



2025 Building Decarbonization Grant Application Worksheet

This worksheet is provided to applicants for drafting purposes only. Final applications must be submitted through the online form [here](#).

Background

In Seattle, buildings are one of our largest sources of climate pollution, responsible for 40% the city's greenhouse gas (GHG) emissions. Over 90% of these emissions result from burning high-emissions fossil fuels like gas or oil for heat, hot water, and appliances. These emissions pollute our air and accelerate climate change, which disproportionately harms Seattle's Black, Indigenous, and People of Color (BIPOC) communities. For our health and resilience in the face of a changing climate, Seattle is committed to eliminating climate pollution and transitioning to 100% clean energy in our buildings and vehicles by 2050.

One way Seattle will dramatically reduce emissions from buildings over the next decades is through the new Building Emissions Performance Standard (BEPS) law. BEPS includes Benchmarking Verification and Greenhouse Gas Report requirements and sets emissions targets for existing nonresidential and multifamily buildings larger than 20,000 square feet. A building's emissions targets and compliance deadlines are determined by the use and size of the building and targets become gradually stronger every five years. Most buildings covered by BEPS should reach net-zero emissions in the 2040s, making it one of the most impactful climate actions the City of Seattle is taking.

Seattle's Office of Sustainability and Environment (OSE) developed and is implementing BEPS. OSE is taking applications and may award up to about \$4 million in grants to assist multifamily and/or nonprofit buildings in or serving frontline communities* to plan for or reduce emissions ahead of future BEPS targets. If selected, building owners will receive funding for engineering design and/or capital retrofit projects. This 2025 funding follows a successful pilot grant program in 2024. More about the 2024 pilot grant program is [here](#).

** According to Seattle's Green New Deal, "frontline communities" include 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.*

Eligibility

To be eligible for funding, buildings must be located in or serving Seattle's frontline communities, be greater than 20,000 square feet, and the project must

- prepare the building owner for future greenhouse gas (GHG) emissions reductions by identifying a building's retrofit needs ("engineering design projects" that need a professional to evaluate a building and design retrofits for it) and/or
- reduce actual GHG emissions from the building by implementing retrofits, such as replacing high-emissions fossil-fuel-powered space or water heating equipment ("retrofit implementation projects").

A project must include either preparing the building for future GHG emission reductions, or actual GHG emission reductions, or both, to be eligible for funding. Projects seeking to install fossil-fuel-powered equipment are not eligible.

Deadline

Building owners or representatives must submit this form **by 5 p.m., PDT on July 10, 2025**, to apply for funding from the Office of Sustainability and Environment (OSE).

Format

The application includes five sections: **General Information, Engineering Design Projects, Retrofit Implementation Projects, Engineering Design and Retrofit Projects, and Conclusion**. All applicants must complete both the General Information and Conclusion sections and will complete only one of the other sections. The online application will guide you to the appropriate project-type section based on your responses to questions. This worksheet includes all of the questions in application, divided by section so that you can gather the information you need before you paste it into the online form. Technical assistance is [available](#) to eligible entities.

Application Questions

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 look up your building's Seattle Energy Benchmarking Building ID Number using this Energy Benchmarking mapping [tool](#). The Building ID Number will be displayed when you hover your cursor over the dot that represents your building on the map, or when you click on the dot to display more information about your building.
4. In which City Council District is the building located?
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 square footage of building, **excluding parking**:
10. Which best describes your building?
 - Commercial/office space with no nonprofit tenants
 - Commercial/office space with nonprofit tenants
 - Community space/center
 - Condominium
 - Cooperative housing
 - Low-income housing (subsidized nonprofit)
 - Medical facility
 - Other lower-rent housing (unsubsidized)

- Owned by nonprofit organization but use type not otherwise listed
- Place of worship
- School, private
- School, public
- Other:

11. Enter a brief description of the building (no more than 500 characters). Include information such as
- Is it an historic landmark?
 - Does it have structural or space challenges?
 - Does it lease space to non-profit entities, including how much of the building is leased to them?
 - Does it include tenants that provide services vital to the community?
 - If a condominium, how is it managed (e.g., volunteer board, professional management, etc.)?

12. Enter a brief description of the project (no more than 500 characters).
Describe the project for which you are seeking funding. Be sure to include information regarding the number of mechanical systems within the building that the project will evaluate and/or upgrade to reduce emissions. For example, is the project evaluating space heating, hot water heating, envelope, ventilation, etc.? Also include information about any bids you've received for the project.

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 from external steam plant
- Domestic hot water from fossil gas burned onsite
- Space heating from external steam plant
- Space heating from fossil gas or oil burned onsite
- Other:

14. What community or communities does your building serve? In what ways does your building provide services to that community/communities? (No more than 500 characters.)

15. How much funding are you requesting in this application?

16. What other funding have you secured for this project? Please list 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.

17. Type of project for which you are seeking funding:

- a. Your building requires engineering design work to identify the retrofits needed to reduce its emissions. (Complete the **Engineering Design Projects** section next, then skip to question 35.)
- b. 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** section, question 22.)
- c. Your project encompasses **both** engineering design and implementing retrofits to reduce emissions. (Skip to the **Engineering Design and Retrofits Implementation Projects** section, question 28.)

Engineering Design Projects

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

18. The City aims to prioritize projects where the building owner (or their designated staff) has some understanding of the upcoming Building Emissions Performance Standard (BEPS) requirements, and they are **ready to seek engineering designs for retrofits**. Ways to gain this knowledge include participation in the Office of Sustainability & Environment's group training cohorts or having an energy services professional to assist. Please select the option(s) below that best describes your preparation to undertake an engineering design project:

- a. I completed a group training cohort (Clean Buildings Accelerator/Building Emissions Navigator)
- b. I am currently enrolled in a group training cohort (Clean Buildings Accelerator/Building Emissions Navigator)
- c. I have an engineering design firm or other professional consultant under contract to inform BEPS compliance efforts
- d. 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 consider any necessary emissions reductions
- e. I have informed myself or my staff in other ways and I have the capacity to undertake the project. I will email a short "Proof of Capacity" statement to amy.fowler@seattle.gov before the grant application period ends that describes in a couple of paragraphs how I have gained my understanding of BEPS and its anticipated impact on my building. (Be sure to include any formal training, independent study, or other preparations you have done.)

19. What is the estimated total cost of engineering design for the project, based on bids you've received? 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.
20. Estimated start date of engineering design work:
21. What is the estimated time to complete engineering design work, in months? Note that the work **does not have to be completed in 2025** to be eligible for funding in 2025.

Skip to question 35.

Retrofits Implementation Projects

You will complete this section only if you want to **only apply for funding to cover installation of retrofits** in your building.

22. The City aims to prioritize projects where the building owner (or their designated staff) has some understanding of the upcoming Building Emissions Performance Standard (BEPS) requirements, and they are **ready to move forward with implementing retrofits**. Ways to gain this knowledge include participation in the Office of Sustainability & Environment's group training cohorts or having an energy services professional to assist. Please select the option(s) below that best describes your preparation to undertake a retrofit project:
- a. I completed a group training cohort (Clean Buildings Accelerator/Building Emissions Navigator)
 - b. I am currently enrolled in a group training cohort (Clean Buildings Accelerator/Building Emissions Navigator)
 - c. I have an engineering design firm or other professional consultant under contract to inform BEPS compliance efforts
 - d. I have an engineering design firm or other professional consultant under contract to inform BEPS compliance efforts
 - e. I need to replace a mechanical system in my building and my contractor has made recommendations that will reduce GHG emissions
 - f. I have informed myself or my staff in other ways and I have the capacity to undertake the project. I will email a short "Proof of Capacity" statement to amy.fowler@seattle.gov before the grant application period ends that describes in a couple of paragraphs how I have gained my understanding of BEPS and its anticipated impact on my building. (Be sure to include any formal training, independent study, or other preparations you have done.)
23. Do you have complete retrofit plans from an engineering design company or installer?
- Yes No
24. What is the estimated total cost of retrofits, based on bids you've received? 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.

25. What is the estimated **total** cost of the project, including engineering design and retrofits installation?
26. What is the estimated start date of installing retrofits?
27. What is the estimated time to install retrofits, in months? Note that it **does not have to be completed in 2025** to be eligible for funding in 2025. Skip to question 35.

Engineering Design and Retrofits Implementation Projects

You will complete this section only if you are applying for funding to cover **both engineering design services and the installation of retrofits**.

28. The City aims to prioritize projects where the building owner (or their designated staff) has some understanding of the upcoming Building Emissions Performance Standard (BEPS) requirements, and they are **ready to move forward with designing and implementing retrofits**. Ways to gain this knowledge include participation in the Office of Sustainability & Environment's group training cohorts or having an energy services professional to assist. Please select the option(s) below that best describes your preparation to undertake this engineering design and retrofit project:
- a. I completed a group training cohort (Clean Buildings Accelerator/Building Emissions Navigator)
 - b. I am currently enrolled in a group training cohort (Clean Buildings Accelerator/Building Emissions Navigator)
 - c. I have an engineering design firm or other professional consultant under contract to inform BEPS compliance efforts
 - d. I have an engineering design firm or other professional consultant under contract to inform BEPS compliance efforts
 - e. 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
 - f. I have informed myself or my staff in other ways and I have the capacity to undertake the project. I will email a short "Proof of Capacity" statement to amy.fowler@seattle.gov before the grant application period ends that describes in a couple of paragraphs how I have gained my understanding of BEPS and its anticipated impact on my building. (Be sure to include any formal training, independent study, or other preparations you have done.)
29. What is the estimated total cost of engineering design for the project, based on bids you've received? 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.
30. What is the estimated **total** cost of the project, including engineering design and retrofits installation, if known? If this figure cannot be estimated until the completion of the engineering design work, enter "TBD."
31. Estimated start date of engineering design work:

32. What is the estimated time to complete engineering design work, in months? Note that it **does not have to be completed in 2025** to be eligible for funding in 2025.
33. Estimated start date of retrofits implementation:
34. What is the estimated time to complete retrofits implementation, in months? Note that it **does not have to be completed in 2025** to be eligible for funding in 2025. If this figure cannot be estimated until the completion of the engineering design work, enter "TBD."

Conclusion

35. Some projects may enable a building to become a resiliency hub for the community in the event of a weather emergency or natural disaster. For example, a project that installs a heat pump would enable the building to serve as a clean-air refuge during wildfire smoke and a cooling center during heatwaves. Please indicate if, **as a result of your project**, your building would provide any of the following resiliency features (check as many as applicable):
- Provide cleaner air during wildfire smoke events to serve as a refuge to community members whose health may be affected by wildfire smoke, in any capacity (daytime, 24-hours/day, only certain hours, etc.)
 - Safely maintain a stockpile of supplies to be distributed to community members during an emergency
 - Safely provide meals or other food-related services, such as a food pantry, to community members during an emergency
 - Serve as a cooling center for community members during excessive heat events, in any capacity (daytime, 24-hours/day, only certain hours, etc.)
 - Serve as a warming shelter for community members during excessive cold events, in any capacity (daytime, 24-hours/day, only certain hours, etc.)
 - None of the above
 - Other:
36. Does this project help deliver the services your organization offers or plans to offer that support frontline community* connections? If so, please briefly describe below how the project will impact your organization's services (no more than 500 characters). For example, a project to install a heat pump space heating system will also provide air-conditioning; that may allow the building owner to offer comfortable public meeting rooms. These programs and services should aim to develop community cohesion, promote neighbor-to-neighbor connections, and be free of charge or low-cost. Examples of such services include:
- After-school programs
 - Arts and cultural offerings
 - Day care
 - Food access (meals, food bank, food pantry)
 - Information and resource sharing

- f. Public community meeting space
- g. Senior programs (events, classes, meals)
- h. Summer camp
- i. Youth programs

** According to Seattle's Green New Deal, "frontline communities" include 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.*

37. What other information about this project or this building would you like OSE to know? Please add anything else that you think is relevant to your application, such as any prior efforts to reduce emissions from the building, prior experience administering grants, how you plan to utilize the building following the project, the importance of the building to the community it serves, etc. (No more than 500 characters.)

38. If my project is not selected for 2025 funding, please let me know when **2026** funding is available:

Yes

No

39. If you will be submitting a brief "Capacity Statement" to describe how you came to be prepared to undertake this project, please remember to send it to amy.fowler@seattle.gov **by 5 p.m. PDT on July 10, 2025.**