

## **Memorandum of Understanding Phase 2 – Plan Implementation**

Town of Erie  
645 Holbrook Street  
Erie, CO 80516

The intent of this Memorandum of Understanding is to recognize the achievement of the Town of Erie (the Town) in completing the process of developing an Energy Action Plan. Xcel Energy, through its Partners in Energy offering, has supported the development of this energy action plan. This document will outline how the Town of Erie and Xcel Energy will continue to work together to support the community as they implement their Energy Action Plan.

The term of this joint support, as defined in this document, will extend from February 1, 2018, through September 30, 2019. This is a voluntary agreement and not intended to be legally binding for either party.

**Xcel Energy will support the Town of Erie in achieving the goals of its Energy Action Plan in the following ways:**

### **New Construction Focus Area**

- **Residential and Commercial New Construction Energy Efficiency**
  - Research energy savings and related benefits to encourage and support adoption of 2015 or newer IECC codes by the Town in 2018.
  - Lead development and or delivery of outreach materials that communicate information on available utility programs for new construction projects, benefits of implementing energy efficiency measures in new construction, and financing mechanisms or associated costs. The target market for these materials will be the Town's building department, local developers, architects, contractors, homebuilders, and potential new homeowners.
  - Support delivery of code and compliance training events by assisting with planning logistics and event marketing.
  - Support funded by Xcel Energy for this focus area is not to exceed 84 hours. These hours will include those provided through our Partners in Energy team from Brendle Group and does not include support provided by Xcel Energy internal staff.

### **Existing Businesses Focus Area**

- **Business Outreach Campaign**
  - Support the delivery of an outreach campaign to promote energy-efficiency for small to medium businesses. This will include assisting in:
    - Development of key messages and outreach materials.
    - Dissemination of materials and coordination of outreach events.

- Outreach and education for local trade on energy-efficient technologies and utility programs.
  - Coordination with United Power.
- Coordinate delivery of a small business lighting blitz for downtown businesses using utility programs and resources.
- Support funded by Xcel Energy for this strategy is not to exceed 62 hours. These hours will include those provided through our Partners in Energy team from Brendle Group and does not include support provided by Xcel Energy internal staff.
- **Business Energy Achievement Recognition**
  - Assist in the development of a recognition program for businesses that drive energy savings. This will include:
    - Development of a process to track participation and recognize all qualifying participants in conjunction with the Erie Chamber of Commerce.
    - Supporting webpage content development hosted on the Erie Chamber of Commerce website.
    - Coordination and alignment with pending green business program efforts by the Erie Chamber of Commerce and Erie Sustainability Ad-Hoc Committee.
  - Provide up to \$500 for reimbursed expenses related to printing and distribution of marketing materials, venue rental, food, or advertising for a green business recognition event. Xcel Energy funding will not be provided for the purchase of alcohol.
  - Support funded by Xcel Energy for this strategy is not to exceed 46 hours. These hours will include those provided through our Partners in Energy team from Brendle Group and does not include support provided by Xcel Energy internal staff.

### **Municipal Energy Leadership Focus Area**

- **Benchmarking and Energy Audits**
  - Support the process of identifying appropriate municipal buildings for benchmarking and assist in completing the process. Promote the completion of energy audits where necessary identify opportunities to save energy. Assist in the identification of target facilities, completion of program applications and analysis of results to develop implementation plans to lower energy use.
  - Support funded by Xcel Energy for this strategy is not to exceed 29 hours. These hours will include those provided through our Partners in Energy team from Brendle Group and does not include support provided by Xcel Energy internal staff.
- **Community Awareness Campaign**
  - Support development of an information web portal to provide resources to residents and businesses as they make decisions around energy efficiency, renewable energy, and other energy related resources.
  - Assist in the development of a community awareness campaign. This will include:
    - Development of key messages and outreach materials.
    - Identifying communication channels and resource to disseminate information.
    - Coordinate potential public events to educate the public on the Town's Energy Action Plan, energy-efficiency opportunities and opportunities to expand the use of renewable energy.

- Support funded by Xcel Energy for this strategy is not to exceed 84 hours. These hours will include those provided through our Partners in Energy team from Brendle Group and does not include support provided by Xcel Energy internal staff.

**Project Management**

- **Provide comprehensive project management and support of Energy Action Plan approval process.**
  - This includes facilitating check-in meetings, tracking and reporting of energy impacts and activity, coordination and delivery of implementation kick-off activities and a final review and close-out meeting.
  - Provide up to \$2,000 for reimbursed expenses related to printing and distribution of marketing materials, venue rental, food, or advertising (includes funding allocated for green business recognition event). Xcel Energy funding will not be provided for the purchase of alcohol.
  - Support funded by Xcel Energy for this focus area is not to exceed 87 hours. These hours will include those provided through our Partners in Energy team from Brendle Group and does not include support provided by Xcel Energy internal staff.
  - We commend the Town of Erie for setting a stretch goal. If this goal is achieved as described in the table below we will provide up to \$5,000 for reimbursed expenses related to the purchase and installation of a level 2 dual port electric vehicle charging station in conjunction with a grant so as to have no net cost incurred by the Town.

**The Town of Erie commits to supporting the Energy Action Plan to the best of their ability by:**

- Achieving the conservation impacts outlined in the energy action plan and shown in the table below.

	<b>Electricity Impact (in kWh)</b>	<b>Natural Gas Savings (in therms)</b>
<b>Baseline Historic Energy Savings</b>	193,800	9,900
<b>Plan Energy Savings</b>	1,423,200	40,500
<b>Total Plan Energy Savings</b> (baseline + plan energy savings)	<b>1,617,000</b>	<b>50,400</b>

	<b>Electricity Impact (in kWh)</b>	<b>Natural Gas Savings (in therms)</b>
<b>Baseline Historic Energy Savings</b>	193,800	9,900
<b>Stretch Energy Savings</b>	3,032,200	83,300
<b>Total Stretch Energy Savings</b> (baseline + stretch energy savings)	<b>3,226,000</b>	<b>93,200</b>

- Performing the coordination, tracking, and outreach duties as outlined in the energy action plans, include but are not limited to:

**New Construction Focus Area**

- **Residential and Commercial New Construction Energy Efficiency**
  - Pursue and support adoption of 2015 or newer IECC codes in 2018, including informing stakeholders and the Town Board of savings and other benefits associated with energy related components.
  - Support development of outreach materials for the Town's building department, local developers, architects, contractors, homebuilders, and homeowners and lead distribution of materials through existing communication channels and relationships.
  - Support outreach activities and logistics including developing a contact list of major homebuilders and developers in the area and contractors. This will serve as the potential audience to engage for delivery of code and compliance trainings and events.

**Existing Businesses Focus Area**

- **Business Outreach Campaign**
  - Support targeted outreach activities. This will include:
    - Leading identification of business contacts.
    - Supporting development of key messages, outreach materials, and provide final approval of communication materials.
    - Leveraging existing communication channels to engage business community.
    - Supporting outreach activity development and planning with the Erie Chamber of Commerce.
- **Business Energy Achievement Recognition**
  - Support the development of a recognition program for businesses through a joint initiative with the Town and the Chamber of Commerce. This will include:
    - Providing applicable content to include on the web portal with the Erie Chamber of Commerce.
    - Promoting businesses that exhibit energy leadership through existing communication channels.
    - Planning and hosting a green business recognition event.

**Municipal Energy Leadership Focus Area**

- **Benchmarking and Energy Audits**
  - Support participation of identified facilities in benchmarking of energy consumption and energy audits.
    - Complete the application process and site visit for an energy audit for facilities where it is prudent and feasible.
    - Review audit recommendations in good faith and develop an implementation plan that prioritizes at least one efficiency improvement to implement within 6 months of receiving the report.
    - Pursue and coordinate benchmarking and energy audits for facilities that reside in United Power territory
- **Community Awareness Campaign**
  - Host an informational web portal for Town of Erie residents and businesses. This will include:
    - Provide direction for informational web portal content development.
    - Provide ongoing portal maintenance.

- Incorporate promotion of the portal into existing relevant communication channels from the town.
- o Develop a community awareness campaign to inform and educate Erie residents and businesses on the benefits and best practices relating to energy conservation. This will include:
  - Supporting development of key messages, outreach materials, and providing final approval of communication materials.
  - Identifying outreach tactics through a calendar of activities and events.
  - Leading distribution of outreach materials through existing communication channels.

**Project Management**

- Participate in coordination and tracking of scheduled check-ins, activities, and events.
- Provide Xcel Energy an opportunity to review marketing materials to assure accuracy when they incorporate the Xcel Energy logo or reference any of Xcel Energy’s products or services.
- Share the collateral, plan document, supporting work documents and implementation results from the Energy Action Plan with the public. The experience, successes and lessons learned from this community will inform others looking at similar or expanded initiatives.
- Pursue grant funding for electric vehicle charging station should the Town achieve its stretch goal.

All communications pertaining to this agreement shall be directed to Fred Diehl, on behalf of the Town of Erie, and Tami Gunderzik, on behalf of Xcel Energy.

Xcel Energy is excited about this opportunity to support the Town of Erie in advancing their goals. The resources outlined above and provided through Partners in Energy are provided as a part of our commitment to the communities we serve and Xcel Energy’s support of energy efficiency and renewable energy as important resources to meet your future energy needs.

**For the Town of Erie:**

**Date:** \_\_\_\_\_

**For Xcel Energy:**

**Date:** \_\_\_\_\_