

**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. Projects seeking LEED incentives from the Program cannot apply for this incentive. If you are interested in installing energy efficient equipment not included on the accompanying [Grocery Incentive Workbook](#), please contact the Program for eligibility.

This is a packaged offering open to grocery buildings pursuing energy efficiency levels above 2014 Oregon Code.

**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. For detailed incentive requirements, refer to the [Grocery Incentive Workbook](#).
3. Following its review of the application, Energy Trust will notify Project Owner via email of its decision. If the application is approved for an incentive reservation, you will receive a 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).
4. To request payment, submit the following to the Program, before the established incentive reservation deadline, for verification:
  - Complete, signed **Payment Request (Form 540PR)**
  - Completed [Grocery Incentive Workbook](#) (using version in effect at date of incentive reservation or version currently in effect)
  - Product data sheets, plans, and schedules demonstrating equipment compliance (see **Grocery Incentive Workbook**)
  - Payment documentation (suppliers or contractors can send the copies of the invoices directly to the Program)
  - A site verification visit may be required by the Program prior to final payment
  - Project Owner's current W-9 (if not previously submitted)

**INCENTIVE CALCULATION**

The incentive is calculated based on the energy efficient equipment you install. See [Grocery Incentive Workbook](#) for a list of specific Good, Better, & Best incentives for each eligible installed equipment option. Projects must install at least three (no food service) or five (with food service) eligible equipment options to qualify for a bonus incentive, as indicated in the table below.

<b>Grocery Incentives Bonus (no food service area)</b>		
	<b># of equipment options</b>	<b>Standard incentive plus</b> <i>(see Grocery Incentive Workbook)</i>
<b>Good</b>	Three or more	10% Bonus
<b>Better</b>	Four <i>(Must include both lighting and refrigeration option)</i>	15% Bonus
<b>Best</b>	Five or more <i>(Must include both lighting and refrigeration option)</i>	20% Bonus

<b>Grocery Incentives Bonus (with food service area)</b>		
	<b># of equipment options</b>	<b>Standard incentive plus</b> <i>(see Grocery Incentive Workbook)</i>
<b>Good</b>	Five or more	10% Bonus
<b>Better</b>	Six or seven <i>(Must include both lighting and refrigeration option)</i>	15% Bonus
<b>Best</b>	Eight or more <i>(Must include both lighting and refrigeration option)</i>	20% Bonus

**RETURN FORM TO**

Energy Trust of Oregon – 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:

PROJECT INFORMATION

PROJECT OWNER NAME	COMPANY
BUILDING/PROJECT NAME	PROJECT ID (IF KNOWN)

EXPECTED CONSTRUCTION COMPLETION DATE
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<p><b>Please select your incentive package level:</b></p> <p>Good      Better      Best</p>	<p>Based on the equipment you have selected in the <b>Grocery Incentive Workbook</b>, please enter your estimated incentive:</p>	<p>\$</p>
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SUBMITTAL

By typing or printing my name below, I represent to Energy Trust that (i) I have completed this application completely, truthfully and accurately to the best of my knowledge, (ii) I have read, understand and agree that the terms and conditions contained in this **Incentive Application** are in addition to, and governed by, Project Owner's **Project Enrollment Application** agreement with Energy Trust for the identified project; (iii) I am authorized to enter into this agreement on behalf of the named Project Owner; and (iv) 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)

Name	Title	Date
Firm Name	Phone	Email

FOR MORE INFORMATION

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

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