Clean Energy Action Plan

*The Clean Energy Action Plan serves as the keystone document for tracking the awardee’s overall strategic approach throughout the program. It will be used to document goals; track timelines and key metrics including costs, savings, and personnel requirements; provide high level overviews of project implementation planning and ongoing progress; and detail measurement and verification approaches as projects are finalized. The plan shall be updated at regular intervals as project requirements and activities change, and it shall be submitted to NYSERDA on a bi-annual basis.*

*As a first step to completing your Clean Energy Action Plan, you are required to respond to the following prompts. These will serve as the initial entries into the plan.*

# Executive Summary

Discuss how your organization plans to achieve the proposed carbon goal over the three-year period – what key projects do you intend to complete? What percentage of your goal do you plan to achieve each year? (Note: emissions savings for a specific measure should be attributed to the year in which the measure is installed). Identify each measure you have selected and discuss why you have chosen these measures. Highlight any synergies among the measures and ways in which this represents a cohesive, strategic approach to clean energy. **(1 Page)**

# Carbon Savings Measures

*Respond to the following prompts for* ***each measure*** *you intend to deploy (i.e. each measure should have all separate responses to all prompts). If requested information is not yet available given the stage of the project, provide as much detail on how the information will be determined and a timeline for when it will be determined. Note: These measures should align with the information provided in Attachment B – Project Savings Tracker*

Background **(1 page)**

Describe the measure in detail. What is it? What equipment will be installed? Why did you choose this measure? Do you have experience implementing this type of measure? If so, what have been the results? Is the technology that will be employed commercially proven? Does this measure promote regional resiliency? If so, how?

Key Metrics & Assumptions **(2 pages)**

Describe your **methodology** in determining the costs and savings indicated in the Project Savings Tracker. Be explicit with regards to any **assumptions** made in determining the project costs and potential energy savings or energy generation associated with your clean energy actions**.** What are the **risks** inherent in your methodology and what strategies can you employ to mitigate those risks? If your carbon calculations differ from the carbon calculations in the Project Savings Tracker, please provide justification and explain your methodology.

Budget **(1 page)**

Provide a detailed budget showing the estimated design and development, external labor, capital procurement, or any other expected expense included in the project cost. Be sure to indicate how the estimate for each line item was derived (e.g. vendor quote, past experience, market analysis, etc.).

Implementation **(1 page)**

Describe how the measure will be deployed and implemented. Describe the roles and responsibilities of all personnel that will be involved in implementation. Describe how the personnel resources identified are qualified to complete their tasks. Indicate what, if any, 3rd party support, will be required. Indicate when you anticipate costs will be incurred.

Performance Tracking **(1 page)**

How will progress be tracked? What data will be collected? What will be the key indicators of success? Will any data management systems (e.g. EMIS, BMS reporting, etc.) be available to assist in measure tracking and savings measurement and verification?

Sharing Success **(1 page)**

If successful, how can the measure and implementation approach inform the market? What data would you be willing to share with the NYS community that demonstrates success? Indicate any restrictions that may limit NYSERDA’s ability to share best practices and lessons learned with the public.

# Schedule

Provide an overall schedule for all measures described, including tasks to be completed and key personnel responsible. The schedule should be in a bar chart format, such as a Gantt chart.

# Subsequent Measures

Apart from those measures listed in the previous sections, indicate if there are other types of measures you may consider funding through this program award in subsequent years if additional award funding remains, or in the event that listed projects cannot proceed.