

## NorthWestern Energy Commercial Electric Insulation – Existing Facility Program Guidelines, Application Instructions & Incentive Amounts

### Qualifications

- NorthWestern Energy commercial electric heating customers are eligible for the program. Large USB “Choice” customers do not qualify.
- **NorthWestern Energy representatives may verify completed jobs prior to payment.**
- This program is for existing commercial facilities. New construction does not qualify.
- Work completed or materials purchased prior to July 1, 2014, will not be accepted under the program.
- Details of the program, including incentives, are subject to change without prior notice. Incentive amounts are valid through June 30, 2015.

<b>INCENTIVE AMOUNTS EFFECTIVE JULY 1, 2014</b>				
Energy Saving Measure	Beginning Insulation Value	Ending Insulation Value	Incentive Amount (\$/unit)	Qualifiers
Infiltration Control (Caulking, Weather Stripping)	R-0	NA	\$0.10 per window or door sq. foot	Install caulking and weather stripping (ACH 0.65); Heating and/or cooling exclusively with electricity
Supply Duct Insulation (Unheated Spaces Only) R-5 minimum	R-0	R-5	\$1.00 per linear foot	Heating exclusively with electricity
Supply Duct Insulation (Unheated Spaces Only) R-8 minimum	R-0	R-8	\$1.75 per linear foot	Heating exclusively with electricity
Exterior Above Grade Wall Insulation ≤ R-11 existing insulation	≤ R-11	R-20.5	\$0.30 per sq. foot	Heating exclusively with electricity

### Steps to Participate

1. Refer to the chart above for eligible energy saving measures.
2. Identify which of these measures apply to your facility. For assistance, please call (800) 823-5995.
3. Obtain bids from several contractors.
4. Hire the contractor of your choice or do the work yourself.
5. Complete and sign the E+ Commercial Electric Insulation – Existing Facility application.
  - For insulation projects, the beginning and ending R-value must be indicated.
6. Attach originals or legible copies of the following:
  - Invoice from contractor or receipt for materials purchased.
  - Contractor invoice should include: invoice date; invoice number; name and address of contractor; address where work was performed; linear footage insulated; R-value of insulation installed; and itemized cost of all installed materials.
  - Current NorthWestern Energy bill for address where work was performed.
  - Completed W-9 form is required for rebate payment.
7. Submit completed application along with all documentation and current NorthWestern Energy bill.

**Mail to:** NorthWestern Energy  
Attn: C-EX-E-I  
PO Box 1167  
Helena, MT 59624

**Or, fax to:** (800) 823-5885

### **Questions? Call (800) 823-5995**

Log on to [www.NorthWesternEnergy.com/Eplus](http://www.NorthWesternEnergy.com/Eplus) for a complete list of rebate programs and details.

Details of the program, including incentives, are subject to change without prior notice.  
Incentive amounts are valid through June 30, 2015.

**CUSTOMER & PAYMENT INFORMATION: (Check will be made payable to name on NorthWestern Energy account unless otherwise specified.)**

Please PRINT Clearly NorthWestern Energy Acct# (REQUIRED):  (Attach recent bill and list account number. Acct. # located in upper right hand corner of billing statement.)

Name on NorthWestern Energy ELECTRIC Account: \_\_\_\_\_

Tax ID # (required): \_\_\_\_\_ Tax Entity: \_\_\_\_\_

Installation Address: \_\_\_\_\_ City: \_\_\_\_\_ State: MT Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PROJECT(S) COMPLETED** (All invoices and/or receipts must be included with this application.)

Equipment	Date Installed	Cost	Additional Information	Beginning R-value	Ending R-value	Incentive Amount (Office Use)
Infiltration Control (Caulking, Weather Stripping)			<u>Window or Door Sq. Ft.</u>	R-_____ (Max. R-0)	NA	
Supply Duct Insulation (Unheated Spaces Only) R-5 minimum			<u>Linear Feet</u>	R-_____ (Max R-0)	R-_____ (Min. R-5)	
Supply Duct Insulation (Unheated Spaces Only) R-8 minimum			<u>Linear Feet</u>	R-_____ (Max R-0)	R-_____ (Min. R-8)	
Exterior Above Grade Wall Insulation ≤ R-11 existing insulation			<u>Sq. Feet</u>	R-_____ (Max ≤ R-11)	R-_____ (Min. R-20.5)	

**PLEASE READ TERMS AND CONDITIONS ON THE BACK OF THIS APPLICATION BEFORE SIGNING**

Customers are encouraged to obtain multiple bids to compare price, product, service, product performance characteristics and contractor warranty. NorthWestern Energy or its agents do not sell energy conservation products directly to customers. NorthWestern Energy does not endorse or recommend any specific manufacturer, brand or model of energy conservation products. State and federal tax credits may be available for many qualifying energy efficiency improvements. For more information call (406) 444-6900 or visit [www.revenue.mt.gov](http://www.revenue.mt.gov)

Projects completed or MATERIALS purchased prior to July 1, 2014 are not eligible.  
Projects must be completed by June 1, 2015 and paperwork will not be accepted after June 30, 2015.

**Before submitting this application be sure to:**

- Include a recent NorthWestern Energy bill for the installation address
- Attach all applicable receipts, invoices, and commissioning reports or checklists
- Read Terms and Conditions (on the back of this application)
- Complete and sign the application
- Completed W-9 Form (Required)

Fax the completed application & all supporting documents to:  
**(800) 823-5885**  
Or mail the completed application & all supporting documents to:  
**NorthWestern Energy**  
**C-EX-E-I**  
**P.O. Box 1167**  
**Helena, MT 59624**

*I certify that the information on this application is true and correct and that I have read, understand, and agree to the terms and conditions on the reverse of this application.*

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.**

Date Application Received:	Date Verification Performed:
Date Additional Info Requested:	Verification Results: (circle one) <b>PASS</b> <b>FAIL</b>
Date Submitted for Payment:	Reason(s) for Failure (if applicable):
Total Incentive Amount: \$	Verifier Signature:

## **Terms and Conditions**

**APPLICATION:** This application must be filled out completely, truthfully and accurately. Participants are advised to retain a copy of this application and any accompanying documentation submitted to NorthWestern Energy under this program. NorthWestern Energy will not be responsible for lost documentation pertaining to this application request. Funds for incentives are limited and available on a first-come, first-served basis. Details of this program, including incentives, are subject to change without prior notice.

**ELIGIBILITY:** Incentives are available to approved applicants who are NorthWestern Energy commercial and industrial customers. NorthWestern Energy large USB "Choice" customers are not eligible for the program. Final determination of eligibility shall rest solely with NorthWestern Energy.

**VERIFICATION:** Participant's contractor will verify that the installed electric saving measures meet program standards and State of Montana codes. Participant's facility may also be selected for post-installation verification prior to incentive payment. No warranty is implied by this verification. NorthWestern Energy's inspection of installed equipment or energy saving measures is for the sole purpose of assuring that it has been installed and program criteria have been satisfied, and it is not for the purpose of inspecting materials or quality of work. NorthWestern Energy makes no representations of warranties concerning adequacy of materials or quality of the work by virtue of its inspection.

**PAYMENT:** The incentives will be paid within 4-6 weeks upon: (i) completion of the Efficiency Plus (E+) Rebate Program saving measures, (ii) verification of the measures, and (iii) submission of this completed application with all required information attached.

**PROOF OF PURCHASE:** The invoices accompanying this application must itemize the products purchased and/or work performed. This proof of purchase must show: (1) the date of purchase and itemized price paid, (2) the size, type, make, model or part number for the products, and (3) a description of any installation or other labor charges.

**INCENTIVE AMOUNT:** Incentives for the Efficiency Plus (E+) Rebate Program savings measures completed as set forth in this application are limited to the amounts set forth in this application and may not exceed the purchase price.

**TAX LIABILITY:** NorthWestern Energy is not responsible for any tax liability imposed on Participant as a result of payment of these incentives.

**SAFETY & BUILDING CODES:** Participant represents that: (i) all products installed and work performed complies with all federal, state and local safety, building and environmental codes, and (ii) products are UL listed, if applicable, and installed per manufacturer's instructions. NorthWestern Energy is not responsible for wiring, piping, appliances, chimneys, flues or venting, and/or equipment on Participant's premises beyond the appropriate service meter or other points of connection with NorthWestern Energy's service connection at which point the responsibility of NorthWestern Energy shall cease.

**NO ENDORSEMENT:** NorthWestern Energy does not endorse any particular manufacturer, contractor or product in promoting the Efficiency Plus (E+) Rebate Programs. The fact that names of particular manufacturers, contractors, products or systems may appear on this application does not constitute an endorsement. Manufacturers, contractors, products or systems not mentioned are not implied to be unsuitable or defective in any way. NorthWestern Energy or its agents do not sell energy conservation products directly to customers.

**PROPERTY RIGHTS:** Participant represents that Participant has the right to perform the rebated saving measures on the property on which those measures are performed and that any necessary landlord's consent has been obtained.

**ACCESS & EVALUATION:** NorthWestern Energy and/or its representatives may request access to the property and may review and evaluate the project during and after completion for up to 2 years. Participant agrees to provide reasonable access to the property for the purposes described herein.

**ENERGY INFORMATION RELEASE:** Participant authorizes NorthWestern Energy to access energy usage data for the project's specified electric account at the physical address of the project. Participant agrees to provide other reasonable assistance to obtain such information.

**INFORMATION RELEASE:** Participant agrees that NorthWestern Energy may include services and resulting energy savings in reports or other documentation submitted to the Montana Public Service Commission. NorthWestern Energy will treat all other information gathered in evaluations as confidential and report it only in the aggregate.

**ELIGIBLE PRODUCTS:** Products must meet energy efficiency specifications of NorthWestern Energy. These specifications may be found on the Web at [www.NorthWesternEnergy.com/Eplus](http://www.NorthWesternEnergy.com/Eplus). If you, or your contractor, are not sure of the specifications, please call (800) 823-5995 before proceeding.

**DISCLAIMER / NO LIABILITY:** Participant understands that, while NorthWestern Energy is providing Participant with the incentives payment, NorthWestern Energy is not supervising work performed for Participant nor is NorthWestern Energy responsible in any way for proper completion of that work or proper performance of any products purchased. NorthWestern Energy is simply providing funding to assist Participant in implementing rebated saving measures. Participant assumes the risk of any loss or damage(s) that Participant may suffer in connection with installation of the measures. NorthWestern Energy does not guarantee any particular electric saving results by its approval of the application or by any other of its actions.