

## Tune-Up Accelerator Program Required Documentation & Timeline

| Tune-Up Accelerator (TUA) Step   | Required Documentation  | Send To   | Timeline  |
|--|---|---|---|
| <b>CONTRACTS &amp; AGREEMENTS</b>  |   |   |   |
| <b>City Light Incentive Participation Agreement</b> signed by Building Owner. Makes Owner eligible for the TUA “Basic Tune-up” <b>Two Incentive Payments</b> :<br>1. Building Assessment phase (\$0.03/SF)<br>2. Tune-Up Action (Implementation) phase (\$0.09/SF)   | <ul style="list-style-type: none"> <li>City Light Incentive Participation Agreement – Refer to <a href="#">SCL Program Guidelines</a></li> </ul>      | Owner E-Sign with City Light  | <b>Due 6/30/2018</b>  |
| <b>BUILDING ASSESSMENT PHASE</b>   |   |   |   |
| <b>Building Assessment</b> (walkthrough, etc.) completed by Tune-Up Specialist (TU Spec) <ul style="list-style-type: none"> <li>Completion makes Building Owner eligible for <b>Payment #1</b>. Refer to <a href="#">SCL Program Guidelines</a> &amp; work with City Light Energy Management Analyst (EMA) for payment.</li> </ul>   | <ul style="list-style-type: none"> <li>TU Spec’s own summary format or partial TUA Summary Report (Excel)</li> </ul>                                  | <a href="mailto:accelerator@seattle.gov">accelerator@seattle.gov</a>  | <i>Recommended completion before 8/31/2018</i>                      |
| <b>Asset Score</b> completed by TU Spec <ul style="list-style-type: none"> <li>Completion makes TU Spec firm eligible for up to \$1,000 per building incentive</li> </ul>  | <ul style="list-style-type: none"> <li>Shared Asset Score of building</li> <li>Invoice to Office of Sustainability &amp; Environment (OSE)</li> </ul> | <ul style="list-style-type: none"> <li>Follow <a href="#">Asset Score Sharing Instructions</a></li> <li>Invoice to: <a href="mailto:accelerator@seattle.gov">accelerator@seattle.gov</a></li> </ul> | <b>Due 15 days after Bldg. Assessment complete (or earlier)</b>     |
| <b>TUNE-UP ACTION (IMPLEMENTATION) PHASE</b>   |   |   |   |
| <b>Optional: Capital Incentive Agreements</b> with Seattle City Light or Puget Sound Energy for optional ECMs (if in Tune-Up Plus or Building Renewal)   | <ul style="list-style-type: none"> <li>Utility Incentive Agreement(s)</li> </ul>  | City Light or PSE   | <i>Recommended enroll before 3/31/2019</i>                          |
| <b>Tune-Up Accelerator Summary Report</b> - Required Tune-Up Corrective Actions implemented & verified by TU Spec. Optional ECMs (if applicable) underway or completed.  | <ul style="list-style-type: none"> <li>Tune-Up Accelerator Summary Report (Excel). <a href="#">Download from Website</a></li> </ul>                   | <a href="mailto:accelerator@seattle.gov">accelerator@seattle.gov</a>  | <b>Due 6/30/2019</b>  |
| <b>City Light Operating Hours Worksheet</b> completed by TU Spec   | <ul style="list-style-type: none"> <li>Completed Excel worksheet <a href="#">Download from Website</a></li> </ul>                                     | <a href="mailto:accelerator@seattle.gov">accelerator@seattle.gov</a>  | <i>Send with TUA Summary Report</i>                                 |
| <b>REVIEW PHASE &amp; FINAL DOCUMENTATION</b>  |   |   |   |
| <b>OSE Reviews Tune-Up Accelerator Summary Report</b> <ul style="list-style-type: none"> <li>Approved reports will be granted “Alternative Compliance” to meet building’s first required Building Tune-Ups deadline. OSE will contact TU Spec if report needs corrections &amp; resubmittal.</li> <li>Reports meeting “Alternative Compliance” will be forwarded by OSE to SCL for incentive <b>Payment #2</b> documentation.</li> </ul> | NA  | City Light EMA will contact Building Owner/Manager to submit final incentive documentation  | <i>Please allow up to 3 weeks for Tune-Up Summary Report review</i> |
| <b>Measurement &amp; Verification</b> - If requested, allow access to building to conduct program M & V. (Will not impact incentives.)   | NA  | NA  | <i>9/30/2019</i>  |