

Dark Sky Lighting Rebate Pilot Program

A PROGRAM OF THE TOWN OF TRUCKEE

PHASE II PROPOSAL & SCOPE OF WORK

Program Overview

Sierra Business Council (SBC) will administer the Town of Truckee's (Town) Dark Sky Rebate Pilot Program, which will provide rebates for dark sky-compliant and energy-efficient exterior lighting. The purpose of this program is to reduce light pollution and conserve energy for the Truckee community. This program will be aligned with the Climate Transformation Alliance (CTA) program.

Accountabilities

SBC:

As the Program Administrator, SBC will staff the Dark Sky rebate Program. For Phase II, SBC will provide the services listed below in the "Scope of Work, Timeline & Deliverables" section. Phase II, program implementation, includes coordinating with the Town and East River Public Relations (ERPR) on community engagement, rebate processing, and calculating energy saved and greenhouse gas (GHG) emissions reduced through the program. The scope will also include administrative activities and meeting convening.

Town of Truckee:

The Town will attend program meetings, provide community outreach and engagement, including leveraging East River Public Relations (ERPR), and make decisions on program direction.

Scope of Work, Timeline & Deliverables

Below is the Phase II Scope of Work broken down by task. This rebate program is anticipated to begin in April 2024, in line with International Dark Skies Week. Phase II will take an estimated nine months to complete. This Phase II Scope of Work and budget are based on a nine-month timeline and continues through December 2024. Extension or expansion of the contract would trigger a budget amendment.

Phase II includes the launch of the rebate program, community engagement, processing of rebates, and analysis of program results. SBC will track the number and amount of rebates processed, the energy saved, and GHGs reduced to showcase the program's performance. SBC will coordinate with the Town and ERPR on community engagement to promote the rebate program.

Task	Deliverable
Task 1: Program Administration & Meeting Convening	Coordinate internally with the Town and complete monthly invoicing and reporting. Facilitate monthly meetings with the Town to check in on program progress.
Task 2: Community Engagement	Coordinate with the Town and ERPR on outreach and community engagement tasks to promote available lighting rebates.
Task 3: Rebate Processing	Process rebates on a monthly basis using Resolv Rebates software. Provide quality assurance and quality control checks to ensure applications have provided all necessary information and are eligible. Organize payment information. Cut, sign, and mail checks.
Task 4: Energy Savings & GHG Reduction Calculations	Provide quality assurance and quality control checks to ensure energy savings and GHG emissions reduction calculations from Resolv are correct. Provide a final estimate for kilowatt-hours saved and greenhouse gas emissions reduced.
Task 5: Program Closeout Analysis	Provide the Town with a closeout document analyzing the program results, including total number of rebates processed, total cost of rebates distributed, total number of clients served, total number of lights retrofitted, total energy savings achieved, and total GHG emissions reduced.

SBC Team

Program Manager: Brittney Gutierrez

Program Director: Sherry Hao

SBC Accounting: Michelle Bassard & Angela Gleason

Other SBC staff who may assist include, but are not limited to, the following: Meredith Anderson, Jill Sanford, Tallulah Pellissier Lloyd, and David Jaeger

Program Cost Structure

The following pricing estimates are based on previous work done for the CTA and account for SBC's 2024 hourly rates. This proposal is based on a not-to-exceed (NTE) price.

SBC Staff	2024 Rate
President	\$257
Vice President	\$191
Director	\$174
Senior Program Manager	\$169
Program Manager II	\$145
Program Manager	\$136
Planning Technician	\$125
Analyst	\$120

Phase II Budget - Labor	Hours	Cost
Vice President Labor	11	\$2,101
Program Director Labor	38	\$7,134
Program Manager Labor	124	\$17,000
Planning Technician Labor	50	\$6,250
Analyst Labor	27	\$3,240
Total NTE	250	\$35,725

Note: If staff are promoted or base salaries/expenses are increased during the Phase II contract term, their billing rate(s) will be updated and reflect this change on the monthly invoice(s). This will not impact the total program budget.

Phase II Budget - Task	Hours	Cost
Task 1	50	\$7,594
Task 2	11	\$1,610
Task 3	154	\$20,647
Task 4	12	\$1,822
Task 5	27	\$4,052
Total Labor Budget	250	\$35,725
Total Rebate Budget		\$50,000
Resolv Subscription		\$5,995
Total Program Budget		\$91,720

Note: The majority of the program budget stems from rebate processing (task 3). This is based on an estimate of processing 100 rebates over the 9 month program (estimating processing an average of \$500 rebate applications from the total \$50,000 the Town's rebate budget allotment). If the rebate program is undersubscribed and these estimates are too high, the labor to process rebates will not be billed to the Town.

Billing Preference

SBC requests the following billing schedule upon execution of the contract:

- Monthly billing of time and materials, net 30 days

Thank you for allowing SBC to collaborate on this program, and we look forward to implementing the Town's Dark Sky Rebate Pilot Program.

Steve Frisch, President

Date