

# Program Guide: Indoor Retrofit Rebate

## For businesses and commercial buildings



Last updated: March 2022

### Overview

The indoor retrofit rebate pays for up to 50 percent of project costs for retrofits of existing equipment and fixtures that result in water savings. The way your business uses water is unique, and the opportunities you have to save water may be as well. A wide variety of projects can qualify for our indoor retrofit rebate.

### Common indoor retrofit rebate projects include upgrades to:

- Commercial laundry systems
- Kitchen equipment
- Medical equipment
- Single-pass refrigeration
- Building or process cooling systems
- Other technologies

The Saving Water Partnership is an organization comprised of 19 water utilities in King and Snohomish Counties who share the same water source. The program is administered by Seattle Public Utilities. You can [learn more about the Saving Water Partnership here](#).

### Eligibility

To be eligible for the rebate your project and property should meet all the criteria below. If you aren't sure if your project qualifies, contact the Program Manager to discuss your situation.

- Your property is a commercial, industrial, or institutional building.
- Your property receives a water bill from one of the Saving Water Partnership utilities.
- You are planning a retrofit or upgrade of existing, functional equipment or systems to reduce your water use.
- You have not previously upgraded this system or equipment with a rebate from the Saving Water Partnership.
- Equipment purchased for the project will be new. We don't rebate the installation of used equipment.
- You agree to the terms and conditions listed on the authorization application.

### How to participate



### Step 1: Contact us

Contact us when you are in the early planning stages of your project. We can help determine if your project is a good fit for a rebate. After getting some initial information, we'll likely schedule a site visit or call to discuss your project. You can contact Commercial Water Conservation Program Manager, Arielle Simmons-Steffen, at [arielle.simmons-steffen@seattle.gov](mailto:arielle.simmons-steffen@seattle.gov) or (206) 733-9137.

Be prepared to discuss the following questions:

- What is your proposed project?
- How does the project result in water savings?
- How much water will be saved by this project?
- What is the timeline for the project?
- Will the work be done in-house or through a contractor?
- Approximately how much will this project cost?

### Step 2: Apply for rebate authorization

Submit the [application for rebate authorization](#). When you submit the application, you'll need to provide:

- **Water savings calculation.** Include any assumptions used in the calculation such as equipment flow rates or baseline consumption.
- **Project cost estimate.** Include quotes and bids for equipment and installation that show the expected costs for labor, materials, and tax.
- **Expected lifespan of the equipment.**

If you need assistance figuring out how to collect and document this information, we are happy to help.

### Step 3: Rebate authorization

After your application for rebate authorization has been reviewed, we will send you a participation agreement that includes the rebate amount. The document will go through an electronic signature process. You will sign first, then it will be routed to our Conservation Manager, then you will receive a fully executed version, which is your go-ahead to purchase equipment.

We may require a virtual or onsite pre-project inspection before we send the participation agreement.

### Step 4: Complete project

After the fully executed participation agreement is received, buy and install authorized fixtures and equipment. Complete the project and fulfill any requirements agreed to in the participation agreement.

### Step 5: Submit documentation for rebate payment

After the project is completed, you'll need to provide documentation to the Program Manager. Please provide:

- Itemized receipts and invoices
- Equipment cutsheets (if applicable)
- Completed and signed W-9
- Any other documentation specified in the participation agreement such as post-project submetering logs or flow rate measurements.

We may require a virtual or onsite post-project inspection before we send the rebate check.

### Step 6: Receive your rebate check

Rebate checks are mailed within 60 days of documentation submittal.

### Rebate amount and funding caps

The rebate amount for each project takes into consideration the expected water savings, the expected lifespan of the project, the cost of the project, and how much of the water savings will occur during our region's peak consumption season (May-September). Rebates are capped at 50 percent of project costs. Funding is limited and rebates are available on a first come, first served basis.

If your project results in both water and energy savings, it may also be eligible for an energy utility rebate. In that case:

- You will need to apply separately for rebates from both utilities.
- If the rebate offered by the energy utility is more than 20 percent of the project costs, we will adjust our cap so that the total rebate from both utilities does not exceed 70 percent of the project costs.
- Projects financed through the [King County C-Pacer program](#) or other loan agreements are not impacted by the 70 percent cap.

### Questions?

Thank you for your interest in the indoor retrofit rebate program. We'd love to work with you to increase the water efficiency of your building or business.

Please contact the Commercial Water Conservation Program Manager, Arielle Simmons-Steffen, at [arielle.simmons-steffen@seattle.gov](mailto:arielle.simmons-steffen@seattle.gov) or (206) 733-9137.