

Self-assessment questionnaire for municipalities

ENERGY MANAGEMENT & ENERGY STRATEGIES FOR MUNICIPALITIES: STATE-OF-THE-ART ASSESSMENT

## **State-of-the-art of insert name municipality in insert country**

**Thematic area “Energy Efficiency and Energy management in buildings”**

This questionnaire is developed within the project *ActNow!* and it follows the main concept of the project focused on a synergy among expert partner and each Municipality involved.

The aim of the survey is to:

1. collect basic information about the energy management practices and energy strategies;
2. identify key stakeholders for establishing local energy efficiency work groups (LEEG).

The information collected aims to identify the starting points for a specific and tailored capacity building schemes in municipalities addressed to Energy Efficiency and Energy Management in Buildings.

A more detailed description of the tool is reported in the overall self-assessment tool for the definition of customized capacity building through the assessment of the existing capacities, and to let understand what still needs to be established,

The questionnaire was developed by Riga Technical University and Project Zero in cooperation with the Act Now coaching partners.

*The questionnaire is to be filled-in in a tandem approach by coaching partners and municipality partners*

**FOCUS AREA OF THE QUESTIONNAIRE FOR YOUR MUNICIPALITY IN THE ACT-NOW PROJECT IS:**

*Please mark  from the list (multiple choices available).* ***Use Bold to indicate the priority focus area (only one choice available).***

Municipal buildings

Private house owners and rental flats

House associations / public house

Commercial buildings

Other: *please name*

**Municipality partner (Project partner No)**

**Name, surname:**

**Position:**

**Date of completion:**

**Coaching partner (Project Partner No)**

**Name, surname:**

**PART I MUNICIPALITY PROFILE AND CONTEXT**

| NO | AREA | QUESTION |
| --- | --- | --- |
| 1. General description of the municipality and the regional context | | |
| 1.1 | Location | *Please describe briefly the geographic location of your municipality.*  Your answer here. |
| 1.2 | Population | *Please describe the residents of the municipality. Consider following aspects:*   * *total population (latest data);* * *annual growth rate (positive or negative, %/year);* * *resident population by age groups (under working age, of working age, over working age, % of total population);* * *unemployment rate, % of population of working age.*   Your answer here. |
| 1.3 | Administrative & industrial centers, regional characteristics | *Please mention the major administrative and industrial centers located in the municipality and any specific local characteristics (e.g. focus on agricultural production, industry, other).*  Your answer here. |
| 1.4 | National and regional framework regarding energy management and climate issues | * Are there any binding national (and regional, if applicable) targets regarding energy efficiency, renewable energy and CO2 emissions in your country pulling the development at local municipality level?   Yes  No   |  | | --- | | If answered Yes, please explain your selection in more detail | | *Consider answers to these questions:*   * *Which are the major national (and regional, if applicable) policy goals and policy planning documents? Please name and briefly describe the relevant policy planning documents (provide web links to sources, if available).* * *What is the timescale for these goals?*   Your answer here. | |  * Is there any binding commitment for local authorities to contribute to achievement of the above described national/regional targets or is municipal engagement based on volunteer decisions?   Yes, there is a legal binding commitment for local authorities  No, there is no legal obligation for local authorities and municipal engagement is based on volunteer principle   |  | | --- | | Please explain your selection in more detail | | *Consider answers to these questions:*   * *What is the role of local authorities?* * *Are there any guidelines and other support provided at national/regional level for local level authorities to help them achieve national/regional targets?*   Your answer here. | | |
| 1.5 | Energy consumption patterns in the municipality | * Is there a district heating system in your municipality?  |  |  |  | | --- | --- | --- | | Yes  No  Partly (in the city/-(ies) but not in parishes) | | | | If answered Yes or Partly, please explain in more detail | | *Please describe briefly the basic facts about the district heating system (location, ownership, operation, annual amount of energy produced, percentage (estimation) of total heat demand, types of facilities linked to the district heating grid).*  Your answer here. | | |  * If possible, specify energy sources used for energy (heat and electricity) production in your municipality:  |  |  |  | | --- | --- | --- | | Natural gas  Coal  Oil  Wood (logs, chips, pellets, other) | Photovoltaics  Solar water heating  Other renewables  Other: *please name* | | | Please explain your selection in more detail | | | | *Consider answers to these questions:*   * *What is the balance of energy resources (resources by type in % of total)?* * *What is the annual fuel consumption?* * *Which technologies are used for heat and electricity production?* * *Are the resources locally supplied or imported?* * *What is the share of renewable energy sources of final energy demand?*   Your answer here. | | | | |  * Is primary fuel and energy consumption (electricity, heat) being monitored in your municipality?  Yes  No  Partly  I don’t know   If answered Yes, please select the boundaries, where data is monitored?  Municipality owned buildings (administration buildings, schools, kindergartens, social houses etc.)  Private owned buildings  Public transport  Street lighting  Other: *please mention*  Please explain your selection in more detail   |  | | --- | | *Consider answers to these questions:*   * *Which data is being monitored and since when? What is the purpose of monitoring data (where is the data applied)?* * *Is there any guidance/working aids for data monitoring available in your municipality?* * *How often data is collected (monthly, quarterly, yearly)? Who is responsible for collecting data?* * *Is data analyzed after collection?* * *Which are the major challenges/problems in the existing data monitoring approach (e.g. incorrect data supply related to negligence (human aspects)). Any changes planned?*   Your answer here. | |
| B) Municipality targets, policies and investments | | |
| 1.6 | Policy commitment toward climate change mitigation, adaptation, energy & resource efficiency, presence of energy and climate baseline | * Are there any climate change mitigation/adaptation and/or energy use targets set in the municipality?  Yes  No   If Yes, please indicate the related policy planning documents in which these targets are set:  Municipality Sustainable energy action plan (SEAP)  Municipality Sustainable energy and climate action plan (SECAP)  Energy management system and policy according to ISO 500001 standard  Other energy management system  Climate adaption strategies  Other document: please name  Please explain your selection in more detail   |  | | --- | | *Please describe briefly the policy planning documents you selected and the targets. Consider answers to following questions:*   * *Which targets have been already achieved?* * *Which obstacles have been identified while trying to achieve the targets?* * *If your municipality has a SEAP/SECAP and/or an energy management system, has the first monitoring procedure already taken place and when is the forthcoming monitoring planned?* * *What is the planned role of renewables?*   Your answer here. |  * What is the motivation for the targets set (multiple choices available)?  |  |  | | --- | --- | | Allocated funds  Image building  Promotion of economic development  Climate protection | Citizen’s will  Replacement of/new energy supply  Other: *please name* |  * Is there a baseline status for energy consumption and/or climate state-of-the-art developed in the municipality?  Yes  No   Please explain your selection in more detail   |  | | --- | | *Consider answers to these questions:*   * *What kind of baseline? Who or what initiated the decision to develop the baseline?* * *Which is the baseline year?* * *Which are the baseline values?* * *Any changes planned? Why?*   Your answer here. | |
| 1.7 | Fund allocation for support of climate and energy policy implementation | * Are there any funds allocated in a medium timescale for implementation of climate and energy related projects in your municipality?  Yes  No   If Yes, please indicate the sphere where funds are going to be allocated:  Energy efficiency measures in buildings  Energy efficiency measures in heat supply  Energy efficiency measures in public lighting  Energy efficiency measures in public transport  Climate change adaptation measures  Capacity building of municipality staff and stakeholders  Other: *please name*  Please explain your selection in more detail   |  | | --- | | *Consider answers to these questions:*   * *What projects are going to be implemented?* * *When are the projects going to be finalized?* * *What is the expected result of these projects?* * *If possible, specify the planned amount of funding*   Your answer here. |  * Are the funds for climate and energy projects in your municipality planned and allocated with respect to municipality’s goals or do they depend mostly on the occasion and the ability to implement specific projects?   Funds for energy and climate projects are planned in advance in respect to municipality’s climate and energy goals outlined in the policy planning documents and the baseline  Funds for energy and climate projects are planned in occasionally depending on ability to attract financing for specific projects  Other answer: *please name*  Please explain your selection in more detail   |  | | --- | | Your answer here. | |
| 1.8 | Commitment at the top political level and the overall perception in the municipality | * What is the attitude at the municipality's top political level (mayor, executive director, city council) regarding climate and energy challenges?   Politicians are aware of the importance of solving climate and energy challenges and show strong support to development and implementation of climate and energy policies  Politicians are aware of the importance of solving climate and energy challenges but their hands are tied due to lack of knowledge, financial and human capacity  Politicians are not aware of the importance of solving climate and energy challenges due to lack of information  Politicians are not aware of the importance of solving climate and energy challenges and do not show any interest in these topics  Please explain your selection in more detail   |  | | --- | | Your answer here. |  * Please evaluate the overall attitude and perception about climate and energy challenges in your municipality at the municipality staff level.   Poor  Below average  Average  Good  Excellent  Please explain your selection in more detail   |  | | --- | | Your answer here. | |
| 1.9 | Supportive aspects and obstacles for implementation of climate and energy related policies | * Which are the major obstacles in your municipality delaying the implementation of climate and energy related policies?   Lack of national level strategy and guidance  Lack of commitment at municipality’s top political level  Lack of financial resources for policy implementation  Lack of knowledge for policy planning and implementation  Low awareness and involvement of stakeholders (public utilities, energy system operators, financing institutions, private investors and other)  Different interests/motivation or conflict of interest  Other answer: *please name*  Please explain your selection in more detail   |  | | --- | | Your answer here. |  * Which are the major supportive aspects in your municipality for the implementation of climate and energy related policies?   Presence of national level strategy and guidance  Strong commitment at municipality’s top political level  Presence of a leader person in our municipality  Availability of funding programmes and resources  Presence of capacity building schemes  High awareness and involvement of stakeholders (public utilities, energy system operators, financing institutions, private investors and other)  Other answer: *please name*  Please explain your selection in more detail   |  | | --- | | Your answer here. | |
|  | 1. **BUILDING ENERGY EFFICIENCY** | |
| 1.10 | Energy efficiency in buildings | * Have any projects improving building energy efficiency been implemented so far?   Yes, many  Yes, a few  No  Please explain your selection in more detail   |  | | --- | | *Please describe the main measures/projects implemented in your municipality addressing energy efficiency in buildings (including municipality´s buildings, housing association buildings and the commercial building stock). Consider answers to these questions:*   * *Who initiated energy efficiency measures (in which cooperations)?* * *What measures have been implemented?* * *What funding sources were used?* * *What results have been achieved?* * *What were the major difficulties and what worked well?* * *What is the public opinion about these activities?*   Your answer here. | |

**PART II EXISTING ENERGY MANAGEMENT MODELS AND FUTURE VISIONS IN THE SELECTED BUILDING SEGMENT**

**Please refer here to the priority focus area, which you identified on p.2 of the questionnaire (mandatory). For description of additional building stock in your focus area, please use the table provided in Annex I (optional).**

| NO | AREA | QUESTION |
| --- | --- | --- |
| 1. Existing energy management models | | |
| 2.1 | Description of the building stock | *Please describe briefly building stock in the selected building segment for your municipality. Consider answers to these questions:*   * What is the function of chosen building stock?   Your answer here.   * Do you know how many buildings are there?   Yes, there are insert number buildings in the selected building segment in our municipality  I don’t know the exact number of buildings but there are around insert approximate number buildings in the selected building segment in our municipality  I don’t know the number of buildings because such information is not collected in the municipality  Other answer: *please name*   * Please give an indicative evaluation of the age of the building stock:  |  |  |  |  | | --- | --- | --- | --- | | *Less than 5 years old* | *5-10 years old* | *10-20 years old* | *Older than 20 years* | | insert number*% of all* | insert number*% of all* | insert number*% of all* | insert number*% of all* |  * Does your municipality have digitalized data of the building stock?   Yes  No  Partly  Please explain your selection in more detail   |  | | --- | | *If answered Yes or Partly, please describe the digitalized data (e.g. if these are LOD1, LOD2, LOD3 data (LOD – level of detail used for modelling 3D objects).*  Your answer here. | |
| 2.2 | Current energy management in buildings | * Do the municipality (if municipality is the owner of the building stock) or other owners (if the building stock is private owned) practice energy management?  |  | | --- | | Yes  No  Partly (depends on each building)  I don’t know |   Please explain your selection in more detail   |  | | --- | | *If answered Yes or Partly, consider answers to these questions:*   * *How is energy management organized? What measures are implemented?* * *Who is responsible and for what activities?* * *Why was this energy management model adopted? Any changes planned?*   *If answered No, what are the reasons for not having energy management in buildings?*  *If answered I don’t know, what are the reasons for the lack of information?*  Your answer here. |  * Please evaluate the level of satisfaction of the involved stakeholders (municipality administration, energy manager, owner of the building, users and others) regarding the existing energy management practice?   Poor  Below average  Average  Good  Excellent  Please explain your selection in more detail   |  | | --- | | Your answer here. | |
| 2.3 | Need for improvement | * What are the key weaknesses and problems of the existing energy management model?  |  |  | | --- | --- | | Technical  Human resource  Interests, motivation | Incentives  Other: *please name* |   Please explain your selection in more detail   |  | | --- | | Your answer here. | |
| 2.4 | Positive aspects and achievements | * What are the key positive aspects and achievements in the existing energy management model?   Your answer here. |
| 1. Future visions and expectations | | |
| 2.5 | Future challenges | * Which are the main challenges and future ambition regarding the building stock?   Empty buildings due to decreasing number of population  Need for new buildings due to increasing number of population  Poor technical condition of the buildings  Need to increase the awareness and knowledge of users of the buildings  Funds for implementation of energy efficiency measures  Climate issues  Other: *please name* |
| 2.6 | Next steps | * Have you already considered how to improve your current models of practice regarding energy management and the challenges selected in 2.4? What next steps are planned?   Your answer here. |

**PART III STAKEHOLDERS AND MAJOR TARGET GROUPS**

|  |  |  |
| --- | --- | --- |
| NO | AREA | QUESTION |
| 1. Identification of stakeholders | | | |
| 3.1 | Relevant stakeholders | * Please identify relevant stakeholders involved into energy efficiency and climate action and coordination in the municipality:  |  |  | | --- | --- | | Public utilities  Energy system operators  NGOs  Construction companies  Financing institutions | Scientific institutions  Housing companies  Private investors  Other: *please name* |  * Are there already established work groups existing in the municipality which might be used for ActNow activities?  Yes  No   If answered Yes, please explain in more detail   |  | | --- | | Your answer here. | |
| 3.2 | Stakeholder involvement | * Please evaluate the involvement of stakeholders in dialogue with municipality (applies to stakeholders identified in question 3.1; leave empty for stakeholders not relevant)  |  | Poor | Below average | Average | Good | Excellent | | --- | --- | --- | --- | --- | --- | | Public utilities |  |  |  |  |  | | Energy system operators |  |  |  |  |  | | NGOs |  |  |  |  |  | | Construction companies |  |  |  |  |  | | Scientific institutions |  |  |  |  |  | | Housing companies |  |  |  |  |  | | Private investors |  |  |  |  |  | | Other: *please name* |  |  |  |  |  |   Please explain your selection in more detail   |  | | --- | | *If answered Yes, consider answers to the following questions:*   * *How are stakeholders currently being involved in dialogue with municipality? Please, mention concrete examples of exchange and co-working. If possible, evaluate different levels of participation (information, consultation, dialogue, partnership according to the Code of Good Practice for Civil Participation in the Decision-Making Process available here https://www.osce.org/odihr/39400?download=true)* * *What are their roles?* * *What are their interests/lobby?* * *If the level of involvement is low, why there a lack of dialogue between the municipality and relevant stakeholders?*   Your answer here. | |
| 3.3 | Citizen involvement | * Are municipality citizens currently being involved in dialogue with municipality?   Yes  No  Please explain your selection in more detail   |  | | --- | | *If answered Yes, how are citizens currently being involved in dialogue with municipality? Please, mention concrete examples of actions (e.g. meetings, exchange, cooperation).*  *If answered No, why is there a lack of dialogue between the municipality and general public?*  Your answer here. |      * Please estimate the acceptance/interest of citizens towards renewable energy and energy efficiency   Poor  Below average  Average  Good  Excellent  Please explain your selection in more detail   |  | | --- | | Your answer here. | |
| 1. Identification of major Act Now target groups | | | |
| 3.4 | Target groups for the Act Now project | * Please identify and describe from the selected relevant stakeholders in 3.1 the major target groups specific for your municipality that will be addressed in the Act Now project (e.g. the citizen stakeholders can be disaggregated to: young families with children, families with empty nesters, singles, students, inhabitants of smaller villages, users of public buildings etc.).   Your answer here. |
| 3.5 | Target group challenges | * What are the main Act Now challenges for these target groups?   Your answer here. |
| 3.6 | Ideas for solutions | * Do you already have in mind any potential solutions for the above described challenges?   Yes  No  Please explain your selection in more detail   |  | | --- | | *If answered Yes, what could be the main solutions to these challenges?*  Your answer here. | |

**PART IV MUNICIPALITY COMPETENCES AND RESOURCES**

|  |  |  |
| --- | --- | --- |
| NO | AREA | QUESTION |
| 4.1 | Energy and climate project management in municipality | * Please describe, which departments and/or experts are involved in planning and implementation of energy efficiency and climate related projects in municipality and how:   General project managers: *please describe their responsibilities*  Climate and energy project managers: *please describe their responsibilities*  Municipality energy manager: *please describe his/-(er) responsibilities*  Building technical staff: *please describe their responsibilities*  Planning and development division: *please describe responsibilities*  Other: *please name and describe his/-(er) responsibilities*  Please explain your answer in more detail   |  | | --- | | *Consider answers to following questions*   * *Which department/staff members are involved? “* * *What are their responsibilities?* * *How is exchange and interdisciplinary co-working ensured?*   Your answer here. |  * Is there a specific commitment about the responsibility of municipality employees related to awareness or engagement to support energy saving?  Yes  No   If answered Yes, please explain in more detail   |  | | --- | | Your answer here. |  * Is there a specific personnel/unit assigned to work with energy efficiency and climate projects?   Yes, *please name the position*  No, the work integrated into daily routine of other employees  If answered Yes, is this a temporary or permanent employment?  Temporary position for insert for how long  Permanent position |
| 4.2 | Joining Act Now project | * Who decided to join the Act Now project in your municipality?   The City Council  A department in the municipality  Other: *please name*   * Has the ActNow project led to new employment?   Yes  No  If answered Yes, please explain in more detail   |  | | --- | | Your answer here. | |
| 4.3 | Capacity building | * Please evaluate the existing knowledge and awareness about climate and energy efficiency related aspects among the municipality staff in the following topics  |  | Poor | Below average | Average | Good | Excellent | | --- | --- | --- | --- | --- | --- | | Awareness about climate & energy issues in general |  |  |  |  |  | | Awareness about energy management |  |  |  |  |  | | Awareness about energy efficiency in buildings |  |  |  |  |  | | Awareness about funding sources & financial aspects of climate and energy efficiency projects |  |  |  |  |  | | Technical competence |  |  |  |  |  |  * Are there any measures being implemented to increase the internal capacity of municipality staff regarding energy and climate issues (e.g. peer-to-peer learning, mentoring visits, work shadowing, and themed training)?   Yes  No  Not currently, but planned  Please explain your selection in more detail   |  | | --- | | *If answered Yes, what measures are being implemented (e.g. software to monitor energy consumption, website, publications, events/workshops)?*  *If answered No, what is the reason for not implementing capacity building measures?*  *If planned, which supportive measures are planned to improve the awareness and know-how?*  Your answer here. |  * Are there any measures being implemented to increase the capacity of stakeholders and citizens regarding energy and climate issues?   Yes  No  Not currently, but planned  Please explain your selection in more detail   |  | | --- | | *If answered Yes, what measures are being implemented (e.g. software to monitor energy consumption, website, publications, events/workshops)?*  *If answered No, what is the reason for not implementing capacity building measures?*  *If planned, which supportive measures are planned to improve the awareness and know-how?*  Your answer here. |      * Is there any guidance to the private sector (house owners, SMEs, etc.) to access public funding schemes?   Yes  No  Not currently, but planned  Please explain your selection in more detail   |  | | --- | | Your answer here. | |

Thank you for your time filling-in answers!

The *Act Now!* project team

## **Annex I**

**Existing energy management models and future visions in the selected building segment (optional)**

**Please use this table to describe building stock in the selected focus area. For different building stocks use separate tables.**

| NO | AREA | QUESTION |
| --- | --- | --- |
| 1. Existing energy management models | | |
| 2.1 | Description of the building stock | *Please describe briefly building stock in the selected building segment for your municipality. Consider answers to these questions:*   * Please select the building segment (according to the selection on p.2 of the questionnaire)   Municipal buildings  Private house owners and rental flats  House associations / public house  Commercial buildings  Other: *please name*   * What is the function of chosen building stock?   Your answer here.   * Do you know how many buildings are there?   Yes, there are insert number buildings in the selected building segment in our municipality  I don’t know the exact number of buildings but there are around insert approximate number buildings in the selected building segment in our municipality  I don’t know the number of buildings because such information is not collected in the municipality  Other answer: *please name*   * Please give an indicative evaluation of the age of the building stock:  |  |  |  |  | | --- | --- | --- | --- | | *Less than 5 years old* | *5-10 years old* | *10-20 years old* | *Older than 20 years* | | insert number*% of all* | insert number*% of all* | insert number*% of all* | insert number*% of all* |  * Does your municipality have digitalized data of the building stock?   Yes  No  Partly  Please explain your selection in more detail   |  | | --- | | *If answered Yes or Partly, please describe the digitalized data (e.g. if these are LOD1, LOD2, LOD3 data (LOD – level of detail used for modelling 3D objects).*  Your answer here. | |
| 2.2 | Current energy management in buildings | * Do the municipality (if municipality is the owner of the building stock) or other owners (if the building stock is private owned) practice energy management?  |  | | --- | | Yes  No  Partly (depends on each building)  I don’t know |   Please explain your selection in more detail   |  | | --- | | *If answered Yes or Partly, consider answers to these questions:*   * *How is energy management organized? What measures are implemented?* * *Who is responsible and for what activities?* * *Why was this energy management model adopted? Any changes planned?*   *If answered No, what are the reasons for not having energy management in buildings?*  *If answered I don’t know, what are the reasons for the lack of information?*  Your answer here. |  * Please evaluate the level of satisfaction of the involved stakeholders (municipality administration, energy manager, owner of the building, users and others) regarding the existing energy management practice?   Poor  Below average  Average  Good  Excellent  Please explain your selection in more detail   |  | | --- | | Your answer here. | |
| 2.3 | Need for improvement | * What are the key weaknesses and problems of the existing energy management model?  |  |  | | --- | --- | | Technical  Human resource  Interests, motivation | Incentives  Other: *please name* |   Please explain your selection in more detail   |  | | --- | | Your answer here. | |
| 2.4 | Positive aspects and achievements | * What are the key positive aspects and achievements in the existing energy management model?   Your answer here. |
| 1. Future visions and expectations | | |
| 2.5 | Future challenges | * Which are the main challenges and future ambition regarding the building stock?   Empty buildings due to decreasing number of population  Need for new buildings due to increasing number of population  Poor technical condition of the buildings  Need to increase the awareness and knowledge of users of the buildings  Funds for implementation of energy efficiency measures  Climate issues  Other: *please name* |
| 2.6 | Next steps | * Have you already considered how to improve your current models of practice regarding energy management and the challenges selected in 2.4? What next steps are planned?   Your answer here. |