Oregon Department of Energy
Energy Incentives Program
Conservation – Application for Recertification

	For Office Use Only
Energy conservation projects with certified costs of $1 million or more must recertify the tax credit annually up to three years following the date of the issuance of the final certificate to receive the full value of the credit.	Date Received
To recertify the tax credit, ODOE must receive an application for recertification **at least 60 days prior to the anniversary date** of the issuance of the final certificate.	

1. Applicant Information

Application #					
Applicant's Name (legal owner)					
Business Name (if different)					
Federal Tax ID or SSN					
Mailing Address					
City		State		Zip	
Contact Name		Phone			
Email					

2. Project Information

	Attached project description

This application must at least include the following information:

- A description of the business operations conducted at the facility and any changes in business operations since the project was completed;
- Energy consumption or prediction data for the project or facility as show in the preceding 12 months of utility billing records;
- Any other information required by ODOE.

☐	With this application, I have submitted documentation from the county where the facility is located proving that the facility property taxes are current.

3. Pass-through Program Intention

Project owners that intend to use the pass-through option will be issued a Certified Amount Letter that indicates the final certified costs once this application for final certification is approved. Refer to the opportunity announcement for more information on the pass-through option.

Does the project owner intend to use pass-through?

☐	No	The tax credit will be issued in the project owner's name (continue to next section)
☐	Yes	(see below)

Has the project owner identified a pass-through partner?

☐	No	Would you like help from ODOE (additional fee required)	Yes ☐	No ☐
☐	Yes	Please also complete the pass-through program attachment: (http://www.oregon.gov/energy/At-Work/Pages/Energy-Incentive-Programs.aspx)		

4. Project Owner Statement

1. I have enclosed a check to ODOE or will pay by Visa, MasterCard or Discover the required recertification fee, which is non-refundable.
2. I have completed this form to the best of my knowledge and have not altered any of these statements.
3. I certify that I am the project owner or the authorized agent.
4. I understand that this application is specific to the project represented on this form and that this application cannot be transferred to any other Energy Incentives Program projects.
5. I authorize any incentivizing entity outside of ODOE to release all relevant information related to this project to ODOE. This includes but is not limited to: project information, incentives offered and received, and inspection results.
6. I certify that the project is in compliance with all applicable laws related to the ownership and operation of the project.
7. I attest that I am current on all obligations to the state, including but not limited to taxes and permitting fees.

By signing this statement, I acknowledge that I have read and agree with the terms and conditions of the opportunity announcement, the application and the statement above. I have not altered any part of the statement or the application.

Signature: _____ Title: _____

Print Name: _____ Date: _____

5. Application Fee

1. Payment must be received with the application or you will not be eligible for a tax credit.
2. Application will be incomplete if this payment is not submitted with application.
3. Payment is considered "Received" when a signed check is included or credit card information is filled in and signed by the cardholder.
4. If payment is unable to be processed or is declined, the application will be considered incomplete.

EIP Recertification Fee $750.00

Payment Method

Mail completed application and application fee to:

Oregon Department of Energy
EIP Recertification
550 Capitol Street NE, 1st Floor
Salem, OR 97301

CHECK: Please make $750 check payable to Oregon Department of Energy.

CREDIT CARD PAYMENTS: To pay by credit card please use the link below to access the department's e-payment portal:

https://appengine.egov.com/apps/or/ENERGY/onlinepaymentservice