

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of the Environment



November 16, 2009

VIA HAND DELIVERY

The Honorable Vincent C. Gray
Chairman
Council of the District of Columbia
1350 Pennsylvania Avenue NW, Suite 504
Washington, DC 20004

RE: Clean and Affordable Energy Act of 2008, D.C. Law 17-250

Dear Chairman Gray:

Pursuant to sections 210(e) and 211(e) of the Clean and Affordable Energy Act of 2008, D.C. Law 17-250, effective October 2008, I am pleased to submit the District Department of the Environment's Clean and Affordable Energy Act (CAEA) Fourth Quarterly Report for July 2009 – September 2009. This report summarizes the performance of Energy Assistance Trust Fund (EATF) programs and Sustainable Energy Trust Fund (SETF) programs and expenditures during the three months ending September 30, 2009. This document reflects our continuing commitment to focus our efforts on improving the environment, installing more renewable energy systems and making the District more energy efficient.

If you have any questions or concerns on this report please do not hesitate to call me or Keith Anderson on 535-2615 or 478-1417 respectively.

Sincerely,

A handwritten signature in cursive script that reads "Maureen McGowan".

Maureen McGowan
Interim Director
District Department of the Environment

Attachments

cc: Councilmember Mary Cheh, Chairperson, Committee on Government Operations and Environment
DC Councilmembers
Cynthia Brock-Smith, Secretary of the Council



District Department of the Environment
Clean and Affordable Energy Act Quarterly Report
July 2009 – September 2009

Table of Contents

INTRODUCTION.....	1
BACKGROUND	1
CAEA BUDGET AND EXPENDITURES	3
SUSTAINABLE ENERGY TRUST FUND PROGRAMS	5
Home Energy Rating System.....	5
Small Business Energy Efficiency.....	7
Weatherization Plus Program	9
Low Income Appliance Replacement Program	14
Weatherization and Rehabilitation.....	18
Affordable Housing Energy Efficient Rebate Program	21
Weatherization Rehabilitation and Asset Preservation.....	23
Heating System Repair, Replacement, and Tune-Up Program.....	26
Residential Weatherization and Efficiency Program.....	29
Energy Awareness Program.....	31
Renewable Energy Incentive Program.....	38
Government Building Energy Efficiency Program.....	43
ENERGY ASSISTANCE TRUST FUND.....	46
LIHEAP Expansion and Energy Education.....	46
RAD Expansion	48
RAD Arrearages Retirement and Education Program	50
Residential Essential Service Expansion and Awareness Program	51

List of Tables

Table 1: Home Energy Rating System Deliverables	5
Table 2: Home Energy Rating System Audit Cost	6
Table 3: Home Energy Rating System Timeline and Milestones.....	6
Table 5: Weatherization Plus Deliverables.....	10
Table 6: Weatherization Plus Summary of Projects	11
Table 7: Projected Annual and Life Time Energy Savings	11
Table 8: Weatherization Plus Timeline and Milestones	12
Table 9: Weatherization Plus Quarter 1 Timeline and Milestones	12
Table 10: Low Income Appliance Replacement Program Deliverables.....	15
Table 11: Low Income Appliance Replacement Program Projected Annual and Life Time Energy Savings	15
Table 12: Low Income Appliance Replacement Program Timeline and Milestones	16
Table 13: Low Income Appliance Replacement Program Quarter 1 Timeline and Milestones	16
Table 14: Weatherization and Rehabilitation Deliverables	19
Table 15: Weatherization and Rehabilitation Projected Annual Energy Savings	19
Table 16: Weatherization and Rehabilitation Timeline and Milestones.....	20
Table 17: Weatherization and Rehabilitation Quarter 1 Timeline and Milestones	20
Table 18: Summary of Rebate Projects	22
Table 19: Affordable Housing Energy Efficiency Rebate Deliverables.....	22
Table 20: Weatherization Rehabilitation Asset Partnership Deliverables.....	23
Table 21: Weatherization Rehabilitation Asset Preservation Timeline and Milestones...	24
Table 22: Heating System Repair, Replacement, and Tune-Up Program Deliverables ...	27
Table 24: Heating System Repair, Replacement, and Tune-Up Program Timeline and Milestones	27
Table 25: Heating System Repair, Replacement, and Tune-Up Program Quarter 1 Timeline and Milestones.....	27
Table 28: Energy Awareness Program Timeline and Milestones.....	32
Table 29: Energy Awareness Program Quarter 1 Timeline and Milestones	33
Table 34: Renewable Energy Incentive Program Deliverables	40
Table 35: Renewable Energy Incentive Program Timeline and Milestones.....	41
Table 36: Renewable Energy Incentive Program Quarter 1 Timeline and Milestones ...	41
Table 37: Government Buildings Program Deliverables.....	45
Table 38: LIHEAP Expansion Deliverables	46
Table 39: LIHEAP Expansion Timeline and Milestones	46
Table 41: RAD Expansion Program Deliverables	48
Table 42: RAD Expansion Clients by Ward.....	48
Table 43: RAD Expansion Timeline and Milestones	48
Table 45: RES Expansion Program Deliverables	51
Table 46: RES Expansion Clients by Ward.....	51
Table 47: RES Expansion Quarter 1 Timeline and Milestones	52

Attachments

Attachment 1 - Revenue Collection

Attachment 2 - All Financial Activity

Attachment 3 – Administrative Budget and Expenditures

Attachment 4 - Monthly Actual Expenditures by Program

Attachment 5 - Road Map and Quick Start Guide

INTRODUCTION

The District Department of the Environment's ("DDOE") Clean and Affordable Energy Act (CAEA) Quarterly Report to the Council of the District of Columbia ("Council") covers the period from July 1, 2009, through September 30, 2009. This report summarizes: 1) significant program status; 2) provides timelines and milestones to track the progress and success of each program; 3) offers highlights of ward specific data; 4) includes potential savings estimates based on the recommended measures from audits conducted; and 5) presents the status of administrative and programmatic expenditures.

BACKGROUND

The Retail Electric Competition and Consumer Protection Act of 1999 created the Reliable Energy Trust Fund (RETF), the purpose of which was to fund programs promoting energy efficiency and the use of electricity from renewable sources. In Commission Order No. 13475, Formal Case No. 945, the Public Service Commission of the District of Columbia ("Commission") designated DDOE (previously the DC Energy Office), as the authority to administer all the programs approved for funding from the RETF. Subsequently, the Commission authorized DDOE to implement 16 programs.

Additionally, in 2005 the Council of the District of Columbia passed the Omnibus Utility Emergency Amendment Act of 2005 which established the Natural Gas Trust Fund (NGTF) to promote energy efficient programs and to provide assistance to low-income gas customers in the District. DDOE was designated to act as administrator of all the programs.

On June 2, 2009, the Council approved funds for 2 new programs: a Government Building Energy Efficiency Program and a Small Business Energy Efficiency Program from existing fund balances. Program managers are making preparations with grant awards, contacting applicants from the previous year's waiting list and reaching new applications through list-serves to spend the money in the fourth quarter.

This Report is the fourth quarterly report required by the 'Clean and Affordable Energy Act of 2008', D.C. Law 17-250, effective October 22, 2008 following the identical emergency legislation, which replaced the RETF and NGTF programs with the Sustainable Energy Trust Fund (SETF) and the Energy Assistance Trust Fund (EATF) programs, funded by a new utility assessment. Until the Sustainable Energy Utility (SEU) is established through a contract with DDOE, DDOE will directly operate programs funded by the SETF. DDOE is operating EATF programs as authorized in the CAEA.

The following programs are currently being administered by DDOE:

Sustainable Energy Trust Fund

1. C5, Home Energy Rating System

Provides energy audits for home owners to determine specific needs for energy efficiency improvement

2. D4, Weatherization Plus

Performs energy audits and installs audit-identified measures in low-income dwelling units

3. D5, Low Income Appliance Replacement Program

Performs energy audits and installs high-efficiency electric appliances to replace old and inefficient models in low-income dwelling units

4. D6, Weatherization and Rehabilitation

Performs energy audits and installs electricity energy-saving measures in rehabilitated low-income housing units

5. E1, Affordable Housing Energy Efficient Rebate Program

Provides rebates for the installation of energy-efficiency measures in affordable housing projects

- 6. E2, Weatherization Rehabilitation Asset Partnership**
Performs energy audits and installs energy-saving measures in the dwellings of moderate income families and also refers those households to other programs for which they might be eligible
- 7. G2, Heating System Repair, Replacement, and Tune-Up Program**
Performs energy audits and natural gas-fired heating system tune-ups, repairs, and replacements in low-income dwelling units
- 8. G3, Residential Weatherization and Efficiency Program**
Enables non-low-income residents to use natural gas in a more efficient and cost effective manner by offering incentives for installing energy efficient gas measures
- 9. G5, Energy Awareness Program**
Seeks to raise the energy efficiency awareness levels of District residents
- 10. G6, Saving Energy in D.C. Schools**
Educates students about energy efficiency, the environment, and reducing energy consumption in participating schools and extending to the student's homes
- 11. Renewable Energy Incentives Program**
Provides rebates and increases the awareness and the use of renewable energy generation technologies by District of Columbia residents, businesses, and institutions
- 12. C13, Small Business Energy Efficiency Program**
Provides energy audits and installation of electric-energy-saving measures in participating small business establishments
- 13. Government Building Energy Efficiency**
Provides energy audits and installs Energy Efficiency Measures in District of Columbia Government-owned Buildings

Energy Assistance Trust Fund

- 14. D1, LIHEAP Expansion and Energy Education**
Provides additional funding for electric customers to be used in concert with the Federal Low Income Home Energy Assistance Program
- 15. D2, RAD Extension**
Offers eligible Residential Aid Discount low-income customers expanded discount rates
- 16. D3, RAD Arrearages Retirement and Education Program**
Assists eligible RAD customers with their Pepco arrearages
- 17. G1, Residential Essential Service Expansion and Awareness Program**
Provides low-income gas customers greater affordability toward their total gas bills and to increase the participation rate by at least 30%.

CAEA BUDGET AND EXPENDITURES

This report includes the following financial attachments:

- Attachment 1: Revenue Collections

- Attachment 2: Financial Activity as of the end of the quarter
- Attachment 3: Administrative Budget and Expenditures
- Attachment 4: Monthly Expenditures by Program

Sustainable Energy Trust Fund Programs

Program Name:	Home Energy Rating System
Program Number:	C5
Reporting Period:	July 2009 – September 2009

Program Description

The goal of the Home Energy Rating System (HERS) Program is to allow owners and prospective owners of the property to be aware of the energy performance of their homes. It also provides information to enable them to make energy efficiency improvements while insuring their health and safety. This program is limited to single family dwellings, row and townhouses. Condominiums are excluded due to limitations of the owner to implement measures.

Program Status

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishment

Elysian Energy completed 61 audits, and PEG completed 296 audits during this quarter for a total of 357 audits. DDOE exceeded its program goal this year by 187 audits and the program continues to grow in interest. Table 1 below provides a breakdown of the number of audits completed, and

Table 2 provides the number of clients served and estimated audit cost in each of the eight wards.

Table 1: Home Energy Rating System Deliverables

Program Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
# of Audits Completed	357	1,387	1,200

Table 2: Home Energy Rating System Audit Cost

WARD	Residents Served	Estimated Audit Cost
1	24	\$7,640.00
2	20	\$7,000.00
3	65	\$21,050.00
4	101	\$33,310.00
5	49	\$15,790.00
6	54	\$17,740.00
7	28	9,180.00
8	16	\$5,060.00
Total	357	\$116,770.00

During this quarter HERS added an additional 962 names to its waiting list. This program takes a holistic approach in implementing the Home Energy Ratings, providing educational materials on other useful District programs, including distributing information about radon, lead-paint, tax-credits and carbon monoxide detection and testing.

Table 3: Home Energy Rating System Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July – September 2009		
Continue conducting HERS audits	September 30, 2009	September 30, 2009

Next Quarter’s Projected Goals

This program is discontinued under the CAEA.

Issues and Remedial Plan

None

Program Name:	Small Business Energy Efficiency
Program Number:	C13
Reporting Period:	July 2009 – September 2009

Program Description

The Small Business Energy Efficiency Program (SBEEP) focuses on small retail Businesses, as identified by the U.S. Small Business Administration, i.e., those with fewer than 15 employees and less than one million dollars in annual revenues. Small businesses provide essential services to low-income areas. Sustaining these businesses is important to the community and economic development in the District of Colombia. Lowering business operating costs through cost-effective energy efficiency retrofits is a means to help sustain these businesses and further encourage economic development.

Program Status

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

Emergency legislation was enacted to authorize expenditures for the Small Business Energy Efficiency Program (SBEEP) in fiscal year 2009 from fund balances in the Sustainable Energy Trust Fund and the Energy Assistance Trust Fund. The SBEEP is a temporary program funded through September 30, 2009. During this quarter, 78 applications were received and 78 installations were completed. Small businesses located in the “Deanwood Main Streets”, “H” Street Main Streets,” and the “Coalition of Park Road Businesses” received SBEEP grants for businesses located in their wards.

Table 4: Small Business Energy Efficiency Deliverables

Program Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
# of Businesses Completed	78	78	60

Next Quarter's Projected Goals

This program is discontinued under the CAEA.

Issues and Remedial Plan

None

Program Name:	Weatherization Plus Program
Program Number:	D4
Reporting Period:	July 2009 – September 2009

Program Description

This program expands DDOE’s Weatherization Assistance Program (WAP) to accelerate the installation of energy efficient measures that save electricity. The program performs energy audits and installs audit-identified measures in low-income dwelling units. Typical measures installed may include: energy efficient lighting upgrades, insulation, weather stripping, windows/door replacement, heat pump repair/replacement, hot-water heater replacement/wraps, faucet aerators, showerheads, and programmable thermostats. Program eligibility is based on federal LIHEAP guidelines.

Program Status

- Program met its Target
- Program exceeded expectations
- Program fell short of expectations

Program Accomplishments

The Weatherization Plus Program has performed beyond expectations and has surpassed its targeted goal of 329 homes weatherized for program year 2009. The program provided its participating customers with electricity energy savings and additional benefits that provided improvements to the safety, health and comfort of their home. DDOE made every effort to deliver the program as efficiently as possible and took advantage of opportunities to leverage program resources to maximize the number of District residents receiving program services.

In FY 2009 the program completed the installation of energy efficient measures in 725 low-income households across the District. Most of the dwelling units completed during the program year were multi-family dwellings because they provided the greatest energy-savings opportunities for the program. The program’s projected annual kWh savings for FY 2009 is 817,803 kilowatt hours, and the projected annual energy savings will result in reduced energy costs of more than \$81,780.30 for participating customers. Some of the program highlights in FY 2009 included:

- 725 homes weatherized;
- replaced 212 incandescent light bulbs with compact fluorescent bulbs;
- replaced 2,681 T12 fluorescent lamps with magnetic ballast, with T8 fluorescent lamps and electronic ballast;
- installed 115 cooling units;
- installed 500 low flow shower heads and aerators;
- replaced 500 single pane windows with energy efficient low-e windows.

Fourth Quarter Achievement

For the quarter ending September 30, 2009, the program received an additional 53 applications from both single and multi-family home owners and conducted energy audits for 200 dwellings. The program installed energy efficient measures in 387 dwelling units at an average cost of \$3,000 per unit. Table 5 below provides a breakdown of the application, audit and completion status for the quarter and for FY 2009.

Table 4: Weatherization Plus Deliverables

Program Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
Applications Received	53	893	329
Audits Completed	200	725	329
Installations Completed	387	725	329

Table 6 below provides a breakdown of the multi-family projects completed in FY 2009.

Table 5: Weatherization Plus Summary of Projects

Projects	Ward	No. of Units	Program Status
1007 Monroe St. NW	1	4	Completed
5113 Fitch St. NE	7	281	Completed
4125 Ames St. NE	7	53	Completed
4242 6 th St SE	8	6	Completed
2624 29 th St. SE	7	4	Completed
2628 29 th St. SE	7	4	Completed
5514 1st St NW	4	15	Completed
1723 27 th St. SE	7	5	Completed
3237 Hiatt Place NW	1	32	Completed
1615/25 Franklin St. NE	5	75	Completed
5807/25 14 th St. NW	2	81	Completed
3308/12 Sherman Ave. NW	1	34	Completed
5922 13 th St. NW	4	32	Completed
2231 Ontario Rd. NW	1	21	Completed
931 Longfellow St. NW	4	52	Completed
1430 W St. NW	2	26	Completed

Table 7 below provides a breakdown by energy efficient measure installed and the projected life-time kWh and dollar energy savings.

Table 6: Projected Annual and Life Time Energy Savings

Recommended Measures/ Appliances	Quantity	Savings Per Year Per Installed Quantity (kWh)	Life Time Saving (kWh)	Annual Saving (\$)	Life Time Saving (\$)
Energy Star Light Fixtures	2,681	761,404	11,421,060	\$76,140.40	\$1,142,106.00
Cooling Units	115	45,195	667,925	\$ 4,519.50	\$ 67,792.50
CFL Replacement	212	11,204	78,428	\$ 1,120.40	\$ 7,842.80
Total	3,008	817,803	12,167,413	\$81,780.30	\$1,217,741.30

Marketing Activities

Throughout FY 2009, the Weatherization Plus Program maintained a commitment to participate in and seek out opportunities to increase program participation rates. Program management worked closely with Community Based Organizations (CBOs), public housing authorities, and LIHEAP providers to provide eligible customers with cost-effective energy-saving measures for each home. The program benefited from a constant

flow of referrals from satisfied building owners, residents, and property managers that have received weatherization services in the past years. The program also received added publicity as a result of the American Recovery and Reinvestment Act (ARRA) that has generated renewed public attention towards home weatherization.

Table 7: Weatherization Plus Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July - September 2009		
Identify and recruit homes for participation in the Weatherization Plus Program	July 30, 2009	July 30, 2009
Conduct energy audits/assessments and energy assistance intake	July 30, 2009	August 31, 2009
Install recommended energy efficient measures	August 30, 2009	September 15, 2009
Review monthly reports submitted by CBOs.	September 15, 2009	October 11, 2009

Next Quarter's Projected Goals

DDOE anticipates that the Weatherization Plus Program will continue to perform well in FY 2010 given the Program's past performance and additional public interest in "stimulus dollars" for weatherization. The program has already received a significant number of applications and has developed a waiting list of potential homes that will be served when the new program year begins October 1, 2009.

Table 8: Weatherization Plus Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October - December 2009		
Identify and recruit homes for participation in Weatherization Plus Program	November 30, 2009	
Conduct energy audits/assessments and energy assistance intake	November 30, 2009	
Install recommended energy efficient measures	December 30, 2009	
Review monthly reports submitted by CBOs.	December 30, 2009	

Issues and Remedial Plan

DDOE will implement a new database and tracking system in FY 2010 that will enhance program operation from a quality control and customer service stand point. The new Hancock Energy Software System will allow DDOE and its CBOs to track customer participation, work status, project costs, work performed, and monthly reporting. The new database is the most widely used tracking system in other jurisdictions and will facilitate data sharing to ensure that customers receive all available electricity energy saving measures to help reduce their overall energy burden.

Program Name:	Low Income Appliance Replacement Program
Program Number:	D5
Reporting Period:	July 2009 – September 2009

Program Description

The Low Income Appliance Replacement Program performs energy audits and installs high-efficiency electric appliances to replace old and inefficient models in low-income dwelling units. The program is designed to reduce energy usage by allowing low-income residents of the District to dispose of their inefficient room air conditioners and refrigerators in an environmentally safe manner. Homeowners and renters can have their inefficient appliances replaced on a one for one basis. Program eligibility is based on federal LIHEAP guidelines.

Program Status

- Program met its Target
- Program exceeded expectations
- Program fell short of expectations

Program Accomplishments

The Low Income Appliance Replacement Program replaced inefficient refrigerators and room Air Conditioners (AC) at no cost to qualified low income customers whose household income met the established program guidelines. The program did not perform as expected in FY 2009 due, in part, to the below normal temperature for the cooling season (summer months). Historically, the program has always experienced a spike in participation rates during the summer as the demand for ACs amplifies. However, the program experienced its first decline in customer participation rates this past summer and was unable to fill the AC gap by installing more refrigerators. In addition, the percentage

of appliances recommended for replacement has also declined. Program auditors conducted 1,931 appliance audits in approximately 1,269 low income households, which resulted in only 1,030 appliances being eligible for replacement.

The performance of the program during the fourth quarter ending September 30, 2009 fell short of expectations due to an anticipated decline in the demand for ACs. The program conducted 703 appliance audits and replaced 697 inefficient appliances in both single and multi-family dwellings. Table 10 below provides a breakdown of the appliance audit and type installed during the quarter and for FY 2009.

Table 9: Low Income Appliance Replacement Program Deliverables

Progress Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
# of Appliances Audited	703	1,931	1,958
# of Refrigerators Replaced	379	543	902
# of Room Air Conditioners Replaced	308	487	1,056
Total Appliances Installed	687	1,030	1,958

Table 11 below provides a breakdown of the estimated annual kilowatt hours (kWh) and dollar savings based on the appliance audits conducted during the fourth quarter of FY 2009.

Table 10: Low Income Appliance Replacement Program Projected Annual and Life Time Energy Savings

Recommended Measures/ Appliances	Quantity	Savings Per Year Per Installed Quantity (kWh)	Life Time Saving (kWh)	Annual Saving (\$)	Life Time Saving (\$)
Refrigerators	573	276,500	4,147,500	\$27,650.00	\$414,750.00
Window AC	457	175,671	2,635,065	\$17,567.10	\$263,506.50
Total	1,030	452,171	6,782,565	\$45,217.10	\$678,256.50

Table 11: Low Income Appliance Replacement Program Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July - September 2009		
Recruit homes for participation in the Appliance Replacement Program	July 30, 2009	July 30, 2009
Conduct energy audits and appliance efficiency assessments	July 30, 2009	August 31, 2009
Install recommended energy efficient appliances	August 30, 2009	September 15, 2009
Review monthly reports submitted by CBOs.	September 15, 2009	October 11, 2009

Next Quarter's Projected Goals

DDOE anticipates that the Appliance Replacement Program will perform well in FY 2010 given the additional public interest in stimulus dollars for weatherization. The Program has already identified a number of multi-family weatherization projects, slated to be completed in FY 2010 that would require appliance upgrades.

Table 12: Low Income Appliance Replacement Program Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October - December 2009		
Recruit homes for participation in the Appliance Replacement Program	November 30, 2009	
Conduct energy audits and appliance efficiency assessments	November 30, 2009	
Install recommended energy efficient appliances	December 30, 2009	
Review monthly reports submitted by CBOs.	December 30, 2009	

Issues and Remedial Plan

DDOE has made preparations to hire additional program support staff to assist in recruiting customers for participation in the program. Program management will continue to participate in and seek out opportunities to increase program participation rates. The program will continue to work closely with Community Based Organizations (CBOs), public housing authorities, and Low Income Home Energy Assistance

(LIHEAP) providers provide eligible customers with energy efficient appliance replacement.

The program will also implement a new database and tracking system in FY 2010 that will enhance program operation from a quality control and customer service standpoint. The new Hancock Energy Software System will allow DDOE and its CBOs to track customer participation, work status, project costs, work performed, and monthly reporting. The new database is the most widely used tracking system in other jurisdictions and will facilitate data sharing to ensure that customers receive all available electricity energy saving measures to help reduce their overall energy burden.

Program Name:	Weatherization and Rehabilitation
Program Number:	D6
Reporting Period:	July 2009 – September 2009

Program Description

The Weatherization Rehabilitation Program performs energy audits and installs electricity energy-saving measures in rehabilitated low-income housing units. The program targets non-profits and community based organizations that are providing improvements to multi-family low-income housing units. SETF funds are used to add an energy efficiency component to the home improvement efforts. Only electricity-saving measures will be paid by SETF funds, although the audit may identify non-electricity-saving measures. Program eligibility is based on federal LIHEAP guidelines.

Program Status

- Program met its Target
- Program exceeded expectations
- Program fell short of expectations

Program Accomplishments

The Weatherization Rehabilitation Program installed energy efficiency measures in 365 multi-family dwelling units at an average cost of \$2,547 per unit in FY 2009. The Program exceeded expectations for the fourth consecutive year, with additional projects already in the pipeline for completion next program year. The Program provided its participating customers with electricity energy savings and additional benefits that provided improvements to the safety, health and comfort of their home. All of the dwelling units completed during the program year were multi-family dwellings because they provided the greatest energy-savings opportunities for the program, and DDOE received no applications from single-family home owners.

The projected annual kWh savings for FY 2009 is 157,426 kilowatt hours, and the projected annual energy savings will result in reduced energy costs of more than \$15,742.60 for participating customers. Some of the program highlights in FY 2009 included:

- 365 dwelling units weatherized;
- installed 182 heat pumps to replace older inefficient models;
- replaced 145 T12 fluorescent lamps with magnetic ballast, with T8 fluorescent lamps and electronic ballast;
- replaced 182 fan coils;
- installed 21 low flow shower heads and aerators;
- replaced 21 single pane windows with energy efficient low-e windows.

Table 13: Weatherization and Rehabilitation Deliverables

Program Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
Applications Received	0	434	305
Audits Completed	152	365	305
Installations Completed	243	365	305

Based on the audits performed, Table 15 below provides a breakdown of the recommended energy-saving measures and estimated annual kilowatt hours (kWh) and dollar savings.

Table 14: Weatherization and Rehabilitation Projected Annual Energy Savings

Recommended Measures / Appliances	Quantity	Saving Per Year Per Installed Quantity (kWh)	Life Time Saving (kWh)	Annual Saving (\$)	Life Time Saving (\$)
Energy Star Fixture Replacement	145	41,180	617,700	\$4,118.00	\$61,770.00
Windows	442	116,246	1,743,690	\$11,624.60	\$174,369.00
Total	501	157,426	2,361,390	\$15,742.60	\$236,139.00

Table 15: Weatherization and Rehabilitation Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July - September 2009		
Identify and recruit low-income housing units for program participation	July 30, 2009	July 30, 2009
Conduct energy audits and electricity efficiency assessments	July 30, 2009	August 31, 2009
Install recommended energy efficient measures	August 30, 2009	September 15, 2009
Review monthly reports submitted by CBOs.	September 15, 2009	October 11, 2009

Next Quarter's Projected Goals

Program management has held initial meetings with property owners from three new rehab projects that are slated to be completed this program year. These projects (214 total units) are currently in the application and verification process, and installation of audit recommended energy-saving measures will be completed next quarter.

Table 16: Weatherization and Rehabilitation Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October - December 2009		
Identify and recruit low-income housing units for rehabilitation	November 30, 2009	
Conduct energy audits and electricity efficiency assessments	November 30, 2009	
Install recommended energy efficient measures	December 30, 2009	
Review monthly reports submitted by CBOs.	December 30, 2009	

Issues and Remedial Plan

None

Program Name:	Affordable Housing Energy Efficient Rebate Program
Program Number:	E1
Reporting Period:	July 2009 – September 2009

Program Description

The Affordable Housing Energy Efficiency Rebate Program provides rebates for the installation of energy-efficiency measures in affordable housing in the District of Columbia. The program targets non-profit community developers and provides rebates to cover the incremental costs for the installation of energy efficient appliances, HVAC systems, high efficiency fluorescent fixtures and bulbs, metal halide exterior bulbs, high efficiency windows, and high efficiency water heaters. The goal is to help affordable housing developers close the gap between standard and energy efficient technology costs. Affordable housing is categorized by the low to moderate income guidelines established by the US Department of Housing and Urban Development.

Program Status:

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

There were 46 projects completed during this quarter. Within the total program year, energy installation measures of approved rebate measures have been installed in a total of four multi-family buildings (362 total units). Table 17 below provides a summary of the rebate projects. The program provides rebates to non-profit developers upon receipt of official notification that a project is completed and program inspectors have verified

installation of approved measures. Table 18 provides the number of applications received, audits completed and installations completed.

Table 17: Summary of Rebate Projects

Rebate Projects	Ward	No. of Units	Approved Rebate Measures	Project Status
Park Terrace Apartments	8	316	Energy Star lighting fixtures, ceiling fans, LED exit signs, high intensity discharge fixtures, lighting controls, high efficiency appliances, high performance building envelope, high efficiency packaged air conditioners and heat pumps, and high efficiency water heater.	Completed
Marian Russell Cooperative	6	12	Wall installation, water heaters, energy star appliances, lighting fixtures, LED exit signs, ceiling fans, lighting controls, high efficiency appliances, building envelop, and heat pumps and air conditioners.	Completed
Sheriff Road	1	5	Energy efficient appliances, light fixtures, and high efficiency HVAC system (including gas boiler and chiller systems).	Completed
Fendall Street Apartments	8	29	Compact fluorescent bulbs, light fixtures, energy star appliances, building/roofing insulation, high energy efficiency HVAC system, high efficiency hot water heaters, and low “e” glass windows.	Completed
Total		362		

Table 18: Affordable Housing Energy Efficiency Rebate Deliverables

Program Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
Applications Received	0	630	400
Audits Completed	0	362	400
Installations Completed	46	362	400

Next Quarter’s Projected Goals

This program is discontinued under the CAEA.

Issues and Remedial Plan

None

Program Name:	Weatherization Rehabilitation and Asset Preservation
Program Number:	E2
Reporting Period:	July 2009 - September 2009

Program Description

The Weatherization Rehabilitation and Asset Preservation (WRAP) Program performs energy audits and installs energy-saving measures in the dwellings of low to moderate income families and also refers those households to other programs for which they might be eligible. The program which is administered in Partnership with the Energy Programs Consortium (EPC) integrates weatherization services with rehab and related programs to help sustain low to moderate income homeownership. Program participants receive weatherization assistance, along with a review of their mortgage and insurance costs. Only electricity-saving measures are funded with WRAP funds.

Program Status

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

Forty-seven installations of measures were completed during this quarter. Table 20 below provides a breakdown of audits completed and number of installations completed.

Table 19: Weatherization Rehabilitation Asset Partnership Deliverables

Progress Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
# of Homes Audited	0	124	181
# of Single-Family Homes Completed	15	30	N/A
# of Multi-Family units Completed	32	66	N/A
Total Completions Installed	47	96	181

Table 20: Weatherization Rehabilitation Asset Preservation Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July – September 2009		
Identify Clients	August 2009	September 2009
Conduct Audits	September 2009	September 2009
Install Energy Measures in Single/Multi-Family Homes	September 2009	September 2009
Review Monthly Reports	September 2009	September 2009

Next Quarter’s Projected Goals

This program is discontinued under the CAEA.

Issues and Remedial Plan

The Weatherization and Asset Preservation Program did not perform as expected because several projects (multi-family dwellings) that were approved and audited could no longer participate in the program due to unanticipated funding delays from the Department of Housing and Community Development. These projects were in need of major repairs that were supposed to be covered by DHCD before the recommended energy efficiency measures could be installed. However, the recent economic crisis and budget cutbacks forced a number of project managers to postpone much needed repairs. As a result, EPC could not complete the installation of energy efficiency measures in these projects. During this quarter several organizations presented potential affordable multi-family co-ops and condominiums for project consideration. However, EPC could not process their request because none of the projects would have been completed by September 30th, 2009. The organizations included, Housing Counseling Services, the Harrison Institute for Public Law, University Legal Services, National Housing Trust,

Cornerstone (an elderly housing group), and City First Home (affiliated with City Bank of DC).

Program Name:	Heating System Repair, Replacement, and Tune-Up Program
Program Number:	G2
Reporting Period:	July 2009 – September 2009

Program Description

The Heating System Repair, Replacement, and Tune-up Program provides energy audits and natural gas-fired heating system tune-ups, repairs, and replacements in low-income dwelling units. The program also replaces inefficient gas hot water heaters and provides programmable thermostats. Participants receive an assessment of their heating system as part of the general weatherization audit, except when heating systems are replaced or repaired on an emergency basis because there is no heat in the home or as a health and safety measure. Program eligibility is based on federal LIHEAP guidelines.

Program Status

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

The Heating System Repair, Replacement, and Tune-up Program has performed exceptionally well throughout the program year and the demand for services provided under this program continues to exceed expectations. Since the program year began, 274 heating systems in the homes of low-income District residents have been repaired, replaced or tuned-up. Table 22 below provides a breakdown of the number and type of measures completed, and Table 23 provides a breakdown of clients served throughout the Wards. The Table below provides a breakdown of the type of measures completed during the quarter.

Table 22: Heating System Repair, Replacement, and Tune-Up Program Deliverables

Program Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
# of Repairs Completed	0	53	50
# of Replacements Completed	11	139	153
# of Tune-Ups Completed	0	30	55
# of Hot Water Heaters Completed	0	52	50

The number of completions for each measure is subject to change because the program operates on a first come, first serve basis. Therefore, the program goal for each measure is an estimated figure and is subject to change as the program progresses.

Table 23: Heating System Repair, Replacement, and Tune-Up Program Clients Served by Ward

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total
17	6	1	67	55	25	62	41	274

Table 21: Heating System Repair, Replacement, and Tune-Up Program Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July - September 2009		
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	July 30, 2009	July 30, 2009
Conduct energy audits/assessments and Red tag emergency intake	July 30, 2009	August 31, 2009
Install recommended energy efficient heating systems and /or repairs	August 30, 2009	September 15, 2009
Review monthly reports submitted by CBOs.	September 15, 2009	October 11, 2009

Next Quarter's Projected Goals

The program will continue to collaborate with other low-income programs to provide for the repair, replacement or tune-up of gas-fired cooling systems. In addition, program inspectors will continue to perform random on-site inspections for quality control and verification purposes.

Table 22: Heating System Repair, Replacement, and Tune-Up Program Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October - December 2009		
Identify and recruit homes for participation in tuning-up, repairing and replacement of heating systems.	November 30, 2009	

Milestone	Goal Date	Actual Date Accomplished
Conduct energy audits/assessments and Red tag emergency intake	November 30, 2009	
Install recommended energy efficient heating systems and /or repairs	December 30, 2009	
Review monthly reports submitted by CBOs.	December 30, 2009	

Issues and Remedial Plan

None

Program Name:	Residential Weatherization and Efficiency Program
Program Number:	G3
Reporting Period:	July 2009 – September 2009

Program Description

The Residential Weatherization and Efficiency Program is designed to encourage and enable non-low-income residents of the District to use natural gas in a more efficient and cost effective manner by offering incentives for installing energy efficient gas measures. It is designed to capture natural gas savings at the time of purchase of new equipment or replacement of equipment.

Program Status:

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishment

During this quarter DDOE continued to work with the Office of Contracts and Procurement (OCP) to develop the Scope of Work (SOW) and the Invitation for Bid (IFB). DDOE held three meetings to work on the above mentioned documents. DDOE continues to work with OCP through the procurement process. The program has fallen short of the goals and milestones set forth in the beginning of the program year due to unforeseen obstacles, such as departmental reorganization and several revisions to the SOW. DDOE has worked through these obstacles, and as of September 30, 2009 is on track to release the IFB. Once a contract has been executed, DDOE will work with the selected contractor to finalize the promotion of the program.

Table 26: Residential Weatherization and Efficiency Timeline and Milestone

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July – September 2009		
Develop and finalize promotion of program	September 2009	Incomplete
Invitation for Bids due	September 2009	Incomplete

Next Quarter’s Projected Goals

Program focus for the first quarter will be on procuring the services of a rebate fulfillment company and development of program education materials and strategy.

Table 27: Residential Weatherization and Efficiency Quarter 1 Timeline and Milestone

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October – December 2009		
Develop and finalize promotion of program	December 2009	
Invitation for Bids due	December 2009	

Issues and Remedial Plan

Although the program is behind schedule, it is expected that with the high participation in the HERS program and the 2,000 plus audits that have already been completed, DDOE will achieve its goals.

Program Name:	Energy Awareness Program
Program Number:	G5
Reporting Period:	April 2009 – June 2009

Program Description

The Energy Awareness Campaign seeks to raise the energy efficiency awareness levels of District residents and encourage participation by low-income residents in the SETF and EATF programs offered.

Program Status

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

As reported in the February 2009 Quarterly Report, it was essential that DDOE supersede the launch of the Energy Awareness Campaign with a baseline evaluation, which was accomplished in July 2009 by working with a consultant to develop the evaluation. Communications Center Inc. was selected and began the process to complete the baseline study to determine the current level of awareness of Heating System Repair, Replacement, and Tune-Up Program and the Residential Essential Service Expansion and Awareness Program. The results of the evaluation determined that various targeted advertising mediums, including radio, television and newspapers, were effective means of promoting the programs. The Awareness Campaign was launched in the fourth quarter.

Table 28: Energy Awareness Program Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July – September 2009		
Launch the energy awareness campaign.	September 2009	September 2009

Next Quarter’s Projected Goal

The target of the next quarter is to promote two of the natural gas programs: Heating System Repair, Replacement, and Tune-Up Program and continue to increase awareness of the Residential Essential Service Expansion and Awareness Program. Advertising estimates and proposed commercial schedules will once again be secured from the media outlets listed below.

Television

- OCT TV-13 (DC Cable)
- Telemundo TV WZDC-25
- WTTG FOX 5 TV
- NBC TV 4
- WDCW TV

Radio

- WHUR 96.3FM
- Radio One Inc., WMMJ 102.3 FM, WOL 1450 AM, WYCB 1340 AM, PRAISE 104.1 FM
- WPGC 95.5 FM
- WTOP 103.5 FM
- Redskins Radio Network, 92.7 FM, 94.3 FM, 730AM
- El Zol 99.1 FM

Newspaper

- Washington Post Express
- Washington Hispanic
- Washington City Paper

Table 239: Energy Awareness Program Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October – December 2009		
Obtain advertising estimates	October 2009	
Submit requisitions for procurement	November 2009	
Begin Purchased Awareness Campaigns	November 2009	
Disseminate free program info via community listserv groups, PSA announcements etc.	October 2009	

Issues and Remedial Plan

None

Program Name:	Saving Energy in D.C. Schools
Program Number:	G6
Reporting Period:	July – September 2009

Program Description

A primary function of DDOE is to educate students about energy efficiency, the environment, and reducing energy consumption in participating schools and extending to the students’ homes. The goals of the Saving Energy in DC Schools (SEDS) program are to: (a) educate students in grades K-12 about energy, (b) illustrate the connection between energy efficiency and the environment, and (c) save energy in participating schools and students’ homes. DDOE has contracted with the Alliance to Save Energy (ASE) (as proposed and approved by Commission Order) to implement the program.

Program Status

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

Saving Energy in D.C. Schools (SEDS) activities during this quarter included recruiting new schools to participate in the 2009-10 school year, providing energy education to summer programs around the district, holding pre-workshop meetings with schools, refining instructional materials for the fall, preparing for the 2009 professional development workshop, and working on procuring the real-time energy meter promised last year to Mann ES. Throughout the summer, staff worked on updating the Instructional Resource Binders to include two new “strands” of the program: Policy and careers. On July 28, SEDS staff members presented a one hour information session to DDOE’s Mayor’s Green Summer Job Corps Program. The Road Map and Quick Start Guide were

completed to be used by schools during the 09-10 school year (see attached). Table 30 provides the status of the program's deliverables.

Table 30: Saving Energy in D.C. Schools Program Deliverables

Program Deliverables	Quarter Achievement	Cumulative Achievement	Program Goal
Train students on SEAT	0	215	120
Students exposed to energy in class	97	537	180
TOTAL # Students Reached	97	752	200
Train teachers	0	18	12

Table 31: School and Student Participation

School	Ward	SEAT Participant	Students Directly involved in SEAT	Students Receiving Additional Energy Curriculum	Total Estimated Students Exposed to Energy Curriculum per School
Aiden Montessori School	3	No		30	30
Alice Deal Middle School	3	Yes	18		18
Brookland EC at Bunker Hill	5	Yes	20	20	40
Capital City PCS (both campuses)	1	Yes	36	25	61
Center City PCS	5	Yes	18	50	68
E.L. Haynes PCS	1	Yes	15	20	35
Gonzaga High School	6	Yes	15		15
Horace Mann Elementary	3	No		75	75
Key Elementary	3	Yes	15	25	40
Lafayette Elementary School	4	No			
McKinley Tech High School	5	Yes	20	20	40
Oyster Elementary	3	No		25	25
Adams Elementary	1	Yes	19	50	69
Prospect Learning Center	6	Yes	15		15
Stoddert Elementary	3	No		50	50
Washington International School	3	Yes	9		9
Wilson Senior High	3	Yes	15	50	65
Bancroft Elementary EE Demo	1	n/a	n/a	47	47
Green Corps Summer Energy Forum	n/a	n/a	n/a	50	50
TOTAL			215	537	752

Table 32: Saving Energy in D.C. Schools Quarter's Timeline and Milestone

Milestone	Goal Date	Actual Date Accomplished
Quarter July-September 2009		
Write a final report	July 2009	October 2009
Identify and recruit schools	September 2009	September 2009
Update the instructional materials	September 2009	September 2009

Next Quarter's Projected Goals

With the new schools who have already signed up plus the anticipated 15 returning schools, we will have at least 23 schools participating next year. This year's Professional Development Workshop will be held on October 7th at Gonzaga College High School. Throughout September, preparation began for the workshop to be able to provide tools, new resource guides, a website, energy bill data, and all of the other handouts that will be presented.

Table 33: Saving Energy in D.C. Schools Quarter 1 Timeline and Milestone

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October – December 2009		
Identify and recruit schools	October 2009	
Train teachers	October 2009	
Align instructional materials to District of Columbia Standards for Teaching and Learning	October 2009	
Align instructional materials to District of Columbia Standards for Teaching and refine and further develop instruction materials	October 2009	
Provide instructional and program implementation tools to each school	December 2009	
Meet monthly or bi-monthly with each school to help implement plans and provide support to school teams on an ongoing basis	Oct – June 2010	
Train high school students to perform energy audits	Dec 2009Mar/April 2010	

Issues and Remedial Plan

The initial milestone for writing a final report was supposed to be due in June or July of 2009. With the fourth quarter not ending until the end of September, ASE and DDOE felt that it would be more appropriate to hold off on the final report until then.

Program Name:	Renewable Energy Incentive Program
Program Number:	N/A
Reporting Period:	July 2009 – September 2009

Program Description

The District of Columbia Renewable Energy Incentive Program (REIP) has been developed to increase the use and awareness of renewable energy generation technologies by District of Columbia residents, businesses, and institutions.

Program Status

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

The Renewable Energy Incentive Program is completing its first year of implementation. As stated in previous reports, the main focus for FY 2009 has been for solar photovoltaic rebates due to immense consumer demand. For fiscal year 2009, a total of 68 photovoltaic installations were supported. The total capacity of the systems is 251 kilowatts, with average yearly combined production of 309,640 kilowatt hours a year. These installations are estimated to offset the release of 138 tons of carbon dioxide, 1.01 tons of sulfur oxides, and 0.213 tons of nitrous oxides each year of their service life, which may be 25 years or more. Rebates for geothermal, biomass, solar hot water and air heating will be launched in the first quarter of FY2010 after necessary staff additions have occurred. It is expected that Federal American Recovery and Reinvestment Act (ARRA) funding will be approved by the U.S. Department of Energy in early October to supplement the geothermal and solar heating incentives for the next 18 months. Additionally, an Innovative Energy Demonstration Grant proposal has been submitted to

DOE under the State Energy Program ARRA funding pool to promote innovative and less common renewable energy systems including biomass and waste gas capture, as well as larger scale solar technologies for which REIP may not be the best fit. Rooftop photovoltaic systems remain a key tool in meeting the District’s renewable portfolio standard (RPS), and a level of emphasis will continue to be placed on this technology in 2010.

Sixteen confirmed installations have been completed as a direct result of this program’s assistance. The installations of the remaining 52 projects funded in 2009 are at various stages of implementation, as are projects that are currently being processed and which will be funded from 2010 monies. At the start of fiscal year 2010, a total of \$2 million in funding is again available. A total of 348 online prequalification applications have been submitted since the program’s inception on February 23, 2009. For the period July 1 – September 30, 2009, a total of 71 prequalification applications have been submitted. The requests for rebates in the fourth quarter is 335,741 kWh in capacity and \$890,367 in rebates requested. Program applicants continue to enter the reservation queue. There are 121 applicants currently on DDOE’s waiting list.

Breakdown by property type (of 68 applicants)

- 66 Residential
- 1 NGO
- 1 Educational

Table 33: Renewable Energy Incentive Program Clients Served by Ward

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total
30	8	11	1	3	10	3	2	68

Table 34: Renewable Energy Incentive Program Deliverables

Program Deliverables	Quarter Achievement (Requests)	Cumulative Achievement (Requests)	2009 Rebates (Awarded)	Program Goal
Capacity of Rebates	335,741	1,521,391	251,332	200,000 Watts/Watts equivalent
Number of Awards	68	68	68	110
Rebate Amounts Awarded	\$605,305	\$605,305	\$605,305	\$2 million
Rebates Requested (Prequalification Applications)	71	348	n/a	n/a
Residential Installations	65	331	66	
Non-profit, business and institutional Installations	5 comm, 1 non profit	11 comm, 4 non profit, 1 house of worship, 2 educational	2	
Rebate Amounts Requested	\$890,367	\$3,736,136	\$605,305	\$2 million
Kilowatt hours/year (kWh)	413,648	1,873,940	309,640	
Energy Value (\$/year @\$.12/kWh)	\$49,637	\$224,872	\$37,156	
Emissions Offset (Avoided)	TBD	TBD	TBD	
Carbon dioxide (pounds)	185	834	138	
Nitrogen oxides (pounds)	.285	1.29	.214	
Sulfur dioxide (pounds)	1.35	6.11	1.01	

**Avoided emissions data derived from the EPA Power Profiler (eGRID Subregion: RFC East, which includes the ZIP code: 20009) and the EPA Greenhouse Gas Equivalencies Calculator updated February 17, 2009. These calculators include the eGRID2007 Version 1.1 annual non-baseload CO₂ output emission rates (year 2005 data).*

Table 35: Renewable Energy Incentive Program Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July – September 2009		
Review Full Applications	September 2009	September 2009
Distribute Approved Rebates	September 2009	Sep/Oct 2009

Next Quarter’s Projected Goals

Incentives for additional technologies not currently available but allowable under the CAEA will be launched in the first quarter of 2010. Two new positions have been funded and will be posted to meet growing program demand and facilitate program expansion to incentivize other technologies.

Table 36: Renewable Energy Incentive Program Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October – December 2010		
Review Full Applications	December 2009	
Distribute Approved Rebates	December 2009	

Issues and Remedial Plan

Although there have been a series of delays and implementation challenges, solutions to these issues have been developed through continuous intragovernmental collaboration. While some homeowners require the rebate to begin system installation, the majority are using their incentives to repay loans. Additional program staff will be brought on board to administer the program and the technical specifications of a comprehensive management software solution are being negotiated. This interactive online tool will allow program staff to more effectively deploy programs and track their progress. The tool will enable residents to analyze their current energy usage and later select from a menu of DDOE program offerings to help reduce that usage. Program goals, mapping

features, cost calculators, program applications and a host of additional features will be available for constituent use.

Program Name:	Government Building Energy Efficiency Program
Program Number:	
Reporting Period:	July 2009 – September 2009

Program Description

The Government Building Energy Efficiency Program (GBEEP) provides energy audits and installs audit-recommended Energy Efficiency Measures (EEMs) in existing District of Columbia Government-owned or operated buildings to reduce both their energy consumption and overall operating costs. The Program is administered in partnership with the Department of Real Estate Services (DRES) and targets those buildings that are currently being rehabilitated by DRES. SETF funds will be used to add an energy efficiency component to the overall building improvement efforts. All government buildings participating in this program are benchmarked using the Energy Star Portfolio Benchmarking Tool.

Program Status

- Program met its Target
- Program exceeded expectations
- Program fell short of expectations

FY 2009 Program Accomplishments

On June 2, 2009, the D.C. Council approved B18-0301, the Clean and Affordable Energy Fund Balance Emergency Amendment Act of 2009, which granted authority to DDOE to spend \$2,000,000 of available SETF fund balances to provide for the purchase and installation of energy efficiency measures under a new Government Building Energy Efficiency Program. DDOE requested the services of DRES to help identify and complete approximately five government-owned building improvement projects because

DRES has a unique knowledge and understanding of the District government building stock and has managed similar programs in the past.

DRES received the budget authority to spend the funds via an intra-district transfer on July 1, 2009, and has worked diligently with engineers and suppliers to complete five government-owned and operated Homeless Shelters. SETF funds were used to improve the living conditions of the residents at St. Elizabeth's Shelter, Federal City Shelter, Emery Shelter, Madison Shelter, and Blair Shelter by replacing extremely inefficient and aging energy equipment that has not functioned as designed. However, DRES was unable to complete all of the projects by September 30, 2009 due to some procurement difficulties and the limited timeframe for which the projects had to be completed. The current status of the projects is as follows:

- St. Elizabeth Homeless Shelter - completed
- Federal City Homeless Shelter – equipment purchased and delivered in September. However, construction and installation will take approximately 90 days to complete.
- Emery Homeless Shelter – retrofit design and bid process completed. Installation of energy efficiency retrofits will take 5 to 6 months.
- Madison Homeless Shelter - retrofit design and bid process completed. Installation of energy efficiency retrofits will take 5 to 6 months.
- Blair Homeless Shelter - retrofit design and bid process completed. Installation of energy efficiency retrofits will take 5 to 6 months.

Table 37: Government Buildings Program Deliverables

Project Name	Proposed Retrofit Cost	Actual Bid Amount	Total DDOE Cost
St. Elizabeth Homeless Shelter	\$ 294,200.00	\$ 381,250.00	\$381,250
Federal City Homeless Shelter	\$ 800,000.00	\$ 688,000.00	-
Emery Homeless Shelter	\$ 189,800.00	\$ 222,000.00	-
Madison Homeless Shelter	\$ 129,000.00	\$ 270,000.00	-
Blair Homeless Shelter	\$ 112,000.00	\$ 365,000.00	-
TOTAL	\$ 1,525,000.00	\$ 1,926,250.00	\$381,250

Issues and Remedial Plan

The much needed energy efficiency retrofits at the remaining four District shelters are expected to be completed during the first quarter of FY 2010, provided that funds are made available. DRES has leveraged and committed funds from other funding sources to complete other aspects of the overall building improvement efforts at these shelters, and is optimistic that SETF funds will be available to fully complete the projects.

Energy Assistance Trust Fund

Program Name:	LIHEAP Expansion and Energy Education
Program Number:	D1
Reporting Period:	July - September 2009

Program Description:

The Low-Income Home Energy Assistance Program (LIHEAP) Extension and Education Program provides additional funding for electric customers to be used in concert with Federal LIHEAP funding. Households that would otherwise not be served as a result of limited LIHEAP funding are granted benefits through this program.

Program Status:

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

In the fourth quarter, the LIHEAP Extension and Education Program enrolled 2,038 eligible District residents.

Table 38: LIHEAP Expansion Deliverables

Program Deliverable	Quarter Achievement	Cumulative Achievement	Program Goal
# of households enrolled	2,038	2,038	2,077

Table 39: LIHEAP Expansion Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 July – September 2009		
Serve additional eligible District households (electric) pursuant to LIHEAP regulations and DC Council order.	September 30, 2009	September 30, 2009

Next Quarter's Projected Goals

Table 40: LIHEAP Expansion Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October – December 2009		
Funds are not used for this program until LIHEAP funds have been exhausted. No milestones are established for this quarter. Funds will be used in quarters 3 and 4.	December 2009	

Issues and Remedial Plan

Program funds were not needed until the fourth quarter. The federal LIHEAP grant funds were not expended until August 28, 2009. As a result the LIHEAP expansion program funding was utilized to assist customers in the prevention or reconnection of utility service. Therefore DDOE increased the per customer benefit and was able to continue serving customers through the end of FY 2009 but did not need to turn customers away as a result of this increase.

Program Name:	RAD Expansion
Program Number:	D2
Reporting Period:	July - September 2009

Program Description

The Residential Aid Discount (RAD) Expansion Program is designed for eligible RAD clients to receive the expanded discount rates.

Program Status:

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

In the fourth quarter, 1,410 electric customers applied for the RAD Expansion program. Of these, 517 were all-electric and 893 were non all-electric. These customers will not be eligible to receive the RAD discount due to the program closing in the third quarter. See Table for the distribution of participants by Ward.

Table 41: RAD Expansion Program Deliverables

Program Deliverable	Quarterly Achievement	Cumulative Achievement	Program Goal
# of households enrolled	1,410	21,000	21,000

Table 42: RAD Expansion Clients by Ward

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total
133	30	4	162	195	88	308	490	1,410

Table 43: RAD Expansion Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 4 April - June 2009		
The RAD program closed in Quarter 3	September 30, 2009	September 30, 2009

Next Quarter's Projected Goals

Table 44: RAD Expansion Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October – December 2009		
Provide clients with expanded discount rates on their electric bills.	December 2009	

Issues and Remedial Plan:

None

Program Name:	RAD Arrearages Retirement and Education Program
Program Number:	D3
Reporting Period:	July - September 2009

Program Description

The RAD Arrearages and Education program is designed to assist eligible RAD customers with their PEPCO arrearages. The program provides a total of \$250 per customer towards the arrearage and initiates a balance payment plan over 12 months.

Program Status:

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

The RAD Arrearage Retirement and Education Program has been inactive due to the lack of participation.

Next Quarter’s Projected Goals:

Due to the lack of customers that have enrolled in the program DDOE will not continue with the program in FY 10.

Issues and Remedial Plan

Due to the lack of customers that have enrolled in the program DDOE will cease activities and redirect the funds to RAD Expansion.

Program Name:	Residential Essential Service Expansion and Awareness Program
Program Number:	G1
Reporting Period:	July - September 2009

Program Description

The RES Expansion and Awareness Program aims to provide eligible gas customers greater affordability toward their total gas bills and to increase the participation rate by at least 30%. The RES Expansion program will follow the same enrollment schedule as the RES program, which extends its services until April 30, 2009. All customers that enroll after that date will not receive an additional discount on their utility bill.

Program Status:

- Program is on Target
- Program is exceeding expectations
- Program is falling short of expectations

Program Accomplishments

During the fourth quarter, 771 participants applied for the program and 555 were new participants. None of the participants received the additional discount on their gas bills because the program met its intended goal in the second quarter. See Table 46 for participation by ward.

Table 45: RES Expansion Program Deliverables

Program Deliverable	Quarter Achievement	Cumulative Achievement	Program Goal
Additional Participants	555	5,439	2,200

Table 46: RES Expansion Clients by Ward

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Total
49	8	1	78	107	35	115	162	771

Next Quarter's Projected Goals

Table 47: RES Expansion Quarter 1 Timeline and Milestones

Milestone	Goal Date	Actual Date Accomplished
Quarter 1 October – December 2009		
Increase program participation rate by 30% among eligible customers	December 2009	

Issues and Remedial Plan

None

ATTACHMENT 1
REVENUES COLLECTED
October 1, 2008 - September 30, 2009

Sustainable Energy Trust Fund (SETF)			
Deposit Date	Source of Funds	Amt of Transfer	Total Received to date
11/20/08	PEPCO	318,475.57	318,475.57
12/22/09	PEPCO	920,959.05	1,239,434.62
12/29/09	Wash. Gas	368,242.50	1,607,677.12
1st Quarter subtotal		1,607,677.12	
1/20/09	PEPCO	1,073,956.17	2,681,633.29
2/9/09	Wash. Gas	452,204.19	3,133,837.48
2/20/09	PEPCO	1,105,137.45	4,238,974.93
2/28/09	interest	1,090.28	4,240,065.21
3/12/09	Wash. Gas	540,201.90	4,780,267.11
3/20/09	PEPCO	1,036,299.88	5,816,566.99
2nd Quarter subtotal		4,208,889.87	
4/13/09	Wash. Gas	601,007.09	6,417,574.08
4/20/09	PEPCO	992,763.72	7,859,911.97
4/27/09	Wash. Gas	449,574.17	8,867,148.25
5/21/09	PEPCO	925,336.73	8,785,248.70
6/2/09	Wash. Gas	346,390.26	9,131,638.96
6/22/09	PEPCO	935,907.87	10,067,546.83
3rd Quarter subtotal		4,250,979.84	
7/7/09	Wash. Gas	213,774.08	10,281,320.91
7/20/09	PEPCO	1,057,868.02	11,339,188.93
7/27/09	Wash. Gas	149,583.17	11,488,772.10
7/31/09	PEPCO	380,270.82	11,869,042.92
8/20/09	PEPCO	1,126,069.99	12,995,112.91
8/28/09	Wash. Gas	129,617.76	13,124,730.67
9/21/09	PEPCO	1,166,470.72	14,291,201.39
9/25/09	Wash. Gas	121,645.33	14,412,846.72
9/30/09	Accrual of Sept. Collection- Wash. Gas.	118,779.80	14,531,626.52
9/30/09	Accrual of Sept. Collection- PEPCO	1,214,064.65	15,745,691.17
9/30/09	RETF Revenue transfer	597,449.65	16,343,140.82
4th Quarter subtotal		6,275,593.99	
Total through 4th Qtr:		16,343,140.82	

Energy Assistance Trust Fund (EATF)			
Deposit Date	Source of Funds	Amt of Transfer	Total Received to date
11/20/08	PEPCO	115,809.30	115,809.30
12/22/08	PEPCO	334,870.30	450,679.60
12/29/09	Wash. Gas	201,432.23	652,111.83
1st Quarter subtotal		652,111.83	
1/20/09	PEPCO	392,145.19	1,044,257.02
2/9/09	Wash. Gas	246,646.28	1,290,903.30
2/20/09	PEPCO	402,563.34	1,693,466.64
2/28/09	interest	518.67	1,693,985.31
3/12/09	Wash. Gas	294,671.62	1,988,656.93
3/20/09	PEPCO	379,199.58	2,367,856.51
2nd Quarter subtotal		1,715,744.68	
4/13/09	Wash. Gas	327,908.49	2,695,765.00
4/20/09	PEPCO	358,580.55	3,300,035.28
4/27/09	Wash. Gas	245,689.73	2,941,454.73
5/21/09	PEPCO	336,455.72	3,636,491.00
6/2/09	Wash. Gas	188,962.00	3,825,453.00
6/22/09	PEPCO	340,300.06	4,165,753.06
3rd Quarter subtotal		1,797,896.55	
7/7/09	Wash. Gas	116,622.07	4,282,375.13
7/20/09	PEPCO	385,945.04	4,668,320.17
7/27/09	Wash. Gas	81,669.27	4,749,989.44
7/31/09	PEPCO	380,270.81	5,130,260.25
8/20/09	PEPCO	409,368.68	5,539,628.93
8/28/09	Wash. Gas	70,727.81	5,610,356.74
9/21/09	PEPCO	424,854.98	6,035,211.72
9/25/09	Wash. Gas	66,393.22	6,101,604.94
9/30/09	Accrual of Sept. Collection- Wash. Gas.	64,804.28	6,166,409.22
9/30/09	Accrual of Sept. Collection- PEPCO	1,716,876.20	7,883,285.42
9/30/09	RETF Revenue transfer	597,449.65	8,480,735.07
4th Quarter subtotal		4,314,982.01	
Total through 4th Qtr:		8,480,735.07	

Note: FY09 numbers are not final and may change until the Districts' CAFR is released.
Interest earned will be included prior to the CAFR.

Data as of 10.26.09

**ATTACHMENT 2
ALL FINANCIAL ACTIVITY
4TH QUARTER- AS OF 9/30/09**

Fund Detail	Project No	Project Title	Personnel Services/ NonPersonnel Services	Actual		Purchase Order Balance & Intra- District Amt	Requisition Balance Amt	YTD Expenditures & Obligations	Available Balance
				Budget	Expenditures				
6700	ABOARD	SETF & EATF ADVISORY BOARD	PERSONNEL SERVICES	229,824.88	101,714.00	0.00	0.00	101,714.00	128,110.88
			NON-PERSONNEL SERVICES	29,958.83	2,199.96	0.00	0.00	2,199.96	27,758.87
				259,783.71	103,913.96	0.00	0.00	103,913.96	155,869.75
	ADMSE9	SETF ADMINISTRATION	PERSONNEL SERVICES	221,278.97	219,006.86	0.00	0.00	219,006.86	2,272.11
			NON-PERSONNEL SERVICES	90,657.97	77,729.03	0.00	0.00	77,729.03	12,928.94
				311,936.94	296,735.89	0.00	0.00	296,735.89	15,201.05
	EPD409	WEATHERIZATION PLUS	PERSONNEL SERVICES	82,690.60	50,728.14	0.00	0.00	50,728.14	31,962.46
			NON-PERSONNEL SERVICES	991,245.65	719,488.51	0.00	0.00	719,488.51	271,757.14
				1,073,936.25	770,216.65	0.00	0.00	770,216.65	303,719.60
	EPD509	LOW INCOME APPLIANCE REPLACEMENT	PERSONNEL SERVICES	174,931.23	172,390.73	0.00	0.00	172,390.73	2,540.50
			NON-PERSONNEL SERVICES	1,180,614.97	1,019,535.45	0.00	0.00	1,019,535.45	161,079.52
				1,355,546.20	1,191,926.18	0.00	0.00	1,191,926.18	163,620.02
	EPD609	WEATHERIZATION REHAB	PERSONNEL SERVICES	35,732.26	34,086.91	0.00	0.00	34,086.91	1,645.35
			NON-PERSONNEL SERVICES	918,877.74	906,688.06	0.00	0.00	906,688.06	12,189.68
				954,610.00	940,774.97	0.00	0.00	940,774.97	13,835.03
	EVASE9	SETF EVALUATION	PERSONNEL SERVICES	28,105.79	27,694.59	0.00	0.00	27,694.59	411.20
			NON-PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
				28,105.79	27,694.59	0.00	0.00	27,694.59	411.20
	NGG209	HEATING SYSTEM REPAIR, REPLACE & TUNE UP	PERSONNEL SERVICES	150,624.60	108,004.05	0.00	0.00	108,004.05	42,620.55
			NON-PERSONNEL SERVICES	907,656.05	907,000.00	0.00	0.00	907,000.00	656.05
				1,058,280.65	1,015,004.05	0.00	0.00	1,015,004.05	43,276.60
	NGG309	RESIDENTIAL WEATHERIZATION & EFFICIENCY	PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
			NON-PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
	NGG509	ENERGY AWARENESS	PERSONNEL SERVICES	38,976.97	34,495.87	0.00	0.00	34,495.87	4,481.10
			NON-PERSONNEL SERVICES	326,638.66	279,327.00	0.00	0.00	279,327.00	47,311.66
				365,615.63	313,822.87	0.00	0.00	313,822.87	51,792.76
	NGG609	SAVING ENERGY IN D.C. SCHOOLS	PERSONNEL SERVICES	25,683.92	22,674.40	0.00	0.00	22,674.40	3,009.52
			NON-PERSONNEL SERVICES	289,040.00	227,399.99	0.00	0.00	227,399.99	61,640.01
				314,723.92	250,074.39	0.00	0.00	250,074.39	64,649.53
	PEPCO9	PAYMENT TO PEPCO	NON-PERSONNEL SERVICES	6,000,000.00	557,414.92	0.00	0.00	557,414.92	5,442,585.08
				6,000,000.00	557,414.92	0.00	0.00	557,414.92	5,442,585.08
	RERP09	RENEWABLE ENERGY INCENTIVES	PERSONNEL SERVICES	159,797.38	150,221.32	0.00	0.00	150,221.32	9,576.06
			NON-PERSONNEL SERVICES	1,732,800.00	575,084.15	0.00	0.00	575,084.15	1,157,715.85
				1,892,597.38	725,305.47	0.00	0.00	725,305.47	1,167,291.91
	RFP009	REQUEST FOR PROPOSAL	PERSONNEL SERVICES	38,507.48	33,403.15	0.00	0.00	33,403.15	5,104.33
		NON-PERSONNEL SERVICES	95,813.69	49,649.50	0.00	0.00	49,649.50	46,164.19	
			134,321.17	83,052.65	0.00	0.00	83,052.65	51,268.52	
TEC139*	TEC139-SMALL BUSINESS	NON-PERSONNEL SERVICES	480,000.00	450,000.00	0.00	0.00	450,000.00	30,000.00	
			480,000.00	450,000.00	0.00	0.00	450,000.00	30,000.00	
TEC509	HERS, C5	PERSONNEL SERVICES	53,681.83	23,105.99	0.00	0.00	23,105.99	30,575.84	
		NON-PERSONNEL SERVICES	889,084.17	703,091.20	0.00	0.00	703,091.20	185,992.97	
			942,766.00	726,197.19	0.00	0.00	726,197.19	216,568.81	
TEE109	AFFORDABLE HEERP	PERSONNEL SERVICES	44,806.83	33,302.79	0.00	0.00	33,302.79	11,504.04	
		NON-PERSONNEL SERVICES	347,478.06	250,852.00	0.00	0.00	250,852.00	96,626.06	
			392,284.89	284,154.79	0.00	0.00	284,154.79	108,130.10	

**ATTACHMENT 2
ALL FINANCIAL ACTIVITY
4TH QUARTER- AS OF 9/30/09**

Fund Detail	Project No	Project Title	Personnel Services/ NonPersonnel Services	Budget	Actual	Purchase Order	Requisition	YTD Expenditures &	Available
					Expenditures	Balance & Intra-District Amt	Balance Amt	Obligations	Balance
	TEE209	WEATHER, RAP	PERSONNEL SERVICES	31,687.10	30,228.28	0.00	0.00	30,228.28	1,458.82
			NON-PERSONNEL SERVICES	407,117.28	166,709.00	0.00	0.00	166,709.00	240,408.28
	TEE209			438,804.38	196,937.28	0.00	0.00	196,937.28	241,867.10
	TEE309**	NEW COMM. BLDG. CONTR ENERGY EFFICIENCY	NON-PERSONNEL SERVICES	2,000,000.00	973,000.00	0.00	0.00	973,000.00	1,027,000.00
	TEE309			2,000,000.00	973,000.00	0.00	0.00	973,000.00	1,027,000.00
6700				18,003,312.91	8,906,225.85	0.00	0.00	8,906,225.85	9,097,087.06
6800	ADMEA9	EATF ADMINISTRATION	PERSONNEL SERVICES	85,475.87	66,119.70	0.00	0.00	66,119.70	19,356.17
			NON-PERSONNEL SERVICES	13,524.27	0.00	0.00	0.00	0.00	13,524.27
	ADMEA9			99,000.14	66,119.70	0.00	0.00	66,119.70	32,880.44
	EVAEA9	EATF EVALUATION	NON-PERSONNEL SERVICES	50,786.60	0.00	0.00	0.00	0.00	50,786.60
			EVAEA9			50,786.60	0.00	0.00	0.00
	LID109	LIHEAP EXPANSION & ENERGY EDUCATION	PERSONNEL SERVICES	88,285.59	52,245.33	0.00	0.00	52,245.33	36,040.26
			NON-PERSONNEL SERVICES	2,667,050.91	2,667,050.91	0.00	0.00	2,667,050.91	0.00
	LID109			2,755,336.50	2,719,296.24	0.00	0.00	2,719,296.24	36,040.26
	LID209	RAD EXPANSION	PERSONNEL SERVICES	50,287.78	8,770.04	0.00	0.00	8,770.04	41,517.74
			NON-PERSONNEL SERVICES	1,276,399.90	1,436,003.10	0.00	0.00	1,436,003.10	-159,603.20
	LID209			1,326,687.68	1,444,773.14	0.00	0.00	1,444,773.14	-118,085.46
	LID309	RAD ARRERAGES	PERSONNEL SERVICES	7,423.70	4,710.32	0.00	0.00	4,710.32	2,713.38
			NON-PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	LID309			7,423.70	4,710.32	0.00	0.00	4,710.32	2,713.38
	LIG109	RES EXPANSION	PERSONNEL SERVICES	59,955.37	31,370.51	0.00	0.00	31,370.51	28,584.86
			NON-PERSONNEL SERVICES	374,393.07	374,393.07	0.00	0.00	374,393.07	0.00
	LIG109			434,348.44	405,763.58	0.00	0.00	405,763.58	28,584.86
SOS009	STANDARD SERVICE OFFER	NON-PERSONNEL SERVICES	4,902,740.48	4,795,489.10	0.00	0.00	4,795,489.10	107,251.38	
		SOS009			4,902,740.48	4,795,489.10	0.00	0.00	4,795,489.10
6800				9,576,323.54	9,436,152.08	0.00	0.00	9,436,152.08	140,171.46
Summary				27,579,636.45	18,342,377.93	0.00	0.00	18,342,377.93	9,237,258.52

Note: FY09 numbers are not final and may change until the Districts' CAFR is released.

Data as of 10.26.09

*Project TEC139 corrected budget shown in fund 6700.

**Project TEE309 expenditures will reflect billing of \$381,250 prior to CAFR deadline.

ATTACHMENT 3
Administrative Budget and Expenditures
4th Quarter- as of September 30, 2009

Fund	Project No	Project Title	PS/NPS Category	Budget	QUARTERLY ACTUAL EXPENDITURES				Total Year-to-Date Actual Expenditures
					October-Dec	Jan-March	April-June	July-Sept	
6700	ABOARD	SETF & EATF ADVISORY BOARD	PERSONNEL SERVICES	229,824.88	20,155.60	33,872.54	25,738.66	21,947.20	101,714.00
			NON-PERSONNEL SERVICES	3,958.83	0.00	2,199.96		0.00	2,199.96
	ABOARD Total			233,783.71	20,155.60	36,072.50	25,738.66	21,947.20	103,913.96
	ADMSE9	SETF ADMINISTRATION	PERSONNEL SERVICES	221,278.97	38,503.17	73,878.31	48,846.21	57,779.17	219,006.86
			NON-PERSONNEL SERVICES	2,551.03	0.00	0.00	0.00	0.00	0.00
	ADMSE9 Total			223,830.00	38,503.17	73,878.31	48,846.21	57,779.17	219,006.86
	EPD409	WEATHERIZATION PLUS	PERSONNEL SERVICES	82,690.60	18,566.38	10,439.47	11,251.97	10,470.32	50,728.14
			NON-PERSONNEL SERVICES	12,000.00	0.00	0.00	0.00	8,838.00	8,838.00
	EPD409 Total			94,690.60	18,566.38	10,439.47	11,251.97	19,308.32	59,566.14
	EPD509	LOW INCOME APPLIANCE REPLACEMENT	PERSONNEL SERVICES	174,931.23	26,724.18	37,994.59	51,369.08	56,302.88	172,390.73
	EPD509 Total			174,931.23	26,724.18	37,994.59	51,369.08	56,302.88	172,390.73
	EPD609	WEATHERIZATION REHAB	PERSONNEL SERVICES	35,732.26	6,689.40	9,952.36	8,698.66	8,746.49	34,086.91
	EPD609 Total			35,732.26	6,689.40	9,952.36	8,698.66	8,746.49	34,086.91
	EVASE9	SETF EVALUATION	PERSONNEL SERVICES	28,105.79	10,186.97	11,101.48	6,406.14	0.00	27,694.59
	EVASE9 Total			28,105.79	10,186.97	11,101.48	6,406.14	0.00	27,694.59
	NGG209	HEATING SYSTEM REPAIR, REPLACE & TUNE UP	PERSONNEL SERVICES	150,624.60	39,488.21	26,584.20	26,318.23	15,613.41	108,004.05
	NGG209 Total			150,624.60	39,488.21	26,584.20	26,318.23	15,613.41	108,004.05
	NGG309	RESIDENTIAL WEATHERIZATION & EFFICIENCY	PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	NGG309 Total			0.00	0.00	0.00	0.00	0.00	0.00
	NGG509	ENERGY AWARENESS	PERSONNEL SERVICES	38,976.97	20,185.76	17,396.39	4,869.57	-7,955.85	34,495.87
	NGG509 Total			38,976.97	20,185.76	17,396.39	4,869.57	-7,955.85	34,495.87
	NGG609	SAVING ENERGY IN D.C SCHOOLS	PERSONNEL SERVICES	25,683.92	0.00	25.00	8,661.55	13,987.85	22,674.40
			NON-PERSONNEL SERVICES	1,450.00	0.00	0.00	0.00	0.00	0.00
	NGG609 Total			27,133.92	0.00	25.00	8,661.55	13,987.85	22,674.40
	RERP09	RENEWABLE ENERGY INCENTIVES	PERSONNEL SERVICES	159,797.38	18,378.42	175,461.94	-61,421.03	17,801.99	150,221.32
			NON-PERSONNEL SERVICES	2,000.00	0.00	0.00	0.00	0.00	0.00
	RERP09 Total			161,797.38	18,378.42	175,461.94	-61,421.03	17,801.99	150,221.32
	RFP009	REQUEST FOR PROPOSAL	PERSONNEL SERVICES	38,507.48	0.00	8,328.52	12,390.21	12,684.42	33,403.15
	RFP009 Total			38,507.48	0.00	8,328.52	12,390.21	12,684.42	33,403.15
	TEC509	HERS, C5	PERSONNEL SERVICES	53,681.83	6,859.68	6,903.41	3,610.70	5,732.20	23,105.99
TEC509 Total			53,681.83	6,859.68	6,903.41	3,610.70	5,732.20	23,105.99	
TEE109	AFFORDABLE HEERP	PERSONNEL SERVICES	44,806.83	10,174.76	8,042.53	7,517.35	7,568.15	33,302.79	
TEE109 Total			44,806.83	10,174.76	8,042.53	7,517.35	7,568.15	33,302.79	
TEE209	WEATHER, RAP	PERSONNEL SERVICES	31,687.10	5,932.20	8,825.63	7,714.11	7,756.34	30,228.28	
TEE209 Total			31,687.10	5,932.20	8,825.63	7,714.11	7,756.34	30,228.28	
6700 Total			1,338,289.70	221,844.73	431,006.33	161,971.41	237,272.57	1,052,095.04	
6800	ADMEA9	EATF ADMINISTRATION	PERSONNEL SERVICES	85,475.87	12,848.60	17,493.60	17,528.02	18,249.48	66,119.70
			NON-PERSONNEL SERVICES	13,524.27	0.00	0.00	0.00	0.00	0.00
	ADMEA9 Total			99,000.14	12,848.60	17,493.60	17,528.02	18,249.48	66,119.70
	LID109	LIHEAP EXPANSION & ENERGY EDUCATION	PERSONNEL SERVICES	88,285.59	9,650.86	14,129.90	14,793.40	13,671.17	52,245.33
	LID109 Total			88,285.59	9,650.86	14,129.90	14,793.40	13,671.17	52,245.33
	LID209	RAD EXPANSION	PERSONNEL SERVICES	50,287.78	0.00	1,621.58	2,049.89	5,098.57	8,770.04
	LID209 Total			50,287.78	0.00	1,621.58	2,049.89	5,098.57	8,770.04
	LID309	RAD ARRERAGES	PERSONNEL SERVICES	7,423.70	-5.22	1,553.91	1,572.17	1,589.46	4,710.32
	LID309 Total			7,423.70	-5.22	1,553.91	1,572.17	1,589.46	4,710.32
	LIG109	RES EXPANSION	PERSONNEL SERVICES	59,955.37	0.00	0.00	11,990.11	19,380.40	31,370.51
LIG109 Total			59,955.37	0.00	0.00	11,990.11	19,380.40	31,370.51	
6800 Total			304,952.58	22,494.24	34,798.99	47,933.59	57,989.08	163,215.90	
Grand Total			1,643,242.28	244,338.97	465,805.32	209,905.00	295,261.65	1,215,310.94	

**ATTACHMENT 4
EXPENDITURES BY MONTH
4TH QUARTER- AS OF 9/30/09**

ACTUAL EXPENDITURES																	
Agency Fund	Project Numbe	Project Title	BUDGET	October	November	December	January	February	March	April	May	June	July	August	September	Total Expenditure	
6700	ABOARD	SETF & EATF ADVISORY BOARD	259,783.71	6,087.55	9,350.02	4,718.03	13,104.51	10,511.22	12,456.77	11,386.13	7,941.74	6,410.79	5,709.27	9,427.46	6,810.47	103,913.96	
	ADMSE9	SETF ADMINISTRATION	311,937	8,187.07	11,364.32	18,951.78	35,453.11	15,503.82	39,267.41	18,773.93	14,346.13	27,876.15	27,936.33	38,158.27	40,917.57	296,735.89	
	EPD409	WEATHERIZATION PLUS	1,073,936.25	26,814.28	-11,728.25	3,480.35	203,457.5	3,114.42	-70,593.09	83,702.01	3,817.05	-196,110.31	193,515.42	3,559.06	527,188.21	770,216.65	
	EPD509	LOW INCOME APPLIANCE REPLACEMENT	1,355,546.2	4,310.57	6,388.74	16,024.87	212,124.64	12,188.46	13,681.49	93,629.87	20,788.61	16,950.6	133,098.35	18,867.59	643,872.39	1,191,926.18	
	EPD609	WEATHERIZATION REHAB	954,610	1,374	3,405.13	1,910.27	204,488.87	120,580.18	2,883.31	2,908.05	202,942.78	2,847.83	-8,355.92	2,942.78	402,847.69	940,774.97	
	EVASE9	SETF EVALUATION	28,105.79	1,614.25	4,109.1	4,463.62	4,541.09	3,992.27	2,568.12	9,674.37	2,185.67	-5,453.9	0	0	0	27,694.59	
	NGG209	HEATING SYSTEM REPAIR, REPLACE & TUNE UP	1,058,280.65	15,147	11,285.56	13,055.65	213,083.77	309,839.1	10,661.33	8,238.73	309,175.14	8,904.36	1,283.28	5,935.53	108,394.6	1,015,004.05	
	NGG309	RESIDENTIAL WEATHERIZATION & EFFICIENCY	0.	0	0	0	0	0	0	0	0	0	0	0	0	0	
	NGG509	ENERGY AWARENESS	365,615.63	5,454.24	8,267.28	6,464.24	7,271.64	6,173.09	3,951.66	-1,775.26	3,624.4	3,020.43	3,266.9	21,698.5	246,405.75	313,822.87	
	NGG609	SAVING ENERGY IN D.C SCHOOLS	314,723.92	0	0	0	0	54,165.36	39,149.37	24,257.8	10,022.43	26,588.26	27,693.98	10,469.63	57,727.56	250,074.39	
	PEPCO9	PAYMENT TO PEPCO	6,000,000	0	0	0	0	0	0	0	0	0	0	0	557,415	557,414.92	
	RERP09	RENEWABLE ENERGY INCENTIVES	1,892,597.38	5,627	8,238.46	4,512.96	13,871.03	7,136.1	154,454.81	-72,236.23	5,416.85	-3,342.5	5,962.25	15,575.98	580,088.76	725,305.47	
	RFP009	REQUEST FOR PROPOSAL	134,321.17	1,506.61	-1,506.61	0	0	5,446.12	2,882.4	3,274.87	4,370.15	4,745.19	5,679.22	4,322.85	52,331.85	83,052.65	
	TEC139*	TEC139-SMALL BUSINESS	480,000	0	0	0	0	0	0	0	0	0	0	0	0	450,000.	
	TEC509	HERS, C5	942,766	4,481.11	1,023.65	1,354.92	98,330.24	66,924.81	55,568.36	54,947.24	103,343	16,810.	73,356.37	27,265.83	222,791.2	726,197.19	
	TEE109	AFFORDABLE HEERP	392,284.89	2,522.97	4,047.54	3,604.25	2,825.44	2,478.29	2,738.8	2,693.65	2,405.34	2,418.36	2,498.82	2,589.39	253,331.94	284,154.79	
	TEE209	WEATHER, RAP	438,804.38	1,218.45	3,019.69	1,694.06	3,980.58	2,288.14	2,556.91	2,578.94	2,609.68	2,525.49	2,621.38	2,609.58	169,234.38	196,937.28	
	TEE309**	NEW COMM. BLDG. CONTR ENERGY EFFICIENCY	2,000,000	0	0	0	0	0	0	0	0	0	0	0	973,000	973,000.	
	6700 Total			18,003,313	84,345	57,265	80,235	1,012,532	620,341	272,228	242,054	692,989	-85,809	474,266	163,422	5,292,357	8,906,226
	6800	ADMEA9	EATF ADMINISTRATION	99,000.14	0	1,999.61	10,848.99	11,179.49	193.28	6,120.83	4,080.16	4,216.48	9,231.38	10,252.5	3,739.71	4,257.27	66,119.7
EVAEA9		EATF EVALUATION	50,786.6	0	0	0	0	0	0	0	0	0	0	0	0		
LID109		LIHEAP EXPANSION & ENERGY EDUCATION	2,755,336.5	1,620.15	4,328.47	3,702.24	4,843.31	4,266.2	5,020.39	4,648.29	6,444.62	3,700.49	2,027,940.33	47,456.8	605,324.95	2,719,296.24	
LID209		RAD EXPANSION	1,326,687.68	0	0	0	0	118,329.14	2,495.32	180,719.99	629.86	234,198.85	1,087.46	56,086.41	851,226.11	1,444,773.14	
LID309		RAD ARRERAGES	7,423.7	149.44	58.89	-213.55	534.71	483.67	535.53	518.32	535.54	518.31	535.57	535.62	518.27	4,710.32	
LIG109		RES EXPANSION	434,348.44	0	0	0	0	102,841.02	0.	47,630.83	65,021.59	170,890	6,069.8	7,402.18	5,908.42	405,763.58	
SOS009		STANDARD SERVICE OFFER	4,902,740.48	0	0	0	0	290,033.38	0	1,136,982	0.	1,360,961	0	0	2,007,513	4,795,489.1	
6800 Total			9,576,324	1,770	6,387	14,338	16,558	516,147	14,172	1,374,579	76,848	1,779,500	2,045,886	115,221	3,474,748	9,436,152	
Grand Total			##	86,115	63,652	94,573	1,029,090	1,136,488	286,400	1,616,633	769,838	1,693,691	2,520,151	278,643	8,767,105	18,342,378	

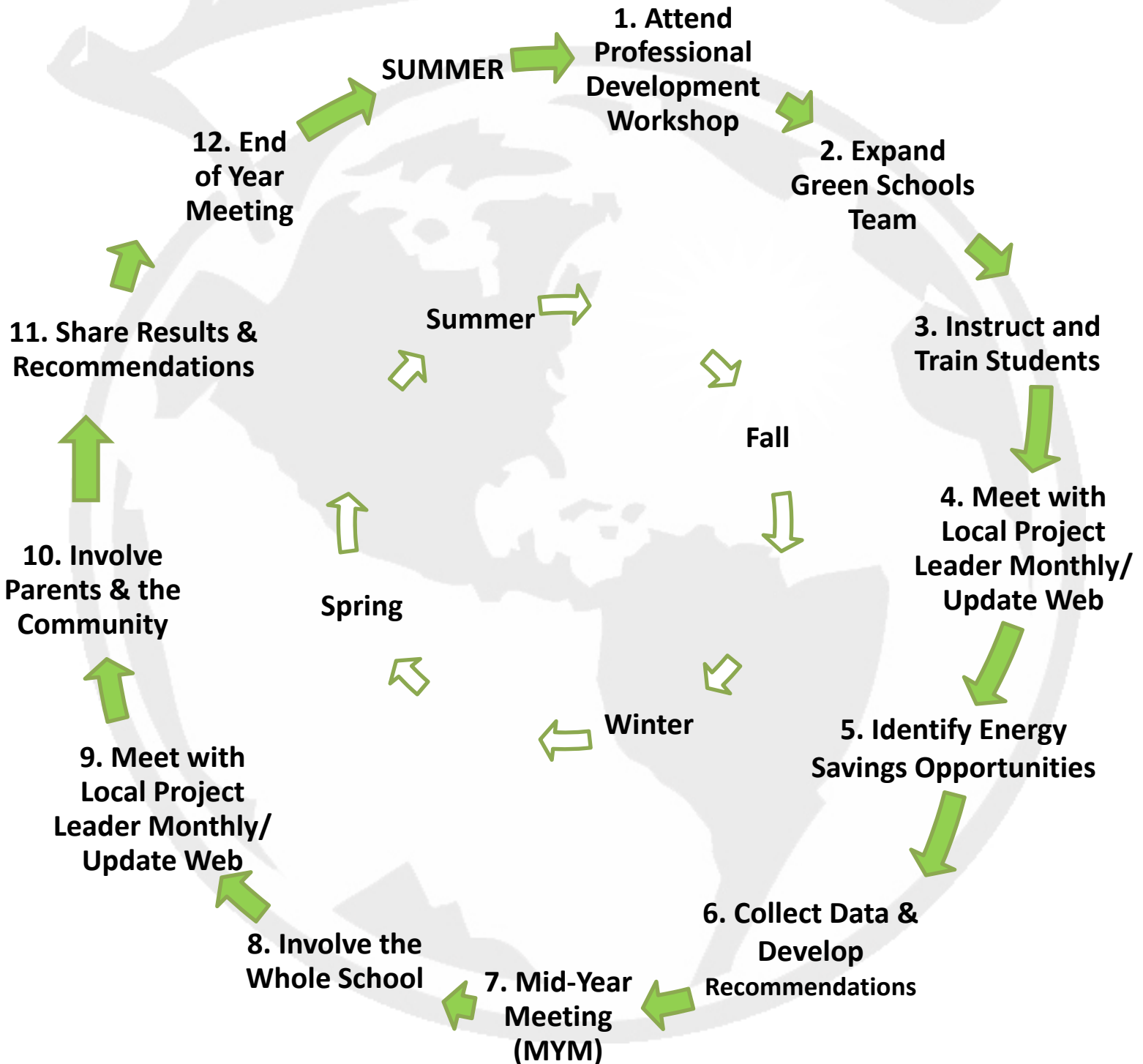
Note: FY09 numbers are not final and may change until the Districts' CAFR is released.

Data as of 10.26.09

*Project TEC139 corrected budget shown in fund 6700.

**Project TEE309 expenditures will reflect billing of \$381,250 prior to CAFR deadline.

SEDS Road Map



Saving Energy in DC Schools *Road Map*

Introduction:

The Road Map is designed as a companion to the Saving Energy in DC Schools (SEDS) program, offering ways in which you can easily reference the program’s essential components, as you proceed, with benchmarks along the way so you won’t get lost. The Road Map is your manual for the SEDS Program and is intended to provide you with the tools to get started with your students after the Initial Professional Development Workshop. Once you have achieved the requisite project activities with your students, you are also encouraged to use the many other lessons and activities in the Instructional Resource Guide or even invent your own!

Quick start lessons, designed by Green Schools teachers, can be found on the SEDS Green Schools website: <http://www.dcgreenschools.com/> under the “Quick Start Lessons” tab. In addition, you can always reference lesson plans on the Alliance to Save Energy website: <http://ase.org/section/audience/educators/lessons/>

In each section of the Road Map, you will see what supports you can expect to receive from your Local Project Leader, what documentation you are expected to provide, and strategies for implementing the primary components in your 6-Strand Plan.

Table of Contents

<i>Section:</i>	<i>Page #:</i>
1. Attend Professional Development Workshop	4
2. Expand Green Schools Team	5
3. Instruct and Train Students	6
4. Meet with Local Project Leader Monthly/Update Web	7
5. Identify Energy Savings Opportunities	9
6. Collect Data and Develop Recommendations	15
7. Mid-Year-Meeting (1st Semester Documentation Due)	18
8. Involve the Whole School	21
9. Meet with Local Project Leader Monthly/Update Web	22
10. Involve Parents and the Community	24
11. Share Results and Recommendations	25
12. End-of-Year Meeting (2nd Semester Documentation Due)	26

(*) Green Careers

One of the major themes of the Green Schools program is student exposure to green careers – especially those related to energy efficiency and clean energy. Throughout this guide, green job activity suggestions are starred with an asterisk (*) in order to help you bring workforce education into your classrooms.

Additionally, Section 6 entitled “Exposing Students to Green Careers,” which is located in the Instructional Resource Guide, contains additional lesson plan ideas and suggested activities that will excite students about the growing number of green careers.

1. Attend Professional Development Workshop

The SEDS Professional Development Workshop usually occurs before the start of school year or shortly after (in September or early October). The Core School Team is composed of two or more teachers and the school custodian. The team attends the full day workshop to learn about energy efficiency, to review SEDS resources and strategies, to receive training, and to plan team activities to carry out during the fall semester.

You Will Receive:

- **SEDS Road Map**
- **Instructional Resource Binder** with either K-8 or 6-12 lesson plans and resources
- **Quick Start Guide** with suggested activities to get you started (this packet)
- **Sample 6-Strand Plan**
- **A Weebly webpage** unique to your school and a website editing guide

(Note: You can also find all of these resources online @ <http://seds.weebly.com/>)

You Will Provide:

- **A Core Green Schools Team** – consisting of two (or more) teachers and a custodian – to attend the workshop. *Optional:* Invite a **school administrator** to participate on your team and to attend the workshop
- **Approval from your principal to provide a substitute** for the workshop, which is held during the school day
- **A completed Six-Strand Plan** customized to your school and uploaded to your webpage (by you)

2. Expand SEDS Team

Even though the Core School Team should now have a plan for implementing “Saving Energy in DC Schools” during the fall semester, it may need help in carrying out that plan.

After the Professional Development Workshop, the first order of business is to identify and recruit additional members to your team. **SEDS is a student-based program. It is essential to make students the focus of the program by placing them in leadership positions to carry out the team goals.** Without students, it is unlikely that you will be successful at saving energy, involving the whole school, or reaching out to the community. SEDS is all about empowering students!

Communicate to other staff members and your administration what you have learned from the workshop and what you have planned. Sharing your goals and plans will help involve everyone and will clarify what to expect from students.

Potential strategies:

- **Decide how student participants will be engaged** – through a club, or one or more classes
- **Set up a regular meeting time and place** for your team
- **Schedule time at the next staff meeting** to share your plan and reason for participating in SEDS with all school staff
- **Meet with the principal as soon as possible to secure buy-in and ask for support** – this will allow him or her to ask questions and review instructional materials if necessary

Once you have identified students, and the principal is fully in support of your program, let them share the goals and plans of Green Schools with their peers and other adults.

Ideas for kicking off the program in your school:

- **Hold a school-wide assembly** in which the core SEDS team and participating students share energy saving strategies with the school (*)
- **Allow students to make a morning announcement** about SEDS
- **Ask each student member of the Green Team to make a presentation** in each of their classes on a particular day (*)
- **Designate a day where everyone comes to school wearing green** to kick off your energy saving activities

3. Instruct and Train Students

There are three basic resources provided to you to instruct and train your students:

- 1. Reinforce the standards you are required to cover in your class by using the Instructional Resource Guide.**

All of the materials in the Instructional Resource Guide are correlated to the State Standards of Learning in your state, which you can find near the beginning of each binder.

Section 1 – “Teaching about Energy” – in the Instructional Resource Guide contains lesson plans relating to basic information about energy including: its sources, forms, principals, and history; action lessons on comparing light bulbs and learning that electricity costs money; and climate change lessons on learning about heat traps, greenhouse gasses and the greenhouse effect, and one’s personal carbon footprint. If you want an easy start to educational resources, you may want to refer to the Quick Start lessons for each grade level on the Weebly website (<http://www.dcgreenschools.com>).

- 2. Involve students in hands-on experiential learning by using the Green Schools Tool Kit to collect data and witness math and science first-hand.**

The Green Schools Tool Kit is a valuable resource for students to use. Once trained, they will be able to find creative uses for the tools, decide what kind of data to collect, create experiments, and share their results. As a team member, you will learn how to use the Tool Kit at the Professional Development workshop. However, if you would like extra help in teaching your students how to use the kit, your LPL can come lead your students in some fun and engaging exercises. Trained students can also train other students within the school or across schools.

- 3. Schedule a 1-day, 7-hour Student Energy Audit Training course for up to 25 middle school or high school students to learn more in-depth methods for conducting an energy audit of the school**

SEAT gives students first-hand experience analyzing how energy is used at their school. Students will learn about many aspects of energy efficiency and energy auditing and will have the chance to conduct real audits of select areas in their school.

Resources:

- **5a: Student Energy Audit Training (Middle and High School Students) – contact LPL to inquire about setting up a 1-day training**
- **Green Schools Tool Kit and Tool Kit Manual** – each school will receive one copy at the Professional Development workshop
- **Quick Start Lessons** – available on Weebly website (<http://www.dcgreenschools.com>) under the “Quick Start Lessons” tab on left-hand side
- **Section 1: “Teaching about Energy” from the Instructional Resource Guide**

4. Meet with Local Project Leader Monthly

If you have not already set a first meeting date with your Local Project Leader (LPL) at the Professional Development workshop, he or she will be contacting you to set up a meeting time with your core team. The LPL will contact the Team Leader to schedule a meeting with the whole team, making sure to include students when possible.

During the first meeting, you will review your Strand Plan with your LPL in order to prioritize your activities and establish a reasonable timeline. School teams often get overambitious with their plans and it may be necessary to create a more workable and clearer plan of action in order to be productive and successful.

Please be as responsive as possible when contacted by the LPL to set up a meeting. Even if you feel that you have nothing to discuss, it can be helpful to simply touch base regarding your progress. The LPL is there to support you and may be able to add perspective and share tried-and-true examples of projects that other schools have carried out or other “best practices” related to your plans.

You Will Provide:

- **Your team!** – It is important to meet as a group each time you meet with the LPL – students are encouraged to join the meetings when appropriate
- **Your Strand Plan from the Fall Workshop** – The LPL will want to go over your plan and help you prioritize your activity ideas
- **A calendar** – You will likely be setting up a follow-up meeting with your LPL to conduct a walkthrough energy audit of the school (see #4. Identify Energy Saving Opportunities)
- **Any needs or questions you still have** – Your LPL is more than happy to provide answers to your questions or research them and get back to you

The SEDS program is designed so that you receive ongoing support and the resources you need to carry out your customized Six-Strand plan and projects at your school. Your LPL can only provide that support if you are responsive and available.

4.a: LPL Meeting Agendas

Meeting 1:

- Review strand-plan that the team created at the workshop
 - Prioritize activities to get some “early victories” and set the stage for the year
 - Create an action plan and assign concrete tasks to team members with deadlines
 - Map out probable timeline of activities with benchmarks
- Discuss formation of SEDS team
 - What students have been recruited and why?
 - Are the students organized in a class (during school) or club (after school)?
 - When do you meet?
- Plan school-wide program kick-off
 - Decide how to inform all staff of the program
 - Guaranteeing principal buy in and support
 - Involving all custodial staff and having custodial team member organize the other facilities staff
 - Exciting all students with the program and asking them to help
- See if there are any additional resources you need that the LPL can provide
- Set up and update website with details of information discussed at the meeting

Meeting 2:

- Plan instruction/training of students
 - The LPL can suggest lessons that tie into specific standards or subjects that the teacher is covering at any given time
 - Connect SEDS activities and lessons to curriculum standards
 - Schedule a time to have the LPL conduct a tool kit training with students
 - Set up Student Energy Audit training date (middle and high schools)
- Identify energy savings opportunities
 - Conduct or plan a walk-through energy audit for the team, including students
 - Prioritize savings opportunities based on your specific school needs
 - Create a plan to involve others in the saving behaviors and activities
- See if there are any additional resources you need that the LPL can provide
- Update website with details of information discussed at the meeting

Meeting 3:

- Check in on data collection
 - Have LPL help analyze/calculate data
 - Brainstorm strategies to share data and findings– Who should know? How? When? Who will present? Where?
- Plan for Mid-Year Meeting
 - Prep students who are attending for a short presentation
 - Complete 1st Semester Documentation
- See if there are any additional resources you need that the LPL can provide
- Update website with meeting info and upload 1st semester documentation form

5. Identify Energy Saving Opportunities

Section 4 on the Road Map coincides with Section 2 – “Saving Energy at School” – in the Instructional Resource Guide. You can reference Section 2 for lesson plans related to activities in assessing school lighting, appliances, windows, and infiltration. This section also contains the “Green Schools Best Practices” energy savings guide that gives you specific ideas on how to save energy in a big way.

Section 2 of the IRG also includes resources for facilities and custodial staff. The section in the IRG entitled “Facilities and Custodial Staff Contribution to Green Schools” contains a more **technical guide for custodians** who may be seeking energy saving opportunities for not only the team but also for his/her custodial team.

Your LPL will help identify opportunities to save energy at school by conducting a **walkthrough energy audit (*)**.

Walkthrough Energy Audit Procedure:

Your LPL, with the possible help of an energy expert, will take your core team and a few select students on a walkthrough of the school building keeping an eye on identifying energy waste. It is **extremely valuable for your custodian/facilities staff person/energy manger to join this walkthrough**. They are most familiar with the location of switches, systems, and meters than anyone else! Moreover, the custodian is able to address energy waste that students and faculty may not be able to control, such as problems with the air conditioning system, timers on exterior lights, etc.

The tour will last about an hour (or slightly longer) depending on the size of your school.

Students should be provided with checklists to keep track of the possible upgrades in the building. This information can serve as excellent material for a video or presentation (see #11 – “Share Results & Recommendations”).

Often the walkthrough audit can serve as a catalyst for jumpstarting activities that save energy at your school. As soon as the team can prioritize energy-saving opportunities and can share strategies with the rest of the school, you will start to save energy and money!

You Will Need:

- **5a: Walkthrough Energy Audit Checklist**
- **5b: Energy End Use in an Education Building**
- **Clip boards and pencils**
- **Access to all areas of the school**

The next step is actually saving energy. There are many strategies that involve the whole school in an energy-saving campaign that are catered to the specific actions and opportunities you identify.

Potential Strategies:

Lighting:

- TURN OFF THE LIGHTS! 30% of electricity will be used to keep the lights on in a typical school
- Create light-switch stickers to remind people to turn off the lights
- Organize an energy patrol to encourage people to change energy-using behavior at school and to monitor the school's progress toward behaving in new ways when using energy
- Challenge teachers to use day lighting whenever possible
- Remove unneeded light fixtures near windows
- Start a "Friday Night Lights" club to save energy – students will spend a few extra minutes after school on Friday making sure everything is turned off in anticipation for the weekend; be sure to involve the custodian so the night shift knows to do the same
- Use energy efficient compact fluorescent light bulbs (CFLs) and light-emitting diode (LED) bulbs

Computers:

- Create placards reminding people to shut down computers in labs at the end of the day
- Always turn off monitors – turn off all computer equipment at the end of the day and on weekends
- Form a student energy patrol to make sure monitors are off when computers are not in use and computers off at the end of the day.
- Activate computer power-saving settings such as "sleep" or "hibernate" – screen savers do not save energy

Other Appliances/"Plug Loads":

- Prepare the school for a "shut down" before long breaks and weekends – turning off and unplugging ALL devices
- Investigate the potential for unplugging, removing, or retrofitting vending machines
- Save 50% on energy costs by using Energy Star computers, monitors, printers, fax machines, copiers and other equipment
- Maintain appliances and replace old appliances
 - Have students use a watt meter to study how much electricity a device uses – this is useful in determining which appliances are outdated and less efficient.
- Remove redundant appliances;
 - Have students conduct a survey of the number of appliances in each classroom and encourage teachers to take away unneeded appliances
- Regularly clean refrigerator coils

Heating, Ventilation, Air Conditioning (HVAC):

- Consider setting thermostats at 68 degrees (°F) for heating and 78 (°F) degrees for cooling
- Do not block the airflow around vents
 - Keep bookcases and other bulky items away from the units
- Install programmable thermostats in areas that feature periods of vacancy, i.e the cafeteria
- Turn down heat in the hallways and keep classroom doors closed
- Have students determine areas of energy loss by using "draftmeters" made from plastic wrap and pencils to locate drafts
 - Work with facility staff to install permanent weather stripping, caulking, and insulation

5a: WALKTHROUGH ENERGY AUDIT CHECKLIST

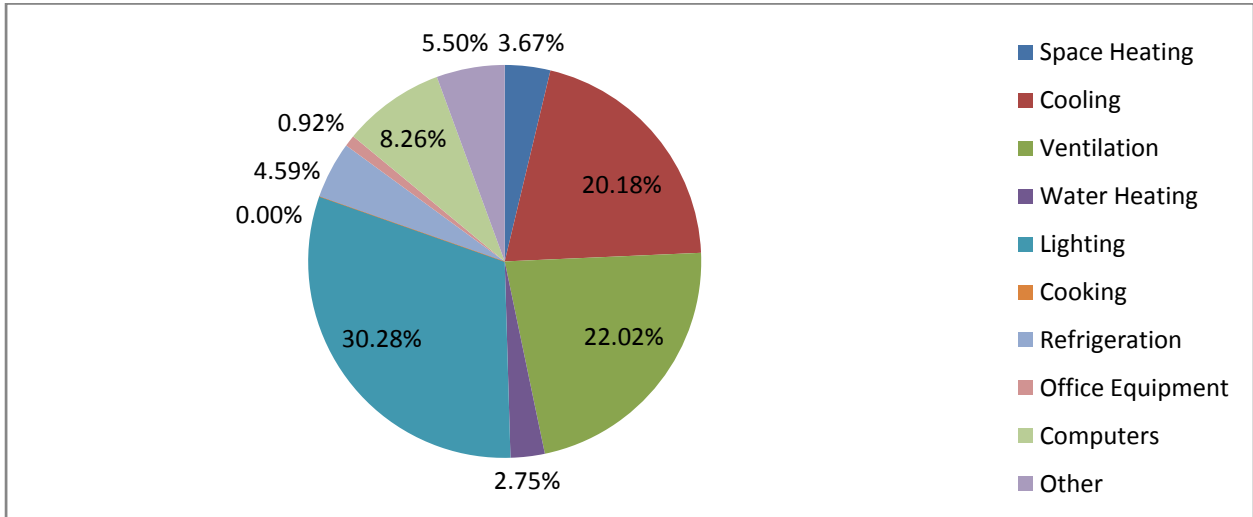
Use this chart to keep track of savings opportunities you may discover during a walkthrough of your school.

	Yes	No	What to improve?	Where?(room #, hallway, etc)
LIGHTING				
Lights off in unoccupied rooms				
Day lighting used instead of overhead lights				
Adequate light switch controls to turn off banks of lights as needed				
Light levels are appropriate				
Lamps are efficient T8, not T12				
Ballasts are efficient electronic, not magnetic				
All other/task lights have CFLs or LEDs				
Fixtures are clean to allow light through				
If sensors present, set to short turn-off time				
Exterior lights are off during the day and only on when it is dark out				
Exit-sign lights are LEDs				
COMPUTERS, PRINTERS, AND COPIERS				
Computers turned off when not in use				
Monitors turned off when not in use				
Power save settings activated on computers				
LCD (flat screen) vs. CRT (boxy) monitors				
Power strips used for easy turn-off				
Computers sleep or hibernate vs. using screen savers				

	Yes	No	What to improve?	Where?(room #, hallway, etc)
HEATING, VENTILATION, AND AIR CONDITIONING, (HVAC)				
Ventilation units clear of obstruction-books/papers				
Windows and doors are closed when heating or cooling equipment is operating				
Thermostat set at constant temperature (68° in winter and 78° in summer)				
Heat in hallways turned down (if applicable)				
Heat or cooling turned down (or off) overnight				
No air leaks around doors or windows				
Supply pipes are insulated				
Absence of space heaters				
OTHER APPLIANCES AND VENDING MACHINES				
Vending machines are de-lamped				
Vending machines have vending misers and/or are Energy Star certified				
Refrigerators are set to normal temp: 36-40 °F				
Refrigerators seal tightly when closed				
Freezers set to normal temp: 0-8 °F				
Freezers seal tightly when closed				
Unused appliances unplugged or on a power strip and shut off				
No duplicate appliances throughout classrooms (mini-fridges, coffee pots, microwaves, etc.)				
Batteries and other rechargeable devices unplugged when fully charged				

5b. ENERGY END USE IN AN EDUCATIONAL FACILITY

Major Electricity Consumption by End Use



Source: Energy Information Administration, Office of Energy Markets and End Use, Form EIA-871A, C, and E of the 2003 Commercial Buildings Energy Consumption Survey.

http://www.eia.doe.gov/emeu/cbecs/cbecs2003/detailed_tables_2003/2003set19/2003html/e05a.html

In looking only at electricity (ignoring all other fuels), the breakdown is as follows:

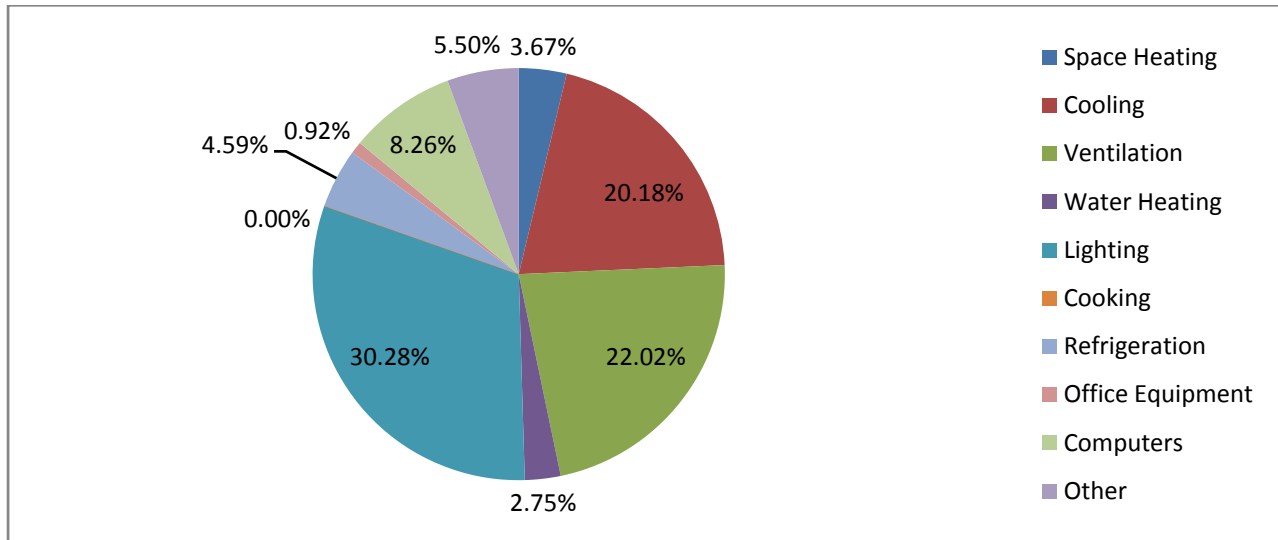
- Lighting.....30.28%
- Ventilation.....22.02%
- Cooling.....20.18%
- Computers.....8.26%
- Other.....5.50%
- Refrigeration.....4.59%
- Space heating.....3.67%
- Water Heating.....2.75%
- Office Equipment.....0.92%
- Cooking.....0.00%

Lighting is CLEARLY the largest use of electricity in a school building and one of the easiest places to focus for your green team. Computers take almost 9% of schools' total electricity. Accordingly, targeting and controlling these two areas will make a big difference.

Try it: Take your electricity bill and multiply it by the above percentages to estimate how much your school spends on each of the categories each month. Even if you only save 5% off one category – how much would money that save?

5b. ENERGY END USE IN AN EDUCATIONAL FACILITY

Major Fuel Consumption by End Use



Source: Energy Information Administration, Office of Energy Markets and End Use, Form EIA-871A, C, and E of the 2003 Commercial Buildings Energy Consumption Survey.

http://www.eia.doe.gov/emeu/cbecs/cbecs2003/detailed_tables_2003/2003set19/2003html/e01a.html

In a normal education building as grouped by the Energy Information Administration, the breakdown of all energy (natural gas, electricity, oil, etc.) for various end uses is:

- Space heating.....25.85%
- Lighting.....22.08%
- Ventilation.....16.22%
- Cooling.....14.77%
- Computers.....6.25%
- Other.....5.21%
- Water Heating.....4.97%
- Refrigeration.....3.13%
- Cooking.....0.76%
- Office Equipment.....0.78%

As you can see, space heating, followed by lighting, is the biggest use of energy in a typical school. The breakdown, which varies by region, underscores the importance of not only controlling lighting but also of encouraging maintenance and proper operation of the school heating and cooling systems.

6. Collect Data and Develop Recommendations

Energy and electricity tend to be invisible and difficult to measure, to see, and to understand – and thus hard to save. A goal of the Saving Energy in DC Schools Program is to make energy use more tangible through the use of tools, data gathering, and energy tracking.

There are many different options for gathering data at your school – from the appliance level to the whole school or district level.

Potential Strategies:

- **Students who have been trained through Student Energy Audit Training should be already creating a report to assess the potential for energy savings in the school. By the end of the school year, they will have a thorough report to share. Throughout the school year, though, urge students to share recommendations as to encourage savings.**
- **Use the Tool Kit to: measure wattage of appliances, determine light levels in classrooms, and collect temperature data. There are many projects and lesson ideas in the Tool Kit Manual that will show you how to use the tools to get data. You can then make assessments based on the data you collect – i.e. recommend that the lights be turned off in the classroom with adequate light levels of daylight.**
- **Younger students can take more observatory data – i.e. count how many classrooms keep their lights on at the end of the school day; these students can then launch an awareness campaign reminding everyone in school to be mindful of the lights. After the campaign, the younger students can recollect data and compare with earlier results.**
- **Assign team leadership roles to ensure that a student or a group of students is in charge of tracking the energy bills and energy-saving reports for each month**

Once you prove the energy and dollar savings that will result from an activity, it will be easier to motivate others around school to join the energy saving fun!

ALL DATA should be shared via your website not only as a depository for the data for your team, but also as a means to share your findings with your school and community at large.

You Will Need:

- **6a: Suggested Lighting Levels**
- **Green Schools Tool Kit and Tool Kit Manual**
- **Section 2: “Saving Energy at School” from the Instructional Resource Guide**
- **Historical energy bill information**

6a: SUGGESTED LIGHTING LEVELS

Application	Footcandle Level	How Measured
AUDITORIUMS		
Social Activities	5	Measured average
Assembly only	15	Measured average
Exhibitions	30	Measured at exhibit
GYMNASIUMS		
Assemblies	10	Measured average
General exercise & recreation	30	Measured average
Exhibitions, matches	50	Measured average
OFFICES		
Corridors, stairways	10 - 20 (or not less than 1/5 of the level in adjacent areas)	Measured average (at floor)
Reading, transcribing	70	Measured at work station
Regular office work	40 - 60	Measured at work station
Prolonged office work	55 - 90	Measured at work station
Visually difficult office work	80 - 210	Measured at work station
BUILDING EXTERIORS		
Active (pedestrian and/or conveyance)	5	Measured average
Inactive (normally locked, infrequently used)	1	Measured average
Vital locations or structures	5	Measured average
Building surrounds	1	Measured average
SCHOOLS		
Reading printed material	30	Measured at work area (on desk)

Reading pencil writing	70	Measured at work area
Drafting, benchwork	100	Measured at work area
Lip reading, chalkboards, sewing	150	Measured at work area (i.e. on chalkboard)
CLASSROOMS		
Art rooms	70	Measured average
Drafting rooms	100	Measured average
Sewing room	150	Measured average
Cooking room	100	Measured average
Note taking	70	Measured work area
LABORATORIES		
Dissection, experiments, etc.	100	Measured work area
LECTURE ROOMS		
Audience area	70	Measured average
Demonstration area	150	Measured work area
MUSIC ROOMS		
Simple scores	30	Measured work area
Advanced scores	70	Measured work area
SHOPS		
Operate Machinery	100	Measured work area
STUDY HALLS/LIBRARY/COMPUTER LAB		
Studying/typing	70	Measured work area

7. Mid-Year Meeting (1st Semester Documentation Due)

The Mid-Year Meeting (MYM), which is held after winter break in January or February, is the second all-schools meeting of the year. MYM brings Saving Energy in DC Schools' teams together to share successes and challenges, to receive additional resources and program updates, and to take time to plan for the second half of the school year as a team.

The MYM is also the time when teams formally report to their LPLs about their activities during the first semester. You will need to fill out a few forms prior to the MYM so that:

1. Your team is able to receive stipends
2. Your LPL is able to see and share what you have accomplished
3. The people in charge of tracking your school's energy (where applicable) are able to make adjustments to your energy data based on changes in load within the school.

You Will Receive:

- **Half of your yearly stipend** (once all required forms are uploaded to your webpage – see below)
- **Program updates**
- **Information about contests** and other opportunities for your school

You Will Provide:

- **A completed and uploaded First Semester Documentation Form** (available online)*

* The forms are included here as a reference, but they may change and thus will also be emailed and made available on the project website. You will fill the form out electronically and upload it to your school website or email the form to your LPL.

- **Completed Six-Strand Plan for the 2nd Semester**
- **Student attendance at the workshop**

7a: FIRST SEMESTER DOCUMENTATION FORM

SCHOOL:	
----------------	--

*One form per school is sufficient.

Check Team Lead or Member

TEAM MEMBER NAME	TEAM LEAD	TEAM MEMBER	ATTENDING MYM?

*Team Member information MUST be provided in order to receive payment and is provisional on participation in the fall workshop plus ongoing involvement up to the Mid-Year Meeting. Stipends for the fall semester will be handed out at the MYM.

Please provide descriptive information for each category below including specifics of what you did, how you did it, what results were achieved, and how you measured success. Please upload any photos, videos, or visual examples to your website.

Instruction	Describe ways in which energy was integrated into instruction:		
1. Teacher: _____	Grade Level: _____	Subject: _____	
<i>Activity:</i>			
2. Teacher: _____	Grade Level: _____	Subject: _____	
<i>Activity:</i>			
3. Teacher: _____	Grade Level: _____	Subject: _____	
<i>Activity:</i>			
** Attach additional sheet if necessary. **			

Action

Describe the actions of the Green Schools team and students that save energy in your school building:

School Involvement

Describe how the Green Schools team promoted energy awareness and involved the whole school community in energy saving efforts and activities:

Residential & Community Involvement

Describe how your school spread the energy efficiency message to families and the community:

Custodial Involvement

Describe how the custodian and facilities staff participated in saving energy:

Career Exposure

Describe how your school has exposed students to green careers:

Policy Integration

Describe how your school has integrated energy efficiency into classroom, school, or district policy:

8. Involve the Whole School

Part of your 2nd Semester Plan will include building awareness among all people in the school outside of your SEDS team.

Section 8 of the Road Map corresponds to Section 3 – “Involving the Whole School” in the Instructional Resource Guide. Section 3 of the IRG can be used as a reference for lesson plans that get your whole school involved through activities such as creating a video, debating energy issues, creating and sharing books about energy, and/or holding an energy-focused science fair.

You will be updating your website with pictures, data, and news, so this is an excellent way to keep others informed about your latest and greatest activities.

Potential Strategies:

- **Use your SEDS website** to educate others about the importance of energy efficiency in stemming climate change and promoting a healthy environment; publish the URL in a newsletter or post the it around school
- **Make regular announcements** sharing energy saving tips with the whole school
- **Create posters** to share energy factoids and hang them around school
- **Develop energy-saving tips** for the school newspaper, weekly bulletin, or PA system
- Have your students teach their fellow classmates what they have learned about energy, the environment, and saving energy. Older students can even train younger students to use the Tool Kit (*)
- **Track monthly energy savings or classroom behavior changes and post them in a common area at school (*)**
- **Create projects similar to science fair projects (experiments or demonstrations)** based on school energy efficiency and submit them into a science fair (*)
- **Develop energy information through the arts and present to an audience**
- **Create an educational display on energy efficiency and/or the environment for your school**
- **Interview local energy professional(s)** and publish the interview(s) in a school/local newspaper (*)
- **Create a survey on energy awareness and administer to people in your school** – announce the results around school through a newsletter or over PA system (*)
- **Organize and present an energy conference, an energy festival or an energy workshop** for the rest of the school or for the community (*)
- **Make an Energy Efficiency Video** that highlights your Green Schools activities to help educate the school community on how to be energy efficient!
- **Audit each room in the school and write letters to each teacher** highlighting specific savings opportunities you have found in their classroom (*)

9. Meet with Local Project Leader Monthly

As in the fall semester, it is important to continue regular meetings with your Local Project Leader (LPL) every month. If you have not already set the next meeting date with your LPL at the Mid-Year Meeting, he or she will surely be contacting your Team Leader in order to schedule a meeting with the whole team (including students).

During the meetings, you will review your 2nd semester strand plan with the LPL in order to develop a reasonable timeline for the activities you have identified for the second half of the school year.

By now, you have been engaged in many activities; thus, your LPL can help you take the necessary steps for moving along the Road Map. For example, schools can begin to gather data. The LPL can help show the team how to use the data in order to make recommendations, involve the school, and ultimately present the complete findings.

The LPL will also help you decipher and understand the data and graphs on your energy bill and as well as find ways to share the data, create posters, determine savings, etc.

Please be as responsive as possible when contacted by the LPL to set up a meeting. Even if you feel that you have nothing to discuss, it can be helpful to simply touch base regarding your progress. The LPL is there to support you and may be able to add perspective and share tried-and-true examples of projects that other schools have carried out or other “best practices” related to your plans.

Have ready:

- **Your team!** – It is important to meet as a group each time you meet with the LPL – students are encouraged to join the meetings when appropriate
- **Your Strand Plan from the Fall Workshop** – The LPL will want to go over your plan and help you prioritize your activity ideas
- **A calendar** – You will likely be setting up a follow-up meeting with your LPL to conduct a walkthrough energy audit of the school (see #4. Identify Energy Saving Opportunities)
- **Any needs or questions you still have** – Your LPL is more than happy to provide answers to your questions or research them and get back to you

The SEDS program is designed so that you receive ongoing support and the resources you need to carry out your customized Six-Strand plan and projects at your school. Your LPL can only provide that support if you are responsive and available.

9.a: LPL Meeting Agendas

Meeting 1:

- Review strand-plan that the team created at the workshop
 - Prioritize activities to catch up the team if things have been slow to take root or to make sure everything is complete by the End of Year meeting
 - Create a 2nd semester action plan and assign concrete tasks to team members with deadlines
 - Map out probable timeline
- Check-in on energy savings
 - Have people been aware and participating?
 - Strategies to remind/redirect behaviors
 - Ideas to reward outstanding energy savings
- Plan school-wide involvement
 - Ideally school will already be involved, but discuss how to best share information within the school
 - Select activities to get the word out
- See if there are any additional resources you need that the LPL can provide
- Update website with details of information discussed at the meeting

Meeting 2:

- Plan outreach to parents and community members
 - Set date for community events and begin planning
 - Discuss doable strategies for reaching out to the community
 - Brainstorm avenues through which to partner or share the story of your school's activities and recommendations – community group, newspaper, radio, PTO, etc.
- See if there are any additional resources you need that the LPL can provide
- Update website with details of information discussed at the meeting

Meeting 3:

- Prepare to share recommendations
 - Prep students who may be presenting to principal, school board, etc.
 - Make sure all data is accurate and recommendations are valid
- Discuss completion and finalization of your projects at school so everyone gains closure and can reflect on its success
- Plan for End-of-Year Meeting
 - Prep students who are attending the workshop for a short presentation
 - Complete 2st Semester Documentation
- See if there are any additional resources you need that the LPL can provide
- Update website with meeting info and upload 2st semester documentation form

10. Involve Parents and the Community

No school campaign is complete without the involvement, participation, and education of parents and other community members. Because energy is used everywhere (including homes and businesses), information learned by students that is taken home and passed along into the community can have a powerful ripple effect on energy and money savings.

Section 10 on the Road Map coincides with Section 4 – “Saving Energy at Home and in the Community” in the Instructional Resource Guide. You can reference Section 4 for lesson plans on assessing energy at home through home audits, comparisons of appliance usage over time, and convincing family members to conserve.

Potential Strategies:

- **Let students “check out” the tool kit to assess home energy use (*)**
- **Complete a “walk-through” energy audit of student homes** – make a list of energy problems in the home and suggest solutions; each student should discuss with his or her family and make a plan to change the family’s energy-using behavior (*)
- **Allow students who have gone through the SEAT training to audit homes and small businesses (*)**
- **Younger students can write letters to parents or create light switch sticker reminders to use at home**
- **Involve outside organizations (such as colleges, businesses, non-profit organizations) in the school energy efficiency effort** – involvement can take the form of presentations, tours, funding, materials, assistance, promotion, or special energy efficiency programs (*)
- **Write an article for the local newspaper** on your Green Schools project(s) (*)
- **Record a podcast** to share with parents and local radio stations
- **Interview local energy professional(s) and publish the interview(s)** in a school or local newspaper (*)
- **Take home information about using energy efficiently** – use the school newsletter, the PTA/PTO or another organization for families
- **Organize and present an energy conference, an energy festival or an energy workshop** for the rest of the school or for the community (*)
- **Make an Energy Efficiency Video that highlights your Green Schools activities** to help educate the school community on how to be energy efficient!

11. Share Results and Recommendations

Building on Section 10, “Involving Parents and the Community”, Section 11 asks you to share your results and recommendations.

You have collected data and have made sound recommendations on how to save energy in your school. You have involved the whole school in a savings campaign and analyzed the results. You have spread the word to homes and community members around your school. Now, share your results with everyone!

You can share your completed activities and resulting savings (both energy and cost), or you can share your projected potential energy savings and recommendations.

In the past, Green Schools’ teams have managed to influence major policies at the school and district level by proving the benefits of engaging and/or investing in energy efficiency. Where applicable (varies by state), this benchmark also corresponds to the section in the IRG called “Integrating Energy Efficiency into School Policy.” You can reference this section for lessons as well as a sample energy policy of a former Green Schools district.

There are many ways for you to share your results and recommendations.

Potential Strategies:

- **Create an informational video that captures all of your activities this year** and screen it at an assembly, a parents’ night, or a board meeting (*)
- **Create a PowerPoint** that shows your school’s activities and savings achieved OR your recommendations and resulting potential savings (*)
- **Write a play or skit** that shares your results and recommendations with the school
- **Create a book** that will stay at the school or in each classroom to remind everyone to continue to save energy
- **Make a poster to put in the school or office** that shows monthly savings and/or behavioral changes that have taken place
- **Hold an environmental fair and invite parents and community members** to stop by booths showcasing your Green Schools efforts, results, and findings (*)
- **Make presentations on school energy efficiency and your savings campaigns** to the PTA/PTO, the school board and/or the superintendent/school district administration (*)
- **Track monthly energy savings or classroom behavior changes** and share them with your principal, your school, or at a school board meeting (*)
- **Write an article for the local newspaper** on your Green Schools project(s), recommendations, changes that have taken place, and savings

12. End of Year Meeting (2nd Semester Documentation Due)

Held at the end of the school year (between late April and early June), the End of Year Meeting (EOYM) is the final all-schools meeting of the year. The EOYM brings Green Schools' teams together to share their finished products or findings, to be recognized for all of their hard work, and to celebrate all of the learning that took place.

The EOYM also awards and recognizes schools that were able to go "above and beyond." Typical award categories include "most creative and thorough integration of energy efficiency into curriculum," "best engagement of the school and/or residential community in energy conservation awareness," "best presentation of results," "most comprehensive energy audit report," "custodial award," and others.

Before the EOYM we ask that all school teams formally complete second semester documentation about their activities over the course of the school year, specifically during the second half of the school year. You will need to fill out some forms in advance of the mid-year in order that:

1. Your team is able to receive stipends
2. Your LPL is able to see and share what you have accomplished
3. The people in charge of tracking energy (where applicable) are able to make adjustments to your tracking information based on changes within the school
4. You are eligible to be selected for awards at the EOYM

You Will Receive:

- **The remaining half of your yearly stipend** (once you have completed and uploaded your 2nd Semester Documentation)
- **Program updates**
- **Recognition for the efforts of your fellow students and school**
- **The chance to be awarded in specific categories**
- **Information about next year**

You Will Provide:

- **A completed and uploaded 2nd Semester Documentation Form (available online)***

* The forms are included here as a reference, but they may change and thus will also be emailed and made available on the project website. You will fill the form out electronically and upload it to your school website or email the form to your LPL.

- **Student attendance so students can be recognized**

• 12a: SECOND SEMESTER DOCUMENTATION FORM

SCHOOL:	
----------------	--

- *One form per school is sufficient.

• Check Team Lead or Member

TEAM MEMBER NAME	TEAM LEAD	TEAM MEMBER	ATTENDING MYM?

*Team Member information MUST be provided in order to receive payment and is provisional on participation in the Mid-Year Meeting plus ongoing involvement up to the End of Year Meeting. Stipends for the spring semester will be handed out at the end-of-year meeting.

Please provide descriptive information for each category below including specifics of what you did, how you did it, what results were achieved, and how you measured success. Please upload any photos, videos, or visual examples to your website.

Instruction

Describe ways in which energy was integrated into instruction:

1. Teacher: _____ Grade Level: _____ Subject: _____

Activity:

2. Teacher: _____ Grade Level: _____ Subject: _____

Activity:

3. Teacher: _____ Grade Level: _____ Subject: _____

Activity:

** Attach additional sheet if necessary. **

Action

Describe the actions of the Green Schools team and students that save energy in your school building:

School Involvement

Describe how the Green Schools team promoted energy awareness and involved the whole school community in energy saving efforts and activities:

Residential & Community Involvement

Describe how your school spread the energy efficiency message to families and the community:

Custodial Involvement

Describe how the custodian and facilities staff participated in saving energy:

Career Exposure

Describe how your school has exposed students to green careers:

Policy Integration

Describe how your school has integrated energy efficiency into classroom, school, or district policy: