



Georgia Environmental Finance Agency (GEFA)

# Georgia's Home Energy Rebates

Eligibility Information for Multifamily Properties



# Georgia’s Home Energy Rebates

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## Glossary of Terms

**Area Median Income (AMI).** Income limits calculated by household size and the median income of the area in which an individual or family resides, as reported annually by the Department of Housing and Urban Development (HUD).

**Eligible Multifamily Applicant.** An individual or entity that owns a multifamily building, is a multifamily developer, is a multifamily building manager, or is a multifamily contractor working with the owner of a multifamily building.

**Existing Structure.** Buildings that are already constructed and have previously had or currently have a certificate of occupancy. A substantial renovation, gut rehabilitation, or adaptive reuse project are included in this definition.

**Low-Income Household.** A household with an annual income below 80% AMI.

**Low-Income Multifamily Building.** A building with at least 50% of households with incomes less than 80% AMI (<80%).

**Multifamily Building.** A single building containing at least two dwelling units used for residential purposes. For mixed-use buildings, the residential portion of a building may be treated as a multifamily building. *Commercial uses that are not eligible include, but are not limited to, hotels/motels, dormitories, assisted living facilities that include hospital amenities, and correctional facilities.*

**Moderate-Income Household.** A household with an annual income between 80% and 150% AMI.

**Moderate-Income Multifamily Building.** A building with at least 50% of households with incomes less than 150% AMI (<150%).

**New Construction.** Multifamily buildings in the process of being built that are not yet occupied or placed in service, and do not have appliances installed at the time of program application start date. Construction on a New Construction project may have begun at the time of application but may NOT have been completed.

**Non-Income Qualifying Multifamily Building.** Non-Income Qualifying Buildings are those buildings that do NOT meet the definition of a Low-Income Multifamily Building. In a Non-Income Qualifying Multifamily Building less than 50% of occupants are households below 80% AMI.

**Unit-Level Income Verification.** Refers to a manual process of verifying a household's income level (i.e., by providing IRS Form 1040 or a benefit letter from a Federal or State).

**Whole Building Categorical Eligibility.** The determination that a building meets income requirements through participation in Federal housing subsidy programs.

## Introduction: Rebates for Multifamily Properties

Below is information on **Georgia's Home Energy Rebates**<sup>1</sup> as it relates to Multifamily, both the **Home Electrification and Appliance Rebates (HEAR)** and the **Home Efficiency Rebates (HER)**. For the purposes of these Rebates, a multifamily building is defined as "a single building containing at least two dwelling units used for residential purposes." Eligible new construction projects may participate in the HEAR Program, whereas eligible existing structure projects may participate in HEAR and/or HER. Please read the entirety of this Eligibility Packet to learn about the specific requirements for participation.

**Home Electrification and Appliance Rebates (HEAR)** – Rebates are intended to cover electrical appliance upgrades. There are specific income requirements associated with the program. **Only households earning 150% AMI or less are eligible for HEAR rebates.** Higher rebate levels are available for units serving households earning 80% AMI or below. **Projects must be completed by 12/31/2026**<sup>2</sup>. Additional key information includes:

- DIY or Contractor Installation Permissible
- New Construction projects are eligible for HEAR

All HEAR projects must be considered a **Qualified Electrification Project (QEP)**:

- (a) Includes the purchase and installation of one of the following:
  - i. (1) an electric heat pump water heater; (2) an electric heat pump for space heating and cooling; (3) an electric stove, cooktop, range or oven; (4) an electric heat pump clothes dryer; (5) an electric load service center; (6) insulation; (7) air sealing and materials to improve ventilation; or (8) electric wiring; AND
- (b) With respect to any appliance described in clause (a), the purchase of which is carried out:
  - i. As part of new construction;
  - ii. To replace a non-electric appliance; or
  - iii. When the purchase is the first-time purchase of a heat pump for space conditioning in an existing home and is installed to provide the primary heating and cooling for the household; AND
- (c) Is carried out at, or relating to, a single-family home or multifamily building.

For any HEAR project that takes place as part of an upgrade to an existing structure, the eligible measure **MUST** replace a non-electric appliance. There are specific requirements if you seek to receive a rebate for the purchase of an Electric Heat Pump for Space Heating and Cooling, please see below for more information.

All HEAR upgrades must include appliances such as: Electric Heat Pump Water Heater, Electric Heat Pump for Space Heating and Cooling, Electric Stove, Cooktop, Range, or Oven, or Electric Heat Pump Clothes Dryer.

<sup>1</sup> Georgia's Home Energy Rebates website can be found [here](#). The State of Georgia is required by the Department of Energy (DOE) to allocate at least 10% of rebate funds to Low-Income Multifamily Buildings.

<sup>2</sup> This requirement is for all projects submitted to the Neighborly Application Portal after 3/4/2026.

**Home Efficiency Rebates (HER)** – Rebates are intended to cover whole-home energy efficient retrofits and upgrades. While HER is open to all households regardless of income, higher rebates are available for households earning below 80% AMI. To be eligible for HER rebates, projects must achieve at least 20% energy savings. Additional key information includes:

- Contractor-guided program
- New Construction is NOT eligible
- Projects must include upgrades in central spaces

## Multifamily Eligible Measures

**Breakdown of Eligible Measures:** Please find below a list of eligible measures for HEAR and HER programs, broken out by New Construction projects versus Existing Structure projects.

For any HEAR project that takes place as part of an upgrade to an existing structure, the eligible measure **MUST** replace a non-electric appliance. There are specific requirements if you seek to receive a rebate for the purchase of an Electric Heat Pump for Space Heating and Cooling, please see below for more information.

### FOR NEW CONSTRUCTION PROJECTS<sup>3</sup>:

| Home Electrification and Appliance Rebates (HEAR) | Upgrade Type       | Eligible Measures                                       |                                            |
|---------------------------------------------------|--------------------|---------------------------------------------------------|--------------------------------------------|
|                                                   | Appliance          | Electric Heat Pump Water Heater                         |                                            |
|                                                   |                    | Electric Heat Pump for Space Heating and Cooling        |                                            |
|                                                   |                    | Electric Stove, Cooktop, Range, or Oven                 |                                            |
|                                                   |                    | Electric Heat Pump Clothes Dryer                        |                                            |
|                                                   | Building Materials | Electric Load Service Center (Electrical Panel Upgrade) |                                            |
|                                                   |                    | Insulation/Envelope Improvements                        | Wall Insulation                            |
|                                                   |                    |                                                         | Attic Insulation                           |
|                                                   |                    |                                                         | Duct Insulation                            |
|                                                   |                    |                                                         | Floor Insulation Above Unconditioned Space |
|                                                   |                    |                                                         | Floor Insulation Above Conditioned Space   |
|                                                   |                    |                                                         | Foundation Insulation                      |
|                                                   |                    |                                                         | Air Sealing                                |
|                                                   |                    |                                                         | Duct Sealing                               |
|                                                   |                    | Ventilation                                             |                                            |
|                                                   |                    | Electric Wiring                                         |                                            |

<sup>3</sup> Home Efficiency Rebates (HER) are NOT permitted for New Construction Projects

**FOR EXISTING STRUCTURE PROJECTS:** *Eligible measures MUST replace a non-electric appliance OR when the purchase is a first-time purchase of a heat pump for space conditioning in an existing home, it must be installed to provide the primary heating and cooling for the household.*

## Home Electrification and Appliance Rebates (HEAR)

Large and small multifamily buildings are eligible for HEAR under the Multifamily Program and may select the following eligible measures:

| HEAR | Upgrade Type       | Eligible Measures                                             |                                            |
|------|--------------------|---------------------------------------------------------------|--------------------------------------------|
|      | Appliance          | Electric Heat Pump Water Heater                               |                                            |
|      |                    | Electric Heat Pump for Space Heating and Cooling <sup>4</sup> |                                            |
|      |                    | Electric Stove, Cooktop, Range, or Oven                       |                                            |
|      |                    | Electric Heat Pump Clothes Dryer                              |                                            |
|      | Building Materials | Electric Load Service Center (Electrical Panel Upgrade)       |                                            |
|      |                    | Insulation/Envelope Improvements                              | Wall Insulation                            |
|      |                    |                                                               | Ceiling Insulation                         |
|      |                    |                                                               | Duct Insulation                            |
|      |                    |                                                               | Floor Insulation Above Unconditioned Space |
|      |                    |                                                               | Floor Insulation Above Conditioned Space   |
|      |                    |                                                               | Foundation Insulation                      |
|      |                    |                                                               | Air Sealing                                |
|      |                    |                                                               | Duct Sealing                               |
|      |                    | Ventilation                                                   |                                            |
|      |                    | Electric Wiring                                               |                                            |

<sup>4</sup> For a home with existing air conditioning and an existing furnace, boiler, or electric baseboard heating to be eligible for a rebate for a heat pump, the heat pump must replace most of the usage for both the air conditioner and the electric furnace, boiler, or electric baseboard heating to provide the primary heating and cooling source for the home. A home, or dwelling unit, may continue to use its pre-existing heating and cooling systems as back-up and/or to provide secondary heating or cooling services to the home.

## Home Efficiency Rebates (HER)

Multifamily buildings are eligible for whole building upgrades under HER with the following eligible measures:

| Home Efficiency Rebates (HER) | Upgrade Type       | Eligible Measures                                                                                                                                          |                                            |
|-------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
|                               | Appliance          | Electric Heat Pump Water Heater                                                                                                                            |                                            |
|                               |                    | Heating and Cooling Equipment including Heat Pump, Air Handler Unit, Variable Refrigerant Flow system, High Efficiency Gas Boiler or Furnace, Refrigerator |                                            |
|                               |                    | LED Lighting                                                                                                                                               |                                            |
|                               |                    | Electric Stove, Cooktop, Range, or Oven                                                                                                                    |                                            |
|                               |                    | Electric Heat Pump Clothes Dryer                                                                                                                           |                                            |
|                               | Building Materials | Electric Load Service Center (Electrical Panel Upgrade)                                                                                                    |                                            |
|                               |                    | Insulation/Envelope Improvements                                                                                                                           | Wall Insulation                            |
|                               |                    |                                                                                                                                                            | Attic/Ceiling Insulation                   |
|                               |                    |                                                                                                                                                            | Duct Insulation                            |
|                               |                    |                                                                                                                                                            | Floor Insulation Above Unconditioned Space |
|                               |                    |                                                                                                                                                            | Floor Insulation Above Conditioned Space   |
|                               |                    |                                                                                                                                                            | Foundation Insulation                      |
|                               |                    |                                                                                                                                                            | Air Sealing                                |
|                               |                    |                                                                                                                                                            | Duct Sealing                               |
|                               |                    | Ventilation                                                                                                                                                |                                            |
|                               |                    | Electric Wiring                                                                                                                                            |                                            |
|                               |                    | Window Attachment                                                                                                                                          |                                            |
|                               |                    | Window Replacement                                                                                                                                         |                                            |

## Multifamily Rebate Levels, Limitations, and Incentives

Please note that if a multifamily building meets the definition of a Low-Income Multifamily Building, they may be eligible for enhanced rebates for every unit in the building, not just those with low-income occupants.

### Rebate Levels for the [Home Electrification and Appliance Rebates \(HEAR\)](#):

| HEAR Rebate Levels | Upgrade Type       | Qualified Product                        | Rebate Amount Not to Exceed |
|--------------------|--------------------|------------------------------------------|-----------------------------|
|                    | Appliance          | Heat Pump Water Heater                   | \$1,750                     |
|                    |                    | Heat Pump for Space Heating and Cooling  | \$8,000                     |
|                    |                    | Heat Pump Clothes Dryer                  | \$840                       |
|                    |                    | Electric Stove, Cooktop, Range, or Oven  |                             |
|                    | Building Materials | Electric Load Service Center             | \$4,000                     |
|                    |                    | Insulation, Air Sealing, and Ventilation | \$1,600                     |
|                    |                    | Electric Wiring                          | \$2,500                     |
|                    | Maximum Rebate     |                                          | <b>\$14,000</b>             |

| HEAR | Rebate Limitations                                       |                                |
|------|----------------------------------------------------------|--------------------------------|
|      | At least 50% of residents with incomes less than 80% AMI | 100% of qualified project cost |
|      | At least 50% of residents with incomes below 150% AMI    | 50% of qualified project cost  |

| DIY | Do-It Yourself Projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p>The Multifamily Program permits the Do-It-Yourself pathway for individuals and entities who are not contractors to complete the project measure installation themselves, or for program-enrolled contractors holding an ownership interest in multifamily properties to complete the project measure installation in properties that they own. Applicants completing DIY projects are eligible for rebates on purchased equipment only and must exclude labor costs from the project total when applying for rebates.</p> |                                                                                                                                                                                                  |
|     | <p><b>Program-Enrolled Contractors and Multifamily Building Owners</b></p> <p>Program-enrolled contractors may complete the project installation in properties that they own under the DIY</p>                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Measures available include all upgrade types and qualified products under the HEAR program. However, only equipment and material costs will be</li> </ul> |

|  |                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                            |
|--|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>pathway only. All measures are available for contractors and program requirements include:</p>                                            | <p>eligible for the rebate under the DIY pathway.</p> <ul style="list-style-type: none"> <li>• Installation must be completed by licensed personnel for select measures, such as HVAC and water heaters. Applicants must submit relevant licenses and certifications for personnel or entity performing the work.</li> <li>• Applicants must upload receipts of individual equipment purchased.</li> </ul> |
|  | <p><b>Non-Contractors</b></p> <p>Select measures are available for individuals who are not contractors under the DIY pathway, including:</p> | <ul style="list-style-type: none"> <li>• Electric Stove, Cooktop, Range, or Oven,</li> <li>• Heat Pump Clothes Dryers,</li> <li>• Water Heaters (when installed by a licensed plumber).</li> </ul>                                                                                                                                                                                                         |

### Rebate Levels for the Home Efficiency Rebates (HER):

| HER Rebate Levels | Energy Savings | Income Level                                               | Rebate Amount and Cap                                                 |
|-------------------|----------------|------------------------------------------------------------|-----------------------------------------------------------------------|
|                   | 20 – 34%       | At least 50% of residents with incomes less than 80% AMI   | Lesser of \$10,000 per dwelling unit or 98% of project cost           |
|                   |                | At least 50% of residents with incomes 80% AMI and greater | Lesser of \$2,000 or 50% of project cost up to \$200,000 per building |
|                   | 35% or greater | At least 50% of residents with incomes less than 80% AMI   | Lesser of \$16,000 per dwelling unit or 98% of project cost           |
|                   |                | At least 50% of residents with incomes 80% AMI and greater | Lesser of \$4,000 or 50% of project cost up to \$400,000 per building |

## Income Eligibility

Program participation and rebate levels offered by Georgia’s Home Energy Rebates are determined by household income. While the **HEAR** program is an income-restricted program and is only available to households earning less than 150% Area Median Income (AMI), the **HER** program is available to both low-income households (those earning less than 80% AMI) and those earning above 80% AMI. As it relates to income eligibility and the relevant program requirements, there are two groupings of multifamily buildings:

| Type of Multifamily Building:                        | Income Verification Documentation Required: |
|------------------------------------------------------|---------------------------------------------|
| Low-Income and Moderate-Income Multifamily Buildings | YES                                         |
| Non-Income Qualifying Multifamily Buildings          | NO                                          |

### **Low-Income and Moderate-Income Multifamily Buildings**

Low-Income Multifamily Buildings are defined as buildings with at least 50% of households with incomes less than 80% AMI. Moderate-Income Multifamily Buildings are defined as buildings with at least 50% of households with incomes less than 150% AMI.

As shown on Page 7 (*Multifamily Rebate Levels, Limitations, and Incentives*), Georgia’s Home Energy Rebates offers enhanced rebates for low-income households. To verify income eligibility, the Department of Energy (DOE) allows for either (i) *Whole Building Categorical Eligibility*, or (ii) *Unit-Level Income Verification* required from 50% of the building’s tenants. See below for more information.

## Whole Building Categorical Eligibility

The following programs and occupant income thresholds allow for buildings to be considered eligible on a building level:

| Recognized Programs: Whole Building Eligibility |                                                                                                                |                                                                                                            |                                                                                                                                                                                           |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                               | Public Housing (housing owned and operated by Public Housing Authorities (PHAs))                               | Single- and multi-family buildings owned and operated by PHAs are fully eligible                           | U.S. Department of Housing and Urban Development (HUD) Contract/Agreement, such as an Annual Contributions Contract ( <b>ACC</b> ) or Housing Assistance Payment ( <b>HAP</b> ) Contract. |
| 2                                               | Privately owned multifamily buildings receiving project-based assistance (Section 8, Section 202, Section 811) | If at least 50% of the housing units are subsidized through these programs, the whole building is eligible | U.S. Department of Housing and Urban Development (HUD) Contract/Agreement, such as a Housing Assistance Payment ( <b>HAP</b> ) Contract.                                                  |
| 3                                               | Privately owned multifamily buildings receiving tenant-based assistance (Housing Choice Vouchers)              | If at least 50% of building occupants receive tenant-based assistance, the whole building is eligible      | U.S. Department of Housing and Urban Development (HUD) Contract/Agreement, such as a Housing Assistance Payment ( <b>HAP</b> ) Contract.                                                  |
| 4                                               | Low Income Housing Tax Credit (LIHTC) <sup>5</sup>                                                             | If at least 50% of housing units are income-restricted, the whole building is eligible                     | Land-Use Restrictive Agreement (LURA) or Land-Use Restrictive Covenant (LURC). Income restriction must be explicitly identified.                                                          |

**Specific Note on Properties Receiving Low Income Housing Tax Credits (LIHTC)<sup>4</sup>.** Low Income Housing Tax Credit (LIHTC) properties are eligible for Whole Building Categorical Eligibility. Properties must still be in active compliance with the Department of Community Affairs (DCA). Additionally, properties may be in the first 15 years of active compliance OR in the extended use compliance period of 30 years. To demonstrate compliance with programmatic income requirements, Developers may provide a Form 8609 or a Land-Use Restrictive Agreement (LURA). Alternatively, Developers may permit DCA to provide Georgia's Home Energy Rebates with information on their LIHTC application. Interested LIHTC building owners should be aware that the rebate funds can affect the building's eligible basis. We recommend building owners discuss their project details and estimated rebate with their tax attorney and accountant. Please see [this resource](#)

<sup>5</sup> The Department of Energy has released a [Case Study](#) on using HER funds to preserve affordable housing. Developers are encouraged to review this case study.

for more information. Additionally, applicants should use the [Multifamily Project Plan's Calculator](#) tabs to assess their project's estimated rebate.

**Specific Note on Properties Owned and Operated by Public Housing Authorities (PHAs).** Single-family buildings owned and operated by PHAs may apply to the program through the multifamily pathway. This option is exclusive to PHAs. Other single-family buildings should pursue rebates through the single-family applications.

**Unit-Level Income Verification.** Unit-level income verification involves verifying each household's income in a multifamily building through submitted tax documentation (e.g., 1040s, W-2s, 1099s from the last calendar year) or participation in another State or Federal program<sup>6</sup> including:

| Recognized Programs: Household-Level Eligibility |                                                           |                                                                      |                                             |
|--------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------|
| 1                                                | Low Income Home Energy Assistance Program (LIHEAP)        | 8                                                                    | Housing Improvement Program (HIP)           |
| 2                                                | Medicaid                                                  | 9                                                                    | Housing Opportunities for Persons with AIDS |
| 3                                                | Supplemental Nutrition Assistance Program (SNAP)          | 10                                                                   | Supplemental Security Income (SSI)          |
| 4                                                | Head Start                                                | 11                                                                   | Weatherization Assistance Program (WAP)*    |
| 5                                                | Lifeline Support for Affordable Communications (Lifeline) | 12                                                                   | WIC*                                        |
| 6                                                | Food Distribution Program on Indian Reservations (FDPIR)  | 13                                                                   | Housing Choice Voucher (HCV) Program        |
| 7                                                | National School Lunch Program – Free (NSLP)               | *WIC and WAP have additional requirements for automatic eligibility. |                                             |

Demonstration of enrollment in one of these programs means that the household is automatically eligible to receive higher rebates. To demonstrate enrollment, a household must provide a Benefit Letter indicating their approval and enrollment in one of the relevant programs.

For Unit-Level Income Verification, **applicants must provide two forms of Proof of Residency in the form of an active and signed lease for all the tenants for whom you are income qualifying and a rent roll with these tenants highlighted.** Additionally, the building income qualification threshold of 50% only applies to the units you will be upgrading. These units in the 50% collection

<sup>6</sup> The State of Georgia has specific programs that are permissible for Categorical Eligibility. These programs all include income qualification thresholds that are at least as stringent as the relevant Home Energy Rebates threshold (below 80% AMI).

must be occupied, though unoccupied units can be upgraded if this 50% threshold is met with occupied units.

Unit-Level Income Verification **must be completed by the building owner representative only** and cannot be accessed by the project contractor.

### **Non-Income Qualifying Multifamily Buildings**

Non-Income Qualifying Buildings are those buildings that do NOT meet the definition of a Low-Income Multifamily Building<sup>7</sup>. In a Non-Income Qualifying Multifamily Building, less than 50% of occupants are households below 80% AMI. These buildings are not eligible for the enhanced rebates under the HER program, nor for any of the rebates offered under the HEAR program. Non-Income Qualifying Multifamily Buildings do not need to provide any income documentation.

Non-Income Qualifying Multifamily Buildings may access the HER program's lower rebate amounts. Please see Page 7 for Rebate Levels for the Home Efficiency Rebates (HER).

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<sup>7</sup> Please note, a Low-Income or Moderate-Income Multifamily Building may elect to be designated a Non-Income Qualifying Multifamily Building if they do not wish to provide income documentation for the building and are willing to receive the lower rebate amounts.

## Program-Specific Requirements

### General Compliance Requirements

#### **Tenant Utility Bill Responsibility Rule**

Only metered equipment for which the tenant is responsible for utility payments—either directly to the utility provider or through a utility fee included in the rent—is eligible for an upgrade. Exemptions may be available and will be reviewed on a case-by-case basis.

#### **Utility Bill Impact of Fuel Switching**

For projects that are upgrading heating and cooling equipment to a heat pump (i.e. a HVAC retrofit), building owners must attest to providing tenants with notice of potential impacts related to fuel switching, such as utility bill increases. The attestation and Multifamily Utility Bill Impact Notice template is provided in the program application.

#### **Low-Income Tenant Protection**

For Low-Income Multifamily Buildings, with low-income dwelling units occupied by renters, building owners **MUST** ensure that for at least **two** years following the receipt of the rebates:

- Tenants will not be evicted for the purpose of obtaining higher rent tenants for the completed improvements;
- Excepting recovery of increased property taxes and/or increased operating/maintenance expenses, rent will not be increased for any tenant of the building as a result of the energy improvements;
- The above conditions will be included in a purchase agreement if the property is sold within two years after the rebate incentives are received;
- In the event of owner noncompliance, the owner must refund the rebate.
- A lease addendum is included for tenants informing them of these rights and the owner's obligations.

These compliance requirements do not apply to Non-Income Qualifying Multifamily Buildings.

#### **Ownership Documentation**

The program application requires proof of ownership demonstrating who or what entity owns the building. This documentation **must include the address of the building** on the application. Ownership documentation options include:

## Proof of Building Ownership Required Documentation

- Property Deed
- Purchase Agreement
- Property Insurance Policy
- Property Tax Statement
- Mortgage Statement
- Other legal agreement

**Please note:** Applicants will need to provide proof of identification. Accepted documentation includes State-Issued ID, Driver's License, U.S. Passport, or Permanent Residency Card.

### **Contractor and Installation Requirements**

Georgia's Home Efficiency Rebates (**HER**) is a contractor-led program with a closed contractor network. Any project or installation must be completed by a program-approved contractor. If you are a contractor or routinely work with a contractor, please note that applicants must be working with a program-approved contractor prior to completing the HER program application. You or your contractor may sign up to become a program-approved contractor on our [Program Website](#).

Georgia's Home Electrification and Appliance Rebates (**HEAR**) permits both contractor-led installations, as well as DIY installations. Please note, for insulation, air sealing and HVAC projects, installation must be completed by a program-approved contractor.

### **Photo Documentation**

Additionally, for both programs, valid installation must be documented by capturing photo documentation of existing equipment and new equipment.

One geotagged photo is required in the application of the front of the building. This photo may be used for all existing photo requirements for new construction.

For pre-and post-installation, photos may either be uploaded to the application individually or as a packet (either PDF or zip file) of each photo labeled with the unit number and equipment type. Photos must be geotagged at time of production and retained for five years from application submission. Photos uploaded in a packet (either PDF or zip file) will not remain geotagged when added to a document, but the original photo must have a corresponding geotag.

## Home Efficiency Rebates (HER) Specific Requirements

Georgia's Home Efficiency Rebates (**HER**) follows a modeled energy savings approach. While Small Multifamily projects<sup>8</sup> submitted under the HER program are required to have calibrated home energy models consistent with the BPI-2400 standard to estimate energy savings, **the BPI-2400 standard does NOT apply to large multifamily buildings<sup>9</sup>.**

Aligned with the typical process for energy modeling for a multifamily project, the HER program requires (1) performance of an energy audit in the field, (2) assessing the potential for energy efficiency measures (EEMs), and (3) performing energy models using approved modeling software or other analytic tools to estimate the energy savings that could be achieved by implementing the EEMs. To complete the HER modeling process, building energy performance must be assessed, modeled, and reported (*see Figure 1 below*). Existing building/home assessments are permitted for use if they have been completed within the last two years and comply with program requirements.

| Assessment                                                                                                                                                                                                                               | Energy Modeling                                                                                                                                                                                                                                                            | Reporting Data                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Energy Auditors conduct ASHRAE Level II or equivalent energy audit using Audit Template or a standardized spreadsheet.</li><li>Energy Auditor identifies EEMs based on the energy audit.</li></ul> | <ul style="list-style-type: none"><li>For Multifamily Buildings that are 2-5 units, energy consultants should use SnuggPro.</li><li>For Multifamily Buildings that are 6 units or more, energy consultants should use the Quick Building Assessment Tool (QBAT).</li></ul> | <ul style="list-style-type: none"><li>Energy consultants, energy modelers, building owners, or eligible entity representatives/contractors report assessment energy modeling data.</li><li>Energy modeling data must be reported in BuildingSync or spreadsheet format via Audit Template or spreadsheet reporting, respectively.</li></ul> |

Figure 1. Assessment, Modeling, and Reporting Details

For Georgia's Home Energy Rebates, energy modeling and verification procedures are required for 15% of the building's units that will receive upgrades.

### Energy Modeling for Small Multifamily Buildings

For the purposes of energy modeling under the HER program, small multifamily buildings are defined as buildings with two to five units. Small multifamily buildings are permitted to use Snugg Pro to complete the energy model. Building characteristics, energy savings measures, and the energy savings data must be submitted in [Audit Template](#), or a standardized spreadsheet, and converted into BuildingSync output data.

<sup>8</sup> Multifamily buildings that are 2-5 units.

<sup>9</sup> Multifamily buildings that are 6 units or greater.

### **Energy Modeling for Large Multifamily Buildings**

For the purposes of energy modeling under the HER program, large multifamily buildings are defined as buildings with six units or more. Large multifamily buildings are required to use the [Quick Building Assessment Tool \(QBAT\)](#) to complete the energy model. QBAT is part of the U.S. Department of Energy's (DOE) [Asset Score](#) and identifies and estimates savings and health benefits for energy performance improvements. Building characteristics, energy savings measures, and the energy savings data must be submitted in [Audit Template](#), or a standardized spreadsheet, and converted into BuildingSync output data.

While use of the QBAT tool is preferred, if a large multifamily building representative (i.e., developer, building owner, contractor) would prefer to complete an ASHRAE Level II energy audit using ASHRAE standard 140-2007 tested software, that is also permissible. QBAT may also be used for modeling small multifamily buildings.

*A distinct guide with more information on the QBAT tool is available in the Neighborly Application Portal.*

Higher rebate levels are available for units serving households earning 80% AMI or below.

HER projects must include central upgrades<sup>10</sup>. There are also specific HER measure requirements to be aware of before starting an application.

### **Utility Data:**

For energy modeling related to a HER project, applicants are required to gather and input utility data into their energy models for buildings that have been occupied by residents within the past year.

Buildings that have not been occupied for the last year and therefore do not have energy use and utility data during occupation, are permitted to use the baseline efficiency allowed by [Georgia Building Energy Code](#) and the baseline appliance efficiency allowed by the Department of Energy as their baselines for energy modeling.

| Measure or Appliance Type:              | ENERGY STAR® Requirements:                                                                                                  | Other Installation Requirements: |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Electric Heat Pump Clothes Dryer</b> | The installed model must be ENERGY STAR® certified and legal for distribution in the United States at the time of purchase. |                                  |

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<sup>10</sup> Central Measures are defined as upgrades that serve central spaces or are located in central spaces. Central spaces are defined as non-residential shared or common area that is accessible by multiple households, such as a hallway, lobby, restroom, kitchen, garage, or laundry room. Additional space types will be considered and may be added on a case-by-case basis.

| <b>Measure or Appliance Type:</b>                                                                                                        | <b>ENERGY STAR® Requirements:</b>                                                                                                                              | <b>Other Installation Requirements:</b>                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Electric Stove, Cooktop, Range, or Oven</b>                                                                                           | The installed model must be ENERGY STAR® certified and legal for distribution in the United States at the time of purchase. Dual fuel models are not eligible. |                                                                                                                                                                                                                                                                                        |
| <b>Heating and Cooling Equipment including Air Handler Unit, Variable Refrigerant Flow system, High Efficiency Gas Boiler or Furnace</b> | The installed model must be ENERGY STAR® or AHRI certified and legal for distribution in the United States at the time of purchase.                            |                                                                                                                                                                                                                                                                                        |
| <b>LED Lighting</b>                                                                                                                      | The installed model must be Design Lights Consortium (DLC) Certified and legal for distribution in the United States at the time of purchase.                  | This measure is exclusively available to multifamily buildings pursuing HER upgrades.                                                                                                                                                                                                  |
| <b>Electric Heat Pump Water Heaters</b>                                                                                                  | Any installed model must be ENERGY STAR® or AHRI certified.                                                                                                    | Eligible electric heat pump water heaters include: <ul style="list-style-type: none"> <li>• Integrated heat pump water heaters that operate on 120V or 240V</li> <li>• Split system heat pump water heaters</li> <li>• Central heat pump water heating systems<sup>11</sup></li> </ul> |
| <b>Electric Heat Pump for Space Heating and Cooling<sup>12</sup></b>                                                                     | Any installed model must be ENERGY                                                                                                                             | Eligible electric heat pumps for space heating and cooling include:                                                                                                                                                                                                                    |

<sup>11</sup> Central heat pump water heating systems are restricted to multifamily dwelling units, whose owner is applying for a rebate for multiple dwelling units. This upgrade includes all ancillary equipment such as fans, blowers, pumps, storage tanks, piping, and controls, as applicable.

<sup>12</sup> Please note, costs eligible for rebate include all materials for installation, including smart thermostats and other grid-enabling technologies, pads for outdoor units, necessary ductwork, or other DOE approved materials.

| Measure or Appliance Type: | ENERGY STAR® Requirements:                                                                                                                                                                                                                                                                             | Other Installation Requirements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | STAR® certified. <sup>13</sup><br><i>Required documents for this measure include a Manual J and a Multifamily Utility Bill Impact Notice (for retrofit projects).</i>                                                                                                                                  | <ul style="list-style-type: none"> <li>• Ducted and non-ducted air-source heat pumps</li> <li>• Mini-Splits</li> <li>• Ground source heat pumps</li> <li>• Variable refrigerant flow heat pumps</li> </ul> <ul style="list-style-type: none"> <li>▪ For projects that include heat pumps for heating and cooling, a Manual J Load Calculation report is required for each floor plan in the building.</li> <li>▪ For projects that include heat pumps for space heating and cooling and are replacing equipment (i.e. a retrofit), a completed copy of the Multifamily Utility Bill Impact Notice is required. This document is located in the Neighborly application.</li> </ul> |
| <b>Insulation</b>          | For certain insulation projects, ENERGY STAR® certification is not required, if certification is not available for a specific product. However, when an ENERGY STAR® certified product is available for that product type (e.g., blanket insulation), the ENERGY STAR® certified product must be used. | Eligible insulation products include: <ul style="list-style-type: none"> <li>• Certified blanket (batts and rolls) insulation</li> <li>• Loose-fill insulation</li> <li>• Blown-in insulation</li> <li>• Rigid board (foam or fiber) insulation</li> <li>• Spray foam</li> <li>• Foamed-in-place forms of insulation.</li> </ul> Duct sealing and insulation is also eligible for rebates. Insulation with low embodied carbon is encouraged.                                                                                                                                                                                                                                     |
| <b>Ventilation</b>         | Products must be installed in the configuration certified by ENERGY STAR®.                                                                                                                                                                                                                             | Ventilation materials are eligible for rebates only in homes that also receive air sealing services or achieve low air leakage rates of less than 3 ACH50 per International Energy Conservation Code IECC.<br>Eligible ventilation materials include:                                                                                                                                                                                                                                                                                                                                                                                                                             |

<sup>13</sup> Room heat pumps currently do not have a heating test procedure, metric, or ENERGY STAR criterion in heating mode allowing manufacturers to certify. Therefore, models on the ENERGY STAR Qualified Products List (QPL) for Room Air Conditioners are not eligible for rebates.

| Measure or Appliance Type:                                | ENERGY STAR® Requirements:                                                                                                  | Other Installation Requirements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           |                                                                                                                             | <ul style="list-style-type: none"> <li>ENERGY STAR® certified range hoods</li> <li>ENERGY STAR® certified in-line (single and multi-port) fans</li> <li>ENERGY STAR® bathroom/utility room fans</li> </ul> <p>If a range hood is installed in a way that causes exhaust air to recirculate throughout the dwelling unit, it will not be eligible for a rebate.</p>                                                                                                                                                                                          |
| <b>Air Sealing</b>                                        | No ENERGY STAR® requirements for air sealing upgrades (caulking, weatherization, etc.)                                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Electric Load Service Center &amp; Electric Wiring</b> | No ENERGY STAR® requirements for electric load service center and electric wiring upgrades.                                 | These upgrades must be included with another eligible HEAR upgrade or HER project to qualify for rebates.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Refrigerator</b>                                       | The installed model must be ENERGY STAR® certified and legal for distribution in the United States at the time of purchase. | <p>Ensure existing wiring is compatible with the updated appliances.</p> <p>Discuss disposal/removal of the existing appliance prior to delivery/installation of the new appliance.</p> <p>Ensure the capacity of the new appliance is sufficient for the home and the number of occupants.</p> <p>All installs must align with Georgia Residential code M1404.</p> <p>All installs should align with manufacturer suggested installation standards.</p> <p>Ensure the electrical panel can handle any additional loads that the new unit will produce.</p> |

### **Home Electrification and Appliance Rebates (HEAR) Specific Requirements**

Unlike the HER program, Georgia's Home Electrification and Appliance Rebates (**HEAR**) does not require energy modeling. However, there are specific income requirements associated with the program. **Only households earning 150% AMI or less are eligible for HEAR rebates.** Higher rebate levels are available for units serving households earning 80% AMI or below. There are also specific HEAR measure requirements to be aware of before starting an application.

| <b>Measure or Appliance Type:</b>              | <b>ENERGY STAR® Requirements:</b>                                                                                                                              | <b>Other Installation Requirements:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Electric Heat Pump Clothes Dryer</b>        | The installed model must be ENERGY STAR® certified and legal for distribution in the United States at the time of purchase.                                    | <p>Purchase and installation of an electric heat pump clothes dryer is eligible for rebate only:</p> <ul style="list-style-type: none"> <li>• In new construction;</li> <li>• As a replacement for a non-electric clothes dryer; or</li> <li>• When the purchase is a first-time purchase of a heat pump clothes dryer for the dwelling unit, including upgrading an electric clothes dryer to a heat pump dryer.</li> </ul> <p>Clothes dryers are eligible for rebates if upgrading an electric clothes dryer to a heat pump clothes dryer. Also, 2-in-1 Heat Pump Clothes Dryers are allowed.</p> |
| <b>Electric Stove, Cooktop, Range, or Oven</b> | The installed model must be ENERGY STAR® certified and legal for distribution in the United States at the time of purchase. Dual fuel models are not eligible. | <p>Purchase and installation of an electric stove, cooktop, range, or oven is eligible for rebate only:</p> <ul style="list-style-type: none"> <li>• In new construction;</li> <li>• As a replacement for a gas or dual-fuel gas-electric stove, cooktop, range, or oven; or</li> <li>• When it is a first-time purchase of an all-electric stove, cooktop, range, or oven</li> </ul> <p>Replacing an electric kitchen appliance with an induction appliance is not allowed. Replacing an existing electric kitchen appliance with a new electric appliance is not allowed.</p>                     |
| <b>Electric Heat Pump Water Heaters</b>        | Any installed model must be ENERGY STAR® or AHRI certified.                                                                                                    | <p>Eligible electric heat pump water heaters include:</p> <ul style="list-style-type: none"> <li>• Integrated heat pump water heaters that operate on 120V or 240V</li> <li>• Split system heat pump water heaters</li> <li>• Central heat pump water heating systems<sup>14</sup></li> </ul> <p>Purchase and installation of an electric heat pump water heater is eligible for rebate only:</p>                                                                                                                                                                                                   |

<sup>14</sup> Central heat pump water heating systems are restricted to multifamily dwelling units, whose owner is applying for a rebate for multiple dwelling units. This upgrade includes all ancillary equipment such as fans, blowers, pumps, storage tanks, piping, and controls, as applicable.

| Measure or Appliance Type:                                           | ENERGY STAR® Requirements:                                                                                                                                                                                         | Other Installation Requirements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                      |                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• In new construction;</li> <li>• As a replacement for a non-electric water heater; or</li> <li>• When the purchase is a first-time purchase of a heat pump water heater (e.g., when upgrading an electric resistance storage water heater)</li> </ul> <p>Electric tank water heaters are eligible for rebates if upgrading to a heat pump water heater.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Electric Heat Pump for Space Heating and Cooling<sup>15</sup></b> | <p>Any installed model must be ENERGY STAR® certified.<sup>16</sup></p> <p><i>Required documents for this measure include a Manual J and a Multifamily Utility Bill Impact Notice (for retrofit projects).</i></p> | <p>Eligible electric heat pumps for space heating and cooling include:</p> <ul style="list-style-type: none"> <li>• Ducted and non-ducted air-source heat pumps</li> <li>• Mini-Splits</li> <li>• Ground source heat pumps</li> <li>• Variable refrigerant flow heat pumps</li> </ul> <p>Purchase and installation of an electric heat pump for space heating and cooling is eligible for rebates only:</p> <ul style="list-style-type: none"> <li>• In new construction;</li> <li>• As a replacement for a non-electric heating unit (e.g., gas, propane, or oil direct heating equipment; gas, propane, or oil forced-air furnace; gas, propane, or oil hot water or steam boiler); or</li> <li>• When the purchase is a first-time purchase of a heat pump for space conditioning and is installed to provide the primary heating and cooling for the household: <ul style="list-style-type: none"> <li>▪ Homes with existing air conditioning and an existing electric furnace, boiler, or electric baseboard heating can be eligible for a heat pump upgrade. The new</li> </ul> </li> </ul> |

<sup>15</sup> Please note, costs eligible for rebate include all materials for installation, including smart thermostats and other grid-enabling technologies, pads for outdoor units, necessary ductwork, or other DOE approved materials.

<sup>16</sup> Room heat pumps currently do not have a heating test procedure, metric, or ENERGY STAR criterion in heating mode allowing manufacturers to certify. Therefore, models on the ENERGY STAR Qualified Products List (QPL) for Room Air Conditioners are not eligible for rebates.

| Measure or Appliance Type: | ENERGY STAR® Requirements:                                                                                                                                                                                                                                                                             | Other Installation Requirements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                                                                                                                                                                                                        | <p>heat pump must be the primary source of heating and cooling for the home.</p> <ul style="list-style-type: none"> <li>▪ A home may continue to use its pre-existing heating and cooling systems as backup and/or to provide secondary heating or cooling services to the home.</li> <li>▪ A heat pump used to supplement an existing electric appliance for space conditioning is not eligible for a rebate.</li> <li>▪ For projects that include heat pumps for heating and cooling, a Manual J Load Calculation report is required for each floor plan in the building.</li> <li>▪ For projects that include heat pumps for space heating and cooling and are replacing equipment (i.e. a retrofit), a completed copy of the Multifamily Utility Bill Impact Notice is required. This document is located in the Neighborly application.</li> </ul> |
| Insulation                 | For certain insulation projects, ENERGY STAR® certification is not required, if certification is not available for a specific product. However, when an ENERGY STAR® certified product is available for that product type (e.g., blanket insulation), the ENERGY STAR® certified product must be used. | <p>Eligible insulation products include:</p> <ul style="list-style-type: none"> <li>• Certified blanket (batts and rolls) insulation</li> <li>• Loose-fill insulation</li> <li>• Blown-in insulation</li> <li>• Rigid board (foam or fiber) insulation</li> <li>• Spray foam</li> <li>• Foamed-in-place forms of insulation.</li> </ul> <p>Duct sealing and insulation is also eligible for rebates. Insulation with low embodied carbon is encouraged.</p>                                                                                                                                                                                                                                                                                                                                                                                             |
| Ventilation                | Products must be installed in the configuration certified by ENERGY STAR®.                                                                                                                                                                                                                             | Ventilation materials are eligible for rebates only in homes that also receive air sealing services or achieve low air leakage rates of less than 3 ACH50 per International Energy Conservation Code IECC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Measure or Appliance Type:                     | ENERGY STAR® Requirements:                                                                  | Other Installation Requirements:                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                |                                                                                             | <p>Eligible ventilation materials include:</p> <ul style="list-style-type: none"> <li>ENERGY STAR® certified range hoods</li> <li>ENERGY STAR® certified in-line (single and multi-port) fans</li> <li>ENERGY STAR® bathroom/utility room fans</li> </ul> <p>If a range hood is installed in a way that causes exhaust air to recirculate throughout the dwelling unit, it will not be eligible for a rebate.</p> |
| Air Sealing                                    | No ENERGY STAR® requirements for air sealing upgrades (caulking, weatherization, etc.)      | N/A                                                                                                                                                                                                                                                                                                                                                                                                               |
| Electric Load Service Center & Electric Wiring | No ENERGY STAR® requirements for electric load service center and electric wiring upgrades. | These upgrades must be included with another eligible HEAR measure or upgrade or HER project to qualify for rebates.                                                                                                                                                                                                                                                                                              |

### **Health and Safety Requirements**

**Air Quality:** When upgrading from combustion appliances or completing envelope upgrades, air quality testing is required to be completed and reported by providing photo documentation of the test results.

**Mold and Moisture:** If mold or moisture issues are detected during a building assessment, installation or inspection, the issue must be reported by providing photo documentation.

**Asbestos:** If asbestos is detected during a building assessment, installation or inspection, the issue must be reported by providing photo documentation

### **How To Participate**

Georgia's Home Energy Rebates Multifamily Program is currently accepting applications. For any multifamily building representatives interested in applying to the program, they must complete the following steps:

| Application Process Step |                                           | Details on Application Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1                   | PROJECT PLANNING AND CONTRACTOR SELECTION | <ul style="list-style-type: none"> <li>Review the program requirements for multifamily buildings on the <a href="#">program webpage</a>.</li> <li>Select a program-enrolled contractor. <ul style="list-style-type: none"> <li>You can find an approved contractor by <a href="#">searching the contractor network</a>, or enroll in the network by filling out the <a href="#">Program Contractor Interest Form</a>.</li> </ul> </li> <li>Work with your contractor to prepare a Project Plan by documenting required building and project information in the Project Plan Template found on the website or the Neighborly application. This document contains one section to capture basic information about your building(s) and proposed project, and another section to identify your project's estimated rebate amounts by entering specific upgrade details.<br/><i>You must complete a Project Plan for each multifamily property (i.e., a building or collection of buildings on the same land parcel or with the same address) intended to participate in Georgia's Home Energy rebates. Completed Project Plans will be uploaded to the program application.</i></li> </ul> |
| Step 2                   | APPLICATION                               | <ul style="list-style-type: none"> <li>Begin an application in Neighborly, including uploading the project plan(s) and selecting income verification pathway.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Step 3                   | PRE-INSPECTION                            | <ul style="list-style-type: none"> <li>Large multifamily buildings will be required to complete a pre-inspection performed by a program-approved inspector.</li> <li>Pre-Inspections will include an in-person or virtual review of the building to confirm that the proposed project is eligible.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Step 4                   | SCOPE OF WORK                             | <ul style="list-style-type: none"> <li>Coordinate with contractor to complete the Scope of Work (SOW) questions.</li> <li>Upload pre-install equipment/building conditions and required reports to the Neighborly Software.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Application Process Step |                    | Details on Application Step                                                                                                                                                                                                                                                              |
|--------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 5                   | PROJECT COMPLETION | <ul style="list-style-type: none"> <li>• Install all measures in project plans.</li> <li>• Document before and after upgrade conditions and upload to Neighborly software.</li> <li>• Pass project post inspections.</li> </ul>                                                          |
| Step 6                   | PROJECT CLOSE OUT  | <ul style="list-style-type: none"> <li>• Completed projects will receive an email Notice of Completion at the end of the project. This will be confirmed when all measures in their projects have been installed and inspected.</li> <li>• This marks the end of the project.</li> </ul> |

## Applicant Resources and Documents

| Application Stage                                                       | Required Documentation                                                                                                                                                                  | Resources                                                                                                                                                                                 |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-Approval<br>(Program Overview, Rebate Request, Request Application) | <ul style="list-style-type: none"> <li>• Multifamily Authorization Form</li> <li>• Proof of Ownership</li> <li>• Proof of Identification</li> <li>• Multifamily Project Plan</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Multifamily HEAR/HER Application User Guides-</b> located in the Contractor Resources section of the Neighborly Application Portal</li> </ul> |
| Building Income Eligibility                                             | <ul style="list-style-type: none"> <li>• Income Documentation</li> <li>• Low-Income Tenant Protection Form (for low-income households)</li> </ul>                                       |                                                                                                                                                                                           |
| Scope of Work                                                           | <ul style="list-style-type: none"> <li>• Geotagged Photo of Front of Building</li> <li>• Pre-retrofit Photos of Old Equipment</li> <li>• Appliance Certification Document(s)</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Multifamily HEAR/HER Application User Guides and Contractor Handbook-</b></li> </ul>                                                          |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                  |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                    | <ul style="list-style-type: none"> <li>• Sizing and Design Report (if upgrades include heat pump for space heating or cooling)</li> <li>• Blower Door Test In and Out Photos (if upgrades include insulation, air sealing, or ventilation upgrades)</li> <li>• Pressure Pan Test Results (if upgrades include duct sealing)</li> <li>• Energy Model Uploads in .xml and .pdf form (HER only)</li> <li>• Health and Safety Requirements Photo Upload</li> </ul> | located in the Contractor Resources section of the Neighborly Application Portal |
| Project Completion | <ul style="list-style-type: none"> <li>• Post-retrofit Photos of New Equipment</li> <li>• Project Invoices</li> <li>• Health and Safety Requirements Photo Upload</li> </ul>                                                                                                                                                                                                                                                                                   |                                                                                  |

| Resources                            |                                                                                                                                                                       |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HEAR Application User Guide          | Detailed guide explaining steps and requirements in each of the pre-approval, income eligibility, scope of work, and project completion stages for HEAR applications. |
| HER Application User Guide           | Detailed guide explaining steps and requirements in each of the pre-approval, income eligibility, scope of work, and project completion stages for HER applications.  |
| QBAT Modeling Guide                  | Comprehensive walkthrough of the Asset Score (QBAT) and Audit Template modeling processes required in the scope of work stage for large multifamily HER applications. |
| Health and Safety Requirements Guide | Detailed guide describing health and safety requirements for each measure upgrade, in addition to required documentation                                              |

|                     |                                                                                                                                                          |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contractor Handbook | Detailed guide containing exact requirements for the HEAR and HER programs. <b>Applicants must adhere to the requirements outlined in this document.</b> |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|