

Example Building Decarbonization Grant Application Worksheet

This view-only worksheet is provided to help you prepare your application offline. Please make a copy for your own drafting purposes. **Final applications must be submitted through the online form (available annually).**

Please review the [2026 Program Guidelines](#) for useful information about the application. An example scoring rubric for 2026 is available [here](#). This scoring rubric may change in future application periods.

Applications are due by **8 p.m. PDT on August 10, 2026**.

Worksheet Format

The application includes three sections:

- General Information
- Project Information (select the one that best describes your project type)
 - Engineering Design
 - Retrofit Implementation
 - Engineering Design and Retrofit Implementation
- Conclusion

All applicants must complete the General Information and Conclusion sections, and the Project Information section for their project type. The online application will use your responses to guide you to the correct project-type section. This worksheet lists all application questions so you can prepare your responses before submitting online. Free technical assistance is available and can be requested through an online form during every application period.

Eligibility Quiz

1. Which of the following applies to your building? (must be one of these)
 - ☐ Non-residential / commercial (not industrial)
 - ☐ Multifamily (condos, co-ops, apartments)
2. Is your building greater than 20,000 square feet? (must be yes)
3. Is your building located within City of Seattle limits? (must be yes)
4. Are you the building's owner? Or do you have owner authorization to implement this project, should you be funded? (must be yes)
5. The primary purpose of your project must be to decarbonize (reduce carbon emissions) or plan to decarbonize your building. What is your project's primary decarbonization effort? (must be one of these)
 - ☐ Transitioning from fossil-fuel-powered heating, hot water, and/or cooking equipment in my building
 - ☐ Transitioning away from building equipment that uses a district steam system that is powered by fossil fuels

General Information

1. **Name of building where project will occur:**

2. **Street address of building where project will occur:**

3. **Seattle Energy Benchmarking Building ID Number:**

You can find your building's Seattle Energy Benchmarking Building ID Number using this Energy Benchmarking mapping [tool](#). The Building ID Number will appear when you hover your cursor over the dot representing your building on the map or when you click on the dot to view more information. (Note: this is not your Parcel ID Number in the county tax records; it is a unique identifier assigned by the City of Seattle for you to use to submit required Benchmarking reports.)

4. **In which City Council District is the building located?**

You can locate your district by street address on this [website](#).

5. **Building owner's name:**

6. **Contact person's name:**

7. **Contact person's email:**

8. **Contact person's phone number:**

9. **Approximate gross square footage of building, excluding parking:**

10. **Which best describes your building? (select one)**

☐ Affordable housing (subsidized or nonprofit)

☐ Affordable housing (other/unsubsidized)

☐ Commercial/office space **with nonprofit tenants**

☐ Commercial/office space with **no nonprofit tenants**

☐ Community space / center

☐ Condominium

☐ Cooperative housing

☐ Medical facility

☐ Owned by nonprofit organization but use type not otherwise listed

☐ School, private

☐ School, public

☐ Other:

11. **Briefly describe your building, including anything significant about it and its uses.** (1,000 character limit)

Include whether the building is a historic landmark, has structural or space challenges, or is leased to non-profits or tenants that provide vital services to the community (state the percentage or area leased to those tenants), and other relevant details. If the building is a condominium or cooperative housing, specify how it is managed (e.g., a volunteer board, professional management, etc.).

12. Briefly describe the project for which you are seeking funding. (1,000 char limit)

Include the number and types of mechanical systems the project will evaluate or upgrade to reduce emissions from the building (e.g., space heating, hot water, steam, ventilation, cooking, etc.) and other relevant details. Also note any bids received for the work.

13. What types of systems/appliances within your building will be evaluated for replacement or be upgraded? Check all that apply.

- ☐ Cooking equipment
- ☐ Domestic hot water heated by external steam plant
- ☐ Domestic hot water from fossil gas burned onsite
- ☐ Space heating provided by external steam plant
- ☐ Space heating from fossil gas or oil burned onsite
- ☐ Other:

14. Does your building serve one or more of Seattle's frontline communities*? *"Frontline communities" are Black people, Indigenous people, sovereign tribal nations, communities of color, immigrants, refugees, youths, elders, houseless people, disabled people, LGBTQ+ people, people with low and no income, and people who work in outdoor occupations.

- ☐ Yes
- ☐ No

15. If yes, what percentage of your building's floor area is dedicated to serving these community members? (integer only)

16. In more detail, briefly describe the community/communities who primarily use your building, and how they use it. (1,000 char limit)

Include details on the services that your building provides to that community/communities.

17. How much funding are you requesting in this application? (Please provide a number without a dollar sign or commas.)

18. What other funding have you secured for this project?

Please list any funding sources and amount of funding secured. If there are any restrictions on a funding source, such as a grant expiration date, please include that information.

19. Have you completed a feasibility study yet?

For projects that have not yet completed a feasibility study, we strongly recommend applying for an Engineering Design Only project type.

☐ Yes

☐ No

20. What type of project are you seeking funding for?: (select one)

- ☐ Your building requires engineering design work to identify the retrofits needed to reduce its emissions. (Complete the **Engineering Design Projects** [green] section next, then skip to question 38.)
- ☐ Engineering design is completed and you are ready to implement the identified retrofits to reduce your building's emissions. (Skip to the **Retrofits Implementation Projects** [blue] section, question 25.)
- ☐ Your project encompasses **both** engineering design and implementing retrofits to reduce emissions. (Skip to the **Engineering Design and Retrofits Implementation Projects** [yellow] section, question 31.)

Engineering Design Only Projects

Complete this section if you want to **apply for funding to cover only engineering design services.**

21. The City aims to prioritize projects where the building owner (or designated staff) has a knowledgeable understanding of the upcoming Building Emissions Performance Standard (BEPS) requirements and **is prepared to seek engineering designs for retrofits**. Gaining this knowledge can be achieved through participation in the Office of Sustainability & Environment's training cohorts or by engaging an energy services professional.

Please select the option(s) below that best describe your preparation for undertaking an engineering design project:

- ☐ I completed a group training cohort offered by the Office of Sustainability & Environment (Seattle Clean Buildings Accelerator/Building Emissions Navigator)
- ☐ I am currently enrolled in a group training cohort offered by the Office of Sustainability & Environment (Seattle Building Emissions Navigator)
- ☐ I have a contract with an engineering design firm or other professional consultant to inform BEPS compliance efforts
- ☐ I am ready to replace a mechanical system in my building, and my contractor is preparing recommendations; I need engineering design work to ensure my contractor's recommendations include necessary emissions reductions before I choose and install the replacement.
- ☐ I have informed myself or my staff in other ways, and I have the capacity to undertake the project. If you have selected this option, please provide one to two paragraphs describing

the formal training, independent study, engaging with a consultant or contractor, or other preparations you or your staff completed to understand BEPS and its expected impacts on your building, and confirm your capacity to undertake the project:



22. **What is the estimated total cost of engineering design for the project, based on bids you've received, if any?** *Please provide a number without a dollar sign or commas. Note that you may be required to provide copies of bids to OSE prior to selection or before entering into a contract with the City, but not during the application phase.*

23. **Estimated start date of engineering design work:**

24. **What is the estimated time to complete engineering design work, in the number of months?**
Note that the work does not have to be completed in 2026 to be eligible for 2026 funding.

Skip to question 38.

Retrofits Implementation Only Projects

Complete this section if you want to **apply for funding to cover only installation of retrofits.**

25. The City aims to prioritize projects where the building owner (or designated staff) has a knowledgeable understanding of the upcoming Building Emissions Performance Standard (BEPS) requirements and **are ready to move forward with implementing retrofits.** Gaining this knowledge

can be achieved through participation in the Office of Sustainability & Environment's training cohorts or by engaging an energy services professional.

Please select the option(s) below that best describe your preparation for undertaking an engineering design project:

- ☐ I completed a group training cohort offered by the Office of Sustainability & Environment (Seattle Clean Buildings Accelerator/Building Emissions Navigator)
- ☐ I am currently enrolled in a group training cohort offered by the Office of Sustainability & Environment (Seattle Building Emissions Navigator)
- ☐ I have a contract with an engineering design firm or other professional consultant to inform BEPS compliance efforts
- ☐ I need to replace a mechanical system in my building, and my contractor has provided recommendations that will reduce GHG emissions
- ☐ I have informed myself or my staff in other ways, and I have the capacity to undertake the project. If you have selected this option, please provide one to two paragraphs describing the formal training, independent study, engaging with a consultant or contractor, or other preparations you or your staff completed to understand BEPS and its expected impacts on your building, and confirm your capacity to undertake the project:

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26. Do you have complete retrofit plans from an engineering design company or installer?

- ☐ Yes
- ☐ No

27. What is the estimated total cost of retrofits, based on bids or engineer's estimates you've received? Please provide a number without a dollar sign or commas. Note that you may be required to provide copies of bids to OSE prior to selection or before entering into a contract with

the City, but not during the application phase.

28. **What is the estimated total cost of the project, including engineering design and retrofits installation?**
Please provide a number without a dollar sign or commas.

29. **Estimated start date of installing retrofits:**

30. **What is the estimated time to complete retrofits installation, in the number of months?** Note that the work does not have to be completed in 2026 to be eligible for 2026 funding.

Skip to question 38.

Engineering Design and Retrofits Implementation Projects

Complete this section if you want to **apply for funding to cover both engineering design services and installation of retrofits**.

31. The City aims to prioritize projects where the building owner (or designated staff) has a knowledgeable understanding of the upcoming Building Emissions Performance Standard (BEPS) requirements and **are ready to move forward with designing and implementing retrofits**. Gaining this knowledge can be achieved through participation in the Office of Sustainability & Environment's training cohorts or by engaging an energy services professional.

Please select the option(s) below that best describe your preparation for undertaking an engineering design project:

- ☐ I completed a group training cohort offered by the Office of Sustainability & Environment (Seattle Clean Buildings Accelerator/Building Emissions Navigator)
- ☐ I am currently enrolled in a group training cohort offered by the Office of Sustainability & Environment (Seattle Building Emissions Navigator)
- ☐ I have a contract with an engineering design firm or other professional consultant to inform BEPS compliance efforts
- ☐ I am ready to replace a mechanical system in my building, and my contractor is preparing recommendations; I need engineering design work to ensure my contractor's recommendations include necessary emissions reductions before I choose and install the replacement.
- ☐ I need to replace a mechanical system in my building, and my contractor has provided recommendations that will reduce GHG emissions
- ☐ I have informed myself or my staff in other ways, and I have the capacity to undertake the project. If you have selected this option, please provide one to two paragraphs describing the formal training, independent study, engaging with a consultant or contractor, or other preparations you or your staff completed to understand BEPS and its expected impacts on

your building, and confirm your capacity to undertake the project:



32. **What is the estimated total cost of engineering design for the project, based on bids you've received?** *Please provide a number without a dollar sign or commas. Note that you may be required to provide copies of bids to OSE prior to selection or before entering into a contract with the City, but not during the application phase.*
33. **What is the estimated total cost of the project, including engineering design and retrofits installation if known?** *Please provide a number without a dollar sign or commas. If this figure cannot be estimated until the engineering design work is complete, enter "TBD."*
34. **Estimated start date of engineering design work:**
35. **What is the estimated time to complete engineering design work, in the number of months?**
Note that the work does not have to be completed in 2026 to be eligible for 2026 funding.
36. **Estimated start date of installing retrofits:**
37. **What is the estimated time to complete retrofits installation, in the number of months?** Note that the work does not have to be completed in 2026 to be eligible for 2026 funding.

[Go to question 38.](#)

Community Impact

38. Some projects may enable a building to function as a resiliency hub (a community site that offers services and/or resources during weather emergencies or natural disasters so people can stay safe and recover faster). **As a result of your project, do you plan to open your building to the broader community and provide new resiliency services during these events?**

- ☐ Yes
☐ No

39. **If yes, please indicate which of the following new services:** (check all that apply):

- ☐ During excessive heat events, serve as a cooling center for community members, whether during the day, 24 hours a day, or only at certain hours
- ☐ During extreme cold events, serve as a warming shelter for community members, whether during the day, 24 hours a day, or only at certain hours
- ☐ During wildfire smoke events, serve as a cleaner-air refuge for community members whose health may be affected by poor air quality, whether during the day, 24 hours a day, or only at certain hours
- ☐ Safely maintain a stockpile of supplies to be distributed to community members
- ☐ Safely provide meals or other food-related services, such as a food pantry, to community members
- ☐ Other:

40. **Please briefly share how the project will enable your organization to offer these services.** (500 char limit)

41. **As a result of your project, do you plan to add, expand, or enhance free or low-cost services that your building offers to frontline communities*?** **“Frontline communities” are Black people, Indigenous people, sovereign tribal nations, communities of color, immigrants, refugees, youths, elders, houseless people, disabled people, LGBTQ+ people, people with low and no income, and people who work in outdoor occupations.*

Examples include after-school programs, arts and cultural offerings, day care, food access (meals, food bank, food pantry), information/resource sharing, public meeting space, senior programs, summer camp, and youth programs.

- ☐ Yes
☐ No

42. **If yes, please briefly describe how.** (1,000 char limit)

For example, heat pump installation adds air conditioning, enabling comfortable public meeting rooms. Examples should promote community cohesion, encourage neighbor connections, and be free or low-cost.

43. **Is there anything else you'd like us to know about your project, your building, or your organization?** (optional, 500 char limit)

Example Worksheet
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