

TENANT EDUCATION PROPOSAL

A Tenant Education Proposal will consist of one or more of the following options:

Option 1:

A plan for developing information packages or letters to be distributed to all tenants of an eligible facility and posters to be displayed in common areas of a Facility for the following three proposed project milestones and with the following content:

- a) Prior to project commencement: Information and benefits of the proposed project(s) to be implemented at the Facility and tips for residents to reduce electricity consumption.
- b) During project implementation: At least one status update of project progress, identify key areas of energy misuse or loss within the Facility and reinforcement of tips provided in first milestone.
- c) Within 30 days following project completion: Identify and make available tools for residents to use energy more wisely and reinforcement of tips provided in first milestone. For example, make available watt meters to building residents which can be signed out to monitor their plug-in loads and help make energy conservation decisions.

Reinforcement may include repetition of previously communicated tips and/or new tips not previously offered.

In addition to the content for the above milestones, the following components must also be included within the proposal:

- Proposed budget including any costs associated with developing and printing information packages.
- Proposed timelines for identified deliverables.

Option 2:

Provide proposal for hosting at least one tenant engagement session held after project commencement but before 30 days following project completion offered to all tenants of the building, which includes content for the following elements:

- Prior to project commencement, develop and distribute invitations to the tenant engagement session including information regarding the proposed project to be implemented at the multi-family building.
- The session should present information and benefits of the energy efficient project, explain how residents can modify their consumption behaviour, and include tips and tools for residents to reduce electricity usage.
- Session handouts for residents which include at the minimum key points delivered in presentation and tips for using energy and water wisely.

In addition, the proposal should also include the following elements:

- Proposed budget including any costs associated with developing and delivering tenant engagement session.
- Proposed timelines for identified deliverables.

Option 3:

A plan to develop, deliver and provide specific content for the following three elements:

- a) Provision of Information: Prior to project commencement, provide information packages/letters distributed to all residents and posters displayed in common areas of the building which include the following:
 - Information and benefits of the proposed project(s) to be implemented at the multi-family building
 - Tips to reduce electricity consumption
 - Information regarding survey to be distributed
- b) Tenant Survey: Design and distribute an anonymous tenant survey prior to project completion which at a minimum, includes the following elements:
 - Demographics of resident's i.e. age, occupations, etc.
 - Consumption behaviour of residents i.e. what appliances residents use and when, do they turn appliances on when they get home, when they do laundry, types of lights used, etc.
 - Suggestions for energy conservation improvements in the building.
 - Identification of ways residents have been savings electricity.
- c) Make available results of survey: Within 30 days of project completion, make available in common areas of the multi-family building which is visible to all tenants, ways residents are savings electricity, tips for reducing electricity consumption tailored to the consumption behaviours identified in survey.

In addition to the content for the survey, the proposal must also include the following elements:

- Proposed budget including any costs associated with developing and delivering tenant engagement session.
- Proposed timelines for identified deliverables.