

Multifamily Weatherization

PROGRAM INFORMATION

Seattle City Light's Multifamily Weatherization program offers building owners incentives for window retrofits, insulation upgrades, and installation of Energy Star rated exterior doors.

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

ELIGIBILITY REQUIREMENTS

To receive an incentive, products/equipment shall not be purchased until the project is approved by City Light and the customer has signed the Participation Agreement. The project must meet the following requirements to be eligible:

- Apartment building, condominium, retirement community, and/or cooperative with 5 or more units.
- Seattle City Light electric customer. [Seattle City Light service area.](#)
- Permanently installed electric heat in units as primary heat source (baseboard, wall unit, furnace, heat pump).
- A minimum of 5 units must be weatherized per project. With prior approval, City Light will allow a phased approach for buildings with ≥ 10 units.

INCENTIVES AND MEASURE ELIGIBILITY

The number of floors in a building should reflect all floors of the structure with living units and will be verified by the Energy Management Analyst (EMA). If considering window upgrades, the existing windows must be single pane or double pane with metal frame.

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)	≤ 0.30	\$12.00
			≤ 0.22	\$16.00
	4+ Floors	Single pane (any frame) or Double pane (metal frame only)	≤ 0.30	\$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	$\leq R11$	$\geq R49$	\$1.35
			R12 through R19		$\geq R49$
		Floor	$\leq R11$	$\geq R30$	\$1.29
	Wall	$\leq R0$	$\geq R11$	\$2.00	
	4+ Floors	Roof	$\leq R5$	$\geq R49$	\$1.80
		Wall	$\leq R5$	$\geq R11$	\$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

HOW TO PARTICIPATE

Project Enrollment

1. Contact an Energy Advisor at SCEnergyAdvisor@seattle.gov or call (206) 684-3800 to learn more about the program or confirm eligibility or visit our website and submit an inquiry with project details.
2. A City Light EMA will be assigned to assist you with your retrofit project and review the program requirements.
3. The customer will then sign a City Light Application Disclosure (email from Adobe Sign).
4. Supply your selected contractors bid.
5. Work with the EMA to document the Scope of Work and/or complete the Multifamily Weatherization Program workbook to include quantities, dimensions, and U-values and/or R-values.
6. A pre-construction site visit may be necessary as determined by the EMA.

Project Approval

1. Once the scope of work has been approved, review and sign the electronic Participation Agreement (email from Adobe Sign). This document includes an Incentive Estimate based on the Scope of Work and the requirements to receive the incentive.
2. Once the Participation Agreement is signed, notify your contractor to begin purchasing materials and begin installation.

Incentive Payment

1. Notify the EMA that the project is complete. Depending on the scope of work, the EMA will schedule a post-install site visit and/or request as-built photo documentation.
2. Submit all required documentation to EMA, including:
 - Purchase order(s) or invoice(s) from the supplier** to the contractor and/or owner to verify purchase of windows, insulation, and/or Energy Star doors. Supplier documentation shall include:
 - Purchase order or invoice number
 - Windows: U-value, quantity, and dimensions (actual window sizes, not rough opening)
 - Insulation: type, installed square footage and R-value
 - Doors: quantity and confirmed Energy Star rating
 - Specification sheets (if requested)
 - Invoice(s) to document total project cost** to the building owner for materials and labor. Invoices should include:
 - Date
 - Invoice number
 - Installation address
 - WA State sales tax
 - Materials and labor (in-house labor may provide a statement of labor cost via email)
 - W-9 of payment recipient** (signed within two years of submittal)
3. Sign the electronic Check Remit Form. Check will be issued within 45 days.