



## **Memorandum of Understanding Phase 2 – Plan Implementation**

Eryka Thorley  
645 Holbrook Street, P.O. Box 750  
Erie, CO 80516

The intent of this Memorandum of Understanding is to recognize the achievement of the Town of Erie in developing a Beneficial Electrification Plan. Xcel Energy, through its Partners in Energy offering, has supported the development of this Beneficial Electrification Plan. This document outlines how the Town of Erie and Xcel Energy will continue to work together to implement this Beneficial Electrification Plan. The term of this joint support, as defined in this document, will extend from June 1, 2025 through November 30, 2026.

**Xcel Energy will support the Town of Erie in achieving the goals of its Beneficial Electrification Plan in the following ways:**

### **Existing Residential**

- **R-1 Encourage single-family households to get a home energy audit through Town-led education and resource connections**
  - Lead research for home energy audit program information and eligibility.
  - Lead development of up to two pieces of collateral for home energy audit program outreach and education.
  - Support material distribution.
- **R-2 Connect single family homeowners with information to support them along their electrification journey**
  - Lead development of up to two pieces of collateral about available heat pump incentives and programs, including content for Erie's website that directs users to nationally recognized and credible organizations and available resources and content to be shared with contractors through Erie's Permitting Department.
  - Support collateral distribution, as needed (e.g., mailers, emails).

Support funded by Xcel Energy for this strategy is not to exceed 54 hours. These hours will include those provided through the Partners in Energy team from Brendle Group and do not include support provided by Xcel Energy internal program staff.

### **Existing Commercial and Institutional**

- **C-1 Conduct foundational research**
  - Support the identification of business contacts.
  - Support the classification of different sectors and use cases.
  - Lead identification of survey questions to establish a baseline of commercial building stock. Does not include survey tool design, delivery, and analysis.
  - Lead compiling of available commercial sector resources.
- **C-2 Support small and medium businesses along electrification journey**

- Support outreach to sector specific stakeholder groups to understand their interests and challenges, equivalent to up to four in person 1-hr focus groups or meetings.
- Lead development of up to two pieces of collateral (e.g., family resource toolkit, home-based business flyer, restaurant flyer) based on results of outreach.

Support funded by Xcel Energy for this strategy is not to exceed 74 hours. These hours will include those provided through the Partners in Energy team from Brendle Group and do not include support provided by Xcel Energy internal program staff.

### **New Construction**

- **NC-1 Identify opportunities to update building codes to align with Erie's electrification goals**
  - Lead research to summarize the cost and benefits of the new energy code adoption.
- **NC-2 Work with horizontal developers (e.g., no gas infrastructure) and/or builders to create pathways for offering energy efficient, all-electric buildings**
  - Organize and host 1-hr virtual "new development program" training with Town staff.
  - Lead update of new development program flyer.
  - Lead organization and facilitation of one in-person peer sharing opportunity, in coordination with existing quarterly developer meetings.
  - Identify the appropriate Xcel Energy contacts to support conversations related to innovative energy supply solutions.

Support funded by Xcel Energy for this strategy is not to exceed 40 hours. These hours will include those provided through the Partners in Energy team from Brendle Group and do not include support provided by Xcel Energy internal program staff.

### **Town-Led**

- **T-1 Serve as a convener for electrification information and resources**
  - Review website every six months and identify any changes in information or new information to be added related to available funding and resources (e.g., utility, county, regional, state, or federal program updates).
  - Support event coordination for up to one community events, including event planning, coordination of Xcel Energy support (e.g., program information, giveaways, Red Truck), development of promotional materials, and development and production of beneficial electrification materials.
  - Support delivery of Beneficial Electrification messaging at Town of Erie Earth Day Arbor Day 2026.
- **T-2 Decarbonize Town of Erie Fleet**
  - Connect Town of Erie with relevant Xcel Energy programs (e.g., fleet assessment, charging infrastructure rebates).
  - Serve as a liaison to Xcel Energy to support installation of EV chargers on Town property.
- **T-3 Decarbonize Town of Erie Facilities**
  - Serve as a liaison to Xcel Energy representatives and programs as needed, to support building electrification projects.

- Identify and share available funding and incentives to support municipal electrification projects (e.g., utility programs, state funding).
- Support a high-level electrification opportunity analysis for proposed electrification projects through 2030.
- Research carbon offset opportunities and summarize research.
- Support Council presentations by sharing relevant information about planning process and Xcel Energy programs.
- Support Channel 8 story development by sharing information about the Partners in Energy program.

Support funded by Xcel Energy for this strategy is not to exceed 124 hours. These hours will include those provided through the Partners in Energy team from Brendle Group and do not include support provided by Xcel Energy internal program staff.

#### **Project Management and Reimbursed Expenses**

- Facilitate regular check-in meetings, track and report energy impacts and activities (process annual data from Xcel Energy), and help coordinate implementation kick-off activities.
- Provide up to \$2,500 for reimbursed expenses related to printing and distribution of co-branded marketing materials, venue fees, food, and other related needs associated with outreach and education. Xcel Energy funding will not be provided for the purchase of alcohol.

Support funded by Xcel Energy for project management is not to exceed 38 hours. These hours will include those provided through the Partners in Energy team from Brendle Group and do not include support provided by Xcel Energy internal program staff.

#### **Town of Erie commits to supporting the Beneficial Electrification Action Plan to the best of its ability by:**

- Achieving the energy savings impacts outlined in the Beneficial Electrification Action Plan and shown in the table below:

**Town of Erie Conservation Goals**

	<b>Electricity Savings (in kWh)</b>	<b>Natural Gas Savings (in therms)</b>
<b>Baseline Historic Energy Savings</b>	667,313	88,439
<b>Incremental Plan Energy Savings (2/1/19-9/30/20)</b>	1,518,710	25,922
<b>Total Plan Energy Savings (baseline + plan energy savings)</b>	2,186,023	114,361

- Performing the coordination, tracking, and outreach duties as outlined in the Beneficial Electrification Action Plan that include but are not limited to the following:

**Existing Residential**

- **R-1 Encourage single-family households to get a home energy audit through Town-led education and resource connections**
  - Lead material review.
  - Include resources about home energy audits through Erie's housing rehabilitation program and Habitat for Humanity.
  - Lead outreach and distribution of program materials.
  - Lead buy-down coordination with CLEAResult and/or commensurate Town rebate program.
- **R-2 Connect single family homeowners with information to support them along their electrification journey**
  - Lead material review.
  - Connect resources into Erie's housing rehabilitation program and Habitat for Humanity.
  - Lead outreach and distribution of program materials, including attending events to distribute materials.
  - Lead contractor line of communication and coordination with Building Division.

**Existing Commercial & Institutional**

- **C-1 Conduct foundational research**
  - Lead identification of businesses with the Economic Development Department.
  - Lead identification of business groups (e.g., Erie Restaurant Group, Erie Economic Development Council, Erie Chamber of Commerce).
  - Lead the classification of different sectors and use cases.
  - Support and review data collection survey development.
  - Lead distribution of data collection surveys to identified businesses.
  - Lead identification of potential implementation partners.
  - Support compiling of available commercial sector resources.
- **C-2 Support small and medium businesses along electrification journey**
  - Lead outreach to sector specific stakeholder groups.
  - Lead exploration of interest and challenges of businesses.
  - Support and review collateral related to resources.
  - Lead the exploration of a technical assistance approach program.
  - Lead the outreach to business groups to share resources.
  - Lead the general distribution of collateral about resources through Town channels as appropriate.

**New Construction**

- **NC-1 Identify opportunities to update building codes to align with Erie's electrification goals**
  - Inform desired outcomes of research (e.g., what is most helpful to know).
  - Lead code adoption process.
  - Apply for DRCOG energy code funding, if desired.
- **NC-2 Work with horizontal developers (e.g., no gas infrastructure) and/or builders to create pathways for offering energy efficient, all-electric buildings**
  - Ensure appropriate Town staff members attend new development program training.

- Lead identification of appropriate opportunities for sharing program information with new development.
- Review and provide feedback on new development program flyer.
- Share new development program flyers through identified channels.
- Invite developers to a peer sharing opportunity.
- Lead coordination with utilities to explore innovative energy supply solutions.

### **Town-Led**

- **T-1 Serve as a convener for electrification information and resources**
  - Review website and identify any changes in information or new information to be added related to Town program information.
  - Update website with new information.
  - Lead coordination of, promote, and host up to two community events. The Town will coordinate delivery of food option and will cover remaining expense not covered by Xcel Energy.
- **T-2 Decarbonize Town of Erie Fleet**
  - Apply for relevant Xcel Energy and United Power programs.
  - Budget and pursue third-party telematics study, if necessary.
  - Lead integrated vehicle electrification and charging infrastructure investment planning.
- **T-3 Decarbonize Town of Erie Facilities**
  - Lead implementation of municipal electrification projects, including project prioritization and pursuit of relevant funding.
  - Lead pursuit of carbon offsets, including selection of offset opportunities and purchase of offsets.
  - Lead council presentation(s), including development of educational materials and delivery of presentation.
  - Lead development of Channel 8 spotlight, including coordination with Channel 8, development of story details, and participation in production.

### **Project Management**

- Participate in coordination and tracking of scheduled check-ins, activities, and events.
- Provide Xcel Energy an opportunity to review marketing materials to assure accuracy when they incorporate the Xcel Energy logo or reference any of Xcel Energy's products or services.
- Share the plan document, supporting work documents, collateral, and implementation results from the Beneficial Electrification Action Plan with the public. The experience, successes, and lessons learned from this community will inform others looking at similar or expanded initiatives.
- Share progress on upcoming sustainability and climate action planning as it relates to activities outlined in the Beneficial Electrification Action Plan.
- Approval to share your community's aggregated Xcel Energy data (processed through Partners in Energy) with the Partners in Energy Network to be used primarily as a benchmark to other communities.

### **Single Points of Contact**

All communications pertaining to this agreement shall be directed to Eryka Thorley on behalf of Town of Erie and Sofia Troutman on behalf of Xcel Energy.

**Legal Applicability and Waiver**

This is a voluntary agreement and not intended to be legally binding for either party. This Memorandum of Understanding has no impact, nor does it alter or modify any existing Franchise Agreement or other existing agreements between Xcel Energy and Town of Erie. Parties agree that this Memorandum of Understanding is to memorialize the intent of the Parties regarding Partners in Energy but does not create a legal agreement between the Parties. It is agreed by the Parties that nothing in this Memorandum of Understanding will be deemed or construed as creating a joint venture, trust, partnership, or any other legal relationship among the Parties. This Memorandum of Understanding is for the benefit of the Parties and does not create third party rights. Nothing in this Memorandum of Understanding constitutes a waiver of Town of Erie ordinances, Town of Erie regulatory jurisdiction, or Colorado’s utility regulatory jurisdiction.

Xcel Energy is excited about this opportunity to support Town of Erie in advancing its goals. The resources outlined above and provided through Partners in Energy are provided as a part of our commitment to the communities we serve and Xcel Energy’s support of energy efficiency and renewable energy as important resources to meet your future energy needs.

For Town of Erie:

Signature:  87563ADCFE7048A...

Name: David Frank

Title: Environmental Services Director

Date: 5/16/2025 | 2:08 PM PDT

For Xcel Energy:

Signature: Andrew Holder

Name: Andrew Holder

Title: Director, Community Relations

Date: 5-20-2025