



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.

Management company or property owner

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 ☐ Both Year built _____ Building square footage _____
Qualified Low Income housing* ☐ Yes ☐ No ☐ Unknown
Parking: Lot _____ sq. ft. Underground _____ sq. ft. Detached garage _____ sq. ft. Attached garage _____ sq. ft. ☐ None
Have you completed any energy efficiency upgrades in the past two years? ☐ No ☐ Yes
On-site contact name _____ Email _____
Phone _____ Fax _____

Utility information

Check the box of your provider: ☐ Electric service with Xcel Energy **and** natural gas service with CenterPoint Energy
☐ Electric **and** natural gas service with Xcel Energy

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

Natural gas account number(s) _____ Premises number(s) _____

Electric account number(s) _____ Premises number(s) _____

Are individual resident units master metered? ☐ Natural Gas ☐ Electric Are individual resident units individually metered? ☐ Natural Gas ☐ Electric

Comments _____

Customer declaration

Your customer information is important to us. We will keep your information accessible only to CenterPoint Energy, Xcel Energy and the program implementer Energy Insight, Inc. solely for the Multi-Family Building Efficiency program operations. By signing below, you are as the property owner or building manager, permitting the sharing of your buildings' energy usage data, your contact information and your account information between the three companies only for the Multi-Family Building Efficiency program. 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 ☐ Both Year built _____ Building square footage _____

Qualified Low Income housing* ☐ Yes ☐ No ☐ Unknown

Parking: Lot _____ sq. ft. Underground _____ sq. ft. Detached garage _____ sq. ft. Attached garage _____ sq. ft. ☐ None

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

On-site contact name _____ Email _____

Phone _____ Fax _____

Utility information

Check the box of your provider: ☐ Electric service with Xcel Energy **and** natural gas service with CenterPoint Energy
☐ Electric **and** natural gas service with Xcel Energy

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

Natural gas account number(s) _____ Premises number(s) _____

Electric account number(s) _____ Premises number(s) _____

Are individual resident units master metered? ☐ Natural Gas ☐ Electric Are individual resident units individually metered? ☐ Natural Gas ☐ Electric

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 ☐ Both Year built _____ Building square footage _____

Qualified Low Income housing* ☐ Yes ☐ No ☐ Unknown

Parking: Lot _____ sq. ft. Underground _____ sq. ft. Detached garage _____ sq. ft. Attached garage _____ sq. ft. ☐ None

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

On-site contact name _____ Email _____

Phone _____ Fax _____

Utility information

Check the box of your provider: ☐ Electric service with Xcel Energy **and** natural gas service with CenterPoint Energy
☐ Electric **and** natural gas service with Xcel Energy

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

Natural gas account number(s) _____ Premises number(s) _____

Electric account number(s) _____ Premises number(s) _____

Are individual resident units master metered? ☐ Natural Gas ☐ Electric Are individual resident units individually metered? ☐ Natural Gas ☐ Electric

Comments _____

Terms and conditions

Eligibility

Multi-Family Building Efficiency (MFBE) program is available to owners of multi-family buildings 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 with a common entrance and common area, in-unit kitchens, and with the property's primary purpose to provide long-term housing for its residents 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. Receipt of an application does not guarantee participation in the program.

All projects will receive a whole-building audit and will be provided an audit report identifying potential energy efficiency improvements. All energy efficiency improvements eligible for incentives must be initiated after the program audit is conducted, and align with cost and equipment estimates identified in the audit report. Variances from the audit 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 MFBE audit is not eligible for an incentive.

Customers with qualifying improvements will receive an incentive approval letter and an updated audit report identifying the approved project bundle of measures and anticipated costs approved and agreed to by the customer and utility for the incentive. Those who do not qualify will be directed to other rebate programs offered by the Utilities.

Improvements qualifying for the MFBE program incentive must be completed, validated, and submitted within two years from the date of the site visit. Improvements not completed, validated, and submitted within two years from the date of the audit will be required to have a new audit site visit at the customer's expense.

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 all estimated cost and equipment specific, energy efficiency, and program requirements as outlined in the program audit report.

- 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 and regulations, and manufacturer specifications.

Program parameters

- Projects must pass the cost-effectiveness tests drawn from the California Standard Practice Manual (July 2002) published by the California Measurement Advisory Council 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.
- Incentives may not exceed the total purchase price of the energy efficiency improvements. The only costs eligible for incentives are the cost of installing approved energy-related measures.
- 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.
- The MFBE program participant may receive an incentive or rebate from only one Utility program path. Should the participant decide to apply for rebates on the individual measures identified in the MFBE audit, they will no longer be eligible to receive an incentive through the MFBE program.
- Building owner/property management must be present in each unit at the time of the audit and direct install.

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

ABC Sales/Installation and Service Company 17458 Middle of the City Anywhere, USA 11111		Invoice # 12345 Date 1/1/16		
Bill to: Customer A 789 Anywhere St. Minneapolis, MN 55400-0000		Ship to: Customer A 789 Anywhere St. Minneapolis, MN 55400-0000		
		PO No. Bill	Terms 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.

