



RISING SUN ENERGY CENTER

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Exhibit A RISING SUN ENERGY CENTER CALIFORNIA YOUTH ENERGY SERVICES City of Martinez STATEMENT OF WORK - 2018

The purpose of this Statement of Work is to outline the planning, coordination, and implementation of the California Youth Energy Services (CYES) program in the City of Martinez. This Statement of Work will be integrated into a formal contract between Rising Sun Energy Center and the City of Martinez, to be signed by both parties no later than March 7, 2018.

Rising Sun will use all reasonable effort to meet the requirements of this Statement of Work.

BACKGROUND

Rising Sun Energy Center is a nonprofit workforce development organization founded in 1994, and headquartered in Berkeley with an office in Stockton. Rising Sun operates programs that work to build economic equity and climate resilience.

California Youth Energy Services (CYES) is one such program. CYES is a combination youth employment and residential direct install program, providing local young adults with a meaningful, positive work experience where they can make a difference in their community, help the environment, and shape their future success. Rising Sun trains and employs these local young adults to provide residents of their communities with free Green House Calls: assessment, direct installation, and education to help residents save energy and water in their homes. The service is available to all residents, and targets hard-to-reach households: low-moderate income, non-native English speakers, renters, seniors, and multifamily residents. CYES operates in Alameda, Contra Costa, Marin, San Joaquin, Solano, and Sonoma counties as part of five Energy Watch partnerships.

Rising Sun operates the CYES program by setting up satellite CYES site offices throughout its territory. Youth Energy Specialists are hired locally from partner cities and serve their local communities. The total cost of running a CYES program is roughly \$160,000 per city, dependent on city living wages. This cost includes youth salaries, manager salaries, site set-up and breakdown, outreach and marketing, equipment and materials, transportation, planning, coordination, and all overhead costs.

SITE STAFF

Each CYES site is run by 2-3 adult managers, who supervise the youth, perform community outreach and schedule Green House Call appointments, and manage the physical site office. Adult staff are trained, supervised, and supported by full-time Rising Sun employees who work throughout the year to ensure the program's success.

Managers are responsible for training and supervising the 8-14 youth Energy Specialists and 1 Leader-in-Field Training (LIFT) at their site. The youth are chosen for their professionalism, ability to work in teams, critical thinking skills, and self-motivation.

Managers are also responsible for marketing the service to the local community through grassroots outreach tactics, and for signing residents up for scheduled appointments. Outreach techniques include event tabling, bill inserts, social and traditional media, neighborhood canvassing, and partnerships with community groups and property management companies.

Energy Specialists perform all Green House Calls in pairs, with at least one youth aged 18 or over on the team, so that there is always a legal adult on each Green House Call. Comprehensive field monitoring and quality control policies are in place to ensure safety and quality. A pair of Energy Specialists can serve three to six households a day.

GREEN HOUSE CALL SERVICE

Green House Calls

CYES Energy Specialists perform Green House Calls that provide renters and homeowners with no-cost energy and water conservation assessments, equipment installation, and education. Because the equipment installed does not alter the infrastructure of a home, renters are eligible for CYES services. The CYES program serves single-family, 2-4 plex, and multi-unit dwellings. Mobile homes are not eligible.

A CYES Green House Call consists of:

- A walkthrough energy assessment of the house with the client, looking for energy- and water-saving opportunities
- Direct installation of no-cost energy and water saving measures; for example:
 - Screw-in light emitting diodes (LEDs)
 - Smart powerstrip (Tier 2)
 - Efficient-flow faucet bath and kitchen aerators
 - Efficient-flow showerheads
 - LED nightlight
 - Additional measures as available
- Testing gallon per minute (GPM) flow rate tests on all feasible shower, kitchen, and bathroom water fixtures
- Assessment of toilets for leaks and flush volume
- Assessment of refrigerator and water heater temperature settings
- Collection of irrigation information

- Energy and water conservation education, including personalized recommendations and conservation pledge
- Customized report to the client documenting work completed and additional resources, such as rebates, MyEnergy, CARE, ESA, LIHEAP, LIWP, Home Upgrade, and more
- Request for feedback and referrals

PROGRAM SCOPE AND SCHEDULE

Rising Sun will run and manage a California Youth Energy Services program site office to serve the City of Martinez during the 2018 summer season. Rising Sun will execute the CYES program in Martinez in three phases: Design and Planning, Training and Implementation, and Closeout and Reporting.

Program Design and Planning: February-May 2018

Upon finalizing the contract, Rising Sun will begin program planning and design. Rising Sun will also launch its community marketing and outreach campaign to generate a waitlist of residents for the summer. Rising Sun will also conduct a youth and manager recruitment campaign in the spring, as well as site office setup. Rising Sun will set up the Martinez site office in May through early June. Access to the office space and keys will be given to Rising Sun by May 15 to ensure timely set-up. Program design and planning includes:

- Marketing and grassroots outreach to community renters and homeowners
- Youth recruitment and hiring
- LIFT recruitment and hiring
- Manager recruitment and hiring
- Forecasting and purchasing of tools, equipment, and materials
- Preparation of forms and collateral
- Partnership with local water district/dept. to secure water measure donations needed for program (showerheads, kitchen aerators, bathroom aerators, water flow bags, toilet dye tablets, and pressure gauges)
- Site setup and distribution of tools, equipment, and materials

Program Training and Implementation: June-August 2018

In June, residents on the outreach waitlists receive phone calls to schedule their Green House Call appointment. CYES program implementation begins with training; all training is conducted by Rising Sun. Youth Energy Specialists will conduct field work for six weeks following training. Program training and implementation includes:

- Begin Green House Call appointment booking
- Manager Training (held at Rising Sun offices and conducted by Rising Sun staff)
- LIFT Training (held at Rising Sun offices and conducted by Rising Sun staff)
- Youth Energy Specialist Training (held at site offices and conducted by summer managers)
- Green House Calls (6 weeks)
- Weekly professional development training for youth employees
- Quality control and safety: ride-alongs, drop-in visits, and client follow-up calls

Program Closeout and Reporting: August-November 2018

The reporting process begins in late August, after all CYES sites have been properly closed down, and continues through November. Final reports will be distributed to partner cities no later than November 15, 2018. Program close and reporting includes:

- Site breakdown and closeout
- Data analysis and translation
- Creation and distribution of city-specific reports

SITE MODEL

The office serving Martinez residents will also serve Concord.

The Martinez site office will be set up in a suitable working space contributed in-kind by the City of Martinez. If the City is unable to contribute site space, the City and Rising Sun will work together to identify a suitable space to lease. The details regarding site requirements are further outlined in Appendix A. Youth Energy Specialists will be based out of the CYES site office and will perform field work in local residents' homes.

DELIVERABLES AND OUTCOMES

- Recruit and hire eight Martinez youth
- Recruit and hire two CYES Managers to supervise youth and conduct local outreach (may not be a residents of Martinez)
- Recruit and hire one Leader-in-Field-Training (LIFT); a LIFT should be a returning Energy Specialist and may not be from the City of Martinez
- Provide at least 200 residents of the City of Martinez with energy and water conservation education and free hardware installation
- Generate and distribute a final impact report no later than November 15, 2018; the report includes, but is not limited to:
 - Number of homes served
 - Number of each measure installed
 - Total energy and water savings
 - Total number of youth hired
 - Percentage of renters served
 - Percentage of low-moderate income households served
 - Breakdown of client demographics

PAYMENT SCHEDULE

The following agreed upon contributions by the City of Martinez are necessary for the implementation and execution of this outlined Statement of Work.

- Contribution of \$20,000 in funding per a fixed-rate contract:
 - Rising Sun will submit an invoice for \$10,000 by May 1, 2018 for program design and planning
 - Rising Sun will submit an invoice for \$10,000 by August 31, 2018 for program implementation

- Both payments will be made in full within 30 days upon receipt of the invoice
- In-kind contributions as described in Appendix A
- City Partnership Funds: \$10,000 of East Bay Energy Watch Strategic Energy Resources funds will be leveraged for this partnership.

APPENDIX A

In-Kind Contributions

Site Office (Exclusive and secure access)

Address, if known: 600 F Street, Room 17 A

Location

- Large enough to house 13 people: 600-1,000 sq. ft.
- Safe area/safe building
- Access to bathrooms
- Access to free parking
- Waste management
- Access to drinking water (preferred)
- Janitorial service (preferred)

Site Availability/Access

- May 15-August 31 (**Alternate dates available: June 5 – August 15, 2018**)
- Monday-Friday
- 9:00am-7:30pm, with extended hour access on two evenings during the summer

Technology

- High-speed internet service
- Cell phone reception

Furniture

- 3 desks (or tables for computer stations)
- 1 large conference table or smaller student desks for training (9 people)
- 1 additional larger table or space for storing outreach materials, collateral, paperwork, etc.
- 14 chairs

Other

- Assistance with resident/constituent outreach, including:
 - Bill inserts, as possible
 - Website/social media posting
 - Newsletters/other print opportunities
 - Permissions or permits to outreach on city and public property, including solicitor's permits
 - Event connections/ideas
 - Media, property manager, and other local outreach connections
 - Co-branding opportunities/use of City logo on relevant CYES outreach materials
 - Partnership on program kickoff/local PR event

- Provision of connections to youth organizations, schools, and community colleges for youth recruitment; local connections for manager recruitment
- Other support:
