

GROUNDWORK DENVER 2022-2024 RESIDENTIAL AND NONPROFIT ENERGY EFFICIENCY SERVICES

SCOPE OF WORK

OVERVIEW

Vendor Information	
Organization Name:	Groundwork Denver
Contact Person:	Cindy Chang, Executive Director
Physical Address:	3280 North Downing Street, Unit E, Denver, CO 80205
Phone:	(303)455-5600
Email:	cindy@groundworkcolorado.org

Contract Term: January 1, 2022 to December 31, 2024

Contract Amount: \$1,080,000

Project/Program/Work Narrative: (Two to three paragraphs of what agreement is for)

Groundwork Denver (GWD) will utilize funding from the Denver Office of Nonprofit Engagement (D-ONE) to provide outreach, energy audits, energy efficiency measures, and client education to help at least 120 low-income and harder-to-reach Denver families living in single-family housing reduce their energy bills per year of the project. Of the 120 households, 110 will receive audit services through GWD; 10 will be referred to partner programs such as Energy Resource Center. GWD will identify clients through volunteer-driven outreach and referrals from past clients. The proposed work will be conducted in collaboration with other Denver resources and projects, including partner energy efficiency, home repair, and social service organizations, filling gaps in services while preventing duplication. After identifying a potential client, GWD will first determine whether the client can be better served through a different program, such as the federally-funded low-income weatherization program or Denver Urban

Renewal Authority's (DURA) single-family rehabilitation program. If GWD determines the client's need to create an efficient and healthy home will be best met through multiple programs, GWD will assist the client in completing the appropriate paperwork and connecting with the correct program manager. GWD will also develop a plan, in collaboration with D-ONE, DURA, and nonprofit partners, to help clients enroll in the Low-income Energy Assistance Program (LEAP) program whenever possible. In the coming months, GWD plans to outreach to D-ONE, DURA, and other nonprofit partners to develop this LEAP enrollment plan to ensure its ability to provide accurate and effective communication regarding LEAP eligibility and the process for enrollment. GWD will share lists and include LEAP in additional outreach communication with potential enrollees.

If the household is a good fit for GWD's D-ONE-funded program, GWD's team will conduct an energy audit, install low-cost energy efficiency upgrades and air sealing, and educate the client about how to save energy through behavior change. As part of the energy audit, GWD will also conduct combustion safety checks to ensure health hazards are not created during air sealing and install smoke and carbon monoxide detectors in homes that need them. The energy auditors will determine if additional cost-effective energy efficiency measures and weatherization are necessary, such as attic or crawlspace insulation, Energy Star refrigerators, or high efficiency furnace and water heaters (if they have non-reparable combustion safety problems). GWD will hire qualified contractors to implement these more extensive energy efficiency measures. A portion of staff time spent in home (approximately 30%, or \$107,801.70 per year of the proposed budget) is dedicated to client education and assistance efforts. The remainder of the proposed project's efforts (70%, or \$251,537.32 per year) will be used directly toward residential energy efficiency.

GWD's proposed project benefits the City of Denver by reducing greenhouse gas emissions by approximately nearly 80 tons of carbon per year, helping the City meet its climate action goals; helping low-income families meet their basic needs by reducing energy bills; helping low-income families stay in their homes by reducing overall housing costs; and making Denver more resource-efficient and sustainable. Amid COVID-19's disproportionate impacts on low-income, environmental justice communities, these services are especially vital.

Payment Schedule:

Invoices must be submitted for payment no later the 15th of every month, for the prior month's billing.

The Contractor shall be reimbursed or paid for services provided under this agreement according to the approved cost allocation budget, attached to and made a part of this Agreement.

All annual expenses must be billed no later than January 15th of the following year.

Location of Services

Physical Address:

Neighborhood(s) Served (See map: <https://www.denvergov.org/maps/map/neighborhoods>):

GWD will target the West Colfax, Westwood, Cole, Five Points, Northeast Park Hill, Montbello, and Globeville/Elyria Swansea neighborhoods in North, Northeast, and West Denver for the project.

Council District Served (See map: <https://www.denvergov.org/maps/map/councildistricts>):

OR

Check if Citywide

Program Description: (Narrative mission, vision, history, description of what the funds aim to achieve)

GWD’s mission is to bring about the sustained improvement of the physical environment and promote health and well-being through community-based partnerships and action. GWD has been implementing residential energy efficiency programs for the past 13 years, including completing nine contracts under the D-ONE Residential Energy Efficiency Program. GWD’s energy programs have included extensive residential outreach; energy audits; client energy education; and the implementation of energy efficiency upgrades and weatherization services. Working in collaboration with numerous service-providers, GWD provides intensive, personalized education and assistance to ensure families served are connected to the appropriate services. GWD has helped more than 670 households apply for federally-funded low-income weatherization services and conducted over 3,000 residential audits and upgrades with “in-house” staff. Finally, GWD has brought more than 10,000 hours of volunteer labor to efforts to identify clients in need of energy efficiency services through GWD and partners.

Program Outreach and Enrollment: GWD will conduct program enrollment through targeted outreach, outreach through constituency organizations (e.g., schools, churches, and community-based organizations), and referrals from former clients. GWD's goal is to outreach to at least 2,000 households per year through these strategies and, as a result, enroll at least 120 households per year.

GWD will use clients' self-disclosure of income to determine if they qualify for energy audits, education, and minor upgrades. GWD requires that clients disclose the number of individuals in the household and attest to whether the household income is above or below 80% of AMI, prioritizing households earning 50% AMI or less. Households in need of major upgrades will be required to complete an application that lists household members over 18 years of age and their incomes and to provide income documentation. Acceptable documentation includes check stubs indicating year-to-date income or three months of check stubs; annual award letters for Social Security or LEAP; and/or letters from employers when payment is made by cash or personal check. GWD spends approximately 15% of in-home time assisting clients in enrolling in eligible services as described below.

Audits and Low-cost Upgrades: GWD will visit homes to inspect major energy uses and insulation levels, install low-cost upgrades, conduct blower-door directed air sealing, and provide education and assistance in applying to other programs. GWD's goal is to conduct 110 of these visits per year.

- Energy Audit – The energy audit will include inspecting and documenting the following: insulation levels (attic, crawlspace, walls); water heater, heating, and cooling systems; lighting and appliance efficiency; and the air leakage rate using a blower door. Since air sealing will be conducted, energy audits will also include a combustion appliance (e.g., gas furnace, water heater, and/or oven) safety inspection. The audit will be used to determine which upgrades, with a 5- to 10-year payback, should be completed.
- Low-Cost Energy Efficiency Upgrades – Depending on the unique needs of each individual home, the auditors will potentially install LED efficient bulbs, a programmable thermostat, low-flow shower heads, faucet aerators, pipe insulation, weather-stripping, duct sealant, and caulk. Auditors will adjust water heater temperatures and clean refrigerator coils as needed. GWD will conduct blower-door-directed air sealing once combustion appliances have been determined to be running safely and will also install carbon monoxide and smoke detectors as needed to meet code requirements.

Referrals to Other Programs: Based on the health and safety assessment and energy audit, GWD will determine whether services from partner programs are necessary. If structural, electrical, or other hazards are identified in owner-occupied homes, the family will be referred to DURA for emergency repairs or housing rehabilitation. If the household qualifies for

federally-funded low-income weatherization, GWD will help the family enroll in that program before expending D-ONE energy efficiency funds. As mentioned previously, GWD will develop a plan to support more families in enrolling in the LEAP energy assistance program. GWD expects to refer about 10 homeowners per year to other programs for rehabilitation or weatherization.

Major Energy Upgrades: For individuals who do not qualify for the federal weatherization program but who have major energy efficiency deficiencies, GWD will use D-ONE funds to complete cost-effective upgrades. The audit will determine the major upgrades to be pursued based on an energy payback time of 10 years or less. Based on GWD's experience in recent years, it expects to encounter a significant number of homes with malfunctioning, unsafe furnaces and water heaters, so furnace and water heater tune-ups will be conducted. If a tune-up will not fix the safety problem, GWD will install higher-efficiency water heaters (EF 0.63 or above) and furnaces (AFUE 90% or above). Based on recent years' experience, GWD expects to implement major energy upgrades in 52 of the 110 homes audited per year.

If insulation or other major upgrades are required, GWD staff will write up the description of work that will be completed by subcontractors or by GWD staff. GWD will focus on replacing refrigerators using over 1,000 kilowatt hours per year and insulating attics and crawlspace walls. GWD will implement the measures with a cost-effectiveness of 10 years or less. Subcontractors selected and vetted through the 2022 Request for Qualification (RFQ) process will be utilized to complete major upgrades in 2022. The requirements of this contract will be updated in the 2022 contracts with these subcontractors. As part of its commitment to help D-ONE meet the MWBE goals set forth in the RFP, GWD will expand the pool of subcontractors to include and prioritize MWBE-certified firms. GWD will work with subcontractors to update the standard attic insulation fees on a per square footage basis while also taking local industry standards into consideration. Once prices are established, projects will be assigned on a rotating basis to the qualified subcontractors or conducted by GWD staff. This service will be provided until the funding pool of \$64,400 (plus \$50,000 in leveraged funds) per year for this purpose is expended.

Program Services: **(Program specifics (be detailed here. Include target population, location and demographic service area, detailed schedule)**

GWD will target the West Colfax, Westwood, Cole, Five Points, Northeast Park Hill, Montbello, and GES neighborhoods in North, Northeast, and West Denver for the project. Census data from 2020 shows that these target neighborhoods have the highest percentage of children under the age of 18 (19.2% to 39% of the population) and majority Latinx residents. GWD's work on more than 3,000 in-home energy audits in the target income range and neighborhoods

found that more than 50% had major deficiencies in energy efficiency, such as inadequate insulation in attics, crawlspaces, and/or walls, and inefficient refrigerators and/or furnaces. Economic indicators in these neighborhoods, such as percentage of children eligible for free or reduced-price lunch (between 77% and 89%) suggest that most of these households will qualify at the 300% FPL level (Colorado Department of Education, 2021.)

GWD is committed to ensuring that residents who are refugees, immigrants, and undocumented have access to energy efficiency services. Barriers to participation include communication barriers between property owners and renters due to language, a lack of trust in government programs, “informal” income (e.g., childcare, day labor, cash payments) that is difficult to document, and lack of proof of residency. To meet the needs of residents who are refugees, immigrants, and undocumented in majority Spanish-speaking neighborhoods, GWD will continue providing outreach and services in Spanish and English and building trust within immigrant and refugee communities by leveraging its partnerships with immigrant- and refugee-serving organizations, such as Focus Points Family Center, Clinica Tepeyac, and Sisters of Color United for Education. In addition, GWD found that a gap exists in serving renters in general. Barriers include lack of awareness about available resources and difficulty communicating with property owners. GWD has also found that rental units are often the most energy inefficient. To eliminate these barriers, GWD will provide direct and culturally-competent outreach to immigrant and refugee communities.

Further, gentrification is a significant issue in the prioritized communities. A report released by the GES Coalition Organizing for Health and Housing Justice suggests that one promising way to mitigate displacement in GES and other low-income neighborhoods is to develop home rehabilitation, weatherization, and energy efficiency programs, prioritizing owner-occupied homes in high-risk gentrification neighborhoods (2017). As property taxes and rents increase, in addition to providing energy efficiency upgrades to increase home affordability, GWD will partner with other service providers, including those serving residents who are immigrants, refugees, and undocumented, to provide clients with information about other housing resources to prevent displacement, including the senior property tax reduction, LEAP, and housing counseling.

The timeline per year of the funded grant is as follows:

	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug	Sep-Oct	Nov-Dec
Contracting	_____					
Conduct Outreach	_____	_____	_____	_____		

Audits, upgrades, education						
Referrals to other partners						
Major energy upgrades						
Evaluation						

Program Goals/Outcomes: (Please detail your evaluation plan)

Goals of the project include:

1. Outreach to at least 2,000 households per year
2. Enroll at least 120 households per year
3. Provide energy audits, energy efficiency measures, and client education to 110 households per year
4. Reduce greenhouse gas emissions by approximately 80 tons of carbon per year
5. Refer 10 households per year to weatherization or other rehabilitation programs, resulting in up to \$50,000 per year in leveraged funds
6. Roll at least \$89,950 per year back into the program through rebate applications to Xcel Energy and/or Energy Outreach Colorado
7. Utilize at least 180 hours per year of volunteer labor, valued at \$11,416 per year (Independent Sector, 2021).

For each home, GWD will track square footage, major audit findings (wall, attic, and foundation insulation levels, heating system efficiency, cooling system type, refrigerator energy use, and natural air changes), upgrade installations (energy efficient LEDs, low-flow shower heads, programmable thermostat, pipe insulation, etc.), leveraged costs, and other details as outlined by D-ONE. GWD will provide information to D-ONE in the requested template format to be uploaded and will use “deemed savings” to calculate the savings achieved from energy upgrades as provided in the RFP. GWD will collect consent forms and provide evidence to D-ONE upon request.

GWD will also collect examples of non-energy benefits through the project, including workforce development access through its Apprentice program, access to multiple services through GWD or partner agencies (job training, no-cost tree planting and rain barrel installation, sprinkler audits, low-flow toilets and other water conservation measures, home repair services, etc.), energy education and behavior change, and health/wellness checks. GWD estimates that non-energy benefits will value \$6,763.77 per year.

Behavior change will be assessed by conducting pre- and post-surveys with participating clients. Of clients, 100% will be surveyed at the start of the audit to learn about their baseline in-home

energy use behaviors. After educating clients, GWD will ask them to sign a pledge to make three energy-saving behavior changes. Within four to six weeks, GWD will mail clients a reminder of their commitment. After three months, GWD will call 20% of clients to evaluate whether they followed through with the pledge and to solicit feedback on the energy program’s impact on their comfort and finances. GWD staff dedicates approximately 15% of in-home time to energy education.

Acknowledging the opportunities presented based on the reach of the proposed program, GWD would consider participating in a study overlaying GWD’s past audits, Denver’s current housing stock, and neighborhoods with highest opportunity for impact. Acknowledging GWD’s current organizational capacity, this study would require additional resources and personnel to conduct.

Budget/Budget Narrative:

Program Budget/Budget Narrative: (Please use the table below or copy and paste your budget into this section.)

Budget Category	Agency Total (All Funding Sources)	Project Costs	Other Non-Federal Funding	Agency Total
Personnel: Name and Job Title	Total	Amount	Amount	Amount
<i>Vacant, Program Director</i>	\$175,050.00	\$175,050.00		\$175,050.00
<i>Vanessa Bernal, Energy Auditor</i>	\$69,414.00	\$69,414.00		\$69,414.00
<i>Lorenzo Sanchez, Energy Auditor</i>	\$72,414.00	\$72,414.00		\$72,414.00
<i>Patricia Barron, Outreach and Enrollment Coordinator</i>	\$95,910.01	\$95,910.01		\$95,910.01
<i>Toni Schmid, Financial Manager</i>	\$34,544.07	\$34,544.07		\$34,544.07
<i>Kelly Shinn, Associate Director</i>	\$33,750.00	\$33,750.00		\$33,750.00
<i>Energy Apprentices</i>	\$24,000.00	\$24,000.00		\$24,000.00
Total Salary:	\$505,082.08	\$505,082.08	\$ -	\$505,082.08
Fringes	\$92,593.71	\$92,593.71		\$92,593.71
Personnel Total:	\$597,675.79	\$597,675.79	\$ -	\$597,675.79
Non-Personnel:	Total	Amount	Amount	Amount
<i>Communication</i>	\$1,980.00	\$1,980.00		\$1,980.00
<i>Travel – Mileage, Maintenance, Insurance, Registration</i>	\$13,326.00	\$13,326.00		\$13,326.00
<i>Subcontractor (Insulation and mechanical contractors)</i>	\$386,380.00	\$322,380.00	\$64,000.00	\$386,380.00

<i>Other Direct Expense (energy efficiency and air sealing supplies)</i>	\$48,345.00	\$48,345.00		\$48,345.00
<i>Other Direct Expense (refrigerators)</i>	\$11,925.00	\$2,475.00	\$9,450.00	\$11,925.00
<i>Other Direct Expense (auditing tools and equipment)</i>	\$16,500.00	\$16,500.00		\$16,500.00
<i>Other Direct Expense (BPI Certification)</i>	\$6,300.00	\$6,300.00		\$6,300.00
<i>Indirect Costs</i>	\$71,018.21	\$71,018.21		\$71,018.21
Total Non-Personnel	\$555,774.21	\$482,324.21	\$73,450.00	\$555,774.21
Total Project Cost	\$1,153,450.00	\$1,080,000.00	\$73,450.00	\$1,153,450.00

Budget Narrative

Personnel:

Name/Position Cost Computation

Kelly Shinn, Associate Director. \$75,000 x 15% on grant = \$11,250 per year; \$33,750.00 total. *Supervises Director of Energy Programs, oversees financial and personnel management of the grant.*

Vacant, Director of Energy Programs. \$58,350 x 100% on grant = \$58,350 per year; \$175,050.00 total. *Manages work descriptions, bidding, and construction management. Coordinates technical side of energy auditing and implementation of minor measures.*

Vanessa Bernal, Energy Auditor. \$23,138 x 100% on grant = \$23,138.00 at 24 hours/week per year; \$69,414.00 total. *Conducts energy audits and implements minor measures and air sealing in homes.*

Lorenzo Sanchez, Energy Auditor. \$24,138 x 100% on grant = \$24,138 at 24 hours/week per year; \$72,414.00 total. *Conducts energy audits and implements minor measures and air sealing in homes.*

Patricia Barron, Outreach and Enrollment Coordinator. \$31,970 x 100% on grant = \$31,970 at 24 hours/week per year; \$95,910.01 total. *Conducts outreach to English- and Spanish-speaking clients and sets appointments. Follows up with those with interest in the project to: assist with filling out the county weatherization application if applicable or schedule appointment for GWD audit. After audit, assists in referral process to other programs for further health, safety, and energy improvements.*

Toni Schmid, Financial Manager. \$76,765 x 15% time spent on project= \$11,514.69 per year; \$34,544.07 total. *Completes monthly invoicing, pays expenses, and provides oversight of project budget and contracts.*

Energy Apprentices. \$2,000 per Apprentice x 4 Apprentices = \$8,000 per year; \$24,000 total.
Stipend positions to complete 6-8-week apprenticeship with Energy Program.

TOTAL PERSONNEL COST: \$ 505,082.08

Fringe Benefits:

Name/Position Computation Cost

Associate Director

Employers FICA	\$11,250.00	x	7.65%	of salary	\$860.63
Health Insurance	\$11,250.00	x	9.61%	of salary	\$1,081.13
Workers' Compensation	\$11,250.00	x	0.20%	of salary	\$22.50
Unemployment Compensation	\$11,250.00	x	0.25%	of salary	\$28.56
	Total per year				\$1,992.81
	TOTAL				\$5,978.43

Program Director

Employers FICA	\$58,350.00	x	7.65%	of salary	\$4,463.78
Health Insurance	\$58,350.00	x	11.96%	of salary	\$6,978.66
Workers' Compensation	\$58,350.00	x	3.05%	of salary	\$1,779.68
Unemployment Compensation	\$58,350.00	x	0.33%	of salary	\$190.40
	Total per year				\$13,412.51
	TOTAL				\$40,237.53

Energy Auditor - Vanessa Bernal

Employers FICA	\$23,138.00	x	7.65%	of salary	\$1,770.06
Health Insurance	NA				
Workers' Compensation	\$23,138.00	x	3.05%	of salary	\$705.71
Unemployment Compensation	\$23,138.00	x	0.82%	of salary	\$190.40
	Total per year				\$2,666.17
	TOTAL				\$7,998.50

Energy Auditor - Lorenzo Sanchez

Employers FICA	\$24,138.00	x	7.65%	of salary	\$1,846.56
Health Insurance	\$24,138.00	x	20.40%	of salary	\$4,924.15
Workers' Compensation	\$24,138.00	x	3.05%	of salary	\$736.21
Unemployment Compensation	\$24,138.00	x	0.79%	of salary	\$190.40
	Total per year				\$7,697.32
	TOTAL				\$23,091.95

Outreach and Enrollment Coordinator

Employers FICA	\$31,970.00	x	7.65%	of salary	\$2,445.71
Health Insurance	NA				
Workers' Compensation	\$31,970.00	x	1.06%	of salary	\$338.88

Exhibit A

Unemployment Compensation	\$31,970.00	x	0.60%	of salary	\$190.40
Total per year					\$2,974.99
TOTAL					\$8,924.96

Finance Manager

Employers FICA	\$11,514.69	x	7.65%	of salary	\$880.87
Health Insurance	\$11,514.69	x	9.46%	of salary	\$1,089.29
Workers' Compensation	\$11,514.69	x	1.06%	of salary	\$122.06
Unemployment Compensation	\$11,514.69	x	0.25%	of salary	\$28.56
Total per year					\$2,120.78
TOTAL					\$6,362.34

TOTAL FRINGE BENEFITS \$92,593.71

TOTAL FRINGE BENEFITS: \$ 92,593.71

Communication:

Item	Computation	Cost
Mobile hotspot	\$55/month x 36 months	\$1,980.00

To use technology for energy education and data collection during energy audits.

TOTAL COMMUNICATION COSTS: \$ 1,980.00

Travel Staff:

Annual costs of van maintenance for travel to and from client homes.

Description	Cost
Insurance	\$6,000
Registration	\$465
Fuel	\$2,466
Repairs and Maintenance	\$4,395

TOTAL TRAVEL STAFF COSTS: \$ 13,326.00

Subcontractors: Subcontractors will be used to install insulation. Subcontractors selected and vetted through the 2022 Request for Qualification process will be utilized to complete major upgrades in 2022. GWD will work with the subcontractors to update the standard attic insulation fees on a per square footage basis while also taking into consideration local industry standards. Once prices are established, projects will be assigned on a rotating basis to the qualified subcontractors.

Budget is based average costs from 2021 and an estimation of labor and materials cost increases. Based on past workload, GWD assumes 156 houses will receive an average of \$2,200 in insulation service (**\$343,200**); 96 homes will receive combustion safety repairs/tune-up (average cost \$300) or combustion appliance replacement (\$2,050 average for furnace replacement, \$4,500 average for water heater replacement) (**\$152,700**).

GWD also set aside a pool of funds to address minor health and safety repairs that would impede our ability to complete the weatherization measures. For example, there may be wire junctions in the attic that need to be covered and enclosed prior to insulation being completed. Based on prior experience, GWD set aside \$400 per home for 14% of the homes, for a total of **\$18,480**. The actual number of homes served will depend on the average costs of the measures installed. Measures with a payback period of 10 years or less will be installed.

GWD will leverage **\$192,000** in Xcel rebate funds towards the above costs.

TOTAL SUBCONTRACTOR COSTS: \$332,380.00

Other Direct Expenses:

Description	Computation	Xcel Rebate	Cost
Minor Upgrade and Air Sealing Supplies	\$146.50 per home x 330 homes		\$48,345
Energy Efficient Refrigerators	\$685 per unit x 45 units	\$630 per unit	\$2,475
Auditing Tools and Equipment	\$5,500 per year (various tools)		\$16,500
BPI Certification	\$2,100 per person		\$6,300

- Minor upgrade supplies include LEDs, shower heads, faucet aerators, programmable thermostats, pipe insulation, and carbon monoxide and smoke detectors.
- Air sealing supplies includes weather stripping, caulk, foam, and mastic.
- Refrigerators will be purchased to replace existing inefficient refrigerators if a payback of 10 years or less can be demonstrated. Refrigerator will be 18-22 ft³, Energy Star, top freezer model.
- GWD will repair or replace tools as needed including blower door, carbon monoxide testing equipment, and other small tools and equipment.

TOTAL OTHER DIRECT COSTS: \$ 73,620.00

Indirect Costs: GWD’s indirect cost rate with the federal government for 2021 at 14.35% x direct salaries. GWD will provide the 2022 approved rate when it is received.

TOTAL INDIRECT COSTS: \$ 71,018.21

Total Amount Requested from D-ONE: \$1,080,000.00

Data Collection and Reporting

Vendor agrees to use Xcel Energy calculator provided in D-ONE’s request for proposals (RFP Name: 2022-2024 Residential and Nonprofit Energy Efficiency Services, RFP Number: HRCP2021-RFP01)

Quarterly reports will be required. The Denver Office of Nonprofit Engagement (D-ONE) will provide a standard reporting template. The quarterly report should include the following at minimum:

- Number of Audits;
- Number of households or units served;
- Number of households or units served at or below 60% SMI and/or 80% of AMI or less (please identify which);
- Dollars/funds Leveraged;
- Estimated kWh saved using Xcel Energy Calculator;
- Estimated Therms saved using Xcel Energy Calculator;
- Annual energy dollar savings using Xcel Energy Calculator;
- Dollars savings for nonenergy benefits using Xcel Energy Calculator (Cost/(energy savings+ energy saving*50%);
- Number of households/buildings receiving education;
- Percentage of annual goals completed (see tables in Goals section above);
- Other relevant data points/formula at vendor discretion;
- Demographic data (age, race, ethnicity, gender, marital status, income, living with a disability, education level, and employment);
- Annual program reports and final program report shall be submitted to D-ONE within 45 days after the end of the Contract, and;
- Nonenergy benefits

An annual report will be required no later than February 15th of the following year. This reporting template will be provided by D-ONE.

A 3-year report will be required no later than February 15th, 2024.

Contract Requirements – Agency for Human Rights & Community Partnerships

- Organization staff may be required to meet with an Agency for Human Rights & Community Partnerships representative to debrief, share lessons learned about the contract/grant process, programming impact, etc.
- Organization shall be reimbursed or paid for services provided under this agreement according to the approved cost allocation budget, attached to and made a part of this Agreement.
- Organization shall follow City and County of Denver Fiscal Rule 8.1, Procurement, which requires that at least three (3) documented quotations be secured for all purchases of services (including insurance), supplies, or other property that costs more than \$5,000.00 in the aggregate.
- The City and County of Denver has specified a 13% MWBE Participation goal on this project. The organizations is committed to meeting 20% MWBE Participation on the contract.
- All modifications to the services and/or budget that exceeds 5% in change or more to

any line item must be preapproved in writing by the Agency for Human Rights & Community Partnerships.