

US EPA ARCHIVE DOCUMENT

## APPENDIX J

# Resources for Reporting the Results of LBE Programs

This appendix provides state examples and resources to complement information provided in the *LBE Guide*. Additional information about tracking and reporting the results of LBE projects and programs is provided in Chapter 6, *Track, Evaluate, and Report on Progress*.

**TABLE J.1 RESOURCES FOR REPORTING THE RESULTS OF LBE PROGRAMS**

State or Title	Description	URL
<b>Examples of State LBE Reporting</b>		
Arizona	The <i>State Agency Annual Energy Usage Report</i> highlights the accomplishments of LBE programs in three Arizona state agencies. The three component reports provide detailed descriptions of the data collected and how it was analyzed.	<a href="http://www.azcommerce.com/doclib/energy/2007_state_agency_annual_energy_usage_progress_report.pdf">http://www.azcommerce.com/doclib/energy/2007_state_agency_annual_energy_usage_progress_report.pdf</a>
California	The <i>Green California, Energy Efficiency Projects at State Facilities</i> Web site is an online guidebook that outlines the steps to implement and fund energy efficiency projects at state facilities.	<a href="http://www.green.ca.gov/EnergyEffProj/default.htm">http://www.green.ca.gov/EnergyEffProj/default.htm</a>
Colorado	The <i>State of Colorado Greening Government Status Report</i> describes the early successes of the state's Greening Government initiative, based on preliminary data. The report highlights achievements in energy efficiency, water conservation and water quality, waste reduction and recycling, environmentally preferable purchasing, and transportation.	<a href="http://www.colorado.gov/energy/greening/">http://www.colorado.gov/energy/greening/</a>
Connecticut	The <i>Leading by Example</i> report highlights some of the major accomplishments of the initiatives to cut greenhouse gas emissions resulting from state government operations.	<a href="http://www.ctclimatechange.com">www.ctclimatechange.com</a>
	<i>Energy Management In State Facilities: A New Direction</i> presents a survey on energy use and needs completed by each Connecticut state agency and provides a report that compiles these energy statistics.	<a href="http://www.opm.state.ct.us/pdpd2/energy/PA_03-132_Report.doc">http://www.opm.state.ct.us/pdpd2/energy/PA_03-132_Report.doc</a>

TABLE J.1 RESOURCES FOR REPORTING THE RESULTS OF LBE PROGRAMS (cont.)

State or Title	Description	URL
<b>Florida</b>	The <i>Leadership by Example, Energy Efficiency and Conservation</i> report was produced pursuant to the Florida Energy Act of 2006. It outlines state clean energy LBE activities in buildings and fleets and includes recommendations for a rebate program for energy-efficient appliances. The appendix includes a list of programs used and funding obtained.	<a href="http://www.dep.state.fl.us/energy/reports/files/energy_leadership_report.pdf">http://www.dep.state.fl.us/energy/reports/files/energy_leadership_report.pdf</a>
<b>Hawaii</b>	This January 2007 report to the Hawaii state legislature highlights past and present state LBE initiatives.	<a href="http://hawaii.gov/dbedt/info/energy/publications/LBE-all-07.pdf">http://hawaii.gov/dbedt/info/energy/publications/LBE-all-07.pdf</a>
<b>Maine</b>	The 2006 <i>Clean Government Initiative Report</i> to the state legislature highlights achievements by state agencies and institutions of higher learning in improving energy efficiency and developing clean energy policies.	<a href="http://www.maine.gov/cleangovt/rulesanddocuments/cleangovtfinal.doc">http://www.maine.gov/cleangovt/rulesanddocuments/cleangovtfinal.doc</a>
<b>Massachusetts</b>	Massachusetts has developed an <i>Agency Sustainability Tracking, Reporting and Plan Update Form</i> that state agencies use to help measure and track the environmental impacts of state agency operations.	<a href="http://www.mass.gov/envir/Sustainable/documents/agencytrackingform_fy06.doc">http://www.mass.gov/envir/Sustainable/documents/agencytrackingform_fy06.doc</a>
	Massachusetts has produced a <i>Greenhouse Gas Inventory for State Agencies</i> to present information on tracking GHG emissions and energy consumption within state government.	<a href="http://www.mass.gov/envir/Sustainable/pdf/MA_GHG_Inventory_FY02_web.pdf">http://www.mass.gov/envir/Sustainable/pdf/MA_GHG_Inventory_FY02_web.pdf</a>
<b>Minnesota</b>	The <i>State Agency Energy Conservation</i> report describes progress in meeting LBE goals set forth in Executive Order 05-16. The report describes actions taken, results achieved, and strategies for improvement.	<a href="http://www.savingenergy.state.mn.us/files/Saving%20Energy%20Report%20to%20the%20Governor%2004%2007.pdf">http://www.savingenergy.state.mn.us/files/Saving%20Energy%20Report%20to%20the%20Governor%2004%2007.pdf</a>
	Minnesota's Web site, <i>Saving, Energy, Energy Conservation Information for Minnesota State Employees</i> contains data reporting forms for state building operators and managers. Forms include a site data, electrical energy usage, thermal energy usage, and water utility usage forms.	<a href="http://www.savingenergy.state.mn.us/reporting.htm">http://www.savingenergy.state.mn.us/reporting.htm</a>
	An <i>Energy Savings Report</i> completed for the state Department of Commerce details energy consumption and savings for the state government, the University of Minnesota, and other state colleges and universities. The report also describes the different projects the state is working on as part of a comprehensive LBE program.	<a href="http://www.hhh.umn.edu/centers/stpp/pdf/energy_savings_report_feb2008.pdf">http://www.hhh.umn.edu/centers/stpp/pdf/energy_savings_report_feb2008.pdf</a>
<b>New York</b>	The "Green and Clean" <i>State Buildings and Vehicles Guidelines</i> contain a section on reporting and determining a baseline. Appendix H of the Guidelines contains a template for reporting agency energy use in operations and procurement.	<a href="http://www.nyserda.org/programs/State_Government/exorder111guidelines.pdf">http://www.nyserda.org/programs/State_Government/exorder111guidelines.pdf</a>
	NYSDERDA publishes annual reports under its Executive Order No. 111—"Green and Clean" <i>State Buildings and Vehicles program</i> , which includes energy use, reduced consumption, avoided costs, reduced air pollution, and other information for state facilities.	<a href="http://www.nyserda.org/programs/exorder111.asp">http://www.nyserda.org/programs/exorder111.asp</a>
	<i>Executive Order No. 111 "Green and Clean" State Buildings and Vehicles 2005/06 Annual Energy Report Form</i> is a template for reporting agency energy use.	<a href="http://www.nyserda.org/programs/State_Government/AnnualEnergyReportSFY0506.doc">http://www.nyserda.org/programs/State_Government/AnnualEnergyReportSFY0506.doc</a>

TABLE J.1 RESOURCES FOR REPORTING THE RESULTS OF LBE PROGRAMS (cont.)

State or Title	Description	URL
North Carolina	<i>Energy Impacts in North Carolina: the Annual Report of the Energy Policy Council and State Energy Office</i> is North Carolina's annual report summarizing the state's energy efficiency and renewable energy programs (including LBE programs) and the economic and environmental impacts of energy production and use.	<a href="http://www.energync.net/resources/docs/pubs/Annual%20Report%20Jan%2005.pdf">http://www.energync.net/resources/docs/pubs/Annual%20Report%20Jan%2005.pdf</a>
Ohio	Ohio is using ENERGY STAR's Portfolio Manager to track and evaluate energy consumption in state facilities.	<a href="http://www.eere.energy.gov/state_energy_program/project_brief_detail.cfm/pb_id=1134">http://www.eere.energy.gov/state_energy_program/project_brief_detail.cfm/pb_id=1134</a> <a href="http://www.das.ohio.gov/gsd/oes/PDFs/2007PortfolioMgrTraining.pdf">http://www.das.ohio.gov/gsd/oes/PDFs/2007PortfolioMgrTraining.pdf</a>
Oregon	Oregon uses the <i>Sustainable Oregon: Government Web</i> site to present reports on state agency LBE achievements and goals.	<a href="http://www.sustainableoregon.net/agency/">http://www.sustainableoregon.net/agency/</a>
South Carolina	The <i>Energy Use in South Carolina's Public Facilities</i> report presents historical trends in energy use by state agencies, school districts, and the university system, and provides cost per square foot calculations in addition to total Btu and cost figures.	<a href="http://www.energy.sc.gov/publications/2004%20Energy%20Use%20in%20SC%20Public%20Facilities.pdf">http://www.energy.sc.gov/publications/2004%20Energy%20Use%20in%20SC%20Public%20Facilities.pdf</a>
Washington	Executive Orders 02-03 and 05-01 call for state agencies to develop sustainability plans and for plan progress to be reported annually. The Department of Administration is responsible for reporting the progress of each agency in its annual <i>Sustainability Progress Report</i> .	<a href="http://www.ofm.wa.gov/sustainability/plans/progress_06/pdc.pdf">http://www.ofm.wa.gov/sustainability/plans/progress_06/pdc.pdf</a>
Wisconsin	The <i>Energy Use in State-Owned Facilities</i> report provides information on energy consumption by state agencies and the state university system.	<a href="http://www.doa.state.wi.us/docs_view2.asp?docid=990">http://www.doa.state.wi.us/docs_view2.asp?docid=990</a>
<b>Resources on Reporting the Results of LBE Programs</b>		
CALeep	CALeep provides a set of resources to help local governments implement energy efficiency programs. It includes a section on evaluating and reporting on program results.	<a href="http://www.caleep.com/">http://www.caleep.com/</a>
California Energy Efficiency Evaluation Protocols: Technical, Methodological, and Reporting Requirements for Evaluation Professionals	This document provides guidance on evaluating and reporting on energy efficiency activities. The protocols are intended for policy makers to use when planning and structuring energy efficiency evaluation programs.	<a href="http://www.calmac.org/publications/EvaluatorsProtocols_Final_AdoptedviaRuling_06-19-2006.pdf">http://www.calmac.org/publications/EvaluatorsProtocols_Final_AdoptedviaRuling_06-19-2006.pdf</a>
EERE Guide to Managing General Program Evaluation Studies	This DOE Office of Planning, Budget, and Analysis guidance document provides information to federal EERE program managers on how to evaluate the performance of their programs. The document includes a collection of important considerations for producing final reports and communicating results.	<a href="http://www1.eere.energy.gov/ba/pba/performance_measurement.html">http://www1.eere.energy.gov/ba/pba/performance_measurement.html</a>
EERE Impact Evaluation Framework for Technology Deployment Programs	This document provides an approach for quantifying energy savings, clean energy advances, and market effects resulting from energy efficiency activities.	<a href="https://apps3.eere.energy.gov/ba/pba/analysis_database/docs/pdf/2007/impact_framework_tech_deploy_2007_main.pdf">https://apps3.eere.energy.gov/ba/pba/analysis_database/docs/pdf/2007/impact_framework_tech_deploy_2007_main.pdf</a>

TABLE J.1 RESOURCES FOR REPORTING THE RESULTS OF LBE PROGRAMS (cont.)

State or Title	Description	URL
<b>EERE Program Evaluation Guidance</b>	The DOE Office of Planning, Budget, and Analysis provides guidance for evaluating the performance of DOE's Energy Efficiency and Renewable Energy programs. Evaluation documents for each of EERE's programs are now under development.	<a href="http://www1.eere.energy.gov/ba/prog_mgmt_guide.html">http://www1.eere.energy.gov/ba/prog_mgmt_guide.html</a>
<b>ENERGY STAR for Buildings Automated Benchmarking</b>	This presentation provides steps for using the ENERGY STAR performance rating system to benchmark state facilities. The presentation includes case studies from California, Georgia, and Texas.	<a href="https://www.energystar.gov/istar/pmpam/help/About_Automated_Benchmarking.htm">https://www.energystar.gov/istar/pmpam/help/About_Automated_Benchmarking.htm</a>
<b>EPA Model Energy Efficiency Program Impact Evaluation Guide</b>	This EPA document provides guidance to utilities and state regulators on evaluating the impacts of energy saving activities implemented under the National Action Plan for Energy Efficiency.	<a href="http://www.epa.gov/cleanenergy/documents/evaluation_guide.pdf">http://www.epa.gov/cleanenergy/documents/evaluation_guide.pdf</a>
<b>FEMP Measurement and Verification Guidelines</b>	This set of guidelines provides federal energy managers and procurement officials with standard procedures and guidance for quantifying savings from energy efficiency projects.	<a href="http://www1.eere.energy.gov/femp/financing/superespcs_measguide.html">http://www1.eere.energy.gov/femp/financing/superespcs_measguide.html</a>
<b>FEMP Reporting Guidance</b>	FEMP has issued guidance to assist federal agencies in providing information for the annual report to Congress. This guidance is applicable to state agencies as well.	<a href="http://www1.eere.energy.gov/femp/about/reporting_guidance.html">http://www1.eere.energy.gov/femp/about/reporting_guidance.html</a>
<b>Measuring Energy Use</b>	This South Carolina Energy Office Web site provides information to state agencies on how to manage and account for energy use in state buildings.	<a href="http://www.energy.sc.gov/index.aspx?m=7&amp;t=49">http://www.energy.sc.gov/index.aspx?m=7&amp;t=49</a>
<i>Program Analysis for the Connecticut Clean Energy Fund's Public Awareness, Education, and Voluntary Market Demand Initiatives</i>	This report contains an assessment of the effectiveness of the Clean Energy Fund's communications through a public awareness study.	<a href="http://www.ctinnovations.com/communities/files/CCEF_Program%20Goal%203_ME%20Plan_2005%20Evaluation_April%202006.pdf">http://www.ctinnovations.com/communities/files/CCEF_Program%20Goal%203_ME%20Plan_2005%20Evaluation_April%202006.pdf</a>
<i>The Resource Conservation Management Guidebook</i>	This <b>Guidebook</b> was prepared by the Washington State Department of general Administration and the Oregon Office of Energy to provide information on how to develop, implement, and communicate the results of a state's Resource Conservation Management Program to manage the resources and services used, and the waste generated, by state facilities.	<a href="http://www.oregon.gov/ENERGY/CONS/RCM/rcmGuide.shtml">http://www.oregon.gov/ENERGY/CONS/RCM/rcmGuide.shtml</a>
<i>State Implementation Plan Guidance for Energy Efficiency/ Renewable Energy (EE/ RE) Measures</i>	This EPA guidance document provides information on how to estimate emission reductions for EE/RE measures and include them in State Implementation Plans. The document includes a basic four-step process to quantify SIP credits, as well as discussion points, references, resources, and two case studies of measures proposed for SIP credit.	<a href="http://www.epa.gov/ttn/oarpg/t1/memoranda/ereseerem_gd.pdf">http://www.epa.gov/ttn/oarpg/t1/memoranda/ereseerem_gd.pdf</a>
<i>State of Hawaii Facilities on Oahu Energy Benchmarking Study</i>	This study evaluates the energy consumption and characteristics of state facilities on Oahu. Benchmarking data is based on energy audits, billing history, rebate history, square footage characteristics, and energy surveys.	<a href="http://www.hawaii.gov/dbedt/info/energy/publications/benchmarking/benchmarking.pdf">http://www.hawaii.gov/dbedt/info/energy/publications/benchmarking/benchmarking.pdf</a>
<i>Tracking State Government Greenhouse Gas Emissions: The Good, the Bad, the Ugly</i>	This presentation provides information on the basics of establishing baselines and gathering data for GHG inventories. The presentation also outlines potential tracking barriers.	<a href="http://www.keystone.org/spp/documents/1_17MA%20Tracking%20State%20Building%20Performance_Friedman.ppt">http://www.keystone.org/spp/documents/1_17MA%20Tracking%20State%20Building%20Performance_Friedman.ppt</a>