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EnergyCAP[®]



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greener gov CT

A Lead by Example Initiative



Webinar Outline



Quick Rundown

EnergyCAP Overview & Demo

Data Collection Checklist

Scanning Utility Invoices

Building Inventory Sheet

Timeline Summary

Q & A

[Contact Us: leadbyexample@ct.gov](mailto:leadbyexample@ct.gov)

[Visit Us: www.portal.ct.gov/grenergov](http://www.portal.ct.gov/grenergov)

What's the Endgame?

Achieve Levels 1, 2, and 3

By working through the EnergyCAP Data Collection Checklist.

Manage EnergyCAP for Your Agency

Use EnergyCAP to keep track of your agency's buildings, continuously upload invoices, and create dashboards to share energy use with constituents.

Track Projects

Use EnergyCAP to strategically select the worst-performing buildings to invest in energy upgrades and track savings.

What is EnergyCAP?

Web-based Platform

A tool to track statewide energy use, cost, and greenhouse gas emissions by structure, facility, and agency.

Reporting

Provides hundreds of reports that cover a wide range of categories, including: use analysis, bill auditing, cost avoidance, greenhouse gas emissions, year-over-year, and more.

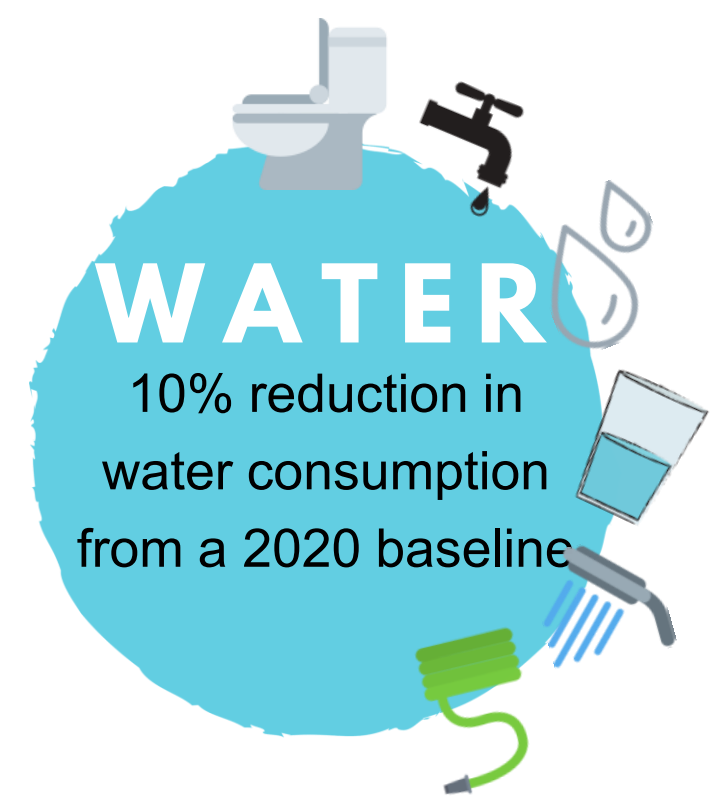
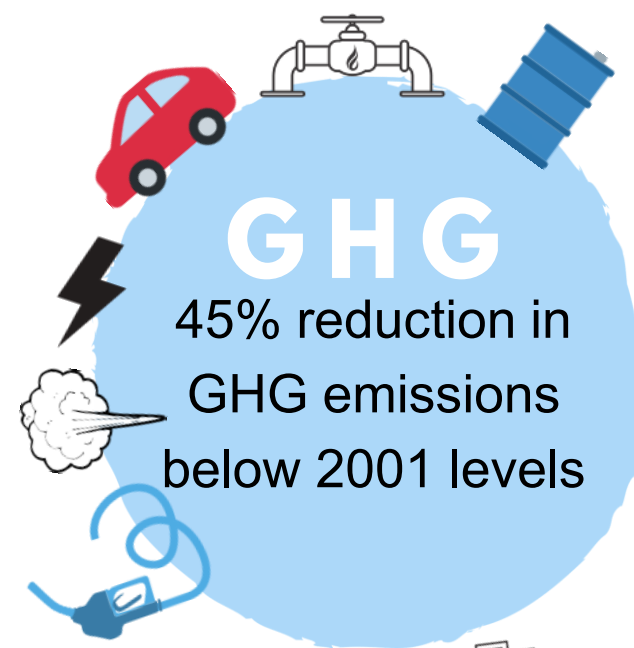
Benchmarking

Capable of grouping buildings and meters for benchmarking purposes. Also has the capability to flow into EPA Portfolio Manager.

Dashboards

Custom built dashboards of live data that you can display on your agency's website.

How does EnergyCAP fit in with EO 1?



GHG

Tracking utility invoices allows for setting the proper baselines and benchmarking building energy use. Meters can be added to roll up agency fleet fuel use.

Waste

Waste data collection will eventually be metered to buildings in EnergyCAP

Water

Tracking water invoices allows for setting a water baseline and benchmarking building water use

What do I use EnergyCAP for?

If you own your building(s)

Manage building stock, analyze building energy and water use, make decisions based on your building's energy performance. View Bill Audit reports for billing problems.

If you lease your building(s)

View dashboards of your leased building energy, water, and eventually fleet and waste use to encourage behavioral changes at your agency.

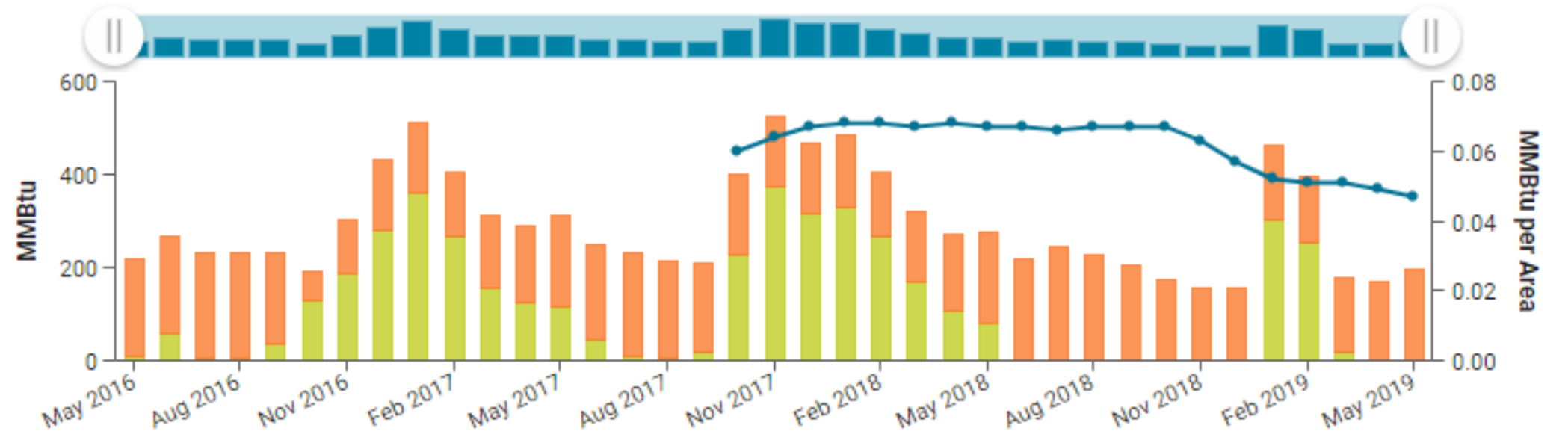
Dashboards for Leased Spaces

10 Franklin Square Avg Cost Per Day Last Month

10 FRANKLIN SQ - ELE

\$351.26/day

Energy Use Intensity

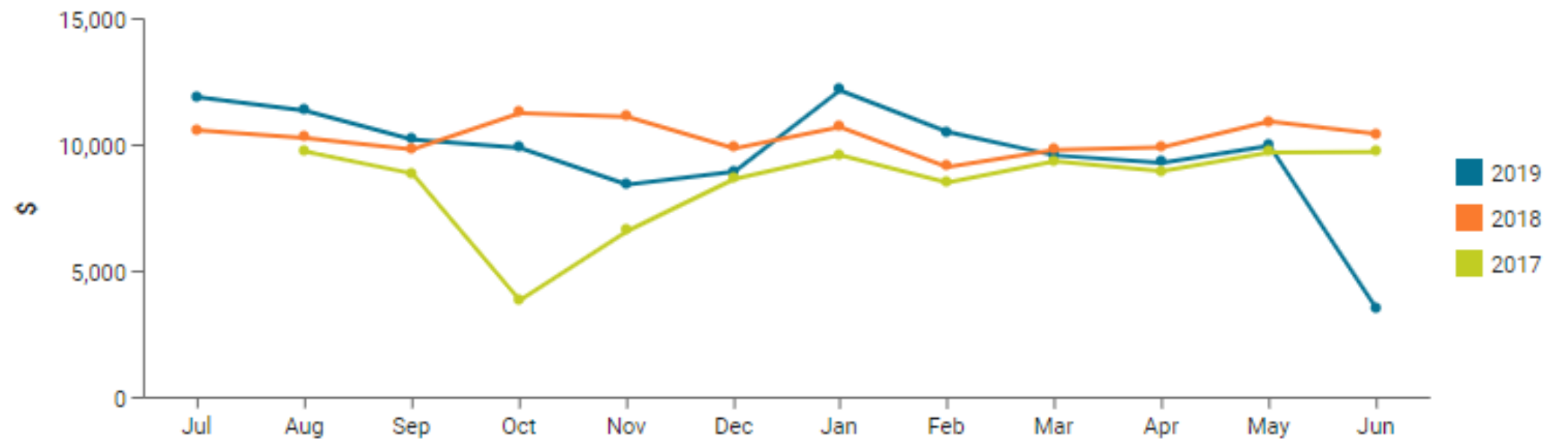


Average Cost Per Day Last Year

10 FRANKLIN SQ - ELE

\$305.93/day

Monthly Cost Trend





Energy**CAP**.[®]

So, What Are We Asking For?



ENERGYCAP DATA COLLECTION CHECKLIST

This checklist of measures is a tool to track your agency's progress toward establishing the EO1 required baselines.

LEVEL 1

Getting started and uploading current invoices*

LEVEL 2

Forming an accurate building inventory

LEVEL 3

Uploading historical invoices

*Current invoices are defined as invoices with an end date within 60 days of the upload date.

ACHIEVING LEVEL 1

Getting started and uploading live invoices

Designate an Accounts Contact

Contact at your agency
responsible
for uploading utility
invoices into BillCAPture

Contact Us

Initiate contact with your
DEEP EnergyCAP liaison...

Check in about what needs
to be done at your agency
to achieve LEVEL 1

Training

Review invoice scanning
guidelines and
instructional materials
and request in-person
training session(s), as
needed

Uploading

Upload new invoices into
EnergyCAP as your
agency receives them

What specifically is being
uploaded?

SCANNING INVOICES

Scan the right utilities.

Provide all invoices for utilities including electricity, gas, propane, fuel oil, water, and sewer. **No need to scan Eversource gas or electric bills as we receive these electronically.**

Avoid scanning twice.

EnergyCAP will process bills regardless of whether it has been uploaded before. DEEP can help you check if a batch has been scanned before. Mark paper bills with "scanned to ECAP" once uploaded.

Provide live bills - ALL pages.

To develop an accurate baseline, scan in all utility bills as your agency receives them.

When in doubt, ask.

Always feel free to contact your DEEP liaison directly, or send an email to leadbyexample@ct.gov

Scanning & Uploading Instructions

Bill CAPture Scanning Guidelines

Please follow these guidelines when scanning bills. Incorrectly scanned documents are not processed. They are removed from the batch and emailed to your DEEP liaison as a Problematic Scan notice, and you will be asked to correct it. If you have questions, contact your DEEP liaison.

Scanner Settings

If your scanner allows, set the following options.

Page Size:	Auto Detect (if unavailable, select 8.5 X 11)
Color Mode:	Black & White or Auto Color
Duplex Mode:	"Duplex" mode for documents having pertinent information on BOTH sides of the paper
Simplex Mode:	"Simplex" mode for documents having pertinent information on ONE side of the paper
Resolution/DPI:	200 DPI minimum. 300 DPI preferred for black and white images
Output:	PDF or multi-page TIFF
Orientation:	"Auto Text Orientation Detection" should be checked if available.
Zooming/Scaling:	Do not enable

Scanning Instructions

Scan every page

Scan every page of your utility bill. **Do not** skip pages, even if they seem irrelevant. Summary bills should include the summary page(s) and pages for every sub-account bill.

When possible, scan each bill into an individual bill image file and then compress multiple bill image files into a zip file. No individual bill file/PDF should exceed 400 pages.

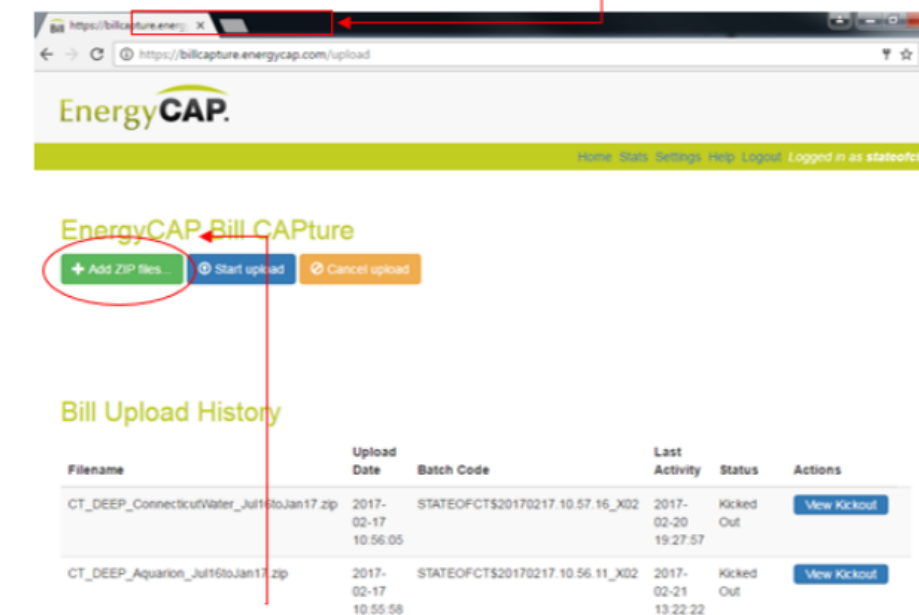
Bill Organization

If it is not possible to scan and save each bill individually, follow these guidelines:

- Organize scanned bills by vendor so that a single PDF contains bills from only one vendor.
- Organize scanned bills by page count. In other words, all one page bills together, two page bills together, and so on.
- **Do not** mix both single and duplex bills together in the same PDF.

Instructions for Uploading Invoices into BillCAPture/EnergyCAP

1. Invoices to be uploaded include fuel oils; natural gas; municipal utilities for electricity, natural gas, water, sewer, etc; water & fire protection; sewer, gasoline, etc
 - a. No need to scan Eversource natural gas or electric invoices (those will be received electronically).
2. Review the Bill CAPture Scanning Guidelines below.
3. Per Scanning Guidelines, sort bills into separate batches - by vendor and by number of pages.
 - a. Single page bills will be scanned into one file, 2-page bills into another file, etc.
 - b. If possible, bills should be scanned before any stamps, marks, notes, etc., are made on invoice.
4. Scan batches separately into separate files.
5. Scan all pages of invoices (other than those pages with only standard boilerplate
6. Zip invoice files into .zip files: Select all invoices to be zipped together. Right click and select "Send to." Select "Compressed (zipped) folder," saving the file in a designated folder on your computer.
7. Rename zipped file to include agency code, vendor and/or energy type, and date, separated by underscores. E.g., a folder for DEEP April Aquarion would be something like: DEEP_Aquarion_Apr17; or for Dime Oil for the second quarter: DEEP_DimeOil_Jan17toMar17 or DEEP_DimeOil_Q217.
8. Go to your Bookmark at "https://billcapture.energycap.com" preferably using Google Chrome, but Internet Explorer also will work. At login, enter Username of "stateofct" and Password of "Password1."



9. Select the green "Add ZIP files..." box.

ACHIEVING LEVEL 2

Forming an accurate building inventory

Designate a Facilities Contact

Contact at your agency who will be responsible for updating agency building inventory on the inventory sheet to be provided.

Confirm Accuracy

Confirm the accuracy of the EnergyCAP spreadsheet based on your agency's inventory of accounts, buildings, and meters

Edit Building Attributes

Update EnergyCAP spreadsheet to check to reflect accurate building square footage, building type and space use attributes

Match Meters

Match all utility meters to their proper buildings, verify all meters have been entered, and identify unmetered accounts

BUILDING INVENTORY SHEET

The tool to help you achieve Level 2.

It will be sent to your facilities
contact (designated in the survey).



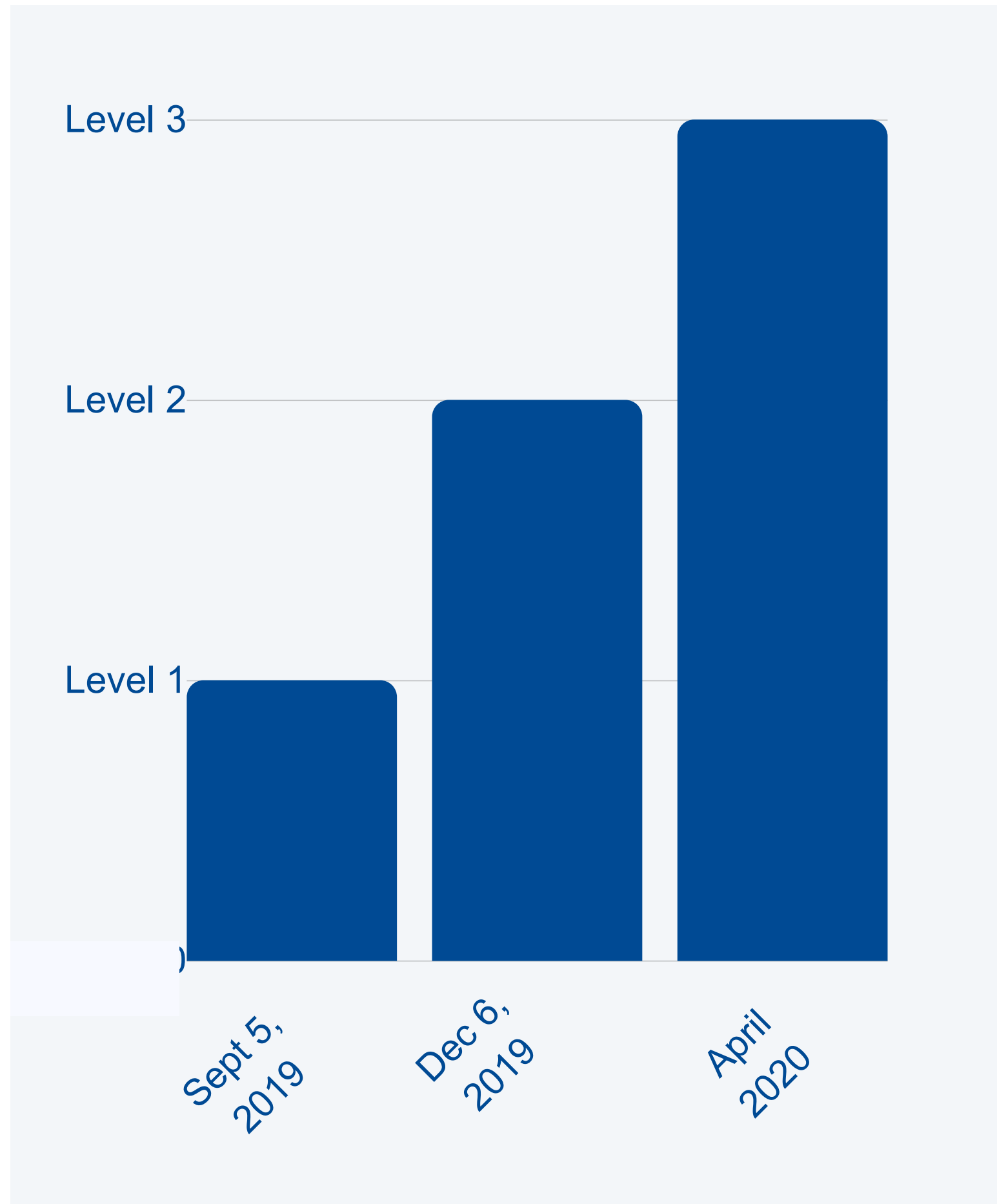
ACHIEVING LEVEL 3

Uploading historical invoices

Historical Invoices

Provided historical state building invoices for utilities including electricity, gas, propane, fuel oil, water, and sewer dating back to Jan 2018.

Data Collection Timeline



AUG. 1ST
SSO MEETING

Packets will be given to each SSO, with a walk-through of the materials and due dates

SEP. 5TH
SSO MEETING

All agencies have completed Level 1

DEC. 6TH
SSO MEETING

All agencies have completed Level 1 and 2

APR. 2020
SSO MEETING

All agencies have completed Level 1, 2, and 3

Goal: 100% of all agencies
at Level 3 by April 2020

Your Personal EnergyCAP Liaison

Rose

DAS W/RYAN
DCP
DOB
DOT W/NANCY
DPH
DRS
DSS
OEC
OPM
CT GB
HESLA
CT LOT
MIRA



Nancy

DCF
DDS
DECD
DOC
DOL
DADS
DOT W/ROSE
CRDA
MNRR
CHFA
OAG
CAA



Kyle

AES
CSL
DAG
DCJ
DOH
DVA
ESPP
OLM/CGA
UCONN/HEALTH W/RYAN
CTHEFA
SERC



Ryan

CSCU
UCONN/HEALTH W/KYLE
DAS W/ROSE
DEEP
DMV
DOI
DMHAS
JUD
PCA
MIL
PDS
SDE



Contact Us

When in doubt, ask.



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Webinar Outro



What We Discussed

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