

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

XXXX  
XXXxx

Congratulations on being selected to participate in Xcel Energy’s Partners in Energy program. This program 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. Program participation is intended to span 24 months with the initial 4-6 months dedicated to developing of a strategic energy action plan and the remaining time focused on the implementing that plan.

The intent of this Memorandum of Understanding is to confirm the City of St. Paul’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 St. Paul 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 St. Paul 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 St. Paul, does agree to provide:**

- A single contact point to work with recruiting stakeholders, coordinating planning meeting logistics, and coordinate distribution of deliverables and lead participation of the community.
- Meeting facilities to host the stakeholder group during development of the plan.
- Identification of existing community energy plans or programs that could be leveraged in successful development and delivery of this plan.
- Good-faith evaluation of the recommendations and analysis provided and fair consideration of the potential strategies and tactics identified that align with the community's goals.
- Commitment to delivering an actionable and complete energy plan within six months of the City of St. Paul and Xcel Energy signing this MOU.
- 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 St. Paul	Xcel Energy
<ul style="list-style-type: none"><li>• Single point of contact</li><li>• Meeting facilities</li><li>• Access to existing energy-related plans and programs</li><li>• Involvement in developing implementation strategies</li><li>• Commitment to completing the plan development</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 St. Paul.

All communications pertaining to this agreement shall be directed to Jim Giebel, on behalf of the City of St. Paul, 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 St. Paul in the development of an action energy plan.

**For the City of St. Paul:**

**For Xcel Energy:**

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

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