
**South Carolina Energy Office
Strategic Energy Action Plan
FY 2006-2007**

South Carolina Budget and Control Board

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State Energy Office Strategic Action Plan 2006-2007

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Executive Summary

To systematically address critical needs in the state, the South Carolina Energy Office (SCEO) has focused its 2006-2007 Strategic Plan on efforts to assist the public sector, including state agencies, school districts, colleges and universities, and local governments. Public sector assistance provides maximum benefit to our citizens, as improvements in operating efficiency allow more resources to be spent on programs to better our state. **The Strategic Plan concentrates on six areas: Energy Efficiency and Conservation in Facilities, Transportation Conservation and Diversification, Energy Information and Awareness, Renewable Energy and Utilities, Radioactive Waste Disposal Program and an Innovative and Supportive Work Environment.** Each of these program areas increases the productivity of the public sector while providing energy information and policy guidance for the public at large.

A major component of the **Energy Efficiency and Conservation in Facilities Program** is the Rebuild South Carolina project (established with a grant from the Department of Energy) to assist public organizations in energy management. Organizations need to establish baseline measures for energy use before we can assist them, and we will continue to provide assistance in tracking energy consumption data for public agencies and school districts. Organizations can become Rebuild South Carolina (RBSC) Partners, opening them up to full-service energy management coordination.

Contracted engineers provide audits of facilities that specify areas where physical and operational improvements can be made. SCEO staff work with the auditors, the organizations' energy managers, and necessary public officials to review the audits, make recommendations, and move to implementation. Experienced SCEO staff assists organizations in the development of a Request for Proposals and other procurement procedures as well as locating financing assistance. In addition, the SCEO revised its public sector loan program to expand financing options for energy projects for state agencies and schools. Finally, once projects are implemented, the SCEO provides continual training for energy managers in the state, both through the Association of South Carolina Energy Managers and workshops sponsored through Rebuild South Carolina.

We also analyze and publicize energy consumption data at public agencies and school districts.

The **Transportation Conservation and Diversification Program** combines two themes of transportation sustainability. The primary concern is that petroleum is a fossil fuel and will eventually run out. Either our current consumption patterns must change, or we must utilize alternative sources of fuel. The theme of the transportation strategy is reducing petroleum consumption through increasing the consumption of alternative fuels such as ethanol, biodiesel and compressed natural gas.

Energy Information and Awareness efforts make citizens aware of our services, the effects of high energy consumption, and techniques for conserving energy. We provide targeted programs for children in kindergarten through the twelfth grade. By educating children, we can have an effect on their behaviors in the future, as well as to provide enhancements to the State Department of Education curriculums. We also supply homeowners with information on reducing energy consumption so that they may become smarter and more efficient consumers of energy. Through a comprehensive Website, we provide information on all of the programs the Energy Office administers.

The **Renewable Energy and Utilities** program advocates the reduction of energy demand and the development of renewable resources for utilization by consumers. Reducing the demand for energy means that we will need fewer power plants to supply power, therefore reducing

regulatory and infrastructure costs in the future. We also work with the supply side of the equation, helping to establish policies that will promote the development of renewable resources like landfill gas energy, biomass energy, and solar energy.

The **Radioactive Waste Disposal Program** provides management of the Budget and Control Board's low-level radioactive waste disposal facility in Barnwell County. The disposal site is leased to Chem-Nuclear Systems, which operates the facility in accordance with terms specified in the lease agreement. The Budget and Control Board establishes and adjusts the rate schedules for the disposal of radioactive waste at the Barnwell facility. Disposal rates for waste generated within the Atlantic Compact region cannot exceed disposal rates available to waste generators outside the region. As authorized by the Atlantic Compact Commission, the Budget and Control Board may enter into agreements with businesses outside the compact region to import waste for disposal at the Barnwell site. Approval of any non-regional waste is subject to the availability of disposal capacity, which is limited under state law.

The Energy Office's **Innovative and Supportive Work Environment** addresses the leadership, strategic planning, human resource capabilities, internal procedures, and customer satisfaction areas for the South Carolina Energy Office. These areas focus on creating and maintaining a high-performing organization.

Mission, Vision and Values

Our mission, vision and values directly reflect those of the Budget and Control Board.

Mission

The SCEO increases energy efficiency and diversity, enhances environmental quality and saves energy dollars for South Carolina.

Vision

We excel in saving money through conserving energy for South Carolina.

Values

Quality customer services and products: We consistently provide outstanding products and excellent customer services, as defined by our customers, and we strive for continuous improvement.

Innovation: We are receptive to and flexible with the changing environment and the evolving world of technology. We welcome challenges, embrace innovation, and encourage creativity.

Leadership: We strive to lead government through strategic and visionary approaches that are proactive, fair, and ethical.

Professionalism: We perform our work with honesty, integrity, and loyalty. We are committed to performance that is credible, thorough, competent, and worthy of customer confidence.

Employee well-being: We respect the individual contributions of each employee and endeavor to empower them with the needed resources for teamwork, shared pride, and continuous learning.

SCEO Valued Employee Attributes

Positive attitude – open-minded, flexible, can go with the flow, deal easily with changes, cooperative, have a “can-do” approach to assignments, requests and problem solving.

Productive – produce visible results that are evident to others, make it easy for others to understand and appreciate their accomplishments, show dedication and are able to focus on end results, committed to excellence in job performance.

Harmonious workplace relations – interact positively with others and create workplace harmony, demonstrate loyalty, avoid negativity in the workplace, avoid gossip, have positive effect on office morale.

Workplace intelligence – skilled in research and analysis, able to solve problems rather than just identify problems.

Respectful of others – show courtesy to internal and external staff and customers, demonstrate emotional intelligence, are proven team workers, work well with others in team approaches, make appropriate use of chain of command.

Detail oriented – consistent attention to accuracy and completeness, check own work for quality, seek and learn from editing help of others for error minimization and quality maximization.

Dependable – prompt, adhere to directions and schedules, follow through with projects and procedures in a timely manner without need for reminders.

Disciplined in work habits – work hard, develop implementation plans, adhere to those plans, go the extra mile when needed.

Initiative – take independent action to complete projects and offer ideas for improvement, creative in identifying new opportunities, seek feedback from others, show persistence to overcome obstacles, display willingness and ability to constantly learn.

Aware – demonstrate understanding of the details of their areas of responsibility and how their responsibilities fit into overall mission of the Energy Office and its performance.

Passionate about their jobs – have strong belief in and passion for their work and the products of their work.

Budget and Control Board

South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy A: Collect and compile energy consumption data from 85 school districts, 40 state agencies, 13 universities/colleges with housing, and 20 colleges without housing.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Send reports of FY05 energy consumption data to all participating public entities requesting review/approval of retrieved data for SCEO publication. Provide technical assistance and follow-up to all public entities for the FY05 energy consumption analysis.	July 1, 2006	July 30, 2006	Julia Parris/Yvonne Michel
2	Update detailed list of all reporting public entities including SchoolDude status, contacts, and notes of concerns. Work with SchoolDude to finalize conversion of all energy consumption data to UDGlobal compatible format and receive instruction of use of UDGlobal.	September 1, 2006	September 30, 2006	Julia Parris/Yvonne Michel
3	Complete mapping/report formats in UDGlobal in preparation of drafting of FY05 report.	October 1, 2006	February 1, 2007	Julia Parris/Yvonne Michel
4	Analyze FY05 data. Request input from management on features to include in report and write report. Report reviewed by management. Check for continuity of data against previous years report.	Nov 1, 2006	March 1, 2007	Julia Parris/Yvonne Michel
5	Prepare success stories to be featured in the final report.	July 1, 2006	June 30, 2007	Janet Lockhart
6	Send reports of FY06 energy consumption data to all participating public entities requesting review/approval of retrieved data for SCEO publication. Provide technical assistance and conduct follow-up with state agencies and school districts to maximize reporting of FY06 energy consumption	Nov 1, 2006	Nov 30, 2006	Julia Parris/Yvonne Michel
7	Send out requests to all non-participating public entities for FY06 consumption data.	Nov 1, 2006	Nov 30, 2006	Julia Parris/Yvonne Michel
8	Publish <i>Energy Use in South Carolina's Public Facilities</i> FY05.	Dec 1, 2006	March 1, 2007	Julia Parris/Yvonne Michel
9	Receive, compile, and provide data entry from non-participating public entities of FY06 energy consumption.	December 1, 2006	January 31, 2007	Julia Parris/Yvonne Michel
10	Complete mapping/report formats in UDGlobal in preparation of drafting of FY06 report.	January 3, 2007	January 31, 2007	Julia Parris/Yvonne Michel
11	Analyze FY06 data. Request input from management on features to include in report and write report. Report reviewed by management. Ensure that success stories are featured in the report. Check for continuity of data against previous years report. Develop SOP and formats for report generation.	February 1, 2007	March 15, 2007	Julia Parris/Yvonne Michel
12	Publish <i>Energy Use in South Carolina's Public Facilities</i> FY06. Create and send customized energy reports to agency heads and energy coordinators of all entities with copies of <i>Energy Use in South Carolina's Public Facilities</i> FY06	March 15, 2007	April 15, 2007	Julia Parris/Yvonne Michel
13	Publicize results.	Ongoing	Ongoing	Julia Parris

Budget and Control Board

South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy A: Collect and compile energy consumption data from 85 school districts, 40 state agencies, 13 universities/colleges with housing, and 20 colleges without housing.

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of entities reporting building-by-building energy data.	Quarterly	Utility Direct	Julia Parris
2	Number of entities reporting consumption data.	Quarterly	Utility Direct	Julia Parris

Budget and Control Board

South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy B: Assist Rebuild South Carolina Partners in implementing energy efficiency projects.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Identify and recruit organization for Rebuild SC partnership.	Ongoing	Ongoing	Rick Baldauf/Tom Hudkins
2	Recommend energy audits (SCEO or external).	Ongoing	Ongoing	Tom Hudkins
3	Receive and review energy audits and technical studies supporting ConserFund applications.	Ongoing	Ongoing	Rick Baldauf
4	Review audit recommendations with organization partner.	Ongoing	Ongoing	Rick Baldauf/Tom Hudkins
5	Identify financing options. Promote to partners/decision makers.	Ongoing	Ongoing	Rick Baldauf/Tom Hudkins/Michael Hughes
6	Technical evaluations and assistance during procurement and implementation phases.	Ongoing	Ongoing	Rick Baldauf/Tom Hudkins
7	Facilitate participation in technical assistance workshops.	Ongoing	Ongoing	Tom Hudkins
8	Report and publicize results.	Ongoing	Ongoing	Tom Hudkins/Rick Baldauf
9	Follow-up on all institutions receiving audits during the last 5 years.	Ongoing	Ongoing	Rick Baldauf
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of Rebuild South Carolina partners recruited.	Quarterly	Database	Rick Baldauf
2	Number of Rebuild South Carolina partners implementing energy efficiency projects.	Quarterly	Database	Rick Baldauf
3	Dollar savings and energy savings from Rebuild South Carolina implemented projects.	Quarterly	Database	Rick Baldauf

Budget and Control Board

South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy C: Administer and close out RHEEEP projects.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor implementation of grants, then close out as projects are completed.	July 1, 2006	December 31, 2006	Rick Baldauf
2	Input and record energy savings upon completion in RHEEEP database.	Ongoing	Ongoing	Rick Baldauf
3	Send information to planner to be included in the Savings Matrix.	Ongoing	Ongoing	Rick Baldauf
4	Report and publicize savings results.	Ongoing	Ongoing	Rick Baldauf
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of RHEEEP awards utilized.	Annually	Database	Rick Baldauf
2	Dollar amount of cost savings to institutions from RHEEEP projects.	Annually	Database	Rick Baldauf

Budget and Control Board

South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in public facilities.

Strategy D: Provide financing through the ConserFund Loan Program to state agencies, school districts, local governments, and not-for-profits to implement energy efficiency projects.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Set interest rate for loans.	July 1 2006	July 15 2006	Michael Hughes
2	Make commitments to eligible entities.	Ongoing	Ongoing	Michael Hughes
3	Market loan program to eligible organizations (to include Rebuild SC partners).	Ongoing	Ongoing	Michael Hughes
4	Complete and analyze application packages for staff review committee.	Ongoing	Ongoing	Michael Hughes
5	Prepare necessary documents for the loan approval.	Ongoing	Ongoing	Michael Hughes
6	Complete approval/denial/consideration at next review date to borrower within 5 business days of the decision of the Loan Approval Committee.	Ongoing	Ongoing	Michael Hughes
7	Report and publicize results. Send information to planner to be included in the Savings Matrix.	Ongoing	Ongoing	Michael Hughes

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of ConserFund loan commitments.	Quarterly	Database	Michael Hughes
2	Dollar amount of ConserFund loan commitments.	Quarterly	Database	Michael Hughes
3	Dollar savings in projected ConserFund project savings.	Annually	Spreadsheet	Michael Hughes
4	Percent increase in projected ConserFund project savings.	Annually	Spreadsheet	Michael Hughes

Budget and Control Board

South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy E: Educate 400 energy-related professionals on techniques to reduce energy consumption.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Write RFPs and award contracts for SCEO-sponsored energy efficiency workshops.	July 1, 2006	July 31, 2006	Tom Hudkins
2	Administer energy efficiency workshops in conjunction with awardees.	August 1 2006	June 30, 2007	Tom Hudkins
3	Identify partnerships and administer low-cost energy efficiency workshops in conjunction with other organizations.	July 1, 2006	June 30, 2007	Tom Hudkins
4	Coordinate operation of Association of South Carolina Energy Managers; update membership lists and work to increase membership.	Ongoing	Ongoing	Julia Parris
5	Coordinate CEM training in conjunction with ASCEM.	June 1, 2006	September 30, 2006	Julia Parris/ Tom Hudkins
6	Coordinate energy seminars and conference arrangements for two ASCEM meetings a year.	July 1, 2006	June 30, 2007	Julia Parris
7	Conduct and analyze results from ASCEM conference and customer satisfaction survey.	July 1, 2006	June 30, 2007	Julia Parris

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of firms implementing energy saving solutions from workshops.	Quarterly	Survey	Sonny DuBose
2	Percent of firms implementing energy saving solutions from workshops.	Quarterly	Survey	Tom Hudkins
3	Dollar amount saved based on energy savings.	Quarterly	Survey	Tom Hudkins
4	Number in ASCEM membership.	Quarterly	Membership	Julia Parris
5	Number of attendees at ASCEM meetings/conferences.	Quarterly	Registration	Julia Parris
6	Number of CEMs.	Annual	AEE	Julia Parris

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South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy F: Conduct energy audits for public sector entities and for commercial and industrial customers.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Conduct energy audits.	Ongoing	Ongoing	Tom Hudkins
2	Receive and review audit findings from external auditors.	Ongoing	Ongoing	Tom Hudkins
3	Present audits to organization with recommendations for projects.	Ongoing	Ongoing	Tom Hudkins
4	Contact audit recipients to determine if measures have been implemented.	Ongoing	Ongoing	Tom Hudkins
5	Provide relevant staff with information for input into the savings matrix.	Ongoing	Ongoing	Tom Hudkins
6	Report energy savings information in writing to management.	Ongoing	Ongoing	Tom Hudkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Dollar amount saved from implementation of audit recommendations.	Quarterly	Survey	Tom Hudkins
2	Number of ECMs implemented by firms based on audit recommendations.	Quarterly	Survey	Tom Hudkins
3	Percent of ECMs implemented by firms based on audit recommendations.	Quarterly	Survey	Tom Hudkins

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South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy G: Through the SC SAVE\$ (Schools and Agencies Verify Energy Dollars) program, assist energy accounting users in monitoring and analyzing energy consumption data.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Provide technical assistance and conduct follow-up with state agencies and school districts to maximize use of Web-based and other Energy Accounting Systems via telephone and email. Requests responded to by next workday.	Ongoing	Ongoing	Julia Parris
2	Provide on-site technical assistance as needed.	Ongoing	Ongoing	Julia Parris
3	Provide marketing and training for SC SAVE\$ through contractor (School Dude).	Ongoing	Ongoing	Julia Parris
4	Coordinate enrollment and recruitment of public entities in SC SAVE\$ with the contractor (School Dude). Promote to entities the need to report their data in UtilityDirect for annual Consumption Report.	Ongoing	Ongoing	Julia Parris

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of organization participants in SC SAVE\$.	Quarterly	Database	Julia Parris
2	Number of responses to energy accounting technical assistance requests.	Quarterly	T/A Log	Julia Parris

Budget and Control Board

South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy H: Facilitate residential and commercial energy efficiency and green building practices.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Assist in building alliances with the public and private sectors for LEED and other green buildings.	Ongoing	Ongoing	Sonny DuBose
2	Develop and submit green homes course curriculum for home appraisers, realtors, builders and inspectors continuing education credit to LLR	July 1, 2006	April 1, 2007	Sonny DuBose
3	Develop and promote SC supplier list for sustainable products.	July 1, 2006	June 30, 2007	Sonny DuBose
4	Coordinate and oversee administration of EarthCraft residential energy efficiency programs with homebuilders.	July 1, 2006	June 30, 2007	Richard Horton
5	Maintain Web-based lists of LEED-certified designers and LEED-certified buildings in SC.	Ongoing	Ongoing	Sonny DuBose
6	Coordinate Carolina Classic Home and Garden Show with staff from SCEO. <ul style="list-style-type: none"> • Secure booth space and electrical power. • Purchase promotional items and door prizes. • Analyze evaluation results from Home Show attendees. • Prizes are mailed to winners whose names were drawn during the course of the show. 	November 1, 2006	April 30, 2007	Whitney Wurzel
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of LEED accredited professionals.	Quarterly	LEED records	Sonny DuBose
2	Number of buildings that apply for certification as green buildings.	Quarterly	LEED records	Sonny DuBose
3	Evaluation results from Home Show.	Annual	Surveys	Whitney Wurzel
4	Number of EarthCraft Builders trained.	Quarterly	Southface	Sonny DuBose
5	Number of EarthCraft homes constructed.	Quarterly	Southface	Sonny DuBose

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South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy I: Monitor and administer grants to improve energy savings for facilities in South Carolina.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	In cooperation with the SC Manufacturing Extension Partnership, oversee the Industries of the Future (IOF) program for SC through Special Projects grants. Administer grants to ensure that partnerships are established, marketing is completed and assessments of industries are conducted. Work with grantee to report and publicize energy savings and other results.	Ongoing	June 30, 2007	Tom Hudkins
2	Monitor the Special Projects grants in conjunction with SCMEP for energy consumption in large industrial users.	July 1, 2006	June 30, 2007	Tom Hudkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Grants are completed on time.	Annual	Grant file	Tom Hudkins
2	Project energy savings and other results are publicized.	Ongoing	Grant file	Tom Hudkins

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South Carolina Energy Office: Program Area - Facilities				
Program Goal 1: Maximize energy savings in facilities.				
Strategy J: Promote Performance Contracting to public entities in South Carolina.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Implement Performance Contracting Action Plan for public sector entities.	July 1, 2006	June 30, 2007	Michael Hughes
2	Provide and promote in-house review service of energy performance contracts to school districts.	Ongoing	Ongoing	Michael Hughes/Rick Baldauf
3	Promote ConserFund as a finance option during in-house reviews of energy performance contracts.	Ongoing	Ongoing	Michael Hughes
4	In cooperation with NAESCO (National Association of Energy Service Companies), oversee the performance contracting Special Projects grant that will provide assessments of PC and training and certification on PC.	July 1, 2006	June 30, 2007	Janet Lockhart
5	Oversee SCEO Special Projects grant that will provide case study assessments of higher education performance contracting and utilize those results to conduct workshops and provide resource materials for higher education institutions.	July 1, 2006	June 30, 2007	Rick Baldauf
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of times performance contract is utilized.	Quarterly	MMO	Michael Hughes
2	Special Project milestones are met in a timely manner. Results are publicized.	Quarterly	Grantee	Rick Baldauf

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South Carolina Energy Office: Program Area - Facilities

Program Goal 1: Maximize energy savings in facilities.

Strategy K: Implement Utility Savings Initiative for state agencies.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Implement program. Monitor and publicize energy savings.	July1, 2006	Ongoing	Mitch Perkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Fixed Price Bid issued for utility bill analysis every three years.	Every three years	MMO	Mitch Perkins
2	Dollar amount of savings from utility bill analysis program.	Quarterly	Vendors/ Agencies	Mitch Perkins

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South Carolina Energy Office: Program Area - Transportation				
Program Goal 2: Promote transportation conservation and diversification.				
Strategy A: Promote fuel conservation through the <i>Take a Break From the Exhaust</i> program in state government.				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor vehicle miles reduced and emissions eliminated during Ozone Season.	July 1, 2006	June 30, 2007	Erika Hartwig
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of miles eliminated through TABFTE program.	May-August	SCEO/DHEC	Erika Hartwig
2	Amount of emissions avoided through TABFTE program.	May-August	SCEO/DHEC	Erika Hartwig

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South Carolina Energy Office: Program Area - Transportation

Program Goal 2: Promote transportation conservation and diversification.

Strategy B: Coordinate alternative fuels activities around the state, thereby reducing the use of petroleum products in targeted areas and increasing alternative fuel use.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor PSCFC Coordinator Grant to facilitate development of an AFV market throughout the state. Activities include the following: <ul style="list-style-type: none"> • Quarterly publication of Clean Cities newsletter • Workshop on biofuels such as ethanol and biodiesel • Travel to regional meetings and national conference • Stakeholder recruitment, public awareness campaign • Work to recruit private industry participation Distribute briefing package on SC alt fuel activities as needed to be shared with policy makers upon request.	July 1, 2006	June 30, 2007	Erika Hartwig
2	Meet goals of PSCFC program plan as submitted to DOE and SCEO.	Ongoing	Ongoing	Erika Hartwig
3	Attend four major stakeholder meetings and all working group meetings.	Ongoing	Ongoing	Erika Hartwig
4	Work with local groups on developing legislative incentives for alternative fuels.	Ongoing	Ongoing	Erika Hartwig
5	Conduct yellow grease biodiesel feasibility study.	July 1, 2006	September 30, 2006	Erika Hartwig
6	Monitor and encourage alternative fuel production activities.	July 1, 2006	June 30, 2007	Erika Hartwig
7	Monitor and encourage use of alternative fuels and installation of alt fuel infrastructure.	July 1, 2006	June 30, 2007	Erika Hartwig
8	Report and publicize results.	Ongoing	Ongoing	Erika Hartwig
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Amount of alternative fuel used in South Carolina.	Quarterly	SC DOR	Erika Hartwig
2	Amount of alternative fuel used by state government fleets.	Quarterly	Fuel Mgmt. System	Erika Hartwig
3	Amount of alternative fuel produced in SC.	Quarterly	PSCFC	Erika Hartwig
4	Number of alternative refueling stations.	Quarterly	PSCFC	Erika Hartwig

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South Carolina Energy Office: Program Area - Transportation

Program Goal 2: Promote transportation conservation and diversification.

Strategy C: Promote and administer external funding opportunities for alternative fuel vehicles, refueling infrastructure, production and fuel.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Manage and administer grant funds awarded by DOE Special Projects for the Clean Cities category in FY 2004.	July 1, 2006	September 30, 2007	Erika Hartwig
2	Schwann's grant tasked with converting 11 vehicles to propane	July 1, 2006	September 30, 2007	Erika Hartwig
3	USC's grant provided to install an above-ground 3,000 gallon ethanol refueling infrastructure			Erika Hartwig
4	United Energy's conversion of the kaolin storage tanks to a bulk fuel facility for alternative fuels			Erika Hartwig
5	PSCFC coordinator grant with Catawba COG			Erika Hartwig
6	Manage and administer grant fund awarded by DOE Special Projects for Clean Cities Category in FY 2005: <ul style="list-style-type: none"> • York Technical College Ethanol Refueling Infrastructure • PSCFC Coordinator Grant 	July 1, 2006	September 30, 2007	Erika Hartwig
7	Identify new alternative fuel projects for Special Projects and other external funding opportunities.	July 1, 2006	June 30, 2007	Erika Hartwig

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South Carolina Energy Office: Program Area - Transportation				
Program Goal 2: Promote transportation conservation and diversification.				
Strategy D: Promote fuel conservation through Advanced Travel Center Electrification (truck stop electrification).				
Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor and report cost savings resulting from Truck Stop Electrification project with IdleAire.	July 1, 2006	June 30, 2007	Richard Horton
2	Report and publicize results.	Ongoing	Ongoing	Richard Horton
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Amount of fuel conserved, emissions reduced, and use of ATCE facilities.	Quarterly	IdleAire	Richard Horton

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South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy A: Implement E2IQ program in approximately 150 K-12 classrooms statewide.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Train 150 teachers (75 classroom presentations) to use energy lessons from the Action for a Cleaner Tomorrow curriculum and distribute information about E2IQ.	July 1, 2006	June 30, 2007	Whitney Wurzel
2	Participate in annual teacher training conference in conjunction with DHEC.	January 1, 2007	June 30 2007	Whitney Wurzel
3	Promoting energy video targeted to 6 th grade classrooms.	Ongoing	Ongoing	Whitney Wurzel
4	Identify new external funding resources to supplement energy education program.	Ongoing	Ongoing	Whitney Wurzel
5	Report and publicize results.	Ongoing	Ongoing	Whitney Wurzel

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of teachers attending energy sessions at the teacher training conference.	Annual	Survey	Whitney Wurzel
2	Number of K-12 classrooms/teachers who utilize Energy 2 Learn curriculum.	Annual	Report	Whitney Wurzel
3	Average pre- and post-test scores on energy knowledge of students receiving instruction on the Energy 2 Learn curriculum.	Annual	Test	Whitney Wurzel
4	Number of teachers trained on E2IQ.	Quarterly	Report	Whitney Wurzel
5	Number of students receiving E2IQ presentations.	Quarterly	Report	Whitney Wurzel
6	Number of schools receiving <i>Energy Tonight/Earth Today</i> video.	Quarterly	Report	Whitney Wurzel

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South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy B: Promote energy awareness and conservation to citizens of South Carolina.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Promote energy awareness and conservation through participation in community activities.	Ongoing	Ongoing	Whitney Wurzel
2	Plan and implement activities for Energy Awareness Month (EAM) to reach all sectors, including the Governor’s proclamation, link on state government Website and other means.	July 1, 2006	October 31, 2006	Whitney Wurzel
3	Periodically disseminate pertinent energy related articles to newspapers in South Carolina.	July 1, 2006	June 30, 2007	Whitney Wurzel
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of media outlets using energy related articles.	Quarterly	Newspapers	Whitney Wurzel
2	Number of community activities.	Quarterly	Spreadsheet	Whitney Wurzel
3	Number of individuals contacted through community activities.	Quarterly	Spreadsheet	Whitney Wurzel

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South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy C: Maintain up-to-date SCEO Website with current information that meets the needs of our customers.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Update Website as needed.	Ongoing	Ongoing	Julia Parris
2	Review SCEO Website each Monday to keep information timely and complete.	Ongoing	Ongoing	SCEO Staff
3	Coordinate redesign SCEO Website with EIP to improve functionality.	July 1, 2006	December 31, 2006	Julia Parris/Erika Hartwig
4	Maintain and update database for Website, publications, presentations and customer feedback.	July 1, 2006	June 30, 2007	Whitney Wurzel
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of Web hits.	Quarterly	CIO Reports	Julia Parris
2	Customer satisfaction feedback for speed of reply, courtesy of reply, quality of information, ease of use, and increased awareness of energy issues.	Quarterly	Surveys	Whitney Wurzel

Budget and Control Board

South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy D: Publish, *Energy Connection* newsletter twice annually.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Determine and assign articles for Winter 2007 edition. Produce, print, and distribute.	October 1, 2006	November 30, 2006	Whitney Wurzel
2	Determine and assign articles for Summer 2007 edition. Produce, print, and distribute.	April 1, 2007	May 30, 2007	Whitney Wurzel
3	Update and maintain Energy Connection database with newsletter contacts. Increase the number of recipients receiving electronic version of newsletter, reducing number of hard copies printed.	July 1, 2006	June 30, 2007	Whitney Wurzel
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Newsletter is published no later than November 30, 2006 and May 30, 2007.	Semi-annually	Newsletter	Whitney Wurzel
2	Number receiving e-mail version of newsletter.	Quarterly	Data base	Whitney Wurzel
3	Number receiving hardcopy version of newsletter.	Quarterly	Data base	Whitney Wurzel

Budget and Control Board

South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy E: Promote purchase of energy efficient manufactured homes and provide energy conservation information to homeowners.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Print and distribute Energy Efficient Labels to manufacturers of mobile homes that are sold to dealers in SC. Ensure new manufacturers know about program and are contacted about the labeling process.	Ongoing	Ongoing	Julia Parris
2	Input information from manufactured housing disposition reports into database.	Ongoing	Ongoing	Susan Way
3	Report and publicize savings from energy efficient manufactured homes.	Ongoing	Ongoing	Julia Parris
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Dollar amount saved from the label program.	Quarterly	Database	Julia Parris
2	Number of homes labeled from disposition reports.	Quarterly	Program	Susan Way
3	Number of labels distributed to manufacturers.	Quarterly	Program	Julia Parris

Budget and Control Board

South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy F: Coordinate and staff meetings of the SCEO Energy Advisory Committee, Nuclear Advisory Council meetings and Atlantic Compact Commission meetings.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Meet with Energy Advisory Committee chairman to develop semi-annual meetings to be held tentatively in Fall 2006 and Spring 2007.	August 1, 2006	May 31, 2007	D'Juana Wilson
2	Meet with SCEO staff and chairman to schedule meetings, discuss agenda and presentation materials for the Energy Advisory Committee.	July 1, 2006	June 30, 2007	D'Juana Wilson
3	Coordinate logistical support for Energy Advisory Committee meetings and distribute meeting materials to EAC members.	July 1, 2006	June 30, 2007	D'Juana Wilson
4	Attend meeting, record minutes and provide draft transcript of minutes no later than four weeks after meetings.	July 1, 2006	June 30, 2007	D'Juana Wilson
5	Update Energy Advisory Committee members as directed with current information on SCEO activities.	July 1, 2006	June 30, 2007	D'Juana Wilson
6	Schedule and staff Nuclear Advisory Council meetings as required. Provide draft transcript of minutes no later than three weeks after meetings.	Ongoing	Ongoing	D'Juana Wilson
7	Schedule and staff Atlantic Compact Commission meetings as required. Provide draft transcript of minutes no later than three weeks after meetings.	Ongoing	Ongoing	D'Juana Wilson
8	Distribute evaluation to committee members and provide summary report to management.	July 1, 2006	June 30, 2007	D'Juana Wilson

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	EAC meetings held as scheduled.	Per meeting	N/a	D'Juana Wilson
2	NAC meetings held as scheduled.	Per meeting	N/a	D'Juana Wilson
3	ACC meetings held as scheduled.	Per meeting	N/a	D'Juana Wilson
4	Evaluation results from meetings.	Per meeting	Survey Cards	D'Juana Wilson

Budget and Control Board

South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy G: Monitor and report on state energy-related legislation.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Publish final energy-related legislation report for 2005-2006 session.	June 15, 2006	July 15, 2007	Sonny DuBose
2	Compile legislative report for 2007 session.	December 1, 2006	July 15, 2007	Sonny DuBose
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Energy legislation report completed no later than 07/15 of each year.	Annually	Report	Sonny DuBose

Budget and Control Board

South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy H: Manage activities of the SCEO in response to energy emergencies in South Carolina.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Schedule and oversee staffing of State Emergency Operations Center during times of activation by the Emergency Management Division (EMD).	Ongoing	Ongoing	Richard Horton
2	Ensure that the Office’s State Emergency Response Team members are adequately trained.	Ongoing	Ongoing	Richard Horton
3	Participate in training events organized and led by the Emergency Management Division.	Ongoing	Ongoing	Richard Horton
4	Represent the Energy Office and ESF-12 at EMD exercise planning meetings.	Ongoing	Ongoing	Richard Horton
5	Work with the Office of Regulatory Staff on the annual updates to the ESF-12 Standard Operating Procedure and Annexes to the State Emergency Operations Plan, the Hurricane Plan, and the Earthquake Plan.	Ongoing	Ongoing	Richard Horton
6	Update and maintain South Carolina Emergency Plan.	Ongoing	Ongoing	Michael Hughes
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of training hours completed.	Annual	Plan	Richard Horton
2	Number of successful staffings of ESF-12 at the State Emergency Operations Center.	Annual	Plan	Richard Horton

Budget and Control Board

South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy I: Compile energy data for publication in *South Carolina Energy Statistical Profile*.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Regular updating and maintenance of database with latest available energy statistics.	Ongoing	Ongoing	Yvonne Michel
2	Regular posting on SCEO Web site of latest available energy statistics, to include power generation.	Ongoing	Ongoing	Yvonne Michel
3	Coordinate with staff members for specific data on areas of expertise (i.e., Renewables, Transportation, DSM).	Ongoing	Ongoing	Yvonne Michel
4	Create and post online the <i>South Carolina Energy Statistical Profile</i> .	May 1, 2007	May 31, 2007	Yvonne Michel
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	<i>South Carolina Energy Statistical Profile</i> published no later than May 1, 2007.	Annual	Report	Yvonne Michel
2	Website updated with latest version of the <i>South Carolina Energy Statistical Profile</i> .	Quarterly	Web	Yvonne Michel

Budget and Control Board

South Carolina Energy Office: Program Area – Public Information

Program Goal 3: Provide energy awareness, information and education services.

Strategy J: Develop an energy forecast for South Carolina, with consideration to economic growth, environmental impacts, and resource availability.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor contract with vendor.	July 1, 2006	April 30, 2007	Yvonne Michel
2	Compile energy forecast reports, provide data analysis, and publish findings.	Ongoing	Ongoing	Yvonne Michel
3	Distribute data and reports to Public Service Commission, Office of Regulatory Staff, Energy Advisory Committee and other customers.	July 1, 2006	June 30, 2007	Yvonne Michel
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Final report is completed no later than June 30, 2007.	Annual	Report	Yvonne Michel

Budget and Control Board

South Carolina Energy Office – Renewables and Utilities

Program Goal 4: Advance the use of renewable resources.

Strategy A: Provide leadership and assistance in the Environmental Protection Agency’s Landfill Methane Outreach Program toward partnership creations that result in achieving operational status for six South Carolina Landfill Gas Conversion Projects.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Greenville County Landfill: Ongoing assistance in all aspects for operational status. Under contract.	July 1, 2006	June 30, 2007	Sonny DuBose
2	Anderson Regional Landfill: Ongoing assistance in all aspects for operational status.	December 1, 2003	July 1, 2007	Sonny DuBose
3	Oak Ridge Landfill (Dorchester County): Ongoing assistance in all aspects for operational status.	April 1, 2004	March 1, 2007	Sonny DuBose
4	Hickory Hill Landfill (Jasper County): Ongoing assistance in all aspects for operational status.	July 1, 2004	June 30, 2007	Sonny DuBose
5	Greenwood County: Ongoing assistance in all aspects for operational status.	July 1, 2004	June 30, 2007	Sonny DuBose
6	Seneca: Ongoing assistance in all aspects for operational status.	July 1, 2004	June 30, 2007	Sonny DuBose
7	Northeastern Richland Landfill: Ongoing assistance in all aspects for operational status.	July 1, 2004	March 30, 2007	Sonny DuBose
8	Berkeley County Landfill: Ongoing assistance in all aspects for operational status.	July 1, 2006	June 30, 2007	Sonny DuBose
9	Wellford Landfill (Spartanburg Co.): Ongoing assistance in all aspects for operational status. Under contract with Milliken in Spartanburg, SC.	Ongoing	Ongoing	Sonny DuBose
10	Georgetown County Landfill: Ongoing assistance in all aspects for operational status. Currently under negotiation.	Ongoing	Ongoing	Sonny DuBose
11	Conduct and analyze customer satisfaction survey to partners.	January 1, 2006	March 1, 2007	Sonny DuBose
12	Report and publicize results.	Ongoing	Ongoing	Sonny DuBose

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of increased MW produced by LFGTE projects.	Quarterly	LFG use charts	Sonny DuBose
2	Percent increase in MW produced by LFGTE projects over FY06 numbers.	Quarterly	LFG use charts	Sonny DuBose

Budget and Control Board

South Carolina Energy Office – Renewables and Utilities

Program Goal 4: Advance the use of renewable resources.

Strategy B: Promote biomass projects statewide.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Through contract, conduct poultry methane study.	July 1, 2006	Dec. 31, 2006	Richard Horton
2	Through contract, conduct sewage treatment methane study.	July 1, 2006	Dec. 31, 2006	Richard Horton
3	Through contract, conduct study of economic and environmental benefits of biomass energy.	July 1, 2006	Dec. 31, 2006	John Clark
4	Coordinate SC Biomass Council development and operations.	Ongoing	Ongoing	Mike Hughes
5	Implement and closeout SC Biomass Marketing project.	July 1 2006	June 30 2007	Mike Hughes
6	Report and publicize results.	Ongoing	Ongoing	Richard Horton
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Amount of biomass energy used.	Quarterly	Spreadsheet	Richard Horton
2	Percent increase in biomass energy use.	Quarterly	Spreadsheet	Richard Horton

Budget and Control Board

South Carolina Energy Office – Renewables and Utilities

Program Goal 4: Advance the use of renewable resources.

Strategy C: Coordinate a coalition of solar energy stakeholders to market development of solar energy.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Provide speaker for statewide presentations as needed.	July 1, 2006	June 30, 2007	Richard Horton
2	Staff SC Solar Council.	July 1, 2006	June 30, 2007	Sonny DuBose
3	Maintain inventory of solar installations in SC.	Ongoing	Ongoing	Erika Hartwig
4	Report and publicize results.	Ongoing	Ongoing	D' Juana Wilson
5	Develop and implement solar heating program for hospitality industry and indoor pools.	July 1 2006	June 30, 2007	Sonny DuBose
6	Develop and implement solar friendly covenant program for residential subdivisions.	July 1 2006	June 30, 2007	Sonny DuBose
7	Promote solar purchase programs through electric utilities.	July 1 2006	June 30, 2007	John Clark

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of solar installations in SC.	Quarterly	Database	Erika Hartwig
2	Percent increase in SC solar installations.	Quarterly	Database	Erika Hartwig
3	Solar installations inventory is updated.	Quarterly	Database	Erika Hartwig

Budget and Control Board

South Carolina Energy Office – Renewables and Utilities

Program Goal 4: Advance the use of renewable resources.

Strategy D: Marketing and outreach of hydrogen and wind options in South Carolina.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Coordinate hydrogen related efforts.	July 1, 2006	June 30, 2007	Richard Horton
2	Coordinate wind related activities.	July 1, 2006	June 30, 2007	Richard Horton
3	Report and publicize results.	July 1, 2006	June 30, 2007	Richard Horton
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Efforts are publicized on Website.	Quarterly	Richard Horton's Input	Richard Horton

Budget and Control Board

South Carolina Energy Office – Renewables and Utilities

Program Goal 4: Advance the use of renewable resources.

Strategy E: Coordinate installation and monitoring of solar equipment at public facilities.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Monitor and report savings from solar equipment installed at USC-Aiken.	July 1, 2006	June 1, 2007	Richard Horton
2	Work with PRT to install solar equipment. Monitor and report energy savings at state park facilities.	July 1, 2006	June 1, 2007	Richard Horton
3	Implement plan for removing the solar equipment presently at the Criminal Justice Academy and make it available for use by another state agency.	July 1, 2006	June 30, 2007	Richard Horton
4	Identify a state agency with a need and sufficient resources to effectively reuse the above system and secure a working agreement to this effect.	July 1, 2006	June 30, 2007	Richard Horton
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Btu and dollar savings from installations.	Quarterly	Database	Richard Horton

Budget and Control Board

South Carolina Energy Office: Program Area – Renewables and Utilities

Program Goal 4: Advance the use of renewable resources.

Strategy F: Analyze and report on all of the utilities' programs designed to affect demand.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Send out request letters to all utilities and ensure Green Power is incorporated into letter of request.	January 1, 2007	April 15, 2007	Trish Jerman
2	Collect information reports from utilities- input into database.	January 1, 2007	May 15, 2007	Trish Jerman
3	Follow-up with utilities to get delinquent reports and correct data problems.	April 1, 2007	June 15, 2007	Trish Jerman
4	Analyze data, write and edit report.	May 1, 2007	July 15, 2007	Yvonne Michel
5	Print and distribute report to utilities.	June 1, 2007	July 31, 2007	Trish Jerman
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Report completed no later than July 31, 2007.	Annual	Report	Yvonne Michel

Budget and Control Board

South Carolina Energy Office: Program Area – Renewables and Utilities

Program Goal 4: Advance the use of renewable resources.

Strategy G: Survey and report on all of the utilities' residential, commercial and industrial rates.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Update commercial/industrial rate and residential rate surveys for current year.	July 1, 2006	September 30, 2006	Sonny DuBose
2	Print and post report to Web.	September 1, 2006	September 30, 2006	Sonny DuBose
2	Mail letters to co-ops, municipalities and investor-owned utilities.	August 2, 2006	August 3, 2006	Sonny DuBose
3	Collect data and input into database.	August 5, 2006	August 30, 2006	Sonny DuBose
4	Follow-up with utilities to get delinquent reports.	August 5, 2006	August 30, 2006	Sonny DuBose
5	Analyze data, write and edit report.	September 1, 2006	September 30, 2006	Sonny DuBose
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Reports completed by target dates.	Annual	Report	Sonny DuBose

Budget and Control Board

South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program

Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.

Strategy A: Available disposal capacity is managed in accordance with state law and Budget and Control Board policies.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Recommend pricing strategies applicable to a dynamic, competitive disposal market.	Ongoing	Ongoing	Bill Newberry
2	Recommend regular rate schedules that are designed to optimize disposal revenues.	March 1, 2006	June 30, 2007	Bill Newberry
3	Supplement waste received under regular rates with special rate commitments in applicable situations.	Ongoing	Ongoing	Bill Newberry
4	Report and publicize results.	Ongoing	Ongoing	Bill Newberry
5	Manage Barnwell Economic Development Fund.	Ongoing	Ongoing	Michael Hughes

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Rate schedules for regional and non-regional waste are adopted by the Board or its designee prior to the beginning of each fiscal year.	Annual	Meeting minutes	Bill Newberry
2	Volumes received for disposal through 2008 are within 90% of annual caps specified in state law.	Annual	Chem-Nuclear	Bill Newberry
3	Revenue targets projected in consultation with State Budget Office are met.	Annual	State Treasurer	Bill Newberry

Budget and Control Board

South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program

Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.

Strategy B: Improve stability and predictability in volume utilization prior to the beginning of each fiscal year.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Negotiate multi-year access agreements with customers that lock in volume commitments through 2008.	Ongoing	Ongoing	Bill Newberry
2	Obtain volume projections from Atlantic regional generators prior to the beginning of each fiscal year.	March 1, 2006	June 30, 2007	Bill Newberry
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Prior to beginning of each fiscal year, over 75% of available volume is committed or set aside for Atlantic Compact customers.	Annually	Contracts	Bill Newberry

Budget and Control Board

South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program

Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.

Strategy C: Successfully transition from national disposal access to a region-only facility beginning July 1, 2008.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Conduct regional viability discussions with Atlantic Compact Commission, waste generators, and the disposal site operator.	July 1, 2006	June 30, 2007	Bill Newberry
2	Provide administrative support to ACC and RWDP areas.	Ongoing	Ongoing	D'Juana Wilson
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Out year volumes profiles and revenue projections are continuously maintained and updated.	Annually	Chem-Nuclear	Bill Newberry

Budget and Control Board

South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program

Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.

Strategy D: Develop and maintain credible estimates on resource needs for conducting post-closure custodial care.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Review resource needs estimate every 5 years or as changes warrant.	Ongoing	Ongoing	Bill Newberry

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	A specific target amount for extended care needs is maintained and the difference between the target amount and the current balance is readily available at all times.	Annually	Independent study	Bill Newberry

Budget and Control Board

South Carolina Energy Office: Program Area - Radioactive Waste Disposal Program

Program Goal 5: Administer and continuously evaluate the Radioactive Waste Disposal Program to insure stakeholder needs are met while adhering to rules, regulations and statutes.

Strategy E: Participate proactively as a party to the Public Service Commission proceedings on allowable operating costs and participate in appropriate informal lines of communication with disposal site operator in order to anticipate and address issues as early in the Public Service Commission proceedings as possible.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Review and prepare comments, as necessary on applications and supporting documentation submitted by disposal site operator to the Public Service Commission.	August 15, 2006	March 30, 2007	Bill Newberry
2	Communicate our interest in resolving cost issues to the management of the disposal facility, the Office of Regulatory Staff, and other parties.	Ongoing	Ongoing	Bill Newberry
3	Schedule meetings with disposal site operator and other parties to discuss draft initiatives and proposals.	Ongoing	Ongoing	Bill Newberry
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	The Public Service Commission's orders related to allowable operating costs reflect consideration of BCB contribution and proposals.	Annually	PSC Order	Bill Newberry

Budget and Control Board

South Carolina Energy Office: Program Area – Office Finance and Administration

Program Goal 6: Provide for an efficient and effective work environment.

Strategy A: Provide leadership that is clear and focused on measurable results.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Meet with management weekly to set direction for office; meet with staff periodically to communicate updates; meet with Division Director to receive information about Divisional priorities.	July 1, 2006	June 30, 2007	John Clark
2	Set performance expectations through the Employee Performance Management System process for management and staff that encourage accountability and measurable results.	February 1, 2007	March 31, 2007	John Clark/Mitch Perkins
3	Determine key performance measures for each program area and revise as needed.	March 1, 2007	April 30, 2007	John Clark/Mitch Perkins
4	Administer safety program and policies for workplace to address risk.	Ongoing	Ongoing	TBD
5	Ensure that assigned projects and programs are completed in accordance with the SCEO Strategic Plan and subsequent management decisions.	July 1, 2006	June 30, 2007	Mitch Perkins
6	Coordinate external representation of South Carolina Energy Office with outside entities including federal, state, and private groups.	Ongoing	Ongoing	John Clark/Mitch Perkins
7	Oversee preparation and submission of plans, reports and funding applications to US Department of Energy, State Budget and Control Board management, and other relevant parties.	Ongoing	Ongoing	Mitch Perkins
8	Administer office recognition activities.	Ongoing	Ongoing	Mitch Perkins
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Key measures will be reviewed for each program area no later than 11/15/06, 1/15/07, 4/15/07, and 7/15/07.	Quarterly	Quarterly meetings	John Clark/Mitch Perkins

Budget and Control Board

South Carolina Energy Office: Program Area – Office Finance and Administration

Program Goal 6: Provide for an efficient and effective work environment.

Strategy B: Maintain an active strategic plan that addresses the organization, stakeholder and human resource needs.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Update SC Energy Office Strategic Plan.	Ongoing	Ongoing	Seth Duncan
2	Develop new Energy Office Annual Strategic Plan for following fiscal year.	February 15, 2007	March 31, 2007	Seth Duncan
3	Submit revised plan for following year to Energy Advisory Committee.	April 1, 2007	May 31, 2007	Seth Duncan
4	Compile and submit quarterly State Energy Program Plan updates to the US Department of Energy.	July 1, 2006	June 30, 2007	Janet Lockhart/Seth Duncan
5	Submit State Energy Program Plan to US Department of Energy.	April 1, 2007	May 1, 2007	Janet Lockhart/Seth Duncan
6	Maintain and track key performance measures.	Ongoing	Ongoing	Seth Duncan
7	Conduct quarterly team meetings to report activity and progress on office programs.	July 1, 2006	June 30, 2007	Seth Duncan
8	Submit quarterly updates of the SEP to the DOE	Quarterly	Quarterly	Seth Duncan
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Key measures will be reviewed for each program area no later than 10/15/06 1/15/07, 4/15/07, and 7/15/07.	Quarterly	Strategic Plan	Seth Duncan

Budget and Control Board

South Carolina Energy Office: Program Area – Office Finance and Administration

Program Goal 6: Provide for an efficient and effective work environment.

Strategy C: Coordinate professional development activities

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Source training based on needs analysis for management/leadership development, performance measurement, and job skills training.	Ongoing	Ongoing	Michael Hughes

Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of training hours completed by employees.	Quarterly	Survey	Michael Hughes

Budget and Control Board

South Carolina Energy Office: Program Area – Office Finance and Administration

Program Goal 6: Provide for an efficient and effective work environment.

Strategy D: Manage and adapt grant programs targeted to customer needs.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Award grants in compliance with federal criteria to include Special Projects.	July 1, 2006	June 30, 2007	Janet Lockhart
2	Coordinate site visits or other monitoring at critical project points.	Ongoing	Ongoing	Janet Lockhart
3	Review final project reports and evaluate accomplishment of program objectives.	Ongoing	Ongoing	Janet Lockhart
4	Determine and report cost savings.	Ongoing	Ongoing	Janet Lockhart
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of grants awarded by SCEO.	Quarterly	Database	Janet Lockhart
2	Number of SCEO projects completed by target date.	Quarterly	Database	Janet Lockhart

Budget and Control Board

South Carolina Energy Office: Program Area – Office Finance and Administration

Program Goal 6: Provide for an efficient and effective work environment.

Strategy E: Coordinate contracts procedures.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Process payments within five business days of request based on approval of project coordinator, completion of tasks and receipt of deliverables.	July 1, 2006	June 30, 2007	Michael Hughes
2	Check all contracts for completion on a monthly basis.	July 1, 2006	June 30, 2007	Michael Hughes
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Number of SCEO contracts completed as scheduled.	Annual	Database	Michael Hughes
2	Percent of SCEO contracts completed as scheduled.	Annual	Database	Michael Hughes
3	Review contract status at quarterly team meetings.	Ongoing	Ongoing	Michael Hughes

Budget and Control Board

South Carolina Energy Office: Program Area – Office Finance and Administration

Program Goal 6: Provide for an efficient and effective work environment.

Strategy F: Develop and implement 1) internal cost allocation procedure for projects and 2) quarterly report minimum requirements.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Prepare master SCEO budget, to include SEP grant funds, other grant funds, PVE funds, and other funds for following fiscal year.	April 1, 2007	June 1, 2007	Janet Lockhart/Mike Hughes
2	Update master SCEO budget for current year.	Ongoing	Ongoing	Janet Lockhart/Mike Hughes
3	Update master SCEO budget for upcoming fiscal year.	Ongoing	Ongoing	Janet Lockhart/Mike Hughes
4	Maximize sustainability of funding by utilizing grant funds to the greatest extent possible prior to using PVE funds and by conserving uncommitted PVE funds.	Ongoing	Ongoing	Janet Lockhart/Mike Hughes
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Percent of staff with valid time distributions.	Annual	Reports	Janet Lockhart/Mike Hughes

Budget and Control Board

South Carolina Energy Office: Program Area – Office Finance and Administration

Program Goal 6: Provide for an efficient and effective work environment.

Strategy G: Coordinate office operational procedures.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Review office service contracts yearly to assess need for services and availability of alternatives to reduce costs to include computer services.	July 1, 2006	June 30, 2007	Michael Hughes
2	Track expenditures for paper supplies, copier and printer cartridges, and other routine items to identify changes in consumption and to estimate yearly costs.	July 1, 2006	June 30, 2007	Susan Way
3	Maintain and update personnel files.	Ongoing	Ongoing	Susan Way
4	Maintain log of training-related travel for office.	Ongoing	Ongoing	D’Juana Wilson
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Update quarterly on office costs.	quarterly	Payment Records	Michael Hughes

Budget and Control Board

South Carolina Energy Office: Program Area – Office Finance and Administration

Program Goal 6: Provide for an efficient and effective work environment.

Strategy H: Support office information services.

Activity	Activity Description	Start Date	End Date	Person Responsible
1	Catalog books, newsletters, periodicals & other print media as received into SCEO Library.	Ongoing	Ongoing	Julia Parris
2	Maintain and update the mailing list database for central use.	July 1, 2006	June 30, 2007	Julia Parris
3	Maintain file plan for the Energy Drive and review the files quarterly to restore order, archive records, and remove materials no longer needed.	July 1, 2006	June 30, 2007	Julia Parris
4	Maintain on Energy Drive updated spreadsheets on status of ConserFund, Rebuild SC audits, industrial/commercial audits, RHEEEP, SC \$AVES, alternative fuel measures and Savings Matrix.	Ongoing	Ongoing	Janet Lockhart/Staff
Measure	Key Performance Measure	Frequency of Measure	Data Source	Person Responsible
1	Spreadsheets updated monthly.	Quarterly	Spreadsheet	Janet Lockhart/Staff