



## Local Government/State Agency Energy Reporting Help Guide

If you're among the 41 entities listed below you are required to report per **Texas Health and Safety Code §388.005(c)**. Reporting requirements apply to each political subdivision, institution of higher education and state agency facility located in the 41 non-attainment areas or affected counties in Texas: Bastrop, Bexar, Brazoria, Caldwell, Chambers, Collin, Comal, Dallas, Denton, El Paso, Ellis, Fort Bend, Galveston, Gregg, Guadalupe, Hardin, Harris, Harrison, Hays, Henderson, Hood, Hunt, Jefferson, Johnson, Kaufman, Liberty, Montgomery, Nueces, Orange, Parker, Rockwall, Rusk, San Patricio, Smith, Tarrant, Travis, Upshur, Waller, Williamson, Wilson and Wise.

### How to save your progress on this form:

- The user must resume/complete their survey using the same computer they started preparing the form.
- The user cannot clear their browser cookies while the form is being prepared or the user will lose the prior entered information.
- Progress is saved every time a "Next" button is clicked to go to a new page.
- To retrieve your data after the survey has been submitted, use the same link you used to go to this survey and your data will be available.
- If you would like to change your responses after submitting the survey, return to the survey at any time, edit your responses, and re-submit.

Note: Incomplete forms are saved to a cookie in the user's browser, which remains until the cookies are cleared in the browser. Since cookies are local to a specific device, the user must resume/complete their survey using the same computer. Clearing your cookies will remove saved form data. (It will not remove submitted results).

All entries below designated with an asterisk (\*) are required entries. All other entries are optional and may be left blank or entered "n/a".

### SECTION 1: Reporting Entity Information

\* Entity Name:

\* Entity Type:

Municipality

County

State Agency

Higher Education

\* Other (please specify):

Contact Information:

\* City:

\* Zip Code:

\* County:

\* Salutation:

\* Contact Name:

\* Contact Title:

\* Contact Email Address:

\* Contact Phone Number:

\* Contact Phone Number Extension:

### SECTION 2: Reduction Goal

\* Has your organization complied with Texas Health and Safety Code **§388.005(c)**, which states that "Each political subdivision, institution of higher education, or state agency [in an ozone nonattainment or affected county as identified by the Texas Health and Safety Code **§386.001** shall establish a goal to reduce the electric consumption by the entity by at least five percent each state fiscal year for seven years, beginning September 1, 2019."

Note: This question simply asks if your organization has set a goal, not whether your actual consumption decreased.

Yes    No

### SECTION 3: Energy Consumption Reporting Period

Reports should be submitted to reflect a 12-month period of the preceding year. State agencies and higher education should report fiscal year data (September – August) and local and county governments should report on a calendar year basis (January – December). Since billing cycles may not break “cleanly” across a calendar month, it is acceptable for consumption data to be based on utility billing months of the previous year.

\* Twelve-month reporting period: Beginning: **mm/dd/yyyy** - Ending: **mm/dd/yyyy**

### SECTION 4: Consumption Data

\* For Local Governments, enter annual consumption for each facilities/entity type for January - December of the reporting year indicated above. For state agencies/higher education, enter annual consumption for fiscal year September - August. Information should be reported only for buildings, street/traffic lighting, water treatment facilities, etc. owned/controlled by the reporting entity ( e.g. if a city's streetlighting is owned by a utility , those streetlights should not be included in the report). For water utility enterprises, the quantity is the total associated with their service area.

#### A. Electrical Energy Use (kWh) for the reporting period. (1 MWh= 1,000 kWh)

- \* No. of Buildings/facilities
- \* Buildings gross square footage
- \* Total Buildings kWh

#### Component Electrical Energy Use (optional)

Number of traffic lights  
Traffic lighting kWh  
Number of street lights  
Street lighting kWh  
Potable water supply facilities (Ave. Million Gal/Day)  
Potable water supply facilities kWh  
Wastewater treatment Ave. Million Gal/Day  
Wastewater treatment plants kWh  
Total number of electric vehicles (EVs) (includes both battery-electric and plug-in hybrid electric vehicles)  
Total electric use (kWh) of electric vehicles (EVs) charging stations (only include stations that are NOT sub-metered)  
Other (please specify)  
Other kWh

\* Total Electricity Consumption (kWh)

#### B. Natural Gas Consumption Data in MCF (optional) (1 MCF – 1,000 CF)

Buildings MCF  
Potable water supply facilities MCF  
Wastewater treatment plants MCF  
Other (please specify)  
Other MCF  
Total Natural Gas MCF

#### C. Water Usage in kGal (1 kGal = 1,000 gallons) (optional)

Buildings kGal  
Processed potable water supply (kGal)  
Wastewater treatment plants (kGal)  
Other (please specify)  
Other (kGal)  
Total Water Usage (kGal)

### SECTION 5: Renewable Energy Data (Optional)

Total solar photovoltaics kWh generated on-site  
Total solar photovoltaics kWh purchased from off-site sources (e.g. power purchase agreements, green contracts, etc.)  
Additional Comments

Total wind kWh generated on-site  
Total wind kWh generated off-site (e.g. power purchase agreements, green contracts, etc.)

Additional Comments

Total biomass KWh generated on-site

Total biomass KWh generated off-site(e.g. power purchase agreements, green contracts, etc.)

Additional Comments

Total geothermal KWh generated on-site

Total geothermal KWh generated off-site(e.g. power purchase agreements, green contracts, etc.)

Additional comments:

Total renewable energy KWh

**SECTION 6: Use and Interest in SECO Assistance Resources**

Describe use and interest in the various resources available from SECO or collaborative agencies over the past 3 years.

	Planned	In Progress	Completed	On-Going/Continuous	N/A	Interested in learning more
Preliminary Energy Assessment (PEA)						
Technical Assistance for Local Governments)(TA)						
City Efficiency Leadership Project (CELP)						
LoanSTAR Financing						
Other						

Additional comments:

**SECTION 7: Areas of Improvement & Resources**

Check the appropriate boxes below indicating the areas in which your entity has made efforts and progress toward meeting energy goals over the past 3 years.

**\* Retrofits and Upgrades**

	Planned	In Progress	Completed	On-going/Continuous	N/A	Interested in learning more
HVAC equipment						
Sensors/Controls						
Building Energy Management System (EMS) or other automation						
Plug Load (appliances, computers, etc.)						
Indoor Lighting						
Outdoor Lighting						
Street Lighting						
Water Heating/Boiler						
Building Envelope: Glazing						
Building Envelope: Window Film						
Building Envelope: Insulation/Radiant Barrier						
Building Envelope: Cool Roof						
Water/Waste Water: Pumps						
Water/Waste Water: Leaks						
Combined Heat and Power or other Co-Generation						
New Construction or other Renovation						
Energy Storage						
On-site Renewable Energy Generation						
Off-site Renewable Energy Contract or Renewable Energy Credits (RECs)						
Other						

Additional comments:

**\* Policies, Processes, and Training**

	Planned	In Progress	Completed	On-Going/Continuous	N/A	Interested in Learning More
Benchmarking						
Utility Data Tracking						
Energy Policy/Plan/Program Development						

Water Conservation Policy/Program Development						
Operation/Maintenance Training						
Conservation Behavior Training						

**\* Third-Party Resources**

	Planned	In Progress	Completed	On-Going/Continuous	N/A	Interested in Learning More
Energy Savings Performance Contract (ESCO) or Energy Management Contract						
Streetlight Inventory						
Energy Operations and Maintenance Contract						
Energy Data Management Contract						

Additional comments:

**SECTION 8: Additional Feedback**

Please use this section to provide any additional feedback on your efforts to achieve the 5% energy reduction goal. This section can be used to highlight any energy management success stories and or additional trainings you would be interested in participating in. Your description will be included in SECO's annual report. If needed, email additional information to **SECO.Reporting@cpa.texas.gov**.

**SECTION 9: Progress Toward Goal**

\* Did your organization meet the goal of reducing electricity consumption in the reporting period by at least 5% compared to the previous baseline year?

Yes  
 No  
 No, we cannot achieve a 5% reduction because we have already completed all cost-effective measures to reduce electricity consumption, as determined by the parameters of Local Government Code 302.004(b). We will submit documentation to request the exemption.

If your organization did not achieve the 5 % reduction and wish to claim an exemption based on past completion of all cost-effective measures, complete the following section.

To claim an exemption, your organization must:

Have submitted the local government/state agency energy report in the reporting year; have fallen short of the 5% reduction in electricity consumption relative to the previous baseline year; and completed an assessment within the last 12 months that documents all cost-effective measures to reduce electricity consumption have already been implemented. Cost-effectiveness should be determined according to the parameters of Local Government Code **§302.004(b)**.

In accordance with Texas Health and Safety Code **§388.005(b)**, a political subdivision, institution of higher education or a state agency that does not attain the goal of reducing electric consumption by at least five percent must include justification that the entity has already implemented all available cost-effective measures.

If requesting an exemption, check the box below, verifying that all exemption requirements have been met and additional documentation to serve as justification for this exemption request is being uploaded with this form.

In order to qualify for this exemption, the entity must have previously submitted a full report with 12-months of data that served as the baseline for achieving the 5% energy reduction goal.

*I have reviewed all available options for reducing electricity consumption over the past 12 months, determined that no additional measures are cost-effective, and that my organization has already implemented all available cost-effective measures.*

Provide additional documentation supporting the request for exemption by uploaded support documentation here:

Check here to upload pdf file

Check here to upload as additional pdf file