



Incorporating Utility Incentives into DOH & CHFA Multifamily Projects

This document provides a step-by-step process overview that property owners and developers must take in order to incorporate utility incentives into DOH & CHFA funded multifamily projects.

A **Letter of Participation (LOP)** should be submitted in conjunction with a funding application to the Connecticut Department of Housing (DOH) and/or the Connecticut Housing Finance Authority (CHFA).

An LOP estimates the energy efficiency financial incentives that may be available through [Energize Connecticut's Multifamily Initiative](#) in partnership with the local electric and natural gas utility companies. The Multifamily Initiative serves residential buildings or complexes that have five (5) or more units. To be considered for energy efficiency incentives, applicants must be customers of Eversource Energy (Eversource), The United Illuminating Company (UI), The Southern Connecticut Gas Company (SCG) or the Connecticut Natural Gas Corporation (CNG).

The purpose of the LOP is to give the design team, applicant, owner, DOH and CHFA a snapshot of the financial incentives that would be provided if the project is funded and moves forward to implementation. The LOP is based on the design team's submission of proposed energy efficiency upgrades to be incorporated into the project. Once a project is notified by DOH or CHFA that it has been selected for financial assistance, the utility company will provide a hard commitment of incentive dollars through a document called a **Letter of Agreement (LOA)** or **executed Residential New Construction (RNC) application**. This will finalize the incentive commitment.

Pre-Application Design Support (optional)

To request optional design support, contact the utility that serves the property by utilizing the contact information listed at the bottom of this page. Depending on the project scope, the utility may offer in-house or third-party engineering support to identify and recommend comprehensive, cost effective approaches to saving energy and money for the property owner and the tenants.

Eversource
Multifamily Initiative
107 Selden Street, Berlin, CT 06037
Email: multifamily@eversource.com
Phone: (877) WISE-USE (ask for Eversource Multifamily Team)

The United Illuminating Company / SCG / CNG
Multifamily Initiative
180 Marsh Hill Road, Orange, CT 06477
Email: elizabeth.murphy@uinet.com
Phone: (877) WISE-USE

STEP 1: Submit a Project Proposal to the Utility Company

To be completed before DOH/CHFA Funding Application Deadline

To be considered for incentives through the [Multifamily Initiative](#), applicants must submit a Project Proposal to the utility company that will serve your project. In order to ensure that an LOP is issued in time, the Project Proposal must be submitted at least **30 days prior to the CHFA/DOH funding round submission deadline**. This will give adequate time to the utility company to review the submission, analyze the upgrades, estimate savings and incentives, write the LOP, and submit the final LOP to the applicant.

A Project Proposal submission includes:

1. Scope of Work (40% drawings preferred); and
2. For existing building upgrades/moderate rehab:
 - a. a completed Multifamily Initiative Participant Application Form; and
 - b. an initial energy efficiency scope of work and the Project Fill Out Form which collects data on the existing conditions and proposed energy efficiency upgrades; **OR**For new construction or gut rehab:
 - a. review of the Residential New Construction Requirements and Submissions Checklist document;
 - b. submission of Residential New Construction Application; and
 - c. an initial REM/Rate modeling file from a Home Energy Rating System (HERS) Rater, or commercial modeling report from your energy modeler to determine incentive based on the Residential New Construction Application.

STEP 2: Utility Company Issues an LOP

To be completed before DOH/CHFA Funding Application Deadline

Upon receipt and review of a complete Project Proposal, the utility company will issue an LOP. The LOP will outline the eligible energy efficiency measures and incentive levels. The applicant should submit the LOP with their DOH/CHFA funding application.

STEP 3: Obtain an Incentive Commitment from the Utility Company

To be completed after DOH/CHFA Funding Announcement

Once you have been notified of a funding award from DOH/CHFA, contact the appropriate utility company to request an LOA or executed Residential New Construction application. Additionally, let the utility company know if there will be any change to the scope of work that was proposed in the initial submission. The utility will determine if any additional information is needed to create a formal commitment of incentives. If all necessary information is submitted to the utility from the design team, **the utility will complete an LOA or send executed RNC application within 30 days.** This is the formal commitment of the financial incentives related to the energy efficiency improvements and must be signed by all parties including the utility company and the property owner.

The utility incentive commitment is required to be submitted to DOH prior to loan closing. **It is important that you work with the utility company immediately following an award announcement to obtain the incentive commitment to prevent any unnecessary delays with the loan closing.**

STEP 4: Requesting Payment for your Utility Incentive

Upon completion of the project, the utility will schedule an inspection of the energy efficiency upgrades. If the upgrades are installed to the specification that was determined in the LOA or executed RNC application, the utility company will process the incentive payment.

Eversource
Multifamily Initiative
107 Selden Street, Berlin, CT 06037
Email: multifamily@eversource.com
Phone: (877) WISE-USE (ask for Eversource Multifamily Team)

The United Illuminating Company / SCG / CNG
Multifamily Initiative
180 Marsh Hill Road, Orange, CT 06477
Email: elizabeth.murphy@uinet.com
Phone: (877) WISE-USE