

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. This **Incentive Application** applies only to projects permitted under the 2014 Oregon Energy Efficiency Specialty Code (Oregon Energy Code).

Energy Trust's Solar Feasibility incentive offering provides funds to analyze a project's solar potential. To qualify, the building and proposed system must meet the following requirements:

- a. Have at least 1,500 square feet of contiguous, un-obstructed and un-shaded roof area
- b. Be able to meet either Energy Trust's [Solar Ready Commercial Design and Construction Requirements](#) or Energy Trust's [Solar Electric Installation Requirements](#)
- c. A qualifying Solar Feasibility Study must be completed by an approved Energy Trust [Solar Electric Trade Ally](#) during the design phase, while opportunity to make design changes still exists
- d. The Solar Feasibility Study must be submitted to the program within 15 days of study completion

Projects that fall under Oregon's "1.5% for green technologies" requirement are eligible to apply for Solar Feasibility incentives and Energy Trust's Solar Electric equipment installation incentives, but not for any Solar Ready incentives.

STEPS TO PARTICIPATE

1. Successfully enroll your project as described in the **Project Enrollment Application**.
2. Confirm eligibility and submit this **Incentive Application (520SF)** to the program for review.
3. Submit a Solar Feasibility Study (Study) to the Program for review and comment. The Study must be prepared by a [Solar Electric Trade Ally](#) in coordination with Project Owner. At a minimum, the Study must include the following:
 - Executive summary identifying key findings from the Study and recommendations for next steps
 - Description of how and when the solar analysis was conducted
 - Summary and square footage of the total roof area as well as the roof area available for solar ("Solar Roof Area"), including plans to minimize impact of rooftop equipment, roof features, trees and landscaping, and other existing or planned buildings adjacent to the property. **Energy Trust Requirement: Solar Roof Area must be contiguous and at least 1,500 square feet.**
 - Description and documentation of the solar resource available at the Solar Roof Area. Describe any scenarios that would improve or diminish the Total Solar Resource Fraction (TSRF) as well as strategies to ensure minimum requirements can be met. **Energy Trust Requirement: TSRF must be 75 percent or greater at all points within the Solar Roof Area.**
 - Description of the capacity, expected annual electricity production, tilt and orientation of the system for all proposed scenarios. Include documentation or an explanation of your production estimate.
 - Project Owner's financial summary of the estimated cost, including any estimated tax credits, accelerated depreciation, special grants, or Energy Trust incentives, as may be applicable for Project Owner's potential system. Include one or more of the following financial metrics over a 10-30 year basis: simple payback, modified internal rate of return, net present value, savings-to-investment ratio or return on investment.
 - Discussion of any other design, permitting or zoning considerations that may affect a potential solar design, such as roof accommodations, roof material life, and electrical room and panel accommodations or structural upgrades
4. To request payment, submit the following to the Program for verification:
 - Complete, signed **Payment Request (Form 540PR)**
 - Final version of the **Solar Feasibility Study** along with all required accompanying documentation
 - Payment documentation (invoice(s) itemizing the solar feasibility work)
 - Payee's current W-9 (if not previously submitted)
 - Information on Project Owner's decision regarding a solar installation

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 **email**

For Program Use Only

OM:

Project ID:

PT ID:

INCENTIVE CALCULATION

Energy Trust makes Solar Feasibility incentive funds available to reimburse Project Owner for 90 percent of its eligible, incurred costs to conduct the Solar Feasibility Study, up to a maximum amount of \$1,700. The actual incentive amount payable will be determined by the Program based on review of Project Owner's submitted Solar Feasibility Study completion documentation and actual costs.

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 SOLAR READY ASSESSMENT REPORT

SOLAR ELECTRIC TRADE ALLY (REQUIRED)

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

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)

Signature	Title	Date
Firm Name	Phone	Email

FOR MORE INFORMATION

Please visit energytrust.org/business or call 1.877.467.0930

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