TO:   Chief Business Officers  
       Facilities Directors  

FROM:   Susan C. Yeager, Administrator  
        Facilities Planning and Utilization  

SUBJECT:  2012-13 Energy Usage Data also due October 18, 2013:  
          Addendum to Space Inventory Report  

Please accept this memo as a reminder that we would appreciate receiving your district’s 2012-13 natural 
gas and electricity usage data by October 18, 2013 when you submit your district’s Space Inventory Report.  
Pursuant to the Board of Governors Energy and Sustainability Policy (http://Board Energy Policy), state 
energy efficiency incentives will be made available to qualifying districts to help offset costs in proposed 
state funded capital outlay projects.  To qualify for these incentives, please submit your data on the enclosed 
new 2013 Energy Usage Calculator (EUC) spreadsheet.  Please ensure that your district's energy usage 
data is updated and includes all natural gas and electricity usage from July 1, 2012 through June 30, 2013.  

The EUC spreadsheet 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 
footage 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 spreadsheet. 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 2012-13; going beyond that date would be a projection, 
and we only need data on actual energy usage.  

Please submit your completed EUC spreadsheet to Eric Thorson at ethorson@cccco.edu by October 18, 
2013 or by mailing it to:  

   Eric Thorson  
   California Community Colleges System Office  
   1102 Q Street, Suite 4554  
   Sacramento, California 95811-6549  
   (916) 322-2491  

Attachment