HOUSEKEEPING

Restrooms through the glass doors then straight ahead

Q&A session at the end

Please **silence your phones**

TODAY'S AGENDA

1. REFRESH ON EO TIMELINE AND UPCOMING DATA MILESTONES

2. PROJECT TEAM ROLL-OUT

3. PROJECT TEAM ROUND-TABLE

4. PROJECT TEAM DEBRIEF

A BRIEF TIMELINE OF
EXECUTIVE ORDER #1

This timeline illustrates the upcoming steps to achieve objectives of Executive Order (EO) 1

JUNE 7 2019
Agencies appoint **Senior Sustainability Officers (SSOs)** to represent their agency

JULY 10 2019
Lunch training webinar for SSOs on EO 1 implementation

JANUARY 24 2020
Sustainability Performance Plans due outlining individual agency plans to achieve EO 1 targets

MAY 24 2019
Governor **designates agencies** included in first wave of Executive Order

JUNE 28 2019
Monthly meeting convenes with SSOs and Steering Committee

JULY 23 2019
Initial agency information due to compile statewide baselines

FEBRUARY 1 2020
Steering committee **report due on progress** at achieving EO 1 objectives

WHAT WE NEED TO COMPILE

2020 WASTE BASELINE

-Use proxy group to calculate baseline waste disposed

-Building Inventory Sheet

2020 WATER BASELINE

-EnergyCAP bill scanning

-Unique method for private wells

-Building Inventory Sheet

FY19 GHG BASELINE

-Agency vehicle fuel data

-EnergyCAP electricity and heating fuel bills

*Proposed translation of 2001 EO baseline to FY19

ENERGY DATA COLLECTION DEADLINES

SEP. 5TH
SSO MEETING

DEC. 6TH
SSO MEETING

APRIL 2020
SSO MEETING

All agencies at Level 1
Getting started and uploading current invoices

All agencies at Level 2
Forming an accurate building inventory

All agencies at Level 3
Uploading historical invoices

100% of all agencies

at Level 3 certification by April 2020

ROSE

DAS W/RYAN
DCP
DOT W/NANCY
DPH
DRS
DSS
OEC
OPM
CLC
CT GB
CT INNOV.

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
CTHEFA
SERC

RYAN

CSCU
UCONN/HEALTH
W/KYLE
DAS W/ROSE
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AGENCIES AT LEVEL 1

Connecticut Lottery Corporation
Connecticut State Library
Department of Administrative Services
Department of Correction
Department of Economic & Community Development
Department of Labor
Department of Mental Health & Addiction Services
Department of Motor Vehicles
Department of Revenue Services
Emergency Services and Public Protection
Judicial
Military
UCONN/UCONN Health

Contact your EnergyCAP Liaison to discuss next steps

YOUR VIRTUAL PACKET

Scanning Invoices

Select Invoices

Gather all relevant invoices for scanning, including: Electricity (United Illuminating, municipals), Natural Gas (CNG, SCG), Water (water, sewer, fire protection), and Delivered Fuels (gasoline, diesel, propane, kerosene).

No need to scan Eversource Electric or Eversource Natural Gas invoices - these are uploaded automatically from the vendor.

Scan Invoices

First, review the BillCAPture Scanning Guidelines.

Scan **all pages and sides** of invoices. If possible, invoices should be scanned prior to any marks, or notes.

If it's not possible to scan and save each bill individually, sort invoices by vendor and page count. 1-page bills by one vendor will be scanned into one PDF file, 2-page bills into another PDF file, and so on. Scan each sorted batch separately with separate file names.
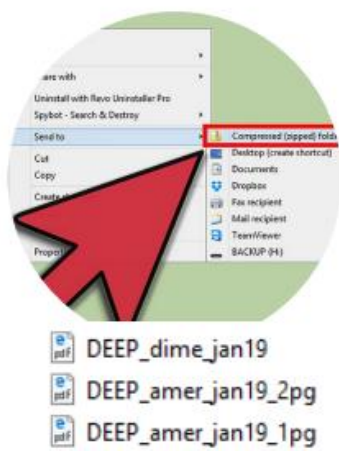
Zip Invoices

Zip the individual PDF(s) into a zip file. Each zip file can contain multiple PDF types. To do this, select all invoices to be zipped together, right click, and select "Send to" "Compressed (zipped) folder."

Save the file in a designated folder on your computer.

Rename Zipped Folder(s)

Rename zipped file to include agency code, vendor and/or energy type, and date, separated by underscores.

For example, 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.

- DEEP_dime_jan19
- DEEP_amer_jan19_2pg
- DEEP_amer_jan19_1pg

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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

- Designate an individual (via survey) to serve as the accounts contact at your agency responsible for scanning and uploading invoices into EnergyCAP/BillCapture
- Initiate contact with your personal EnergyCAP liaison
- Review invoice scanning guidelines and instructional materials and request in-person EnergyCAP training session(s), as needed
- Upload new invoices into EnergyCAP/BillCAPture as your agency receives them

LEVEL 2

- Designate an individual (via survey) to serve as the facilities contact at your agency responsible for updating your agency's Building Inventory Sheet
- Confirm the accuracy of the Building Inventory Sheet based on your agency's inventory of accounts, buildings, and meters
- Update the Building Inventory Sheet to reflect accurate building name, address, square footage, building type, and space-use attributes
- Match all utility meters to their proper buildings, verify all meters have been documented for each building, and identify unmetered accounts

LEVEL 3

- Upload historical invoices for building utilities including electricity, gas, propane, fuel oil, water, and sewer into EnergyCAP/BillCAPture starting with January 1, 2018

ENERGY PERFORMANCE PROFILE

Department of Energy and Environmental Protection

432 accounts **485** meters **849** buildings

11 unmatched meters
98% of meters have been matched to a building

73% of billing data inputted since Jan 1 2018

Once your agency has looked over this report, please contact a Lead By Example representative to discuss next steps

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Page 1
DATA INPUT COMPLIANCE

WASTE BASELINE DATA

WHAT DO I REPORT?

Proxy group of large office buildings with compactors will report monthly tons of waste disposed and mixed recycling.

WHO WILL I REPORT TO?

DEEP via Energy Star Portfolio Manager

FUEL DATA

WHAT DO I REPORT ?

Agency-specific fuel data from FY19 will be made available by DAS and DOT in August/September. Additional agency-specific data from Voyager fuel cards will be needed.

WHO WILL I REPORT TO?

Co-Chairs currently working to create vehicle fuel reporting field in EnergyCAP

PROJECT TEAM EXPECTATIONS

WHAT IS MY COMMITMENT?

One 1-hour meeting per month with 1-2 hours of "homework" per month. Be responsive to email, delegate if needed.

WHAT KIND OF WORK WILL I DO?

See project team outline for goals specific to your project team. In general, you will share your skills and expertise to innovate.

PROJECT TEAM ROLES

TEAM LEADER (PROJECT MANAGER)

- Identify key tasks to meet the Project Team's goals
- Develop agendas and run monthly Project Team meetings
- Delegate work

CO-CHAIR REPRESENTATIVE

- Ensure timely progress on deliverables
- Maintain accountability to chairing agency
- Serve as liaison to broader EO implementation team

COMMUNICATIONS LIAISON

- Take notes at each Project Team meeting and circulate to every Project Team member
- Manage communications on what will be reported back to the Steering Committee

LOGISTICS COORDINATOR

- Schedule meetings, reserve rooms
- Manage security and parking details prior to meetings

OTHERS?

- Any other roles that are best suited for your team

PROJECT TEAM ROUNDTABLE

INITIAL MEET AND GREET

Rooms and spaces are reserved to facilitate initial project team break-outs. Find your team's discussion sheet at your table.

WHAT TO DISCUSS

Determine project team roles, set goals, set up September meeting, acknowledge each other's background and what role each person might play

Renewables Team: **Holcomb**

Energy Efficiency: **Ensign**

Sustainable Water Use: **Pratt**

Transportation: **Stage**

Materials Management, Reporting, Process Improvement, Public Engagement: **Main Auditorium**

PROJECT TEAM DEBRIEF

WHAT DID YOUR TEAM DISCUSS?

How was the first meeting?

WHAT FINDINGS DID YOU MAKE?

Any conclusions or findings? Did your team assign specific roles and how did you decide? What goals did you develop?