



# Multi-Family Building Efficiency Application

For more information or questions, please contact us at 844-545-7455 or mfbe@frontierenergy.com. Refer to terms and conditions on page 4 for qualification and program details. Please provide the **highlighted** information when you submit your application. You may submit your signed application electronically by clicking "Submit Signed Form" in the upper left corner of the page or emailing directly to mfbe@frontierenergy.com.

## Company information (Rebate applicant)

**Name of your position** (please select all that apply):  Property owner  Property management  Other (please specify) \_\_\_\_\_

Company name \_\_\_\_\_

Applicant contact name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Efficiency Project Contact (if applicable) \_\_\_\_\_ Company billing address \_\_\_\_\_

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

Contact phone number \_\_\_\_\_ Can we text?  Yes  No

## 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 \_\_\_\_\_ Number of bathrooms (per building) \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Unit ownership:  Condo  Co-op  Apartment Year built \_\_\_\_\_

Heating type:  Electric  Forced air  Furnace  Boiler  Other \_\_\_\_\_

Qualified low-income housing\*  Yes  No  Unknown

Have you had an energy efficiency audit with another program done in the past two years?  Yes  No

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

## 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 all recent company-paid utility bill(s) must be submitted with this application.**

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

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

Who pays natural gas service? (Check all that apply)  Owner/landlord  Residents  Association or alternate payer

Who pays electric service? (Check all that apply)  Owner/landlord  Residents  Association or alternate payer

How did you hear about this program:  Returning customer  Local municipality /city referral  Direct mail  Email

Other marketing (please specify) \_\_\_\_\_  Word of mouth (please specify) \_\_\_\_\_  Utility account manager

## 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 property's 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 Z.

**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 \_\_\_\_\_ Number of bathrooms (per building) \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Unit ownership:  Condo  Apartment Year built \_\_\_\_\_

Heating type:  Electric  Forced air  Furnace  Boiler  Other \_\_\_\_\_

Qualified low-income housing\*  Yes  No  Unknown

Have you had an energy efficiency audit with another program done in the past two years?  Yes  No

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

Contact phone \_\_\_\_\_ Contact email \_\_\_\_\_

Premises number \_\_\_\_\_ Premises number \_\_\_\_\_ Premises number \_\_\_\_\_

**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 \_\_\_\_\_ Number of bathrooms (per building) \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Unit ownership:  Condo  Apartment Year built \_\_\_\_\_

Heating type:  Electric  Forced air  Furnace  Boiler  Other \_\_\_\_\_

Qualified low-income housing\*  Yes  No  Unknown

Have you had an energy efficiency audit with another program done in the past two years?  Yes  No

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

Contact phone \_\_\_\_\_ Contact email \_\_\_\_\_

Premises number \_\_\_\_\_ Premises number \_\_\_\_\_ Premises number \_\_\_\_\_

**Building 4**

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 \_\_\_\_\_ Number of bathrooms (per building) \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Unit ownership:  Condo  Apartment Year built \_\_\_\_\_

Heating type:  Electric  Forced air  Furnace  Boiler  Other \_\_\_\_\_

Qualified low-income housing\*  Yes  No  Unknown

Have you had an energy efficiency audit with another program done in the past two years?  Yes  No

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

Contact phone \_\_\_\_\_ Contact email \_\_\_\_\_

Premises number \_\_\_\_\_ Premises number \_\_\_\_\_ Premises number \_\_\_\_\_

**Building 5**

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 \_\_\_\_\_ Number of bathrooms (per building) \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Unit ownership:  Condo  Apartment Year built \_\_\_\_\_

Heating type:  Electric  Forced air  Furnace  Boiler  Other \_\_\_\_\_

Qualified low-income housing\*  Yes  No  Unknown

Have you had an energy efficiency audit with another program done in the past two years?  Yes  No

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

Contact phone \_\_\_\_\_ Contact email \_\_\_\_\_

Premises number \_\_\_\_\_ Premises number \_\_\_\_\_ Premises number \_\_\_\_\_

**Building 6**

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 \_\_\_\_\_ Number of bathrooms (per building) \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Unit ownership:  Condo  Apartment Year built \_\_\_\_\_

Heating type:  Electric  Forced air  Furnace  Boiler  Other \_\_\_\_\_

Qualified low-income housing\*  Yes  No  Unknown

Have you had an energy efficiency audit with another program done in the past two years?  Yes  No

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

Contact phone \_\_\_\_\_ Contact email \_\_\_\_\_

Premises number \_\_\_\_\_ Premises number \_\_\_\_\_ Premises number \_\_\_\_\_

## Terms & Conditions and Eligibility

### Terms & Conditions

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.

### 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.

- 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.

