

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 City of Seattle Office of Housing's [HomeWise](#) program which offers incentives up to 90% of project cost.

ELIGIBILITY REQUIREMENTS

To qualify for the incentive, refrain from purchasing equipment until City Light approves the project and the customer signs the Participation Agreement. Once the Agreement is signed, you can proceed with equipment purchase and installation.

- Apartment building, condominium, retirement community, and/or cooperative with 5 or more units.
- Seattle City Light electricity customer. [Seattle City Light service area.](#)
- Permanent electric heat installed 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 the building includes any floors of the structure with living units.

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	$\leq R11$	$\geq R49$	\$1.35
			R12 through R19	$\geq R49$	\$0.30
		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 directly at SCLEnergyAdvisor@seattle.gov or (206) 684-3800 to learn more about the program and confirm eligibility or visit our [website](#) and submit an inquiry with the project details.
2. A City Light EMA will be assigned to assist you with the program process and review the program requirements.

Project Approval

1. Work with EMA to document the initial project details and/or complete the Multifamily Weatherization Program workbook. Copies of the contractor bid will likely need to be provided.
2. The customer will then sign a City Light Application Disclosure (email from Adobe Sign).
3. A pre-construction site visit and/or photos may be necessary as determined by the EMA.
4. EMA will present an estimated incentive amount for the customer to review.
5. Once City Light has approved the project, the customer, or assigned representative, will sign the Participation Agreement (email from Adobe Sign). This document includes an incentive estimate based on the scope of work and the incentive payment requirements (detailed below).
6. Once the Participation Agreement is signed, notify your contractor to purchase materials and begin installation.

INCENTIVE PAYMENT

1. Notify the EMA that the project is complete. Depending on the scope of work and submittal review, the EMA may 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:

- Installation address and/or project name.
- Windows: U-value, quantity, and dimensions (actual window sizes, not rough opening).
- Insulation: type, installed square footage and R-value.
- Exterior 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 hours and cost (documented in an email and/or submitted work orders).

W-9 of payment recipient (signed within two years of submittal)

3. Sign the electronic Check Remittance Form. The incentive check will be issued within 45 days.