

April 17, 2017

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 16-27
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: **Mandatory** Energy Watchdog Conversion

1. Purpose. Energy Watchdog is being upgraded to a new Web-based platform. The purpose of this Information Notice is to inform centers of the conversion.
2. Background. Energy Watchdog is a commercial product that Job Corps uses to collect energy and water usage data. The platform for Energy Watchdog will be upgraded to Version 3.x. This platform will contain all the information already in Energy Watchdog regarding past energy and water usage.

Energy Watchdog will be unavailable for up to 2 weeks for each region during the conversion. Energy Watchdog will be down for the Boston region beginning April 17, 2017. Energy Watchdog will do the conversion, with completion for all of Job Corps expected by late-May. The order for the conversion process is listed below:

1. Centers in the Boston and Philadelphia regions
2. Centers in the Atlanta and Dallas regions
3. Centers in the Chicago and San Francisco regions

The new Energy Watchdog platform has the following advantages:

- **Data Entry ease** – The bill-entry screen is designed to appear more like a utility bill. A large template library is available to mimic your utility bills if desired. Centers can choose a template that works best for them for data entry.
- **Data Checks** – Data entry will be checked and provide warnings if entries appear to be incorrect or do not align with previous entries.

- Weather Normalization – Data entries can account for day by day differences in temperature. The influence of the temperature on energy usage can be estimated and removed.
- Link to the Environmental Protection Agency’s Portfolio Manager – Portfolio Manager is used to rank buildings by energy usage, and can be used to apply for an Energy Star rating.
- Enhanced Graphics – Many more options for displaying data will be available.

3. Action. Training will be recorded for later viewing if these dates and times are inconvenient. Also centers can consult another region’s training to ask questions; or contact Eric Siddle, (703) 875-7647; or James Carroll (703) 516-2293) with questions.

Training sessions are as follows.

- Boston and Philadelphia Regions – Tuesday April 25, 2017, 2:30 p.m., Eastern
- Atlanta and Dallas Regions – Tuesday May 9, 2017, 2:30 p.m. Eastern
- Chicago and San Francisco Regions – Tuesday May 16, 2017, 4:30 p.m., Eastern

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Bill Dakshaw at (202) 693-2867 or Dakshaw.bill@dol.gov; or Patricia Prior at (202) 693-3340 or prior.patricia.j@dol.gov