



TUNE-UP ACCELERATOR PROGRAM DETAILS

Program Overview for Service Providers, Facility Engineers, and Building Owners

Through the **Building Tune-Up Accelerator Program**, the City of Seattle is working to advance Tune-Ups of small to mid-size commercial buildings (less than 100,000 SF). Approximately 100 buildings are expected to participate in the Tune-Up Accelerator program, which will run through Spring 2019.

About the Accelerator Program

The Accelerator is a voluntary program for owners of mid-size buildings to conduct a tune-up that meets the Seattle Building Tune-Ups requirements in advance of when their building is required to comply. Building owners can receive incentives for the tune-up and will be encouraged to go beyond a tune-up by conducting capital energy conservation measures (ECMs). They will also have access to no-cost support technical support and best practices guidance from the University of Washington's Integrated Design Lab (UW IDL).

Participating providers will perform building assessments and assist owners in meeting the tune-up requirements, as well as, collect building characteristic data and work with owners to pursue additional energy-savings opportunities. Owners should enroll by December 1, 2017* and complete the Accelerator Program requirements by June 30, 2019.

Program Paths & Benefits

The Tune-Up Accelerator has three Program Paths. The **Basic Tune-Up** incentive is designed for owners wanting a tune-up that meets the Seattle Building Tune-Ups required actions. Owners will be encouraged to save more via the **Tune-Up Plus** option, which includes both the tune-up required actions and capital energy improvements that have available utility incentives. For buildings where capital investments such as renovations or tenant improvements are planned, or where major equipment is nearing end-of-service-life replacement, the **Building Renewal** option offers limited no-cost resources and technical support.

- A. **Basic Tune-Up** incentive from Seattle City Light to building owners of **up to \$0.12 per square foot** total. This includes \$0.03 per square foot for completion of the building assessment and an additional \$0.09 per square foot for implementation of corrective actions (completion of tune-up). Buildings with interval data (primarily downtown) will also be offered a complimentary virtual energy assessment. Tune-Up incentives will sunset after 2018 and are capped at up to 70% of total tune-up costs.
- B. **Tune-Up Plus** options, which include the Basic Tune-Up plus capital energy conservation improvements (or ECMs), such as lighting and HVAC are available through City Light or Puget Sound Energy (PSE) existing incentive programs. Buildings with significant natural gas use may consider PSE's Comprehensive Building Tune-Up Program (PSE CBTU).
- C. **Building Renewal** support from UW Integrated Design Lab for advanced energy modeling and design for owners with deeper retrofit needs or interest in repositioning their building. Service provider may serve as project manager. Above and other custom incentives as appropriate.

Asset Score Report: Building owners enrolled in the Tune-Up Accelerator will also receive an **Asset Score Report** for their building that scores it based on its building characteristics and recommends improvements. Service providers will be trained and offered an incentive to collect Asset Score data. The data can also be downloaded for use in advanced energy modeling and Building Renewal opportunities.

Accelerator Program Timeline & Documentation	Due or Recommend Completion (Italics)
Tune-Up Accelerator Agreement with Service Provider (facility engineers will be included in an Owner Agreement). Sign and send to OSE.	Due by 9/30/2017
1. GET STARTED (BUILDING SIGN UP PHASE)	
Program Application for Building Owner. Building owner or their authorized agent signs send to OSE & OSE will forward to Seattle City Light.	Due by 12/1/2017*
Owner and Tune-Up Specialist negotiate and their own contract(s) for tune-up assessment and any associated energy services. Copies will be needed for utility incentive agreements and shared with OSE.	6/30/2018
Owner (with Tune-Up Specialist support) completes utility incentive agreement(s) for Seattle City Light tune-up incentive and, if applicable, Puget Sound Energy.	6/30/2018
2. ASSESSMENT PHASE	
Building Assessment completed by Tune-Up Specialist.	8/30/2018
Asset Score building data collected by Tune-Up Specialist. Complete Asset Score online and share building profile with Tune-Up Accelerator or complete PDF Asset Score long form and email to Accelerator Program to receive service provider incentive.	Due 15 days after Assessment
Tune-Up Specialist discusses findings of Tune-Up Assessment (firm's own report) and Asset Score results with building owner and recommends implementation options. Owner must submit documentation of completed building assessment and invoice of costs to City Light for incentive payment to building owner.	9/30/2018
Capital incentive application and/or agreements. As required by Seattle City Light or Puget Sound Energy to obtain incentives for capital ECMs (if participating in Tune-Up Plus or a Building Renewal activity that could obtain a utility incentive.)	03/31/2019
3. IMPLEMENTATION PHASE	
Tune-Up Corrective Actions implemented in building and ECMs (if applicable) underway or completed.	6/15/2019
Tune-Up Specialist verifies implementation and submits completed, signed (by Owner and Specialist) Tune-Up Accelerator Summary Report to Accelerator Program. (Accelerator Program will approve and notify City Light of completion).	Due by 6/30/2019
Submit documentation of costs of completed tune-up to Seattle City Light for final incentive payment to owner.	6/30/2019
Measurement & Verification. If requested, allow Accelerator Program, access to building to conduct program M & V.	9/30/2019

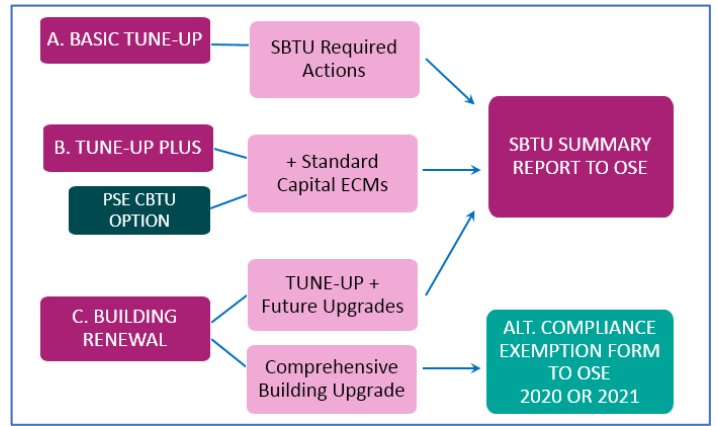
*NOTE: Additional enrollments may be accepted after 12/1/2017 pending program funding.

Service Provider & Building Owner Participation

Service provider firms will need to sign a **Tune-Up Accelerator Agreement** with the Office of Sustainability & Environment. (In-house facility engineers will be included in an owner agreement.) Participating service providers will be listed on the Tune-Up Accelerator website and in outreach to building owners, who may select from the list. A Program Application is required for participating owners. Providers are expected to have their own scopes of work with building owners, but must coordinate with the Seattle City Light and the Tune-Up Accelerator Program to obtain utility incentives and document tune-up measures and results for program verification. Service providers will be offered an Asset Score Incentive of up to \$1,000 per building for which they have a Scope of Work with the Building Owner.

Documenting the Tune-Up

The Accelerator Program requires submission the **Tune-Up Accelerator Summary Report Form** to document that the tune-up assessment and verification of corrective actions meet (or exceed) the Building Tune-Ups requirements. Additional documentation will be required by the utilities to receive incentive payments. For projects that pursue the Building Renewal option, building owners may consider documenting Building Tune-Ups compliance under the Alternative Compliance for Exemplary Energy Performance pathway before the building's due date in 2020 or 2021.



ACCELERATOR PROGRAM PATHS & DOCUMENTATION

Accelerator Help Desk

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Click 

Accelerator Program Partners

City of Seattle OSE

Seattle City Light

Smart Buildings Center

UW Integrated Design Lab

Pacific Northwest National Lab

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