

CLEAN ENERGY CAREERS

PROGRAM GUIDE FOR APPLICANTS

2026 – 2027 EDUCATION & TRAINING AND WRAP-AROUND
SERVICES OFFERINGS
SPRING 2026 CYCLE

CONTENTS

- Introduction 3
- Priority Areas for Funding..... 3
- Criteria..... 4
 - Eligibility..... 4
 - High Priority Occupations 5
 - Geographical Locations 5
 - Underserved Populations 5
- Application Timeframes..... 6
- Completing Your Application 6
- Funding And Fiscal Guidelines..... 6
 - Types Of Funding 6
 - Estimated Number of Awards and Funding Amounts 6
 - Use of Funds 7
 - Cost-Sharing or Matching Funds 7
 - Payment of Funds..... 7
 - Documentation and Recordkeeping..... 7
- Application Review and Selection 8
- Award Process 9
 - Award Notification..... 9
 - Post-Award Expectations..... 9

Appendix A: Application Forms 10
 Education & Training 10
 Wrap Around Services..... 13
Appendix B: Project Plan Template..... 16
Appendix C: Budget Template 17
Appendix D: Clean Energy Careers Sample Grant Agreement..... 19
 Clean Energy Careers Program..... 19
 Grant Agreement 19

INTRODUCTION

Xcel Energy launched the Clean Energy Careers (CEC) program in 2025 to support and grow the workforce related to beneficial electrification. The program focuses on meeting the growing demand for the following three occupations in the residential space in Colorado:

1. Energy auditors
2. Insulation and air sealing technicians
3. HVAC technicians working in residential beneficial electrification

This Program Guide provides guidance for completing the application forms for Education & Training and Wrap-Around Services Offerings.

PRIORITY AREAS FOR FUNDING

CEC is offering competitive grants for 2026 – 2027 in the following areas:

1. Education & Training

CEC is offering funding and technical support to training providers and educational institutions to expand or enhance existing courses or create new courses to include skills for the three target occupations. This opportunity is intended to grow the workforce by training new workers to increase the number of people in these occupations.

Eligible activities include curriculum development, classroom or lab modifications to support hands-on training (e.g., demonstration boards, mobile labs, or other equipment needed for practical experience), equipment, supplies, expanding courses to new regions or audiences, and scholarships.

For applications that focus on HVAC training, applicants will be expected to demonstrate how the training meets or is aligned with industry-recognized credentials such as NATE and HVAC Excellence and / or how it aligns with programs such as [Department of Energy's Energy Skilled](#) or industry competency task lists for targeted occupations.

CEC is especially interested in projects or activities focused on increasing the number of students enrolling in building science and insulation/air sealing programs.

Project timeline: The implementation period for projects supported by CEC is from September 2026 – August 2027.

of Awards: 3 – 5 organizations

Funding award range: \$80,000–\$130,000/award

Geographical priority: Due to the prevalence of training opportunities along the Front Range and in the Denver Metro area, this funding is prioritizing opportunities in Xcel

Energy service areas in Southern Colorado, the High Country, and the Western Slope. Applicants from the Front Range and Denver Metro area are invited to apply, if they can demonstrate a unique proposition and/or how they are reaching regions outside of Denver Metro or the Front Range.

Please refer to the [2025 Awardees](#) announcement to learn more about the organizations that received support in 2025.

[Apply here.](#)

2. Wrap Around Services

CEC is offering funding to organizations that provide holistic, individualized support to remove barriers to participation in training and employment within the three target occupations. The applicant does not need to directly deliver the training or employment opportunities; training may be provided by the applicant or by external partners or programs, with the applicant supporting individuals in accessing and successfully completing those opportunities.

Funding may be used to provide wrap-around services such as housing stability support, mental health services, transportation, childcare, financial assistance, multilingual support, and job search services. Funds may also be used to offset training-related costs for participants, including books, certification and licensing fees, equipment, gear, supplies, or digital materials that support engagement and success.

Applicants interested in receiving funding for both Wrap Around Services and Education & Training must submit an application for each funding category.

Project timeline: The implementation period for projects supported by CEC is from September 2026 – August 2027.

of Awards: 2 – 5 organizations

Funding award range: \$24,000–\$60,000/award

Geographical priority: Must be in Xcel Energy service area. In an effort to expand services around the state, the program does not have a geographical priority or preference for this funding area.

Please refer to the [2025 Awardees](#) announcement to learn more about the organizations that received support in 2025.

[Apply here.](#)

CRITERIA

ELIGIBILITY

In general, the following entities are eligible to apply:

- Nonprofit organizations
- Community-based organizations (CBOs)
- Educational and training institutions
- For-profit entities

Applicants may apply for more than one offering, provided they meet the eligibility criteria for each offering and submit a complete application form for each.

Applicants who received funding in prior program years are eligible to apply again, provided they have met the terms of their current Grant Award. Previous funding does not guarantee future awards.

HIGH PRIORITY OCCUPATIONS

Clean Energy Careers is focusing on supporting clean energy careers related to home energy audits, insulation and air sealing, and technicians installing heat pump technologies.

GEOGRAPHICAL LOCATIONS

Clean Energy Careers is available to Xcel Energy's Colorado communities. For certain program offerings, Clean Energy Careers prioritizes projects located in, or serving, areas within Xcel Energy's service area that have historically experienced lower levels of workforce investment. These areas may include the High Country, Western Slope, and Southern Colorado.

This geographic focus is intended to support the development of a robust clean energy workforce and expand access to career pathways in communities that have been underserved.

Applicants may propose programs or activities that extend beyond Xcel Energy's service area. Such proposals are allowable, provided the project meaningfully benefits Xcel Energy's service area and aligns with Clean Energy Careers program objectives. In an effort to expand access to clean energy workforce opportunities across the service territory, CEC may prioritize geographic diversity in funding decisions.

Click [here](#) to see if your community is in Xcel Energy's service areas.

UNDERSERVED POPULATIONS

Clean Energy Careers seeks to support projects that address barriers to employment and advance access to clean energy career pathways. For the purposes of this program, underserved populations include individuals who may experience barriers to employment, such as older adults, racial and ethnic minorities, low-income individuals, women, youth, and individuals with limited English proficiency (English as a Second Language).

Applicants should clearly describe the populations served and how proposed activities are designed to reduce barriers to participation and employment.

APPLICATION TIMEFRAMES

The 2026 application cycle is:

- Monday, February 16, 2026: Application forms open on [CEC website](#).
- Friday, April 17, 2026: Application forms close at 5 pm MST.
- By June 15: Grantees will be selected; all applicants will be notified of application status via email.

COMPLETING YOUR APPLICATION

To prepare your application, please review the application form questions in advance. A copy of the application form can be found in [Appendix A: Application Forms](#). Applicants must submit a detailed project plan and budget consistent with the proposed project.

Examples for both can be found in [Appendix B: Project Plan Template](#) and [Appendix C: Budget Template](#).

Templates can be downloaded from the CEC website:

- [Project Plan template](#)
- [Budget template](#)

If you have questions or would like to request technical assistance with your application, please contact the Clean Energy Careers team at cleanenergycareers@brendlegroup.com. Technical assistance does not guarantee funding.

If you encounter any sort of technical issues during the application process, you may use the PDF as a guide, prepare your responses in an attachment, and submit your application over email.

FUNDING AND FISCAL GUIDELINES

TYPES OF FUNDING

CEC offers Project Support grant funding to specific programs or initiatives that are aligned with CEC's objectives. Refer to [Use of Funds](#) section below for additional guidance. CEC does not provide funding solely for Operations, Capital Improvements, or Capacity Building.

ESTIMATED NUMBER OF AWARDS AND FUNDING AMOUNTS

The number of awards and total funding available for each offering are estimates. Clean Energy Careers reserves the right to increase or decrease the number of awards and

the funding amount for any offering, based on the quality of applications received, alignment with program priorities, budget availability, and other programmatic considerations.

USE OF FUNDS

Awarded funds must be expended in a timely and efficient manner, and all costs must be eligible, reasonable, and allowable under the terms of the Grant Agreement. Funds may only be used for activities approved in the application and budget. Any funds expended in violation of these provisions must be returned to Clean Energy Careers. A sample Grant Agreement can be found in [Appendix D: Clean Energy Careers Sample Grant Agreement](#).

Allowable expenses may include, but are not limited to:

- **Personnel:** Cost of salaries for employees or stipends for those who will perform work directly on the program.
- **Equipment:** Physical assets, including tools, machines, computers, and accessories.
- **Materials:** All tangible property other than “equipment.”
- **Contractual:** Costs of proposed contractual services, including childcare, interpretation and/or translation, consulting services, etc.
- **Construction:** Costs for all activities that include improvements to real property (land, buildings).
- **Other costs:** Any direct costs that do not fit into any of the other categories (e.g., participant support costs, and other cost)
- **Indirect costs:** General operating costs that support the project but are not tied to a single activity, such as accounting, HR, or administrative support. Indirect costs cannot exceed more than 20% of the total award amount.

COST-SHARING OR MATCHING FUNDS

Cost-sharing and/or matching are not required as a condition of eligibility. Applicants are encouraged to describe how proposed activities may complement or be coordinated with other funding sources or resources, including federal, state, local, private, or nonprofit sources. Information about other funding sources helps Clean Energy Careers understand alignment, coordination, and potential overlap across workforce initiatives.

PAYMENT OF FUNDS

If awarded, funds will be disbursed following execution of a signed Grant Agreement and according to the stated payment schedule, as determined between CEC and Grantee. Grantees will be required to submit a completed W-9 and Vendor ACH Authorization form for payment.

DOCUMENTATION AND RECORDKEEPING

Grantees are required to complete Grant Reports documenting Budget to Actual use of funds. Grantees must maintain accurate financial records of all expenditures related to

the grant. Receipts are required for all capital expenditures or equipment purchases. Books and records must be retained for at least four years after the end of the grant period. Upon request, grantees must allow reasonable access to records and personnel for audits, evaluations, or verification by Clean Energy Careers or its representative.

APPLICATION REVIEW AND SELECTION

All complete and eligible applications will be reviewed and scored to assess alignment with Clean Energy Careers program goals and the specific criteria for each offering.

In general, applications will be evaluated based on:

- 1. Program Alignment:** How well the proposed project supports Clean Energy Careers priorities, including workforce development for high-priority occupations and priority regions.
- 2. Organizational Experience and Capacity:** The applicant's demonstrated ability, experience, and readiness to successfully implement the proposed activities.
- 3. Project Approach and Feasibility:** The clarity, quality, and practicality of the proposed activities, timeline, and implementation plan.
- 4. Community Impact:** The extent to which the project benefits communities and populations that have historically experienced barriers to workforce participation or lower levels of workforce investment.
- 5. Reasonable Budget:** Whether the proposed budget is appropriate, cost-effective, and aligned with the proposed activities.
- 6. Feasibility and Clarity of Proposed Outcomes:** The extent to which proposed activities, outcomes, and metrics are realistic, clearly described, and appropriate to the applicant's capacity and project scope. Applicants are encouraged to provide complete responses, including reasonable estimates and both qualitative and quantitative information, to help reviewers understand what is achievable within the proposed timeframe and budget. Applications are not evaluated based on the size of proposed outcomes alone, but on the credibility, clarity, and feasibility of the proposed approach.

Additional considerations may include geographic focus, partnerships, availability of program funds, and CEC's portfolio funding balance.

Based on the criteria above, reviewers will rank and score applications to guide funding recommendations.

Clean Energy Careers reserves the right to request additional information or clarification from applicants as part of the review process. Applicants may be asked to provide clarification over email or in a brief virtual meeting.

AWARD PROCESS

AWARD NOTIFICATION

Applicants will be notified via email if they have been selected for funding. Notification of selection does not constitute authorization to begin work or expend funds. Funding will only be disbursed after execution of a signed Grant Agreement, which serves as the official authorization to incur costs and implement the project. Applicants may be required to submit additional documents or forms as part of the award process prior to the release of funds.

Applicants selected for awards must keep their participation confidential until formal grant agreements are signed by all parties. Please refrain from public announcements or making references to program participation. Communication guidelines will be provided in the Grant Agreement.

POST-AWARD EXPECTATIONS

If your application is selected, Grantees are expected to adhere to the following:

- **Kickoff Meeting:** Within 2 weeks of award notification, grantees are expected to attend a Kickoff meeting with their Clean Energy Careers Team. Grantees will work with their CEC Team to refine their Scope of Work.
- **Finalize Grant Agreement:** Within 2 months of award notification, grantees are expected to finalize their Scope of Work and sign a Grant Agreement. The Grant Agreement will outline payment terms.
- **Project Launch:** Begin project activities according to the approved Scope of Work and project timeline.
- **Project Wrap-Up:** Complete project activities as outlined in the Scope of Work. Exact timing will be tied to the milestones established in the approved Project Plan.
- **Reporting:** Submit required programmatic and financial reports, based on the project milestones identified in the Scope of Work. Grantees will be expected to report on metrics that are relevant to their project. Metrics may include items like number of students enrolled, demographic information, and satisfaction level. Metrics and frequency of reporting will be determined at the Kickoff Meeting. Payments will be tied to successful completion of milestones. Grantees will receive reporting templates after the Kickoff Meeting.
- **Ongoing Check-Ins:** Meet with your CEC Team regularly to discuss progress and troubleshoot challenges. Frequency of check-ins will be established at the Kickoff meeting.
- **Communications and Branding:** Adhere to Xcel Energy communication and branding guidelines, as outlined in the Grant Agreement.

Failure to meet these expectations may result in delays in payment or other actions as outlined in the Grant Agreement.

APPENDIX A: APPLICATION FORMS

Applicants will complete and submit applications via links posted on the Clean Energy Careers (CEC) [website](#) or you can use the following links to start the applications:

Training & Education: <https://www.surveymonkey.com/r/CECEducation>

Wrap Around: <https://www.surveymonkey.com/r/CECwraparound>

The versions included in this guide is provided for reference and preparation only.

Deadline for Applications: April 17, 2026

Thank you for your interest in the Clean Energy Careers (CEC) grant program. Please review the following information carefully before submitting your application.

Before You Begin:

- Review all questions.
- Download and complete the required Project Plan and Budget templates from the CEC [website](#).
- Prepare all responses and required attachments in advance.

Applications submitted without required attachments will be considered incomplete.

Refer to the Clean Energy Careers Applicant Guide for detailed information on eligibility, program requirements, and application instructions.

If you experience technical difficulties during the application process, you may use the PDF version as a reference, prepare your responses as attachments, and submit your completed application via email to cleanenergycareers@brendlegroup.com.

EDUCATION & TRAINING

CONTACT INFORMATION

Please enter the contact information of the leading applicant

1. Applicant Name
2. Organization Name
3. Email
4. Address
5. Website
6. Project Title or Name

ORGANIZATION DESCRIPTION

7. Employer Identification Number (EIN)

8. If approved for funding, please address: [open ended]
1. Who would be the main point of contact with Clean Energy Careers?
 2. Who will serve as the Project Manager responsible for implementation of the grant?
 3. Who will be signing the grant agreement on behalf of your organization?
 4. Describe briefly your organization's approval process for the agreement.
9. Describe the geographical area your organization serves
10. Is your organization or proposed project in an Xcel Energy service area?

Please refer to the following list: <https://www.xcelenergy.com/staticfiles/xeresponsive/Energy%20Portfolio/Colorado-Communities-Served-Information-Sheet.pdf> Or these maps for Electric and Gas service areas: <https://energyoffice.colorado.gov/current-energy-profile>

- Yes
 No
 Unsure
 Other
11. Is your organization or proposed project in an Xcel Energy priority area (Southern Colorado, the High Country, and the Western Slope)?
- Yes
 No
 Unsure
12. Select the category that best describes your organization type (select all that apply)
- Nonprofit educational institution
 For-profit educational institution
 Public educational institution
 Private educational institution
 Community college
 Technical school/college
 Training center
 University
 Other
13. How did you learn about the Clean Energy Careers grant opportunities?
- Clean Energy Careers Website
 Clean Energy Careers Email
 Partners in Energy Community Facilitator
 Partners in Energy Newsletter
 Social Media
 Colleague/Friend
 Other
14. Has your organization previously applied for a Clean Energy Careers grant?

- This is our first time applying
 - We have applied previously but were not awarded funding
 - We have applied previously and were awarded funding
15. Do you currently offer training or courses related to heat pump installation, insulation and air sealing, and/or energy auditing?
- Yes [go to 16]
 - No [skip to 17]
16. Please share course or training information

Link or paste course information from your website or brochures.

REQUEST FOR FUNDING

17. Requested Funding Amount (open ended)
Funding Award Range (\$80,000 - \$130,000)
18. Which occupations is your proposal focused on: (select all that apply)
- HVAC technicians – residential beneficial electrification
 - Insulation and air sealing technicians
 - Energy Auditors
19. Project Narrative
Describe the training/educational program that this funding would support. In your response, address the following as applicable:
- **Connection to Clean Energy Careers Strategy:** Explain how this program aligns with the CEC strategy (e.g., upskilling current workers, training new workers, or career pathway support).
 - **Number of sessions and timeline:** Indicate the total number of sessions or classes and the anticipated start and end dates.
 - **Anticipated audience:** Describe the participants you expect to serve, including approximate numbers and any relevant demographics.
 - **Participant cost:** Identify any costs associated with participation (e.g., tuition, fees, materials) and whether these costs may present barriers. If applicable, describe how costs will be reduced or offset (e.g., scholarships, stipends, free participation).
 - **Alignment with industry standards:** How does your program align with existing industry-recognized credentials (e.g., NATE, HVAC Excellence, BPI) and/or industry competency task lists for targeted occupations (e.g. [DOE Energy Skilled Recognition](#) and [HVAC Excellence Competency & Task List](#))?
20. Budget: *Please complete and upload the [Budget template](#).*
21. Project Plan: *Please complete and upload the [Project Plan template](#)*
22. Do you have any supplemental materials you would like to submit?
- Yes, I will paste links to supplemental materials [go to question 23]
 - Yes, I will upload supplemental files [skip to question 24]
 - No [skip to Question 25]

23. Paste links to supplemental materials below. [open ended]
24. Upload supplemental documents below. [file upload]
25. Are you currently receiving, or do you expect to receive funding from other workforce development initiatives for this project or related activities?
 - Yes [go to 26]
 - No [skip to 27]
26. Please describe any other funding source(s), purpose, and how this funding relates to or differs from the activities proposed in this application.
27. Grant Application Submission Acknowledgement: I acknowledge that...
 - The information presented in this application is accurate and true.
 - Submission of my application does not guarantee funding.
 - If awarded, I will comply with the mutually agreed upon grant agreement and all reporting requirements. Yes

WRAP AROUND SERVICES

CONTACT INFORMATION

Please enter the contact information of the leading applicant

1. Applicant Name
2. Organization Name
3. Email
4. Address
5. Website
6. Project Title or Name

ORGANIZATION DESCRIPTION

7. Employer Identification Number (EIN)
8. If approved for funding, please address: [open ended]
 - Who would be the main point of contact with Clean Energy Careers?
 - Who will serve as the Project Manager responsible for implementation of the grant?
 - Who will be signing the grant agreement on behalf of your organization?
 - Describe briefly your organization's approval process for the agreement.
9. Describe the geographical area your organization serves
10. Is your organization or proposed project in an Xcel Energy service area?

Please refer to the following list: <https://www.xcelenergy.com/staticfiles/xcel-responsive/Energy%20Portfolio/Colorado-Communities-Served-Information-Sheet.pdf> Or these maps for Electric and Gas service areas: <https://energyoffice.colorado.gov/current-energy-profile>

 - Yes
 - No
 - Unsure
 - Other

11. Organization description and purpose

Please briefly describe your organization, including its mission, core activities, and the populations or communities you serve. (open ended)

12. Has your organization previously applied for a Clean Energy Careers grant?

- This is our first time applying
- We have applied previously but were not awarded funding
- We have applied previously and were awarded funding

13. How did you learn about the Clean Energy Careers grant opportunities?

- Clean Energy Careers Website
- Clean Energy Careers Email
- Partners in Energy Community Facilitator
- Partners in Energy Newsletter
- Social Media
- Colleague/Friend
- Other

14. Describe the wrap-around or supportive services related to workforce development that your organization currently provides, if any.

In your response, address:

- Types of services provided (e.g., transportation assistance, childcare support, case management, job placement support, mental health services, language access)
- Target population (e.g., youth, adults, career changers, individuals facing specific barriers)
- Service delivery model (e.g., direct service, referrals, partnerships, case management structure)

If you are applying for funding to launch wrap-around services that you do not currently offer, please clearly state that and describe your plan to implement and deliver those services.

REQUEST FOR FUNDING

15. Requested Funding Amount (open ended)

Funding Award Range (\$24,000–\$60,000)

16. Primary use(s) of Clean Energy Careers funds (select all that apply)?

- Direct Financial Support to Students
- Student Access & Participation Supports
- Career Navigation & Coaching
- Staffing / Program Delivery Costs
- Program Infrastructure / Tools
- Other / Innovative Support Models

17. Project Narrative

Describe the program that this funding would support. In your response, address the following as applicable:

- **Connection to Clean Energy Careers Strategy:** Explain how this program aligns with the CEC strategy (e.g., upskilling current workers, training new workers, or career pathway support).
 - **Program Design & Services:** Describe the supportive services, training, and/or education offered through your program. Explain how services are delivered (e.g., in-person, virtual, cohort-based), whether case management or participant navigation is provided, who delivers the services (staff or partners), and how participants access or request the resources for which you are seeking funding.
 - **Target Population & Reach:** Indicate the number of participants you expect to serve and describe relevant demographics or priority populations. Explain whether this funding will enable you to expand to new participants, enhance services for current participants, or both.
 - **Participant Costs & Accessibility:** Identify any costs associated with participation (e.g., tuition, fees, materials) and whether these costs may present barriers. If applicable, describe how costs will be reduced or offset (e.g., scholarships, stipends, free participation).
18. Budget: *Please complete and upload the [Budget template](#).*
19. Project Plan: *Please complete and upload the [Project Plan template](#)*
20. Do you have any supplemental materials you would like to submit?
- Yes, I will paste links to supplemental materials [go to question 21]
 - Yes, I will upload supplemental files [skip to question 22]
 - No [skip to Question 23]
21. Paste links to supplemental materials below. [open ended]
22. Upload supplemental documents below. [file upload]
23. Are you currently receiving, or do you expect to receive funding from other workforce development initiatives for this project or related activities?
- Yes [go to 24]
- No [skip to 25]
24. Please describe any other funding source(s), purpose, and how this funding relates to or differs from the activities proposed in this application.
25. Grant Application Submission Acknowledgement: I acknowledge that...
- The information presented in this application is accurate and true.
 - Submission of my application does not guarantee funding.
 - If awarded, I will comply with the mutually-agreed upon grant agreement and all reporting requirements.
- Yes

APPENDIX B: PROJECT PLAN TEMPLATE

As you complete the application, you will be prompted to download and complete the [Project Plan template](#). Applicants will use the following Project Plan template to outline key activities, outputs, responsibilities, timeframe and outcomes. The template below is for presentation purposes only.

Activities	Outputs	Responsibility	Timeframe	Anticipated Outcomes
<i>Example for Wrap Around Services: Identify pre-apprenticeship program participants who need transportation support for training courses</i>	<i>Bus passes for up to 10 program participants</i>	<i>Program Coordinator</i>	<i>September - October</i>	<i>10 program participants graduate from the program</i>
<i>Example for Workforce Education: Acquire HVAC Training Boards for HVAC 1 courses</i>	<i>2 HVAC Training Boards</i>	<i>Program Coordinator</i>	<i>Fall Semester 2026: Purchase and install training boards Spring Semester 2027: Use Boards in HVAC 1 courses</i>	<i>20 students gain skills successfully pass the HVAC 201 course</i>

APPENDIX C: BUDGET TEMPLATE

Applicants will complete a Budget Template to present projected project expenses. The spreadsheet below is for presentation purposes only. As you complete the application, you will be prompted to download and complete the [Budget template](#).

Requested Amount: \$-					
Item	Purpose of item	Cost per item	Quantity	Amount	Notes
Personnel					
Equipment					
Materials					
Construction					
Other Costs					
Indirect costs					
TOTAL					

Narrative

Please provide an explanation to your budget, as needed. Include information like:

- Is the project budget more than the amount you are requesting? Do you already have other funding sources lined up for this project?
- Explain any contract work that is budgeted.
- Explain any construction work that is budgeted.

APPENDIX D: CLEAN ENERGY CAREERS SAMPLE GRANT AGREEMENT

The following is a sample Grant Agreement provided for reference. It includes key terms, obligations, and expectations for grantees. Clean Energy Careers reserves the right to modify this agreement as needed; the final agreement may differ from this sample.

CLEAN ENERGY CAREERS PROGRAM GRANT AGREEMENT

This Grant is to support the following Clean Energy Careers Offering: _____

Grantee: _____

Grantee Address: _____

Grant Amount and Payment Schedule: The total amount of the grant is \$_____, to be paid according to the following schedule:

Payment 1: \$_____ within ___ days of executing this agreement.

Payment 2: \$_____ by [date]

Payment 3: \$_____ by [date]

Description: Funds will be used to support _____.

Grant Period: Grant activities will be conducted between the date of countersignature of this agreement and _____.

Purpose:

Public Service Company of Colorado (“Xcel Energy” or the “Company”) is offering a company-coordinated Clean Energy Careers Grant to fund the development and growth of clean energy careers, specifically occupations related to home energy audits, insulation and air sealing, and heat pump installations, in Colorado. The workforce program has been created to support Xcel Energy’s Clean Heat Plan.

The grant shall be used solely for the purposes in the Scope of Work, attached hereto as Appendix A. Any modification of the required documentation or implementation of the work from the Scope of Work must receive prior written approval by the Company. Grantee shall perform its obligations under this Agreement and expend grant funds in accordance with the Scope of Work and the purposes stated in the request for funding submitted by Grantee.

If the Grantee is using grant funds to purchase equipment, hardware or tools necessary to carry out the approved community program, the Grantee assumes full responsibility for the ownership, maintenance, repair, and safekeeping of any equipment purchased with funds. Such equipment is to be used exclusively for the purposes outlined in the approved program and may not be sold, transferred, or otherwise disposed of during the grant period or within five years following the conclusion of the grant. The Grantee agrees to ensure that the equipment remains in good working condition and is used in a manner that furthers the intended impact of the funded program.

Requirements of Grantee:

Grantee must complete program and financial reports that demonstrate the progress of program activities, outcomes and use of funds according to the following schedule:

- Quarter 1 progress report covering _____ due _____
- Quarter 2 progress report covering _____ due _____

Grantee will submit receipts for capital expenditures such as equipment or tools.

Grantee agrees to participate in periodic check-in calls with the Clean Energy Careers program team and other Grantees to share progress, resources and learnings.

The Company will assess the success of Grantee's activities based on the outcomes provided within the Scope of Work. Grantee must provide the Company, upon request, with all information relating to the results, findings, or methods, and/or publications developed under the grant.

Grantee must seek approval from the Company 30 days in advance of any significant changes in its ability to accomplish the grant objectives, the scope of the project, and its leadership.

The Company may withhold any future payments of the grant, or terminate this Agreement, if it has not received the required reports or other materials and information set forth above, or if such reports or other materials and information do not meet the Company's requirements.

Payment of Grant Funds:

Funds will be disbursed to Grantee upon receipt of the signed Agreement and in accordance with the stated payment schedule above. Funds may be spent only in accordance with the provisions of Grantee's funding request and budget as approved. Any funds disbursed to Grantee under this Agreement that are expended in violation of one or more provisions of this Agreement must be returned to the Company.

Payments shall be made by ACH. Please complete and return the following forms: [W9](#) and Brendle Group Vendor ACH Credit Authorization Agreement (attached) to cleanenergycareers@brendlegroup.com.

Communications:

To help gain public awareness of this project and support from the Company, Grantee will recognize this grant in signage, brochures, web sites, social media, or other publicity tools, but only with the prior written approval of the Company. Please contact Makaela Turner, at Makaela.A.Turner@xcelenergy.com for any questions about developing public awareness, obtaining a Company logo, and reviewing any press releases that mention the Company. Grantee agrees that it will remove the Company's name and logo from its website and in its public materials upon the written request of the Company. Grantee acknowledges and agrees that Xcel Energy and its affiliates own all right, title, and interest in any Xcel Energy logo or other trademark, including the Company logo (the "Xcel Energy Intellectual Property"), that the Company may allow Grantee to use, and use of any Xcel Energy Intellectual Property shall not create any right, title or interest therein in Grantee's favor. Grantee's use of any Xcel Energy Intellectual Property shall inure solely to the benefit of the Company and/or Xcel Energy.

Books and Records:

Grantee shall maintain an accurate record of the grant received and all expenses incurred under this grant and retain such books and records for at least four years after the end of the Grant Period. Furthermore, at the request of the Company, Grantee shall permit reasonable access to its files, records and personnel by the Company (or its designated representatives) for the purpose of making financial audits, evaluations or verifications, program evaluations, or other verifications concerning this grant as the Company deems necessary during the Grant Period and for a period of four years thereafter. The fees and expenses of such designated representative, solely at the request of the Company, shall be paid by the Company.

Termination/Unexpended Funds:

The Company reserves the right, in its sole discretion, to discontinue funding or terminate the Agreement if (1) it is not satisfied with Grantee's progress towards achieving the objectives of the grant or the content of any required written report; any termination for lack of progress shall be preceded by written notice to the Grantee specifying in reasonable detail the deficiencies, and Grantee shall be afforded a period of thirty (30) business days from receipt of such notice to cure said deficiencies to the Company's reasonable satisfaction prior to the effectiveness of any termination; (2) Grantee breaches or fails to comply with any term of this Agreement, (3) Grantee ceases to maintain its tax status; (4) Grantee or any of its directors, officers, employees or agents makes any statement or takes any action (whether or not within the scope of such individual's responsibilities to Grantee) that is likely to have the effect of undermining, disparaging or otherwise reflecting poorly on the reputation of the

Company any of its affiliates, or any directors, officers, employees or agents of any such entity; or (5) Grantee files or has filed against it any petition under federal or state bankruptcy law. In the event of early termination or at the end of the Grant Period, any unexpended funds shall immediately be returned to the Company, except where the Company has agreed in writing to an alternative use of the unused funds.

Royalties:

Any materials produced by this grant and earnings thereon shall not provide royalties or otherwise inure to the personal benefit of individuals connected with this grant. Any funds realized by Grantee or any sub-grantee from product sales must be used exclusively for this project.

No Guarantee of Future Funding:

Grantee acknowledges that the receipt of this grant does not imply a commitment on behalf of the Company to continue funding beyond the terms listed in this Agreement.

Indemnification and Governing Law:

To the extent allowed by law, Grantee agrees to indemnify and hold harmless the Company, its directors, officers, employees, affiliates, successors and/or assigns against any and all demands, liabilities, costs, expenses or penalties, including, without limitation, reasonable attorneys' fees and costs of suit of whatsoever kind or nature, to the extent the demands, liabilities, costs, expenses or penalties arise out of the use, application or expenditure of grant funds, or any action or inaction of Grantee in connection with the grant. This section does not limit any other rights of the Company to indemnification pursuant to contract or by operation of law.

This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Colorado, and any action arising out of or relating to this Agreement shall be brought in a court located in Denver, Colorado. Each party shall bear its own costs.

Signature:

To acknowledge this Agreement, accept the grant, and receive funds, please return a signed copy of this Agreement to the Company. A facsimile or electronic signature is permitted, but not required. Additionally, please retain a copy of this Agreement for your files.

Grantee:

Print name and title of person authorized to sign this agreement.

Name: _____

Title: _____

Authorizing signature of person named above.

Signed: _____

Date: _____

Company:

Print name and title of person authorized to sign this agreement.

Name: _____

Title: _____

Authorizing signature of person named above.

Signed: _____

Date: _____