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