



Multifamily Weatherization Rebate Program

Guidelines for Insulation Installers

Overview

Seattle City Light's Multifamily Weatherization Rebate Program offers customer rebates to improve the energy efficiency of apartment buildings and condominiums.

Insulation is an important component of the package. In fact, all practical ceiling, underfloor and wall insulation must be in place or installed as part of the project.

As the insulation installer on the project, it is crucial that you follow these requirements – not doing so could jeopardize the customer's rebate from Seattle City Light.

Requirements

- **Rebate Coupon** - A rebate coupon must be issued by City Light before work begins. City Light will not pay rebates on projects begun without this approval.
- **Eligible Buildings** - Electrically heated apartment and condominium buildings of 5 or more units located in Seattle City Light's service territory.
- **Incentive amounts** – 50% of the cost of the insulation upgrade, including labor and materials, up to cost control limits.
- **Installation Requirements** – You must perform the work as per the *Contractor Specifications*, provided to you by the customer or available on our web site at www.seattle.gov/light/conserves/resident/
- **Roles** - Seattle City Light's role is to establish which measures are eligible for incentives and provide incentives to the customer after those measures are installed. City Light does not select the contractor nor does it manage the project - the building owner does. Your communications should be primarily with the building owner.
- **Regulations and Permits** – You must perform all work in accordance with applicable local, State, and Federal codes and regulations; and obtain all applicable permits prior to the installation of measures.
- **Time Frames** – You must complete the work within one year of City Light issuing the rebate coupon.
- **Utility Verification** - City Light will conduct a verification site-visit before paying the rebate. The purpose of City Light's verification is to ensure that measures are installed in a manner consistent with City Light's specifications and program requirements. It should not be considered certification of compliance with applicable codes, nor as establishing a warranty on the part of City Light.

How to Participate

1. Complete an insulation bid for the customer. All bids must include:
 - Square footage of each area to be insulated (attic, wall or crawlspace)
 - The amount, R-value, depth and type of insulation to be installed (including product name)
 - Proposed final R-value of insulation, including pre-existing insulation
 - Additional attic or crawlspace venting, if required
 - Ducting extensions, if required (e.g., bath or kitchen fan ducts)
 - Water pipe insulation, if required
 - All installer and manufacturers warranties
 - Knob & tube electrical inspection if knob & tube wiring is present (see specifications for more detail)
2. The building owner will choose an installer and send the bid to City Light.
3. City Light will review the submitted bid. If the insulation bid meets program requirements, City Light will calculate the incentive amounts and issue a rebate coupon to the owner. City Light may contact the building owner or your company if we need any clarification on the bid.
4. Once the owner receives the rebate coupon, they will then notify you that work may start.
5. If there are changes to the scope of work as the project proceeds, please be sure the owner has cleared them with City Light in case they impact the original rebate coupon incentive amounts.

Upon Completion of Work

1. Notify the building owner that work is complete, and provide them with an invoice.
2. City Light will then verify the installed measures for program compliance.
3. After verification, City Light will send the rebate to the building owner.

Questions? Please feel free to contact Program Coordinator Terry Takeuchi at (206) 684-4278 or terry.takeuchi@seattle.gov with any questions.