Instructions: Complete this form and submit it to the serving electric utility. Incentives are only available for retrofits; new construction projects are not eligible.

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| **BUSINESS AND SITE INFORMATION** |
| Customer Name |  |
| Installation Address (Street, City, State, Zip) |  |
| Customer Phone Number |  |
| Building occupancy hours per year  | [ ]  Less than 2,000 hours *(If less than 2,000 hours, project is not eligible for incentives)* [ ]  2,000 or more hours |
| **EXISTING EQUIPMENT INFORMATION** |
| **Existing Equipment Information** | **AHU 1** | **AHU 2** | **AHU 3** |
| Heating system type  | [ ]  Electric[ ]  Gas | [ ]  Electric[ ]  Gas | [ ]  Electric[ ]  Gas |
| Air Handling Unit (AHU) has a variable flow-based HVAC system (e.g. VAV; constant volume systems are not eligible) | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  |
| The AHU has a constant speed fan | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  |
| AHU manufacturer |  |  |  |
| AHU model number |  |  |  |
| AHU fan size (horsepower) |  |  |  |
| **NEW EQUIPMENT INFORMATION**  |
| **New VFD Information** | **VFD 1** | **VFD 2** | **VFD 3** |
| Retrofit adds a VFD and controller for variable speed fan operation | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  |
| The VFD is set to trend 1) historical kWh usage, 2) fan runtime and 3) average fan speed | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  |
| AHU throttling or bypass devices (e.g., inlet guide vanes, dampers, etc.) are removed or permanently disabled | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  | [ ]  Yes[ ]  No (*If “No”, project is not eligible for incentives*)  |
| VFD manufacturer |  |  |  |
| VFD model |  |  |  |
| VFD horsepower |  |  |  |
| **INSTALLER INFORMATION**  |
| Is Company or Installer a member of Trade Ally Network NW? For more information, please visit: [tradeallynetworknw.com](https://www.tradeallynetworknw.com/). | [ ]  Yes[ ]  No |
|  |
| Company Name |  |
| Installer Signature  |  |
| Total Installed Cost (before rebate) including equipment, labor, and purchase date. Please include invoice with this project form. |  |
| Date |  |
| By signing this form, I confirm that the above information is correct to the best of my knowledge. |