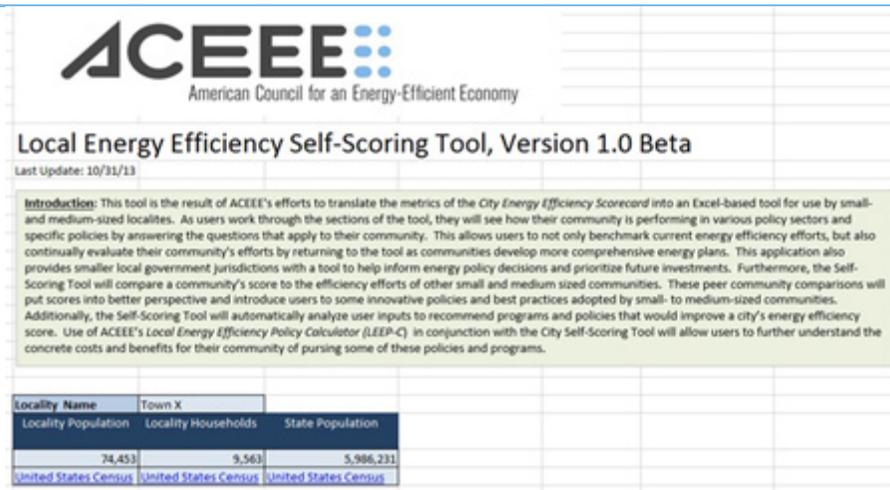


## The Local Energy Efficiency Self-Scoring Tool



**ACEEE**  
American Council for an Energy-Efficient Economy

### Local Energy Efficiency Self-Scoring Tool, Version 1.0 Beta

Last Update: 10/31/13

**Introduction:** This tool is the result of ACEEE's efforts to translate the metrics of the City Energy Efficiency Scorecard into an Excel-based tool for use by small- and medium-sized localities. As users work through the sections of the tool, they will see how their community is performing in various policy sectors and specific policies by answering the questions that apply to their community. This allows users to not only benchmark current energy efficiency efforts, but also continually evaluate their community's efforts by returning to the tool as communities develop more comprehensive energy plans. This application also provides smaller local government jurisdictions with a tool to help inform energy policy decisions and prioritize future investments. Furthermore, the Self-Scoring Tool will compare a community's score to the efficiency efforts of other small and medium sized communities. These peer community comparisons will put scores into better perspective and introduce users to some innovative policies and best practices adopted by small- to medium-sized communities. Additionally, the Self-Scoring Tool will automatically analyze user inputs to recommend programs and policies that would improve a city's energy efficiency score. Use of ACEEE's Local Energy Efficiency Policy Calculator (LEEP-C) in conjunction with the City Self-Scoring Tool will allow users to further understand the concrete costs and benefits for their community of pursuing some of these policies and programs.

Locality Name	Town X	
Locality Population	Locality Households	State Population
74,453	9,563	5,986,231
United States Census	United States Census	United States Census

**Where does your community stand in the race to an energy-efficient economy? The *Local Energy Efficiency Self-Scoring Tool* will help you find out.**

Using the scoring methodology of the [2013 City Energy Efficiency Scorecard](#), the downloadable *Self-Scoring Tool* gives you the ability to score the energy efficiency efforts of your community and compare it against its peers. By answering a series of questions, you'll obtain a numerical score indicative of your community's progress toward enacting and implementing sound energy programs and policies. In addition to the score, the tool also allows for analysis of the score through:

- A comparison to other communities' scores to put numerical scores in perspective and introduce your community to innovative energy practices that have been implemented and successful in other communities
- A customized assessment indicating where your community is doing well when it comes to energy efficiency, where your community can improve, and specific metrics for your community to target for improvement
- Aggregation of scores by policy type to provide a flexible framework through which communities in different stages of energy policy implementation can view their progress

And who can use this tool, you might wonder? Anyone interested in knowing how energy efficient their community is—from the local policymaker to the informed citizen.

[Click here to download the \*Local Energy Efficiency Self-Scoring Tool, Version 1.0 BETA\* and User Guide.](#)

### How Does the *Self-Scoring Tool* Calculate an Energy Efficiency Score?

You find your community's score by answering multiple-choice questions related to energy efficiency policies across these five policy areas:

- Local Government Operations
- Community-Wide Initiatives
- Buildings Policies
- Energy and Water Utility Policies & Public Benefits Program
- Transportation Policies

Within each of these policy areas, there are questions about your community's efforts to save energy. If you were working on the transportation policies worksheet, for example, you would see questions such as "Does your community have an operational bike sharing program?" or "Has the community adopted a vehicle miles traveled

reduction target?” In answering each series of straightforward questions, you will obtain a comprehensive view of the effectiveness of energy efficiency efforts in your community.

### How Do I Use the Self-Scoring Tool?

It’s just like those multiple-choice tests we loved in school. These instructions provide a quick snapshot of how to use the tool, but to fully understand the goals of the tool as well as the embedded features and analysis, it is best to review the User Guide before scoring your community.

**Step 1 :** Download the *Self-Scoring Tool* and read the information provided on the **Introduction** tab.

**Step 2 :** Proceed to a policy area tab (such as Local Government Operations) and begin reviewing the metrics and questions found in Columns A & B respectively.

**Step 3 :** Return to the top of the tab and provide any preliminary information requested.

**Step 4 :** Respond to the first question in Column B by answering it in your own words in the Answer Column, Column C. It is important to complete this column as fully as possible in order to record the policy or program names, local government ordinances, or other pertinent information for a community.

Local Government Operations			
Policy Types		Score	
Initial Energy Management Policies for Government Operations		0 (out of 4)	
Transparent Government Energy Usage		0 (out of 2)	
Comprehensive Energy Management Strategy for Government Operations		0 (out of 9)	
Program and Policy Metrics			
Local Government Energy Efficiency Targets			
Metric	Question	Answer (Document programs and policies)	Scoring Criteria (Select best option from dropdown)
Local Government Energy Efficiency Targets	Has the local government adopted an energy efficiency target, or an energy-related target of another sort (such as a greenhouse gas reduction target or energy productivity target), for local government operations?	Yes, in 2005, the Town X City Council adopted the Energy Action Plan, which contained a 20% energy reduction target for government operations by 2020	<input type="text"/> <small>           Yes, a target has been identified through Executive Order or City Resolution            Energy efficiency targets have been identified, but not formally adopted            No targets have been set, but an agency/stakeholder group is convening to discuss            No, no targets have been adopted nor are being planned         </small>
Energy Strategy Implementation			
Metric	Question	Answer	
Dedicated Staff	How many full-time employees does the local government employ to oversee operational energy management of public buildings and coordinate efficiency efforts across local government departments?		

**Step 5 :** After answering a question in Column C, select a scoring criterion from the dropdown in Column D that best fits the answer provided in Column C (see image). Once the scoring criterion is selected, the numerical score will be displayed in the Score Column, Column E.

**Step 6 :** After working through all questions in the initial policy area tab, proceed to the next policy area tab and complete in the same manner as outlined in Steps 3 through 6. Repeat this process until all policy area tabs have been completed.

**Step 7 :** After completing a community’s scoring, proceed to either analysis tab to review a community’s total score and see a comparison of the community’s score to eight peer communities.

### How Can I Improve the Self-Scoring Tool?

The *Self-Scoring Tool* is being released as an open beta version, so ACEEE is looking for feedback. We welcome comments on the format and functionality of the *Self-Scoring Tool*, and suggestions on possible improvements.

Please send all comments to [cityscorecard@aceee.org](mailto:cityscorecard@aceee.org).