

**Public Purpose Charge (SB 1149) Schools Program**

**Administrative Expenses Form**

School Districts should fill out this form to request SB 1149 reimbursement funds for Administrative Expenses.

School District: Click here to enter text.

Contact Person and Title: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Date range for tasks: July 01, 20xx to June 30, 20xx *(Please specify the years that are being requested)*

Administrative Tasks completed during date range specified above *(check the boxes that apply)*:

Collect and submit copies of electric utility bills for annual eligibility reporting to Oregon Department of Energy

Collect and input all energy usage for eligible school facilities into the Schools Interactive Database for annual energy usage reporting to Oregon Department of Energy

Manage the process of hiring a Qualified Energy Auditor or Qualified Energy Audit Firm, which may include all stages beginning from contacting interested firms through hiring a Qualified Energy Auditor or Qualified Energy Audit Firm

Manage/oversee the energy audit review process between the Oregon Department of Energy and the Qualified Energy Auditor or Qualified Energy Audit Firm

Compile documentation and submit requests for reimbursement of expenses including all final costs broken out by audit cost, equipment, and labor costs for implemented measures and commissioning costs, if applicable

Enter requested amounts for final project costs or commissioning costs into the Schools Interactive Database

Review school district’s Implementation Plan and submit comments and updates to Oregon Department of Energy for review

Manage accounting details by recording and tracking all Public Purpose Charge revenues and expenditures

**Cost for tasks:** Total Cost $ Click here to enter amount. *Please provide the breakout of how you calculated Total Cost*: Click here to enter text.

*Please note: Total reimbursable administrative expenses may not exceed 5% of a school district’s total apportioned SB 1149 funding.*