

2024-25

Energy Usage Calculator FUSION Submission Guide

CALIFORNIA COMMUNITY COLLEGES

2024-25 Energy Usage Calculator Summary

The California Community Colleges (CCCs) consists of 73 community college districts, encompassing 116 colleges, 79 approved off-campus centers and 24 separately reported district offices. One district is online only, so they do not have campus energy usage data to submit. The 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 has many 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 in British thermal units (BTU)/GSF per weeks of academic/weeks of total operation. This data is then compared to the baseline year for that site (oldest year available with valid data) to measure energy reduction goals.

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

ENERGY USAGE CALCULATOR TIMELINE

Fiscal Year	District Task	Due Date
2024-25	Submit 2023-24 Energy Usage Calculator data via FUSION	December 2, 2024

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:

Druv Bhat
Facilities Program Associate
California Community Colleges Chancellor’s Office
dbhat@cccco.edu
(916) 323-4814

Select Instructions: FUSION's Energy Usage Module

IMPORTANT NOTES

1. The FUSION Energy Usage module is fully operational but there may be changes to these instructions in subsequent years.
2. These instructions were developed in fiscal year FY 2024-25.
3. 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.
4. Prior year data has been imported into FUSION based on the latest information submitted by each district.
5. Site data for multiple locations provided in prior years, which was not generated by FUSION as a separate site in the new Energy Usage module (such as data for outreach centers), has been combined with the nearest campus. If this has occurred for a site, users will find a comment already attached to that location in FUSION which specifies what site data has been merged.
6. 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 instruction for submitting current year data, editing prior year data, and generating reports.

NAVIGATING TO ENERGY USAGE

Once logged into FUSION, users can navigate to the new Energy Usage module by following these steps:

- Log into FUSION: (<https://fusion2-prod.azurewebsites.net/Identity/Account/Login>)
- Click on the *Energy Usage* link on top of the page.



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 Space Inventory. This data is then converted to BTUs and averaged per GSF per week of operation. This average is then compared to the baseline year (oldest available year with valid data) to track a percentage change for that site.

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 that the data being requested is always for one fiscal year prior to the submission year.

Select Submission Year:

2024-2025

Q Search

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	0%
2022-2023	9,620,000	32,833,060,000	187,213	18,721,300,000	51,554,360,000	809,629	44	51	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	51	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	51	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	51	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	51	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	51	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	51	1,501	0.74%

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

- Annual Electricity KWH Usage
- Annual Natural Gas Therm Usage

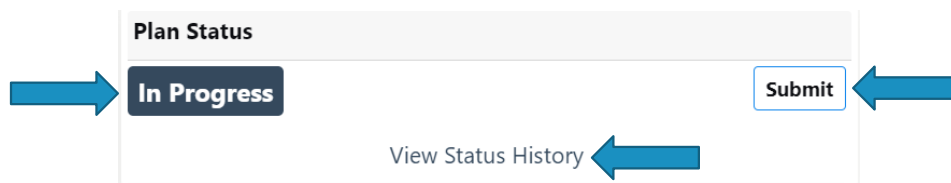
- GSF of Site
- Weeks of Academic Operation
- Total Weeks of Operation

All of the other fields are formula driven and will update automatically when complete. Please note that there is an undo button in the GSF of Site field. When clicked, this will pull GSF data from Space Inventory for the selected site from that year and may be overridden, if needed. After the data has been entered, please ensure to click the save button before switching to a different location within FUSION.

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 any issues with the final two columns not generating correctly, please contact Druv Bhat for assistance.

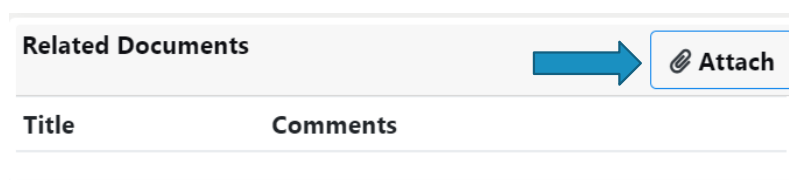
Additional Note: Some locations such as a district office may not have a value to enter for Weeks of Academic Operation. If this is the case, please input the same value for this field as entered under Total Weeks of Operation.

On the right-hand side of the page, users will see a *Plan Status*, *Related Documents*, and *Comments* section. Under *Plan Status*, users will be able to submit the Energy Usage information to the Chancellor’s Office or see the status history under *View Status History*.

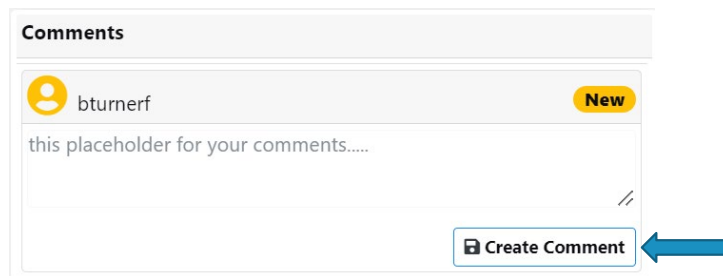


Once the information has been submitted the status will be updated to *Submitted*. Upon review from the Chancellor’s Office, the status will next be updated to *Validated* or *Additional Info* if the data is incomplete or needs correction by the district. Once validated, the submission has been completed, thank you very much for this information.

Below the *Plan Status* is a field where *Related Documents* can be attached, if desired, and stored in relation to the selected submission year.



There is also a *Comments* section where notes can be stored within the selected submission year.



And finally, next to the save button users will be able to generate a site-specific Excel file with all the data for the currently selected site.

