

## Multifamily Weatherization

### PROGRAM INFORMATION

Seattle City Light's Multifamily Weatherization program offers incentives for window retrofits and insulation upgrades for owners of electrically heated apartment buildings, condominiums, retirement communities, and/or cooperatives with 5 or more units located in the Seattle City Light service area.

If 50% or more of your building tenants are income-qualified, your project may be eligible to participate in City of Seattle Office of Housing [HomeWise](#) program which offers incentives up to 90% of project cost.

### PROGRAM ELIGIBILITY

- Building must:
  - Be an apartment building, condominium, retirement community, and/or cooperative with 5 or more units.
  - Be located in the [Seattle City Light service area](#).
  - Permanently installed electric heat (baseboard, wall unit, furnace, heat pump) as its primary heat source.
  - Meet Existing and Post-Construction conditions for window, insulation, and/or door per the *Incentive and Measure Eligibility* table.
- Sign the electronic Participation Agreement and receive approval from City Light prior to starting work.
- If a property with 10 or more living units is being weatherized in multiple phases, the building can leverage the program for two of the phases. Each of these phases must include the weatherization of at least five living units.

### HOW TO PARTICIPATE

#### Program Enrollment

1. Contact a City Light Energy Advisor at (206) 684-3800 or [SCLEnergyAdvisor@seattle.gov](mailto:SCLEnergyAdvisor@seattle.gov) to learn more about the program, confirm eligibility, and request a Multifamily Weatherization workbook.
2. Contact contractors to discuss your project and receive bids. Review bids and select a contractor.
3. Complete the [online application](#). An Energy Management Analyst (EMA) will be assigned to assist you with the incentive process.
4. Complete the **Application** and **Project Info** tabs in the workbook and submit to the assigned EMA.
5. A pre-construction site visit may be necessary as determined by the assigned EMA.

#### Project Approval

6. Review and sign the electronic Participation Agreement (email). This document includes an Incentive Estimate based on the Scope of Work and next steps. **Project work must not begin prior to this step.**
7. Notify your contractor they can begin purchases and complete installation.

#### Incentive Payment

8. To initiate the incentive payment, schedule post-construction site visit with EMA.
9. Email all required or outstanding documentation to EMA:
  - Documentation of windows, insulation, or Energy Star doors purchased.
    - Purchase order(s) or invoice(s) from supplier showing:
      - Energy Performance (U-value, R-factor or Energy Star rating)
      - Dimensions (incentive is based on actual window sizes, not rough opening)
      - Quantity
    - Specification sheet (if needed)
  - Invoice(s) showing total project cost, including materials. Invoices should clearly show:
    - Date and invoice number

## CUSTOMER ENERGY SOLUTIONS PROGRAM REQUIREMENTS

### Incentive Payment (continued)

- Installation address
- WA State Sales Tax
- Labor (in-house labor may provide a statement of labor cost via email)
- Photos of installed windows (per EMAs instructions)
- W-9 of the payment recipient for assignment of funds

10. Sign the electronic Check Remit Form. Check will be issued within 45 days.

### INCENTIVES AND MEASURE ELIGIBILITY

*Project upgrades must comply with all applicable Federal, State, and local laws, codes, and ordinances, and be installed according to manufacturer's specifications.*

Measure	Buildings	Existing Condition	Post-Construction	Incentive (\$/sf)
		Panes & Frame	U-Factor	
Windows	1 to 3 Floors	Single pane (any frame) or Double pane (metal frame only)	≤ 0.22	\$16.00
			≤ 0.30	\$12.00
	4+ Floors	Single pane (any frame)	≤ 0.30	\$6.00
		Double pane (metal frame only)	≥ 0.22	\$6.00
			≤ 0.22	\$6.00

Measure	Buildings	Assembly	Existing Condition	Post-Construction	Incentive (\$/sf)
			R-Value	R-Value	
Insulation	1 to 3 Floors	Attic	≤ R11	≥ R49	\$1.35
			R12 through R19		≥ R49
		Floor	≤ R11	≥ R30	\$1.29
	Wall	≤ R0	≥ R11	\$2.00	
	4+ Floors	Roof	≤ R5	≥ R49	\$1.80
		Wall	≤ R5	≥ R11	\$0.75

Measure	Buildings	Existing Condition	Post-Construction	Incentive (\$/door)
Exterior Doors	1 to 3 floors	Substandard door (contact the EMA assigned to your project)	Energy Star certified	\$40.00

The number of floors in a building should reflect all floors of the structure, including parking. For example, if your building has one floor of parking and three stories above the parking, the building is considered to have 4+ floors.

Additional Custom rebates or incentives may be available for in-unit ventilation, common area HVAC, and whole-building single or multi-pass Heat Pump Water Heaters systems. Please discuss with the EMA assigned to your project for qualification details.

**NOTE:** To receive an incentive, **equipment installation cannot begin**, and products/equipment shall not be purchased until the project is reviewed and approved by City Light and a signed Participation Agreement on file.