

# Washington Residential, Contractor Install

Residential | Incentive Application | Form 320<sub>WA</sub>



**Want your incentive faster?**  
 Apply online.  
 Visit [www.energytrust.org/now](http://www.energytrust.org/now)

**Steps to completion:**

- 1 Learn** about energy saving potential with Energy Trust's [Payback Estimator](#).
- 2 Make** an energy efficiency improvement.
- 3 Complete** application information, including:
  - Contractor **and** Customer signatures
  - Invoices billing customer for purchase and installation marked "Paid in Full"
  - Supporting documentation (*if applicable*)
- 4 Submit** online form or mail, fax or email documentation together to:
 

**Energy Trust of Oregon Residential**  
 818 SW 3<sup>rd</sup> Ave, #215  
 Portland, OR 97204  
 1.866.311.1822 phone  
 1.866.516.7592 fax  
[residentialforms@energytrust.org](mailto:residentialforms@energytrust.org)
- 5 Receive** your check.
  - Please allow four to six weeks for incentive processing after completed application and supporting documentation are received

**Need-to-know information:**

- This form should be completed by the Customer and the Contractor.
- Energy Trust must receive applications within 60 days from the date of installation.
- Incomplete information will result in delayed payment or disqualification.**

Customer Information		Promo Code (optional)
This home is: <input type="checkbox"/> Owner occupied <input type="checkbox"/> A rental property I own*		
*If the home is a rental property, a complete, accurate, and verifiable W-9 is required. Visit <a href="http://www.energytrust.org/w9">www.energytrust.org/w9</a>		

Site address	City	State	Zip
		WA	
Mailing address (if different than site)	City	State	Zip
Primary phone <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell Other Phone <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell			

Utility Information <i>Must be NW Natural customer to qualify</i>
Gas utility: <input type="checkbox"/> NW Natural Electric utility: _____

Site Information		
Year built	Square feet	Number of levels
Primary heating system (check one)	<input type="checkbox"/> Electric furnace <input type="checkbox"/> Electric baseboard <input type="checkbox"/> Ducted heat pump	<input type="checkbox"/> Ductless heat pump <input type="checkbox"/> Gas furnace <input type="checkbox"/> Gas fireplace <input type="checkbox"/> Other _____
Water heating fuel	<input type="checkbox"/> Electricity	<input type="checkbox"/> Natural gas
Foundation/basement	<input type="checkbox"/> Crawlspace no vapor barrier <input type="checkbox"/> Crawlspace w/ vapor barrier <input type="checkbox"/> Garage/basement combo	<input type="checkbox"/> Full basement <input type="checkbox"/> Half basement <input type="checkbox"/> Slab on grade <input type="checkbox"/> Other _____
Is this a manufactured home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a multifamily home? (ex: duplex, triplex, fourplex, condo, townhome)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Customer Name and Signature		
By signing below, Customer agrees to the terms and conditions of this application and authorizes Contractor to submit this application and all required invoices or measure documentation to Energy Trust on Customer's behalf for all Energy Trust incentives that are available for the energy-saving measures that Contractor has completed for Customer. By that authorization, Customer represents to Energy Trust that all measures have been completed satisfactorily as of the signature date below, and that any accompanying invoices or measure documentation are complete and accurate.		
	_____	_____
<b>Customer signature</b>	<b>Full name</b> (please print and use same name as on invoice)	<b>Date</b>
_____		
<b>Customer email address</b> (application status updates are sent via email)		

Contractor Name and Signature		
By signing below, Contractor certifies that this application and any accompanying invoices or measure documentation are complete and accurate, and that all improvements associated with this incentive request were completed as of the signature date below. Incentives are payable to Customers only. To receive incentives, all work must comply with the Home Retrofit <a href="#">Specifications Manual</a> and <a href="#">program incentive guides</a> found on Energy Trust's website.		
	_____	_____
<b>Contractor signature</b>	<b>Full name</b> (please print)	<b>Date</b>

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Contractor company \_\_\_\_\_ Washington contractor license # (Non-trade ally only) \_\_\_\_\_ Install date \_\_\_\_\_

Previous Heating System Information						
Heating system replaced (check one)	<input type="checkbox"/> N /A	<input type="checkbox"/> Electric baseboard	<input type="checkbox"/> Electric furnace	<input type="checkbox"/> Heat pump	<input type="checkbox"/> Propane heat	
	<input type="checkbox"/> Gas fireplace	<input type="checkbox"/> Gas furnace	<input type="checkbox"/> Hydronic (boiler)	<input type="checkbox"/> Wood heat	<input type="checkbox"/> Other _____	

Heating Incentives			
Upgrade type	Requirements	Incentive amount	
<input type="checkbox"/> Gas furnace <sup>1</sup>	AFUE of 95% or greater. Must be home's primary heat source.	<b>\$200</b>	
<input type="checkbox"/> Gas fireplace <sup>1</sup>	FE of 75% or greater with electronic pilot ignition. For a list of eligible models visit <a href="http://www.energytrust.org/fireplace">www.energytrust.org/fireplace</a>	<b>\$250</b>	
	FE of 70% - 74.9% with electronic pilot ignition. For a list of eligible models visit <a href="http://www.energytrust.org/fireplace">www.energytrust.org/fireplace</a>	<b>\$150</b>	
ECM (furnace) <input type="checkbox"/> Yes <input type="checkbox"/> No	AFUE (furnace) %	FE (fireplace) %	Installed cost (including equipment) \$
Manufacturer	Model #	Serial #	

Controls Incentives <i>For self-installed projects, <a href="#">apply online</a></i>			
Upgrade type	Requirements	Incentive amount	
<input type="checkbox"/> Smart thermostat	Home must be primarily heated by a gas forced-air furnace. Thermostat must be connected to the internet through a Wi-Fi network and configured with the home's location. Visit <a href="http://www.energytrust.org/thermostat">http://www.energytrust.org/thermostat</a> for eligible models. One incentive per residence.	<b>\$50</b>	
Manufacturer	Model Name	Installed cost \$	

Water Heater Incentive <i>Hybrid water heaters do not qualify.</i>		
Upgrade type	Requirements (EF)	Incentive amount
<input type="checkbox"/> Gas tankless water heater <sup>1</sup>	EF of 0.82 or greater. Must be installed by an actively licensed contractor.	<b>\$200</b>
EF .	Installed cost \$	
Manufacturer	Model	Serial #

<sup>1</sup>A CO monitor is required on every floor with a bedroom.

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**Window Incentives** *Windows must be installed by an actively licensed contractor in a heated area of the home.*

Window type	Installed cost	U-Value	Total area installed	Total # of windows installed	Incentive amount
<input type="checkbox"/> U-Value ≤ 0.27	\$	U-	sq. ft.		<b>\$4.00 per sq. ft.</b>
<input type="checkbox"/> U-Value 0.28 - 0.30	\$	U-	sq. ft.		<b>\$1.75 per sq. ft.</b>

<p><b>Supporting documentation must be attached to all window applications:</b></p> <ul style="list-style-type: none"> <li>• Proof of U-Value for each window</li> <li>• Proof of size for each window</li> <li>• Paid in full purchase and install invoicing</li> </ul> <p><b>Incomplete documentation will result in delayed payment or disqualification.</b></p>	<input type="checkbox"/> <b>Accepted proof of U-Value:</b>	Attach copies of the NFRC stickers for all windows installed <b>OR</b> the window manufacturer's packing slip with U-values listed for all windows installed.
	<input type="checkbox"/> <b>Accepted proof of size:</b>	Attach an itemized invoice showing window dimensions from manufacturer, distributor, retailer or contractor for all windows installed <b>OR</b> a completed <a href="#">Windows Addendum</a> form.

**Insulation Incentives** *For self-installed projects use [Form 320S-WA](#). Insulation incentives available for standalone single-family and manufactured homes only*

Insulation type	Max beginning R- Value	Insulate to:	Installed cost	Beginning R-value	Ending R-value	Cavity filled?	Quantity installed	Incentive amount
<input type="checkbox"/> Attic <sup>1</sup>	R-11	R-38	\$	R-	R-	-	sq. ft.	<b>\$0.25 per sq. ft.</b>
• Rental homes receive <b>\$0.50 per sq. ft.</b>								
<input type="checkbox"/> Wall <sup>1</sup>	R-4	R-11 or fill cavity	\$	R-	R-	<input type="checkbox"/>	sq. ft.	<b>\$0.30 per sq. ft.</b>
• Rental homes receive <b>\$0.50 per sq. ft.</b>								
<input type="checkbox"/> Floor	R-0	R-30 or fill cavity	\$	R-	R-	<input type="checkbox"/>	sq. ft.	<b>\$0.30 per sq. ft.</b>
• Rental homes receive <b>\$0.40 per sq. ft.</b>								
<input type="checkbox"/> Knee wall <sup>1,2</sup> 2x4 cavities	R-4	R-15	\$	R-	R-	<input type="checkbox"/>	sq. ft.	<b>\$0.30 per sq. ft.</b>
<input type="checkbox"/> Knee wall <sup>1,2</sup> 2x6 cavities	R-4	R-21	\$	R-	R-	<input type="checkbox"/>	sq. ft.	<b>\$0.30 per sq. ft.</b>
<input type="checkbox"/> Rim joist <sup>1</sup>	R-4	R-15 or fill cavity	\$	R-	R-	-	sq. ft.	<b>\$0.30 per sq. ft.</b>

<sup>1</sup> Manufactured homes are not eligible for wall, attic, knee wall, or rim joist insulation incentives.

<sup>2</sup> Existing attic insulation must be R-19 or higher for knee wall insulation to be incentivized on its own. See AT 2.6 of [Specification Manual](#)

Terms and Conditions

APPLICATION: This application and any required additional documentation must be filled out completely, truthfully and accurately. Customers may wish to retain a copy of this application and any accompanying documentation submitted to Energy Trust under this program. Energy Trust will not be responsible for lost documentation pertaining to this application request. The Residential program must receive applications within 60 days after the date of installation. Incentives offers are subject to funding availability and may change. Incentive amounts are valid for installations through December 31, 2019. Please allow 4-6 weeks for incentive processing.

ELIGIBILITY: Incentives are available to approved Customers who are Washington residential natural gas service customers of NW Natural. Incentives for energy-saving measures that help save on the cost of home heating are available to NW Natural customers who heat their homes with natural gas. Final determination of eligibility shall rest solely with Energy Trust.

ELIGIBLE PRODUCTS: Products must meet Energy Trust energy efficiency specifications. These specifications may be found on the web at http://www.energytrust.org/washington and are subject to change. If you, or your contractor, are not sure of the specifications, please call Energy Trust before proceeding.

WORK QUALITY VERIFICATION: Prior to any payment of incentives, Contractor must verify that the installed energy-saving measures meet program requirements and Energy Trust of Oregon specification standards. Outdoor temperatures may affect this verification process. Customer's home may also be selected for a quality control post-installation visit. No warranty is implied by this work quality verification.

PAYMENT: Energy Trust will pay incentives after: (i) completion and/or installation of the energy-saving measures, (ii) verification of the completion and/or installation of the measures, and (iii) timely submission of all required documentation of measures. Incentives will be paid directly to Customer unless Customer has elected to obtain financing for the cost of installing the energy-saving measures identified in the documentation accompanying this application. For all improvements, with the exception of listed self-install upgrades, improvements must be installed by an Energy Trust trade ally contractor or any other Washington licensed contractor.

INVOICE REQUIREMENTS: The invoice documentation accompanying this application must itemize the products purchased and/or work performed. This invoice must show: (i) the date of purchase and itemized price paid, (ii) the size, type, make, model or part number for the products, (iii) a description of any installation or other labor charges, and (iv) that the invoice is paid in full.

INCENTIVE AMOUNT: Incentive amount cannot exceed total installed cost. Incentives for energy-saving measures completed and/or installed as set forth in documentation accompanying this application are limited to the amounts provided by Energy Trust. Such amounts are subject to change. Current incentive amounts are identified on the web at www.energytrust.org/washington. Contact Energy Trust with any questions.

TAX LIABILITY: Energy Trust is not responsible for any tax liability, which may be imposed on the Customer as a result of payment of any incentives or as a result of obtaining financing. 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.

FACSIMILE/SCANNED: Facsimile transmission of any signed original document, and the retransmission of any signed facsimile transmission, are the same as delivery of the original signed document. Scanned original documents transmitted to Energy Trust as an attachment via electronic mail are the same as delivery of the original signed document. At the request of Energy Trust, Customer shall confirm documents with a facsimile transmitted signature or a scanned signature by providing the original document.

SAFETY AND BUILDING CODES: Customer represents that, with respect to the products and work performed identified in the documentation accompanying this application: (i) all products installed and work performed complies with all federal, state and local safety, building and environmental codes, and (ii) products are UL listed, if applicable, and installed per manufacturer's instructions.

NO ENDORSEMENT: Energy Trust does not endorse any particular manufacturer, contractor, or product. The fact that the names of particular manufacturers, contractors, products, or systems may appear on this application does not constitute an endorsement. Manufacturers, contractors, products or systems not mentioned are not implied to be unsuitable or defective in any way.

PROPERTY RIGHTS: Customer represents that Customer has 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 landlord's consent has been obtained.

ACCESS AND EVALUATION: Energy Trust and/or its representatives may request access to the property on which energy-saving measures have been completed and/or installed and may review and evaluate the project during and after completion. Customer agrees to provide reasonable access to the property for the purposes described herein.

DISCLAIMER/NO LIABILITY: Customer understands that, although Energy Trust may provide Customer with an incentive payment, Energy Trust is not supervising work performed for Customer nor is Energy Trust responsible in any way for proper completion of that work or proper performance of any products purchased. Energy Trust is simply providing funding to assist Customer in implementing energy-saving measures. Customer assumes the risk of any loss or damage(s) that Customer may suffer in connection with installation of the measures. Energy Trust does not guarantee any particular energy-saving results by its approval of the application or by any other of its actions.

ENERGY INFORMATION RELEASE: Customer authorizes Energy Trust to access utility energy usage data relating to the property on which energy-saving measures have been completed and/or installed by accessing the natural gas accounts at the physical address of the project. Customer agrees to provide other reasonable assistance to Energy Trust to obtain such information.

INFORMATION RELEASE: Customer agrees that Energy Trust may include Customer's name, Energy Trust services and resulting energy savings in reports or other documentation submitted to Energy Trust, the Oregon legislature, its Board of Directors, and/or Energy Trust's government overseers and relevant agencies administering energy programs. Energy Trust will treat all other information gathered as confidential and report it only in the aggregate.