



Multifamily Weatherization Program Customer Guidelines

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

PROGRAM BASICS

- The Multifamily Weatherization Program offers financial incentives to electrically heated apartments and condominiums of 5 units or more. A signed Agreement between you and Seattle City Light is required **before** work begins.
- The following incentives are available for insulation, window, and lighting upgrades:
 - \$5.00 per square foot for the replacement of single pane windows with double pane windows with a U-value of 0.35 or better. \$3.00 per square foot is available for the replacement of existing double-pane windows that have aluminum frames.
 - 85% discount on efficient lights and controls in common areas like hallways, stairwells, lobbies and exteriors. The incentive is subject to cost control limits – City Light might not contribute the full 85% for very expensive fixtures.
 - 50% discount on insulation costs, within cost control limits.
- Seattle City Light will not offer incentives to buildings undergoing major renovations where energy upgrades would be required as part of the project's code compliance. These projects may qualify for assistance from City Light's Built Smart program. (See Seattle Energy Code, Section 101.3.2 "Application to Existing Buildings.")
- Because of its high cost effectiveness, 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. If windows are being installed, any feasible insulation should be installed up to levels described in the specifications
- You may use your own licensed contractor to do the retrofit work, or choose someone from City Light's Participating Contractors List. Note that inclusion on the Contractor 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 brochure entitled, "How to Select a Weatherization Contractor".
- Projects must comply with all applicable Federal, State and local laws, codes and ordinances. Seattle City Light Program Coordinators will verify the work to determine that the incentive can be paid. Please note that this verification is not a substitution for building code inspections, nor does it mean that Seattle City Light warrants the work.

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HOW TO PARTICIPATE

1. First, review the Bidding Packet enclosed. It includes:
 - A description of the measures eligible for incentives at your building
 - Contractor Participation Instructions
 - Multifamily Weatherization Program Specifications (with installation requirements)
 - Participating Contractor List
2. Give the Bidding Packet to contractors of your choice, and request an estimate based on City Light's requirements. You may have more than one contractor involved (i.e. windows, lighting, insulation contractors). Make sure your contractor understands that a City Light incentive is being offered, and give them all of City Light's requirements (also available on the web at (www.seattle.gov/light/conserves/resident)).
3. After you have selected your preferred contractor's bid, send it to City Light in the enclosed envelope. If multiple contractors are included in the project, please collect all of your bids and send them in at the same time. Our address is:

Seattle City Light, MF Weatherization
700 5th Ave -- Suite 3200
P.O Box 34023
Seattle, WA 98124-4023

4. City Light will review the bids and visit the site. The purpose of City Light's review is to:
 - Confirm quantities on the bid (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 contractor.

You are encouraged to be at the site-visit to discuss the project. If we don't see you there and need more information, we may contact you or the contractor. If 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. Once City Light's review is complete, we will draw up a Multifamily Weatherization Agreement with incentive amounts based on your bids. Please review the Agreement carefully, sign it and send it back to us. Again, all this has to happen before work begins.
6. City Light will sign the Agreement and mail a copy to you, along with a letter telling you your project may now proceed. At this time work can start on site.
7. As work proceeds, please contact us if you consider any changes to the agreed-upon scope of work. Be sure to check with us **before** you make the changes, since they could affect or even void the incentive. City Light will not pay for additions to the project without prior notification.
8. After the job is complete, call us to schedule a verification visit, or send us a copy of your invoice. City Light Program coordinators will conduct an on-site verification to make sure the measures were installed as required. Please be sure the project meets your expectations – once it is verified, no additional work can be authorized.
9. Incentive checks will be mailed within 30 days of job verification.

If you have questions during any point in your project, feel free to contact our Program Coordinator, Terry Takeuchi at **(206) 684-4278** or terry.takeuchi@seattle.gov.
Thank you for participating!

October, 2007

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