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# MULTIFAMILY INCOME QUALIFIED REBATE PROGRAM

## **Program Guidelines**

Multifamily Income Qualified rebates are only available to properties that: 1) can provide IRS documentation recognizing the property owner as a 501(c)(3) not-for-profit provider of low-income housing; or 2) are listed on the [Austin Tenants' Council Guide to Affordable Housing](#); or 3) can demonstrate that at least 30% of distinct units are occupied by tenants that either use housing choice vouchers as a form of payment (must be verified by a qualified 3rd party) or receive the [Customer Assistance Program bill discount](#). If you are unsure if your property meets these requirements, [email us](#) for assistance or call 512-482-5346.

- Properties can provide proof of affordability and be added to this guide, free of charge, by verifying their participation in one of the programs or incentives listed below. [Submit a request for your property to the Austin Tenants' Council](#).
  - Affordable Housing Disposition Program (AHDP/AHP)
  - Austin Housing Finance Corporation (AHFC) Multifamily Bond Program
  - Austin SMART (Safe, Mixed-Income, Accessible, Reasonably-priced, Transit-Oriented) Housing Participant
  - Austin Rental Housing Development Assistance (RHDA)
  - General Obligation (GO) Bond
  - Travis County Housing Finance Corporation Bond Program
  - Federal HOME Investment Partnership Program
  - Federal Low-Income Housing Tax Credit (LIHTC) Program
  - Land Use Restrictive Agreement (LURA)
  - Master Development Agreement (MDA)
  - Transit-Oriented Development (TOD)
  - University Neighborhood Overlay (UNO) Density Bonus
  - Vertical Mixed Use Incentive
  - Public Housing Properties



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- Properties that receive Austin Development Incentives must include long-term set-asides for affordable units.
- Properties that accept Section 8, Section 811, Section 202, or Veterans Affairs Supporting Housing (VASH) vouchers are accepted only if they have a formal agreement with the city, county, state, or federal government that requires them to accept these vouchers.
- If proof participation in these programs is not readily available, the Austin Tenants' Council will also accept documentation demonstrating a formal agreement with the city, county, state, or federal government requiring the property to include long-term set asides for affordable units with rents set at or below 80% of median family income. Currently, for-profit properties that offer below-market rents or serve low-income tenants but do not participate in a publicly or partially-publicly funded program or do not have a formal agreement with the city, county, state, or federal government are not eligible.

## Requirements

- Austin Energy can help customers evaluate energy efficiency opportunities for their business or organization. Please [email us](#) for assistance on 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 5 years (for lighting) and 10 years (for all other equipment and retrofits) may be ineligible to receive another rebate for the replacement or retrofit of the past rebated equipment. If the proposed equipment or retrofit demonstrates additional energy savings over the past rebated equipment, then an exception may be granted on a case-by-case basis.
- Austin Energy suggests that the multifamily property owner obtain at least 2-3 quotes from separate contractors before signing a contract.
- Rebates will not be paid unless all installed equipment and retrofits comply with manufacturer requirements and with all local, state, and federal regulations, including building code and permitting requirements.



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- For requirements on when electrical permits are required, refer to [City of Austin Municipal Code Chapter 25-12-113, section 80.19\(c\)](#). For requirements on when permits are required for mechanical work, refer to [City of Austin Municipal Code Chapter 25-12-133](#).
- For more information on mechanical, electrical, and building permits contact the [City of Austin Department of Development Services](#).
- All installed and retrofitted equipment must be installed and operate safely. If existing life safety hazards are identified in a building or unit that are related to the rebated equipment or retrofits, then 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 prior to work starting.
  - 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.
  - 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 prior to 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 may be cancelled after 90 days.
- The applicant is responsible for reporting total project cost. Austin Energy requires a signed final invoice that itemizes costs for each rebated equipment or retrofit. 'In-kind' work may be included in the total job cost, but must be documented.



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- All multifamily rebates are calculated based on \$/w/idget (in most cases), energy savings achieved, and estimated market pricing.
- For the **Multifamily Income Qualified** program, the rebate is calculated at 100% of the estimated market pricing. Program expectations are that any total project cost will not exceed 5% of total incentive for rebated measures.
- By default, the rebate payment is directed to the Austin Energy electric account holder for the multifamily property. If the rebate payment will be directed to any participating contractor or 3rd 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 to be paid to that party. Please [email us](#) for more information or call 512-482-5346.
- If a participating contractor submits an application on behalf of the property, they are required to: 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 in an honest, professional, and ethical manner. All participating contractors must abide by the [Austin Energy Code of Conduct and Ethical Requirements \(pdf\)](#).



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Summary of Multifamily Property Rebate Eligibility			
Rebate Program	Ownership Type	Meter & Property Space Type Where Rebated Equipment will be Installed	Rebate Cap <sup>1</sup>
Commercial	n/a	Master-metered properties <sup>2</sup>	50%
Multifamily Standard	n/a <sup>3</sup>	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 <sup>2</sup>	100%
	For-Profit	Individually metered dwelling units	100%

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

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

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

*Disclaimer: Rebates are paid only after Austin Energy has approved the rebate application and conducted 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 \$62,000. The maximum combined rebate is \$300,000 per customer site per fiscal year (October through September).*