

2018 Multifamily Energy Efficiency Program

NEW CONSTRUCTION PROGRAM APPLICATION



The APS Multifamily Energy Efficiency Program's New Construction (MEEP NC) Program promotes energy-efficient construction practices to developers, architects and builders of new multifamily projects.

PROGRAM ELIGIBILITY

The APS MEEP NC program is a resource for energy efficiency information and technical expertise for new multifamily projects. This program is available to multifamily projects larger than five (5) units and located in the APS service area. Eligible projects include:

- New construction
- New multifamily additions
- Major renovations

INFORMATION TO SUBMIT WITH THIS FORM

Project plans and other supporting documents provided in support of this application will be used for project evaluation only and may be returned at project's completion. Please provide plans and specifications for the following areas:

- Architectural
- Mechanical
- Electrical/Lighting
- Plumbing
- Product Submittals (list type):

APPLICATION PROCESS

Participate in the MEEP NC Program by following the seven-step process below:

- Step 1 - Collect Data on Project Design
- Step 2 - Develop Project Scope
- Step 3 - Builder Package Path Selection and Approval
- Step 4 - Monitor Construction
- Step 5 - Finalize Project Completion Form
- Step 6 - Performance Testing
- Step 7 - Process Payment

This application includes information on the participation process and associated incentives. Projects being completed in phases will require an application and supporting documentation for each phase.

PARTICIPATION FORMS

DESIGN FORM

This form collects and documents the building owner's contact information, project information, project schedule and the project team. If at any time during construction the project parameters change this form must be updated. One form should be completed for each project based on the completion date, project phase and project site address.

BUILDER PACKAGE SELECTION FORM

Complete and submit this form only upon project completion as final project verification. Along with this form the applicant should provide documentation of the mandatory measures the project complies with or the preliminary HERS score. In addition a set of construction documents must be made available.

A project is not enrolled in the program until both the Design and Builder Package Selection form are completed and received by MEEP staff. Funding for all projects are subject to approval by the ACC. Final project incentive funding is not available until the year the project will be completed.

PROJECT COMPLETION FORM

At the completion of the project this form is used as the final verification. Each project will be compared against the program requirements to determine compliance and final incentive amount. This form should be signed and completed no less than 60 days prior to building occupancy.

As additional information becomes available, this application can be revised. Design and technical assistance is available throughout the construction process.

All forms must be completed and returned by the applicant. Pages 1 through 4 must be submitted when enrolling the project and pages 6 through 9 must be submitted at completion of the project. All information will be verified by MEEP NC staff to qualify for the incentives. Participants can enroll during the construction process up to 120 days before the date of the scheduled substantial completion. All program requirements are subject to the terms and conditions included herein.

Project Name: _____

Estimated Construction Completion Date: _____

SUBMIT FORM TO: Mail APS MEEP, 9034 N. 23rd Ave. Suite 1, Phoenix, AZ 85021 • **Email** APSMEEP@franklinenergy.com • **Fax** 602-218-6176
Questions: Call 855-733-1117 • Application valid until December 31, 2018.

DESIGN FORM

Customer (Building Owner) Information

Company Name _____

Mailing Address _____

City _____

State _____

ZIP _____

Business Classification (check one) Corporation Partnership Sole Proprietor LLC Other _____

Ownership Structure (will more than one entity own or occupy the building)? _____

Is financing complete? Yes No

What help do you need from APS?

Technical assistance Specific recommendations to qualify for incentives Estimated energy savings Other _____

Have you worked with APS associates in the past? Yes No If yes, who? _____

Where did you first hear or learn about the APS Multifamily Energy Efficiency Program (MEEP)? Check all that apply:

Received a mailer or e-mail Referred by someone Contact from APS representative Arizona Multifamily Association (AMA) ad APS website

Other (specify) _____

Project Information

Project Name _____

Main Project Contact Name/Title _____

Project Street Address (physical location or major intersection) _____

Main Project Contact Telephone _____

City, State, ZIP _____

Main Project Contact Email _____

What is the primary use of the building space? Check all that apply.

Senior Housing Transitional Housing Apartments Low Income Mixed Use: % Commercial _____

Student Housing Condos Market Rate Other _____

Type of project (check one) New facility Addition to existing facility Major renovation of existing multifamily building Major renovation with change in use

Yes No Number of Phase: _____

Building size (square feet) _____

Applicable Governing Energy Code _____

of Buildings _____

Phased Project? _____

of floors _____

of units _____

Average unit size _____

Common area square footage _____

Common Electric Meter Yes No

Separate Unit Electric Meters Yes No

Description of Project (additional details on building type, etc.) _____

Electric Utility for New Facility _____

Gas Utility for New Facility _____

Project Schedule

Planned Construction Start Date _____

Planned Construction Completion Date _____

Construction Delivery Method

Design Build Design Bid Build

Current Architectural Project Phase

Prelim Design Final Design Construction

Current Mech/ Elec/ Plumb Project Phase

Prelim Design Final Design Construction

Energy Goals

Energy Efficiency Goals for the Project – What are your barriers to incorporating energy efficiency into your project?

Maintain construction budget

Project schedule

Unknown technology or process

Lack of financing/funding

Lack of ability to market the energy-efficient upgrades

Competing interests (finishes vs. energy efficiency)

Lack of time to research new technologies

Risk of new technology

Other _____

Multifamily Energy Efficiency New Construction Program Application

Project Team

ARCHITECT	Company Name	Primary Contact Person	Title
Street Address		City	State ZIP
Phone		Email Address	

MECHANICAL DESIGNER / CONTRACTOR	Company Name	Primary Contact Person	Title
Street Address		City	State ZIP
Phone		Email Address	

ELECTRICAL DESIGNER / CONTRACTOR	Company Name	Primary Contact Person	Title
Street Address		City	State ZIP
Phone		Email Address	

PLUMBING DESIGNER / CONTRACTOR	Company Name	Primary Contact Person	Title
Street Address		City	State ZIP
Phone		Email Address	

GENERAL CONTRACTOR	Company Name	Primary Contact Person	Title
Street Address		City	State ZIP
Phone		Email Address	ROC Number

HERS RATER (required for the performance path)			
Company Name		Primary Contact Person	Title
Street Address		City	State ZIP
Phone		Email Address	

Terms & Conditions

I certify that the proposed project will be located within the APS service territory and will have electric service provided by APS. I indemnify and hold harmless APS, its officers, directors, employees, agents, representatives, affiliates or successors and assignees from any liability, cost, or expense, including reasonable attorneys' fees and legal costs, arising out of or resulting from the applicant's or its contractor's acts and omissions, and any inaccurate, false, or omitted information requested by these forms. I further acknowledge that APS may verify the accuracy of all information provided and the results of the services may be subject to on-site inspection. I have read and agree to the terms and conditions attached to this form.

APS Customer Signature	Date	Please Print Name
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BUILDER PACKAGE SELECTION FORM

Project Information

Project Name		Project Phase (if applicable)	
Project Street Address (physical location or major intersection)	City	State	ZIP
Main Project Contact Name/Title	Main Project Contact Telephone	Main Project Contact Email	

PRESCRIPTIVE APPROACH - Requirements are located on Page 5

Please enter the total number of qualifying units to populate the total incentive. The building must meet or exceed the program requirements to qualify for an incentive. APS MEEP NC staff will conduct tests and field visits throughout the construction process to verify the work qualifies for program incentives.

Incentive Amount = \$400/unit • Major Renovation

Family Addition New Construction Major Renovation

Incentive per unit: \$400 Total number of qualifying units: _____ Total requested incentive: \$ _____

PERFORMANCE APPROACH

The building's performance must meet or exceed the program requirements to qualify for an incentive. APS MEEP NC staff will conduct field visits throughout the construction process to verify the work qualifies for program incentives.

Performance Path Participants may install any combination of measures as long as the building's performance meets the minimum HERS scores listed when tested by a certified HERS rater. The performance path requires a certified HERS rater to complete all field testing. Procurement of a certified HERS rater is the sole responsibility of the program participant.	HERS Score	Incentive
	60 and Below	\$400

Incentive Amount: New Construction Multifamily Addition Major Renovation

Incentive per unit: \$400 Total number of qualifying units: _____ Total requested incentive: \$ _____

Signature

I agree that to the best of my knowledge, the selected Builder Package requirements will go into the final design of the project. I understand the incentive amounts are site specific and Builder Package requirements are subject to change. I understand that APS MEEP NC program staff will make site visits during construction to verify program compliance. Submission of this agreement does not guarantee an incentive at the project's completion. Incentives may change if the project's design changes. Projects may not be accepted into the program until funding is approved by the ACC in the year the project is scheduled to complete. The project completion form will supersede this form. This application will be held for no more than 120 days following the completion date listed on this form at which time it will be subject to cancellation. The incentive funds availability is subject to change. This form is subject to the current program year incentive structure. By signing this form, I am agreeing to follow the terms and conditions attached to the New Construction Program Application. I indemnify and hold harmless APS, its officers, directors, employees, agents, representatives, affiliates or successors and assignees from any liability, cost, or expense, including reasonable attorneys' fees and legal costs, arising out of or resulting from the applicant's or its contractor's acts and omissions, and any inaccurate, false, or omitted information requested by these forms.

Please sign and complete all information below.

APS Customer Signature	Print Name	
Title (if applicable)	Date Submitted	
Company Name	Mailing Address	
APS MEEP NC Program Staff Signature	APS MEEP NC Program Staff Printed Name	Approval Date

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2018 MANDATORY PRESCRIPTIVE MEASURES

ALL PROJECTS MUST INCORPORATE ALL REQUIREMENTS IN THIS SECTION

HVAC Requirements – (Climate Zones 2 & 3)	Room, Packaged and Terminal A/C		Central Chiller			
	Heat Pump	15 SEER A/C & 8.2 HSPF	80 AFUE furnace or boiler 10% more efficient than local building codes			
	Boilers	80 AFUE				
	Gas Furnace					
	Oil Furnace					
HVAC Requirements (Climate Zones 4 & 5 Based on 2012 IECC Figure C301.1)	ENERGY STAR® qualified Gas Furnace (90% AFUE) OR ENERGY STAR qualified Heat Pump OR ENERGY STAR qualified Boiler (85% AFUE) OR ENERGY STAR qualified Oil Furnace (85% AFUE)					
Thermostat	ENERGY STAR® qualified programmable thermostat.					
Ductwork	1. All ducts and air handling equipment must be located in the conditioned space 2. Leakage must be less than or equal to 4 CFM to outdoors per 100sq ft. 3. Minimum R-6 insulation on ducts in unconditioned spaces					
Envelope Infiltration (The climate zones based on 2012 IECC code, Figure C301.1)	Climate Zone 1 & 2	6 ACH ₅₀				
	Climate Zone 3 & 4	5 ACH ₅₀				
	Climate Zone 5 & 6	4 ACH ₅₀				
	ACH at 50 Pa = (CFM50 x 60) / building volume in cubic feet					
Insulation	Climate Zone	Ceiling R-Value	Wood Wall R-Value	Floor R-Value		
	1 & 2	38	19	13		
	3 & 4	38	19	19		
	5 & 6	49	23	30		
Windows	Climate Zone	U-Factor	SHGC	Equal to or Less Than 15% WFA per unit		
	1 & 2	0.40	0.25			
	3	0.35	0.25			
	4	0.32	0.40			
	5 & 6	0.30	Any			
Water Heater	Gas	40 gallons = 0.61EF	50 gallons = 0.57EF	80 gallons = 0.53EF		
	Electric	40 gallons = 0.93EF	50 gallons = 0.92EF	80 gallons = 0.89EF		
	Gas Boiler	Thermal Efficiency = 80%				
Lighting	75% ENERGY STAR Lamps and Light bulbs					
Appliances	Five (5) or more ENERGY STAR® qualified appliances, light fixtures, ceiling fans with light fixtures and ventilation fans.					

Multifamily Energy Efficiency New Construction Program Application

PROJECT COMPLETION FORM

Please submit this form only once the project is complete. This form should be signed and completed no less than 60 days prior to building occupancy. Please submit all project information on this form.

Project Information

Project Name	Main Project Contact Name/Title
Project Street Address (physical location or major intersection)	Main Project Contact Telephone
City, State, ZIP	Main Project Contact Email
Company Name on Incentive Check	Incentive Contact Name
Estimated Construction Completion / Occupancy Date	

PROJECT VERIFICATION		
Climate Zone: _____	Building Design Specifications	Confirm: - In design (Y) Not in design (N) Not Applicable (NA)

PRESCRIPTIVE PATH		
Mandatory Requirements		
Minimum HVAC Requirements		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Thermostat		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Ductwork		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Envelope		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Insulation		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Windows		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Water Heater		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Lighting		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Appliances		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

PERFORMANCE PATH			
Participants may install any combination of measures as long as the building's performance meets the minimum HERS scores listed when tested by a certified HERS rater. Procurement of a certified HERS rater is the responsibility of the program participant.	Required HERS Score	Initial HERS Score	Achieved HERS Score
	60 & Below		

Multifamily Energy Efficiency New Construction Program Application

Certification & Signature

I hereby certify that:

- All information submitted on this form is accurate.
- I understand that this application's incentive payout is subject to funding availability.
- I understand that APS reserves the right to change or revoke incentive amounts and will notify me in writing of any change in the project incentive.
- Building must be available for final inspection at least sixty (60) days prior to when the new building is scheduled for occupancy.
- All rules of this incentive program have been followed.
- APS MEEP NC program staff can enter into the building(s) and units to perform the required testing and inspections and to verify the building meets program requirements.
- I have read and understand the terms and conditions included within this document.

I indemnify and hold harmless APS, its officers, directors, employees, agents, representatives, affiliates or successors and assignees from any liability, cost, or expense, including reasonable attorneys' fees and legal costs, arising out of or resulting from the applicant's or its contractor's acts and omissions, and any inaccurate, false, or omitted information requested by these forms. I further acknowledge that APS may verify the accuracy of all information which could include but not be limited to on-site inspection.

The customer understands that multiple incentives are not permitted on any single piece of equipment. The customer agrees to indemnify and hold harmless APS, its officers, directors, employees, agents, representatives, affiliates, or successors and assignees from any liability, cost, or expense, including reasonable attorneys' fees and legal costs, arising out of or resulting from the applicants or its contractor's acts and omissions, and any inaccurate, false, or omitted information requested by these forms. By signing this form, I am agreeing to follow the terms and conditions attached to the MEEP NC Application.

Please sign and complete all information below.

APS Customer Signature

Title (if applicable)

Print Name

Company Name

Date Submitted

Mailing Address

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DEFINITIONS

ACH	Air Changes per Hour	HSPF	Heating Seasonal Performance Factor
AFUE	Annual Fuel Utilization Efficiency	SEER	Seasonal Energy Efficiency Ratio
CFM	Cubic Feet per Minute	SHGC	Solar Heat Gain Coefficient
EF	Energy Factor	WFA	Window to Floor Area

Multifamily Energy Efficiency New Construction Program Application

THIRD PARTY PAYMENT RELEASE

If this incentive check is to be assigned to a third party, please complete the following section:

PROJECT NAME _____

APS ACCOUNT HOLDER INFORMATION

COMPANY NAME _____

NAME _____

TITLE _____

TELEPHONE NUMBER _____

EXT. _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

EMAIL ADDRESS _____

THIRD PARTY PAYEE INFORMATION

ISSUE INCENTIVE CHECK TO _____

NAME OF CONTACT AT THIRD PARTY _____

TITLE _____

TELEPHONE NUMBER _____

EXT. _____

THIRD PARTY MAILING ADDRESS _____

CITY, STATE, ZIP _____

THIRD PARTY EMAIL ADDRESS _____

APS ACCOUNT HOLDERS SIGNATURE _____

PRINT NAME _____

DATE _____

For MEEP Staff Use Only

Field Testing Complete Yes No Date _____ MEEP Requirements Met Yes No Date _____

Prescriptive Path – Post Field Inspection and Testing

Blower Door Test Results (Pass / Fail, Range) _____ No. Units Tested _____ Completed by _____ Date _____

Duct Pressure Test Results (Pass / Fail, Range) _____ No. Units Tested _____ Completed by _____ Date _____

Qualified: Yes No Number of Qualified Units _____

Total New Construction Incentive Approved _____

Performance Path – Final HERS Score

HERS Score Achieved _____ Name of HERS Rater _____

Qualified: Yes No Number of Qualified Units _____

Total New Construction Incentive Approved _____

Comments: _____

APS MEEP NC Program Staff Signing Off on Incentive Package _____

Date _____

Multifamily Energy Efficiency New Construction Program Application

TERMS & CONDITIONS

Eligibility

- 1) Applicant: Any business or non-profit organization that is building or renovating a multifamily building whose electrical service is or will be provided by APS.
- 2) Incentive Offer: Is an incentive payment that is earned when Builder Package requirements are met. Projects must be completed by **December 31, 2018**. A completed Design Form, Builder Package Selection Form, and Project Completion Form must be delivered to MEEP NC program staff at the address located on the front of this agreement by **December 31, 2018**. Please keep a copy for your records.
- 3) The New Construction Program Application consists of three primary parts:
 - a) Design Form (Orange Section)
 - b) Builder Package Selection Form (Blue Section)
 - c) Project Completion Form (Green Section)Only completed applications are eligible to qualify for an incentive. Applicants may submit applications at any time during the project up to 120 days prior to the project's completion and occupancy. Project applications can not be formally accepted into the program until the year the project is scheduled to complete. Acceptance of projects are dependent upon funding availability and program approval by the Arizona Corporation Commission.
- 4) Incentive funds are available on a first-come, first-served basis. Funds are returned to the general project incentive pool if the project is disqualified or if the building performance testing does not meet the minimum program standards. If the project is not scheduled to complete by the date listed on the most recently submitted form, the applicant must notify APS in order to allow the application completion date to be updated.
- 5) Compliance:
 - a) All projects are expected to comply with federal, state, and local codes.
 - b) All equipment must be new per the program specifications. Used or rebuilt equipment is not eligible for rebate.
 - c) Equipment must meet the requirements as listed in the Builder Package description. Project Completion Forms must be submitted at least **sixty (60) days** before building's occupancy. If the building does not qualify for the Builder Package submitted, the building may qualify for an alternate BOP. Any changes must be reflected on this application.
 - d) Only one Builder Package incentive will be granted for each dwelling unit. Other building components and commercial facilities could qualify for other APS programs.
- 6) Verifications: MEEP NC Program Staff will conduct weekly or bi-weekly visits during construction to verify program requirements including air and duct sealing compliance. Duct and blower door testing must occur on a minimum of 10% of the units submitted with this application post-construction. A post-installation inspection to verify Builder Package compliance will be completed in conjunction with the field testing. APS reserves the right to verify sales receipts, conduct additional field testing, and verify equipment installations. Applications must include supporting information that may include but not be limited to, design drawings, code compliance documentation, submittals, as-built drawings, shop drawings, invoices, or other supporting information deemed necessary to support this incentive application. This information can be returned at customer's request. This information is intended solely for the purpose of supporting the project's incentive application and verifying program eligibility and will not be used for any other purpose. Any Applicant receiving an incentive payment may be contacted by a third-party Evaluation, Measurement & Verification (EM&V) evaluator to verify service/equipment installation or be asked to complete a questionnaire. EM&V may be someone other than APS.
- 7) Payment: Incentive payments are made within **sixty (60) business days** once all program requirements are satisfied. Incomplete applications will delay payment. APS reserves the right to refuse payment and participation for any violations of the program rules or specifications.
- 8) If this agreement is terminated for any reason, APS shall not be liable to the Applicant for damages or compensation of any kind.
- 9) Project incentives are available on a first-come, first-served basis. APS reserves the right to change or terminate incentive amounts and programs specifications without prior notice.
- 10) MEEP NC is a multi-year program with limited funding. The program is subject to change without notice by the Arizona Corporation Commission that could make incentive funding for a project unavailable.
- 11) Publicity: APS reserves the right to name you as a participant in public releases.
- 12) Logo Use: Applicants or other members of the design or construction teams will not use any APS trademarks or logos on any materials, printed or electronic, except on marketing materials APS provides, or as otherwise expressly approved by APS in writing.
- 13) Disclaimers:
 - a) Applicant and/or Contractor hereby agrees to indemnify, hold harmless, and release APS and its affiliates from any and all actions or claims in regard to the design, installation, and operation (and related materials) covered herein including liability from incidental or consequential damages. By offering these programs, APS does not endorse any particular Contractor working with the program, manufacturer, product, and labor or system design.
 - b) APS will not be responsible for any tax liability imposed on the Applicant as a result of the payment of incentives.
 - c) APS does not expressly or implicitly warrant the design, performance of installed equipment, or contractor's quality of work.
 - d) APS is not responsible for the proper disposal/recycling of any waste generated as a result of this project.
 - e) APS is not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment.
 - f) APS does not guarantee that energy efficiency equipment purchased and installed or services provided through this program will result in energy and costs savings.
 - g) I certify that the proposed project will be located within the APS service territory and will have electric service provided by APS. I indemnify and hold harmless APS, its officers, directors, employees, agents, representatives, affiliates or successors and assignees from any liability, cost, or expense, including reasonable attorneys' fees and legal costs, arising out of or resulting from the applicant's or its contractor's acts and omissions, and any inaccurate, false, or omitted information requested by these forms. I further acknowledge that APS may verify the accuracy of all information provided which could include but not be limited to on-site inspections.
 - h) APS reserves the right to change or discontinue this program at any time. The acceptance of applications is determined solely by APS.
 - i) By providing a phone number, I am agreeing that APS may call that number regarding APS MEEP New Construction and Solutions for Business programs, including by using an automatic telephone dialing system. I understand that I am not required to agree to receive such calls as a condition of participating in APS MEEP New Construction and Solutions for Business programs.
- 14) Taxes: Incentives are taxable and if greater than \$600 will be reported to the IRS unless an exemption exists for the business. APS will report the incentive as income on IRS Form 1099. Consult a tax advisor concerning the taxability of incentives. APS is not responsible for any taxes that may be imposed on a business as a result of this incentive.
- 15) Incentives are only payable to the APS Account holder unless account holder completes a third party payment release.

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