information Sheet 320R Incentives - Condos and Townhomes** for additional details. All Windows and Insulation projects must be installed by a licensed contractor according to the specifications outlined in the **Existing Multifamily Weatherization Specifications Manual** located at www.energytrust.org/multifamily and a post-installation verification will be required prior to any payment of incentives. Energy Trust may select any equipment installation for a post-installation verification. Should Participant's project receive a post-installation verification, satisfactory completion of that verification has to occur before payment is issued. This verification is for the purpose of incentive payment only. No warranty is implied.
 8. **Tax Liability.** Energy Trust is not responsible for any tax liability which may be imposed on the Participant as a result of any incentive payment. Energy Trust is not providing tax advice, and any communication by Energy Trust is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code.
 9. **No Endorsement.** Energy Trust does not endorse any particular manufacturer, contractor or product in promoting the Program. The fact that the names of particular manufacturers, contractors, products or systems may appear in the Program does not constitute an endorsement. Manufacturers, contractors, products or systems not mentioned are not implied to be unsuitable or defective in any way.
 10. **Access and Evaluation.** Energy Trust or its representatives may request access to the property and may review and evaluate the project during and after completion. Participant agrees to provide reasonable access to the property for the purposes described herein and to cooperate with Energy Trust's evaluation efforts.
 11. **Disclaimer/No Liability. In connection with some applications, Energy Trust will provide incentive funding for energy-saving equipment. Participant understands that, while Energy Trust may provide this funding, neither Energy Trust nor the PMC are supervising any work performed for Participant, and neither Energy Trust nor the PMC are responsible in any way for proper completion of that work or proper performance of any equipment purchased. Participant assumes the risk of any loss or damage(s) that Participant may suffer in connection with the installation of the equipment. Energy Trust does not guarantee any particular energy savings results by its approval of this application, or by any other of its actions.**
 12. **Energy Information Release.** Participant authorizes Energy Trust to access energy usage data for the project's specified accounts at the physical address of the project as listed and will provide other reasonable assistance to Energy Trust to obtain such information.
 13. **Information Release.** Participant agrees that Energy Trust may include some or all of the following information in reports or other documentation submitted to the Energy Trust Board of Directors, the Oregon Public Utility Commission (OPUC), Oregon Department of Energy (ODOE), Oregon Housing & Community Services, Bonneville Power Administration, the Oregon Legislature or other state agencies as necessary to meet Energy Trust responsibilities: Participant's name, city or county of business, a description of any Energy Trust services or incentives provided, and resulting energy-savings or generation. Energy Trust will treat all other information gathered as confidential and report it only in the aggregate.
 14. **Governing Law.** This agreement shall be exclusively governed by and construed in accordance with the laws of the state of Oregon, without regard to any conflicts of laws rules thereof.

Signature

By signing below, Participant agrees to the terms and conditions of this application and represents to Energy Trust that all equipment installations have been completed satisfactorily as of the signature date below, and that all accompanying invoices, manufacturer specifications sheet(s) or other project cost documentation submitted is complete and accurate.

Participant Name (printed)

Signature

Date

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Option to Assign Payment - PLEASE NOTE: The Energy Trust incentive payment will be made to Participant unless Participant and its designated Payee complete the section below to assign the payment to Payee. An *IRS Form W-9 (Request for Taxpayer Identification Number and Certification)* for the Payee named below must be attached if this option is selected.

PARTICIPANT AND PAYEE

Both Participant and Payee understand and agree that if this Option to Assign Incentive Payment is selected the incentive check will be issued to the Payee named below at the address listed below and Energy Trust is not responsible for any tax liabilities that may be associated with the incentive payment. In addition, Participant understands that, notwithstanding this assignment, responsibility for complying with the terms and conditions of this **Form 320R** shall continue to be the obligation of Participant, and Energy Trust's sole responsibility under the **Form 320R** agreement shall be to Participant. Accordingly, Payee understands that it shall have no rights against Energy Trust with respect to such assignment or the payment of the incentive, and in the event that Energy Trust does not pay the incentive as a result of Participant's failure to comply with the **Form 320R** agreement, Payee's sole recourse shall be against Participant. Participant directs Energy Trust to pay any incentive to which it is entitled to the Payee named below and waives all rights to directly receive the Energy Trust incentives for the identified energy-efficiency project.

Payee Name (must match Payee's submitted IRS Form W-9)

| | | | |
|---|---|-------|------|
| Mailing Address | City | State | Zip |
| Telephone | <input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> work | | Fax |
| Participant Authorized Representative <i>(printed)</i> | Signature | | Date |
| Payee Authorized Representative <i>(printed)</i> | Signature | | Date |

FOR MORE INFORMATION: Call 1.877.510.2130. Original signed documents transmitted via fax or as a scanned attachment via electronic mail shall be the same as delivery of the original signed document. At the request of Energy Trust, Participant shall confirm documents with a facsimile or a scanned signature by providing an original document.