

## Reporting Template for LEA Electricity Data

**Complete and return to the IAC by June 30, 2023**

**Authority:** Maryland Code, Education Article § 5-312.1 (2021) requires each Maryland school district to adopt or update a school district energy policy to include certain energy information, and requires the Interagency Commission (IAC), working with the Maryland Energy Administration (MEA) and the Maryland Department of the Environment (MDE), to develop a standardized template for LEAs to report energy consumption, generation, and analysis.

**Instructions:** Each Local Education Authority (LEA) is requested to use this template to demonstrate compliance with Chapter 608 of 2021 and to aid the IAC in getting insights into the energy usage profiles of Maryland public schools. A copy of this reporting template can be submitted as a pdf to the IAC ([iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov)) using the subject line "<LEA Name> Electricity Data." The 6/30/2023 requested due date is independent of the 7/1/2022 due date for the LEA's energy policy.

### Summary of Process Steps:

- Inventory of facilities
- Collection of utility bills
- Collection of fuel mix data (standard disclosure statements from utility companies)
- Selection of data tool (Portfolio Manager; Excel; etc.)
- Data entry & local analysis, including identification/ reconciliation of errors
- Reporting to the IAC
- IAC analysis of findings
- Future policy development

## Reporting Template for LEA Electricity Data

LEA: \_\_\_\_\_

		Units	Reported Year: _____	Goal Year: _____ (optional)
Start Date for Annual Reporting: <sup>1</sup>		mm/dd/yyyy		
End Date for Annual Reporting: <sup>1</sup>		mm/dd/yyyy		
<b>SECTION 1: Electricity Purchased and Consumed.</b> Report for entire school district <sup>2</sup> by aggregating data from electric bills <i>A = B + C + D</i>				
A	Subtotal of all electricity consumed as reported on electric bills	kW-hr / yr		
B	.... Electricity from <b>renewable</b> sources (SOS) <sup>3,5</sup> (B=B1+B2+B3+B4)	kW-hr / yr		
B1	.....Solar / PV:	kW-hr / yr		
B2	.....Wind:	kW-hr / yr		
B3	.....Waste-to-energy:	kW-hr / yr		
B4	.....Other:	kW-hr / yr		
C	....Additional electricity from <b>renewable</b> sources (voluntary purchase) <sup>4,5</sup> <i>Will be zero if utilizing SOS (C=C1+C2+C3+C4)</i>	kW-hr / yr		
C1	.....Solar / PV:	kW-hr / yr		
C2	.....Wind:	kW-hr / yr		
C3	.....Waste-to-energy:	kW-hr / yr		
C4	.....Other:	kW-hr / yr		
D	....Total electricity from <b>non-renewable</b> sources (D=D1+D2+D3+D4)	kW-hr / yr		
D1	.....Nuclear:	kW-hr / yr		
D2	.....Fossil Fuels and Other:	kW-hr / yr		
<b>SECTION 2: Renewable Electricity Generated and Unique Situations.</b> LEA will likely not need to use this section <i>E = F + G + H</i>				
E	Renewable electricity generated <i>Only report if the REC is attributable to the LEA</i>	kW-hr / yr		
F	....Renewable electricity generated and consumed on site	kW-hr / yr		
G	....Renewable electricity generated and sold <i>If resulted in bill credits used later, then include here and item C above</i>	kW-hr / yr		
H	....Other:	kW-hr / yr		

		Units	Reported Year: _____	Goal Year: _____ (optional)
<b>SECTION 3: Analysis of Electricity Demand. Report for entire school district<sup>2</sup></b>				
I	Number of occupied schools and administrative buildings in District	#		
J	Gross Square Footage of buildings above <i>Including modular and relocatable buildings</i>	sf		
K	Total electricity from <b>renewable</b> sources consumed annually (B+C+F+H)	kW-hr / yr		
L	Total electricity consumed annually (A+F+H)	kW-hr / yr		
M	Percent of annual total electricity from renewable sources (K/L)	%		
N	Overall electricity demand per square foot (L/I)	kW-hr / sf-yr		

**Footnotes, suggestions and clarifications for completing the LEA Electricity Data Reporting Template include:**

1 - Data should constitute electricity use over 12 sequential months correlating as close as possible to the fiscal year 2022. Starting and ending dates that correlate to electricity bills are expected.

2 - Reporting should be based on the entire school district's annual electricity use. If possible, LEAs should also report electricity use by each individual school. This school-specific data can be submitted in any format as an attachment to this report. No prescribed format is given because each LEA may be using a different data platform or spreadsheet methodology. If an LEA does not already have a methodology, we recommend EPA Portfolio Manager. Contact [chris.russell@maryland.gov](mailto:chris.russell@maryland.gov) for more information on Portfolio Manager.

3 - Use Line B to report the amount of electricity from renewable sources if your LEA utilizes Standard Offer Service (SOS). Maryland's Renewable Portfolio Standard (RPS) requires each supplier to publish standard disclosure statements to all customers showing the generation mix, including percent from each renewable source. LEAs can then apply that mix data to all bills in that time frame (usually 6 months). It is expected that if you use SOS, then the value on line B will be indicative of the RPS minimum in force for that time period, but please be cautious using this check because the RPS is subject to change.

4 - Use Line C to report the amount of electricity from renewable sources if your LEA purchases renewable energy (RECs) from a supplier in proportions beyond the RPS minimum.

5 - For the purposes of this report, the following energy sources used to produce electrical energy are considered renewable: wind, solar photovoltaic, biomass digestion, landfill gas, hydroelectric, and waste-to-energy (the combustion of municipal solid waste). The following energy sources are considered non-renewable: nuclear and the combustion of coal, natural gas, oil, and all fossil fuels. The basis for these determinations is the current Maryland Renewable Energy Portfolio Standard.