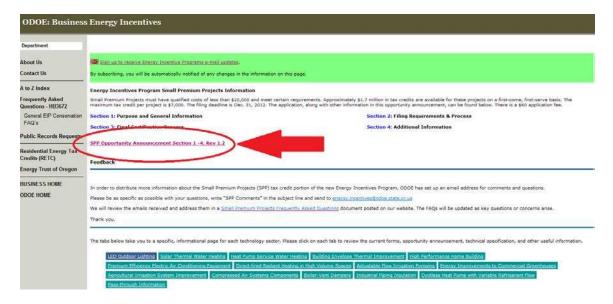
Small Premium Projects (SPP) is for qualifying conservation projects with total project costs of \$20,000.00 or less. Please follow these instructions to apply for the tax credit:

- 1) <u>Before the project begins construction or installation</u>, go to ODOE webpage for **Small Premium Projects.** <u>http://oregon.gov/energy/BUSINESS/Incentives/Pages/EIP-SPP.aspx</u>
- 2) Read the **SPP Opportunity Announcement Section 1-4**. This covers important general information about the program.

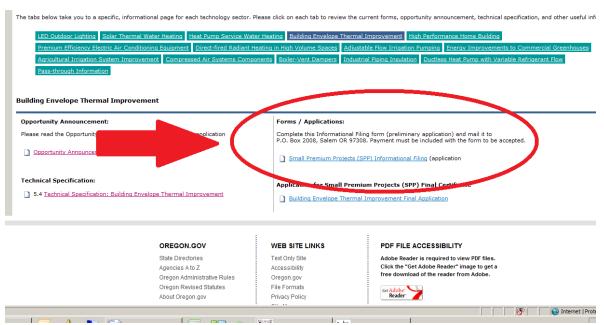


3) Return to webpage and click on the blue tab associated with your specific technology. Then click on the link to read the **Technical Specification** for your project type. This document is *crucial* in completing the application form. You will need to read this document <u>COMPLETELY</u> to understand the program and to establish the pre-determined incentive for your project. (**Note**: Weatherization projects are found under <u>Building Envelope Thermal Improvement</u>)



4) The last page of the **Technical Specifications** provides a table in which you will calculate the estimated tax credit you will be requesting based on the prescriptive tax credit rate.

5) Return to webpage and click in the link for the **Small Premium Projects (SPP) Informational Filing** (application) and complete the form. You will transfer the estimated tax credit amount you calculated in the Technical Specifications over to the application form.



6) Mail ONLY the completed **Informational Filing** and \$100 fee to:

SPP – EIP PO Box 2008 Salem, OR 97308

- 7) When ODOE receives your Informational Filing and \$100 fee, ODOE will send back a confirmation letter providing an Informational Filing number and the total tax credit amount requested. You may begin the project when you receive this confirmation letter from ODOE.
- 8) After the project is complete, repeat the steps to return to the webpage and submit the Final Application to the same PO Box along with the Small Premium Projects Final Review Fee. Make sure you click on the correct tab again to bring up the same project type you completed. The tax credit can be claimed after ODOE processes the Final Application and issues a Final Tax Credit Certificate.

