

Rhode Island Infrastructure Bank Efficient Buildings Fund Guidance on Developing an Energy Management Plan

For the purposes of the Efficient Buildings Fund (EBF) application, an energy management plan (EMP) is a broad-reaching document that serves as a long-term planning resource and is used by an entity to drive and guide progress toward a more secure, cost-effective and sustainable energy future. An EMP submitted as part of the EBF must include, at a minimum, an energy reduction goal and an implementation plan to achieve that goal.

Energy Reduction Goal: Performance goals drive energy management activities and promote continuous improvement. Setting clear and measurable goals is critical for understanding intended results, developing effective strategies, and reaping financial gains. An energy reduction goal is a statement that guides decision-making. The energy reduction goal should be expressed as a percent reduction in energy usage of all facilities under the entity's control below a baseline year(s) by a certain year in the future. Refer to EPA Energy Star's [Guidelines for Energy Management](#) for help with goal-setting.

Implementation Plan: The implementation plan should outline steps that the applicant will take over the next few years to more thoroughly assess opportunities, implement energy efficiency projects and achieve its energy reduction goals. This piece of the EMP should combine findings from the baseline analysis with what is known about the condition and operations of the facilities (based on recent energy audits and/or anecdotal information) to identify potential opportunities for energy savings. The plan might also include the projects proposed in this application, noting how far they will go toward achieving the entity's energy reduction goal and using the project proposal to outline what resources may be needed (e.g. funds, staff, timing, etc.) to implement future projects. Then the plan should address what steps will be taken to ensure that, when new energy savings opportunities are identified, projects continue to get implemented.

Other plan components might include:

- A vision or policy statement prioritizing sustainable energy ideals and actions
- A greenhouse gas emissions reduction goal
- A renewable energy goal
- A reporting process for tracking progress (e.g. identify specific metrics for measuring success, reporting frequency, who will be responsible for gathering and reporting metrics, etc.)
- Potential funding sources and financing mechanisms for future projects
- An individual or team that will be responsible for driving these efforts
- A protocol for continuing to monitor energy consumption and maintain equipment efficiency
- Guidelines for continuous improvement
- Building occupant education

Technical Assistance: A template for a basic EMP can be downloaded from the OER website at www.energy.ri.gov/RIEBF. Additionally, the University of Rhode Island Extension Outreach Center's energy team is available at no cost to assist entities as they develop EMPs. Contact rachel.sholly@energy.ri.gov to be put in touch with a member of the URI energy team.

Additional Resources:

- [Guidelines for Energy Management](#) from EPA Energy Star
- [Community Greening: How to Develop a Strategic Energy Plan](#) from U.S. Department of Energy

- [A Four-Step Path to a Comprehensive Energy Management Action Plan](#) from Schneider Electric
- [Energy Management Plan Template](#) from SaveOnEnergy
- [Barrington Energy Plan](#)
- [Rhode Island Comprehensive Planning Guidance on Energy](#) from RI Division of Planning

WHAT TO SUBMIT: Please submit electronically and in hardcopy as attachments to the application, the applicant's energy management plan, including, at a minimum, an energy reduction goal and an implementation plan as described above. Entities that wish to apply to the Efficient Buildings Fund but do not currently have an up-to-date EMP or one that meets the guidelines above are encouraged to develop an EMP prior to submitting their applications. If that is not possible, please submit a letter of commitment to develop a plan within six (6) months of loan closing. In this case, the OER will require periodic progress reports to verify that EMP development is in fact occurring.