



MOU/CO-OP Energy Efficiency Programs Reporting Help Guide

For Electric Cooperatives that had retail sales of more than 500,000 megawatt hours in 2005, and Municipally-Owned Utilities.

As mandated by the 82nd Legislature (2011), all electric cooperatives that had retail sales of more than 500,000 megawatt hours in 2005 and all municipally owned utilities must report each year to the State Energy Conservation Office (SECO), on a standardized form developed by SECO, information regarding the combined effects of the energy efficiency activities of the electric cooperative/utility from the previous calendar year, including the annual goals, programs enacted to achieve those goals, and any achieved energy demand or savings goals. [Sections 39.9051 and Section 39.9052 of the Utilities Code]. Please collect all the information requested below and report the data online on SECO web site: [SECO Public Utility Energy Reporting](#).

Use this guide to gather all necessary information prior to entering the reporting data online. Scanned copies will not be accepted. Reports must be completed online.

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).

Section 1: Reporting Entity Information

Enter data for a consecutive 12-month calendar period:

Beginning Date: (MM/DD/YYYY)

Ending Date: (MM/DD/YYYY)

Reporting Entity: Utility Name:

Contact Person Name:

Contact Person Job Title:

Street Address:

City:

Zip Code:

Phone:

Phone Extension:

Email:

Utility Type: (Municipally-owned or Electric Cooperative)

Section 2: Reporting Data

The following section requests summary reporting data for each of the following types of utility program offerings: 1) Residential, 2) Residential (hard-to-reach), 3) Commercial, 4) Commercial (hard-to-reach), and 5) Renewable Energy.

State yes or no if the utility offers these Program Type(s)

Residential (Y/N)

Residential Hard-to-reach (Y/N)

Commercial (Y/N)

Commercial Hard-to-reach (Y/N)

Renewable Energy (Y/N)

1. Program Type - Residential

Name of residential programs, (i.e. Residential Appliance Efficiency Program, Residential Demand Response Program, Energy High Efficiency).

Name of Program(s) (please separate each program by commas)

Program Target Goal for Peak Demand Reduction (kW)

Program Target Goal for Electric Energy Savings (kWh)

Program Achieved Electric Peak Demand Reduction (kW)

Program Achieved Electric Energy Savings (kWh)

File Upload - Residential

Please upload relevant program description, and/or other available program metrics (in PDF format). Maximum File Size is 16Mb.

2. Program Type – Residential Hard-to-Reach

Name of Residential Hard-To-Reach programs, (i.e. Low-income Weatherization Assistance Program, Hard-to-reach Residential/Multifamily Program)

Name of Program(s) (please separate each program by commas)

Program Target Goal for Peak Demand Reduction (kW)

Program Target Goal for Electric Energy Savings (kWh)

Program Achieved Electric Peak Demand Savings (kW)

Program Achieved Electric Energy Savings (kWh)

File Upload - Residential (hard-to-reach)

Please upload relevant program description, and/or other available program metrics (in PDF format). Maximum File Size is 16Mb.

3. Program Type: Commercial

Name of programs, (i.e. Commercial Load Management, Large Commercial SOP (standard offer program), Retro-Commissioning Market)

Name of Program(s) (please separate each program by commas)

Program Target Goal for Peak Demand Reduction (kW)

Program Target Goal for Electric Energy Savings (kWh)

Program Achieved Electric Peak Demand Savings (kW)

Program Achieved Electric Energy Savings (kWh)

File Upload: Commercial

Please upload relevant program description, and/or other available program metrics (in PDF format). Maximum File Size is 16Mb.

4. Program Type: Commercial-Hard-To-Reach

Name of commercial hard-to-reach programs, (i.e. Small Business Lighting Rebate Program, Commercial Hard-to-Reach) Business Rebates, HTR Standard Offer

Name of Program(s) (please separate each program by commas)

Program Target Goal for Peak Demand Reduction (kW)

Program Target Goal for Electric Energy Savings (kWh)

Program Achieved Electric Peak Demand Savings (kW)

Program Achieved Electric Energy Savings (kWh)

File Upload: Commercial-Hard-To-Reach

Please upload relevant program description, and/or other available program metrics (in PDF format). Maximum File Size is 16Mb.

5. Program Type: Renewable Energy

Name of renewable energy programs, (i.e. Residential Solar Rebates, Commercial Greenpower Program, Community Solar PV Program)

Name of Program(s) (please separate each program by commas)

Program Target Goal for Peak Demand Reduction (kW) for all renewable energy

Program Target Goal for Electric Energy Savings (kWh)

Program Achieved Electric Peak Demand Savings (kW)

Program Achieved Electric Energy Savings (kWh)

File Upload:

Please upload relevant program description, and/or other available program metrics (in PDF format). Maximum File Size is 16Mb.

For questions, please email SECO at SB924.Reporting@cpa.texas.gov or contact Fred Yebra at (512) 475-0753.