



# Multi-Family Building Efficiency

Completing this form is the first step in determining whether or not your property will be eligible for the Multi-Family Building Efficiency (MFBE) program. For more information or questions, call 844.545.7455. Refer to terms and conditions on page 3 for qualification and program details. Please provide the highlighted information when you submit your application.

## Customer eligibility

The Multi-Family Building Efficiency program is available to multi-family property owners in Minnesota with electric service from Xcel Energy and natural gas service from either Xcel Energy or CenterPoint Energy.

## Customer information

**Select all that apply:**    Property owner    Property Management    Other (please specify) \_\_\_\_\_

Company name \_\_\_\_\_ Number of buildings participating in program \_\_\_\_\_

Contact name \_\_\_\_\_ Contact email \_\_\_\_\_

Contact phone \_\_\_\_\_ Contact fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Building information

A building is defined as the number of units under one roof with common areas and a common entrance.

Property name \_\_\_\_\_

Building address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Total number of units \_\_\_\_\_ Units vacant \_\_\_\_\_ Number of floors \_\_\_\_\_

Unit ownership:    Apartment    Condo    Year built \_\_\_\_\_ Building square footage \_\_\_\_\_

Qualified low-income housing\*    Yes    No    Unknown

Have you completed any energy efficiency upgrades in the past two years?    No    Yes

On-site contact name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## Utility information

Who is your gas utility provider?    Xcel Energy    CenterPoint Energy    No gas at building    Other

Who is your electric utility provider?    Xcel Energy    Other

For verification purposes, a copy of your recent utility bill(s) must be submitted with this application.

Natural gas account number(s) \_\_\_\_\_ Premise number(s) \_\_\_\_\_

Electric account number(s) \_\_\_\_\_ Premise number(s) \_\_\_\_\_

Who pays natural gas service? (Check all that apply)    Owner/landlord    Residents    N/A

Who pays electric service? (Check all that apply)    Owner/landlord    Residents

Comments \_\_\_\_\_

## Customer declaration

Your customer information is important to us. By signing below, you are as the property owner, building manager, or authorized representative, permitting the sharing of your buildings' energy usage data, your contact information and your account information with CenterPoint Energy, Xcel Energy, and the program implementer Energy Insight, Inc. solely for the Multi-Family Building Efficiency program operations. Additionally, you are authorizing the three companies to communicate with your equipment suppliers or vendors, and share project information to aid in implementation support and expedite the process. You also agree to receiving the above noted information via electronic transmittal. Your consent will be deemed valid throughout the duration of your participation in the Multi-Family Building Efficiency program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*To verify if your building qualifies for low-income housing, get more information at <http://mn.gov/commerce-stat/pdfs/conserve-prog-low-income-guide.pdf>  
If you are enrolling multiple buildings in the Multi-Family Building Efficiency program, complete building information on side 2.

**Building 2**

A building is defined as the number of units under one roof with common areas and a common entrance.

Property name \_\_\_\_\_

Building address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Total number of units \_\_\_\_\_ Units vacant \_\_\_\_\_ Number of floors \_\_\_\_\_

Unit ownership: Apartment Condo Year built \_\_\_\_\_ Building square footage \_\_\_\_\_

Qualified low-income housing\* Yes No Unknown

Have you completed any energy efficiency upgrades in the past two years? No Yes

On-site contact name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Utility information**

Who is your gas utility provider? Xcel Energy CenterPoint Energy No gas at building Other

Who is your electric utility provider? Xcel Energy Other

For verification purposes, a copy of your recent utility bill(s) must be submitted with this application.

Natural gas account number(s) \_\_\_\_\_ Premise number(s) \_\_\_\_\_

Electric account number(s) \_\_\_\_\_ Premise number(s) \_\_\_\_\_

Who pays natural gas service? (Check all that apply) Owner/landlord Residents N/A

Who pays electric service? (Check all that apply) Owner/landlord Residents

Comments \_\_\_\_\_

**Building 3**

A building is defined as the number of units under one roof with common areas and a common entrance.

Property name \_\_\_\_\_

Building address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Total number of units \_\_\_\_\_ Units vacant \_\_\_\_\_ Number of floors \_\_\_\_\_

Unit ownership: Apartment Condo Year built \_\_\_\_\_ Building square footage \_\_\_\_\_

Qualified low-income housing\* Yes No Unknown

Have you completed any energy efficiency upgrades in the past two years? No Yes

On-site contact name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Utility information**

Who is your gas utility provider? Xcel Energy CenterPoint Energy No gas at building Other

Who is your electric utility provider? Xcel Energy Other

For verification purposes, a copy of your recent utility bill(s) must be submitted with this application.

Natural gas account number(s) \_\_\_\_\_ Premise number(s) \_\_\_\_\_

Electric account number(s) \_\_\_\_\_ Premise number(s) \_\_\_\_\_

Who pays natural gas service? (Check all that apply) Owner/landlord Residents N/A

Who pays electric service? (Check all that apply) Owner/landlord Residents

Comments \_\_\_\_\_

## Terms and conditions

### Eligibility

The Multi-Family Building Efficiency program is available to owners of multifamily buildings with five or more units receiving electric service from Xcel Energy, and natural gas service from either CenterPoint Energy or Xcel Energy (Utilities). Only customers owning or managing multi-family dwellings providing long-term housing with a common entrance, common area and in-unit kitchens are eligible for program participation.

Failure to complete the application in full and provide the required supporting documentation will either delay the application process, or result in your application being denied per the sole discretion of CenterPoint Energy and Xcel Energy. Receipt of an application does not guarantee participation in the program.

All projects will receive a whole-building energy analysis and will be provided a report identifying potential energy efficiency improvements. All energy efficiency improvements eligible for program incentives must be initiated after the program energy analysis is conducted, and meet requirements for utility prescriptive or customer rebate programs offered by the Utilities. For custom measures, variances from the report estimates could make the overall project fail to meet the Utilities' cost-effectiveness requirements, impacting the potential for an incentive payment. Customers must work with the program implementer to verify the project equipment and related costs still qualify before purchases are made. Any energy efficiency improvement designed, ordered, or installed prior to the Multi-Family Building Efficiency energy analysis is not eligible for an incentive.

Improvements qualifying for the Multi-Family Building Efficiency program incentive must be completed, validated, and submitted within two years from the report delivery date. Improvements not completed, validated, and submitted within two years from the date of the report delivery will not be eligible for bonus incentives through the program.

All energy efficiency improvements are subject to verification inspection by the Utilities' program implementer and measurement and verification contractor to ensure the improvement is properly installed and operating. Owners must allow, if requested, the program implementer and measurement – and – verification contractor reasonable access to their building to verify the energy efficiency improvement.

Installation of qualifying energy efficiency improvements must be in an existing multi-family building. Newly constructed multi-family buildings do not qualify. Energy efficiency improvements to your multi-family building are eligible for an incentive if:

- Energy efficiency improvement follows requirements for utility prescriptive or custom rebate programs offered by the Utilities.
- Energy efficiency improvement replaces existing equipment used for the same purpose. Equipment additions to a multi-family building, which are not replacing existing equipment, do not qualify. New equipment that provides energy savings (e.g. energy management system) would be the exception to this rule.
- Energy efficiency improvement is installed by a qualified person or business holding all appropriate insurance, permits, and licenses required for the specific installation.
- Energy efficiency improvement meets or complies with all applicable building, local, state and federal codes, standards, ordinances, regulations, and manufacturer specifications.

### Program parameters

- Custom projects must pass the cost-effectiveness tests as approved by Minnesota regulators as the primary test used to evaluate the cost effectiveness of programs included in the Utilities' Demand-Side Management (DSM) program.
- Custom incentives may not exceed the total purchase price of the energy efficiency improvements.
- The total amount of rebates, plus incentive payment, does not imply any warranty of equipment, design or installation by the Utilities or representation of fitness for any particular purpose.
- The Utilities will issue incentives in the form of checks, not credits on utility bills or other invoices.
- The Utilities shall not be responsible or liable for any damage to personal property or other damage or injury caused by the improvement.
- The Utilities do not guarantee any energy savings. In any case, the Utilities' potential liability shall be limited to the amount of the incentive paid.
- The Utilities reserve the right to adjust the incentive amount based on project changes.
- The Utilities reserve the right to perform a pre- and post-installation energy testing or to request the customer provide energy savings verification.
- The Utilities may provide a 60-day notice of change or cancellation to program rules, offers, or product eligibility.
- Customers are responsible for ensuring that equipment installed for this program meets all applicable codes, standards, and regulatory requirements.
- Building owner/property management must be present in each unit at the time of the audit and direct install.
- If you are a CenterPoint Energy customer, your building(s) will be automatically enrolled in the Energy Data Portal using the email address provided on this application. Energy Data Portal from CenterPoint Energy offers a secure, online solution to request and receive whole-building natural gas energy use data. After enrollment, you will have the option to automatically transfer this information to ENERGY STAR® Portfolio Manager for energy benchmarking purposes.

**Incentive Payment Invoice Requirements**

To earn your incentive, there are a few steps required during the implementation stage. We will need detailed installation invoices from vendors that include:

- Invoice number and date
- Customer premises number or installation address
- Manufacturer names and model numbers for installed equipment
- Equipment quantities
- Equipment cost per unit
- If equipment was self-installed, please include a labor cost, including the install time and rate of pay of the installer.

**Specifications (if applicable)**

If you are applying for a rebate for measures requiring ENERGY STAR® or DesignLights Consortium-qualified products, you must include a screenshot of the product's listing on the applicable website showing details.

**Sample invoice**

| <b>ABC Sales/Installation and Service Company</b><br><b>17458 Middle of the City</b><br><b>Anywhere, USA 11111</b> |   | <b>Invoice # 12345</b><br><b>Date 1/1/16</b>                             |                       |          |
|--|---|--|-----------------------|----------|
| Bill to:<br>Customer A<br>789 Anywhere St.<br>Minneapolis, MN 55400-0000   |   | Ship to:<br>Customer A<br>789 Anywhere St.<br>Minneapolis, MN 55400-0000 |                       |          |
|  |   | PO No.<br>Bill   | Terms<br>2% 10 net 30 |          |
|  | Description/Part  | Qty  | Unit                  | Total    |
| #1   | Install new six (6) new BCC MFZ08,3 hp VFD, pressure transducer, and sensor Job   | 6  | \$400                 | \$2,400  |
| #2   | Modifications to Building Controls including installing two (2) BCC 10 hp return fan VFD, Model JLZ462x Serial Number xc125fg. Engineering, programming, graphics, materials and installation | 2  | \$1,000               | \$2,000  |
| #3   | All BCC products: Three (3) – ALZ 1830, 40 hp   | 3  | \$2,400               | \$7,200  |
| #4   | Two (2) AFZ 1640, 30 hp   | 2  | \$2,400               | \$4,800  |
| #5   | Installation of EMS system, programming and integration of HVAC sequence of operations requirements   | 1  | \$8,990               | \$8,990  |
| #6   | Install ABB ACS800-U1-0020-2, 20 hp VFD on water well pump #6   | 1  | \$1,600               | \$1,600  |
| #7   | Install ABB ACS800-PC-0210-5, 200 hp VFD on water well pump #4  | 1  | \$8,000               | \$8,000  |
|  | Thank you for your business. Please remit payment to: ABC Sales/Service   |  | Total                 | \$34,990 |

Hand write the Energy Conservation Opportunity (ECO) number from the Summary of Opportunities in your audit report on each of your vendor invoices before submitting to Energy Insight, our program implementer.

