

Multifamily Apartment Complex (five or more units)
Income Eligibility for Full-Incentive Energy Efficiency Services

This form is to verify that at least 75 percent of the units are rented by income-eligible customers. The Public Utility Commission of Texas has authorized energy efficiency programs to reduce the utility bills of income-eligible tenant households. Contractors participating in the programs receive higher incentive payments when at least 75 percent of the tenants qualify as income-eligible. **One form must be filled out for each qualifying multifamily apartment complex.**

The information provided below will be used solely for the purpose of determining household eligibility and will be kept confidential by the investor-owned utility contractor or other representative and by the Public Utility Commission of Texas and their contractor. It will not be sold or provided to any other party.

Name of Applicant (Property Owner or Agent)		Name of Property Owner	
Name of Multifamily Apartment Complex		Number of Units in Complex	
Name of Management Company		Name of On-Site Property Manager	
Complex Street Address		Suite Number	
City		State TX	Zip Code
Property Owner or Agent's Phone Number with Area Code () -		Fax Number with Area Code () -	
Management Company's Phone Number with Area Code () -		Fax Number with Area Code () -	

Category 1A: Eligible through other programs or services

The multifamily apartment complex qualifies in one or more of the programs listed below (check all that apply, **digital or paper copy of proof of participation such as the land use restriction agreement required with this form**):

- | | |
|--|---|
| <input type="checkbox"/> Affordable Housing Disposition Program | <input type="checkbox"/> Project-Based Section 8 |
| <input type="checkbox"/> HOME Rental Housing Development | <input type="checkbox"/> Rural Rental Section 515 (FMHA) |
| <input type="checkbox"/> Low-Income Housing Tax Credit Program | <input type="checkbox"/> Section 811 Project Rental Assistance Program |
| <input type="checkbox"/> Multifamily Bond Program | <input type="checkbox"/> Texas Housing Trust Fund |
| <input type="checkbox"/> Public Housing Authority
(Texas Housing Association) | <input type="checkbox"/> Other income-qualifying housing program
Program name: _____ |

Your signature is required on the last page of this form.

Category 1B: Eligible through community action or social service agency

(COMPLETED BY UTILITY, COMMUNITY ACTION, OR SOCIAL SERVICE AGENCY)

I certify the named multifamily complex or 75 percent or more of tenants participate in one of the programs in Category 1A or other low-income program service (such as LIHEAP/CEAP and Weatherization Assistance), which our agency qualifies participation.

Agency Name	Contact Name	Contact Phone Number with Area Code () -
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Category 1C: Eligible through geographic location

(COMPLETED BY UTILITY OR THEIR REPRESENTATIVE OR PROVIDER)

(check box if applicable): Form is not required for geographical qualification as long as the relevant information is in the utility's tracking data (service address, geographic qualifier).

- Housing and Urban Development (HUD) Low-Income Housing-Qualified Census Tract or Block—GEO ID: _____

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Category 2: Eligible through income verification
(DO NOT COMPLETE IF 1A, 1B, OR 1C COMPLETED ABOVE)

For an apartment complex to be eligible, at least 75 percent of the tenant household incomes before taxes are at or below 200 percent of the federal poverty guidelines.

STEP 1: Fill out the Apartment Complex Income Calculation Worksheet.
(Excel or hard copy must be included with this form)

To accurately determine tenant **household income**, you may use the tenant rental application showing the number of individuals residing in the unit and the household income dated from within the past 18 months. If the rental application does not show the required information or the information is over 18 months old, then the tenant(s) must complete the **Single-Family Income Eligibility for Full-Incentive Energy Efficiency Services form**. Supporting documentation for each unit must be available for utility audit.

STEP 2: Compare the tenant's total household income per week, month, or year to the amount shown in the table below for the number of persons residing in the unit.

If the total household income is equal to or less than the amount shown in the table, the unit is income-eligible for the full incentive. If the unit is not income-eligible, the unit is eligible for the residential incentive level.

200 Percent of Health and Human Services (HHS) Poverty Guidelines

Size of family unit	Annual income	Monthly income	Weekly income
1	\$ 29,160	\$ 2,430	\$ 561
2	\$ 39,440	\$ 3,287	\$ 759
3	\$ 49,720	\$ 4,143	\$ 958
4	\$ 60,000	\$ 5,000	\$ 1,154
5	\$ 70,280	\$ 5,857	\$ 1,352
6	\$ 80,560	\$ 6,713	\$ 1,550
7	\$ 90,840	\$ 7,570	\$ 1,747
8	\$ 101,120	\$ 8,427	\$ 1,945
Each additional person, add:	\$ 10,280	\$857	\$ 198

* Notice: Income ceilings are for February 1, 2023—January 31, 2024.
Annual updates are posted on <http://www.puc.texas.gov/industry/electric/forms/>

STEP 3: Fill out the Apartment Complex Income Calculation Summary below.

Apartment Complex Income Calculation Summary

Apartment complex income calculation summary	Number of units
Number of income-eligible units	
Number of non-income-eligible units, including vacant units	
Total number of units	
Percentage of income-eligible units (income-eligible units divided by the total number of units)	

STEP 4: If "percentage of income-eligible units" is 75 percent or higher, please certify the eligibility of the apartment complex with your signature below.

(Electronic) By typing my name below, I certify the above statements to be true and correct to the best of my knowledge and that this information can be used for the purpose of processing my Multifamily Apartment Complex Income Eligibility for Full-Incentive Energy Efficiency Services Form.

(Non-Electronic) If filling out the delineation by hand, please provide your original signature and date.

I understand that the information is subject to audit and investigation by the investor-owned utility or representative providing the program services.

Applicant Signature (Property Owner or Agent)	Date
Contractor Signature	Date

Keep a copy of this form for your records.

The Apartment Complex Income Calculation Worksheet is posted on [Texas PUC Sharepoint](#).