

The Department has developed a variety of workbook tools designed to aid Regional and Town Planners with the Analysis & Targets sections of their energy plans. Different workbooks accommodate different approaches that may be taken to estimating an area's energy consumption and setting targets for an area's future energy consumption. The *Municipal Consumption Template* can be used to develop individual estimates for current energy consumption at the municipal-level which can then be aggregated up into region-wide totals. This template can also be used by an RPC to calculate each municipality's share of regional energy consumption; these municipal shares can serve as the basis for disaggregating the LEAP scenario results down to the municipal level. If a region decides to use the *Municipal Consumption Template* to aggregate municipal-level consumption estimates, they can also use the *Analysis & Targets Aid Regions Bottom Up* workbook to help them interpret and adjust the LEAP scenario results that were given to them by VEIC. Even if a region does not use the *Municipal Consumption Template*, for example if they have developed their own method of disaggregating LEAP scenario results, they may want to use the *Analysis & Targets Aid Regions Top Down* workbook for the same purpose (interpreting and adjusting LEAP scenario results). Municipalities interested in developing their own energy plans can refer to the workbook named *Analysis & Targets Aid Regions Municipality*, which will guide them through a pre-formulated method of estimating current consumption and setting future consumption targets at the municipal level. These various analytical approaches and corresponding uses of the workbook tools are summarized below.

If an RPC has their own method of disaggregating regional consumption totals and wants to develop aggregate regional targets:

- Use file named, *Analysis & Targets Aid Regions Top Down*

If an RPC wants to develop a method of aggregating regional consumption totals and apportioning target consumption amounts to municipalities:

- Use file named *Municipal Consumption Template* to make municipal-level estimates of current consumption. Aggregate these individual estimates into a region-wide total and calculate each municipality's share of the aggregated total.
- Use file named *Analysis & Targets Aid Regions Bottom Up* to develop region-wide target amounts. Disaggregate target amounts to the municipal level with the municipal shares calculated from the individual estimates collected through the *Municipal Consumption Template*.

If a municipality wants to develop their own energy plan with their own consumption targets:

- Use file named *Analysis & Targets Aid Regions Municipality*