

# Acceptance Testing

New Buildings | Incentive Application | 520<sub>CX-AT</sub>



## OVERVIEW AND ELIGIBILITY

A signed copy of the **Project Enrollment Application (Form 510A)** must accompany or precede this form, and only those projects approved for enrollment by the New Buildings program (Program) can apply for incentive funding.

Acceptance testing is a critical step in commissioning that can help improve a building's energy performance and reduce operating costs. During acceptance testing, a sequence of pre-defined tests are conducted and documented (typically by the installation contractor) to confirm that installed equipment is operating properly to prevent energy waste. Acceptance testing incentives may be available to help assist with the testing of certain energy-using equipment and systems.

To be eligible for Energy Trust acceptance testing incentives, the project must be pursuing the System Performance path and must be conducting the acceptance testing on equipment or systems identified as eligible by the Program during the Plan Review (see additional information about the Plan Review below).

## PROJECT INFORMATION

PROJECT OWNER NAME	COMPANY
BUILDING/PROJECT NAME	PROJECT ID (IF KNOWN)
SITE ADDRESS	CITY, STATE, ZIP
EXPECTED CONSTRUCTION COMPLETION DATE	EXPECTED COMPLETION DATE OF FUNCTIONAL TESTING

### Project Representative (overseeing acceptance testing)

CONTACT NAME	TITLE	PHONE	EMAIL
FIRM NAME	ADDRESS	CITY, STATE, ZIP	

## PLAN REVIEW

The System Performance path requires that Project Owner submit building plans to the Program for a Plan Review to gather the data necessary to analyze potential energy efficiency and incentive opportunities. The Plan Review will result in recommendations for energy efficiency improvements and a list of systems eligible for acceptance testing incentives. A project may also elect to have a design review completed in addition to a Plan Review. See 520<sub>CX-DR</sub>.

## STEPS TO PARTICIPATE

1. Successfully enroll your project as described in the **Project Enrollment Application**.
2. Complete this **Incentive Application** and submit it to the Program.
3. Complete a Plan Review (see above):
  - Submit complete building plans to the New Buildings program. It is preferred that building plans are submitted during the design development phase when there is still some leeway on equipment selection, though this is not required.
4. Upon completion of the Plan Review, the New Building program will inform you which systems or equipment are eligible for acceptance testing incentives. Note which of the eligible systems you will perform acceptance testing on.
5. Following its review of the Incentive Application and the completed Plan Review, Energy Trust will notify Project Owner via e-mail of its decision. If the application is approved for an incentive reservation, you will receive written notice. The incentive reservation notice will inform Project Owner of the estimated incentive and incentive reservation period (i.e. the deadline to submit all required documentation to the Program).
6. Submit documentation demonstrating acceptance tests have been completed and documented per Program requirements. Acceptance testing must be completed by the installation contractor, technical staff on record or owner's representative who is

### RETURN FORM TO

Business Energy Solutions – New Buildings

100 SW Main Street, #1500, Portland, OR 97204

1.877.467.0930 **telephone** 503.961.7642 **fax**

[newbuildings@energytrust.org](mailto:newbuildings@energytrust.org) **email**

For Program Use Only

OM:

Project ID:

PT ID:

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adept in the setup and configuration of the systems being tested. There can be more than one individual performing the acceptance tests if a single individual is not capable of performing the tests on all of the building systems.

- 7. To request payment, submit the following to the Program, before the established incentive reservation deadline, for verification:
  - Complete, signed **Payment Request (Form 540PR)**
  - Project Owner's current W-9 (if not previously submitted)

## INCENTIVE CALCULATION

Estimated acceptance testing incentives for the project will be calculated by the Program following the Plan Review depending on the number and types of eligible equipment or systems to be installed and as identified by the Program as eligible during the Plan Review. If the project is eligible to receive both electric and natural gas incentives, the maximum acceptance testing incentive available will be \$5,000. If the project is only eligible to receive Energy Trust electric incentives, the maximum acceptance testing incentive available will be \$4,000. If the project is only eligible to receive Energy Trust natural gas incentives, the maximum acceptance testing incentive available will be \$1,000. Final acceptance testing incentives paid will be calculated following the Program review of submitted acceptance test completion documentation.

## SUBMITTAL

Project Owner understands and agrees that the terms and conditions contained in this Incentive Application are in addition to, and governed by, its **Project Enrollment Application** agreement with Energy Trust for the identified project. Project Owner further agrees that all of the information in the submitted **Project Enrollment Application** agreement remains true and correct as of the date of this submission.

**Submitted By:** (Must be an authorized representative of Project Owner)

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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<b>Firm Name</b>	<b>Phone</b>	<b>Email</b>
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## FOR MORE INFORMATION

Please visit [energytrust.org/business](http://energytrust.org/business) or call 1.877.467.0930

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