



DTE Multifamily Contractor Application Submission Portal

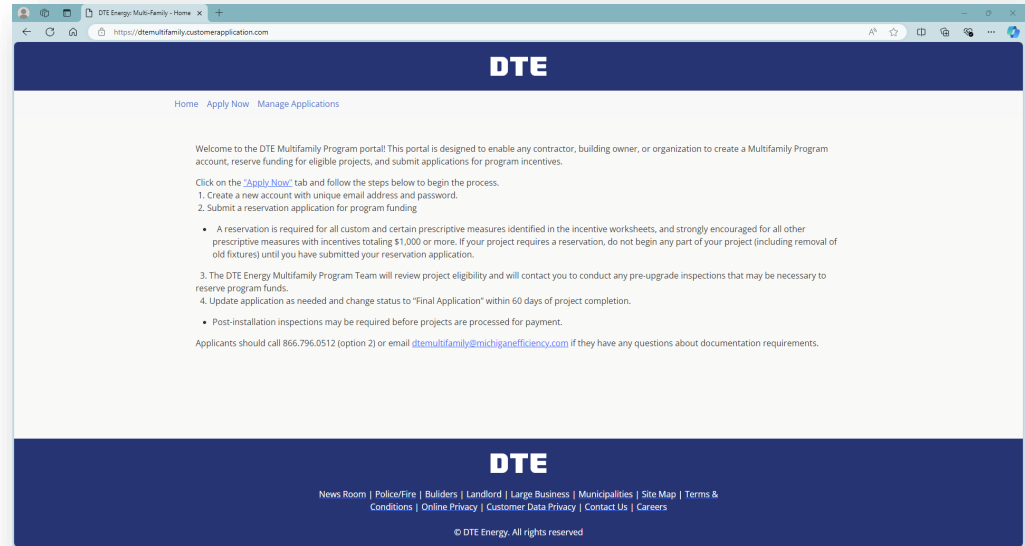
January 2025

Application Submission Portal

Website URL: dtemultifamily.customerapplication.com

The portal allows you to:

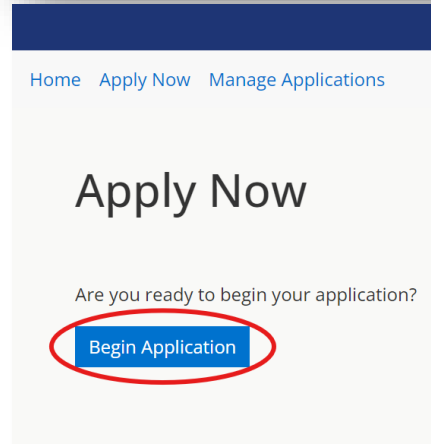
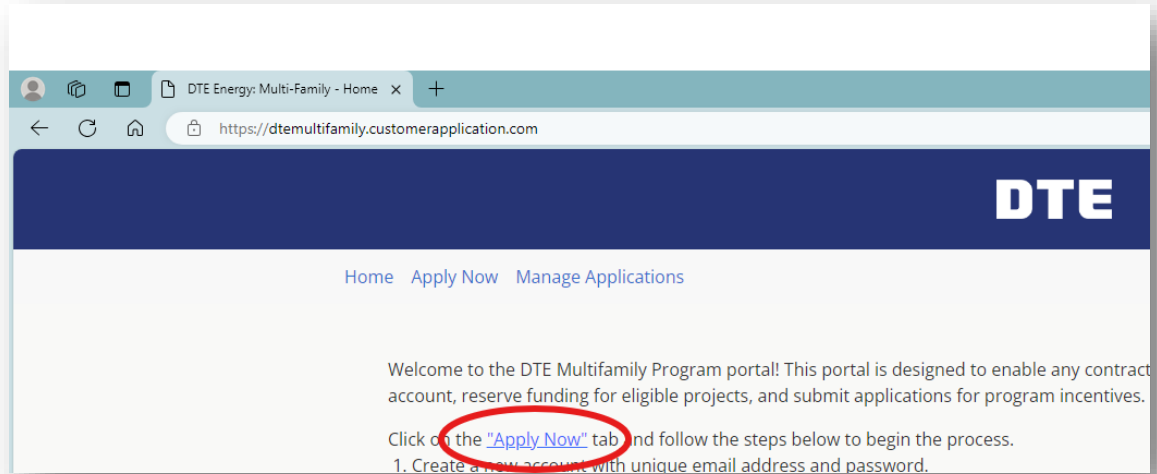
- Create a new account with unique email address and password
- View and manage your applications (including application status)
- Submit a reservation for program funding
- Submit a final application for program funding



Get Started

To submit a new application, click 'Apply Now'.

Then, click 'Begin Application' to get started.



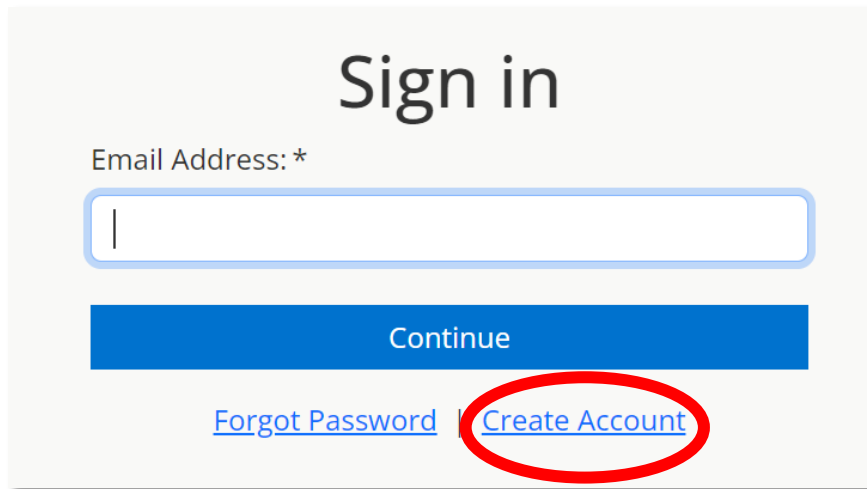
Create an Account

Creating an account allows you to submit and view applications

If you have an existing account, sign in here, and skip to slide 8.

OR

If you are using the portal for the first time, click 'Create Account'.



The image shows a 'Sign in' form with a light gray background. At the top, the text 'Sign in' is displayed in a large, dark font. Below it, the label 'Email Address: *' is followed by a white input field with a blue border. Under the input field is a solid blue button with the word 'Continue' in white. At the bottom, there are two links: 'Forgot Password' and 'Create Account', both in blue text. The 'Create Account' link is circled with a red oval.

Sign in

Email Address: *

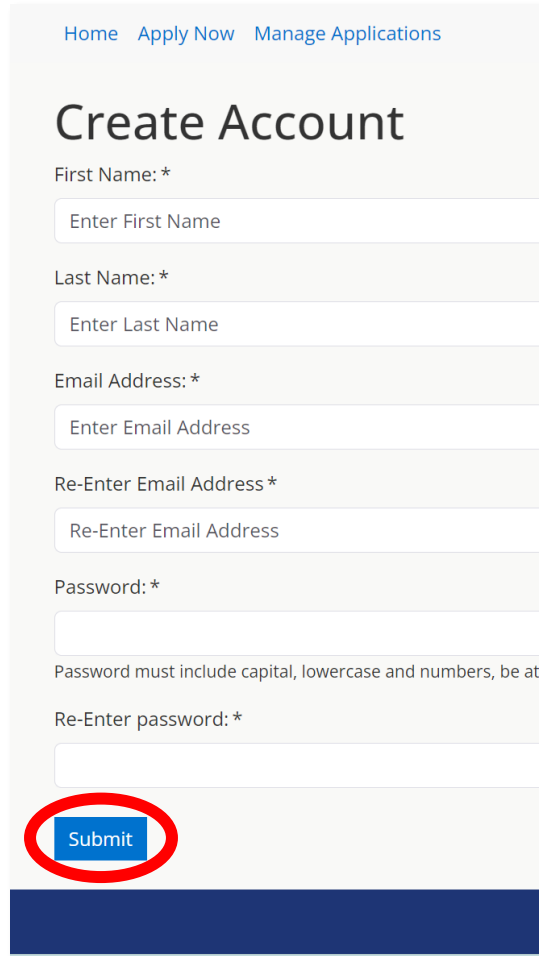
Continue

[Forgot Password](#) | [Create Account](#)

Create an Account

Fill in your Name, Email Address, and Password.

Then, click 'Submit'.

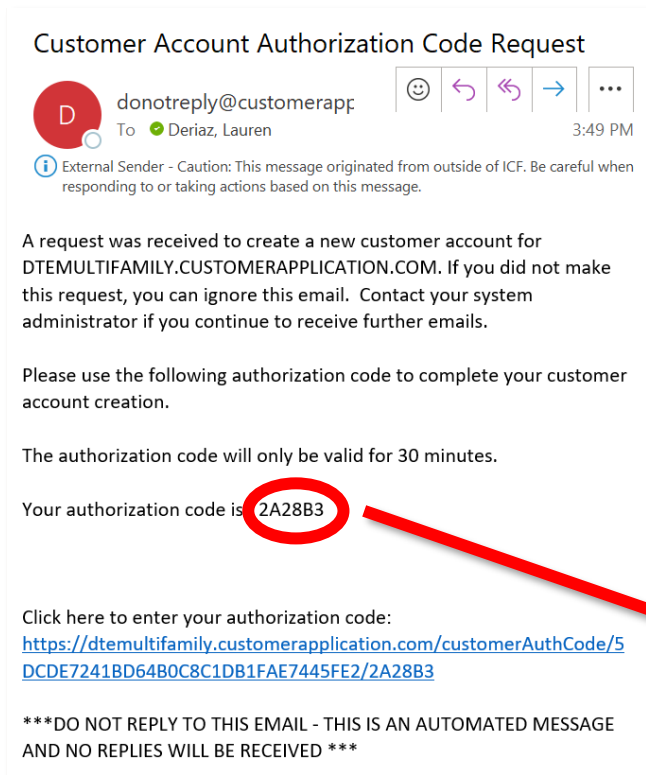


The screenshot shows a web form titled "Create Account" with a navigation bar at the top containing links for "Home", "Apply Now", and "Manage Applications". The form fields are as follows:

- First Name: *** with a text input field containing the placeholder "Enter First Name".
- Last Name: *** with a text input field containing the placeholder "Enter Last Name".
- Email Address: *** with a text input field containing the placeholder "Enter Email Address".
- Re-Enter Email Address *** with a text input field containing the placeholder "Re-Enter Email Address".
- Password: *** with a text input field.
- A password requirement note: "Password must include capital, lowercase and numbers, be at least 8 characters long".
- Re-Enter password: *** with a text input field.
- A blue **Submit** button at the bottom, which is circled in red.

The form is set against a light gray background with a dark blue footer bar.

Create an Account



You'll receive an email with an authorization code at the email address that you provided.

Enter the authorization code in the portal within 30 minutes.

Click 'Submit'.

Enter authentication code sent via email

Authentication Code: *

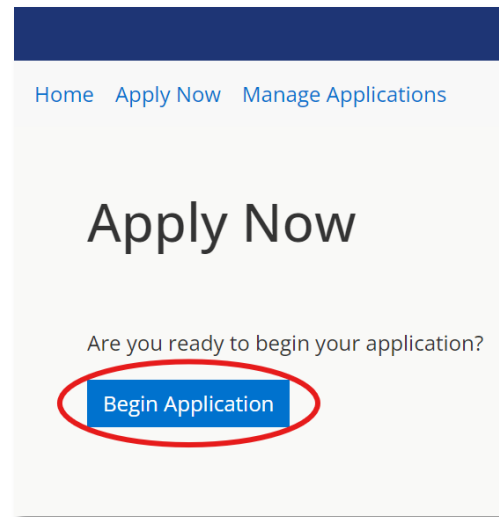
Submit

Sign In

After creating your account,
navigate back to Apply Now.

Then, click 'Begin Application' to get
started.

Sign in using your email address
and password.

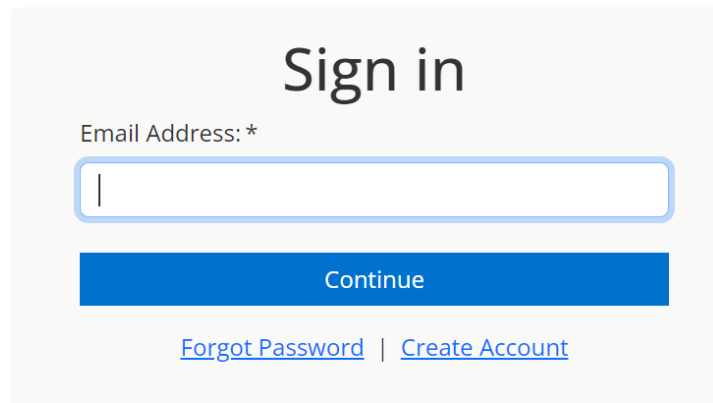


Home Apply Now Manage Applications

Apply Now

Are you ready to begin your application?

[Begin Application](#)



Sign in

Email Address: *

[Continue](#)

[Forgot Password](#) | [Create Account](#)

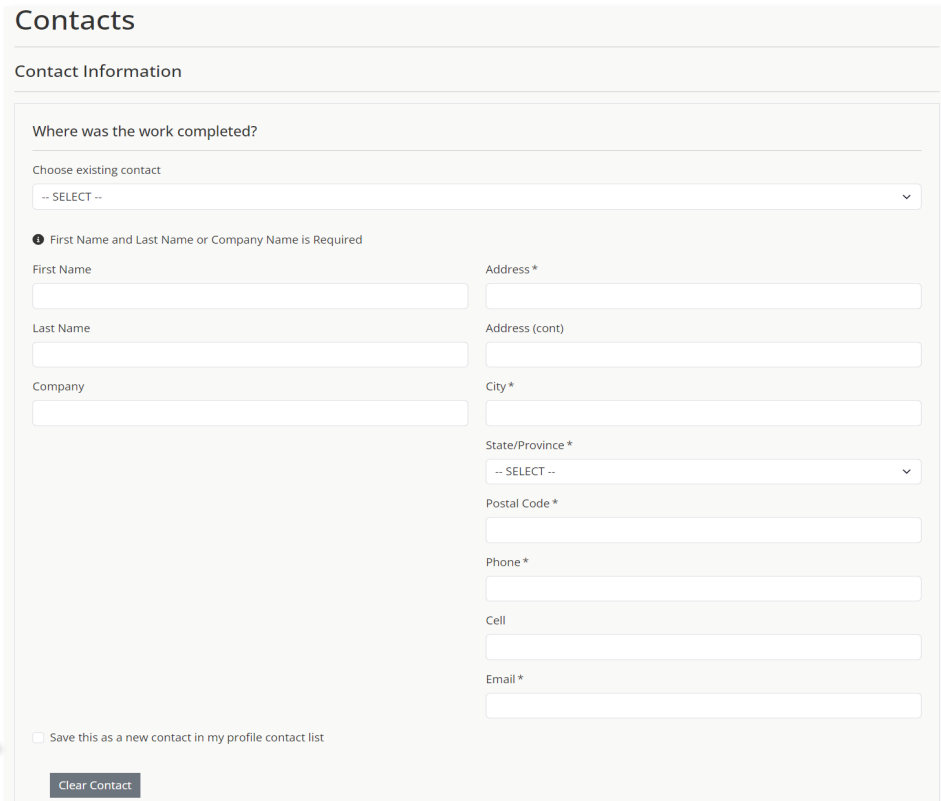
Submit an Application – Property Contacts

Add contact information for who and where **the work is being performed**.

Required:

- Names of the property Manager/Owner and/or the Ownership Company
- Property Address
- Phone Number
- Email Address

You have the option of saving this contact for future projects.



The screenshot shows a web form titled 'Contacts' with a sub-section 'Contact Information'. The form includes a dropdown menu for 'Where was the work completed?' with a 'Choose existing contact' label and a '-- SELECT --' option. Below this is a radio button labeled 'First Name and Last Name or Company Name is Required'. The form is divided into two columns. The left column contains input fields for 'First Name', 'Last Name', and 'Company'. The right column contains input fields for 'Address *', 'Address (cont)', 'City *', 'State/Province *' (with a '-- SELECT --' dropdown), 'Postal Code *', 'Phone *', 'Cell', and 'Email *'. At the bottom left, there is a checkbox labeled 'Save this as a new contact in my profile contact list' with a red arrow pointing to it. At the bottom center, there is a 'Clear Contact' button.

Submit an Application – Rebate Contacts

Check this box to have the rebate paid to the property contact from above.



If you wish to have the rebate reassigned to a different party, add the proper contact information.



You have the option of saving this contact information for future projects.



To whom should the rebate be payable to?

☐ Same as home/business information

Choose existing contact

-- SELECT --

First Name and Last Name or Company Name is Required

First Name	Address *
Last Name	Address (cont)
Company	City *
	State/Province *
	-- SELECT --
	Postal Code *
	Phone *
	Cell
	Email *

☐ Save this as a new contact in my profile contact list

Clear Contact

Submit an Application – Selecting Your Contractor

Click 'Search for a Contractor'
and select yours from the list

Who is installing or completing the work/installation? If you do not see your contractor, please select "Other - Not Listed" and continue to submit your application. Follow up with your energy advisor so that the program can contact the contractor for next steps. Energy Advisor contact information is found here: <https://dte.multifamilyprogram.com/contact/>

Search for a Contractor

*Required

[Continue](#) - OR - [Save & Complete Later](#)

DTE

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Submit an Application – Selecting Your Contractor

If your **contractor is not listed**, please select '**Other-Not Listed**'.

After completing the application, please **send** the **contractor details** to your **Energy Advisor** (next slide) so they can update the application.



Contractor Search				
M&M Plumbing, Heating & Cooling, Inc.	4385 Tahoe Lane Indian River, MI 49749	231-238-7201	scott@mms-plumbing.com	Select
Mast Lighting, LLC	9725 Main St. Unit 366 Whitmore Lake, MI 48189	8109869081	brian@mastlighting.com	Select
Maurer Electric	28 Westland Drive Bad Axe, MI 48413	989-269-8171	maurerelectric@yahoo.com	Select
Medler Electric	2063 East Laketon Avenue Muskegon, MI 49442	231-457-4019	woe@medlerelectric.com	Select
Medora Building Co.	33640 Schoolcraft Road Livonia, MI 48150	734-261-8200	info@medorabuilding.com	Select
Meekhof Electric	5194 37th Ave Hudsonville, MI 49426	616-669-1876	Office@meekhofelectric.com	Select
Michigan Chandelier	45319 Grand River Ave Novi, MI 48375	248-344-0260	meckerty@michand.com	Select
Mid-Michigan Insulation	572 W Lansing Road Morrice, MI 48857	989-277-4967	midmichigansprayfoam@gmail.com	Select
Midtown Detroit Construction	12122 Sanford Detroit, MI 48206	-	info@midtowndetroit.com	Select
MIG	422 W Congress Suite 400 Detroit, MI 48226	-	-	Select
MODOC Mechanical	34133 Schoolcraft Road Livonia, MI 48150	313-284-5553	sales@modoc-mechanical.com	Select
MTW Controls Inc	1155 W Sanilac Road Caro, MI 48723	989-673-6689	sam@mtwcontrols.com	Select
Northwest Mechanical Heating and Cooling	8315 US 31 Alanson, MI 49706	231-348-4400	robm@northwestmechanical.net	Select
O'Brien Construction Company, Inc.	966 Livorno Road Troy, MI 48063	248-498-5161	bviscont@briencnc.com	Select
Oakwood Construction Company	2380 Science Parkway, Ste 101 Okemos, MI 48864	517-347-1980	dwlison@oakcc.net	Select
OnBulb	220 Clifton Ave Lakewood, NJ 08701	732-730-0838	onbulb@gmail.com	Select
Other - Not Listed	123 TBD TDB, MI TBD	-	-	Select

Total 85 Items 1 2 3 4 5 Go to Go

Cancel

Submit an Application – Energy Advisor Contacts



New Construction

Terry Marts
terry.marts@icf.com

Low-Income Housing Tax Credit (LIHTC) Recipients

Cynthia McCreary
cmccreary@wmenergy.com

If building a new construction property receiving a LIHTC, reach out to Terry Marts.

New Construction: Building of a structure where none existed or an addition to an existing structure that increases the floor area by more than 100%.

LIHTC: Subsidizes the acquisition, construction and rehabilitation of affordable rental housing for low- and moderate-income tenants.

Have a different question? Reach out to an Energy Advisor in your area for information on existing property incentives:



Rick Fluharty
rfluharty@wmenergy.com



Brad Willette
brad.willette@icf.com



Erica Larsen
erica.larsen@icf.com



Kip Waddell
cwaddell@wmenergy.com



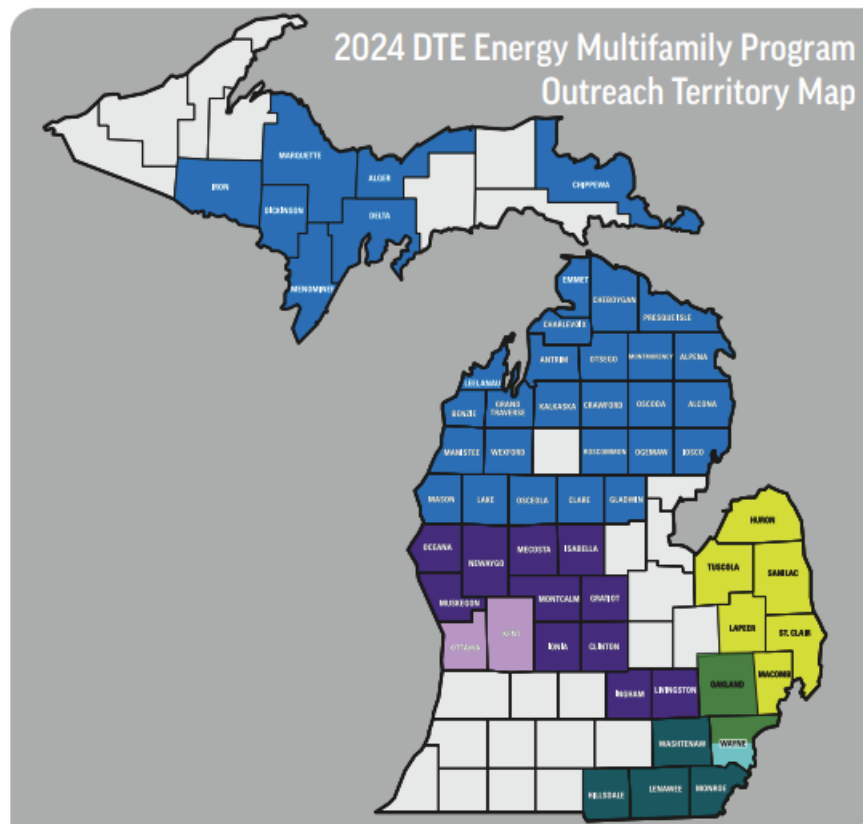
Terry Marts
terry.marts@icf.com



Doug Kelley
dkelley@wmenergy.com



Devin Jackson
dcjackson@wmenergy.com



Submit an Application - Contacts

Enter all the contacts associated with this project.

Continue to the next page or Save and complete the rest of the application later.

Continue

- OR -

Save & Complete Later

Submit an Application – Property Details

Provide information about your project

DTE Energy Advisor territory map and contact info can be found at [Contact – DTE](#) and on **slide 12**



[Home](#) [Apply Now](#) [Manage Applications](#)

Multifamily Prescriptive Application

Program Information

Is this a Reservation or Final Application? *

Reservation Application Date, *

Project or Building Name (if applicable)

Is this property Income Qualified or Market Rate? *

Estimated Install Cost *

What is your relation to the customer who you are submitting an application for?

Who should we call with questions about the application? *

Who do you wish to receive the rebate? *

How did you learn about this incentive program?

Select your DTE Program Energy Advisor

Submit an Application – Property Type

If you select Income-Qualified, you will need to check the applicable requirement and provide documentation. Income-Qualification requirements are on the next slide.

Is this property Income Qualified or Market Rate? *

Income Qualified

Income Qualified property meets the following requirement(s):

- ☐ Affordable Housing Program
- ☐ HUD Qualified Census Tracts
- ☐ Rent Roll Documentation
- ☐ Resident Income Information
- ☐ N/A

Income-Qualification



1. Participation in an affordable housing program.

Example: MSHDA, LIHTC, HUD, USDA, or local tax abatement for income qualified properties

2. Location in an income Qualified Census Tract.

Location within HUD's annually published [Qualified Census Tracts](#)



3. Rent roll documentation.

Properties with average rental rates at or below 80% of local "Fair Market Rent" as published annually by HUD

4. Resident income information

Resident income information showing that at least 50% of apartment units are rented to households meeting one of the following criteria:

- At or below 200% of the Federal Poverty Level
- At or below 80% of Area Median Income



Submit an Application – Energy Provider

Add the customer/property DTE account details.

You will be prompted to add gas and/or electric energy provider account number(s) after selecting DTE. If you do not have the account number, leave the account number blank for now.

Customer's Energy Provider Details

Natural Gas Provider *

Electricity Provider

Submit an Application – Property Details

Add the building information requested

Building Information
Property name *
Property Management Company Name *
Is this New Construction or Major Rehab?
-- SELECT --
Number of Floors *
Total Conditioned Sq. Footage (In-Unit + Common Area) *
Year Built *
Total Number of Buildings on Property or Site *
Total Number of Buildings having at least 1 measure Installed or performed *
Total Number of Units on Property or Site *
Total Number of Units having at least 1 measure Installed or performed *

Submit an Application – Building's Mechanical Details

Add the building's HVAC and water heating details

HVAC and Water Heating
Primary Cooling Equipment Type *
Primary Heating System Fuel Type *
Primary Heat Equipment Type *
Removed Heating Equipment Type (if applicable)
-- SELECT --
Hot Water Heater Fuel Type *
Hot Water Heating System *

Submit an Application – Project Financials

Complete this section by selecting from the drop-down menus and click 'Continue'

Financials

Will project seek low interest rate financing through Michigan Saves?

-- SELECT --

Do any of the residents living at this property receive income-based rental subsidies?

-Select-

Is this property receiving tax credits through an affordable housing program?

-Select-

Are you receiving any additional funding sources from federal, state, private grant sources?

-- SELECT --

Is this property publicly or privately owned?

-Select-

Do the residents at the property own or rent their living unit?

-Select-

[Back](#) [Continue](#) - OR - [Save & Complete Later](#)

Submit an Application – Add Equipment

Click 'Add Equipment'.

Equipment

Equipment

Add all In-Unit (IU) and Common Area (CA) equipment and/or services you are requesting a rebate for. The full program catalogs are on the Contractor Resources website dte.multifamilyprogram.com/resources/

No equipment added.

Add Equipment

[Back](#) [Continue](#) - OR - [Save & Complete Later](#)

Submit an Application - Equipment

Use the menu on the right-hand side to select the space where the equipment was installed.

CA = Common Area

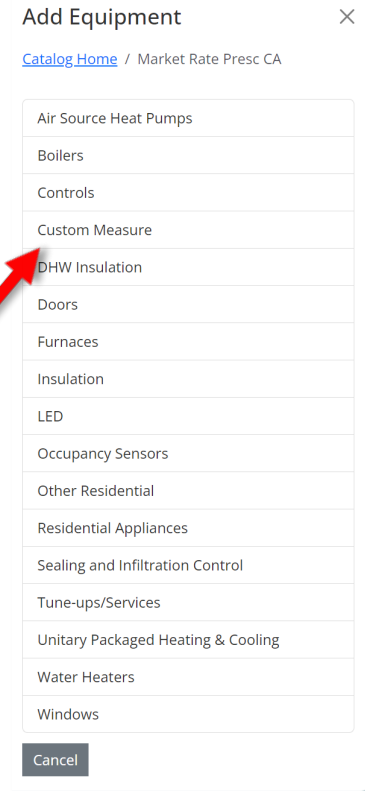
IU = In-Unit



The first screenshot shows the 'Add Equipment' dialog box. At the top, it says 'Add Equipment' with a close button (X). Below that is a link 'Catalog Home'. There are two selectable options: 'Market Rate Presc CA' and 'Market Rate Presc IU'. A red arrow points from the text 'select the space installed (CA or IU) on the first menu' to the 'Market Rate Presc CA' option. At the bottom left is a 'Cancel' button.

Use the next menu to select the equipment or measure installed

If you are submitting for a **custom measure**, select the space installed (CA or IU) on the first menu, then Custom Measure on the second menu



The second screenshot shows the 'Add Equipment' dialog box at the second step. It has a breadcrumb trail: 'Catalog Home / Market Rate Presc CA'. Below this is a list of equipment and measures: Air Source Heat Pumps, Boilers, Controls, Custom Measure, DHW Insulation, Doors, Furnaces, Insulation, LED, Occupancy Sensors, Other Residential, Residential Appliances, Sealing and Infiltration Control, Tune-ups/Services, Unitary Packaged Heating & Cooling, Water Heaters, and Windows. A red arrow points from the text 'select the equipment or measure installed' to the 'Custom Measure' option. At the bottom right is a 'Cancel' button.

Submit an Application - Equipment

Fill in the requested details for your equipment

As shown here, details will vary based on the equipment type installed

***Fields with an asterisk are required**

Click 'Add Equipment' to save

Add Equipment

[Catalog Home](#) / [Market Rate Presc CA](#)
/ Furnaces

 **Natural Gas Furnace Presc-CA-MR**
Product category: Furnaces

Quantity*

1

AFUE/THERMAL EFFICIENCY (%)*

AHRI REF NUMBER

INPUT BTU (FROM AHRI, EX 60000)*

MANUFACTURER

MODEL *

LOCATION INSTALLED (KITCHEN, HALLWAY, LOBBY, ETC.)

Add Equipment

Cancel

> Add Equipment

[Catalog Home](#) / [Market Rate Presc CA](#)
/ Water Heaters

 **Gas Storage Water Heater Presc-CA-MR**
Product category: Water Heaters

Quantity*

1

AHRI REF NUMBER

INPUT BTU (FROM AHRI, EX 60000)*

CAPACITY GALLONS*

MANUFACTURER

MODEL *

UEF/THERMAL EFFICIENCY (MINIMUM: 0.64)*

LOCATION INSTALLED (KITCHEN, HALLWAY, LOBBY, ETC.)

Add Equipment

Cancel

× Add Equipment

[Catalog Home](#) / [Market Rate Presc CA](#)
/ Controls

 **Prog Thermostat Combo AC - Presc-CA-MR**
Product category: Controls

Quantity*

1

MANUFACTURER

MODEL *

LOCATION INSTALLED (KITCHEN, HALLWAY, LOBBY, ETC.)

CONDITIONED SQUARE FEET PER THERMOSTAT *

Add Equipment

Cancel

Submit an Application - Equipment

If multiple pieces of equipment were installed, click 'Add Equipment' again

Equipment

Equipment

Add all In-Unit (IU) and Common Area (CA) equipment and/or services you are requesting a rebate for. The full program catalogs are on the Contractor Resources website dte.multifamilyprogram.com/resources/

Equipment	Quantity	Action
Prog Thermostat Combo AC - Presc-CA-MR Product Category: Controls	1	Edit Delete

Add Equipment

Back

Continue

- OR -

Save & Complete Later

Once all equipment is added, click Continue or Save the application for later

Submit an Application - Documents

Click Document Upload to add the required documentation.

- **Reservations** must include:
 - Proposal/Scope of Work
 - Manufacturers' Specifications
 - Income-qualification proof (if applicable)
- **Final Applications** must include:
 - Manufacturers' Specifications
 - Itemized Invoices
 - Measure Installation Tally Sheets
 - AHRI Certificate (preferred but not required)
 - Third-Party Payment Authorization (if applicable)
 - Income-qualification proof (if applicable)

Files

Files

The following items are required for submission. Supporting document templates are on the Contractor Resources website dte.multifamilyprogram.com/resources/.

- Reservations must include:
 - Proposal/Scope of Work
 - Manufacturers' Specifications
 - Income-qualification proof (if applicable)

Additional supporting documents should be emailed to your Energy Advisor dte.multifamilyprogram.com/contact/.

The following items need action by you. Click each item to complete.

Document Upload
Please add a file containing a quote for the project.

Document Upload
Please add a file including equipment Specs

[Back](#) [Continue](#) - OR - [Save & Complete Later](#)

Document templates and samples can be found here: [Resources - DTE](#)

Submit an Application - Documents

Once your documents have been uploaded, click 'Continue'.

You can navigate back to the other sections to edit prior to submitting.

Files

Files

The following items are required for submission. Supporting document templates are on the Contractor Resources website dte.multifamilyprogram.com/resources/.

- Reservations must include:
 - Proposal/Scope of Work
 - Manufacturers' Specifications
 - Income-qualification proof (if applicable)

Additional supporting documents should be emailed to your Energy Advisor dte.multifamilyprogram.com/contact/.

The following items need action by you. Click each item to complete.

Document Upload

Please add a file containing a quote for the project.

Completed: Nov 20, 2024, 11:13:40 AM

Document Upload

Please add a file including equipment Specs

Completed: Nov 20, 2024, 11:14:00 AM

All tasks should be completed

[Back](#) [Continue](#) - OR - [Save & Complete Later](#)

Submit an Application – Final Steps

Read the Terms
and Conditions

Check the box
indicating you
agree, and click
'Complete
Application'



Certify and Submit

Terms and Conditions

Preview or download Terms and Conditions [here](#).

☐ I hereby certify that the information contained in this application is complete and that I agree to all the terms and conditions set forth in this application. *

Back

Complete Application

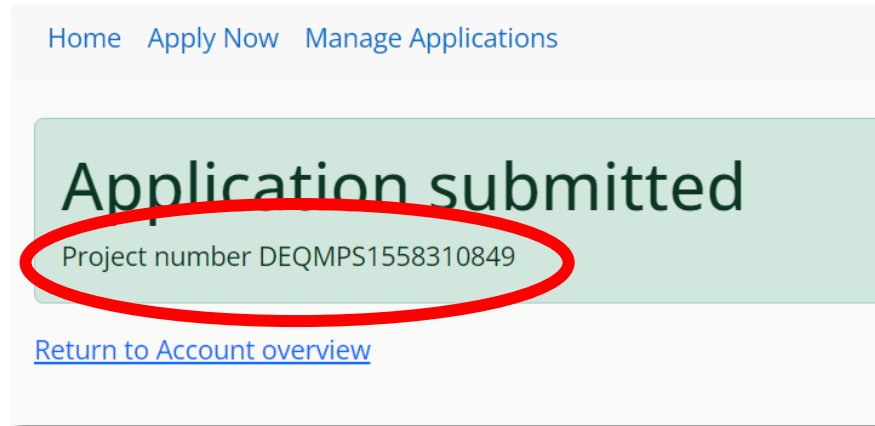
OR -

Save & Complete Later

Submit an Application - Confirmation

Once completed, you'll see a submission confirmation page with a project number

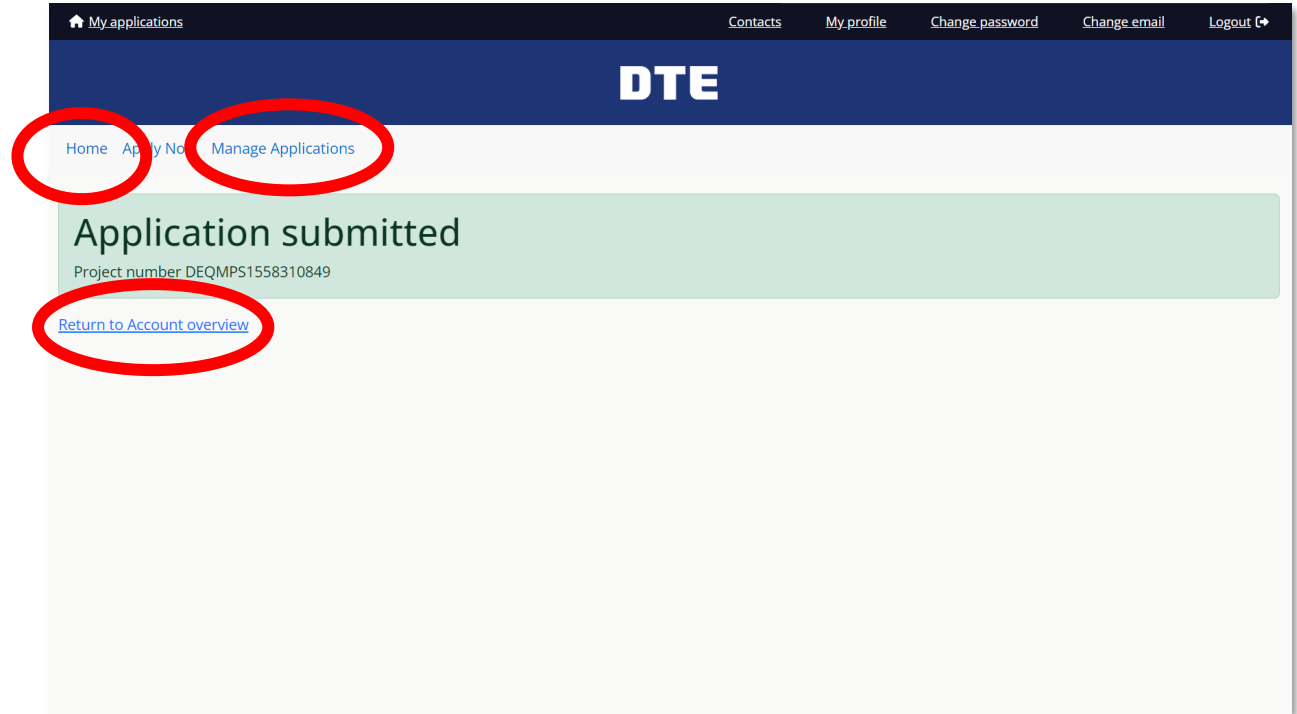
Use this project number as the identifier for your application



Manage Applications

You can view your applications by clicking:

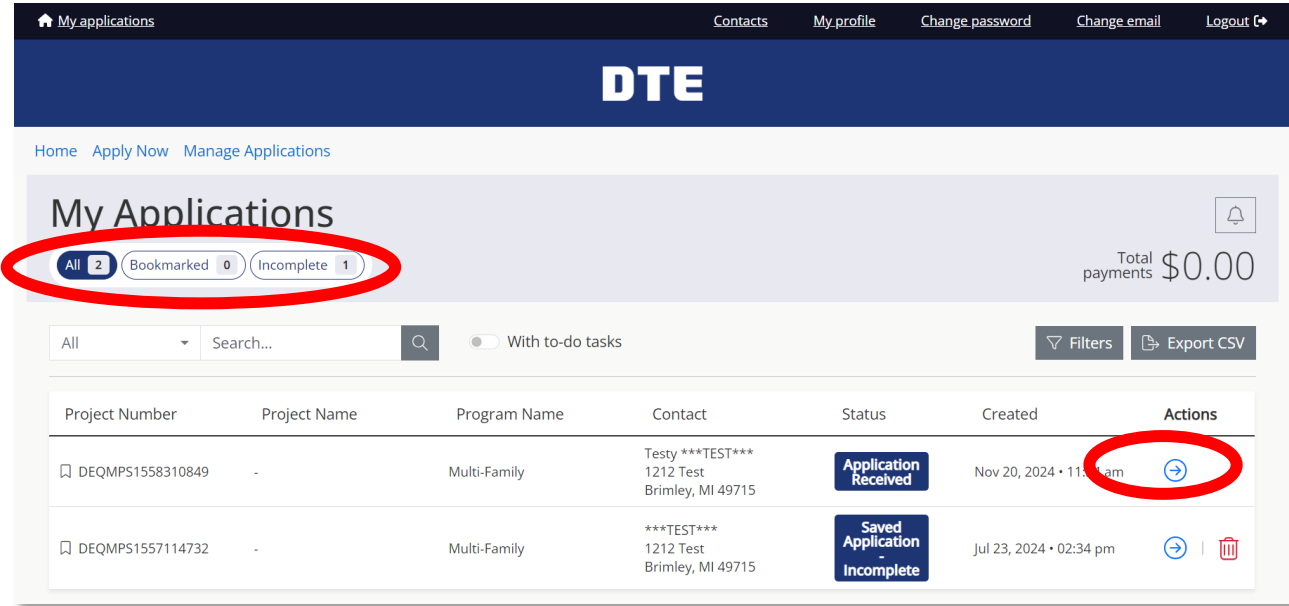
- 'Home'
- 'Manage Applications'
- 'Return to Account overview'



Manage Applications

View incomplete, bookmarked, and submitted applications here

Click on the blue action arrow to see the details of each application and to complete unfinished tasks



The screenshot shows the 'My Applications' page on the DTE website. The page has a dark blue header with the DTE logo and navigation links: 'My applications', 'Contacts', 'My profile', 'Change password', 'Change email', and 'Logout'. Below the header, there's a sub-header with 'Home', 'Apply Now', and 'Manage Applications'. The main section is titled 'My Applications' and features a filter bar with 'All' (2), 'Bookmarked' (0), and 'Incomplete' (1) buttons. A red arrow points to the 'All' button. To the right of the filter bar, it says 'Total payments \$0.00'. Below the filter bar, there's a search bar and a 'With to-do tasks' toggle. The main content is a table with columns: Project Number, Project Name, Program Name, Contact, Status, Created, and Actions. The first row shows an application with Project Number DEQMPS1558310849, Project Name -, Program Name Multi-Family, Contact Testy ***TEST*** 1212 Test Brimley, MI 49715, Status Application Received, and Created Nov 20, 2024 • 11:11 am. A red circle highlights the blue action arrow in the Actions column for this row. The second row shows an application with Project Number DEQMPS1557114732, Project Name -, Program Name Multi-Family, Contact ***TEST*** 1212 Test Brimley, MI 49715, Status Saved Application - Incomplete, and Created Jul 23, 2024 • 02:34 pm. The Actions column for this row contains a blue action arrow and a trash icon.

Project Number	Project Name	Program Name	Contact	Status	Created	Actions
DEQMPS1558310849	-	Multi-Family	Testy ***TEST*** 1212 Test Brimley, MI 49715	Application Received	Nov 20, 2024 • 11:11 am	
DEQMPS1557114732	-	Multi-Family	***TEST*** 1212 Test Brimley, MI 49715	Saved Application - Incomplete	Jul 23, 2024 • 02:34 pm	 

Manage Applications

On the My Applications page, you can sort and/or filter applications by clicking on any of the column headings



Home Apply Now Manage Applications

My Applications

All 2 Bookmarked 0 Incomplete 1

Total payments \$0.00

All Search... With to-do tasks Filters Export CSV

Project Number	Project Name	Program Name	Contact	Status	Created	Actions
DEQMPS1558310849	-	Multi-Family	Testy ***TEST*** 1212 Test Brimley, MI 49715	Application Received	Nov 20, 2024 • 11:34 am	→
DEQMPS1557114732	-	Multi-Family	***TEST*** 1212 Test Brimley, MI 49715	Saved Application Incomplete	Jul 23, 2024 • 02:34 pm	→ 🗑️



You can track the live status of the application during program review and processing here

Profile Updates

You can access your stored contacts, modify your profile or password, and change the primary email used for the DTE Multifamily Program using the header links.

My applications

Contacts My profile Change password Change email Logout

DTE

Home Apply Now Manage Applications

My Applications

All 2 Bookmarked 0 Incomplete 1

Total payments \$0.00

All Search... With to-do tasks Filters Export CSV

Project Number	Project Name	Program Name	Contact	Status	Created	Actions
DEQMP51558310849	-	Multi-Family	Testy ***TEST*** 1212 Test Brimley, MI 49715	Application Received	Nov 20, 2024 • 11:34 am	→
DEQMP51557114732	-	Multi-Family	***TEST*** 1212 Test Brimley, MI 49715	Saved Application Incomplete	Jul 23, 2024 • 02:34 pm	→ 🗑️

DTE

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Questions?

Contact Us

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DTEMultifamily@MichiganEfficiency.com

866.796.0512

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 Devin Jackson
dciackson@wmenergy.com

