

# Seattle Clean Buildings Accelerator Light Coaching Enrollment Form



Thank you for your interest in the City of Seattle Office of Sustainability and Environment’s (OSE) and Seattle City Light (SCL) **Seattle Clean Buildings Accelerator (SCBA) Program**. The SCBA is a no-cost educational offering that will help your organization manage energy use more effectively, achieve cost savings, reduce greenhouse gas emissions, and start on the path to compliance for the WA Clean Buildings Performance Standard (WA Clean Buildings Law). Stillwater Energy is implementing the SCBA on behalf of OSE and SCL.

Completing this form will help us confirm your intent to participate in the **Light Coaching Pathway** and gauge your interest in specific program features. Please label any confidential information as such.

Participant Information			
Organization Name:			
Participant Name:		Title:	
Organization Address:		City:	State: Zip:
Contact Telephone:		Cell Phone:	
Email:			
Building Information: Please list up to 2 buildings you’d like to work on as part of your participation in the SCBA. (You may revise this later, if needed.)			
1. Building Name/Address:		Seattle ID*:	
2. Building Name/Address:		Seattle ID*:	

\* Building ID used for Seattle Energy Benchmarking or Building Tune-Ups Reporting. Leave blank if unknown.

Program Questions	Yes	No
Will you grant Stillwater Energy access to your ENERGY STAR Portfolio Manager (ESPM) benchmarking account to provide visibility into your building’s energy usage so that we can help determine your Energy Use Intensity Target (EUI <sub>t</sub> ) (a requirement of the WA Clean Buildings Law) and provide energy performance and emissions feedback to your organization?		
Will you commit to participate for 4 months in the cohort, including attending virtual workshops, coaching calls, and energy scans? (Time commitment for calls is 2-4 hours/month. Additional prep on your own time is estimated at 2 hours/month.)		
Is the building operator or facilities manager supportive of the building(s) participating in the SCBA program?		
Has your organization participated in other energy programs (e.g., utility programs, US Department of Energy, emissions reporting programs, etc.)?		
Does the building(s) you want to enroll in SCBA have a building automation or management system (BAS or BMS) and staff that can access the data?		

# Seattle Clean Buildings Accelerator Light Coaching Enrollment Form



## ENERGY STAR Portfolio Manager

ENERGY STAR Portfolio Manager (ESPM) is the required energy accounting and reporting platform for the WA Clean Buildings Law. ESPM will also serve as the data source for the Seattle City Light regression models used to track savings associated with this program. Participants may be able to use their existing ESPM account used for reporting to Seattle's Energy Benchmarking Program. Participants may need to update energy or building characteristic data to participate in SCBA. Access to technical services, such as energy scans and building models, are contingent upon accurate ESPM setup.

## Data Release

By signing this enrollment form, I understand utility information related to my energy use and/or billing history may be requested and/or shared with Stillwater Energy, LLC.

For Seattle City Light utility information, I understand that I may be asked to authorize Seattle City Light to share account numbers and/or meter numbers and their associated service address with Stillwater Energy for the purposes of participating in the Seattle Clean Buildings Accelerator program. This will require I fill out a data release authorization form.

For Puget Sound Energy, I approve of the release of utility information related to my energy use and/or billing history to Stillwater Energy, LLC, including a listing of Puget Sound Energy (PSE) account numbers and/or meter numbers and their associated service address for the purposes of participating in the Seattle Clean Buildings Accelerator program.

## Roles and Responsibilities

As the Program Participant you will be the Clean Buildings Champion (ideally this person is also the Clean Buildings Energy Manager). It is also important that your organization designate an Executive Sponsor. These persons agree to assume the roles and responsibilities below.

<b>Clean Buildings Champion</b>
a. Participate actively in the SCBA Program to work toward compliance with the WA Clean Buildings Law and actively reduce energy and emissions.
b. Prepare for and participate in SCBA workshops, coaching calls, and virtual energy scans.
c. Engage facility staff as needed to attend virtual workshops and energy scans.
d. Provide supporting information to facilitate your building's benefit from the SCBA program including energy data, energy audits, and other information.

<b>Executive Sponsor</b>
a. Provide management level support of the Clean Buildings Champion, including supporting their time and communicating WA Clean Buildings Law efforts, needs, and requirements across the organization.
b. Hold the Clean Buildings Champion accountable for action based on energy priorities.

By signing this from, I understand that I am voluntarily enrolling as a Program Participant in the Seattle Clean Buildings Accelerator Program, an educational program that is delivered by Stillwater Energy. I understand that my participation is not to be construed as any type of certification of compliance with any applicable codes, rules or regulations. Since the Program is voluntary, program participants acknowledge the freedom to choose to implement any energy efficiency or carbon reducing measures in

# Seattle Clean Buildings Accelerator Light Coaching Enrollment Form



their facilities, or none at all. This enrollment form is an offer of program services effective through the duration of the program.

Clean Buildings Champion:	Title
Signature:	Date
Executive Sponsor:	Title
Signature:	Date

**Email your completed form to:**  
[cleanbuildings@stillwaterenergy.com](mailto:cleanbuildings@stillwaterenergy.com)