



Multifamily Weatherization Rebate Program

---Guidelines for Window Installers---

Overview

Seattle City Light's Multifamily Weatherization Rebate Program offers customer rebates to building owners for improving the energy efficiency of their apartment buildings and condominiums.

Rebates are available for the replacement of single-pane and aluminum-framed double-pane windows and glass doors. Windows and doors may only be replaced when all practical insulation and efficient common area lighting is also in place. If windows are installed, all residential living units must have all their qualifying windows and doors replaced - customers are not allowed to selectively replace only certain ones.

As the window 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** –
 - \$5.00 per square foot for replacing existing single-pane windows and patio doors
 - \$3.00 per square foot for replacing aluminum-frame double-pane windows and patio doors.
- **Replacement Window Ratings** – Windows installed in residential units must have an overall average U-value of 0.35 or better as tested by the National Fenestration Rating Council (NFRC).
- **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 rebate incentives and provide these rebate 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 a window bid for the customer. All bids must include:
 - the number of windows
 - configuration by size and style (e.g.; 2'x4' horizontal slider)
 - area for each window configuration
 - NFRC U-value rating of each window configuration
 - manufacturer name, window series
 - manufacturer's warranty
 - contractor installation warranty (if offered)
2. The building owner will choose an installer and send the bid to City Light.
3. City Light will review the submitted bid. City Light may contact the owner or your company if we need any clarification on the bid. If the window bid meets program requirements, City Light will calculate the incentives amounts and issue a rebate coupon to the owner.
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 windows 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.