

# Multifamily Heating, Ventilation and Cooling Incentives

Existing Multifamily | Incentive Application | Form 320<sub>HVAC</sub>



## To be completed by Participant

TRC 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:
  - W-9 for payee, if applicable
  - Invoice(s) for product and installation
  - 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 6<sup>th</sup> Ave, Suite 800  
Portland, OR 97204  
1.877.510.2130 phone  
503.243.1154 fax  
[multifamily@energytrust.org](mailto: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 equipment install.
- Incomplete information will result in delayed payment or disqualification of the incentive.
- A post-installation verification may be required to receive payment.
- Use **Forms 320APP, 320WH, or 320WX** for other Existing Multifamily upgrades

Energy Trust Use Only	Project ID	PT ID	Promo Code (Optional)
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**Effective 1/1/22: Updated per-site incentive limits apply; see page 9 and Terms and Conditions**

### Property Owner Payee

Legal Name of Property Owner (the "Participant")

Contact Name Title

Mailing Address

City State Zip

Phone  Work  Cell Email

Property Ownership  Investment Owner  Individual Unit Owner Occupied by  Owner  Tenant

Is this property used for rental income?  Yes  No *If you checked Yes, a W-9 is required for payment.*

### Property Representative (Skip section if you are an individual unit owner)

Company Name

Contact Name Title

Mailing Address

City State Zip

Phone  Work  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  Affordable Housing  Campus Living  Asst Living/Retirement  
 Market Rate  HOA  Individual Unit Owner

Building Style  Low-Rise (1-3 stories)  Duplex  Townhouse/Rowhouse  
 Mid-Rise (4-8 stories)  Triplex  Other \_\_\_\_\_  
 High-Rise (9 or more stories)  Fourplex

Electric Utility  PGE  Pacific Power  Other \_\_\_\_\_ Gas Utility  NW Natural  Cascade Natural Gas  Avista  None

### Space Heating (check all that apply)

<input type="checkbox"/> Electric (select system type)	<input type="checkbox"/> Gas (select system type)
<input type="checkbox"/> Ducted Heat Pump	<input type="checkbox"/> Central Boiler <input type="checkbox"/> Furnace
<input type="checkbox"/> Ductless Heat Pump	<input type="checkbox"/> Other _____
<input type="checkbox"/> Wall Heater	
<input type="checkbox"/> Furnace	
<input type="checkbox"/> Baseboard	
<input type="checkbox"/> PTHP	
<input type="checkbox"/> Other _____	

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## Gas Heating Incentives

► For all property types

Equipment	Requirements <sup>1</sup>	Equipment Installed	Installed Cost	Quantity	Incentive Requested
<b>Gas High-Efficiency Condensing Boiler</b> <input type="checkbox"/> \$8.50 per kBtu/h ≥ 94% Annual fuel utilization efficiency (AFUE) or Thermal Efficiency	<ul style="list-style-type: none"> <li>Must not be a backup boiler</li> <li>Must be used for HVAC purposes</li> <li>System must have a return water temperature appropriate to condensing functionality</li> </ul>	Manufacturer:	\$	kBtu/h	\$
		Model:			
<b>Thermostatic Radiator Valve (TRV)</b> <input type="checkbox"/> \$100 per TRV <input type="checkbox"/> \$200 bonus incentive per TRV trap if purchased, installed and application received between 3/1/22 and 12/1/22	<ul style="list-style-type: none"> <li>Must replace manual, non-thermostatic valves at dwelling unit radiators</li> <li>Gas central hydronic or steam systems only</li> </ul>	Manufacturer:	\$		\$
		Model:			
<b>Steam Trap</b> <input type="checkbox"/> \$100 per trap <input type="checkbox"/> \$300 bonus incentive per trap if purchased, installed and application received between 3/1/22 and 12/1/22	<ul style="list-style-type: none"> <li>Must replace a failed, open steam trap</li> <li>Participating gas utility serving a gas-fired steam boiler system</li> <li>Steam traps must be tested for failure status prior to replacement</li> </ul>	Manufacturer:	\$		\$
		Model:			

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

<b>Gas Furnace</b> <input type="checkbox"/> \$550 per unit <input type="checkbox"/> \$1,000 per unit if purchased and installed between 6/1/22 and 12/1/22	<ul style="list-style-type: none"> <li>≥ 90% (AFUE)</li> <li>Furnace must be primary heat source, not used as backup heat source</li> </ul>	Manufacturer:	\$		\$
		Model:			
<b>Gas Fireplace High-Efficiency Direct-Vent</b> <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"> <li>Must use intermittent pilot ignition</li> <li>Qualifying models at: <a href="http://energytrust.org/gasfireplaces">energytrust.org/gasfireplaces</a></li> </ul>	Manufacturer:	\$		\$
		Model:			

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► For stacked structures with 5 or more dwelling units only

<b>Condensing Gas Furnace</b> <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"> <li>&lt; 225,000 Btu/h input</li> <li>Must serve multiple units or common area. Offices are not considered common areas.</li> <li>If no TE rating, use AFUE</li> </ul>	Manufacturer:	\$	kBtu/h	\$
		Model:			

<sup>1</sup> Properties applying for heating incentives must have space heating provided by a participating utility.

## Garage Ventilation Incentives

► For all property types

Equipment	Requirements <sup>1</sup>	Equipment Installed	Installed Cost	Quantity	Incentive Requested
<b>Garage Exhaust Ventilation Controls</b> <input type="checkbox"/> \$0.50 per CFM < 30,000 sq. ft. and unconditioned <input type="checkbox"/> \$0.10 per CFM ≥ 30,000 sq. ft. <u>OR</u> conditioned	<ul style="list-style-type: none"> <li>Installed in fully enclosed parking garage</li> <li>Variable speed control installed on the parking garage exhaust fan(s) and contamination-sensing device (CO sensors with NO2 sensors) employed</li> <li>Parking garage operating hours ≥ 140 hours per week</li> </ul>	Manufacturer:	\$		\$
		Were the exhaust fans retrofitted to add VFD controls? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Heat Pump Incentives

► For all property types

Equipment	Requirements <sup>1</sup>	Equipment Installed	Installed Cost	Quantity	Incentive Requested
<b>Packaged Terminal Heat Pump (PTHP)</b> <input type="checkbox"/> \$200 per unit	<ul style="list-style-type: none"> <li>Qualifying models on AHRI PTHP list: <a href="http://www.ahridirectory.org">www.ahridirectory.org</a></li> <li>Must replace internal heater of PTAC, or electric resistance heat<sup>2</sup> and provide heat pump heating.</li> </ul>	Manufacturer:	\$		\$
		Model:			
		Equipment Replaced:			
<b>Ductless Heat Pump (DHP)</b> <input type="checkbox"/> \$800 per outdoor unit	<ul style="list-style-type: none"> <li>HSPF must be ≥ 9.0 per AHRI.</li> <li>At least one indoor unit must displace electric resistance<sup>2</sup> heat in primary living space.</li> <li>Replacing natural gas heating in unit does not qualify.</li> <li>Ducted indoor heads are allowed if all other requirements are met.</li> </ul>	Manufacturer:	\$	# outdoor units	\$
		Outdoor Unit Model:			
		Indoor Unit Model(s):		# indoor units	
		Size (tons):	Type of heating system replaced: <input type="checkbox"/> Electric baseboard <input type="checkbox"/> Electric furnace <input type="checkbox"/> Wall heat <input type="checkbox"/> Other		
In what type of room was the primary unit installed? (e.g. living room):					
Is a secondary heating system in the same room of the primary indoor unit? If so, select all that apply: <input type="checkbox"/> Oil heater <input type="checkbox"/> Wood heater <input type="checkbox"/> Gas stove <input type="checkbox"/> Wood stove <input type="checkbox"/> Pellet stove <input type="checkbox"/> Gas fireplace <input type="checkbox"/> Other					
If a secondary heating system is present, how frequently is it used to heat the room during the heating season <input type="checkbox"/> Multiple times per week <input type="checkbox"/> 1-2 times per month <input type="checkbox"/> 1-2 times per season <input type="checkbox"/> Never					

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

<b>Ducted Heat Pump</b> <input type="checkbox"/> \$700 per unit	<ul style="list-style-type: none"> <li>• Must be ≥ 8.5 HSPF</li> <li>• Must replace electric forced air furnace as primary heat source</li> <li>• Cannot be combined with other heat pump, heat pump controls or smart thermostat incentives</li> <li>• Energy Trust recommends electric auxiliary heat be locked out by thermostat at 35°F or per manufacturer's recommended energy saving setting.</li> <li>• Thermostat must either have outdoor temperature sensor or be a qualified web-enabled model that is connected to the internet.</li> <li>• Replacing an existing heat pump does not qualify</li> </ul>	Manufacturer:	\$		\$
		Model:			
		Equipment Replaced:			
<b>Heat Pump Advanced Controls</b> <input type="checkbox"/> \$250 per unit	<ul style="list-style-type: none"> <li>• Must be web-enabled or utilize outdoor temperature sensor</li> <li>• Contractor-installed on a ducted heat pump with electric furnace auxiliary heat source programmed with 35°F lockout</li> <li>• Cannot be combined with other heat pump, heat pump controls, or other smart thermostat incentive</li> <li>• Qualifying models at: <a href="http://energytrust.org/heatpumpcontrols">energytrust.org/heatpumpcontrols</a></li> </ul>	Manufacturer:	\$		\$
		Model:			
		Controls installed on: <input type="checkbox"/> New heat pump <input type="checkbox"/> Existing heat pump			Lockout temp: °F

<sup>1</sup> Properties applying for heating incentives must have space heating provided by a participating utility.

<sup>2</sup> Electric resistance heat includes electric furnace, baseboard heat, or in-wall unit.

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## Heat Pump Incentives, continued

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

Equipment	Requirements	Equipment Installed	Installed Cost	Quantity	Incentive Requested
<b>Extended Capacity Heat Pump</b> <input type="checkbox"/> \$650 per unit  <b>Extended Capacity Heat Pump – Replacing Electric Forced Air Furnace</b> <input type="checkbox"/> \$1350 per unit	<ul style="list-style-type: none"> <li>Must be primary heating source, and residence must not have a backup gas heating system</li> <li>Heat pump must be included in Energy Trust’s list of <a href="#">qualifying products</a></li> <li>Thermostat controls must be set with an auxiliary heat lockout setting per manufacturer’s recommendations</li> <li>Cannot be combined with other heat pump, heat pumpcontrols or smart thermostat incentives</li> </ul>	Manufacturer:  Model:  Type of system replaced:	\$		\$

I have attached an AHRI certificate:  Yes  No - please provide unit information below:

HSPF	EER	SEER
Thermostat	Compressor control set: °F	Auxiliary heat lockout set: °F
	Manufacturer	Model Name

## Web-Enabled Thermostat Incentive

► For all property types

Equipment	Requirements	Equipment Installed	Installed Cost	Quantity	Incentive Requested
<b>Smart Thermostat</b> <input type="checkbox"/> \$80 per unit, self-installed <i>(must be purchased on or after 1/1/22)</i>  – OR –  <input type="checkbox"/> \$100 per unit, contractor-installed <i>(must be installed on or after 1/1/22, per invoice)</i>	<ul style="list-style-type: none"> <li>Space heating must be provided by furnace or ducted heat pump with fuel by participating utility</li> <li>Qualifying models at: <a href="http://energytrust.org/smartthermostat">energytrust.org/smartthermostat</a></li> </ul>	Manufacturer:  Model:	\$		\$

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

► For all property types

Equipment	Requirements <sup>1</sup>	Equipment Installed	Installed Cost	Tons	Incentive Requested
<b>New RTU with Economizer<sup>2</sup></b> <input type="checkbox"/> \$30 per ton	<ul style="list-style-type: none"> <li>Must have &lt; 54,000 Btu/h cooling capacity</li> </ul>	Manufacturer:	\$		\$
		Model:			
		Size (tons):			
<b>New RTU with Demand Control Ventilation (DCV)<sup>3</sup></b> <input type="checkbox"/> \$29 per ton	<ul style="list-style-type: none"> <li>Must have economizer</li> <li>Must serve spaces not required by code to have DCV</li> </ul>	Manufacturer:	\$		\$
		Model:			
		Size (tons):			
<b>New RTU with Variable Speed Supply Fan<sup>2</sup></b> <input type="checkbox"/> \$100 per ton	<ul style="list-style-type: none"> <li>Must have <u>both</u> DCV and an economizer</li> <li>Must have cooling capacity &lt; 65,000 Btu/h</li> </ul>	Manufacturer:	\$		\$
		Model:			
		Size (tons):			

<sup>1</sup> All installed RTUs must be new rooftop units with direct expansion cooling and either gas furnace or heat pump heating.  
<sup>2</sup> For RTUs with economizer only or variable speed supply fan: The property's electricity must be provided by a participating utility.  
<sup>3</sup> For RTUs with DCV: The property's heating fuel must be provided by a participating utility.

## Bath Fan Incentives

► For all property types

Equipment	Requirements	Equipment Installed	Installed Cost	Quantity	Incentive Requested
<b>High-Efficiency Bath Fan Without a Light</b> <input type="checkbox"/> \$15 per unit	<ul style="list-style-type: none"> <li>Must be designated as ENERGY STAR® Most Efficient in 2021</li> <li>Must have rated CFM 70 or higher</li> </ul>	Manufacturer:	\$		\$
		Model:			
<b>High-Efficiency Bath Fan With a Light</b> <input type="checkbox"/> \$50 per unit	<ul style="list-style-type: none"> <li>Must be designated as ENERGY STAR Most Efficient in 2021</li> <li>Must have rated CFM 70 or higher</li> <li>Must use LED light ≤13 watts</li> </ul>	Manufacturer:	\$		\$
		Model:			

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## Advanced Rooftop Controls (ARC) Incentives

► For all property types

Equipment	Requirements	Equipment Installed	Installed Cost	Tons	Incentive Requested
<b>Advanced Rooftop Controls – Full Retrofit for Properties with 500 or more annual operating hours</b>  <input type="checkbox"/> \$200 per ton (for properties with a participating electric utility)  <input type="checkbox"/> \$50 per ton (for gas-heated properties without participating electric utility)	<ul style="list-style-type: none"> <li>Existing system must have nominal cooling capacity ≥ 5 tons</li> <li>Existing system must have a single speed supply fan or motor</li> <li>Existing systems equipped with a VFD or a CO<sub>2</sub> sensor for DCV are not eligible</li> <li>Installed equipment must have a controller with digital, integrated economizer with either differential dry-bulb or differential enthalpy with fixed dry-bulb high-limit shutoff</li> <li>Installed equipment must have a controller with DCV with proportional control based on CO<sub>2</sub> sensor reading</li> <li>Installed equipment controls must be on <a href="#">BPA qualifying product list</a><sup>1</sup></li> </ul>	Manufacturer:	\$		\$
		Model:			
		Size (tons):	Annual Operating Hours:		
<b>Advanced Rooftop Controls – Lite Retrofit for Properties with 3,500 or more annual operating hours</b>  <input type="checkbox"/> \$100 per ton (for properties with a participating electric utility)	<ul style="list-style-type: none"> <li>Existing system must have a nominal cooling capacity ≥ 5 tons</li> <li>Existing system must have a single speed supply fan or motor</li> <li>Existing systems equipped with a variable frequency drive (VFD) are not eligible</li> <li>Installed equipment must have a VFD and controller for variable speed fan operation</li> <li>Installed equipment controls must be on <a href="#">BPA qualifying product list</a><sup>1</sup></li> </ul>	Manufacturer:	\$		\$
		Model:			
		Size (tons):	Annual Operating Hours:		
<sup>1</sup> <a href="https://www.bpa.gov/EE/Policy/Manual/Documents/Advanced%20Rooftop%20Unit%20Control%20QPL%2010_1_2019%20BPA.PDF">https://www.bpa.gov/EE/Policy/Manual/Documents/Advanced%20Rooftop%20Unit%20Control%20QPL%2010_1_2019%20BPA.PDF</a>					

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## Central Air Conditioning Incentive

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

Equipment	Requirements	Equipment Installed	Installed Cost	Quantity	Incentive Requested
<b>Central Air Conditioner</b> <input type="checkbox"/> \$100 per unit 15 SEER rating <input type="checkbox"/> \$250 per unit ≥ 16 SEER rating	<ul style="list-style-type: none"> <li>Minimum outdoor unit + indoor coil EER rating of 12 per AHRI</li> <li>Must be a central air conditioner serving a majority of the residence</li> <li>Heat pumps and portable air conditioners do not qualify</li> </ul>	Outdoor Unit Manufacturer:  Model:	\$		\$
Outdoor unit SEER per manufacturer:		Outdoor Unit + Indoor Coil EER:		System Capacity (tons)	
Indoor Coil Manufacturer		Indoor Coil Model			
Furnace/Blower Manufacturer		Furnace/Blower Model			
Did this AC unit replace an existing one? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was a heating system installed with the air conditioner? <input type="checkbox"/> Yes <input type="checkbox"/> No			
AHRI Certificate # for installed system:					
<sup>1</sup> 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. If certificate indicates Thermostatic Expansion Valve (TXV) and/or Time Delay Relay (TDR) are necessary to achieve certified efficiency rating, the installed system must have those components.					

## Hydronic Heating Circulator Incentives

► For all property types

Equipment <sup>1</sup>	Requirements	Equipment Installed	Motor Size	Installed Cost	Quantity	Incentive Requested
<b>Single speed ECM</b> <input type="checkbox"/> \$200 per circulator > 3/4 hp to ≤ 2.5 hp <input type="checkbox"/> \$300 per circulator > 2.5 hp	<ul style="list-style-type: none"> <li>Pump motor must be single speed or variable speed electronically commutated motor (ECM)</li> <li>Must be an in-line circulator with a horizontal motor</li> <li>Site receives electricity from a participating utility</li> </ul>	Manufacturer:	hp	\$		\$
Model:						
<b>Variable speed ECM</b> <input type="checkbox"/> \$300 per circulator > 1/2 hp to ≤ 2.5 hp <input type="checkbox"/> \$750 per circulator > 2.5 hp		Manufacturer:	hp	\$		\$
Model:						



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### EFFECTIVE 1/1/2022, UPDATED LIMITS ON STANDARD INCENTIVES:

- ▶ Energy Trust's incentive limit for qualifying equipment is \$250,000 per-site, per-year for all submitted applications combined.
  - If applicant is requesting incentives greater than the \$250,000 per-site, per-year limit amount, the incentives payable by Energy Trust for qualifying equipment (including any bonus amounts, if applicable) will be limited to:
    - A maximum of \$250,000; or
    - Any remaining portion of the \$250,000 per site, per year limit if the site has submitted other applications during 2022 requesting incentives.

To request a preliminary review of planned equipment purchases and whether they exceed program maximum incentives for your site, please contact the program at [multifamily@energytrust.org](mailto:multifamily@energytrust.org).

### 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 if applicable.
- ▶ Use the **Form 320A: Assign Payment** to authorize payment of the incentive to your contractor or other designated Payee. To assign payment, both Participant and Payee must complete and sign a **Form 320A** and it must be submitted along with this incentive application.

<b>Participant Signature</b> – <i>if you are assigning your incentive, also complete Form 320A</i>		
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
<b>FOR MORE INFORMATION:</b> 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.		

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## Terms and Conditions

**1. Application.** Energy Trust 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. 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 or rebate 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 or rebate 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 Program Management Contractor (PMC) provides Existing Multifamily program (Program) services 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. Eligibility.** 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. Additional eligibility restrictions, including but not limited to any per-site, per-year limits, may apply and final determination of eligibility rests solely with Energy Trust.

**3. 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, including any bonus amounts, are subject to change. Visit [energytrust.org/multifamilyincentives](http://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.

**4. 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.

**5. 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.

**6. 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.

**7. Incentives.** Funds for incentives are limited and subject to budget availability. Program requirements, including incentive levels and limits, are subject to change and may vary by utility territory depending on the pace of demand in each territory and the available incentive budget. Final determination of eligibility for Energy Trust incentives rests solely with Energy Trust. The total incentive provided will depend upon the measures and incentive amounts in effect as of 1/1/2022 or equipment purchase, whichever date is later, and will never exceed the total, eligible project cost or any maximum per site, per year incentive limits in effect at the time of application submittal. **See page 9 for per-site, per-year incentive limits in effect.** Energy Trust incentives for qualifying equipment will never exceed any established per-site, per-year incentive limits or \$499,999, whichever is less. Determination of site eligibility for application and incentive purposes shall rest solely with Energy Trust. 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 or any per-site maximums.

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## To be completed by Participant

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**TRC is a Program Management Contractor for Energy Trust of Oregon.**

- 8. 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.
- 9. 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.
- 10. 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.
- 11. 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 installed equipment, and (iii) information about the energy use and operations of the equipment 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.
- 12. 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 equipment. Energy Trust does not guarantee any particular energy savings results by its approval of this application, or by any other of its actions.
- 13. 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).
- 14. 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.
- 15. 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.