

Incentive Application

Process

The EnergySmart Program ensures success throughout the retrofit and incentive process. Bids for more complex measures can be pre-approved. For example, if installing a multiplex compressor system, the contractor submits documentation of the design proposal. Our engineers review the bid to guarantee that your installation will meet the Terms and Conditions for an incentive. More information is available by calling the Program directly at **800-230-9420**.

Please note that there may be multiple ways to achieve the same energy savings. If you have a proposal that does not meet the exact Terms and Conditions but may offer the same or greater energy savings, please contact the Program at the number above.

Eligibility

Eligibility for the EnergySmart Program is restricted to customers of Avista Utilities. If you have any questions regarding eligibility, please contact the Program at 800-230-9420.

Requirements

- All purchase invoices or receipts for incentive items must be dated after August 1, 2007.
- Incentives may not exceed the total installed cost of the measure.
- Equipment must meet the Terms and Conditions specified. **Terms and Conditions are subject to change. Please check with the EnergySmart Program before completing your application.**
- Incentive payments are the property of the applicant. The applicant may assign payment to a third party, such as a contractor. A completed *Payment Release Form* is required to do this.

How to Apply

Participant Information

1. Fill out and sign the *Incentive Application*. The form must be completed in full to receive an incentive. This includes contact information, tax ID and tax status.

Incentive Worksheet

2. Your contractor or Field Energy Analyst will fill out the incentive worksheet, showing the units installed and calculating the total incentive.

Invoice

3. Attach the itemized invoice(s) for the units installed. Be sure that the **make and model number** of each item appears on the invoice. (Photocopies accepted)
4. Mail the *Incentive Worksheet*, signed *Incentive Application*, Invoice, and *Payment Release Form* to:

EnergySmart Program
1400 SW 5th Ave, Suite 700
Portland, OR 97201

Or fax the *Incentive Application* to (503) 914-1675.

Incentive Check

5. Within three weeks of receiving a completed application, receiving Project invoices for approved measures and Program verification of installation, EnergySmart will issue an incentive check.

Terms and Conditions:

1. I understand to be eligible for the EnergySmart Program, I must be a customer of Avista Utilities. I understand that to be eligible for an electric incentive, I must be an electric customer of Avista Utilities. I understand that to be eligible for a gas incentive, I must be a gas customer of Avista Utilities. If you have questions regarding EnergySmart, please contact the Program at 800-230-9420.
2. Incentives are paid on a first come, first served basis.
3. This Program may be modified or terminated without notice.
4. I have installed a qualifying product(s) and understand that the energy efficiency eligibility requirement for each product determines the incentive amount. The incentive amount cannot exceed the purchase price.
5. I agree to verification by Avista Utilities and the EnergySmart Program and their subcontractors, reasonable access to and egress from my facility during normal business hours to verify the installed product.
6. I have not and will not receive any incentive for the same equipment from another utility, state or local Program. State tax credits and US Department of Agriculture incentives may be claimed in addition to this incentive. I understand this prohibition applies three years prior to and three years after receiving the incentive(s) for the same product, equipment or service.
7. I agree that if I do not leave the measure installed for the life of the product I shall refund the incentive dollars to the EnergySmart Program. Further, if I cease to be a distribution customer of Avista Utilities during said time period, I shall refund a prorated amount of incentive dollars to the EnergySmart Program based on the actual period of time for which I provided the related energy benefits as an electric customer of my Avista Utilities.
8. If a tenant, I am responsible for obtaining the property owner's permission to install the measure(s) for which I am applying for an incentive payment. My signature on this application indicates I have obtained this permission.
9. I certify that the information on this application is true and correct. I have read and understand the Terms and Conditions set forth in this application and I agree to abide by those requirements. All customer information will be kept confidential and will not be distributed outside of the EnergySmart Program, participating contractors or Avista Utilities.
10. Please call 800-230-9420 to verify eligibility or with any question or complaint. All calls will be addressed in a timely manner. A course of action to resolve a complaint will be communicated to the customer within two working days.
11. Indemnification: Each party shall indemnify the other for any losses or damages, except to extent that the losses or damages arise from the parties' negligence or willful misconduct.
12. Incidental and Consequential Damages: NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES.
13. Both parties agree that Owner may choose any contractor to perform and complete work, provided said contractor completes work according to Program Terms and Conditions. PECEI will provide Owner a Trade Ally Partner referral upon Owner's request.

Customer Signature

Customer Name (PRINTED)