Appendix 3

Questionnaire sent to cities for case studies

**Tokyo Metropolitan Government/C40 Research
on Building Energy Efficiency**

Questionnaire for Participating PSBEEN Cities[1]

To be sent to PSBEEN cities who have indicated a willingness to participate. The information will be collected via a phone interview with C40 and TMG consultants unless the city prefers to submit a written response.

This research focuses on city-led programmes (taken here to include mandatory policies, voluntary initiatives, etc.) that target existing private sector buildings, including commercial and multifamily residential.

Building EE Programme Identification and Background

1. Please identify your city's principal or priority private sector building energy efficiency programme and its key elements (if wish to identify more than one, questions can be asked of both accordingly). *Links to relevant documents/webpages can be referenced to provide additional background.*

    a. What is the programme target (e.g. commercial, residential, buildings of a certain size, building owners/owners + tenants, etc.) and scope (e.g. XX% of commercial buildings, etc.)? Why was that target and scope selected?

    b. What is the current status of the programme: proposed (awaiting final authorisation); pilot (being tested); implemented across most of the city; or implemented citywide?

    c. What are the overall goals of the programme (how is progress/success evaluated)? Is a programme goal explicitly derived from the citywide GHG emission reduction target?

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[1] The C40 Private Building Efficiency Network was known as the Private Sector Buildings Energy Efficiency Network (PSBEEN) until July 2014.

    d.   What progress towards the goal has been achieved to date, if it has been assessed? How is progress being assessed (what data collection methods or platforms are being used)?

<u>Design/Development of Building EE Programme</u>

2. Please outline the inputs during the design phase of the programme (if distinct from implementation):
   - Overall budget (what percentage from city; identify any other sources)
   - Timeframe (length of design phase)
   - Staffing resources (FTEs dedicated to/working on programme)
   - Research commissioned/used pre or during design
   - Stakeholder engagement or consultation process

    a.   Please identify any links to other city policies or programmes (i.e. zoning or land-use planning, tax incentives, etc.) that have been incorporated?

<u>Implementation of Building EE Programme</u>

3. Please outline the inputs during the implementation phase (if distinct from design)
   - Overall budget (what percentage from city, identify any other sources)
   - Timeframe (proposed length of programme implementation if known)
   - Staffing resources (FTEs dedicated to/working on programme)
   - Marketing/communications budget
   - Monitoring/reporting/verification process and budget (including data collection)
   - Stakeholder engagement

    a.   Please identify any partnerships in programme implementation and the type of support provided (e.g. utilities allowing for automatic data upload or providing financial incentives; university assisting with data cleaning/analysis, non-profit directing tenant engagement, etc.).

    b.   Please describe how/if tenants are engaged through the programme.

4. What do you consider to be the key drivers of success for your programme, in both the design phase and the implementation phases?

5. What do you consider to be the main challenges in both the design and implementation phases? What issues do you struggle with?

6. Do you think the programme outcomes are helping to drive the retrofit market in your city and increase demand for energy efficient buildings amongst building owners and tenants? Why or why not?

Additional Issues

7. Has your city successfully encouraged retrofit activity amongst small and medium buildings through the above-mentioned programme, or through other initiatives?

8. If your city collects building energy use data through the above-mentioned programme or others, how are buildings reporting the data?
   - Individual buildings or aggregated across the portfolio
   - Projected vs. actual energy use
   - What key metrics and reporting platform are used?
   - What verification method is used by the city (reliance on self-reporting, third-party verification of all data, third-party verification of a sample, etc.)?