



Energy Savings for Schools Program Standards for Success

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

STEP 1: PROGRAM PARTICIPATION

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

A. Indicate interest in participating in the Energy Savings for Schools Program.

CEO will: Distribute program information and application forms through various outlets, networks, and on request. CEO will review submitted applications and respond to schools within 15 days.

You will: Complete and return an Energy Savings for Schools Program Application, which will include a primary point of contact and answers to several preliminary questions about your school. This application also will indicate your agreement to share successes and information with other schools.

B. Make the "Go" decision to receive assistance identifying energy saving opportunities.

CEO will: Work with you to schedule site visit(s), answer your questions, identify program resources, and outline expectations.

You will: Sign CEO's Memorandum of Understanding and return it to CEO.

C. Designate energy champion, identify your energy team, and connect with support resources.

CEO will: Provide access to peers in the program through organized remote and in-person events and provide a dedicated point of contact for energy management questions.

You will: Designate an energy champion and a group of interested individuals that can support his/her efforts and participate in the exchange of information with other schools.

STEP 2: UTILITY DATA COLLECTION AND SCHOOL ENERGY AUDIT/ RENEWABLE ENERGY ASSESSMENT

Utility data are the foundation of successful ongoing energy management. In this step, you will provide your billing data to inform recommendations in conjunction with the building energy audit and renewable energy assessment. These data will help to establish a picture of how, your school is using energy, what it's costing you, and will help inform how to reduce use and cost.

A. Gather and provide utility data.

CEO will: Assist you in determining the most effective and efficient way to gather your utility data. Training and other resources will be made available to assist you in identifying the easiest ways to collect and track energy and water use on an ongoing basis.



You will: Gather at least 12 months of electric, gas, and water utility data (consumption and cost) and provide an electronic copy of them to CEO. If you are not currently tracking utility data and would like to take the proactive step of entering your data into a tool that will make it easier for ongoing tracking, CEO will offer guidance and help get you started with Portfolio Manager, which is a free tool used by many schools. Other options also will be discussed in order to help you make the best decision for your school's individual circumstances.

B. Conduct utility bill analysis (UBA).

CEO will: Perform a UBA using the 1-year (minimum) energy use baseline data provided. This analysis will identify peaks in utility use, highlight major cost impacts, and offer insights into potential savings.

You will: Receive the UBA at the time of your site visit and have the opportunity to ask any questions.

C. Conduct building audit.

CEO will: When appropriate, perform a Level 1 ASHRAE energy and water audit of your selected school building(s). CEO will provide experienced energy auditors that will visit your school, talk with your energy champion and facilities staff, observe equipment and operations, and record relevant information. This information will be combined with the UBA to produce an energy and water audit report specific to your school.

You will: Work with CEO to schedule a timely site visit during which your energy champion and other interested parties may accompany the auditor (on all or portions of the energy audit) in order to learn more about the process and about your school's systems. At a minimum, you will provide at least one person familiar with the facilities to answer any questions at a convenient time during the audit. Also, you will need to provide a simple building map(s) and any available equipment lists.

D. Conduct preliminary renewable energy assessment.

CEO will: Perform an assessment of the renewable energy potential for your building(s). While this is anticipated to primarily consist of solar resources, it also could include wind potential, geothermal, micro-hydro, or other renewable resources.

You will: Work with CEO to identify interest and potential for various renewable resources for your building(s). This might include identifying other local examples, expressing interest in particular technologies, and ensuring CEO knows about any local companies that may be able to assist with installing renewable systems.

STEP 3: TECHNICAL SUPPORT

After an energy and water audit is completed, there can be a period of time where the school may need to digest the information before implementing recommendations. Funding and financing needs, political approval, and specific technical detail on individual systems may be needed in order to move forward. CEO will provide expert advice and additional support in order to give your projects the best chance of success.



A. Provide immediate follow-up support.

CEO will: Provide targeted technical support as you review the information from the energy audit and help you assess what you need in order to advance from potential savings to actual projects. This may be additional clarification about opportunities, presentations to school boards, or connecting the dots for funding or contractors.

You will: Commit to review the audit report and prepare questions or feedback to get the most out of your technical support, coordinate decision-making group meetings to discuss implementation recommendations, and decide on which recommendations to implement and how to do so.

STEP 4: PROJECT 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 financing, and energy opportunities identified in your UBA and building audit.

A. Determine implementation strategy.

CEO will: Work with your energy team to prioritize appropriate building improvements, energy conservation measures, and an implementation strategy.

You will: Coordinate decision-making group meetings to discuss implementation steps, schedules, and resources to ensure that the identified project(s) are positioned for success.

B. Implement.

CEO will: Provide program guidance and technical assistance throughout the implementation process. Such services could include reviewing solicitation documents, identifying appropriate scope items, and checking in during the installation/construction process to ensure your school is getting what is expected.

You will: Manage and direct implementation and communicate progress with CEO. Possible implementation approaches include (but are not limited to) self-implementation or engaging turnkey energy service providers and contractors. While you will be responsible for oversight of the process, you will have access to CEO for support and questions.

C. Engage stakeholders through outreach and education.

CEO will: Provide assistance with communicating programs/projects and conservation measures with your team, including district stakeholders, parents, teachers, and students, as requested.

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: VERIFICATION OF PROJECTS

This process verifies that the project components are installed as intended. If they aren't, it is typically up to the contractor to bring them up to the agreed upon standards.

A. Verify installation of all applicable projects.

CEO will: Review the implementation plan and any necessary contracting documents and verify that the appropriate equipment is installed per the agreements.

You will: Assist CEO staff by providing on-site information and invoices, as needed.



B. Verify energy savings.

CEO will: Provide you with guidance to track your utility data in Portfolio Manager (or other tool you may already be using).

You will: Track energy data for all selected facilities for at least 12 months after implementing measures using Portfolio Manager or other selected utility analysis tool(s) to track project energy and water savings over time.

STEP 6: (ONGOING) ENERGY COACHING

In order to keep momentum and build on energy saving projects, it helps to have support. CEO has made some additional time/support available for you and you can work with CEO to determine how best to use this resource to give your project the best chance of long-term success in influencing the culture of energy management in your school and your district. Because each school is different and faces unique challenges, there is some inherent flexibility to make sure that your school doesn't miss out on the ability to have ongoing savings.

A. Identify needs for additional energy coaching.

CEO will: Work with your team to assess service provided and additional needs that could be most effectively addressed in partnership with CEO.

You will: Assess your individual scenario and determine where (if anywhere) CEO can best assist to ensure ongoing program effectiveness.

B. Provide additional energy coaching services.

CEO will: Provide identified services to help your school be successful with ongoing energy management.

You will: Provide feedback to CEO on ways to improve the program and take advantage of the additional services provided.

STEP 7: CELEBRATE AND SHARE

Once you are starting to reap the benefits of conservation and being more resource aware, it's time to celebrate your work and share your information with other schools as they move through the program.

A. Come together to network and celebrate.

CEO will: Host an annual recognition event for schools in the program to publicly recognize the investment you've made in saving energy, water, and money. CEO also will provide a networking forum in which to share lessons learned, make connections with other schools and resources, and continue to learn.

You will: Commit to forum participation, send at least one staff member to the recognition event for at least the first year of your program participation, and be celebrated through media outlets and press releases.

B. Serve as a potential resource for future program participants.

CEO will: Provide an ongoing means of participation in the peer-to-peer network that helped answer your questions and connect you with people doing similar work in other schools.

You will: Continue to engage when it makes sense in order to "pay it forward" and help other schools save energy, water, and money.