

## School District Process to Implement Energy Measures

Scoping & Feasibility Phase	Review Implementation Plan for eligibility and maximum reimbursement of all measures that are part of your project.*	Compare project to measure(s) in Implementation Plan and description(s) and scope(s) in audit reports.	Q: Does the project match the measure? ✓ Yes Ø No: Contact ODOE	<ul> <li>Q: Does the measure require Commissioning?</li> <li>✓ Yes: Choose qualified <u>Commissioning Firm</u> and move on to next phase.</li> <li>Ø No: Move on to next phase</li> </ul>
Plan, Bid, & Procurement Phase	Proceed with traditional planning and bid processes. Specifications & scope should be consistent with Implementation Plan & Audit Reports.	Compare bids to max reimbursement. → Costs above max are not eligible for reimbursement.	Complete contract and procurement processes. → Contractors should maintain itemized invoices by school and measure.	Q: Have you completed all tasks and ready to start construction? ✓ Yes: Move on to <b>next phase</b> Ø No: Contact ODOE
Construction Phase	Begin construction of measure(s). Maintain invoices and receipts throughout.	Upon completion, submit documentation of measure(s) and costs to ODOE.	ODOE reviews documentation and approves as-is or will request more info. ODOE may conduct a site visit during the process.	Data entry completed for reimbursement. Export revised Implementation Plan reflecting completion.
Helpful Links: • ODOE Schools Program • Audit Process Flowcha		Funds Reimbursement Check Irpose Charge Guidelines		<u>udit Firms</u> ommissioning Firms

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