

Weatherization Incentives

Existing Multifamily | Incentive Application | Form 320w



To be completed by Participant

Lockheed Martin Corporation is a Program Management Contractor for Energy Trust of Oregon.

Who can apply:
Incentives are available for new, qualifying natural gas and electric energy-saving equipment installed at an existing multifamily property in the State of Oregon. Electric customers of Portland General Electric or Pacific Power can apply for incentives for qualifying electric equipment, and natural gas customers (on qualifying rate schedules) of NW Natural, Cascade Natural Gas or Avista 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
 - 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
 811 SW 6th Avenue, Suite 800
 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. Such verification is always required for self-installed projects.

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	PT ID	Promo Code (Optional)
Participant Information (Property Owner) <input type="checkbox"/> Payee			
Legal Name of Property Owner			(the "Participant")
Contact Name		Title	
Mailing Address			
City		State	Zip
Phone <input type="checkbox"/> Work <input type="checkbox"/> Cell		Email	
Property Ownership <input type="checkbox"/> Investment Owner <input type="checkbox"/> Individual Unit Owner		Occupied by <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Is this property used for rental income? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you checked Yes, a W-9 is required for payment.</i>			
Building Representative (Property Manager, HOA Representative, etc.) <i>Skip this section if you marked Individual Unit Owner above</i>			
Company Name			
Contact Name		Title	
Mailing Address			
City		State	Zip
Phone <input type="checkbox"/> Work <input type="checkbox"/> Cell		Email	
Property Information			
Property Name			
Address			
City		State	Zip
Total Number of Buildings	Total Number of Units	Number of Levels of Bldg	
Year Built	Total Sq. Ft. of Buildings or Individual Unit		
Market	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Assisted Living/Retirement	<input type="checkbox"/> Individual Unit Owner
	<input type="checkbox"/> Market Rate	<input type="checkbox"/> Campus Living	
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 _____	
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"/> Avista
			<input type="checkbox"/> None

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Space Heating (check all that apply)			
Tenant Space Heating Fuel <input type="checkbox"/> Electric <input type="checkbox"/> Gas			
If Electric, Type of System		If Gas, Type of System	
<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Furnace	<input type="checkbox"/> PTHP	<input type="checkbox"/> Central Boiler
<input type="checkbox"/> Baseboard	<input type="checkbox"/> Wall Heater	<input type="checkbox"/> Other(specify)_____	<input type="checkbox"/> Furnace <input type="checkbox"/> Other_(specify)_____
Water Heating (check all that apply)			
<input type="checkbox"/> Electric	<input type="checkbox"/> Central Boiler	Laundry Heating <input type="checkbox"/> Electric <input type="checkbox"/> Gas	Pool Heating <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other (specify)_____
<input type="checkbox"/> Gas	<input type="checkbox"/> Storage Tank <input type="checkbox"/> Tankless		

Insulation Incentives (all multifamily building types) ¹							
	Specifications	Installed Cost	Beginning R-Value	Ending R-Value ²	Feet of Insulation	Incentive Requested	Incentive
<input type="checkbox"/> Attic/Ceiling Insulation	Gas or Electric Heat	\$	R- R-18 or less	R- R-49 or greater, or fill	_____ square ft <input type="checkbox"/> Filled attic space	\$	\$0.25 per installed square foot
<input type="checkbox"/> Flat Roof Insulation	Gas or Electric Heat <i>Building must be 3 stories or less</i>	\$	R- R-5 or less	R- R-20 or greater	_____ square ft	\$	\$0.30 per installed square foot
Insulation Incentives (stacked structures with 5 or more units) ¹							
<input type="checkbox"/> Floor Insulation	Electric Heat	\$	R- R-11 or less	R- R-30 or greater, or fill	_____ square ft <input type="checkbox"/> Cavity filled	\$	\$0.30 per installed square foot
Insulation Incentives (side-by-side or duplex, triplex, fourplex properties only) ¹							
<input type="checkbox"/> Floor Insulation	Gas or Electric Heat	\$	R- R-11 or less	R- R-30 or greater, or fill	_____ square ft <input type="checkbox"/> Cavity filled	\$	\$0.30 per installed square foot
<input type="checkbox"/> Wall Insulation	Gas or Electric Heat <i>All heated exterior walls must be insulated</i>	\$	R- R-4 or less	R- R-11 or greater, or fill	_____ square ft <input type="checkbox"/> Cavity filled	\$	\$0.30 per installed square foot
<input type="checkbox"/> Knee Wall Insulation	Gas or Electric Heat <i>Must have vapor permeable air barrier</i>	\$	R- R-4 or less	R- R-15 or greater for 2x4 cavities, R-21 for 2x6 cavities	_____ square ft <input type="checkbox"/> Cavity filled	\$	\$0.30 per installed square foot
<input type="checkbox"/> Rim Joist Insulation	Gas or Electric Heat	\$	R- R-4 or less	R- R-15 or greater	_____ square ft	\$	\$0.30 per installed square foot

¹ Projects must be installed in accordance with the specifications outlined in the Existing Multifamily Weatherization Specifications Manual available for download at www.energytrust.org/manual. Heating fuel must be provided by a participating utility.

² Must meet required ending R-value, and/or cavity must be filled for attic/ceiling and floor insulation.

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Pipe Insulation Incentives (all multifamily building types)							
	Specifications	Installed Cost	Pipe Diameter	Insulation Thickness	Linear Feet of Insulation	Incentive Requested	Incentive
<input type="checkbox"/> Boiler Pipe Insulation	Gas Low-pressure steam only (< 15 psig)	\$	Pipe Diameter ³ _____ inches	Insulation Thickness _____ inches	_____ linear ft	\$	\$4.00 per linear foot
<input type="checkbox"/> DHW Pipe Insulation	Gas Central gas-fired recirculation systems	\$	Pipe Diameter ³ _____ inches	Insulation Thickness _____ inches	_____ linear ft	\$	\$4.00 per linear foot

³ For pipes that are a diameter of 1.5 inches or less, insulation must be a minimum of 1.5 inches thick. For pipes that are a diameter of greater than 1.5 inches, insulation must be a minimum of 2 inches thick. Batt insulation does not qualify for an incentive. Boiler and/or DHW must be fueled by gas provided by a participating utility

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

⁴ Sliding glass patio doors that meet window specifications 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, contact a program representative at 1.877.510.2130. Projects must be installed in accordance with the specifications outlined in the Existing Multifamily Weatherization Specifications Manual available for download at www.energytrust.org/manual. Heating fuel must be provided by a participating utility.

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.

Terms and Conditions
<p>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. If Participant is applying for Oregon Housing and Community Services (OHCS) funding for equipment listed, Participant must contact the Program to discuss eligibility before submitting this application. The Energy Trust incentive funding available to NW Natural Industrial Sales Service Customer accounts established under Rate Schedule 3, 31 or 32 and Commercial Sales Service Customer accounts established under Rate Schedule 32 is subject to NW Natural's Schedule 360 filing with the Public Utility Commission of Oregon, and a signed Form 112N: Natural Gas Non-Transportation Agreement must be submitted in addition to this application to be eligible for Energy Trust natural gas incentives. Transportation service or Combination service customer accounts are not eligible for Energy Trust natural gas incentives. Transportation service customers are not eligible to apply for Energy Trust natural gas incentives. Participant represents that the information and documentation it submits in support of this application is complete, truthful and accurate. By submitting this application to Energy Trust, Participant further represents that none of the equipment requesting incentives will be submitted to the Oregon Department of Energy for conservation self-direct credits. Participant should retain a copy of this application and any accompanying documentation submitted. Energy Trust's Existing Multifamily Program Management Contractor (PMC) provides</p>

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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 **Multifamily Incentive Booklet** located at https://www.energytrust.org/wp-content/uploads/2016/10/be_mf_incentive_booklet.pdf 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 and site(s) 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.

4. Project Cost Documentation. Participant must submit all sales slips, invoices, manufacturer specification sheets and other pertinent documents itemizing the equipment purchased. 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 certain equipment, in order to determine whether it qualifies for incentives. Participant will provide Energy Trust with additional proof of purchase or other requested equipment information upon request. If Participant is leveraging external funding sources to directly reduce all or a portion of the final project costs incurred by Participant for the energy-efficiency equipment (for example, state/federal funding, grants, discounts, rebates, incentives or other similar types of consideration) then Participant is required to notify Energy Trust in writing when submitting the project documentation and Energy Trust's incentive will not exceed an amount equal to the total eligible project cost minus such external funds.

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 the incentive amounts in effect, as posted in the **Multifamily Incentive Booklet** located at https://www.energytrust.org/wp-content/uploads/2016/10/be_mf_incentive_booklet.pdf, as of the equipment installation date, and (ii) will never exceed the total project cost or a maximum of \$499,999. If any bonus amounts are available for qualifying equipment, the base incentive plus the bonus incentives will never exceed the total documented eligible project cost. Incentives paid to any Participant for all applications submitted to Program are limited to a maximum of \$500,000 per site per year.

7. Verification. Equipment installations may be selected for a post-installation verification. Should Participant's property be chosen for a post-installation verification of the equipment, 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. Reviews and evaluations of project work during and after measure installation are a critical part of Energy Trust's evaluation process for energy savings and incentive calculations. Participant agrees to cooperate with any such evaluation as a requirement of its incentive agreement with Energy Trust. Participant agrees to provide Energy Trust and its representatives with (i) reasonable access to the project site(s), obtaining any and all necessary consents, (ii) requested technical and other project documentation related to the Measure(s), and (iii) information about the energy use and operations of the Measure(s) and/or project site(s) for the purposes of evaluating the energy savings during and after project completion. Participant agrees that Energy Trust and its representatives may inform subsequent owners of the project site(s) that Energy Trust has provided services to the project site(s) for the sole purpose of evaluating and facilitating Energy Trust program services.

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

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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. By signing and submitting this incentive application to Energy Trust, Participant authorizes Energy Trust to access its energy usage data for all of Participant's electric and gas utility accounts at the physical address(es) of the project as listed. Participant agrees to provide other reasonable assistance to Energy Trust to obtain such information. Participant further authorizes Energy Trust to discuss its energy efficiency efforts with its utility account representative(s).

13. Information Release. Participant agrees that Energy Trust may include some or all of the following information in reports to Bonneville Power Administration, the legislature, the Oregon Public Utility Commission (OPUC), and other government agencies as necessary to meet Energy Trust responsibilities and regulatory requirements: Participant's name, site address, general description of payments provided to the Participant, and any energy saved or generated as a result of Energy Trust services or incentives. Energy Trust will treat all other information gathered as confidential and report it to such agencies 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.

Participant Signature

By my signature below, I represent that (i) the Participant has read, understands and agrees to the terms and conditions of this agreement, (ii) I have the authority to sign this agreement on behalf of the Participant, and (iii) all accompanying project cost documentation is complete, true and accurate to the best of my knowledge.

Authorized Representative Name (printed)	Signature	Date
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REMEMBER TO:

- Complete and sign this application
- Complete and sign the *Windows Specification Supplement* and submit with this application (if applicable)
- Attach invoices, manufacturer specification sheet(s) and all other required project cost documentation for all equipment purchased
- Attach a completed IRS Form W9 for the incentive check recipient (either Participant or Payee). NOTE: The **Option to Assign Payment** section below must be completed and signed as indicated if Participant is selecting to assign its incentive payment.

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 incentive agreement shall continue to be the obligation of Participant, and Energy Trust's sole responsibility under this incentive 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 this 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
Phone	<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, and ask for the Multifamily program. Documents transmitted with faxed, scanned or digital signature shall be deemed to be original signatures. At the request of Energy Trust, Participant shall confirm signature by providing an original document.