**DATE** August X, 2016

**TO** (Insert Campus Name & Contact)

**FROM** Stephen Miller, Strategic Energy Innovations - Energize Colleges Program

**SUBJECT** MOU Establishing Energize Colleges Roles and Commitments

This Memorandum of Understanding (MOU) serves as an overview of the primary roles, responsibilities, and commitments agreed to by the Strategic Energy Innovations (SEI) Energize Colleges program and the participating college, university, or community college (hereafter referred to as ‘Campus’). Energize Colleges is a 3 year (2 ½ academic-year) program funded by the California Investor-Owned Utilities: PG&E, SCE, SoCal Gas, and SDG&E. Each Campus will receive support for the 2016-2017 and 2017-2018 school years, with an initial planning and ramp-up period in the spring /summer of 2016, and program hand-off period in the fall of 2018. This MOU outlines how roles and responsibilities will evolve throughout the program period.

For information on the Energize Colleges program offerings, please refer to the Energize Colleges website ([www.energizecolleges.org](http://www.energizecolleges.org/)) and the application for participation.

By becoming one of the 12 Energize Colleges campuses, the Campus will receive significant support from SEI staff in addition to engaging its own staff in various departments to ensure the success of the program. SEI will recruit and place a dedicated [Climate Corps](http://www.climatecorps-bayarea.org/) Fellow at each Campus, unless the Campus declines in favor of providing its own 1 FTE staff person to support program coordination and facilitation. The Climate Corps Fellow will coordinate both the student energy internships and energy education components, and they will be co-managed by SEI and Campus staff.

Roles and responsibilities include:

**Strategic Energy Innovations (SEI) and the Energize Colleges program will…**

* Schedule and facilitate a campus kick off meeting with and across key campus staff
* Recruit, serve as employer of record, and place a 10-month dedicated Fellow annually on each participating Campus (unless the campus elects to provide for their own FTE to serve in this role, the duties outlined in the “The Campus Climate Corps Fellow / Campus Staff Lead” section below)
* Serve as employer of record for a minimum of 10 student interns per year at each Campus for the first 2 program academic years (2016-17 and 2017-18). Manage intern payments, benefits, insurance, taxes and associated paperwork. Fully fund the student intern positions up to $1,250 in year 1 and provide half of this funding per position in year 2. Typical student internships will run an academic term, 8-10 hours per week, paid at local minimum hourly wage or at the campus standard student pay rate.
* Work with the Fellow and facilities department to design and develop the student internship program, including campus and external project hosts, internship roles, onboarding and training, oversight, etc.
* Work with Fellow, faculty members, and the Dean representing the energy-related academic programs to launch internship recruitment and placement.
* Provide online academic credit for internship, in the case that the Campus does not have the structure to offer credit for internship.
* Utilize network of partner schools and educators to support student interns to engage in energy education and green career connections with one or more local high schools, with a goal of 40 high school student connections per student intern.
* Work with relevant program/campus stakeholders to provide faculty grants (approximately 3 faculty grants per Campus) to collaborate on curriculum design and integration. Faculty grants support faculty stipends, instructional materials, and enrichment experiences to enhance student learning.
* Provide faculty the broad menu of previously tested SEI energy-related curricula and support for interactive (campus and community) projects for applied learning.
* Design and offer train-the-trainer workshops to inform and prepare faculty and staff to utilize instructional resources, opportunities, and related supportive services.
* Partner with faculty from the U.C. Davis Energy Efficiency Center and Participating Campus faculty and staff to design, review, tailor, and pilot curriculum.
* Collaborate with faculty around the state and beyond to develop, vet, aggregate, and share high quality energy higher education curriculum through a program website (portal) and actively promote to post-secondary energy faculty across the state, during and beyond the grant period.
* Partner with Campus to bring courses, Certificates, and Degree programs through the curriculum approval process to formally institutionalize course curriculum.
* Work with colleges to document instructional materials required to fully implement curricular projects.
* Leverage and recruit partners for applied learning opportunities, such as guest lectures, field trips, community and campus projects, job shadowing, etc.
* Engage industry professionals to provide curriculum design and instructional support to ensure industry relevance of curriculum.
* With Fellow, provide direct co-instruction in the classroom.
* Work with campus partners and internship hosts to support tracking and reporting.
* Utilize four core strategies for tracking: work study or internship project scope and training plan, pre and post tests, pre and post surveys, and program evaluations.
* Track potential and actual energy savings using metrics tracking model.
* Collaborate with campus partners to plan for the migration of the internship model to full college management by the end of the program period.
* Support the Campus in developing programmatic funding resources, such as expanding access to work-study, reinvesting utility savings into sustaining the program, writing campus/ community grants to cover Fellow and student internship costs, etc.
* Work with college staff, Fellow, and Interns to document campus programs and processes and create leave-behind resources, including:
	+ An internship program management manual and a manual for student interns.
	+ Records of completed projects, strategic plans for projects continuing beyond 2018, and tools for completing these projects.
	+ A guide to working with high school teachers and students.
		- Lesson plans used by Interns with High School Students.
* Partner with participating campus career centers/services to track student placement and hiring in energy internships and careers.

**The Participating Campus will…**

* Demonstrate top administrative commitment to the program, including both the energy internship and academic components.
* Identify and enable campus partners, including Deans, Faculty leads, Facilities staff, and others to support the success of the program.
* Commit to 50% financial support in Year 2 of hosting the Fellow (or alternative on-campus FTE) and student internships, and fully owning financial support of these program costs beginning Year 3 (Fall 2018).
* Provide access to campus utility data.
* Identify and provide a physical workspace for the Fellow and an appropriate campus supervisor.
* Support key faculty to collaborate with the SEI team and partner faculty from the U.C. Davis Energy Efficiency Center to design, review, tailor, and pilot curriculum.
* Share curriculum with schools and faculty statewide.
* Assist Fellow to identify and engage faculty partners (approximately 3) for project and course development and piloting. Faculty will commit to expanding one or more courses, Certificate, or Degree programs to address energy efficiency, distributed generation, and demand response (IDSM) concepts and applied learning opportunities for their students.
* Allow for participating students to complete pre and post-tests to assess growth in IDSM skills and knowledge, surveys to assess attitudinal, awareness, and behavior changes, and evaluations to assess opportunities for programmatic improvements.
* Work with SEI to maintain program online resources (internship and education materials) to be shared throughout the state through the program website/ portal.

**The Campus Climate Corps Fellow and/or Campus Staff Lead will…**

* With SEI, work with campus stakeholders (such as facilities staff) and potentially community partners (such as area businesses) to scope and offer energy-saving internship projects for students.
* Lead recruitment, hiring, onboarding/ training and management of student interns in campus and (potentially) community projects.
* Meet regularly with and mentor student interns on their projects/ scopes that include progress check-ins and end of internship presentations back to campus/ community partners.
* Establish relationships with STEM-discipline instructors at local high schools.
* Work with High School instructors and student interns to design engagement and instructional opportunities with students.
* Supervise student interns to address and track meaningful connections around energy education/ careers with local high school students (each intern to engage a minimum of 40 local high school students.)
* Serve as day-to-day contact for participating faculty members.
* With SEI, assist with instructional planning, lesson development, and direct instruction with partner faculty.
* Work with participating faculty members and SEI staff to keep program website (online portal) updated with best practices and resources.
* Ensure student interns and high school students and teachers complete pre and post surveys to track the evolution of their attitudes, awareness, knowledge, skills, and interests across a variety of relevant energy (EE, DR, & DG) career pathways.
* Track and report energy savings (kWh, therms, cost, and CO2 avoided) achieved through student internships and class projects.

**Energize Colleges Financial Responsibilities by Year**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2016-2017 School Year** | **2017-2018 School Year** | **Fall 2018** |
| **SEI – Energize Colleges** | - Cover the cost, in full, for a dedicated Climate Corps Fellow for 10 months.- Cover the cost, in full (student payments, insurance, and employment taxes) for student interns- Provide faculty grants/stipends- Fully funded by IOUs to support campus in development and implementation of curriculum and internship program | - Cover half the cost for a dedicated Climate Corps Fellow- Cover half the cost of student internships- Provide for faculty grants/stipends- Fully funded by IOUs to support campus in development and implementation of curriculum and internship program | - Funded by IOUs to assist (through staff consulting) in program management and transition of program to full ownership by the Campus  |
| **Participating Campus** | - Staff time in various departments to work with SEI and Fellow in the development and implementation of energy education and internship programs | - Cover half the cost for a dedicated Climate Corps Fellow (or alternative FTE)- Cover half the cost of stipends for student interns - Staff time in various departments to work with SEI and Fellow in the development and implementation of curriculum and internship program | - Cover the cost, in full, for a dedicated Climate Corps Fellow (or alternative campus FTE)- Cover the cost, in full, of student interns- Through Climate Corps Fellow or other staff, assume full ownership of program, including running the internship program and energy education initiatives |

**Agreement**

By signing below, I agree to the terms of this Memorandum of Understanding and have discussed the roles and responsibilities of my Campus with other key campus staff and stakeholders.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Staff Signature Date**

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**Print Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Stephen Miller, Deputy Director, Date**

**Strategic Energy Innovations**



Energize Colleges

Addendum for Climate Corps 2016-17

Participation and Fellow Hosting

**Memorandum of Understanding (MOU) between**

**Strategic Energy Innovations and [Your Agency/ Org Name Here]**

**August 1, 2016 – July 31, 2017**

**SUBJECT**: Climate Corps Bay Area

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between Strategic Energy Innovations, hereinafter referred to as SEI and the [Your Insitution’s Name Here], hereinafter referred to as “Host Agency.” Collectively, SEI and the [Your Insitution’s Name Here] are hereinafter referred to as the “Parties.”

**ARTICLE I – BACKGROUND AND OBJECTIVES**

SEI is collaborating with public, non-profit, and for-profit organizations in California to recruit, train, and place Climate Corps Fellows with Host Agencies where they will be provided with experiential learning opportunities as they assist in implementing energy and climate change resiliency programs. Through Energize Colleges, SEI will recruit and place a dedicated Fellow at each participating campus. The Fellows’ term of service runs from August 1, 2016 through May 31, 2017, during which Fellows are expected to complete their program hour commitment of 1500 site hours and an additional 170 hours in program training activities. The first day that Fellows will be available to work is Monday, August 1, 2016. During their term of service, Fellows are expected to implement programs that provide significant professional development experience through the implementation of climate resiliency projects. Fellows are expected to devote approximately 90% of their site hours to experiential learning activities, and up to 10% of these site hours for specific training and coaching as approved by their Host Agency. If a Fellow is unable to complete their full 1500 site hours by May 31, 2017 due to any unforeseen circumstances during their term, they may, at the discretion of SEI and the agency, be allowed time to complete their hours at the agency, or at another approved agency where there are service opportunities available.

The mission of Climate Corps Bay Area (CCBA) is to deliver a 10-month Fellowship program that provides professional development opportunities for emerging climate protection leaders through implementation of climate change resiliency projects with local governments, non-profits, and for-profit businesses. CCBA Fellows:

* Receive unparalleled experiential learning opportunities through placements with regional climate protection leaders.
* See first hand how to address climate change by implementing assessment, education, and mitigation projects that have measurable benefits.
* Build critical real-world project management skills as they measure, track, and report outcomes to community partners.

Fellows participate in a comprehensive training program that gives an overview of climate change issues, strategies for tackling climate change, and approaches to building community resiliency in California.

The Parties will work in partnership to support the Fellow and promote the program, and its benefits to the campus and community at large.

**ARTICLE II – STATEMENT OF PROJECT ACTIVITIES**

Through Climate Corps Bay Area, SEI agrees to:

* Recruit and assist in selection of a CCBA Fellow for a commitment of 1500 hours over a period of 10 months.
* Train and support the selected Fellow with a comprehensive training program that includes a training manual, a multi-day orientation led by an array of experts, monthly trainings, a mid-year two-day retreat, and two Professional Development Assessment reviews.
* Cover the costs and support logistics for bringing Fellows into monthly (Bay Area) training events.
* Work with the Host Agency to develop a specific Fellowship Scope for specific Host Agency initiatives that aligns with CCBA goals and defines the Training Plan for the Fellow.
* Provide assistance in defining and developing metrics for the Fellow to measure and track the progress of project activities throughout their Fellowship.
* Provide monthly follow-ups to review progress with Site Supervisor and Fellows.
* Define and implement any corrections to Fellow’s plan determined to be necessary based on feedback collected from Fellow and Host Agency.

Host Agency agrees to:

* Take part in the recruitment and interview process to identify a Fellow best fitted for their specific needs.
* Support the Fellow to plan, implement, and track progress on the Energize Colleges program elements.
	+ Host Agency will work with SEI to finalize a mutually agreed-upon Fellowship Scope no later than one month after the Fellow arrives on site.
* Provide leave for Fellow to attend monthly (Bay Area) Climate Corps Fellow cohort training events.
* Assign a Site Supervisor who will be available to meet at least weekly with the Fellow for one-on-one project meeting time, coordinate other necessary staff supervision needed for successful implementation of the Fellowship Scope, gather and report on in-kind supervisory hours (at least 15 hours/month) across all relevant staff within the organization with Fellow.
* Support Fellow to complete monthly reporting to SEI indicating whether progress is being made on the initiatives.
* Provide feedback on Program and Fellow effectiveness by:
	+ Filling out and submitting a Professional Development Assessment providing feedback on Fellow activities two times a year;
	+ Participating in program-wide conference calls to discuss program progress; and
	+ Responding to Host Agency feedback surveys as requested.
* Attend or send a representative to Partner Orientation.
* Refrain from using the Fellow for displacement of a host agency employee during the Fellowship term.
* Allow SEI to share results from this program through grant reporting and other means as SEI deems appropriate.
* Provide program-wide support through either:
	+ Sponsoring a venue and staff presentations a monthly training event for all Fellows; or
	+ Contributing to a program sponsored training session or professional development event.

**ARTICLE III – TERM OF AGREEMENT**

This MOU will become effective on the date of final signature and shall continue in full force and effect through July 31, 2017, unless earlier terminated in writing.

In the event that a Fellow terminates their program participation early, SEI staff will work with the Program Partner to:

1. Recruit for a replacement should the Fellow leave prior to the January spring term registration into Climate Corps certificate courses; or
2. Work with the Program Partner to transition the Fellow's work internally.

**ARTICLE IV – KEY OFFICIALS**

The individuals listed below are identified as key personnel considered essential to the project being performed under this Memorandum of Understanding:

For Strategic Energy Innovations

Job Title: Deputy Director, SEI

Name: Stephen Miller

Address:  899 Northgate Dr. Suite 410

 San Rafael CA 94903

Phone Contact: 415-507-2186

Email Contact:  stephen@seiinc.org

For Host Agency:

Job Title: [Complete this Information]

Name: [Complete this Information]

Address: [Complete this Information]

Phone Number: [Complete this Information]

Email Contact:  [Complete this Information]

No change in key officials will be made by either SEI or Host Agency without written notification thirty (30) days in advance of the proposed change. The notification will include a justification in sufficient detail to permit evaluation of the impact of such a change on the scope of work.

**ARTICLE VI - TERMS**

It is mutually agreed by all Parties to this MOU that:

* Fellows are considered employees of SEI and not of the Host Agency.
* SEI will notify Fellows they have no employment relationship with the Host Agency.
* In the event that a Party no longer approves implementation of any of the provisions referenced in this MOU, the individual Parties agree to promptly confer to determine what, if any, modifications to this MOU should be made to address the issue of concern.
* In the event that a Party no longer desires to be a part of this MOU or any modification(s), then the individual Party in their sole discretion may terminate its relationship within this MOU.
* Written notice must be provided by the Party desiring to withdraw from the MOU at least thirty (30) days prior to termination.
* Each Party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other Party and the results thereof. Each Party, therefore, agrees that it will assume all risk and liability to itself, its agents or employees, for any injury to persons or property resulting in any manner from the conduct of its own operations, and the operation of its agents or employees under this MOU, for any loss, cost, damage, or expense resulting at any time from any and all causes due to any act or acts, negligence, or the failure to exercise proper precautions, of or by itself or its agents or its own employees, while occupying or visiting the premises under and pursuant to the MOU.

**ARTICLE VII – AUTHORIZING SIGNATURES**

IN WITNESS HEREOF, the parties hereto have executed this MOU on the date(s) set forth below.

**Strategic Energy Innovations**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Stephen Miller, Deputy Director |  | Date |

**[Your Agency Name Here]**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| [Authorized Representative Name, Title] |  | Date |