



Office Use Only  
 Rebate:  
 Month/Year:  
 Single Sq Ft:

# Commercial Window Rebate Application

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.**

## CONSUMER 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

Wall Unit     Baseboard     Forced Air Electric    Air Conditioning:  zonal  
 Electric Heat Source:     Heat Pump     Ceiling Cable     Other \_\_\_\_\_     central

Commercial Building must have permanently installed electric heat system capable of heating entire dwelling to qualify.

**Building Requirements:**    The building must be under 20,000 square feet. The square footage of the commercial building is \_\_\_\_\_ square feet. Hours of operation \_\_\_\_\_ am to \_\_\_\_\_ pm

**Business Type**     Office     Retail    School K-12     Residential Care  
 Assembly     Grocery     Food Service     Other  
 Hospital     Warehouse

**Existing Windows:**     Single Pane     Storm     Double Pane Metal Frame

Existing windows must be single pane or single pane with storms or double pane with metal frames to qualify.  
 Existing vinyl and double pane wood frame windows do not qualify for rebate(s).

**Before Window Installation:** Audit and prior approval are required. Call 888-883-9879 to schedule.

**After Window Installation:** Submit the final paperwork to [rebates@esgroupplc.com](mailto:rebates@esgroupplc.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.

**All requests for rebate funds must be pre-approved. If the work is not completed within six (6) months of approval, consumer 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.**

### WINDOW REBATE

Rebate(s) are for replacement windows only.

Windows not inside the electrically heated area of the building, such as garages or workshops, are not eligible for rebate(s). **New construction windows do not qualify** for the window replacement rebate.

U-FACTOR	REBATE
0.30 or lower	\$9.00 per sq ft of replacement windows

**Rebate(s) will not exceed 70% of the installed job cost.**

**Rebate(s) for self-installed measures will not exceed 70% of the cost of materials.**

### ENERGY EFFICIENT UPGRADES

**New Windows** U-Factor \_\_\_\_\_ must be at least 0.30 U-factor or lower

**Upon signing this agreement, the consumer acknowledges the following:**

Rebate offer(s) may be changed or discontinued at any time by Columbia Basin Electric Cooperative (CBEC). CBEC disclaims any warranty, whether expressed or implied, regarding the measure(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 measure(s) must be installed to CBEC 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 business owner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon State Construction Contractors Board. CBEC strongly recommends validating qualifications before work begins.

I understand the above and certify that I am a consumer of CBEC, that the measure(s) are installed at the address indicated on this application and that this address is within the CBEC service territory.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### REBATE APPLICATION DOCUMENTS

**Rebate(s) will be paid when CBEC has received the following required documents:**

- Copy of one **NFRC sticker** for each window and/or door replaced, U-factor must be 0.30 or lower (ie: 0.29, 0.28 etc.).
- Contractor installed: copies of **contractor final invoice(s)** showing window measurements. All final invoices/receipts & installation must be dated on or after October 1, 2019 to qualify for the current rebate amount.
- Self-installed: copies of **purchase receipt(s)** showing window measurements. All final invoices /receipts & installation must be dated on or after October 1, 2019 to qualify for the current rebate amount.
- Completed Commercial **Window Rebate Application**

**A final inspection must be completed before the rebate is processed.**

**Please send final paperwork to:**

**Columbia Basin Electric Cooperative  
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 final paperwork for rebate processing.**

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

*Participation in this energy efficiency program allows Columbia Basin Electric Cooperative 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 WINDOW REBATE PROGRAM

## Steps to Participation

### 1. Pre-Approval

- A CBEC Field Representative will perform a one-time audit to determine the existing condition of the building.
- If an audit was not completed, the owner must keep the old windows that were replaced on site until after the final inspection of the window project.
- 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. Window & Exterior Door Upgrade

- After the audit/pre-approval, the window project can begin.
- New replacement windows must have a U-Factor of 0.30 or less to qualify for a rebate!***
- Windows can be replaced all at once, individually, or a few at a time.
- Each new window will have an NFRC sticker attached to the glass. Carefully remove all stickers and make a copy of each one. Retain originals for your records. If you do not have the window stickers, a window order confirmation from the manufacturer will be accepted.
- Windows must be completely sealed, caulked & trimmed at the time of the final inspection.

### 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](mailto:rebates@esgroupplc.com), mail to the address on the form or fax to 503-344-6942.

- Contractor final invoice(s), or your receipt(s) if self-installed, the final invoice must include the window measurements. The installation & final invoice must be dated on or after October 1, 2019 to receive the current rebate amount.
- Completed commercial window rebate application.
- Copy of one NFRC sticker for each window replaced or the window order confirmation verifying u-factor of 0.30 or lower.

### 4. Post-Installation Inspection

- When the final paperwork has been received at [rebates@esgroupplc.com](mailto: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 not need to be available during the final window inspection, provided there is access to all of the windows replaced.

### 5. Receive Your Rebate

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

All work must meet Bonneville Power Administration (BPA) and Columbia Basin Electric Cooperative program requirements.

**For additional questions, call 888-883-9879**