

# Local Government Energy Reporting Workshop

January 16, 2025

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# Welcome & Housekeeping

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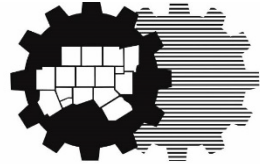
1. Please sign in using the sign-in sheet at the front. Separately, we will send around a form attesting whether your time can be used for in-kind match. If you already selected yes or no on your online registration, you do not need to also sign the form. If unsure on what you selected, you can sign the form to donate your time.
2. The workshop slides and audio recording will be posted on the Conserve North Texas website under News/Events → Event Archive at the link below. Follow-up emails to come. <http://conservenorthtexas.org/event-archive>
3. Additional information and resources are included in the printed materials on the table by the door. Please take a copy!

# Agenda

- 10:00 AM – 10:10 AM Welcome and Housekeeping Items
- 10:10 AM – 10:20 AM NCTCOG Programs and Events  
Joaquin Escalante – Planner, NCTCOG
- 10:20 AM – 10:55 AM Annual Local Government Energy Reporting  
Shaun Auckland – Senior Manager, Government and  
Community Engagement, SPEER
- 10:55 AM - 11:00 AM Quick Break
- 11:00 AM - 11:40 AM Continue Annual Local Government Energy Reporting  
SECO Overview and Programs  
Benjamin Teddlie – Program Specialist, SECO
- 11:40 AM – 11:45 AM Closing Remarks  
Joaquin Escalante – Planner, NCTCOG

# Who We Are

How do we support energy management efforts for entities across the state?



North Central Texas  
Council of Governments

NCTCOG is a regional planning agency serving North Texas local governments on a variety of topics.

NCTCOG's Regional Energy Management project is an ongoing effort to identify energy management needs, increase awareness to the local government energy reporting requirements, and provide resources to assist local governments in energy conservation efforts.



SECO partners with local governments, public K-12 schools, public institutions of higher education and state agencies, across Texas to reduce utility costs and maximize energy efficiencies.



SPEER's Local Governments Program support city energy management by facilitating sharing of best practices in energy efficiency, while strengthening relationships among local governments through the City Efficiency Leadership Council (CELC).

# Upcoming Transportation Events and Updates

Go to [dfwcleancities.org/getinvolved](https://dfwcleancities.org/getinvolved) for more information!

## Events:

### DFWCC Stakeholder Input Session

In-person, NCTCOG  
February 26, 2025  
1:00pm to 3:00pm

### Save the Date: Webinar on Heavy-Duty Zero-Emission Vehicles

Virtual  
March 25-27  
10:30am to 11:30am

Go to [dfwcleancities.org/events](https://dfwcleancities.org/events) to register

## Funding:

### North Texas Diesel Emissions Reduction Project

\$1.6 million available  
Replace older, diesel vehicles with lower-emitting versions  
**Open Now-** Applications due March 14, 2025

### Clean-Heavy Duty Vehicles

\$60 million available  
Purchase Class 6/7 Zero-Emission Vehicles  
Expected Spring 2025

Go to [nctcog.org/aqfunding](https://nctcog.org/aqfunding) for available funding

## Engagement Opportunities:

### Annual Fleet Survey

Submit fleet emission reduction activities  
Opens January 24, 2025  
[dfwcleancities.org/annualreport](https://dfwcleancities.org/annualreport)

### Regional Electric Vehicle (EV) Infrastructure Projects

Seeking feedback on charging sites  
[publicinput.com/nctcogevcharging](https://publicinput.com/nctcogevcharging)

### Charging Smart Designation Program

Join cohort to work toward EV-friendly designation  
Deadline is January 24, 2025  
[dfwcleancities.org/charging-smart](https://dfwcleancities.org/charging-smart)

# Upcoming Workshops and Webinars

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## **EV Ready Codes and Building Standards Roundtable**

In-person

TBD, Late March – Early April

## **EECBG Program Showcase**

Virtual

Early May

More information to come via newsletters and updates to the Conserve North Texas website **[conservenorthtexas.org](https://conservenorthtexas.org)**

# Stay Informed on Upcoming Events

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## **Upcoming NCTCOG Events**

Environment & Development: <https://nctcog.org/envir/events>

Transportation: [www.dfwcleancities.org/events](http://www.dfwcleancities.org/events)

## **NCTCOG's Free E-Mail Lists and Committee Updates**

<https://www.nctcog.org/stay-informed>

<https://www.nctcog.org/envir/mail>

<https://publicinput.com/hub/Subscriptions/2768>

# NCTCOG Resources

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Conserve North Texas (<https://www.conservenorthtexas.org/>)

Go Solar Texas (<https://www.gosolartexas.org/>)

DFW Clean Cities (<https://www.dfwcleancities.org/>)

**Energy Management, Efficiency, and Renewable Energy**

(<https://www.nctcog.org/envir/natural-resources/energy-efficiency>)

[Winter 2025 Energy Funding Newsletter](#)



# Workshop Sponsor

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NCTCOG receives funding through SECO to work on energy management and efficiency projects within the region. As part of this work, NCTOG provides webinars and technical assistance on a variety of energy management, energy efficiency, and renewable energy topics.

# Regional Energy Management Program

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Donate the value of your time through the in-kind match form

# Who We Are

How do we support energy management efforts for entities across the state?



SPEER's Local Governments Program supports city energy management by facilitating sharing of best practices in energy efficiency, while strengthening relationships among local governments through the City Efficiency Leadership Council (CELC).

# Why Does Local Government Energy Reporting Exist?



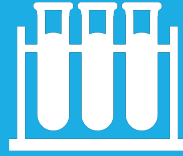
# Pollutants and Health Effects



## LEAD (Pb)

A naturally occurring element resulting from refining activities.

**Health Effects:** It can adversely affect the nervous system, kidney function, immune system, reproductive and developmental systems, and the cardiovascular system.



## OZONE

Ozone is a chemical reactions between oxides of nitrogen, volatile organic compounds, and sunlight.

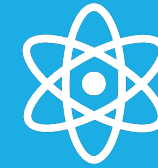
**Health Effects:** exposure to ozone can increase the frequency of asthma attacks, cause shortness of breath, aggravate lung diseases, and permanently damage the lungs. Elevated ozone levels are linked to increases in ER visits, & premature death.



## SULFUR DIOXIDE

A colorless, odorless gas.

**Health Effects:** Short-term exposure can harm the human respiratory system and make breathing difficult. People with asthma, particularly children, are sensitive to the effects of SO<sub>2</sub>.



## PM-10

A particulate matter of inhalable particles in diameters, generally 10 micrometers and smaller.

**Health Effects:** PM10 contains microscopic solids or liquid droplets so small that they can be inhaled and cause serious health problems.



## CARBON MONOXIDE

**Health Effects:** Breathing air with a high concentration of CO reduces the amount of oxygen that can be transported in the bloodstream to critical organs like the heart and brain. People with some types of heart disease and cardiovascular problems are concerned about carbon monoxide.

## Texas Counties in Non-Attainment by Pollutant and Years



[Link to Visualization](#)

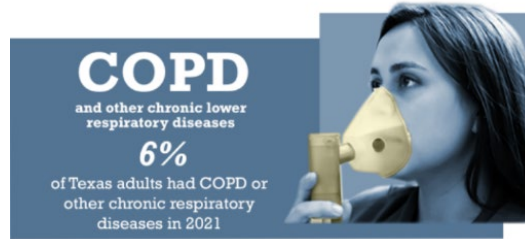
County Name	Sulfur Dioxide (2010)	Carbon Monoxide (1978)	PM-10 (1987)	Lead (2008)	Ozone (2008) & (2015)
Bexar					2018-2024
Brazoria					2004-2024
Chambers					2004-2024
Collin				2010-2016	2004-2024
Dallas					2004-2024
Denton					2004-2024
El Paso		1992-2007	1992-2024		2004-2024
Ellis					2004-2024
Fort Bend					2004-2024
Galveston					2004-2024
Harris					2004-2024
Johnson					2004-2024
Kaufman					2004-2024
Montgomery					2004-2024
Parker					2004-2024
Tarrant					2004-2024
Wise					2004-2024
Anderson	2017-2024				
Freestone	2017-2024				
Howard	2017-2024				
Hutchinson	2017-2024				
Navarro	2017-2024				
Panola	2017-2024				
Rusk	2017-2024				
Titus	2017-2024				

# Air Pollution

**7 million premature deaths** annually (WHO, 2023).

Linked to COPD, respiratory infections, asthma, heart disease, and lung cancer.

Chronic exposure to pollutants reduces life expectancy and leads to excess mortality.

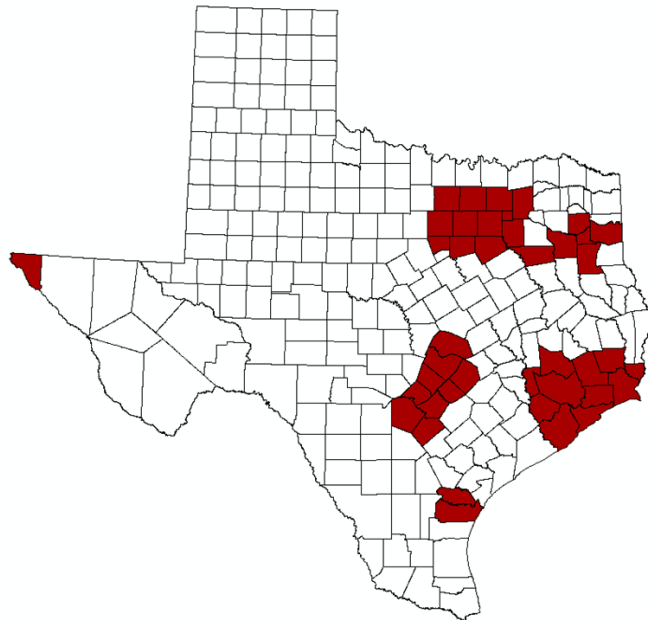


Percentage of adults 18 years and older who said that a doctor, nurse, or other health professional ever told them that they have COPD chronic obstructive pulmonary disease, emphysema, or chronic bronchitis

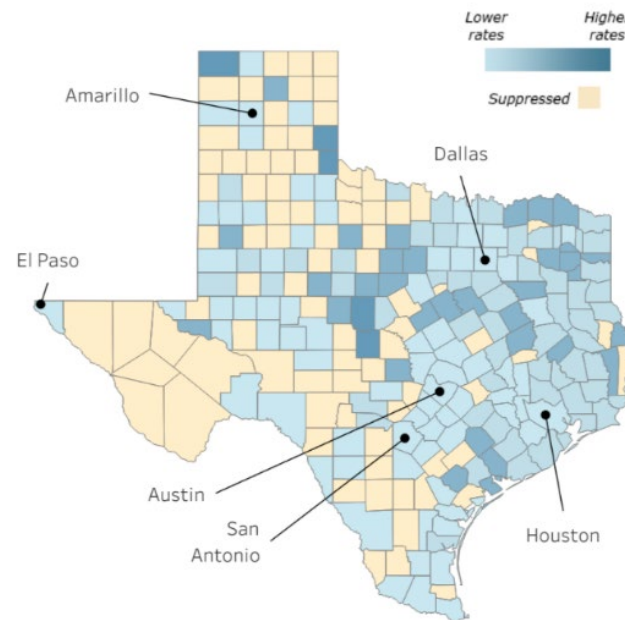


Percentage of adults 18 years and older who said that a doctor, nurse, or other health professional ever told them that they have asthma (and still have asthma)

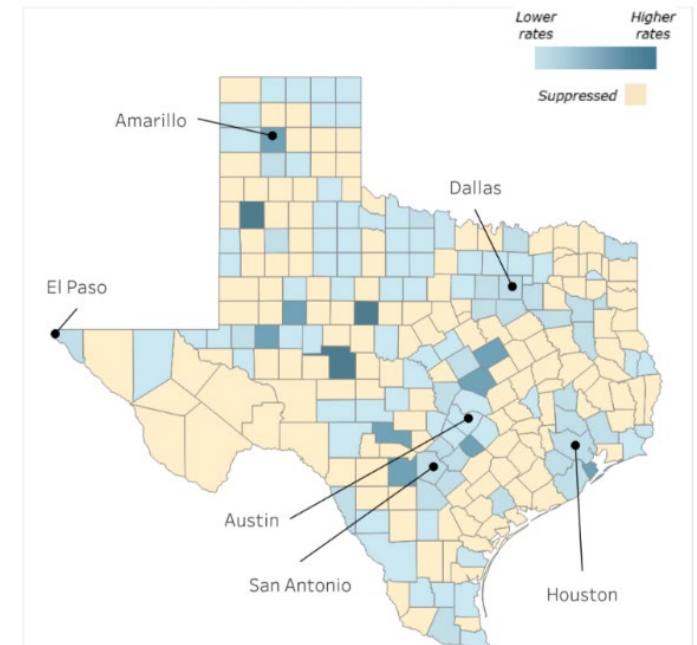
## Non-Attainment Counties, Air Quality, 2023



## COPD Hospitalizations by County, 2021



## Asthma Hospitalizations by County, 2021





# History and Background



## 2001

This requirement, introduced in the 77<sup>th</sup> Legislative Session by [Senate Bill 5 \(SB5\)](#), was established to reduce air emissions associated with electricity consumption in ozone nonattainment or near nonattainment counties

## 2007

The 80<sup>th</sup> Legislature passed [SB12](#), extended for entities to establish a goal to reduce electric consumption by 5% out to 2011

## 2011

In the 82<sup>nd</sup> Legislature, the passage of [SB898](#) signified the continuance of establishing an energy reduction goal out to 2021. Allowed for exemption certification requests

## 2019

[SB241](#) passed in the 86<sup>th</sup> Legislature set 2019 as the baseline year for establishing a 5% reduction goal and extended the timeline for local governments to establish a goal to reduce electric consumption out to **2026**

For full history, visit SECO's "[History of Legislation for Public Sector Energy Reporting](#)" [webpage](#).



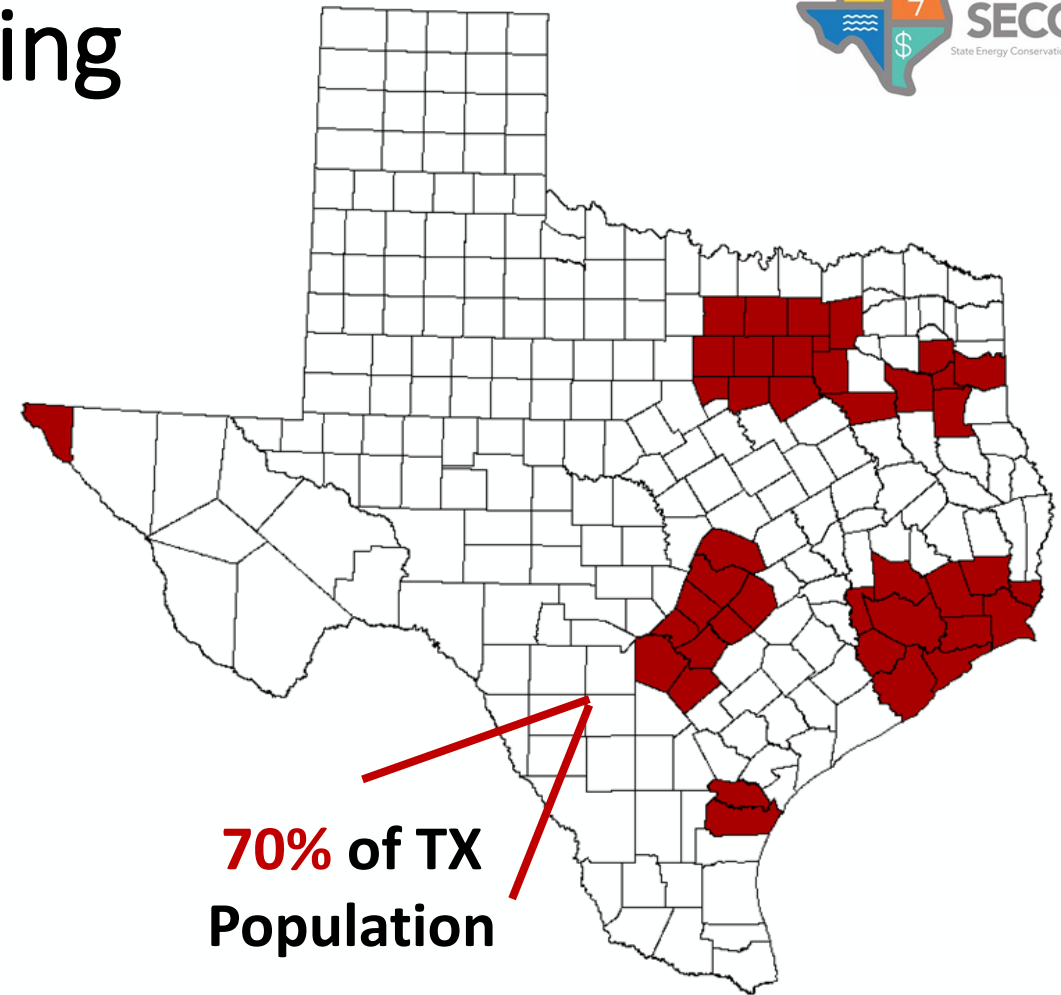
# Local Government Energy Reporting

## Section 388,005 Texas Health and Safety Code:

**Purpose:** Aid efforts to attain federal air quality standards by reducing demand for **electricity generation**

**Who Reports:** Political subdivisions, institutes of higher education or state agencies in **41 “affected counties” in Texas.**\* Political subdivisions include cities, counties, water districts, and other local government entities.

**Requirements:** Establish a **goal of reducing electric consumption by at least 5% each state fiscal year for 7 years** beginning September 1, 2019, **and submit an annual report** to SECO regarding the progress and efforts to meet the reduction goal



\*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 (Texas Administrative Code, Title 30, §114.629)

# Impacts for State Air Quality

Local Government Energy Reporting Forms Submitted to SECO



Data Processed and Reported to the Texas A&M Energy Systems Laboratory (ESL)



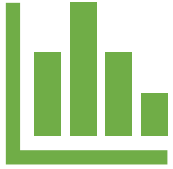
ESL Estimates Total NO<sub>x</sub> Reductions and Submits to Texas Commission on Environmental Quality (TCEQ)



TCEQ Includes in the Texas Emissions Reduction Plan (TERP) Biennial Report to the Texas Legislature

**1.58**  
Tons per day NO<sub>x</sub>  
Reduced in 2019

# Impacts for Local Governments



**Effectively Manage Energy Consumption Informed by Data Collection**



**Ability to Measure Performance Among Peer Entities Using SECO's "Energy Consumption Reporting Dashboard"**



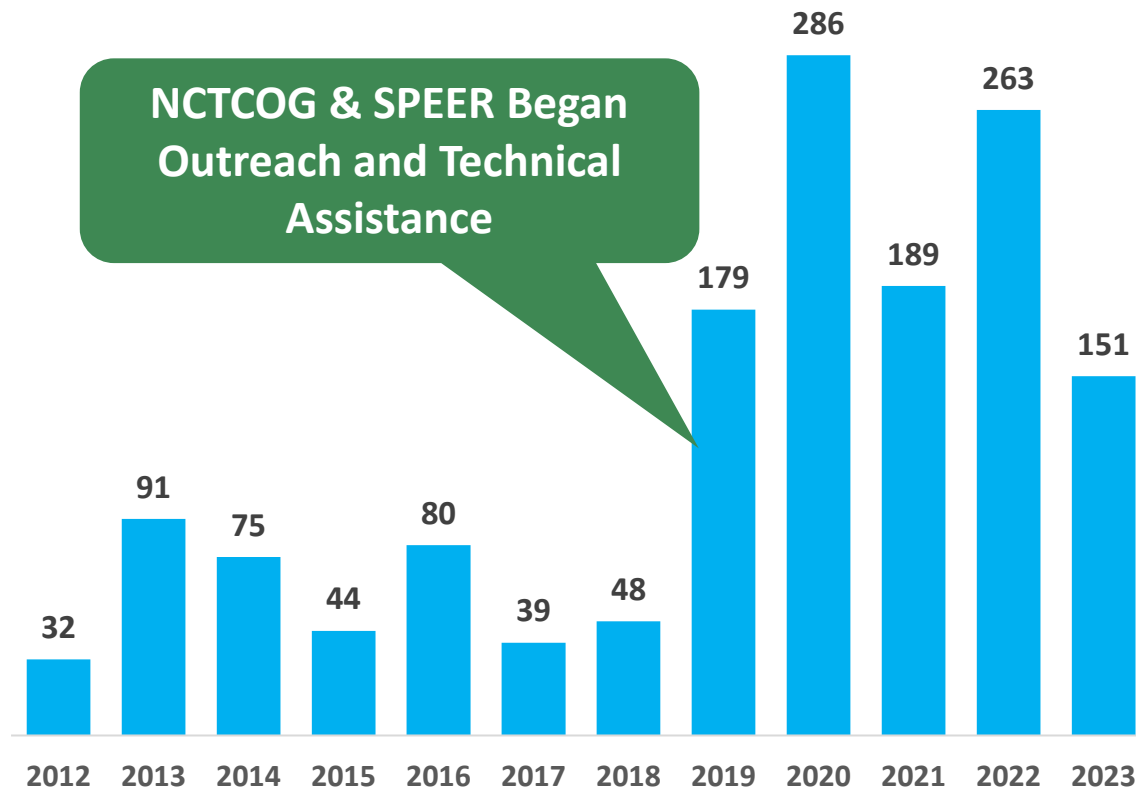
**Identify Opportunities for Energy Efficiency Projects**



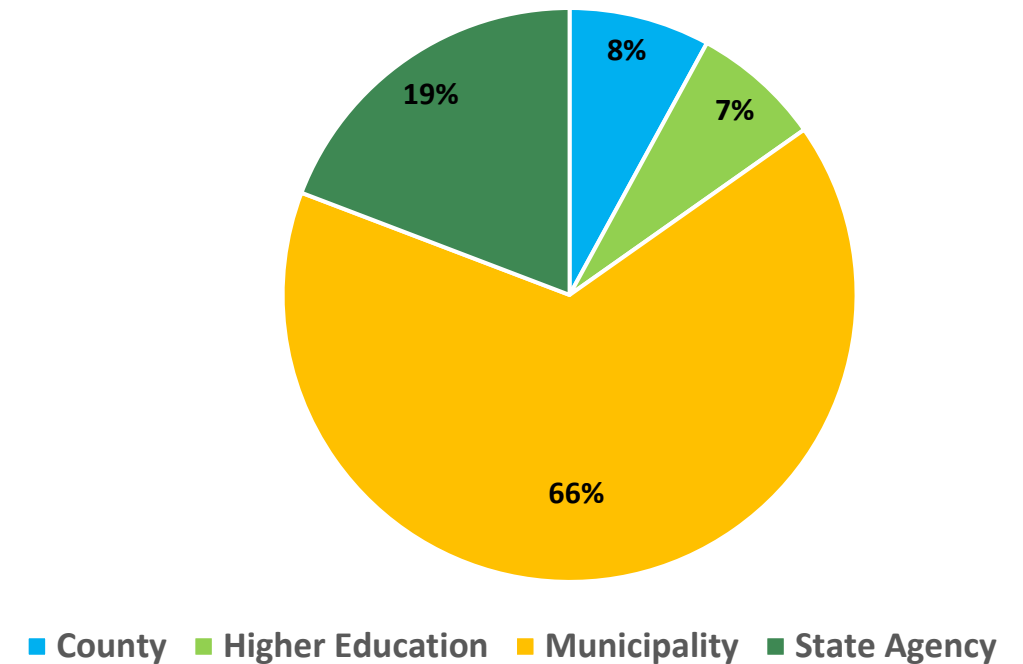
**Pursue No-Cost Technical Assistance and Resources Through SECO to Accomplish Energy Efficiency Projects**

# Local Government Energy Reporting Statistics

Number of Texas Entities  
Who Submitted a Local Government Energy Report



Composition of Texas Entities Who Submitted a  
2023 Local Government Energy Report





**ENERGY SYSTEMS LABORATORY**  
TEXAS A&M ENGINEERING EXPERIMENT STATION

## Local Government Energy Reporting Cycle for TERP

### ***Information to be Reported:***

1. Name of the facility, and/or ZIP code.
2. Total electricity consumption during reporting period for the facility.
3. Square footage (conditioned area).
4. Reporting period (i.e., Calendar year or Fiscal year) – *Calendar year preferred.*
5. Need date: On or before March 31<sup>st</sup>

Contact: [jhaberl@tamu.edu](mailto:jhaberl@tamu.edu) or [jbaltazar@arch.tamu.edu](mailto:jbaltazar@arch.tamu.edu)


# Preliminary Energy Assessments (PEAs)

★ Preliminary Energy Assessments (PEAs) are provided by the State Energy Conservation Office (SECO) and offer cost effective resource efficiency measures entities can implement to decrease energy consumption at **no cost to you!**

- Help guide the development of an energy management policy
- Provide facility benchmarking using ENERGY STAR Portfolio Manager
- Recommended maintenance procedures
- Develop efficiency level guidelines for equipment purchases

## Preliminary Energy Assessment Service Request Form

Form# 50-852



Public Entry Name		Telephone	
Contact Person		Title	
Email Address		County	
Street Address	City	State	ZIP Code
Mailing Address	City	State	ZIP Code

### Preliminary Energy Assessment Service Eligibility

The State Energy Conservation Office (SECO) provides free preliminary energy assessments (PEAs) for existing public facilities and infrastructure. Eligible entities include municipal and county governments, public school districts, county hospitals, port authorities, major airports, public water authorities and municipally owned utilities. Leased or rented facilities and infrastructure are not eligible for this service.

### Principles of Agreement

By submitting this request form, the entity listed above must agree to:

- select a contact person to work with SECO and its designated contractor to establish an energy policy and set realistic energy efficiency goals;
- allow SECO's designated contractor to provide walk-through assessments of selected facilities;
- schedule a time for SECO's designated contractor to make a presentation on the assessment findings to key decision-makers;
- consider implementing the PEA's energy savings recommendations; and
- allow SECO to post portions of this report on its website

### Additional Questions

Has this organization used SECO's technical assistance or PEA services in the past?  Yes  No

Is the primary contact for this PEA familiar with SECO's LoanSTAR revolving loan program?  Yes  No

Has this organization used SECO's LoanSTAR revolving loan program in the past?  Yes  No

### Signature

This agreement must be signed by your organization's chief executive officer or other signing authority.

Signature	Date
Print Name	Title

Submit completed forms to SECO at [Margaret.Garcia@cpa.texas.gov](mailto:Margaret.Garcia@cpa.texas.gov)

or by mail to: State Energy Conservation Office  
Attn: Margaret Garcia  
111 E. 17th Street  
Austin, TX 78711-1440

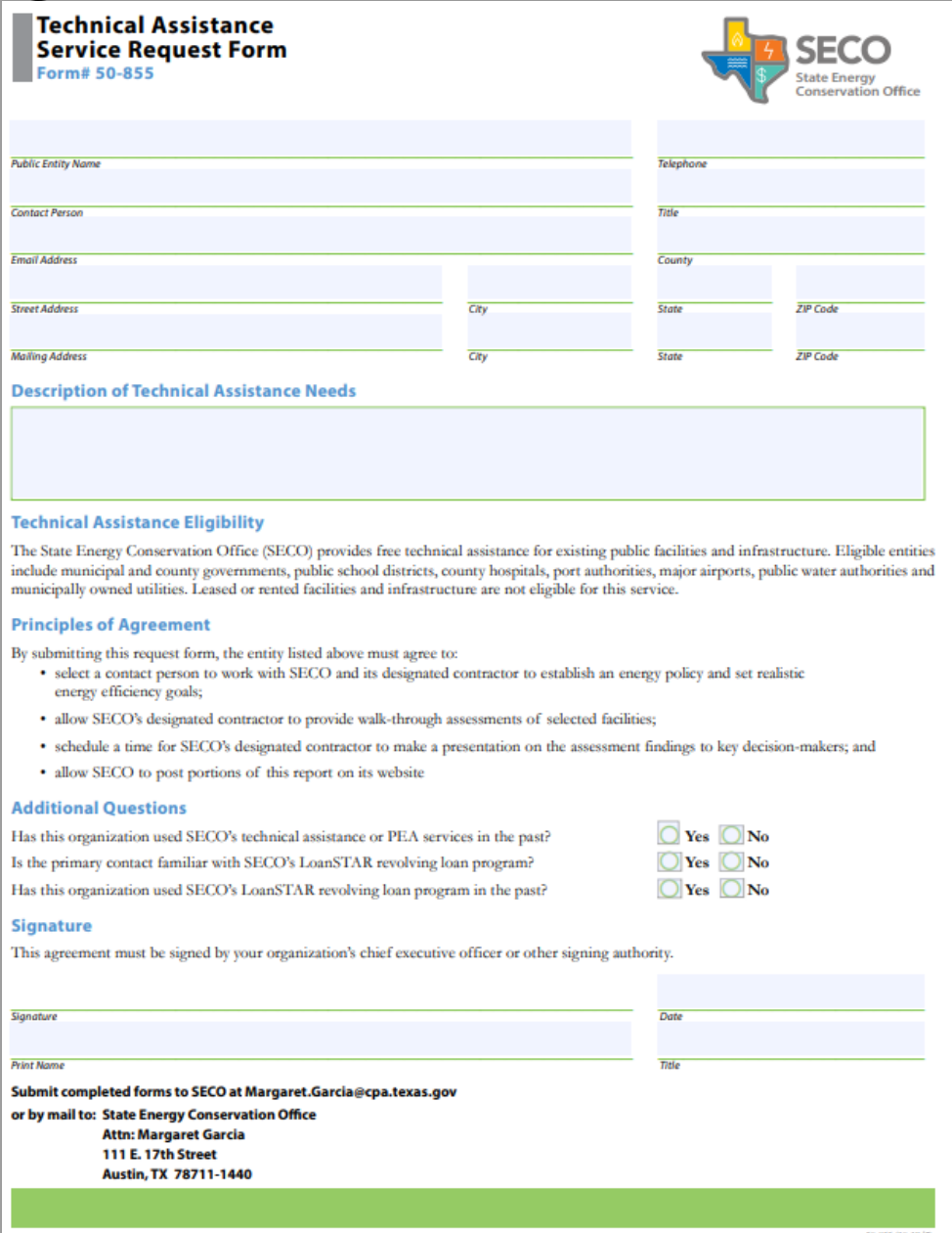
50-852 (10-19/2)

# SECO No-Cost Technical Assistance


Through this program, SECO contracts with engineering firms to provide customized, on-site, energy-related services ranging from basic consultation to feasibility studies.

Eligible entities may request assistance with either **energy** or **water**-related technical matters.

Upon determination that the requested services are reasonable and within the contractors' scope of work, SECO will assign an engineer to contact the entity officials to determine the level of service necessary to provide assistance.



**Technical Assistance Service Request Form**  
Form# 50-855



Public Entity Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Email Address \_\_\_\_\_ County \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**Description of Technical Assistance Needs**

**Technical Assistance Eligibility**  
The State Energy Conservation Office (SECO) provides free technical assistance for existing public facilities and infrastructure. Eligible entities include municipal and county governments, public school districts, county hospitals, port authorities, major airports, public water authorities and municipally owned utilities. Leased or rented facilities and infrastructure are not eligible for this service.

**Principles of Agreement**  
By submitting this request form, the entity listed above must agree to:

- select a contact person to work with SECO and its designated contractor to establish an energy policy and set realistic energy efficiency goals;
- allow SECO's designated contractor to provide walk-through assessments of selected facilities;
- schedule a time for SECO's designated contractor to make a presentation on the assessment findings to key decision-makers; and
- allow SECO to post portions of this report on its website

**Additional Questions**

Has this organization used SECO's technical assistance or PEA services in the past?  Yes  No  
Is the primary contact familiar with SECO's LoanSTAR revolving loan program?  Yes  No  
Has this organization used SECO's LoanSTAR revolving loan program in the past?  Yes  No

**Signature**  
This agreement must be signed by your organization's chief executive officer or other signing authority.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Title \_\_\_\_\_

Submit completed forms to SECO at [Margaret.Garcia@cpa.texas.gov](mailto:Margaret.Garcia@cpa.texas.gov)  
or by mail to: State Energy Conservation Office  
Attn: Margaret Garcia  
111 E. 17th Street  
Austin, TX 78711-1440

50-855 (10-19/2)

For more information, visit SECO's Technical Assistance [webpage](#).

# Texas LoanSTAR Revolving Loan



Finances Projects that Reduce Energy/Water/Utility Costs

- Simple Payback Period of **15 Years or Less**
- 2.5% Loan Interest Rate; 1.5% ARRA Fund Interest Rate (More Reporting)

Open Enrollment until **August 31, 2025**

- Maximum \$6 Million Loan for traditional, 2.5% rate, limited to one loan
- Maximum \$8 Million Loan for ARRA Funded, 1.5% rate, limited to two loans

For more information visit the [LoanSTAR Webpage](#)



[https://www.youtube.com/watch?v=4IFuj\\_5ZeGI](https://www.youtube.com/watch?v=4IFuj_5ZeGI)



# Next Steps



Visit [SECO's Funding Opportunities webpage](#) and

Sign up to receive SECO updates and announcements using the QR below:



Benjamin Teddlie

[benjamin.teddlie@cpa.Texas.gov](mailto:benjamin.teddlie@cpa.Texas.gov)

(512) 463-4096

# 5 Min Break

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# Walkthrough of Local Government Energy Report

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# Energy Reporting FAQ Guide

## Local Government / State Agency Energy Reporting Frequently Asked Questions:

SPEER has developed a [Frequently Asked Questions guide](#) to support political subdivisions with their 2022 reporting, and we are available to answer questions or provide technical support to any reporting entities. If you have questions about reporting requirements please reach out to SPEER's Local Government Program Manager at [cities@eepartnership.org](mailto:cities@eepartnership.org).

Each political subdivision, institution of higher education or state agency in the affected counties is required by state law to:

- Establish a goal to reduce the entity's electricity consumption by at least 5 percent annually for 7 years, beginning Sept. 1, 2019; and
- Submit a report annually to the State Energy Conservation Office (SECO) regarding the entity's progress and efforts to meet the 5 percent annual reduction goal.

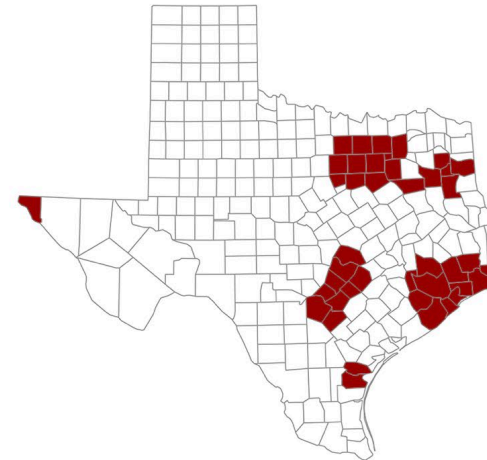
Find more information on the State Energy Conservation Office [here](#).

Download this [Reporting Template](#) for collecting data and submitting the report.

### Training and Educational Outreach:

Online and in person training on statute requirements, developing an energy plan, data collection and analysis, and energy management best

### Energy Report FAQ Guide



### One-on-One Support:

SPEER's local government program staff is available to meet with city staff and elected officials to facilitate energy efficiency planning and reporting.

# Reporting Guide

The screenshot shows a Microsoft Excel spreadsheet titled "Reporting-Guide". The ribbon includes Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, and Automate. The Home tab is active, showing font settings (Calibri, size 12) and paragraph options. The spreadsheet grid shows columns A through P and rows 1 through 18. Row 1 contains the text "Describe use and interest in the various resources available from SECO or collaborative agencies over the past 3 years." Row 2 is empty. Row 3 contains the headers "Planned", "In Progress", "Completed", and "Ongoing/Cor N/A". Rows 4-7 list resources with blue hyperlinks: "Preliminary Energy Assessment", "Technical Assistance for Local Governments", "City Efficiency Leadership Council (CELC)", and "LoanSTAR Financing". Row 9 is labeled "Additional Comments". The status bar at the bottom shows the current sheet is "Section 6 SECO Resources".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Describe use and interest in the various resources available from SECO or collaborative agencies over the past 3 years.															
2																
3		Planned	In Progress	Completed	Ongoing/Cor N/A											
4	<a href="#">Preliminary Energy Assessment</a>															
5	<a href="#">Technical Assistance for Local Governments</a>															
6	<a href="#">City Efficiency Leadership Council (CELC)</a>															
7	<a href="#">LoanSTAR Financing</a>															
8																
9	Additional Comments															
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17																
18																

# State Energy Reporting

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[home](#) » [programs](#) » [seco](#) » [reporting](#)



## LOCAL GOVERNMENT ENERGY REPORTING

The [Texas Health and Safety Code §388.005\(c\)](#) requires each political subdivision in a non-attainment area or an affected county to establish a goal to reduce electric consumption by at least five percent each state fiscal year. In 2019, the 86th Legislature passed [Senate Bill 241](#), extending the timeline for this requirement seven years beginning September 1, 2019.

Each political subdivision, institution of higher education or state agency must submit a report annually to SECO regarding the entity's progress and efforts to meet the five percent annual reduction goal. The deadline to submit reports is **March 4, 2024**. An entity that does not attain the established goals must justify in their annual report to SECO that the entity has already implemented all cost efficiency measures.

### Who Reports

The 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.



[Energy Consumption Reporting Dashboard](#)

### Related Links

[State Agencies and Institutions of Higher Ed. Reporting](#)

[Local Government Energy Reporting](#)

[Public Utility Energy Reporting](#)

[School Energy Reporting](#)

[History of Local Government Reporting](#)

# SECO Dashboard

COMPTRROLLER.TEXAS.GOV

## SECO Local Government

The Texas Health and Safety Code §388.005(c) requires each political subdivision in a non-attainment area or an affected county to establish a goal to reduce electric consumption by at least five percent each calendar year. Each political subdivision, institution of higher education or state agency must submit a report annually to the State Energy Conservation Office (SECO) regarding the entity's progress and efforts to meet the five percent annual reduction goal. The deadline to submit reports is February 1st. This tool enables exploration of the data submitted to SECO.

Last data load date: 1/1

Follow the steps below to begin exploring.

**1 Select Calendar Year(s).**  
Calendar Year  
 2019  2023  
 2020  2024  
 2021  Select All  
 2022

**2 Select Entity(s).**  
Entity  
 Acton Municipal Utility  
 Alamo Area Council of  
 Alamo Colleges District  
 Annetta North  
 Austin Community Coll  
 Azle  
 Select All

**3 Select City(s).**  
City  
 100 W. Houston St.  
 121 Rockcrest Road, Ne  
 212 Main Street  
 Addison  
 Select All

**4 Select County(s).**  
County  
 Atascosa  
 Bastrop  
 Bexar

**7 Select tabs to view data categories.**

**TechTip:**  
By double-clicking on the header cell, the information will be sorted from A to Z in that column. Double-clicking the header cell again will result in the information being sorted from Z to A.

**TechTip:**  
Right click on any chart or graph to print, export, or send data to Excel.

**RESULTS** **COMPARISON**

- CONTACT INFORMATION
- ENERGY USE SUMMARY
- ELECTRICITY USE
- NATURAL GAS USE
- WATER CONSUMPTION
- RENEWABLE ENERGY
- ENERGY REDUCTION GOAL
- SECO RESOURCES
- IMPROVEMENT AREAS
- POLICIES AND TRAINING
- THIRD-PARTY RESOURCES

Please select Year(s) from the list.

# Local Government Reporting Form

## Report Sections

1. Reporting Entity Information
2. Reduction Goal
3. Calendar Year of Report
4. Consumption Data
- 5. Renewable Energy Data (Optional)**
6. Use and Interest in SECO Assistance Resources
7. Areas of Improvement & Resources
8. Additional Feedback
9. Progress Toward Goal

Sections 1, 2, 3, 6, 7, 9 and portions of Section 4 of the Local Government/State Agency Energy Report must be completed by all reporting entities. Section 5: Renewable Energy Data is optional.



# Getting Started


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- Create a Data Checklist (see reporting help guide)
- Know your data sources
- Keep your data organized, consistent and “tidy”
- Prep for next year now!

## How to Report

[Submit a Report](#)

Note: Requirement for saving an incomplete energy reporting 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. 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.

Use this  [Reporting Help Guide](#) (PDF) of the report to gather all necessary information prior to reporting online. Scanned copies will not be accepted. Reports must be completed online.



# Section 1: Background Information

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- City Information
- Contact Information
- Ensure to update contact information for those who will be completing next years reporting

## 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:

Next

# Section 2: Reduction Goal

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- Reduction goal established (Y/N)
- Goal can take several forms
- Denton historically does this through council resolution
- Updates with each new iteration of the SB to reflect length of time and start date

## 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 non-attainment 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: Reporting Period

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- Reporting period for local governments Jan 1 to Dec 31
- As stated your January data or December data may overlap into other months
- Current Practice: split months based on meter read date (before or after the 15<sup>th</sup> of the month)

## SECTION 3: 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

Start (MM/DD/YYYY):

01/01/2021

End (MM/DD/YYYY):

12/31/2021

Prev

Next

# Section 4: Consumption Data

- Checklist helps in this section
- Know your data sources
- Organization starts with data collection create a SB 241 field if possible (BF, ST, TS, W, WW, NA)
- Get informed on account changes

Section	Description	Metric	Source	Value
4	No. of Buildings	units	Risk Mgmt	192
4	Building Sqft	sqft	Risk Mgmt	1,382,813
4	Total Building kwh	kwh	DME/Billing/Oncor/Coserv	x
4	Number of Traffic Lights	units	DME	x
4	Traffic Light kwh	kwh	Billing	x
4	Number of Street Lights	units	DME	x
4	Street Light kwh	kwh	Billing	x
4	Potable water supplied (MGD)	Avg MGD	Water	x
4	Water Supply kwh	kwh	Billing	x
4	Wastewater Treated (MGD)	Avg MGD	Wastewater	x
4	Wastewater Treatment kwh	kwh	Billing	x
4	Total number of Evs in fleet	units	Fleet Services	x
4	kwh used in EV charging	kwh	Billing	x
4	Other uses	NA	Billing/Facilities	x
4	Other uses kwh	kwh	Billing	x

serv street no	serv street mod	serv street	serv unit	name	HBU Desc	Department	Location	Function	GHG Code
215	E	MCKINNEY ST		COD 230001 7934	GF, Admin Serv - Facil Man	FAC	City Hall Main	Building	BF

# Section 4: Consumption Data

- Buildings
  - Risk management is a great resource
  - Keep billing codes in mind
- Lighting
  - Metered vs unmetered
  - Owned vs unowned
- Water and Wastewater
  - You may or may not have a treatment plant to report
  - You will have pumps and lift stations

## SECTION 4: Consumption Data

For Local Governments, enter annual consumption for entity facilities for January - December of the reporting year indicated above. For state agencies/higher education, enter annual consumption for fiscal year. 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 street-lighting 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.

Enter annual electrical usage in kWh for the reporting period indicated above. (1 MWh = 1,000 kWh)

\* Number of Buildings:

\* Buildings Gross Square Footage:

\* Total Buildings (kWh):

Number of Traffic Lights (optional):

Traffic Lighting (kWh) (optional):

Number of Street Lights (optional):

Street Lighting (kWh) (optional):

Potable water supply facilities (Ave. Million Gal/Day) (optional):

Potable water supply facilities (kWh) (optional):

Wastewater treatment (Ave. Million Gal/Day) (optional):

Wastewater treatment plants (kWh) (optional):

Total number of electric vehicles (EVs) (includes both battery-electric and plug-in hybrid electric vehicles) (optional):

Total electric use (kWh) of electric vehicles (EVs) charging stations (only include stations that are NOT sub-metered) (optional):

Other (please specify) (kWh) (optional):

\* **REQUIRED: Total electricity consumption (kWh):**

Prev

Next

# Section 4: Consumption Data

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- Natural Gas
  - Check your units
  - Different data set than electricity
  - Data storage tip – have at least one linking data field (ex. address)
- Water Usage
  - Billing category vs usage category

Natural Gas Consumption Data in MCF (optional) (1 MCF = 1,000 CF)

Buildings (MCF):	<input type="text"/>
Potable water supply facilities (MCF):	<input type="text"/>
Wastewater treatment plants (MCF):	<input type="text"/>
Other (please specify) (MCF):	<input type="text"/>
<b>Total natural gas consumption (MCF):</b>	<input type="text"/>

Water Usage in kGal (optional) (1 kGal = 1,000 gallons):

Buildings (kGal):	<input type="text"/>
Potable water supply facilities (kGal):	<input type="text"/>
Wastewater treatment plants (kGal):	<input type="text"/>
Other (please specify) (kGal):	<input type="text"/>
<b>Total water usage (kGal):</b>	<input type="text"/>

# Section 5: Renewable Energy Data

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- Solar, Wind, Biomass, Geothermal
- On site summary
  - Entity energy footprint
- PPA Summary

## SECTION 5: Renewable Energy Data (Optional)

### Solar Photovoltaic (kWh):

Total quantity from on site solar photovoltaics (kWh):

Total electricity purchased from off-site sources (e.g. through a "green energy" contract, Power Purchase Agreement, etc.) (kWh)

Additional Comments:

### Wind (kWh):

Total quantity generated from on site wind (kWh):

Total electricity purchased from off-site sources (e.g. through a "green energy" contract, Power Purchase Agreement, etc.) (kWh):

Additional Comments:



# Section 6: SECO Resources

- Preliminary Energy Assessment
- Technical Assistance
- LoanSTAR financing
  
- Denton PEA experience

## 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.

*Note: Data will be saved upon clicking the "next" button. Upon returning to the survey after completion, the section 6 entries will be visible as previously entered (as with all other data).*

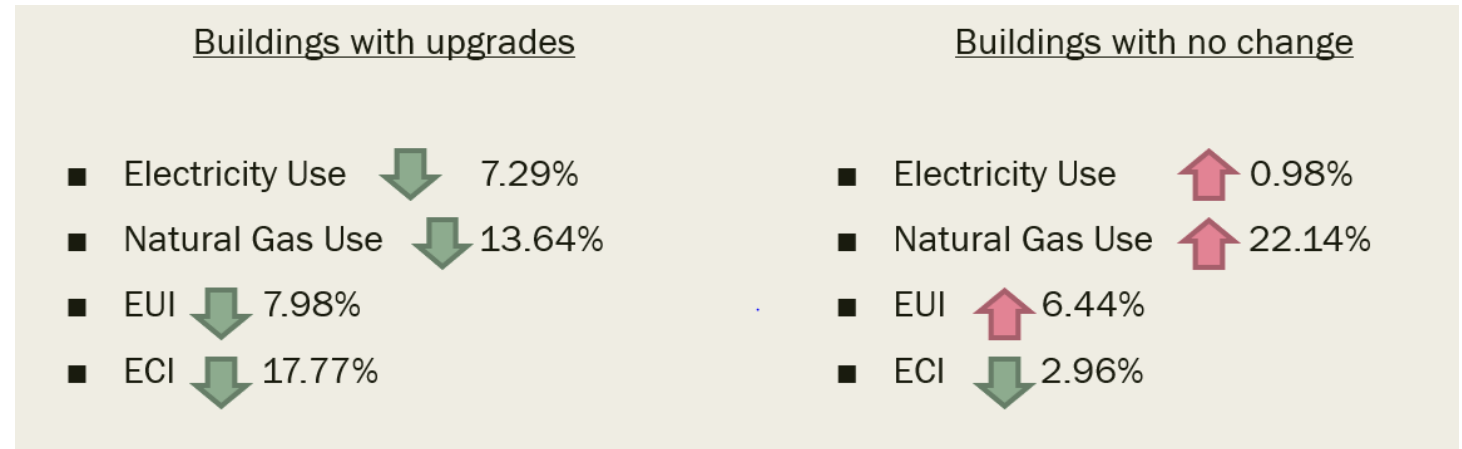
### \* Retrofits and Upgrades

	Planned	In Progress	Completed	Ongoing/Continuous	N/A	Interested In Learning More
Preliminary Energy Assessment (PEA) <a href="#">[link]</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Assistance for Local Governments <a href="#">[link]</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City Efficiency Leadership Project (CELC) <a href="#">[link]</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LoanSTAR Financing <a href="#">[link]</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

# Section 7&8: Areas of Improvement and Progress

- Physical upgrades
  - HVAC
  - Insulation
  - Management systems
- Policies and Training
  - Internal Energy Policy
  - Trainings (Denton has incorporated into monthly safety training in the past)



upgrades following Denton's PEA

# Section 9: Exemption Request

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- Did you reach your goal?
  - Calculate based on 2019 baseline totals
- Claim exemptions if applicable after report has been completed

# Local Government Energy Reporting Frequently Asked Questions

- Developed by SPEER using feedback and interviews with reporting entities
- Covers general questions and section-by-section guidance

[Download Here!](#)

## Local Government / State Agency Energy Reporting Frequently Asked Questions

November 19, 2020



Prepared for the State Energy Conservation Office by  
The South-central Partnership for Energy Efficiency  
as a Resource (SPEER)



# NCTCOG Local Government Energy Reporting Resources



**Whitepaper**

Texas' Mandated Local Government Energy Reduction Goal - Challenges and Best Practices

**Case Study**

Development of an Energy Management Plan for Tarrant Regional Water District

**Case Study**

The City of Lewisville's Energy Consumption Reduction



All Resources can be Accessed via [www.conservenorthtexas.org](http://www.conservenorthtexas.org)



**Local Government Energy Reporting Toolkit**



Q&A

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# Key Takeaways and Next Steps



★ **Local Government Energy Reporting Deadline**

★ **Calendar Year Reporting Period:** January 1 – December 31

★ **Minimum Required Data Points Include**

- ✓ Reporting Timeframe (e.g., Calendar Year 2022)
- ✓ Annual Electricity Consumption in Kilowatt Hours (kWh)
- ✓ Gross Square Footage of All Entity Owned Buildings/Facilities

★ **Review Prior Reporting Data on [SECO's "Energy Consumption Reporting Dashboard"](#)**

# SPEER Resources

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- [Rethinking Texas' IOU Energy Efficiency Programs](#)
- [Building Operation Certification](#): Building Operator Certification (BOC) training teaches you how to bring your building to peak performance, saving energy and money. BOC graduates make their buildings more comfortable, efficient, and environmentally friendly.
- [SPEER YouTube Channel](#): Over 100 professional development videos with content covering topics such as code and funding opportunities.
- [Follow us on LinkedIn](#): Updates and current energy news
- [Newsletters](#): Covers Statewide Policy, Code, and Local Government





Q&A

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# Reminder!

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- **Please complete the Workshop Evaluation**
- **Please complete the In-Kind Attestation Form if you would like to donate the value of your time**

# SECO and SPEER Contacts

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