



THE BUREAU OF  
**PLANNING &  
SUSTAINABILITY**

## Multi Unit Housing – Form

*For multiunit energy retrofit projects with 5+ units OR new/major redevelopment multiunit housing between 5 and 20 units. For home/townhome/duplex/triplex/quadplex projects with separate mechanical systems, use the Single Unit Housing form.*

### Section 1: Project Details

1. A.: **Project Eligibility:** Will the proposed project use PCEF funds for energy efficiency upgrades in existing multiunit buildings with 5+ units OR multiunit new construction/major development between 5 and 20 units? [Yes/No conditional]

Yes  No

[If yes] **This form is required for your project, please fill out the fields below.**

[If no] **This form is not required for your application. Click the green "Save Form" button in this section, then click "Mark as Complete". You can navigate to the next form by clicking the blue "Next" button at the bottom of the page.**

[If yes, make all questions in this section required]

1. If selected for funding, the construction period for the proposed project must be completed within three (3) years of the grant agreement effective date. Note that the budget you submit for this application should include no more than three (3) years. Please confirm that you acknowledge this requirement below  
[If Yes, Check box: " I acknowledge the timeline requirement for this proposed project"]
2. Is this proposal for a net-zero project? Net-zero means net zero means that the project will install solar that generates at least as much electricity as the building uses each year  
[Dropdown: Yes/No/Not Yet known]

1. B. **Project Details:**

Directions: Provide any details known. If not known, select or enter "Not known". Submit this form multiple times if needed; once per project. If the "Add Row" option is not available, make sure to click "Save Form" in a previous section first.

1.1. Building Identifier (building number or nickname): [Short text]

1.2. Are you applying for net zero funding for this project?

1.3. If so, what is the total eligible construction budget for this project? *Available net zero funding will 25% of this budget. Please read the Net Zero section of the application handbook carefully to ensure only eligible expenses are included in this total.*

1.4. PCEF grant amount that will be invested in construction costs for this building only (this should equal the total of the measure costs you provide in this form): [Numeric response, in dollars]

1.5. Answer only if this is NOT a Net Zero funding request - Total building construction cost budget: [Numeric response, in dollars]

1.6. Description of building use (i.e. residential only or residential and commercial, if commercial, describe commercial use): [Short text]

1.7. Location: Neighborhood/City quadrant/Part of City: [Short text]

1.8. Building information (known or target):

- Year built: [Numeric response]
- Building square footage [Numeric response]
- Total number of buildings
- Number of residential units funded by PCEF by size (# of studios, 1 bedrooms, 2 bedrooms, 3 bedrooms, other): [Numeric response]
- Average square footage of each type of residential unit (studio, 1 bedroom, etc.): [Numeric response]

1.9. Primary heating fuel [Drop down, single selection]

- Electric
- Natural gas
- Gasoline
- Heating fuel oil
- Propane
- Wood
- Pellets
- Other
- Not known

1.10. Electric utility: [Drop down, single selection]

- PGE
- Pacific Power
- Not known

1.11. Plan to electrify?: [Drop down, single selection]

- Yes
- No
- Not yet known

1.12. Baseline total annual energy usage (known or estimated) (Btu). Required if energy use by fuel type is not available: [Numeric response, in Btu]

1.13. Baseline Annual Electricity and Natural Gas Usage:

- Electricity (kWh): [Numeric response in kWh]
- Natural Gas (therms): [Numeric response in therms]

1.14. Baseline annual other fuel usage (known or estimated) (Btu):

- Btu: [Numeric response in Btu]
- Other Fuel Type [Dropdown, single selection]
  - Electric
  - Natural gas
  - Gasoline
  - Heating fuel oil
  - Propane
  - Wood
  - Pellets
  - Other
  - Not known

## Section 2: Targeted annual energy savings per building

If you have savings estimates from custom analyses or energy modeling, please fill this section out. Otherwise, if you don't have an estimate at this point, leave blank.

2.1. Estimated net electricity and natural gas reduced:

*If your project is planning fuel-switching, please subtract any increase in electricity use from the projected kWh savings.*

- a. Electricity: [Numeric response, kWh]
- b. Natural gas: [Numeric response, therms]

2.2. Other fuel type reduced:

- a. Other fuel: [Numeric response, Btu]
- b. Other Fuel Type: [Dropdown, single selection]
  - Electric
  - Natural gas
  - Gasoline
  - Heating fuel oil
  - Propane
  - Wood
  - Pellets
  - Other (describe below)
  - Not known (describe below)

If not "other" or "not known" selected, describe here: [Short text]

2.3. Please briefly explain you came up with the targeted energy savings. [Long text, 300 characters] *Note that there is a space at the end of this form to upload documentation for measures and any analyses conducted. You may point us to specific attachments instead of rewriting the explanation in this field.*

2.4. Please describe your approach to maintain the energy investments over time. [Long text, 300 characters]

## Section 3: Targeted Measures

Targeted high efficiency measures this project will receive. If you don't know specific scopes, please indicate the measures your project intends to prioritize. Submit this form multiple times if needed, once per project. If the "Add Row" option is not available, make sure to click "Save Form" in a previous section first.

2.1. Targeted high efficiency electrification measures which will replace a gas appliance. [Multi-select checklist]

- HVAC
- Cooking
- Water heating
- Other electric measure - describe here: [500-character text box, no formatting]

2.2. Unit Type:

*The following six questions repeat 4 times (from Unit Type 1 to Unit Type 4)*

1. Unit Type: [Dropdown, single selection]

- Studio
- 1 bedroom
- 2 bedroom
- 3 bedroom
- 4 bedroom
- Common area

2. Average square feet: [Numeric response, in sq ft]

3. Number of units: [Numeric response]

4. Current system/condition/R-value (if known): [500-character text box]

5. Proposed Upgrade: [Multi-select checkbox]

- Attic Insulation and Air Sealing
- Floor Insulation and Air Sealing
- Wall Insulation and Air Sealing
- Windows (Energy Star for Northern Climates)
- Low E Storm Windows (inserts for historic buildings, both windows reach U-26)
- Duct Sealing, Repair, and Insulation
- Ductless Heat Pump
- Ducted Heat Pump
- ERV/HRV
- Bath/Kitchen fans (Energy Star)
- HVAC Controls or Smart Thermostat
- Lighting (Common Area or Exterior Only)
- Heat Pump Water Heater
- Low Flow Hot Water Fixtures
- Commercial Clothes Washer
- Clothes Washers and Dryers (Energy Star)
- Refrigerators (Energy Star)
- Other: If "other" was selected above, describe here: [500-character text box, no formatting]

## Section 4: Optional Attachments

If available, the following are helpful to include:

- Energy study
- Utility billing data (ex. monthly bills for electricity and gas)
- Equipment cutsheets or submittals

For measures where a custom analysis has been conducted, please share documentation with assumptions, calculations, and savings estimates. This may include the following:

- A description of the existing system, the methodology used for the baseline (including calculations, operating hours per year, model inputs/outputs, and assumptions), and a summary of baseline results which include energy usage.
- Assumptions made in the determination of the baseline energy usage and efficient case energy usage. This can include any assumptions regarding engineering estimates, best practices, calculations, industry standard, etc. Note the source of the assumptions.

Upload attachments here: [\[upload link\]](#)

### City Districts

The City of Portland recently created new district maps to match the new City Council structure. In this question we are asking you to estimate how much of your requested funding amount for the funding area covered in this form is going to each of Portland's four geographic districts. [Link to district map.](#)

1.1. Does all or part of the funding for activities covered in this funding area form provide benefits to specific parts of Portland? If you are proposing any of the following, select "Yes":

- Providing services, events, or programs (e.g. education, engagement) focused on reaching communities living in or organizations based in specific parts of Portland
- Implementing or maintaining physical improvements (e.g. gardens, building upgrades) in specific parts of Portland
- Providing physical assets (e.g. bikes, EVs) to individuals living in or organizations based in specific parts of Portland

Yes, funding is providing geographic benefits

No, funding is allocated city-wide or not sure

[\[If yes\]](#) Please fill out "Section 3-B: City Districts" below

[\[If No / Not sure\]](#) No further information is needed.

### City Districts

[\[Conditional logic to show if previous question is yes, hide if no\]](#)

For this funding area, use the fields below to estimate how much of your requested funding amount for the funding area covered in this form is going to each of Portland's four geographic districts. The total must equal 100%. [Link to district map.](#) [\[Numeric questions, all in the same line\]](#)

District 1	District 2	District 3	District 4	Total (Must equal 100%)
				<a href="#">[Auto calculated]</a>