

# Washington Residential, Self-Install

Residential | Incentive Application | Form 320S-WA



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

**Steps to completion:**

- Learn** about energy saving potential with Energy Trust's [Payback Estimator](#).
- Make** an energy efficiency improvement.
- Complete** application information, including:
  - Customer signature
  - Ensure work complies with [Home Retrofit specifications](#)
  - Attach receipts showing purchase of materials and/or equipment
- 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)
- Receive** your check.
  - Please allow four to six weeks for incentive processing after completed application and supporting documentation are received

**Need-to-know information:**

- 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 W-9 is required. Visit <a href="http://www.energytrust.org/w9">www.energytrust.org/w9</a>		

Site address \_\_\_\_\_ City \_\_\_\_\_ State WA Zip \_\_\_\_\_

Mailing address (if different than site) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary phone  Home  Work  Cell Other Phone \_\_\_\_\_  Home  Work  Cell

**Utility Information *Must be NW Natural customer to qualify***

Gas utility:  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"/> Other _____
Is this a manufactured home? <sup>1</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a multifamily home? (ex: duplex, triplex, fourplex, condo, townhome) <sup>2</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<sup>1</sup>Manufactured homes are eligible for self-installed floor insulation and smart thermostats only. Visit [www.energytrust.org/residential](http://www.energytrust.org/residential) to learn about other available cash incentives.

<sup>2</sup>Multifamily units are not eligible for insulation incentives. Visit [www.energytrust.org/washington](http://www.energytrust.org/washington) to learn about available cash incentives.

**Customer Name and Signature**

By signing below, Customer agrees to the terms and conditions of this application. 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. To receive incentives, all work must comply with the Home Retrofit [Specifications Manual](#).



Customer signature	Full name (please print)	Date
Email address (application status updates are sent via email)	Install date	

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**Insulation Incentives** For self-installed in Oregon, [apply online](#) or use [Form 320S](#)

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>
<ul style="list-style-type: none"> <li>Rental homes receive <b>\$0.50 per sq. ft.</b></li> </ul>								
<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>
<ul style="list-style-type: none"> <li>Rental homes receive <b>\$0.40 per sq. ft.</b></li> </ul>								
<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>

<sup>1</sup> Manufactured homes are not eligible for attic or knee wall 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](#)

**Heating Controls Incentives**

Upgrade type	Requirements	Incentive amount
<input type="checkbox"/> Smart thermostat	Home must be primarily heated by an electric furnace, gas furnace, or ducted heat pump. 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">www.energytrust.org/thermostat</a> for eligible models and additional requirements. Cannot be combined with other controls incentives.	<b>\$50</b>
<b>Thermostat</b>	Manufacturer	Thermostat Cost
	Model Name	Model #

**Insulation Self-Install Checklists**

Self-installed insulation is selected randomly for in-home work quality verification before incentives are paid. Energy Trust will contact Customers for scheduling. These checklists serve as reference guides only. Please refer to the Specifications Manual at [https://insider.energytrust.org/wp-content/uploads/HES\\_WX\\_Manual.pdf](https://insider.energytrust.org/wp-content/uploads/HES_WX_Manual.pdf) for additional information and clarification. Specific reference sections are noted in italics.

Attic Insulation Self-Install Checklist	Floor Insulation Self-Install Checklist
<input type="checkbox"/> Determine if storage or human contact areas are present. <i>IN 1.9</i>	<input type="checkbox"/> Determine the intended conditioned spaces and location of air and thermal boundaries. <i>UN 2.8</i>
<input type="checkbox"/> Install baffles at eave vents, heat-producing fixtures, flues and chimneys. <i>AT 1.3 and 1.5</i>	<input type="checkbox"/> Remove debris from the crawlspace. <i>UN 1.1</i>
<input type="checkbox"/> Dams shall be installed at interior accesses and where insulation is at different levels to prevent loose-fill falling out of attic. <i>AT 1.4 and 1.10</i>	<input type="checkbox"/> Determine if storage or human contact areas are present. <i>IN 1.9</i>
<input type="checkbox"/> Interior ceiling accesses shall be insulated to a minimum of R-30 and knee wall access doors shall be insulated to a minimum of R-15. Interior accesses shall have permanent weatherstripping. <i>AT 1.10 and 2.6</i>	<input type="checkbox"/> Verify adequate passive ventilation. <i>UN 1.2</i>
<input type="checkbox"/> Verify all exhaust fans are vented completely to the exterior with no gaps. <i>AT 1.6, 1.7 and 1.8</i>	<input type="checkbox"/> Seal all floor penetrations (plumbing, wiring, duct penetrations and floor transitions). <i>UN 1.4</i>
<input type="checkbox"/> Insulate water lines in attic space. <i>AT 1.9</i>	<input type="checkbox"/> Ensure ground cover is complete, continuous and properly lapped. <i>UN 1.3</i>
<input type="checkbox"/> Insulate and weatherstrip access panel or pull-down stairs. <i>AT 1.10, 1.11, 1.12</i>	<input type="checkbox"/> Ensure appropriate R-value insulation installed, insulation properly supported using approved materials and fasteners, and supports spaced according to the span. <i>UN 2.0-2.6 and Appendix B, tables 1-4</i>
<input type="checkbox"/> Insulate vertical walls and cover with air barrier, install blocking in floor under knee wall. <i>AT 1.13</i>	<input type="checkbox"/> Verify entire length of insulation is in contact with the floor. <i>UN 2.0</i>
<input type="checkbox"/> Verify R-value and condition of installed insulation. <i>Appendix B</i>	<input type="checkbox"/> Ensure all vapor barriers are facing the living area. <i>UN 2.8</i>
<input type="checkbox"/> Ensure all vapor barriers are facing the living area. <i>AT 2.0</i>	<input type="checkbox"/> Insulate water lines. <i>UN 2.3</i>
	<input type="checkbox"/> Insulate to R-25 and weatherstrip access doors. <i>UN 2.4</i>
	<input type="checkbox"/> Verify exterior access doors open easily, are weatherproof and vermin proof. <i>UN 2.5</i>
	<input type="checkbox"/> Ensure crawlspace walls between living area and crawlspace areas insulated to R-15. <i>UN 2.8</i>
	<input type="checkbox"/> Verify exhaust ducts vent completely to the outside with no gaps. <i>UN 2.5 and 2.6</i>

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## Terms and Conditions

**APPLICATION:** This application 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. 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 done 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 [www.energytrust.org](http://www.energytrust.org) and are subject to change. If you are not sure of the specifications, please call Energy Trust before proceeding.

**WORK QUALITY VERIFICATION:** Customer will 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 promptly pay incentives upon: (i) completion of the energy-saving measures, (ii) verification of the measures, and (iii) **submission of this completed application with all required information attached.**

**PROOF OF PURCHASE:** The receipts accompanying this application must itemize the materials purchased and show the date of purchase.

**INCENTIVE AMOUNT:** Incentive amount cannot exceed total cost of materials. 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. Energy Trust will not pay incentives on products won as a prize or received due to a warranty claim, recall or exchange. Products must be owned and not leased or rented. Current incentive amounts are identified on the web at [www.energytrust.org](http://www.energytrust.org). 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: (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 electric and 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, its Board of Directors, the Oregon Public Utility Commission, Oregon Department of Energy, Oregon Housing and Community Services and/or the Oregon Legislature. Energy Trust will treat all other information gathered in evaluations as confidential and report it only in the aggregate.