

2025-26

Energy Usage Calculator FUSION Submission Guide

CALIFORNIA COMMUNITY COLLEGES

2025-26 Energy Usage Calculator Summary

The California Community Colleges (CCC) system consists of 73 community college districts, encompassing 116 colleges, 82 approved off-campus centers, and 24 separately reported district offices. One district (Calbright) is online only, meaning it does not contain campus Energy Usage data for submission. The CCC system’s assets include more than 25,000 acres of land, 6,000 buildings and 87 million gross square feet (GSF), which includes approximately 56 million assignable square feet of space. In addition, the system contains several off-campus outreach centers at various locations.

Each year, the California Community Colleges Chancellor’s Office compiles and submits a report of campus specific, systemwide Energy Usage data to the California Energy Commission. This report details annual electricity and natural gas usage at each site and is measured in British thermal units (BTU)/GSF per weeks of academic/weeks of total operation. This data is then compared to that site’s baseline year (oldest year available with valid data) to measure energy reduction goals.

All future CCC new construction, remodeling, renovation, and repair projects must consider optimum energy utilization, low life cycle operating costs, and compliance with all applicable energy codes and regulations. In addition, CCCs should encourage continued energy conservation and the lowest utility operating costs on its campuses through developing policies and incentive plans designed to recognize and reward meritorious achievements by campus staff, faculty, and students beyond normal expectation and foster use of available incentives for these projects.

ENERGY USAGE CALCULATOR TIMELINE

Fiscal Year	District Task	Due Date
2025-26	Submit 2024-25 Energy Usage Calculator data via FUSION	December 1, 2025

ENERGY USAGE CALCULATOR CONTACT

This guide was developed to assist users navigate the submission process in FUSION, edit prior year data if necessary, and generate site specific Energy Usage reports. For questions, concerns, or for additional assistance please contact:

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Select Instructions: FUSION's Energy Usage Module

IMPORTANT NOTES

The FUSION Energy Usage module is fully operational but module instructions may change for subsequent years. These instructions were first developed in Fiscal Year (FY) 2024-25. The Energy Usage module was developed to follow the style of the Energy Usage Calculator Excel workbook that has been requested from districts in past years. Prior year data has been imported into FUSION based on the latest information submitted by each district.

Site data for multiple locations in prior years not generated by FUSION as separate sites in the Energy Usage module (such as data for outreach centers), is combined with that of the nearest campus. If this occurs, users will find a comment attached to that campus's location in the Energy Usage module specifying what sites' data was merged with it. The district's FUSION Administrator can submit the Energy Usage data.

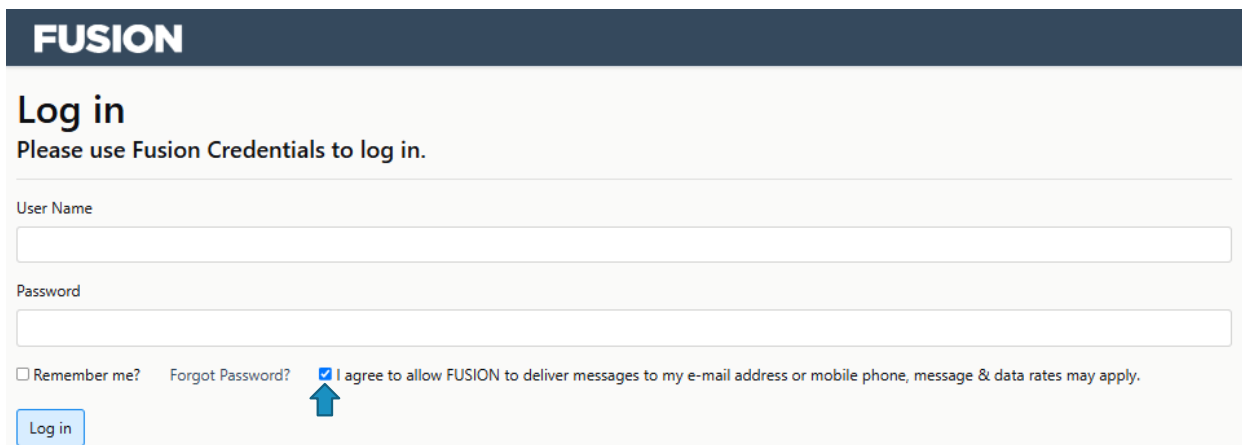
STARTING OUT

Welcome to the Energy Usage module in FUSION. The FUSION team has made significant changes to improve the usability of the Energy Usage tool and streamline the submission process. These instructions will provide a brief overview of the new Energy Usage module in FUSION and provide instructions for submitting current year Energy Usage data, editing prior year Energy Usage data, and generating Energy Usage reports.

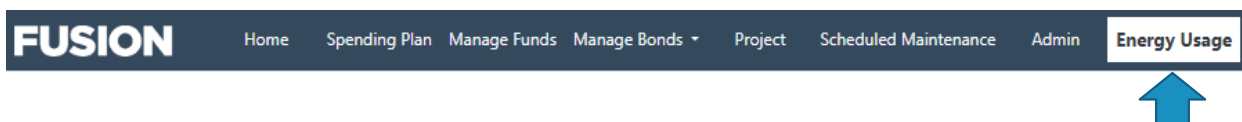
NAVIGATING TO ENERGY USAGE

Users can navigate to the new Energy Usage module by following these steps:

- Log into FUSION: (<https://www.fusionccc.org/Identity/Account/Login>)
 - Keep the “I agree to allow FUSION to deliver messages to my e-mail address or mobile phone” checkbox checked to allow for multi-factor authentication when logging in.



- Click on *Energy Usage* tab.

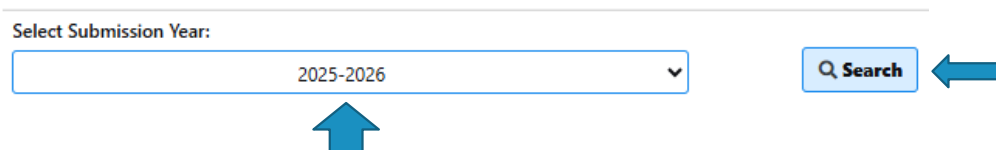


FUSION: Energy Usage Dashboard and Its Functions

DASHBOARD, REPORTS, AND SUBMISSION PROCESS

The *Energy Usage Dashboard* allows users to see annual electricity and natural gas usage for current and prior years for each of the district’s sites, generated automatically from FUSION’s Space Inventory. This data is converted to BTUs and averaged by GSF per weeks of operation. This average is compared to the baseline year (oldest available year with valid data) to track the site’s percentage change from the baseline.

Starting from the top of the page, users can select between current or prior submission years. Each submission year will store any comments posted or attachments made for that year. Please note the requested data is always one FY prior to the submission year.



Below this, users will see the different sites within the district, generated automatically from Space Inventory. Please note that not all sites will necessarily appear, such as leased off-campus locations; but rather all colleges, centers, and off-campus district offices may be available. Please click on the different site buttons to navigate between them.

Energy Usage Line Items

➡ **Cypress College** Fullerton College School of Continuing Education District Office at Anaheim*

Next, users will see a list of data for the selected site. The top row will be for the current submission year and is the only information being requested. If data for prior years is available, or needs to be corrected, users can do so from this page by checking the “Allow save for previous years” check box before using the “Save” button.

Energy Line Items

➡ ☐ Allow Save for previous years ➡

Energy Data Year	Annual Electricity KWH Usage	Electricity to BTU	Annual Natural Gas Therm Usage	Therm to BTU	Total Annual BTU Consumed	GSF of Site	Weeks of Academic Operation	Total Weeks of Operation	Avg BTU per GSF per Week	% Reduction From Baseline
2023-2024	0	0	0	0	0	0	↺	0	0	0%
2022-2023	9,620,000	32,833,060,000	187,213	18,721,300,000	51,554,360,000	809,629	↺	44	1,341	-10%
2021-2022	7,739,568	26,415,145,584	189,448	18,944,800,000	45,359,945,584	809,629	↺	44	1,179	-20.87%
2020-2021	6,860,000	23,413,180,000	143,200	14,320,000,000	37,733,180,000	809,629	↺	44	981	-34.16%
2019-2020	7,677,000	26,201,601,000	162,100	16,210,000,000	42,411,601,000	809,629	↺	44	1,103	-25.97%
2018-2019	6,110,160	20,853,976,080	373,164	37,316,400,000	58,170,376,080	802,002	↺	44	1,527	2.48%
2017-2018	5,802,800	19,804,956,400	376,934	37,693,400,000	57,498,356,400	802,002	↺	44	1,509	1.28%
2016-2017	6,200,167	21,161,169,971	366,754	36,675,400,000	57,836,569,971	811,193	↺	44	1,501	0.74%

Please enter data for the current year in the editable fields for the following:

- Annual Electricity kilowatt-hour (KWH) Usage
- Annual Natural Gas Therm Usage
- GSF of Site
- Weeks of Academic Operation
- Total Weeks of Operation

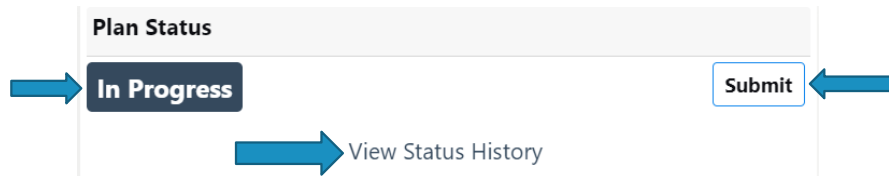
All of the other fields are formula driven and will update automatically when complete. Please note an undo button is located to the right of the *GSF of Site* field. Upon clicking that button, GSF data from Space Inventory for the selected site from that year is pulled to override the inserted data. After entering data, please click the “Save” button before switching to a different location in the Energy Usage module.

Note: Some sites do not use natural gas. FUSION developers are working on adding another checkbox to allow users to indicate that the site does not use natural gas. Until then, the system maintains a list of sites internally which allows the final two columns of data to calculate correctly. If there are issues with the final two columns not generating correctly, please contact Druv Bhat for assistance at dbhat@cccco.edu or (916) 323-4814.

Additional Note: Some locations such as a district office may not have a value to enter for *Weeks of Academic Operation*. If this is the case, please input the same value for this field as entered under *Total Weeks of Operation*.

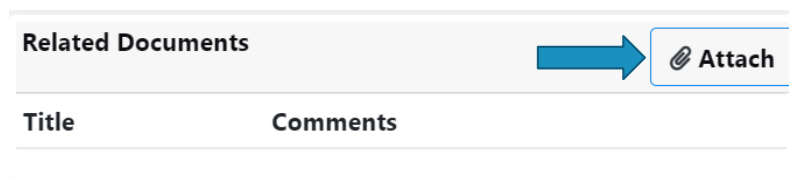
On the right-hand side of the page, users will see *Plan Status*, *Related Documents*, and *Comments* sections.

Under *Plan Status*, users can submit the Energy Usage information to the Chancellor's Office or view the information's status history under *View Status History*.

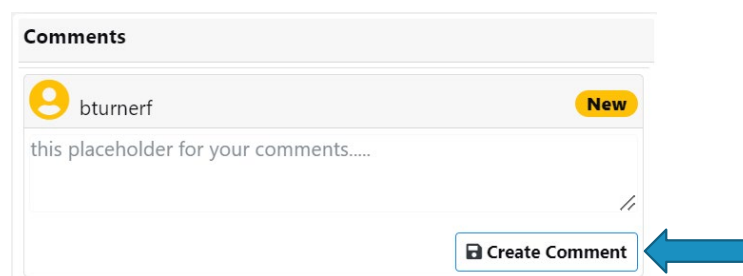


Once the information is submitted the status will update to *Submitted*. Upon Chancellor's Office review, the status will then update to *Validated* or *Need Resubmit*. The latter occurs if the data is incomplete or needs correction by the district. Once *Validated*, the submission is complete.

Below the *Plan Status* is the *Related Documents* section, which contains an "Attach" button to attach and stored documents relevant to the selected submission year.



There is also a *Comments* section to store notes within the selected submission year after clicking the "Create Comment" button.



And finally, the “Select Report” button, next to the “Save” button, allows users to generate a site-specific “Energy Usage by Campus” Excel file containing that selected site’s Energy Usage data.

