1. WHAT IS THE PURPOSE OF THE SUSTAINABILITY PERFORMANCE PLAN (SPP)?

Executive Order 1 requires agencies to submit an annual Sustainability Performance Plan that "lists the necessary actions, milestones, and responsible parties to achieve the sustainability goals and targets established by this Order, as well as the progress on achieving such goals and targets." The SPP is the primary mechanism for agencies to report on their progress towards meeting the sustainability goals in EO 1 on an annual basis.

2. WHAT WILL THE SPP BE USED FOR?

The SPPs will be used 1) to contribute to the statewide annual report created by the EO 1 Co-Chairs and Steering Committee, 2) to serve as a tool for agency commissioners to assess their agency's progress and needs, and 3) to be published on the GreenerGovCT website to educate the public on the state's sustainability efforts.

3. WHEN IS THE SPP DUE AND HOW DO I SUBMIT MY PLAN?

You can access your Sustainability Performance Plan draft at the following link:
https://www.dropbox.com/sh/srmv25ycxoeo3js/AAD5-5SUjrhTjHjrW7UOK4iea?dl=0
Please submit your SPP via DropBox using the following link:
https://www.dropbox.com/request/0PVPO1I6vWbOVkLM0Q2l

The completed and signed SPP is due by January 24, 2020.

4. WHO SHOULD COMPLETE THE SPP?

The SPP should most likely be completed by your agency's Senior Sustainability Officer (SSO), as the lead at your agency on complying with the requirements of EO 1. The SPP is intended to be an opportunity for SSOs to brief their commissioners on the progress being made on EO 1 at their agency. Other agency staff may be involved in completing the SPP, but it is the primary responsibility of the SSO.

5. HOW WILL THIS YEAR'S SPP DIFFER FROM FUTURE YEARS?

The SPPs in future years will differ from the FY2019 SPP in the following ways: 1) baseline data will be collected, allowing measurement of progress towards sustainability goals; 2) occupancy data will be collected, allowing agencies to track environmental performance in buildings they occupy even if they don't own the buildings; 3) interim goals and sub-targets will be developed to track progress beyond the three primary targets in EO 1; and 4) project teams will have a suite of strategies to plan and make progress on sustainability goals.

6. WHO SHOULD BE LISTED AS KEY STAFF INVOLVED IN EO 1 ON PAGE 4?

List any staff at your agency involved in EO 1. This could include the SSO, members of any of the project teams, staff responsible for loading utility bills into EnergyCAP, or anybody involved in working towards the sustainability goals in EO 1.

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7. WHERE IS THE DATA FROM ON PAGES 6-7 OF THE SPP?

The performance data in the SPP was pulled from EnergyCAP on November 20, 2019. The data summarizes commodity use and cost for FY 2019 for each agency, according to the data available in EnergyCAP at the time the data was pulled. For the few agencies that do not have data to share in EnergyCAP, pages 6-7 have been excluded.

Two important notes about this data: 1) at the time of this report, historical data was still being compiled in EnergyCAP, so the data may be incomplete, and 2) at this time, utility data on agencies occupying spaces owned by another state agency may not be linked to their EnergyCAP accounts, so some agencies will not have building utility data linked to their EnergyCAP account in this report.

If your agency does not have any data associated with a commodity's use or cost for FY2019 in EnergyCAP, "N/A" will be listed in the performance data table. This may indicate that your agency does not pay bills for this utility or that the data has not yet been loaded into EnergyCAP.

8. WHAT TYPES OF PROJECTS SHOULD BE LISTED UNDER SUSTAINABILITY PROJECTS ON PAGE 8?

Include any projects that were either in progress or completed in FY2019 that had a positive impact on sustainability. Include projects that took place in spaces that are either owned, leased, or occupied by your agency. Include any projects that had a positive impact on sustainability, even if they were not explicitly motivated by the EO 1 sustainability goals.

You can include projects relating to structural improvements (e.g. projects relating to lighting infrastructure, water, or energy), behavioral change (e.g. recycling awareness campaign, carpooling facilitation, etc.), or a combination of both. Include up to three sustainability projects on pages 8-9, and include information about any additional projects in the appendix provided at the end of the SPP.

9. HOW DO I REPORT "REALIZED OR ANTICIPATED BENEFITS" IF I'M UNSURE OF THE ESTIMATED ENERGY OR COST REDUCTION OF A PROJECT?

For structural projects, benefits are best described using real data gathered pre- and post-implementation. If this data is not available, benefits may be estimated based on a manufacturer's description of the new equipment or another obtained estimate. For example: "The new LED lights are 40% more energy efficient than the current florescent lighting saving over 800,000 kWh/year."

For behavioral projects, you can estimate cost savings or other benefits, or make an estimate about the impact on behavior change (e.g. "The recycling program is estimated to remove recyclables from the waste stream.")

In general, specific and quantifiable benefits are most useful (but not required) for this section.

10. WHAT SHOULD I REPORT ON IF MY AGENCY DOESN'T PAY ANY UTILITY BILLS?

Even if your agency does not own the building it occupies, you can still report on any projects that had a positive sustainability impact that your agency was involved in, whether it took place in a building that was owned, leased, or occupied by your agency. When providing information about the sustainability projects on pages 8-9, indicate the leasing or ownership structure of the project location, and list any other agencies involved in the project.

If your agency does not pay utility bills, building utility data may not yet be linked to your agency's account in EnergyCAP. In the future, agency accounts will be linked to buildings they occupy, regardless of building owner, to better track agency utility usage. This year, some agencies that do not own their buildings will have incomplete performance data.

11. WHO SHOULD I CONTACT IF I HAVE A QUESTION ABOUT MY SPP?

If you have questions about your SPP, contact the Reporting Workgroup team lead, Pauline Zaldonis, at Pauline.zaldonis@ct.gov or (860) 418-6304.

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