



## 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