

# Oregon Existing Homes, Contractor Install

Incentive Application | Form 320c



## Want your incentive faster?



Apply online.

Visit [www.energytrust.org/now](http://www.energytrust.org/now)

### Steps to completion:

- 1 Make** an energy saving improvement in an existing single family home.
- 2 Complete** application information, including:
  - Contractor **and** customer signatures
  - Invoice billing the customer marked "Paid in full"
  - Supporting documentation (if applicable)
- 3 Submit** online form or mail, fax or email documentation together to:

**Energy Trust of Oregon  
Existing Homes**  
PO Box 40508  
Portland, OR 97240  
1.866.311.1822 phone  
1.866.516.7592 fax  
[hesforms@energytrust.org](mailto:hesforms@energytrust.org)

- 4 Receive** your check. Please allow six to eight weeks for incentive processing after completed application and supporting documentation are received.

### Need-to-know information:

- This form should be completed by the customer **and** contractor.
- Energy Trust must receive applications within **60 days** from the date of installation.
- All information must be completed for processing; incomplete information will result in delayed payment or disqualification.**

## Customer Information

Customer type:  Homeowner  Property owner/manager\*

\*If you are a property owner/manager, a W-9 is required. Visit [www.energytrust.org/w9](http://www.energytrust.org/w9).

Promo Code  
(optional)

Site address \_\_\_\_\_ City \_\_\_\_\_ State OR Zip \_\_\_\_\_

Mailing address (if different than site) \_\_\_\_\_ City \_\_\_\_\_ State OR Zip \_\_\_\_\_

Primary phone  Home  Work  Cell Other Phone \_\_\_\_\_  Home  Work  Cell

## Utility Information

Electric utility:  PGE  Pacific Power  Other \_\_\_\_\_

Gas utility:  NW Natural  Cascade Natural  Avista  Other \_\_\_\_\_

## Site Information

Year built	Square feet	Number of levels
Primary heating system (check one)	<input type="checkbox"/> Electric furnace	<input type="checkbox"/> Ductless heat pump
	<input type="checkbox"/> Electric baseboard	<input type="checkbox"/> Gas furnace
	<input type="checkbox"/> Ducted heat pump	<input type="checkbox"/> Gas fireplace
		<input type="checkbox"/> Wood
		<input type="checkbox"/> Propane
		<input type="checkbox"/> Other _____
Water heating fuel	<input type="checkbox"/> Electricity	<input type="checkbox"/> Natural gas
Foundation/ basement	<input type="checkbox"/> Crawlspace no vapor barrier	<input type="checkbox"/> Full basement
	<input type="checkbox"/> Crawlspace w/ vapor barrier	<input type="checkbox"/> Half basement
	<input type="checkbox"/> Garage/basement combo	<input type="checkbox"/> Other _____
		<input type="checkbox"/> Slab on grade
Is this a manufactured home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Customer Name and Signature

By signing below, Customer 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 Customer's behalf for all Energy Trust incentives that are available for the energy-saving measures that Contractor has completed for Customer. By that authorization, Customer 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.



Customer signature \_\_\_\_\_ Full name (please print and use same name as on invoice) \_\_\_\_\_ Date \_\_\_\_\_

Customer email address (application status updates are sent via email)

## Contractor Name and Signature

By signing below, Contractor certifies that this application and any accompanying invoices or measure documentation are complete and accurate, and that all improvements associated with this incentive request were completed as of the signature date below. Incentives are payable to Customers only. To receive incentives, all work must comply with Existing Homes' [Specifications Manual](#) and [program incentive guides](#) found on Energy Trust's website.



Contractor signature \_\_\_\_\_ Full name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Contractor company \_\_\_\_\_ OCCB# (Non-trade ally only) \_\_\_\_\_ Install date \_\_\_\_\_

Project meets Home Performance with ENERGY STAR requirements. BPI technician (print name) \_\_\_\_\_

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Previous Heating System Information					
Have you replaced your primary heating system in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> System is being updated at this time					
Heating system replaced (check one)	<input type="checkbox"/> N/A	<input type="checkbox"/> Electric baseboard	<input type="checkbox"/> Electric furnace	<input type="checkbox"/> Heat pump	<input type="checkbox"/> Propane heat
	<input type="checkbox"/> Gas fireplace	<input type="checkbox"/> Gas furnace	<input type="checkbox"/> Hydronic (boiler)	<input type="checkbox"/> Wood heat	<input type="checkbox"/> Other _____

## Ductless Heat Pump Incentive *One incentive per residence.*

Upgrade type	Requirements	Incentive amount
<input type="checkbox"/> Ductless heat pump	HSPF of 9.0 or greater and must replace electric resistance as the home's primary heating system. Must be an inverter-driven model installed by a NW Ductless Heat Pump Project installer.	<b>\$800</b>
Qty of outdoor units	Qty of indoor units	Total capacity
		HSPF
		Installed Cost \$
Outdoor unit <sup>1</sup>	Manufacturer	Model #
		Serial #
Indoor unit <sup>1</sup>	Model #	

<sup>1</sup> Energy Trust incentive is intended to offset the cost of one outdoor unit and one indoor unit; additional units are unlikely to produce significant additional energy savings. If more than one outdoor and/or indoor unit is installed, please provide information for the highest capacity unit.

## Ducted Heat Pump Incentives

Upgrade type	Requirements	Incentive amount
<input type="checkbox"/> Ducted heat pump upgrade from an existing heat pump or non-electric heat (ex. oil, propane, gas, wood)	HSPF of 9.5 or greater.	<b>\$500</b>
	HSPF of 9.0 to 9.49.	<b>\$250</b>
<input type="checkbox"/> Ducted heat pump replacing electric resistance heat (ex. baseboard, wall heaters, electric furnace)	HSPF of 9.5 or greater.	<b>\$700</b>
	HSPF of 9.0 to 9.49.	<b>\$450</b>
<input type="checkbox"/> Plus heat pump optimization – CheckMe! or PTCS data form must be submitted with your application.		<b>\$150</b>
HSPF	EER	SEER
		CheckMe! or PTCS cost \$
		Installed cost \$
Manufacturer	Model #	Serial #

## Heat Pump Advanced Controls Incentive *For self-installed projects use [Form 320S](#).*

Upgrade type	Requirements	Incentive amount
<input type="checkbox"/> Heat pump advanced controls	Must be added to an existing ducted heat pump with electric furnace backup. Must be an eligible model, visit <a href="http://www.energytrust.org/heatpumpcontrols">http://www.energytrust.org/heatpumpcontrols</a> for more information. Thermostat must be set to 35°F lockout or as close as possible. One incentive per residence.	<b>\$150</b>
Thermostat Information	Lockout temp °F	Installed cost \$
	Manufacturer	Model Name
		Model #

## Gas Heating Incentives *A CO monitor is required on every floor with a bedroom.*

Upgrade type	Requirements	Incentive amount
<input type="checkbox"/> Gas fireplace	FE of 75% or greater with electronic pilot ignition. For a list of eligible models visit <a href="http://www.energytrust.org/fireplace">www.energytrust.org/fireplace</a> .	<b>\$250</b>
	FE of 70% or greater with electronic pilot ignition. For a list of eligible models visit <a href="http://www.energytrust.org/fireplace">www.energytrust.org/fireplace</a> .	<b>\$150</b>
<input type="checkbox"/> Gas boiler	AFUE of 88% or greater.	<b>\$200</b>
<input type="checkbox"/> Gas furnace	<b>Available for Avista customers only.</b> AFUE of 90% or greater. Furnace must be the home's primary heat source.	<b>\$200</b>
FE (fireplace)	%	AFUE (boiler or furnace)
		%
		Installed cost \$
Manufacturer	Model #	Serial #

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**Insulation Incentives** For self-installed projects use [Form 320S](#).

Upgrade type (max. beginning R-value)	Installed cost	Beginning R-value	Ending R-value	Cavity filled	Quantity installed	Incentive amount
<input type="checkbox"/> Attic insulation (R-18)	\$	R-	R-	<input type="checkbox"/>	sq. ft.	<b>\$0.25 per sq. ft.</b>
<ul style="list-style-type: none"> <li>• If beginning R-value is between R-13 and R-18, maximum attic insulation incentive is \$100.</li> <li>• Electric and gas heated rental homes receive \$0.50 per sq. ft. if beginning R-value is ≤ R-12.</li> </ul>						
<input type="checkbox"/> Wall insulation (R-4)	\$	R-	R-	<input type="checkbox"/>	sq. ft.	<b>\$0.30 per sq. ft.</b>
<ul style="list-style-type: none"> <li>• Maximum wall insulation incentive for homes heated with gas is \$150 and application must also include a qualifying attic insulation upgrade.</li> <li>• Electric and gas heated rental homes receive \$0.50 per sq. ft. with no maximum or attic</li> </ul>						
<input type="checkbox"/> Floor insulation (R-0 if site built, R-11 for manufactured homes)	\$	R-	R-	<input type="checkbox"/>	sq. ft.	<b>\$0.30 per sq. ft.</b>
<ul style="list-style-type: none"> <li>• Maximum floor insulation incentive for homes heated with gas is \$150 and application must also include a qualifying attic insulation upgrade unless the site is a manufactured home.</li> <li>• Electric and gas heated rental homes receive \$0.40 per sq. ft. with no maximum or attic</li> </ul>						
<input type="checkbox"/> Knee wall insulation <sup>1</sup> (R-4)	\$	R-	R-	<input type="checkbox"/>	sq. ft.	<b>\$0.30 per sq. ft.</b>
<input type="checkbox"/> Rim joist insulation (R-4)	\$	R-	R-	-	sq. ft.	<b>\$0.30 per sq. ft.</b>
<input type="checkbox"/> Boiler pipe insulation (R-2)	\$	R-	R-	-	ft.	<b>\$0.50 per ln. ft.</b>

<sup>1</sup> Existing attic insulation must be R-19 or higher for knee wall insulation to be incentivized on its own. See AT 2.6 at [www.energytrust.org/ehspecs](http://www.energytrust.org/ehspecs).

**Window Incentives** Windows must be installed by an OCCB licensed contractor in a heated area of the home.

Window type	Installed cost	U-Value	Total area installed	Total # of windows installed	Incentive amount
<input type="checkbox"/> U-Value ≤ 0.27	\$	U-	sq. ft.		<b>\$4.00 per sq. ft.</b>
<input type="checkbox"/> U-Value 0.28 - 0.30	\$	U-	sq. ft.		<b>\$1.75 per sq. ft.</b>

<p><b>Supporting documentation must be attached to all window applications:</b></p> <ul style="list-style-type: none"> <li>• Proof of U-Value for each window</li> <li>• Proof of size for each window</li> <li>• Paid in full purchase and install invoicing</li> </ul> <p><b>Incomplete documentation will result in delayed payment or disqualification.</b></p>	<p><b>Accepted proof of U-Value:</b></p> <p>Attach copies of the NFRC stickers for all windows installed <b>OR</b> the window manufacturer's packing slip with U-Values listed for all windows installed.</p>
	<p><b>Accepted proof of size:</b></p> <p>Attach an itemized invoice showing window dimensions from manufacturer, distributor, retailer or contractor for all windows installed <b>OR</b> a completed <a href="#">Windows Addendum</a> form.</p>

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**Water Heater Incentives** *Hybrid, condensing, and tankless water heaters do not qualify for these incentives. For self-installed projects, use [Form 920C](#)*

Upgrade type	Requirements	Incentive amount
<input type="checkbox"/> Tier 3 heat pump water heater	Any tank size will qualify for Tier 3 incentives. Must be installed by a rebate eligible Hot Water Solutions contractor, visit <a href="https://.hotwatersolutionsnw.org">https://.hotwatersolutionsnw.org</a> .	<b>\$300</b>
<input type="checkbox"/> Tier 2 heat pump water heater	Must have a capacity of 55 gallons or less and be installed by a rebate eligible Hot Water Solutions contractor, visit <a href="https://.hotwatersolutionsnw.org">https://.hotwatersolutionsnw.org</a> .	<b>\$300</b>
<input type="checkbox"/> Tier 1 heat pump water heater	Must have a capacity of 55 gallons or less.	<b>\$150</b>
<input type="checkbox"/> Gas tank water heater	EF of 0.67 or greater. A CO monitor is required on every floor with a bedroom.	<b>\$100</b>

EF .	Capacity	Gallons	Installed cost \$
Manufacturer	Model #		Serial #

Water heater location     Garage     Basement     Crawlspace     Main home     Other \_\_\_\_\_

