

Heating, Ventilation and Cooling Incentives

Existing Multifamily | Incentive Application | Form 320^{HVAC}



To be completed by Participant

Lockheed Martin is a Program Management Contractor for Energy Trust of Oregon.

Who can apply:
 Incentives are available for new, qualifying natural gas and electric energy-saving equipment installed at an existing multifamily property in Oregon. Electric customers of Portland General Electric or Pacific Power can apply for incentives for qualifying electric equipment, and natural gas customers (on qualifying rate schedules) of NW Natural, Cascade Natural Gas or Avista can apply for incentives for qualifying natural gas equipment. Additional requirements apply; see Terms and Conditions for details.

Steps to completion:

- 1 Install** an eligible energy efficiency improvement.
- 2 Complete** application information and provide required supporting documentation, including:
 - o W-9 for payee
 - o Invoice(s) for product and installation
 - o Manufacturer spec sheet(s)
- 3 Submit** form by fax, email or mail along with supporting documentation to:
**Energy Trust of Oregon
 Existing Multifamily**
 811 SW 6th Ave, Suite 800
 Portland, OR 97204
 1.877.510.2130 phone
 503.243.1154 fax
multifamily@energytrust.org
- 4 Receive** your check. Please allow six to eight weeks for incentive processing after completed application is received.

What you need-to-know:

- Energy Trust must receive applications within 90 days from the date of purchase and installation (on invoice).
- Incomplete information will result in delayed payment or disqualification of the incentive.
- A post-installation verification may be required to receive payment.

Energy Trust Use Only	Project ID	PT ID	Promo Code (Optional)
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➤ Use Forms 320APP, 320WH, or 320WX for other Existing Multifamily upgrades

Property Owner				<input type="checkbox"/> Payee
Legal Name of Property Owner				(the "Participant")
Contact Name			Title	
Mailing Address				
City		State	Zip	
Phone		<input type="checkbox"/> Work <input type="checkbox"/> Cell	Email	
Property Ownership		<input type="checkbox"/> Investment Owner	<input type="checkbox"/> Individual Unit Owner	Occupied by <input type="checkbox"/> Owner <input type="checkbox"/> Tenant
Is this property used for rental income? <input type="checkbox"/> Yes <input type="checkbox"/> No				<i>If you checked Yes, a W-9 is required for payment.</i>

Property Representative <i>(Skip section if you are an individual unit owner)</i>				
Company Name				
Contact Name			Title	
Mailing Address				
City		State	Zip	
Phone		<input type="checkbox"/> Work <input type="checkbox"/> Cell	Email	

Property Information				
Property Name				
Address				
City		State	Zip	
Number of Buildings		Number of Units		Number of Bldg Levels
Year Built		Total Sq. Ft. of Buildings or Unit		
Market				
<input type="checkbox"/> Affordable Housing <input type="checkbox"/> Campus Living <input type="checkbox"/> Asst Living/Retirement <input type="checkbox"/> Market Rate <input type="checkbox"/> HOA <input type="checkbox"/> Individual Unit Owner				
Building Style				
<input type="checkbox"/> Low-Rise (1-3 stories) <input type="checkbox"/> Duplex <input type="checkbox"/> Townhouse/Rowhouse <input type="checkbox"/> Mid-Rise (4-8 stories) <input type="checkbox"/> Triplex <input type="checkbox"/> Other _____ <input type="checkbox"/> High-Rise (9 or more stories) <input type="checkbox"/> Fourplex				
Electric Utility			Gas Utility	
<input type="checkbox"/> PGE <input type="checkbox"/> Pacific Power <input type="checkbox"/> Other _____			<input type="checkbox"/> NW Natural <input type="checkbox"/> Cascade Natural Gas <input type="checkbox"/> Avista <input type="checkbox"/> None	

Space Heating <i>(check all that apply)</i>				
<input type="checkbox"/> Electric (select system type)			<input type="checkbox"/> Gas (select system type)	
<input type="checkbox"/> Ducted Heat Pump <input type="checkbox"/> Wall Heater <input type="checkbox"/> Furnace <input type="checkbox"/> Baseboard <input type="checkbox"/> Ductless Heat Pump <input type="checkbox"/> PTHP <input type="checkbox"/> Other _____			<input type="checkbox"/> Central Boiler <input type="checkbox"/> Furnace <input type="checkbox"/> Other _____	

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Gas Heating Incentives

For all property types

Equipment	Requirements ¹	Equipment Installed	Installed Cost	Quantity	Incentive Requested
Gas High-Efficiency Condensing Boiler with Electronic Ignition <input type="checkbox"/> \$10.00 per kBtu/h < 300 kBtu/h, ≥ 94% AFUE <input type="checkbox"/> \$9.00 per kBtu/h ≥ 300 to ≤ 2,500 kBtu/h, ≥ 94% Thermal Efficiency (TE) <input type="checkbox"/> \$8.00 per kBtu/h > 2,500 kBtu/h, ≥ 94% Combustion Efficiency		Manufacturer:	\$		\$
		Model:			
Thermostatic Radiator Valve (TRV) <input type="checkbox"/> \$100 per TRV	<ul style="list-style-type: none"> • Must replace manual, non-thermostatic valves at dwelling unit radiators • Gas central hydronic or steam systems only 	Manufacturer:	\$		\$
		Model:			
Steam Trap <input type="checkbox"/> \$100 per trap	<ul style="list-style-type: none"> • Must repair or replace a failed, open steam trap • Low pressure (<15 psig) systems only 	Manufacturer:	\$		\$
		Model:			

For side-by-side or duplex, triplex, fourplex properties only

Gas Furnace <input type="checkbox"/> \$300 per unit ≥ 90% AFUE	<ul style="list-style-type: none"> • Furnace must be primary heat source, not used as backup heat source 	Manufacturer:	\$		\$
		Model:			
Gas Fireplace High-Efficiency Direct-Vent <input type="checkbox"/> \$150 per unit 70% - 74.9% Fireplace Efficiency (FE) <input type="checkbox"/> \$250 per unit ≥ 75% FE	<ul style="list-style-type: none"> • Must use intermittent pilot ignition • Qualifying models at: energytrust.org/gasfireplaces 	Manufacturer:	\$		\$
		Model:			

For stacked structures with 5 or more dwelling units only

Condensing Gas Furnace <input type="checkbox"/> \$1.50 per kBtu/h ≥ 91% TE <input type="checkbox"/> \$2.00 per kBtu/h ≥ 95% TE <input type="checkbox"/> \$3.00 per kBtu/h ≥ 98% TE	<ul style="list-style-type: none"> • < 225,000 Btu/h input • Must serve multiple units or common area. Offices are not considered common areas. • If no TE rating, use AFUE 	Manufacturer:	\$		\$
		Model:			

¹ Properties applying for heating incentives must have space heating provided by a participating utility.

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Heat Pump Incentives

For all property types

Equipment	Requirements ¹	Equipment Installed	Installed Cost	Quantity	Incentive Requested
Packaged Terminal Heat Pump (PTHP) <input type="checkbox"/> \$200 per unit	<ul style="list-style-type: none"> Qualifying models on AHRI PTHP list: www.ahridirectory.org Must replace internal heater of PTAC, or electric resistance heat² and provide heat pump heating. 	Manufacturer:	\$		\$
		Model:			
		Equipment Replaced:			
Ductless Heat Pump (DHP) <input type="checkbox"/> \$800 per outdoor unit	<ul style="list-style-type: none"> Must have minimum 5-year compressor warranty Must be inverter-driven model with ≥ 9.0 HSPF Must replace electric resistance heat² 	Manufacturer:	\$		\$
		Model:			
		Equipment Replaced:			

For side-by-side or duplex, triplex, fourplex properties only

Ducted Heat Pump <input type="checkbox"/> \$700 per unit	<ul style="list-style-type: none"> Must be ≥ 8.5 HSPF Must replace electric resistance heat² 	Manufacturer:	\$		\$
		Model:			
		Equipment Replaced:			
Heat Pump Advanced Controls <input type="checkbox"/> \$250 per unit	<ul style="list-style-type: none"> Must be web-enabled or utilize outdoor temperature sensor Must be contractor-installed on a ducted heat pump with electric auxiliary heat source programmed with 35°F lockout Cannot be combined with smart thermostat incentive Qualifying models at: energytrust.org/heatpumpcontrols 	Manufacturer:	\$		\$
		Model:			
		Controls installed on: <input type="checkbox"/> New heat pump <input type="checkbox"/> Existing heat pump			

¹ Properties applying for heating incentives must have space heating provided by a participating utility.

² Heat pump must replace electric resistance heat (electric furnace, baseboard, or in-wall unit) to qualify.

Web-Enabled Thermostat Incentive

For all property types

Equipment	Requirements	Equipment Installed	Installed Cost	Quantity	Incentive Requested
Smart Thermostat <input type="checkbox"/> \$50 per unit	<ul style="list-style-type: none"> Space heating must be provided by furnace or ducted heat pump with fuel by participating utility Qualifying models at: energytrust.org/smartthermostat Must be web-enabled 	Manufacturer:	\$		\$
		Model:			

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Rooftop Unit (RTU) with Manufacturer-Installed Advanced Controls Incentives

For all property types

Equipment	Requirements ¹	Equipment Installed	Installed Cost	Quantity	Incentive Requested
New RTU with Economizer² <input type="checkbox"/> \$30 per ton	<ul style="list-style-type: none"> Must have < 54,000 Btu/h cooling capacity 	Manufacturer:	\$		\$
		Model:			
		Size (tons):			
New RTU with Demand Control Ventilation (DCV)³ <input type="checkbox"/> \$29 per ton	<ul style="list-style-type: none"> Must have economizer Must serve spaces not required by code to have DCV 	Manufacturer:	\$		\$
		Model:			
		Size (tons):			
New RTU with Variable Frequency Drive (VFD)² <input type="checkbox"/> \$100 per ton	<ul style="list-style-type: none"> Must have both DCV and an economizer Must have cooling capacity < 110,000 Btu/h Must have supply fan motor < 10 hp 	Manufacturer:	\$		\$
		Model:			
		Size (tons):			

¹ All installed RTUs must be new rooftop units with direct expansion cooling and either gas furnace or heat pump heating.

² For RTUs with economizer only or VFDs: The property's electricity must be provided by a participating utility.

³ For RTUs with DCV: The property's heating fuel must be provided by a participating utility.

Central Air Conditioning Incentive

Side-by-side or duplex, triplex, fourplex properties only

Equipment	Requirements	Equipment Installed	Installed Cost	Quantity	Incentive Requested
Central Air Conditioner <input type="checkbox"/> \$250 per unit	<ul style="list-style-type: none"> Must be a central air conditioner serving a majority of the residence System must have minimum EER of 12 and minimum SEER of 15 Heat pumps are not eligible 	Manufacturer:	\$		\$
		Model:			
System EER		System SEER		System (tons)	
Indoor Coil Manufacturer		Indoor Coil Model			
Furnace/Air Handler Manufacturer		Furnace/Air Handler Model			

I have attached an AHRI certificate¹: Yes No - list certificate number:

Was the heating system installed with the air conditioner? Yes No

¹ The AHRI certificate must accurately reflect all components of the installed system and show compliance with minimum EER and SEER ratings. Complete model numbers for all system components must be provided on the invoice.

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Bath Fan Incentives

For all property types

Equipment	Requirements	Equipment Installed	Installed Cost	Quantity	Incentive Requested
High-Efficiency Bath Fan Without a Light <input type="checkbox"/> \$20 per unit	<ul style="list-style-type: none"> • Must have fan efficacy of 5.3 CFM/W or higher • Must be ENERGY STAR® certified • Must replace inefficient fan that has a light 	Manufacturer:	\$		\$
		Model:			
High-Efficiency Bath Fan With a Light <input type="checkbox"/> \$50 per unit	<ul style="list-style-type: none"> • Must have fan efficacy of 5.3 CFM/W or higher • Must be ENERGY STAR certified • Must replace inefficient fan that has a light • Must have CFL with GU-24 socket or LED light ≤26 watts 	Manufacturer:	\$		\$
		Model:			

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REMEMBER TO:

- Complete and sign this application.
- Attach invoices and all other required project cost documentation for all equipment purchased.
- Attach a completed IRS Form W9 or Energy Trust Substitute W9 form for the incentive check recipient.
- Use the **Assign Payment (Form 320A)** to authorize payment of the incentive to your contractor or other designated Payee. To assign the incentive payment, both Participant and Payee must complete and sign a **Form 320A** and it must be submitted along with this incentive application.

Participant Signature		
By my signature below, I represent that (i) the Participant has read, understands and agrees to the Terms and Conditions of this agreement, (ii) I have the authority to sign this agreement on behalf of the Participant, and (iii) all accompanying project cost documentation is complete, true and accurate to the best of my knowledge.		
Authorized Representative Name (printed)	Signature	Date
FOR MORE INFORMATION: Call 1.877.510.2130, and ask for the Multifamily program. Documents transmitted with faxed, scanned or digital signature shall be deemed to be original signatures. At the request of Energy Trust, Participant shall confirm signature by providing an original document.		

Terms and Conditions

- 1. Application.** Energy Trust's Existing Multifamily program (Program) must receive this application with all required accompanying documentation within 90 days of equipment purchase and installation in order to qualify for incentives. All required information must be submitted before this application will be processed. If Participant may apply for 1149 Multifamily Energy Program funding from Oregon Housing and Community Services (OHCS) funding for any equipment listed, Participant must contact the Program to discuss eligibility before submitting this application. Participant further understands and agrees that if it is eligible for SB 1149 OHCS Multifamily Energy Program funding, then Energy Trust is authorized to share information about Participant's incentive application with OHCS for the purpose of determining potential incentive eligibility and funding amounts. The Energy Trust incentive funding available to NW Natural Industrial Sales Service Customer accounts established under Rate Schedule 3, 31 or 32 and Commercial Sales Service Customer accounts established under Rate Schedule 32 is subject to NW Natural's Schedule 360 filing with the Public Utility Commission of Oregon, and a signed **Form 112N: Natural Gas Non-Transportation Agreement** must be submitted in addition to this application to be eligible for Energy Trust natural gas incentives. Transportation service or Combination service customer accounts are not eligible for Energy Trust natural gas incentives. Participant represents that the information and documentation it submits in support of this application is complete, truthful and accurate. By submitting this application to Energy Trust, Participant further represents that (i) none of the equipment requesting incentives has already received an Energy Trust incentive at the time of purchase, and (ii) none of the equipment requesting incentives will be submitted to the Oregon Department of Energy for conservation self-direct credits. Equipment that has received an Energy Trust incentive via another program offering is not eligible for any additional Energy Trust incentive funding. Participant should retain a copy of this application and any accompanying documentation submitted. Energy Trust's Existing Multifamily Program Management Contractor (PMC) provides services for the Program on behalf of Energy Trust. Neither Energy Trust nor the PMC will be responsible for any lost documentation pertaining to this application, or any lost or misdirected mail.
- 2. Eligible Equipment.** Equipment must be new and must meet Energy Trust energy efficiency specifications to qualify. The specifications and incentive amounts listed in this application are subject to change. Check our posted **Multifamily Incentive Booklet** located at energytrust.org/multifamilyincentives to confirm current Program specifications and incentives. If you, or your contractor are not sure of the specifications, please call us before proceeding.
- 3. Equipment Installation.** Participant represents that (i) it has the right to install the energy saving equipment on the property and site(s) on which the equipment is installed and that any necessary consents have been obtained, and (ii) that all equipment installed and work performed complies with all federal, state, and local safety, building and environmental codes, and any manufacturer instructions.
- 4. Project Cost Documentation.** Participant must submit all sales slips, invoices, manufacturer specification sheets and other pertinent documents itemizing the equipment purchased. The project cost documentation submitted must show (i) the date of purchase and itemized price paid, (ii) size, type, make, and model or part number of equipment purchased, and (iii) a description of any installation or other labor charges. In addition to the required proof of purchase documentation, the Program may require additional site or technical information from Participant, for certain equipment, in order to determine whether it qualifies for incentives. Participant will provide Energy Trust with additional proof of purchase or other requested equipment information upon request. If Participant is leveraging external funding sources to directly reduce all or a portion of the final project costs incurred by Participant for the energy-efficiency equipment (for example, state/federal funding, grants, discounts, rebates, incentives or other similar types of consideration) then Participant is required to notify Energy Trust in writing when submitting the project documentation and Energy Trust's incentive will not exceed an amount equal to the total eligible project cost minus such external funds.

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5. Payment. Incentives will be paid following (i) installation of qualifying energy efficient equipment at the site address listed and in accordance with Program requirements, (ii) submission of this completed application, a complete, accurate, and verifiable **IRS Form W-9 (Request for Taxpayer Identification Number and Certification)** for the incentive check recipient and all required accompanying project cost documentation, and (iii) satisfactory completion of a post-installation verification, if required. Incentives will be paid directly to the named Participant unless Participant and its designated Payee sign and submit the **Form 320A: Assign Payment** along with this incentive application. Please allow 60 days from Energy Trust's receipt of all information for delivery of incentive payment. Failure to deliver all required documentation may result in a delay or withholding of payment. Participant agrees and acknowledges that its acceptance of any Energy Trust incentive funding for energy-efficient equipment identified in this application constitutes representation and warranty to Energy Trust that such incentives were necessary for Participant to select and install the energy-efficiency equipment as described herein.

6. Incentives. Funds for incentives are limited and subject to budget availability. Details of the Program, including incentives and other requirements, are subject to change. Final determination of eligibility for Energy Trust incentives rests solely with Energy Trust. The total incentive provided (i) will depend upon the incentive amounts in effect, as posted in the **Multifamily Incentive Booklet** located at energytrust.org/multifamilyincentives, as of the equipment installation date, and (ii) will never exceed the total project cost or a maximum of \$499,999. If any bonus amounts are available for qualifying equipment, the base incentive plus the bonus incentives will never exceed the total documented eligible project cost. Incentives paid to any Participant for all applications submitted to Program are limited to a maximum of \$500,000 per site per year.

7. Verification. Equipment installations may be selected for a post-installation verification. Should Participant's property be chosen for a post-installation verification of the equipment, satisfactory completion of that verification has to occur before payment is issued. This verification is for the purpose of incentive payment only. No warranty is implied.

8. Tax Liability. Energy Trust is not responsible for any tax liability which may be imposed on the Participant as a result of any incentive payment. 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.

9. No Endorsement. Energy Trust does not endorse any particular manufacturer, contractor or product in promoting the Program. The fact that the names of particular manufacturers, contractors, products or systems may appear in the Program does not constitute an endorsement. Manufacturers, contractors, products or systems not mentioned are not implied to be unsuitable or defective in any way.

10. Access and Evaluation. Reviews and evaluations of project work during and after measure installation are a critical part of Energy Trust's evaluation process for energy savings and incentive calculations. Participant agrees to cooperate with any such evaluation as a requirement of its incentive agreement with Energy Trust. Participant agrees to provide Energy Trust and its representatives with (i) reasonable access to the project site(s), obtaining any and all necessary consents, (ii) requested technical and other project documentation related to the Measure(s), and (iii) information about the energy use and operations of the Measure(s) and/or project site(s) for the purposes of evaluating the energy savings during and after project completion. Participant agrees that Energy Trust and its representatives may inform subsequent owners of the project site(s) that Energy Trust has provided services to the project site(s) for the sole purpose of evaluating and facilitating Energy Trust program services.

11. Disclaimer/No Liability. In connection with some applications, Energy Trust will provide incentive funding for energy-saving equipment. Participant understands that, while Energy Trust may provide this funding, neither Energy Trust nor the PMC are supervising any work performed for Participant, and neither Energy Trust nor the PMC are responsible in any way for proper completion of that work or proper performance of any equipment purchased. Participant assumes the risk of any loss or damage(s) that Participant may suffer in connection with the installation of the equipment. Energy Trust does not guarantee any particular energy savings results by its approval of this application, or by any other of its actions.

12. Energy Information Release. By signing and submitting this incentive application to Energy Trust, Participant authorizes Energy Trust to access its energy usage data for all of Participant's electric and gas utility accounts at the physical address(es) of the project as listed. Participant agrees to provide other reasonable assistance to Energy Trust to obtain such information. Participant further authorizes Energy Trust to discuss its energy efficiency efforts with its utility account representative(s).

13. Information Release. Participant agrees that Energy Trust may include some or all of the following information in reports to Bonneville Power Administration, the legislature, the Oregon Public Utility Commission (OPUC), and other government agencies as necessary to meet Energy Trust responsibilities and regulatory requirements: Participant's name, site address, general description of the type of energy saving or renewable project implemented (e.g. lighting, HVAC, solar PV), Energy Trust services or incentive payments provided to the Participant, and any energy saved or generated as a result of Energy Trust services or incentives. Energy Trust will treat all other information gathered as confidential and report it to such agencies only in the aggregate.

14. Governing Law. This agreement shall be exclusively governed by and construed in accordance with applicable Oregon law, without regard to any conflicts of laws rules thereof.