

Long Range Utility Services Plan Guidelines

For State Agencies and Institutions of Higher Education

The Long Range Utility Services Plan, required by [34 TAC §19.16](#), is a management tool intended to show how your agency or institution of higher education will assure adequate and cost effective energy for future needs.

The following outline is a suggested framework for your plan.

Provide the institutional goals and strategies for long term procurement of utilities including:

- Plan for procurement of electricity including time frame, sources and types of contract
- Plan for procurement of natural gas including time frame, sources and types of contract
- Plan for procurement of water and sanitary sewer including time frame, sources and types of contract
- Plans for distributed generation, renewable energy and demand response

Describe the current contract arrangements for utility procurement including:

- Time frame, current sources, types of contract, rates and contract duration for the procurement of electricity
- Time frame, current sources, types of contract, rates and contract duration for the procurement of natural gas
- Time frame, current sources, types of contract, rates, and contract duration for the procurement of domestic water and sanitary sewer
- Current distributed generation, renewable energy and demand response