

2011-2012 EDF CLIMATE CORPS HOST APPLICATION

Please complete and return to **David Fox** at dfox@edf.org or fax to **919.881.2607** by **February 23, 2012**

Please be sure to fill out all fields. If a question does not apply to your organization, please put "N/A"

PART I: HOST INFORMATION			
Which of the following most accurately categorizes your organization?			
<input type="checkbox"/> City/County/Local government	<input type="checkbox"/> College/University	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Company
Host Name			
*hereinafter referred to as "HOST"			
Headquarters Address			
City		State	ZIP Code
Fellowship Location (if different from Headquarters Address)			
Name of High-Level Sponsor		Title	
Name of Direct Supervisor		Title	
Supervisor Email		Supervisor Telephone Number	
Guideline for Fellowship Dates (Actual dates will be determined in conjunction with Fellow's school schedule)		Duration (weeks) 10 – 12 weeks	
Name of Press/Media Contact		Title	
Press/Media Contact Email		Press Contact/Media Telephone Number	

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PART II: PROGRAM DESCRIPTION

EDF Climate Corps Program Goals

Improving energy efficiency in buildings is the single most cost-effective way to combat global warming. In the U.S., buildings consume about 70% of our electricity and are responsible for more than a third of global warming pollution. Many energy efficiency measures are cost-effective and simple to put in place — but limited resources, information gaps and organizational barriers often hinder public entities from adopting them. Environmental Defense Fund developed Climate Corps to overcome those barriers. By becoming a Climate Corps host organization, HOST will receive a detailed energy efficiency investment plan for a specific facility that will help the organization save money and reduce greenhouse gas emissions.

Roles and Responsibilities

EDF will:

- Recruit a pool of qualified candidates from top-tier graduate schools and work with HOST to select a suitable Fellow
- Hire the Fellow at a salary of \$12,500 for the duration of the fellowship
- Provide the Fellow with in-depth training necessary to complete the energy efficiency investment plan. The training, to be held in May, will cover building energy efficiency, financial models, organizational change, and communications. [Note: Host managers are welcome to attend training upon special request].
- Be available throughout the Fellowship for technical support and guidance
- Aggregate and publicize the total energy and cost savings accrued by Climate Corps host organizations in order to maximize the impact of the program.

HOST will:

- Provide a supportive high-level project sponsor, as well as an accessible day-to-day manager for the duration of the Fellowship
- Provide the Fellow with suitable office space and equipment, and facilitate support from relevant departments (e.g., facilities management, information technology, purchasing);
- Make relevant records and information available to the Fellow (e.g., energy bills, purchase records, and facilities records)
- Conduct an energy audit prior to the beginning of the Fellowship OR have resources able to identify potential energy-saving opportunities; and
- Provide EDF with updates on energy use and investments made in energy efficiency at the six month, one-year, and two-year anniversaries of the conclusion of the Fellowship, to assist EDF in monitoring the continued impact of the Program.

Climate Corps Fellow(s) will:

- Work with HOST to review existing energy use data, identify potential energy-saving measures, and analyze their financial and environmental implications
- Upon completion of the Fellowship, deliver to HOST and EDF an energy efficiency investment plan, which will include:
 - A list of recommended energy efficiency measures and the cost savings, energy conservation, and CO2 reductions associated with each;
 - An implementation plan
 - Supporting financial and environmental analysis, and
 - A summary of key learnings and salient anecdotes from the Fellowship.
- Present the energy efficiency investment plan to the Fellow's direct supervisor, high-level sponsor, and any other staff at HOST at a date and in a form as mutually agreed.

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PART III: ENERGY SURVEY	
Has the need to become more efficient in the use of energy been endorsed and communicated by management?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a staff position that includes responsibility for utilities management?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has an energy assessment been performed on any or all of your organization's buildings? If yes , how many buildings (or percentage if exact number is not known)? _____ If yes , will the energy assessment be available for the fellow(s)? (Y/N) _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has an Energy Management (or Conservation) Plan been created and communicated to staff?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are your buildings currently submetered or will they be by the start of the fellowship?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If a college/university , is the concept of becoming more energy efficient and sustainable included in student curriculums and classroom projects?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your financial resource investment policy include criteria for financing energy upgrade projects?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the data on energy usage and expenditures tracked and available? If yes , how often, monthly, annually, etc.? _____ If no , can they be made available by the time the fellowship(s) begin? (Y/N)_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have measures been taken to benchmark current energy usage to establish improvement goals and to measure future energy efficiency performance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have historical data on energy usage and expenditures? If yes , for how many years?_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any energy management, student or "green" teams which may serve as a resource for the fellow(s) or with whom the fellow(s) should work to provide leadership, insight and enhance the success of reducing energy consumption?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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PART IV: PUBLICITY and CONFIDENTIALITY

Publicity for EDF Climate Corps

EDF's objective through its Climate Corps program is to catalyze energy efficiency improvements nationwide, by highlighting the financial and environmental gains from energy efficiency, and by sharing best practices and cost-effective ways for organizations to save energy. To that end, EDF will publicize the aggregate cost savings, energy savings, and greenhouse gas reductions identified by Climate Corps Fellows, along with compelling stories from host organizations, during and after the Fellowship.

EDF will make public the fact that HOST has been a participant in Climate Corps, but will not refer to the nature or results of the Fellowship without prior written approval from HOST. Any public statements about HOST will be forwarded to the press contact listed in PART I of this application for approval. Neither EDF nor HOST may otherwise use the other's name or logo in any marketing, point of sale or advertising material without prior approval.

Confidentiality

In order for EDF and HOST to collaborate effectively, HOST may disclose certain confidential information to the Fellow and to EDF and the Fellow may disclose to EDF the Organization's Confidential Information for the purpose of preparing the Plan. EDF will provide HOST with the Confidentiality Agreement that is the attached Appendix A and will inform the Fellow that he or she will be required to sign and comply with the terms of a nondisclosure agreement in a form acceptable to the Organization as a condition of the Organization providing the Fellow access to its Confidential Information.

HOST, if selected, agrees to be a Climate Corps host organization as described in this application:

Date	Supervisor or High-Level Sponsor Name
Title	Signature
Date	Press Contact Name
Title	Signature

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APPENDIX A: AGREEMENT ON CONFIDENTIAL INFORMATION
 Environmental Defense Fund (EDF) and HOST

In order for EDF and the Organization to collaborate effectively, the Organization may disclose certain confidential information to the Fellow and to EDF subject to the terms and conditions of this Appendix. Confidential information means and includes any and all documents, information and materials provided or made available (directly or indirectly), whether visually or orally, by the Organization to EDF including EDF's employees, agents, contractors, subcontractors or any affiliate(s), or to the Fellow, under or in connection with this Agreement including, but not limited to, all technical and non-technical information, the Organization's energy information (such as its energy usage data), the location of the Organization's servers, product information, pricing, customer information, or plans, financials, marketing plans, business strategies, data, research and development, software and hardware, designs, proprietary formulae and algorithms ("Confidential Information").

EDF will: (a) hold the disclosing party's Confidential Information in confidence; (b) restrict disclosure of such Confidential Information to those of its employees, agents, advisors, or other representatives with a need to know such information and who have previously agreed (e.g. as a condition to their employment or agency) to be bound by terms respecting the protection of confidential information which are substantially similar to those of this Appendix and which would extend to the Organization's Confidential Information; (c) use such Confidential Information only for the purposes of this Agreement; (d) to the extent applicable, not modify, reverse engineer, decompile, create other works from, or disassemble any such Confidential Information unless otherwise specified in writing by the disclosing party.

The restrictions in this Appendix will not apply to Confidential Information to the extent it (i) was in the public domain at the time of disclosure; (ii) became publicly available after disclosure to the receiving party without breach of this Agreement; (iii) was lawfully received by the receiving party from a third party without such restrictions; (iv) was known to the receiving party, its employees or agents without such restrictions prior to its receipt from the disclosing party; (v) was independently developed by the receiving party without breach of this Agreement; (vi) was generally made available to third parties by the disclosing party without such restriction; or (vii) is required to be disclosed by the receiving party pursuant to judicial order or other compulsion of law, provided that the receiving party will provide to the disclosing party prompt notice of such order and comply with any protective order imposed on such disclosure.

Date:	October 7, 2011
Signature:	
Name	Michael Regan
Title	Director of Energy Efficiency/SE Climate Policy Environmental Defense Fund