FY 2018 DOE Sustainability Dashboard
Frequently Asked Questions (FAQ)
November 2018 - Volume 2

Background: The following questions and comments were addressed during the DOE Sustainability Dashboard Trainings and Open Line Help Calls. The Dashboard Trainings are organized and managed by the Sustainability Performance Office (SPO) to assist with annual DOE sustainability reporting and the new reporting tool, the DOE Sustainability Dashboard. The schedule for future calls can be found on the SPO's Sustainability Dashboard homepage: sustainabilitydashboard.doe.gov

Contact Information: Please direct comments and questions to Dashboard Team at sustainability@hq.doe.gov.

General Announcements & Updates

Completion Process Update: The Facility Metering Status page is still under development; therefore, no approval is needed for FY 2018. The Facility Goal Category and Building Inventory Change & Design should be available for approval by December 5th. No approval is needed for EISA S432 Benchmarking as the data is imported from Portfolio Manager; once the page is fully developed, similar to FAST, a "No Approval Needed" message will display.

Site Sustainability Plan (SSP): The revisions to the Executive Summary table have been completed and are available via the SSP module.

Scorecards: Reactivated with previous DOE goals and targets. Please note, some calculations may be off.

Reminder: Please address the following bullets from the Fleet Management section of the FY 2019 SSP Guidance, as applicable:

a. DOE struggles with the EPAct 2005 Section 701 requirement which requires that agencies use alternative fuel in all dual fueled AFVs except in vehicles for which the agency received a waiver. If AFVs will be acquired that will not have access to alternative fuel, explain why.
b. Discuss installation efforts for on-site vehicle charging and alternative fueling infrastructure.
c. Describe strategies for increasing alternative fuel use, such as increasing acquisition of alternative fuel vehicles (AFVs), evaluating alternative fueling options through available locator tools, siting vehicles to match available fueling locations, and installing renewable fuel pumps at fleet fueling centers.

ECM Updates: Please complete your ECM updates using the template and include it as an attachment in the Measures, Funding, & Training category of your SSP. Currently, there are several glitches with this module and likelihood of completing the fixes in time for close of data entry is low.

Green Buildings: Green Building data has been rolled over from prior year, so sites should see historical data in the Green Buildings module. Any DOE Owned building that met the 2008 GPs is considered "grandfathered." *Note: GSA's [2018 FRPP Guidance](#) updated the definition of "Not Applicable" to include: unoccupied, low/no energy use (<12.7 kBTU/GSF), and low/no water use (<2 Gal/Day (GPD)).* Leases are NOT included in % GP calculation, but SPO encourages you to continue to incorporate language into leases, and report of GP compliant leased buildings. The Green Building FRPP field is a calculation that is currently being worked on. As long as your FIMS data is accurate, then there should not be any issues for your site. Please contact your site's FIMS administrator to submit change requests for FRPP Status.

Electronics Acquisition: The template has not been updated, so manual entry is required to enter data for Mobile Phones and Servers.

Metering: The metering page is under construction and is not working properly. If you have any updates, attach the template to your SSP in the Energy Management section.

FAST data: Preliminary FAST data was uploaded on 11/21. Only one site has information in the system.

FIMS-related Questions

Question: Will there be some guidance on dealing with the FIMS fields? When will sites need to update and when is it due?
Answer: There is only one sustainability field in FIMS with the remaining asset level information collected in the Dashboard. In the Dashboard, the FRPP Status field for Green Building is an auto generated field based on input in preceding fields. In FIMS, the equivalent sustainability field that needs to be completed has a drop-down selection that is consistent with the FRPP Status field in the Dashboard. The goal is have the Dashboard inform input into FIMS for consistency and accuracy in both systems. For FY 2018, this process may not be as smooth as we work out Dashboard glitches.

Question: Is the FRPP status pulled from FIMS?
Answer: FRPP status is not pulled from FIMS. The FRPP Status in the Dashboard is system generated based on entry in other fields in the Green Building module. FIMS remains the official place of record for reporting FRPP Status for the Green Building goal.

Question: How do we change the FRPP status?
Answer: In the Dashboard, the FRPP status is automatically generated based on your entry in other fields. To change it in FIMS, please contact your FIMS POC to submit a change request.

Question: My information is correct in FIMS, but not in the dashboard. How do I edit the green buildings fields in the dashboard?
Answer: The team is working to fix the formulas for green buildings. Please make sure FIMS is correct and that the 100% green building-compliant buildings are correct and accounted for.

Question: What do I do if my FIMS data is missing from the Dashboard?
Answer: If you are missing buildings or have buildings that should have left your inventory, let us know, and we will continue to work with the developers to fix this issue.

Waste-related Questions

Question: How do we calculate GHGs for waste?
Answer: On-site MSW and On-site WWT contributes to Scope 1 & 2 GHG and off-site MSW and WWT contributes to Scope 3 GHG, both of which are calculated on the Comprehensive Scorecard. To determine percent reductions manually, use the Create a report and sum the GHG for each to determine the amount of GHG emissions produced my MSW and WWT.

Question: In the waste module, for the recycle and reuse diverted number, the Dashboard does not account for the reuse in the amount diverted? Shouldn't the reuse be added into the diverted total?
Answer: This is an error in Dashboard that we are working to fix.

Electronics Stewardship-related Questions

Question: For Electronics Acquisition, will you track servers and cell phones?
Answer: Yes, Electronics Acquisition has two new fields: (1) mobile phones (required for FY 2018) and (2) servers (optional for FY 2018 and required for FY 2019).

Question: Where do I input information on servers and cell phones?
Answer: The Electronics Acquisition template has not been updated, so manual entry is required to enter data for mobile phones and servers.

Fleet-related Questions

Question: In the Fleet narrative section, is it appropriate to identify what we are interested in pursuing in the future and the associated limitations?
Answer: Yes, please highlight what you would like to do, your limitations in achieving those goals, and where you realistically see your site's performance trending in the fleet goal area.

Question: How do we project fleet performance for a 5-10 year horizon?
Answer: In terms of annual acquisition, the intention is to encourage sites to acquire as many alternative fuel vehicles as costs allow. If you know how many vehicles are approaching end-of-life in 5 years, you can based you projection on that estimate. Overall, focus on the inventory change vs. alternate fuel vehicles coming online or not because you can't control what's available from GSA. SPO needs to know the inventory change, so that we can at least gauge how many new vehicles are needed in the future. Additionally, discuss alternative fuel availability (or lack of availability) and how your site is addressing those concerns. See points at the beginning of FAQ for some focus points SPO would like sites to address.

SSP-related Questions

Question: There is no longer a category for GHG emissions. Where do we input the narrative portion for this?
Answer: Because GHG emissions are based on multiple categories, SPO streamlined the approach to allow sites to touch on their given GHG emissions as they relate to each category.

Question: For appropriations and direct obligations, should we copy the table from the executive summary template?
Answer: Yes, you have the option to copy/paste the table from the executive summary template or speak to the number in the narrative.

Question: For plans and performance in the SSP, should we estimate additional funding needed to meet goals for each category? Should we note any nuances in the plans/projected performance? Should we outline current funding levels as well?
Answer: Focus on any specific projects that you would like to prioritize additional funding for or outline the potential/need for leveraging additional third party financing.

Question: For the recommended charts and table in the Energy Management section (EUI for goal subject and excluded buildings), what do you really want? We could do projections for excluded buildings site-wide, but EUI would mean nothing for excluded.

Answer: These are recommendations. SPO would like to see how your sites anticipated utility usage and its impact on goals. Separate graphs for goal and excluded EUI or energy consumption and square footages would suffice.

Question: How should we address and report payments to third party companies for efficiency and conservation measures that have been awarded and operational?
Answer: Currently there is no Dashboard module to capture the information. Please use the table below to provide the information and paste into your SSP category.

	Annual savings (Million Btu)	Number of Task/Delivery Orders awarded in fiscal year & annual energy (MMBTU) savings.	Investment value of Task/Delivery Orders awarded in fiscal year.	Amount privately financed under Task/Delivery Orders awarded in fiscal year.	Cumulative guaranteed cost savings of awarded in fiscal year relative to the baseline spending.	Total contract award value of awarded in fiscal year (sum of contractor payments for debt repayment, M&V, and other negotiated performance period services).
ENERGY SAVINGS PERFORMANCE CONTRACTS (ESPC)						
Actual FY + 0 (2018)						
Projected FY + 1 (2019)						
Projected FY + 2 (2020)						
UTILITY ENERGY SERVICES CONTRACTS (UESC)						
Actual FY + 0 (2018)						
Projected FY + 1 (2019)						
Projected FY + 2 (2020)						
POWER PURCHASE AGREEMENT (PPA)						
Actual FY + 0 (2018)						
Projected FY + 1 (2019)						
Projected FY + 2 (2020)						
OTHER AGREEMENTS						
Actual FY + 0 (2018)						
Projected FY + 1 (2019)						
Projected FY + 2 (2020)						

Miscellaneous Questions

Question: For the organizational resilience section, our site is having difficulty getting information because some of it is considered sensitive information. Any advice?
Answer: In your responses, please report high-level information, such as whether your site has a response and recovery plan, emergency preparedness plans as it relates to weather related or other disasters, or any efforts to increase site's resilience (i.e. increased on-site energy, microgrids, etc.).

Question: What is the site-level policy tracker?
Answer: This is an optional module that is available for site to input plans, procedures, etc. that are relevant to a specific category.