



Multifamily Weatherization Rebate Program

--Guidelines for Building Owners--

Thank you for your interest in Seattle City Light's Multifamily Weatherization Rebate Program (MFWRP). By following these guidelines you will be sure to have a smooth and trouble-free experience improving the energy efficiency of your building.

ELIGIBILITY

Rebates are available to electrically heated apartments and condominiums of 5 units or more; *except* where as part of a major renovation, the energy upgrades would be required by Seattle Energy code - Section 101.3.2 "Application to Existing Buildings." (These projects may qualify for assistance from City Light's BUILT SMART program.)

REBATES

The following rebates are available:

1. \$5.00 per square foot for replacing single-pane windows with double-pane windows with a U-value of 0.35 or better.
2. \$3.00 per square foot for replacing aluminum-framed double-pane windows with double-pane windows with a U-value of 0.35 or better.
3. 85% discount on efficient lights and controls in common areas (hallways, stairwells, lobbies and exteriors) -- subject to cost control limits on very expensive fixtures.
4. 50% discount on insulation costs with cost control limits.

REQUIREMENTS

1. Because they are very cost-effective, all feasible insulation and common area lighting upgrades must be installed as part of the project. If windows or patio doors are installed, all residential living units must have all their qualifying windows and doors replaced.
2. You may use your own licensed contractor or choose someone from City Light's Past Participant Contractors List. (Note: inclusion on this list means only that the contractors have participated in the program in the past; it does not mean Seattle City Light recommends them over others. For tips on hiring a contractor, please see City Light's flyer, "How to Select a Weatherization Contractor".)
3. Projects must comply with all applicable Federal, State and local laws, codes and ordinances. City Light staff will verify the work to determine that the rebate can be paid. (This verification is *not* a substitution for building code inspections nor does it mean that Seattle City Light warrants the work.)

HOW TO PARTICIPATE

1. Complete the application form as best as you can and send it back in the return envelope or fax it to us at **(206) 684-4220**. (Disregard this step if you filled it out online.)
2. After we visit your building we will notify you of the eligible conservation measures. At that point, you may then solicit bids from contractors. (You may have different contractors for each measure -- windows, lighting and insulation.) Tell each contractor you are participating in City Light's MF Weatherization Rebate program and give them the Contractor Instructions and Program Specifications (also available at www.seattle.gov/light/conserves/resident).
3. If common area lighting is required, Leo Castillo / 206 684-4281, City Light's MF Common Area Lighting program coordinator will contact you with further details.
4. After you choose your preferred bid(s), mail or fax them to us and we will review them to:
 - Confirm quantities (window area, insulation levels, number of lights, etc.)
 - Verify that proposed materials, products, and activities meet program requirements
 - Calculate the incentive amount based on costs proposed by the contractorIf significant discrepancies or ambiguity exists, we may ask you to get a new bid from the contractor that clearly and completely defines the scope of work.
5. When our review is complete, we will issue you a rebate coupon with incentive amounts based on your bids. Please review the rebate coupon carefully. If there are any discrepancies, please notify us immediately. If the rebate coupon is accurate, you may contact the contractor(s) to begin work.
6. As work proceeds, please contact us if you consider any changes. Be sure to check with us **before** you make the changes, since they could affect or even void your rebate. City Light will not pay for additions to the project without prior notification.
7. After the job is complete, send or fax us the signed rebate coupon and a copy of your invoice. City Light will conduct an on-site verification to make sure the measures were installed as bid. Please be sure the project meets your expectations – once it is verified, no additional work can be authorized.
8. Rebate checks will be mailed within 30 days of job verification.

For more information or questions,
contact the program coordinator:
Terry Takeuchi
(206) 684-4278
terry.takeuchi@seattle.gov

Mailing Address:
Seattle City Light - MFWRP
700 5th Ave – Suite 3200
PO Box 34023
Seattle, WA 98124-4023