

## PARTICIPANT INFORMATION

Property Owner Company	Property Name
Property Street Address	Property City, State, Zip
Number of Dwelling Units	Owner Primary Contact Name
Owner Primary Contact Phone	Owner Primary Contact Email

## BENCHMARKING

Benchmarking allows the Low Income Weatherization Program for Multifamily Properties (LIWP-MF) to monitor existing conditions, energy efficiency upgrades, and renewable energy generation for the duration of the program. As a LIWP-MF Participant, your property will be required to provide utility data to the program through the WegoWise and/or Utility API platforms to track pre- and post-retrofit energy consumption trends. This service will be provided free of charge by the LIWP Program as part of program enrollment. If your property already has an existing WegoWise account, please indicate below, and you may proceed to the next section of the Intent to Proceed Form.

Does your property have an existing WegoWise account?  Yes  No

If you do not have an existing WegoWise account, please proceed to the following link and complete the form to provide LIWP access to your existing utility data. Please be sure to provide access to all utility accounts for the property: [https://utilityapi.com/authorize/aea\\_data](https://utilityapi.com/authorize/aea_data)

In addition to providing access to your utility data, please provide your most recent utility bill for all owner-paid utility accounts associated with the property. This will assist the program in confirming that the correct utility data has been accessed.

If you have already benchmarked your property for local compliance, or have your utility data already configured, within ENERGY STAR Portfolio Manager (ESPM), you can share this data with the LIWP Program. If data is shared in this manner, you must confirm that all meters at the property are included and that you are providing AEA "Full Access" within ESPM. Please inform your Technical Assistant when you have sent a connection request in ESPM to ensure the connection is accepted. Instructions on how to share your data with the LIWP Program can be found by following this [link](#).

- Yes, I have attached recent copies of bills for each owner-paid utility account at this property
- Yes, I have completed this step to share my utility data with the LIWP Program

Please confirm whether the property address listed above is the only address associated with your utility meters:

- Yes, the property's utility meters are only associated with this address.
- No, there are additional addresses that are associated with this property's utility meters. I understand that I will need to provide supplemental information including these additional addresses to my assigned technical analyst in order to proceed.

## REQUIRED IN-UNIT MEASURES

All LIWP-MF program participants must install the following in-unit measures as part of the scope of work to meet minimum program requirements. If the residences already comply with the specifications listed below or are not applicable, no additional work is required.

- Low flow kitchen aerators (less than or equal to 1.8 gpm at 60 psi)
- Low flow bathroom aerators (less than or equal to 1.2 gpm at 60 psi)
- Low flow showerheads (less than or equal to 1.8 gpm at 80 psi)
- Replace all incandescent and halogen bulbs with LED equivalent
- Replace any refrigerator that was manufactured on or before 1999 and is rated for 750 kWh annual consumption or more
- Duct sealing:
  - Where ducts or plenums are accessible, seal seams and connections with mastic
  - Seal supply boots to drywall with caulk
- Comply with program combustion safety requirements (see section 20)

## INTENT TO PROCEED

The purpose of the intent to proceed form is for the Participant to demonstrate that they are earnest about proceeding with the Program. If the Participant cancels or removes their project from the Program prior to incentive reservation, the Program reserves the right to require a good faith deposit from owners prior to performing any subsequent technical assistance at any of their properties.

If unforeseen complexities of Participant's project cause the Participant to withdraw from participation in the Program, Participant will notify the Program in writing as soon as possible. In these circumstances, it may, at the Program's discretion, be required for the Participant to submit a good faith deposit for subsequent applications to the Low Income Weatherization Program. This will help cover program costs associated with performing site visits and other technical assistance should future applications be withdrawn from the program.

By signing below, Participant acknowledges the statement above and agrees to use best efforts to proceed with Participant's participation and installation of energy efficiency and renewable energy measures in the Low Income Weatherization Program (the Program). By signing this document, the Participant hereby accepts the Terms and Conditions. Participant agrees to provide the LIWP Technical Assistance Provider (TA) with on-site access to conduct an energy audit and will work with the TA Provider to provide access to a sampling of dwelling units, common areas, and mechanical rooms, as requested for Participant's project. Within 15 calendar days from the receipt of the Program-provided energy audit report, Participant agrees to conduct a follow up call or meeting with Program representatives to discuss the upgrade opportunities. Following such a call, Participant agrees to proceed in good faith to develop and finalize a program-eligible scope of work and proceed with the incentive reservation form, indicating which measures Participant intends to install at the property.

By signing below, I authorize the Association for Energy Affordability, Inc. (AEA) to create a WegoWise account and give authorization through Utility API if the property does not yet have an existing account, or to access an existing account.

By signing below, I authorize the Program to access my building's energy usage and generation data for common area meters, aggregated tenant data, and solar PV systems as described in Section 22 of the Eligibility Requirements and Other Terms and Conditions.

\_\_\_\_\_  
Participant Printed Name, Title

\_\_\_\_\_  
Participant Organization

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

## ELIGIBILITY REQUIREMENTS AND OTHER TERMS AND CONDITIONS

### 1. DEFINITIONS. The following terms shall have the meanings set forth below:

- (a) "Agreement" means, collectively, Energy Efficiency Incentive Reservation & Participation Agreement Form and these Terms and Conditions.
- (b) "Assessment" means a Program-approved whole building energy audit performed by the Program-approved Service Provider.
- (c) "Building" means a multifamily residence or a homeless shelter.
- (d) "Combustion Appliance" means an appliance that burns combustible fuel for heating, cooking, or decorative purposes including, without limitation, space heaters, ranges, ovens, stoves, furnaces, water heaters, and clothes dryers.
- (e) "Combustion Appliance Safety" or "CAS" means the test procedure for use in the Program.
- (f) "Disadvantaged Communities" means census tracts throughout California that have been designated and scored by the California Environmental Protection Agency as being at or above the 75th percentile using the methodology in CalEnviroScreen 4.0 for ranking communities burdened by environmental and socioeconomic issues.
- (g) "Field Quality Control Inspector" "Field QC" means an individual instructed by Program Approved Service Provider or CSD to perform an on-site inspection of the completed SOW by qualified Contractor, verifying the proper installation of the Upgrade(s), accuracy of the test-out data and CAS results, and remediation of CAS issues or other corrective actions identified.
- (h) "Participant" means the Owner or Property Manager of a Building.
- (i) "Program" means the California Department of Community Services and Development (CSD) Low Income Weatherization Program – Multifamily (LIWP-MF).
- (j) "Project" means the Upgrade(s) to be installed as set forth in the SOW.
- (k) "Scope of Work" (SOW) refers to the work plan for the Project and describes the nature and scope of the services, the Upgrades to be installed, completion dates and other pertinent information regarding the Project. The SOW is included in the Participation Agreement/Incentive Reservation form.
- (l) "Service Provider" refers to the business entity engaged by CSD to administer, implement and market the Program.
- (m) "Upgrade" shall have the meaning set forth below in Section 3.

2. **ELIGIBILITY:** The Program offers energy surveys, technical assistance, and financial incentives for efficiency and solar measures to Participants of multi-family residences. Incentives are available to Participants for the purchase and installation of energy efficiency measures and PV systems at the location where the qualifying project is to be installed. Properties must meet affordability requirement of at least 66% of households at or below 80% of Area Median Income. Eligibility requirements are subject to change.

3. **QUALIFYING PROJECTS AND MEASURES:** Qualifying LIWP projects include electric or gas energy efficiency measures identified as eligible for incentives by the LIWP Implementer based on an energy survey of the building. Qualifying projects do not include any electric or gas energy efficiency measures or energy efficiency equipment or services purchased, contracted for, or installed prior to signing the Program's intent to proceed form. Properties must install energy improvements that equate to at least 15% energy savings above existing conditions to receive Program incentives. Project-specific waivers may be granted to waive this requirement at the discretion of the Program. Program incentives plus additional leveraged funds may not exceed the actual cost of the Scope of Work. If Program incentives plus additional leveraged funds exceed the actual cost of project, the Program incentives will be reduced accordingly. Program Rules are subject to change which may affect eligible measure types and incentive levels.

4. **OWNER APPLICATION/PARTICIPATION AGREEMENT:** By signing the Incentive Reservation & Participation Agreement Form, Participant authorizes the Service Provider to access the building's energy usage for the previous 12-24 months, monitor energy usage post-retrofit, and to enter this building for the purposes of conducting an energy survey of the building's common area and individual apartment units, inspecting installed measures and evaluating the performance of installed measures. Additionally, by signing the Incentive Reservation & Participation Agreement Form, the Participant agrees to provide their consent to share their project information with the Program and its authorized third-party representative. By signing the Incentive Reservation & Participation Agreement Form, the Participant also agrees to maintain affordability for this property for a minimum of ten years post-retrofit, per the terms of the Affordability Covenant, and authorizes the Service Provider to notify residents about the Affordability Covenant.

5. **INCENTIVE AMOUNTS:** The estimated amount of funding for which qualifying projects are eligible is set forth in the Incentive Reservation and Participation Agreement provided to the Participant and signed by the Participant. This estimate is based on current program rules and is subject to change based on updates to program rules for future funding allocations. Variances in work scope details or program changes that occur after the Incentive Reservation and Participation Agreement has been signed may result in a decrease in the final incentive amount. Final incentive amounts will be provided based on the formal approval of incentive reservation and participation agreement, submission of a completed Statement of Completion by the Participant with all required documentation, and a post-construction verification of the upgrade measures.

6. **PARTICIPANT WORK AUTHORIZATION AND PROJECT WORK PLAN:** Service Provider will meet with the Participant to discuss individual building objectives, provide information on alternatives, discuss process and create a work plan and schedule. The Participant may select one or more contractors so long as they cooperate with the quality assurance and quality control provisions of the Program. Service Provider may monitor the required installation services.

7. **IMPLEMENTATION OF WORK AND PAYMENT OF INCENTIVES:** Service Provider will need to see that the project remains on track and know when the project is close to completion in order to schedule the free verification site visits, which are required before the incentive can be claimed. Due to the high demand for this Program, projects must show continuous progress toward completion. Projects that do not show progress toward meeting project milestones, including but not limited to procuring permits and moving forward with construction (or are

inactive for over 30 days), may lose incentive reservation position unless an exception is granted in writing by the Program. Projects may rejoin the reservation queue if this happens, subject to availability of funding. If complexities of the project require more time, the Participant must notify Service Provider in writing with a proposed schedule and request an exception. Upon completion, Service Provider will schedule and conduct a post-installation inspection to ensure satisfactory measure installation. When Service Provider confirms that installation of a specific measure is satisfactorily completed, all required documentation is collected from the Participant, and Participant is in compliance with all the Terms and Conditions, the Program will arrange for payment of the incentive for that measure to the Participant.

8. **PROCUREMENT:** Participants may work with any contractor(s) they choose, provided that they meet the contractor requirements listed under section 17. To avoid excessively high costs, Service Provider may review bids from all contractors performing work under the Program. If total costs for performing Program work scope fall within 10% of Program incentives, Program requires participants to submit documentation that at least 2 bids were received on the 3 highest cost measures to show cost justification and reasonableness.

9. **PARTICIPANT INFORMATION:** Participant agrees that the Program may provide Participant information including Participant name, account number, electric, gas, and/or water consumption data and electric, gas, and/or water savings to a third party evaluation contractor selected by CSD for program evaluation purposes. The evaluation contractor will keep Participant information confidential. Participant information may also be provided to CSD.

10. **TAX LIABILITY and CREDITS:** The Program is not responsible for any taxes which may be imposed on the Participant as a result of measures installed under this program.

11. **DISPUTES:** Participants are encouraged to contact the Service Provider if any problems or concerns arise, at [LIWPinfo@aeacleanenergy.org](mailto:LIWPinfo@aeacleanenergy.org). Additionally, complaints regarding customer service may be directed to CSD at [LIWP.LMF@csd.ca.gov](mailto:LIWP.LMF@csd.ca.gov). The Program will have sole discretion to decide on the final resolution of any issues including but not limited to eligibility or incentives.

12. **PROGRAM CHANGES:** The Program reserves the right to change, modify, or terminate this program at any time without any liability except as expressly stated herein. The Program will honor all written commitments made in Scope of Work provided to Participants prior to the date of any change but after formal Incentive Reservation, modification or termination of this program, provided that project installations are fully completed within the time specified in the Scope of Work. The Program reserves the right to adjust estimated incentive and savings levels shown in the Provisional Reservation according to Program changes made after Provisional Reservation approval but prior to formal Incentive Reservation and Participation Agreement approval.

13. **PROGRAM EXPIRATION:** This Program will expire upon the earliest to occur: (i) December 31, 2025 (ii) when funds are depleted, or (iii) when the Program is terminated.

14. **NO WARRANTY:** The Program makes no representations or warranties, expressed or implied, and does not guarantee that implementation of energy-efficiency measures or use of the equipment purchased or installed pursuant to this Program will result in energy cost savings. The savings projections will be used solely to qualify the project and to calculate the Program incentive.

The Program does not guarantee that the project will realize the exact savings projected. Any recommendations made by the Program, if implemented by the Participant, should not be construed as an assurance or warranty of energy consumption, energy use savings or reduced building operating costs or of the continuing safety, performance or cost-effectiveness of any equipment, product, system, facility, procedure, or policy discussed or recommended by the Program. The Participant acknowledges that any changes in energy costs that may be experienced by Participant will be affected by fuel prices, weather patterns, occupant behavior, maintenance activities and additional factors.

15. **PARTICIPANT'S INDEPENDENT JUDGEMENT AND RESPONSIBILITY:** Participant is responsible for design and implementation of the Project. The Program's review of the design, construction, operation or maintenance of the Project, energy efficiency measures, does not constitute a representation of any kind regarding the Project Measures, including their economic or technical feasibility, operational capability, or reliability. The Participant is solely responsible for the economic and technical feasibility, operational capability, and reliability of the Project and measures. The Program is not responsible for, and shall not be liable for injury to or death of, any person or damage to any property (including the Building) in connection with the Program. In no event will the Program be liable for any incidental, special or consequential damages. Participation in this Program is voluntary and there is no obligation to purchase any specific product or service. In order to receive an incentive through the Program, products must meet minimum performance standards.

16. **INDEMNIFICATION:** The Participant shall protect, indemnify, defend, and hold harmless the Program (including California Department of Community Services and Development and all Service Providers) from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney's fees and expenses) imposed upon or incurred by or asserted against the Parties resulting from, arising out of or relating to the performance of this Agreement. The obligations of the Participant under this section shall survive any expiration or termination of this Agreement.

17. **CONTRACTOR AND PROJECT PERMIT REQUIREMENTS:** It is the Participant's responsibility to ensure that their installation contractors meet the following requirements: Contractors installing the work in the Approved Scope must hold and maintain 1) Appropriate contractors' licenses required by the State of California Contractor's License Board to perform the class and type of work required, 2) General Liability and Worker's Compensation Insurance, and 3) a Business License if required in the jurisdiction where work is to be performed. The Participant must also ensure that its contractor requires any and all subcontractors meet the same requirements. The Participant must certify the improvement and installation has complied with all applicable permitting requirements. Proof of permit closure is required for all central air conditioning and heat pumps (including AHUs, split, and packaged units), and their related fans.

18. **INSTALLATION AND EQUIPMENT REQUIREMENTS:** All work must be in full compliance with the requirements of applicable laws, rules and regulations of authorities having governmental and regulatory jurisdiction. Additionally, work performed pursuant to this Program must be

overseen by a Service Provider identified by the Program. The Participant or any Contractor carrying out installation of measures under this program shall remove and dispose of any and all equipment or materials that are replaced or removed in accordance with all applicable laws, rules and regulations. Eligible energy efficiency improvements must be compliant with the minimum performance specifications provided by the Program. Any losses of equipment are not the responsibility of the Program and the Program will only provide incentives for the costs associated with the newly installed equipment.

19. **WORKFORCE DEVELOPMENT REQUIREMENTS:** The project must adhere to the workforce development (WFD) requirements as required by the Program. The Participant and Installation Contractor(s) must submit all required WFD documentation at the completion of the project.

20. **COMBUSTION SAFETY REQUIREMENTS:** If, during the course of the Assessment of the Project or Building(s), and/or performing and verifying the installed measures, Service Provider or Participating Contractor encounter or detect the presence of natural gas or other hazardous materials (collectively, the "Hazardous Condition") at, in and/or near a Combustion Appliance, the local Gas Utility may shut off gas service in tenant units or common areas until the Hazardous Condition is remediated by Participant at Participant's sole cost and expense. Participant and its Participating Contractor will be required to promptly stop any further work on the Project (if underway at the time the Hazardous Condition is detected). The Gas Utility or its designated representative will investigate for the presence of the Hazardous Condition and inform the Participant Service Provider and Participating Contractor of the results of the evaluation of the Hazardous Condition. Participant, Participating Contractor or representative will not resume any work on the Project until the Hazardous Condition has been removed, disposed of, abated or remediated in compliance with all applicable laws, rules, and regulations and to the Gas Utility's reasonable satisfaction.

21. **HEALTH AND SAFETY:** The Participant accepts the responsibility that the property is compliant with all health and safety standards (including law requiring installation of CO alarms). The Participant must certify that all combustion safety related required repair actions identified during the post-installation site visit have been addressed in accordance with the Program's Combustion Safety Protocols in the Service Delivery Plan, and take responsibility and future liability for all hazards identified during the pre- and post-installation site visits. The Program will not be liable for damage to occupants or other parties as a result of products or equipment installed by the Participant's contractors as part of participating in the Program.