

2008 / 2009 PSE SOUTH COUNTIES MULTIFAMILY RETROFIT PROGRAM PARTICIPATION INSTRUCTIONS: WINDOW INSTALLERS

Puget Sound Energy's (PSE) South Counties Multifamily Retrofit Program offers financial incentives for upgrading windows and sliding glass doors 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:

Existing windows must be single pane, single pane with storm windows, or metal frame double pane to qualify for window incentives.*

Buildings must meet minimum insulation levels in order to qualify for window rebates. PSE will provide \$0.50 per square foot for attic/floor insulation if required. Threshold criteria are as follows:

If attic insulation is less than R-19, it must be insulated to R-38

If the floor cavity is less than R-11, it must be insulated to R-30 (or fill the floor joists)

Incentive Amounts:

\$4.00 per square foot for replacement of single pane or double pane or metal framed windows

Replacement Windows U-value: Replacement windows must have an average a U-Value of 0.33 or lower and National Fenestration Rating Council (NFRC) certified.

Installation Requirements: Window 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 required permits must be obtained prior to the installation.

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

Installation Verification: PSE will conduct installation verification prior to rebate payment. 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 in unit forced air natural gas furnaces will require a carbon monoxide detectors installed prior to window installations. PSE will install at no charge to owner.

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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 replacement windows (sizes and quantities)
 - Type of existing windows
 - Manufacturer and model of proposed windows
 - U-value of proposed windows
 - Total bid for window installation (labor and materials not including PSE rebate)
 - Contractor contact name and phone number
 - 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.