

Exhibit A - Scope of Work

Background

[Resolution 20-18](#) recognized that the work of the Energy Innovation Task Force (EITF) has been completed and created the Blue Horizons Project Community Council (BHPCC) to advise the [Blue Horizons Project](#) (BHP) to achieve the 100% community wide renewable energy goal by 2042. The Blue Horizons Project will advance this goal through energy efficiency, education and renewable energy programs. [Resolution 20-19](#) authorized an interlocal agreement for the City and County to support one nonprofit to implement and manage the Blue Horizons Project and Blue Horizons Project Community Council.

The activities and deliverables included in this Scope of Work are limited to activities and outputs supported through City and County funding and are separate from any other funding agreements that may be in effect during the term of this contract. In order to be impactful and efficient in this work it is critical that planning, implementation, and evaluation be done in collaboration with complementary work of BHPCC, GBA, and partner agencies and initiatives. City and County support of this work intends to catalyze community-based engagement and solutions to climate change and leverage additional funding to scale up programming and impact.

Examples of planned FY23 complementary work which is outside of this Scope of Work:

- Under American Rescue Plan Act (ARPA) funding (Authorized through Council Resolution 22-92 in the amount of \$250,000.)
 - Deliver ARPA funded heat pump repair and installation program.
 - 25 New minisplits
 - 15 Solar PV systems
 - 35 Refrigerator upgrades
 - Manage installation of ARPA funded solar rooftop systems on low-income family homes.
- Facilitate community-member led volunteer groups to pursue additional 100% renewable strategies like agrivoltaic incubators (NSF grant) and utility scale solar.
- Expand energy efficiency work at homes served with additional utility fee-for-service based funding.

Recognizing that this campaign is driven by the community, the following scope of work may be amended based on recommendations from the Blue Horizons Project Community Council, at the request of the Contractor, the Green Built Alliance, and subject to availability of funding. Any proposed amendments to the scope of work must be submitted and approved in advance of any work conducted.

Summary of FY22 Accomplishments & Recommendations which informed the FY23 contract deliverables: The [FY22 third quarter report](#) along with Program Evaluation Metrics [Report](#) and [Presentation](#) document accomplishments, challenges, and residents served through BHPCC, residential, and commercial focused activity.

FY23 Scope of Work

Contract Administration

- Provide reporting, administration, evaluation, and overall project and contract management for BHPCC, Residential, and Commercial projects as outlined in Scope of Work
 - Prepare complete quarterly invoices including documentation and check-in with City Staff quarterly to update on all initiatives and accomplishments.
 - Provide mid-term written report in November 2022 and final report in May 2023
 - Conduct Program Evaluation documenting metrics on program impact and resource allocation and share results with BHPCC in May 2023 meeting.

Blue Horizons Project Community Council Administration; provide administrative and evaluation support to the BHPCC and host meetings (including main meetings and subcommittee meetings) in accordance with [NC Open Meeting laws and procedures](#)

- Support the increased membership and participation of BIPOC community members through community engagement, compensation and/or other strategies as determined by community leadership and BHPCC.
- Meet monthly with City and County staff to review and approve the BHPCC agenda with a goal to ensure that the agenda addresses contract outputs and efforts supporting the 100% community-wide RE goal.
- Facilitate monthly BHPCC and working subcommittee meetings
- Report BHP activities and any new proposed activities to BHPCC bi-annually for review and recommendation. This includes evaluation of past and current efforts to determine the most effective pathways for improving community clean energy projects and programs. The results of these recommendations should be provided to City and County staff in May 2023.

Residential Sector Energy Efficiency Engagement and Project Management; provide free in-house energy retrofits on multifamily units managed by the Housing Authority of the City of Asheville (HACA), site built, and mobile homes of low income households. Provide educational videos, Home Energy Chats, workshops and presentations as outlined in Community Engagement Strategy. Eligible clients and program participants will be recruited through neighborhood canvassing, client and non-profit collaborator referrals, and social media and community outreach.


- Implement, Evaluate, and Report Energy Savers Network (ESN) Program
 - Develop recruitment and outreach materials to reach ESN clients
 - Provide in-house energy retrofits on 88 homes (176 total for City and County July 2022-June 2023). Subcontractors United Community Development may be engaged to support the target number of homes served.
 - Price per ESN home billed under this contract:
 1. \$600/home for ESN site-built and mobile homes (this price includes staffing and all purchased supplies and materials). Not to exceed \$52,800.

- Provide basic EE upgrades for 25 (50 total for City and County) Housing Authority of the City of Asheville (HACA) apartments
 - Price per HACA home billed under this contract:
 - \$150/home for HACA apartments (this price includes staffing and all purchased supplies and materials). Not to exceed \$3,750.
- Report program status with quarterly invoice and in bi-annual reporting. Program reporting shall include:
 - Utilized program reporting spreadsheet (from approved template)
 - # of homes receiving ESN services, identifying total for those in City limits and those in the County
 - # of utility data permission forms signed
 - # of outreach events
 - # of volunteers supporting the project
 - Key barriers and strategy updates to overcome them
 - Lessons learned and their impact(s) on the program
 - Recommendations for the program in future iterations
 - Links to any social media, important supporting documents, etc.
 - Receipts for all materials requested for reimbursement
- Perform and annually report measurement and verification in accordance with US DOE protocols (e.g. [4.3.1 of US Department of Energy's Uniform Methods Project, Chapter 8: Whole Building with Consumption Data Analysis Evaluation Protocol](#)). This report period should analyze data in the calendar year 2022 January- December with a report delivered by March, 2023. Include:
 - Measures installed
 - Utility data
 - Blower door test results if applicable (done on all-electric homes)
 - Photos of projects and measures completed
 - Field verification of at least 5% of houses completed
- Plan and conduct marketing and outreach for Blue Horizons Project and support implementation of Community Engagement Strategy
 - Execute the revised [FY23 Community Engagement Plan](#) in collaboration with BHPCC utilizing [FY22 program evaluation](#) and existing resources such as the [Energy Burden Map](#) and [Climate Justice Data Map](#)
 - Maintain and update Blue Horizons Project website and social media
 - Develop marketing materials for existing and new BHP programs (Videos, blog posts, print, TV and radio advertisements)
 - Develop and post resources and videos to promote energy efficiency and renewable energy programs and resources
 - Staff and/or coordinate volunteers for community events, home energy advice events, and presentations to promote BHP initiatives as outlined in BHPCC's community engagement strategy
 - Provide Home Energy Chats outreach, program implementation and follow up
- Engage Duke Energy in improving their energy efficiency programs including:

- Participate in the quarterly Statewide Energy Efficiency Collaborative and quarterly collaborative allies meetings with Duke Energy and other clean energy leaders.
- Participate in Duke's Carbon Plan process by gathering community and BHPCC input and facilitating comments from the BHPCC to the NCUC. Participate in the July 27th NCUC public hearing on Duke's Carbon plan.

Communications Expectations

For each of the areas of this scope of work Green Built Alliance shall meet the following communications expectations:

1. Use only the official approved City logo depicted here  in communications of all kinds regarding any of the activities mentioned in this contract. Do not use any other City logo.
2. Contractor will include City approved logo in all events and documents promoting programs, projects or events included in this Scope of Work.. This includes, but is not limited to, social media postings, emails, posters, press releases, paid media, brochures and fliers.
3. For everything that GBA does under this contract GBA shall include written statement(s) that; *"The work is being performed for the residents of the City of Asheville in partnership with the City of Asheville."* For workshops presented for this contract this shall be conveyed by a person verbally stating during the workshop that; *"The workshop is being presented for the residents of the City of Asheville in partnership with the City of Asheville."* For videos produced for this contract this shall be conveyed by a visual statement listed in the opening and/or credits of the video stating that; *"The video is produced for the residents of the City of Asheville in partnership with the City of Asheville."*

Project Milestones:

Item #	Action Item	Start Date	Date of Completion
1	Provide reporting, administration, and overall project and contract management for BPHCC and Residential Energy Efficiency projects as outlined in Scope of Work including quarterly invoicing and reporting and annual evaluation.	7/01/22	6/30/23
2	Provide administrative and marketing support to the BHPCC	7/01/22	6/30/23
3	Manage implementation of Community Engagement Strategy in collaboration with BHPCC	7/01/22	6/30/23
4	Engage Duke Energy in improving their energy efficiency programs	7/01/22	6/30/23
5	Implement, Evaluate, and Report Energy Savers Network Program (Report and recommendations by March 1, 2023 for dates January 1, 2022 - December 31, 2022)	7/01/22	6/30/23

Outputs

Category	Proposed FY22 Outputs
Contract Administration, Evaluation, and Reporting	1-A. Prepare complete quarterly invoices including documentation 1-B. Check in with City Staff regularly to update on all initiatives and accomplishments. 1-C. Provide reporting, administration, and overall project and contract management as outlined in SOW including quarterly program reports and final report to City and County staff by May 1, 2023. Reports will include program-specific metrics and evaluation, successes, and recommendations for improvement to increase impact. 1-D. Conduct thorough Program Evaluation and update the Program Evaluation Document to show results and inform FY24 contract. Present reports and evaluation to BHPCC at May 2023 meeting. 1-E. Reporting: Final Report and Quarterly Check-ins
BHPCC Administration	2-A. Host and provide technical support to BHPCC main and subcommittee meetings

	<p>2-B. Report BHP activities and any new proposed activities to BHPCC during monthly meetings for review and recommendation. This includes evaluation of past and current efforts to determine the most effective pathways for improving community clean energy projects and programs.</p> <p>2-C. Serve as marketing contract administrator for Blue Horizons Project via website social media and public resource management as outlined in Community Engagement Strategy</p> <p>2-D. Increase membership and participation of BIPOC community members</p>
Residential Sector Energy Efficiency Engagement	<p>3-A. Plan and implement activities and programs as outlined in Community Engagement Strategy</p> <p>3-B. Collect and analyze engagement and impact data and include detailed CES evaluation in quarterly reports and final program evaluation and report</p>
	<p>4-A. Participation in the Quarterly Statewide EE Collaborative</p> <p>4-B. Participation in the Quarterly Collaborative Allies calls comprised of leading clean energy nonprofits in the region.</p> <p>4-C. Support process of more inclusive weatherization (the Duke Energy Carolinas model) programs being offered in Duke Energy Progress territories such as ours.</p>
	<p>5-A. Weatherize 88 client homes \$600 per home (includes labor and materials)</p> <p>5-B. Weatherize 25 HACA Units \$150 per apartment unit (includes labor and materials)</p> <p>-combined ESN/HACA total not to exceed \$56,550</p> <p>5-C. Conduct metrics and verification analysis from January - December 2022</p> <p>i-Perform and report measurement and verification in accordance with US DOE protocols (e.g. 4.3.1 of US Department of Energy's Uniform Methods Project, Chapter 8: Whole Building with Consumption Data Analysis Evaluation Protocol). Include: i. Measures installed ii. Utility data iii. Blower door test results if applicable (done on all-electric homes) iv. Photos of projects and measures completed v. Field verification of at least 5% of houses completed</p> <p>ii-Vandermusser presentation of M&V report to BHPCC in March 2023</p>
	<p>5-C. Conduct metrics and verification analysis from January - December 2022</p> <p>i-Perform and report measurement and verification in accordance with US DOE protocols (e.g. 4.3.1 of US Department of Energy's Uniform Methods Project, Chapter 8: Whole Building with Consumption Data Analysis Evaluation Protocol). Include: i. Measures installed ii. Utility data iii. Blower</p>

	<p>door test results if applicable (done on all-electric homes) iv. Photos of projects and measures completed v. Field verification of at least 5% of houses completed</p> <p>ii-Vandermusser will present M&V report to BHPCC in March 2023</p>
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Roles and Responsibilities of Participating Organizations

Organization Name	Specific Responsibilities
Green Built Alliance	<ul style="list-style-type: none"> • Implement the Blue Horizons Project to promote residential and commercial energy efficiency programs. This includes promoting DEP energy-efficiency programs and renewable energy and storage projects along with clean energy projects and programs being implemented by the County, City, and community organizations. • Engage and coordinate promotional activities with community partners and City, County, and DEP. • Design, create and/or publish promotional materials for the Blue Horizons Project. • Develop and execute a media, social media, and community engagement strategy for the project. • Provide content and updates to the Blue Horizons project website. • Organize, host and implement community and neighborhood events that promote energy-efficiency program participation. • Serve as a Hub for Blue Horizons activities. This includes providing guidance to community members on which programs can serve them. Follow-up with community members to evaluate their experience. • Manage and implement the Energy Savers Network program and weatherize 88 homes and 25 HACA apartments. • Report all outputs in shared database to track progress • Facilitate selection of any new BHPCC members and provide administrative support for BHPCC meetings • Pay BIPOC members for their participation in the BHPCC • Provide updates to the BHPCC on project activities and results. • Promote and facilitate greater adoption of clean energy technologies and programs with all BHPCC members and the general public as a whole. • Engage with Duke Energy to improve their energy efficiency programs for residents and businesses. • Present quarterly invoices to the City for payment.

City of Asheville, Sustainability Office	<ul style="list-style-type: none"> • Contract Administrator • Review action items within the Scope of Services • Quarterly Invoicing and managing Milestones • Participate in regularly scheduled check-ins to review progress and troubleshoot challenges if they arise
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Project Budget

Item	Object Class Category	CoA	Total
A	Personnel:	0.00	0.00
B	Fringe Benefits: N/A	0.00	0.00
C	Travel: N/A	0.00	0.00
D	Equipment: N/A	0.00	0.00
E	Supplies:	0.00	0.00
F	Contractual: Greenbuilt Alliance		
	Contract Administration, Evaluation, and Reporting		
	1-Provide reporting, administration, and overall project and contract management for BPHCC, Residential and Commercial projects as outlined in Scope of Work including quarterly invoicing and reporting and annual evaluation.	\$2,750	\$2,750
	BHPCC		
	2-Provide administrative and marketing support to BHPCC -\$5,012 - BHPCC admin & marketing support -\$2,750 increase membership and participation of BIPOC community members	\$7,762	\$7,762

	Residential Sector EE Engagement		
	3-Community Engagement Strategy in collaboration with BHPCC	\$25,938	\$25,938
	4-Duke Energy Engagement	\$1,000	\$1,000
	5-Implement and manage ESN program for individual clients & HACA units -\$52,800- 88 ESN client homes -\$3,750 - 25 HACA units	\$56,550	\$56,550
	5-Conduct ESN metrics and verification analysis from January - December 2022	\$6,000	\$6,000
		\$100,000.00	\$100,000.00
G	Construction:	N/A	N/A
H	Other:		
I	Total Direct Charges: (Sum of A-H)	\$100,000.00	\$100,000.00
J	Indirect Charges:		
K	Total: (Sum of I and J)	\$100,000.00	\$100,000.00