

Program Description

The Decarbonization Showcase (“Showcase”) is a new program offered by the Bay Area Regional Energy Network’s (BayREN) Targeted Decarbonization Services Program. The Showcase will enroll a small selection of public buildings – approximately 10 – in different climate zones in the Bay Area to assist them with decarbonizing their building operations. Projects will implement recommended measures for energy efficiency, distributed energy resources, electrification, demand response, and other types of energy-related measures to demonstrate how public buildings can reduce or eliminate emissions. Data will be collected throughout the design, construction, and operation of the participating Showcase projects and be shared in detailed case studies that other local government and special district staff can rely on.

For projects selected to participate in the Showcase, BayREN will provide ongoing technical assistance and engineering support to simplify the process, so participants can focus on saving energy, improving air quality, and meeting their climate action and energy goals. In addition, BayREN has a total of approximately \$1,000,000 in gap funding available to support implementation of projects selected to participate in the Showcase, equating to about \$100,000 per project. This gap funding is dedicated for implementation of recommended building decarbonization measures that may not be covered by existing funding sources (e.g., replacement of fossil fuel powered HVAC equipment with electric alternatives).

Given the limited amount of gap funding available, BayREN seeks projects that can be fully paid for with existing or anticipated funding sources (i.e., grants, capital improvement budget allocations) in combination with BayREN’s gap funding. To support project implementation, participants are expected to provide internal funding and/or apply for funding or financing from external programs. In order to receive BayREN gap funding and prior to the release of any funds, selected participants will be required to execute a legal agreement that ensures implementation of the project and provision of post-project data. This agreement will also contain insurance and indemnification requirements, as well as details regarding milestones and the documentation necessary to reflect proper use of the funds received.

Application Process

Please fill out the following application for your public building/facility (“Project Site”) to be considered for selection in the Decarbonization Showcase. The purpose of the application is to provide BayREN’s Evaluation Committee with a clear understanding of the applicant’s Project Site, the need for the project, the key staff members involved, the availability of funding, and the applicant’s commitment to making every reasonable effort to complete the decarbonization project at the Project Site. If you have any questions, please reach out to publicbuildings@bayren.org.

The application period opens on January 21, 2025. The application period will be open for 8 weeks, with a closing date of March 18, 2025. All applications must be received by 5:00 PM PST on March 18, 2025, to be considered, unless prior notice is given that the deadline is extended. Interested local governments and special districts can submit their applications in one of two ways:

- 1) Complete this fillable PDF and email publicbuildings@bayren.org with the subject line “Decarbonization Showcase Application – Name of Local Government or Special District”.
- 2) Complete this online [Google Form](#).

BayREN will host an informational webinar on February 5, 2025, where interested local governments and special districts can learn more about the Decarbonization Showcase, application process, and ask questions. Information about the webinar can be found on BayREN’s Decarbonization Showcase webpage (<https://www.bayren.org/decarbonization-showcase>).

Interested local governments and special districts will be able to submit questions concerning the Decarbonization Showcase to publicbuildings@bayren.org through the end of the question period (February 25, 2025). BayREN will post all questions with responses no later than March 4, 2025 on BayREN’s Decarbonization Showcase webpage.

Before you begin: Please confirm you have reviewed the Decarbonization Showcase Program Handbook to understand the program objectives, eligibility, and requirements in full prior to completing the application.

- Yes, I have reviewed and understood the Decarbonization Showcase Program Handbook.

Section 1. Outreach Information

1.1. How did you find out about the Decarbonization Showcase?

- Attended a BayREN Webinar or Forum
- Email
- Digital Media (Social Media, Online Ad)
- Web Search
- County Representative
- Local Government Partnership
- Other Public Agency
- Other: _____

1.2. What other BayREN Public Programs are you interested in? Check all that apply.

- Decarbonization Education & Financing
- Energy Concierge
- Energy Roadmapping
- No, I am not interested in other services

1.3. Would you or other team members like to be added to BayREN's Public Programs email list to receive email updates about current and future program offerings for local government and special district staff? If so, please provide email addresses below.

Section 2. Local Government Lead Contact Information

The Local Government Lead (i.e., project manager) acts as the primary point of contact for BayREN throughout the course of the project. This should be a public works (or similar department) staff member who can represent and communicate the jurisdiction's project interests, updates, and decisions, as well as provide BayREN with the necessary facility and energy use information about the project site to complete the on-site energy assessment. The Local Government Lead must commit sufficient time to oversee and actively participate throughout the design, construction, and operation phases of the Showcase project.

2.1. Local Government Lead Contact Information

Bay Area Local Government or Special District

Full Name

Title/Position

Department/Agency

Email Address

Phone Number

Mailing Address

2.2. Given the Local Government Lead's other responsibilities, how will they ensure sufficient time and involvement to actively participate and effectively oversee the design, construction, and operation of the Showcase project? Please describe the availability and capacity of the Local Government Lead, including details about their current workload and the level of time they can commit to ensuring the project's success over the next 2 to 5 years. (250-word limit)

2.3. Please provide the name(s), title(s), department(s), and email(s) of any other key team members that may be involved in the project (e.g., sustainability manager, planning director).

Section 3. Project Site Information

The following questions ask you to provide information about the Project Site you are nominating to participate in the Decarbonization Showcase.

3.1. Project Site

Site name

Short description of your project

Site address

3.2. Please select the building type that describes the facility best.

- | | |
|--|--|
| <input type="radio"/> Airport | <input type="radio"/> Health and Human Services Facility |
| <input type="radio"/> Animal Shelter | <input type="radio"/> Jail/Incarceration/Juvenile Hall |
| <input type="radio"/> Aquatic Facility | <input type="radio"/> Laboratory |
| <input type="radio"/> Childcare Facility | <input type="radio"/> Library |
| <input type="radio"/> City/Town Hall | <input type="radio"/> Parks and Recreation Facility |
| <input type="radio"/> Community Center | <input type="radio"/> Police Station |
| <input type="radio"/> Corporation Yard | <input type="radio"/> Recreation Center/Gym |
| <input type="radio"/> Courthouse | <input type="radio"/> School |
| <input type="radio"/> Educational Facility | <input type="radio"/> Sports Complex |
| <input type="radio"/> Fire Station | <input type="radio"/> Other: _____ |
| <input type="radio"/> Government Offices | |

3.3. Does this facility fulfill any of the following critical public functions? Check all that apply.

- Resiliency center
- Cooling center
- Senior center
- Healthcare facility
- Educational facility
- Fire/Police station
- Public meeting space
- Other: _____
- None

3.4. Facility Details

How many rooms (not including bathrooms) does the facility have? For this purpose, consider a room any space that's closed off by a door.

How many bathrooms does the facility have?

How many showers does the facility have?

How many stories (not including an unfinished attic or basement) is the facility?

Year facility was built

Facility square footage

Facility regular operating hours

3.5. Utility Information

Who is the electricity commodity provider for the facility?

What is the facility's current electrical service plan (e.g., 100% renewable service plan)?

Who is the gas provider for the facility?

3.6. Please describe the electrical infrastructure capacity at the facility, if known. Please indicate if you have single-line diagram(s) readily available. Please note if you anticipate electrical infrastructure upgrades will be needed for the facility to complete electrification measures. This can include electric panel constraints like breaker space shortages and amperage deficiencies. If possible, please attach copies of the single-line diagram(s) and photos of all the electrical panels that supply the facility when emailing your application to publicbuildings@bayren.org. Photos should be in JPG or PNG format.

3.7. Please describe the facility's current HVAC system, including the type, size, age, and anticipated replacement date of each HVAC appliance in the facility. Please describe any known performance or maintenance issues.

3.8. What is the facility's current space heating method? Check all that apply.

- Electric Heating (e.g., electric resistance, heat pumps)
- Gas Heating – gas-fired furnace
- Gas Heating – rooftop unit (packaged units)
- Gas Heating – steam boiler
- Gas Heating – water boiler
- Oil Heating (e.g., oil-fired central boiler, oil-fired furnace)
- District Heating (e.g., connected to a district heating system that provides space heating via steam or hot water)
- Other: _____

3.9. What is the size and age of the equipment indicated above?

3.10. What is the facility's current space cooling method? Check all that apply.

- Central Chiller
- Heat Pumps
- Roof Top Unit
- Split System
- Through-Wall Units
- Window Air Conditioner Units
- None
- Other: _____

3.11. What is the size and age of the equipment indicated above?

3.12. What is the facility's current domestic water heating appliance(s)? Check all that apply.

- Electrical Resistance Water Heating
- Heat Pump Water Heater
- Instantaneous Water Heater
- Natural Gas Fired Water Heater
- Other: _____

3.13. Provide the size, type, age, and anticipated replacement date for each domestic water heating appliance in the facility. Please describe any known performance or maintenance issues.

3.14. What other gas-fueled appliances are at the facility (e.g., gas stoves, gas dryer, gas water heater for pool/spa, etc.)?

3.15. What is the size (if applicable) and age of the equipment indicated above?

3.16. Does the facility already have solar panels? If yes, please tell us the size of the solar array (kW), the year it was installed, and whether it is operational.

- Yes (details below)
- No

3.17. Does the facility already have a backup power system? If the facility has battery backup, please tell us the total energy storage capacity (in kWh) and indicate whether it is integrated with an existing solar PV system. If the facility has gas generator(s), please tell us when they were installed.

- Yes, battery backup
- Yes, gas generator(s)
- No

3.18. What are you planning to electrify at the facility? Check all that apply.

- Cooking
- Clothes Drying
- Domestic Water Heating
- Space Heating (HVAC)
- Pool Heating
- Other: _____

3.19. Please indicate your level of interest in implementing the following integrated demand-side management (IDSM) measures at the facility. Please note implementation of these measures is not guaranteed as part of participating in the Showcase service and will be pursued depending on technical and financial feasibility. BayREN gap funding is not available for IDSM measure implementation.

Measure Type	Unsure	Not very interested	Neutral	Somewhat interested	Very interested
Solar Photovoltaic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Solar Water Heating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microgrid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Battery Energy Storage System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thermal Storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smart Controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building Automation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demand Response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permanent Load Shifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electric Vehicle (EV) Charging Stations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle-to-Grid Technologies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3.20. Please provide annual energy usage data for the facility for the year 2024.

<i>kWh electricity</i>	<i>Therms natural gas</i>	<i>Other (please specify)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3.21. Please confirm you understand that if selected to participate, you will need to provide BayREN with utility bills and 15-minute interval data and/or monthly consumption data for the facility from the most recent 12 months.

**Note that BayREN can support with requesting the appropriate data from PG&E*

- Yes, I understand

3.22. Have any Energy Audits or Energy Assessments been conducted for this facility in the last five years? If selected to participate, BayREN will request access to these documents.

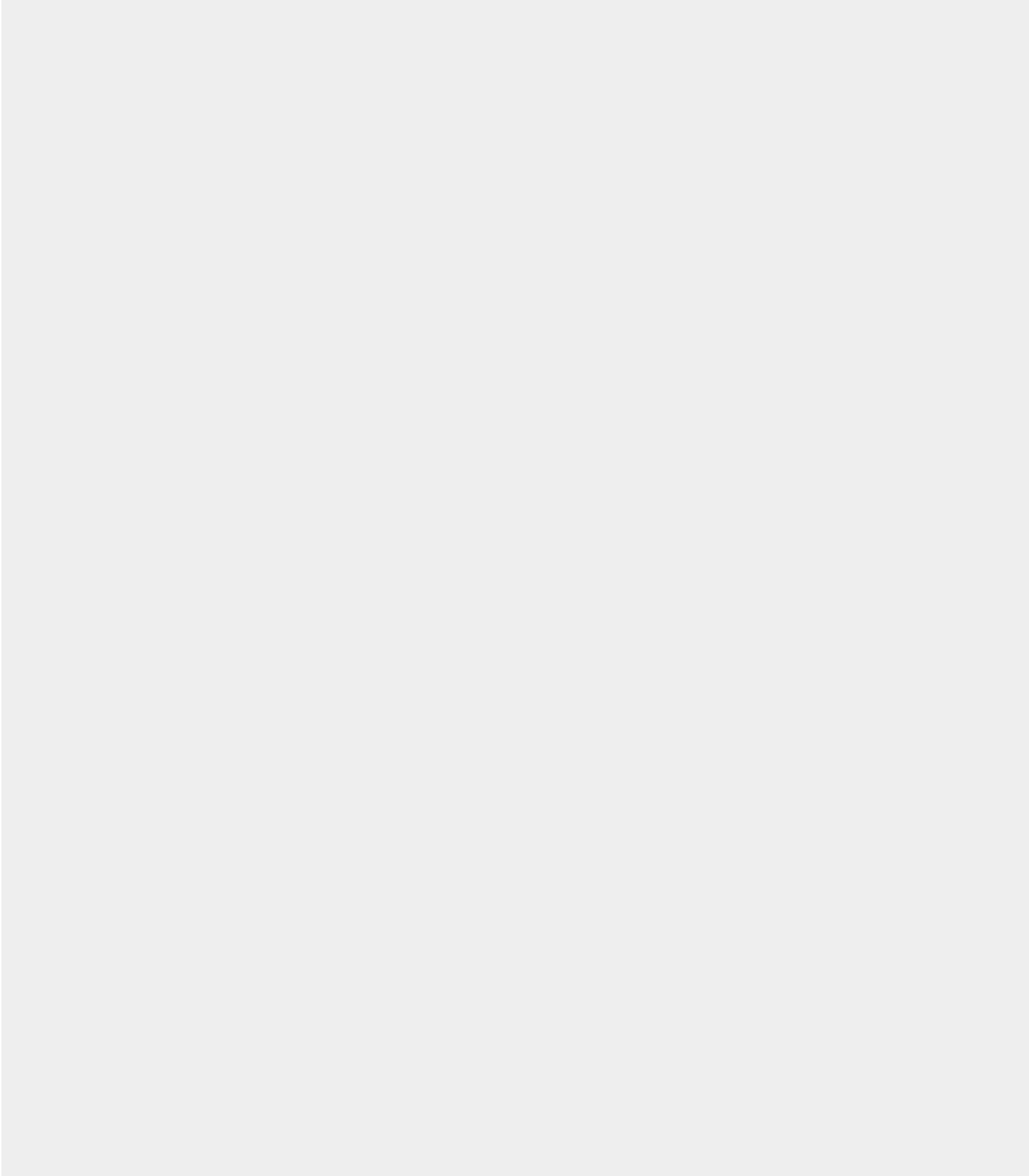
- Yes (if yes, please describe below)
- No

3.23. Please provide a description and the dates of any recent energy upgrades or renovations made to the facility within the last five years. This includes any changes made to the facility's mechanical, electrical or plumbing systems. (250-word limit)

3.24. Please provide a description and the dates of any scheduled or planned projects and/or occupancy changes in consideration or anticipated to the facility. (250-word limit)

Section 4. Available Funding Sources

4.1. Please provide a description of any funding sources (internal or external) you can secure to support project implementation. Include details such as the amount of funding available or anticipated, the funding source (e.g., grants, internal budgets, or other programs), and any conditions or timelines associated with accessing the funds. (500-word limit)



Section 5. Project Need

The following questions ask you to describe the need for this project, who will benefit from the project, and any plans to showcase the results of the project when completed.

5.1. Please describe why this facility should be considered for the Decarbonization Showcase. (750-word limit)

Your response should address the following:

Site Selection Rationale: Explain why this particular facility was selected over other buildings in your agency's portfolio.

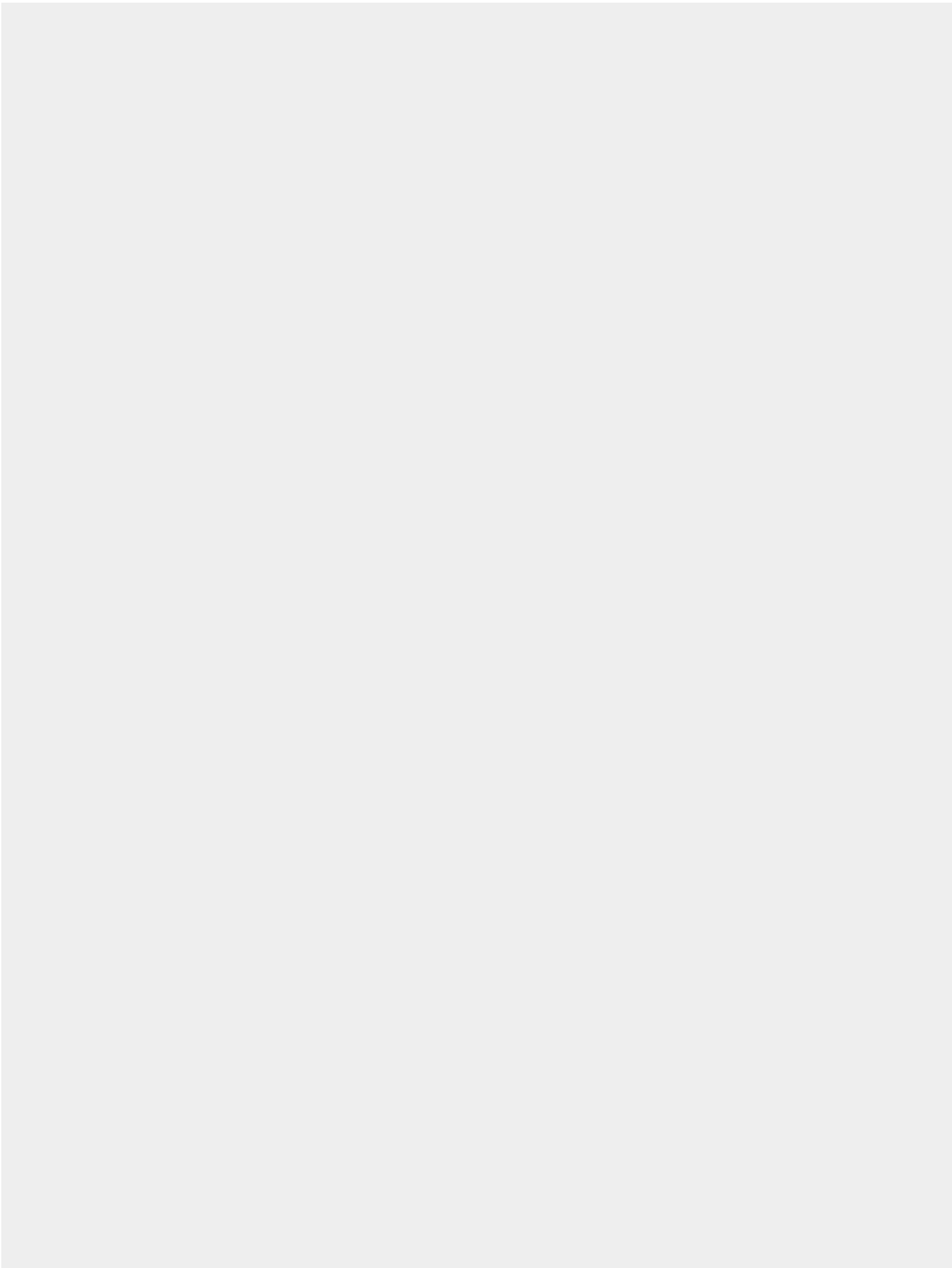
Specific Need and Value: Please describe the specific need for this project in the context of both facility-level and building-portfolio-level decarbonization. Additionally, outline its anticipated value to your agency and the broader community. Explain how the facility serves your agency and the community.

Anticipated Benefits: Identify the anticipated benefits of the project, including co-benefits such as fixing facility pain points, improving indoor air quality, increasing occupant comfort, and serving as a decarbonization model for others.

Alignment with Local Planning Efforts: Describe how this project aligns with and supports local planning efforts, goals, and targets (e.g., climate action plans, energy action plans, general plan policies, or GHG emission reduction targets).

Supporting Data: Any supporting data, reports, or analyses that justify the importance of this project.

Showcase Support Need: Describe why this project cannot move forward without BayREN's Decarbonization Showcase support (e.g., funding gaps, technical barriers, or other constraints).



Section 6. Equity Priority Community

6.1. Is your facility located in an Equity Priority Community, [as defined by MTC](#)? You can determine if your facility is located in an Equity Priority Community using the map [provided here](#).

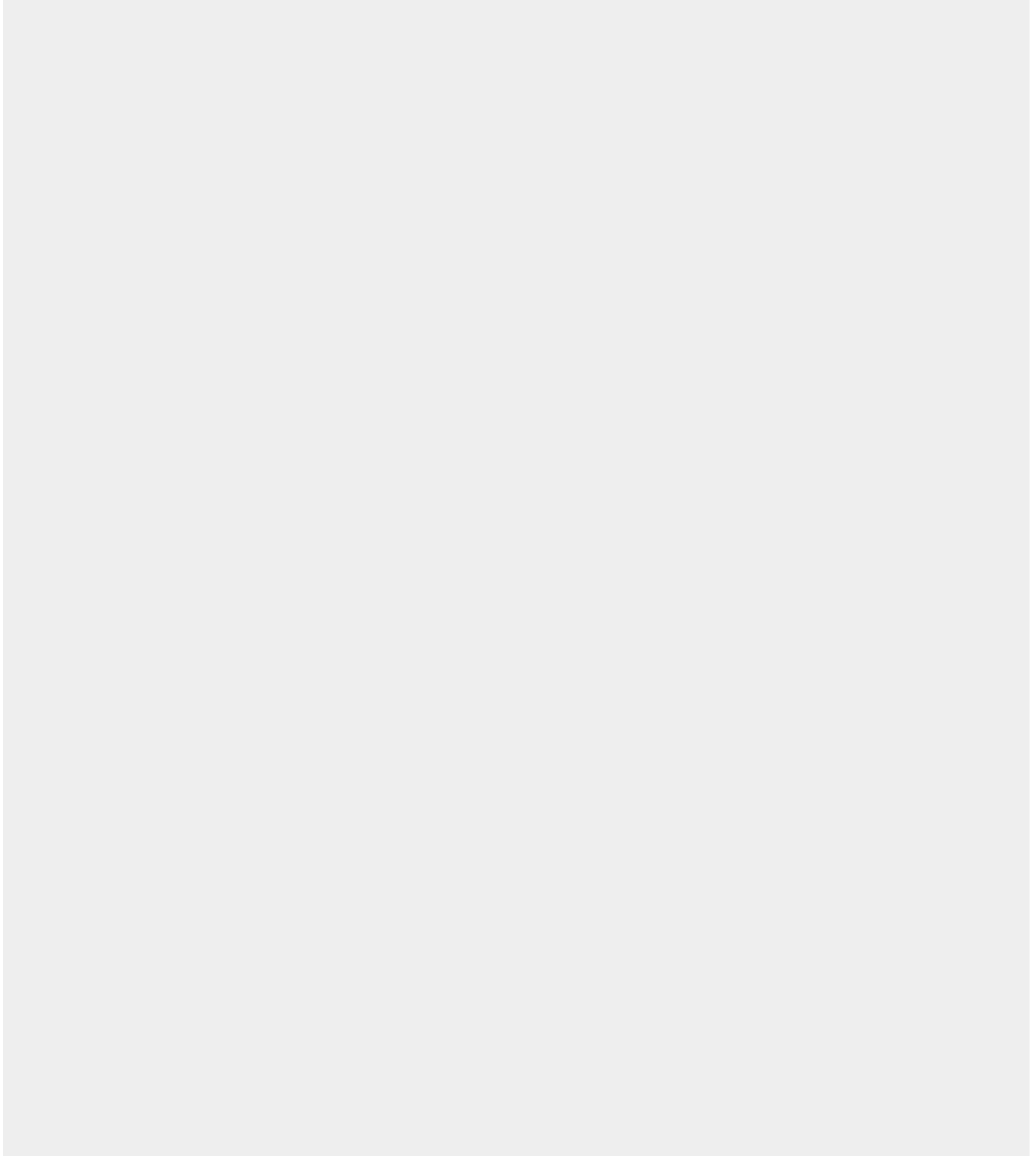
- Yes
- No

6.2. Please describe the communities served by the facility and how they will benefit from the project. Indicate which [Equity Priority Communities, as defined by MTC](#), are served by the facility. Include relevant demographic information about these communities to support your response. (750-word limit)

Section 7. Additional Relevant Information

Note: Applicants that do not provide information in this section will not be penalized.

7.1. Please provide any additional information that will assist the Evaluation Committee in understanding the proposed project and need. (500-word limit)



7.2. What are your plans for how you will broadcast and showcase the results of the project when completed? (250-word limit)

7.3. Please include any additional documents that would support your application (e.g., energy audits, letters of recommendation, letters of support, utility bills, and 15-minute interval data or monthly consumption data for the facility from the most recent 12 months) as attachments when submitting your application to publicbuildings@bayren.org. Include a brief description of the documents attached below. (500-word limit)

Section 8. Participant Letter of Commitment

All applicants must provide a letter of commitment which states their commitment towards decarbonization. See Appendix for a template letter and follow these instructions.

1. Copy the template content into your agency's official letterhead.
2. Fill in any placeholders with the appropriate information. Ensure all fields are accurate and specific to your application.
3. Review the terms outlined in the letter to confirm your agency's understanding and agreement.
4. Obtain the signature of an authorized representative from your agency, which may include a City Manager, Capital Programs Manager, Planning Director, Public Works Director, or another similar role.
5. Include the completed and signed letter as an attachment to publicbuildings@bayren.org as part of your Decarbonization Showcase application package.

Section 9. Signature and Submittal Confirmation

By signing below, you confirm that you are authorized to submit this application on behalf of your agency. You also confirm you have provided the most accurate and up-to-date information regarding your agency and any proposed project in the application. Further, you confirm that you have read and understand all application materials, and confirm your local government's or special district's interest in participating in the Decarbonization Showcase.

Name

Signature

Date

Appendix. Letter of Commitment Template

Subject: Commitment to Participate in BayREN's Decarbonization Showcase

Dear BayREN Public Programs Staff,

On behalf of [insert agency name], I am pleased to submit this Letter of Commitment as part of our application to BayREN's Decarbonization Showcase service. By signing below, [insert agency name], agrees to the following commitments of participating in the Decarbonization Showcase service:

1. Taking Reasonable Efforts to Complete the Decarbonization Project Included in this Application

[insert agency name] commits to taking all reasonable efforts to complete the decarbonization project included in this application.

2. Agency Roles and Responsibilities

[insert agency name] commits to fulfilling the roles and responsibilities noted in Table 1 below.

3. Local Government Lead Contact

[insert agency name] commits to having [insert Local Government Lead name] act as the primary point of contact for BayREN throughout the course of the project. [insert Local Government Lead name] is a member of the Public Works (or similar department) and can represent and communicate [insert agency name] project interests, updates, and decisions.

4. Data Sharing and Reporting

[insert agency name] commits to providing one year of energy usage data for the nominated facility to BayREN, and additional data as needed.

5. Financial and Operational Commitment

[insert agency name] confirms its commitment to applying for internal and external funding sources to help cover the cost of project implementation.

We acknowledge that participation in the Decarbonization Showcase is contingent upon meeting these commitments.

Sincerely,

[Insert Name and Contact Information of Authorized Representative]

Table 1. Roles and Responsibilities Table

Project Phase	Anticipated Timing	Tasks Participants are responsible for	Tasks BayREN is responsible for
Intake	January – March 2025	<ul style="list-style-type: none"> Submitting the Decarbonization Showcase application 	<ul style="list-style-type: none"> Providing information on the Decarbonization Showcase process Answering questions from interested local governments and special districts
Evaluation	March – April 2025		<ul style="list-style-type: none"> Reviewing and evaluating applications Selecting final project site
Notification of Selection	Q2 2025	<ul style="list-style-type: none"> If selected to participate, reviewing the legal agreement that will need to be signed with BayREN 	<ul style="list-style-type: none"> Notifying applicants selected to participate in the Showcase Providing legal agreement to applicants selected to participate in the Showcase for review

Project Phase	Anticipated Timing	Tasks Participants are responsible for	Tasks BayREN is responsible for
Project Development	Q2-Q4 2025	<ul style="list-style-type: none"> · Participating in a kickoff meeting · Providing building, mechanical, electrical plans, if available · Hosting a site visit · Providing previous energy analyses/audits, if available · Providing one year of energy usage data · Providing climate action plan, sustainability plan, energy master plan, and/or related plans and documents · Participating in a meeting to review recommended measures for implementation · Approving recommended measures 	<ul style="list-style-type: none"> · Hosting a kickoff meeting · Conducting document reviews · Analyzing utility data · Conducting a site visit (energy assessment) · Developing recommended measures · Calculating rough project cost estimates and savings · Identifying potential additional funding and financing sources and coordinating with BayREN's Energy Concierge · Preparing a Site Analysis Report · Presenting recommended measures to local government and special district staff · Developing a custom work plan · Developing a custom project budget
Legal Agreement Execution	Q3-Q4 2025	<ul style="list-style-type: none"> · If selected to participate, signing a legal agreement with BayREN 	<ul style="list-style-type: none"> · Executing the legal agreements with participating local governments and special districts

Project Phase	Anticipated Timing	Tasks Participants are responsible for	Tasks BayREN is responsible for
Applying for Additional Funding, as appropriate	Q3-Q4 2025	<ul style="list-style-type: none"> · Preparing and submitting relevant applications for project funding, as needed 	<ul style="list-style-type: none"> · Providing technical assistance with application preparation, as needed
Procurement	Q4 2025-Q2 2026	<ul style="list-style-type: none"> · Preparing and finalizing bid documents · Contracting with awarded bidder(s) 	<ul style="list-style-type: none"> · Developing performance specifications · Providing recommendations on construction project delivery method · Reviewing bid documents · Assisting with pre-bid walkthroughs · Supporting the bid review process · Supporting with vendor selection · Identifying funding gaps and determining BayREN gap funding allocations
Construction	2026 onward	<ul style="list-style-type: none"> · Completing final drawings and specifications · Obtaining permits · Designing project schedule and budget · Coordinating with PG&E (as needed) · Managing contractor(s) and project implementation timelines 	<ul style="list-style-type: none"> · Providing availability to review and discuss questions during construction, quality reviews, requests for information, etc.

Project Phase	Anticipated Timing	Tasks Participants are responsible for	Tasks BayREN is responsible for
Post-Construction	2026 onward	<ul style="list-style-type: none"> · Engaging relevant staff on facility maintenance and operations 	<ul style="list-style-type: none"> · Supporting with commissioning oversight · Coordinating with local government and contractor(s) for post-installation inspections · Supporting measurement and verification
Project Closeout		<ul style="list-style-type: none"> · Providing information for case studies, including: <ul style="list-style-type: none"> - One year of energy usage data post-installation - Completing Decarbonization Showcase evaluation surveys and interviews 	<ul style="list-style-type: none"> · Developing case studies · Sharing case studies with other local agencies