



Colorado Energy Office's Energy Management Assistance Program

The Colorado Energy Office (CEO) helps Colorado K12 schools improve building performance and lower energy (and water) costs through the Energy Management Assistance Program (EMAP). Participating schools will receive free technical assistance and program guidance. CEO has developed these "Standards for Success" to describe each step in the program.

STEP 1 PROGRAM GOALS & OUTCOME

Your first step is to consider how an energy management program will work for you. We assist you by providing program information and assessing your organization's potential to benefit through participating in EMAP.

A. Get the "Go" decision to develop your energy management strategy.

CEO will: Give a presentation to the Board, Council, Commission, or decision-making group to explain the benefits of working with the CEO through EMAP. If "yes":

You will: Sign "CEO Energy Management Assistance Program - Facility Owner's Memorandum of Understanding", complete the "Request for Facility Information" form, and return it to the CEO.

B. Designate energy champion and identify your energy team.

You will: Identify your energy team and designate an energy champion. This group will be responsible for managing your organization's program.

C. Identify potential program funding.

CEO will: Work with you to discuss and identify potential funding sources. (CEO services do not include grant writing assistance or financial analysis.)

You will: Work with CEO to identify potential funding sources and/or financing mechanisms. Potential sources may include self-funding, grants, utility rebates and/or third-party financing.

STEP 2 UTILITY (ENERGY) DATA MANAGEMENT

Utility data management (UDM) is the tracking and management of energy use. This is the foundation to any successful energy management strategy. It will allow you to establish a clear picture of how, when and where you are using energy, what it's costing you, and ideally inform you how to reduce use and cost.

A. Track energy (and water) use and cost.

CEO will: Provide UDM training to the energy team. If necessary, CEO will provide a spreadsheet tracking tool or connect you to energy management software vendors. CEO services do not include obtaining utility bills or data entry. (At your request, CEO can review and offer recommendations to already established UDM tracking tools and programs.)

You will: Input utility data into a UUDM tracking tool. Establish a minimum one year baseline of energy use and cost data for your selected buildings and provide to the CEO for their review and assessment. You will continue to track energy use with the selected tool for a minimum of 12 months after implementing improvement measures to help measure utility use and cost reductions.



STEP 3 UTILITY BILL AND BUILDING ASSESSMENT

Your facility's energy performance and potential for improvements will be determined based on the data you provided in your UDM tool and through building assessments. Note: In some instances an energy plan can be developed without building assessments. This decision will be made jointly between your energy team and CEO.

A. Conduct Utility Bill Assessment (UBA).

You will: Provide CEO with a completed UDM tool.

CEO will: Perform a UBA using the one year energy use baseline provided in your UDM tool and the Request for Facility Information form. (The Request for Facility Information was provided to CEO in Step 1.)

You will: Participate in review of UBA.

B. Conduct building assessment (if necessary).

CEO will: When appropriate, perform a Level 1 ASHRAE energy audit of your selected buildings. If an energy audit/assessment is performed by another entity, CEO will perform a technical review of the report at your request. CEO will also meet with your team and the decision-making group to assist in the presentation of findings and implementation recommendations.

You will: Participate in review of building assessment.

STEP 4 PROGRAM/PROJECT/ECM IMPLEMENTATION

Improving your buildings' energy performance can be simple and inexpensive, complicated and expensive, or anything in between. Your implementation strategy will be based upon your organization's needs and goals, available funding, and energy opportunities as identified in your UBA and building assessment.

A. Determine implementation strategy.

CEO will: Work with your team to identify the most appropriate building improvement and energy conservation measures (ECM) and implementation strategy.

You will: Coordinate decision-making group meeting to discuss implementation recommendations and decide on which recommendations to implement and how to implement.

B. Implement.

CEO will: Provide program guidance and technical assistance throughout implementation process. (CEO services do not include contractor recommendations, construction oversight, or cost/benefit analysis.)

You will: Manage and direct implementation. Possible implementation approaches include (but are not limited to) self-implementation or engaging providers or turnkey energy service providers, and contractors.

C. Engage stakeholders through outreach and education.

CEO will: Provide assistance with communicating programs/projects/ECM's with your team.

You will: Communicate with your energy team, staff, and decision making group about what is being implemented, how staff and building occupants will be affected, and resulting benefits.



STEP 5 MEASUREMENT & VERIFICATION (M&V) OF SAVINGS

The M&V process verifies that what was installed and/or implemented is performing the way it was intended. If it's not, the combination of Commissioning (Cx) / Re-commissioning (RCx) and M&V should help identify a strategy to correct any issues.

A. Verify performance of all applicable ECMs.

CEO will: Assist you with identifying the most appropriate approach to verifying performance of ECMs, such as developing an M&V Plan.

You will: Implement M&V Plan as appropriate.

B. Verify energy (and water) savings.

CEO will: Provide assistance with UDM tool and utility bill evaluation if necessary.

You will: Track energy data for all selected facilities for at least 12 months after implementing measures using your UDM tool.

STEP 6 PROGRESS EVALUATION & RECOGNITION

Evaluating program progress can ensure a long-term successful program. Equally important is recognizing success. This can include staff accolades for improved performance, announcing achievement such as Energy Star and/or LEED certification, or simply reporting energy savings.

A. Identify approach to evaluating progress.

CEO will: Work with your team to assess the program and improvement, and discuss program enhancements. CEO will address recommendations to improve its services.

You will: Assess program successfulness. Address recommendations to improve your program. Continue to engage stakeholders through outreach education.

B. Identify recognition opportunities.

CEO will: Provide examples of recognition and promote appropriate stories via CEO's outreach tools.

You will: Provide case study information for programs and projects to CEO.