

7.5 Develop a Municipal Energy Plan

10 Points

20 Points

Action Updates

This action was last updated in 2024. The previous version this action is [available for comparison](#). Edits are highlighted in yellow.

Objective

Manage your municipal energy consumption with the goals of efficiency, economy, environmental responsibility, and resiliency. Enable cooperative actions such as establishing microgrids and broad-scale adoption of renewable energy. Include the residential and business sectors.

What to Do

The more you do, the more points you earn.

1. For the Municipal Energy Plan (10 points)

All elements must be completed to receive credit.

a. Develop a plan that includes energy tracking and management, energy reduction goals and actions, and clean energy goals and actions. Your plan might also include peak demand reduction goals and actions, for example: fleet management, clean energy supportive zoning (including an assessment of existing regulations for any barriers to clean energy development, and/or establishment of new regulations to facilitate the deployment of clean energy technology), residential and commercial energy education, brownfield development, Commercial Property Assessed Clean Energy (C-PACE), sustainable economic development, housing, and other relevant energy issues. Your plan should include initiatives to reduce the energy burden of low- and moderate-income residents (for example, by providing information sessions on utility bill payment services, fuel banks, energy efficiency programs, etc.).

Submit: A copy of the Municipal Energy Plan and a completed [worksheet](#).

b. Formally adopt the **Municipal Energy Plan** through a municipal process.

Submit: Proof of adoption by a municipal process (such as meeting minutes, an internal memo, or similar verification). If your Municipal Energy Plan was adopted more than three years ago, also include a brief description of how it is still relevant and used by your municipality.

2. For the Residential and Business Energy Plan (10 points)

All elements must be completed to receive credit.

a. Identify how your municipality will track residential and business sector energy use.

Submit: A description of how you will measure and track residential and business sector energy use on an ongoing basis.

b. Calculate current residential and business sector energy use and renewable energy generation potential.

Submit: Your current residential and business sector energy use and renewable energy generation potential.

c. Adopt a target for energy use reduction in the residential and business sectors of your community (minimum target is 10%). Identify strategies that will help your community achieve these goals.

Submit: Your energy use reduction target and accompanying strategies for the residential and business sectors.

d. Formally adopt the *Residential and Business Energy Plan* through a municipal process.

Submit: A copy of the Residential and Business Energy Plan and proof of formal municipal adoption. (such as meeting minutes, an internal memo, or similar verification). If your Residential and Business Energy Plan was adopted more than three years ago, also include a brief description of how it is still relevant and used by your municipality.

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 following departments could be helpful in implementing this action: planning department, public works, engineering, purchasing departments.

In addition, the following committees, community groups or agencies could help implement this action: planning and zoning, or energy commissions 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](#)
- [Sustainable CT Community Match Fund](#)
- [State Funding Readiness Project](#)

Resources

Toolkits, Calculators, Guidance Documents, General Information

- [Eversource manual on automated data transfer to Portfolio Manager](#)
- [United Illuminating \(UIL\) Integration with ENERGY STAR Portfolio Manager](#)
- Per [Public Act 11-80 \(An Act Concerning the Establishment of the Department of Energy and Environmental Protection and Planning for Connecticut's Energy Future\)](#), utilities are required to provide to municipalities annual energy use by customer class.
- Acadia Center, ["Community Energy Vision, Action Guide for Connecticut"](#)
- [CT Green Bank](#): No-cost technical assistance

Organizations and Relevant Programs

- Sierra Club's [Ready for 100](#) program
- CT Green Bank, [Solar Power Purchase Agreement](#)
- [People's Action for Clean Energy \(PACE\)](#)

Why This Matters

Municipal energy planning is a process whereby towns actively set goals and action items to achieve energy reduction, demand response, and clean power production.

Key steps in energy planning include:

- Benchmarking current energy use (See Action [Benchmark and Track Energy Use](#));
- Establishing efficiency and sourcing goals; and
- Establishing action steps through time that achieve those goals.

Benefits

A Municipal Energy Plan will help your community better understand its energy use and trends, opportunities for savings, and opportunities for switching to renewable fuels, which will enable your community to plan for long-term energy transitions and investments. While capital outlays are required at the outset, in the long run, such investments will save your community money.

Reducing energy use, alone, or in combination with sourcing energy via renewably generated power will also reduce carbon pollution as well as other air pollutants, and ultimately benefit both your local ecosystem and the global environment.

CT Success Stories

- [Ashford - Oct 2022 Certification](#)
- [Windsor - Oct 2022 Certification](#)
- [West Hartford - Oct 2024 Certification](#)