

# Building Decarbonization Grant for Local Governments

## Letter of Interest Form Questions

Program [Website](#)

### Introduction

King County is inviting local governments in King, Kitsap, Pierce, and Snohomish Counties that are interested in applying for a Building Decarbonization Grant to submit a Letter of Interest (LOI) form.

Letter of Interest forms will be reviewed on a rolling basis. The deadline to submit an LOI form is January 12, 2026 at 11:59pm Pacific Time. Eligible entities are encouraged to submit Letter of Interest forms sooner rather than later.

Entities that have submitted an LOI form will be notified of the outcome within 3-5 weeks of submission. Outcomes include:

- This project qualifies and you are invited to submit a full application.
- This project qualifies and is in a priority geography; you are invited and encouraged to submit a full application.
- This project mostly qualifies, however there are some ineligible activities or other issues with the project; you are invited to submit a full application, noting that there are revisions needed to ensure all activities are eligible.
- Not invited to submit a full application (due to ineligible building types, activities, etc.).
- For LOIs that are turned down due to ineligibility, applicants are free to submit another LOI so long as it's within the LOI submission window (Nov 10, 2025 - Jan 12, 2026).

In addition to notification of LOI outcome, entities requesting pre-application technical assistance will receive information about the next steps in that technical assistance selection process.

The LOI form includes:

- Background and screening questions such as contact information and basic information about the building(s) (heating system fuel type, building age, etc.)
- Very short narrative responses to questions related to proposed project scope, impact, and budget. (100-word limit for each question.)

A PDF of the Letter of Interest questions is located **here** to support eligibility entities working through the process.

Note: The Letter of Interest form includes a few questions related to building characteristics, systems, and operations. If you have questions about how to obtain such information, please contact your facilities management department or capital projects team. If you're not able to gain the requisite information from them, please contact King County staff for support at [CPRG@kingcounty.gov](mailto:CPRG@kingcounty.gov). Please include "Local Govt Grant" in the subject line.

For additional information about eligibility and program structure, please return to the program [website](#).

## Contact Information

### Who is the primary point of contact for this LOI form?

Name  
Local Govt / Jurisdiction  
Department  
Position  
Phone number  
Email

## Background Questions

1. In order to be eligible for this grant, buildings must serve as a community gathering space and/or provide in-person, onsite community services. Is the building a community gathering space and/or does it provide in-person, onsite community services? If submitting an LOI form for retrofits in multiple buildings, are ALL those buildings community gathering spaces and/or do they provide in-person, onsite community services?

- Yes
- No
- I don't know

2. It's anticipated that this program will award ~14 grants across the 4-county region. Given the small number of grants, and need for geographic equity, it's unlikely that a jurisdiction will receive more than one grant. In rare cases, a jurisdiction may receive more than one grant. Please confirm your understanding.

- I understand.
- I do not understand.

3. Is your jurisdiction planning to submit multiple grant applications (therefore multiple Letters of Interest forms)?

- Yes, and we've coordinated across projects.
- Yes, and we have NOT coordinated across projects.
- No, this is the only Letter of Interest form being submitted by our jurisdiction
- I don't know

4. Assuming you receive an invitation to submit a full application to this program by January 19, please provide an estimate of how long it may take to gain any needed approval for submitting a full application to this program. (Note: this is separate from approving a grant contract if awarded.)

- < 1 month
- 1-3 months
- More than 3 months
- Our department does not need prior approval to submit a full grant application.
- I don't know.

4a. Briefly share additional details about your response. (100 word max)

5. Are you submitting this LOI form to support weatherization and heat pump installations on 1 community building or a portfolio of community buildings?

If you're applying for funds to support retrofits on a portfolio of buildings, please complete the Building Information Spreadsheet. The spreadsheet template includes columns for each of the questions below. Please include one building per spreadsheet row and do not change the format or structure of the template.

- This LOI form is for 1 community building
- This LOI form is for a portfolio of community buildings

If you're applying for funds to support retrofits on a portfolio of buildings, please complete the **Building Information Spreadsheet**. The spreadsheet template includes a column for

each of the building-related LOI form questions. Please include one building per spreadsheet row and do not change the format or structure of the template. Be sure to add your first initial and last name to the file name. Upload the spreadsheet in the box below when complete.

## Building Characteristics

6. What is the address of your building? If the building does not have a street address, please include the closest approximate street address.

Number and Street

City/Town

County

Zip Code

6a. If the building does not have a street address, please explain and provide detail about the relationship between the address provided and the building's location.

7. How many people gather in or are directly served in-person within your building per month on average?

- Less than 100 people
- 100-500
- 501-1000
- 1001-5000
- 5001-10000
- 10K+
- I don't know

8. What year was the building constructed? If your building was constructed prior to 1925, please select 1925 as the building construction year.

[Year drop down or enter 4 number year]

9. Is the building designated as a historic site or registered landmark?

- Yes
- No
- I don't know

10. How many square feet is the building? (Conditioned square footage.)

- Less than 5,000 square feet
- 5,001 square feet - 10,000 square feet
- 10,0001 square feet - 20,000 square feet
- More than 20,000 square feet
- I don't know.

11. Who is the service provider for electricity?

- Seattle City Light
- Puget Sound Energy
- Tacoma Power
- Lakeview Light & Power
- Peninsula Light Company
- Snohomish PUD
- Other
- I don't know

12. Who is the service provider for natural gas?

- Puget Sound Energy
- Cascade Natural Gas
- The building does not use natural gas
- Other
- I don't know

## Building Systems

13. What type of fuel/energy does the space heating system currently use? If the space uses multiple heating sources, please answer for primary heating source.

- Natural gas (piped into your building)
- Electricity
- Fuel oil
- Wood or wood pellets
- Propane (tanks you buy or have filled)
- District Energy
- No heating system
- Other (explain)
- I don't know.

14. How old is the space heating system?

- Newer than 5 years
- 5-15 years old
- Older than 15 years
- I don't know

## Climate Preparedness Potential

15. Does the building have air conditioning (A/C), including central air or portable/window units?

- Yes, the building has portable or window units
- Yes, the building has central air conditioning (A/C)
- Yes, the building has ductless cooling
- No, the building currently doesn't have air conditioning (A/C)
- I don't know.

16. Please indicate if, as a result of the proposed project, the building would provide any of the following climate preparedness or climate resilience features (Check as many as applicable):

- Serve as a refuge for community members during wildfire smoke events, providing cleaner air alternatives for those 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 or meals, 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.).
- Other (explain)
- None of the above.

16a. If you chose "other", please explain below.

17. Does the building have a back-up generator that would enable it to provide services such as internet and device charging during a power outage?

- Yes
- No
- I don't know

## Short Narrative Responses

18. Briefly describe the community that the building serves and the gathering spaces and/or community services that the building offers. If submitting for a portfolio of buildings, describe how each building in the portfolio does this. (100 words max.)

19. Briefly describe the proposed project, including the type of retrofits planned and anticipated impact. (100 words max.)

20. What is a rough estimate of **total project cost**? (\$ amount) Note: If awarded, this grant would cover 30-50% of total project cost, depending on whether the building is located in or serves frontline communities.

21. Briefly describe the basis for the project cost estimate. (100 words max.)

22. Briefly describe your plan for securing funds to cover the remainder of the project. (100 words max.)

## Pre-Application Technical Assistance

Technical assistance to support the development of a full grant applications is available on a very limited basis for high-need, low-capacity local governments that are applying for funds to retrofit a building(s) in frontline communities. King County anticipates being able to support up to five (5) applicants with such technical assistance.

Would you like to request technical assistance to support the development of a full grant application (if you are invited to apply for the grant)?

- Yes
- No
- I don't know

## LOI Submission Agreements

### **Public Records Disclaimer**

I acknowledge that this LOI form, and all information contained herein, is a public record and may be subject to disclosure.

### **Attestation**

I attest that the information provided in this application is true and accurate to the best of my knowledge.