

Prop. 39

Final Project Completion Reporting Requirements: A Look Ahead!

Overview:

The following is a summary of the documentation required in the *Final Reporting Process* for compliance with **Prop. 39** funding and project implementation. This is meant to be an overview of Final Reporting requirements, some of which should be included with your Contractor specifications and project close-out responsibilities.

We have discovered, having been through this process a few times, it is best to plan ahead and have the correct documentation cued-up by your installing Contractor(s). What better way to get it done than during the installation process! See our summary of **Contractor Responsibilities** on the final page of this memo.

In addition, as energy performance of any facility can have dozens of influences, and since re-benchmarking is also a Final Reporting requirement, the LEA needs to be aware of other performance related factors of facility operation like changes in ADA, change of use & hours, facility expansion, increases in electrical and natural gas loads, etc.

NOTE: this summary is for Final Reporting *only*. **Annual** Progress Reports, also required by Prop. 39 Guidelines, are far less rigorous and can be completed with minimal information, generally provided by your Facility and Financial staff.

For complete information and reference to the Final Reporting Guidelines for Prop. 39, please refer to the CEC website using the two URL links below.

- ❖ [Final Report Instructions](#)
- ❖ [Final Report Presentation \(Best Overview\)](#)

Remember: Final Reports (and related Annual Progress Reports) will typically be due by Sept. 30th of each year. Email reminders from the CEC should be sent to Authorized Agents (District) and Project Managers (Consultants) in most cases. **ALL measures within a single EEP must be completed (if they are still in the “plan”) prior to Final Report submittal.**

Outline of Documents and Information for Final Reporting

Cover Letter:

All Final Reports (and EEP submittals, too) are best accompanied by a cover letter which outlines the scope of work, any changes to that scope (see Amendments), any unforeseen energy savings surprises, etc. It is best to think of the Cover Letter as a “Road Map” for the CEC project manager when they conduct their review of your Final Completion Report submittal.

Implementation Dates:

It is necessary to keep records of project implementation **Start** and **Completion** dates. When your Energy Expenditure Plan (EEP) was submitted, target start and completion dates were estimated, at best. As long as the start date of any Prop. 39 project was after Dec. 2013, it fits into the program. **Keep good records!**

Energy Manager/Training/Apprenticeship Programs:

This is not a very detail laden component of the Final Report, but it is always recommended to keep good records in terms of District costs, scope of work, employee or consultant support as it pertains to District Energy Management functions. Any documentation on these items will come in handy when you submit!

Department of Industrial Relations (DIR):

If applicable, records and documents pertaining to DIR involvement on all aspects of your project are required in the Final Report submittal! **Keep good records! (See the Theme?)**

Energy Savings Identification:

This is not so much a Contractor function, but rather, it should be handled by the LEA or the LEA's Energy Consultant. As mentioned in the overview above, energy reporting (benchmarking) must be part of the Final Project Completion Report. There are four (4) options by which the LEA can comply with this component of the Final Report:

1. Utility Incentive Completion Report
2. Energy Commission Energy Savings Calculators Report
3. LEA's own final energy savings report
4. Third-party final energy savings report

Since you are a kW client, your kW Engineering audit report(s) are the foundation of your savings estimates, which were already entered into the CEC EEP data base. (Any other form of energy accounting, EMS trending, EnergyCAP, etc. will be helpful in supporting your energy savings documentation.)

If your District has On-Site Solar PV Generation, current utility data and any available solar system (such as vendor supplied) software output will be extremely helpful in performing this energy "balance" of post-project performance.

Amendments:

Any changes to the original (EEP based) scope of projects is ok; the CEC recognizes the fact that from the time of audit assessments and project identification, to when projects are finally implemented, things change! As a result, what is expected is a summary of project changes in scope and all system performance and technical details of the "new" measure(s), including cost, savings and resultant SIR. It is up to the LEA (and/or their consultant) to make these changes very visible to the CEC; this should be the very first component of your **Cover Letter**.

Contracts, Bill of Materials and Detailed Invoices:

For many projects, such as a major HVAC renovation or similar improvements, the LEA will have a General Contractor agreement which contains milestone dates, total contract amounts, scope of work, etc. Although this is not granular enough for P-39 requirements, it is a good document to submit with your Final Report as an overview of scope and project completion.

The actual **Bill of Materials and/or Detailed Invoices** are what the CEC is really looking for and are expected in the Final Reporting documentation. The more specific and granular, the better. Especially with mechanical systems, such as HVAC equipment with specific serial numbers, it REALLY helps to have as much detail as possible. Vendor submittals of installed equipment are also valuable to a CEC reviewing engineer: anything that indicates manufacturer's rated performance and other similar characteristics. **Consider having records (eg. Spreadsheet) of HVAC Serial #'s as mandatory!**

Total cost of a measure is key, soft costs included! Be Smart, Be Flexible! If a measure was "over-funded" compared to what you spent, make sure you have included all potential soft costs incurred by your District. If the Measure was under-funded...well, that may be a simple fact, but make sure you have ALL of your costs accounted for; if a measure and/or project went OVER budget, AND if you have room in your SIR calculation, there may be some wiggle room to get additional funding! **Again, Keep Good Records!!**

Inspection and Commissioning Reports:

Especially with new Title-24 Energy Code requirements for lighting, it is vital to have proper documentation of all commissioning reports related to the systems installed under Prop. 39 funding. Have your Commissioning Agent provide these documents!

Photographs:

Yes, photographs! When it pertains to HVAC equipment, we recommend taking several photos of each unit; this means the fan coil/furnace/evaporator AND the condenser of a split system; this means each rooftop unit, etc. When an HVAC system is commissioned (documented testing and start-up) there should be a record of each system component. It is best to take a photo of the unit, the name plate and the tag number, so that the photos are properly organized. Once again, good organization upfront will make the reporting process that much easier and painless, and less costly; getting staff or consultants to climb back onto roofs for photo sessions is a waste of your time and precious resources!

In the case of lighting, controls, and similar "small" and more numerous components, NO, photos of every individual part and piece is **not** required. Use judgement and take photos of "typical" installations and components; best to have perhaps two (2) photos of each type of fixture. In the case of lamps and ballasts for example, one photo of a ballast and lamp type will suffice. The same applies to HVAC and lighting controls components (eg. thermostats, occupancy sensors).

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Pittsburg High School – Stadium Field Lighting **Retrofit Project**

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Contractor Responsibilities:

As a summary, these key bullet points, per the outline above, should be added to the required scope of your installing contractor, and in the case of in-house implementation, your facilities and maintenance staff.

Documents to be Submitted to Alan Glass, PUSD District Representative, upon Close-Out of EEP Project Scope

- ❖ **Contracts:** Copies of all contracts, including milestone dates, total contract amounts, scope of work, etc.
- ❖ **Bill of Materials:** Complete records of Bill of Materials. These need to be separated by measure type and the facility at which the installation is located.
- ❖ **Invoices:** Specific to each measure, a detailed invoice listing equipment, parts, components and/or any other appurtenance related to the complete installation of the related measure.
- ❖ **Amendments (aka Change orders):** Documented changes to scope of a measure from the scope originally submitted to the CEC in the Energy Expenditure Plan. If one thing was specified, and the contractor installs something different, document the reason for the change and why, even if there is no change in cost!
- ❖ **Change Orders:** (see Amendments!)
- ❖ **Specifications and Cut Sheets (aka submittals):** It is extremely important to properly document the manufacturer's rated performance of any equipment/components installed, given its potential relationship to overall system performance and savings.
- ❖ **Inspection and Commissioning records:** Provide any and all documentation related to the start-up and commissioning of mechanical and electrical (lighting) systems.
- ❖ **Photographs:** Photo documentation of ALL systems and system components is required, using judgement for common parts; all HVAC systems should be photographed (eg. each packaged unit), but photos of samples of components (light fixtures, lamps, ballasts, controls, etc.), as typical throughout an installation, are appropriate.