BUILD
Building Initiative for Low-Emissions Development Program

BUILD Incentive Application System (BUILD Online) Instructions

Disclaimer: BUILD is administered by the California Energy Commission in collaboration with the California Public Utilities Commission. It is authorized by Senate Bill 1477 (2018, Stern) and funded by the four California gas corporations apportioned according to each gas corporation's percentage share of allocated Cap-and-Trade Program allowances. Reservations are approved on a first come, first served basis, and regional funding availability is based on the utilities' contribution to the program.

BUILD
Building Initiative for Low-Emissions Development Program

INTRODUCTION

The California Energy Commission (CEC) administers the Building Initiative for Low- Emissions Development (BUILD) Program, a residential building decarbonization program providing incentives and technical assistance to support the adoption of advanced building design and near-zero-emission technologies in new, all-electric, low- income homes. The BUILD Incentive Application System (BUILD Online) accepts incentive reservation applications and eligible expense information through the CEC's secure online application and claims submission system.

These BUILD Online instructions provide information on:

- Registering for a BUILD account,
- Completing and submitting an initial incentive application for Step 1: Design or Step 2: Construction reservation,
- Transitioning an application through the three steps of the program (including Step 3: Completion),
- Making modifications to a submitted application, and
- Submitting eligible expense information and incentive claims.

The instructions are a helpful tool when preparing for and completing a BUILD incentive application or submitting an expense claim. For complete details on program eligibility, incentives, required downloadable documentation requirements, and the terms and conditions of program participation, please consult the BUILD Program Guidelines and the BUILD webpage.

All potential applicants are encouraged to request technical assistance for project design and for incentive application submittal support. To request technical assistance please complete a technical assistance application or contact the BUILD Technical Assistance Provider (TAP), the Association for Energy Affordability, at BUILD@aeacleanenergy.org. For general program questions or other issues, please contact BUILD staff at BUILD@energy.ca.gov.

Contents

INTRODUCTION 1
1. BUILD Applicant Online Registration 4
1.1. Account Registration 4
1.2. Creating a Company 7
1.3. Joining a Company 9
1.4. Changing Applicant/Company Information 13
2. BUILD Online Application Submission 14
2.1. Overview of the BUILD Reservation Application 14
2.2. BUILD Incentive Application 15
2.2.1. Initial Screening 16
2.2.2. Supplemental Narrative 20
2.2.3. Uploading Calculators 25
2.2.4. Supporting Documents 28
2.2.5. Summary and Application Submission 30
2.2.6. Incentive Details 32
2.3. Application Updates and Notifications 32
2.4. Project Step Transitions 32
3. BUILD Online Claims Submission 38
3.1. Overview of the BUILD Payment Claim Request 38
3.2. Payment Claims 38
3.3. Assignment of Incentives 38
3.4. Supporting Documentation 39
3.5. Payment Claim Request for New Adopter Award or Step 2: Construction 41
3.5.1. Amount Requested Field 43
3.5.2. Progress Payment 44
3.6. Step 3 Project Completion 48

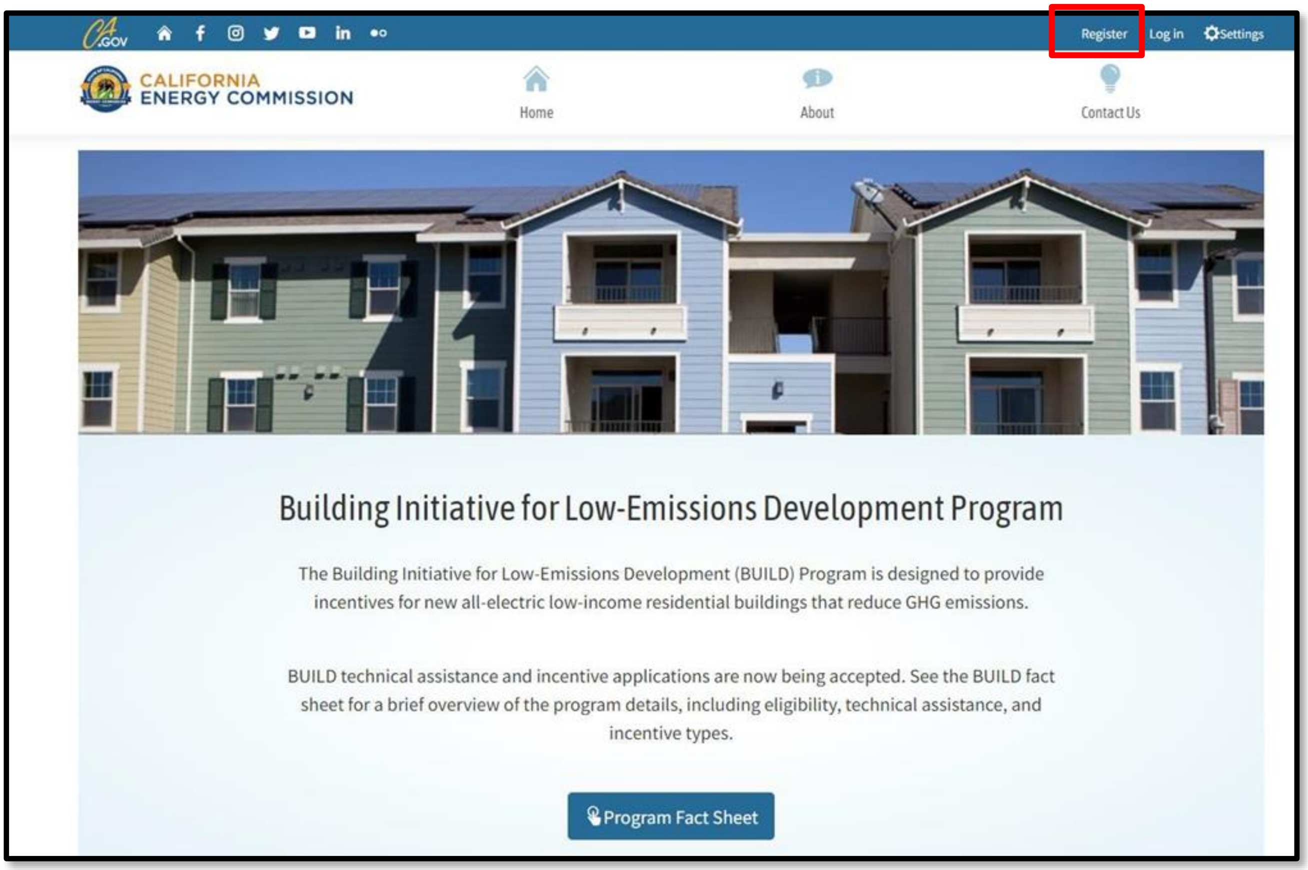
3.6.1. Required Documents 50

1. BUILD Applicant Online Registration

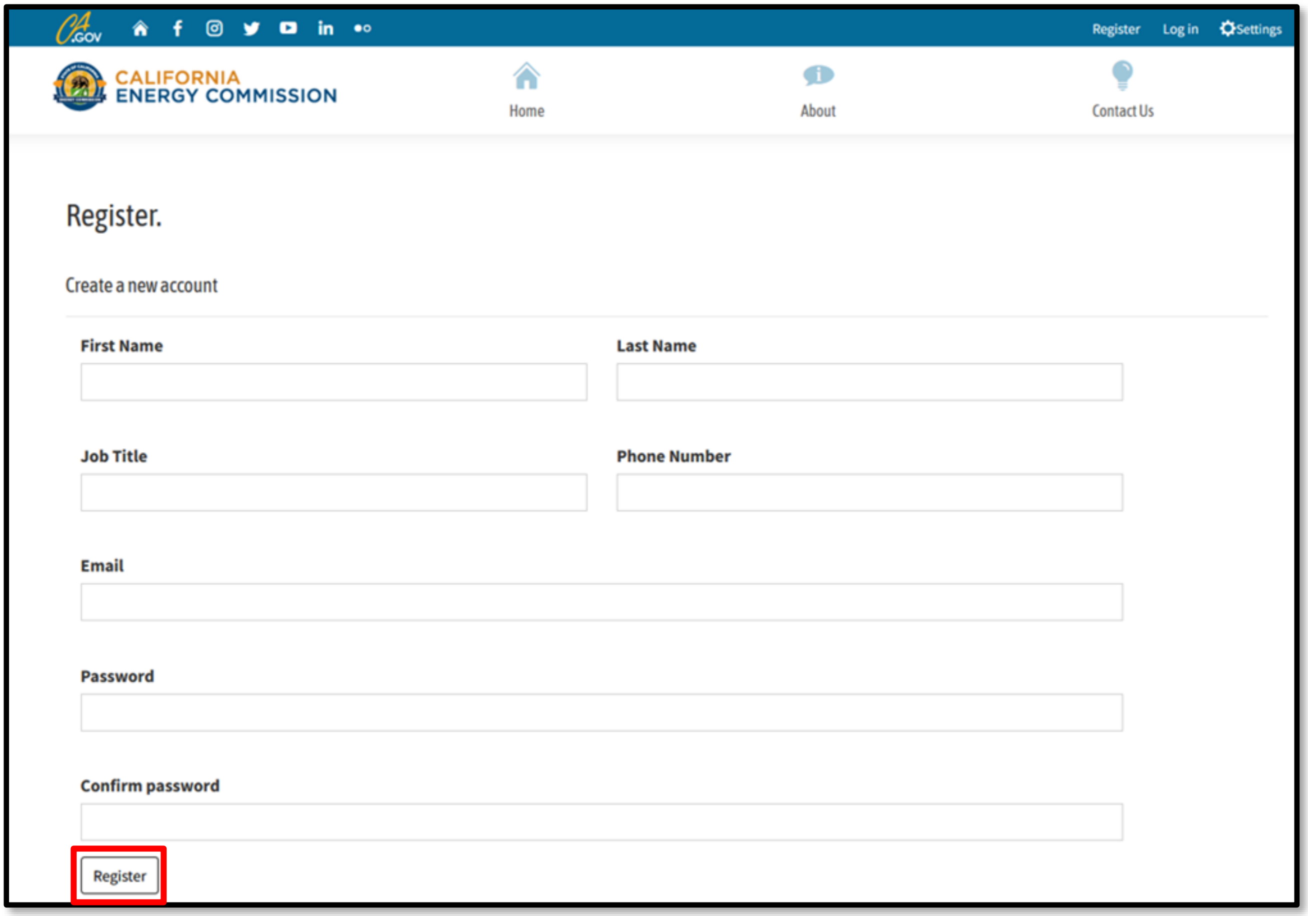
Applying for a BUILD incentive starts with registering online for a BUILD account. This section provides online registration and login instructions for accessing the BUILD Online form.

1.1. Account Registration

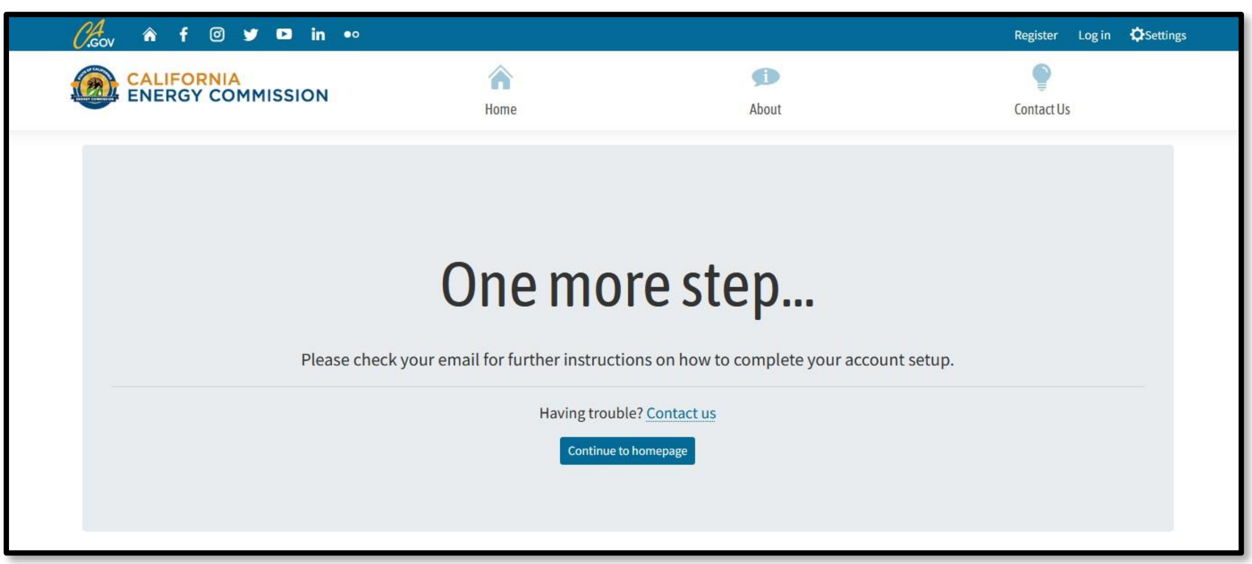
To begin, register for a BUILD Account at https://buildapp.energy.ca.gov and click on REGISTER in the upper right corner of the screen.



The Register button will open the account creation page. Fill in each section of the page with the proper user information. Once the registration information is complete, select Register at the bottom of the page.

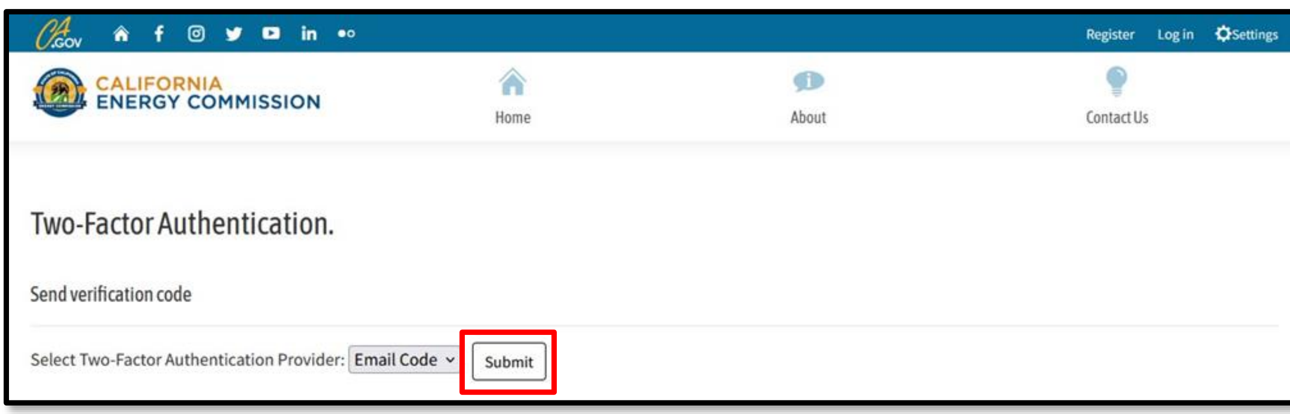


Once registration is complete and submitted, a verification email will be sent to the registered email. Follow the instructions in the email to verify the account.

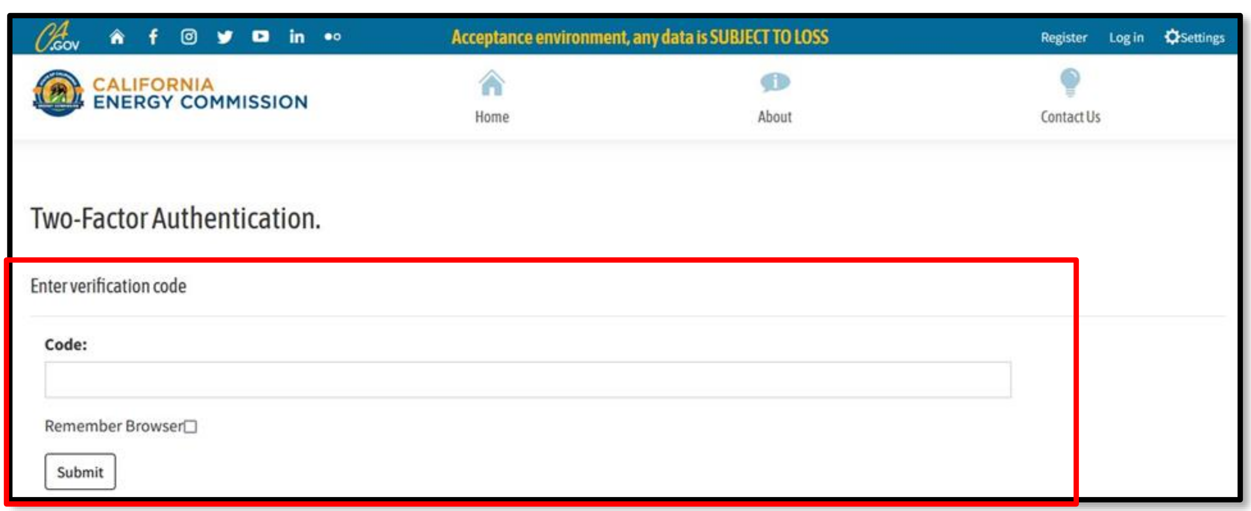


Once the email verification is complete, click on "here" highlighted below.

Log into BUILD Online with the newly verified credentials. BUILD Online requires multi- factor authentication for log in through the registered email. When prompted after logging in, select Submit which will send a verification code to the registered email address.

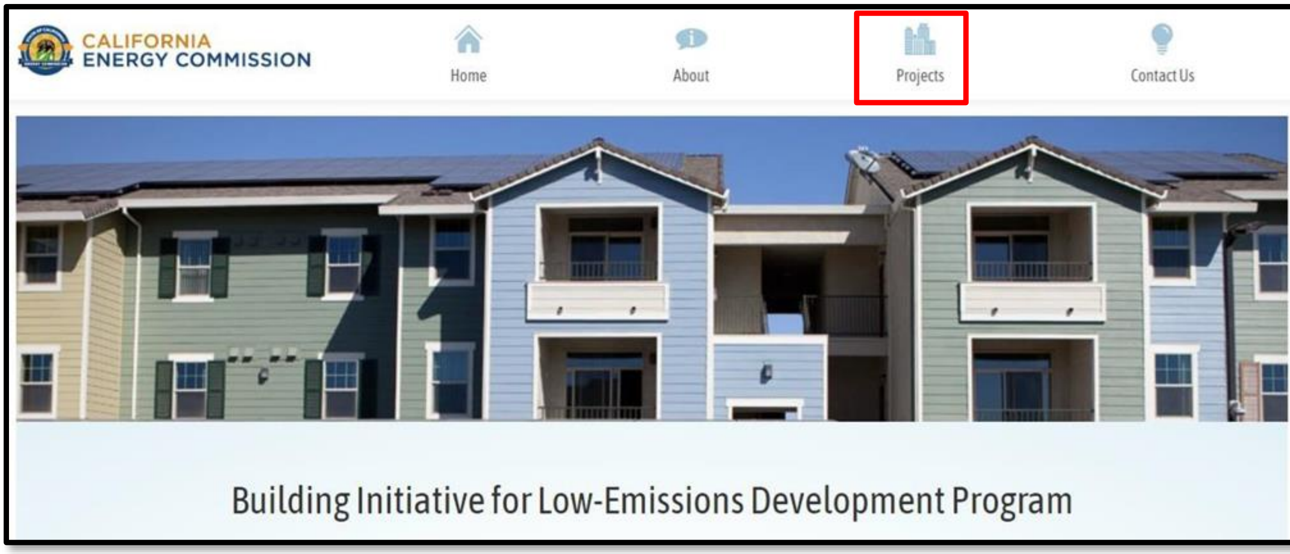


Insert the verification code into the box highlighted below and click Submit to login.

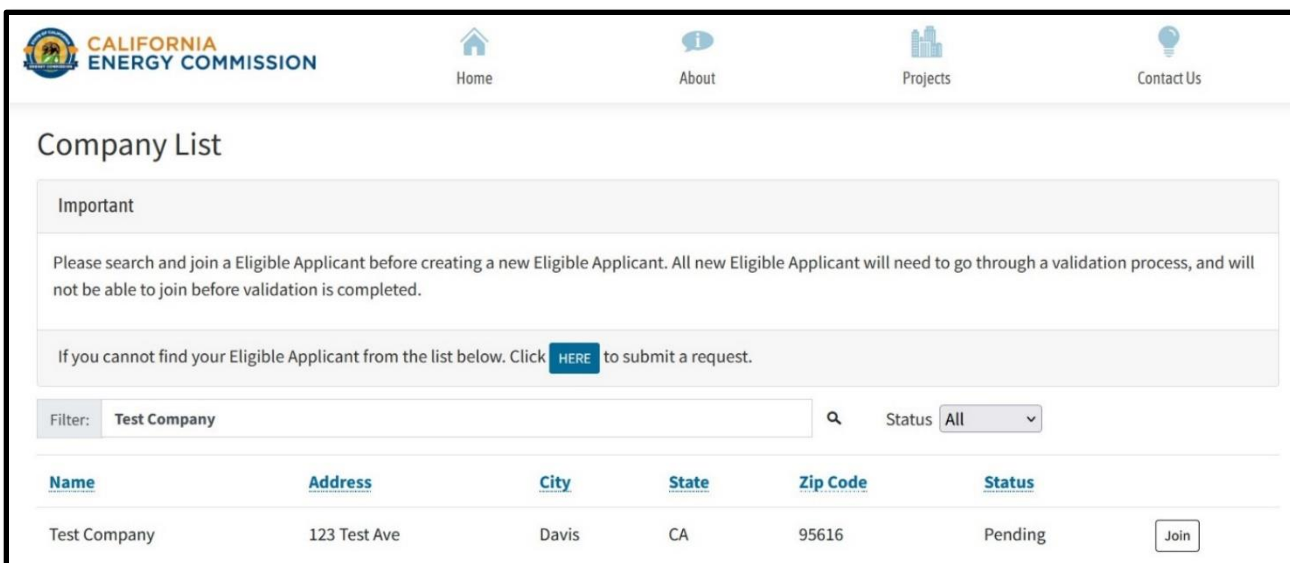


1.2. Creating a Company

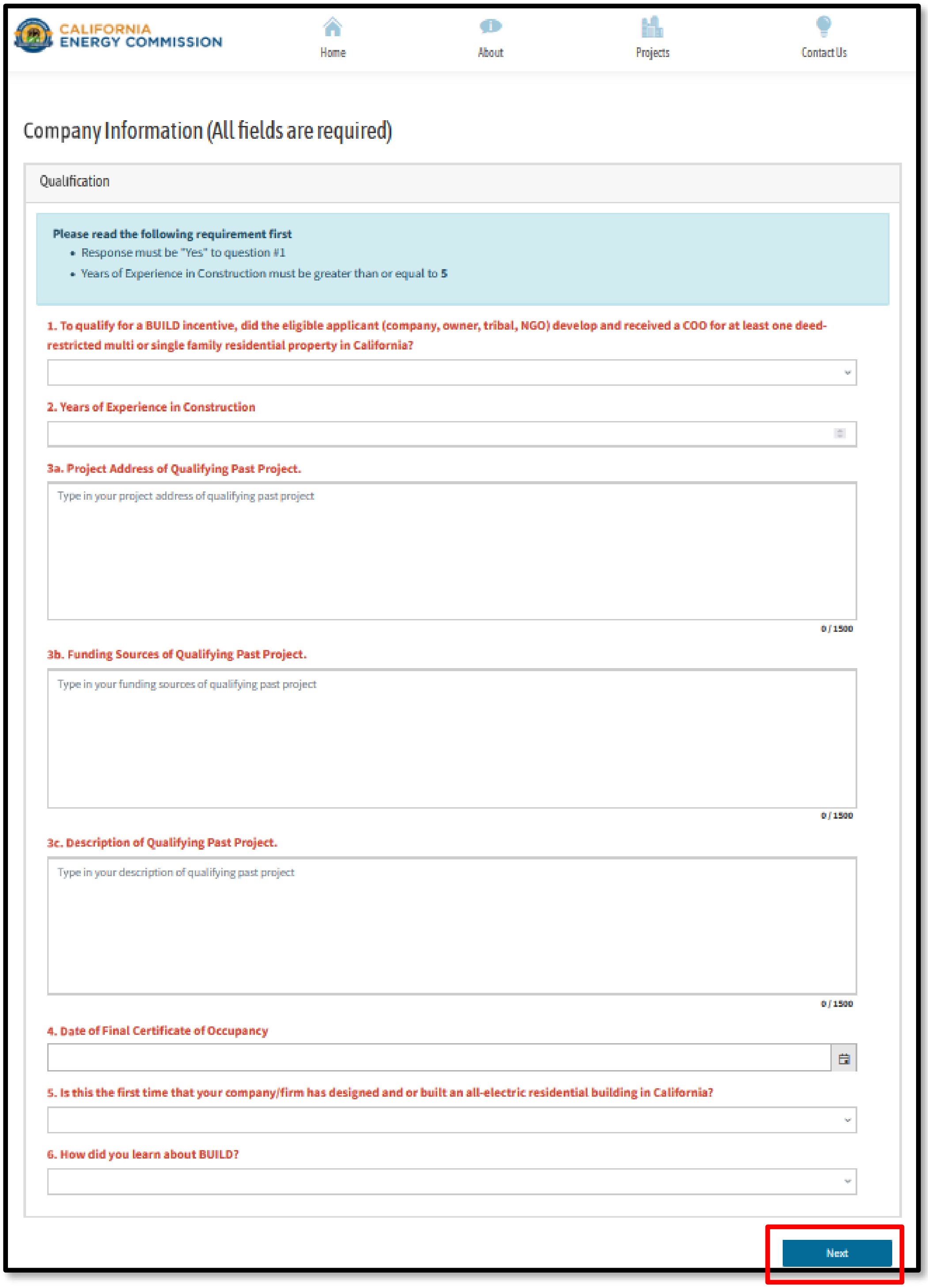
To submit a BUILD incentive application, an applicant must join an existing company that has previously applied to the BUILD Program or create a company. This section will cover creating a new company in BUILD Online. This is started by selecting Projects from the top header once logged into the system.



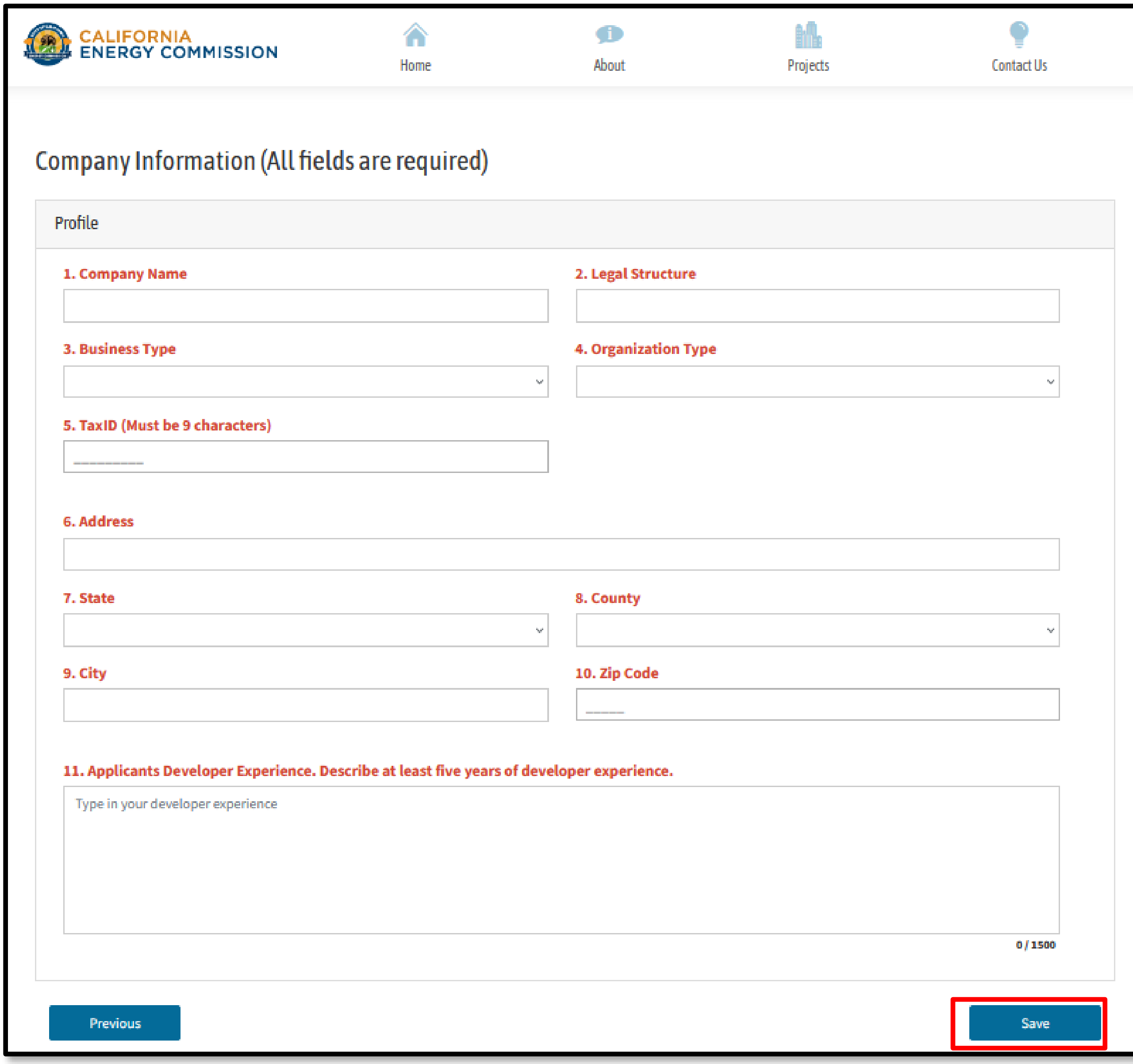
The Projects tab will display a list of existing companies, seen below, in which an applicant may request to Join as described in the following section. If the company you wish to apply for is not already listed, this page also allows for the creation of a new company profile.



To create a company, select the HERE button, highlighted in red, on the Company List page. This will bring the user to the company information page. Fill out each prompt on the page with the corresponding information and click the Next button when finished.



If the company meets the initial BUILD Program Guidelines requirements for an eligible applicant, the profile page will then appear. Please note that Question #5 decides the company's eligibility for the New Adopter Design Award during the Step 1: Design reservation application.

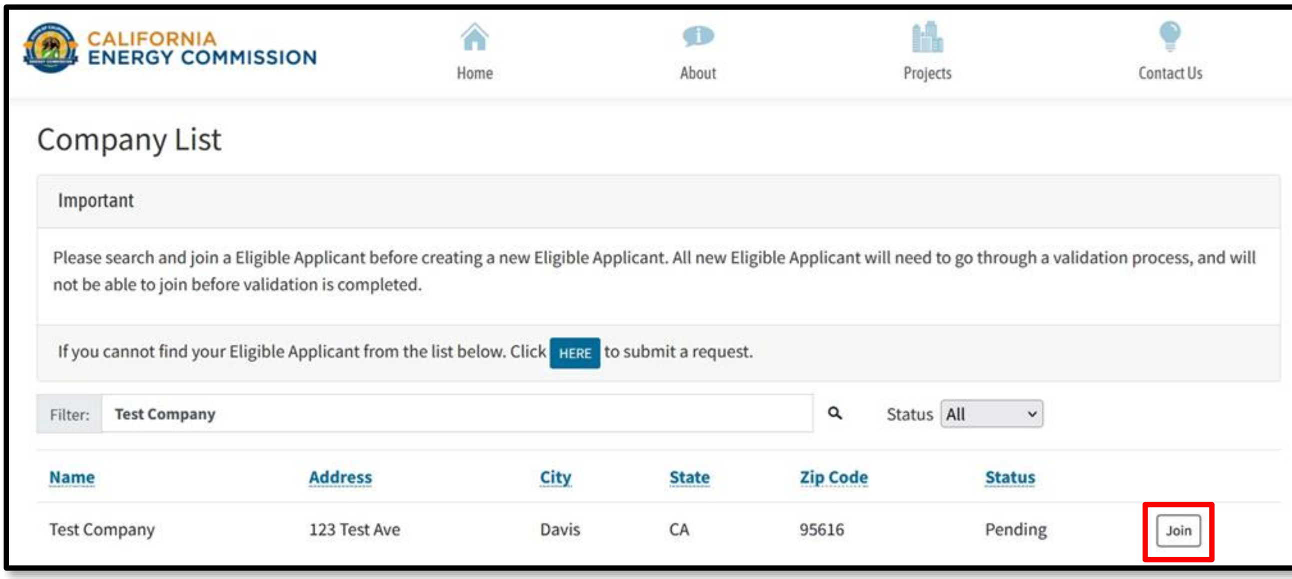


Input the proper information into the prompts on the profile page and click Save when complete. This will send the request to BUILD staff, and they will review the request for approval. Once the company creation request is approved, the applicant will be notified by email and the company will appear on the Company List page.

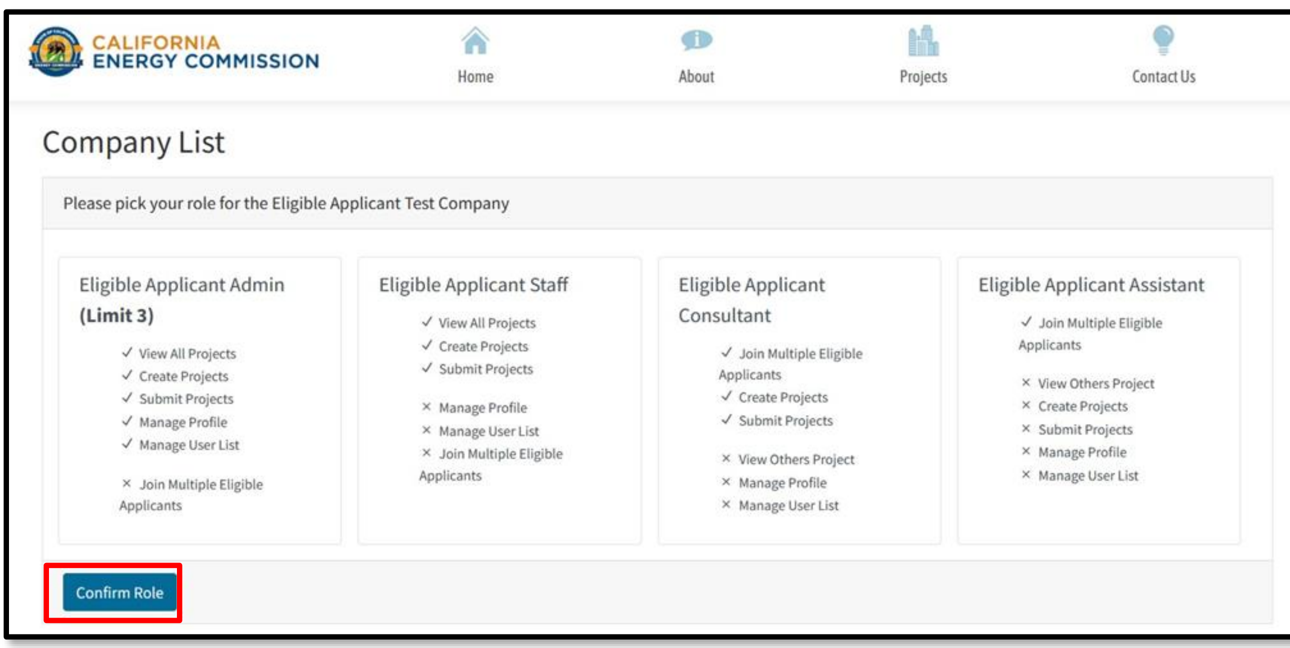
1.3. Joining a Company

To join an existing company, begin by searching for the company in the Filter: highlighted below. If the company's status is known, the search can be narrowed by selecting the status from the dropdown selection of the Status highlighted below.

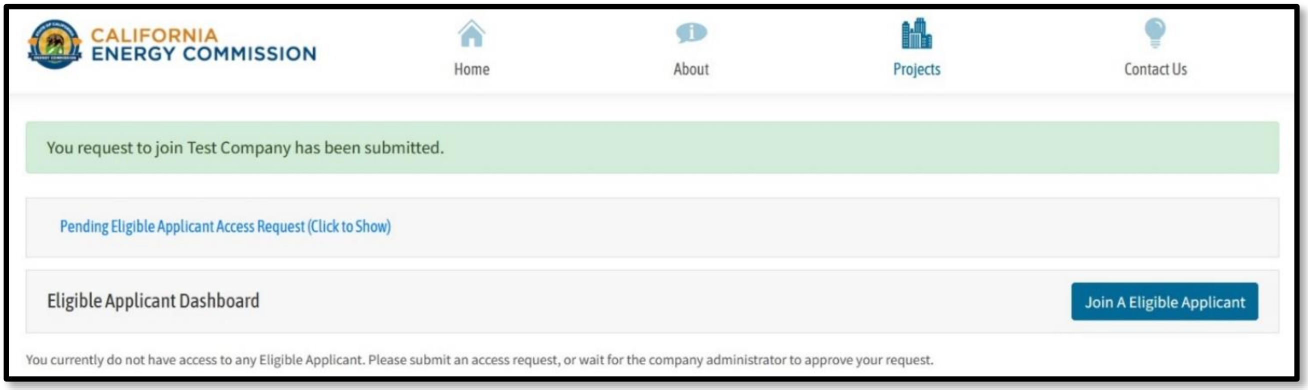
Once the company is found, join the company by selecting Join on the right side of the page.



From here select your role within the company. Once selected, click Confirm Role

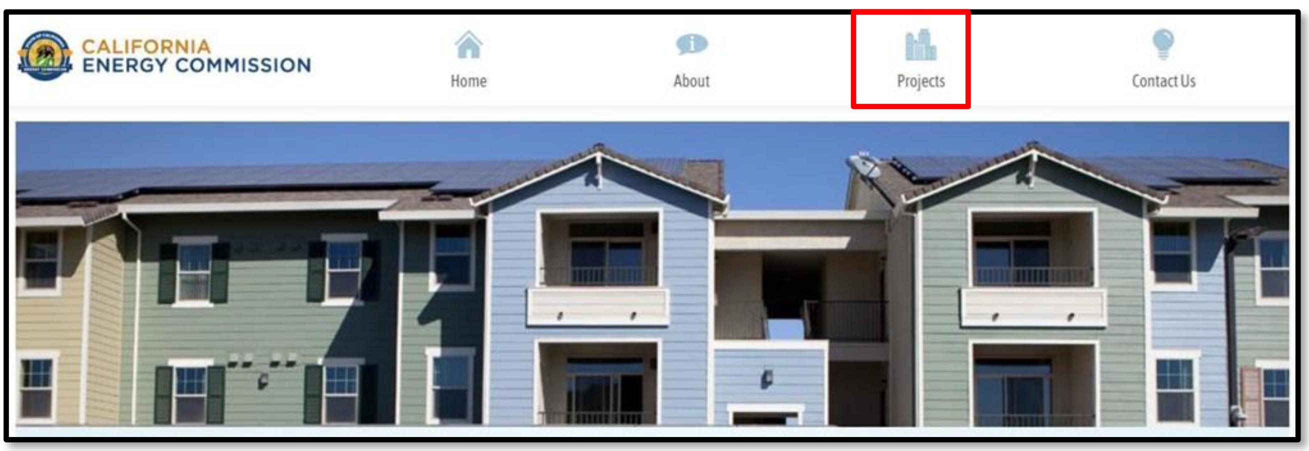


The following will appear once a user role is selected and submitted.

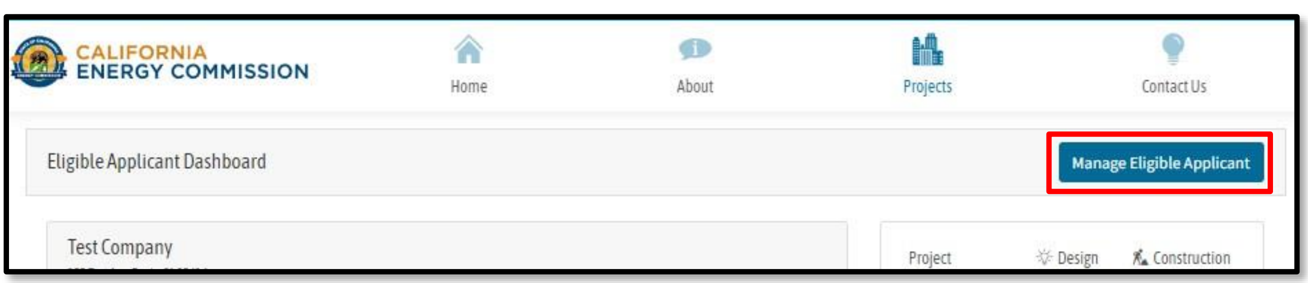


The first applicant to join a company will automatically become a "Company Admin" with the ability to approve additional users.

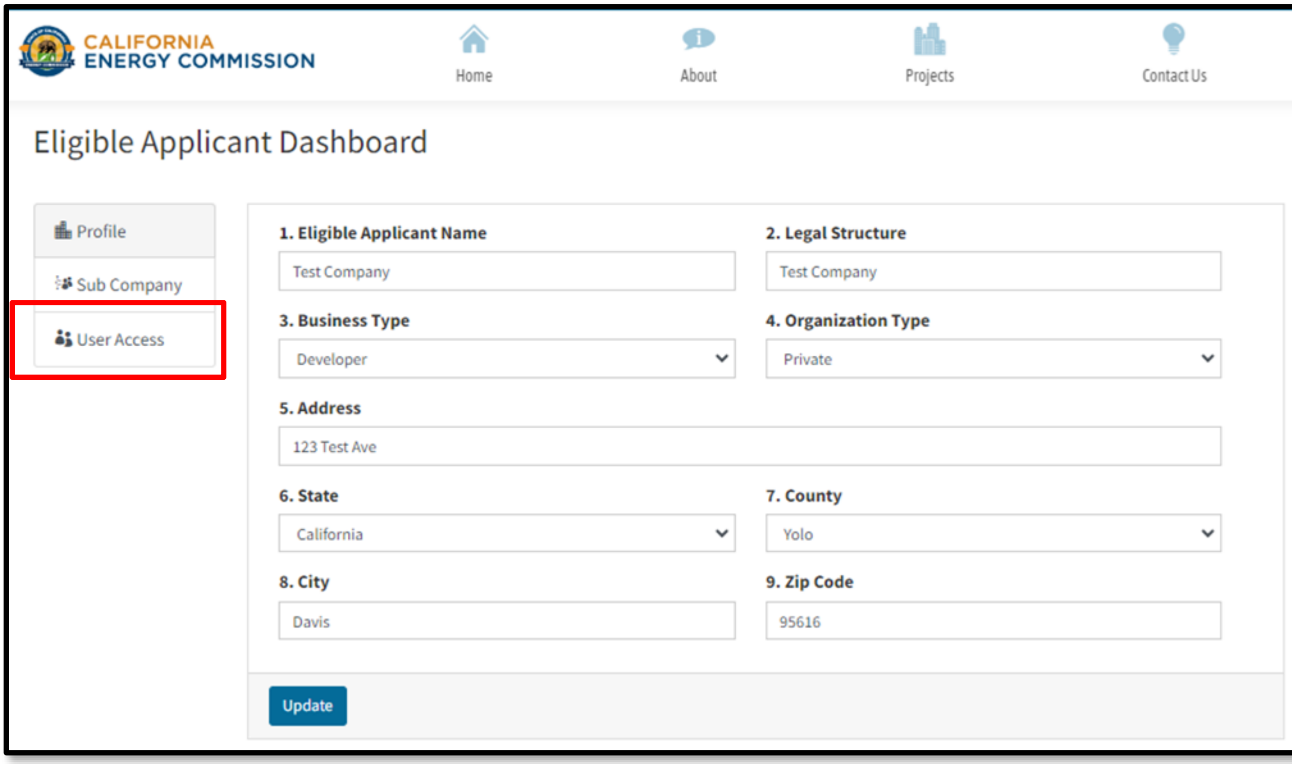
To approve new users by the Company Admin, navigate to the company dashboard by selecting Projects in the top right of the website.



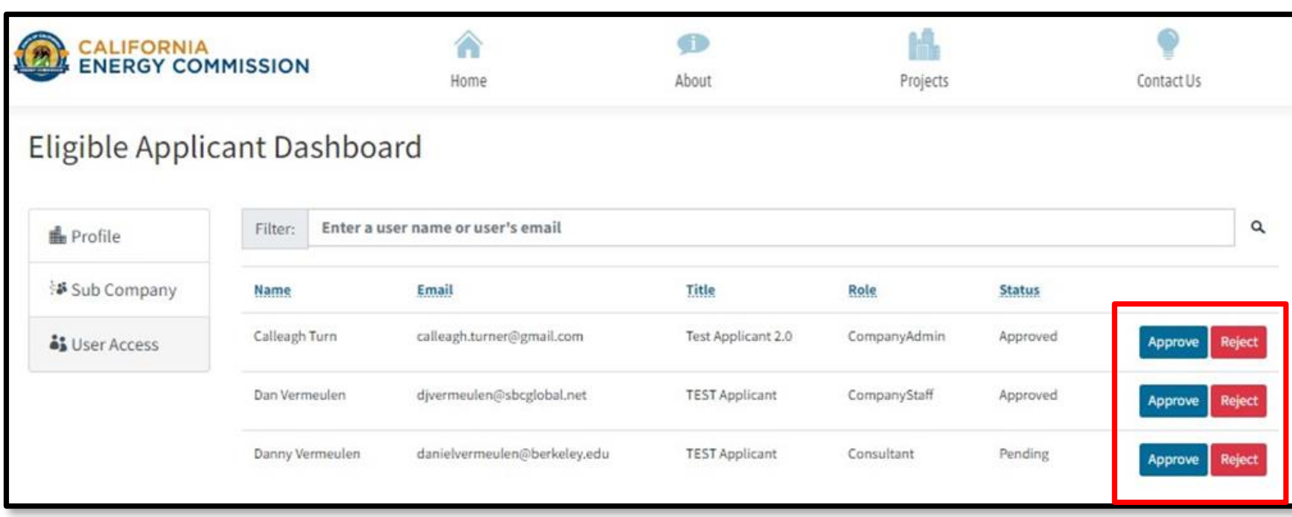
Next, select Manage Eligible Applicant to navigate to the company details.



Under the Eligible Applicant Dashboard: Company, Sub Company, and User Access are all managed through this tab. Select User Access to find all company user information.

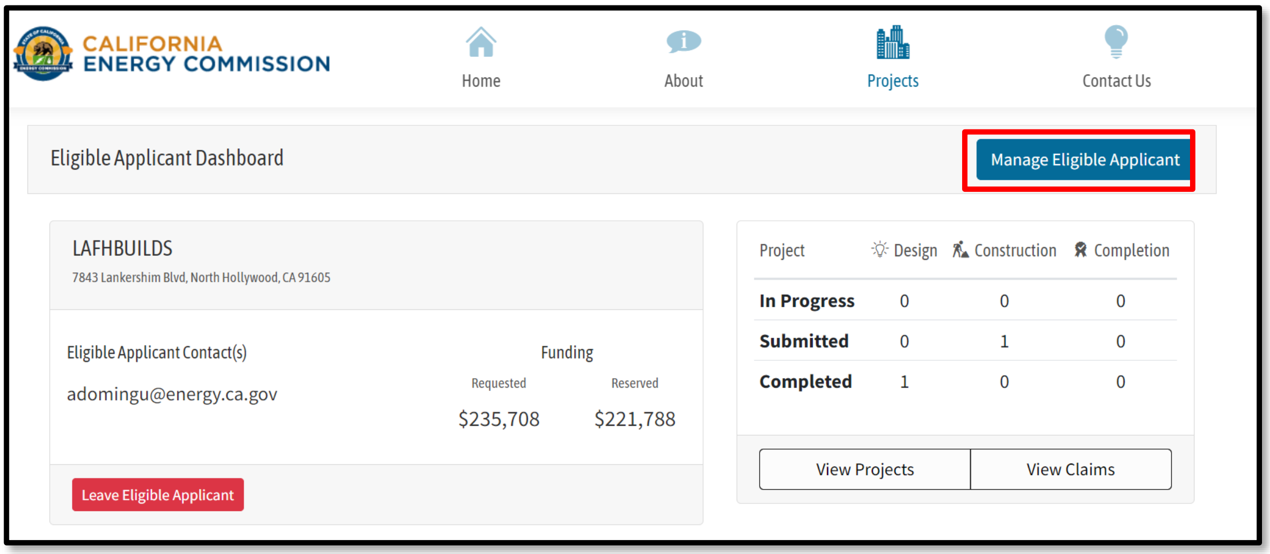


Users can be filtered, approved, and rejected through this tab. To filter various users, type the name or email in the search bar highlighted below. The Company Admin can approve or reject a user request by selecting the appropriate button (both highlighted below).

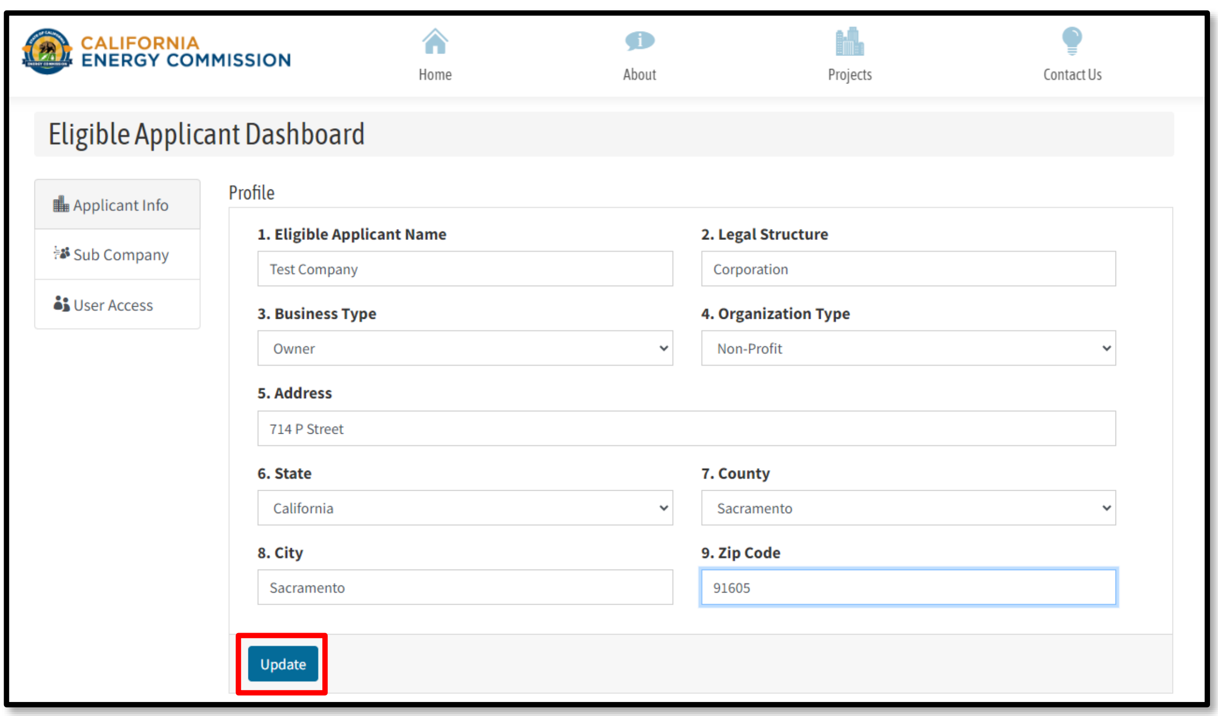


1.4. Changing Applicant/Company Information

To change information of an existing applicant/company, such as name, legal structure, business type, address, etc., select Manage Eligible Applicant from the Eligible Applicant Dashboard.



Select Applicant Info and change and/or update any of the fields in the Profile. To save changes click Update.



2. BUILD Online Application Submission

The BUILD Online reservation application form is organized in five sections:

1. Initial Screening (Project Information and Eligibility)
2. Supplemental Narrative
3. Calculator Upload
4. Supporting Documents
5. Summary

2.1. Overview of the BUILD Reservation Application

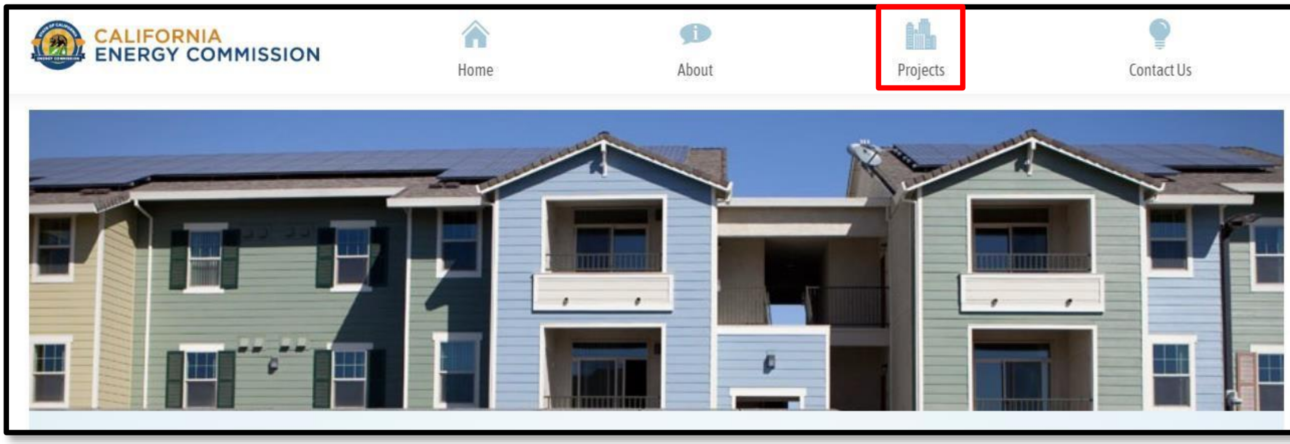
Applicants can apply for an incentive reservation and a new adopter design award, if applicable, using the BUILD Online system. Depending on the project stage, and the information provided in the application, the BUILD Online system will introduce new required data fields for each type of incentive reservation best matching the project information.

Pursuant to the BUILD Program Guidelines, the incentive application types include:

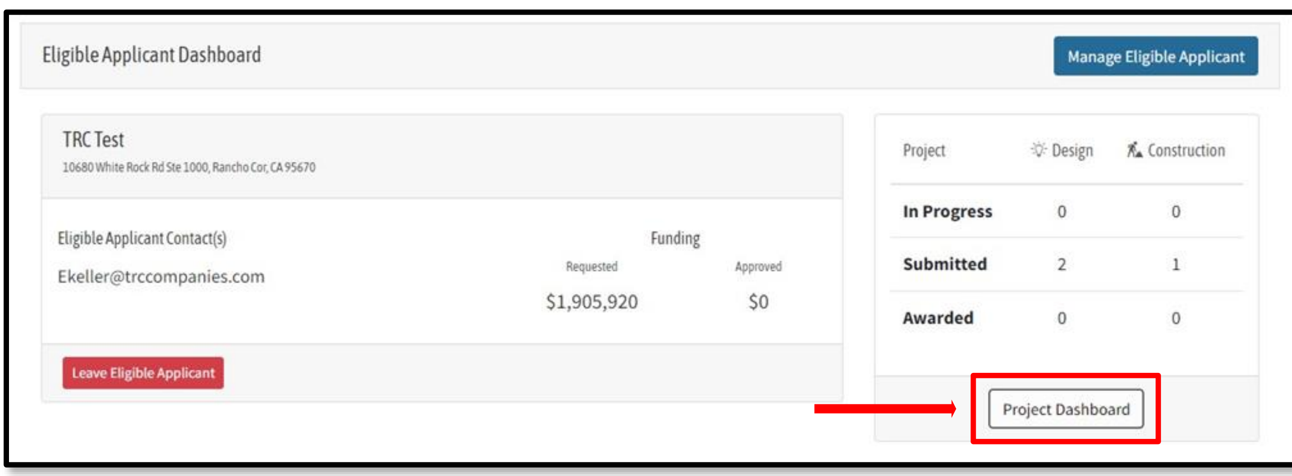
1. **Step 1 Design:** A design reservation is optional, used for projects still in a planning or design stage and without a building permit.
   a. **New Adopter Design Award:** At the time of a design application, if an applicant has never received an all-electric residential building permit in California; and is developing its first all-electric low-income multifamily residential building of ten (10) units or more; the BUILD Program may provide a one-time reimbursement for paid invoices pertaining to architectural, engineering, energy consultation, or other eligible design-build services. The new adopter design award can reimburse up to $100,000 of eligible design expenses.
2. **Step 2 Construction:** Projects with an approved building permit, but not a temporary or final certificate of occupancy, must apply for a construction reservation.
3. **Step 3 Completion:** Approved Step 2: Construction projects that have received a temporary or permanent certificate of occupancy transition to Step 3: Completion to apply for final incentive payments and closeout.

2.2. BUILD Incentive Application

Once logged into BUILD Online, click Projects at the top of the page to create a new project application and review existing applications.

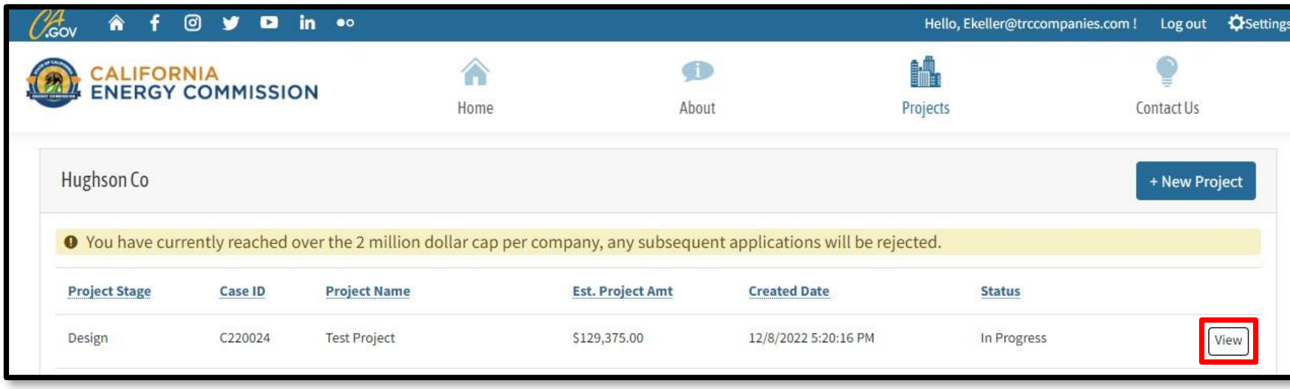


The landing page will show the company or eligible applicant you are associated with, and the incentives requested and approved for the company. On the right side of the page, view a summary of project statuses for the company. To start a new application, select the Project Dashboard button.



From here, select the +New Project button on the right side of the webpage. Note: the Project Dashboard also allows users to view existing applications previously submitted or in progress.

To review existing or in progress applications select View to expand the project details.



2.2.1. Initial Screening

On the first tab of the application titled "Initial Screening", provide the requested details pertaining to the project information, eligibility, technical assistance received, and the project stage which will identify if the application is in Step 1: Design or Step 2: Construction.

Project Information: Provide project details including project name, climate zone, and address. For assistance with identifying the climate zone, visit [California Climate Zones](https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/climate-zone-tool-maps-and) at https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/climate-zone-tool-maps-and

Eligibility Questionnaire: Information selected in this section will confirm the project's eligibility for BUILD incentives. Eligibility requirements include the project's fuel type, location in a participating gas territory, building type, and low-income limits.

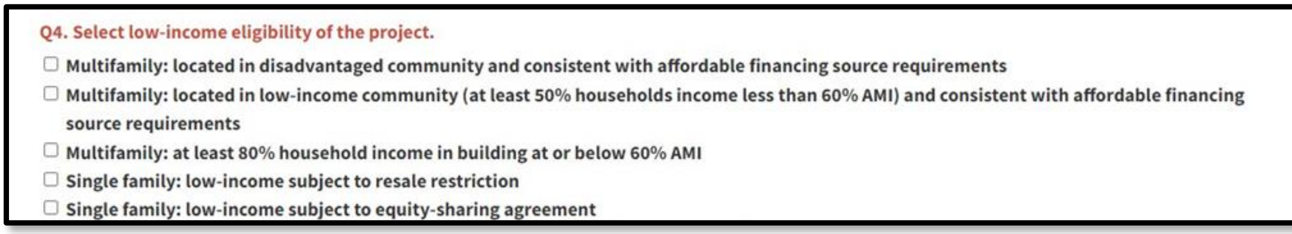
All-Electric: To be eligible for BUILD incentives, the project must be all-electric. Select Yes from the dropdown menu to confirm the anticipated or under construction project is all-electric and does not have any gas distribution lines connected.

Gas Utility Territory: Pursuant to BUILD Program Guidelines, the project must be in one of four gas utility service areas: Southern California Gas Company, Pacific Gas and Electric, San Diego Gas & Electric, or Southwest Gas Corporation.

Choose one of the four gas utilities from the dropdown menu if the project resides in their service territory. If the project is not located in one of the four gas utility service territories, the project is ineligible for the BUILD Program.

Building Eligibility: Select one of the options from the dropdown menu. If the building type is not listed, the project is ineligible.

Low-Income Eligibility: To qualify for a BUILD incentive, the project must meet requirements for low-income residential housing income limits. Select one of the following options depicted in the figure below that represents the project's building type (single- family or multifamily) and low-income eligibility.



Q4. Select low-income eligibility of the project.

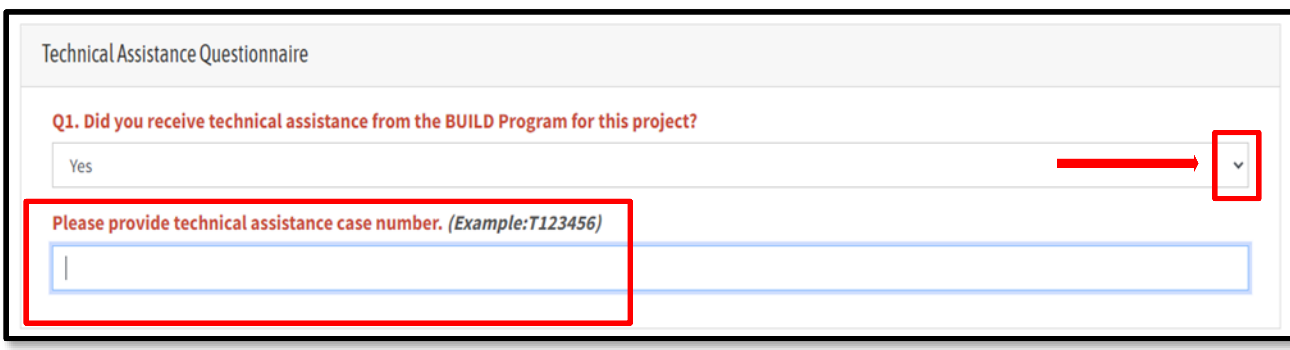
- ☐ Multifamily: located in disadvantaged community and consistent with affordable financing source requirements
- ☐ Multifamily: located in low-income community (at least 50% households income less than 60% AMI) and consistent with affordable financing source requirements
- ☐ Multifamily: at least 80% household income in building at or below 60% AMI
- ☐ Single family: low-income subject to resale restriction
- ☐ Single family: low-income subject to equity-sharing agreement

If the project's eligibility is based on its location in a disadvantaged community, provide the CalEnviroScreen number (1-100). For assistance with identifying the CalEnviroScreen number, please visit the California Communities Environmental Health Screening Tool at https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40. For more information, and to ensure eligibility based on anticipated building type and low-income eligibility requirements, please refer to the BUILD Program Guidelines, Chapter 2: Eligibility.

Technical Assistance Questionnaire: If the applicant is approved for technical assistance on this project and assigned a BUILD Case ID from the TAP, select YES in the dropdown box. A new field will populate to enter the unique BUILD Case ID. The project will be identified throughout its BUILD Program participation by this BUILD Case ID.

The BUILD Case ID is a 7-digit alphanumeric identification. Applicants who submit their reservation application without a BUILD Case ID will receive in their submission confirmation email a 7-digit identification number starting with C (denoting CEC initiation).

The example below is a Case ID that began with technical assistance and therefore starts with T (denoting technical assistance initiation).



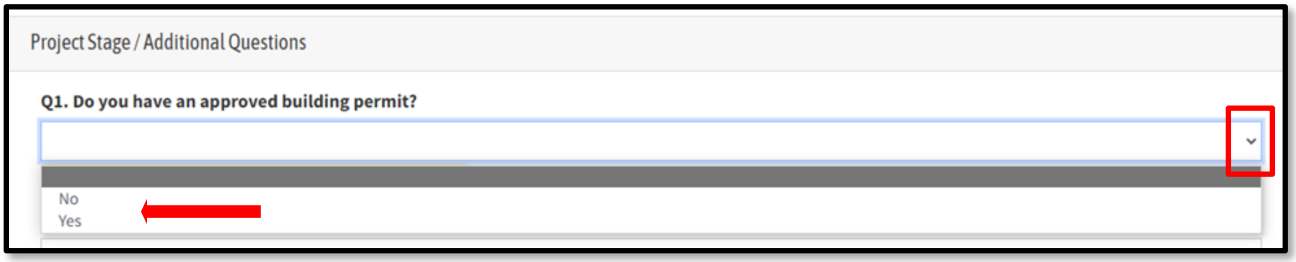
Technical Assistance Questionnaire

Q1. Did you receive technical assistance from the BUILD Program for this project?

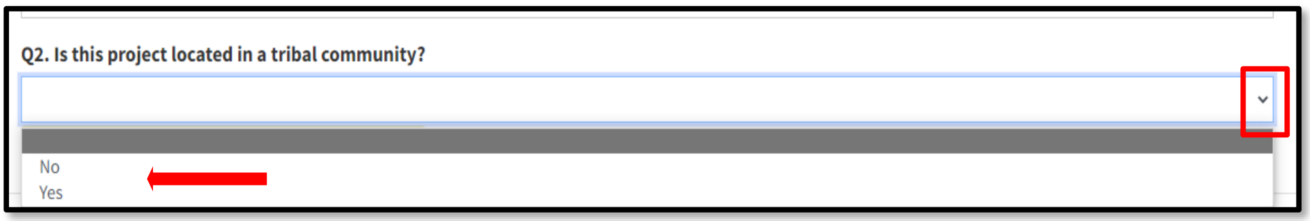
Yes

Please provide technical assistance case number. *(Example:T123456)*

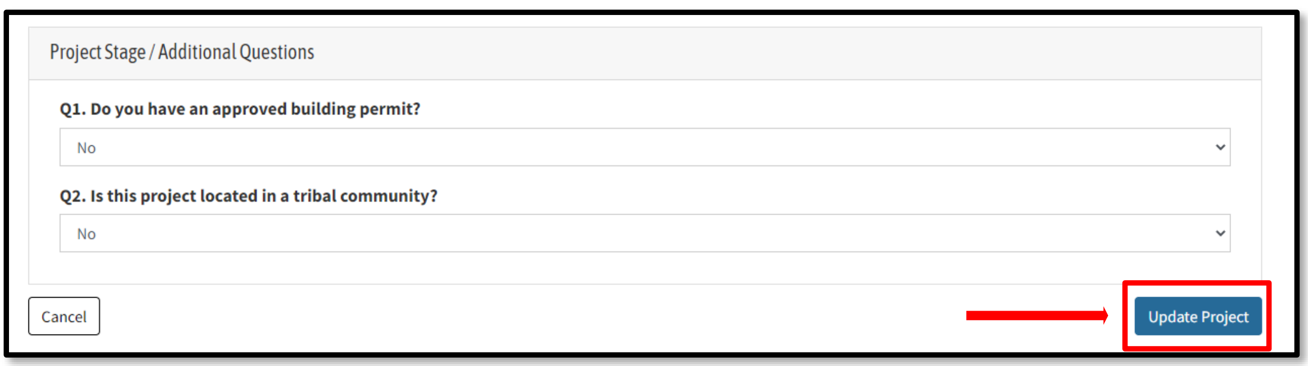
Project Stage Additional Questions: Use the dropdown menu to indicate if the project has received an approved building permit. If the project has not received a building permit yet, the project is applying for a Step 1: Design reservation, and possibly the new adopter design award. If the project has received a building permit, the project is applying for a Step 2: Construction reservation.



Use the dropdown menu to indicate if the project is in a tribal community.



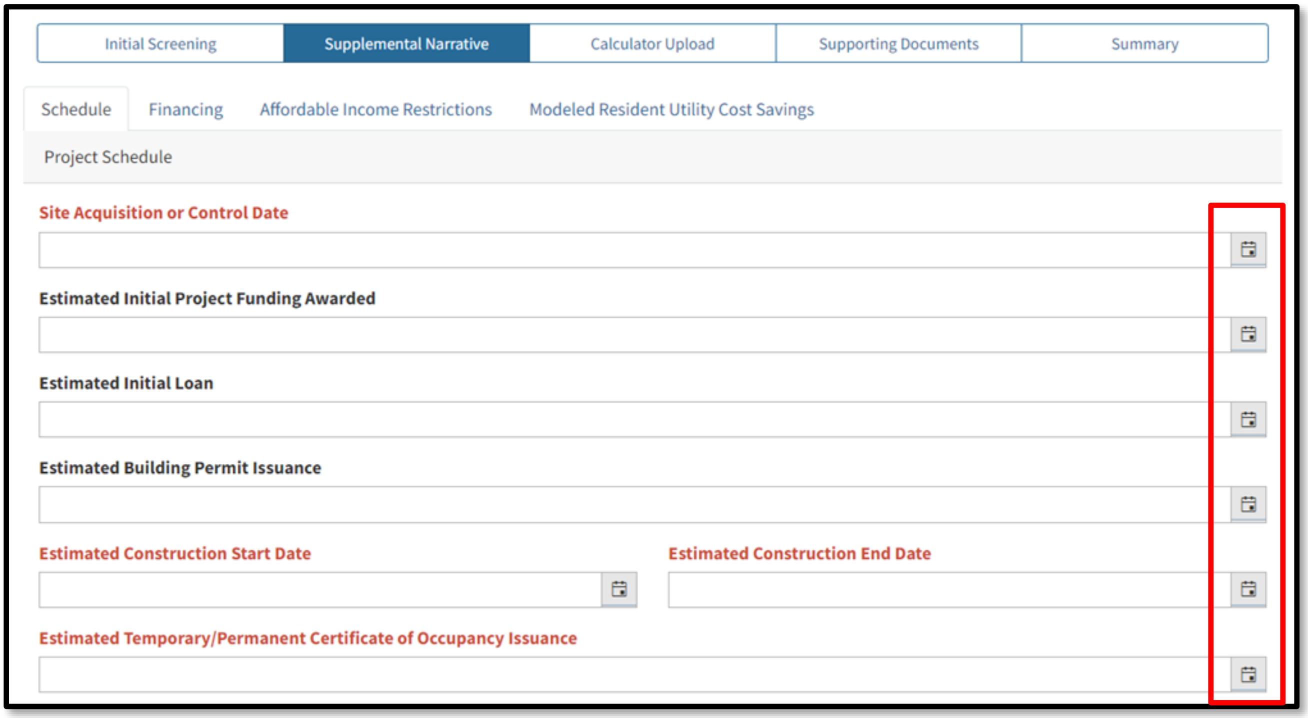
Select the Update Project button at the bottom of the screen to save progress. To move on to next section, applicant must select the tab they want to complete as the system does not forward to next section automatically.



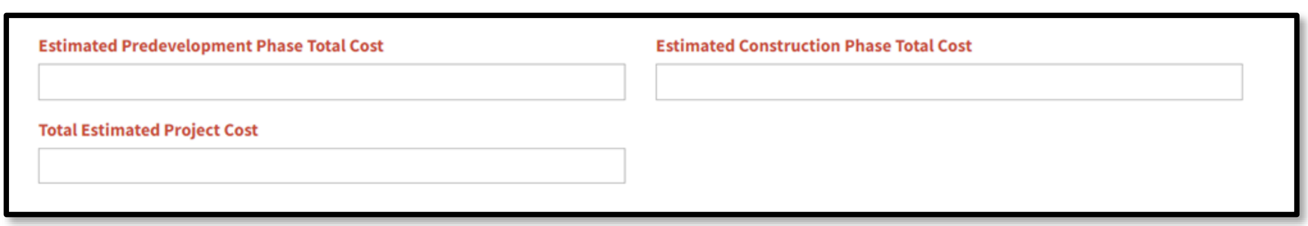
2.2.2. Supplemental Narrative

The Supplemental Narrative has four tabs outlined below to provide relevant project information.

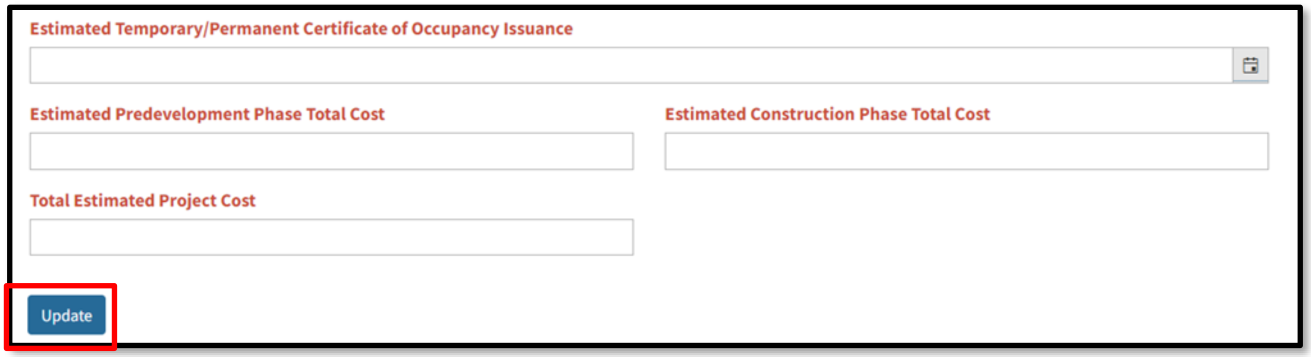
Schedule: Under the Supplemental Narrative header, use the calendar popup menu to select the appropriate date for each of the mandatory fields in red, and the optional fields in black.



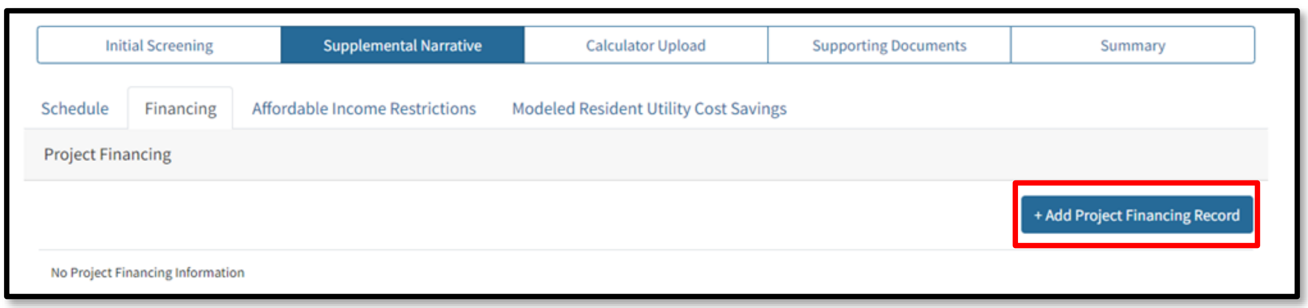
Cost estimates for the predevelopment and construction phase of the project are typed into the boxes shown below as well as the total estimated project cost. Do not enter a dollar sign or commas; these will automatically populate when a number is entered.



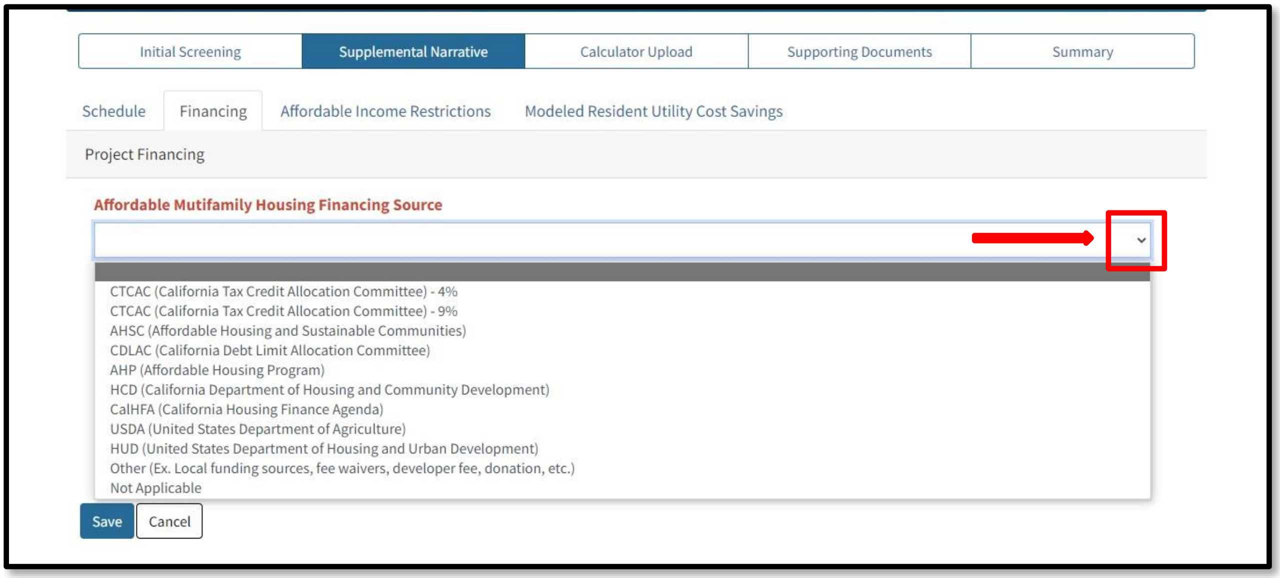
To proceed to the next section, or save application progress, use the "Update" button at the bottom of the page:



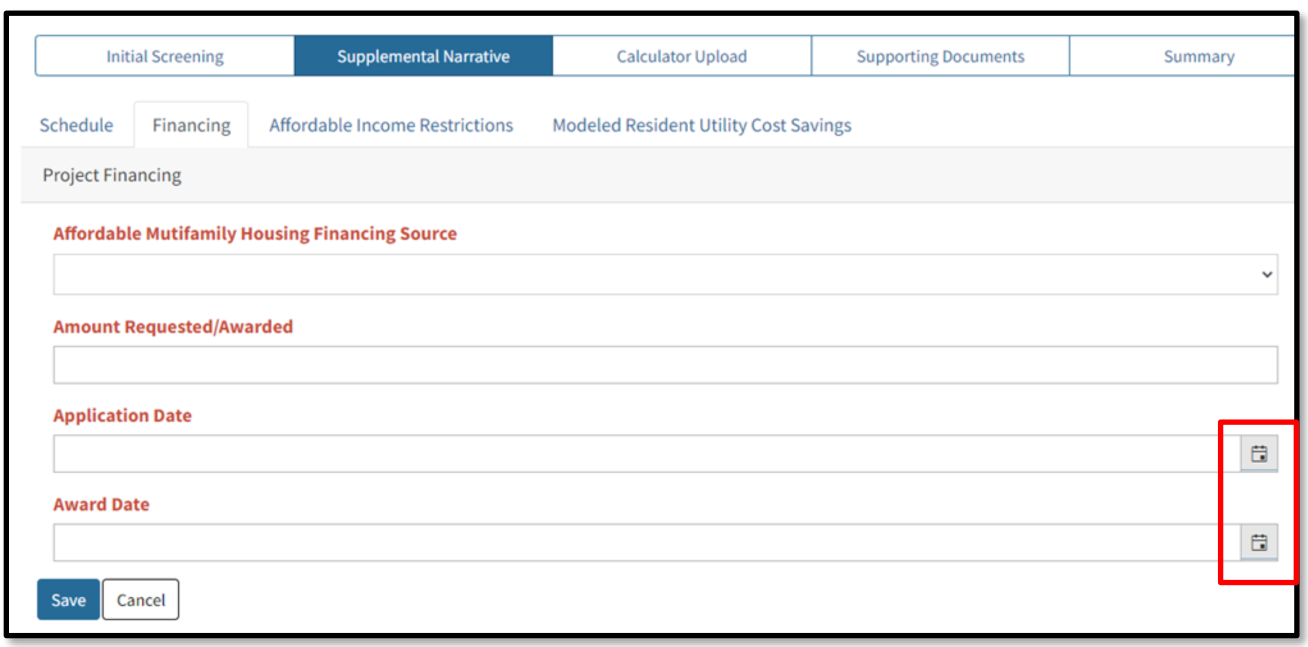
Financing: Select the second tab Financing under the Supplemental Narrative header and use the +Add Project Financing Record button to add a new financing record.



When applicable, BUILD Program Guidelines require a project's affordable income limits be consistent with the requirements of the affordable multifamily financing source. Please choose one of the available options from the dropdown menu. For low-income single-family residences, select Not Applicable.

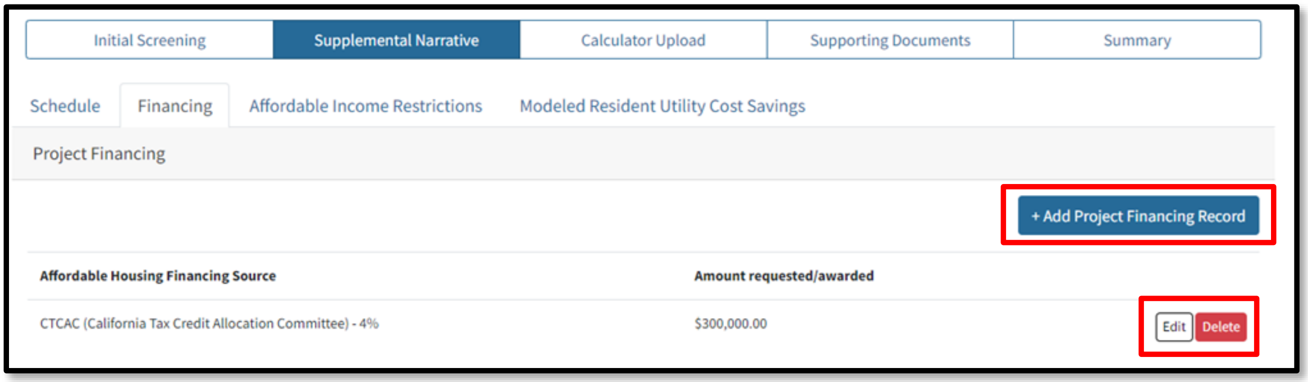


The BUILD Program Guidelines require funding details, including the amount requested or awarded and the anticipated date for applying to a financing source. As depicted below, please type in the amount requested or awarded from the selected financing source. Do not enter a dollar sign or commas; these will automatically populate when a number is typed in. Then, click on the calendar icon to select the date of the anticipated financing application date or the applied application date for affordable multifamily housing financing.

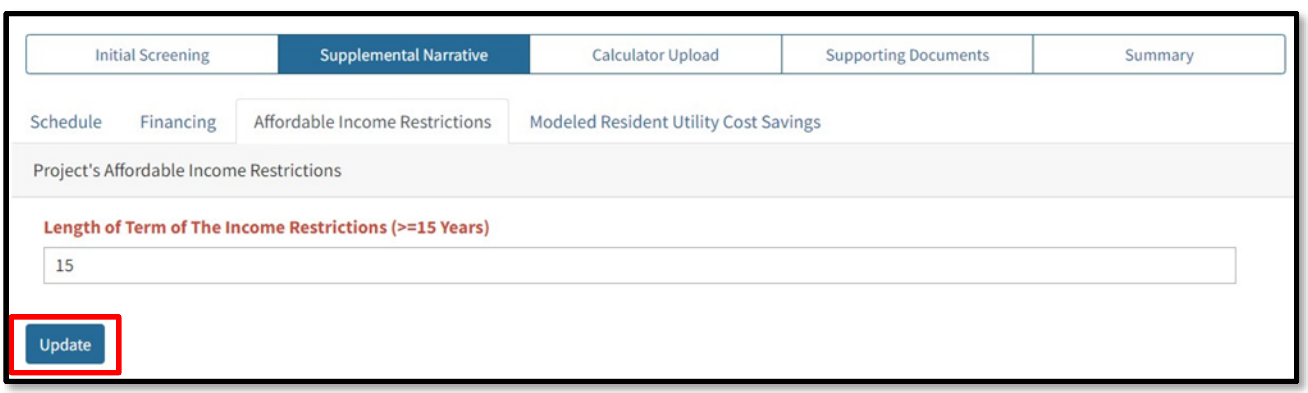


When the finance source record is completed, click the Save button on the bottom of the screen.

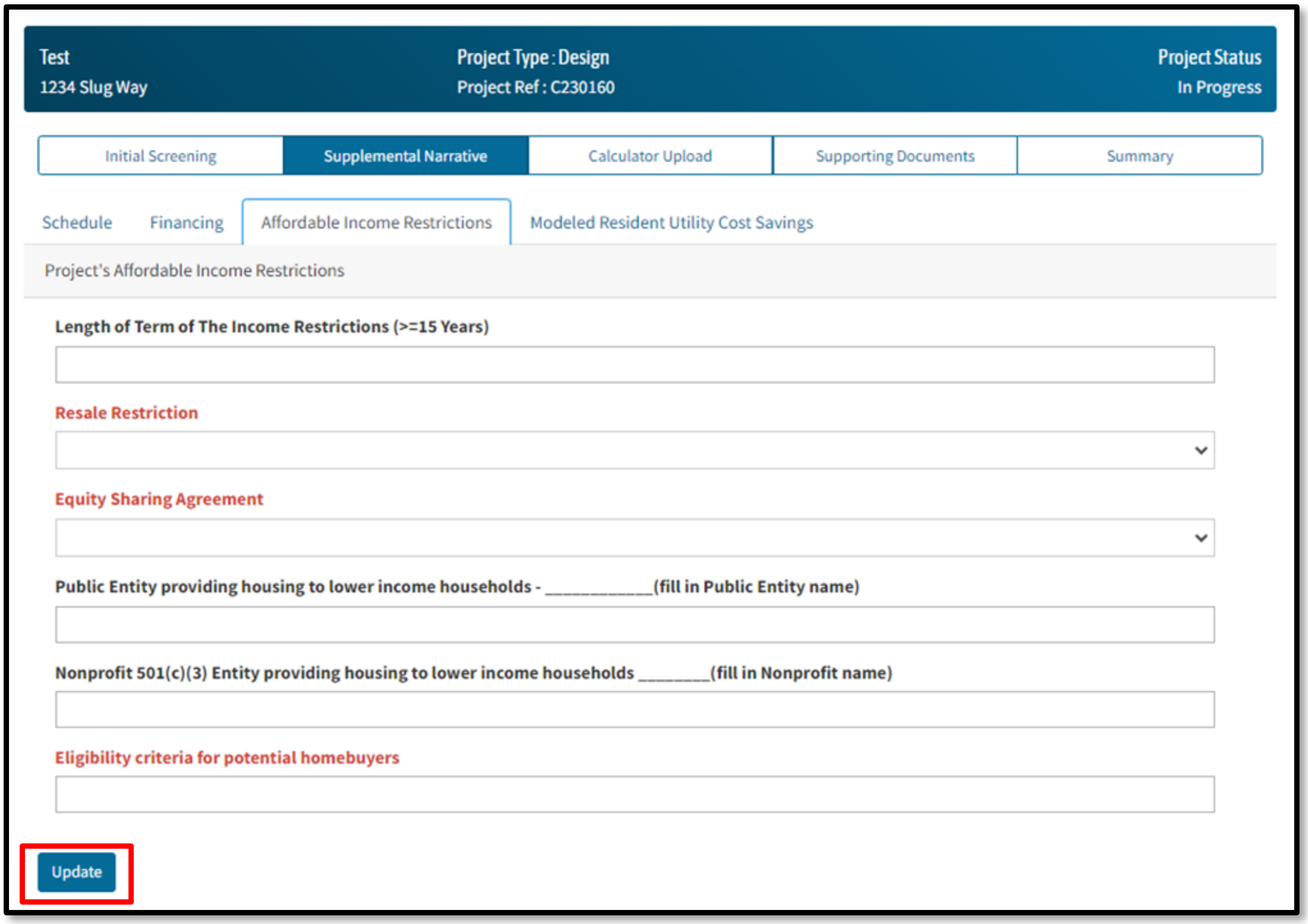
Once a record is saved, it will appear under the Financing tab. Continue to add financing records as appropriate using the +Add Project Financing Record button. Edit or delete previous records using the Edit and Delete buttons as shown below.



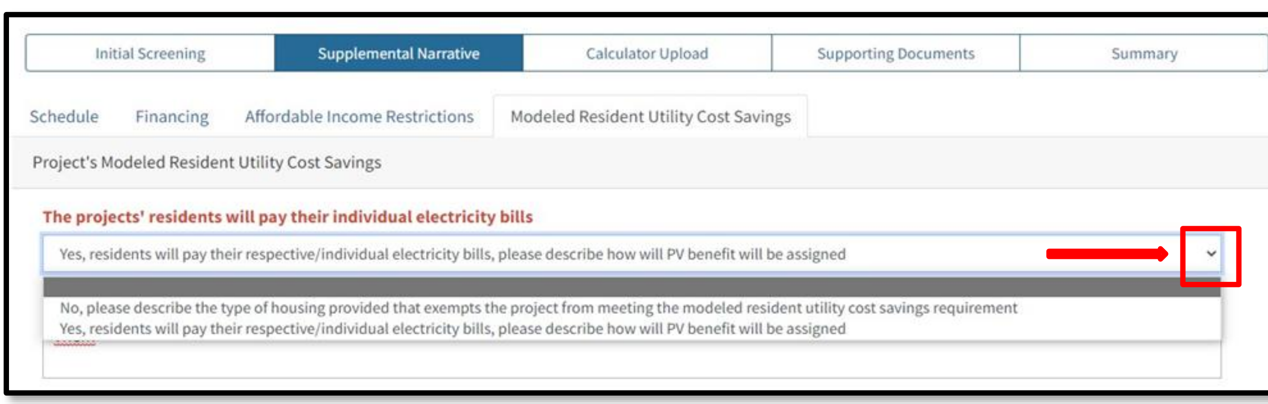
Affordable Income Restrictions: Select the third tab Affordable Income Restrictions under the Supplemental Narrative header. Pursuant to Program Guidelines, the length of low-income multifamily residential deed restriction receiving a BUILD incentive cannot be less than 15 years. If the project is a multifamily development, type the length of term of the income restrictions (years) into the textbox. After entering the term length in the text box, click the Update button to save progress.



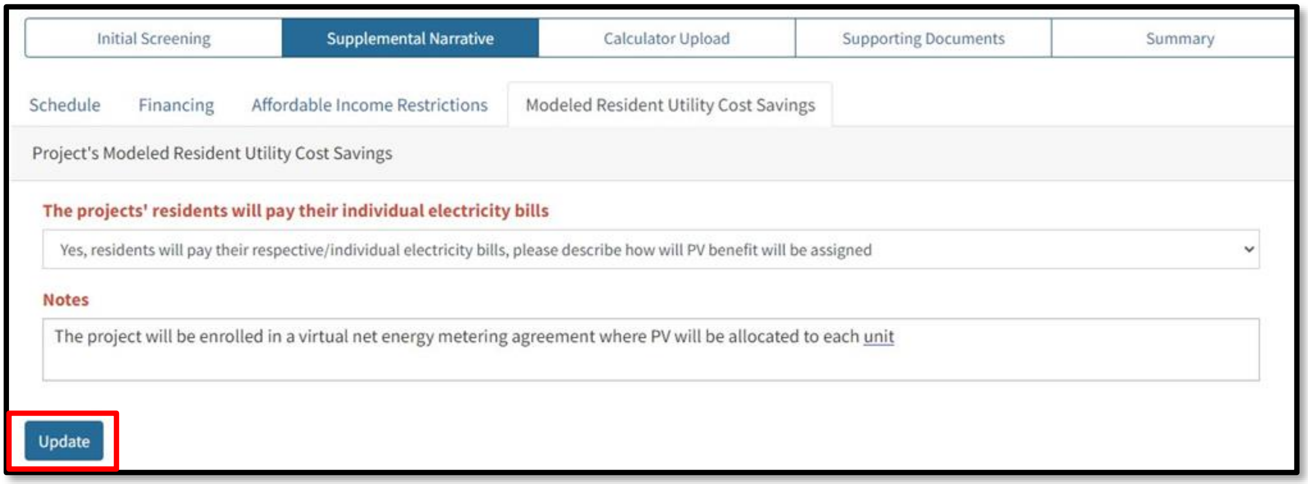
If the project is a single-family development enter the resale restriction, equity sharing agreement, and the eligibility criteria for potential homebuyers. Once this information and any other optional information is entered, select Update to save the progress.



Modeled Resident Utility Cost Savings: Select the fourth tab Modeled Utility Cost Savings under the Supplemental Narrative header and use the dropdown to indicate if the project's future residents will pay their individual electricity bills.



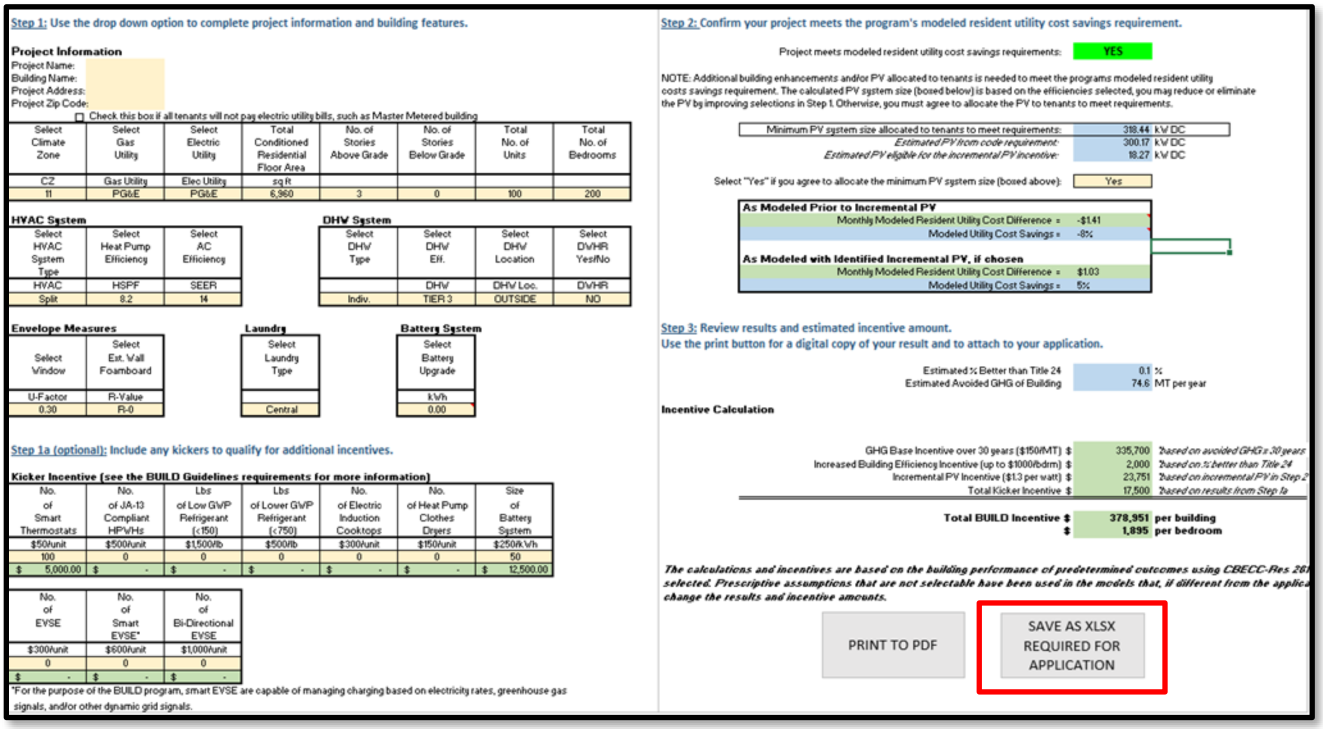
After selecting an option from the dropdown, use the textbox to describe either how the solar photovoltaic will be assigned to the residents, or how the project will otherwise meet the modeled utility cost savings requirement as outlined in the guidelines. When completed, select the Update button to save progress.



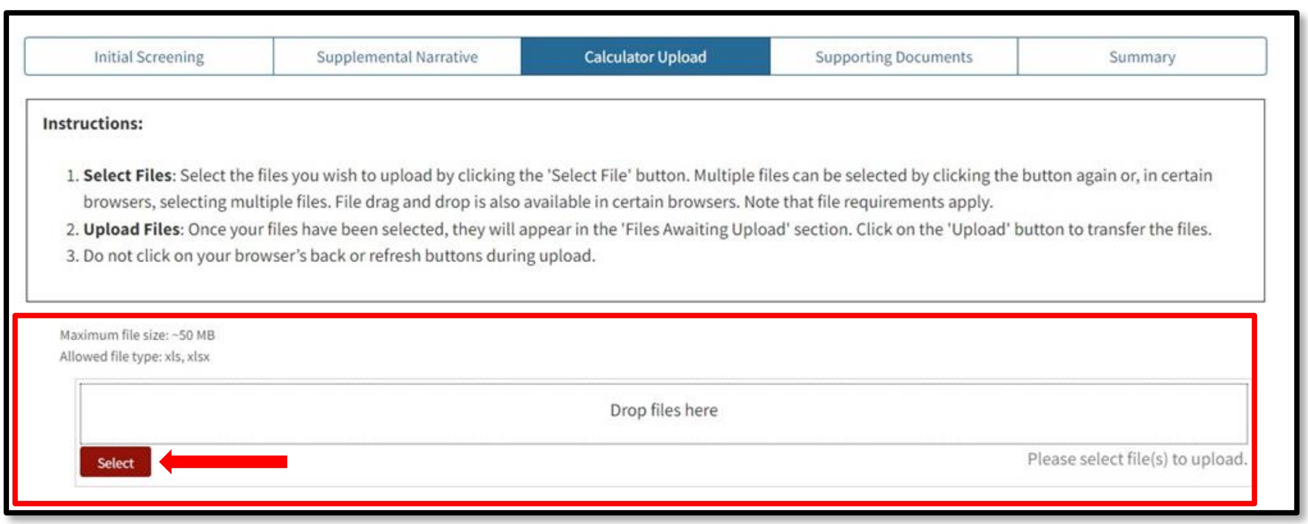
2.2.3. Uploading Calculators

The Calculator Upload tab allows an upload of the completed BUILD Calculator (Step 1: Design reservation only) or Custom Path Tool (CPT) into the BUILD Online system. A CPT is preferred for a Step 1: Design reservation and required for Step 2: Construction reservation. The system will then read and record the applicable project information including the incentive estimate.

When the inputs are complete in the BUILD Calculator or CPT and ready to upload, select the Save as XLSX button in the bottom right corner of the application. This converts the file into a file type compatible with BUILD Online. **This is essential; other file types are not compatible and will result in an upload error.**



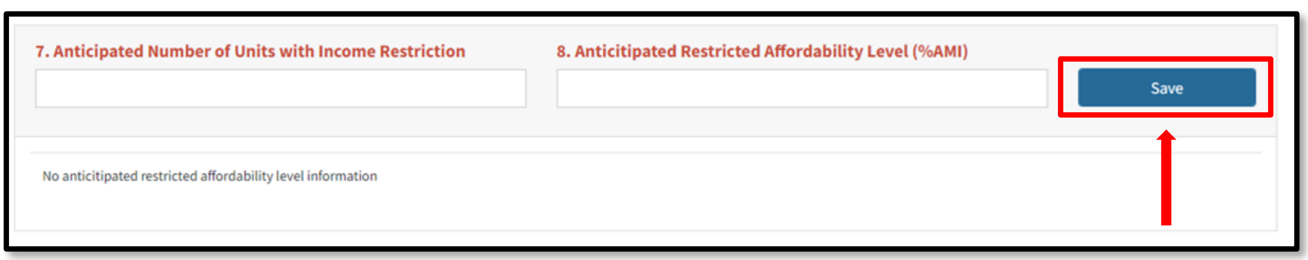
When the file is ready for upload, either drag and drop the file into the upload box or press the Select button and choose the file from the device.



Once successfully uploaded, it will appear in a checklist at the bottom of the screen. The status will show as incomplete until the additional model information is provided. Click the Edit button to enter the additional model information. To remove the file uploaded, click the Delete button.

On the landing page under Additional Model Information: enter the number of structures, heating, ventilation, and air conditioning (HVAC) units, laundry units, and water heaters specific to the uploaded calculator. Structures refer to the number of buildings or homes. The number of HVAC and laundry units reflect the number of structures and match the preliminary or final Certificate of Compliance documents. For example, if the uploaded calculator is for five buildings with ten HVAC units each, enter 50 under "Number of HVAC Units." Select the Update button to save progress.

To complete the additional model information, enter the anticipated number of units with income restrictions and the affordability level (percent of area median income or AMI) for those units. Select Save to save progress.

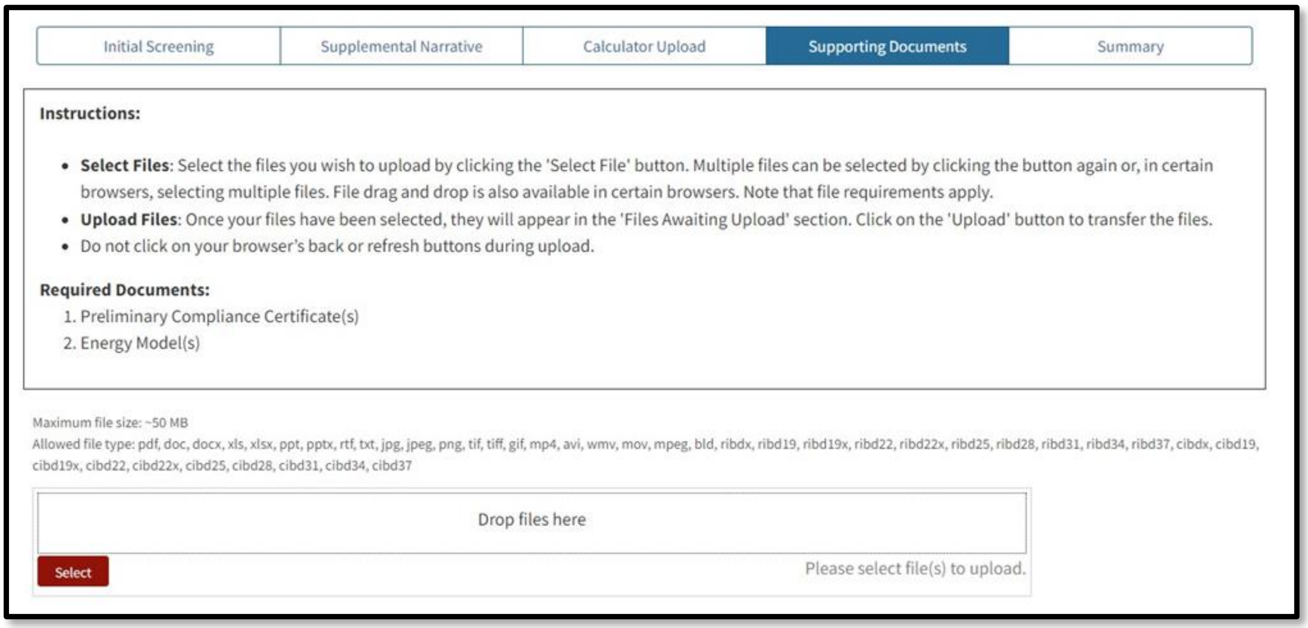


Once the additional model information is complete, the status will show as "Complete" on the Calculator Upload tab as shown below. Continue to upload the applicable calculators/CPTs for all project structures. Select the Include box for all the BUILD Calculators/CPTs included in the application. If the Include box is not selected, the incentives for those calculator(s) will not be populate in the incentive totals shown on the Summary tab.

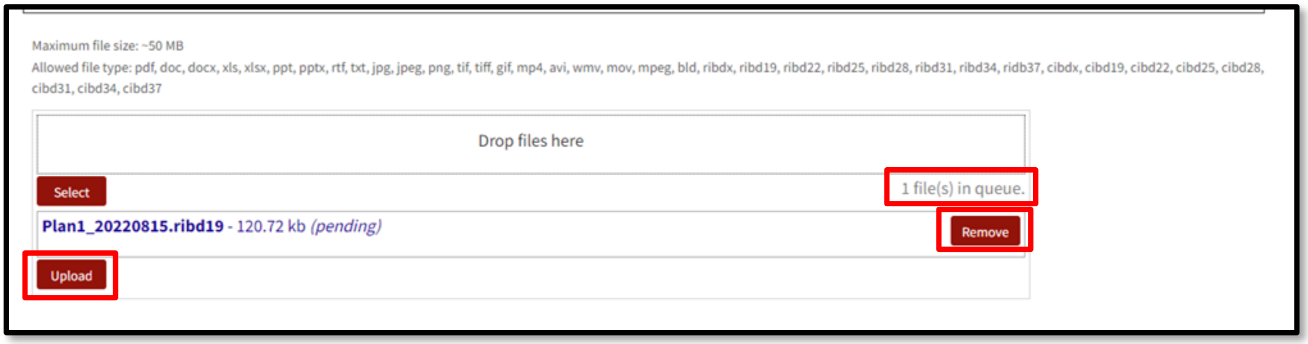
Include?	Project Name	Total GHG Avoided (MT)	Number of Structures	Incentive Amount Per Structure	Total Estimated Incentive Award	Status	
☐	3301 Kerner	32.605	5	$220,721.35	$1,103,606.73	Complete	Edit Delete

2.2.4. Supporting Documents

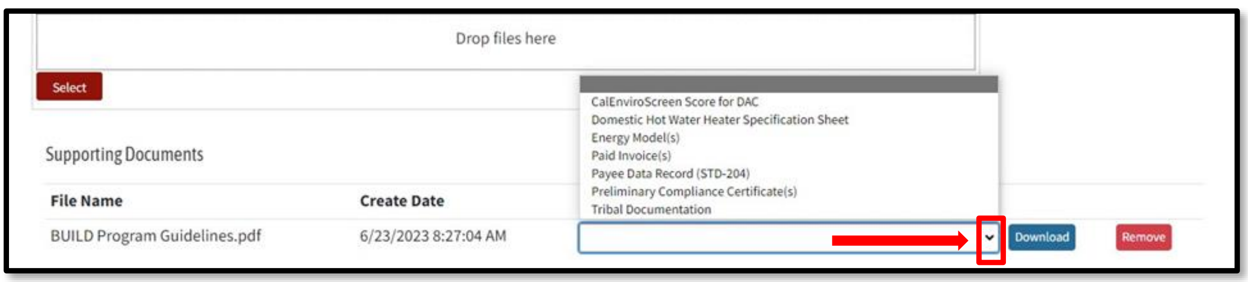
The Supporting Documents header allows uploads of the remaining documentation required for application submission. The required documents for the application are listed under the instructions. When the documents are ready for upload, either drag and drop the files into the upload box or press the Select button and choose the file from the device.



After selecting a document for upload, the file name will appear below the drop box in a queue. From here either select the Upload button to add the document to the application, or the Remove button to cancel the upload and replace the file.



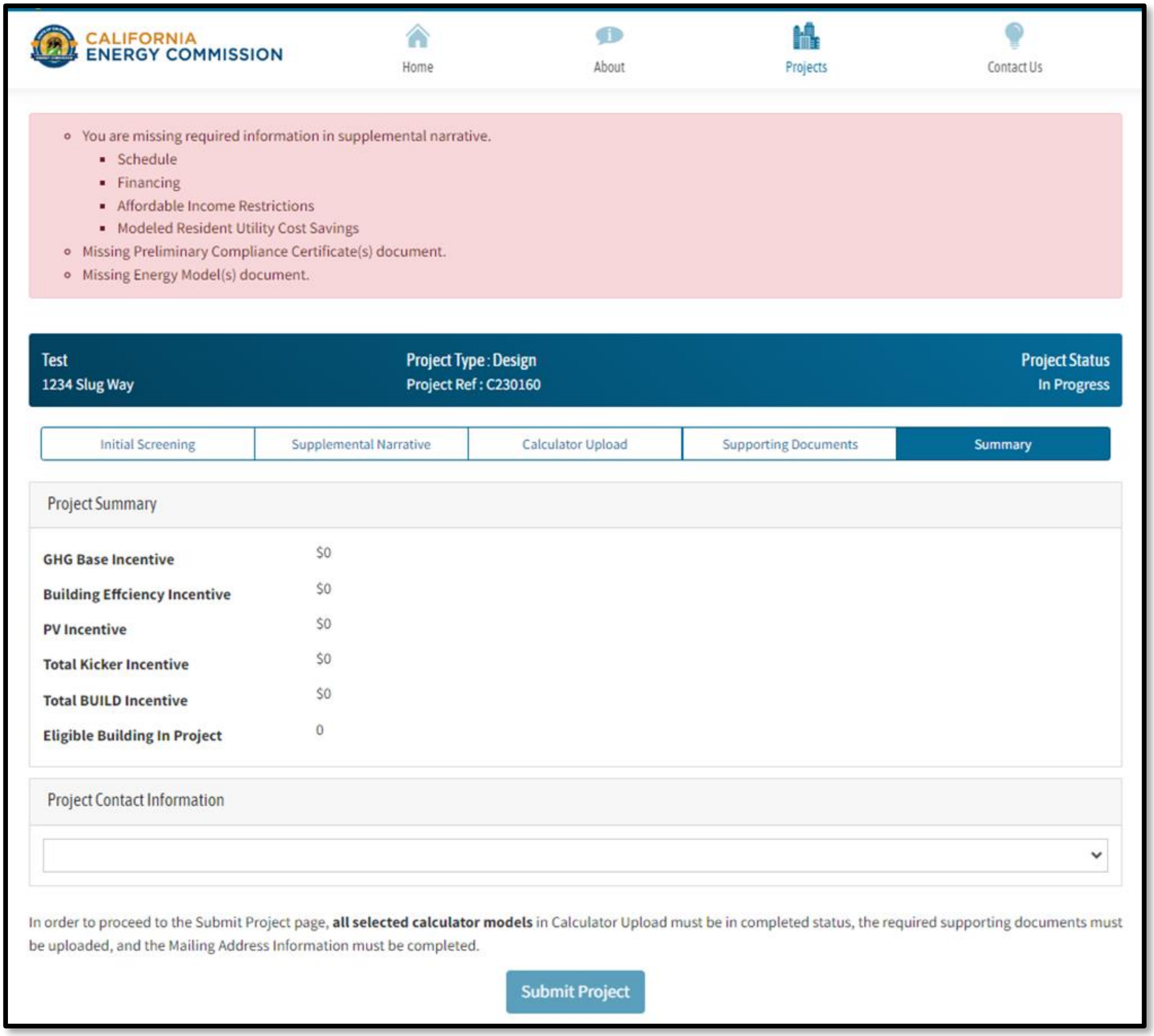
Successfully uploaded files will appear under Supporting Documents section at the bottom of the page. Use the dropdown menu to select the document type for each uploaded file. Select the Download button to download a copy of the document, or the Remove button to remove the document from the application.



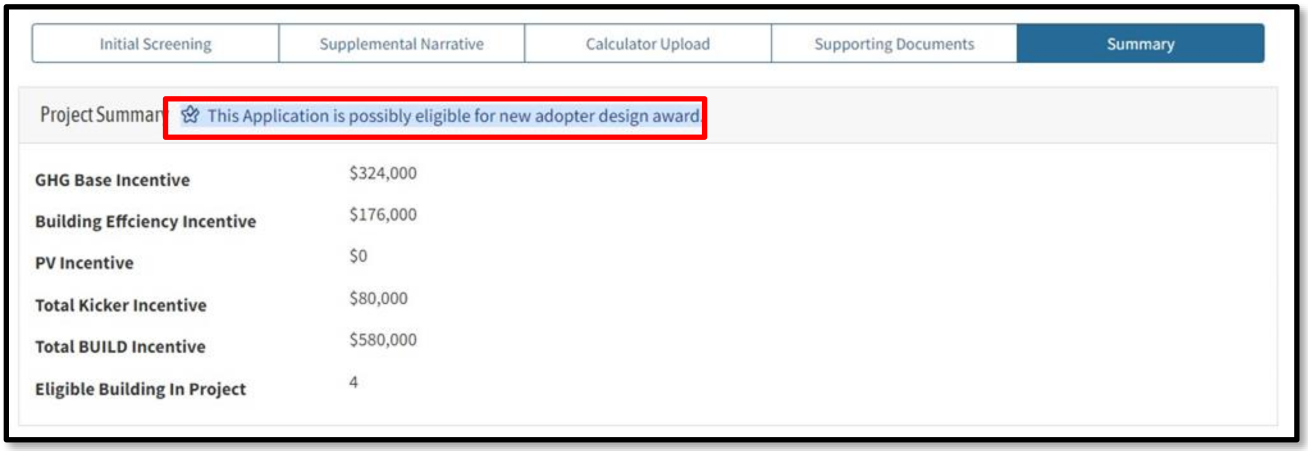
In preparation of submitting the application reference the checklists for Step 1: Design, Step 2: Construction, and Step 3: Completion for a list of documents to upload at each step. These checklists along with the fillable form Payee Data Record is available on the BUILD webpage's Incentives subpage by clicking the More Information tab, and opening the "Apply for an Incentive" accordion.

2.2.5. Summary and Application Submission

The Summary tab provides the estimated incentive values based on the calculator upload(s). The Summary tab also lists any missing documentation at the top of the page that is still needed to submit the application.

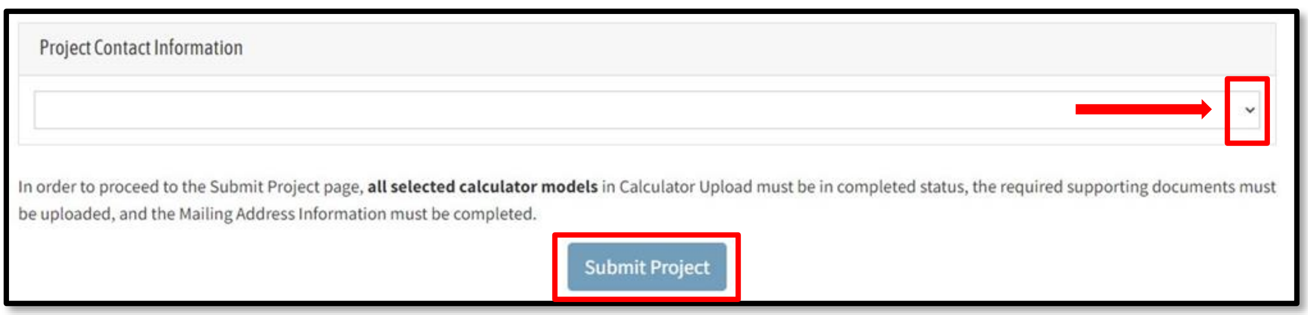


If the project is eligible for the New Adopter Design Award it will be noted on the Summary tab as shown below.



NOTE: If there are any technical issues while filling out the form or uploading documents, please contact BUILD@energy.ca.gov for assistance.

When ready to submit the application, use the dropdown menu under the Project Contact Information to select the appropriate company for future project communications. Finally, select the Submit Project button to complete the application submission.



Submission Confirmation Email: After a successful submission, the designated project contact will receive a confirmation email from the CEC with a BUILD Case ID, date and time of the submission, and the estimated incentive amount requested. View the status of the applications in the BUILD Online Project Dashboard.

Eligible applicants will be notified if applications are incomplete and given ten (10) business days to update their applications. Complete applications requiring corrections must be updated within 30 calendar days. Applications not corrected within 30 days become incomplete and will be cancelled.

NOTE: Once submitted, the application will be in queue, in the order received, for review, approval, corrections, or denial. The submitted application will not be available for modification until it has been reviewed and the status changed to corrections by BUILD staff. During the application review process, BUILD staff my request additional documentation from eligible applicants to complete the approval process.

2.2.6. Incentive Details

BUILD incentives are based on a project's modeled anticipated greenhouse gas (GHG) emission reduction as compared to the mixed-fuel prescriptive standards in the 2019 Energy Code or the 2022 Energy Code. In addition, projects receiving BUILD incentives cannot result in higher utility bills for building residents than they would experience from a similar mixed-fuel home.

2.3. Application Updates and Notifications

BUILD Online functionality is under development. Visit the BUILD Webpage to sign-up for the program subscription list to be notified of program updates, including updates on BUILD calculators and BUILD Online.

If project information needs updating before an application is scheduled to transition to the next BUILD application step, please send an email to BUILD@energy.ca.gov to request support and instructions.

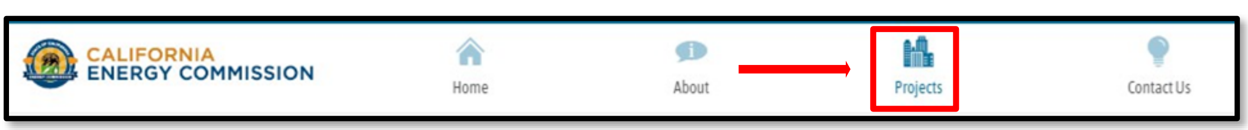
Withdrawal or Cancelation: To cancel or withdrawal an application, please notify BUILD staff by sending an email to BUILD@energy.ca.gov. Once received and processed, applicant will receive a project status notification confirming the withdrawal or cancelation of the application.

2.4. Project Step Transitions

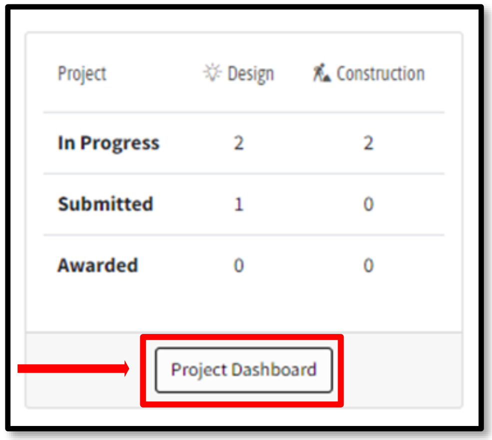
Once the application is approved, it is eligible to progress to the next step of the BUILD Program. The eligibility and required documentation to proceed to the next step is listed in the project's transition page in BUILD Online, which will be highlighted later in this section.

Note: The Step 3: Completion application is only available to applications approved for Construction reservations.

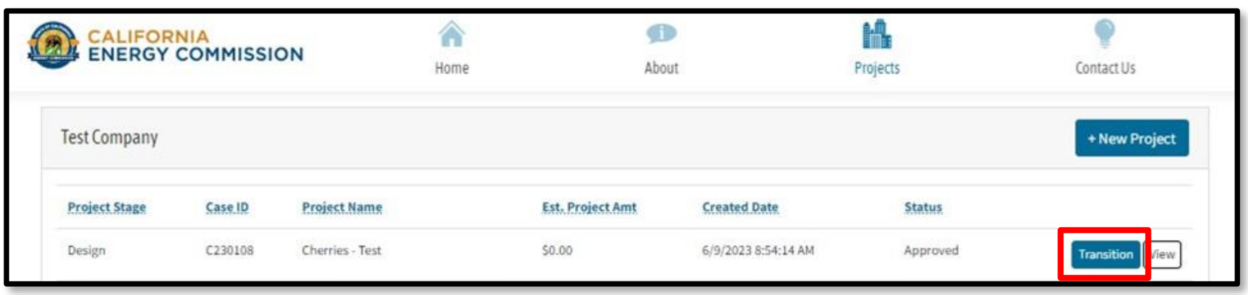
Navigate to the company's dashboard by selecting the Projects button at the top of BUILD Online.



Select Project Dashboard to populate all projects associated with the company.



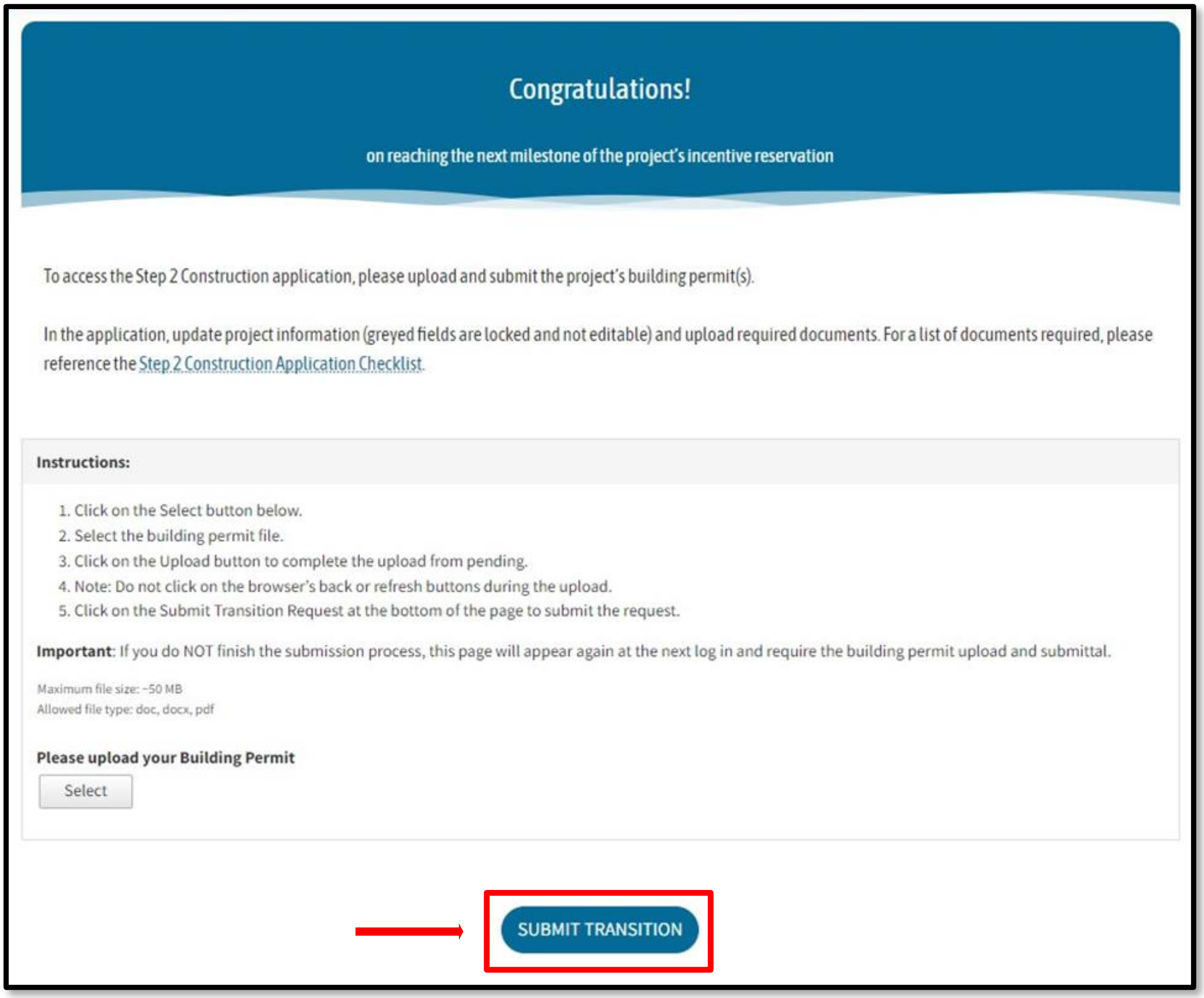
From the Project Dashboard, all approved applications will have a Transition button, shown below. Select the Transition button to expand the project's transition eligibility and required documentation.



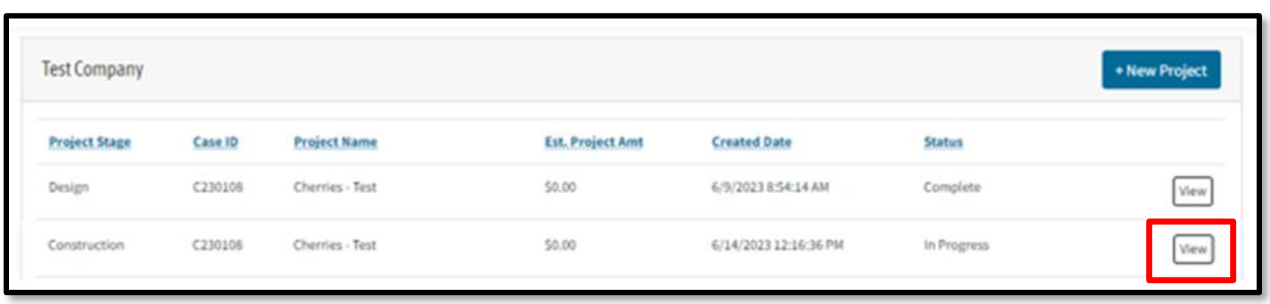
The transition application page provides links to the application checklist for the next applicable step, as well as instructions and important notices. The Transition button allows the applicant to upload the required document(s) for the next step. Review the next step's application checklist and instructions and upload the required documentation.

Note: To transition from an approved Step 1: Design application to a Step 2: Construction application, uploading the building permit(s) is required. To transition from an approved Step 2: Construction application to a Step 3: Completion application, uploading the temporary or final certificate of occupancy is required.

Once the document(s) has been uploaded, select the Submit Transition button at the bottom of the page.



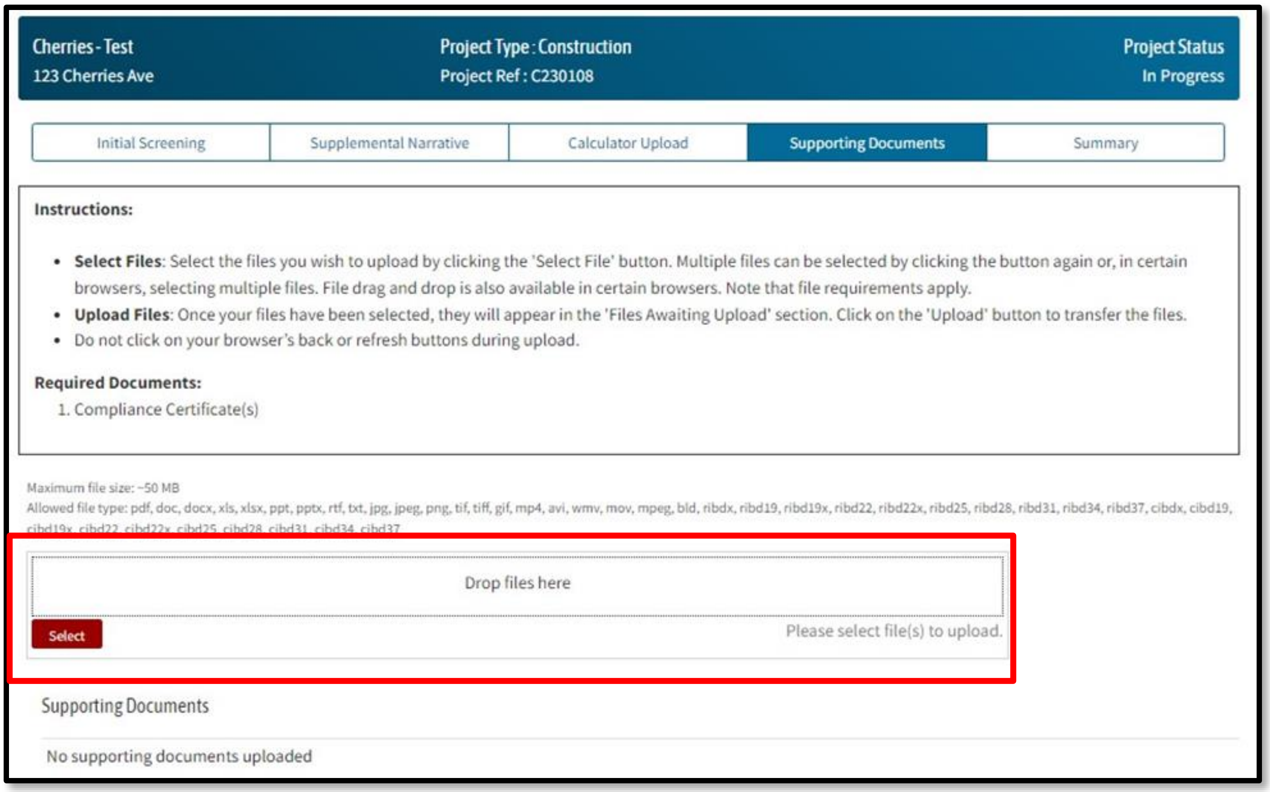
Navigate back to the Project Dashboard to verify a new step application was created by the system. Select the new step application by selecting View shown below.



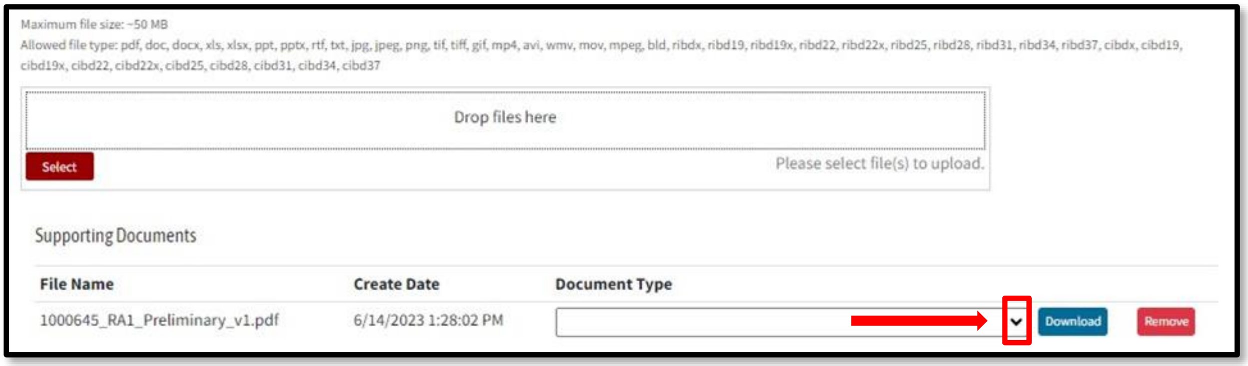
Once in the application, review the material and ensure all items are up to date and reflect the project's current status. As with the Step 1: Design application, all required items are in red while optional items are in black. Please ensure all items in red have been updated and are

consistent throughout the application.
Once reviewed, additional supporting documentation can be uploaded. Select Supporting Documents to upload the additional documentation required for the new step. These are found on the Supporting Documents page and on the step's application checklist.

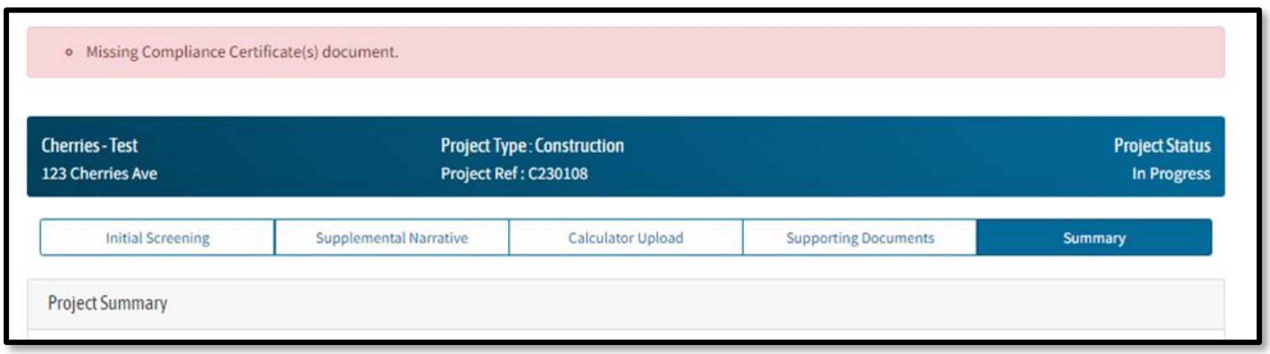
Documents can be located on the device and uploaded by clicking Select button, or documents can be dragged and dropped into the box noted with "Drop files here" highlighted below.



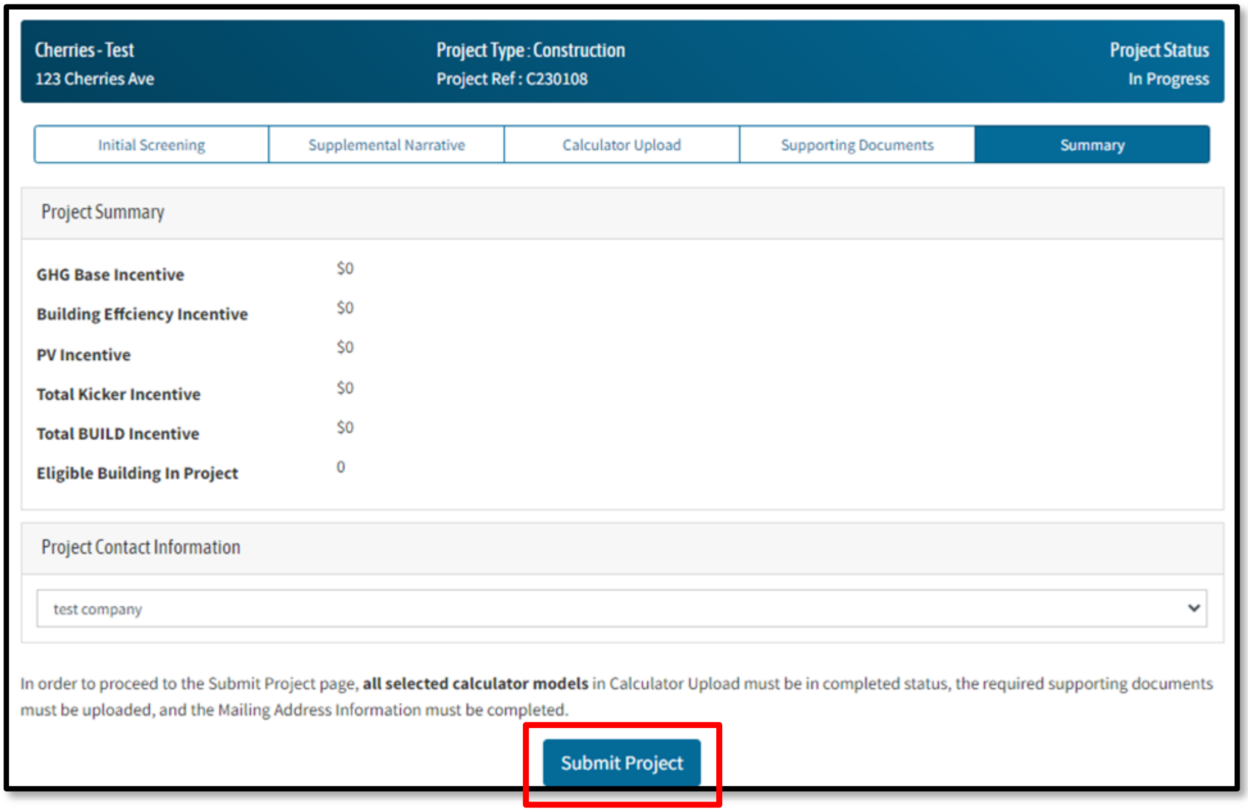
Once documentation is selected and successfully uploaded to the application, the document will appear at the bottom of the page under Supporting Documents. Please declare the document type under Document Type by selecting the file type in the dropdown menu shown below.



Once all supporting documents are uploaded and labeled accordingly, proceed to the Summary tab to review the Project Summary. This can be done by selecting Summary in the application header. If any required information is missing, it will be displayed at the top of the page in red, shown below.



If all information in the Project Summary is correct and no additional information is needed, the application is ready for submission. Select Submit Project to submit the updated application.


Cherries - Test
123 Cherries Ave
Project Type : Construction
Project Ref : C230108
Project Status
In Progress
Initial Screening
Supplemental Narrative
Calculator Upload
Supporting Documents
Summary
Project Summary
GHG Base Incentive $0
Building Effciency Incentive $0
PV Incentive $0
Total Kicker Incentive $0
Total BUILD Incentive $0
Eligible Building In Project 0
Project Contact Information
test company
In order to proceed to the Submit Project page, **all selected calculator models** in Calculator Upload must be in completed status, the required supporting documents must be uploaded, and the Mailing Address Information must be completed.
Submit Project

3. BUILD Online Claims Submission

An applicant approved for new adopter design award or incentives may submit a payment claim request to reimburse or pay BUILD program eligible costs. **APPLICANTS PLEASE NOTE:** Current claim functionality does not allow a user to "save" a claim or exit the program before hitting the Submit Claim button. The claim must be completed in its entirety and submitted or all previously inputted information will be lost.

3.1. Overview of the BUILD Payment Claim Request

The BUILD Online payment claim process follows the application reservation stages:

- **Step 1: New Adopter Design Award**
  Complete and submit the payment claim form to receive the New Adopter Design Award payment, if applicable.
- **Step 2: Construction Progress Payments**
  Upon approval of the construction reservation, applicant may submit one payment claim to receive up to 25 percent of the calculated base GHG incentive value or actual eligible costs, whichever is less. Upon demonstration (geotagged photograph) that the project foundation has been constructed, applicant may submit one payment claim for no more than 50 percent of the calculated base incentive value or actual eligible costs, whichever is less. The total of these two payments cannot exceed 75 percent of the calculated base GHG incentive value, or actual eligible costs, whichever is less.
- **Step 3: Project Completion Final or Lump Sum Payment**
  Complete and submit the payment claim form to receive the remaining portion of base GHG incentive amount and any remaining incentive funding will be released to reimburse for actual eligible costs.

3.2. Payment Claims

Pursuant to the BUILD Program Guidelines an applicant may submit no more than four payment claims on any project under the program including the new adopter design award payment, if applicable. No additional claims, or amendments to claims, will be accepted after the final payment claim for the project completion package is approved. Once the final incentive is paid, changes to expand or improve the expected performance of a building are not eligible for BUILD funding.

3.3. Assignment of Incentives

Applicants may assign their incentive payment to another party, one assignment is allowed for each payment claim. The applicant must submit a payee data record (STD-204) for the assigned party. Please note the applicant will still be reported as the recipient of the incentive payments for tax purposes.

3.4. Supporting Documentation

Please have all supporting documentation for the payment claim request prior to logging in BUILD Online System. All information and documentation provided during a claim are saved only after successfully selecting the Submit Claim button and confirmation message is received.

All applicants with an approved application requesting a BUILD incentive payment must submit the following:

Step 1: New Adopter Design Award

1. Eligible invoices and proof of payment
2. Step 1: New Adopter Payment Claim Worksheet
3. Payee Data Record (STD 204)
    a. One for the applicant
    b. one for the assigned party if payment will be made to another entity.

Step 2: Construction

1. Eligible invoices and proof of payment
2. Step 2: New Adopter Payment Claim Worksheet
3. Geotagged photo of the project's completed foundation pour if the claim request is 50% the base GHG incentives
4. Payee Data Record (STD 204)
    - One for the applicant
    - one for the assigned party if payment will be made to another entity.

Step 3: Project Completion

1. Eligible invoices and proof of payment
2. Step 3: Lump Sum Payment Claim Worksheet-the system will use Worksheet B -Kicker Incentives and Worksheet C- PV system to calculate the amount to be paid. If the project does not have kicker incentives and/or PV system, enter $0.
    a. Worksheet A – Eligible Costs List
    b. Worksheet B – Kicker Incentives
    c. Worksheet C – PV System
3. Payee Data Record (STD 204)
    a. for the applicant
    b. for the assigned party if payment will be made to another entity.

Items 4-8: These items need not be uploaded to create a claim if they were already submitted during Step 3: Project Completion application.

4. Proof of Equipment Procurement for kickers and PV installed on the project.

5. PTO (Permission to operate for solar systems).
6. Certificate of Occupancy (or temporary)
7. Recorded Regulatory Agreement/Deed Restriction; Resale restriction or equity sharing agreement
8. Energy Efficiency Verifications (CF-2R, CF-3R).

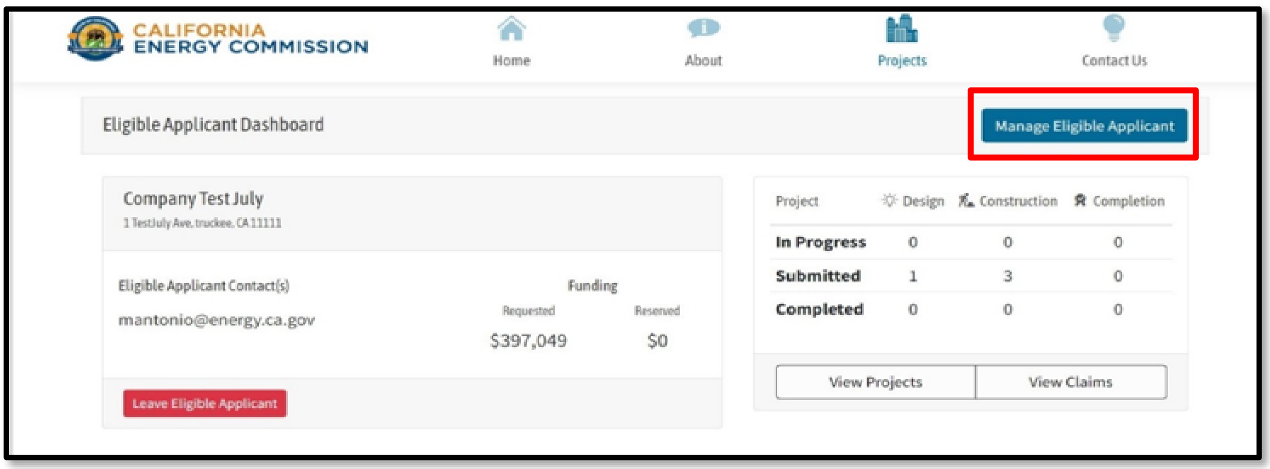
NOTE: Submit one PDF, inclusive of all invoices in a searchable PDF file, https://www.adobe.com/acrobat/hub/make-a-pdf-searchable.html

Any question on what must be compiled prior to logging into BUILD online system to create a payment claim request, contact BUILD staff at BUILD@energy.ca.gov.

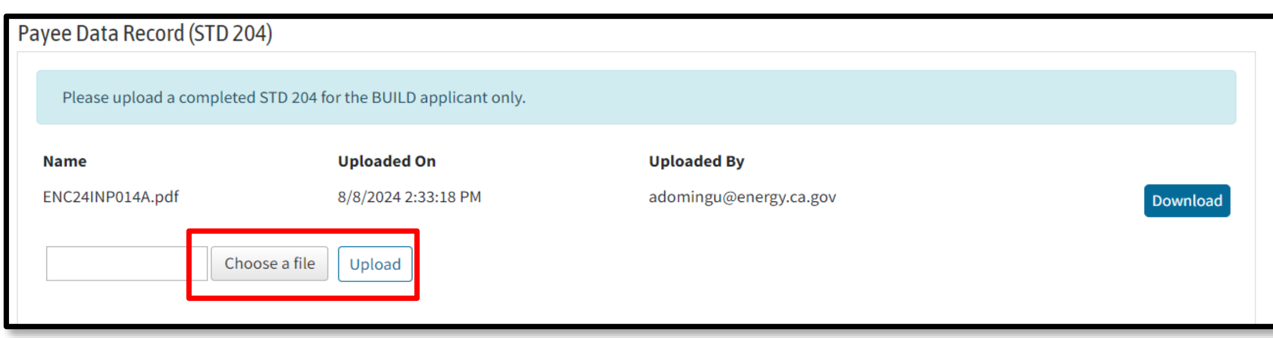
3.5. Payment Claim Request for New Adopter Award or Step 2: Construction

Please have all supporting documentation for the payment claim request prior to logging in BUILD Online System. Eligible invoices and proof of payment must be in a PDF searchable file, https://www.adobe.com/acrobat/hub/make-a-pdf-searchable.html. All information and documentation provided during a claim are saved only after successfully selecting the Submit Claim button and confirmation message is received.

To start a payment claim request, the person with a Company Admin user role logs into to BUILD Online. Once logged into BUILD Online, select "Projects" at the top of the page. Select "Manage Eligible Applicant".

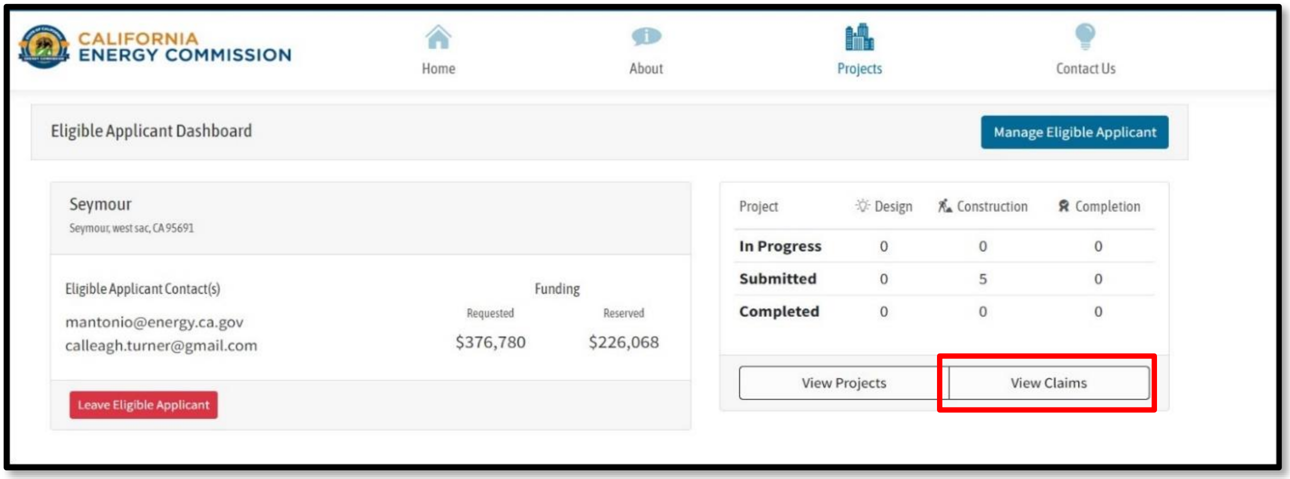


On the Eligible Applicant Dashboard under the Payee Data Record section, select "Choose a file" , select the BUILD applicant Payee Data Record (STD 204) from applicant's device. Click Upload. If applicant needs to complete a Payee Data Record form (STD 204), the form is available at https://www.energy.ca.gov/media/7030.



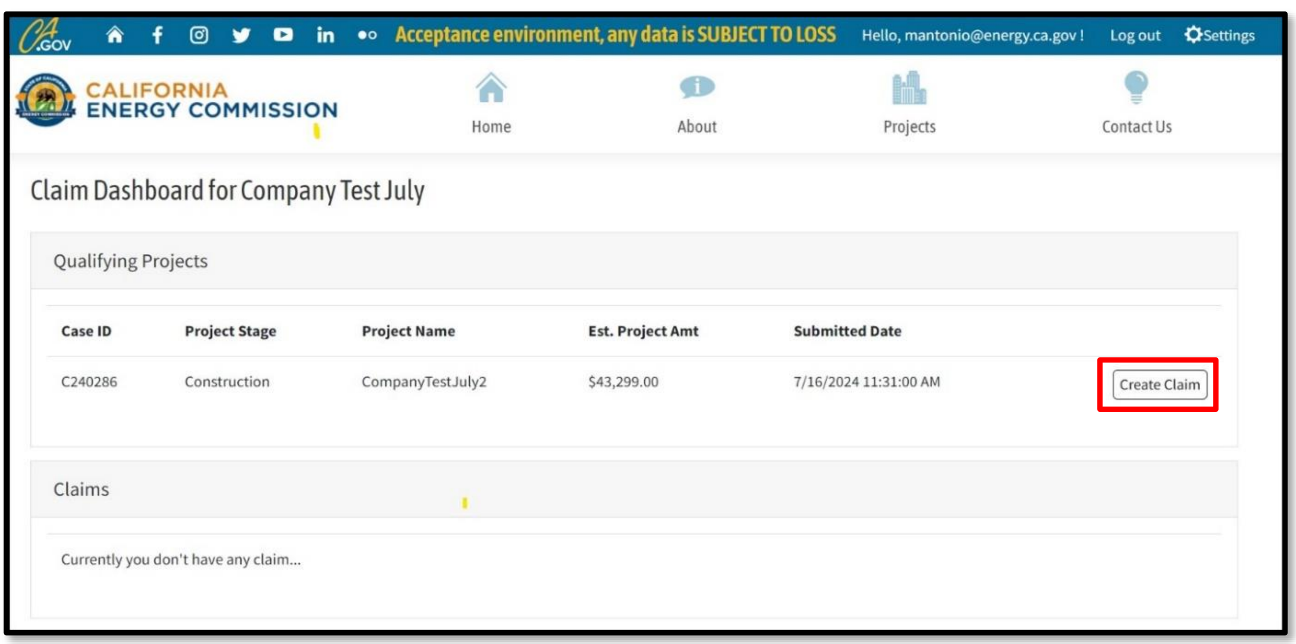
Once the form is added, select Projects on the top of the page.

Select View Claims to go to the Claims Dashboard.

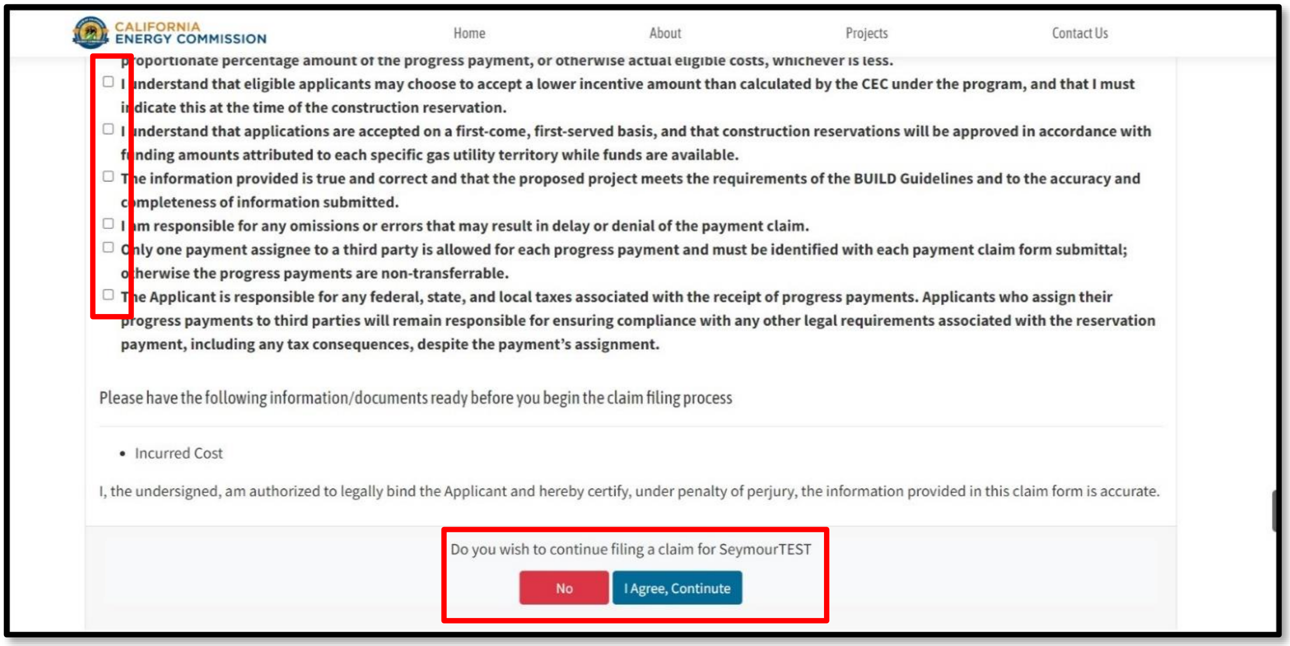


The applicant's Claims Dashboard has two sections: Qualifying Projects and Claims. The Qualifying Projects section shows all approved projects for which the applicant may request a payment. The Claims section shows all the active claims.

Select Create Claim to initiate a BUILD incentives payment claim request.

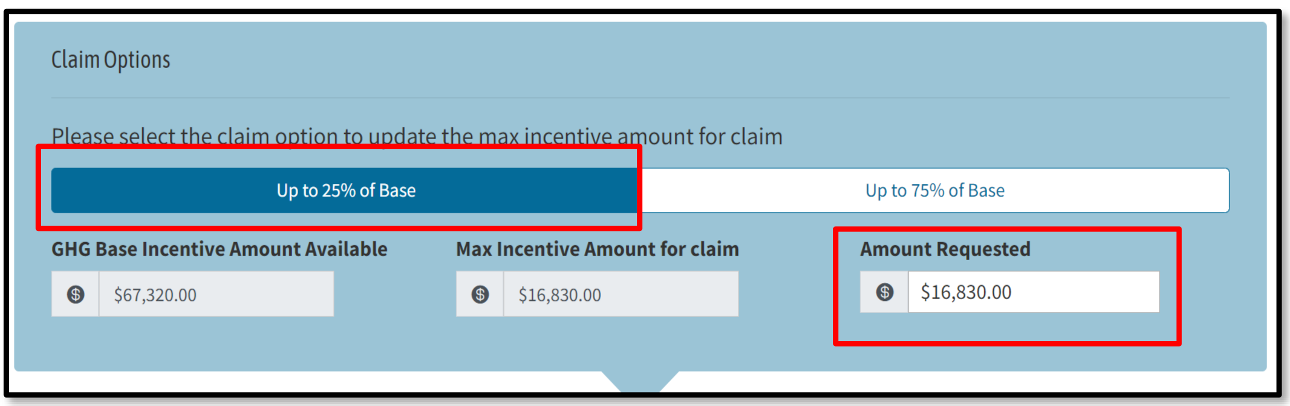


On the attestation page, click in each box and select I Agree, Continue to continue with the payment claim request.



D

The Claims Options screen appears after agreeing to the attestations. To make a claim: Select the claim option.



In this example, 25% of base incentive is the claim request at Step 2: Construction. For New Adopter Design Award payment request, a "New Adopter" banner will be displayed on the screen. Click New Adopter.

3.5.1. Amount Requested Field

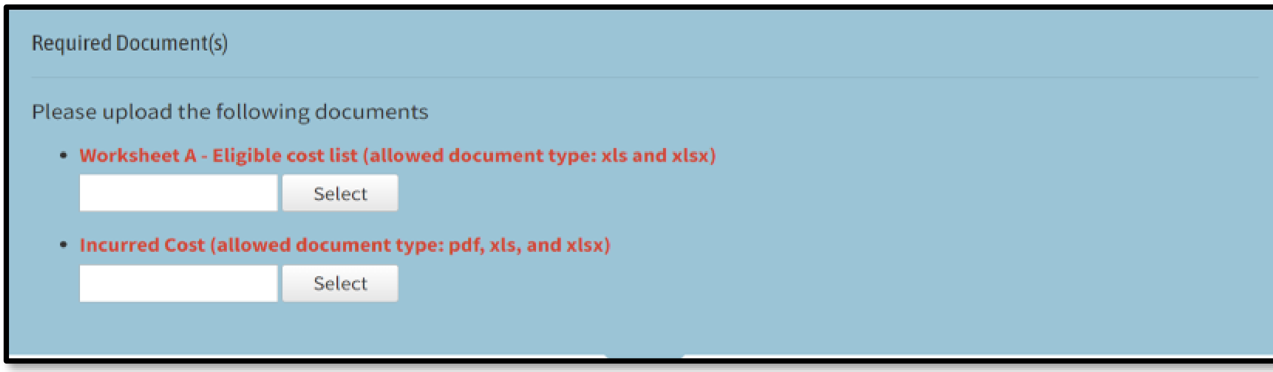
Enter the dollar amount in the Amount Requested field. The dollar amount requested must be equal to or less than the Max Incentive Amount for claim. Required Documents:

Upload the following required documents:

1. Worksheet A: Eligible Costs List

2. Incurred Cost(s): invoices, proof of payment
3. Geotagged photo of the project's constructed foundation if payment request is greater than 25% of base GHG incentive in Step 2-Construction

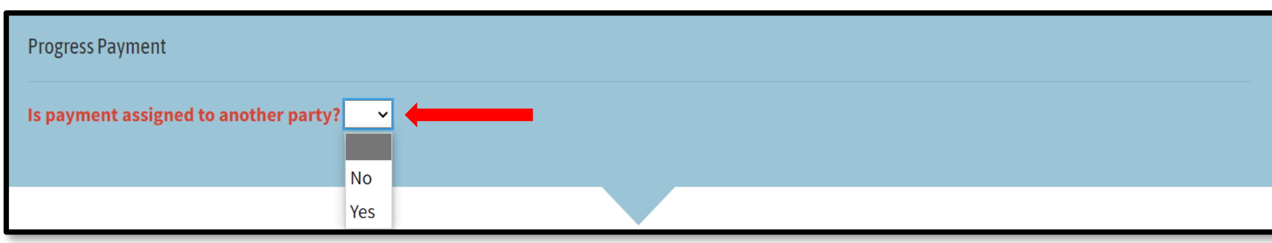
When the documents are ready for upload, either drag and drop the files into the upload box or press the Select button and choose the file from the device.



3.5.2. Progress Payment

Complete the Progress Payment section to identify who will receive the payment.

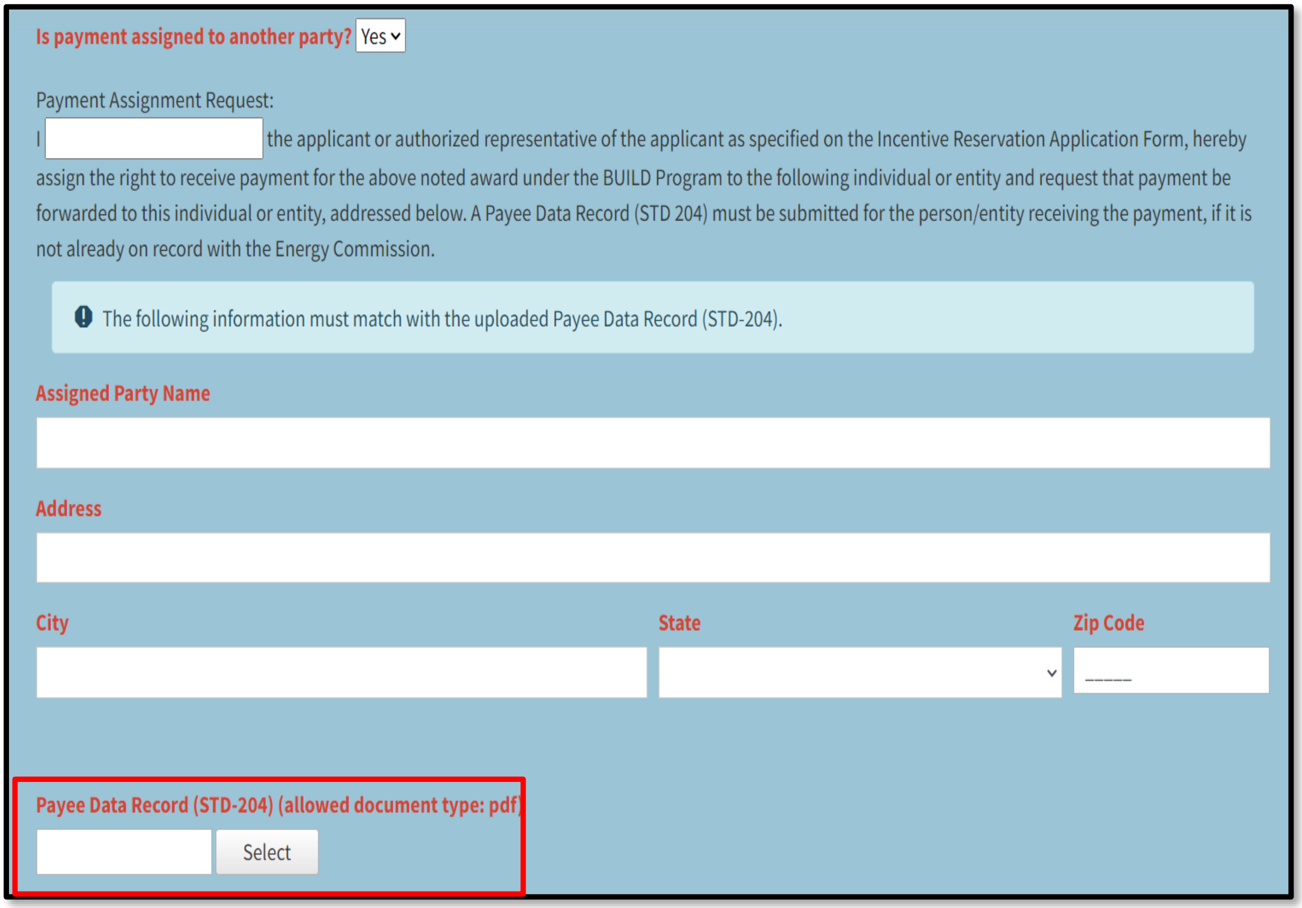
Choose No or Yes to the question: Is payment assigned to another party?



Selecting No: The paper check will be issued to the applicant. If the applicant is not assigning the payment, select NO and SUBMIT CLAIM at the bottom of the page.

Note: If the Tax ID Number (TIN) of the entity that will receive the check is different from the applicant's TIN, the payment claim is an assignment.

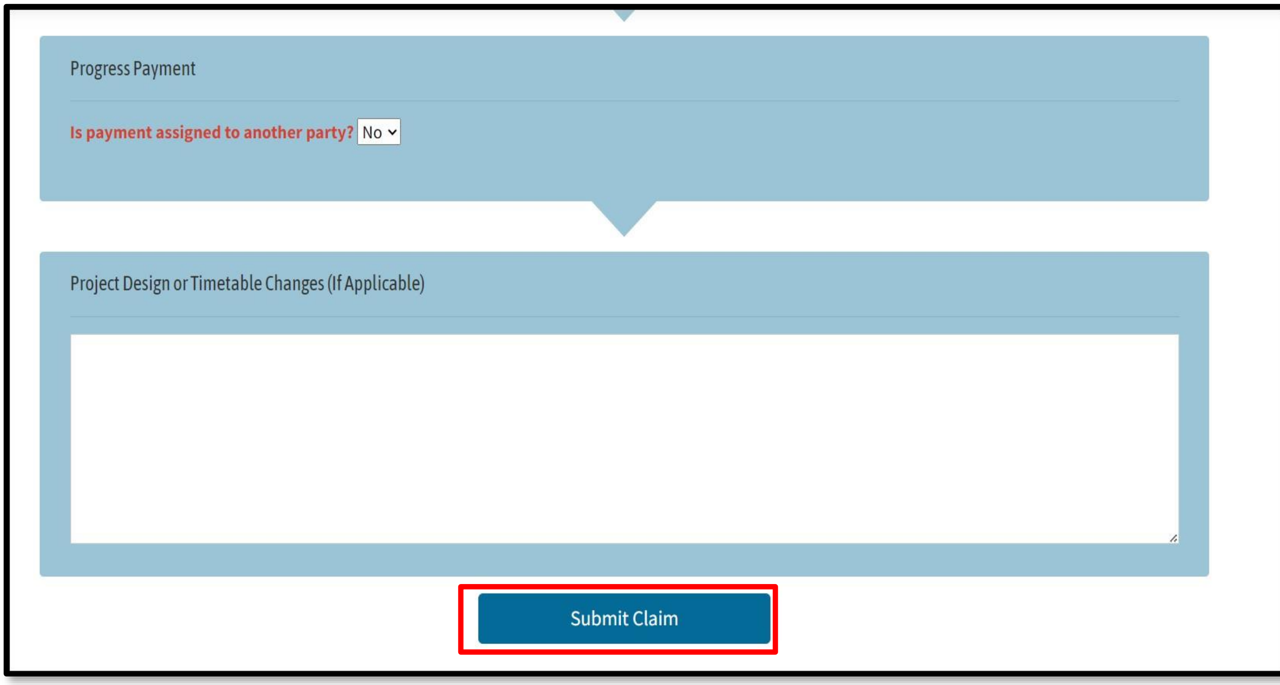
Selecting Yes: The paper check will be issued to the assigned party. The applicant will provide additional details below. Applicants may assign their incentive payment to another party on each specific payment and will still be reported as the recipients of the incentive payments for tax purposes. One assignment is allowed for each payment, and with each new assignee, the applicant must file a new appropriate payee data record (STD-204).



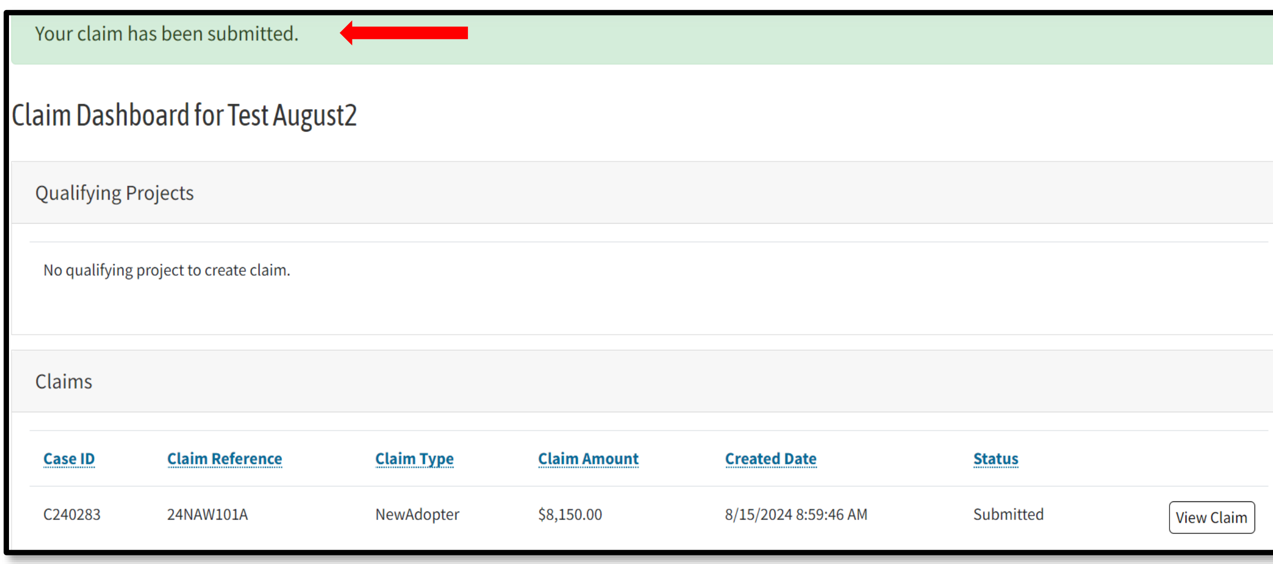
When assigning payment to another party, the information in the payment assignment section must match the information on the assigned party's Payee Data Record (STD 204).

Note: The Payee Data Record (STD 204) **must** be uploaded prior to clicking Submit Claim. Pressing the Submit Claim, without the Payee Data Record (STD 204) selected beforehand will result in the system notifying of the missing documents and result in the loss of all progress. A Payee Date Record Form (STD 204) is available at https://www.energy.ca.gov/media/7030.

Press Submit Claim once the Progress Payment section is completed and is accurate.

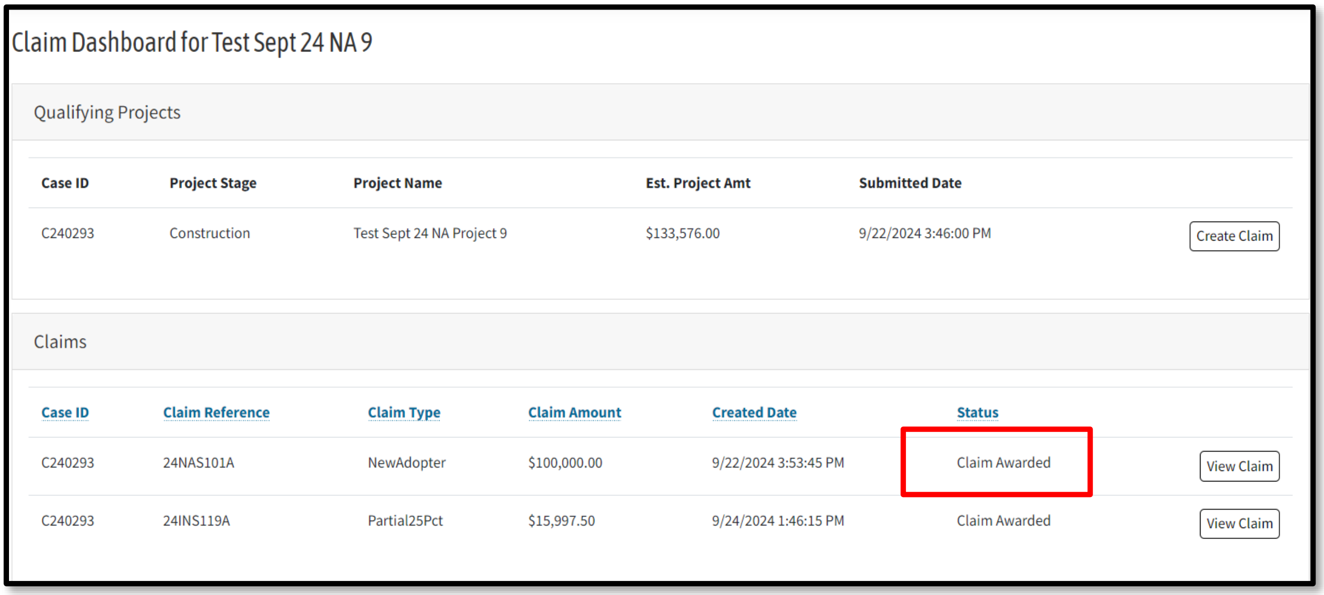


After submitting a claim, a new page will appear with a message the claim has been submitted.



Once submitted, the payment claim request will be in queue in the order received. The submitted claim will not be available for modification until it has been reviewed and its Status is updated by BUILD Staff.

During the payment claim review process, BUILD staff may request additional documentation from eligible applicants to complete the approval process. Once the payment claim is approved, the status of the claim will change to from Submitted to Claim Awarded.



Once submitted, please allow for up to 30 business days (excluding State holidays) for any claim request to be processed. Please also allow an additional 14 business days once a claim has been approved for the issuance of the paper check from the California State Controller's Office. For any questions regarding the status of a claim request, or to report that the paper check has been lost/stolen, please contact BUILD staff at BUILD@energy.ca.gov and include the Case ID and Claim Reference ID in the subject line.

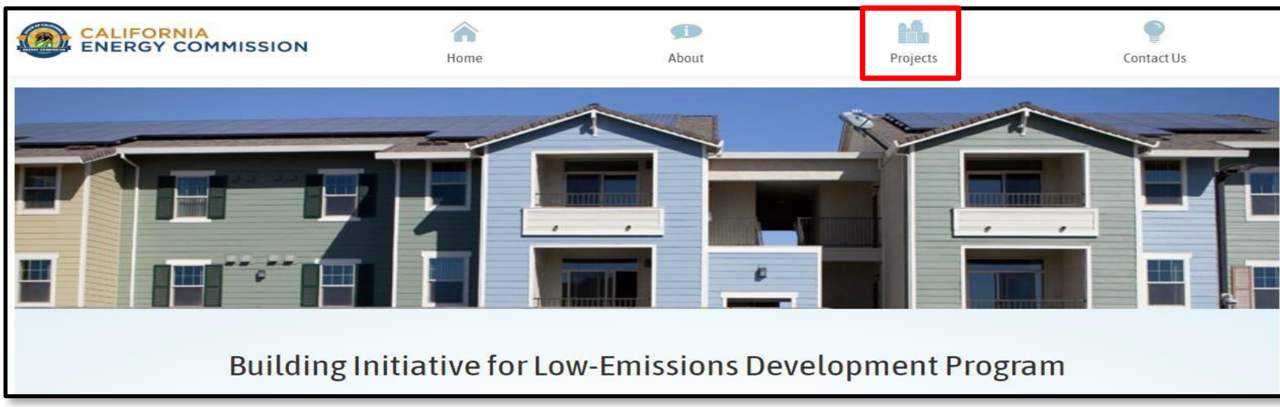
Only one claim request can be submitted per Qualifying Project at any given time. To cancel a claim request or request assistance regarding the claim request, please contact BUILD staff at BUILD@energy.ca.gov.

Note: In the event the check is lost/stolen, please allow up to 14 business days (excluding State excludes) for the re-issuance of a replacement paper check.

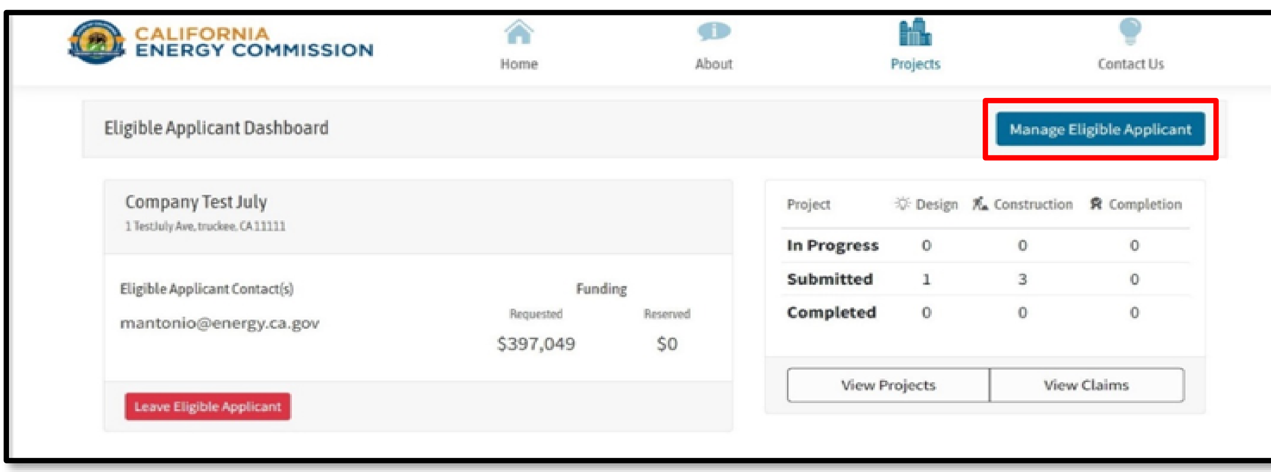
3.6. Step 3 Project Completion

Please have all supporting documentation for the payment claim request prior to logging in BUILD Online System. Eligible invoices and proof of payment must be in a PDF searchable file, https://www.adobe.com/acrobat/hub/make-a-pdf-searchable.html. All information and documentation provided during a claim are saved only after successfully selecting the Submit Claim button and confirmation message is received.

To start a payment claim request, the individual with a Company Admin user role logs into to BUILD Online. Once logged into BUILD Online, select Projects at the top of the page.

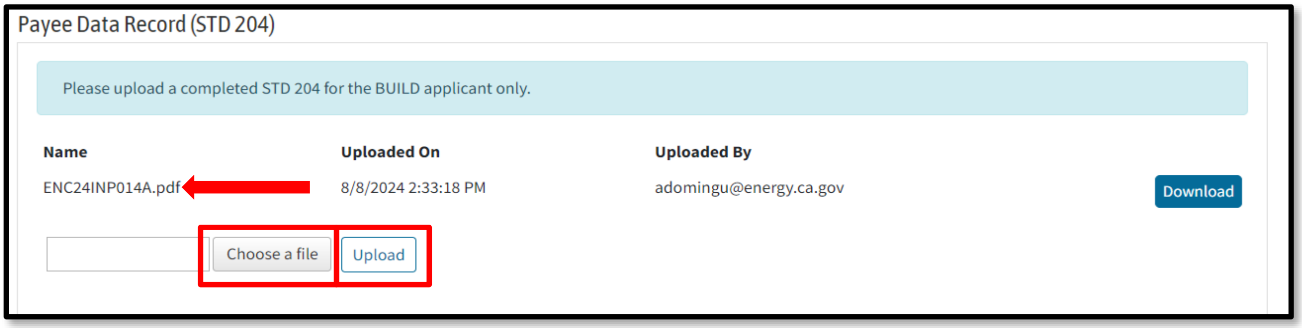


Select Manage Eligible Applicant

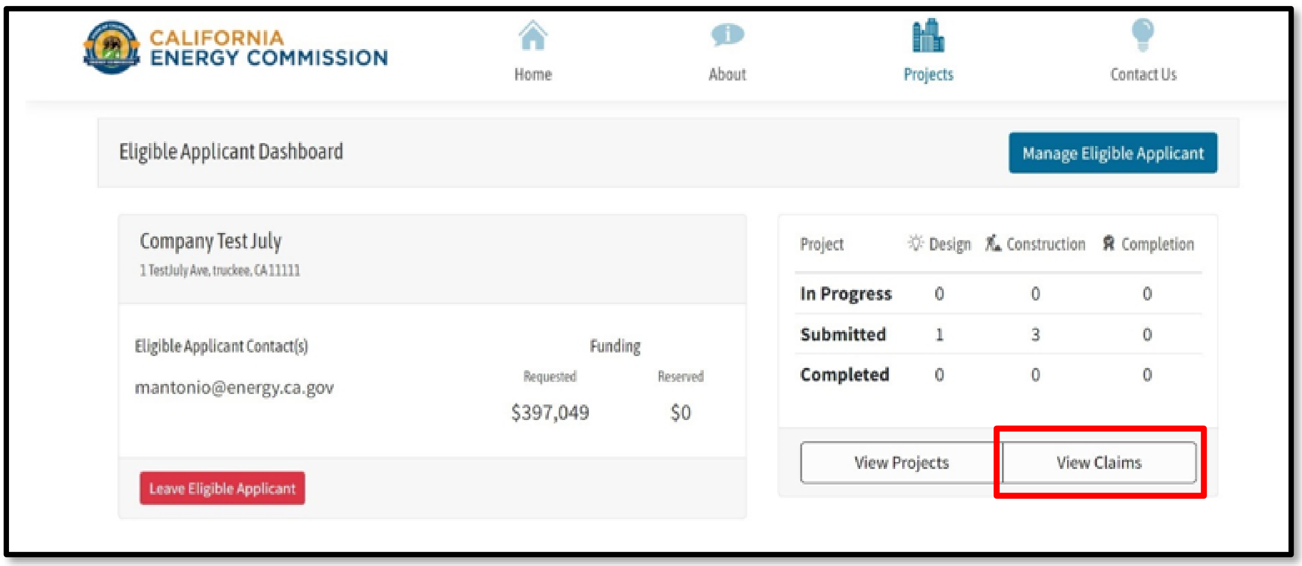


On the Eligible Applicant Dashboard under the Payee Data Record section, select Choose a file, select the BUILD applicant Payee Data Record (STD 204) from applicant's device. Click Upload. If applicant does not have a completed Payee Data Record form (STD 204), the form is available at https://www.energy.ca.gov/media/7030.

Once the form has been uploaded select Projects at the top of the page.

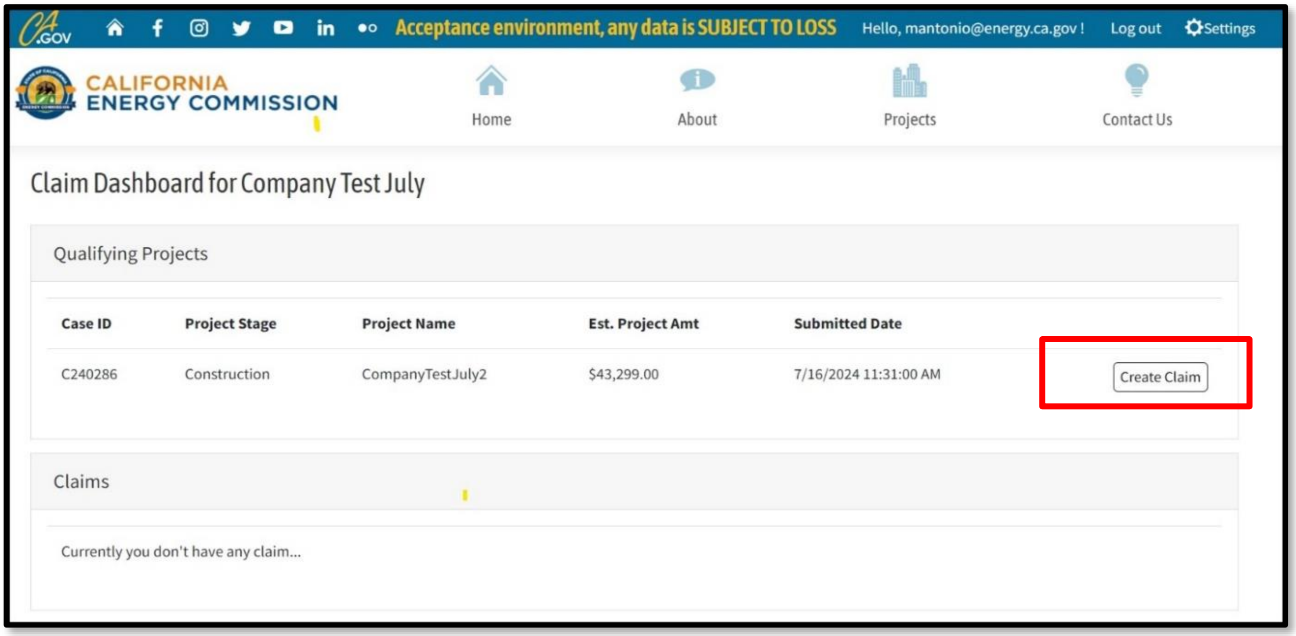


Select View Claims

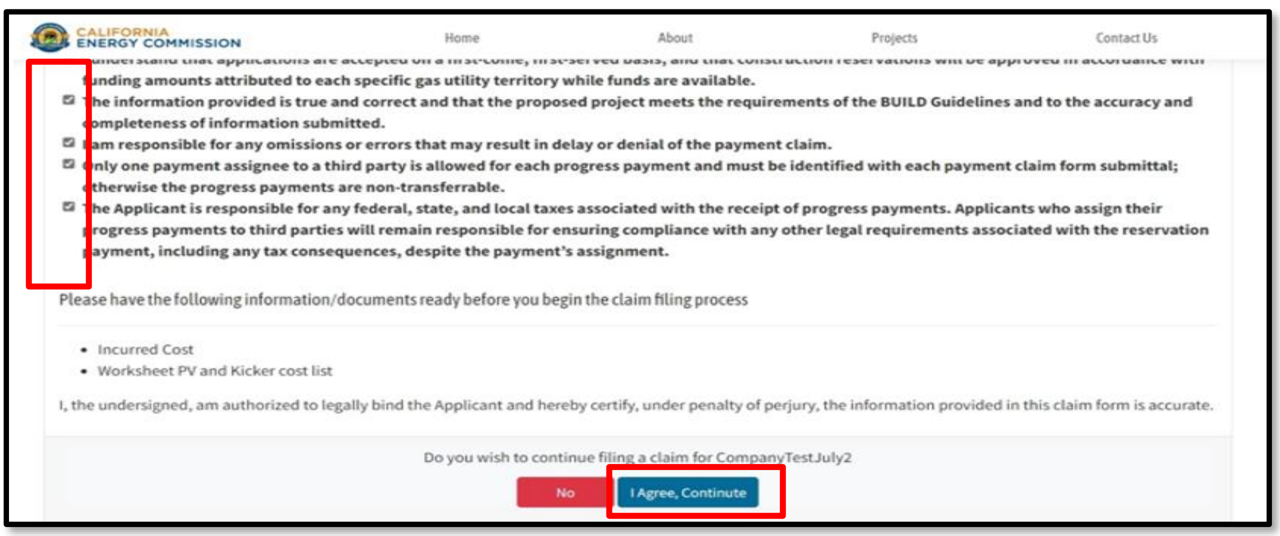


The applicant's Claim Dashboard has two sections: Qualifying Projects and Claims. The Qualifying Projects section shows all approved projects for which the applicant may request a payment request. The claims section shows all the active claims.

Select Create Claim

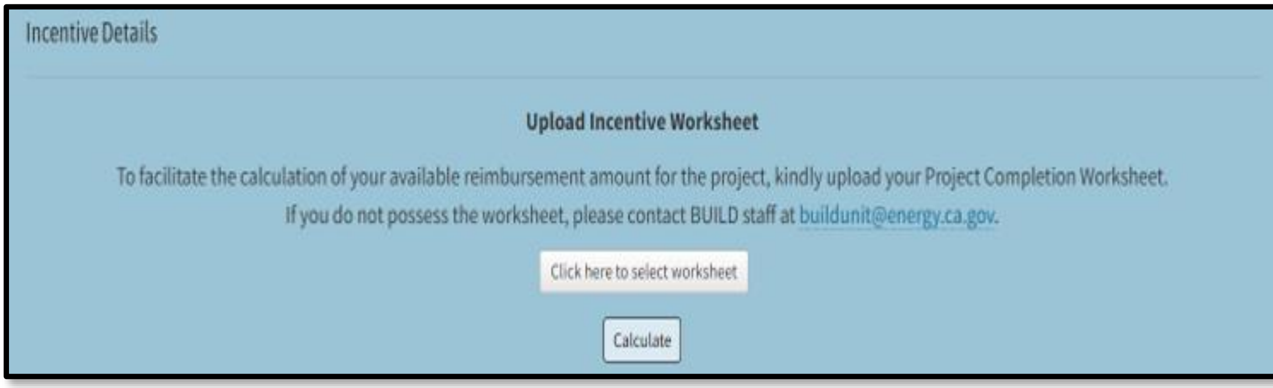


On the attestation page, click each box and select I Agree, Continue to continue with the payment request.



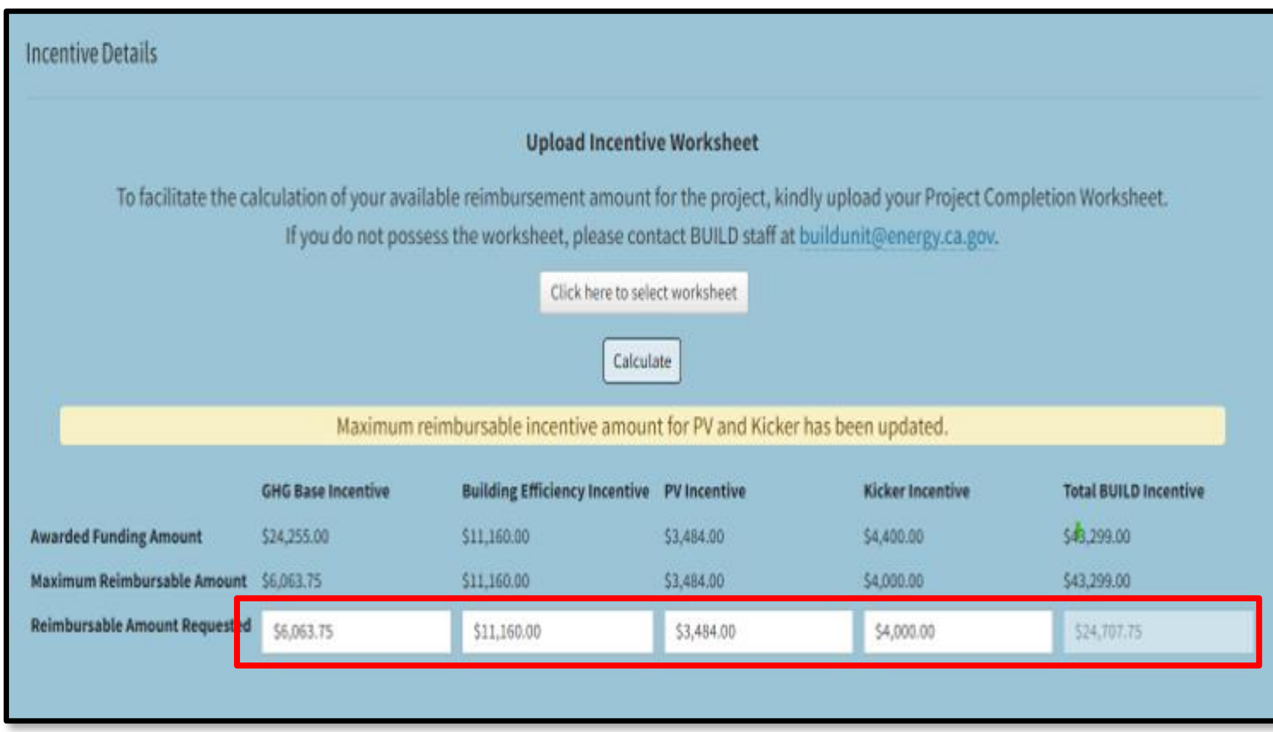
3.6.1. Required Documents

Upload the Project Completion Worksheet by selecting Click here to select worksheet and selecting the completed worksheet from the applicant's device. Press Calculate after uploading the completed worksheet.



The system will populate the estimated PV Incentive and Kicker incentive from the worksheet itself. The remaining reimbursable incentive (GHG base, Building Efficiency) will be calculated automatically after the applicable worksheets have been uploaded.

If applicant needs to replace the uploaded worksheet, select Click here to select worksheet and upload the new worksheet. Press Calculate to re-calculate the amounts.



The dollar amounts requested must be equal to or less than the Maximum Reimbursable Amount for each incentive type.

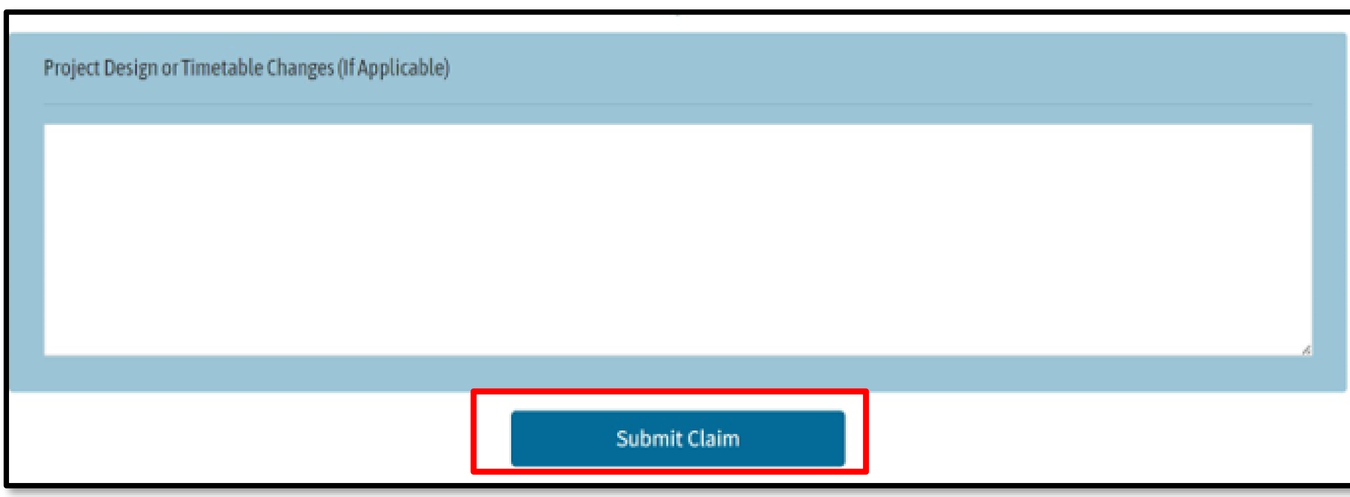
Upload the supporting documents for the claim request by clicking Select for each item to upload the documents below:

1. Incurred Costs(s): invoices, proof of payment
2. Geotagged photo of the project's completed foundation pour
   (If claim request has not been made during Step 2-Construction)

When the documents are ready for upload, either drag and drop the files into the upload box or press the Select button and choose the file from the device.

To complete the Final Payment section, please refer to Section 3.5.2 Progress Payment.

Press Submit Claim once the Final Payment section is completed and is accurate.



After submitting a claim, a new page will appear with a message the claim has been submitted. The payment claim will be in queue in the order received. The submitted claim will not be available for modification until it has been reviewed and its Status is updated by BUILD Staff.

Your claim has been submitted.

Claim Dashboard for Test August2

Qualifying Projects

No qualifying project to create claim.

Claims

Case ID	Claim Reference	Claim Type	Claim Amount	Created Date	Status	
C240283	24NAW101A	NewAdopter	$8,150.00	8/15/2024 8:59:46 AM	Submitted	View Claim

During the payment claim review process, BUILD staff may request additional documentation from eligible applicants to complete the approval process. Once the payment claim is approved, the status of the claim will change from Submitted to Claim Awarded.

Claim Dashboard for Test Sept 24 NA 9

Qualifying Projects

Case ID	Project Stage	Project Name	Est. Project Amt	Submitted Date	
C240293	Construction	Test Sept 24 NA Project 9	$133,576.00	9/22/2024 3:46:00 PM	Create Claim

Claims

Case ID	Claim Reference	Claim Type	Claim Amount	Created Date	Status	
C240293	24NAS101A	NewAdopter	$100,000.00	9/22/2024 3:53:45 PM	Claim Awarded	View Claim
C240293	24INS119A	Partial25Pct	$15,997.50	9/24/2024 1:46:15 PM	Claim Awarded	View Claim

Once submitted, please allow for up to 30 business days (excluding State holidays) for any claim request to be processed. Please also allow an additional 14 business days once a claim has been approved for the issuance of the paper check from the California State Controller's Office. For any questions regarding the status of a claim request, or to report that the paper check has been lost/stolen, please contact BUILD staff at BUILD@energy.ca.gov and include the Case ID and Claim Reference ID in the subject line.

Only one claim request can be submitted per Qualifying Project at any given time. To cancel a claim request or request assistance regarding the claim request, please contact BUILD staff at BUILD@energy.ca.gov.

Note: In the event the check is lost/stolen, please allow up to 14 business days (excluding State excludes) for the re-issuance of a replacement paper check.