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. | | | |