



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

<b>Agency</b>	<u>DCAS</u>	<b>Division</b>	<u>Energy Management, Energy Supply Unit</u>
<b>Address</b>	<u>1 Centre Street, New York, NY, 10007</u>		
<b>Name</b>	<u>Mel Williams, Program Manager</u>	<b>Email</b>	<u>melwilliams@dcas.nyc.gov</u>

### Agency Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcas](http://nyc.gov/dcas) to learn more about the work we do.

The Division of Energy Management (DEM) is tasked with leading the City's efforts to reduce greenhouse gas (GHG) emissions from City government operations 40 percent by 2025 (40x25), 50 percent by 2030 (50x30), and 80 percent by 2050 (80x50). Beyond 40x25, 50x30, and 80x50, the City has also made other energy-related commitments, such as pledging to install 100 MW of solar photovoltaics on City buildings by 2025. DEM works closely with our agency partners to help them reduce emissions and improve energy management in their facilities, including providing them with project funding, project delivery vehicles, technical expertise, staff resources, strategic planning support, and data analytics.

### Unit Description

The Energy Efficiency Incentives team sits within the Energy Supply Unit of DEM, which commits millions of dollars each year toward making city owned buildings more energy efficient. To help offset these costs, the team coordinates with government and utility stakeholders to identify energy incentive opportunities that will financially benefit DCAS and other city agencies. They routinely screens hundreds of projects within the DEM pipeline and collaborate with various agency leads to evaluate project scopes, projected energy savings, and all supporting documentation required to be submitted to statewide incentive programs for approval. These dollar incentives can then be used to fund additional projects that will help the city to achieve its carbon emissions reduction goals. Through the Incentives team's efforts, more than \$8 million in energy efficiency incentives have been acquired by DCAS.

## Internship Position Description

### Position Title

## Energy Incentives Intern

---

### Internship Responsibilities

Data accuracy/integrity and a clear understanding of processes is essential in order to properly manage energy operations and reporting. The Energy Efficiency Incentives team seeks an insightful, confident and driven undergraduate student intern who can take on its project reconciliation and process mapping initiative. This is a unique opportunity to learn about local government operations within the energy sector and the important role different stakeholders play in meeting local law mandates for reducing carbon emissions across all city-owned facilities (i.e. public parks, museums, schools, police departments). The selected intern will be able to build new skills while simultaneously exploring various facets of city operations, including energy project planning and implementation, engineering review, revenue procurement and reporting.

#### 1. Data/Project Reconciliation

- Running Salesforce project reports and identifying new projects/measures potentially eligible for incentives; The Intern will share these findings with the Program Manager and Analyst for further review.
  - Completing incentive applications and creating corresponding records in Salesforce, documenting any critical project updates as they are received. The Intern will be using DCAS's EC3 application to pull the utility and energy consumption data for each eligible project as well as and maintaining a master file of all facilities and their respective utility profiles.
  - Utilizing Con Ed Nonwires Solutions program resources to identify all city-owned facilities located in the existing eligible territories under this program.
  - Obtaining inspection reports and offer letters for all paid/completed incentive applications, raising any mismatched savings or revenues to the attention of the Program Manager.
  - Running Salesforce incentive revenue reports and flagging any records with missing or incomplete data; The Intern will share these findings with the Program Manager and Analyst and update these records as needed.
  - Linking supporting files/documentation to their respective incentive records in Salesforce, flagging any projects missing critical documents and notifying the Program Manager for escalation.
  - For each of the aforementioned tasks, the intern will be required to maintain a log of any challenging issues encountered during execution and discuss / review with the Program Manager for resolution.
- #### 2. Process Mapping: Creating process/flow charts summarizing critical components of the energy incentives application process including:
- Incentive record creation
  - Project data and documentation procurement
  - Application preparation and submission
- 

### Qualifications / Special Skills / Area of Study

- Basic knowledge of building energy systems (Electrical, HVAC)
  - Basic understanding of energy reports.
  - General understanding of different energy saving measures/systems.
  - Background in Environmental or Mechanical Engineering.
  - Proficiency in MS office programs (Outlook, Excel, Word, Powerpoint).
  - Background in data analytics w/ advanced Excel skills.
  - Able to create flow/process charts.
  - Coding and SQL skills a plus.
  - MS Project skills a plus
- 

### Application Process

Submit a resume and brief cover letter summarizing your experience and career/professional goals to: [DEM\\_Incentives@dcas.nyc.gov](mailto:DEM_Incentives@dcas.nyc.gov).

### Salary

\$18.50 for undergraduate interns

---

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.