



# Triple Decker Retrofit Pilot: Market-Rate Program Manual

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Applications to the Massachusetts Clean Energy Center's ("MassCEC") Triple Decker Retrofit Pilot: Market-Rate ("Pilot") will be accepted on a rolling basis until all funding is awarded.

If funding remains and/or if MassCEC is approved for additional funding, MassCEC will announce future deadlines for application submissions.



Total Funding Available: \$850,000

The Application Form is available online:

[jotform.com/MassCECForms/market-rate-triple-decker](https://jotform.com/MassCECForms/market-rate-triple-decker)



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# 1 Introduction

## 1.1 Triple Decker Retrofit Pilot: Market-Rate Overview

The [Triple Decker Retrofit Pilot](#) builds upon the lessons learned from the [Triple Decker Design Challenge](#) to demonstrate cost-effective strategies for decarbonizing these small multi-family buildings. The demonstration pilot aims to establish real-world examples of all-electric building retrofits and surface additional lessons to help inform efforts to rapidly scale all-electric retrofits in the coming years. The Triple Decker Retrofit Pilot is separated into two tracks: one for market-rate and/or privately owned triple decker owners and one for affordable housing triple deckers. This Program Manual describes how to apply for funding for market-rate triple deckers. There is a separate program manual describing how to apply for funding for affordable housing triple deckers available on the [Pilot website](#).

MassCEC has contracted with Abode Energy Management LLC (“Abode”) to be the Home Decarbonization Advisor for the Pilot.

Triple decker owners selected to participate in the Pilot (“Participants”) will be responsible for meeting the Minimum Project Requirements outlined in Section 2.3 at their triple decker (“Project Site”), including sharing feedback on the Pilot and allowing performance monitoring of their Project Site (“Project”). For more details about how to participate in the Pilot, see Section 5.

In exchange, MassCEC with the support of Abode will provide Participants with:

- Financial incentives to implement the decarbonization measures listed in Sections 2.3 and 2.4 (“Decarbonization Measures”);
- A decarbonization assessment of the Project Site in order to understand its current energy use and greenhouse gas emissions (“Decarbonization Assessment”) and a report with customized decarbonization recommendations (“Decarbonization Report”); and
- Technical assistance at times of decision making (“Decision Time Support”), including support in developing a detailed plan to take action to decarbonize the Project Site during the Pilot (“Decarbonization Plan”).

MassCEC is seeking up to three (3) Participants that are interested in adding one or more units to their Project Site as part of a decarbonization retrofit, in order to offer a path to financing a decarbonization retrofit and explore strategies for adding housing to a housing-constrained region. These Participants will be awarded a higher incentive amount to accommodate the cost of decarbonizing additional units. Some of this additional incentive can be used towards a feasibility study to determine the possibility of adding new units to their Project Site (“Feasibility Study”). See Section 2.4 for more details.

## 1.2 Purpose of the Program Manual

The purpose of this Program Manual is to provide information about the Pilot to market-rate triple decker owners (“Applicants”) that are seeking funding to pilot high-efficiency, all-electric triple decker retrofits using lessons from the [Triple Decker Design Challenge](#). The Pilot seeks Applicants that are committing to decarbonizing their buildings, either as part of a large renovation project or as a



standalone effort. Applicants do not need to have fully developed strategies to decarbonize their Project Sites since the Pilot will offer technical support to Participants.

This Program Manual describes the eligibility requirements, incentive levels, application process, and participation process for the Pilot.

### 1.3 About MassCEC

MassCEC is a state economic development agency dedicated to accelerating the growth of the clean energy sector across the Commonwealth to spur job creation, deliver statewide environmental benefits and to secure long-term economic growth for the people of Massachusetts. MassCEC works to increase the adoption of clean energy while driving down costs and delivering financial, environmental, and economic development benefits to energy users and utility customers across the state.

MassCEC's mission is to accelerate the clean energy and climate solution innovation that is critical to meeting the Commonwealth's climate goals, advancing Massachusetts' position as an international climate leader while growing the state's clean energy economy. MassCEC is committed to creating a diverse, equitable, and inclusive organization where everyone is welcomed, supported, respected, and valued. We are committed to incorporating principles of diversity, equity, inclusion, and environmental justice in all aspects of our work in order to promote the equitable distribution of the health and economic benefits of clean energy and support a diverse and inclusive clean energy industry. MassCEC strives to lead and innovate in equitable clean energy and climate solutions.

## 2 Eligibility Requirements

### 2.1 Project Site Requirements

Project Sites must be a typical New England triple decker, defined as a detached three-story, multi-family, wood-frame building consisting of three units with similar floor plans. Project Sites must also have been built before 1970 in order to be eligible for the Pilot.

The Pilot is **not** intended for the following:

- A single unit in a triple decker building;
- Affordable housing triple deckers; or
- Triple deckers built after 1970.

Project Sites must also meet the following criteria:

- Project Sites must be located in a utility territory that contributes to the Massachusetts Renewable Energy Trust. This includes the Massachusetts service territory of National Grid, Eversource, Unitil, and municipal light plants that have elected to pay into the Renewable Energy Trust (please see [masscec.com/municipal-lighting-plant-communities](https://masscec.com/municipal-lighting-plant-communities) for more information).
- All units in the Project Sites must be an occupied residence year-round. For example, summer homes that are unoccupied in the winter are not eligible for the Pilot.



## 2.2 Participation Requirements

MassCEC only intends to make one award per Participant. All Projects must meet the following minimum requirements:

- Applicant must own the Project Site.
  - Note: Multiple owners of condos within a triple decker may jointly apply, but they must represent all the units within the building and they must have a clear budget and plan for how they will work together.
- Applicant must be committed to decarbonizing their Project Site within the Pilot timeframe.
- Tenants of the Project Site must be aware of the Pilot and willing to cooperate with the Pilot.
- Applicant and tenants of the Project Site must be willing to cooperate with data gathering.
  - During Phase 1 (Application and Awarding), Participants will be asked to provide energy bills, including tenant utility data if tenants pay their own utility bills, for two (2) years prior to the Pilot (if available).
  - During Phase 4 (Post-Implementation) of the Pilot, Participants will be asked to provide energy bills for two (2) years after Phase 3 (Implementation), including tenant utility data if tenants pay their own utility bills.
  - During Phase 4 (Post-Implementation) of the Pilot, Participants and tenants must agree to allow energy monitoring to be conducted at the Project Site for up to two (2) years after Phase 3 (Implementation).
  - **Not mandatory but preferred:** MassCEC prefers if building owners are willing to work with tenants to allow an indoor air quality monitor in each unit starting in Phase 2 (Planning) and continuing through Phase 4 (Post-Implementation). This is expected to involve having a single air-quality monitor somewhere in each unit and potentially one outside of the building that would remain in place for up to two (2) years after Phase 3 (Implementation).
  - Participants must be willing to answer interview or survey questions to capture their experience with the Pilot and the Decarbonization Measures they implemented.
    - Participants must provide contact information for tenants (either tenants that are in-place during Phase 3 (Implementation) or tenants that move in during Phase 4 (Post-Implementation)) so they can be reached for an interview or survey to capture their experience with the Decarbonization Measures.
  - Participants must work with any tenants that are in place to coordinate and manage the impacts of the Decarbonization Assessment and the Decarbonization Plan, including allowing blower door testing pre- and post-construction and potentially after major Project milestones.

## 2.3 Minimum Project Requirements

In order to receive an award under the Pilot, all Projects must meet the following Minimum Project Requirements:

- Full electrification of all building systems and appliances:



- Including heating, cooling, ventilation, domestic hot water, and all appliances
  - Air-source heat pumps must meet [NEEP's cold-climate air-source heat pump specification](#) and other heating solutions (e.g., ground-source heat pumps, variable refrigerant flow heat pumps, air-to-water heat pump) should have a similar level high efficiency and cold-climate performance.
- Projects must include decommissioning or turning off fossil fuel infrastructure
- Weatherization:
  - Comprehensive plan for air sealing the entire building (including roofs and basements)
  - Insulation:
    - Walls: Wall cavities must be fully insulated and additional insulation will be encouraged for any building with siding replacement planned
    - Basement: Comprehensive plan for insulation that will require access to the entire foundation and may require basement waterproofing improvements.
    - Roof: Comprehensive plan for insulation which may need to be paired with roof replacement of flat roofs or interior replacement of third-floor ceiling drywall
  - In general, Applicants should be prepared to act on recommendations that go beyond standard Mass Save weatherization practices, such as deeper approaches to air sealing and insulating roofs, walls, and basements.
- Ventilation:
  - Must meet the ASHRAE 62.2 ventilation standard
    - Bathroom and kitchen exhaust fans will be required
    - All Projects will be evaluated for the opportunity and need for energy or heat recovery ventilation that meet the following criteria:
      - HVI certified
      - Sensible Recovery Efficiency (SRE) @32F > 75% at design air flow
      - ECM Motor required

All Projects must be performed with compliance with all local, state, and federal laws and codes.

All expenses related to achieving the Minimum Project Requirements will be considered eligible costs to be reimbursed by the MassCEC incentive described in Section 3 (“Decarbonization Project Costs”). Specifically, the cost for heat pumps for space and water heating are eligible Decarbonization Project Costs. The cost to switch an appliance (e.g., stove/range, dryer) from fossil fuels to electricity are also eligible Decarbonization Project Costs. For homes that already have electric appliances, the cost of upgrading to an induction stove/range and a heat pump dryer are also eligible Decarbonization Project Costs. In case of uncertainty around eligible Decarbonization Project Costs, Abode will recommend whether or not the expense should be considered eligible and MassCEC will make the final decision.

#### 2.4 Additional Eligible Decarbonization Project Costs

Additional eligible Decarbonization Project Costs include measures to address barriers to decarbonization and measures that go beyond the Minimum Project Requirements.



Examples of barriers to decarbonization could include upgrading the building's electrical system to meet the needs of electrification or knob and tube remediation to allow insulation.

Examples of measures that go beyond the Minimum Project Requirements, include:

- Solar photovoltaics (highly encouraged if feasible)
- Batteries/energy Storage
- Electric vehicle charging infrastructure
- New windows (encouraged if there are existing single pane windows or double pane windows in poor condition)
- Continuous exterior insulation (encouraged if re-siding is planned, MassCEC's incentive would cover the incremental cost of the insulation and installation but not the entire cost of re-siding the building)
- Incremental cost of innovative materials with low embodied carbon

Additionally, Decarbonization Project Costs include the cost of design professional support and permitting expenses related to planning and implementing the Project, but not related to other aspects of the renovation (e.g., design costs for renovating kitchens).

For Projects that plan to add one or more units, the cost of a Feasibility Study to assess the viability of adding those new units while decarbonizing the existing triple decker would be an eligible Decarbonization Project Cost. The role of the Feasibility Study is to determine if adding new units is technically and economically feasible. Participants will be responsible for hiring a Feasibility Study consultant, such as an architect or structural engineer. The costs of this process, a permitting analysis, legal fees, and a structural analysis can all be funded through the Participant's award under the Pilot up to the limit described in Section 3.2.

MassCEC suggests that the Feasibility Study should include the following:

- Current building conditions (include photographs as necessary) including building conditions and the available roof and mechanical space. If applicable, this should include the structural capacity of the existing structure to add one or more units.
- Proposed design for new unit(s) and decarbonization of existing units, including estimated costs and available incentives;
- An energy model and analysis of Project economics with an explanation of all assumptions used; and
- Permitting analysis and costs to go through the permitting process.

If the Feasibility Study is funded by MassCEC, any specifications and drawings necessary for permitting and/or soliciting bids must be shared with MassCEC.

Ineligible Decarbonization Project Costs would include building upgrades unrelated to the goals of decarbonizing the Project Site, such as kitchen or bathroom remodels or the replacement cost of new siding and roofing (excluding incremental costs necessary to achieve decarbonization goals). In case of



uncertainty around eligible Decarbonization Project Costs, Abode will recommend whether or not the expense should be considered eligible and MassCEC will have sole discretion to make a final decision regarding expense eligibility.

### 3 Project Incentives

#### 3.1 Award Details

MassCEC has \$850,000 available for awards under the Pilot. As described in Section 4.3, applications will be competitively evaluated. MassCEC will select Participants based on the criteria in Section 4.3. MassCEC anticipates making approximately ten (10) awards as part of the Pilot, with up to three (3) of those awards going to Participants that are planning on adding new units to their Project Sites.

MassCEC will only fund Decarbonization Measures that have had installation commence after an Award Letter has been issued from MassCEC.

#### 3.2 Incentive Levels

As stated in Section 2.2, all Participants are required to implement all of the Minimum Project Requirements in order to be eligible for the incentives outlined in Table 1 below. The total incentive amount available for Projects that are not adding new units is \$70,000. The total incentive amount available for Projects that are adding new units is \$125,000.

<b>Table 1. Incentive Levels</b>		
	<b>Projects Not Adding a New Unit</b>	<b>Projects Adding a New Unit(s)</b>
<b>Total Pilot Incentive</b>	<b>\$70,000</b>	<b>\$125,000</b>

The incentives awarded to Participants through the Pilot may be combined with any other local, state, or federal incentives, subsidies, and tax incentives, discounted to present value where necessary, and Participants are encouraged to do so where possible. In all cases, MassCEC’s incentive will not exceed the Decarbonization Project Costs minus all other incentives. Eligible Decarbonization Project Costs are described in Sections 2.3 and 2.4. If the Decarbonization Project Costs minus other incentives are less than the incentive levels outlined in Table 1, MassCEC’s award will be reduced accordingly. For example, if the total Project cost was \$70,000 and the Participant received \$30,000 in non-MassCEC incentives, MassCEC’s award would be reduced to \$40,000. MassCEC will evaluate these situations on a case-by-case basis and reserves the right to reduce any award projected to exceed total Project costs by an amount sufficient to prevent the excess.

Incentive levels are subject to change at the sole discretion of MassCEC. Participants should check the [Pilot website](#) to confirm that they are reviewing the most recent version of the Program Manual. All





Decarbonization Project Costs should be reviewed and approved by Abode as part of the Participant’s Decarbonization Plan.

Participants that are considering adding one or more new units that complete a Feasibility Study for adding one or more new units but ultimately decide not to move forward with adding the new unit(s), are still eligible to receive the \$70,000 incentive for Projects that are not adding a new unit plus the costs associated with the Feasibility Study (up to \$25,000) for a total incentive of up to \$95,000, provided that the Participant must share the Feasibility Study and a summary of lessons learned with MassCEC.

## 4 How to Apply

### 4.1 Application Instructions

Applications should be completed online at [jotform.com/MassCECForms/market-rate-triple-decker](http://jotform.com/MassCECForms/market-rate-triple-decker) (“Application Form”). This Application Form includes questions about the Applicant and the Project Site. It can be saved so that the application can be completed over multiple sessions. A PDF version of the Application Form is available for reference on the [Pilot website](#).

If desired, Applicants may submit a scanned version of the completed PDF via email to [buildings@masscec.com](mailto:buildings@masscec.com) instead of completing the online form, although MassCEC prefers the completed online form. Applications will be accepted on a rolling basis until all funding is awarded.

The Application Form includes a question about whether the Applicant is planning on adding new units to their Project Site. The Applicant’s answer and an evaluative discussion with MassCEC will determine if they are eligible for the higher incentive amount under the Pilot.

If funding remains and/or if MassCEC is approved for additional funding, MassCEC will announce future deadlines for application submissions.

### 4.2 Applicants’ Questions and Answers

Questions concerning the Pilot can be submitted in writing by email to [buildings@masscec.com](mailto:buildings@masscec.com). All inquiries should reference the “Triple Decker Retrofit Pilot.”

MassCEC will post questions and answers from Applicant’s emails in the “FAQ” section of the [Pilot website](#). MassCEC will periodically update this list. Applicants are encouraged to visit the website for updates prior to submitting a question. Only answers posted on the website should be treated as MassCEC’s official response to any question.

### 4.3 Selection Criteria

Applications will be evaluated using the criteria in Table 2 below.

Table 2. Selection Criteria	
Criteria	Sub-Criteria
Minimum Criteria	MassCEC reserves the right to only consider applications that, in MassCEC’s sole judgement, meet the minimum threshold criteria, including:



	<ul style="list-style-type: none"> <li>• The Application Form is complete and responsive to the Program Manual and application requirements;</li> <li>• The clarity, specificity, and consistency of the application are sufficient to be deemed credible; and</li> <li>• The proposed Project Site and Project meet all requirements stated in Section 2.</li> </ul>
<b>Diversity of Applicants</b>	<p>MassCEC is looking to award a diverse group of Projects, such that the cohort of awardees includes:</p> <ul style="list-style-type: none"> <li>• Geographical diversity;</li> <li>• Diversity of unit cost/rental rates;</li> <li>• Existing heating fuel type (e.g., oil, natural gas); and</li> <li>• Existing heating system distribution type (e.g., radiators, ductwork).</li> </ul>
<b>Selection Priorities</b>	<p>MassCEC will prioritize the following when evaluating applications:</p> <ul style="list-style-type: none"> <li>• Applicants who intend to and have the ability to fully decarbonize their Project Site during the Pilot</li> <li>• Project Sites that can leverage previously planned work and/or end of life replacement cycles (e.g., roof replacement, siding replacement, HVAC/hot water systems at the end of their useful life)</li> <li>• Project Sites located in environmental justice communities</li> <li>• Applicants with low-income tenants</li> <li>• Applicants that are not planning on increasing their Project Site's rent because of this Pilot</li> <li>• Scalable Project approach: MassCEC is looking for triple decker retrofit approaches that can be replicated and scaled from this Pilot, and is interested in cost effective approaches that provide operational savings while minimizing upfront costs. Applicants do not need to have fully developed strategies to decarbonize their Project Sites since the Pilot will offer technical support to Participants, but to the extent the Project's decarbonization strategy is already developed, MassCEC will prioritize scalable approaches.</li> <li>• Applicants considering adding one or more units as part of the Project. For Applicants interested in adding new units, MassCEC will prioritize Project Sites that have a practical pathway to do so (i.e., adequate onsite space).</li> </ul>

## 5 How to Participate

### 5.1 Participant Steps

To participate in the Pilot, Participants must agree to the steps below. MassCEC, at its sole discretion, may consider extending the timelines described below on a case-by-case basis.

#### Phase 1 (Application and Awarding)



1. Applicants will submit the Application Form and Applicant Signature and Acceptance Form (see Attachment A) on a rolling basis until all funding is awarded.
2. MassCEC will notify Applicants if they have been selected to participate in the Pilot or not.
3. Selected Participants will submit:
  - Utility Release Forms
    - One signed form must be submitted per account holder for each electric meter and gas meter (if applicable)
  - Electric utility data (usage and cost)
    - For two (2) years prior to the Pilot (if available)
    - If applicable, include tenant utility data
  - Gas or delivered fuel utility data (usage and cost)
    - For two (2) years prior to the Pilot (if available)
    - If applicable, include tenant utility data
4. Once these documents are received, MassCEC will send Grant Agreements to Participants to review and sign (see Attachment B for sample Grant Agreement).
5. Participants will work with Abode to schedule an on-site Decarbonization Assessment and develop a Decarbonization Plan.

## **Phase 2 (Planning)**

1. Abode will conduct the in-person Decarbonization Assessment at the Project Site.
  - This will take approximately five (5) hours during which the Participant is required to be present.
  - Abode will provide a Decarbonization Report to the Participant.
    - This will include an assessment of the Project Site and customized high-level recommendations for decarbonization based on input from the Participant on their priorities and budget.
2. Over the three (3) months following the Decarbonization Assessment, Participants and Abode will work together to create a detailed Decarbonization Plan to be submitted to MassCEC.
  - Participants will reach out to and begin to select contractors, installers, and vendors (“Decarbonization Measure Vendors”) to provide estimates and services to advance Decarbonization Measures that are part of their Projects.
  - As needed during Phase 2 (Planning), Participants will work with Abode for Decision Time Support.
    - Decision Time Support may be offered by Abode via email, phone, or video calls, based on the preferences of the Participant.
    - Abode will offer Decision Time Support including how to find Decarbonization Measure Vendors, what to discuss with Decarbonization Measure Vendors, and assistance in reviewing estimates.
    - Abode will provide a report comparing heat pump quotes.
    - Once the Decarbonization Measures the Participant will move forward with as part of the Pilot are determined, Abode will support the Participant in completing the



Decarbonization Plan to be submitted to MassCEC within three (3) months of the Decarbonization Assessment.

- **NOTE:** Participants shall be solely responsible for procuring Decarbonization Measure Vendors. MassCEC will not participate in this process, and shall not have any responsibility for managing, overseeing, or otherwise working with the Decarbonization Measure Vendors, and will not provide any representations, warranties, indemnification, or underwriting for the performance of the Decarbonization Measure Vendors. It will be the responsibility of Participants to conduct their own due diligence to vet Decarbonization Measure Vendors prior to entering into contracts with such Decarbonization Measure Vendors.
3. Participants will coordinate with Abode to set up a time for an electrical metering device (such as the Emporia Vue) to be installed at the Project Site.
  4. If participating in indoor air quality monitoring, Participants will coordinate with tenants to allow an indoor air quality monitor by a team of public health researchers from Boston University in each unit. This is expected to involve having a single air quality monitor somewhere in each unit and potentially one outside of the building.

### **Phase 3 (Implementation)**

1. All Decarbonization Measures included in the Decarbonization Plan should be completed within one (1) year of completing Phase 2 (Planning).
  - Note: Participants that are adding one or more units should complete Phase 3 (Implementation) within two (2) years of completing Phase 2 (Planning).
2. Participants will sign agreements with Decarbonization Measure Vendors, if not already completed in Phase 2 (Planning). **NOTE:** Please see information in Phase 2 above regarding responsibilities of Participants for procurement of Decarbonization Measure Vendors.
3. As Participants complete Decarbonization Measures they can apply for milestone payments as agreed upon in the Grant Agreement, as detailed in Section 5.2. Abode will assist Participants in the process.
4. As needed, Participants may continue to contact Abode for Decision Time Support.
5. Once all the Decarbonization Measures are installed, Participants should coordinate with Abode to set up a time for a final Project Site visit, which may include:
  - Collection of feedback about the Pilot experience
  - Education on how to optimize operations of the new Decarbonization Measures
  - An inspection of the installation quality of any heat pumps installed during the Pilot
  - A final blower door test (if not conducted previously)
  - Installation of the electrical metering device (such as the Emporia Vue), if not previously installed.
6. Participants will submit milestone payment requests to receive Pilot incentives if they haven't already. **The deadline to submit for final payment is one (1) month after the completion of all Phase 3 (Implementation) Decarbonization Measures.**



**Phase 4 (Post-Implementation)**

1. Participants will provide Abode automated access to the energy utility bill data or upload energy utility bills for all the units and/or meters on the Project Site to the Participants Portal every six (6) months upon request for two (2) years following Phase 3 (Implementation).
2. Participants will share feedback with Abode about the Pilot and the Decarbonization Measures they have implemented.
  - This will involve interviews and surveys, which will be no more frequent than every six (6) months for up to two (2) years following Phase 3 (Implementation).
  - Participants must provide contact information for tenants (either tenants that are in-place during the retrofit or tenants that move in after completion of the retrofit) so they can be reached for a survey or interview to capture their experience with the Project.
3. Participants will have the electrical usage for the Project Site metered for up to two (2) years following Phase 3 (Implementation).

**5.2 Incentive Payments**

MassCEC expects to pay out the awarded incentive in two (2) or more milestone payments. Milestone payments are contingent upon submission to MassCEC of all the deliverables required in the Grant Agreement for the associated milestone. The deliverables and invoice are subject to MassCEC review and approval. Electronic submissions are required.

Table 3 below provides a standard schedule of milestone payments, to be used as a guideline. Applicants may request a different schedule that better fits the development and financing of their Project (for example, if there is not a single permitting milestone or if it would be helpful to have multiple construction milestones). MassCEC reserves the right to include a different schedule in any Grant Agreement.

<b>Table 3. Sample Milestone Payment Schedule</b>	
<b>Milestone</b>	<b>Milestone Payment</b>
Milestone #1: MassCEC contract signing	15% of Award
Milestone #2: Completion of permitting or other appropriate pre-construction milestone (e.g., contract signing for heat pump installation)	35% of Award
Milestone #3: Project Completion (i.e., after final Project Site visit from Abode)	50% of Award

As stated in Section 3.2, for Projects that complete a Feasibility Study to add one or more new units but ultimately decide not to move forward with adding the new unit(s), these Participants are still eligible to receive the \$70,000 incentive for Projects that are not adding a new unit plus the costs associated with the Feasibility Study (up to \$25,000) for a total incentive of up to \$95,000, provided that the Participant must share the Feasibility Study and a summary of lessons learned with MassCEC.



## 6 General Conditions

### 6.1 Notice of Public Disclosure

As a public entity, MassCEC is subject to Massachusetts' Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, any documentary material, data, or other information received by MassCEC from an Applicant is public record subject to disclosure. Applicants shall not send MassCEC any confidential or sensitive information in response to this solicitation.

### 6.2 C-THRU

Participant agrees and acknowledges that MassCEC shall have the right to disclose the name of any grant recipient and/or Payee, the amount of the payment under the Pilot and any other information it may deem reasonably necessary on C-THRU, the Commonwealth of Massachusetts' online database of state spending, or other applicable state spending website.

### 6.3 Disclaimer and Waiver Authority

This solicitation does not commit MassCEC to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. MassCEC reserves the right to accept or reject any or all applications received, waive minor irregularities in submittal requirements, modify the anticipated timeline, request modification of the application, negotiate with all qualified Applicants, cancel or modify the solicitation in part or in its entirety, or change the application guidelines, when it is in its best interests.

This solicitation has been distributed electronically using MassCEC's website. It is the responsibility of Applicants to check the website for any addenda or modifications to a solicitation to which they intend to respond. MassCEC accepts no liability and will provide no accommodation to Applicants who submit an application based on an out-of-date solicitation document.

### 6.4 Contract Requirements

Upon MassCEC's authorization to proceed with the proposal, MassCEC and the awarded Applicant(s) will execute a contract which will set forth the respective roles and responsibilities of the parties.

### 6.5 Changes/Amendments to the Program Manual

The requirements listed herein are subject to change without notice to potential Applicant Parties. This Program Manual has been distributed electronically using MassCEC's website. It is the responsibility of Applicant parties to check MassCEC's website for any addenda or modifications to the Program Manual to which they intend to respond. MassCEC, the Commonwealth of Massachusetts, and its subdivisions accept no liability and will provide no accommodation to an Applicant who submits an application based on an out-of-date Program Manual and/or related document.