

# Multifamily Weatherization Incentives

Existing Multifamily | Incentive Application | Form 320<sub>WX-B</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:
  - o W9 for payee, if applicable
  - 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 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 the date of purchase and installation (on invoice).
- Incomplete information will result in delayed payment or disqualification of the incentive.
- A post-verification installation may be required to receive payment.

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

<b>Property Owner</b> <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>

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

<b>Property Information</b>			
Property Name			
Address			
City		State	Zip
Number of Buildings		Number of Units	Number of Levels of Bldg
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	<input type="checkbox"/> PGE		
	<input type="checkbox"/> Pacific Power		
	<input type="checkbox"/> Other _____		
Gas Utility	<input type="checkbox"/> NW Natural		
	<input type="checkbox"/> Cascade Natural Gas		
	<input type="checkbox"/> Avista <input type="checkbox"/> 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"/> Wall Heater	<input type="checkbox"/> Furnace
<input type="checkbox"/> Ductless Heat Pump	<input type="checkbox"/> Other _____
<input type="checkbox"/> PTHP	
<input type="checkbox"/> Other _____	

### Water Heating

Electric OR  Gas

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## Insulation Incentives

Equipment	Requirements <sup>1,2</sup>	Beginning R-Value	Ending R-Value	Installed Cost	Quantity	Incentive Requested
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► For all property types

<input type="checkbox"/> Flat Roof Insulation \$0.30 per installed square foot	<ul style="list-style-type: none"> <li>• Electric or gas heat</li> <li>• Building must be 3 stories or less</li> <li>• Existing R-value must be ≤ R-5</li> <li>• Installed R-value must be ≥ R-20</li> </ul>	R-	R-	\$	sq ft	\$
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► For side-by-side or duplex, triplex, fourplex properties only

<input type="checkbox"/> Attic/Ceiling Insulation \$0.25 per installed square foot	<ul style="list-style-type: none"> <li>• Electric or gas heat</li> <li>• Existing R-value must be ≤ R-11</li> <li>• Installed R-value must be ≥ R-38 or fill cavity</li> </ul>	R-	R-	\$	sq ft <input type="checkbox"/> Cavity filled	\$
<input type="checkbox"/> Floor Insulation \$0.30 per installed square foot	<ul style="list-style-type: none"> <li>• Electric or gas heat</li> <li>• Existing R-value must be ≤ R-0</li> <li>• Installed R-value must be ≥ R-30 or fill cavity</li> </ul>	R-	R-	\$	sq ft <input type="checkbox"/> Cavity filled	\$
<input type="checkbox"/> Wall Insulation (includes exterior, knee wall and rim joist) \$0.30 per installed square foot	<ul style="list-style-type: none"> <li>• Electric or gas heat</li> <li>• Existing R-value must be ≤ R-4</li> </ul> <p><b>For Exterior Wall:</b></p> <ul style="list-style-type: none"> <li>• Installed R-value must be ≥ R-11 or fill cavity</li> <li>• All heated exterior walls must be insulated</li> </ul> <p><b>For Knee Wall:</b></p> <ul style="list-style-type: none"> <li>• Installed R-value must be ≥ R-15 for 2x4 cavities, or ≥ R-21 for 2x6 cavities</li> <li>• Must have vapor-permeable air barrier</li> </ul> <p><b>For Rim Joist:</b></p> <ul style="list-style-type: none"> <li>• Installed R-value must be ≥ R-15</li> </ul>	R-	R-	\$	sq ft <input type="checkbox"/> Cavity filled	\$

► For stacked structures with 5 or more dwelling units only

<input type="checkbox"/> Attic/Ceiling Insulation \$0.25 per installed square foot	<ul style="list-style-type: none"> <li>• Electric or gas heat</li> <li>• Existing R-value must be ≤ R-18</li> <li>• Installed R-value must be ≥ R-49 or fill cavity</li> </ul>	R-	R-	\$	sq ft <input type="checkbox"/> Cavity filled	\$
<input type="checkbox"/> Floor Insulation \$0.30 per installed square foot	<ul style="list-style-type: none"> <li>• Electric heat only</li> <li>• Existing R-value must be ≤ R-11</li> <li>• Installed R-value must be ≥ R-30 or fill cavity</li> </ul>	R-	R-	\$	sq ft <input type="checkbox"/> Cavity filled	\$

<sup>1</sup> Insulation projects must be installed in accordance with the specifications outlined in the Energy Trust of Oregon Home Retrofit Specifications Manual available for download at [www.energytrust.org/manual](http://www.energytrust.org/manual).<sup>2</sup> Space heating fuel must be provided by a participating utility.

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## Pipe Insulation Incentives

► For all property types

Equipment	Insulation Requirements	Installed Cost	Insulation Thickness	Pipe Specs	Incentive Requested
<b>Boiler Pipe Insulation</b> <input type="checkbox"/> \$4.00 per linear ft. Gas low-pressure steam only (< 15 psig) <sup>1</sup>	<ul style="list-style-type: none"> <li>• ≤1.5" diameter pipe requires 1.5" minimum insulation thickness</li> <li>• &gt;1.5" diameter pipe requires 2" minimum insulation thickness</li> </ul>	\$	Inches:	Length (linear ft):	\$
Diameter (inches):					
<b>Domestic Hot Water Pipe Insulation</b> <input type="checkbox"/> \$4.00 per linear ft. Central gas-fired recirculation systems only <sup>1</sup>	<ul style="list-style-type: none"> <li>• Indoor insulation projects must include All Service Jacketing (ASJ) and outdoor insulation projects must include aluminum jacketing.</li> <li>• Batt insulation <i>not eligible</i> for incentive.</li> </ul>	\$	Inches:	Length (linear ft):	\$
<sup>1</sup> Must be fueled by gas provided by a participating utility.					

## Window And Sliding Glass Door Incentives<sup>2,3,4,5</sup>

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

Replacement Window / Door	Requirements	U-Value	Installed Cost	Square Ft. of Windows	Quantity of Windows	Incentive Requested
<input type="checkbox"/> \$1.75 per square ft. U-Value: 0.28 to 0.30	<ul style="list-style-type: none"> <li>• Electric or gas heat</li> <li>• Replace single or double-pane</li> </ul>	U-	\$			\$
<input type="checkbox"/> \$4.00 per square ft. U-Value: 0.25 to 0.27	<ul style="list-style-type: none"> <li>• Electric or gas heat</li> <li>• Replace single or double-pane</li> </ul>	U-	\$			\$
<input type="checkbox"/> \$6.00 per square ft. U-Value: 0.24 or lower	<ul style="list-style-type: none"> <li>• Electric or gas heat</li> <li>• Replace single or double-pane</li> </ul>	U-	\$			\$

► For stacked structures with 5 or more units only

<input type="checkbox"/> \$3.00 per square ft. U-Value: 0.30 or lower	<ul style="list-style-type: none"> <li>• Electric heat<sup>4</sup></li> <li>• Replace single-pane or single-pane and storm window</li> </ul>	U-	\$			\$
Frame Type Replaced: <input type="checkbox"/> Wood <input type="checkbox"/> Aluminum <input type="checkbox"/> Aluminum & Storm						

<sup>2</sup> A walkthrough survey or pre-installation verification is required before starting a window project. To schedule, call 1.877.510.2130.

<sup>3</sup> Projects must be installed in accordance with the specifications outlined in the Energy Trust of Oregon Home Retrofit Specifications Manual available for download at [www.energytrust.org/manual](http://www.energytrust.org/manual).

<sup>4</sup> Space heating fuel must be provided by a participating utility.

<sup>5</sup> Proof of U-value and window size required. A manufacturer's invoice showing the window size and U-value and/or an NFRC sticker that shows the U-factor is acceptable documentation. If not available, use the Windows Specification Supplement to document this information, available for download from [www.energytrust.org/commercial/multifamily-forms/](http://www.energytrust.org/commercial/multifamily-forms/).

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## Limited-Time Bonus Incentives

For a limited time, Energy Trust is offering bonus incentives on certain qualifying equipment.

To qualify for these bonuses you must (i) purchase and install qualifying equipment on or after May 18, 2020, (ii) install qualifying equipment by March 31, 2021, and (iii) complete and submit your incentive application within 90 days of purchase. Equipment purchased must meet all requirements listed in previous pages of this incentive application. Limited-time bonus incentives may not be combined or applied to other Energy Trust promotions or offerings.

To establish your eligibility, please respond to the following to see if your equipment may qualify:

▶ Did you purchase qualifying equipment listed below between May 18, 2020 – March 31, 2021?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▶ Did you install qualifying equipment listed below before March 31, 2021?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Equipment installations meeting the bonus criteria can apply to receive the following bonus amounts:

Equipment Installed	Base Incentive	Bonus Incentive	Quantity	Incentive Requested
<b>▶ For side-by-side or duplex, triplex, fourplex properties only</b>				
Attic/Ceiling Insulation	\$0.25 per sq. ft.	\$1.00 per sq. ft.		\$
Floor Insulation (electric)	\$0.30 per sq. ft.	\$0.95 per sq. ft.		\$
Floor Insulation (gas)	\$0.30 per sq. ft.	\$0.40 per sq. ft.		\$
Wall Insulation (electric)	\$0.30 per sq. ft.	\$1.00 per sq. ft.		\$
Wall Insulation (gas)	\$0.30 per sq. ft.	\$0.60 per sq. ft.		\$

Energy Trust will review your equipment purchases for standard incentive and bonus incentive eligibility and will send an email notification if it is determined that the total incentive amount is different than the amount submitted in this incentive application. **The base incentive plus the bonus incentive will never exceed the total documented eligible project cost.**

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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 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.		

### 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. In addition, if applying for bonus incentives equipment must be purchased on or after May 18, 2020 and installed no later than March 31, 2021. 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.
- 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 are subject to change. Check our posted **Multifamily Incentive Booklet** located at [www.energytrust.org/multifamilyincentives](http://www.energytrust.org/multifamilyincentives) to confirm current Program specifications and incentives, and [www.energytrust.org/mfbonus](http://www.energytrust.org/mfbonus). 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)



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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. 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 [www.energytrust.org/multifamilyincentives](http://www.energytrust.org/multifamilyincentives), as of the equipment installation date, (ii) bonus incentive amounts as listed at [www.energytrust.org/mfbonus](http://www.energytrust.org/mfbonus), if applicable, and (iii) 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.

**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.