Public Purpose Charge (SB 1149) Schools Program
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.*

Plan, Bid, & Procurement Phase
Proceed with traditional planning and bid processes. Specifications & scope should be consistent with Implementation Plan & Audit Reports.
Complete contract and procurement processes. Contractors should maintain itemized invoices by school and measure.
Q: Does the project match the measure? √ Yes
Ø No: Contact ODOE
Q: Does the measure require Commissioning?
√ Yes: Choose qualified Commissioning Firm and move on to next phase.
Ø No: Move on to next phase
Q: Have you completed all tasks and ready to start construction?
√ Yes: Move on to next phase
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 Programs
- Audit Process Flowchart
- SB 1149 Funds Reimbursement Checklist
- Qualified Audit Firms
- Public Purpose Charge Guidelines
- Qualified Commissioning Firms

* Contact Energy Trust of Oregon Existing Buildings staff to apply for ETO incentives.