



## NCAT ENERGY CORPS AMERICORPS PROGRAM

2018

### Host Site Application

**Organization Name:** City of Red Lodge, MT      **Address:** PO Box 9, Red Lodge, MT 59068

**Phone:** 406-446-1606      **Fax:** 406-446-393      **Website:** www.cityofredlodge.net

**Contact Person:** William Larson      **Title:** Mayor      **Email:** mayor@cityofredlodge.com

**Name of AmeriCorps members direct supervisor:** William Larson

**Title:** Mayor, City of Red Lodge      **Phone:** 406-446-1606      **Email:** mayor@cityofredlodge.com

**Number of member(s) requested:** 1

If you have a particular individual in mind who might be interested in serving at your site, please provide contact information below:

Name: Kathryn Eklund      Phone: 307-620-1778      Email: energycorps@cityofredlodge.com

#### Narrative:

1. Describe your organization and community's unmet needs and opportunities that the member's service activities will address.

The 2013 Red Lodge Growth Policy cites a policy under the Climate Protection section of demonstrating a commitment to environmental protection and sustainability. Infrastructure and city services goals in the Growth Policy include a commitment to recycling in municipal operations and mitigating light pollution affecting the night sky.

The City believes there is a need to reduce energy costs for City buildings, as general fund revenues are stable while operating costs continue to escalate. The City also needs to improve its capital facilities at the recycling facility and recognizes the opportunity to expand the quantity of recyclables and the types of recyclables including electronic waste. As cited in the Growth Policy goals, the City believes that more direct control of its street lighting facilities can result in updated technology to support energy goals and light pollution.

2. Describe the service activities in which the AmeriCorps member will engage. Please be specific.

The service activities identified include those that are ongoing and some may be completed before the next year of service begins.

**A. Hands on Energy Assistance – Electric Vehicle Charging Stations**

Goal -- To insure the stations operate on a sustainable basis over time.

**Work to Date:** Four electric vehicle charging stations have been installed at the public restroom area on North Oakes Avenue. Management plan completed that includes manuals, receipts and monitoring process. Marketing outreach on Chamber and industry websites, advertisement placed in Destination Red Lodge in conjunction with Yodeler Motel. Charging costs (\$787.56), kWh charged (4,247 kWh), total miles charged (12,491 miles), carbon emissions prevented (241,507.53 grams) since June 2016 installation.

**Tasks:**

- 1- Continue monitoring usage and calculate cost savings.
- 2- Work with Chamber and other groups to research additional marketing opportunities to increase electric car visitors.
- 3- Determine feasibility of updating or upgrading to a supercharger facility.

**B. Hands on Energy Assistance – LED Retrofit for Streetlights**

Goal – To reduce energy costs to the City and save energy.

**Work to Date:** Decorative streetlights from 3<sup>rd</sup> Street to 8<sup>th</sup> Street have been converted to LED in December 2016. Cost savings documented at \$100 per month, kWh savings since installations (15,094 kWh). Management plan completed that includes manuals, receipts and monitoring process. 24 Historic streetlights on Broadway Avenue identified as next LED Retrofit location, buy-back offer from NWE is on the table. Working with a local installer to determine the cost of retrofit, cost-benefit analysis underway.

**Tasks:**

- 1- Continue monitoring usage and calculate cost savings.
- 2- Complete cost-benefit analysis of Historic Streetlight retrofit.
- 3- Work with Public Works Department and City Council to budget the retrofit in the City FY 2019 budget.
- 4- Oversee the buy-back from NWE and the physical retrofit.

**C. Hands on Energy Assistance – LED Retrofit for City Buildings**

Goal – To reduce energy costs for City buildings. To improve working conditions impacting safety in Police Garage and Public Works Shop.

**Work to Date:** Completed retrofit analysis for City Hall, Police Station and Public Works Shop. Retrofit installation took place in May of 2017, kWh savings (3,696 kWh), cost savings (\$863.23) since installation.

**Tasks:**

- 1- Continue monitoring usage and calculate cost savings.

**D. Hands on Energy Assistance – Solar Arrays for City Buildings**

Goal – To reduce energy costs for City buildings.

**Work to Date:** City Building Solar Rooftop Analysis completed, Library identified as first location for Solar PV Array. Structural Analysis of Library rooftop completed, funding sources identified. Two grants have been applied for, will know if funding is secured by September 2018.

**Tasks:**

- 1- Secure funding sources for the Library Solar Array and complete solar array installation.
- 2- Oversee the project bids and installation once funding is secured.
- 3- Market and celebrate the array once it goes online.
- 4- Coordinate educational outreach regarding solar technology in conjunction with the Library Board and Carbon County Resource Council.
- 5- Monitor cost, carbon, and energy savings that the array produces.
- 6- Determine feasibility of installing solar on other City Facilities.

**E. Hands on Energy Assistance – Community Greenhouse Gas Inventory**

Goal – To provide baseline data for use in a future Community Energy Conservation Plan.

**Work to Date:** Necessary data has been gathered to produce a Community Greenhouse Gas Inventory for calendar year 2016. ClearPath Software has been obtained in order to analyze the data.

**Tasks:**

- 1- Incorporate community data into the ClearPath Software.
- 2- Complete written analysis of the Community Greenhouse Gas Inventory.
- 3- Present to Carbon County Resource Council and other local organizations who may be interested in spearheading a Community-wide Energy Conservation Plan.

**F. Hands on Energy Assistance – Energy Conservation Plan**

Goal – Create an energy plan the City can implement after the EnergyCorps position is finished, plan should result in energy, carbon, and cost savings for the City.

**Work to Date:** City of Red Lodge Baseline Inventory and Greenhouse Gas Inventory completed. Energy Conservation Plan Taskforce has been established, planning process has begun and the Energy Conservation Plan draft should be released by August 2018.

**Tasks:**

- 1- Ensure that the Taskforce stays on track and completes the Energy Conservation Plan.
- 2- Physically write, edit, and format the Plan.
- 3- Present it to the public, open it to public comment, hold public engagement activities, and present the Plan to City Council.
- 4- Ensure that the City Council passes a Resolution adopting the Energy Conservation Plan and adding it to the Growth Policy once it is opened for amendment.

**G. Hands on Energy Assistance – Carry out Strategies in Energy Conservation Plan**

Goal – Realize the carbon reduction goals set out in the Energy Conservation Plan

**Work to Date:** Energy Conservation Plan Taskforce has been established, planning process has begun and the Energy Conservation Plan draft should be released by August 2018.

**Tasks:**

- 1- Work with City Council, Public Works Department, and City employees to carry out the strategies put forth in the Energy Conservation Plan.
- 2- Go for the low-hanging fruit first and strategies with the lowest payback period.
- 3- Work to get strategies and projects budgeted each year.
- 4- Track energy, carbon, and cost savings
- 5- Monitor progress as put forth in the Energy Conservation Plan

#### **H. Hands on Energy Assistance – Achieve SolSmart Designation**

Goal – To reduce the soft-costs of going solar, de-mystify the process of going solar, and to ensure that our code and zoning laws are solar friendly.

**Work to Date:** Working with the City Planner and MREA to achieve SolSmart designation. Currently have 60 points, need to get to 100 points. Have written a solar statement, permitting checklist, permitting fee review, zoning review, inspection webinar trainings, and documented City support for a solar array.

##### **Tasks:**

- 1- Continue working toward SolSmart Designation.
- 2- Market and celebrate the achievement once we obtain it.

#### **I. Hands on Energy Assistance – Solarize Red Lodge Campaign**

Goal – To implement a group-purchasing program for solar panels in Red Lodge in order to decrease installation costs and increase the amount of solar on private homes and businesses.

**Work to Date:** Completed extensive research into Solarize programs, have figured out the timeline and steps needed to make it happen, have identified a grant that would pay for the marketing and start-up costs of the program.

##### **Tasks:**

- 1- Apply for and obtain the Montana Solar Community Grant.
- 2- Oversee and carry out a Solarize campaign in the spring and summer of 2019.

#### **J. Hands on Energy Assistance – Energy Conservation for City Buildings and Facilities**

Goal – To reduce energy use at City utility facilities

**Work to Date:** Installation of 2 new Variable Frequency Drives in March of 2018 at the wastewater treatment plant and rebates from NWE obtained. Installation of R49 Insulation at City Hall in March of 2018. Purchase of another Variable Frequency Drive which should be installed by June of 2018. Window replacement bids for City Hall obtained. Monitoring spreadsheets have been created to track cost and carbon savings from Building upgrade projects at the Wastewater Treatment Plant and City Hall.

##### **Tasks:**

- 1- Continue monitoring usage and calculate cost savings.
- 2- Work with NCAT and NWE to obtain a rebate for the third Variable Frequency Drive.
- 3- Create a monitoring spreadsheet for the Grant Avenue Well VFD operation.
- 4- Oversee the installation of new windows at City Hall.
- 5- Research additional energy conservation activities that could be conducted in City Facilities, such as Solar Bees at the wastewater treatment plant.

#### **K. Energy Education and Outreach – Recycling**

Goal – To increase the awareness and importance of recycling and diverting waste from the waste stream.

**Work to Date:** EnergyCorps member has been advising the City Recycling Board. Partnership made between City and ScRAP in Billings MT, as they are accepting and recycling our glass products. Recycler of the Month program has been started to highlight one outstanding recycler in our community each month.

**Tasks:**

- 1- Work with the High School to create a “How-To” Video about Beartooth Industries.
- 2- Continue to coordinate Recycler of the Month.
- 3- Improve wayfinding signage for the Recycling Center.
- 4- Stay in contact with ScRAP and help them where needed.
- 5- Assist with the tasks for the annual electronic recycling event conducted by REWIND (Recycle Electronic Waste Into New Devices)

**L. Energy Education and Outreach – Composting**

Goal – To establish a community composting program.

**Work to Date:** Assisted the Carbon County Resource Council in research of program activities and feasibility.

**Tasks:**

- 1- Attend meetings of the Resource Council and assist where applicable.

**M. Energy Education and Outreach – High School Green Team Co-Advisor**

Goal – To assist the Red Lodge High School Green Team in developing and implementing energy projects.

**Work to Date:** Helped to raise match funds for the school solar panel retrofit, assisted in research of wind power, assisted in SMART Schools Challenge. Assisted in the conception and implementation of a school-wide Bike Share Program called Pedal Power.

**Tasks:**

- 1- Provide support to identify and implement additional school related energy projects.
- 2- Assist as Pedal Power is rolled out and help transfer the bikes to the Community Foundation for the summer.

**N. Energy Education and Outreach – Earth Day**

Goal – To publicize energy and conservation activities in Red Lodge and support Earth Day.

**Work to Date:** Daily events conducted over a week in 2016. Earth Day Block Party conducted in 2017 to showcase the EV chargers and support the Parks Clean-Up. Earth Day Block Party to be conducted in 2018 as well. Will showcase earth-friendly organizations and activities in Red Lodge in conjunction with the annual Parks Clean-Up.

**Tasks:**

- 1- Work with local organizations to conduct a 2019 Earth Day event.

**O. Energy Education and Outreach – Bike Share Program for Tourists and Locals**

Goal – To provide active transportation options for Red Lodge residents and visitors, and to reduce motor vehicle traffic in the downtown area.

**Work to Date:** School-wide Bike Share program (Pedal Power) to be launched in April of 2018. People for Bikes grant applied for in 2018, but not received. Extensive research conducted on the cost/feasibility of bringing in a private Bike Share company.

**Tasks:**

- 1- Use Pedal Power as a pilot program and watch for what succeeds and what needs to be changed.
- 2- Work to expand Pedal Power to the entire community gradually and in a cost-effective manner.
- 3- Research potential grants for bike share infrastructure.

**P. Energy Education and Outreach – Sustainability Page on City Website**

Goal – To expand public awareness of the City’s energy conservation projects and activities.

**Work to Date:** Sustainability page created, houses information on current and past projects, energy analyses, the Energy Conservation Plan, and resources for home and business owners.

**Tasks:**

- 1- Continue to expand and improve the website where applicable.
- 2- Keep the website up to date on projects and activities.

**3. Describe expected accomplishments, results and how the host site and member will gather results-based feedback from service recipients.**

- A. Monitoring of energy usage and cost savings for electric vehicle charging stations, LED streetlights, LED in City Buildings, VFD installations, and City Hall energy upgrades.
- B. Implementation of additional energy projects to potentially include additional LED streetlight retrofits, solar array installation(s) for City buildings, variable frequency drives at the Grant Avenue Well Pump, Solarize program, SolSmart designation, composting programs, and community bike-share programs.
- C. Multi-faceted marketing for the electric vehicle charging stations, recycling activities, and completed energy projects. Public education by documenting and showcasing the benefits of all energy projects conducted by the City.
- D. Completion of the Community Greenhouse Gas Inventory and City Energy Conservation Plan. Plan and climate goals reflected in the City’s Growth Policy and codes/ordinances.

Feedback on the adequacy of the expected major accomplishments have been and will continue to be obtained primarily through regular meetings between the EnergyCorps member and the supervising Council member(s) and periodic presentation at both Council Committees and full Council meetings.

**4. Indicate how you plan to sustain these activities after the AmeriCorps program year has ended.**

Projects developed to date have been funded through the annual budgeting process, budget modifications during the fiscal year, and grants. Projects that are greater than \$25,000 and implemented after the service member's term is completed can be evaluated for inclusion in the annual assessment of the City's Capital Improvements Plan conducted in February of each year. The Energy Conservation Plan will lay out recommended strategies and projects that will decrease the City's carbon footprint and energy costs, and these strategies will serve as the City's roadmap to sustainability once the AmeriCorps service term is over.

**5. List any specific skills or qualifications this position might require.**

In addition to general knowledge of energy related activities, the person should have a proven ability to network with energy related resources. GIS knowledge, particularly ArcGIS Online, would be beneficial.

**6. Indicate the number of individuals an Energy Corps member or members will be able to provide education or training on energy and environmentally sustainable topics in accordance with the Energy Corps, AmeriCorps Program performance measures.**

Number of entities receiving hands-on energy assistance (may include weatherization and conservation activities, energy assessments, audits and consultations, and alternative and renewable energy activities) that meet the definition of accepted performance measures discussed above: **6** (to include the City of Red Lodge, Beartooth Industries, High School Green Team, Carbon County Resource Council, Red Lodge Carnegie Library, Red Lodge Area Community Foundation)

Number of individuals receiving education or training on energy and environmentally sustainable topics within the definition of accepted performance measure discussed above: **500** (to include the Green Team, Earth Day outreach, nonprofit organizations, City personnel, marketing efforts with the chamber and other organizations, and energy presentations around the state)

**7. List opportunities for member development and training.**

The City has supported and will continue to support, with funds budgeted to supplement the NCAT fee for the EnergyCorps member, training and travel opportunities primarily within the State of Montana. The City will rely on the member and NCAT to identify such opportunities.

**8. Members that will have "recurring access to vulnerable populations" during their service terms must pass an FBI fingerprint check in order to serve in the program.**

- **Definition of vulnerable populations:** children, elderly, people with disabilities
- **Definition of recurring access:** access on more than one occasion or access that is not for a 1 day period or episodic in nature

**Will member have recurring access to vulnerable populations during the course of their service term?**

No.

**9. For continuation host sites only.**

- **Identify successes and challenges with previous Energy Corps projects and how a new member would continue and expand the initiatives of the previous member.**

We are not seeking a new EnergyCorps member, we would rather retain the current member given the expertise obtained during the current service term and needed to complete the complex tasks. Specifically, the solar array installations, expanded LED Streetlight retrofit, Solarize program, and SolSmart designation. A one year service term is not long enough to accomplish such detailed, time consuming projects.

- **Indicate any prospective changes in program supervision or staffing.**

The City intends to maintain a direct supervisor appointed by the Mayor and approved by the City Council. It is anticipated that the EnergyCorps member will maintain office location at the Red Lodge Area Community Foundation.

**Please check below** to indicate your ability to meet the following requirements:

- Cost Share:** \$11,500 cash match per full-time member
- Recruitment:** Participate in member recruitment efforts
- Work space:** Provide suitable work space and necessary equipment for member
- Supervision:** Provide on-site supervision, ensuring member activities adhere to program requirements and the member's position description
- Reporting:** Submit progress reports and evaluations to NCAT as agreed upon in the MOU

I have reviewed the NCAT Energy Corps AmeriCorps 2018 Host Site Application and submit this application on behalf of the above named agency.

Name:

Title:

Date: