HOUSEKEEPING

Restrooms through the glass doors then straight ahead

Q&A session at the end

Please **silence your phones**

TODAY'S AGENDA

Report back on **Project Team initial meetings** (30 min)

Status update on **data collection** (15 min)

Proposed accounting and reporting policies (30 min)

Next steps before **October** Steering Committee Meeting (5 min)

PROJECT TEAMS

PROJECT TEAM MEETINGS

HAS YOUR TEAM HAD ITS FIRST MEETING?

If so, how did it go?

Send Project Team Meeting Minutes to Rose.Croog@ct.gov and Mildred.Melendez@ct.gov

IDEAS OR DISCUSSION ITEMS TO SHARE?

What has your team prioritized?

ANY INITIAL ROADBLOCKS?

How can the steering committee support and provide guidance to project teams?

MEETING MINUTES SAMPLE

STEERING COMMITTEE MONTHLY MEETING

SEPTEMBER 6, 2019
1 PM - 3 PM

GINA MCCARTHY
AUDITORIUM AT DEEP
HARTFORD HQ

1. WELCOME AND TIMELINE REVIEW

2. REPORT BACK FROM PROJECT TEAMS

For teams that have met:
- How was the initial meeting? What team goals were identified?
- What existing resources/best practices did the group identify? Any roadblocks?
- What are your next steps?

3. STATUS UPDATE ON DATA COLLECTION

a. Agencies that have achieved Level 1
b. Building Inventory Sheet
c. Vehicle fuel use

4. PROPOSED ACCOUNTING AND REPORTING POLICIES

a. Summary memo on 12 issue areas that EO 1 leaves open
b. Feedback from SSOs or the public welcome, not required
c. Memo and background documentation finalized by October meeting

5. NEXT STEPS BEFORE OCTOBER

a. Begin Level 2 (building inventory)
b. Complete vehicle data collection
c. Work with Project Teams

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A Lead by Example Initiative

DATA COLLECTION UPDATES

LEVEL 1 COMPLETE
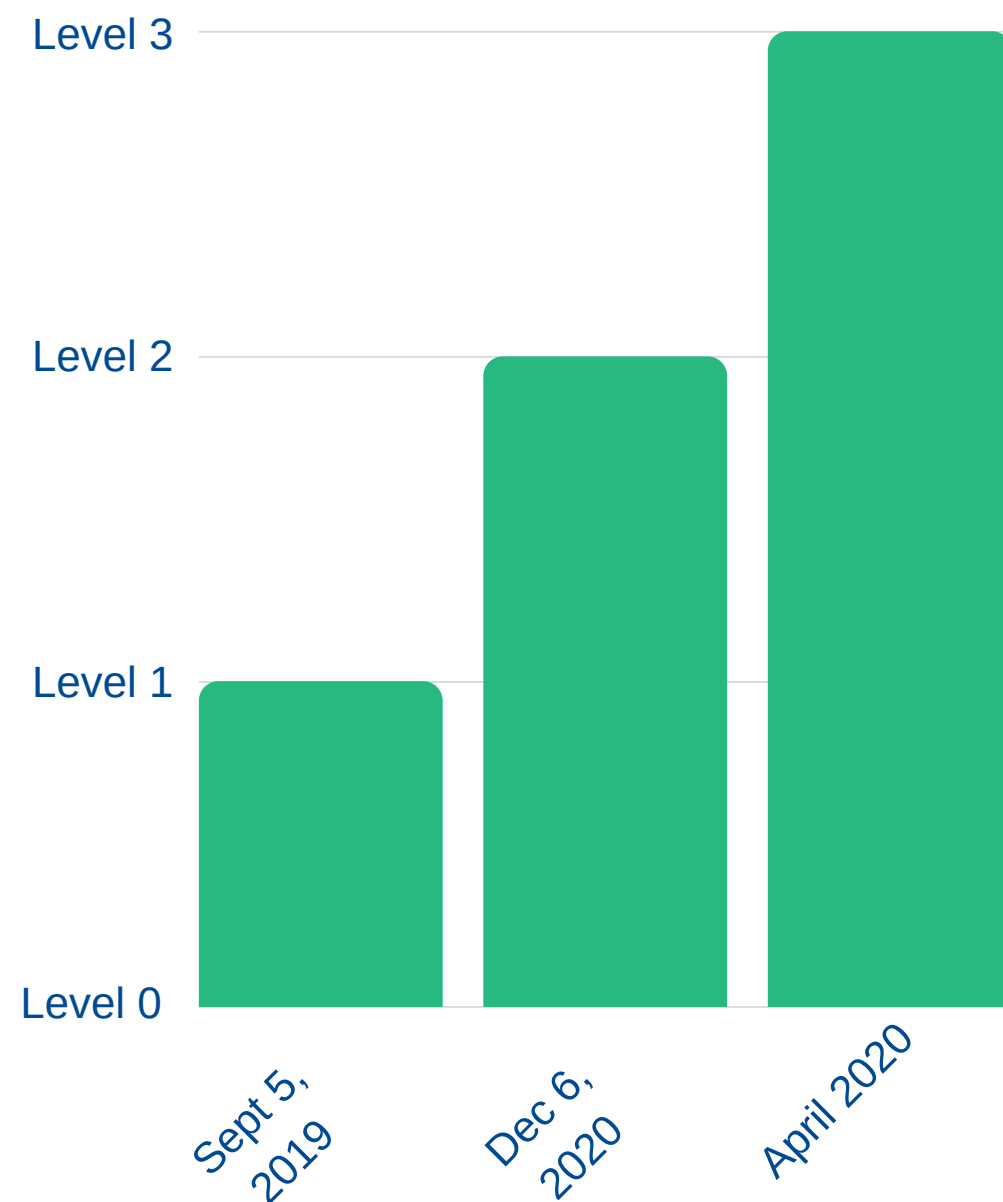
97% COMPLIANCE RATE

LEVEL 1 DOESN'T END HERE!

Agencies must continuously upload utility bills into EnergyCAP as they receive them.

Don't worry, we will send a monthly reminder.

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

YOUR AGENCY

has successfully completed Level 1 of the
Greener Gov Data Collection Checklist

NANCY DITTES
EnergyCAP Liaison

KATIE DYKES
Greener Gov Co-Chair

greener gov CT
A Lead by Example Initiative

CERTIFICATES WILL BE POSTED ON WEBSITE

UTILITY DATA COLLECTION DEADLINES

Level 3
Level 2
Level 1
Level 0

Sept 5, 2019
Dec 6, 2020
April 2020

SEP. 6TH
SSO MEETING

All agencies have completed Level 1 – uploading current invoices

DEC. 6TH
SSO MEETING

All agencies have completed Level 1 and 2 – forming an accurate building inventory

APRIL 2020
SSO MEETING

All agencies have completed Level 1, 2, and 3 – uploading past invoices to Jan 2018

100% of all agencies

at level 3 certification by April 2020

QUICK BUILDING INFO REQUEST

APPLIES TO ALL AGENCIES WHO WERE <u>NOT PART OF LEVEL 1</u>

For agencies that do not receive utility invoices for buildings they lease/occupy

PLEASE SEND AN EMAIL TO YOUR ENERGYCAP LIAISON WITH:

1. A list of all leased buildings/spaces your agency **occupies/conducts work in**
2. What entity your agency leases that space from
3. Any other useful information

WHY IS THIS NECESSARY?

This will allow us to verify completeness of our state building database and construct dashboards for agency use in annual reporting

LEVEL 2 BEGINS!

IDENTIFY BUILDINGS THAT ARE STILL IN OPERATION

Building data came from OPM's state building inventory list. Building information needs to be confirmed

IDENITFY ACCOUNTS THAT ARE ACTIVE/INACTIVE

Agencies need to identify if we have all energy/water accounts in EnergyCAP, and identify any inactive accounts

CORRELATE METERS TO BUILDINGS

Most meters are not assigned to a building. Agencies need to identify what meters correlate to buildings.

LEVEL 2

Facility	Facility Update	Building Code (JESTIR ID#)	Building Code (JESTIR ID#) Update	Building Name	Building Name Update
			-Must be unique; If your building has not been assigned a JESTIR ID#, label it AgencyName1, and follow in numerical order if there are multiple buildings without a JESTIR ID#		
	32 Characters		32 Characters		50 Characters
AMERICANLEGIONSF		3100-1		Shelter	
AMERICANLEGIONSF		3100-2		White Matthies Barn	
AMERICANLEGIONSF		3100-3		Toilet North	
AMERICANLEGIONSF		3100-4		Administrative Building	
AMERICANLEGIONSF		3100-5		Toilet South	
AMERICANLEGIONSF		3100-6		Camp Manager	
AMERICANLEGIONSF		3100-7		Electrical Building	
AMERICANLEGIONSF		DEEP344		Pump house	
AMERICANLEGIONSF		DEEP345		Cabin 26	
AMERICANLEGIONSF		DEEP346		Cabin 24	
AMERICANLEGIONSF		DEEP347		Cabin 27	
AMERICANLEGIONSF		DEEP357		Firewood Storage	
AMERICANLEGIONSF		DEEP358		Cabin 7	
AMERICANLEGIONSF		DEEP359		Cabin 8	
AMERICANLEGIONSF		DEEP360		Cabin 9	
AUERFARMSCENICRESERVE		DEEP234		Apple Cider Barn	
AUERFARMSCENICRESERVE		DEEP235		Orchard Spray House	
AUERFARMSCENICRESERVE		DEEP236		Residence #3	
AUERFARMSCENICRESERVE		DEEP237		House #2	
AUERFARMSCENICRESERVE		DEEP238		Log Cabin by House #2	

WASTE BASELINE UPDATE*

*There may be changes after initial Project Team Meeting

IDENTIFYING FACILITIES WITH TRASH COMPACTORS

Please contact LeadByExample@ct.gov if your building has a compactor (and is not listed) to provide accurate tonnages for statewide baseline.

410-474 Capitol Ave

450 Columbus Blvd

79 Elm St

DOT (multiple locations)

BASELINE DEVELOPMENT

Compactor data will be collected quarterly and cover the period from July 1, 2019 through June 30, 2020.

A per capita metric will be calculated using the data from the proxy group of compactors and extrapolated across all state agencies.

WASTE AND RECYCLING DATA SURVEY

Agencies to be surveyed in October on current practices and infrastructure. Data will inform what tools and resources are needed for agencies to meet the EO goal.

VEHICLE FUEL DATA UPDATE

VEHICLE FUEL DATA WILL LIVE IN ENERGYCAP

- DOT-owned fueling stations (Fuel Master)
- Agency-owned fueling stations
- Voyager card reports

NOT INCLUDED IN THE EO 1 TARGET AT THIS TIME

Mileage reimbursement is considered "business travel in non-state owned assets"

PROPOSED ACCOUNTING AND REPORTING POLICIES

PROPOSED ACCOUNTING AND REPORTING POLICIES

DOCUMENT TO MEMORIALIZE DECISIONS

To ensure consistency and clarity and give direction to Project Teams on agency baselines, goals, and data reporting

FEEDBACK ON DRAFT DECISIONS, OTHER TOPICS THIS SHOULD COVER?

SSOs and the public invited to submit comments to leadbyexample@ct.gov by **Sept 27th**.

COMPLETION DATE

We are aiming to finalize decisions by October 4th Steering Committee meeting.

WHAT'S COVERED

1. Base Year for GHG Targets
2. Agency Inclusion In The Target
3. Organizational Boundaries
4. Data Management in Leased/Shared Spaces
5. Operational Boundaries
6. Agency-Specific Goals and Subordinate Goals

7. Tracking Progress Towards Targets
8. Baseline Re-Calculation Policy
9. Data Quality Management Protocol
10. GHG Accounting for Renewable Electricity
11. Accounting and Reporting Biogenic Emissions
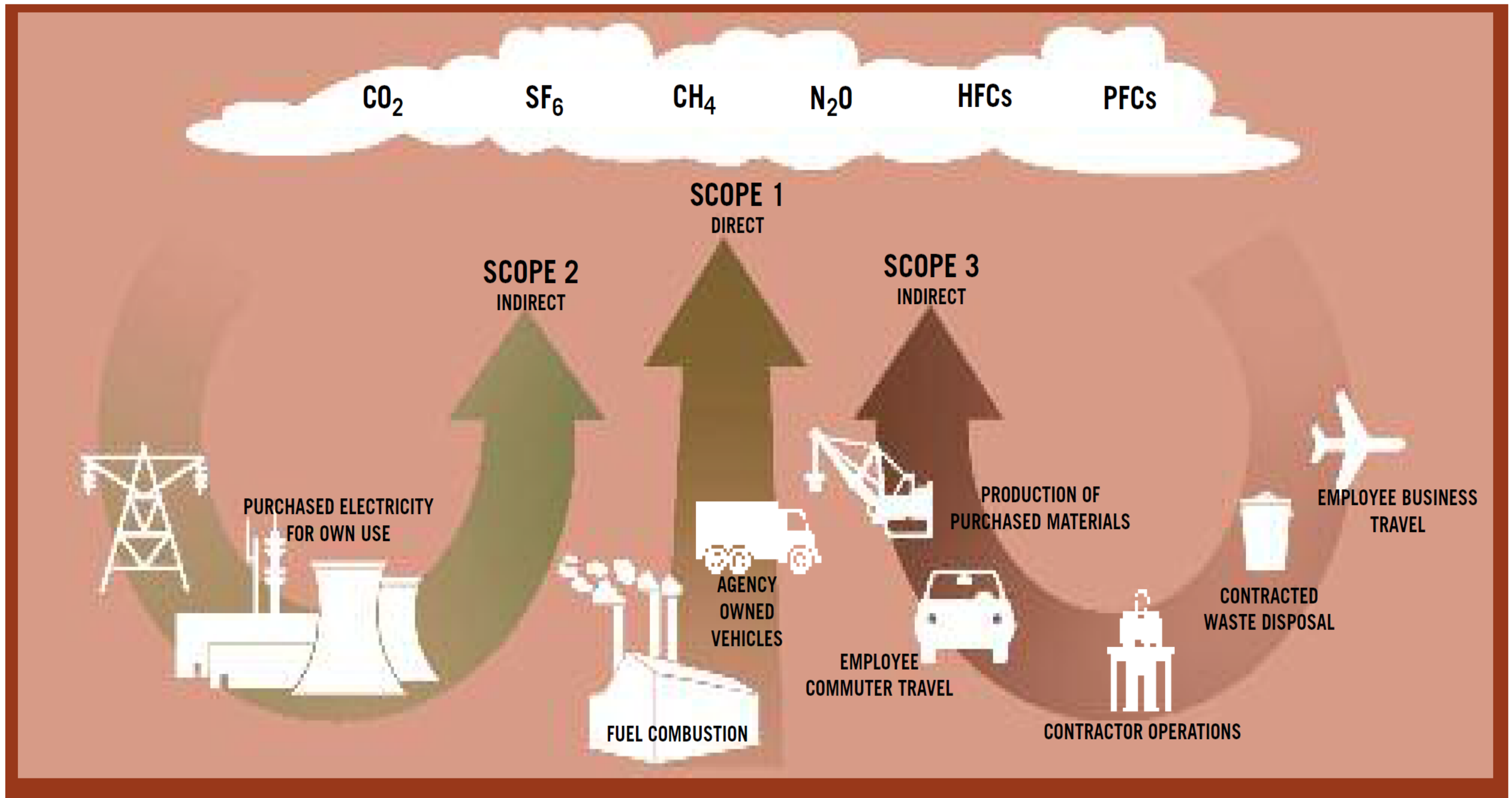12. Annual Reporting in Sustainability Performance Plans

WHAT'S INCLUDED

12 accounting and reporting policies/ procedures left open in EO 1

WHAT'S NOT INCLUDED

Financing strategies or impact Project Team reduction strategies

FIGURE 4.2 Overview of Scopes and Emissions across Activities

VOLUNTARY AGENCY INCLUDE IN TARGETS

ARE VOLUNTARIES INCLUDED IN THE TARGETS?

Voluntary participants are not subject to the EO 1 goals for 2030, nor are their activities or environmental impacts included in the base year.

CAN THEY STILL SET TARGETS?

Yes. Voluntary participants are encouraged to set their own targets to match or exceed those in EO 1.
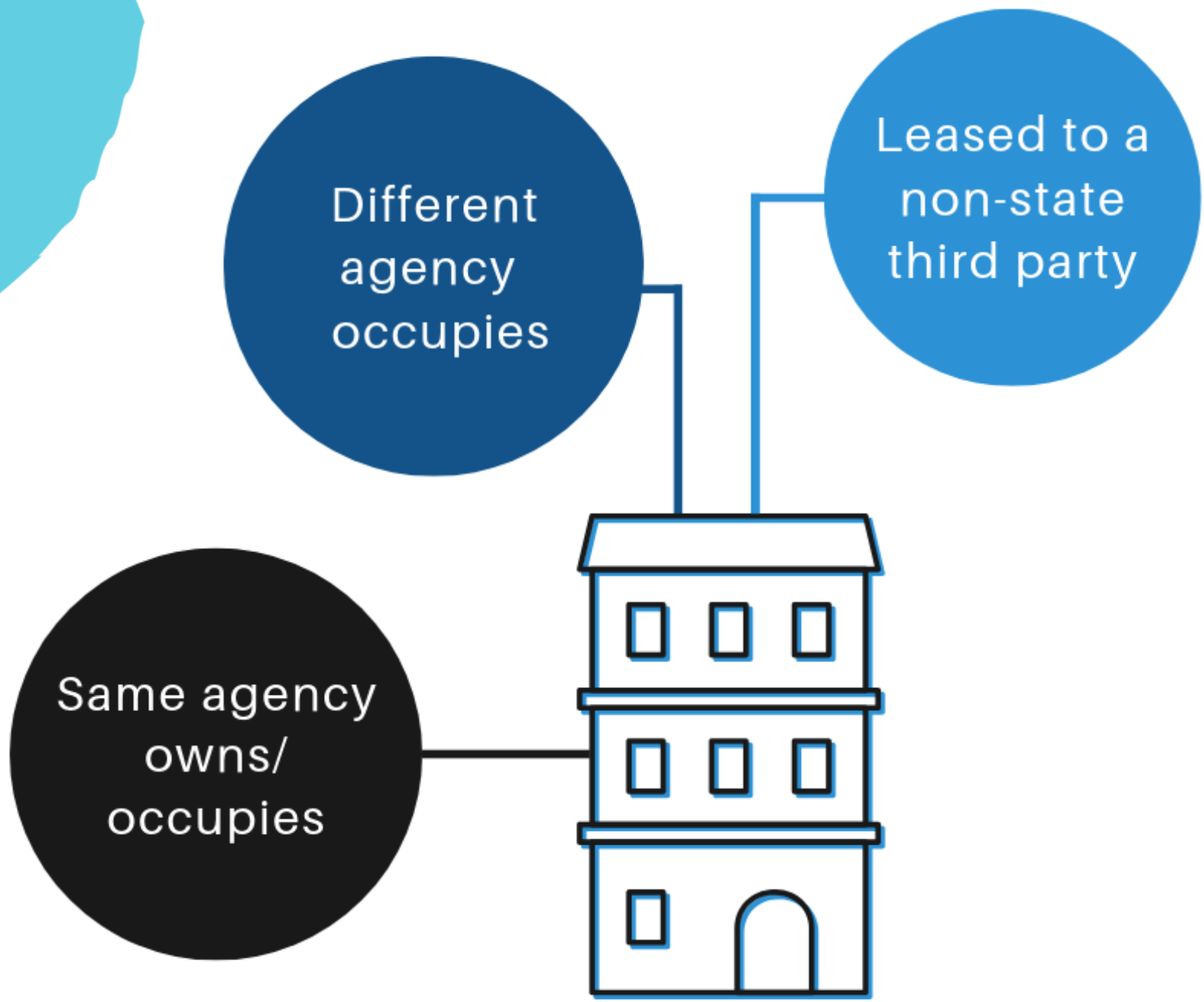
ORGANIZATIONAL BOUNDARIES
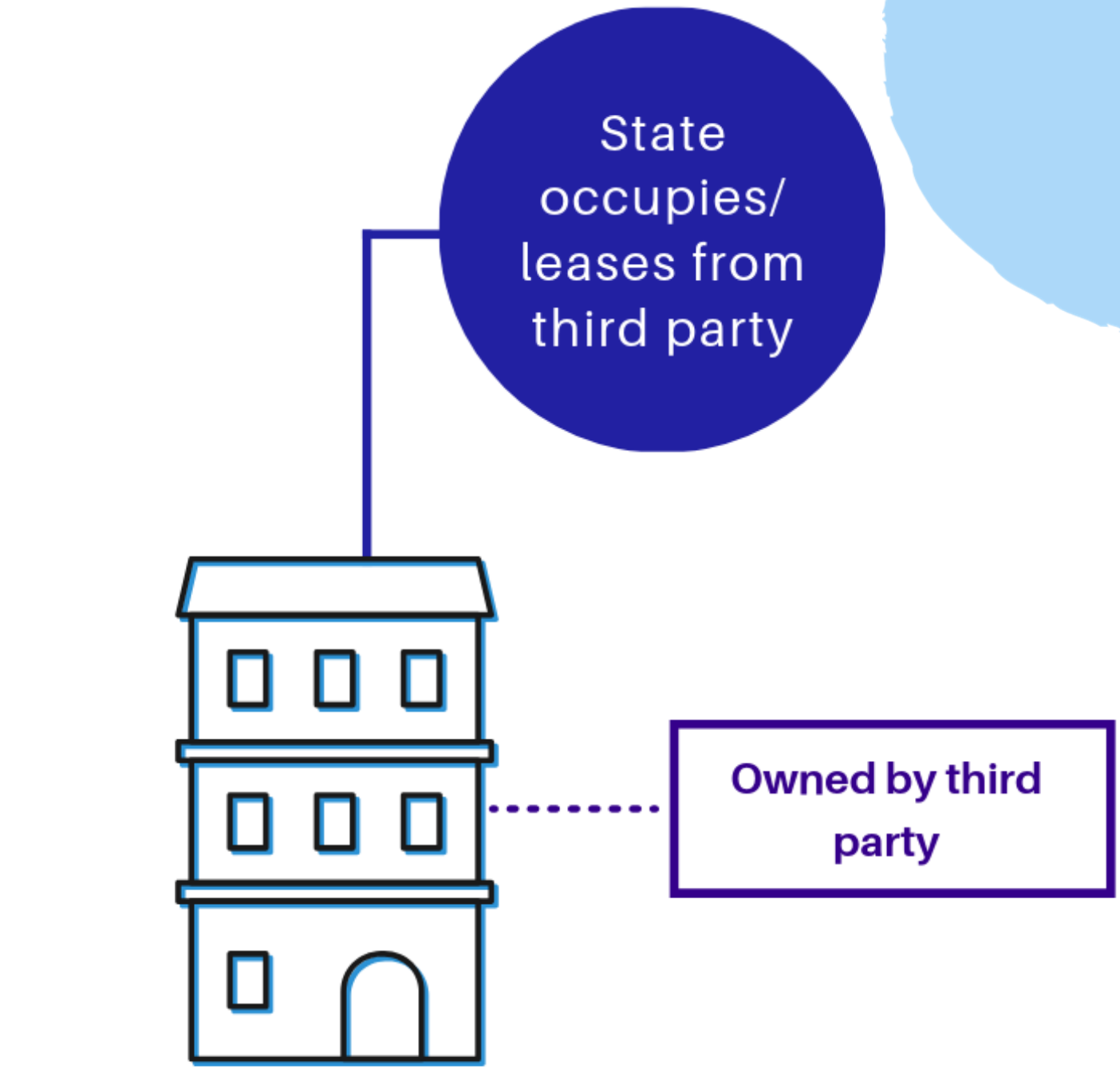
WHAT SPACES ARE INCLUDED?

Activities in buildings or assets that the state owns (including lease-outs) or uses as a tenant/lessee (leased from)

THE MOST INCLUSIVE APPROACH

Captures all operations and activities supporting the work of Executive Branch agencies as well as the budgetary resources tax payers spend on state-owned assets.

Different agency occupies

Leased to a non-state third party

State occupies/ leases from third party

Same agency owns/ occupies

Owned by third party

State-Owned

BUILDING/FACILITY

Not State-Owned

BUILDING/FACILITY

DATA MANAGEMENT IN LEASED/SHARED SPACES

7 OWNER/RENTERSHIP SCENARIOS INVESTIGATED

For each of the scenarios, a corresponding data management protocol has been identified to prevent duplicate data management efforts.

ADDITIONAL SCENARIOS?

Agencies should address their unique situation with their agency's EnergyCAP liaison in order to troubleshoot the issue with any applicable parties.

DATA MANAGEMENT: SCENARIO EXAMPLES

Scenario 1: An agency owns their buildings and that agency submits payment for bills to the utility company.

Data Upload Protocol: The owner agency scans and uploads invoices into EnergyCAP BillCAPture.

Scenario 3: A landlord agency leases out a space to a tenant agency. The landlord agency submits payments for bills to the utility company.

Data Upload Protocol: The landlord agency scans and uploads invoices into EnergyCAP BillCAPture.

Scenario 5: A 3rd party landlord leases space to a tenant agency. The tenant agency submits payments to the utility company.

Data Upload Protocol: The tenant agency scans and uploads invoices into EnergyCAP BillCAPture.

AGENCY-SPECIFIC GOALS

ALL EXECUTIVE BRANCH AGENCIES WILL BE HELD TO TARGETS
Agencies may apply to Steering Committee for exceptions based on early action prior to target base years and state security.

ACCOUNTABLE FOR OWNED AND OCCUPIED SPACES
Agencies have responsibility for the targets associated with energy, and water used and waste generated by their staff in the spaces they occupy, as well as spaces they own or manage. Data aggregation/"roll up" procedures will avoid double counting in the full Executive Branch target accounting.

ANNUAL REPORTING
SUSTAINABILITY PLANS

ALL AGENCIES WILL REPORT ON OWNED/OCCUPIED ASSETS

All agencies will report, at minimum, the following Items in their Sustainability Performance Reports:

Agency GHG emissions (in metric tons of CO_2e)
Agency Water consumption (in gallons)
FY Vehicle fuel use (gallons)
FY Energy Use Intensity (mmbtus per SqFT
FY usages per commodity (unit of commodity)
FY costs per commodity ($/unit of commodity)

THIS DATA WILL MOST LIKELY BE AVAILABLE TO YOUR AGENCY THROUGH AN ENERGYCAP DASHBOARD.

REPORTED ASSETS MUST BE CATEGORIZED PROPERLY

Based on whether leased from state agency, leased from 3rd party, or owned

NEXT STEPS BEFORE OCTOBER MEETING

1. START LEVEL 2 (BUILDING INVENTORY SHEET)

2. COMPLETE VEHICLE DATA COLLECTION

3. WORK WITH PROJECT TEAMS

4. PROVIDE FEEDBACK ON DRAFT ACCOUNTING AND REPORTING DECISIONS