

Minnesota GreenCorps Member Work Plan

Program Year 2017-2018
Air Quality, Energy Conservation Position

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| Member Name: | Host Site: Warren |
| Supervisor Name: Shannon Mortenson | Date: June 13, 2017 |
| Supervisor Email: shannonm@warrenminnesota.com | Supervisor Phone: 218-745-5343 |

Instructions for host sites: Please complete this workplan based on the workplan submitted in the host site application, and be sure to incorporate any changes discussed at the interview or time of selection. Please reference the position description outlined below the workplan table and relate the member activities to those goals and objectives.

The workplan serves as an important guide for you and your member at the start and throughout the program year. The workplan is a working document and minor changes may arise during the year. **Please note: significant changes to the workplan must be discussed with program staff in advance and will require the submittal of a revised workplan.**

| Member Activities | Projected Results/Measures | Approximate hours allocated and timeline for each responsibility <i>(ex: 200 hours, September 2017 – February 2018, or ongoing)</i> |
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| Civic engagement activities (up to 100 hours) MN GreenCorps required orientation and quarterly trainings (approx. 85 hours) Other trainings, workshops, conferences (up to 170 hours) Develop and Implement local Air Quality Awareness (approx. 15 hours) <ul style="list-style-type: none"> Learn about non-point air emission (non-permitted) sources through the MPCA website and other partner resources. Sign up to receive Air Quality Alert Notifications. When an Air Quality Alert occur, send messages to [employees and/or local community] through email or social media raising awareness of the alert and options that can be taken to reduce impacts. Working with partners such as the MPCA or your local County Public Health official, disseminate educational materials, such as articles for the [community] | Members attend all required MN GreenCorps trainings, including the 3-day orientation in September and quarterly trainings. With approval from their supervisors and program staff, members participate in conferences, workshops and other trainings throughout their service year. Members gain technical and professional skills to apply to their service projects and grow their professional network. Members participate in civic engagement activities to broaden their experience and further engage in their community. Support efforts to improve local air quality by promoting awareness and opportunities to reduce emissions within the community. | 300 hours September 2017 – August 2018 |

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| newsletter highlighting impacts and opportunities to reduce emissions from key sources of air pollution in communities such as vehicles and residential wood and garbage burning. | | |
| Assist with the collection, benchmarking, and reporting of baseline and current data on energy and water use and GHG emissions for public buildings using existing databases and tools such as the state of Minnesota Buildings, Benchmarks, and Beyond (B3), ICLEI and/or Energy Star. Work with local governments, school districts, and their partners to identify opportunities for conservation and efficiency and to assist with implementing action steps. Create an Energy Efficiency Operations Manual (EEOM) to save energy for at least one existing public building by providing notifications and protocols for identifying and reducing operational inefficiencies. | The data will be entered in the Green Step Cities website and used to set goals in reducing emissions in the city. Use data from infrared scans to develop emission goals and projects to achieve the set goals. Create signage that explains energy savings on energy efficient projects. Develop a working document for taxing authorities to implement energy efficiency measures. EEOM for one public building. | 560 hours September 2017 - November 2017, April 2017-May 2017 |
| Be the point person is communicating to the public explaining the drone program and the advantages to everyone. | Communicate to residents what the goals are of the infrared scans. Conduct public hearings to provide a public platform. | 160 hours October 2017 – November 2017 |
| Work with Northland Aerospace to understand the data captured by drone technology | Put together information that residents can take home that explains the results of the scans | 160 hours December 2017-January 2018 |
| Communicate with residents the results of their individual scans and conduct public meetings to explain the information | Complete the task of gathering the infrared data to provide to residents. Analyze and compile data to visit with residents and explain results of the scans. Work with government agencies to develop a program to assist low income households with energy upgrades. | 440 hours February 2018-August 2018 |
| Develop and Promote climate protection measures that can be provided to the residents of Warren to increase awareness | A page on the city website devoted to climate protection measures, a brochure created with information to change resident habits, quarterly newsletter providing useful information to be used in homes. | 80 hours September 2017-August 2018 |

Air quality member position

Service position summary

Work with local government(s), school districts, nonprofit and community-based organizations, and their partners to consider and encourage multimodal transportation, encourage reduction of vehicle miles traveled, conserve energy, improve energy efficiency, and reduce air pollutants and GHG emissions. Member projects will serve to improve host communities' capacity to respond to environmental threats and the impacts of climate change through improved infrastructure and increased community resilience. Assist with collecting, benchmarking, and analyzing energy and water use and GHG emissions using various tools. Assist in implementing operational changes and equipment upgrades to conserve energy and water. Provide outreach and education on multi-modal transportation, energy

and water conservation, fleet management, and residential practices that contribute to air pollution, like burn barrels, backyard fires, lawn equipment, etc. Interact with applicable state agencies, utilities, community organizations, and non-profit green building, green fleet, and/or green transportation programs (through campaigns, workshops, events, media, etc.).

Essential functions and measures for project success

Energy conservation track

- Assist with the collection, benchmarking, and reporting of baseline and current data on energy and water use and GHG emissions for public buildings using existing databases and tools such as the state of Minnesota Buildings, Benchmarks, and Beyond (B3), ICLEI and/or Energy Star.
- Work with local governments, school districts, and their partners to identify opportunities for conservation and efficiency and to assist with implementing action steps.
- Retrofit public structures to improve energy efficiency, which includes implementing energy conservation measures to reduce operational energy consumption, upgrading thermal performance, or improving building maintenance. (Examples of operational energy projects are aligning the operation of lighting and equipment with occupant schedules, working with B3 to create customized facilities operations manuals, installing vending machine energy efficiency devices provided by MPCA, exploring plug load/information technology power management strategies, and engaging employees to undertake energy and water saving behavioral changes at work and home.) Initiate use of the state is Guaranteed Energy Savings Program or facilitate other retrofit/retro-commissioning efforts as applicable.
- Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change and changes in behavior with energy and water conservation-related practices.
- As applicable, coordinate above activities with implementation of green building and community resilience best practices, including those referenced in Minnesota GreenStep cities.
- Assist local governments and their partners with planning on how to institutionalize ongoing energy and water savings through tracking and follow-up, revised operations and maintenance practices, and continued employee engagement.
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities.

Marginal functions (not to exceed 340 hours)

- Mobilize volunteers to assist in implementation of activities.
- Assist with additional sustainability-related projects as outlined in the air quality, waste prevention and recycling, living green or green infrastructure member position descriptions within the host site community. **Host sites are required to outline these activities in the member's work plan.**
- Inform and educate host site employees, community organizations, and citizens about member projects and accomplishments via media and public outreach efforts.