Oregon Building Performance Standard
Early Compliance Action and Planning Program

INCENTIVE APPLICATION – Part 1

May 2026

Complete and submit this application if you are an eligible building owner planning to complete one or more of the compliance actions for the Oregon Building Performance Standard (BPS) at least one year early.

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

More information can be found in the Opportunity Announcement, Administrative Rules and FAQ on the BPS Incentives webpage.

Submit your application(s) to Oregon.BPS.ECAPP@energy.oregon.gov by 5 p.m. Pacific Time, **July 10, 2026.** Mailed applications must be received by the deadline. Mail to ODOE c/o BPS at 550 Capitol St. NE | Salem, OR 97301

OREGON DEPARTMENT OF ENERGY

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 BPS Compliance Portal and Energy Star Portfolio Manager (ESPM).**

Step 2 (Tier 1 buildings only)

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

WN-EUI values must be calculated and reported by a Qualified Person (QP). The 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, refer to Guidance Document BPS 006 – Energy Professionals on the BPS webpage or BPS Compliance Portal. If WN-EUI is calculated by a QP who is not registered with OR BPS, the application may be rejected.
To calculate WN-EUI:

- Create an 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 Qualified Person must submit a copy of the ESPM WN-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. Please refer to the last page for step-by-step instructions for all ESPM reports needed for this application.
- The building owner or Qualified Person 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 QP requests a connection with the OregonBPS account.
    2. The connection is accepted by OregonBPS.
    3. The building owner or QP shares their property (read only) with the OregonBPS account.

For more information about sharing access in ESPM, go to the ESPM webpage.

Remember to submit a copy of the ESPM WN-EUI report. The report must include the WN-EUI and the 12 months of energy data used to calculate WN-EUI (refer to the last page of this application for instructions). Connect ESPM with OregonBPS and share the property.

Step 3 (Tier 1 buildings only)

Enter the Energy Use Intensity target (EUIt) of the covered building (Tier 1 buildings only). To find the EUIt, use the OR BPS EUI Target Tool on the BPS webpage or BPS Compliance Portal. EUIt **values for Tier 1 buildings must be calculated and reported by a Qualified Person (QP)**.

EUIt values for buildings must be calculated and reported by a QP for Tier 1 buildings. The 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 or BPS Compliance Portal. If EUIt is calculated by a QP who is not registered with OR BPS, the application may be rejected.

Indicate whether WN-EUI exceeds EUIt by 15 units or more. Tier 1 buildings must have WN-EUI that exceeds their EUIt by 15 units or more to qualify for this incentive.

Remember to submit a copy of the OR BPS EUI Target Tool.

Step 4 (Tier 1 buildings only)

Enter the name of the Qualified Person who is calculating and reporting the WN-EUI and EUIt.

Step 5

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

Step 6

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 OR BPS team.

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 7

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

If the building is Multifamily Affordable Housing, attach evidence of Multifamily Affordable Housing.

Step 8

Applying for which building tier. Refer to the BPS webpage for building tiers.

Step 9

Check the Compliance Action(s) for which you are applying.

Note: Tier 2 buildings do not need to submit an EMP and O&M Program, complete an Energy Audit or meet their EUI target (i.e. Achieving Compliance) during this BPS compliance cycle. Therefore, Tier 2 buildings are strongly encouraged to only apply for the Energy Benchmarking and Reporting Compliance action.

Step 10

Write out the incentive calculation.

- Example 1: 50,000 square feet x $0.35 per square foot = $17,500.
- Example 2: (50,000 square feet x $0.35 per square foot = $17,500) + (50,000 square feet x $0.05 per square foot = $2,500) = $20,000.

Step 11

Enter the Total Incentive Amount **(do not exceed maximum amounts)**. Maximum incentive amounts are:

- $50,000 for Tier 1 buildings equal to or greater than 200,000 square feet
- $35,000 for Tier 1 buildings equal to or greater than 35,000 square feet but less than 200,000 square feet
- $10,000 for all Tier 2 buildings.
- $10,000 for the Energy Benchmarking and Reporting compliance action.

Step 12

After you have completed one or more compliance actions, complete Part II of the application. Contact ODOE at **Oregon.BPS.ECAPP@energy.oregon.gov** for instructions regarding Part II of the application and requesting payment.

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 ECAPP 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 ECAPP 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.
- 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.

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) (Tier 1 buildings only)

_____

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 is required to share their property (read only) with the OregonBPS account.

Yes ☐ **No** ☐

3A. Energy Use Intensity target (EUIt) (Tier 1 buildings only):

_____

3B. Does the WN-EUI exceed the EUIt by 15 units or more?

Reminder: If the WN-EUI does not exceed the EUIt by 15 units or more, the building is not eligible for an ECAPP incentive.

Yes ☐ **No** ☐

3C. Attached copy of completed EUI Target Tool (Tier 1 buildings only)?

Yes ☐ **No** ☐

4. Name of Qualified Person (QP) (Tier 1 buildings only):

_____

5A. Electric Utility Company:

_____

5B. Gas Utility Company:

_____

6A. Indicate type of property:

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

6B. What is the Activity Type of the building?

_____

7A. Is the building multifamily affordable housing?

Yes ☐ **No** ☐

7B. Attached evidence of multifamily affordable housing (if applicable)?

Yes ☐ **No** ☐

8. Applying for which building Tier?

Tier 1 ☐ **Tier 2** ☐

9. Applying for which compliance action?

- ☐ Energy Benchmarking and Reporting ($0.35/square foot)
- ☐ Energy Management Plan and Operations & Maintenance Program ($0.05/square foot)
- ☐ Energy Audit ($0.35/square foot)
- ☐ Achieving Compliance ($0.10/square foot)

10. Incentive Calculation:

_____

_____

11. Total Incentive Amount (Do not exceed maximum amounts):

$ _____

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