






**MEMORANDUM**

**To:** Mr. Rolando Salinas, Deputy Superintendent for District Operations  
**From:** Mr. Luis Vélez, Purchasing Director  Luis A. Vélez  
**Date:** Monday, August 26, 2019 2019.08.29 10:47:33  
**Subject:** **AEP Texas – Memorandum of Understanding** -05'00'

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Per our conversation with E3, attached is the AEP Texas Memorandum of Understanding that would allow the district to pursue cash rebates offered by AEP through their energy efficiency improvement programs.

As stated in the attached documents, participation by the district in this program is at no cost and the agreement will be automatically renewed year to year. Cash rebates are a one-time disbursement and would be paid out upon project completion.

Please contact me at the Purchasing Department should you need any further information regarding this matter.

Cc: Mr. Ismael Mijares, Deputy Superintendent for Business and Finance

## 2019 AEP Texas (Central Division) Memorandum of Understanding SCORE®/CitySmart® Program



AEP Texas (Central Division) is proud to offer the SCORE/CitySmart Program, aimed at improving the energy efficiency of K-12 and local government facilities located within its service territory. AEP Texas has contracted with CLEAResult to sponsor, promote, and administer the Program. \_\_\_\_\_, (herein referred to as "Partner") recognizes that it is a willing participant of this **no cost** program designed to help reduce energy bills for its facilities, freeing up operating dollars for other needs AND improving the usability and comfort of its facilities. This Memorandum of Understanding (MOU) reflects the **voluntary collaborative** between your organization and the SCORE/CitySmart Program and details the commitments of each party in order to improve energy efficiency in your facilities. *The Program agrees to provide these services at no cost to the Partner with the understanding that the Partner will exert its best efforts to complete the applicable steps below and implement cost-effective energy efficiency recommendations. Projects being submitted to the 2019 SCORE/CitySmart Program must be completed by November 15, 2019 to allow time for post-installation inspections to occur before the end of the calendar year.*

### DESCRIPTION OF COMMITMENTS

The SCORE/CitySmart Program will assist the Partner to identify cost effective energy efficiency improvements that can help to make facilities less costly to operate and more comfortable to use. To achieve potential energy savings and facility improvements, the Program and Partner have agreed to work together to complete some or all of the following tasks according to the specific needs identified for your organization:

- Identify and assess energy efficiency measures
- Develop and adhere to an Energy Master Plan that outlines administrative and financial decision-making criteria for energy efficiency improvements, installation of energy efficiency measures, and maintenance and operation procedures in order to succeed in implementing a cost-effective energy efficiency program in a timely manner
- Implement energy efficient operations and maintenance practices and procedures identified during walk-through energy assessments of specific utility(s)
- Locate funding sources to enable the Partner to complete capital projects
- Use utility incentives to buy-down the capital cost of energy efficient systems

### PRINCIPLES OF AGREEMENT

Specific responsibilities of the Partner and the Program in this agreement are listed below.

- Partner will select two contact persons to work with the SCORE/CitySmart Program throughout the term of the Partnership, including a representative from both the Facilities/Energy Management Department and the Finance/Business Department.
- If the Program elects to provide energy performance benchmarking of Partner's existing facilities, then the Partner agrees to provide the needed energy usage and building information required to complete this analysis. The SCORE/CitySmart Program will then develop a benchmarking report for the Partner illustrating the energy usage for the specified facilities.
- If the Program elects to provide assistance with the development of an Energy Master Plan, Partner agrees to attend a facilitated workshop in order to help this document and process. Partner will strive to finalize any draft Energy Master Plans that are provided by the Program and will ask that senior management endorse and approve this plan.
- The SCORE/CitySmart Program will pay to Partner monetary incentives, as discussed in program materials, for eligible energy efficiency savings achieved by projects that are completed no later than November 15, 2019.
- Partner will make its best effort to complete and submit relevant Project Application Forms, including necessary supporting documentation for each project, in a timely manner. Please note that due to increased participation in the SCORE/CitySmart Program, the Project Application process is required in order to reserve financial incentives for your projects.
- Partner acknowledges that projects that receive monetary incentives in the SCORE/CitySmart Program would not have been accomplished, or would have been completed with less efficient equipment, except for the incentives and other services provided by this Program.

**2019 AEP Texas (Central Division) Memorandum of Understanding  
SCORE®/CitySmart® Program**



- Partner will allow the Program to use Partner's name to promote participation in the Program to entities such as potential program partners, utilities, federal, state, or local entities, and the general public.
- Partner understands that local code compliance and installation safety is the responsibility of the awarded contractor and not the Program or program affiliates (i.e. AEP Texas and CLEAResult). Any inspections offered by the Program are for the sole purpose of confirming energy savings, not safety.
- Partner understands that they are responsible for contractor procurement. The Program and its affiliates (i.e. AEP Texas and CLEAResult) are vendor neutral. Any issues associated with the workmanship of an installation will be the responsibility of the awarded contractor.
- Participating partners (AEP Texas customers under one Tax ID number) are not allowed to receive incentives from the AEP Texas Commercial Standard Offer Program for any customer location or measure while they are enrolled in the SCORE/CitySmart program. Partners should work with their contractors to ensure that projects are only submitted to one program. If a partner chooses to apply for incentives through the Commercial Standard Offer Program, they will no longer be eligible to receive services from the SCORE/CitySmart program.

**ACCEPTANCE OF AGREEMENT**

By endorsing below, your organization accepts this agreement with the SCORE/CitySmart Program, sponsored by AEP Texas. This agreement should be signed by your organization's superintendent, assoc. or assist. superintendent, city manager, asst. city manager, county judge, or similar and is valid for the length of the 2019 program year. For your convenience, your organization's participation in the SCORE/CitySmart Program will continue automatically from year to year once you have enrolled in the program.

Partner	CLEAResult
Signature: _____	Signature: _____
Printed Name: _____	
Title: _____	
Company Name: _____	AEP Texas Program Manager CLEAResult 4301 Westbank Dr Bldg A – Ste 250 Austin, TX 78746
Address: _____	Fax: 866.740.7210
City, State, ZIP: _____	
Phone: _____	
Fax: _____	
Tax ID: <i>Must submit W-9 with this signed form.</i>	
ESI ID: _____	
Email: _____	Date: _____
Date: _____	

Please send completed MOU to:

CLEAResult  
ATTN: AEP Texas Team  
4301 Westbank Dr, Bldg A – Ste 250  
Austin, TX 78746  
Fax: 866.740.7210  
Email: [AEP-Efficiency@CLEAResult.com](mailto:AEP-Efficiency@CLEAResult.com)



#### MOU

- Sign the Memorandum of Understanding, which formally enrolls the organization into the AEP TCD SCORE and CitySmart programs
- This authorizes CLEAResult to do the walkthrough & pay incentives to the Partner at the end of the project



#### PRE-INSPECTION

- CLEAResult documents & verifies existing equipment before removal
- The incentive is calculated off of the existing equipment; if the equipment is not pre-inspected prior to removal, the equipment cannot be included in the project



#### INCENTIVE APPLICATION

- Decide upon a timeline & project scope
- CLEAResult does a preliminary calculation for the incentive & energy savings based upon the existing equipment & equipment to be installed
- The incentive application guarantees money will be set aside for the project upon completion
- NOTE: There is no guarantee incentive funds will be available upon project completion without a signed incentive application



#### CONSTRUCTION

- The Partner moves forward with the project either through an outside contractor or use of in-house staff
- The Partner notifies CLEAResult upon project completion



#### POST-INSPECTION

- CLEAResult documents & verifies new equipment that was installed



#### INCENTIVE CHECK

- CLEAResult receives W-9 & electric bill for participating facilities
- AEP TCD issues check to Partner (takes approximately 4-6 weeks)
- NOTE: The incentive check is a live check made to the attention of the person who signed the MOU - it is not a discount on the monthly bill



Luis Velez <lvelez@eaglepassisd.net>

### E3 energy project utility rebate opportunities

1 message

Vince Zubicek <vzubicek@e3es.com>  
To: Luis Velez <lvelez@eaglepassisd.net>  
Cc: Bill Savarino <bsavarino@e3es.com>

Thu, Aug 15, 2019 at 2:33 PM

Good afternoon Mr. Velez,

As a part of our energy efficiency project that was recently approved by the EPISD Board, E3 is going to be pursuing utility rebates for EPISD. AEP's partner for this program, CLEARResult, requires District completion of the attached Memorandum of Understanding pertaining to their incentive program.

When you have a chance, please fill out the form and return to me and Bill. We can take it from there, and hopefully we can help EPISD receive substantial rebate dollars as a result of this project! Thanks, and let us know if you have any questions.

Vince

VINCE ZUBICEK

MOBILE 832/862/0044


1001 S. DAIRY ASHFORD ROAD

SUITE 100, HOUSTON, TX 77077

[WEBSITE/TWITTER](#)

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## The CitySmart® Program saves Texas government institutions \$102 million.\*



### How can your community benefit by saving energy?

Energy is one of the largest operating expenses for an organization. AEP Texas Central Division's CitySmart Program is here to help. The program is designed to help government institutions manage rising energy costs by implementing energy efficiency improvements.

CitySmart is funded through AEP Texas and is provided at no cost to the Partner.

Based on your individual needs, the program will provide customized assistance, such as:

- **Incentives** of \$150/kW for lighting, roofing, HVAC and other retrofit projects that reduce peak electric demand. Earn \$200/kW for chillers and qualified LEDs.
- **Energy performance benchmarking** to discover where your building is wasting energy.
- **Energy master planning workshops** to familiarize you with energy management best practices that maximize long-term savings.
- **Financing assistance** to connect you with low- and no-cost energy efficiency projects.
- **Technical assistance** to identify efficiency opportunities that are tailored to your business needs.
- **Communication expertise** to publicize your energy efficiency accomplishments in your community.

The benefits of increasing efficiency are endless. Call us today to get started.

**Monica Craig** — AEP Texas Central  
EE & Consumer Program Coordinator Sr  
(361) 881-5673  
mpcraig@aep.com

**Phoebe Romero** — CLEAResult  
Program Manager  
(512) 583-3759  
phoebe.romero@clearresult.com

\*Based on the lifetime energy savings of equipment installed and total incentives earned by Texas government partners. Data from multiple investor-owned utility programs as of December 2018.



# The process is simple.

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## Sign up

- Sign the Memorandum of Understanding to enroll your organization in the AEP Texas Central Division CitySmart Program.
- This authorizes CLEAResult to perform an on-site walkthrough and pay the incentive upon project completion.

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## Evaluate

- CLEAResult performs a pre-installation inspection to document and evaluate existing equipment.
- Only equipment that is pre-inspected prior to removal may be included in the project.

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## Define

- CLEAResult provides recommended projects, paybacks and preliminary incentive calculations for you to consider.
- Define the scope and timeline of the project in an incentive application.
- NOTE: There is no guarantee incentive funds are available upon project completion without a signed incentive application.

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## Complete

- The Partner completes the project either with an outside contractor or in-house staff.
- The Partner notifies CLEAResult upon project completion.

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## Inspect

- CLEAResult performs a post-installation inspection to document and evaluate the newly installed equipment.

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## Enjoy

- CLEAResult receives a W-9 and electric bill for the participating facility.
- AEP Texas Central Division issues the incentive check within four to six weeks.
- Collect your incentive and enjoy long-term savings.
- NOTE: The incentive check is a live check made to the attention of the person who signed the MOU — it is not a discount on the monthly bill.



## AEP Texas Central Division incentive table

- Air compressor: \$150/kW
- Commercial kitchen: \$150/kW
- HVAC – chiller: \$200/kW
- HVAC – DX: \$150/kW
- LED lighting: \$200/kW
- Lighting: \$150/kW
- Refrigeration: \$150/kW
- Roofing: \$150/kW
- VFDs on VAV on AHU: \$150/kW



# 2019 SCORE<sup>®</sup> Program

AEP Texas (Central Division)

**10,880 more teachers or 10.2 million  
more books for students.\***



## This is how the SCORE Program impacts Texas schools.

Energy is one of the largest operating expenses for a school. With an expanding student population, aging facilities in need of modernization and a demand to create new educational services for students, every dollar counts. AEP Texas Central Company's SCORE Program is here to help reduce operational costs so that every dollar saved is available to help Texas students prepare for brighter futures. The SCORE Program gives schools the technical and financial resources necessary to reduce energy spending and direct more of their budgets to students and teachers.

Based on your individual needs, the program will provide customized assistance, such as:

- **Incentives** of \$150/kW for lighting, roofing, HVAC and other retrofit projects that reduce peak electric demand. Earn \$200/kW for chillers and qualified LEDs.
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(512) 583-3759  
phoebe.romero@clearesult.com

\*Based on the lifetime energy savings of equipment installed and total incentives earned by Texas educational partners, average textbook cost and teacher salary. Data gathered from investor-owned utility programs in December 2018.



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