



Course Assignment: "Best Practices in ESPC Program Design"
Part 3 – Written Exercise: ESPC Program Strategy Development

Please complete this portion of the written exercise after you have completed the "Program Analysis Matrix" for your state. The information from that assignment will inform your approach to this exercise. The goal of this exercise is to develop strategies, according to the Best Practices material covered throughout the course, to improve your state's ESPC Program.

Please complete this assignment in a Microsoft Word document, using no more than one page of single spaced text for each Best Practice that is addressed. There is no need to repeat the question instructions in your answers. Please identify the Best Practice that is being address at the top of the page (#1), and then number each answer for the remaining of the questions.

You can schedule one-on-one "office hours" with NASEO staff should you have any questions about the content covered in this course or the written exercise. Please contact Chris Wagner at cwagner@naseo.org to schedule your session.

Course participants from the same state have the option to complete this assignment as a group. Chris Wagner will be in touch with you about the requirements for this option.

When you have completed both the Program Analysis Matrix and Strategy Development portions of the written exercise, please send the files to Chris Wagner at cwagner@naseo.org no later than February 18, 2012.

Assignment:

Select **two** Best Practice areas in which your state's ESPC program has an opportunity to improve. Base your selection on the areas that you believe could provide the largest improvement in the efficiency and effectiveness of your state's ESPC program. These will likely be areas that you rated as "Weak" or "Needs Development" in the Program Analysis Matrix, but areas rated as "Strong" can also be considered. For each Best Practice that you select, please answer the following questions:

- 1) Identify which Best Practice you chose.
- 2) Why did you select this Best Practice as one that needs further development in your state's ESPC program? (Feel free to reference or expound upon your answer in the Program Analysis Matrix, if relevant.)
- 3) Are there barriers that have prevented this Best Practice from being a stronger component of your state's ESPC program? If so, what are they?
- 4) What are two or three specific changes that could be made to your state's ESPC program that relate to this Best Practice? What organization(s) or individual(s) are responsible for implementing these changes? Consider how to address any barriers identified in #3.
- 5) Please describe a "next step" or series of "next steps" that could be executed to implement each potential change to your state's ESPC program identified in #4. For what "next steps" do you or the State Energy Office have control over, and how can you move those forward? For "next steps" that are responsibilities of other agencies, how can the State Energy Office help catalyze action by those agencies?

Please answer all of the questions for the first Best Practice that you chose, and start a new page for answers for the second Best Practice.