



Oregon Building Performance Standard

Early Compliance Action and Planning Program

INCENTIVE APPLICATION – Part 1

October 2025

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 2-4.

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. **Dec. 19, 2025**. Mailed applications must be received by the deadline. Mail to ODOE c/o BPS at 550 Capitol St. NE | Salem, OR 97301

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

Application Instructions

Step 1

Enter your Unique Building ID Number (UBID), Covered Building Address, Building Owner Information, Property/Building Manager Information 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](#).

Step 2 (Tier 1 buildings only)

Enter the Weather Normalized Energy Use Intensity (WN-EUI) of the covered building (Tier 1 buildings only; Tier 2 buildings do not need to calculate this to apply). **Weather Normalized Energy Use Intensity values for Tier 1 buildings must be calculated and reported by a Qualified Person.** For more information regarding a Qualified Person, see [Guidance Document BPS 006 – Energy Professionals](#) on the BPS webpage. To calculate the Weather Normalized Energy Use Intensity:

- Create an [Energy Star Portfolio Manager \(ESPM\)](#) account.
- Follow the instructions in [Guidance Document BPS 004 – Calculating Energy Use Intensity](#).
- It must be determined using 12 continuous months of a building's net energy use during the period no more than 24 months before calculating WN-EUI for this application.
- The building owner must share a copy of the ESPM Weather Normalized Site EUI report **and** share ESPM account access with ODOE's ESPM account (Username = OregonBPS).

Step 3 (Tier 1 buildings only)

Enter the Energy Use Intensity target of the covered building (Tier 1 buildings only). To find the Energy Use Intensity target, use the EUI Target Tool on the [BPS Incentives webpage](#). **Energy Use Intensity target values for Tier 1 buildings must be calculated and reported by a Qualified Person.**

- The building owner must share a copy of the completed EUI Target Tool for the covered building.

Step 4 (Tier 1 buildings only)

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

Step 5

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

Step 6

Indicate if the building is Multifamily Residential by answering 'Yes' or 'No'. Multifamily Residential means a covered multifamily building on contiguous property, containing five (5) or more sleeping or dwelling units where occupancy is primarily permanent in nature.

Step 7

Indicate if the building is Multifamily Affordable Housing by answering 'Yes' or 'No'. Multifamily Affordable Housing means a residential building for which the building owner provides proof of qualification 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 8

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

Step 9

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

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.

Step 12 (Tier 1 buildings only)

Attach 12 months of energy usage (e.g. utility bills).

Step 13

After you have completed one or more compliance actions, complete Part II of the application. Part II of the application will be available in early 2026.

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 Energy Use Intensity provided in this application is for eligibility purposes only and is not final. The final Energy Use Intensity will be submitted as part of Compliance Form C. ODOE may disqualify or revoke incentive payments due to misrepresentation of a building's Energy Use Intensity that affects eligibility.
- A building owner can submit applications for up to two buildings, whether they are single buildings or part of a campus or set of grouped buildings.
- Any buildings in a campus or set of grouped buildings that qualify for special Tier 2 status are 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 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):

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

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 *and* shared access to owner's ESPM account (Tier 1 buildings only)?

Yes

No

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

3B. Attached copy of 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:

6. Is the building multifamily residential?

Yes

No

7. Is the building multifamily affordable housing?

Yes

No

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

Yes

No

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):

\$ _____

12. Attached 12 months of energy usage (Tier 1 buildings only)?

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