



Multifamily Program Project Request Form

Effective September 1, 2024 – July 31, 2025

The Multifamily Program is a part of CPS Energy's Sustainable Tomorrow Energy Plan (STEP), which aims to reduce the community's demand for energy by 410 megawatts (MW) over 5 years with equitable programs designed to help customers save energy and money.

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)

An onsite assessment will be scheduled within 3 business days of receipt of project request form submittal.

Project Request Form Submittal

Please email Project Request Form and property eligibility documentation to:

cpsenergymultifamily@clearResult.com

To learn about the program, please visit:

CPSEnergy.com/Multifamily



Multifamily Program Project Request Form



A. Property Information

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 perviously weatherized by CPS Energy or another agency?

Total # of Units at this Property:		All units individually electric metered (not submetered)?	
Existing Heating Type		Existing Cooling Type	
		Hot Water Supply Type	

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

B. Property Eligibility

Please select type of property eligibility :

- 501(c)3**
Please provide most recently submitted IRS Form-990, Certificate of Formation (Secretary of State), or W-9 Form
- >25% tenants recieve low-income assistance**
If selecting 25% option, please provide tenant roster and select any of the following programs that the tenants/complex participate in:
 - Affordable Housing
 - HOME Rental Housing
 - Low-Income Housing Tax
 - Multifamily Bond Program
 - Public Housing Authority (Texas Housing Association)
 - Rural Rental Section 515 (FMHA)
 - Section 811 Project Rental Assistance Program
 - Texas Housing Trust Fund
 - Project-Based Section 8
 - Land Use Restrictive Agreement (LURA)
 - Other income-qualifying housing program:

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 (attics must have existing insulation at R8 – approximately 4” – or less)
- Wall Insulation (existing walls must not be insulated)
- 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 by 2.0 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	ENERGY STAR® Appliances:	
Duct Replacement/Repair	Ceiling Fans	Refrigerators/Freezers
Water Heater Replacement	Clothes Washers	Electric Vehicle Supply Equipment
Window Replacement	Dryers	Other (please describe):
Window A/C units (units must not have existing central A/C)		
Custom (please describe):	Dishwashers	

F. Terms and Conditions

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.

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.

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 reserves 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.

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 makes 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.

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.

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.

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.

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.

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.

