

## **Memorandum of Understanding Phase 1 – Plan Development**

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Congratulations on being selected to participate in Xcel Energy's Partners in Energy. This offering is designed to provide your community with the tools and resources necessary to develop and implement an energy action plan that reflects the vision your community has for shaping energy use and supply in its future. Participation is intended to span 24 months with the initial 6-8 months dedicated to developing a strategic energy action plan and the remaining time focused on the implementing that plan.

The intent of this Memorandum of Understanding (MOU) is to confirm the City of Northfield's intent to participate in the initial plan development phase of the Partners in Energy program and outline the commitment that your community and Xcel Energy are making to this collaborative initiative. The primary objective of this phase of the program is to develop your energy action plan.

### **In order to achieve this Xcel Energy will provide:**

- Consulting support to assist in identifying potential community stakeholders, and constructing or delivering an invitation or informational announcement regarding the planning process.
- Data analysis of community energy use and Xcel Energy program participation to the extent that it is legally and technically prudent and feasible. The results can be used to identify potential opportunities to implement plan strategies. Xcel Energy will attempt to integrate data provided by the City of Northfield into the analysis if feasible.
- Professional facilitation of 3-5 plan development work sessions with the community stakeholder group to develop the energy action plan's vision, focus areas, goals and implementation strategies.

- Assistance as needed in synthesizing the community and program data collected with the vision of the community to identify attainable goals that align with suitable strategies and tactics.
- Development of the documented energy action plan that will incorporate inputs from the stakeholder planning team and will be accessible to the community.
- Commitment to delivering an actionable and complete energy action plan within seven months of the City of Northfield and Xcel Energy signing this MOU.

**Although participation in the Plan Development phase of Partners in Energy program requires no monetary contribution, the community, the City of Northfield, does agree to provide:**

- A single contact point to recruit active and engaged stakeholders, coordinate planning meeting logistics as well as distribution of deliverables, and lead participation of the community in the planning process.
  - Community staff engagement in developing workshop agendas, participating in post-workshop check-in meetings and follow-up work, and implementation planning.
- Commitment to ensuring community stakeholder engagement throughout the planning workshops. This could include consultation with key community stakeholders who may be relevant to the plan but not present on the energy action planning team, to gain input on proposed goals and strategies.
- Timely review of Energy Action Plan document, as well as shepherding the completed plan through stakeholder review process.
  - Good-faith evaluation of the recommendations and analysis provided, as well as fair consideration of the potential strategies and tactics identified to ensure alignment with the community's goals and priorities.
- Meeting facilities to host the stakeholder group during the development of the plan.
- Identification of existing community energy plans, programs, or initiatives that could be leveraged in successful development and delivery of this plan.

- Commitment to delivering an actionable and complete energy plan within a seven month timeframe of the City of Northfield and Xcel Energy signing this MOU. Within this period the City of Northfield is committed to completing the formation of the energy action planning team and the development and approval of the energy action plan.
- Public distribution of the work products developed with the support of the Xcel Energy’s Partners in Energy Program.

**Resource Commitment Summary  
Plan Development Phase**

City of Northfield	Xcel Energy
<ul style="list-style-type: none"> <li>• Single point of contact</li> <li>• Support in maintaining community stakeholder engagement throughout the planning process.</li> <li>• Involvement in development and review of Energy Action Plan content.</li> <li>• Meeting facilities</li> <li>• Access to existing energy-related plans and programs</li> <li>• Commitment to completing the plan development and approval</li> <li>• Agreement that the energy plan resulting from this work will be available to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance identifying and recruiting stakeholders</li> <li>• Analysis of community energy use and program participation</li> <li>• Facilitation of planning sessions</li> <li>• Training and guidance developing goals and strategies</li> <li>• Documentation and delivery of the energy action plan</li> <li>• Commitment to completing the plan development</li> </ul>

The Memorandum of Understanding for the Implementation Phase of the Partners in Energy program will be developed upon completion of your energy action plan and will outline your goals and the resource commitment from Xcel Energy and the City of Northfield.

All communications pertaining to this agreement shall be directed to David Bennett, on behalf of the City of Northfield, and Tami Gunderzik on behalf of Xcel Energy.

Thank you again for your continued interest in Xcel Energy's Partner in Energy program. We look forward to assisting the City of Northfield in the development of an action energy plan.

**For the City of Northfield**

**For Xcel Energy:**

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Date: \_\_\_\_\_

Date: \_\_\_\_\_