Energy and Water Management Plan

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# Section 1: Instructions

[Texas Government Code §447.009](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.447.htm%23447.009&data=02%7C01%7CLeslie.Lawson%40cpa.texas.gov%7Cee27587cca6044d7c67908d83fcedcad%7C2055feba299d4d0daa5a73b8b42fef08%7C0%7C0%7C637329504981354537&sdata=4SkqCnFCxVmR2IIhZlrkCsnMNA%2BijGIurmXGwGwMiIQ%3D&reserved=0) requires each state agency and institution of higher education to set and report percentage goals for reducing its usage of water, electricity, transportation fuel and natural gas. According to [34 Tex. Admin. Code §19.14 (2016)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftexreg.sos.state.tx.us%2Fpublic%2Freadtac%2524ext.TacPage%3Fsl%3DR%26app%3D9%26p_dir%3D%26p_rloc%3D%26p_tloc%3D%26p_ploc%3D%26pg%3D1%26p_tac%3D%26ti%3D34%26pt%3D1%26ch%3D19%26rl%3D14&data=02%7C01%7CLeslie.Lawson%40cpa.texas.gov%7Cee27587cca6044d7c67908d83fcedcad%7C2055feba299d4d0daa5a73b8b42fef08%7C0%7C0%7C637329504981364491&sdata=Fdk47GU4UuyNh9BsyXJXiD%2F%2FyTGLHf2Hrhw%2B6ntcLWE%3D&reserved=0), these goals must be included in a comprehensive energy and water management plan (EWMP) submitted by **Oct. 31** of every fiscal year to the State Energy Conservation Office (SECO). This requirement is intended to streamline and standardize the energy reporting requirements of state agencies and institutions of higher education.

Please complete Section 2: Agency Information and Section 3: Providing Agency or Section 4: Tenant Agency, as applicable, for **the previous fiscal year**. Save this form as “EWMP-Agency Number-Agency Acronym-FY20##.docx” (e.g., EWMP-104-LBB-FY2021.docx), and return this form by email to [seco.reporting@cpa.texas.gov](mailto:seco.reporting@cpa.texas.gov) no later than **Oct. 31**.

Please do not embed images, charts or graphics in your responses; however, you may provide hyperlinks to them.

Please visit [SECO’s Energy and Reporting website](https://comptroller.texas.gov/programs/seco/reporting/agency.php) for more information. For questions about reporting, please contact [seco.reporting@cpa.texas.gov](mailto:seco.reporting@cpa.texas.gov) or call 844-519-5676.

# Section 2: Agency Information

*Please provide the name and number (if applicable) of the agency that is submitting an Energy and Water Management Plan.*

Agency Name: click to enter

Agency Number: click to enter

Other agencies included in this summary: click to enter

*Please provide the contact information for the person(s) responsible for implementation of the recommendations in the plan and the contact information for the person(s) responsible for reporting and submitting the plan, if different.*

## ***Implementation Contact***

Name: click to enter

Title: click to enter

Email: click to enter

Phone: click to enter

## ***Reporting/Submission Contact***

Name: click to enter

Title: click to enter

Email: click to enter

Phone: click to enter

# Section 3: Providing Agency

Does your agency occupy or manage a state-owned building and pay the utilities? Choose an item.

If NO, please skip to [**Section 4: Tenant Agency**](#Section4).

If YES, please complete the following:

Have you submitted, or will you be submitting by Oct. 31, 2021, energy and water usage data for your agency and properties using the [ENERGY STAR Portfolio Manager](https://portfoliomanager.energystar.gov/pm/login.html) tool? Choose an item.

## ***Progress Report***

*The Progress Report Section must outline the progress of activities related to the implementation of projects from the previous Energy and Water Management Plan (if applicable), including continuation of or new preliminary energy audits, a summary of the results, utility efficiency and cost savings.* Agencies should periodically conduct preliminary energy audits to identify new utility savings opportunities.

Click to enter your agency’s Progress Report content.

## ***Goals***

*The Goals Section must summarize the future goals for utility conservation. In accordance with* [*Texas Government Code §447.009*](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.447.htm#447.009)*, each state agency and institution of higher education shall set percentage goals for reducing the agency's or institution's usage of water, electricity, transportation fuels and natural gas. The percentage goal should state a target year and reference the target goal relative to a benchmark year.*

Click to enter your agency’s Goals content.

|  |  |  |  |
| --- | --- | --- | --- |
| **Utility** | **Target Year** | **Benchmark Year** | **Percentage Goal** |
| Water | click to enter year | click to enter year | click here to enter goal |
| Electricity | click to enter year | FY 2020\* | click here to enter goal |
| Transportation fuels | click to enter year | click to enter year | click here to enter goal |
| Natural gas | click to enter year | click to enter year | click here to enter goal |

\*[Texas Health and Safety Code Section 388.005(c)](https://statutes.capitol.texas.gov/Docs/HS/htm/HS.388.htm#388.005) and (f). Entities that began energy conservation tracking prior to Sept. 1, 2007, or in attainment areas, may substitute their own electricity benchmark years.

## ***Strategy for Achieving Goals***

*The Strategy Section must describe how the agency or institution plans to prioritize and implement cost-effective utility efficiency measures in order to meet the established utility conservation goals.*

Click to enter your agency’s Strategy for Achieving Goals.

## ***Implementation Schedule***

*The Implementation Schedule Section must outline a proposed timeline for implementing utility cost-reduction measures and a strategy for monitoring utility savings of the installed utility measures.*

Click to enter your agency’s Implementation Schedule.

## ***Finance Strategy***

*The Finance Strategy Section must describe how the agency or institution plans to obtain funding for the recommended utility cost-reduction measures. This section should show the estimated cost of all projects and the funding sources to be used.*

Click to enter your agency’s Finance Strategy.

Transportation Fuel Consumption

Does your agency maintain one or more state-owned vehicles? Choose an item.

Does your agency report its fuel usage via the [Texas Fleet System](https://comptroller.texas.gov/purchasing/programs/ovfm/data-entry.php)? Choose an item.

## ***Employee Awareness Plan***

*The Employee Awareness Plan Section must outline how the agency will make employees aware of utility cost-reduction measures, both directly (affecting change in behavior) and indirectly (not designed to affect behavior).*

Click to enter your agency’s Employee Awareness Plan.

# Section 4: Tenant Agency

## ***Progress Report***

*The Progress Report Section must outline the progress of the implementation of projects from the previous Energy and Water Management Plan or Resource Efficiency Plan (if applicable), including a summary of the results of the projects in terms of utility efficiency and cost savings.*

Click to enter your agency’s Progress Report.

## ***Transportation Fuel Consumption (if applicable)***

Does your agency maintain one or more state-owned vehicles? Choose an item.

Does your agency report its fuel usage via the [Texas Fleet System](https://comptroller.texas.gov/purchasing/programs/ovfm/data-entry.php)? Choose an item.

## ***Employee Awareness Plan***

*The Employee Awareness Plan Section must outline how the agency will make employees aware of direct utility consumption. Plans might include employee training, signage or recognition programs.*

Click to enter your agency’s Employee Awareness Plan.