

PUBLIC WORKS AND UTILITIES COMMITTEE

14-0035R

RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT FROM THE UNIVERSITY OF MINNESOTA IN THE AMOUNT OF \$5,000 FOR CITY OF DULUTH SITE AND TECHNICAL ASSESSMENTS FOR SMALL SCALE SOLAR ELECTRIC PROJECTS.

CITY PROPOSAL:

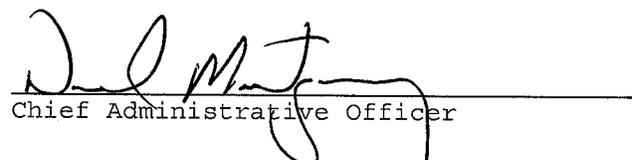
RESOLVED, that the proper city officials are authorized to accept a grant from the University of Minnesota, regional sustainable development partnerships program, in the amount of \$5,000, attached hereto as Public Document No. _____, said funds to be deposited in 257-015-4220-02 (Energy Management Fund, Public Administration, State of Minnesota Operating Grants), and to execute any documents required for such acceptance, funds shall be used for supporting site and technical assessment phases for four or more small-scale solar electric system installations at community park buildings, gardens, and public locations throughout the city.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

FAC/ATTY DA:cjh 1/2/2014

STATEMENT OF PURPOSE: This resolution authorizes the acceptance of a grant from the University of Minnesota's Regional Sustainable Development Partnership program in the amount of \$5,000. This grant will be used to support the City of Duluth's solar PV project which will provide site assessment and technical assessment phases for four or more small-scale solar electric system installations at small community park buildings, gardens, and public locations where energy use has already been or can be driven down to low levels through

energy efficiency measures. During the project, the City will also seek funding partners, revenue resources and education-based partnerships to install the solar systems. Each installation will likely be less than 2.5 KW and will be used to achieve net zero or near net zero fossil fueled electric generation at each site. The solar PV installations will serve as displays for community information and education events to garner support for larger solar installations in the community. The term of the grant is for one year.

December 20, 2013

Dear DyAnn,

Congratulations! City of Duluth's project, Duluth Small Scale Solar PV, has been selected by Northeast CERT to be funded for \$3,000. We received 78 applications for this CERTs 2014 RFP round, requesting a total of nearly \$350,000. We are very excited about the great clean energy projects being pursued around the state.

Please reply to this message as confirmation that you will complete the project (including project details and timeline) as outlined in your original proposal. **By Friday, January 10, 2014, please send an email message to RFP@cleanenergyresourceteams.org including the following:**

1. the language: "work plan and timeline confirmed"
2. the awarded dollar amount (\$3,000)
3. the name of your project
4. the name of your organization

This is your official award letter! As such, below is a summary of how this process will work moving forward. Please read through this very carefully and save this letter for future reference. This letter outlines:

1. RFP Contract Timeline
2. Contract Paperwork
3. Interim Report
4. Final Report
5. Invoicing
6. Keeping in Touch

1. RFP Contract Timeline

Date	Task	Description/Notes
Mid December	Awards announced	Official letters sent out award recipients
Late December	Contract forms and information sent out to each recipient	Contracting forms and directions for completing the forms, including templates for Interim Report and Final Report
January 10, 2014 at 4pm	DUE DATE: Confirmation email due	Send email to RFP@cleanenergyresourceteams.org See second paragraph above for details.
January 11, 2014	Projects may begin work	
June 15, 2014 at 4pm	DUE DATE: Interim Report and Interim Invoice	Email your Interim Report and Invoice to RFP@cleanenergyresourceteams.org by 4:00pm.
June 15, 2014	Last day to begin project	Any project that has NOT yet begun project activities by June 15 th WILL have funding revoked.
December 30, 2014 at 4pm	DUE DATE: Final Report and Final Invoice. Project must be completed.	Email your Final Report and Invoice to RFP@cleanenergyresourceteams.org by 4:00pm.

2. Contract Paperwork (Due January 10, 2014 at 4pm): You will be contracting with the University of Minnesota to receive your grant funds. Please check your email for a message from RFP@cleanenergyresourceteams.org with details on completing the required contract paperwork, which you must submit by Friday, January 10, 2014 at 4pm.

3. Interim Report (Due June 15, 2014 at 4pm): You must submit an Interim Report to RFP@cleanenergyresourceteams.org (i.e., a project status update) no later than June 15, 2014 at 4pm. The Interim Report form is attached with this message. The Interim Report is your chance to update us on the project's status and to flag any major changes to the scope and/or timeline.

PLEASE NOTE: If we do not receive an interim report from you, and do not see evidence that your project is moving forward by June 15, 2014, your funding will be revoked.

4. Final Report (Due December 30, 2014 at 4pm): You must submit a final report to RFP@cleanenergyresourceteams.org no later than Due December 30, 2014 at 4pm. The Final Report form is also attached with this message. In addition to the Final Report form, please include photos, news clippings, and/or other documentation that you have of your project.

5. Invoices: You may submit an Interim invoice (up to 50% of grant amount) along with your Interim Invoice by June 15, 2014 at 4pm. When you submit your Final Report, please include a Final Invoice. All reports and invoices should be made to "University of Minnesota" and emailed to RFP@cleanenergyresourceteams.org. We will not process invoices for payment until we receive the corresponding report.

Your invoice must include the following:

- The date the invoice is being submitted
- The invoice number (this could be the date again if you don't have a formal invoice form)
- The amount of hours, by whom worked and the rate per hour (remember: labor only!)
- A short phrase describing the work, making the labor/technical assistance nature clear
- Our contact information:

University of Minnesota
Lissa Pawlisch and Joel Haskard, CERTs Coordinators
411 Borlaug Hall
1991 Upper Buford Circle
Saint Paul, MN 55108
Fax: 612-625-1268

Please do NOT include expenses that are non-labor or are not intended to be covered by your CERT award. We can only fund labor expenses.

Please send your completed invoice (email is preferred), with the corresponding report to: RFP@cleanenergyresourceteams.org. Once we receive and approve your invoice, your check will be cut 30 days from the date of the invoice.

6. Keep in Touch!

Lastly... Please recall, that as part of this funding, we require your cooperation in compiling a project case study. To write a case study on your project, a CERTs research assistant will review your final report and may follow-up with you via e-mail or phone to ask a few additional questions and get a quote or two if needed. We also hope to be able to share information about your project throughout the course of your work with local news media, through CERTs social media venues, and perhaps even via a visit to your site as a part of a public tour. We would also love to see photos from your project.

Should you have any questions, please feel free to contact us at RFP@cleanenergyresourceteams.org or 612-626-0555.

Congratulations again on your funding!

Kind regards,

Lissa Pawlisch and Joel Haskard, CERTs Directors and Maggie Kozak, CERTs Events Coordinator
University of Minnesota, Regional Sustainable Development Partnerships
411 Borlaug Hall
1991 Upper Buford Circle
St. Paul, MN 55108
PAWL0048@umn.edu; haska004@umn.edu; makozak@umn.edu
612-624-2293; 612-625-8759; 612-626-0555
Fax: 612-625-1268
www.cleanenergyresourceteams.org



CERT PROJECT FUNDING INTERIM REPORT

Your Interim Report must be submitted to RFP@CleanEnergyResourceTeams.org by 4:00pm, June 15, 2014. An interim invoice of up to 50% of the full project award may also be submitted. If you have any questions, please email the address above or call Maggie Kozak at 612-626-0555.

GENERAL INFORMATION

Please highlight any changes to the project contact information.

Project Name: _____

Project Location (City or County): _____

Date Prepared: _____

Applicant Organization: _____

Project Contact at Organization: _____

Street Address: _____

City: _____

Zip Code: _____

Phone: _____

Email: _____

Are you submitting an interim invoice with your Interim Report? You may invoice up to 50% of your total awarded amount.

Yes - Funding Amount Invoiced: \$ _____

Please note: Your invoice must include the following:

- * The date the invoice is being submitted
- * The invoice number (this could be the date again if you don't have a formal invoice form)
- * The amount of hours, who worked them, and each person's rate per hour (labor only)
- * A short phrase describing the work, making the nature of labor/technical assistance clear
- * Our contact information:

University of Minnesota
Lissa Pawlisch and Joël Haskard, CERTs Directors
411 Borlaug Hall
1991 Upper Buford Circle
Saint Paul, MN 55108

Please do NOT include expenses that are non-labor or are not intended to be covered by your CERT award. We can only fund labor expenses.

No - We have not incurred any eligible expenses at the time of submitting the Interim Report and will invoice for the full amount with the Final Report.

Please note: Any project that has not yet begun activities by June 15, 2014 will have funding revoked. Funds will be redirected to other project(s) in the region.

All final invoices must be received no later than December 30th, 2014. Grantees *are allowed* to submit their Final Report and invoice at an earlier date. Remember, eligible expenses include labor only expenses—no printing, travel, materials, etc.

PROJECT PROGRESS

How have your project activities and objectives progressed? Please refer to your application work plan and timeline to complete the following table. (Add rows as necessary.)

Action Description (from application work plan)	Status (in progress, completed, etc.)
Other comments on project progress:	

How has your project or its objectives evolved or changed since the proposal? Will these changes affect project impacts or outcomes? If so, please describe how.

CERTs SUPPORT & SHARING

We want to help your project succeed! Please describe any difficulties or obstacles your project is encountering and if there is anything CERTs can do to help address these issues (e.g., partnership-building, community outreach, or other support).

We ask that all projects share their progress and project story with their local community and the larger CERT community. Would you be interested in any of the following outreach opportunities at this point in the project?

Local Press Release - CERTs would do a short interview with the project contact about the project's progress and send a press release to local media. The project contact must be willing to participate in a follow up interview by the local media outlet if asked.

Host and Present at a CERTs Event - CERT hosts regional meetings throughout the year, allowing folks to visit local projects. If your project is or will soon be ready to share at a CERTs event, please check the box, and list which month(s) would be best: _____

Other - If there's another way you'd like CERTs to help share your project's progress, please describe so here!

FUNDING

Have there been any changes to the project's funding? (New dollars leveraged, contributions lost, etc.)

ANYTHING ELSE?

Use this space for anything else you would like to report to CERTs (other updates, questions, assistance needs, etc.)



CERT PROJECT FUNDING FINAL REPORT

Your Final Report and Final Invoice must be submitted to RFP@CleanEnergyResourceTeams.org by December 30, 2014 at 4:00pm. If you have any questions, you can email the address above or call Maggie Kozak at 612-626-0555. Be sure to include the following in your submission:

- ✓ *Final Report*
- ✓ *Final Invoice(remember: labor only!)*
- ✓ *Documentation of project impacts*
- ✓ *Photos, press releases, other media from the project*

GENERAL INFORMATION

CERTs would like to follow up with your project a year from now. Please list the contact information for the best long-term contact for the project below:

Project Name: _____

Project Location (City or County): _____

Date Prepared: _____

Applicant Organization: _____

Project Contact at Organization: _____

Street Address: _____

City: _____

Zip Code: _____

Phone: _____

Email: _____

PROJECT SUMMARY

Please tell the *story* of your project, how it started, its goals, the process and activities of the project, and its outcomes. We understand this may differ from the original proposal and interim reporting.

How has your project or its objectives evolved or changed since the interim report? Why have you/your team made these changes?

What's next for your project? Do you have more to do on this effort? Has this project spurred other ideas or next steps? If so, please describe.

PROJECT MODEL and LESSONS LEARNED

What aspects of your project process and approach were particularly unique or successful in meeting project outcomes? Why do you think they were successful?

What challenges did you experience in the organization, planning, or implementation of your project? How did you overcome them?

If you were helping someone else duplicate your project, what advice would you give them? What would you recommend to improve the project and its process?

In what ways did you see your project engaging your community around energy issues? How has your community reacted to or already benefited from the project? How will the project continue to impact your community?

COLLABORATION

What strategies did you use to develop project partnerships, build community support and awareness, and gain support of business and other important stakeholders?

[Empty response area for strategies]

Please list all the Project Team Members, Organizations and Individuals involved, or Employees newly contracted/hired for the project.

Name (& Contact Info, if possible--phone, email)	Description of roles and skills offered

PROJECT IMPACTS

Energy Focus

Indicate the energy focus, topic, or technology of your project. Check all that apply.

Energy Efficiency	Renewable Energy	Additional Technologies
<input type="checkbox"/> Low-Cost/No-Cost Upgrades <input type="checkbox"/> Behavior Change <input type="checkbox"/> Building Envelope <input type="checkbox"/> Lighting Upgrades <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Solar Air Heat <input type="checkbox"/> Solar Thermal Hot Water <input type="checkbox"/> Solar Electric <input type="checkbox"/> Passive Solar <input type="checkbox"/> Wind <input type="checkbox"/> Biomass/Biofuels <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Geothermal <input type="checkbox"/> Energy Storage <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Other (specify): _____

Project Activity and Impacts

Please update the table below with *actual impacts*. Include documentation of any energy savings or generation, if applicable.

Project Activity	Corresponding Impact (complete applicable)
<input type="checkbox"/> Implementation Briefly describe the technical aspects of your implementation activities (e.g., installing 2 kW solar array or installing 10 pre-rinse spray valves): _____ _____ _____	<p>For Energy Efficiency Implementation*</p> <p>Actual or anticipated annual <i>energy</i> savings:</p> <input type="checkbox"/> _____ kWh of electricity <input type="checkbox"/> _____ therms of natural gas <input type="checkbox"/> _____ gallons of propane <input type="checkbox"/> _____ gallons of fuel oil <p>For Renewable Energy Implementation*</p> <p>Actual or anticipated annual <i>energy</i> generated:</p> <input type="checkbox"/> _____ kWh of electricity <input type="checkbox"/> _____ BTUs of thermal energy <p>Is this renewable energy replacing an existing resource? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, what kind? <input type="checkbox"/> electricity <input type="checkbox"/> natural gas <input type="checkbox"/> propane <input type="checkbox"/> fuel oil</p> <p><i>*Attach documentation for estimated savings or generation.</i></p>

<input type="checkbox"/> Community Outreach/School Education and Outreach Briefly list your outreach activities (e.g., workshop): _____ _____ _____	For Community Outreach # Community members involved: _____ # Community members reached: _____ For School Education and Outreach # Students involved: _____ # Students reached: _____
<input type="checkbox"/> Research List research topic/purpose (e.g. feasibility study): _____ _____ _____ _____	Deliverable (e.g., peer reviewed journal article or trade publication) and distribution plan (i.e., how will others access this information): _____ _____ _____ _____ Estimated # of people research shared with: _____ <i>Note: Student involvement with Research Projects should be documented under Community/School Education and Outreach Project Activity</i>
<input type="checkbox"/> Other Describe: _____ _____ _____	Describe and list impacts: _____ _____ _____

PROJECT FUNDING

Complete the table below to show *any* and *all additional* funds or in-kind that contributed to this project.

	Amount	Source & Use
CERTs Funding	\$	
Other Dollars Leveraged Including Cash Match and In-kind contributions		
TOTAL PROJECT COST		

CERTs SUPPORT & SHARING

In addition to a case study that CERTs will help write about your project, we expect that all projects will share their project story with their local community and the larger CERT community. Please indicate how CERTs can help you share your project!

Local Press Release - CERTs would do a short interview with the project contact about the project's progress and send a press release to local media. The project contact must be willing to participate in a follow up interview by the local media outlet if asked.

Host and Present at a CERTs Event - CERT hosts regional meetings throughout the year, allowing folks to visit local projects. If your project is or will soon be ready to share at a CERTs event, please check the box, and list which month(s) would be best: _____

Other - If there's another way you'd like to share your project and its progress, please describe so here!