7.1 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 updated 2020)

Objective

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

What to Do

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 for all of the municipal and Board of Education buildings listed below, as defined by ENERGY STAR. You must have at least two full years of benchmarking data within the past three years. 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: 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. You must use ENERGYSTAR Portfolio Manager to complete this action.

   Timeframe for Credit: Eligible for new action credit. This action falls under the action type "Data

Tracking/Benchmarking and Meeting Performance Metrics" (see "Timeframe for Credit" Guidance Document for submission requirements).

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

   Maintain current data in your ENERGYSTAR Portfolio Manager account for energy use by your municipality's water or wastewater treatment plants. You must have at least two full years of benchmarking data within the past three years.

   Submit: Submit the report generated though the SCT Portfolio Manager data request and follow the instructions within the data request on how to submit for points under this action. You must use ENERGYSTAR Portfolio Manager to complete this action.

   Timeframe for Credit: Eligible for new action credit. This action falls under the action type "Data Tracking/Benchmarking and Meeting Performance Metrics" (see "Timeframe for Credit" Guidance Document for submission requirements).

Timeframe for Credit

Actions can either be "New" or considered for "Rolling Credit."

New Action Credit. Any action completed within the past three years (from January 1 of the year seeking certification) is eligible for potential certification points. If you are applying for recertification in your year of expiration, you may not claim New Action Credit for items that previously received credit.

Rolling Credit. For any action older than three years (from January 1 of the year seeking certification), you must demonstrate ongoing, currently relevant, and meaningful impact in your community to be considered for certification points. If you are applying for recertification in your year of expiration, you must apply for Rolling Credit for any item that previously received credit, even if it was completed within the past three years.

View the "Timeframe for Credit" Guidance Document for detailed submission requirements.

Engaging Partners

Sustainable CT encourages regional collaboration and other forms of partnership. For every action, please complete the "Partners" box in your submission, indicating the name(s) of any municipalities and/or organizations you partnered with (if any) and a brief description of your municipality's role. If you collaborate with other municipalities, each community will receive points. For additional information, please see the "Partners Guidance Document".

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

If available, below are potential funding sources specific to this Action. 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 Support for Your Town page for opportunities for technical assistance and other supports.

- Urban Act Grant Program
- Municipal Grant Program (MGP)

Resources

Toolkits, Calculators, Guidance Documents, General Information

- Free ENERGYSTAR Portfolio Manager Benchmarking Assistance for Sustainable CT Communities

- 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
- 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

- Bristol - Jun 2020 Certification
- Ridgefield - Oct 2018 Certification
- Bristol - Oct 2020 Certification
- Litchfield - Jun 2021 Certification
- Milford - Jun 2021 Certification