



# ENERGY SAVINGS ASSISTANCE **COMMON AREA MEASURES**



Provided for customers  
on behalf of PG&E



## *Policies and Procedures* *June 2022*

Prepared by:



[www.esacommonarea.com](http://www.esacommonarea.com)



[multifamilySPOC@TRCcompanies.com](mailto:multifamilySPOC@TRCcompanies.com)



866-352-7457

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# 1. ESA COMMON AREA PROGRAM OVERVIEW

Pacific Gas and Electric Company (PG&E) Energy Savings Assistance (ESA) Common Area Measures (CAM) or “ESA CAM” offers income-eligible and deed-restricted multifamily housing properties (Property) incentives that cover up to 100% of project costs for qualified energy efficiency retrofits (Projects) that are completed in accordance with the ESA CAM Policies and Procedures (this document). ESA CAM serves the Property’s central heating and water heating systems and common areas that residents can access, such as hallways, leasing offices, lobbies, stairwells, elevators, laundry rooms, community rooms, dining areas, on-site parking/garages, and outdoor spaces. ESA CAM also coordinates with PG&E’s ESA In-Unit offering to install qualified EE measures within multifamily housing units.

All ESA CAM Projects must complete construction by the date in the Project Approval Letter or **September 1, 2022**, whichever comes first. Visit the ESA CAM website for the most up-to-date program information: [www.esacommonarea.com](http://www.esacommonarea.com).

## 1.1 ESA CAM Contact Information

To contact ESA CAM Staff, please call toll free at 866-352-7457, send an email to [ESACAM@trccompanies.com](mailto:ESACAM@trccompanies.com) or email one of the following ESA CAM Staff members directly:

- Program Manager: Marissa Van Sant, [mvansant@trccompanies.com](mailto:mvansant@trccompanies.com)
- Technical Manager: Matt Jones, [mrjones@trccompanies.com](mailto:mrjones@trccompanies.com)

## 1.2 ESA CAM Program Stakeholders

The following stakeholders are involved in ESA CAM operations:

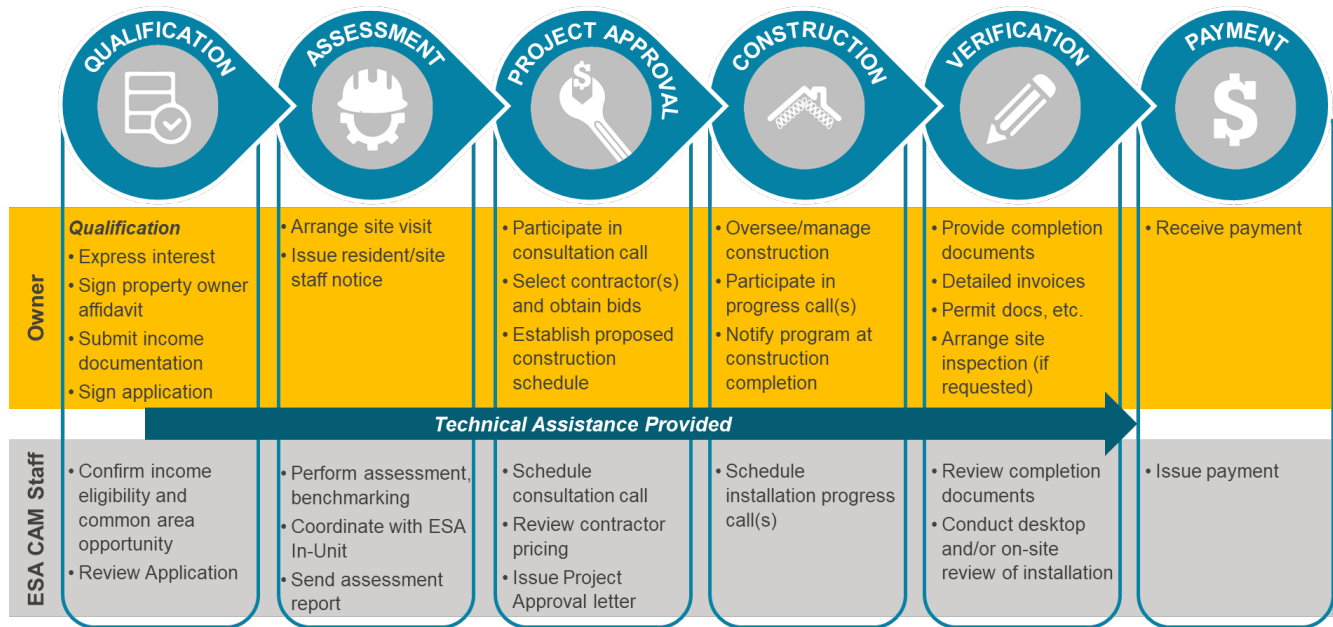
- **PG&E** is the utility company administering and funding ESA CAM under the auspices of and as directed by the California Public Utilities Commission (CPUC).
- **Property Owner/Representative** is the entity with legal authority to qualify Property income and deed-restriction eligibility and sign the ESA CAM Application Agreement. Multifamily Property Owners/Representatives may include non-profit organizations; for-profit businesses; local government entities, cities, counties, or housing authorities; federally-recognized tribes; and private individuals or corporations.
- **Contractors** are selected by and enter into a contract for their services directly with the Owner/Representative to perform the work to install the ESA CAM retrofits. Owners/Representatives are required to verify their selected Contractors have the appropriate license and insurance for the Project. Any disputes that arise involving the Contractor are the responsibility of the Owner/Representative and their Contractor to resolve. ESA CAM Staff, nor PG&E, shall have any obligation to assist with, participate in, or otherwise resolve such disputes.
- **TRC** is a private, third-party company that serves as the ESA CAM Staff, administering day-to-day Program operations on behalf of PG&E. ESA CAM Staff will work with Owners/Representatives to identify eligible properties, conduct outreach, complete site assessments and property benchmarking, provide ongoing technical assistance to participants from Project start until completion, and coordinate the Project with other applicable programs. TRC assists participants with the application process, Project implementation, and completion requirements.



## 2. ESA CAM PARTICIPATION PROCESS

Figure 1 outlines the ESA CAM participation process from property qualification to payment in addition to the responsibilities of ESA CAM Staff and Property Owners/Representatives.

**Figure 1. ESA CAM Participation Process**



### 2.1 How to Apply

To get started, a Property Owner/Representative can either submit an online Interest Form or contact ESA CAM Staff via phone or email to express interest. ESA CAM Staff will review participation and Property eligibility requirements, assess current property conditions, identify potential EE retrofit opportunities (Measures) and coordinate other program participation<sup>1</sup>. Eligible properties that are not able to enroll into an active ESA CAM program cycle will be placed on to the waitlist for further program opportunities.

ESA CAM's online Interest Form can be found <https://esacommonarea.com/contact/>. For Owners/Representatives with multiple properties, email [multifamilySPOC@trccompanies.com](mailto:multifamilySPOC@trccompanies.com) for guidance.

<sup>1</sup> See section 2.2.4 on Program Layering

## 2.1.1 Property Eligibility Requirements

Properties must meet the following eligibility criteria to participate in ESA CAM:

- **PG&E service:** Properties must receive electric and/or natural gas service from PG&E at the Project installation address. Properties must receive electric service from PG&E to receive ESA electric measures and must receive gas service from PG&E to receive ESA gas measures.
- **Multifamily Property:** Each property **must have five or more units** and each unit must be combined (sharing a wall or floor/ceiling) with **at least one other unit**. All five units do not have to be attached. Both low-rise and high-rise buildings are eligible. For Program Year 2022, ESA CAM will only allow up to 3 active properties per Property Owner/Representative. “Active project” means an enrolled ESA CAM project that is still in progress and has not received an incentive payment.
- **Existing Buildings:** Properties must contain existing multifamily buildings. PG&E serves new construction through a separate program (contact [multifamilySPOC@trccompanies.com](mailto:multifamilySPOC@trccompanies.com) or 866-352-7457 for information).
- **Deed Restriction/Regulatory Agreement:** Properties must meet and have supportive documentation (e.g., from a local, state, or federal government agency such as the U.S. Department of Housing and Urban Development, the U.S. Department of Agriculture, or the California Tax Credit Allocation Committee) for deed restriction requirements in compliance with CPUC code section 2852(a)<sup>2</sup>. Regulatory agreements cannot expire before the completion of an ESA CAM scope of work.
- **Income Eligibility:** At least 65% of residents in a participating property must meet ESA income guidelines set annually by the CPUC. Currently, ESA income eligibility is at 200%<sup>3</sup> of the Federal Poverty Guidelines pursuant to Public Utilities Code. For the most up-to-date ESA Program income eligibility requirements, visit the CPUC website at [www.cpuc.ca.gov/esap](http://www.cpuc.ca.gov/esap) or ESA CAM FAQs at [www.esacommonarea.com/FAQ](http://www.esacommonarea.com/FAQ).
- **Previous ESA CAM Participant:** A property cannot have received an incentive through ESA CAM for the same measures installed in the past five years.

## 2.2 Property Qualification Screening

### 2.2.1 Property Qualification and Affordability Requirements

To verify each Property meets ESA income and affordability eligibility requirements, the Property Owner/Representative must submit the information listed in Figure 2:

<sup>2</sup> CPUC Code Section 2852(a). Deed restriction is defined as “rental housing units with a deed restriction or affordability covenant with a public entity or nonprofit housing provider organized under Section 502 (c) (3) of the Internal Revenue Code that has as its stated purpose in its articles of incorporation on file with the office of the secretary of State to provide affordable housing to lower income households that ensures the units will be available at an affordable rent for a period of at least thirty years”.

<sup>3</sup> Pursuant to Senate Bill 756, the ESA Programs’ income limits will be updated to at or below 250% of the Federal Poverty Guidelines beginning July 1, 2022.



**Figure 2. Property Qualification Screening Documents**

Document	Description
<b>Multifamily Property Owner Affidavit (POA)*</b>	ESA CAM-provided document where the Property Owner/Representative signs and certifies the Property’s income eligibility meets PG&E ESA CAM and In-Unit requirements.
<b>ESA CAM Application Agreement*</b>	ESA CAM-provided document, signed by the Property Owner/Representative, confirming commitment to the ESA CAM program and all requirements. Records Owner/Representative point-of-contact, contractor name, general property information, and utility service agreement ID.
<b>Benchmarking Authorization Form</b>	ESA CAM-provided document completed by the Owner/Representative providing property and energy meter information necessary to conduct property-level benchmarking using ENERGY STAR® Portfolio Manager®.
<b>Affordability Documentation</b>	Deed restriction documentation, often in the form of a <b>regulatory agreement</b> , from a local, state, or federal government agency or other agency that demonstrates a requirement to maintain long-term affordability.
<b>Household Income Data</b>	Annual household incomes for each occupied unit to verify that 65% of the residents at the Property are at or below 200% up-to-date FPL.
<b>PG&amp;E Bills</b>	Participants must be PG&E customers and provide a recent bill showing the Property address and Public Purpose Program (PPP) charge. Properties that only receive one commodity service (i.e., gas or electricity-only) from PG&E are still eligible for ESA CAM.
<b>Contractor information</b>	Company name, company contact name and information (if not provided in the Application Agreement).

\*Please be sure to review attached terms and conditions.

### 2.2.2 Property Assessment and Technical Assistance

Once Properties meet income and deed-restriction eligibility requirements, it is enrolled into ESA CAM. At this stage, ESA CAM Staff will provide free technical assistance including **Property Benchmarking** and a site **Energy Assessment** to determine the property’s energy consumption baseline in addition to eligible Measures for the Project scope of work (SOW). Project funding is not reserved or paid until these assessments are complete. The following assessments are required for every ESA CAM Project:

**Property Benchmarking:** The Owner/Representative must provide the Property’s building information and metered energy usage data (Property Usage Data) using the ESA CAM Benchmarking Authorization form and PG&E’s Building Benchmarking Portal platform. In compliance with Assembly Bill 802, ESA CAM Staff will input the Property Usage Data into the U.S. Environmental Protection Agency’s (EPA) software tool, ENERGY STAR® Portfolio Manager®. ESA CAM Staff will analyze this data and provide a report summarizing findings (**Benchmarking Report**). This report provides Properties with

insight about current and historic energy usage patterns and can assist the ESA CAM Staff and the Project Team with identifying beneficial ESA CAM Measures. The Owner/Representative will receive an ENERGY STAR Portfolio Manager account, if they do not have one already, and Post-Benchmarking education from ESA CAM Staff including how to track and review Property energy usage data before, during, and after Project implementation to ensure reasonable energy savings are being achieved.

**Energy Assessment:** ESA CAM offers both on-site and virtual Energy Assessments (see more information on Virtual Assessments below). Unless otherwise determined by ESA CAM Staff, the Owner/Representative must permit ESA CAM Staff to verify existing Property conditions prior to defining the Project SOW and commencing construction. Other site inspections, such as PG&E Central Inspection Program (CIP) and post-installation, may be scheduled by ESA CAM Staff on a case-by-case basis. ESA CAM Staff conducts a pre-Project site assessment of to determine the baseline conditions, eligible measures, and Project needs. For example, if a Property is considering substantial exterior envelope and central system replacement or undergoing a tax credit refinance (i.e., TCAC re-syndication), an ASHRAE Level II energy audit of common areas is suitable. If the Project is primarily interested in upgrading lighting and small appliance replacements and its major central systems were recently replaced, a basic walk-through is appropriate. ESA CAM Staff will inspect a representative sampling of the Property's common area spaces and equipment as follows:

- **Unique areas & equipment sample size:** ESA CAM will inspect 100% of unique common area spaces and equipment such as community rooms, garages, mechanical equipment, and other central system rooms, etc.
- **Representative area sample size:** ESA CAM will inspect a representative 20% sample of similar or repetitive areas such as, laundry rooms, stairwells and stairwell landings, corridors, etc.

**Virtual Energy Assessment:** In response to COVID-19, starting July 2020, ESA CAM offers virtual energy assessments to verify existing Property conditions prior to Project construction and post-Measure installation. Virtual assessments are designed to collect the same information as an on-site energy assessment but are conducted by ESA CAM Staff via live video streaming platforms. If this is the selected assessment option, ESA CAM Staff member will work with the Owner/Representative to determine if the Project can meet requirements necessary to conduct a virtual assessment and will provide an overview of requirements and logistics prior to the virtual visit.

**Safety Issues:** If at any time PG&E or ESA CAM Staff detect a Property safety issue, the Owner/Representative will be notified immediately in writing of the identified safety issue. Any work to implement the Project is required to stop and no Incentive will be paid until such safety issue is remediated in compliance with all applicable laws, rules, and regulations and to ESA CAM Staff's reasonable satisfaction and written verification. All safety issues requiring remediation are the Owner/Representative's responsibility, cost, and expense.

**Combustion Safety Inspection:** ESA CAM Staff will complete combustion safety inspection on a sample of common area combustion appliances during the initial on-site assessment. Combustion safety inspection includes a visual inspection, gas leak testing, and monitoring ambient carbon monoxide levels throughout the property. For virtual assessments, ESA CAM staff will provide guidance for the designated site contact to follow to conduct a visual and olfactory inspection of gas equipment and lines.

**Property Assessment Report:** The Property Energy Assessment and Benchmarking results will be used to develop the Property baseline and ESA CAM Project SOW. The Property Assessment Report



that will include a list of recommended ESA CAM Measures with eligible quantities and specifications for the Project SOW. ESA CAM Staff will review the Property Assessment and Benchmarking reports with the Property Owner/Representative to discuss and review the Property Assessment Report and work with the Property Owner/Representative to determine the Project’s qualified ESA CAM Measures and the Program requirements for project completion and incentive payment.

**Other Recently Completed On-Site Assessments:** The Owner/Representative may request that ESA CAM Staff review a previously completed Property on-site assessment, provided it was completed within three years from the date of the Application Agreement submittal and generally aligns with the scope of ESA CAM’s Energy Assessment. Such prior on-site assessments will be reviewed on a case-by-case basis and the Project will still require a Benchmarking Report. ESA CAM Staff may still conduct an Energy Assessment and consider the findings of previous reports compared to program requirements.

### 2.2.3 Eligible Measures and Locations

Eligible ESA CAM Measures are selected from the categories below (see Figure 3) and must be installed in common area spaces identified by ESA CAM Staff. The Property common areas include spaces where residents have regular access (see Section 1 for common area examples). Property spaces where residents do not have regular access, such as maintenance shops and private offices, do not qualify for ESA CAM Measures. Central mechanical systems (i.e., domestic hot water or heating and/or cooling systems) that serve Property dwelling units will require ESA CAM staff evaluation for approval. Existing equipment installed within the last five years is not eligible for replacement.

**Figure 3. ESA CAM Measure Categories**



**ESA CAM Measure Requirements:** Each ESA CAM Measure installed for the Project must meet PG&E’s ESA Installation Standards Manual minimum performance specifications. ESA CAM measure specifications are summarized in Appendix 3.2 and detailed for each Project in the ESA CAM Property Assessment Report. ESA CAM Staff will work with the Owner/Representative and their selected contractors to define required Measure Specifications and assist with developing the Project SOW (see section 2.3 Project Scope of Work (SOW) and Timeline Requirements). ESA CAM’s technical assistance includes but is not limited to review of contractor bids and/or proposals to install the Measures to ensure they include and comply with the relevant ESA CAM Measure Specifications.

**ESA In-Unit Offering Requirement:** Unless otherwise provided, ESA CAM requires every participating Owner/Representative to allow PG&E’s ESA In-Unit team access to their Property to install agreed upon ESA In-Unit qualifying measures. PG&E’s ESA In-Unit team will offer treatment to all willing



residents that are eligible to participate. Previous treatment of at least 50% of the Property itself within the last three years from the date of the Application Agreement, meets the In-Unit upgrade offering requirement. An in-unit energy savings treatment through a similar state or federal funded weatherization program (such as the California Department of Community Services and Development Low Income Home Energy Assistance Program weatherization (LIHEAP)) may meet the In-Unit upgrade offering requirement. PG&E's ESA In-Unit measures are installed by ESA In-Unit contractors. PG&E ESA In-Unit contractors can, but are not required to, perform work for the ESA CAM Project. For ESA CAM measure installations, the Owner/Representative must select and contract directly with ESA CAM Project contractors.

#### 2.2.4 Program Layering Through PG&E's Single Point of Contact (SPOC) Service

ESA CAM Staff will work with each Owner/Representative to evaluate if a Project can achieve greater energy savings through program layering. **Program layering** is when an eligible Property can participate in multiple PG&E or other energy efficiency, water and air district programs to achieve greater energy and water savings and incentives. Program layering opportunities also extend to renewable energy and financing programs.

PG&E offers a Single Point of Contact (SPOC) service, a one-stop-shop for Property Owners/Representatives, managers, and other industry stakeholders to help facilitate participation in other qualifying clean energy programs. ESA CAM Staff works directly with SPOC to assist Owners/Representatives and stakeholders with program layering by using their "one-stop model" to help property owners and managers reach achieve carbon free affordable energy consumption through no-cost benchmarking, financing resources, and assistance to identify, enroll in, and combine relevant multifamily programs.

ESA CAM Staff will work with SPOC to identify program layering opportunities during enrollment, post-energy assessment, after the Project SOW is defined, and after Project Completion. Projects are not required to access other program resources. See Appendix 3.3 for other energy savings programs that may be leveraged alongside ESA CAM.

Visit [www.pgemultifamily.com](http://www.pgemultifamily.com) for a complete listing of PG&E SPOC-supported programs and/or contact [multifamilySPOC@trccompanies.com](mailto:multifamilySPOC@trccompanies.com) or call 866-352-7457.

**Program Coordination:** When possible, required assessments for Projects that leverage other programs will be coordinated in a single visit to reduce the number of site or virtual visits and minimize resident disruption. To the extent applicable, with the other program implementer's permission and at their discretion, ESA CAM Staff may leverage existing audit findings, energy models, or project information developed by the other programs to avoid scope overlap and coordinate differing measure specification requirements.

**Multiple Program Incentives:** For projects receiving incentives from multiple programs, total incentives cannot collectively cover more than 100 percent of the Project costs.

### 2.3 Project Scope of Work and Timeline Requirements

Following an Energy Assessment, ESA CAM Staff will provide the Owner/Representative with the Property Assessment Report including the recommended ESA CAM Measure Specification(s) to obtain



Scope of Work (SOW) proposals/bids and a Project Timeline from their contractor(s) to complete the Project installation. As needed, ESA CAM Staff will assist Owner/Representative in identifying and finalizing the Project SOW and Project Timeline. The final Project Timeline shall include, but is not limited to, at least three Project progress report meetings: project kickoff, pre-construction meetings, and mid-construction meetings.

The Owner/Representative will submit SOW proposals/bids and Project Timelines to ESA CAM Staff for review and PG&E approval. The final Project SOW must be in alignment with the ESA CAM Measure Specifications<sup>4</sup> as outlined in the Property Assessment Report and all Program requirements. The SOW proposals/bids must include labor and material cost breakdowns as requested by ESA CAM Staff and additional information as needed in order to complete SOW review. If Contractor’s final Project SOW does not contain a breakdown of the Project’s fee and costs and/or a Project Timeline containing Project start and end dates with set progress meetings as required, the Project SOW and/or Timeline will be considered incomplete.

## 2.4 Project Approval Letter

ESA CAM Project approval is based on the Property Assessment Report, final Project SOW, and Project Timeline. ESA CAM Staff or PG&E during the Project SOW review may seek additional Project clarification, revisions, or updates to the Project SOW or Timeline. Projects which have been reviewed and meet the ESA CAM requirements will receive a Project Approval Letter. The Project Approval Letter will outline an approved list of ESA CAM Qualifying Project Measures, confirm the Measure Specifications based on the Project SOW, and confirm the incentive(s) reservation amounts to cover the ESA CAM Measures cost. ESA CAM Measure incentives are available on a first-come, first-served basis until depleted or ESA CAM ends, whichever occurs first. In no circumstances will any incentives exceed the Project cost.

In the event that, upon review of the ESA CAM Project seeking approval, a contractor’s final Project SOW fees and costs exceed the allowable incentive amounts to implement the Project and the additional information and documentation substantiate the reasons for the cost difference provided in the contractor’s final Project SOW is not approved, Owner/Representative will need to decide whether they want to proceed with the Project and if so, will be responsible for funding the Project cost difference.

Upon Project approval, Project construction may begin as outlined in the approved Project Timeline. ESA CAM Staff will monitor the Project Timeline, and if required, will also schedule additional progress meetings (including with Contractors) to ensure compliance with the ESA CAM requirements, review key Project Timeline due dates, and evaluate the Project’s construction progress.

**Figure 4. Project Approval Letter**

Document	Description
<b>Project Approval Letter</b>	A letter sent by ESA CAM Staff to the Owner/Representative approving the Project SOW which includes the Measure Specifications, Project Timelines and Project reserved incentive amounts.

<sup>4</sup> ESA CAM Measure specifications were approved by the California Public Utilities Commission.

### 2.4.1 Change Orders

Change order requests will be reviewed on a case-by-case basis and approval will depend on program funding availability and the nature of the request. Change orders that request additional incentive funding must be submitted at least **30 days prior to the construction deadline** stated in the Project Approval Letter and will not be considered if submitted after construction completion. **The Program will not approve funding increases at the time of verification.**

## 2.5 Project Verification and Completion

After ESA CAM Project construction is complete, the Owner/Representative is responsible for notifying ESA CAM Staff that the ESA CAM Measures are installed, operational, and meet the relevant ESA CAM Measure Specifications as reflected in the Project’s final SOW. ESA CAM Staff will verify the Project completion by conducting a desktop review and a virtual or on-site inspection, if necessary. PG&E’s Central Inspection Program (CIP) team may also perform on-site Project inspections and in-office desktop review.

Should this verification review reveal any discrepancies, ESA CAM Staff will re-evaluate the Project and provide written notification concerning the Project circumstances preventing verification. Such circumstances must be remedied to avoid Project disqualification.

### 2.5.1 Documentation Submittal Requirements

The Owner/Representative is responsible for executing, submitting, and coordinating with their contractor to provide the Project completion documentation for each approved ESA CAM Measure as listed in Figure 5 below.

**Figure 5. Project Completion Documentation**

Document	Description
<b>W-9 Form</b>	Completed to whom (Owner/Representative or Contractor) the Incentive is being paid
<b>Customer Verification Tool</b>	Customer Verification Tool used to compare invoiced quantities, costs, model numbers, etc., to ESA CAM Approved scope of work.
<b>ESA CAM Verification Photo Template</b>	Must include representation of each installed measure on site. Model and/or serial numbers must be visible and align with approved scope.
<b>Cut Sheets</b>	Documents obtained from the product manufacturer that summarizes the performance and other technical characteristics of each measure installed
<b>Closed Permits</b>	Ensure the copies of closed permits have a signature from the inspector with the final sign-off date. Closed permits must include copies of permit fees.
<b>Invoices</b>	Detailed bill of materials and labor identifying quantities purchased and model numbers

<b>HERS Certification Form</b>	Confirms HERS testing results passed and forms have been filed with appropriate entities. Must include project site information and show passing HERS results for the applicable measures
<b>Verification &amp; Certification Form</b>	Confirm incentive total, scope of work, incentive recipient and HVAC permitting requirements. Property representative must complete the verification form. Each measure total must align with the totals in Customer Verification Tool. California Public Utilities Commission requires incentive recipient and HVAC installing or overseeing contractor to certify project compliance.

### 2.5.2 Payment

When Project verification and documentation submittal is complete, ESA CAM Staff will submit an Incentive payment request to PG&E. Incentive payments will be in accordance with the Project Approval Letter, unless otherwise amended and approved by ESA CAM Staff in writing.

### 2.5.3 Phased Incentive Payments

A phased payment option may be available for Projects with approved incentive totals equal to or exceeding **\$100,000** with written approval. Projects with phased incentive payments will have a detailed timeline in the Project Approval Letter that contains installation due dates for each measure and when they are eligible for phased payment. Contact ESA CAM Staff for more information.

## 2.6 Project Milestones

Projects must install all ESA CAM Measures and submit all required completion documentation as agreed to in the Project Approval Letter and Timeline. Each Project is required to meet the due dates outlined in Figure 6 as well as in their Project Timeline or may be at risk of being disqualified from the Program. All amended Project Timelines must be approved by ESA CAM Staff in writing. Projects that do not adhere to their Project Timeline will cause delay in their Project’s verification and payment. ESA CAM Staff will assist every Project team to successfully complete of all required milestones and due dates.

**Figure 6. Summary of ESA CAM Milestones & Due Dates**

ESA CAM Milestones	Due Date
<b>Express Interest in ESA CAM Participation</b> <i>Property Owner/Representatives interested in participating in ESA CAM submits an Interest Form or contacts ESA CAM Staff.</i>	Ongoing until program reaches capacity.
<b>Complete Property Eligibility Documentation and Review of ESA CAM Project Requirements</b> <i>Property Owner/Representative provides affordability and income eligibility documentation and completes qualification call(s) with ESA CAM Staff to review the participation process and discuss next steps.</i>	10 business days after ESA CAM Staff responds to expressed interest in ESA CAM participation.

ESA CAM Milestones	Due Date
<p><b>Submit ESA CAM Application Agreement and POA</b>  <i>After ESA CAM Staff verifies a Property meets the affordability requirements, the Owner/Representative will be provided an ESA CAM Application Agreement and POA. Owner/Representative submits signed agreements.</i></p>	<p>5 business days after ESA CAM Application Agreement and POA are provided to Owner/Representative.</p>
<p><b>Complete ESA CAM Prequalification Call</b>  <i>After ESA CAM Staff verifies complete ESA CAM Application Agreement and POA, the Owner/Representative will participate in a prequalification call with ESA CAM Staff to discuss potential energy efficiency upgrade opportunities and eligible common area spaces.</i></p>	<p>Schedule call within 5 business days after ESA CAM Staff confirms complete ESA CAM Application Agreement and POA. Call must take place within 15 business days.</p>
<p><b>Schedule and Participate in ESA CAM Property Assessment</b>  <i>Property Owner/Representative and ESA CAM staff agree on date(s) for ESA CAM Staff and Property personnel to perform Property assessments.</i></p>	<p>Within 15 days after the Prequalification call.</p>
<p><b>Schedule ESA CAM Property Assessment Report Consultation</b>  <i>ESA CAM Staff schedules a consultation call with the Owner/Representative to review the Property Assessment Report, recommended Measures, benchmarking results, and provide relevant Program requirements.</i></p>	<p>15 days after Owner/Representative receives the Property Assessment Report.</p>
<p><b>Submit Project Bid/Proposal and Project Timeline</b>  <i>Owner/Representation uses Property Assessment Report and required Measure Specifications to obtain bids/proposals from a licensed contractor of their choice for the Project SOW. Contractor also submits a Project Timeline to ESA CAM staff for review.</i></p>	<p>No more than 60 days after ESA CAM Property Assessment Report consultation call.</p>
<p><b>Issue Project Approval Letter</b>  <i>Once a Project SOW and Project Timeline are approved by PG&amp;E and ESA CAM Staff, the Owner/Representative will receive a Project Approval Letter that attaches the final Project SOW, lists the approved Project Measures, and the Project incentive reservation. ESA CAM incentives are reserved on a first-come, first-served basis until no longer available.</i></p>	<p>Within 30 days after receiving a completed final Project SOW and Project Timeline.</p>
<p><b>Project Completion</b>  <i>Owner/Representative must complete construction by the Construction Completion date in the Project Approval Letter. ESA CAM Staff will conduct check-ins during construction to ensure the Project will complete on-time and according to SOW. Projects not completed by the agreed Construction Completion due date may be disqualified and ineligible to receive their reserved ESA CAM incentive.</i></p>	<p>By Construction Completion date stated in the Project Approval Letter.</p>
<p><b>Schedule Project Verification and Submit Project Completion Documents</b>  <i>PG&amp;E and ESA CAM Staff will complete Project verification, including post-inspections if required. Owner/Representative to submit Project completion documents. Projects that do not submit and comply with the required Project Completion Documentation will not be eligible to receive the ESA CAM incentive.</i></p>	<p>By Due Dates stated in the Project Approval Letter but in no more than 30 days after the Project is completed.</p>

## 4. APPENDICES

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### 4.1 ESA Property Owner Affidavit (POA)





# Multifamily Property Owner Authorization (POA) & Affidavit

## Section 1: Property Owner Information

Legal Property Owner Name			
Property Owner Mailing Address	City	State	ZIP Code
Contact Phone Number	Contact Email		

## Section 2: Site Information

*List property authorized to receive Program Services; attach additional properties to this document on the Multifamily Property Owner Authorization & Affidavit Supplemental Site Information form.*

Installation Address	City	State	ZIP Code
Total Unit(s) In Building			

## Section 3: Validation of Property

a) Indicate Property Ownership Type:

<input type="checkbox"/> Privately Owned or Financed* ( <i>Market Rate</i> ) *if selected, proceed to Section 3c	<input type="checkbox"/> Deed Restricted** ( <i>See Terms &amp; Conditions 12 for full definition</i> ) **if selected, proceed to Section 3b
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b) Deed Restricted Type (*check all that may apply*):

<input type="checkbox"/> General obligation bonds <input type="checkbox"/> Low income tax credits <input type="checkbox"/> Properties owned by HUD <input type="checkbox"/> Housing legally controlled by local housing authorities, non-profit organizations or other owners where: <ul style="list-style-type: none"> <li>• The building is deed or contract restricted to house low income tenants under an agreement with HUD, the California Department of Housing and Community Development and/or the State Treasurer's Office restricting rents to affordable levels based on tenant income levels</li> <li>• That are regularly verified by HUD or the specified state agency</li> </ul> <input type="checkbox"/> Other _____	<input type="checkbox"/> Local state, or federal loans or grants <input type="checkbox"/> Tax-exempt mortgage revenue bonds <input type="checkbox"/> Owned or controlled housing for federally-recognized tribal members
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c) Enrollment Type:     In-Unit Only     Common Area Only     Whole Building

d) Income Eligibility (% of tenants with income ≤ 200% of Federal Poverty Guidelines):

<input type="checkbox"/> ≤ 64%	<input type="checkbox"/> 65%-79%	<input type="checkbox"/> ≥ 80%	<input type="checkbox"/> Not available
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e) Anticipated Qualifying Program(s) for this site:

## Section 4: Additional Information

*Relevant to the property listed above and the Multifamily Property Owner Authorization & Affidavit Supplemental Site Information form, if applicable.*

## Section 5: Signature

I certify I am the legal owner or legal owner's authorized representative of the Property(ies). I certify I have read, understand, and agree to the Terms and Conditions contained on the back of this document. I confirm that the above-information is true and correct. I will provide proof of tenant income eligibility and/or ownership upon request and grant access to properties listed in Section 2 of this POA, and on Supplemental Forms (if applicable).

Legal Property Owner or Representative Printed Name	Legal Property Owner or Representative Signature	Date
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## Office Use Only

Enrolling IOU: <input type="checkbox"/> SCE <input type="checkbox"/> SDG&E <input type="checkbox"/> SoCalGas <input type="checkbox"/> PG&E		
Company Name	Company Phone Number	
Company Address		
Company Representative Printed Name	Company Representative Signature	Date

## TERMS AND CONDITIONS

1. I certify that I am the legal owner, or the legal owner's authorized representative, for the property(ies) ("Property") listed in Section 2 of this and supplemental form(s), and I hereby expressly grant permission to [PG&E, SoCalGas, SCE, or SDG&E] ("Investor Owned Utilities" or "IOU") and its contractor(s) ("Contractor") to access Property to provide all feasible program measures, improvements and services ("Measures"), including any outlet grounding if offered by the IOU or natural gas appliance testing as determined necessary by IOU and Contractor (the "Work") pursuant to the terms and conditions of the Energy Savings Assistance (ESA) Program. I agree to also receive information pertaining to other utility, county, or state Energy Efficiency Program(s) (as applicable, "Program") which may apply, and for programs I agree to enroll in, I grant access to the related property as necessary for activities related to the program. If the Property is selected for inspection and audit, I further grant permission to IOU, Contractor and representatives from the California Public Utilities Commission ("CPUC") to access Property to perform inspections and audits.
2. I acknowledge and agree that the IOU makes no representations or covenants as to the safety, reliability and/or efficiency of the Measures. The IOU makes no warranty regarding the Measures, express or implied, including but not limited to the warranty of merchantability or fitness for any particular purpose, use or application of the Measures. All Work will be performed by licensed, bonded, and insured Contractors.
3. I acknowledge and agree that IOU shall not be liable for any damages or losses arising out of any act or omission of Contractor or any subcontractor of Contractor relating to the performance of the Work or the Measures, and I hereby release and waive any and all claims against the IOU that may arise in connection with the Work or the Measures. I agree to hold the Contractor solely responsible for the performance of the Work, the safety, quality and reliability of the Measures, and for any and all claims, losses, liabilities, damages and expenses (including attorneys' fees and costs) that may arise therefrom. Furthermore, I shall defend, indemnify, and hold harmless IOU and its officers and employees against any and all causes of action, liability, losses damages, demands or costs, for injury to or death of any and all persons whatsoever, and for any and all damage to property, in any manner arising from, or in connection with, the performance of the Work or the Measures hereunder, except for those damages caused solely by the negligence or willful misconduct of IOU. I acknowledge and agree that the IOU shall not be liable if the current or future tenant removes any or all of the installed Measures, including appliances, without my prior consent.
4. I acknowledge and agree that the IOU may modify or discontinue the Program at any time at its sole discretion, without prior notice, or by order of the CPUC. The Program is funded by California ratepayers and administered by the IOU under the auspices of the CPUC, and is subject to the availability of funds.
5. I understand all Measures provided, when offered by the IOU, will be at no cost to me or my tenants except when:
  - Replacing a refrigerator and/or room air conditioner that I own, in a tenant's unit whose electric bill I pay. Specifically, I acknowledge that a non-refundable co-payment to Contractor may be required to replace these appliances.
  - Replacing a central air conditioner or heat pump that I own. I acknowledge that a non-refundable co-payment to the Contractor may be required. I acknowledge and agree that if I do not provide the non-refundable co-payment to Contractor, the approved Measures will not be installed. I understand that that the non-refundable co-payment is made directly to Contractor, and acknowledge that IOU is not in receipt of any monies related to the co-payment.
6. For the Contractor to install certain Measures, including but not limited to room air conditioner replacement, evaporative cooler installation, and refrigerator replacement, a properly grounded electrical outlet must exist at the installation location of the Measure(s). [SoCalGas, SCE or SDG&E only: I hereby authorize the Contractor to perform, at no cost to the tenant or me, the work required, if any, to ground an electrical outlet at the Property.] [PG&E only: I agree to pay to have the outlet properly grounded out of pocket with a vendor of my choosing before the installation of program measures.]
7. I authorize the performance of all natural gas appliance testing (NGAT) on all applicable natural gas appliances. I understand NGAT will be conducted on all applicable natural gas appliances to detect potential carbon monoxide problems. Should problems be detected, I authorize Program representatives to shut off the appliance(s) and understand that I, as the owner of the Property, will be solely responsible for any gas appliance repairs or replacements necessary to correct the situation.
8. I acknowledge and agree that IOU has not authorized any services, improvements, installations or equipment other than the Measures, outlet grounding and NGAT, and I understand that IOU assumes no liability for any extra services, improvements, installations or equipment performed.
9. By signing this Authorization, I, the owner of the Property or its authorized representative, hereby authorize IOU and Contractor to access information including, without limitation thereto: ACCESS: the Property addresses and other information required for Contractor to access my Property to provide all feasible Program measures, improvements, and services to eligible tenants in any authorized units; provided, however that this authorization does not extend to my tenant's utility account information. INCOME ELIGIBILITY: The Owner has obtained the necessary permission of the tenant to release his or her information, and I understand that IOU and Contractor will treat my and my tenant's information as confidential. OWNER ACCOUNT INFORMATION: I AUTHORIZE THE IOU TO SHARE MY ACCOUNT INFORMATION WITH OTHER UTILITIES, AGENTS, OR ENTITIES IN ORDER TO ENROLL THE PROPERTY IN OTHER ENERGY MANAGEMENT ASSISTANCE PROGRAMS AND FACILITATE ASSISTANCE PROGRAM MANAGEMENT PROCESSES.
10. I may cancel my authorization or participation at any time prior to installation without penalty or obligation, and I understand that canceling my authorization may limit the Work and the Measures provided to a tenant participating in the Program. I understand that NO LIEN WILL BE PLACED AGAINST THIS PROPERTY.
11. I acknowledge that if the multifamily building(s) listed in Section 2 meet the ESA Program income guidelines for whole building ESA Program, then enrollment may be completed without the need for door-to-door tenant income documentation. I understand that income eligibility can be verified by the IOU if the multifamily building(s) is/are located in a PRIZM Code, census tract, or federally recognized tribal reservation, or zone where 80% of households are at or below 200% of Federal Poverty Guidelines (FPG); or in a Promise Zone as designated by the federal government; or the building is registered as low-income affordable housing, and with ESA Program qualified income documentation that is on file and less than 12 months old. Whole building enrollment may include common areas (shared areas of the building including central building systems) as well as all building units.
12. I acknowledge and understand that if I am interested in ESA Program common area measure treatment, the building(s) listed in Section 2 must a.) meet the definition of deed restricted as defined by California Public Utilities Code Section 2852(a)(3)(A) and further modified by the CPUC as a multifamily residential property financed with low-income tax credits, tax-exempt mortgage revenue bonds, general obligation bonds, or local, state, or federal loans or grants; b.) house at least 65% of the building's households with incomes at or below 200% of the federal poverty guideline; and c.) enroll for benchmarking via the Environmental Protection Agency's Portfolio Manager Tool.
13. I will obtain any required documentation demonstrating compliance with the above terms 11 and 12. This may include documentation of deed restrictions and of a tenant's gross annual household income i. Upon request, I will provide IOU or Contractor with documentation to support any determination of income eligibility made by me. IOU has the right to visit and review the income eligibility documentation for those tenants receiving Program measures at all reasonable times during normal business hours. If a tenant serviced by the IOU or its Contractor does not meet Program requirements, I will be required to reimburse IOU for all fees related to the Work and the Measures delivered to the tenant, including IOU's cost to purchase any appliances installed, where applicable.



## 4.2 ESA CAM Measure Specifications



# ENERGY SAVINGS ASSISTANCE COMMON AREA MEASURES

## ELIGIBLE MEASURES

The following is a complete list of measures eligible for ESA CAM incentives. ESA CAM Case Manager's will help to identify specific eligible upgrades. Please note that all measure opportunities are confirmed following an energy audit.



### Lighting

- Wall or Ceiling Mounted Occupancy Sensor
- LED PAR20, PAR 30 and PAR 38 Lamps
- LED Candelabra Lamps
- LED Globe Lamps
- LED A Lamps
- LED BR-R Lamps
- LED Plug-in (PL) Lamps
- LED T8 Lamps (2', 4' or U-shape, Type A or C)
- LED Recessed Troffers and Retrofit Kits (1'x4', 2'x4', or 2'x2')
- LED Linear Ambient Fixtures (2' or 4')
- LED Ceiling, Vanity or Sconce Fixtures ( $\leq 41$  W)
- LED Recessed Downlight Retrofit Kits ( $\leq 26$ W)
- LED Pendant, Track or Accent Fixtures ( $\leq 26$ W)
- LED Parking Garage Fixture
- LED Exterior Wall or Pole Mounted Fixture Replacing 50-400W HID Fixture
- LED Exit Signs

*\*All products must be UL listed and EnergyStar Rated or DLC listed*



### Appliances & Plug Loads

- Commercial Clothes Washer, ENERGY STAR
- Refrigerator, ENERGY STAR
- Tier-2 Smart Power Strip
- Variable Speed Pump for Swimming, Spa and Wading Pools,  $\leq 3$  HP



### Heating & Cooling

- PTAC,  $\leq 24$  kBtu, 10.27 EER
- PTHP,  $\leq 24$  kBtu, 10.15 EER
- Air Conditioners Split System, 18-65 kBtu, SEER = 15 – 19 \*
- Heat Pump Split System, SEER = 15 – 18 \*
- Packaged Air Conditioner,  $< 55$  kBtu, SEER 15 - 17 \*
- Non-Condensing Space Heating Boiler,  $< 300$  kBtu, 84% AFUE
- Non-Condensing Space Heating Boiler,  $\geq 300$  kBtu, TE  $\geq 85\%$
- Condensing Space Heating Boiler,  $\geq 300$  kBtu, TE  $\geq 94\%$
- Central Natural Gas Furnace,  $\geq 95\%$  AFUE
- Smart Thermostat

*\*Only eligible in climate zones 11, 12, 13, 14*



### Building Envelope

- Windows,  $\leq U-0.32$ , SHGC  $\leq 0.23$
- Reflective Window Film
- Attic Insulation, bring existing ceiling to  $\geq R30$
- Attic Insulation, add  $\geq R-11$  to existing ceiling insulation
- Blow-in Wall Insulation, R-13



### Water Heating

- Non-Condensing Domestic Hot Water Boiler,  $> 75$  kBtu, TE  $\geq 84\%$
- Condensing Domestic Hot Water Boiler,  $> 75$  kBtu, TE 90%-93%
- Storage Water Heater,  $> 75$  kBtu, TE  $\geq 83\%$
- Storage Water Heater,  $\leq 75$  kBtu, UEF  $\geq 0.64$
- Instantaneous Tankless Water Heater, 76 - 200 kBtu, UEF  $\geq 0.87$
- Instantaneous Tankless Water Heater,  $> 200$  kBtu, TE  $\geq 85\%$
- Heat Pump Water Heater, 45-55 gallons, UEF  $\geq 3.09$
- Heat Pump Water Heater, 56-75 gallons, UEF  $\geq 3.33$
- Heat Pump Water Heater,  $> 75$  gallons, UEF  $\geq 3.42$
- Demand Control DHW Recirculation Pump
- Variable Speed DHW Recirculation Pump
- Low-flow Lavatory Faucet Aerator, 0.5-1.0 GPM
- Low-flow Kitchen Faucet Aerator, 1.5 GPM
- Low-flow Showerhead,  $\leq 1.6$  GPM

**Note: ESA CAM staff will help identify specific eligible upgrades.**



### 4.3 Other California Energy Savings Programs

Program Name	Program Intent	Income Eligibility	Coordination with ESA CAM
<b>PG&amp;E ESA In-Unit</b>	No cost, direct install, in-unit upgrades.	Individual households at or below 200% of the FPL guidelines. All units may be eligible if located in a PRIZM Code, census tract, or federally recognized tribal reservation, or zone where 80% of households are at or below 200% of the FPL.	ESA CAM requires notification of PG&E ESA In-Unit Offering to all eligible residents.
<b>CSD Low Income Weatherization Program (LIWP)</b>	Provides incentives for energy efficiency and decarbonization measures, and solar PV installations for properties located in disadvantaged communities.	At least 66% of the residents must have incomes at or below 80% of the county's Area median income (AMI).	Provides augmented funding for ESA in-unit and ESA CAM measures. Properties must be located in or within ½ mile of disadvantaged communities (confirmed by CalEnviro 3.0) and meet income eligibility.
<b>PG&amp;E Solar on Multifamily Affordable Housing (SOMAH)</b>	Incentives for solar installation for income-qualified properties or those located in disadvantaged communities (confirmed by CalEnviro 3.0).	80% of residents must be at or below 60% of the AMI.	ESA Property eligibility meets SOMAH EE requirements. HUD-owned and master-metered properties are ineligible for SOMAH.
<b>PG&amp;E Multifamily Energy Savings Program (MESP)</b>	Provides no-cost energy assessments, incentives for energy-saving building upgrades, and energy-saving products installed.	No income requirements.	Can provide rebates for measures not covered by ESA CAM/ESA In-Unit.
<b>California Energy-Smart Homes</b>	An above code program for new construction, alterations (retrofits), and manufactured homes.	No income requirements.	Can provide rebates for measures not covered by ESA CAM/ESA In-Unit.

Program Name	Program Intent	Income Eligibility	Coordination with ESA CAM
<b>Bay Area Multifamily Building Enhancements (BAMBE)</b>	Provides no-cost energy assessments. Rebates for energy saving improvements designed to save 15% or more of a property's energy and water usage.	No income requirements.	Can provide rebates for measures not covered by ESA CAM/ESA In-Unit. Must be a customer of an IOU or CCA in one of 9 Bay Area counties and implement 3 or more measures.
<b>Multifamily Energy Savings Program (MFES) and Low Income Families and Tenants (LIFT)</b>	Provides no-cost energy assessments and rebates for energy saving improvements.	Additional rebates offered through LIFT if unit households are at or below 200% of the FPL.	Can provide rebates for measures not covered by ESA CAM/ESA In-Unit.
<b>SMUD Whole Building Multifamily</b>	Incentives for electrification measures and tenant engagement.	No income requirements, higher incentives for affordable properties participating in SMUD's Energy Assistance Program Rate (EAPR).	Can provide rebates for measures not covered by ESA CAM/ESA In-Unit.
<b>PG&amp;E Self Generation Incentive Program (SGIP)</b>	Incentives for renewable technologies installed on multifamily properties.	No income requirements, higher incentives available for affordable properties.	Can install qualifying technologies, such as battery storage for ESA CAM Projects.
<b>PG&amp;E On-Bill Financing (OBF)</b>	Funding for EE measures for common area meter (commercial billing).	No income requirements.	Can provide additional financing assistance for EE measures.
<b>GoGreen Affordable Multifamily Energy Financing</b>	Funding for EE measures.	Affordable multifamily projects with at least 50% of units restricted to households of low to moderate income (0-120% AMI) and at least 5 years remaining on affordability deed restriction or covenant. Owner can't reside at property.	Can provide additional financing assistance for EE measures.
<b>EV Charging Incentive Programs</b>	Incentives or rebates for EV charger installation.	Most programs have no income requirements; contact SPOC at 866-352-7457 for details on current offerings.	Can provide incentives for adding EV charging to a property.