

6.1 Benchmark and Track Energy Use

5 Points

10 Points

Action Updates

This action has been revised for the **current certification cycle**. A version of this action from the prior program year is [available for comparison](#). Edits are highlighted in yellow. (Last update 2018)

Objective

Identify your municipality's energy use and track it over time, noting both your achievements and areas for improvement.

What To Do

If you collaborate with other municipalities or other stakeholders to implement this Action, please describe the partnership in the "partners" box of your submission. Please also consult this [guidance document](#) to help your municipality earn points for actions pursued in partnership. Regional collaboration and other forms of partnership are highly encouraged.

The more you do, the more points you earn.

1. Track Energy Use in Municipal and Board of Education Buildings. **(5 points)**

Maintain current data in your ENERGYSTAR Portfolio Manager account, or equivalent third-party energy tracking management program, for all of the municipal and Board of Education buildings listed below, as defined by [ENERGY STAR](#). You must have at least one full year of benchmarking data and it must be current through at least June 30 of the most recent year for which data is available for electricity and other fuels. Municipalities are strongly encouraged to establish automated transfer of electricity and natural gas data from Eversource or United Illuminating into municipal building Portfolio Manager accounts (see automated data transfer links under "Resources" below).

Note: energy use data for other fuels (e.g., heating oil, propane) will likely need to be collected and manually entered into Portfolio Manager.

- [K-12 Schools](#)
- [Libraries](#)
- [Police Stations](#)
- [Fire Stations](#)
- Town halls, administration buildings (use [ENERGY STAR Office category](#))
- [Museums](#)
- [Social/Meeting Halls](#)
- [Performing Arts](#) Buildings
- DPW garages (use [ENERGY STAR Other – Public Services category](#)).
- Any other municipally owned building that uses > 5,000 kwh/year of electricity.

Note: Benchmarking and tracking energy use in wastewater treatment plants is a sub-action under this action, worth additional points (see below).

Submit: If you are using ENERGYSTAR Portfolio Manager, respond to the [SCT Portfolio Manager data request](#) and follow the instructions within the data request on how to submit for points under this action. Note: If you are using a tracking management program other than ENERGYSTAR, it must have benchmarking capability; submit the name and description of the energy tracking management program used and proof of at least one year of data, current to at least June 30 of the most recent year for which data are available.

2. Track Energy Use of Your Wastewater Treatment Plant **(5 points)**

Maintain current data in your ENERGYSTAR Portfolio Manager account, or equivalent third-party energy tracking management program, for energy use by your municipality's water or wastewater treatment plants. You must have at least one full year of benchmarking data and it must be current through at least June 30 of the most recent year for which data are available.

Submit: If you are using ENERGYSTAR Portfolio Manager, submit the report generated through the [SCT Portfolio Manager data request](#) and follow the instructions within the data request on how to submit for points under this action. If you are using a tracking management program other than ENERGYSTAR, submit the name and description of the energy tracking management program used and proof of at least one year of data, current to at least June 30 of the most recent year for which data are available.

Credit for Past Action

For spring certification, count back from February 1st of the current year. For fall certification, count back from August 1st of the current year. For further clarification on determining if your prior work is eligible to earn points, [click here](#).

- Benchmarking must cover 1 complete year of data, running from July 1st of one year to June 30th of the following year. Data provided should end on the June 30th of the calendar year prior to the year of application submission.

Potential Municipal and Community Collaborators

Staff from the public works, engineering, building departments and representatives from your energy commission could be helpful in implementing this action.

Funding

For a complete listing of potential funding opportunities to assist with implementing Sustainable CT Actions, please visit the [Sustainable CT Grants Portal](#), which is searchable by Action. Please also visit the [Sustainable CT Resources for Certification](#) page for opportunities for technical assistance and other supports.

- [Urban Act Grant Program](#)
- [Municipal Grant Program \(MGP\)](#)

Resources

Toolkits, Calculators, Guidance Documents, General Information

- ENERGYSTAR Portfolio Manager [General Information](#)
- ENERGYSTAR Portfolio Manager [Account Assistance](#)
- ENERGYSTAR Portfolio Manager [Training](#)
- [Eversource manual on automated data transfer to Portfolio Manager](#)
- [United Illuminating \(UIL\) Integration with ENERGY STAR Portfolio Manager](#)
- [ESPM Training](#)
- [SchoolDude](#)
- [EnergyCAP](#)
- Acadia Center, ["Community Energy Vision, Action Guide for Connecticut"](#)

Organizations and Relevant Programs

- US Department of Energy, ["State and Local Solution Center"](#)

Why This Matters

Energy tracking and management are fundamental to energy planning and decision-making. Tracking your municipality's energy use establishes a baseline from which to measure your future energy use and identify your achievements and areas for improvement. To meaningfully track the success of your energy efficiency and renewable energy development you must track energy use over time, in a consistent fashion.

Benchmarking is the process of comparing energy performance to something similar. An example of external benchmarking is comparing one facility to a similar one. For this Action, internal benchmarking means measuring your community's energy performance against the same period in the previous year.

Benefits

Maintaining an up-to-date account will allow you to assess energy use and trends easily, and demonstrate your municipal accomplishments and areas of possible energy use reduction. ENERGystar Portfolio Manager will allow your community to measure its energy consumption over time. Completing this action utilizing ENERGystar Portfolio Manager will help you satisfy requirements in the Clean Energy Communities program.

CT Success Stories

- [2018 Ridgefield - Complete Submission](#)
- North Haven, CT, ["Town of North Haven Energy Management Plan"](#)