

OVERVIEW AND ELIGIBILITY

A signed copy of the **Form 510A: Project Enrollment Application** 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 applicable Oregon Energy Code.

Energy Trust's Solar Ready incentive offering provides funds for designing and constructing a building with a future high-performing solar electric energy system in mind. To qualify:

1. The project must meet Energy Trust's [Solar Ready Commercial Design and Construction Requirements](#).
2. Qualifying Solar Ready components (equipment and/or systems) must be specified (and their installation must be reviewed) by an approved Energy Trust Solar Trade or Design Ally.
3. Final documents must be submitted to the program within 60 days of construction completion.

STEPS TO PARTICIPATE

1. Successfully enroll your project as described in the **Project Enrollment Application** (if not previously submitted).
2. Confirm eligibility and submit this **Incentive Application** to the Program for review, together with Solar Ready cost estimates once Construction Documents are completed.
3. Following its review of the application, Energy Trust will notify the 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 the Project Owner of the estimated incentive and incentive reservation period (i.e., the deadline to complete the construction of Solar Ready components and pass an on-site Program verification).
4. Once all the qualifying Solar Ready components have been installed, please submit images and completed Construction Documents in order to verify the following items meet Energy Trust's [Solar Ready Commercial Design and Construction Requirements](#):
 - a. Location, square footage, shading and layout of Solar Roof Area(s)
 - b. Location of labeled chases and/or conduits reserved for solar wiring
 - c. Roof structure material warranty, sealed penetrations and structural dead load calculations
 - d. Electrical panel showing sizing, reserved breaker space and point of interconnection
 - e. Clearance in utility/electrical room
5. Following our review of submitted **supporting documentation**, we will notify the Project Owner if the Program requires an on-site post-installation verification of the Solar Ready equipment.
6. To request payment following Program verification, submit the following to the Program within 60 days of construction completion, for verification:
 - a. Complete, signed **Form 540PR: Payment Request**
 - b. Payment documentation (invoice(s) itemizing the Solar Ready project components and work costs into the categories listed in the Incentive Calculation section below)
 - c. Project Owner's current W-9 (if not previously submitted)

RETURN FORM TO:

Energy Trust of Oregon – New Buildings
421 SW Oak Street, #300, Portland, OR 97204
1.877.467.0930 **telephone**
503.961.7642 **fax**
newbuildings@energytrust.org **email**

FOR PROGRAM USE ONLY:

OM:
PT ID:
Project ID:

INCENTIVE CALCULATION

Energy Trust Solar Ready incentives will be calculated as 75 percent of the Project Owner's eligible, incurred Solar Ready project costs for the work categories listed below, up to the maximum incentive amounts listed below for the applicable category:

1. Solar Ready mechanical and electrical specifications (up to \$5,000)
2. Solar Ready structural engineering specifications (up to \$5,000)
3. Solar Ready construction materials such as chases, conduits, and other electrical equipment (up to \$5,000)

All Solar Ready construction work must be successfully completed before the Project Owner will be eligible for any Solar Ready incentives. The actual incentive amount payable by Energy Trust will be calculated by the Program based on its review of the Project Owner's submitted Solar Ready component specifications and construction completion documentation. Final incentives paid may vary from estimated amounts reserved; however, in no event will incentives provided towards the Solar Ready equipment exceed the maximum amounts indicated above.

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

SOLAR DESIGN TEAM MEMBERS

Solar Electric Design Ally (if applicable)

CONTACT NAME	TITLE	FIRM NAME
PHONE	EMAIL	CITY, STATE

Solar Electric Trade Ally (if applicable)

CONTACT NAME	TITLE	FIRM NAME
PHONE	EMAIL	CITY, STATE

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SUBMITTAL

By signing 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.

SIGNATURE

DATE

NAME

TITLE

COMPANY

FOR MORE INFORMATION

Please visit energytrust.org/commercial, call 1.877.467.0930, or email newbuildings@energytrust.org

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