

**EFFICIENCY MAINE**

**COMMERCIAL & INDUSTRIAL PRESCRIPTIVE INITIATIVES**

**FUNDING OPPORTUNITY NOTICE (FON)**

**Low-Income Multifamily Building Retrofits  
CIPI FON-026-2026**

**Opening: March 31, 2026**

**Application Deadline: December 31, 2026  
Project Completion Deadline: June 30, 2027**



**CONTENTS:**

**Section 1: Overview and Instructions**

**Section 2: Project Eligibility**

**Section 3: Application Requirements**

**Section 4: Submittal Instructions**

**Section 5: Project Approval and Incentive Offer Process**

**Section 6: Project Completion Process**

**APPLICATION DOCUMENTS:**

- 1) Attachment A: FON Project Application and Commitment Form**
- 2) Attachment B: HVAC Project Pre-Approval Checklist**
- 3) Qualified Partner Price Quote**
- 4) Supplier Material Quote**

## **SECTION 1: OVERVIEW AND INSTRUCTIONS**

### **1.1 Purpose**

Through this Funding Opportunity Notice (FON or “opportunity”), Efficiency Maine seeks to advance the electrification of existing multifamily buildings serving low-income residents across Maine. This opportunity supports energy efficiency projects focused exclusively on heating, ventilation, and air conditioning (HVAC) and weatherization measures in multifamily buildings with three or more dwelling units per building that currently rely on oil, propane, electric resistance or kerosene heating. **Retrofit incentives under this program are for the replacement of existing (operating) equipment that’s less than 16 years old.**

This initiative is administered under Efficiency Maine’s Commercial and Industrial Prescriptive Initiatives (CIPI) and is referred to as the Low-Income Multifamily Building Retrofits Funding Opportunity Notice (FON-026-2026). This FON offers incentive levels that exceed those typically available through CIPI in order to accelerate the adoption of high-efficiency, electric HVAC and weatherization technologies in existing multifamily housing serving low-income residents.

The objective of this opportunity is to support cost-effective HVAC and weatherization retrofits that reduce fossil fuel use, lower operating costs, and improve occupant comfort and indoor air quality. Eligible HVAC projects must involve retrofits to existing, operating heating and ventilation systems and are limited to the installation of qualifying high-efficiency heat pump–based systems and associated ventilation equipment designed for multifamily applications.

Eligible measure categories under this opportunity include, but are not limited to:

- Single-zone and Multi-zone Heat Pumps
- Variable Refrigerant Flow (VRF) Systems
- Linear Expansion Valve (LEV) Kits
- Packaged Terminal Heat Pumps (PTHPs) and Vertical Packaged Terminal Heat Pumps (VPTHPs)
- Single Packaged Heat Pump Splitless (SPHP) Systems
- Rooftop Heat Pump Units (RTUs)
- Dedicated Outdoor Air Systems (DOAS)
- Energy Recovery Ventilators (ERVs)
- Attic Insulation
- Basement Insulation

Additional details regarding eligible building types, measures, system configurations, and incentive structures are provided in Section 1.2 and Section 2.2 of this FON.

### **1.2 Funding Description**

This FON provides enhanced incentives that are approximately **30% higher** than prescriptive measures to support the installation of qualifying high-efficiency heating and ventilation systems and

## Low-Income Multifamily Building Retrofits CIPI FON-026-2026

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weatherization in eligible multifamily buildings. Incentives are intended to offset incremental costs associated with electrification, advanced controls, improved ventilation performance and insulation.

Funding under this opportunity supports a range of HVAC system types commonly used in multifamily retrofit applications, including both unit-level and centralized systems. Weatherization measures including attic and basement insulation are also included in this FON to help reduce heating loads and improve building envelope performance. Eligible measures must meet the technical requirements outlined in Section 2.2 and are subject to incentive caps and additional considerations described later in this FON. **This opportunity has a funding total of \$4,000,000.**

The charts below have incentive information on the qualifying equipment, see section 2.2 for a description of the criteria used to determine which equipment (or “measures”) qualify for these incentives. See the incentive considerations below.

### Single-zone and Multi-zone Heat Pump Systems

These systems provide high-efficiency electric heating and cooling for individual dwelling units or multiple zones within a building. Heat pump systems replace fossil fuel-based equipment and electric resistance heating, offering improved efficiency, lower operating costs, and enhanced occupant comfort through precise temperature control.

Single- or Multi-Zone Heat Pumps			
Zone(s)	Min. HSPF	Min. HSPF2	FON Incentive
1	12.5	9.5 ductless/8.1 ducted	\$1,600
2	10.0	8.5	\$1,700
3	10.0	8.5	\$1,800

Heat pump retrofit projects must be sized and configured, informed by a heat load calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure cost.**

### Variable Refrigerant Flow (VRF)

This measure includes single-phase and three-phase units, with or without heat recovery. VRF systems use advanced refrigerant control to serve multiple indoor units from a centralized outdoor system. Heat recovery configurations allow for simultaneous heating and cooling in different zones, improving overall system efficiency and flexibility in multifamily buildings with diverse load profiles.

**Low-Income Multifamily Building Retrofits  
CIPI FON-026-2026**

Variable Refrigerant Flow (VRF) Systems				
Measure Code	Measure	Heating Capacity Btu per Hour	Criteria (HSPF or COP)	FON Incentive
VRF	Single-Phase VRF Air-Cooled Heat Pump <u>with or without</u> Heat Recovery	< 65,000	≥ 10 HSPF or 9 HSPF2	\$12.00/sq.ft.
	Three-Phase VRF Air-Cooled Heat Pump <u>without</u> Heat Recovery	≥ 65,000 and < 135,000	≥ 2.25 COP	\$15.00/sq.ft.
		≥ 135,000 and < 240,000	≥ 2.1 COP	
		≥ 240,000	≥ 2.05 COP	
	Three-Phase VRF Air-Cooled Heat Pump <u>with</u> Heat Recovery	≥ 65,000 and < 135,000	≥ 2.25 COP	\$18.00/sq.ft.
		≥ 135,000 and < 240,000	≥ 2.1 COP	
		≥ 240,000	≥ 2.05 COP	
VRF system must be configured as the primary heating system and will meet the required building heating load. Buildings that heat with natural gas or existing heat pump technology are not eligible. <b>Incentives are capped at 90% of the total measure costs.</b>				

**Linear Expansion Valve (LEV)**

A LEV kit is an HVAC component that allows air handling units to integrate with Variable Refrigerant (VRF) systems. The LEV kit enables precise refrigerant flow control, allowing VRF systems to effectively serve high-capacity air handlers and dedicated outdoor air systems (DOAS).

HVAC Ventilation	
Measure(s)	FON Incentive
Linear Expansion Valve Kit (LEV)	\$0.40/BTU
The FON incentive has been raised from \$0.30/BTU to \$0.40/BTU. Incentive based on AHRI rated heating capacity at 47 deg F. This measure cannot be combined with additional prescriptive VRF incentives. Buildings that heat with natural gas or existing heat pump technology are not eligible. <b>Project incentive not to exceed 90% of the total measure cost.</b>	

**Low-Income Multifamily Building Retrofits**  
**CIPI FON-026-2026**

Packaged Terminal Heat Pumps (PTHPs) and Vertical Packaged Terminal Heat Pumps (VPTHPs)

PTHPs and VPTHPs are self-contained heat pump units commonly used in multifamily buildings to provide unit-level heating and cooling. These systems are well-suited for replacing aging or inefficient terminal equipment and offer a cost-effective retrofit option that improves energy performance and tenant control.

Packaged Terminal Heat Pumps			Vertical Packaged Terminal Heat Pumps		
Heating Capacity Btu per Hour	Min COP	FON Incentive	Heating Capacity Btu per Hour	Min HSPF2 or COP	FON Incentive
< 5,800	4.0	\$550	< 5,800	6.3 HSPF2 / 3.3 COP	\$900
≥ 5,800 and ≤ 11,800	3.5	\$600	≥ 5,800 and ≤ 11,800	6.3 HSPF2 / 3.3 COP	\$1,100
> 11,800	3.4	\$650	> 11,800	6.3 HSPF2 / 3.3 COP	\$1,300

Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure cost.**

Single Packaged Heat Pump Splitless Systems

Single packaged heat pump splitless systems combine heating and cooling components into a single, factory-assembled unit. These configurations simplify installation, reduce space requirements, and are particularly applicable in retrofit situations with limited mechanical room availability.

Single Packaged Heat Pumps			
Measure Code	Heating Capacity Btu per Hour	Min. HSPF2 or COP	FON Incentive
SPHP	> 7,000 and ≤ 9,500	6.3 HSPF2 or 3.3 COP	\$4,500

Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. **Incentives are capped at 90% of the total measure cost.**

Rooftop Heat Pump Units (RTUs)

Rooftop heat pump units provide centralized heating and cooling for common areas or multiple dwelling units. These systems can replace fossil fuel-fired rooftop equipment and offer an electrified alternative

**Low-Income Multifamily Building Retrofits  
CIPI FON-026-2026**

with improved efficiency, reduced maintenance requirements, and compatibility with existing ducted distribution systems.

<b>Heat Pump Rooftop Units (Ventilation)</b>		
<b>Total Heating Output Capacity (MBH)</b>	<b>Minimum Required Efficiency Criteria (Heating)</b>	<b>Incentive per MBH</b>
60 to ≤ 120	8.5 HSPF or 7.2 HSPF2 / 2.0 COP	\$220
> 120 and ≤ 450	2.0 COP	\$165
Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas or existing heat pump technology are not eligible. <b>Incentives are capped at 90% of the total measure cost.</b>		

Dedicated Outdoor Air Systems (DOAS)

A DOAS is designed to condition and deliver 100 percent outdoor air separately from a building’s primary heating and cooling system. The DOAS fully handles the ventilation air load including heating, cooling, and dehumidification (and humidification, when required) while a parallel system such as VRF, variable air volume (VAV) boxes, or chilled beams manages the remaining space temperature (sensible) load.

By separating ventilation air treatment from space temperature control, a DOAS effectively removes moisture from incoming outdoor air, a major source of indoor humidity. This approach improves indoor air quality, enhances humidity control, reduces the risk of mold, and allows the primary HVAC system to operate more efficiently.

<b>HVAC Ventilation</b>		
<b>Measure(s)</b>	<b>Min Sensible Heat Recovery</b>	<b>FON Incentive</b>
Dedicated Outside Air System (DOAS)	≥ 75%	\$25/CFM
The FON incentive has been raised from \$19.50/CFM to \$25/CFM. This measure cannot be combined with additional prescriptive ERV or LEV incentives. Buildings that heat with natural gas are not eligible. <b>Project incentive not to exceed 90% of the total measure cost.</b>		

Energy Recovery Ventilators (ERVs)

An Energy Recovery Ventilator (ERV) is a ventilation technology that transfers heat and, in many cases, moisture between exhaust air and incoming outdoor air streams. ERVs are designed to precondition outdoor air using energy that would otherwise be exhausted from the building, reducing the heating and cooling load associated with ventilation.

In multifamily applications, ERVs are commonly integrated into existing air handling systems, make-up air units, or dedicated ventilation systems to improve energy efficiency while maintaining required outdoor air rates. By reducing the energy penalty of ventilation, ERVs support improved indoor air

## Low-Income Multifamily Building Retrofits CIPI FON-026-2026

quality, enhanced occupant comfort, and lower operating costs—particularly in cold-weather climates where ventilation heating loads can be significant.

Under this FON, incentives will be available for both the replacement of failed ERVs and the installation of new ERVs in ventilation systems that currently do not include energy recovery, subject to eligibility criteria described in Section 2.2 and applicable incentive considerations.

HVAC Ventilation			
Measure(s)	Minimum Sensible Heat Recovery	FON New Construction Incentive	FON Retrofit Incentive
Energy Recovery Ventilator (ERV)	≥ 65% to < 75%	N/A	\$2.50/CFM
	≥ 75% to < 85%	\$1.75/CFM	\$3.00/CFM
	≥ 85%	\$2.00/CFM	\$3.50/CFM
New Construction incentives are for replacing an existing ERV system that has failed. Retrofit incentives are limited to existing facilities that are adding an ERV to an existing ventilation that does not currently have an ERV. This measure cannot be combined with additional prescriptive DOAS incentives. Buildings that heat with natural gas are not eligible. The FON incentive has been raised from \$1.50 - \$2.50/CFM to \$1.75 - \$3.00/CFM. <b>Project incentive not to exceed 90% of the total measure cost.</b>			

### Attic and Basement Insulation

Attic and basement insulation improvements reduce building heat loss and improve the overall performance of electrified heating systems. In multifamily buildings, poorly insulated attics and basements can account for a significant portion of heating demand due to uncontrolled air leakage and insufficient thermal barriers between conditioned and unconditioned spaces.

Attic insulation upgrades typically involve air sealing penetrations and installing blown-in, dense-pack or spray foam insulation to increase the thermal resistance of the attic floor or roof assembly. Proper attic air sealing and insulation help prevent warm air from escaping the thermal envelope during the winter months and reduce heat gain during warmer periods, improving comfort and lowering heating and cooling costs.

Basement insulation upgrades focus on improving the thermal boundary between conditioned living spaces and unconditioned basement or crawlspace areas. Insulating foundation walls, rim joists, sill plates, or floor cavities reduces conductive heat loss, limits cold air infiltration, and helps maintain more stable indoor temperatures throughout the building.

When combined with high-efficiency heat pump systems, attic and basement insulation improvements help reduce peak heating loads, improve system performance, and enhance occupant comfort. Incentives under this FON support insulation upgrades that include appropriate air sealing measures to ensure that the building envelope improvements deliver measurable energy savings.

**Low-Income Multifamily Building Retrofits  
CIPI FON-026-2026**

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<b>Weatherization</b>	
<b>Measure(s)</b>	<b>FON Incentive</b>
Attic Insulation	65% of the measure cost
Basement Insulation	65% of the measure cost
Attic or basement must be air sealed prior to or as part of insulating the space. Buildings that heat with natural gas are not eligible. <b>Project incentive will be calculated at 65% of the project costs which includes materials and labor for insulation (eligible measures only) and air sealing activities (per installer’s invoices to customer), up to \$6,500.</b>	

**1.3 FON Schedule**

Efficiency Maine will accept applications for the Low-Income Multifamily Building Retrofits FON from March 30, 2026, through December 31, 2026, or until the total program funding has been fully allocated.

The CIPI team will review the applications and issue incentive offers in the form of a pre-approval offer email to applicants who meet the criteria within this FON, and as funding allows.

<b>FON Schedule</b>	
FON Issue Date:	March 30, 2026
Rolling Application Period:	March 30, 2026 – December 31, 2026*
Project Completion Deadline:	June 30, 2027

\*Or until funding has been exhausted

**1.4 FON Informational Webinars**

Efficiency Maine will conduct two webinar presentations to inform interested parties on the specifics of this FON. It is not mandatory, but recommended, that applicants attend. The webinar schedule appears below. To participate in a webinar presentation, register using the link for your desired date.

- Thursday April 30, 2026, at 8:00 AM - [TO REGISTER, CLICK HERE](#)
- Tuesday May 5, 2026, at 8:00 AM - [TO REGISTER, CLICK HERE](#)

**SECTION 2: PROJECT ELIGIBILITY**

**2.1 Eligible Projects**

This program is intended to offer incentives for qualifying efficient HVAC heat pump systems and weatherization in existing multifamily buildings that will serve low-income residents.

## Low-Income Multifamily Building Retrofits CIPI FON-026-2026

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### *Participant Eligibility*

- Owners of multifamily buildings within which at least 50% of the dwelling units are reserved for low-income households, designated as:
  1. Public Housing (housing owned and operated by Public Housing Authorities)
  2. Buildings that were financed by Section 42 Low Income Housing Tax Credits (LIHTC)
  3. Privately owned multifamily buildings receiving project-based or tenant-based assistance that have a low-income based restrictive covenant (Section 8, Section 202, Section 811)
- Participants must have a restrictive covenant indicating that at least 50% of the building's dwelling units are preserved for low-income residents (<80% of county Area Median Income [AMI]).

### *Eligible Facilities*

- Multifamily buildings with 3 or more dwelling units that meet the participant eligibility stated above
- Campuses of multifamily buildings, where each individual building has at least three (3) dwelling units.

A dwelling unit is defined as a housing unit with a dedicated kitchen, sleeping area, and bathroom.

Eligible project designs may not include any fossil fuel space heating system(s) after project completion. Supplementary electric resistance heating is permitted in spaces that cannot be served by heat pumps (e.g., a bathroom, storage room, or closet).

### *Ineligible Facilities*

- Single-family homes
- Condominiums
- Mixed-use buildings
- Duplexes or multifamily apartment buildings with less than 3 units
- Projects that include added capacity, increased footprints, or change of use
- Existing buildings that heat with natural gas
- Existing buildings that heat with existing heat pump technology

Multifamily buildings with three or more units per building that are not eligible through this FON including mixed-use buildings or facilities interested in other energy efficiency measures may qualify for incentives offered through Efficiency Maine Prescriptive Initiatives. See [efficiencymaine.com/at-work/](https://efficiencymaine.com/at-work/) for more information. Multifamily buildings with less than three units per building may qualify for incentives offered through Efficiency Maine Residential opportunities, see [efficiencymaine.com/at-home/](https://efficiencymaine.com/at-home/) for more information.

## Low-Income Multifamily Building Retrofits CIPI FON-026-2026

An eligible project includes only the solutions listed in section 2.2. Projects must be completed by a Qualified Partner (QP); a list of Qualified Partners can be found by using the locator at <https://www.energymaine.com/at-work/qualified-partners/>. To use the locator simply put in your ZIP code and desired radius before selecting the appropriate solutions in the “Services” menu.

### 2.2 Eligible Solutions

HVAC & Weatherization	
Measure(s)	Description
Mini-split Heat Pumps	<ul style="list-style-type: none"> <li>• Air source heat pumps only, non-ducted, ducted and mixed systems.</li> <li>• Units must provide heating to the whole building or whole zone and have controls that integrate with any existing or back-up systems to set the heat pumps as primary.</li> <li>• Existing facilities that heat with natural gas or those installing natural gas back-up systems are not eligible for incentives.</li> <li>• Heat load calculations must be provided where the proposed design heating capacity (using manufacturer specification data at 5°F) must be within 80% to 120% of the calculated design load.</li> <li>• Existing heat pumps are not eligible for replacement incentives with new heat pump technology, regardless of the age and operating condition of the existing heat pump.</li> </ul>
Variable Refrigerant Flow	<ul style="list-style-type: none"> <li>• Units must provide heating to the whole building and have controls that integrate with any existing or back-up systems to set the VRFs as primary. Efficiency Maine has the final review and approval of any control strategy.</li> <li>• Existing facilities that heat with natural gas or those installing natural gas back-up systems are not eligible for incentives.</li> <li>• VRF systems must serve a minimum of 50% of the buildings design heating load or replace 50% of the existing heating capacity. Systems installing an LEV Kit are not eligible for VRF incentives (see LEV measure).</li> <li>• Existing VRFs are not eligible for replacement incentives with VRF technology, regardless of the age and operating condition of the existing VRF.</li> </ul>
Packaged and Vertical Packaged Terminal Heat Pumps	<ul style="list-style-type: none"> <li>• PTHP systems must have active (reverse cycle) defrost or be able to run in heat pump mode below freezing temperatures.</li> <li>• Existing facilities that heat with natural gas or those installing natural gas back-up systems are not eligible for incentives.</li> <li>• Existing heat pumps are not eligible for replacement incentives with new heat pump technology, regardless of the age and operating condition of the existing heat pump.</li> </ul>
Single Packed Heat Pump Splitless	<ul style="list-style-type: none"> <li>• Systems must be able to run in heat pump mode below freezing temperatures. This measure includes “splitless” packaged heat pumps that do not have an outdoor unit.</li> <li>• Existing facilities that heat with natural gas or those installing natural gas back-up systems are not eligible for incentives.</li> <li>• Existing heat pumps are not eligible for replacement incentives with new heat pump technology, regardless of the age and operating condition of the existing heat pump.</li> </ul>
Heat Pump Rooftop Units	<ul style="list-style-type: none"> <li>• Incentives are based on total heating output capacity of the proposed unit, not only the heat pump capacity.</li> <li>• Existing facilities that heat with natural gas or those installing natural gas back-up systems are not eligible for incentives.</li> </ul>

## Low-Income Multifamily Building Retrofits

CIPI FON-026-2026

<p>Linear Expansion Valve Kit</p>	<ul style="list-style-type: none"> <li>• Incentives are available for the installation of direct expansion (DX) heating/cooling coil and an outdoor VRF condenser to a new or existing air handling unit to allow for VRF based heating and cooling.</li> <li>• The VRF must provide primary heating, be capable of operating at design heating conditions and maintain 70% of the rated capacity at design heating conditions.</li> <li>• Incentive is based on the AHRI rated heating capacity at 47°F of the exterior VRF unit.</li> </ul>
<p>Dedicated Outside Air System</p>	<ul style="list-style-type: none"> <li>• Incentives are available for the installation of a packaged direct expansion (DX) DOAS with an integrated energy recovery ventilator (ERV).</li> <li>• The DOAS shall have an integrated heat pump or VRF coil(s) to precondition outdoor air.</li> <li>• DOAS systems may be:             <ul style="list-style-type: none"> <li>○ A single, factory-assembled dedicated outdoor air unit (typically a packaged rooftop or indoor packaged cabinet) where the refrigeration system and airside components are built and rated as one complete unit.</li> <li>○ A field-assembled system where the “DOAS” function is achieved by pairing components in the field—commonly an air-handling unit (or DOAS air handler) connected to a separate condensing unit/VRF outdoor unit. In VRF applications, an LEV kit is one common way to enable that pairing (i.e., an LEV + controls + compatible coil so an air handler can operate with a VRF condensing unit).</li> <li>○ Additional incentives are not eligible for VRF, ERV or LEV kits installed as part of the DOAS system.</li> </ul> </li> <li>• The DOAS must replace an existing make-up air (MAU) unit or units with equivalent volumes of outdoor air to the proposed DOAS.</li> <li>• Units must have a minimum of 75% sensible heat recovery as reported in the manufacturer’s AHRI-approved selection software report for the ERV.</li> </ul>
<p>Energy Recovery Ventilator (ERV)</p>	<ul style="list-style-type: none"> <li>• Units must be AHRI certified.</li> <li>• Sensible Heat Recovery as reported in AHRI-certified selection report.</li> <li>• New Construction incentive amounts are eligible for replacing an existing ERV system that has failed.</li> <li>• Retrofit incentives are limited to existing facilities that are adding an ERV to an existing ventilation system that does not currently have an ERV.</li> </ul>
<p>Attic Insulation</p>	<ul style="list-style-type: none"> <li>• Attic must be air sealed prior to or as part of insulating the attic space. This includes any penetrations between the attic and the floor below (chimney, wire, pipe, ducts, vents, drywall gaps, etc).</li> <li>• Must be insulated to one of the following levels:             <ul style="list-style-type: none"> <li>○ Open attic insulated to at least R49 with blown-in insulation.</li> <li>○ Enclosed cavities filled to capacity with dense-pack insulation.</li> <li>○ A minimum of 5” of closed-cell spray foam used to insulate all surfaces.</li> <li>○ Closed-cell spray foam applied to within 1.5” of full depth of cavities that were subsequently enclosed.</li> </ul> </li> <li>• Open-cell spray foam applied to full depth of cavities that were subsequently enclosed.</li> <li>• Batt insulation not eligible for rebates.</li> <li>• Baffles secured over exterior walls to separate insulation from ventilated areas.</li> <li>• Attic access through thermal boundary is insulated and air leakage is limited.</li> <li>• Attic access protected by dam when blown-in insulation is used.</li> <li>• All exhaust fans must be ducted outside of the building.</li> </ul>

## Low-Income Multifamily Building Retrofits CIPI FON-026-2026

	<ul style="list-style-type: none"><li>• Code-approved fire protection must be added to foam insulation when applicable.</li></ul>
Basement Insulation	<ul style="list-style-type: none"><li>• Defined as basement, crawlspace, or other unconditioned space directly below a conditioned living area.</li><li>• Basement must be air sealed prior to or as part of insulating the basement space. This includes all penetrations between the basement and the first floor (chimney, wire, duct, vents, flooring gaps, etc).</li><li>• Insulation upgrades eligible for incentives:<ul style="list-style-type: none"><li>• Foundation walls insulated from 2 feet below grade to underside of first floor (including sill and band joist) with minimum 2" rigid or closed-cell spray foam; OR</li><li>• Floor cavities (including sill and band joist) insulated with either dense-pack insulation or minimum 2" open- or closed-cell spray foam.</li></ul></li><li>• Batt insulation not eligible for rebates.</li><li>• Code-approved fire protection must be added to foam insulation when applicable.</li></ul>

### SECTION 3: APPLICATION REQUIREMENTS

Each applicant must submit the documentation listed below to be considered for incentives under this opportunity. This documentation must include a price quote obtained by the applicant from a Qualified Partner or from a licensed self-installer on the business's staff. Material quotes must include the make and model of each product used in the upgrade, the quantity of each, and the costs to the customer. Installation quotes with separate material and labor costs to the customer must also be provided. The list of required documentation follows:

#### **Required Documents:**

- Attachment A: FON Project Application and Commitment Form
- Attachment B: FON Project Pre-Approval Checklist
- Qualified Partner Installation Price Quote to Customer
- Supplier Material Quote
- Proof of participant income eligibility, such as a copy of the building's restrictive covenant.

*\*Efficiency Maine reserves the right to request additional information as needed prior to project approval, see the Pre-Approval Checklist for more details.*

**Applications that are incomplete will not be accepted by Efficiency Maine and will be returned to the applicant via email.**

### SECTION 4: SUBMITTAL INSTRUCTIONS

Project applications must include all materials (appropriate attachments) as requested in Section 3 and are to be emailed to [CIP@efficiencymaine.com](mailto:CIP@efficiencymaine.com) by the program applicant. The email subject line must include "CIPI FON-026-2026".

For questions throughout the process, applicants are encouraged to speak with a Qualified Partner (using the locator tool described in section 2) or to contact the Program Team at (207) 213-6247 or [CIP@efficiencymaine.com](mailto:CIP@efficiencymaine.com).

## **SECTION 5: PROJECT APPROVAL AND INCENTIVE OFFER PROCESS**

The process to apply for a project incentive begins with obtaining pre-approval prior to ordering, procuring, or installing any equipment or materials. By applying, the applicant represents to Efficiency Maine that all information provided in connection with the application is complete and accurate at the time of submission. The intentional provision of any false or misleading information, or the intentional omission of material information, will result in the application being deemed ineligible. Efficiency Maine recognizes that, third-party vendor, installer, or energy service companies (ESCOs) may assist in the preparation, submittal, and processing of an application on behalf of a customer. Notwithstanding the participation of a third-party vendor, installer or ESCO, Efficiency Maine considers the customer to be the FONs Applicant and requires the customer to be a direct party to the application. Efficiency Maine requires direct communication with the customer as necessary for review and evaluation of an application. No project approval or incentive award is guaranteed; therefore, no third-party vendor, installer or ESCO should make firm commitments of incentive funds in advance of a final notice of award to the customer.

For applications received and accepted by the deadline listed in section 1.3, Efficiency Maine will review submitted data for accuracy. ***Incomplete applications will not be accepted for review and the applicant will be notified in writing by email.*** Efficiency Maine reserves the right to conduct pre-inspections at project sites and/or to request additional information during the review. A representative from Efficiency Maine may schedule site inspection visits through the point of contact listed in the FON Project Application and Commitment Form (Attachment A), during the pre-approval period.

Once Efficiency Maine completes its review, a formal incentive pre-approval offer will be made through an “Approved Scope of Work” emailed to the applicant and the installer. The Approved Scope of Work and Terms and Conditions will be sent to the applicant and will indicate the approved scope of work and estimated project incentive pending project completion. Incentives received by the applicant may be taxable by the federal, state, and local government. A W9 will be sent with the Approved Scope of Work to ensure correct tax information of the applicant. If the applicant wishes to accept this incentive offer, the applicant, and the installer (QP) must sign the Approved Scope of Work and Terms and Conditions and return them with the completed W9 for the applicant via email.

## **SECTION 6: PROJECT COMPLETION PROCESS**

Upon completion of all work as outlined in the Approved Scope of Work (see section 1.3 for project completion deadline), the applicant and the installing contractor must sign and return the Customer Project Acceptance Form along with any material and installation invoices to the email address listed in Section 4. Efficiency Maine will conduct a final project review and process the applicant’s incentive(s). Once the final project review has been completed, payment will be processed to the customer. Efficiency Maine reserves the right to conduct a post-installation inspection during the final project

**Low-Income Multifamily Building Retrofits**  
**CIPI FON-026-2026**

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review. A representative from Efficiency Maine will schedule site inspection visits through the point of contact listed in the FON Project Application and Commitment Form (Attachment A). Efficiency Maine will conclude all approved incentive payments by **September 15, 2027**.