GO ZERO Multifamily Program Step-by-Step Guide

Thank you for your interest in the GO ZERO Multifamily Program!

You have two options to apply for the rebate:

- Option 1:
 - Submit rebate reservation prior to the completion of the installation when funding is available;
 - o Provide progress report at least every 30 days to maintain the reservation; and
 - Submit rebate application after the completion of the installation.
- Option 2:
 - Submit rebate application if the installation is completed.

The step-by-step guide is made up of four parts:

- How to Submit a Reservation (not mandatory, but recommended)
- How to Submit a Reservation Progress Report
- How to Submit a Rebate Application
- Appendix

Please follow the steps outlined. All form fields with an asterisk '*' are required. Contact gozeroapply@energycoalition.org if you have questions or need assistance completing the rebate application.

You will receive email notifications as your application progresses through each step of the Rebate process.

Before you get started, you will need the following documentation:

- For Reservation:
 - Appliance Spreadsheet for more than one appliance
- For Reservation Progress Report:
 - Proof of incremental progress
 - Ex. purchase invoices, building permit information, installer timelines, etc
 - Application ID (if known) to edit an existing reservation
- For Rebate Application:
 - Appliance Spreadsheet for more than one appliance
 - o Paid-in full invoices containing:
 - Itemized costs for: Labor, Equipment, Electrical Upgrade(s), Permitting, and Other.
 - Model and associated serial number for the unit.
 - Rebate amount must be included if it will be issued to the Installer.
 - IRS Form W9 (must be completed by the person or installer receiving the rebate)
 - Optional
 - Images of product nameplate (see appendix for how to collect)
 - Product specification sheets
 - <u>Electronic Funds Transfer (EFT) Authorization Form</u> (enables Willdan to directly deposit the rebate and should be completed by the person or installer that is receiving the rebate)

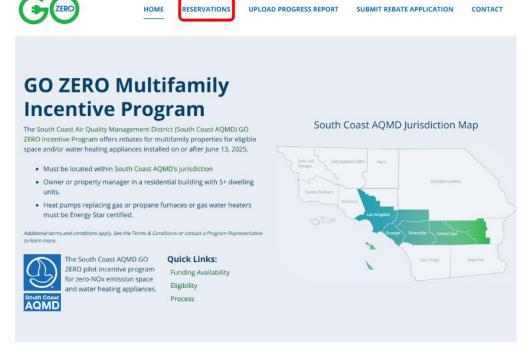
GO ZERO rebates may be combined with other federal, state, and local incentives. For more information, visit https://www.aqmd.gov/go-zero-qo-zero-other-incentives.

Last revision: October 20, 2025

Part 1 | How to Submit a Reservation:

GO ZERO Multifamily Home Page:

1. Navigate to (https://gozeromultifamily.com/) and click 'RESERVATIONS' on the website header



Reservation Application Page:

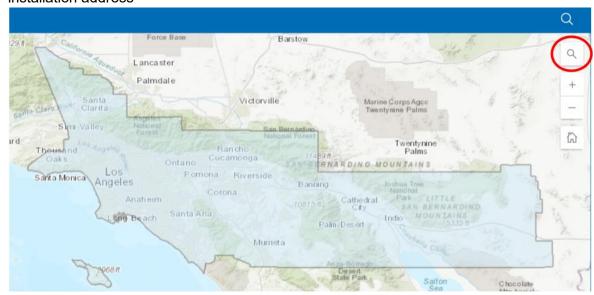
- 2. After clicking 'RESERVATIONS,' scroll down until you see 'Reservation Application'
 - a. Reservation application will not be active when funding is not available.
- 3. Owner or Property Manager Information Section: Provide your information and address where the equipment will be installed.
 - To verify your installation address is within South Coast Air Quality Management District jurisdiction, click 'verify your address is in the jurisdiction'.

Owner or Property Manager Information

Contact First Name*	Contact Last Name*
Business Name	
(If applicable, e.g., Property Management Company)	
Contact Phone Number*	Contact Email*
us ▼ +1	
Installation Street Address Please <u>verify your address</u>	ess is in the jurisdiction lefore applying.)*
	`
Installation City*	Installation Zip Code*
Dwelling(s) is/are occupied by:*	Applicant is the:*
Owner Owner	Owner
○ Tenant	Property Manager
OBoth	Owner and Property Manager
	○ Installer
Will the installation take place in an overburdened	area? (As defined by Cal Enviroscreen: https://oehha.ca,gov/calenviroscreen/sb535)*
○ Yes	
○ No	
Unsure	

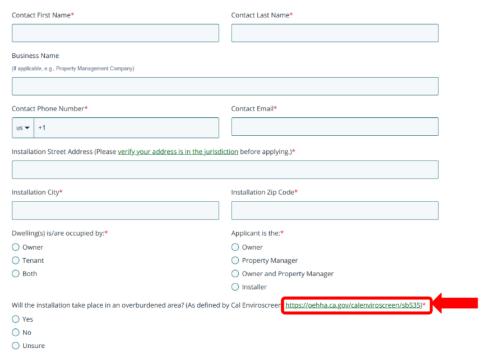
i. Click on 'South Coast AQMD link' at the top of the page and it will take you to the following jurisdiction map (https://data-scaqmd-online.opendata.arcgis.com/maps/84db0eaf0e76428ebeb42b4767d286b8/explore).

ii. Click the gray magnifying icon in the upper right corner of the map and enter the installation address



- 1. If your address appears in the blue shaded area, your project is within South Coast AQMD's jurisdiction, and you may proceed with the next steps.
- 2. If your address does not appear in the blue shaded area, your project is out of South Coast AQMD's jurisdiction and does not qualify for rebates.
- b. To verify if your installation takes place in an overburdened area, click the highlighted link.

 Owner or Property Manager Information



i. Scroll down until you see 'Disadvantaged Communities Map'. Click the gray magnifying icon in the upper right corner of the map and enter the installation zip code.

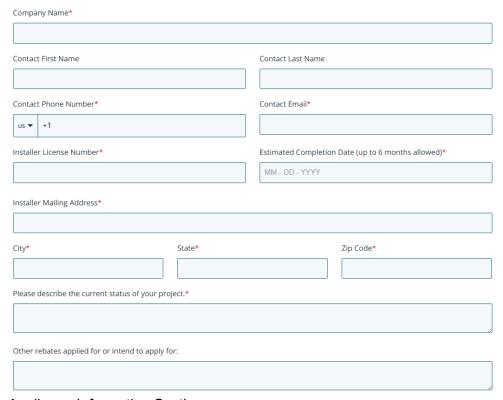
Disadvantaged Communities Map

Click to open this map in a new window



- 1. If your zip code appears in the red shaded area, click 'Yes' on the application.
- 2. If your zip code does not appear in the red shaded area, click 'No' on the application.
- 4. Installer Information Section: Provide the installer's information, describe the current status of the project, and list other rebates the project will utilize.

Installer Information



- 5. Appliance Information Section:
 - a. One Appliance
 - Under 'I am applying for,' select 'One Appliance Only'. If you are applying for more than one appliance, skip to *Step 5.b.*

ONE Appliance Only: If you are applying for a rebate for one appliance only, select "One Appliance Only" from the drop down menu and complete the next step.

TWO or more Appliances: Select "Two or more Appliances" from the drop down menu and download and populate the table in this excel file for ALL appliances. The completed excel file must be uploaded with the other required documents at the end of this application.

If you are applying for rebate codes J or K, please reach out to The Energy Coalition at gozeroapply@energycoalition.org for a customized spreadsheet to submit.

For the Rebate Code field, scroll up to the Rebate Table or download the PDF.

I am applying for*

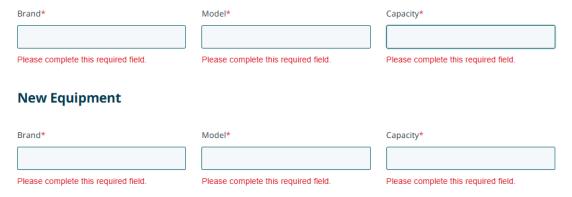
Search

One Appliance Only

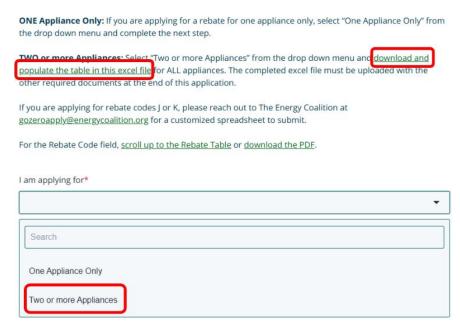
Two or more Appliances

ii. Provide the Apt / Unit # where the product will be installed, as well as the corresponding rebate code. Provide the brand, model, and capacity in gallons for heat pump water heaters or kBTU/hr for HVAC heat pumps for both the old and new equipment.

Old Equipment



- iii. Proceed to Step 6.
- b. Two or More Appliances
 - i. Under 'I am applying for,' select 'Two or more Appliances' and click 'download and populate the table in this excel'.



- ii. Complete the 'Appliance Spreadsheet' for Rebate Codes A-I. For Rebate Codes J or K, please reach out to gozeroapply@energycoalition.org for a customized spreadsheet to submit.
- 6. Attach Documents Section:
 - Once ready, upload the appliance spreadsheet to your application by selecting 'Choose File' Attach Documents



- b. Select the spreadsheet from computer storage
- c. File is uploaded when it says 'Upload complete'

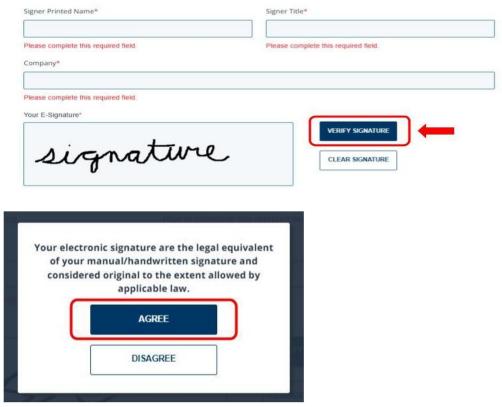
Attach Documents



7. Once you've completed *Steps 3-6* and are ready to submit your reservation application, click the 'Next' button at the bottom of the page

Submit Your Reservation Application:

- 8. After clicking 'Next,' you will be redirected to the final steps of the reservation application.
- 9. Read and sign the 'Certification of Rebate Reservation Submission' and 'Terms & Conditions' sections
 - a. Verify your signature by clicking 'VERIFY SIGNATURE.' A pop-up screen will appear stating that your electronic signature is equivalent to a handwritten signature. Select 'AGREE.'

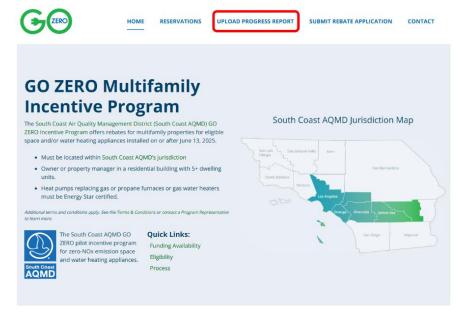


- 10. Click 'Submit' once you are ready to complete the reservation application.
- 11. Congratulations! Your reservation application is now under review.

Part 2 | How to Submit a Reservation Progress Report:

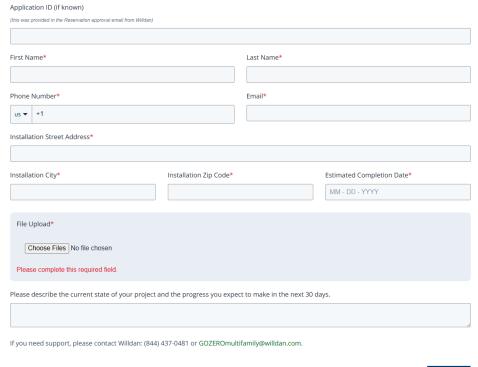
GO ZERO Multifamily Home Page:

1. Navigate to (https://gozeromultifamily.com/) and click 'UPLOAD PROGRESS REPORT' on the website header



Progress Report Upload for Reserved Projects Page:

- 2. After clicking 'UPLOAD PROGRESS REPORT,' you will be redirected to the Progress Report Upload for Reserved Projects page.
- 3. Complete the information for your project, including: providing reservation application IDs, uploading proof of incremental progress, and describing current project status.

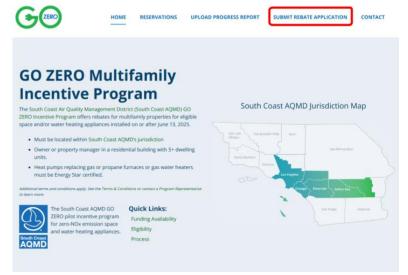


- 4. After you've completed *Step 3*, and are ready to share your project's progress, select the 'Submit' button at the bottom right-hand of your screen.
- 5. Repeat the steps in this section every thirty (30) calendar days to continue to reserve your rebate funding.
- 6. Once project installation is complete and you are ready to apply for rebates, proceed to the next section, 'How to Submit a Rebate Application'.

Part 3 | How to Submit a Rebate Application:

GO ZERO Multifamily Home Page:

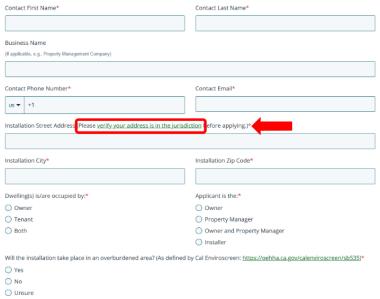
1. Navigate to (https://gozeromultifamily.com/) and click 'SUBMIT REBATE APPLICATION' on the website header



Rebate Application Page:

- 2. After clicking 'SUBMIT REBATE APPLICATION,' scroll down until you see 'Multifamily Rebate Application'
- 3. Owner or Property Manager Information Section: Provide your information and address where the equipment was installed.
 - a. To verify your installation address is within South Coast Air Quality Management District jurisdiction, click 'verify your address is in the jurisdiction'.

Owner or Property Manager Information

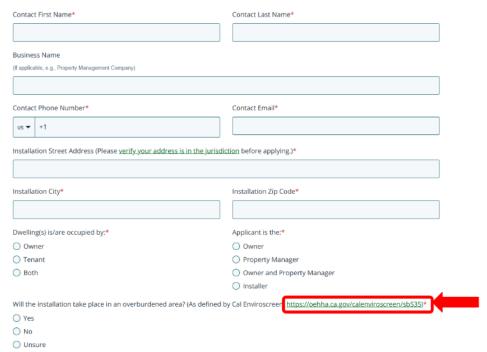


- i. Click on 'South Coast AQMD link' at the top of the page and it will take you to the following jurisdiction map (https://data-scaqmd-online.opendata.arcgis.com/maps/84db0eaf0e76428ebeb42b4767d286b8/explore).
- ii. Click the gray magnifying icon in the upper right corner of the map and enter the installation address



- 1. If your address appears in the blue shaded area, your project is within South Coast AQMD's jurisdiction, and you may proceed with the next steps.
- 2. If your address does not appear in the blue shaded area, your project is out of South Coast AQMD's jurisdiction and does not qualify for rebates.
- b. To verify if your installation takes place in an overburdened area, click the highlighted link.

 Owner or Property Manager Information



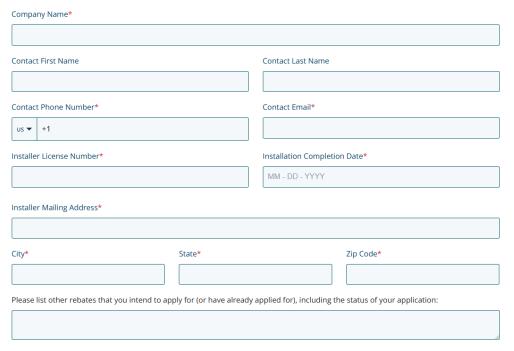
i. Scroll down until you see 'Disadvantaged Communities Map'. Click the gray magnifying icon in the upper right corner of the map and enter the installation zip code

Disadvantaged Communities Map

Click to open this map in a new window



- 1. If your zip code appears in the red shaded area, click 'Yes' on the application.
- 2. If your zip code does not appear in the red shaded area, click 'No' on the application.
- 4. Installer Information Section: Provide the installer's information and other rebates the project will utilize. Installer Information



- 5. Appliance Information Section:
 - a. One Appliance
 - i. Under 'I am applying for,' select 'One Appliance Only'. If you are applying for more than one appliance, skip to *Step 5.b.*

ONE Appliance Only: If you are applying for a rebate for one appliance only, select "One Appliance Only" from the drop down menu and complete the next step.

TWO or more Appliances: Select "Two or more Appliances" from the drop down menu and download and populate the table in this excel file for ALL appliances. The completed excel file must be uploaded with the other required documents at the end of this application.

If you are applying for rebate codes J or K, please reach out to The Energy Coalition at gozeroapply@energycoalition.org for a customized spreadsheet to submit.

For the Rebate Code field, scroll up to the Rebate Table or download the PDF.

I am applying for*

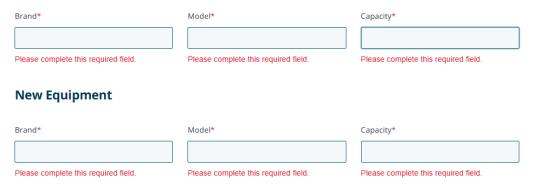
Search

One Appliance Only

Two or more Appliances

ii. Provide the apt / unit # where the product has been installed as well as the corresponding <u>rebate code</u>. Provide the brand, model, and capacity in gallons for heat pump water heaters or kBTU/hr for HVAC heat pumps for both the old and new equipment

Old Equipment



- iii. Proceed to Step 6.
- b. Two or More Appliances
 - Under 'I am applying for, 'select 'Two or more Appliances' and click 'download and populate the table in this excel'.

ONE Appliance Only: If you are applying for a rebate for one appliance only, select "One Appliance Only" from the drop down menu and complete the next step.

TWO or more Appliances: Select "Two or more Appliances" from the drop down menu and download and populate the table in this excel file for ALL appliances. The completed excel file must be uploaded with the other required documents at the end of this application.

If you are applying for rebate codes J or K, please reach out to The Energy Coalition at gozeroapply@energycoalition.org for a customized spreadsheet to submit.

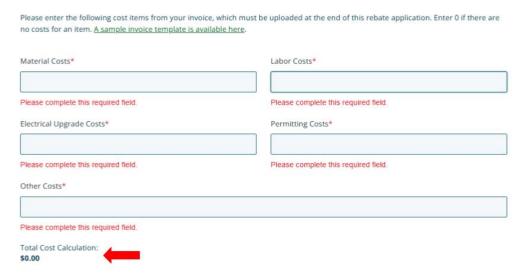
For the Rebate Code field, please scroll up to the Rebate Table or open a PDF of the table.

I am applying for*

Two or more Appliances

- Complete the '<u>Appliance Spreadsheet</u>' for Rebate Codes A-I. For Rebate Codes J or K, please reach out to <u>gozeroapply@energycoalition.org</u> for a customized spreadsheet to submit.
- 6. Cost Information Section: Provide the costs associated from your invoice; enter zero if there are no costs for an item. The cost total will automatically populate at the bottom of the section.

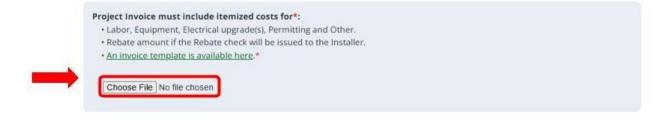
Cost Information



- 7. Attach Documents Section:
 - a. Click on the 'Choose file' button

Attach Documents

Please use the following links to upload the documents required for your application.



- Select document from computer storage
- c. File is uploaded when it says 'Upload complete'



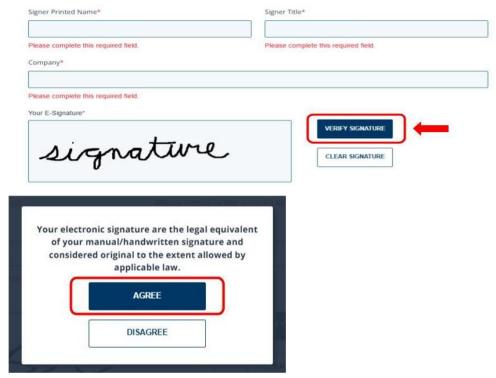
d. Repeat Steps 7.a. - 7.c. for all remaining documents



8. Once you have completed *Steps 1-7* and are ready to submit your rebate application, click the 'Next' button at the bottom of the page.

Submit Your Rebate Application:

- 9. After clicking 'Next,' you will be redirected to the final steps of the rebate application.
- 10. Read and sign the 'Certification of Rebate Application Submission' and 'Terms & Conditions' sections
 - a. Verify your signature by clicking 'VERIFY SIGNATURE.' A pop-up screen will appear stating that your electronic signature is equivalent to a handwritten signature. Select 'AGREE.'



- 11. (Optional) Certification to Release Rebate Funds to Installer Section: Provide signature if you are releasing the rebate payment to your installer. Repeat *Step 10.a.* to verify your signature.
- 12. Click 'Submit' once you are ready to complete the application.
- 13. Congratulations! Your application is now under review, and the Willdan team will reach out to you for updates on your rebate application status.

Part 4 | Appendix:

Use the images below to locate your product nameplates

Heat Pump HVAC



Heat Pump Water Heater

