

**Local Energy Working Group (LEWG)
Potential Team Task Lists**

LEWG Team Task Lists

Overview

The Local Energy Working Group (LEWG) will provide collaborative guidance and technical support to Local Energy Committees/Commissions (LECs), municipalities, schools, and other political subdivisions¹ seeking to reduce energy use, minimize energy costs, and/or reduce fossil-fuel consumption.

The work of the LEWG will be driven primarily by teams that meet regularly and are well represented and develop annual work plans to address key barriers in the following areas: Education & Outreach; Long-term Technical Assistance; Policy; and Innovative Financing.

These teams will focus on:

1. increasing the knowledge and skill within communities, enabling them to take on increasingly sophisticated planning and project management efforts by providing ongoing *outreach, education and technical assistance*; and
2. marshaling the technical expertise and experience necessary to develop potential policy tools (e.g., education, financing resources, legislative changes) to address the barriers facing municipalities in terms of reducing fossil fuel consumption and energy costs.

Each team will have a coordinator, whose role is simply to:

1. schedule and coordinate monthly team meetings
2. facilitate monthly meetings (or delegate a facilitator);
3. ensure meeting notes are taken and submitted to LEWG chair(s);
4. attend & report out at regular full LEWG meetings
5. guide team through a review and prioritization of barriers to develop an annual work plan with short-, mid- and long-term components; and
6. communicate with the other coordinators to integrate team efforts and avoid duplication;

The potential focus areas for each team include:

Education & Outreach

1. Communicate success stories from around the state, highlighting innovative practices and a diverse set of municipal, school system and community projects.
2. Encourage the development and maintenance of effective local energy committees and commissions.
3. Maintain and expand on the Local Energy Solutions (LES) brand including:
 - a. Organizing the annual LES conference; and
 - b. Develop and maintain the LES Training Series.

¹ Political subdivisions include: federal, state, county, townships, villages, RPC's, and other quasi government organizations.

INTER-TEAM MEETING- Education & Outreach and Technical Assistance

Map resources that exist and are needed.

Dissemination of resources developed

Technical Assistance

1. Development of a sustainable community assistance program model to provide ongoing education, outreach & technical assistance to local governments post ARRA.
 - a. Consider how to develop & maintain an ETAP-like program once the funding provided through the ARRA EECBG program expires.
2. Potentially develop the capacity of the RPCs, both in terms of funding and staff expertise, to carry on and expand the work of the ETAP program by integrating energy planning into current scope of work.
3. Develop, in coordination with existing efforts and tools, a clearinghouse and tool kit to serve municipalities, schools and community groups in EE/SE procurement that includes:
 - a. A self-sustaining & accessible statewide database of municipal energy consumption (in coordination with CLF Ventures and Peregrine);
 - b. An index of municipal energy use per unit of activity; and
 - c. A self-sustaining & accessible statewide database of school energy consumption (in coordination with TRC);
 - d. An index of school energy use per unit of activity;
 - e. A list of financing options including eligibility requirements, dates and contact information; and
 - f. A set of exemplar Request for Proposals (RFPs) that are suited to a range of EE/ SE projects and a range of municipalities (e.g., cities, towns).

INTER-TEAM MEETING - Technical Assistance and Policy

Meet to determine how to establish long-term entity.

Policy

1. Develop recommendations regarding state policies and programs that would encourage and support greater energy efficiency and sustainable energy (EE/SE) practices and technologies across a community (i.e., residential, commercial, municipal, etc.).
 - a. Identify policies and programs that may discourage widespread adoption of EE/SE;
 - b. Identify policies and programs that are needed to overcome specific gaps & obstacles that discourage widespread adoption of EE/SE; and
 - c. Articulate the components and scope of specific audits to enable municipalities to select the appropriate mechanism for each project stage.
2. Facilitate the adoption of policies, regulations and practices that enable energy efficiency and sustainable energy.

Revised August 31, 2011

- a. Facilitate the adoption and compliance with the aggressive local energy codes for new buildings and deep retrofits.
3. Look for an opportunity to develop a demonstration project for aggregating services among municipalities for EE/SE and enact policies when appropriate and desired to encourage such aggregation.

Innovative Financing

1. Identify and raise awareness of existing financial tools;
2. Monitor the development of innovative funding opportunities and promoting the adoption of appropriate mechanisms;
3. Develop opportunities to leverage existing funds into sustainable financing; and
4. Identify, develop and recommend state-level programs for municipal and community EE/SE projects.

Revised August 31, 2011

Local Energy Committee Working Group

Work Plan Development Framework

Overview

Each of the Phases below has been selected to enable the LEWG teams to methodically develop a long-term work plan with short-, mid- and long-term targets established in order to provide current and prospective members/ member organizations with a clear path to guide their upcoming work. The final work plan that results from each team's process may also be a valuable tool for the LEWG to use if and when it might seek external funding for its efforts.

Though the initial work plans can be considered multi-year effort, the inclusion of short-term action items that continue already developed programs and projects will build on the work and network that we have already developed over the past two years.

Work Plan Development Framework

Phase 1 Determine the Needs of LECs & Municipalities with respect to Increasing EE/RE

Start with brainstorming list of barriers and opportunities. Identify the list of barriers and opportunities that, if addressed, would leverage the greatest advancement in EE/SE. This list should be prioritized and then partitioned by time periods.

- Education & Outreach
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Technical Assistance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Policy
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

Revised August 31, 2011

- Innovative Finance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

Phase 2 Identify the range of options for addressing these needs

Focus first on the clearly identifying the problem to be addressed and then pick the best solution for the task.

- Education & Outreach
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Technical Assistance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Policy
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Innovative Finance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

Revised August 31, 2011

Phase 3 Select options and develop a plan for Implementation

- Education & Outreach
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Technical Assistance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Policy
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Innovative Finance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

Phase 4 Pursue Resources (time with legislative session in FY 2012 if needed)

- Education & Outreach
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

Revised August 31, 2011

- Technical Assistance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Policy
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Innovative Finance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

Phase 5 – Initiate All Elements (FY 2013)

- Education & Outreach
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Technical Assistance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

Revised August 31, 2011

- Policy
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD

- Innovative Finance
 - *Short-Term Priorities*
TBD
 - *Mid-Term to Long-Term Priorities*
TBD