

COMMITMENT LETTER EPA COMMUNITY ENERGY CHALLENGE

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9/21/09

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<Organization Letterhead>

<Date>

Mr. Robert W. Varney
Regional Administrator
EPA New England
1 Congress Street
Boston, MA 02114

Dear Mr. Varney:

With this letter, <Community Name> joins EPA New England's Community Energy Challenge and commits to becoming an EPA ENERGY STAR partner. We are making a commitment to protect the environment through the continuous improvement of our energy performance. We believe that an energy management strategy for our municipal buildings and facilities will help us enhance our financial health and aid in preserving the environment for future generations. In partnership with EPA, we will specifically:

- Assess – benchmark – the energy performance of all municipal buildings, schools and/or drinking water/wastewater treatment facilities in our community
- Set a goal to reduce energy use in buildings by 10% or more
- Promote energy efficiency and renewables to companies and organizations in our community

We understand that our commitment to assess and improve the energy performance of our community is supported by the strategic resources and tools offered through the Community Energy Challenge. In addition, we are aware that both ENERGY STAR and the Community Energy Challenge present opportunities to be recognized for success. To be eligible for recognition, we will share with EPA our progress and milestone achievements.

<Community name> looks forward to our partnership with EPA.

Sincerely,
<Name of Community Official>
<Title>
<Community Name>
<State>

Attachment

Organization Information

Please complete this sheet and send it along with the signed letter. If you have questions, call Shubhada Kambli at 617-918-1584. Thanks!

* = required information.

*Mayor/Town Manager/Superintendent

Name & Title: _____ E-mail Address: _____
Mailing Address: _____ Phone Number: _____
Facsimile: _____

Energy Manager (if applicable)

Name & Title _____
Mailing Address _____

E-mail Address: _____
Phone Number: _____
Facsimile: _____

Communications Director (if applicable)

Name & Title: _____
Mailing Address: _____

E-mail Address: _____
Phone Number: _____
Facsimile: _____

*Utility companies

- Have you had any building audits? _____

Do you have an energy task force? If so, who is the contact? _____

Do you work with any other organizations regarding municipal energy (i.e. nonprofits or energy service companies)? If so, which ones? Please also note any other existing environmental commitments (i.e. ICLEI's Cities for Climate Protection, or CT Clean Energy Fund's Clean Energy Communities Program).

Do you work with an Energy Service Company (ESCO)? If so, which one? _____

Who referred you to the program? How did you hear about us? _____

*What is the best way to contact you regarding upcoming trainings? Who should we contact? (Note: If you prefer email, please make sure the spam block is off for email coming from EPA).

Have you set a goal for energy reductions? If so, by how much, and over what timeframe (i.e. 10% reductions in energy use intensity by 2010)? _____

*Total number and square footage of municipally owned and leased buildings/facilities in your community:

Municipal Buildings _____ K-12 Schools _____ Drinking Water (if applicable) _____
Wastewater (if applicable) _____ Other. Please describe _____

*Number of municipally owned and leased buildings/facilities that *have already been* benchmarked prior to joining the Challenge:

Municipal Buildings _____ K-12 Schools _____ Drinking Water (if applicable) _____
Wastewater (if applicable) _____ Other. Please describe _____

OFFICE USE ONLY

SUBMITTED TO:

PW/SL: _____ MSB: _____ WWW: CH _____ PA _____

CONTACT DATE / PERSON: _____

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EPA Community Energy Challenge

<http://www.epa.gov/region1/eco/energy/energy-challenge.html>

Portfolio Manager Overview

Portfolio Manager is an interactive energy management tool that allows you to track and assess energy and water consumption across your entire portfolio of buildings in a secure online environment. Whether you own, manage, or hold properties for investment, Portfolio Manager can help you set investment priorities, identify under-performing buildings, verify efficiency improvements, and receive EPA recognition for superior energy performance.

How can Portfolio Manager help me?

Manage Energy and Water Consumption for All Buildings

Portfolio Manager helps you track and assess energy and water consumption within individual buildings as well as across your entire building portfolio. Enter energy consumption and cost data into your Portfolio Manager account to benchmark building energy performance, assess energy management goals over time, and identify strategic opportunities for savings and recognition opportunities. EPA has developed a Benchmarking Starter Kit to help you get started quickly.

Any building can efficiently track and manage resources through the use of Portfolio Manager. The tool allows you to streamline your portfolio's energy and water data, and track key consumption, performance, and cost information portfolio-wide. For example, you can:

- Track multiple energy and water meters for each facility
- Customize meter names and key information
- Benchmark your facilities relative to their past performance
- View percent improvement in weather-normalized source energy
- Monitor energy and water costs
- Share your building data with others inside or outside of your organization
- Enter operating characteristics, tailored to each space use category within your building.

Rate Your Building's Energy Performance

For many facilities, you can rate their energy performance on a scale of 1–100 relative to similar buildings nationwide. Your building is *not* compared to the other buildings entered into Portfolio Manager to determine your ENERGY STAR rating. Instead, statistically representative models are used to compare your building against similar buildings from a national survey conducted by the Department of Energy's Energy Information Administration. This national survey, known as the Commercial Building Energy Consumption Survey (CBECS), is conducted every four years, and gathers data

on building characteristics and energy use from thousands of buildings across the United States. Your building's peer group of comparison is those buildings in the CBECS survey that have similar building and operating characteristics. A rating of 50 indicates that the building, from an energy consumption standpoint, performs better than 50% of all similar buildings nationwide, while a rating of 75 indicates that the building performs better than 75% of all similar buildings nationwide.

EPA's energy performance rating system, based on source energy, accounts for the impact of weather variations as well as changes in key physical and operating characteristics of each building. Buildings rating 75 or greater may qualify for the ENERGY STAR label.

Commercial buildings eligible to receive a rating, representing over 50 percent of US commercial floor space, are:

- Bank/Financial Institution
- Courthouse
- Hospital (acute care and children's)
- Hotel
- House of Worship
- K-12 School
- Medical Office
- Municipal Wastewater Treatment Plant
- Office
- Residence Hall/Dormitory
- Retail Store
- Supermarket
- Warehouse (refrigerated and non-refrigerated)

EPA is always working to develop rating criteria for additional segments of the commercial building market. For those buildings that are not eligible to receive a rating, EPA has created a list of reference energy performance targets  (46KB). These are based on average energy use calculated across different types of buildings. These energy performance targets are not normalized for climate nor adjusted for activities which may affect energy use. All targets are expressed in energy use intensity and are derived from the Commercial Buildings Energy Consumption Survey.

Estimate Your Carbon Footprint

Portfolio Manager calculates your building's greenhouse gas emissions (including carbon dioxide, methane, and nitrous oxide) from on-site fuel combustion and purchased electricity and district heating and cooling. Portfolio Manager also enables tracking of avoided emissions from any Renewable Energy Certificates. While the emissions calculations are based on the amount of energy your building consumes, they have no bearing on its energy performance rating. The methodology for calculating greenhouse gas emissions in Portfolio Manager was designed to be consistent with the Greenhouse Gas Protocol developed by the World Resources Institute and World Business Council for Sustainable Development, and is compatible with the accounting, inventory and reporting requirements of EPA's Climate Leaders program, as well as other state and

NGO registry and reporting programs. For more detailed information on emissions calculations, refer to the [Technical Description of Greenhouse Gas Emission Calculations](#) (141KB).

Set Investment Priorities

Portfolio Manager provides a platform to track energy and water use trends as compared with the costs of these resources. This is a valuable tool for understanding the relative costs associated with a given level of performance, helping you evaluate investment opportunities for a given building and identify the best opportunities across your portfolio.

The built-in financial tool within Portfolio manager allows you to compare cost savings across buildings in your portfolio while also allowing you to calculate cost savings for a specific project. Being able to quickly and clearly obtain figures showing cumulative investments in facility upgrades or annual energy costs eases decision making for best practice management of your buildings nationwide.

Verify and Track Progress of Improvement Projects

You can use Portfolio Manager to generate a [Statement of Energy Performance \(SEP\)](#) for each building, summarizing important energy information and building characteristics such as site and source energy intensity, CO2 emissions, gross floor area, and number of personal computers. The Statement of Energy Performance can help you to:

- Apply for the ENERGY STAR label
- Satisfy LEED for Existing Buildings (LEED-EB) requirements
- Support mortgage, sale, and/or lease transactions
- Document performance in energy service contracts
- Communicate energy performance with tenants/owner/customers

Gain EPA Recognition

You can use Portfolio Manager to share your data with EPA and earn recognition for energy performance within a building or across your entire portfolio. Share best practices, become a Leader for energy improvement, or top energy performance, or simply gain exposure through development of success stories or showcasing a directory of achievements for clients. [Recognition opportunities include:](#) (14KB)

- [ENERGY STAR label](#) — Recognition for superior energy performance in a single building
- [ENERGY STAR Leaders](#) — Recognition for organization-wide improvement or top energy performance
- [ENERGY STAR Partner of the Year](#) — Recognition for outstanding contributions to reducing greenhouse gas emissions through energy efficiency