



Commercial Energy Efficiency Incentives Application



Submit to	SUB Energy & Conservation Services	223 A Street Suite B	Springfield OR 97477	Fax: 541-744-3654
-----------	------------------------------------	----------------------	----------------------	-------------------

Springfield Utility Board Energy & Conservation Services www.subutil.com/conservation/for-your-business/	<table style="width: 100%;"> <tr> <td style="width: 30%;">Jack Foster</td> <td style="width: 30%;">jackf@subutil.com</td> <td style="width: 40%;">541.744.3765</td> </tr> <tr> <td>David Harris</td> <td>davidh@subutil.com</td> <td>541.744.3775</td> </tr> <tr> <td>DeeAnn Starr</td> <td>deeanns@subutil.com</td> <td>541.744.3779</td> </tr> </table>	Jack Foster	jackf@subutil.com	541.744.3765	David Harris	davidh@subutil.com	541.744.3775	DeeAnn Starr	deeanns@subutil.com	541.744.3779
Jack Foster	jackf@subutil.com	541.744.3765								
David Harris	davidh@subutil.com	541.744.3775								
DeeAnn Starr	deeanns@subutil.com	541.744.3779								

SECTION 1	CUSTOMER INFORMATION		
Name of Facility	Name of Contact Person		
Facility Street Address	Title of Contact Person		
Building Square Footage	Mailing Address		
Building Type: office, retail, warehouse, exterior, etc.	Telephone	Fax	
HVAC Type (circle one): Gas w/AC Electric Resistance w/AC Heat Pump other: _____ Gas only Electric Resistance only AC only	Email Address		

SECTION 2	PAYMENT RELEASE AUTHORIZATION			
Make check payable to:	Payee Tax ID # or Social Security #	Phone #		
Payee Mailing Address	City	State	Zip	
Facility Authorized Representative (Print)	Facility Authorized Signature		Date	

***** Sign next page to acknowledge and accept Incentive Information and Program Terms and Conditions *****

SECTION 3	INCENTIVE INFORMATION
-----------	-----------------------

- A. Pre-approval of your project by SUB to determine eligibility and incentive amount is strongly recommended.**
 Before removal of old equipment and purchase of new, SUB needs to verify pre-existing equipment, approve proposed equipment, and determine eligibility to accurately estimate your incentive, and to offer suggestions to maximize your incentive and cost savings. Final incentive amount is determined by verification of equipment at final inspection.
- B. Standard Incentive amounts greater than \$20,000 will be adjusted by the following formula:**

$$\text{Adjusted Incentive} = \$10,000 + (50\% \times \text{Standard Incentive})$$
 This applies cumulatively to all projects at one location for two years (starting on date of first qualifying installation.) Adjusted incentives greater than \$100,000 are subject to additional adjustments.
- C. Lighting incentives** are determined using the most current SUB Lighting Calculator available at SUB's website subutil.com/lightingcalc, with Standard Incentives >\$20,000 subject to adjustment as stated above. SUB's Lighting Calculator is a modified version of BPA's—please use only SUB's version for projects in Springfield and Glenwood. Contractors are encouraged to submit the current version of the SUB Calculator for each specific project.
- D. Simple Steps, Smart Savings™:** Some lighting products receive automatic point-of-purchase price reduction incentives funded by SUB (via retail and on-line programs.) Any such incentives will be deducted from the Standard Incentive.
- E. Other Measures** listed in BPA's current Implementation Manual at www.bpa.gov/EE/Policy/Manual/Pages/default.aspx may be eligible for incentives—always contact SUB to confirm availability of incentive and amount. SUB program offerings differ from BPA's and are subject to change without notice. Standard Incentives greater than \$20,000 are subject to adjustment as stated above.

SECTION 4**TERMS AND CONDITIONS**

- A. Scope of Work:** Participant agrees to have Measures installed in accordance with the SUB Program Requirements, and as described, specified, and quantified in the following required documents provided by contractor or Participant:
- ✓ Description of Measures to be installed detailed on contractor's or vendor's quote, proposal or estimate.
 - ✓ Manufacturer spec. sheets identifying equipment as DesignLights Consortium® or ENERGY STAR® qualifying.
 - ✓ Lamp and PCB Ballast disposal certification indicating proper handling of hazardous materials.
- B. Permits and Codes:** Participant agrees to secure permits and comply with all applicable federal, state, and local codes and requirements in the design and installation of energy efficient Measures. Where permits are required, installation must be approved by appropriate building officials. Participant agrees to maintain compliance documents on file and make them available for review if requested. Participant acknowledges SUB's right to contact appropriate federal, state, or local jurisdictions regarding environmental, health, and safety matters related to participating Energy Efficiency projects.
- C. Timely Completion:** SUB shall reserve incentive funds for no more than 4 months after receiving signed agreement or after installation. If installation is not complete, or disposal certification or invoice are not provided within 4 months, incentive funds will be reallocated and unavailable for this project. Contact SUB in writing in advance to request extension.
- D. Inspection:** Participant acknowledges and allows access by SUB staff or official designee to conduct on-site inspections and Measurement and Verification of installed Measures.
- E. Award of Funds:** Upon final inspection and verification of approved Measures and upon receipt of project invoices (labor and materials) and disposal certification (if applicable), SUB agrees to award payment in the amount indicated by the current version of SUB's Lighting Calculator (less adjustments) or SUB's offering for the measures in BPA's most current Implementation Manual. The incentive payment for some Measures may be limited 1) to not exceed 50% of the total installed cost of the Measures, and 2) to not exceed the stipulated maximum \$/kWh limit.
- F. Taxability of Incentives:** SUB may be required by law to report any incentive amount to the Internal Revenue Service. Please consult your tax professional on the tax issues of receiving a SUB incentive. SUB is not responsible for any tax liability as a result of any incentive paid.
- G. Guarantee/Warranty:** Participant acknowledges that SUB makes no guarantee or warranty whatsoever, express or implied, as to the fitness, design or capability of the material, equipment or workmanship in any product or installation.
- H. Hold Harmless:** Participant hereby agrees, on behalf of self and/or company, corporate officers, employees, agents, assigns and successors of interest, to hold harmless, indemnify and defend SUB, and its officials, employees, agents and assigns from and against any and all actions, causes of action, claims, damages and costs arising out of, or in any way connected with, the provision of design assistance and financial assistance for the project subject to this Agreement.
- I. Distribution of Benefits:** Participant relinquishes and grants to SUB all credits, reductions, offsets, reporting rights and savings pertaining to carbon, CO₂, greenhouse gases, emissions, kWh energy, efficiency and any other related environmental benefits. Participant's sole benefit is any reduced energy cost resulting from Measures.

SECTION 5**CUSTOMER SIGNATURE**

I understand that this is an application only and SUB is under no obligation to provide payment until Participant's proposal is approved, equipment is installed, and final inspection by SUB is completed and approved. I understand that before paying the incentive SUB must receive copies of the final invoice(s), and certificate of proper disposal of hazardous materials. I have read and understand the Incentive Information (Section 3) and agree to comply with the Terms and Conditions (Section 4) on this form. By signature below, the undersigned hereby acknowledge that they have the authority to execute this Agreement and that they have been duly authorized to enter into this Agreement.

Facility Authorized Representative (Print)	Facility Authorized Signature	Date
--	-------------------------------	------

Springfield Utility Board Incentive Application Approval

Name:
Title:
Signature:
Date:

Project and Payment Information

Project #:	Meter #:
Account #:	Service: GS- ,
Payment authorized by:	
Date:	