



## **Energy Smart Design™ – Office Incentives for New Small Offices**

### **FREQUENTLY ASKED QUESTIONS**

- Q. How do I initiate an Energy Smart Design™ – Office (ESD Office) project?**
  - A. First, check with the new building electricity provider; then execute a participation agreement with that serving utility.
- Q. Is a sample of the building owner agreement available?**
  - A. Yes. A sample building owner agreement is posted on the ESD Office Web page at [www.bpa.gov/ESDOFFice](http://www.bpa.gov/ESDOFFice).
- Q. What kind of buildings qualify as ESD Office buildings?**
  - A. Banks, libraries, dental and medical offices qualify as ESD Office buildings.
- Q. What energy savings can I expect?**
  - A. Energy savings are estimated at two kilowatt-hours (kWh) per square foot for ESD Office Package A and one kWh per square foot for ESD Office Packages B and C.
- Q. How do the ESD Office specifications line up with the Core Performance Guidelines?**
  - A. The ESD Office specifications are directly aligned with the Advanced Building Core Performance Guidelines; several of the measures are enhanced strategies.
- Q. Can a building qualify for both lighting and ESD Office incentives?**
  - A. Only ESD Office Package B can qualify for both lighting rebates and ESD Office incentives.
- Q. Why aren't there any plug load measures in the package?**
  - A. Unfortunately, designers don't know what electric plug load equipment will be installed, especially in speculative buildings. The ESD Office Integrated Design measure requires that the designer and owner agree on the maximum plug load in order to right-size the HVAC system. Plug load incentives can be addressed separate from the ESD Office package.



**Q. Can incentives be provided just for window or HVAC measures?**

- A. No. All of the measures must be included in the new office building to qualify for the incentive.

**Q. Where are the specifications for ESD Office?**

- A. The ESD Office specifications are posted at  
<https://www.ptr.nwcouncil.org/outsidedocs.asp>

**Q. What is required to qualify for LEED?**

- A. Leadership in Energy and Environmental Design (LEED) requires at least two Energy and Atmosphere points. By including everything in the Advanced Building Core Performance package, a building can receive up to five Energy and Atmosphere points in the LEED new building prescriptive track. The ESD Office package provides incentives for the electrical savings associated with the LEED new building prescriptive track.

**Q. Who is responsible for providing documentation to the utility?**

- A. The design professional must provide all required documentation to the utility, including a letter certifying that all of the required items were installed and commissioned as specified.

**Q. How do I get my incentive?**

- A. Once the serving utility receives all required documentation, it can pay the incentive to the building owner. A documentation checklist can be found at [www.bpa.gov/ESDOFFice](http://www.bpa.gov/ESDOFFice).

**Q. Who can I contact for more information on the ESD Office package?**

- A. Contact your serving utility or contact Mira Vowles at  
[mkvowles@bpa.gov](mailto:mkvowles@bpa.gov) or (503) 230-4796.