

# Memorandum of Understanding

## SCORE/CitySmart® Program



Schools and local governments in Texas are feeling the pinch of high energy costs now more than ever. TNMP is committed to providing assistance to institutional customers such as K-12 schools, higher education, and local governments so they can better manage their rising energy costs.

TNMP is proud to offer the SCORE/CitySmart Programs, aimed at improving the energy efficiency of school and government facilities located within its service territory. TNMP has contracted with CLEAResult to sponsor, promote and administer the programs.

\_\_\_\_\_, (herein referred to as “Partner”) recognizes that it is a willing participant of this **no-cost** program designed to help reduce energy bills for their facilities, freeing up operating dollars for other needs and improving the comfort and productivity of these buildings. This Memorandum of Understanding reflects the voluntary collaboration between the Partner 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 submitted to the SCORE/CitySmart Program must be completed by **November 30th** to allow time for post-installation inspections to occur before the end of the calendar year.*

### DESCRIPTION OF COMMITMENTS

The SCORE/CitySmart Program will help the Partner identify cost-effective energy efficiency improvements that can make facilities less expensive 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 facility/facilities
- Locate funding sources to enable 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 (2) contact persons to work with the 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 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 development of an Energy Master Plan, Partner agrees to attend a facilitated workshop in order to help develop 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 the final plan.
- The Program will pay monetary incentives to Partner, as discussed in program materials, for eligible energy efficiency savings achieved by projects that are completed no later than **November 30th** of each program year.
- Partner will complete and submit projects, including necessary supporting documentation for each project, in a timely manner.
- Partner acknowledges that projects that receive monetary incentives in the 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.
- Partner agrees to submit to CLEAResult a copy of the original invoice for equipment cost, labor, and other costs associated with the project. If Partner uses internal labor and is therefore not invoiced for labor, Partner will submit to CLEAResult a copy of the equipment invoice and an estimate of internal labor spent. Your Program Representative can assist you in determining the cost.
- Partner will allow the SCORE/CitySmart 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.

## ACCEPTANCE OF AGREEMENT

By endorsing below, your organization accepts this agreement with the SCORE/CitySmart Program, sponsored by TNMP. **This agreement should be signed by your organization's superintendent, headmaster, dean, city manager, or similar and is valid for the life of the program.** As part of completing this agreement, please select the program option that is the best fit for your organization and its future energy efficiency goals. Please keep in mind that Partners electing SCORE/CitySmart Lite will forgo certain non-cash benefits and services available in the Program in order to receive the higher cash incentives. For your convenience, your organization's participation in the Program will continue automatically from year to year once you have enrolled in the program.

SCORE/CitySmart

SCORE/CitySmart Lite

Small SCORE

TNMP MOU  
SCORE/CitySmart Program

**PARTNER**

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_

**CLEARResult**

Signature: \_\_\_\_\_



**Fred Wu**  
**Program Manager**

4301 Westbank Dr  
Bldg A Ste 250  
Austin, TX 78746



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

Please identify one individual from the Facilities/Energy Management Department and one individual from the Business/Finance Department who will be the main points of contact while working with the SCORE/CitySmart Program.

**FACILITIES/ENERGY MANAGEMENT POINT OF CONTACT:**

Name (Mr./Mrs./Dr.): \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS/FINANCE POINT OF CONTACT:**

Name (Mr./Mrs./Dr.): \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Please sign and mail, email or fax to:

CLEARResult  
ATTN: TNMP Team  
4301 Westbank Dr, Bldg A Ste 250  
Austin, TX 78746

Fax: (866) 257-4390  
Email: [tnmp@CLEARResult.com](mailto:tnmp@CLEARResult.com)

The SCORE/CitySmart Program is provided by TNMP as part of the company's commitment to reduce energy consumption and demand. CLEARResult implements the SCORE/CitySmart Program as an independent contractor. For more information, visit [TNMPEfficiency.com](http://TNMPEfficiency.com).