

**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.*