

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 pursuing efficiency measures not included on the accompanying Small Office Incentive Workbook, please contact the Program for eligibility.

This is a packaged offering open to office buildings less than 70,000 square feet pursuing energy efficiency levels above 2014 Oregon Code. This Incentive Application applies only to projects permitted under the 2014 Oregon Energy Efficiency Specialty Code. The incentives are based on the choice of lighting design, automatic lighting controls and advanced power strips with additional incentives available by selecting elective options.

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 measure requirements, refer to the [Small Office Incentive Workbook](#).
3. Following its review of the application, Energy Trust will notify Project Owner via e-mail 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 [Small Office Incentive Workbook](#) (using version in effect at date of incentive reservation or version currently in effect)
 - Product data sheets, plans, schedules and other documentation demonstrating equipment compliance (see [Small Office 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 square footage, and will depend on the percentage of lighting power density (LPD) reduction achieved and number of automatic lighting controls and advanced power strips installed. You may then select additional equipment and systems to qualify for increased incentives. See the [Small Office Incentive Workbook](#) for details about electives eligibility and what systems meet each level requirement.

Small Office Incentives (per sq. ft.)		
Good	15% LPD Reduction Code-Required Automatic Lighting Controls Advanced Power Strips at All Workstations	\$0.20
Better	25% LPD Reduction Automatic Lighting Controls in All Spaces Advanced Power Strips at All Workstations	\$0.30
Best	45% LPD Reduction Automatic Lighting Controls in All Spaces Advanced Power Strips at All Workstations	\$0.40

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:

Elective	Incentive
Prescriptive Electives <ul style="list-style-type: none"> • Condensing boiler • Rooftop Unit Controls • Power management software on desktops • Server closet mini-split A/C • Additional standard measures (Form 520S) 	Standard Incentive + 15% Bonus
Calculated Electives <ul style="list-style-type: none"> • 50% LPD reduction • 60% LPD reduction • VFD on supply fan (units <110,000 Btu/h) • Uninterruptible power supplies (UPS) • Special measures (Form 520SM) 	\$0.03/sq ft \$0.07/sq ft \$100/ton \$0.25/kWh or \$1.00/Therm \$0.25/kWh or \$1.00/Therm

PROJECT INFORMATION

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

EXPECTED CONSTRUCTION COMPLETION DATE	PROJECT SIZE (SQ. FT.)
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Please select your incentive package level: Good Better Best	Number of electives that will be added: Two Three Four Five Six+	Based on the equipment you have selected in the Small Office Incentive Workbook, please enter your estimated incentive:	\$
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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
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Firm Name	Phone	Email
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FOR MORE INFORMATION

Please visit energytrust.org/business or call 1.877.467.0930

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