

# Energy Services to Local Governments

- Readying Governments for EECBG & Other Funding
- Helping Clients Complete Strategic Energy Plans



The Land-of-Sky Regional Council is providing technical assistance through its Waste Reduction Partners program of multi-disciplinary engineers to help local governments prepare for energy efficiency funding opportunities under the America Recovery and Reinvestment Act (ARRA).

A Requirement for a Strategic Energy Plan: North Carolina's State Energy Office (SEO) will be distributing 'non-entitlement' ARRA funding and assistance for energy-related projects through a competitive RFP process to both public and private sectors in fall 2009. SEO officials expect the Request for Proposals (RFP) to be issued in September 2009, with a deadline for local government proposals in October 2009. As a prerequisite to apply for these energy project funds, applicants will be required to develop a brief Strategic Energy Plan. The SEO has defined key elements for the plan.

## WRP Technical Assistance Services

### Needs Assessment:

WRP staff will assess the present needs and goals of the local government entity to be prepared to seek Energy Efficiency and Conservation Block Grant (EECBG) and other funding opportunities. WRP engineers will assess current internal efforts in facilities energy management and fleet management programs and recommend a collective project planning approach. The responsibilities of the client local government and WRP will be clearly articulated and agreed upon during this needs assessment phase.

### Data Collection and Previous Efforts

A WRP engineer will work with clients to collect appropriate utility cost, energy and fuel usage information, rate structures, and determine key performance indicators or benchmarks (e.g. annual energy use per square foot, energy costs/sf, water use/sf, etc.).

### Facility Surveys and Walk-throughs

WRP engineers will complete or update facility (USI) surveys which quickly capture information on facilities, systems, operations, administration, and communications. Surveys address background site information, energy use baselines, major energy-using equipment (HVAC, hot water, lighting, process, and plug loads), building envelope, maintenance, and management. Client staff will be requested to complete the survey to the extent possible in advance. Key sites or all sites may be included in the surveys.

### Energy Conservation Measures Identification

Based on the facility survey results, a list of recommendations will be generated for no-cost, low cost, capital projects and energy program/policy recommendations. Projects' technical and economic feasibility will be quantified where possible.

### Develop the Plan & Service Products

The State Energy Office's model for a strategic energy plan includes 1) executive summary, including goals, top management commitment, strategies, responsibilities, and key performance



indicators, 2) organizational description, background, and any current projects 3) supply side projects, and 4) demand side projects, 5) water-use, and 6) awareness and training – all with tactical short-term actions with quantified measurements, savings, costs, jobs creation, staffing responsibilities, and potential funding sources. Community-based activities and transportation/fleets are optional elements of the SEO model plan, but the SEO has expressed that facilities-oriented projects will be given higher priority in this EECBG funding cycle. LOSRC staff are developing an assistance program to help clients that choose to address community-based energy planning and/or longer-term efforts.

WRP staff will provide model plans for client's completion, working jointly with the client's energy team, WRP engineers will provide Energy Conservation Measures (ECMs) recommendations and financial analysis which can serve at the basis for demand-side, supply side, water-use projects and other organizational improvement projects.

Low cost and capital project lists identified can serve as a "Scope of Work" for grant applications, operational budgeting, and capital improvement project requests.

#### Guidance on Decision Analysis, Project Funding, Grant Preparation, and Implementation

Our goal is to assist our clients to develop a quantifiable 'scope of work' - customized for their energy saving needs and defined with technical and financial descriptions. WRP engineers can facilitate the decision-making process for successful financing and implementation of projects identified in the planning process. LOSRC staff plan to offer EECBG grant writing assistance to client local governments. The nature of this assistance will become better defined after the RFP for EECBG grants is released. Joint applications among multiple jurisdictions or partners are highly encouraged by the SEO for the EECBG funding opportunity.

#### **Timing, Costs, and Staff Commitments**

LOSRC-WRP technical assistance will be supported by grant funding secured by the Council and will require no financial contribution by the local government entity. Clients will be expected to assemble an energy team of key staff responsible for facilities management, related operations, finance and grant writing. Local governments are encouraged to have top-down commitment for plan development, data collection, site assessments, tracking, implementation and grant management, based on economically practicable approaches. Local government managers should plan for staff time commitments of ½ to 1 day per site survey per staff participant, plus 20 - 30 hours in plan development and project scoping to meet the minimum requirements of the SEO model plan. Client staff time for grant writing cannot be estimated until the RFP is released.

The plan development timeline will take an estimated 6-8 weeks depending on staff availability, facilities sizes, current efforts and data, plan scope and goals, etc.

#### **How to Get Started?**

Contact Land-of-Sky Regional Council's WRP office to have an engineer assigned to your local government. Call or e-mail Russ Jordan, WRP Energy Manager, at [russjordan.wrp@windstream.net](mailto:russjordan.wrp@windstream.net) or phone 828 251-7477 (M,W) or 828 863-2917 (T, TH, F).  
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