

**AGREEMENT to Perform
Home Energy Squad Visits
In the City of St James**

This Agreement is made by and between Region Nine Development Commission (“RNDC”) with offices at 3 Civic Center Plaza Suite 310, Mankato, MN 56001, Convivencia Hispana (“CH”) with offices at 108 8th Street S, Suite 1, St. James, MN 56081, and the Center for Energy and Environment (“CEE”), with offices at 212 3rd Avenue North, Suite 560, Minneapolis, Minnesota 55401.

As per the application and [Community Energy Innovation Prize](#) award guidelines the following agreement is for CEE to deliver Home Energy Squad visits to residents of the City of St James identified by the CH Community Energy Navigators.

PROGRAM SCOPE

The purpose of Home Energy Squad visits is to promote energy conservation in residential properties. Energy Planner visits offer installs, diagnostic tests, and follow-up services. CEE will perform Home Energy Squad Energy Planner visits for residents per the fee schedule listed below.

Type of Home Energy Squad Visit	RNDC payment	Resident co-pay
Energy Planner visit	\$100	\$0

ELIGIBLE PROPERTIES

Properties must be residential (from 1-4 units) and located within the geographical boundaries of the City of St James. Individual owners of condominiums or town homes are eligible for funding.

CEE TASKS

- 1. Conduct Home Energy Squad Energy Planner Visits.** CEE will conduct Home Energy Squad Energy Planner visits to help homeowners identify and implement energy savings opportunities in their homes. The Energy Planner visit will include the direct install of energy-saving materials where possible, including high-efficiency showerheads, faucet aerators, door weather stripping, programmable and smart thermostats and LED light bulbs. In addition, it will include a blower door test to check for air leaks, visual inspection of insulation levels with use of infrared camera as weather permits, heating system and hot water heater combustion safety tests and a report to the homeowner on recommended energy upgrades (if resident is a renter, permission from the landlord may be required for doing these additional diagnostic services).

The co-pay and exact package of services are subject to change based on programmatic considerations, including CEE’s agreement with utilities and other factors which are outside the bounds of this agreement. CEE will notify RNDC and CH prior to any changes taking effect.

- 2. Workshop Training with Convivencia Hispana Community Energy Navigators**
CEE will develop energy efficiency curriculum tailored to the Hispanic community of St James and conduct a workshop to train the CH Community Energy Navigators who will be assisting with engaging with the greater Hispanic community in St James. CEE staff will be available for consulting on rebates, incentives, and financing options ongoing.

- 3. Reimbursement of Costs and Budget:**

Deliverable	Cost	Estimated Hours	Estimated Total
Curriculum Development	\$74 per hour	20	\$1,480
Workshop Planning and Facilitation	\$74 per hour	10	\$740
Consulting Post Visit	\$74 per hour	20	\$1,480
Administrative	\$104 per hour	4	\$416

Mileage for workshop:

Billed at the annual federal mileage reimbursement standard. Total cost will vary depending on location and annual federal mileage reimbursement rate changes.

Travel expenses for workshop:

Hotel stays and per diem estimates as needed. One hotel room/workshop average likely depending on location of workshop and timing.

Mileage and travel expenses not to exceed \$400 without further authorization from RNDC.

4. Electric Product Installs:

Deliverable	Cost
LED Light Bulbs – Assorted Styles	\$11.50 per bulb
Kitchen Aerator *	\$23
Bathroom Aerator *	\$22
Standard Showerhead *	\$34
Handheld Showerhead *	\$41
Pipe Insulation (up to 6 feet) *	\$40

*Only charged if water heater is electric.

PAYMENT

CEE shall submit regular and detailed invoices to RNDC describing services performed, the number of products, installed and addresses served to aid in the monitoring and reporting for activities performed under this agreement. Invoices will be emailed to Sabri Fair, Environment and Sustainability Planner at sabri@rndc.org and Finance Director Ky Battern at accounts@rndc.org for payment.

RNDC will reimburse CEE \$100 for every Home Energy Squad Energy Planner visit completed, not to exceed \$50,000 without further authorization from RNDC.

RNDC will reimburse CEE for electric product installations during the Home Energy Squad Planner visits, not to exceed \$10,000 without further authorization from RNDC.

CONTACTS

The following individuals shall be contacts for this program:

RNDC CONTACT PERSONNEL

Sabri Fair, Region Nine Development Commission
Environment and Sustainability Planner
sabri@rndc.org or 507-389-8886

Ky Battern, Region Nine Development Commission
Finance Director
ky@rndc.org or 507-389-8878

CONVIVENCIA HISPANA CONTACT PERSON

Luisa Trapero, SNAP-Ed Health & Wellness Coordinator
Department of Family, Health and Wellbeing
University of Minnesota Extension
trape006@umn.edu or 507-375-2523

CEE CONTACT PERSON
Stacy Boots Camp, Center for Energy and Environment
Outreach Manager
sbootscamp@mncee.org or 612-244-2429

TERM

The project shall run from June 1, 2024 through December 31, 2024 and may be extended upon mutual agreement by the parties.

In witness thereof, the parties have executed this work order as of the date written below.

REGION NINE DEVELOPMENT COMMISSION

CENTER FOR ENERGY AND ENVIRONMENT

By: _____

By: _____

Date: _____

Date: _____

CONVIVENCIA HISPANA

By: _____

Date: _____