



[MONTH ##, #####]

**PROJECT NUMBER**

[Number]

**PROJECT NAME**

[Name]

**SEATTLE BUILDING ID#**

[Number]

**CUSTOMER "PARTICIPANT" NAME**

[Name, Title]

**SITE ADDRESS**

[Subject]

### TUNE-UP ACCELERATOR "BASIC TUNE-UP" INCENTIVE PROGRAM GUIDELINES:

1. The Tune-Up Accelerator "Basic Tune-Up" Incentive Program (the "Program") is offered to non-residential buildings of approximately 100,000 square feet or less of gross floor area (excluding parking) that have been deemed eligible to participate by the Seattle Office of Sustainability and Environment "OSE". This is a one-time incentive opportunity to encourage building owners to voluntarily participate in the early adoption of a tune-up that will meet the [Seattle Building Tune-Ups mandate](#) (SMC 22.930) before the building is required to comply (See section 12 for buildings not subject to the Seattle Building Tune-Ups mandate.).
2. Building(s) and Basic Tune-Up incentive eligible square footage are detailed in the Incentive estimate form included with this participation agreement.
3. This incentive opportunity will be offered until 12/31/2018. Incentives have been designed to support both a "Building Assessment" phase (\$0.03/square foot-sf), as well as a "Tune-Up Action" phase (\$0.09/sf):
  - The **Building Assessment** phase is an assessment conducted by a Tune-Up Specialist to identify building conditions and corrective actions necessary to tune up the building. Tune-up assessment elements are defined in Section 11 of the [OSE Building Tune-Ups Director's Rule 2016-01](#). The Assessment will also include any additional documentation required by these Program Guidelines.
  - The **Tune-Up Action** phase is defined as the implementation of corrective actions by the building owner (or their designee) and a verification of implementation by the Tune-Up Specialist that meets the requirements of Section 11 of the [OSE Building Tune-Ups Director's Rule 2016-01](#). The Action phase includes submittal of the Tune-Up Accelerator Summary Report to OSE and any additional documentation required by these Program Guidelines.

4. The Program Participant (Building Owners or their designee) must allow their selected Tune-Up Specialist (section 5) access to the entire building and all tenant spaces (Spaces less than 5,000 SF with tenant owned equipment may be excluded) to collect information about the building's equipment, operations, and energy consumption as needed to complete the Building Assessment and Tune-Up Action phases. This includes completing the building assessment, collecting data to complete a building Asset Score, verifying corrective actions required, and completing the Tune-Up Accelerator Summary Report (section 7).
5. Program Participants (Building Owners or their designee) in the Tune-Up Accelerator Program must work with a "Tune-Up Specialist" from a service provider firm that has completed a Tune-Up Accelerator Program Service Provider Training, sponsored by OSE. These firms are listed on the [Accelerator Program website](#). The Program Participant understands that the scope of OSE's service provider training is limited to the reporting requirements of the Tune-Up Accelerator program, and Program Participant further acknowledges that this is not intended by OSE or Seattle City Light (SCL) to be a contractor recommendation. If the Program Participant would like an exception to work with another firm or to work with Program Participant's qualified in-house facility engineering staff, Program Participant must contact OSE in writing for pre-approval prior to any work to ensure the Tune-Up Specialist meets the requirements of the Tune-Up Accelerator Program and is qualified as a Tune-Up Specialist, which is an individual that meets the qualifications specified in Section 12 of the [OSE Building Tune-Ups Director's Rule 2016-01](#).
6. Program Participant's Tune-Up Specialist shall perform a Building Assessment as defined in Section 3 of these Program Guidelines. **The Building Assessment portion should be completed no later than 08/30/2018.**
  - Assessment shall also include current annual operating hours for HVAC and facility lighting systems. SCL Operating Hours Worksheet available for use on the [Accelerator Program Website](#)
7. Program Participant shall submit the following documentation to a Seattle City Light Energy Management Analyst to receive payment #1, the Building Assessment incentive:
  - Tune-Up Specialist's own assessment report
  - Invoice(s) detailing cost of Building Assessment
  - Participants performing Building Assessment(s) with their own qualified staff should submit detail of costs associated with tune-up assessment:
    - Name of personnel involved in assessment
    - Hours each employee devoted to tune-up assessment activities
    - Hourly rate for each employee performing assessment activities (base pay rate plus benefits, overhead)
8. **The Tune-Up Accelerator Summary Report (available on the [Accelerator Program website](#))**

***certifying the tune-up Building Assessment and completion of the Action Phase, as defined in Section 2 of these Program Guidelines shall be signed by the Building Owner and Tune-Up Specialist and submitted to OSE no later than 06/30/2019.***

- This report will be reviewed by OSE to determine if the Tune-Up Accelerator Summary Report meets the requirements of Section 11 of the OSE [Building Tune-Ups Director's Rule 2016-01](#). If the Summary Report is approved by OSE, the building owner will be granted a one-time exemption to the first required Seattle Building Tune-Ups Program deadline. Program Participants that submit reports determined as not meeting the requirements will be contacted and offered an opportunity to correct and resubmit.
  - Tune-Up Accelerator Summary Reports that are determined by OSE to meet the requirements will be forwarded to Seattle City Light. Seattle City Light will make any and all incentive payments at SCL's sole discretion and under the terms of and conditions of the SCL Program Participation Agreement and the Program Guidelines.
  - See section 12 for buildings not subject to the Seattle Building Tune-Ups mandate.
9. Program Participant shall submit the following documentation to a Seattle City Light Energy Management Analyst (EMA) to receive payment #2, the Tune-Up ("Action") incentive:
- Scheduled annual operating hours of primary building HVAC and Lighting systems. Note any changes compared to operating hours identified in Tune-Up assessment.
    - Operating hours worksheet available on the [Accelerator Program website](#)
  - Tune-Up Specialist's own final actions or summary report (if separate report provided)
  - Invoice(s) detailing cost of Tune-Up (corrective actions and/or Tune-Up Specialist charges)
  - Participants performing Building Tune-Up corrective actions with their own qualified staff should submit detail of costs associated with corrective actions
    - Name of employees involved in corrective actions
    - Hours each employee devoted to tune-up corrective actions
    - Hourly rate for each employee performing assessment activities (base pay rate plus benefits, overhead)
10. The Energy Management Analyst will confirm that OSE has deemed that the building has met the requirements as defined in section 7 prior to authorizing Payment #2, the Tune-Up Action incentive.
11. Other recommended (optional) Tune-Up actions and/or or capital equipment upgrades to the building may be eligible for SCL efficiency incentives. Any efficiency incentives pursued by the Program Participant in addition to this Tune-Up Accelerator incentive will be offered to the Program Participant in separate Participation Agreement(s) that outline the requirements and

incentive funding.

12. The Energy Management Analyst may conduct a verification site visit to confirm that corrective actions have been completed as described in the Tune Up Accelerator Summary Report. Any site visit will be at the discretion of the EMA, but will be scheduled in advance at a mutually agreeable time for EMA and participant.
  
13. Buildings within the City of Seattle (less than 50,000 SF excluding parking) and buildings outside of the City of Seattle, but within City Light territory (City Light customers) are not subject to the City of Seattle Building Tune-Ups requirement. Buildings meeting these criteria may still participate in the Tune-Up Accelerator program and are eligible for the “Basic Tune-Up” incentive. OSE will review the Tune-Up Summary Report for completeness and accuracy, and make a recommendation to City Light for the final “Tune-Up Action” incentive. City Light will determine the final incentive payment.

**Table 2. Accelerator Funding Amounts and Milestones**

Payment No.	Incentive Formula	Milestone/Documentation
<p><b>Payment #1:</b> Tune-Up Building Assessment Incentive</p>	<p>1.1 Lesser of:</p> <p>a. \$0.03 per Square Foot of eligible floor area (Defined in Incentive Estimate)</p> <p>b. 70% of Costs incurred for the Tune-up Assessment</p>	<p>Documentation of Completed Tune-Up Assessment (Specialist’s own report to Building Owner as required in <a href="#">Director’s Rule 2016-01, Sec. 10-B.</a>)</p> <p>Assessment cost documentation submitted to SCL, as detailed in Paragraph #6 (above).</p>
<p><b>Payment #2:</b> Tune-Up Action Incentive</p>	<p>2.1 Lesser of:</p> <p>a. \$0.09 per Square Foot of eligible floor area (Defined in Incentive Estimate)</p> <p>b. 70% of total costs incurred for the Tune-up assessment, corrective actions, and reporting.</p> <p>c. Combined total of payments #1 and #2 cannot exceed 70% of total costs of the tune-up assessment, corrective actions, and tune-up reporting.</p>	<p>Completed Tune-Up Accelerator Summary Report</p> <p>SCL Operating Hours Worksheet</p> <p>Documentation of Tune-Up costs as detailed in Paragraph #8 (above).</p>