



Multifamily Retrofit

PROGRAM INFORMATION

Seattle City Light's Multifamily Retrofit program offers energy efficiency incentives for market rate and income qualified building owners upgrading windows, insulation, and Energy Star rated exterior doors. Income-qualified properties qualify for higher incentives on traditional weatherization measures, plus new incentives for ductless heat pumps and thermostats.

ELIGIBILITY REQUIREMENTS

To receive an incentive, products/equipment shall not be purchased until the project is approved by City Light and the customer has signed the Participation Agreement (PA). The project must meet the following requirements to be eligible:

- Seattle City Light electric customer located within [Seattle City Light service area](#).
- Apartment building, condominium, senior housing, and/or cooperative with 5 or more units.
- Permanently installed electric heat in units as primary heat source (baseboard, wall unit, furnace, or heat pump).
- A minimum of 5 units must be upgraded per project.

INCOME ELIGIBILITY – CITY LIGHT STAFF WILL ASSIST IN CONFIRMING:

- A minimum of 50% of the total number of living units in the building must be occupied by UDP-enrolled tenants.
- Projects that are not eligible for the income qualified incentives may still participate at the market rate level.

INCENTIVES AND MEASURE ELIGIBILITY

The number of floors in a building should reflect all floors with living units and will be verified by the Energy Management Analyst (EMA).

Measure	Buildings	Existing Condition	Post-Construction	Incentive (\$/sf)	
		Panes & Frame	U-Factor	Market-Rate	Income-Qualified
Windows	1 to 3 Floors	Single pane (any frame) or Double pane (metal frame only)	≤ 0.30	\$12.50	\$45.00
			≤ 0.22	\$16.50	\$45.00
	4+ Floors	Single pane (any frame) or Double pane (metal frame only)	≤ 0.30	\$6.50	\$45.00
			≤ 0.22	\$6.50	\$45.00
Low-E Storm Windows*	1 to 3 Floors	Single pane (any frame) or Double pane (metal frame only)	Energy Star certified	\$2.00	\$10.00

*Not currently available to mid- or high-rise multifamily buildings of 4+ floors.

Measure	Buildings	Assembly	Existing Condition	Post-Construction	Incentive (\$/sf)	
			R-Value	R-Value	Market-Rate	Income-Qualified
Insulation	1 to 3 Floors	Attic	≤ R11	≥ R49	\$1.45	Incentive will cover up to 70% of the project insulation cost.
			R12 through R19	≥ R49	\$0.35	
		Floor	≤ R11	≥ R30	\$1.35	
			≤ R0	≥ R11	\$2.10	
	4+ Floors	Roof	≤ R5	≥ R49	\$1.90	
		Wall	≤ R5	≥ R11	\$0.85	

Measure	Buildings	Existing Condition	Post-Construction	Incentive (\$/door)	
				Market-Rate	Income-Qualified
Exterior Doors	1 to 3 floors	Substandard door (contact the EMA assigned to your project)	Energy Star certified	\$45.00	\$700.00

Measure	Buildings	Existing Condition	Post-Construction	Incentive (\$/unit)	
				Market-Rate	Income-Qualified
Ductless Heat Pumps	Any Multifamily	Electric-Resistance Space Heat (baseboards/wall heaters, forced air furnace, wall or floor hydronic)	AHRI Certificate - HSPF2 that meets or exceeds federal min.	Discounts available through our Lighting to Go program.	\$6,000.00
Connected Thermostats	Any Multifamily	Electric-Resistance Space Heat controlled with a bi-metal thermostat	Installed communicating, wifi-enabled thermostat	Discounts available through the distributor.	\$225.00

HOW TO PARTICIPATE

Project Enrollment

1. No work may begin, or materials purchased prior to executing a signed Participation Agreement.
2. Contact an Energy Advisor at SCEnergyAdvisor@seattle.gov or call (206) 684-3800 to learn more about the program.
3. A City Light Energy Management Analyst (EMA) will be assigned to assist you with your retrofit project, review the program requirements, and confirm income-eligibility.
4. The customer will electronically sign a City Light Application Disclosure (email from Adobe Sign).
5. Submit the following:
 - Detailed Scope of Work
 - Contractor estimate for materials and labor costs, and taxes
 - Specification sheets and AHRI certificate (if applicable)
 - Requested photos
 - City Light's Multifamily incentive calculator
6. A pre-construction site visit or photos of current property conditions may be necessary as determined by the EMA.

Project Approval

1. Once the scope of work (SOW) has been approved, review and sign the Participation Agreement (PA) (email from Adobe Sign). This document includes an incentive estimate based on the SOW and payment requirements.
2. All projects must have the owner or authorized owners-representative as signatory on the PA.
3. Once the Participation Agreement is signed and you've been notified by the EMA, you are approved to begin installation.

Incentive Payment

1. Notify the EMA that the project is complete. Depending on the scope of work, the EMA will schedule a post-install site visit and/or request as-built photo documentation.
2. Submit all required documentation to EMA, including:
 - ☐ **Purchase order(s) or invoice(s) from the supplier** to the contractor and/or owner to verify purchase of project materials. Supplier documentation shall include:
 - Windows: U-value, quantity, and dimensions (actual window sizes, not rough opening)
 - Insulation: type, installed square footage and R-value
 - Doors: quantity and confirmed Energy Star rating
 - Ductless Heat Pump AHRI documentation
 - Specification sheets (if requested)
 - ☐ **Final Invoice(s) to document total project cost** to the building owner for materials and labor. Invoices should include:
 - Date and invoice number
 - Installation address
 - Project costs including materials, labor and WA State sales tax
 - Projects receiving income-qualified insulation incentives must specify expenses directly related with the insulation project cost on the invoice.
 - Itemized invoices for DHP and thermostats must be supplied
 - ☐ **W-9 of payment recipient** (signed within two years of submittal)
3. Sign the electronic Check Remit Form. Check will be issued within 45 days.

Note: Seattle's Office of Housing [HomeWise](#) program offers incentives up to 90% of project cost for income qualified properties.