

Subject: Rental Housing Policy and Requirements

Purpose: To define the required financial investments to be made by the Property Owner / Landlord / Authorized Agent

Landlords / Authorized Agent Financial Investments

When Electric Partnership Program (EPP) customers live in rental properties, the Property Owner / Landlord / Authorized Agent may be required to financially participate by investing in the installation of cost-effective measures. No In-Kind contributions may be substituted for the financial participation. The amount of financial responsibility will be determined by the level of service to be provided. If the property owner refuses to financially participate if necessary, the home should not receive EPP services. **It is imperative, due to the possible financial investment that may be needed, that the Property Owner / Landlord / Authorized Agent be notified of this possible investment requirement prior to the audit being completed.**

Electricity Costs Included As Part Of The Rent

If the electric utility cost is included in the rent, the customer (tenant) is not eligible for the Percentage of Income Payment Plan (PIPP) and therefore no EPP work can be completed on the rental property.

Ownership of Refrigeration Appliances

- **CUSTOMER OWNED** -- If the customer owns the refrigeration appliance(s) that has been found eligible for replacement, the property owner / landlord / authorized agent is not required to provide a financial investment.
- **PROPERTY OWNER OWNED** -- If the refrigeration appliance(s) found eligible for replacement is owned by the property owner / landlord / authorized agent, there must be a financial investment by the property owner / landlord / authorized agent equal to fifty percent (50%) of the total installed cost of the appliance. This must be received prior to the appliance being ordered and delivered.
 - However, the property owner / landlord / authorized agent may elect to transfer ownership of the appliance(s) in writing to the EPP customer. In that case, no contribution is required. The new appliance(s) then becomes the property of the EPP customer being served.

Lighting Measures

- Non-hardwired lighting measures installed in the customers' homes are not subject to a financial contribution. These would be the compact fluorescent

lights being installed in lamps, bathroom bar lights, ceiling fans, night lights and ceiling fixtures.

- Hardwired lighting measures installed in or on the customers' homes are subject to a fifty percent (50%) financial investment from the property owner / landlord / authorized agent. This investment must include the labor and material costs of the individual hard-wired lighting retrofit.
- All lighting measures (hard-wired or non-hard-wired) installed in the common areas of a multi-family building are subject to a one hundred percent (100%) financial investment from the property owner / landlord / authorized agent. These lighting measures are not associated with any resident's electric utility account and will only be benefiting the property owner.

Building Shell and Mechanical Equipment

- Building Shell Measures installed such as attic, sidewalls, or floor insulation, air sealing, thermal bypass sealing as well as repairs of the Heating, Ventilation and Air Conditioning (HVAC) equipment will not require a financial investment by the property owner / landlord / authorized agent.
- Replacement of all HVAC equipment is subject to a fifty percent (50%) financial investment of the total cost (material plus labor) by the property owner / landlord / authorized agent.

Documentation

- Each customer file must contain documentation that shows:
 1. measures installed in the home which required the financial investment of the property owner / landlord / authorized agent. This will be on either the Baseload Landlord Invoice or the Weatherization Landlord Invoice (both of which are forms from the SMOC~ERS software). This will assist the Program Manager and the Fiscal Officer in tracking the materials and the investment amount for the individual job. The Landlord Investment must be listed on the invoice(s) as 50% of the installed price of the materials.
 2. payment was received from the property owner / landlord / authorized agent. This documentation must include the property owner / landlord / authorized agent's signature. This document is not part of the SMOC~ERS software, but must be included in the INVOICING component of the software.

Process

Providers should develop policies and procedures, which allow flexibility in order to obtain property owner / landlord / authorized agent financial investments.

1. The property owner / landlord / authorized agent must be:
 - a. Contacted and informed of the program and who it will be serving,
 - b. Authorize auditor (or other personnel) to be on the property,
 - c. Informed of potential services being provided to the customer, and

- d. If necessary, furnish the required financial investment to the provider prior to work being performed.

At no time can the Office of Community Services be invoiced for the property owner / landlord / authorized agent's portion of the costs for any of the measures.

DRAFT