



**TO:** Chief Business Officers  
Facilities Directors

**FROM:** Hoang Nguyen, Director  
Facilities Planning and Utilization  
College Finance and Facilities Planning Division

**RE:** 2019-20 Energy Usage Data due December 4, 2020

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This memo serves as a reminder that your district's 2019-20 natural gas and electricity usage data is due to our office by December 4, 2020.

### **Board of Governors' Climate Change and Sustainability Policy and Incentives**

Pursuant to the Board of Governors' Climate Change and Sustainability Policy, state energy efficiency incentives will be made available to qualifying districts to help offset energy efficiency costs in proposed state funded capital outlay projects. To qualify for these incentives, please submit your data on the enclosed new 2020 Energy Usage Calculator (EUC) spreadsheet.

### **Submission Process**

Please submit your data on the enclosed new 2020 Energy Usage Calculator (EUC) spreadsheet, which comes with its own set of instructions, and can be completed quickly with a few readily available energy and related data points. This spreadsheet determines the energy use by square feet and weeks of operation at a campus for each state-approved district site (including your district office) identified in your district's Space Inventory Report. For single campus districts, please complete the first tab of the EUC. For districts with more than one site (multi-campus districts), please complete tabs 2 through 11, as appropriate. Please be sure to provide energy usage data only through fiscal year 2019-20; going beyond fiscal year 2019-20 would be a projection. Unless you need to report revisions to prior fiscal year energy usage data, we only need data on last fiscal year's actual energy usage.

Energy data in prior fiscal years should correspond to last year's EUC as closely as possible. Please ensure that your district's energy usage data is updated and includes **all** natural gas and electricity usage from July 1, 2019 through June 30, 2020.

Please submit using the electronic method (email) to Ronnie Slimp at [rslimp@cccco.edu](mailto:rslimp@cccco.edu) by December 4, 2020.