## Self-Assessment: 9.0 Central Administration

This self-assessment worksheet is intended to assist State DOT agency staff in determining where their agency falls on the GHG engagement spectrum with respect to their own operations (buildings and light-duty fleets), as well as determining what additional actions their division or unit may wish to take to measure and reduce GHG emissions from buildings and light-duty fleets.

#### Primary GHG Interests and Responsibilities

Central Administration can support GHG emissions measurement and reduction through:

* Improving energy efficiency in DOT buildings, including HVAC, lighting, and insulation through new construction standards, audits, and retrofits.
* Purchasing electric or other low-carbon, alternative fuel vehicles, and/or “best in class” vehicles rated by miles per gallon.
* Procuring energy from renewable or low-carbon sources.

#### Key Staff Responsibilities

List the key staff person(s) responsible for ensuring GHG is considered in project development, design, and environmental review. **Lead** = management/oversight; **Support** = technical or procedural support (e.g., emissions calculations).

| Unit | Title/Position/Topic | Name | Role (Lead/Support) |
| --- | --- | --- | --- |
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#### Level of Engagement

Select the level that best describes how engaged your agency, as a whole, is now in reducing GHG from its own operations and how engaged you might want to be in the next few years.

| Now | Within 3 Years? | Does Your Agency Consider GHG Impacts in Office Facilities and Passenger Fleets? | Level |
| --- | --- | --- | --- |
| \_\_\_\_\_ | \_\_\_\_\_ | No policy related to energy procurement, energy efficiency, or passenger vehicles. | 1 |
| \_\_\_\_\_ | \_\_\_\_\_ | Policy or practice to consider energy efficiency whenever a building is being upgraded or renovated, procure energy-efficient vehicles as part of the regular replacement cycle, and provide electric vehicle (EV) charging stations to meet demand by agency fleets and/or employees. | 2 |
| \_\_\_\_\_ | \_\_\_\_\_ | Policy or practice to accelerate cost-effective energy efficiency upgrades and clean vehicle procurement in advance of normal cycles. | 3 |
| \_\_\_\_\_ | \_\_\_\_\_ | Policy or practice to procure green power, offset natural gas emissions and/or to default to EVs for all local duty cycles; procurement of best in class energy efficiency and clean vehicle technology. | 4 |

#### GHG Estimation and Reduction Strategies

Identify specific strategies your unit/functional area is undertaking now and which ones you might want to be undertaking in a few years. The table indicates what “level of engagement” (1–4) the strategy may be associated with. More advanced strategies indicate higher levels of engagement that also require more effort.

| Doing Now? | Within 3 Years? | Programmatic Strategy | Level of Engagement |
| --- | --- | --- | --- |
| \_\_\_\_\_ | \_\_\_\_\_ | Require Energy Star appliances or electronics rated by the Electronic Product Environmental Assessment Tool (EPEAT) (Green Electronics Council). | 1 |
| \_\_\_\_\_ | \_\_\_\_\_ | Conduct energy efficiency assessment of all office buildings. | 2 |
| \_\_\_\_\_ | \_\_\_\_\_ | Implement life-cycle-based procurement of efficient/clean appliances, devices, or vehicles. | 2 |
| \_\_\_\_\_ | \_\_\_\_\_ | Encourage employee carpooling and EV use. | 2 |
| \_\_\_\_\_ | \_\_\_\_\_ | Purchase green power through negotiated procurement. | 3 |
| \_\_\_\_\_ | \_\_\_\_\_ | Default to EVs for fleet vehicles, with plug-in hybrids for longer distance travel needs. | 3 |
| \_\_\_\_\_ | \_\_\_\_\_ | Engage an ESCO to deliver facility-wide energy efficiency upgrades for every cost-effective appliance. | 4 |
| \_\_\_\_\_ | \_\_\_\_\_ | Purchase offsets for emissions from natural gas consumption. | 4 |

#### Action Plan

What actions will you take to implement the strategies you identified above to increase your agency’s engagement?

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| Action | Timeframe | Lead Responsibility |
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