



Public Purpose Charge (SB 1149) Schools Program SB 1149 Funds Reimbursement Checklist

School Districts may use this checklist to follow the process for requesting SB 1149 funds for energy audits, eligible energy measures, commissioning services, and administrative expenses.

Energy Audit Costs

- Qualified Audit Firm** submits the Audit Report to ODOE for review, and enters audit report data including audit cost in the Schools Database
- ODOE** will send “Notice of Audit Review” email to School District and Qualified Audit Firm once Audit Report review process has been completed and approved
- School District** is eligible to reimburse the audit cost from the district’s SB 1149 funds upon receipt of the “Notice of Audit Review” email

Project Costs

- School District** sends an email to ODOE that includes:
 - School name
 - Completed energy measure with Audit Measure # (on District’s Implementation Plan)
 - Date of completion (month/year)
 - Total final cost
 - Utility incentive amount or other incentive amounts (if received, include a copy of incentive payment or receipt reflecting amount)
 - Scanned copies of final cost documentation
Examples of documentation: invoice, receipt, District accounting reports, schedule of values, contractor final cost report, etc.
- School District** to complete data entry in Schools Database
Data to be entered: Total final cost, month/year of completion, SB 1149 funds requested, and any other incentives received
** School District may request by email to have ODOE complete the data entry step above*
- ODOE** will review provided data, request any follow-up data needed and approve SB 1149 funds within the Schools Database
- ODOE** will send an email to the School District confirming approved SB 1149 funds eligible for the School District to reimburse

Commissioning Costs

- School District** sends an email to ODOE that includes:
 - School name
 - Energy measure that had commissioning services, including the Audit Measure #
 - Date commissioning was completed (month/year)
 - Total commissioning cost
 - Scanned copies of commissioning cost documentation
Examples of documentation: invoice, receipt, District accounting report, etc.
 - Commissioning Report

- ODOE** will review provided data and request any necessary follow-up data

- ODOE** will complete the data entry of completed commissioning and the cost in the Schools Database

- ODOE** will send an email to the School District approving SB 1149 funds for reimbursement

Administrative Expenses

- School District** submits the Administrative Expenses Form to ODOE for review prior to work

- ODOE** will review Administrative Expenses Form, request any necessary follow-up data, and approve administrative tasks to move forward for the specified timeframe

- School District** sends an email at the end of specified timeframe to ODOE with an invoice for the amount of administrative tasks performed

- ODOE** will review invoice, request any follow up data needed and complete the data entry of administrative expenses within the Schools Database

- ODOE** will send an email to the School District approving SB 1149 funds for reimbursement