

**Form 320WA
NW Natural Washington Incentive Application—Universal Form
Home Energy Solutions—Existing Homes**



To be completed by Participant and Trade Ally Contractor or other Contractor

Conservation Services Group (CSG) is a Program Management Contractor for Energy Trust of Oregon, Inc.

Program Use Only	FastTrack ID	Project Type
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Please read this form carefully and provide all specified information.

Home Energy Solutions must receive applications within 90 days from the date of installation. All information must be completed for processing, incomplete information will result in delayed payment of the incentive. To request an extension please visit www.energytrust.org or contact Energy Trust. Incentive offers are subject to funding availability and may change.

How did you hear about Home Energy Solutions?					
<input type="checkbox"/> Cascade Natural Gas	<input type="checkbox"/> NW Natural	<input type="checkbox"/> Real Estate Professional	<input type="checkbox"/> Utility Bill Insert	<input type="checkbox"/> Letter or Mail	<input type="checkbox"/> Radio
<input type="checkbox"/> Contractor	<input type="checkbox"/> Pacific Power	<input type="checkbox"/> Trade Ally	<input type="checkbox"/> Door Hanger	<input type="checkbox"/> Magazine	<input type="checkbox"/> Sales Call
<input type="checkbox"/> Energy Trust	<input type="checkbox"/> PGE	<input type="checkbox"/> Umpqua Bank	<input type="checkbox"/> Email	<input type="checkbox"/> Mass Transit	<input type="checkbox"/> Website
<input type="checkbox"/> Organization	<input type="checkbox"/> Other Utility	<input type="checkbox"/> Other	<input type="checkbox"/> Event	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other
If Other:			If Other:		

Participant Information (All information is required to process incentive for payment.)

Participant Name		Install Date	
Site Address		City	State Zip
Mailing Address, (for payment)		City	State Zip
Telephone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Office		Alt. Telephone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Office	
Email		County	
Participant Type <input type="checkbox"/> Homeowner <input type="checkbox"/> Property Owner or Manager		Occupancy <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Are you or your household responsible for paying the energy bill at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you checked No , a W-9 is required. Please call 1.866.368.7878 for more information, or go to www.irs.gov .	

Participant and Contractor Signatures are required on page 6 of this form.

Gas Utility Information

<input type="checkbox"/> NW Natural	<input type="checkbox"/> Other Gas Utility (please specify)
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Electric Utility Information

<input type="checkbox"/> Electric Utility (please specify)
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Site Information

Year Built	Square Feet	Number of Levels
Primary Heating System <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Other _____	<input type="checkbox"/> Baseboard <input type="checkbox"/> Furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Space Heater	
Ducted Forced Air System <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooling <input type="checkbox"/> Central A/C <input type="checkbox"/> Room A/C	<input type="checkbox"/> Heat Pump <input type="checkbox"/> None
Water Heater Fuel <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Other _____	Water Heater Capacity _____ Gallons	<input type="checkbox"/> Tankless

Attic, Floor and Wall Insulation Incentives

	Installed Cost	Beginning R-Value ¹	Ending R-Value ²	Square Feet	Incentive Requested	Maximum Incentive
<input type="checkbox"/> Attic Insulation	\$	R-	R-			\$0.25 per square foot not to exceed cost
<input type="checkbox"/> Kneewall Insulation	\$	R-	R-			\$0.30 per square foot not to exceed cost
<input type="checkbox"/> Floor Insulation	\$	R-	R-			\$0.30 per square foot not to exceed cost
<input type="checkbox"/> Wall Insulation	\$	R-	R-			\$0.30 per square foot not to exceed cost

Windows

	Installed Cost	U-Value ^{3 4}	Square Feet	Incentive Requested	Maximum Incentive
<input type="checkbox"/> Windows ⁵	\$	U-			\$2.25 per square foot not to exceed cost

¹ R-Value describes the capacity of a material to resist heat transfer. The higher the R-Value of a material, the greater the insulating properties. Must meet beginning R-Value requirements.

² Must meet required ending R-Value requirements, and/or cavity must be filled.

³ U-Value describes the heat conductivity of a material. The lower the U-Value, the greater the insulating characteristics of the material.

⁴ U-Value must be 0.30 or less.

⁵ **Windows must be installed in conjunction with at least one additional qualifying measure. Please call 1.866.368.7878 or visit www.energytrust.org/nwnwa for a list of qualifying second measures. Completed measures and paperwork must be submitted within 90 days of the first improvement installation date.**

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Air Leakage Test:

Blower Door test required; \$35 per home tested

Pre CFM @ 50Pa _____	Pre-ACH: _____	Test Cost	\$
If test in only, identify reasons: <input type="checkbox"/> Air leakage pre-test determined that the ACH ₅₀ prohibited air sealing <input type="checkbox"/> Participant declined air sealing <input type="checkbox"/> Contractor made a reasonable effort to seal the house, but was unable to meet the minimum reduction standards <input type="checkbox"/> Other: _____			

Air Sealing:

Blower Door test required; 50% of cost, up to \$400 per electrically heated residence; 50% of cost, up to \$275 per gas heated residence. Minimum 300 CFM₅₀ reduction required. If final measurement is below 7ACH₅₀, mechanical ventilation is required.

Pre CFM @ 50Pa _____	Pre-ACH: _____	Test Cost	\$
Post CFM @ 50Pa _____	Post-ACH: _____	Sealing Cost	\$
Leakage Reduction _____			
Air Sealing Target Areas Check area(s) where air sealing was performed Attic: <input type="checkbox"/> Chases <input type="checkbox"/> Chimney/Flue <input type="checkbox"/> Access Doors <input type="checkbox"/> Top Plates Kneewalls: <input type="checkbox"/> Joist Cavities <input type="checkbox"/> Built-ins <input type="checkbox"/> Access Doors <input type="checkbox"/> Hatches Band Joist: <input type="checkbox"/> Between Floors <input type="checkbox"/> Plumb/Penetrations <input type="checkbox"/> Basement <input type="checkbox"/> Elec. Penetrations Exterior Walls: <input type="checkbox"/> Chimney <input type="checkbox"/> Penetrations <input type="checkbox"/> Baseboards <input type="checkbox"/> Sill Plates Under Floors/Crawl: <input type="checkbox"/> Chases <input type="checkbox"/> Plumb/Penetrations <input type="checkbox"/> Access Doors <input type="checkbox"/> Elec. Penetrations Windows and Doors: <input type="checkbox"/> Window trim <input type="checkbox"/> Weatherstripping <input type="checkbox"/> Door Sweeps <input type="checkbox"/> Basement Windows Please list other area(s), if applicable: _____			

Duct Leakage Test:

Duct test required; \$35 per duct system tested; work must be installed by PTCS certified technician. PTCS form must be attached.

Pre CFM @ 50Pa _____	Pre-ACH: _____	Test Cost	\$
If test in only, identify reasons: <input type="checkbox"/> Duct Leakage pre-test determined that the ACH ₅₀ prohibited duct sealing <input type="checkbox"/> Participant declined duct sealing <input type="checkbox"/> Duct Leakage pre-test was less than 300 CFM ₅₀ <input type="checkbox"/> Contractor made a reasonable effort to perform duct sealing, but was unable to meet the reduction requirements; 150 CFM ₅₀ minimum reduction and 50% reduction, or greater <input type="checkbox"/> No test conducted, visual inspection verified ducts are inside conditioned space <input type="checkbox"/> Other: _____			

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Duct Sealing:

Duct test required; 50% of cost, up to \$400 per electrically heated residence; 50% of cost, up to \$325 per gas heated residence; minimum 150 CFM₅₀ reduction required; work must comply with PTCS specifications (meet a minimum 50% reduction, or final CFM₅₀ must be less than 10% of conditioned floor space). PTCS form must be attached.

Pre CFM @ 50Pa _____	Pre-ACH: _____	Test Cost	\$
Post CFM @ 50Pa _____	Post-ACH: _____	Sealing Cost	\$
Leakage Reduction _____			

Duct Insulation *

	Cost	Beginning	Ending	Linear Feet	Incentive
Duct Insulation	\$	R-	R-		50% of cost, up to \$100

* In order to qualify; work must comply with PTCS specifications, PTCS form and duct testing/sealing information on this application are required.

Gas Furnace/Heating Incentives

<input type="checkbox"/> Gas Furnace (\$100)* <i>(minimum 90% AFUE)</i>	<input type="checkbox"/> Gas Unit Heater (\$100) <i>(minimum 80% AFUE)</i>	<input type="checkbox"/> Gas Fireplace (\$100) <i>(minimum FE .65)</i>	<input type="checkbox"/> Gas Fireplace (\$150) <i>(minimum FE .70)</i>	<input type="checkbox"/> Gas Boiler (\$200) <i>(minimum 88% AFUE)</i>
Manufacturer	Model #	Efficiency (%AFUE)	%	ECM <input type="checkbox"/> Yes <input type="checkbox"/> No
Serial #	System Replaced	Installed Cost	Incentive Requested	

* Back up for heat pump excluded

Water Heater Incentives

Manufacturer	Model #	Serial #	Energy Factor
Installed Cost	Water Heater Capacity	Gallons <input type="checkbox"/> Tankless	Water Heating Fuel* <input type="checkbox"/> Electricity <input type="checkbox"/> Natural gas

* Water Heating fuel must be provided by NW Natural

Check the appropriate box to identify the incentive you are applying for.

Check Here	Incentive	Installer Requirements	Energy Requirements
<input type="checkbox"/>	\$ 35	Must be installed by a licensed Washington contractor	Gas water heater —Energy Factor of 0.62 or greater
<input type="checkbox"/>	\$ 200	Must be installed by a licensed Washington contractor	Tankless gas water heater —Energy Factor of 0.80 or greater

Windows Required Attachments:

Copy of manufacturer's packing slip*

* Energy Trust requires proof of the U-Value and dimensions for each window installed, which can be found on the manufacturer's packing slip. Window dimensions must be clear on the packing slip in order for incentives to be processed. If a window is non-standard in shape (i.e. a triangle), please indicate the shape of the window as well as all the dimensions.

Copy of each NFRC sticker (only if manufacturer's packing slip does not include U-Value for each window)

Second eligible measure incentive application and required backup

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Checklist for Incentive(s):

- Complete and return the entire form.
- Contractor and homeowner signatures are on terms and conditions page.
- Date of installation (all applications must be received within 90 days of initial measure installation).
- Invoice billing homeowner is attached and marked "paid in full".
- Window incentive requires additional attachments. Please see window section above.

Terms and Conditions

APPLICATION: This application and any required additional documentation, including Data Sheets, must be filled out completely, truthfully and accurately. Participants are advised to retain a copy of this application and any accompanying documentation submitted to Energy Trust under this program. Energy Trust will not be responsible for lost documentation pertaining to this application request. **The Home Energy Solutions program must receive applications within 90 days after the date of the first installation.** Funds for incentives are limited and may change. **Incentive amounts are valid through September 30, 2010. Please allow 6-8 weeks for incentive processing.**

ELIGIBILITY: Incentives are available to approved participants who are Washington residential natural gas service customers of NW Natural. Incentives for energy-saving measures that help save on the cost of home heating are available to NW Natural customers who heat their homes with natural gas. Windows are only eligible for incentives as an energy-saving measure if they are installed in conjunction with at least one other energy saving measure. Final determination of eligibility shall rest solely with Energy Trust.

VERIFICATION AND INSPECTION: Prior to any payment of incentives, Participant's contractor will verify that the installed energy-saving measures meet Energy Trust of Oregon specifications (as defined by the current Weatherization Specifications Manual). Outdoor temperatures may affect this verification process. Participant's home may also be selected for a quality control post-installation inspection. No warranty is implied by this inspection.

PAYMENT: Incentives will be paid after: (i) completion and or installation of the energy-saving measures, (ii) verification of the completion and/or installation of the measures, and (iii) timely submission of all required documentation of measures. Incentives will be paid directly to Participant unless Participant has elected to obtain financing for the cost of installing the energy-saving measures identified in the documentation accompanying this application.

PROOF OF PURCHASE: The invoice documentation accompanying this application must itemize the products purchased and/or work performed. This proof of purchase must show: (1) the date of purchase and itemized price paid, (2) the size, type, make, model or part number for the products, (3) a description of any installation or other labor charges, and (4) the invoice is paid in full.

INCENTIVE AMOUNT: Incentives for energy-saving measures completed and/or installed as set forth in documentation accompanying this application are limited to the amounts provided by Home Energy Solutions. Such amounts are subject to change. Current incentive amounts are identified on the web at www.energytrust.org/nwnwa. Contact Energy Trust with any questions.

TAX LIABILITY: Energy Trust is not responsible for any tax liability, which may be imposed on the Participant as a result of payment of any incentives or as a result of obtaining financing. 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.

FACSIMILE/SCANNED: Facsimile transmission of any signed original document, and the retransmission of any signed facsimile transmission, shall be the same as delivery of the original signed document. Scanned original documents transmitted to Energy Trust as an attachment via electronic mail shall be the same as delivery of the original signed document. At the request of Energy Trust, Participant shall confirm documents with a facsimile transmitted signature or a scanned signature by providing the original document.

SAFETY AND BUILDING CODES: Participant represents that, with respect to the products and work performed identified in the documentation accompanying this application: (i) all products installed and work performed complies with all federal, state and local safety, building and environmental codes, and (ii) products are UL listed, if applicable, and installed per manufacturer's instructions.

NO ENDORSEMENT: Energy Trust does not endorse any particular manufacturer, contractor, or product in promoting Home Energy Solutions. The fact that the names of particular manufacturers, contractors, products, or systems may appear on this application does not constitute an endorsement. Manufacturers, contractors, products or systems not mentioned are not implied to be unsuitable or defective in any way.

PROPERTY RIGHTS: Participant represents that Participant has the right to complete and/or install the energy-saving measures on the property on which those measures are completed and/or installed and that any necessary landlord's consent has been obtained.

ACCESS AND EVALUATION: Energy Trust and/or its representatives may request access to the property on which energy-saving measures have been completed and/or installed and may review and evaluate the project during and after completion. Participant agrees to provide reasonable access to the property for the purposes described herein.

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ENERGY INFORMATION RELEASE: Participant authorizes Energy Trust to access energy usage data relating to the property on which energy-saving measures have been completed and/or installed by accessing the natural gas accounts at the physical address of the project. Participant agrees to provide other reasonable assistance to Energy Trust to obtain such information.

INFORMATION RELEASE: Participant agrees that Energy Trust may include Participant's name, Energy Trust services and resulting energy savings in reports or other documentation submitted to the Energy Trust Board of Directors, and/or Energy Trust's government overseers and relevant agencies administering energy programs. Energy Trust will treat all other Participant information gathered in evaluations as confidential and report it in Program evaluations only in the aggregate.

ELIGIBLE PRODUCTS: Products must meet Energy Trust energy efficiency specifications. These specifications may be found on the web at www.energytrust.org/nwnwa and are subject to change. If you, or your contractor, are not sure of the specifications, please call Energy Trust before proceeding.

DISCLAIMER / NO LIABILITY: Participant understands that, while Energy Trust may provide Participant with an incentive payment, Energy Trust is not supervising work performed for Participant nor is Energy Trust responsible in any way for proper completion of that work or proper performance of any products purchased. Energy Trust is simply providing funding to assist Participant in implementing energy-saving measures. Participant assumes the risk of any loss or damage(s) that Participant may suffer in connection with installation of the measures. Energy Trust does not guarantee any particular energy-savings results by its approval of the application or by any other of its actions.

Participant Signature (All information is required to process incentive for payment.)

By signing below, Participant agrees to the terms and conditions of this application and authorizes Contractor to submit this application and all required invoices or measure documentation to Energy Trust on Participant's behalf for all Energy Trust incentives that are available for the energy-saving measures that Contractor has completed for Participant. By that authorization, Participant represents to Energy Trust that all measures have been completed satisfactorily as of the signature date below, and that any accompanying invoices or measure documentation are complete and accurate.

Participant Name <i>(please print)</i>	Signature	Date
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Contractor Signature (All information is required to process incentive for payment.)

By signing below, Trade Ally/Contractor certifies that this application and any accompanying invoices or measure documentation are complete and accurate, and that all measures associated with this incentive request were completed as of the signature date below. Incentives are payable to Participants only.

Trade Ally/Contractor Company	Install Date
Trade Ally/ Contractor Representative <i>(please print)</i>	Signature
	Date
Telephone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Office	Alt. Telephone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Office
Non-Trade Ally only Washington Contractor's License #	

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