Oregon Building Performance Standard
Building Energy Reduction Incentive (BERI)

INCENTIVE APPLICATION – Part 1

June 2026

Complete and submit this application if you are an eligible building owner planning to complete energy efficiency measures to comply early with the Oregon Building Performance Standard (BPS).

Before you begin your application, please carefully read the Application Instructions on pages 2-5.

More information can be found in the BERI Opportunity Announcement on the BPS Incentives webpage.

Applications must be submitted to Oregon.BPS.BERI@energy.oregon.gov and received by **5:00 p.m.** Pacific Time December 11, **2026.** Mailed applications must be received by the deadline.
Mail to ODOE c/o BPS at 550 Capitol St. NE | Salem, OR 97301. Applications received after **5:00 p.m.** Pacific Time December 11**, 2026,** will be ineligible.

Questions? Contact the team at Oregon.BPS.BERI@energy.oregon.gov.

Application Instructions

Step 1

Enter your Unique Building ID Number (UBID), Covered Building Address, Building Owner Information, Property/Building Manager Information (if applicable) and Gross Floor Area (GFA) of the covered building (the space of a building measured from its exterior enclosing walls, not including any parking garage area). For more information on Gross Floor Area, refer to the BPS Guidance Documents on the BPS webpage. **Make sure the building's GFA is consistent in all BPS documentation and matches the GFA in the** BEAM compliance website **and Energy Star Portfolio Manager (ESPM).**

Step 2

Enter the Weather Normalized Energy Use Intensity (WN-EUI) of the covered building.

Submit a copy of the ESPM Weather Normalized Site EUI report

Connect ESPM with OregonBPS and share property

WN-EUI values must be calculated and reported by a Qualified Energy Manager (QEM) or a Qualified Person (QP). The QEM/QP must submit Form Q: Energy Professional Qualifications to OR BPS before this incentive application is submitted. For more information regarding energy professional requirements and responsibilities, see Guidance Document BPS 006 – Energy Professionals on the BPS webpage. If WN-EUI is calculated by a QEM/QP who is not registered with OR BPS, the application may be rejected.

To calculate WN-EUI:

- Create an Energy Star Portfolio Manager (ESPM) account.
- Follow the instructions in Guidance Document BPS 004 – Calculating Energy Use Intensity.
- WN-EUI must be determined using 12 continuous months of a building's net energy use during the period no more than 24 months before this application's submission date.
- The building owner or QEM/QP must submit a copy of the ESPM Weather Normalized Site EUI report with this application, including:
    1. End month and year of the annual period over which WN-EUI was determined.
    2. Property GFA (include an explanation if ESPM GFA differs from the GFA in the application or the OR BPS Target Tool).
    3. Step by Step instructions here for all ESPM reports needed for application.
- The building owner or QEM/QP must also share ESPM account access with ODOE's ESPM account (Username = OregonBPS). This is a three-step process within ESPM:
    1. The building owner or QEM/QP requests a connection with the OregonBPS account.
    2. The connection is accepted by OregonBPS.
    3. The building owner or QEM/QP shares their property (read only) with the OregonBPS account.

For more information about sharing access in ESPM, go to ENERGY STAR Portfolio Manager.

Step 3

Enter the Energy Use Intensity target (EUIt) of the covered building. To find EUIt, use the Oregon EUI Target Tool, an Excel spreadsheet file which can be downloaded from the BPS Incentives webpage.

Attached copy of completed EUI Target Tool?

EUIt values for buildings must be calculated and reported by a Qualified Energy Manager (QEM) or a Qualified Person (QP) for Tier 2 buildings and a QP for Tier 1 buildings. The QEM/QP must submit Form Q: Energy Professional Qualifications to OR BPS before this incentive application is submitted. For more information regarding energy professional requirements and responsibilities, see Guidance Document BPS 006 – Energy Professionals on the BPS webpage. If EUIt is calculated by a QEM/QP who is not registered with OR BPS, the application may be rejected.

Indicate whether WN-EUI is higher than EUIt. Buildings must have WN-EUI that exceeds their EUIt to qualify for this incentive.

Step 4

An Energy Audit report must be completed by a **Qualified Energy Auditor (QEA)** who has submitted Form Q: Energy Professional Qualifications to OR BPS before this incentive application is submitted. For more information regarding energy professional requirements, see Guidance Document BPS 006 – Energy Professionals on the BPS webpage. If the Energy Audit is not completed by a QEA, the application may be rejected. Buildings that have completed a recent energy audit within the previous five years may use that report for this application.

The Energy Audit report should include the following elements:

- Demonstrate that the proposed energy efficiency measure(s) will reduce the building's WN-EUI below the EUIt.
- A description of each cost-effective energy efficiency measure, along with its estimated energy savings, GHG emissions reductions, and other pertinent information.
- A summary table of EEMs from the report is submitted, along with a full copy of the energy audit report, with the application as BERI Form E: Energy Audit.
  BERI Form E: Energy Audit for the BERI program is an Excel spreadsheet that can be found on the BPS Incentives webpage.

Step 5

Enter the name of the Qualified Energy Manager, Qualified Person and/or the Qualified Energy Auditor.

Step 6

Enter the Electric Utility Company and the Gas Utility Company of the covered building.

Attach energy data spreadsheet to application. Step by Step instructions here for all ESPM reports needed for application.

Step 7

Indicate the Property Type of the covered building, either Multifamily, Hospital, School, University, Dormitory, Barracks, Prison, Residential/Senior Care, Hotel/Motel, or Other Nonresidential. If you have a mixed-use building or otherwise need assistance in determining your property or activity type, please contact the ODOE BPS team for assistance.

Review the activity type guidance to identify the most appropriate classification for the building. Locate the activity type in the EUI Target Tool. Select the activity type that best corresponds with how the building is primarily used. Enter all applicable activity types for the building or for a group of buildings.

Step 8

If the building is Multifamily, indicate whether it is Multifamily Affordable Housing. Multifamily Affordable Housing means the property can prove it qualifies under one or more of the following programs administered by Oregon Housing and Community Services:

- A housing capital funding offering issued through a Notice of Funding Availability
- Low Income Housing Tax Credits
- Oregon Multifamily Energy Program
- Conduit/Pass-Through Revenue Bond Financing Program
- Local Innovation and Fast Track Housing Program
- Loan Guarantee Program and General Guarantee Program
- Oregon Rural Rehabilitation Loan Program

Step 9

If the building is Multifamily Affordable Housing, attach documentation that demonstrates the building qualifies under one of the programs above.

Step 10

Applying for which building tier. Tribal applicants select building tier and Tribal.

Step 11

Enter the estimated total cost of the proposed energy efficiency measure(s).

Step 12

Enter a list of anticipated funding sources for the project (e.g. federal, state, local, utility grants, rebates or incentives).

Step 13

Enter the total incentive amount requested, not to exceed the total cost of the proposed energy efficiency measures or the maximum incentive amounts. Maximum incentive amounts are:

- $100,000 for all Tier 1 buildings.
- $50,000 for all Tier 2 buildings.

Note: The maximum incentive for a Tribal building follows the same limits and is determined by the building's tier.

Step 14

Submit the project plan with a clear timeline for implementation of each proposed energy efficiency measure and any other important milestones for the project.

Step 15

Indicate whether the owner applied for the ECAPP incentive and if the owner received an award.

Step 16

After you have completed the implementation of all energy efficiency measure(s), complete and submit the Payment Request and Certification form in the agreement.

Additional Information

- Tax liability: ODOE is not responsible for any tax liability which may be imposed on an awardee as a result of any incentive payment. ODOE is not providing tax advice, and any communication by ODOE is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code or Oregon tax laws.
- The WN-EUI value provided with this application is for BERI incentive eligibility purposes only and is not the official WN-EUI submission to OR BPS for compliance. The official WN-EUI will be submitted as part of Compliance Form C. ODOE may disqualify or revoke incentive payments due to misrepresentation of a building's WN-EUI that affects BERI eligibility.
- A building owner can submit up to two applications for individual buildings in a set of grouped buildings.
- An otherwise Tier 1 building that is on a campus or part of a set of grouped buildings classified as Tier 2 (i.e. a Tier 1 building that takes on extended Tier 2 status) is not eligible for Tier 1 incentives.
- The BERI incentive amount per award, when combined with federal or other incentives, cannot exceed the total project cost.
- If a building owner has received incentives for a building from Oregon's Heat Pump Purchase Program, the owner is not eligible for BERI incentives for heat pump projects at the same address.
- Pursuant to the procedures for a contested case under ORS chapter 183, the ODOE Director may order the revocation of an incentive or portion of an incentive under the program if the Director finds that the incentive was obtained by fraud or misrepresentation, or by mistake or miscalculation. As soon as the order of revocation becomes final, ODOE shall proceed to recover the incentive, or portion of the incentive that is subject to the order of revocation. All moneys provided to a building owner attributable to the fraudulently or mistakenly obtained incentive, or portion of the incentive, shall be forfeited.
- ODOE may reject any or all applications, in-whole or in-part, or may cancel this Opportunity Announcement at any time when the rejection or cancellation is in the best interest of the State or ODOE, as determined by ODOE. Neither the State nor ODOE is liable to any building owner for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the Opportunity Announcement, award, or rejection of any application.

Application: Part I

1A. Unique Building ID Number (UBID):

_____

1B. Covered Building Address:

Street Address

_____

City **County** **Zip**

_____ _____ _____

1C. Building Owner Name:

(Building Owner Name or Organization is required – this is NOT the Building Manager name – space for Property/Building Manager info is below)

First **Last**

_____ _____

1D. Organization or Company Name:

_____

1E. Building Owner Mailing Address:

Street Address

_____

City **State** **Zip**

_____ _____ _____

1F. Building Owner Email:

_____

1G. Building Owner Phone:

_____

1H. Property/Building Manager Name and Organization (if applicable):

Name **Organization**

_____ _____

1I. Property/Building Manager Address, Email, Phone (if applicable):

Street Address

_____

City **State** **Zip**

_____ _____ _____

Email **Phone**

_____ _____

1J. Gross Floor Area (GFA) of the covered building in square feet:

_____ **square feet**

2A. Weather Normalized Energy Use Intensity (WN-EUI)

_____

2B. Attached ESPM Weather Normalized Site EUI report?

Yes ☐ **No** ☐

2C. Requested a connection to ODOE's ESPM account?

Reminder: After ODOE has accepted the connection request, the owner or QP/QEM is required to share their property (read only) with the OregonBPS account.

Yes ☐ **No** ☐

3A. Energy Use Intensity target (EUIt)

_____

3B. Is the WN-EUI higher than the EUIt?

Reminder: If the WN-EUI is not higher than the EUIt, the building is not eligible for BERI.

Yes ☐ **No** ☐

3C. Attached copy of completed EUI Target Tool?

Yes ☐ **No** ☐

4A. Attached copy of BERI Form E: Energy Audit?

Yes ☐ **No** ☐

4B. Attached copy of Energy Audit Report?

Yes ☐ **No** ☐

5. Name of Qualified Energy Auditor (and the Qualified Person or Qualified Energy Manger, if applicable)

_____

6A. Electric Utility Company:

_____

6B. Gas Utility Company:

_____

6B. Attached energy data spreadsheet from ESPM report?

Yes ☐ **No** ☐

7A. Indicate type of property:

- ☐ Multifamily
- ☐ Hospital
- ☐ School
- ☐ University
- ☐ Dormitory
- ☐ Barracks
- ☐ Prison
- ☐ Residential/Senior Care
- ☐ Hotel/Motel
- ☐ Other Nonresidential

7B. What is the Activity Type of the building?

_____

8. Is the building multifamily affordable housing?

Yes ☐ **No** ☐

9. Attached evidence of multifamily affordable housing (if applicable)?

Yes ☐ **No** ☐

10. Applying for which building Tier? Tribal applicants select building tier and tribal.

Tier 1 ☐ **Tier 2** ☐ **Tribal** ☐

11. Enter the estimated total cost of the proposed energy efficiency measure(s).

$_____

12. List of all anticipated funding sources for the project (e.g. federal, state, local, utility grants, rebates or incentives).

_____

_____

_____

13. Total incentive amount requested (Do not exceed maximum amounts $100,000 for all Tier 1 buildings and $50,000 for all Tier 2 buildings):

$_____

14. Attached Project Plan with timeline and milestones?

Yes ☐ **No** ☐

15A. Did you apply for an ECAPP incentive (the Early Compliance Action and Planning Program is an ODOE incentive program that helps to offset the costs of planning activities to comply with the Oregon BPS)?

Yes ☐ **No** ☐

15B. Were you awarded an ECAPP incentive?

Yes ☐ **No** ☐

Building Owner Attestation

☐ *By checking this box, I attest that all information provided in this application is true and accurate.*

_____ _____

Print Owner name **Date**

Step by Step Instruction on creating and downloading GFA, WN-EUI site report and Energy Data spreadsheet from the ESPM.

How to create and download your ESPM Energy Data Spreadsheet and WN-EUI(Excel)

1. **Log in** to your ESPM account.
2. Click the **Reporting** tab.
3. Select **Create a New Template**.
4. **Name your template** (choose a name you will recognize later).
5. Confirm the **timeframe** is set to **Current Year** for Energy.
6. Click **Select Properties**.
7. Find your property, then check the **box next to your building**.
8. Click **Apply Selection**.
9. Click **Select Information & Metrics**.

Choose GFA

1. Select **Property Information under Select Information & Metrics**
2. Check **Property GFA-Calculated** (Buildings) (ft2)

Choose your monthly fuel use metrics

1. Select **Energy Use by Fuel Source under Select Information & Metrics**
2. Check all monthly fuel sources that applies to your building:

- **Electricity Use (Grid) – Monthly (kBtu)**
- **Natural Gas Use – Monthly (kBtu)**
- **Diesel Use – Monthly (kBtu)**
- **Propane Use - Monthly (kBtu)**
- **Kerosene Use – Monthly (kBtu)**

Choose the WN-EUI

1. Select **Energy Performance Metrics under Select Information & Metrics**
2. Check **Weather Normalized Site EUI (kBtu/ft2)**. (Ensure you select the correct item)

3. Click **Apply Selection**.
4. Click **Save Template**.

Run the report and download it

1. Under **My Reports and Templates**, find the template you just created.
2. In the **Action** dropdown, select **Run New Report**.
3. Confirm the report **Status** shows **Generated**.
4. In the **Action** dropdown, select **Download Current Report in Excel**.

Final step

1. **Attach the downloaded Excel report** to your application.
    - First tab will show WN-EUI and GFA in the excel file
    - Second tab will show energy data in the excel file