

## **2008 / 2009 PSE SOUTH COUNTIES MULTIFAMILY RETROFIT PROGRAM PARTICIPATION INSTRUCTIONS: INSULATION INSTALLERS**

Puget Sound Energy's (PSE) South Counties Multifamily Retrofit Program offers financial incentives for upgrading insulation in apartment and condominium buildings with five or more attached units. Buildings must be located in the following PSE electric and/or natural gas service area counties only: Snohomish, King, Pierce, Thurston, Jefferson, Lewis, Kitsap and Kittitas. These instructions and the **PSE 2008 / 2009 South Counties Multifamily Retrofit Program Technical Specifications** must be followed in order to receive financial incentives. The technical specifications are available from your PSE Program Representative or can be downloaded by visiting our website at PSE.com and click on "For Your Business," "Multifamily Efficiency Programs & Incentives." A Multifamily Incentive Application must be in place prior to the installation in order to receive these incentives.

### **Building Eligibility:**

- Less than R-19 in attics, insulated to R-38
- Less than R-11 in floors insulated to R-30 (or fill the floor joists)
- R-0 in the wall cavities (only electrically heated buildings are eligible for wall insulation rebate)

### **Incentive Amounts:**

Attic insulations:	\$0.50 per square foot
Floor insulation:	\$0.50 per square foot
Wall insulation:	\$0.65 per square foot

**Installation Requirements:** Insulation installers must follow the **PSE 2008 / 2009 South Counties Multifamily Retrofit Program Technical Specifications**.

### **Regulations and Permits:**

All work must be done in accordance with applicable local, State and Federal codes and regulations. All applicable permits must be obtained prior to the installation of measures.

**Project timeline:** All installations must be completed within 90 days from the date on the customers Incentive Application unless otherwise negotiated with PSE.

### **Installation Verification:**

PSE will conduct installation verification prior to authorizing the rebate. This verification is to ensure the measures are installed in accordance with the program specifications. It should not be considered certification of compliance with applicable codes, nor as establishing a warranty on the part of PSE.

\*Buildings with forced air natural gas furnaces must have carbon monoxide detectors installed as the first step to insulation and/or window installation projects.

### **How to Participate:**

- Building owner or representative contacts PSE program staff
- PSE program staff schedules site visit
- Building owner or representative contacts contractor and requests a bid
- Contractor will provide all required information on bid, as detailed in the Program Specifications, including:
  - Square footage of area(s) to be insulated
  - Existing R-value
  - Proposed R-value to be installed
  - Cost broken out by insulation, ventilation, fan ducting, etc (PSE will not pay for ventilation, fan ducting or repairs needed to prior to insulation)
  - Total bid costs (labor and materials not including PSE incentive)
  - Contractor contact name and phone number

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### **How to Participate (continued):**

- Building owner or representative signs the bid
- Program staff approves the project, calculates the incentive, and completes a Rebate Application for signature
- Work may now begin
- Building owner will notify the program manager when work is near completion
- PSE program staff will schedule a verification of the project to confirm program installation requirements are met
- Building owner or owner's representative will submit final paid invoice to PSE

PSE staff approves project for payment

### **Questions**

PSE Program staff is available to answer your questions. Jason Cantley, the PSE Field Representative, can be reached at 425.864.2427. Customers can be directed to call other program staff at 866.997.9767.