

# Energy and Water Management Plan Template

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## *Overview*

The Energy and Water Management Plan is intended to help identify, implement and measure the effectiveness of utility cost reduction measures. The plan should be used as a strategy document for state agencies and institutions of higher education to guide energy and water management policy.

Two Energy and Water Management Plan templates are provided, one for Providing Agencies and one for Tenant Agencies. A Providing Agency is a state agency or institution of higher education that occupies or manages a state-owned building and is responsible for paying the utilities. A Tenant Agency is a state agency or institution of higher education that occupies a building managed by another party and is not responsible for building renovation projects. A Tenant Agency may or may not be responsible for directly paying utility bills.

## *Providing Agency Template*

### **1. Progress Report**

The Progress Report section must outline the progress of activities related to the implementation of projects from the previous Energy and Water Management Plan, including continuation of or new preliminary energy audits, a summary of the results, utility efficiency and cost savings. Agencies should periodically conduct preliminary energy audits to identify new utility savings opportunities.

### **2. Goals**

The Goals section must summarize the future goals for utility conservation. Pursuant to [Texas Government Code §447.009](#), each state agency and institution of higher education shall set percentage goals for reducing the agency's or institution's use of water, electricity, gasoline and natural gas. The percentage goal should state a target year and reference the target goal relative to a benchmark year.

### **3. Strategy for Achieving Goals**

The Strategy section must describe how the agency or institution plans to prioritize and implement cost effective utility efficiency measures in order to meet the established utility conservation goals.

### **4. Implementation Schedule**

The Implementation Schedule section must outline a proposed timeline for implementing utility cost reduction measures and a strategy for monitoring utility savings of the installed utility measures.

### **5. Finance Strategy**

The Finance Strategy section must describe how the agency or institution plans to obtain funding for the recommended utility cost reduction measures. This section should show the estimated cost of all projects and the funding sources to be used.

## **6. Gasoline Consumption (if applicable)**

The Gasoline Consumption section must document the total gallons of gasoline used by your facility and fleet vehicles if applicable. Note: water, electricity and natural gas consumption should be reported using ENERGY STAR Portfolio Manager.

## **7. Employee Awareness Plan**

The Employee Awareness Plan section must outline how the agency will make employees aware of utility cost reduction measures, both directly (effecting change in behavior) and indirectly (not designed to effect behavior). Examples of direct methods would include training, signage, and recognition programs.

## **8. Designated Contact Person**

The Designated Contact Person section must include the name and email address of the designated official at the agency or institution who is responsible for implementation of the recommendations in the plan, and the name and email address of the contact person for reporting and submitting the plan, if different.

## *Tenant Agency Template*

### **1. Progress Report**

The Progress Report section must outline the progress of the implementation of projects from the previous Energy and Water Management Plan or Resource Efficiency Plan, including a summary of the results of the projects in terms of utility efficiency and cost savings.

### **2. Gasoline Consumption (if applicable)**

The Gasoline Consumption section must document the total gallons of gasoline used by your facility and fleet vehicles if applicable. Note: water, electricity and natural gas consumption should be reported using ENERGY STAR Portfolio Manager.

### **3. Employee Awareness Plan**

The Employee Awareness Plan section must outline how the agency will make employees aware of direct utility consumption. Plans might include employee training, signage or recognition programs.

### **4. Designated Contact Person**

The Designated Contact Person section must include the name and email address of the designated official at the agency or institution who is responsible for implementation of the recommendations in the plan, and the name and email address of the contact person for reporting and submitting the plan, if different.