

Agency Energy Team Responsibilities

Each Mayoral Agency and entity whose energy costs are paid for by the City of New York has an Agency Energy Team. The Agency Energy Team works with DCAS Energy Management (DEM), contributing to annual energy budgeting as well as to the management of energy use with the goal of achieving the energy consumption reductions set forth in the New York City sustainability plan, [PlaNYC](#).¹

While the size of the energy team may vary depending on the agency and the responsibilities may be distributed as each Team sees fit, Agency Energy Teams should include planning, budget, and facility management staff, and should be led by someone at the assistant or deputy commissioner level who is able to communicate with necessary staff throughout the agency.

Each Agency Energy Team must designate an Energy Liaison Officer (ELO) who is responsible for monitoring energy use and costs on a monthly basis as well as reporting changes to or errors in the Agency's utility accounts to DEM.

Using the Energy Management “**Toolkit**” described on the next page, Agency Energy Team responsibilities are to:

1. Create priority lists for energy efficiency audits and subsequent retrofit projects in collaboration with DEM.
2. Track energy efficiency projects underway and report regularly to DEM on progress.
3. On a monthly basis, report to DEM any utility billing errors or abnormalities at the *account* level.
4. Also on a monthly basis, monitor energy cost and usage at both the *agency* and *facility* levels.
5. Manage agency energy account openings, closings, and transfers through DEM, using the URIF form available on the DEM website.
6. Provide information annually for energy budgeting using budget forms available on the DEM website.

If you have questions or would like further clarification on your role as a member of an Agency Energy Team, please don't hesitate to contact DEM via email at energy@dcas.nyc.gov or by calling (212) 669-2568. For more information, visit <http://www.nyc.gov/energy-conservation>.

¹ After the release of New York City's sustainability plan, *PlaNYC*, Mayor Bloomberg announced the *Long-term Plan to Reduce Energy Consumption and Greenhouse Gas Emissions of Municipal Buildings and Operations* in July 2008, setting forth a 10-year strategy to reduce energy consumption and greenhouse gas emissions from City operations 30% by 2017. These plans are available on DEM's website.

DEM provides a comprehensive energy management “toolkit” to assist Agency Energy Team members with fulfilling their responsibilities.

EC3	Energy Cost Control and Conservation (EC3) is an online tool that provides energy cost and usage reports and allows for data analysis from the account up to the agency level. It provides all agency team members with a range of reports, and provides ELOs with the detailed reports they need to perform their oversight functions. EC3 offers energy consumption and cost information in easy-to-read pdf format as well as downloadable excel format for data analysis.
SEPTS	The Sustainability, Energy, Property Tracking Systems (SEPTS) integrates facility, project, energy and other information, including building benchmarking scores into one database. The purpose of SEPTS is both to select potential sites for future projects and to monitor results after project completion.
Benchmarking	Thanks in large part to the efforts of Agency Energy Teams, all of the City’s buildings over 10,000 square feet were benchmarked by May 2010 using US EPA’s Portfolio Manager. Benchmarking scores tell us which buildings are operating efficiently and which ones offer the best opportunity for energy savings. Going forward, benchmarking data will be accessible to Energy Agency Teams through SEPTS.
Real Time Energy Data	The Energy Enterprise Metering and Monitoring System (EEMS) will measure, track, report and display all source facility level energy consumption and generation in near real time. Information gained will be used to inform operational decision making and provide better accountability, and will help ensure participants in Peak Load Management programs are meeting their targets.
Outreach Materials	DEM regularly develops and distributes Energy Updates, flyers, posters, and other educational materials designed to raise awareness among City employees and other facility users about how they can contribute to the City’s goal to conserve energy and reduce greenhouse gas emissions. These materials can be downloaded from the DEM website or requested directly from DEM.
Peak Load Management	Many of the City’s facilities participate in the New York Power Authority’s Peak Load Management (PLM) program, which is designed to help relieve strain on the City’s energy infrastructure and prevent black-outs during high demand periods such as hot summer days. On the DEM website you can find information on the different program options and a colorful downloadable flyer to inform building occupants about how they can contribute to reducing load on PLM Days.
Training	In conjunction with the City University of New York and the Association of Energy Engineers, DEM offers a variety of training courses on energy management for City employees. Descriptions of training opportunities and information about registration can be found on DEM’s website.
News and Case Studies	Each month, DEM distributes an e-mail Energy Update that includes news and updates for Energy Team members such as energy-related legislation, event and training notices, and a brief case study of one of DEM’s energy efficiency or alternative energy projects. The case studies are also highlighted on DEM’s website, and usually include photos, project cost information, and energy and dollar savings estimates.