

2020 EnergyCAP Workplan & Agency Participation

2020 Goal

Progression from 60% of energy meters validated and reporting within the EnergyCAP System to 85%

Agency Workplan

Data Quality & Management

- Agency assistance through partnership with DGS Procurement & PSFEI to identify, validate & assign missing meters and building assignments to achieve the 85% goal
- Transition from P-card billing to SAP Non-PO Invoice Workflow
- Direct all non-EDI natural gas & electric utility invoices directly to the Comptroller utility P.O. Box
- Confirm invoice routing to agency approvers through the ESS System
- Approve/disapprove invoices **as is** within the ESS System
 - Do not print out invoice to write on or alter by hand in any way
 - Approve by the agency "designated approver" approval is sufficient

Agency Training (to meet required roles)

- Assign or designate agency staff to EnergyCAP Roles as defined below
- Define training needs for agency staff as part of a comprehensive EnergyCAP workplan
- Establish convening opportunities for agency staff training through partnership with PSFEI & EnergyCAP

EnergyCAP Roles Defined

Communication – Agency Liaison

- Act as liaison between DGS Procurement, PSFEI, GreenGov & other agencies
- Deliver EnergyCAP program for agency and lead agency staff participation
- Attend quarterly user meetings and periodic meetings as needed
- Maintain communication between PSFEI, GreenGov and agency users
- Attend EnergyCAP Catalyst training through the EnergyCAP System
- Partner with PSFEI and agency staff to establish training opportunities

Utility Data Management – Core User(s) – Agency Staff

- Agency staff that act as an internal resource for the agency’s EnergyCAP needs
- Oversee data quality and roll-up reporting for a group of facilities or a region
- Partner with Agency Liaison, PSFEI & EnergyCAP to deliver data for reporting purposes as needed

Reporting – Agency Liaison/Core User/PSFEI

- Run cost and usage reports
- Identify high/low usage and paths to correct
- Compile missing bill reports
- Other report types tailored to the agency (GESA successes)

Data Manipulation – DGS Procurement/PSFEI

- Manipulate Accounts, Meters & Buildings assigned
- Monitor & manipulate Dashboards
- Utility Bill reading, entry & troubleshooting

Training – Agency Liaison/PSFEI/EnergyCAP

- Provide training materials and resources to their agency
- Organize and partner with PSFEI and EnergyCAP to assist with training of agency staff

*Local usage for facilities staff is not reflected within the above roles