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MULTIFAMILY STANDARD REBATE PROGRAM

Program Guidelines

Multifamily rebates benefit both the property owner and Austin Energy customers in existing apartment units. Commercially metered common areas (e.g., building lobbies, leasing offices, clubhouse facilities, hallways) are also eligible. New multifamily construction projects are eligible for [Commercial or Small Business Program Rebates](#).

Additional information, including eligibility for master-metered properties, can be found in the *Summary of Multifamily Property Rebate Eligibility* table below. Multifamily properties applying for commercial rebates must meet all Multifamily Program and equipment installation requirements.

- Applicants must submit rebate applications and receive approval before installation. Already installed equipment or retrofits do not retroactively qualify for rebates.
 - The multifamily property must:
 - Be at least ten (10) years old based on the certificate of occupancy.
 - Be entirely owned or managed by the same company or individual.
 - Consist of at least four rental units on one property or a combination of contiguous duplex or triplex units (mid- or high-rise properties are eligible).
 - Comply with the [Energy Conservation Audit and Disclosure \(ECAD\) ordinance for Multifamily Properties](#) unless exempt or located outside Austin city limits.
 - Not be listed with the [City of Austin Code Department's Repeat Offender Program](#).
- All rebated equipment and retrofits must:
 - Use electricity as its primary or secondary fuel type (please refer to [Texas Gas Service](#) for rebates on natural gas equipment).
 - Provide a necessary function and operate between 3:00 and 6:00 p.m. on weekdays during June through September.
 - Provide kW savings by exceeding requirements for energy efficiency, as listed in the [City of Austin Municipal Code Chapter 25-12-261](#) or as determined by Austin Energy.
 - Be new, energized and operational (backup or redundant systems are not eligible).
 - Be installed in a permanent building or structure.

Requirements

- Austin Energy can help customers evaluate energy efficiency opportunities for their business or organization. Please [email us](#) for assistance in calculating potential rebates or other technical guidance.
- Applications must qualify to receive at least \$200 in rebates.
- Properties that have received an Austin Energy rebate within the past three (3) years for HVAC Tune UP, five (5) years (for lighting) and ten (10) years (for all other equipment and retrofits) may be ineligible to receive another rebate for the replacement or retrofit of the past rebated



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equipment. If the proposed equipment or retrofit demonstrates additional energy savings, rebate exceptions will be made case-by-case.

- Austin Energy suggests that the multifamily property owner obtain quotes from two or three separate contractors before signing a contract.
- Rebates will not be paid unless all installed equipment and retrofits comply with manufacturer requirements and all local, state and federal regulations, including building code and permitting requirements.
 - To learn when electrical permits are required, refer to [City of Austin Municipal Code Chapter 25-12-113, section 80.19\(c\)](#).
 - Contact the [City of Austin Department of Development Services](#) for more information on mechanical, electrical and building permits.
 - Contact the [City of Austin Department of Development Services](#) for more information on mechanical, electrical and building permits.
- All new and retrofitted equipment requires installation and safe operation. If existing life safety hazards are identified in a building or unit related to the rebated equipment or retrofits, the property owner must agree to correct the hazards before installation may begin.
- Rebate applications for properties with life safety hazards will not be accepted.
- The customer or contractor applying for the rebate must:
 - Allow Austin Energy staff to approve rebate eligibility by conducting an on-site assessment before work starts.
 - Submit all required information (including a project proposal provided by the contractor, approved by Austin Energy and signed by the property owner), which details the scope of work and estimated project costs.
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 - Receive a letter of intent (LOI) from Austin Energy approving the scope of work and rebate before equipment installation or retrofits may begin.
 - Notify residents at least 24 hours before any scheduled Austin Energy site inspection.
 - Complete installation within 120 days of the LOI being issued (including completion of any required corrections).
 - Agree to schedule in-progress and post-installation site visits with Austin Energy representatives to verify installed equipment.
- Any incomplete applications will be placed on hold and subject to cancellation after 90 days.
- The applicant is responsible for reporting the total project cost. Austin Energy requires a signed final invoice that itemizes costs for each rebated equipment or retrofit. 'In-kind' work may be



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included in the total job cost but must be documented.

- All multifamily rebates are calculated based on \$/kW of energy savings achieved.
- For the **Multifamily Standard** program, the rebate payment is calculated at 80% of the installed cost. Program expectations are that the contractor and property owner negotiate any total project cost. By default, the rebate payment is directed to the multifamily property's Austin Energy electric account holder. If directing the rebate payment to any participating contractor or third party on behalf of the property account holder, that party must: 1) register as a City of Austin vendor; 2) register in Austin Energy's rebate processing system; and 3) provide a letter signed by the account holder authorizing the rebate payment to that party. Please [email us](#) for more information or call **512-482-5346**.
- If a participating contractor applies on behalf of the property, they must: 1) register as a City of Austin vendor and 2) register in Austin Energy's rebate processing system.
- Austin Energy reserves the right to deny or adjust all rebate applications.
- Participating contractors must comply with all program requirements and conduct business honestly, professionally and ethically. All participating contractors must abide by the [Austin Energy Code of Conduct and Ethical Requirements \(pdf\)](#).

Summary of Multifamily Property Rebate Eligibility			
Rebate Program	Ownership Type	Meter & Property Space Type Where Rebated Equipment Will Be Installed	Rebate Cap ¹
Commercial	n/a	Master-metered properties ²	50%
Multifamily Standard	n/a ³	Individually metered dwelling units and commercially metered common areas	80%
Multifamily Income Qualified	501(c)(3) Non-Profit	Individually metered dwelling units and commercially metered common areas	100%
		Master-metered properties ²	100%
	For-Profit	Individually metered dwelling units	100%

¹ Rebates are calculated based on \$/wadget (in most cases), energy savings achieved and estimated market pricing. Based on market pricing, the Multifamily Standard program's rebate payment is calculated at 80% of the total project cost. Program expectations are that the contractor and property owner negotiate any total project cost. Based on market pricing, the Multifamily Income Qualified program calculates the rebate at 100% of the total project cost. Program expectations are that any total project cost will not exceed 5% of the total incentive for rebated measures.

² Master-metered properties have one commercial meter for the entire property, including rented tenant units and common areas.

³ For the Multifamily Standard program, the total rebate cannot exceed 100% of the total project cost for non-profit or for-profit properties.

Disclaimer: Austin Energy pays rebates only after approving the rebate application and conducting any necessary site inspections. All installed equipment must comply with local, state and federal regulations, including building code and permitting requirements. Offerings, program requirements and rebate levels are subject to change without notice. Funding is limited and available on a first-come, first-served basis. The Austin City Council must approve rebates of more than \$74,000. The maximum combined rebate is \$300,000 per customer site per fiscal year (October through September).