



North Central Texas Council of Governments

TO: County Commissioners,  
County Administrators, City Managers,  
City Secretaries, County Clerks,  
Special District Secretaries  
in Nonattainment and Affected Counties

DATE: November 27, 2023

FROM: Lori Clark  
Senior Program Manager

SUBJECT: Local Government Energy Reporting – Reminder to Complete 2023 Reporting

On behalf of the Texas State Energy Conservation Office (SECO), the North Central Texas Council of Governments (NCTCOG) would like to remind you of annual reporting requirements on electricity consumption that apply to your organization.

Under Texas Health and Safety Code §388.005(c), all political subdivisions, state agencies, and institutes of higher education in a non-attainment area or an affected county are required to establish a goal to reduce electricity consumption by at least five percent each year, and submit a report annually to SECO regarding their progress and efforts. Reporting entities that do not meet the goal must justify in their annual report to SECO that the entity has already implemented all cost-effective measures and request an exemption to the five percent electricity consumption goal. Note that the **exemption applies to the electricity reduction goal, not the reporting** – all entities subject to the requirement must submit a report every year, even if requesting an exemption. Reporting related to this goal falls on the following North Texas counties political subdivisions: Collin, Dallas, Denton, Ellis, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise.

The next report should reflect electricity consumption from January 1, 2023, to December 31, 2023, and must be submitted by **March 3, 2024**. For updates on the Local Government Energy Reporting program and to access the online reporting form, visit the SECO Local Government Energy Reporting webpage at [www.comptroller.texas.gov/programs/seco/reporting/local-gov.php](http://www.comptroller.texas.gov/programs/seco/reporting/local-gov.php).

To assist local governments in fulfilling these requirements, NCTCOG and the South-Central Partnership for Energy Efficiency as a Resource (SPEER) have coordinated to provide several resources which are highlighted below.

- Energy Reporting Guide: [www.eepartnership.org/energy-reporting-faq/](http://www.eepartnership.org/energy-reporting-faq/)
- Whitepaper on best practices and resolving challenges: The ‘Texas’ Mandated Local Government Energy Reduction Goal: Challenges and Best Practices” whitepaper can be accessed from the Local Government Energy Reporting Toolkit on the Conserve North Texas site at [www.conservenorthtexas.org/item/local-government-energy-reporting-toolkit](http://www.conservenorthtexas.org/item/local-government-energy-reporting-toolkit).
- SECO offers free Preliminary Energy Assessments (PEA) to provide local governments assistance in identifying cost-effective energy efficiency projects and meet energy reduction goals. See [www.comptroller.texas.gov/programs/seco/programs/local/pea.php](http://www.comptroller.texas.gov/programs/seco/programs/local/pea.php) for more information.
- NCTCOG and SPEER are hosting a FREE in-person workshop on tips to successfully create a report on January 10, 2024, from 12:00 PM – 2:30 PM at the NCTCOG offices. To sign-up, go to [www.conservenorthtexas.org/workshops-and-training-opportunities](http://www.conservenorthtexas.org/workshops-and-training-opportunities).

November 27, 2023

Thank you in advance for your compliance with these reporting requirements. For more information about the Local Government Energy Reporting program, report submission, and any additional assistance, contact [energy@nctcog.org](mailto:energy@nctcog.org). Please forward to an appropriate staff member if needed.

Sincerely,

A handwritten signature in black ink that reads "Lori Pampell Clark". The signature is written in a cursive style with a large initial "L".

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Lori Clark, Senior Program Manager