

**Exhibit A**  
**Ordinance No. 19-46 AC CMS**

**Sustainable Reserve Fund**

Services, Programs and Project Funding Request Guidelines for all non-City of Oberlin entities

**Purpose**

To provide funding for services, programs or projects demonstrating energy efficiency, energy conservation, green-house gas emission reductions and/or development of renewable generation resources as referenced in the Climate Action Plan (CAP) adopted by the City of Oberlin. Requests for funding must demonstrate a furtherance of progress toward the City's goal of being a climate positive community by 2050 through services/programs or projects that are consistent with the strategies contained in the Climate Action Plan and support the Oberlin community's goals of social equity.

**Requirements**

- Services/Programs/Projects must balance the environmental, social and economic interests of the community.
- Services/Programs/Projects shall address goals in at least one of the CAP focus areas:
  - (1) Renewable Energy Generation;
  - (2) Energy Efficiency and Conservation;
  - (3) Waste Management;
  - (4) Education and Outreach;
  - (5) High Performance Buildings;
  - (6) Land Use, Local Food and Agriculture;
  - (7) Water Use;
  - (8) Resilience to Climate Change;
  - (9) Transportation.

**Administration**

Administration and oversight of the Sustainable Reserve Fund shall be under the direction of the City Manager or his/her designee.

**General Guidelines**

Requests for funding shall include the following information:

1. A general description of the service, program or project including how the request meets program requirements;
2. A timeline of activities, overall budget for the work and monitoring and evaluation plan;
3. Demonstration of capacity to execute proposed project;
4. Amount of funds requested from the Sustainable Reserve Fund for the service, program or project.
5. Availability and source of any matching funds.

6. List any business or financial arrangement required with any other entity or individual to fulfill the request.
7. Details regarding carbon reduction components, energy efficiencies and payback calculations.

**Review/Approval Process**

The City Manager or his/her designee will review the request to assure it meets program requirements. Requests for funding that exceed Fifty Thousand Dollars (\$50,000.00) will require the approval of City Council by ordinance.

**Funding**

Annual appropriation of funds shall follow the budgetary approval process. Requests for funding will be considered based on availability of funds and budgeted appropriations with eligibility limited to once in a five year period. The availability of funds does not guarantee that funding will be awarded by the City. The City of Oberlin has full discretion in the award of funding from the Sustainable Reserve Fund.