



# Multifamily Program Project Request Form

Effective September 1, 2024 – July 31, 2027

The Multifamily Program is a part of CPS Energy's Sustainable Tomorrow Energy Plan (STEP). This program is designed to provide energy savings through energy efficient improvements to limited-income customers who live in multifamily properties.

## Required Documentation

- Request Form completed and signed by the Program Participant
- Property Eligibility Documentation (confirming non-profit status or income-qualified)
- Unit directory, site map (if available), all floor plans

Once all required proper documentation is received, your application process will begin. An on-site assessment will be scheduled within 5-7 business days of approval of project request form submittal.

## Project Request Form Submittal

Please email Project Request Form and property eligibility documentation to: [cpsenergymultifamily@clearesult.com](mailto:cpsenergymultifamily@clearesult.com)

To learn about the program, please visit: [CPSEnergy.com/Multifamily](https://CPSEnergy.com/Multifamily)

# Multifamily Program Project Request Form

## A. Property Information (All fields in this section are required)

|   |  |        |  |                     |  |
|---|--|--------|--|---------------------|--|
| Property Name:  |  |        |  | Year Built:         |  |
| Property Address(es):   |  |        |  | County:             |  |
| City:   |  | State: |  | Zip:                |  |
| On-Site Property Manager Name:  |  |        |  |                     |  |
| Phone Number:   |  |        |  | Site Contact Email: |  |
| Property Owner's Legal Name:  |  |        |  | Tax ID:             |  |
| Contact Name:   |  | Phone: |  | Email:              |  |
| Management Company Name:  |  |        |  | Management Email:   |  |
| Has property been previously weatherized by CPS Energy or another agency? |  |        |  |                     |  |

|                                    |   |   |   |                       |   |
|------------------------------------|---|---|---|-----------------------|---|
| Total # of Units at this Property: |   | All units individually electric metered (not submetered)?<br>Every tenant must have their own CPS Energy account. |   |                       |   |
| Existing Heating Type              | <input type="checkbox"/> Electric <input type="checkbox"/> Gas<br><input type="checkbox"/> Boiler | Existing Cooling Type   | <input type="checkbox"/> Electric <input type="checkbox"/> Gas<br><input type="checkbox"/> Boiler <input type="checkbox"/> Window A/C | Hot Water Supply Type | <input type="checkbox"/> Electric <input type="checkbox"/> Gas<br><input type="checkbox"/> Boiler |

|                           | Example | Unit Types |  |  |  |  |  |
|---------------------------|---------|------------|--|--|--|--|--|
| Total # of each unit type | 25      |            |  |  |  |  |  |
| # of floors               | 2       |            |  |  |  |  |  |
| # of Bedrooms/unit        | 1       |            |  |  |  |  |  |
| # of Bathrooms/unit       | 1       |            |  |  |  |  |  |
| Square feet/unit          | 450     |            |  |  |  |  |  |

## B. Property Eligibility

Please select property type:

**501(c)3**  
Please provide most recently submitted IRS Form-990, Certificate of Formation (Secretary of State), or W-9 Form

**>25% tenants receive low-income assistance**  
If selecting 25% option, please provide tenant roster and select any of the following programs that the tenants/complex participate in:

|   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Affordable Housing<br><input type="checkbox"/> HOME Rental Housing<br><input type="checkbox"/> Low-Income Housing Tax<br><input type="checkbox"/> Multifamily Bond Program | <input type="checkbox"/> Public Housing Authority (Texas Housing Association)<br><input type="checkbox"/> Rural Rental Section 515 (FMHA)<br><input type="checkbox"/> Section 811 Project Rental Assistance Program | <input type="checkbox"/> Texas Housing Trust Fund<br><input type="checkbox"/> Project-Based Section 8<br><input type="checkbox"/> Land Use Restrictive Agreement (LURA) | <input type="checkbox"/> Other income-qualifying housing program:<br>_____<br>_____<br><input type="checkbox"/> Not Applicable |
|---|---|---|--|

### Declaration of Income Statement

\_\_\_\_ (Initial) I certify that the above information for the income of all household members 18 years and older is true and correct to the best of my knowledge and belief. I understand that the information will be verified to the extent possible and that I may be subject to prosecution for providing false or fraudulent information.

## C. Tier One Measures (program may pay up to 100% of the project) - Select at least 1 measure

HVAC Tune-up (units must have working central AC and heating)

Attic Insulation (insulation levels must be able to be raised to a minimum of R10)

Smart Thermostats (replacement of existing non-ENERGY STAR® certified thermostats only)



## D. Tier Two Measures (program may pay up to 100% of the project) - Select at least 2 measures

- Low-Flow Showerheads (existing showerheads must be 2.5 GPM or greater)
- Low-Flow Faucet Aerators (existing faucet aerators must be 2.2 GPM or greater)
- Air Sealing/Air Infiltration Reduction (dependent on results of blower door testing)
- Lighting Upgrades (replacement of existing incandescent or halogen bulbs with LEDs)
- Solar Screens (south and west windows only, gas heated units only)

## E. Tier Three Measures (higher co-funding required from Program Participant) - Optional

- HVAC Replacement
- Duct Replacement/Repair
- Water Heater Replacement
- Window Replacement
- Window A/C units (units must not have existing central A/C)
- Custom (please describe): \_\_\_\_\_

### ENERGY STAR Appliances:

- Ceiling Fans
- Clothes Washers
- Dryers
- Dishwashers
- Refrigerators/Freezers

- Electric Vehicle Supply Equipment
- Other (please describe): \_\_\_\_\_

## F. Terms and Conditions

- 1. Eligibility.** The project must be completed on a multifamily complex located within the CPS Energy service area. A multifamily complex is any residential building containing five or more rental units on one complex or a combination of adjoining duplex or triplex units. This rebate does not qualify for new/existing properties that have received any CPS Energy rebates within the last 5 years. During any part of the process, if a health or safety issue is discovered, work will cease and not proceed until the issue(s) are resolved by the Program Participant.
- 2. Access.** Program Participant agrees to allow CLEAResult, CPS Energy, or designated Trade Ally to access its facilities, energy use data, and cost information for the purposes of implementing the Program.  
  
Program Participant stipulates and agrees to fully cooperate with CLEAResult, CPS Energy, and the designated Trade Ally. Additionally, a designated agent or representative over 18 years of age will be available for all phases of the process (assessment, installation, and inspections).  
  
If the Program Participant assigns a Trade Ally to the project, the Trade Ally represents that by signing the Letter of Intent (LOI) indicating they have obtained the Program Participant's permission to install energy efficiency measures under the LOI.
- 3. Verification.** CLEAResult, CPS Energy, and the Trade Ally are permitted to examine and take photographs of the interior or area of the interior and exterior of the complex to verify if the complex is eligible for the Program. All information and documentation submitted by the Program Participant or Trade Ally are subject to verification.  
  
All work is subject to inspection(s) by CPS Energy or its designated agent to ensure the work was performed as represented.  
  
CLEAResult and CPS Energy reserve the right to reject the rebate amount requested if the proper documentation cannot be verified and/or if work performed or product(s) installed was not done in accordance with Program standards or these Terms and Conditions.

- 4. Assessment/Inspection.** The assessment is solely to determine if the complex meets the Program guidelines and is not a commitment or guarantee that the complex will qualify for the Program. If items are found that disqualify the complex, the Program Participant is permitted to make recommended or required repairs or alterations to the property and reapply for the Program.

Any assessment or inspection performed in accordance with this Program is not a detailed or thorough inspection of the complex and its systems. Nor is the assessment designed to uncover any defect or condition of the property. Accordingly, CPS Energy and CLEAResult make no representation or warranty of any kind as to the absence of defect or condition of the property. Program Participant stipulates and agrees that any assessment or inspection performed by CLEAResult and CPS Energy, or its Trade Allies, shall not be relied on for any purpose.

The assessment may require CLEAResult or a Trade Ally to drill small holes in the walls of the property to inspect for insulation. Program Participant stipulates and agrees that CPS Energy and CLEAResult are not responsible for cleaning of the unit or contents necessary as a result of the drilling nor responsible for any repairs to the wall or damage to wiring, plumbing, or any other item concealed by the wall.

CLEAResult, CPS Energy or a Trade Ally shall be permitted to use any test equipment (blower door test equipment, moisture meter, voltage detector, and other test equipment as necessary) it deems reasonable and necessary to determine what measures are needed and if the unit qualifies for the Program. In conjunction therewith, CLEAResult, CPS Energy or a Trade Ally may use test equipment to determine if gas appliances in the units are operating within the normal CO range. Program Participant is obligated to immediately repair any gas leak detected or other issues detected and ensure any and all gas appliances are properly serviced/maintained and vented.

5. **Project Timeline.** Applications and supporting documents must be submitted prior to the start of work. The project must be completed between September 1, 2024 – July 31, 2025.

6. **Permitting.** To qualify for the rebate, all measures must be installed by a Trade Ally licensed in the State of Texas. Trade Allies shall secure and pay for all permits, governmental fees, and licenses necessary for the proper completion of the project. Upon request, the installer shall provide CLEAResult with a copy of the electrical permit or the green tag inspection.

7. **Program Discretion.** The Program Participant stipulates and agrees that the Program's purpose is energy savings and that it is not a complex remodeling program. The Program will not make any roof, electrical, plumbing, structural, foundation, or cosmetic repairs to the property. The Program will not repair any dangerous defect or condition discovered during the work. The Program does not offer paint inside or outside the complex, replacement of siding, paneling, or other building envelope systems, or repair of any damage to windows, doors, or walls that occurs during the inspection, assessment and/or installation process.

Solar screens will only be installed per the Program guidelines for energy savings. They will not be installed as bug screens or for aesthetic/cosmetic purposes. No solar screens will be installed on the North side of any complex, on windows underneath overhangs of 36" or more, or windows that are shaded by trees, bushes, or other structures such as garages, carports, or the like.

Rebates are available on a first-come, first-served basis. Rebate amounts and offerings are subject to change or

termination without notice at the sole discretion of CPS Energy. The rebate amount will not exceed the cost of the project.

8. **Assignment.** The Program Participant shall not assign its rights or obligations under the Program or these Terms and Conditions, or any part thereof, without the prior written consent of CLEAResult and CPS Energy. Further, the Program Participant shall not assign any of the rebate payment under the Program or these Terms and Conditions without the prior written consent of CLEAResult and CPS Energy. If the Program Participant does not obtain CLEAResult's and CPS Energy's prior written consent, any purported assignment or delegation shall be null and void. These Terms and Conditions shall bind and inure to the Program Participant's permitted successor or assignee.

9. **Payment.** To qualify for rebates, all measures must be installed by a Trade Ally registered with CLEAResult and licensed within the State of Texas. Once the completed paperwork is submitted, rebate payments are made within 60 days. All rebate checks are payable to the Program Participant on record unless otherwise designated via the Payment Release Form.

If the payment is to be made payable to the installing Trade Ally, the Program Participant must sign the Payment Release form acknowledging the rebate transfer. The rebate discount must be shown as a credit on the final invoice.

CLEAResult and CPS Energy reserve the right to refuse payment and participation if the Program Participant or Trade Ally violates these program Terms and Conditions. Any incomplete or missing documentation will delay the rebate payment and may result in the forfeiture of funds.

## Disclaimers

CLEAResult and CPS Energy are not responsible or liable for any damages, breakages, or injuries at the complex or to the real property and improvements that occur during the course of the project, including, but not limited to, the assessment, installation, and final inspection phases. Moreover, CLEAResult and CPS Energy are not responsible or liable for any damage, breakage, or other injury to any tenant or occupant's personal property. Program Participant agrees to defend, indemnify, and hold harmless CLEAResult and CPS Energy and its contractors from any such damage, breakage, expense, or injury that occurs during the weatherization work or arises out of the Program regardless of how the damage, breakage, or injury occurred. To the extent allowed by law, the Program Participant agrees to defend, indemnify, and hold harmless CLEAResult and CPS Energy and its contractors, affiliates, officers, employees, agents, and representatives against any and all losses, damages, expenses, costs, and other liabilities arising from any injury or claim related to or resulting from any product(s) installed or service(s) performed during or as a part of the multifamily weatherization program. Neither CLEAResult, CPS Energy nor the Program Participant shall be liable to each other for any incidental, special, indirect, or consequential damages related to this agreement. No warranty of any kind, whether statutory, written, oral, or implied, will apply. To the extent permitted by law, by accepting a rebate under the Program from CPS Energy, the Program Participant waives and disclaims any express or implied warranty that may arise by contract or by law and further stipulates and agrees that the Program Participant bears the sole risk associated with all materials installed and services performed under the Program.

**I have read, acknowledged, and agree to the terms and conditions stated above. I understand that proof of eligibility documentation will be used for the purpose of processing my Multifamily Project Request Form. Once accepted, CLEAResult will request to perform an on-site assessment of measures referenced above.**

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

