Regional Energy & Water Treasure Hunt Program

Host Participant Agreement

The U.S. Department of Energy (DOE), Federal Energy Management Program (FEMP) supports the Energy Independence and Security Act of 2007, Energy Act of 2020, Executive Order 14057, and other federal energy management guidance by facilitating Regional Energy & Water Treasure Hunts. A Regional Energy & Water Treasure Hunt is a two-to-three-day training event, with a 1-hour outbrief with senior management on the third day, which provides an opportunity for federal employees and support personnel to learn techniques and processes to identify and quantify low-to-no cost “*low-hanging” fruit* energy conservation measures (ECM), water conservation (WCM) and decarbonization opportunities. Most ECMs identified during these events have historically reflected up to 15% annual energy savings with 90% of ECM’s having a 1-year or less payback period. Visit <https://www.energy.gov/femp/energy-and-water-treasure-hunts-federal-agencies> to learn more about FEMP’s Regional Energy & Water Treasure Hunt Program

Terms of the Agreement

As a part of the program, the parties agree to the following:

The U.S. Department of Energy/ FEMP agrees to:

* Provide access to free technical support through program offerings from FEMP staff.
* Support federal energy and water policy and guidance for federal facilities.
* Train participants on the use of DOE software resources.
* Explain operational fundamentals and implications of energy consuming equipment and devices, such as:
	+ - Plug load, water, lighting, air compressors, Heating Ventilation and Air Conditioning (HVAC), building envelope analysis
		- Offers attendees 1.8 continuing education units (CEUs) through International Association of Continuing Education Training (IACET).
* FEMP provides reach-back support to all attendees.

The Hosting Agency agrees to:

* Commit staff to attend the 2-day workshop. Site Treasure Hunt team leads will participate with FEMP trainers in a 1-hour debrief of ECM’s, WCM and decarbonization opportunities identified to site senior management.
* Ensure a minimum of 25 participants
* Ensure site POC participates in pre and post engagement meetings
* Identify a primary and secondary site point of contact to serve as event host.
* Support logistics of workshop room, site access, training tool kit shipping, and attendee contacts.
	+ Includes items such as wi-fi, tables, chairs, and flip chart poster boards for taking notes.
* Ensure staff actively participate in all scheduled program training and coaching sessions, including bringing their own laptops to prepare energy data metrics.
* Engage relevant, internal leadership, and other stakeholders in the training, as needed
* Share information and progress with DOE via program tools such as MEASUR pre- and post-program assessments, post-event check-ins, and case studies.
* Provide releases for site and attendee photos, quotes, and media products as deemed appropriate by site public affairs staff.
* Post treasure hunt, provide updates periodically on ECMs executed and energy dollar savings metrics
* Provide building data such as, building automation system, metering, utility, previous audits, equipment data, and pertinent maintenance documentation

As senior site manager, I will ensure relevant staff actively participate in all scheduled meetings or other activities for this event. My site is committed to effective energy and water management IAW federal agency laws, guidance, and policy. I commit to providing the necessary resources to host a Treasure Hunt to include follow-up ECM implementation will be supported by my staff. In addition, participants will be allotted time to attend Day 1 (8-hours) and Day 2 (8-hours) Treasure Hunt activities.

I hereby appoint the below individuals as primary and secondary Treasure Hunt points of contact:

Senior site manager

NAME:

SIGNATURE:

DATE:

