



Commercial Building Insulation Rebate Application

Office Use Only Pre-Approval:
Rebate:
Month/Year:
Sq Ft:

Please complete application and sign/date. All information is required to process rebate(s).
Incomplete forms will be returned to the applicant. This will delay rebate processing.

Customer Information				
Account No.		Date		
Company Name on Account		Contact Name		
Installation Address		Contact Phone		
City		State	Zip	
Mailing Address (if different)		Contact Email		
City		State	Zip	
Building Information				
Electric Heat	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Electric Heat Source	<input type="checkbox"/> Wall Unit, Baseboard, Ceiling	<input type="checkbox"/> Forced Air Electric		
	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Hydronic		
Commercial Building Type	<input type="checkbox"/> Small Office (Less than 5,000 square feet)	<input type="checkbox"/> Medium Office (5,000-50,000 square feet)		
	<input type="checkbox"/> Small Retail (Less than 5,000 square feet)	<input type="checkbox"/> School K-12		
	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Hospital		
	<input type="checkbox"/> Medium Retail (5,000-50,000 square feet)	<input type="checkbox"/> Restaurant		
	<input type="checkbox"/> Large Retail (50,000-100,000 square feet)	<input type="checkbox"/> Lodging	<input type="checkbox"/> Other _____	

To qualify, commercial buildings must have a permanently installed electric heat system capable of heating the entire structure. Insulation rebates apply to upgrades on existing office or retail buildings and are based on pre-condition wall and attic/roof levels. **The existing insulation value must be R-5 or less. New construction does not qualify. Floor or crawl spaces are not eligible for the insulation rebate.** Rebate(s) are available on a first come, first served basis and are subject to availability of funds. Final invoice & installation must be dated on or after October 1, 2019 to qualify for the current rebate amount.

- Before Installation: an audit and prior approval are required. Call 1-888-883-9879 to schedule.
- All energy efficient upgrades must be installed according to the City of Cascade Locks (CLL) specifications.
- After Installation: Submit the final paperwork to rebates@esgroupllc.com, mail or fax to 503-344-6942. Your project will be added to the final inspection list. A final inspection is required to process the rebate. After you have submitted the final paperwork, you can call 1-888-883-9879 to verify that you will be on the schedule.

Work must be completed within six months of the pre-approval date. If the work is not completed within six months, customer must reapply for rebate(s). There is no guarantee that funds will be available after the six-month pre-approval date or that the incentive amount will remain the same.

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All measures must be installed according to the City of Cascade Locks (CCL) specifications. If the customer or contractor is not familiar with program specifications, call 1-888-883-9879 prior to beginning work.

Commercial Building Insulation Rebates

Type	Existing Insulation	Final Insulation	Rebate
Attic/Roof	R-0 to R-5	Minimum R-19	\$1.35 per sq ft
Attic/Roof	R-0 to R-5	Minimum R-30	\$1.40 per sq ft
Attic/Roof	R-0 to R-5	Minimum R-49	\$1.50 per sq ft
Wall	R-0	Minimum R-11	\$0.75 per sq ft
Wall	R-0	Minimum R-19	\$1.00 per sq ft

Rebates will not exceed 70% of the installed job cost.

Rebates for self-installed measures will not exceed 70% of the cost of materials.

Measure Information

- Attic Insulation:** Existing R-Value R-0 Final R-Value _____ Area (sq ft) _____
- Wall Insulation:** Existing R-Value R-0 Final R-Value _____ Area (sq ft) _____

INSTALLER INFORMATION

Company Name	Total Installed Cost (before rebate) including equipment, labor, permit and tax
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By signing this form, I confirm that the above information is correct to the best of my knowledge.

Installer Signature	Date of installation
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All requests for rebate funds must be pre-approved. If the work is not completed within six months of approval, customer must reapply for rebate(s). There is no guarantee that funds will be available after the six-month approval or that the incentive amount will remain the same.

Upon signing this agreement, customer acknowledges the following:

Rebate offer(s) may be changed or discontinued at any time by City of Cascade Locks (CCL). CCL disclaims any warranty, whether expressed or implied, regarding the energy efficient upgrade(s) listed on this application for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use.

I understand that the energy efficient upgrade(s) must be installed to CCL specifications, and certify that I, or my contractor, have reviewed the specifications prior to beginning work. When selecting a contractor, I understand that it is the building owner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon Construction Contractors Board. CCL strongly recommends validating qualifications before work begins.

I understand the above and certify that I am a customer of CCL, that the energy efficient upgrade(s) are installed at the address indicated and that this address is within CCL service territory.

CUSTOMERS SIGNATURE _____ DATE _____

Rebate(s) will be paid when CCL has received a complete rebate application, including copies of contractor's final invoice(s) and the work has been inspected and approved by a CCL representative. The contractor's final invoice(s) **must include** R-value of existing insulation, R-value of final insulation and square footage of added insulation.

City of Cascade Locks
Attn: Energy Efficiency Rebates
5625 NE Elam Young Parkway #100
Hillsboro, OR 97124
FAX: 1-503-344-6942
rebates@esgroupllc.com

Allow 8 to 10 weeks after final inspection and receipt of all required documentation for rebate processing.

Call 1-888-883-9879 to learn about additional energy efficiency programs.

Participation in this energy efficiency program allows the City of Cascade Locks to use your electrical energy consumption history for energy savings research. Your consumption history may be shared anonymously with Bonneville Power Administration for energy savings verification and research.



COMMERCIAL INSULATION REBATE PROGRAM

Steps to Participation

1. Pre-Approval

- A Field Representative will perform a one-time audit to determine the existing condition of the site before the insulation is upgraded. Audits are kept on file for future reference. The site must be heated with electric heat to qualify for this program.
- After the site audit, you will receive a follow-up letter to confirm that rebate funds have been reserved for six months. If your project is not complete within the six-month timeframe, then you must reapply for rebate funds. Funds are available on a first come first serve basis and may not be available at the time you reapply.

2. Insulation Upgrade

- After the audit/pre-approval, the insulation project can begin.
- Existing insulation value must be less than R-5 and installed to a minimum of R-19 for attic/roof and less than R-5 installed to a minimum R-11 wall.
- Floor/Crawl space does not qualify for an insulation rebate.
- Contractor must note the beginning and final R-value of insulation on the final invoice/receipt.
- Wall insulation requires in progress pictures before the project starts, middle of project and the end of the wall insulation project.

3. REQUEST YOUR REBATE

ALL DOCUMENTS ARE REQUIRED TO PROCESS YOUR REBATE(S)! After the project is complete, please forward all the final paperwork to rebates@esgroupplc.com, mail to the address on the form or fax to 503-344-6942.

- Contractor final invoice(s), or receipt(s) if self-installed, must include the beginning and ending R-value and the total square footage of insulation installed. The installation and invoice must be dated on or after October 1, 2019 to receive the current rebate amount.
- Completed Commercial Insulation Rebate Application.
- Wall insulation photos required of insulation before, during & after installation. Please submit with the final paperwork.

4. POST-INSTALLATION INSPECTION

- Once the final paperwork has been received at rebates@esgroupplc.com, the project will be added to the inspection list. After the final paperwork has been submitted, you can call 1-888-883-9879 to make sure that the project has been added to the no-cost final inspection list. You will be contacted 2 to 3 days prior to the inspection with your scheduled date and time. You do need to be available during the inspection to provide access to the attic, if applicable. The in-progress wall pictures can be emailed to rebates@esgroupplc.com. The wall insulation rebate will not be processed until the wall insulation pictures have been received as part of the final paperwork.

5. RECEIVE THE REBATE

You can expect to receive your rebate 8 to 10 weeks after the final inspection and receipt of all required paperwork & pictures.

All work must meet Bonneville Power Administration (BPA) and the City of Cascade Locks program and installation requirements.

For additional questions, call 888-883-9879