Proposition 39: Clean Energy Jobs Act of 2012

California Community Colleges
Proposition 39 Implementation Guidelines

ADDENDUM TO THE MAY 29, 2013 CCC ENERGY PROJECT GUIDANCE

Prepared by the
California Community Colleges Chancellor’s Office

REVISED APRIL 2015
ACKNOWLEDGMENTS

The California Community Colleges Chancellor’s Office wishes to acknowledge the California Department of Education, the California Energy Commission, the California Public Utilities Commission, the California Community Colleges/Investor Owned Utilities Energy Efficiency Partnership, and the four Partnership participating utilities (Pacific Gas & Electric, Southern California Edison, Southern California Gas, and San Diego Gas & Electric) for their assistance in preparing this document.
<table>
<thead>
<tr>
<th>Section</th>
<th>Paragraph</th>
<th>Page Number</th>
<th>Change Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Revisions Page</td>
<td>ii</td>
<td>Page added as Section i. to identify April 2015 revisions to Guidelines.</td>
</tr>
<tr>
<td>1.</td>
<td>Purpose</td>
<td>1</td>
<td>Clarified sources of funding for qualifying energy projects. Updated the Process Flow Diagram (Exhibit A). Indicated that many of the process steps that are CCCCO responsibility will be accomplished by a Program Consultant.</td>
</tr>
<tr>
<td>2.</td>
<td>Procedure</td>
<td>3</td>
<td>Updated the District Call for Projects process to note that it is to be conducted annually for each fiscal year. Deleted New Construction projects as eligible for Prop 39 funding.</td>
</tr>
<tr>
<td>2.</td>
<td>Procedure</td>
<td>4.2.1</td>
<td>Clarified process for Benchmarking and reporting of Annual Energy Usage and Energy Use Intensity (EUI).</td>
</tr>
<tr>
<td>2.</td>
<td>Procedure</td>
<td>4.2.2</td>
<td>Clarified qualifying costs for technical assistance activities. Added requirement for a Technical Assistance Funding request. Clarified the deliverables required as a result of technical assistance activities.</td>
</tr>
<tr>
<td>2.</td>
<td>Procedure</td>
<td>4.2.3.1</td>
<td>Clarified that the CSI Loading Order evaluation criteria for solar PV projects will be used even if CSI incentives are not available in a utility territory.</td>
</tr>
<tr>
<td>2.</td>
<td>Procedure</td>
<td>4.2.3.2</td>
<td>Clarified that project cost effectiveness will be evaluated on a cumulative SIR of 1.1 or greater at the District level from the start date of the Proposition 39 program. Referenced the Proposition 39 Cost Effectiveness Calculation worksheet, which can be used to calculate individual project SIR as well as cumulative SIR at the District level. Added an Exhibit that defines qualifying hard and soft costs for Prop 39 funded projects.</td>
</tr>
</tbody>
</table>
| 2.      | Procedure   | 6.1 Project funding Application | Clarified the requirements for the Project Funding Application (Form B) for different project types and the database-generated Form B. Clarified that District signatures are not
<table>
<thead>
<tr>
<th>Section</th>
<th>Paragraph</th>
<th>Page Number</th>
<th>Change Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>required on preliminary Form Bs, but are required on all Form Bs that are submitted to the Chancellor’s Office for approval. Deleted the project application reference for New Construction projects. Clarified that a standalone Form B can be downloaded from the CCC/IOU Partnership website and that Form Bs can also be created by the database once an application and associated project data is entered. Added an Exhibit for a Solar PV Cost Effectiveness Calculator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Added clarification on eligibility and approval of projects spanning multiple years. Added requirement that if Proposition 39 funds are “freed up” based on cancelled projects or when project costs at completion are less than approved amounts, those funds shall be reallocated to another project.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Described the process for tracking Prop 39 funding transfers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deleted the requirement for the Project Completion Form (Form E).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clarified process and reporting forms to be used for Project-Close-out. Clarified that eligible project costs include both hard and soft costs as defined in the Project Costs Definition sheet included in Exhibit F. Soft costs that were originally included in the Project Funding Application (Form B) may be excluded from final project cost reporting at the discretion of the District. Any utility incentives received for a project must be included in the final project cost determination. Described the process for tracking Prop 39 funding transfers. Clarified that the definition of a “completed” project is one that has been successfully installed and closed-out using this process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clarified process for Districts and CCCCO preparation and submittal of Annual Expenditure Reports to the Citizens Oversight Board (COB).</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

**SECTION 1. PURPOSE**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purpose of the project guidance addendum</td>
</tr>
</tbody>
</table>

**SECTION 2. PROCEDURE**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enhanced Outreach to Districts</td>
</tr>
<tr>
<td>2</td>
<td>Deploy Project Identification and Development Templates/Standards</td>
</tr>
<tr>
<td>3</td>
<td>Develop and Update Call for Projects List</td>
</tr>
<tr>
<td>4</td>
<td>Screen and Prioritize Projects</td>
</tr>
<tr>
<td>5</td>
<td>Project Development to Support Proposition 39 Funding Applications</td>
</tr>
<tr>
<td>6</td>
<td>Submit Proposition 39 Funding Application to CCCCO and Utilities</td>
</tr>
<tr>
<td>7</td>
<td>Review and Approve Proposition 39 Project Funding Applications</td>
</tr>
<tr>
<td>8</td>
<td>Distribute Proposition 39 Funds to District</td>
</tr>
<tr>
<td>9</td>
<td>Fully Develop Project Workscope, Schedule and Contracts for Project Implementation</td>
</tr>
<tr>
<td>10</td>
<td>Energy Project Implementation</td>
</tr>
<tr>
<td>11</td>
<td>Proposition 39 Project Installation Completion Notification</td>
</tr>
<tr>
<td>12</td>
<td>Perform Final Proposition 39 Project-Level M&amp;V</td>
</tr>
<tr>
<td>13</td>
<td>Annual Proposition 39 Expenditure Report</td>
</tr>
<tr>
<td>14</td>
<td>Compile Annual Expenditure Reports from Districts and Submit to the Citizens Oversight Board (COB)</td>
</tr>
</tbody>
</table>

**SECTION 3. OTHER PROGRAM ELEMENTS**

**EXHIBITS**

- Exhibit A - Process Flow Diagram (Including Roles and Responsibilities Matrix)
- Exhibit B - Call for Projects Form
- Exhibit C - Third Party Engineer Reference Guide
- Exhibit D - Approved Funding Guidance Sheet
- Exhibit E - Technical Assistance Funding Request
- Exhibit F - Project Costs Definition
- Exhibit G - Cost Effectiveness Calculation Worksheet
- Exhibit H - Sample Project Development Checklists
- Exhibit I - Proposition 39 Supplemental Funding Application – Retrofit
- Exhibit J - Proposition 39 Supplemental Funding Application – MBCx
- Exhibit K - Proposition 39 Funding Application – RCx
- Exhibit L - Proposition 39 Solar PV Cost Effectiveness Calculator
- Exhibit M - Sample District Multi-Year Funding Commitment Letter
Exhibit N - Contracting “Best Practices” Fact Sheet
Exhibit O - DSA Proposition 39 Presentation
Exhibit P - Project Funding Approval and Transfer Process Flow Diagram
Exhibit Q - Sample Project Close-Out Checklists
Exhibit R - Sample Final Installation Report (IR)
Exhibit S - Sample Actual Job Creation Reporting Form (Form J)
Exhibit T - Final Project Verification Report (Form F)
Exhibit U - Sample Annual Project Expenditure Reports
Exhibit V - Proposition 39 Initiative Text
Exhibit W - SB 73 Text
SECTION 1.

PURPOSE

This document is an addendum to the May 29, 2013 CCC Proposition 39 Energy Project Guidance. It is intended to provide step-by-step Guidelines for Community College Districts and the California Community Colleges Chancellor’s Office (CCCCO) for the implementation of Proposition 39, The California Clean Energy Jobs Act, and to meet the requirements of its enabling legislation, SB 73. Proposition 39 establishes objectives for energy efficiency retrofits, clean energy installations, and other energy system improvements to reduce costs and achieve energy and environmental benefits.

This is the April 2015 revision to the Guidelines. All changes have been documented in the table of revisions included on page ii of this document.

Funding is approved annually by the state legislature for energy project implementation in the Community College system and is distributed on a Full Time Equivalent Students (FTES) basis for qualifying projects. In addition, annual Scheduled Maintenance Funds are available for project implementation and can be applied for through the Chancellor’s Office. Proposition 39 funding can be combined with other project financing and funding mechanisms such as utility incentives, utility On-Bill Financing (OBF) programs, and the California Public Facilities Energy Financing Program (CPFEF). For more information on these programs contact your local utility representative or the Chancellor’s Office.

These Guidelines are intended to be used in conjunction with the May 2013 Guidance document, which contains valuable information and resources to assist Districts with project implementation. Attached to these Guidelines is a Process Flow Diagram (Exhibit A), which illustrates each process step described below to provide a better understanding of tasks, roles, and responsibilities for program participants. This is an excerpt from the May 2013 Guidance document and each step is annotated to reflect the descriptions below. The steps in the Process Flow Diagram are overlaid on the CCC/IOU Energy Efficiency Partnership process, as Proposition 39 implementation will occur in parallel with Partnership activities.

The methodology that Districts and the Chancellors Office will utilize to meet the requirements of SB 73 for project eligibility, cost effectiveness, evaluation, prioritization, procurement, tracking and reporting, job creation and other non-energy benefits, and enforcement for non-compliance is described below and cross-referenced to the applicable code section number. Program results will be reported annually to the Citizens Oversight Board (COB) established by Proposition 39. These requirements must be met by the Chancellor’s Office and Districts to ensure compliance with the Proposition and to avoid enforcement action that may jeopardize a District’s funding allocations. The CCCCCO has contracted with a Program Consultant to assist with the implementation with the Proposition 39 program. The Program Consultant will accomplish many of the activities assigned to the CCCCCO described below.
SECTION 2.
PROCEDURE

The following step-by-step procedure will be employed by CCC Districts and the Chancellors Office to implement Proposition 39.

Step 1. Enhanced Outreach to Districts
Lead Responsibility: CCCC0
Assist: Utilities

The Chancellors Office has implemented an Enhanced Outreach Program to communicate the benefits and requirements of Proposition 39 Energy Project Funding to Districts, and has conducted Outreach activities at Districts and campuses. These efforts have included regional workshops to more efficiently deliver the program message to multiple Districts. The intent of the Enhanced Outreach Program is to ensure that Districts understand and comply with the requirements of SB 73 and utilize these Guidelines for the identification, evaluation, implementation, verification, and reporting of energy projects funded by Proposition 39. The Proposition 39 Enhanced Outreach program has coordinated with and complements existing utility incentive program Outreach activities performed by the CCC/IOU Partnership. An Outreach Program Plan will be developed by the Chancellor's Office for the continuation of Outreach efforts going forward. Monthly Outreach Reports will be prepared to demonstrate program effectiveness and improvement needs.

Deliverables

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Enhanced Outreach Program Plan</td>
<td>CCCC0</td>
</tr>
<tr>
<td>1.2</td>
<td>Monthly Outreach Reports</td>
<td>CCCC0</td>
</tr>
</tbody>
</table>

Step 2. Deploy Project Identification and Development Templates/Standards
Responsibility: CCCC0

As described in the May 29, 2013 Program Guidance, the Chancellors Office has identified several tools and templates to assist Districts and campuses with the identification and prioritization of qualifying energy projects for Proposition 39 funding. In addition to these tools, the step-by-step Proposition 39 Implementation Guidelines will be included in the Deployment Package to provide the necessary instructions to Districts for the implementation of the program to ensure all Proposition 39 and SB 73 requirements are met. These tools and standards include the following:

- CCC Proposition 39 Implementation Guidelines, including Exhibits and Forms
- CCC Sustainability Template – Energy Projects Excerpt
- CCC Sustainability Template – Economics Excerpt
- Campus Project Identification and Prioritization Worksheet
- Functional Specifications for System-wide Enterprise Energy Information System
- Functional Guidelines for Building Management Systems
- Monitoring Based Commissioning (MBCx) Guidelines
Retro-commissioning (RCx) Guidelines
CCC Guidelines Process Flowchart and Roles & Responsibilities Matrix
CCC Sustainability Template - List of Resources

The CCCCO has developed a “Deployment Package” of the tools and templates, in electronic and hard copy formats, and will distribute the package to Districts participating in the program. The CCCCO has and will continue to provide assistance as required to Districts and campuses in their utilization of the tools and templates. The Deployment Package is one element of the Enhanced Outreach program to Districts.

Deliverables

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Tools and Templates Deployment Package</td>
<td>CCCCO</td>
</tr>
</tbody>
</table>

Step 3. Develop and Update Call for Projects List
Primary Responsibility: Districts
Assist: Utilities

In coordination with the CCC/IOU Partnership, a “Call for Projects” is issued prior to the beginning of each fiscal year to all Districts. The Call for Projects serves as the basis for project development and the submittal of both utility incentive applications and Proposition 39 funding applications at the beginning of each fiscal year for that year’s approved Proposition 39 allocation. The CCCCO will continue to assist this effort by working with Districts and the CCC/IOU Partnership to solicit additional projects, and will be responsible for consolidating annual Proposition 39 “Master Projects Lists” that contains projects from all Districts.

Eligible project types for Proposition 39 funding include, but are not limited to, the following:

Energy Efficiency
- Equipment Retrofits
- Controls upgrades
- Air balancing projects
- Major Building Renovation (energy savings component only)
- Monitoring Based Commissioning (MBCx)
- Retro-commissioning (RCx)

Demand Reduction
- Permanent Load Shifting
- Demand Response

Renewable Energy
- Solar Photovoltaic Energy Generation
- Solar Thermal
- Wind Energy
Clean Self-Generation
- Cogeneration (includes engines, fuel cells, turbines)
- Electric generation without heat recovery (e.g. fuel cell)
- Renewable facility fuel (e.g., biomass to fire boilers)

Other
- Fuel switching projects which save source energy (based on 10,716 BTU/kWh of electricity or 100,000 BTU/therm of natural gas)

Other proposed projects will be considered on a case-by-case basis by the Chancellor’s Office.

This step will require the execution of the following tasks:

3.1 CCCC0 Contact Districts to Identify Projects
Primary Responsibility: CCCC0
Assist: Utilities

The CCCC0 and any participating utility will continue outreach to District representatives to discuss additional project opportunities. This may require campus visits to inspect site conditions and to have in depth discussions with campus personnel. Based on discussions and site inspections, the CCCC0 and utilities will identify potential projects and preliminary project costs and energy savings. Project costs and energy savings will be preliminary in nature, and can be based on existing energy audit information, engineering estimates, or “rule of thumb” information. The cost and savings information will be firmed up and evaluated for Proposition 39 qualification in Step 4, below.

3.2 District Submit “Call for Projects” Form
Primary Responsibility: District
Assist: Utilities

The District will submit identified projects on the “Call for Projects” Form (Exhibit B) for Energy Efficiency or Renewable Energy Projects to the Chancellor’s Office and any participating utility. The District will complete the form with as much information as possible from Task 3.1.

3.3 CCCC0 Update the Master Project List, as required
Responsibility: CCCC0

The CCCC0 will add the Call for Projects Form information to the Master Projects List that contains all Proposition 39 project data. The CCCC0 will maintain and update the Master Projects List as required as new projects are identified. The Master Projects List is part of the Project Tracking Database that has been established by the CCCC0 to track project data throughout the life of the Program.
Step 4. Screen and Prioritize Projects

Primary Responsibility: CCCCO
Assist: Districts, Utilities

The CCCCO will have lead responsibility for the screening and prioritization of projects on the “Master Projects List” to ensure that all proposed projects meet the Guidelines criteria and priorities. Districts will work cooperatively with the CCCCO in this effort and assist as required. Many of the projects submitted by Districts may not meet either Proposition 39 requirements or the priorities established by the Chancellor’s Office or the District for project implementation. Projects prioritized for implementation though this process will proceed to the development stage for Proposition 39 funding applications. The CCCCO will work cooperatively with participating utilities throughout this process as, in some cases, the utilities will continue to provide resources for this task. This task requires that the CCCCO perform detailed engineering review of campus submittals and to evaluate project submittals against technical and programmatic criteria.

The following tasks and requirements shall be accomplished for this step:

4.1 Establish and Employ Standard Methods for Estimating Energy Savings
Responsibility: CCCCO
[Code Reference: PRC 26235 (a)(1)]

The CCCs will evaluate energy projects to be implemented with Proposition 39 funding using the collection of requirements summarized below. The implementation and evaluation protocols shown here have been used to approve incentive payments to California Community Colleges under the CCC/IOU Partnership Program since 2006, and the procedures, technical guidelines, and results have been vetted through public review. In order to obtain incentives approved by the California Public Utilities Commission (CPUC), any project implemented using Proposition 39 funding will need to follow the process shown below.

The 2013-14 Statewide Customized Offering Procedures Manual for Business provides guidelines for evaluation of energy efficiency and demand response retrofit projects with respect to:

- Project eligibility for CPUC approved incentives
- Methods for calculation of savings
- Proper evaluation of energy baselines

For various basic project types a standard calculation tool is provided, the Customized Calculation Tool 2013 can be found here:
The California Solar Initiative (CSI) is the solar rebate program for California consumers that are customers of the investor-owned utilities - Pacific Gas and Electric (PG&E), Southern California Edison (SCE), San Diego Gas & Electric (SDG&E).

Districts implementing Solar PV and Solar Thermal projects at campuses shall employ the CSI guidelines. Information on the CSI program can be found here: http://www.gosolarcalifornia.ca.gov/csi/index.php

Monitoring-based Commissioning (MBCx) projects are evaluated based on the guidance provided in the 2012 MBCx Project Requirements document (these are scheduled to be updated in 2015 and will be utilized for Proposition 39 implementation).

Retrocommissioning (RCx) projects are evaluated based on the guidance provided in the 2010-2012 Statewide Retrocommissioning Policy & Procedures Manual. When this document is updated for the current program cycle, it will also be utilized as the basis for Proposition 39 implementation. Current pilot efforts in SCE territory have been successful in helping CCCs achieve a more cost-effective participation in the IOU's core RCx program offerings. SCE’s RCx program guidelines can be accessed here:

The 2015 Savings By Design Participant Handbook provides guidelines for evaluation of energy efficient new construction and major rehabilitation projects with respect to project eligibility, whole building or systems approaches to savings, and baseline analysis. Only the incremental cost related to energy savings for major building rehabilitation and upgrade projects will qualify for Proposition 39 funding.

The 2015 Self Generation Incentive Program (SGIP) Handbook provides guidelines for evaluation of efficient self generation and cogeneration projects.

The International Performance Measurement and Verification Protocol (IPMVP) provides an overview of current best practice techniques available for measuring and verifying savings from energy efficiency projects.
http://mnv.lbl.gov/keyMnVDocs/ipmvp

Finally, the Chancellors Office has created a Third Party Engineer Reference Guide (Exhibit C) that provides a concise summary of all requirements for estimating energy savings for Proposition 39 projects. This document can be accessed here:

For the Proposition 39 Funding Program, energy savings will be based on the difference between annual energy use under existing conditions and annual energy use under proposed conditions, and the corresponding cost of energy saved, as described in SB 73. These annual energy savings,
and the corresponding annual energy cost savings, will be used to determine the cost-effectiveness of Proposition 39 projects and for program reporting. For certain projects, the utility incentive programs measure energy savings against state energy code baselines rather than actual usage, and this will be used as the basis for the utility incentive payment.

4.2 Project Evaluation, Screening, and Prioritization
Primary Responsibility: CCCCO and Districts
Assist: Utilities
[Code Reference: 26235 (a)(3)]

The CCCCO shall evaluate, screen, and prioritize the “Call for Projects” lists according to the following criteria and methodologies.

4.2.1 Benchmarking of Campus Facilities
Responsibility: CCCCO and Districts
Assist: Utilities
[Code Reference: 26235 (a)(3)(A)]

Proposition 39 suggests that benchmarking or other energy rating systems be used to select best candidate facilities for energy project implementation. CCC candidate facilities were benchmarked under a system-wide study performed in 2008, which evaluated all Districts and Campuses for energy efficiency project potential based on energy use per square foot. It is from that statewide analysis that the $340 million in project backlog has been produced.

As also required by SB 73, the CCC Districts will provide annual usage data to the Citizens Oversight Board and CEC for electricity, natural gas, and/or propane. Annual usage data will be used to benchmark energy use at the campus-level based on Energy Use Intensity (EUI), or energy use per square foot. The EUI score will then be used to identify the highest energy users and best sites for potential energy efficiency improvements at each District. The CCCCO will assist Districts in compiling usage data, calculating campus-level EUI, and in developing a Benchmarking Report. Currently, the Chancellor’s Office is working with the utility providers on a pilot program to utilize EPA Energy Star® Portfolio Manager for this purpose.

4.2.2 Perform Energy Surveys and Audits
Responsibility: Districts
Assist: Utilities
[Code Reference: 26235 (a)(3)(B)]

The projects identified in the Master Projects List were either developed by the CCC/IOU Partnership Program before passage of Proposition 39 or resulted from the CCCCO’s Call for Projects since passage of the Act. All of these projects were identified through an energy auditing process equivalent to ASHRAE Level 1 or 2 requirements. Projects will be required to complete a detailed analysis that will include preliminary engineering to develop scope, estimated costs, and estimated energy savings to support Project Funding.
Applications, described in Step 5, below. For those districts in the IOU and in some POU service territories, these services may be offered to the customer at no additional charge.

If a District requires additional planning or technical assistance to identify projects beyond what is provided by participating utilities or the Chancellor’s Office, funding for these services may be provided from the District’s Proposition 39 FTES allocation. Funding used for technical services will be deducted from the annual allocation and will not be available for project implementation. Funding used for Technical Assistance will not be included in the District’s cumulative SIR calculation. Technical assistance described below is limited to pre-Project Funding Application activities. Project detailed design, RFQ/RFP development, or other technical tasks associated with project implementation should be included in the costs identified in the Project Funding Application submitted as described in Section 6 of the Guidelines.

The following services qualify for technical assistance funding:

<table>
<thead>
<tr>
<th>Pre-Project Funding Approved Activities (Project Development)</th>
<th>Description of Activity</th>
<th>Funding Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening level audit for project identification and prioritization of potential energy efficiency projects</td>
<td>A screening audit of a campus that identifies areas of energy waste or inefficiency. It involves interviews with site operating personnel, a review of the past 12 months of the utility billing data (electric and gas/propane usage) and other operating data, and a walk-through of the facility. The result is a list of potential energy efficiency projects with a suggested prioritization of the identified projects.</td>
<td>Up to $0.05 per gross square foot</td>
</tr>
<tr>
<td>American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Level 2 Energy Audit</td>
<td>An ASHRAE Level 2 audit includes detailed project cost, energy savings calculations and financial analysis of proposed energy efficiency measures. The financial analysis provides a comprehensive understanding of the financial benefits of implementing specific energy efficiency measures and provides the information necessary for the completion of Funding Applications.</td>
<td>Up to $0.15 per gross square foot</td>
</tr>
</tbody>
</table>
If a Community College needs assistance completing the Proposition 39 program requirements, it may use part of their allocation for program assistance activities. This may include activities related to planning, benchmarking, or preparing Funding Applications.

As approved by CCCCO (subject to limit described below)

An Approved Funding Guidance Sheet is included in Exhibit D that further defines eligible Project Development and Project Implementation tasks.

The District shall submit a Proposition 39 Technical Assistance Funding Request (Exhibit E) to the CCCCO outlining the scope of services required, deliverables, and the total amount of funding requested within the limits described above. This form can also be downloaded from the CCC/IOU Partnership web site, here: [http://www.cccutilitypartnership.com/Prop%2039%20Technical%20Assistance%20Funding%20Request%20Form%2020140224.xlsx](http://www.cccutilitypartnership.com/Prop%2039%20Technical%20Assistance%20Funding%20Request%20Form%2020140224.xlsx)

The Chancellor’s Office will approve funding for technical services based on review and approval of the proposal. In general, the total cost for technical services should not exceed 20% of the annual Proposition 39 FTES allocation for the District. Any consultant contracts issued by Districts for these services shall meet the requirements described in Step 9, below. A consultant technical report or other deliverables required by the technical assistance contract shall be provided to the CCCCO at the completion of the technical assistance activities.

Technical Assistance funding is limited to the services described above. Funding for Energy Manager or other staff positions at Districts are not included in the CCC Proposition 39 program.

### 4.2.3 Sequencing and Prioritizing Facility Improvements

Responsibility: CCCCO and Districts

[Code Reference: 26235 (a)(3)(C)]

The Community Colleges will meet the requirements of Proposition 39 and SB 73 and will sequence and prioritize projects for implementation using a four-step evaluation process as outlined below.
**4.2.3.1 Screen Projects for Loading Order Compliance**

Primary Responsibility: CCCCO and Districts  
Assist: Utilities

California’s “loading order” of energy resources was established in 2003 in the state’s first *Energy Action Plan*. This established a prioritization of energy strategies to address the state’s growing energy needs. Energy efficiency and demand response projects are the first approach, followed by renewable energy generation, distributed generation, combined heat and power applications, and clean and efficient fossil-fired generation, in that order. Since 2006 the CCCs, in collaboration with the CCC/IOU Partnership Program, have been engaged in a process of project identification and prioritization that adheres to the CPUC loading order.

For Proposition 39 implementation, Districts and the CCCCO will review the “Master Projects List” created under Step 3 and perform an initial “screening” process to ensure all proposed projects comply with the CPUC Loading Order. Only those projects (with the exceptions described below) will proceed to the next step in project development.

Some Community College Districts have completed significant energy efficiency efforts over the past several years, and select districts are now interested in implementing solar, other renewable energy projects, or clean on-site generation. The CCC Proposition 39 Program will address this by employing the principals of the minimum Energy Efficiency requirements outlined in section 2.3 of the California Solar Initiative (CSI) handbook, as described below.

An energy audit is required for Districts to be eligible for a CSI Incentive and Proposition 39 funding for solar projects. Acceptable audit protocols consist of an online audit, telephone audit, or onsite audit provided by the utilities, third-party provider or the CSI Program Administrator. The utilities or Program Administrator may also provide additional audit tools for customers. Third-party providers of energy efficiency audits may also provide audits at the expense of the District. At a minimum, the provider must perform an online or phone audit. After an audit is performed, the District is responsible
for submitting a copy of the completed Energy Efficiency Audit to the CSI Program Administrator and the Chancellor’s Office. Additionally, as part of the Reservation Request Form an Energy Efficiency Disclosure must be completed and submitted to the CSI Program Administrator and the Chancellors Office with their CSI Reservation Request Package.

The Energy Efficiency Disclosure, included in the Reservation Request Application, must be signed and completed by the District. The Disclosure certifies that the Program Administrator has provided the District with information regarding their building that enables them to make informed decisions on energy efficiency. The Disclosure identifies which, if any, energy efficiency measures will be taken. If measures are to be installed after the installation of the solar energy system, then the District shall declare on the Disclosure which measures have or will be installed. Additionally, the District acknowledges that the following information has been reviewed:

- Most recent 12 months of the facility’s energy consumption.
- List of building energy use assessment services and tools available for use by the building owner for further investigation—for commercial buildings, this must include information on available retrocommissioning services.
- List of possible cost-effective energy efficiency measures applicable to the building.
- List of current utility energy efficiency rebates and incentives that are available.

The Energy Efficiency Disclosure to be signed by the District as part of the CSI Reservation Request Package shall also include the following:

- Certification that the District has received the above information.
- A list of the energy use assessment services or tools the building District used to identify cost-effective energy efficiency measures that could be installed in the building.
- A list of the energy efficiency measures that have been installed or will be installed prior to or in conjunction with the installation of the solar energy system.
- If energy efficiency measures are planned to be installed at a later time, the date by which these measures are planned to be installed.
- A copy of the energy audit report for buildings less than 100,000 square feet.

The Chancellor’s Office will review Energy Efficiency Disclosure and Reservation Request Package, and approval of Proposition 39 funding for solar generation projects will be on a case-by-case basis for projects meeting CSI requirements at the Chancellor’s Office discretion.

The detailed process and requirements for evaluating minimum energy efficiency requirements prior to installation of on-site generation can be found here: http://www.gosolarcalifornia.ca.gov/documents/CSI_HANDBOOK.PDF

If CSI incentives are not available in any utility territory, a Loading Order evaluation must still be performed using the CSI criteria as described above. Notes shall be included in the
4.2.3.2 **Evaluate Project Cost Effectiveness**

Responsibility: CCCCO and Districts
Assist: Utilities
[Code Reference: 26235 (a)(3)(D)]

Projects that proceed from the screening process described above will next be evaluated for cost effectiveness. Proposition 39 requires a cost effectiveness criteria that energy savings exceed project costs over its life-cycle. The indices to be used by the CCCs for this determination will be a Savings to Investment Ratio (SIR) greater than or equal to 1.1 calculated on a life-cycle Net Present Value (NPV) basis. Cost effectiveness will be evaluated on an individual project basis as well as a cumulative basis at the District project portfolio level. ALL projects must demonstrate energy savings, however projects that do not meet the 1.1 SIR criteria will be evaluated based on the cumulative cost effectiveness for all projects approved for the District from the start date of the Proposition 39 program. If the portfolio of all approved projects including the proposed project achieves a cumulative SIR of 1.1 or greater, the proposed project will be eligible.

The following assumptions shall be used in the cost effectiveness NPV calculations by Districts for all project categories:

- Energy cost escalation rate = 4%
- Nominal discount rate = 5%
- Inflation Rate = 2%
- Project costs will be net (or minus) any utility incentives or grants used to finance the project.
- Energy savings, maintenance savings, and Non-Energy Benefits (NEBs) will be included in the calculation.
  - NEBs include benefits such as improved lighting quality, indoor air quality, acoustics, occupant comfort, health, and safety. A factor equal to 5% of project installation cost will be included for NEBs for the cost effectiveness calculations.
  - Maintenance savings will be assumed at a value of 2% of project installation cost for efficiency projects.
- The Effective Useful Life (EUL) of a project or technology for purposes of the cost effectiveness calculations will be taken from the most current CPUC Database for Energy Efficient Resources (DEER), with the exception that Solar PV projects will utilize a 25-year EUL to match the CSI warranty requirement for PV modules. The DEER EUL of many typical projects is detailed in the Project Funding Applications described in Step 6, below.
- Actual utility billing data will be utilized for energy costs if available. If unavailable at the time of project application, an average utility rate will be used.

Qualifying project costs include both hard costs and soft costs. A more detailed description of qualifying project costs is included in a Project Costs Definition document in Exhibit F.
The Chancellor’s Office has developed a standalone Proposition 39 Cost Effectiveness Calculation worksheet (included in Exhibit G) to assist Districts with this calculation. The spreadsheet contains fields that the District will use to input energy cost, project cost, incentives, grants, matching funds, energy savings, and EUL. The spreadsheet will automatically calculate the project Net Present Value and Savings to Investment Ratio for the project. This worksheet has the capability to calculate individual project SIR as well as cumulative SIR at the District level. A live version of the worksheet is available upon request by sending an email to CCCUpdates@newcomb.cc.

In addition, the CCCs will evaluate estimated job creation benefits from the implementation of energy projects as required by SB 73 and determined by the California Workforce Investment Board (CWIB). Specifically, estimated job creation benefits will be calculated based on the following indices:

- Energy Efficiency projects = 5.6 direct job-years per $1 million in project investment
- Renewable Energy projects = 4.2 direct job-years per $1 million in project investment
- Clean Energy Self-Generation = 4.2 direct job-years per $1 million in project investment
- Apprentice Direct Job Years = total of Efficiency and Renewable project job-years divided by 36
- Districts will also report the number and type of trainees employed on each project

The estimated job creation benefit information is calculated by the program tracking database. Actual job creation will be tracked and reported by the District after the project is complete and closed out (as described in Step 13).

**4.2.3.3 Prioritize Projects Based on Maximum Feasible Energy and Job Creation Benefits**

Responsibility: CCCCO and Districts  
Assist: Utilities  
[Code Reference: 26235 (a)(5)]

After projects have passed the first two steps described above (compliance with Loading Order and Cost Effectiveness Criteria), they shall be prioritized for implementation to achieve maximum feasible energy efficiency and job creation benefits as required by SB 73. The considerations to determine “maximum feasible energy and job creation benefits” shall include:

- Districts shall comply with the State Loading Order (described above) to ensure that energy efficiency projects are implemented first, thus maximizing both energy savings and job creation benefits.
- Districts may implement a wide range of projects, mixing both long and short payback measures together, that result overall in significant energy savings.
- Projects with both immediate and long-term savings and benefits are encouraged. For example, Enterprise Energy Management Systems which may have little upfront energy savings but allow longer term benchmarking and system-wide energy monitoring which will provide a long-term benefit to the Community College system.
• Projects implemented must also meet the programmatic and capital improvement needs of the District. The Districts will have full discretion to implement projects. “Feasibility” will consider available project funding and acceptable return on investment for the District.

4.2.3.4 Develop Prioritized List of Projects for Funding and Implementation
Responsibility: Districts

Districts shall prepare a list of priority projects for implementation using Proposition 39 funds based on the evaluation described above. These projects shall be submitted for approval of funding to the CCCCO as described under Step 5, below.

Deliverables

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Prioritized List of Projects</td>
<td>District</td>
</tr>
</tbody>
</table>

Step 5. Project Development to Support Proposition 39 Funding Applications
Primary Responsibility: Districts
Assist: Utilities
[Code Reference: 26235, all]

Districts will have lead responsibility for project development activities to firm up the project scope, costs, energy savings, and estimated job creation benefits to support the submittal of Proposition 39 Funding Applications to the Chancellor’s Office. Districts will utilize the prioritized list of projects developed under Step 4 for inclusion in the Funding Applications.

The level of detail required to estimate costs and savings for the Funding Applications shall be equivalent to that required for CPUC-administered energy incentive programs. The details and requirements to satisfy the CPUC requirements are described in Step 4.1, above.

Upon request, the CCCCO will provide Districts with technical assistance with the preparation and submittal of Funding Applications. The CCCCO will also work with participating utilities who will be working in parallel on utility incentive eligibility and applications, as in many cases the same set of engineering calculations may be used to support both Proposition 39 and utility incentive applications.

The CCCCO has developed a Third-Party Engineer Reference Guide (Exhibit C) that can be used by the District or other third-party consultants performing project development activities. This reference guide provides a concise description of the Proposition 39 project development requirements. Project development checklists have also been provided for both lighting and HVAC/EMS projects, and are included in Exhibit H.
Deliverables

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Project Development Engineering Calculations to support Applications</td>
<td>Districts</td>
</tr>
</tbody>
</table>

Step 6. Submit Proposition 39 Funding Application to CCCCO and Utilities
Responsibility: Districts
Assist: Utilities

Districts will have lead responsibility for preparing and submitting Proposition 39 Funding Applications to the Chancellor’s Office and, where appropriate, to participating utilities, according to the following process.

6.1 Submit Project Funding Application
Responsibility: District
Assist: Utilities
[Code Reference: 26235 (a)(4)]

A Proposition 39 Project Funding Application (Form B) has been developed by the Chancellors Office and shall be used for all project categories (described below) to request Proposition 39 funds for project implementation. The Form B has been incorporated into the Program Tracking Database. A Form B will be generated by the database and submitted to the Chancellors Office for funding approval. The Project Funding Application will serve as simple pre-installation verification form that include project description, estimated energy savings, expected number of jobs created, current energy usage, and costs. The information to be provided in the Funding Applications is based on the engineering calculations developed under Step 5, above.

As described previously, energy savings will be based on the difference between annual energy use under existing conditions and annual energy use under proposed conditions, and the corresponding cost of energy saved, as described in SB 73. These annual energy savings, and the corresponding annual energy cost savings, will be used to determine the cost-effectiveness of Proposition 39 projects and for program reporting. For certain projects, the utility incentive programs measure energy savings against state energy code baselines rather than actual usage, and this will be used for the utility incentive payment. Utility incentives shall be maximized when available, but utility project approval is not a condition of Proposition 39 funding approval.

In addition to the Form B, supplemental forms and calculators have also been developed to meet the specific requirements of projects such as MBCx, RCx, and self-generation. A full description of the Funding Application(s) for each project category is described below.

6.1.1 Retrofit Projects (Form B)

Retrofit projects shall employ the Form B as the Funding Application for both Proposition 39 funding and to provide information necessary for the utility incentive application. The form is shown in Exhibit I and a standalone, live copy can be downloaded from the CCC/IOU Partnership web site, here:
http://www.cccutilitypartnership.com/Form%20B%20-%20CCC%20Retrofit%20Application%20-%20w%20CE%20Calculator%20v11.2.xlsx

The Form B will also be created when an application and associated project data are entered into the program database.

### 6.1.2 Monitoring Based Commissioning (MBCx) Projects (Form C1)

A supplemental application for MBCx projects (Form C1) has been developed and will provide the details necessary for the Form B Funding application and will serve as the utility incentive application. The form is shown in Exhibit J and a live copy can be downloaded from the CCC/IOU Partnership web site, here:

http://www.cccutilitypartnership.com/MBCx%20Application-%20Form%20C1.xls

After a project has been submitted to the utilities, the data from the Form C1 will be entered into the program database and a Form B will be created for funding approval purposes.

Funding for MBCx projects will be granted in two steps. Step 1 will cover all of the normal MBCx project costs for a building, which requires simple no and low cost modifications. Additional funding is available for supplemental measures that exceed the budget available for the no and low cost measures, provided the more expensive measures meet the SIR funding target.

The Step 1 MBCx project funding request should include project costs associated with installing whole building energy meters, conducting the baseline study of the facility, identifying commissioning efficiency measures, implementing low cost and no-cost commissioning efficiency measures, and conducting the post-implementation M&V and energy savings study. All of these items shall be completed as outlined in the MBCx Guidelines. The energy savings claimed in the application (Form C1) should be limited to those savings associated with low cost modification measures for a similar type facility as anticipated in the target facility. Savings are typically in the 5% range for both gas and electric usage. To receive funding, MBCx projects shall meet the cost effectiveness criteria described in Section 4.2.3.2 of the guidelines based on these conservative projected savings.

Upon completion of the initial project measure identification in Step 1, if additional measures are identified that were not fully funded by initial funding, then supplemental funding may be sought as Step 2. Supplemental funding is subject to the same cost effectiveness criteria as Base Project funding, and must be requested by a modified or new Form B.

If, after the efficiency measures are identified, the estimated energy savings are reduced or eliminated for the project, the project may be cancelled and the remaining initial funding not yet spent on implementation and post project work be refunded to the program.
After the completion of the MBCx project, the District must report the actual measured annual energy savings as described in Guidelines Section 12.2 and 13.

6.1.3 Retrocommissioning (RCx) Projects (Form C2)

A supplemental application for RCx projects has been developed and will provide the details necessary to generate the Form B and will serve as the utility incentive application. The form is shown in Exhibit K and a live copy can be downloaded from the CCC/IOU Partnership web site, here: http://www.cccutilitypartnership.com/RCx%20Application-%20Form%20C2.xls

After a project has been submitted to the utilities, the data will be entered into the program database and a Form B will be created for funding approval purposes.

6.1.4 Solar Photovoltaic Power Generation and Solar Thermal Projects

The Form B will be utilized by Districts as an application for Proposition 39 funds for Solar PV and Solar Thermal projects. Solar PV project energy generation and cost savings shall be evaluated utilizing the Proposition 39 Solar PV Cost Effectiveness Calculator (Exhibit L) which can be downloaded here: http://www.cccutilitypartnership.com/P39-CCC%20Solar%20Tool.xlsx

The output from the Solar PV Calculator shall be input into the program database and a Form B will be created to evaluate project cost effectiveness and serve as the funding application to the Chancellors Office.

If California Solar Initiative (CSI) incentives are available, the District shall submit the CSI Reservation Request Form to the appropriate utility as an application to receive incentives for the project, if available. The CSI Reservation Request Form can be downloaded here: http://www.gosolarcalifornia.ca.gov/documents/CSI_App_Supporting_Docs/01_Reservation_Request_Signature_Form.pdf

In all cases, Solar PV and solar thermal projects funded by Proposition 39 shall meet all technical requirements of the CSI program regardless if incentives are available.

6.1.5 Self-Generation Incentive Program (SGIP) Projects

The Form B will be utilized as the project funding application for all other self-generation projects.

Self-generation projects funded by Proposition 39 shall meet all technical requirements of the CPUC Self-Generation Incentive Program (SGIP). In addition, self-generation incentives can be applied for through the SGIP program. Applicants should familiarize themselves with any additional requirements or forms that the utility requires. For more information about SGIP, including the application process, visit: http://www.cpuc.ca.gov/PUC/energy/DistGen/sgip/.

APRIL 2015
6.1.6 Demand Reduction/Permanent Load Shift Projects

Demand Reduction/Permanent Load Shift projects shall employ the same Form B as retrofit projects as the Funding Application for both Proposition 39 funding and to provide information necessary for the utility incentive application. The form is shown in Exhibit I and a standalone, live copy can be downloaded from the CCC/IOU Partnership web site, here:

http://www.cccutilitypartnership.com/Form%20B%20-%20CCC%20Retrofit%20Application%20-%20w%20CE%20Calculator%20v11.2.xlsx

The Form B will also be created when an application and associated project data are entered into the program database.

6.1.7 Supplemental Information

For ALL Funding Applications described above, the District shall submit the following additional information at the time of application submittal:

- All supporting calculations and back-up documentation to justify project costs and energy savings.
- A signed Form B committing the District to implementing the projects described on the Funding Applications. The Form B should be signed by a District representative that has the authority to commit the District to receive funding for the implementation of the project at the time of the funding request submittal to the CCCCO. (Note: Preliminary Form Bs submitted for utility incentives DO NOT require a District signature).
- The completed Form B shall document the Savings to Investment Ratio (SIR) for the project and the District’s cumulative SIR, as well as the Non-Energy Benefits (NEB) and Job Creation Benefits for the project.
- The completed Form B shall include the project Milestone Schedule with all forecast dates entered in the appropriate fields. The Milestone Schedule will be the baseline from which project updates and forecast completion will be evaluated.

6.2 Initial Program M&V

Responsibility: CCCCO
Assist: Utilities

[Code Reference: 26235 (a)(4) and 26240 (b)]

Submittal of the Proposition 39 Funding Application is the first step in the Program Measurement and Verification (M&V) process. The Program will follow the general approach of the IPMVP guidelines for measurement of energy usage savings and verification of project completion. The IPMVP provides an overview of current best practice techniques available for measuring and verifying savings from energy efficiency projects. This is the identical process employed by the utility incentive programs.

The Program will leverage both investor-owned and publicly-owned utility incentive program M&V processes to the fullest extent possible. In areas where no utility M&V program exists, the
Chancellor’s Office will fulfill this function. At a minimum, each project will receive both a pre-implementation inspection (after submittal of the Funding Application) and post-implementation inspection (after project completion), as well as documentation including inspection reports with pictures, at which time the baseline and completed conditions will be documented on standard forms, and copies of invoices for the completed work will be collected. For more complicated projects, savings will be measured using engineering diagnostic tools both pre- and post-implementation. In those cases, measured data will be analyzed and included with the M&V documentation. The CCCCO will be responsible for preparing the M&V documentation based on the approved Funding Applications.

M&V will be at the project level, but program-level M&V reporting will be prepared as part of the Annual Expenditure Reports submitted to the COB as described in Steps 13 and 14.

6.3 Develop and Maintain a Program Tracking Database
Responsibility: CCCCO
[Code Reference: 26237]

The CCCCO will be responsible for the development and maintenance of a Program Tracking Database that will be used to monitor program progress, track projects proposed and implemented, and report results to both the CEC and the Citizens Oversight Board (COB). The CCCCO will input the data included in the Project Funding Applications into the database and update the status and results of each project throughout its approval and implementation lifecycle.

The CEC will use this data from the CCCCO database and maintain information on Community College Districts that receive grants, loans, or other financial assistance under the Program in a separate CEC-developed database. This publicly available and searchable database shall include relevant metrics, to be determined by the CEC, for electric, gas, and cost savings of the projects. The CCCCO will cooperate with the CEC to ensure that desired metrics are tracked by the CCCs and included in the Funding Applications and the Program Tracking Database.

**Deliverables**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Proposition 39 Funding Applications</td>
<td>District</td>
</tr>
<tr>
<td>6.2</td>
<td>Pre-Implementation Project M&amp;V Documentation</td>
<td>CCCCO</td>
</tr>
<tr>
<td>6.3</td>
<td>Update Program Tracking Database</td>
<td>CCCCO</td>
</tr>
</tbody>
</table>

**Step 7. Review and Approve Proposition 39 Project Funding Applications**

**Primary Responsibility:** CCCCO

**Assist:** Utilities

The following process will be employed to review and approve Project Funding Applications.

7.1 Funding Application Review
Responsibility: CCCCO
Assist: Utilities
Prior to submitting a Funding Application (Form B) to the Chancellors Office for approval, participating utilities must review and approved proposed incentives for each project if the project qualifies. The approved proposed energy savings, costs, and incentives will be used by the program consultant to update the Form B prior to submittal to the CCCCO for funding approval.

The CCCCO will review all submitted Funding Applications against the Program Guidelines criteria described above. This will include confirmation that the Application meets the programmatic requirements for project eligibility, cost effectiveness, maximum energy savings, compliance with the State Loading Order, and job creation. In addition, the CCCCO will review the engineering calculations provided in the Application to ensure they are reasonable and supportable for the allocation of Proposition 39 funds to the District. The verified calculations for project cost, energy savings, and job creation will serve as the baseline for project M&V activities as described in Step 6. The CCCCO will also work with participating utilities who will be working in parallel for the approval of utility incentive applications, and the same set of engineering calculations may be used for both Proposition 39 and utility applications in many cases. While utility incentives should be maximized when available, projects that do not meet utility eligibility requirements may still qualify for Proposition 39 funds if other Guidelines criteria are met.

The CCCCO will update the Program Tracking Database for the approved cost and savings at this time. The CCCCO will provide notification to the District regarding approval of the Funding application, indicate where additional information is required to obtain approval, or will determine rejection based on non-compliance with requirements.

Projects that are in the planning or design stages or where construction contracts have been issued, but actual construction has not started at the time of the Funding Application approval and incentive application approval, will qualify for Proposition 39 funds as well as utility incentives. However, projects that have contracts that were issued prior to July 1, 2013 will not qualify for Proposition 39 funds. Districts shall work with their local utility to confirm incentive program specific requirements.

Upon enactment of the state budget and following CCCCO approval of the necessary amount of projects, a District’s annual per FTES allocation will be distributed on a lump sum basis via the monthly state apportionment process. Funding for individual projects in a single fiscal year will be considered on a case-by-case basis. If necessary, funds for an approved project can be rolled over to the next fiscal year after notification of and approval by the CCCCO before the end of the initial fiscal year.

7.2 Multiple Year Projects

Multiple Year Projects are normally defined as projects that require multiple year Proposition 39 allocations and a project duration that spans multiple years. Multiple Year Project Requests must be identified on the Form B and accompanied by a letter from the District accepting responsibility for appropriation of any future year funding. An example of this letter is contained in Exhibit M. Approvals are normally limited to two years of funding, but projects requesting three or more years of funding will be considered by the Chancellor’s Office on a case-by-case basis.
Districts with approved projects whose planned cost exceed their annual allocation may be eligible for reimbursement from that District’s subsequent years’ Proposition 39 allocation. However, such reimbursement is not guaranteed, because there is currently no guarantee regarding how the Legislature will appropriate Proposition 39 funds in subsequent annual Budget Acts.

Deliverables

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Proposition 39 Project Funding Application Approval Documentation</td>
<td>CCCCO</td>
</tr>
</tbody>
</table>

Step 8. Distribute Proposition 39 Funds to District  
Responsibility: CCCCO

The Chancellor’s Office will have the responsibility for the allocation of Proposition 39 funds for approved projects. This will occur after approval of the Proposition 39 Funding Application by the CCCCO. Funds will be allocated through the state apportionment process.

Step 9. Fully Develop Project Workscope, Schedule and Contracts for Project Implementation  
Responsibility: Districts  
[Code Reference: 26235 (a)(2) and 26235 (c)]

Districts will have the sole responsibility to fully develop the project for implementation, including finalizing work scopes, schedules, contracts for the construction of approved projects, and approval of the plans for the project by the Division of the State Architect (DSA), if needed.

All contracts need a clear and accurate description of the energy project, including material, products, or services to be procured, and a budget that includes cost and an estimate of the projected energy savings.

These Guidelines defer to the District’s own procurement regulations and procedures as long as they reflect applicable state and local laws and regulations and are not in conflict with the minimum standards specified below and of SB 73:

- Projects funded by awards shall require contracts that identify the project specifications, costs, and projected energy savings.
- Districts shall follow applicable laws related to contractor qualifications, licensing, and certification requirements related to the project.
- Districts shall not use a sole-source process to award grant proceeds. Districts may use the best-value criteria as defined in paragraph (1) of subdivision (c) of Section 20133 of the Public Contract Code to award funds. Best value is defined as “a value determined by objective criteria related to price, features, functions, and life-cycle costs”.

Districts may use Government Code 4217 as a contracting method for energy projects as long as Districts comply with the criteria described above. It is recommended that Districts consult their legal team to ensure that these requirements are met.
A Contracting “Best Practices” Fact Sheet is included in Exhibit N that describes these requirements and Best Practice examples for Districts to comply.

Not all energy efficiency projects funded by Proposition 39 require DSA review and approval. Depending on the estimated construction cost, DSA review and approval may be required for alteration or reconstruction projects. DSA provides design and construction oversight for K–12 schools and community colleges. To ensure that buildings are safe, the DSA must review and approve public school construction for compliance with the California Code of Regulations, Title 24, the California Building Code (CBC), when alterations or additions are made to existing buildings.

For more information on the DSA review and approval process for Proposition 39 projects, go to the DSA Proposition 39 web page at: http://www.dgs.ca.gov/dsa/Programs/progSustainability/prop39.aspx

Exhibit O is a presentation that outlines this process.

Districts are required to meet all California Environmental Quality Act (CEQA) requirements for projects.

**Deliverables**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Technical and Procurement Specifications, Contract Documents for Project Implementation</td>
<td>District</td>
</tr>
</tbody>
</table>

**Step 10. Energy Project Implementation**

**Responsibility: Districts**

Districts will be responsible for the implementation of projects funded by Proposition 39. If, after approval and during implementation of a project, the scope changes such that the energy savings, construction costs, or cost-effectiveness are significantly affected, the Chancellor’s Office will require that Districts provide a revised Project Application (Form B) documenting the change of scope.

Significant changes are defined below:

- Adding a project not included in the approved Funding Application
- Deleting a project in the approved Funding Application
- Project cost change in excess of 15 percent
- A change in overall energy cost savings in excess of 15 percent
- A change of more than 15 percent in the approved equipment quantity installed. For example, installing a larger or smaller number of lighting fixtures in order to adjust to conditions found during retrofits.
- Relocating a project to a different campus within the District

If, during the course of implementation, project costs are determined to have changed significantly, corresponding adjustments in the project’s Proposition 39 funding may be warranted, and the District may elect to transfer previously approved Proposition 39 funding between projects. In addition, unspent funds that were previously approved for cancelled or completed projects may also be transferred to active...
projects in order to offset District costs. A flow chart detailing the process by which approved funds can be re-allocated among projects is provided in Exhibit P.

In addition, if a scope change submitted by means of a revised Funding Application results in a change in the project implementation, cost or project cost-effectiveness, the Chancellor’s Office may make a corresponding adjustment in that District’s allocation. It is highly recommended that Districts closely monitor project changes, especially during critical project milestones such as issuing construction contracts to ensure projects continue to qualify for Proposition 39 funds. Another best practice is to require equipment supplier and construction contractor bids to remain valid for 90-120 days to avoid price increases after project approval. Finally, it is important to keep the Chancellor’s Office informed of any changes in project scope, cost, or schedule as soon as possible to ensure funding is not at risk.

**Step 11. Proposition 39 Project Installation Completion Notification**  
**Responsibility: Districts**

Upon project installation completion, each District will notify the Chancellor’s Office and any participating energy utility for projects that qualify for utility incentives. Notification shall be via email or other written communication. This notification will initiate the final project M&V process, as described below.

**Deliverables**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>Project Installation Completion Notification</td>
<td>District</td>
</tr>
</tbody>
</table>

**Step 12. Perform Final Proposition 39 Project-Level M&V**  
**Responsibility: District, CCCCO, and Utilities**

The Program will verify and report final project results through the M&V process described below. The CCCCO will perform the M&V activities for projects funded with Proposition 39 funds following the general approach of the IPMVP guidelines for measurement of savings and verification of project completion as described in Step 6 of the Program Guidelines. The utility M&V process for projects implemented under the incentive programs will be leveraged to the fullest extent possible to avoid duplication of efforts.

12.1 Project Close-out  
**Responsibility: CCCCO and Utilities**  
[Code Reference: 26235 (b)]

The following steps will be followed to close-out all Proposition 39 projects. Sample Project Close-Out Checklists are included in Exhibit Q.
12.1.2 Post-Installation Field Inspection

The CCCCO and/or utility representative will perform a final inspection of each completed project to verify final energy savings, actual job creation, and project costs. This inspection will occur after the District notifies the utility or CCCCO that the project has been installed and is operational.

12.1.3 Final Installation Report (IR)

Based on the results of the post-installation field inspection, the appropriate energy utility or the CCCCO will issue a Final Inspection Report (IR) documenting the verified energy savings and project costs. For Districts in Investor Owned Utility (IOU) territories, the energy savings and project costs reported will comply with CPUC requirements. Both costs and savings may vary for Proposition 39 funding qualifications (as described in Section X). Any utility generated IR will be provided to both the District and the CCCCO after completion. A typical Final Installation Report is shown in Exhibit R.

12.1.4 Actual Job Creation Reporting

SB 73 requires that actual full time equivalent (FTE) employees and the number of trainees resulting from funded projects be reported with each project. The District shall be responsible to obtain this information from any and all contractors performing work on a funded project by requiring each contractor to fill out and submit a Proposition 39 Job Creation Reporting Form (Form J). Contractor shall fill in hours worked in each category, sign the report verifying the hours worked, and submit the form to the District at the completion of the project. The Form J is shown in Exhibit S. A blank Form J will be generated from the database and sent to the District by the CCCCO after notification of project installation completion.

12.1.5 Final Project Verification Report (Form F)

The District will be responsible for the preparation and submittal of the Final Project Verification Report (Form F) to the Chancellors Office after the project installation is complete. The District will compile all Job Creation Reports (Form J) from each contractor and report all hours worked by category on the Form F. The District shall also report total project costs on the Form F. Eligible project costs include both hard and soft costs as defined in the Project Costs Definition included in Exhibit F. Soft costs that were originally included in the Project Funding Application (Form B) may be excluded from final project cost reporting at the discretion of the District. A blank Form F will be generated from the database and sent to the District by the CCCCO after notification of project installation completion.

After completing the form for each project, the District shall sign and submit the form to the Chancellors Office or its representative. The Form F is shown in Exhibit T.
12.1.5 Project Funds Transfers and Tracking

Proposition 39 funds that are “freed up” due to cancelled projects or when project costs at completion are less than approved amounts shall be reallocated to another project. The CCCCO will track any funding transfers in the Program Database to ensure proper accounting of all allocated Proposition 39 funds. Projects that combine new, not yet approved funding and “freed up” funding must be submitted to the CCCCO for approval. A flow chart detailing the process by which approved funds can be re-allocated among projects is provided in Exhibit O. If a District does not apply unused, allocated funds to a project it shall be returned to the CCCCO.

The CCCCO will issue a report annually to each District detailing all funding transfers between projects for the previous fiscal year.

At the completion of project close-out, all final project data will be entered into the Program Database by the program consultant and a final Form B will be generated documenting final project costs, energy savings, jobs created, and Proposition 39 funds applied to the project. Any utility incentives allocated to a project must be applied to the project cost. The Proposition 39 amount shall be “net” of incentives, other grants, or District share of project costs. The final Form B will be sent to the District, who will sign and return the Form B to the CCCCO, and keep a copy for its records. After receipt of all Deliverables, the Chancellors Office (or their consultant) will enter all final project data into the Program Tracking Database. At this time the project will be considered complete and closed-out.

### Deliverables

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>Final Installation Report (IR)</td>
<td>Utility or CCCCO</td>
</tr>
<tr>
<td>12.2</td>
<td>Actual Job Creation Report (Form J)</td>
<td>District (from installation contractors)</td>
</tr>
<tr>
<td>12.3</td>
<td>Final Project Verification Report (Form F)</td>
<td>District</td>
</tr>
<tr>
<td>12.4</td>
<td>Revised Form B describing final Prop 39 funding</td>
<td>CCCCO, sent to District for records</td>
</tr>
</tbody>
</table>

### Step 13. Annual Proposition 39 Expenditure Report

**Responsibility:** CCCCO

[Code Reference: 26240 (a) and (b)]

As a condition of receiving Proposition 39 funding, not sooner than one year but no later than 15 months after the District completes its first eligible project with Job Creation Funds an Annual Project Expenditure Report (Exhibit U) will be submitted to the Citizen’s Oversight Board. To the extent practical, this report shall contain information on the following for each project completed:
The total final gross project cost before deducting any incentives or other grants and the percentage of total project cost derived from the Job Creation Fund.

The estimated amount of energy saved, accompanied by specified energy consumption and utility bill cost data for the individual facility where the project is located, in a format to be specified by the Energy Commission.

The name plate rating of new clean energy generation installed.

The number of trainees resulting from the project, the number of direct full-time equivalent employees and the average number of months or years of utilization of each of these employees. Exhibit 5 contains a Contract Completion Job Creation Reporting form for this purpose. The tracking and reporting of jobs shall be made part of all implementation contracts issued by Districts and shall be reported using the form.

The amount of time between award of the financial assistance and the completion of the project or training activities.

The entity’s energy intensity before and after project completion as determined from an energy rating or benchmark system. (The Chancellor’s Office is working with the utility providers to explore the possibility of utilizing EPA Energy Star® Portfolio Manager for this purpose.)

The calculated annual reduction of Greenhouse Gas (GHG) emissions resulting from the project.

The above data will come from the Final M&V Reports prepared by the CCCCO, the utilities and the Program Database that will be used to record project status and results. The Annual Project Expenditure Reports for each District will be compiled and submitted to the Citizens Oversight Board by the CCCCO as described in Step 14, below.

The above data will be compiled into a "Project Level" report for each District. Annual “Site Level” reporting will be based on project pre- and post-Implementation Energy Use Intensity (EUI) benchmarking at each District. The EUI will be calculated by comparing 12-month campus energy usage prior to project completion (see Section 4.2.1) to updated 12-month usage gathered one year after project completion. This shall be reported with the Annual Expenditure Report to the Citizens Oversight Board as well as the CEC. The Chancellor’s Office is working with the utility providers to explore the possibility of utilizing EPA Energy Star® Portfolio Manager for this purpose.

**Deliverables**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1</td>
<td>Annual Proposition 39 Expenditure Report (Project Level and Site Level)</td>
<td>CCCCO</td>
</tr>
</tbody>
</table>

**Step 14. Compile Annual Expenditure Reports from Districts and Submit to the Citizens Oversight Board (COB)**

Responsibility: CCCCO

[Code Reference: 26240 (b), (g) and (h)(2)]

The Chancellor’s Office shall compile the Annual Expenditure Reports received by the Districts and submit the reports to the Citizens Oversight Board for their review annually to coincide with each fiscal year.

District Prop 39 expenditures will be subject to an annual state compliance test as outlined in the Contract District Audit Manual and pursuant to Education Code 84040 and Public Resources Code 26240(g).
In situations where it is determined that Job Creation Funds were not expended in accordance with statutory and/or Guidelines requirements, the Chancellor’s Office may make a corresponding adjustment in that District’s annual state apportionment to recover the funds.

**Deliverables**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1</td>
<td>Compiled Annual Expenditure Reports (Project Level and Site Level)</td>
<td>CCCCO</td>
</tr>
</tbody>
</table>

**SECTION 3.**

**OTHER PROGRAM ELEMENTS**

The following additional program elements have been established by SB 73 or the Chancellor’s Office for Proposition 39 implementation.

**3.1 Job Training and Workforce Development**

The Chancellor’s Office will direct $6 million of Proposition 39 annual funds to support energy efficiency and clean energy related workforce training in the California Community Colleges. The rationale and approach for the program is described below.

**3.1.1 Rationale**

Existing workforce shortages in critical occupations slow the state’s ability to effectively invest Proposition 39 funds to achieve meaningful improvements in energy efficiency. This plan would build a workforce in each region that links training with Proposition 39 investment and supports a viable workforce beyond the sunset of Proposition 39 funds. Key components and advantages of this plan include:

**3.1.2 Build On Successful Statewide Initiatives**

Community colleges are the state’s largest workforce training provider. The Chancellor’s Office has targeted investment at sectors important to regional economies under the Doing What MATTERS for Jobs and Economy framework [http://doingwhatmatters.cccco.edu/](http://doingwhatmatters.cccco.edu/). ‘Energy Efficiency and Utility’ is one of these sectors.
3.1.3 Leverage Existing Assets and Practices That Work

These include:

- Recruiting and Placement Job Portal: The Chancellor’s Office just announced a Job Portal partnership with the California Employment Development Department (EDD), leveraging a multi-million dollar investment by EDD in a system to help people find work. This recruiting and placement Job Portal is available to all community colleges via CACareerCafe.com and can be used at no extra cost to help employers post job and internship openings and for students and community members to find jobs.
- Sector Navigator: The Chancellor’s Office has put in place a “Sector Navigator” to act as the first point of contact for the Energy & Utility sector statewide. Our Sector Navigators work with employers, labor unions, and colleges to help them establish relationships and take advantage of the scale of the 112 community colleges and their respective expertise.
- Curriculum Models: Where curriculum is similar across multiple regions, Sector Navigators facilitate the adoption of common curriculum models rather than have each college build its own model, a practice that frustrates employers and lowers success in job placement.
- Apprenticeship: Community colleges administer state Apprenticeship funds. Working through this network will leverage the pre-existing coordination with the labor community.
- RFA process and data collection: The Chancellor’s Office has pre-existing processes for issuing RFAs and collecting performance data.
- Existing programs of study: Employers will need a range of skills – from architects and engineers to entry-level energy raters. By coordinating the training capacity of a region, braiding Proposition 39 with existing Chancellor’s Office programming, a region will be better positioned to provide the skilled workforce needed by employers.

3.1.4 Role of the Chancellor’s Office

- Establish standards and guidelines for Proposition 39 workforce projects, including the use of curriculum models mapped to industry-recognized credentials.
- Encourage preference to proposals where the California Conservation Corps is a signed partner or where training graduates receive first source consideration from union Project Labor Agreements.
- Oversee data collection and reporting into existing Chancellor’s Office accountability systems.
- Facilitate use of the CACareerCafe.com Jobs Portal and other pre-established assets rather than making duplicative investment.

3.2 Energy Conservation Assistance Act (ECAA)

Energy Subaccount: Loan and Technical Assistance Program

SB 73 allocates $28 million from the California Clean Energy Jobs Act Fund to the Energy Conservation Assistance Act, Education Subaccount (ECAA-Ed). Of that amount, about 90% will be used to provide no-interest loans to K-12 schools and community college districts through the ECAA Loan Program. About 10% will be used by the Bright Schools Program to provide technical assistance grants to qualifying K-12 districts and community college districts needing support with energy efficiency project identification and planning. These funds will be allocated on a first come first served basis.
For more details and to apply go to the California Energy Commission Proposition 39 website, here: http://energy.ca.gov/efficiency/proposition39/index.html

3.3 California Workforce Investment Board (CWIB) Grant Program

The California State Workforce Investment Board (CWIB) will implement energy efficiency focused “earn-and-learn” job training and placement programs targeting disadvantaged job seekers. The goal of this program will be to train approximately 500 Californians for entry-level employment and create career pathways that are driven by public and private investment in energy efficiency and green building standards. The CWIB will develop a competitive solicitation process that will coordinate Proposition 39 training investments by CCC and the CCCCC. Funded projects will create opportunities for disadvantaged youth and veterans to improve their qualifications for energy efficiency occupations and qualify for state-certified apprenticeship programs, community college career programs, and direct job placement.

For additional information on the CCCs Proposition 39 Program, please go to: http://www.cwib.ca.gov/

3.4 California Conservation Corps Grant Program

The Budget Act of 2013 provided Proposition 39 funds to the California Conservation Corps and the 13 certified local Conservation Corps to provide energy efficiency services to K-14 for the fiscal years 2013-14 through 2017-18.

The state and local Conservation Corps put young men and women, ages 18-25, to work on natural resource projects. Since its earliest days, these projects have included energy conservation work, from low-income home weatherization to solar panel construction to, most recently, energy surveys and retrofitting convenience stores through the EnergySmart Jobs program.

The Conservation Corps may assist Districts in the following ways:

- **Conducting energy surveys to assess building conditions, identify energy efficiency opportunities, and establish baseline use.** Teams of trained young adults, working under the supervision of professional Conservation Corps staff, will visit schools to collect ‘whole building’ energy use data in conformance with the Energy Commission’s Guidelines. Surveys will be provided to qualifying Districts at no or low cost.

- **Assisting with the implementation of basic energy efficiency measures.** As part of the project implementation, the Conservation Corps will have crews trained to directly install and/or assist with the installation of basic energy efficiency measures such as lighting replacement, occupancy” detectors for lighting, and “smart” power strips.

The Proposition 39 investment in schools and community colleges is also an investment in the members of the Conservation Corps, as they prepare to enter the state’s workforce. Through their work, the corps members will gain hands-on training, certificated technical education, and work experience designed to
increase employment opportunities in green technology fields. The Conservation Corps may extend this learning opportunity to schools by connecting with service learning, science classes, environmental clubs or career academy programs.

Contact information to learn more about the state and local Conservation Corps energy efficiency services that can benefit your district:

State Conservation Corps: [www.ccc.ca.gov](http://www.ccc.ca.gov), [energycorps@ccc.ca.gov](mailto:energycorps@ccc.ca.gov), or 916-341-3100.

Local Conservation Corps: [www.californialocalconservationcorps.org](http://www.californialocalconservationcorps.org), [callocalcorps@gmail.com](mailto:callocalcorps@gmail.com) or 916-558-1516.

<table>
<thead>
<tr>
<th>CIVICORPS (EAST BAY)</th>
<th>SACRAMENTO REGIONAL CONSERVATION CORPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>510.992.7800</td>
<td>916.386.8394</td>
</tr>
<tr>
<td>1021 Third Street</td>
<td>8460 Belvedere Avenue</td>
</tr>
<tr>
<td>Oakland, CA 94607</td>
<td>Sacramento, CA 95826</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>FRESNO LOCAL CONSERVATION CORPS</td>
<td>URBAN CORPS OF SAN DIEGO COUNTY</td>
</tr>
<tr>
<td>559.264.1048</td>
<td>619.235.6884</td>
</tr>
<tr>
<td>1371 Stanislaus Avenue</td>
<td>PO Box 80156</td>
</tr>
<tr>
<td>Fresno, CA 93706</td>
<td>San Diego, CA 92138</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CONSERVATION CORPS OF LONG BEACH</td>
<td>SAN FRANCISCO CONSERVATION CORPS</td>
</tr>
<tr>
<td>562.986.1249</td>
<td>415.928.7322</td>
</tr>
<tr>
<td>340 Nieto Avenue</td>
<td>241 5th Street</td>
</tr>
<tr>
<td>Long Beach, CA 90814</td>
<td>San Francisco, CA 94103</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>LOS ANGELES CONSERVATION CORPS</td>
<td>SAN GABRIEL VALLEY CONSERVATION CORPS</td>
</tr>
<tr>
<td>213.326.9000</td>
<td>626.444.5337</td>
</tr>
<tr>
<td>PO Box 15868</td>
<td>3017 North Tyler Avenue</td>
</tr>
<tr>
<td>Los Angeles, CA 90015</td>
<td>El Monte, CA 91731</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CONSERVATION CORPS NORTH BAY</td>
<td>SAN JOSE CONSERVATION CORPS</td>
</tr>
<tr>
<td>415.454.4554</td>
<td>408.283.7171</td>
</tr>
<tr>
<td>27 Larkspur Street</td>
<td>2650 A Senter Road</td>
</tr>
<tr>
<td>San Rafael, CA 94901</td>
<td>San Jose, CA 95111</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ORANGE COUNTY CONSERVATION CORPS</td>
<td>SEQUOIA COMMUNITY CORPS</td>
</tr>
<tr>
<td>714.956.6222</td>
<td>559.732.4194</td>
</tr>
<tr>
<td>1853 N. Raymond Ave</td>
<td>PO Box 1350</td>
</tr>
<tr>
<td>Anaheim, CA 92801</td>
<td>Visalia, CA 93279</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>SAN JOAQUIN REGIONAL CONS. CORPS</td>
<td></td>
</tr>
<tr>
<td>209-468-9135</td>
<td></td>
</tr>
<tr>
<td>4421 Giannecchini Lane, Suite 152</td>
<td></td>
</tr>
<tr>
<td>Stockton, CA 95206</td>
<td></td>
</tr>
</tbody>
</table>
EXHIBITS

Exhibit A - Process Flow Diagram (Including Roles and Responsibilities Matrix)
Exhibit B - Call For Projects Form
Exhibit C - Third Party Engineer Reference Guide
Exhibit D - Approved Funding Guidance Sheet
Exhibit E - Technical Assistance Funding Request
Exhibit F - Project Costs Definition
Exhibit G - Cost Effectiveness Calculation Worksheet
Exhibit H - Sample Project Development Checklists
Exhibit I - Proposition 39 Supplemental Funding Application – Retrofit
Exhibit J - Proposition 39 Supplemental Funding Application – MBCx
Exhibit K - Proposition 39 Funding Application – RCx
Exhibit L - Proposition 39 Solar PV Cost Effectiveness Calculator
Exhibit M - Sample District Multi-Year Funding Commitment Letter
Exhibit N - Contracting “Best Practices” Fact Sheet
Exhibit O - DSA Proposition 39 Presentation
Exhibit P - Project Funding Approval and Transfer Process Flow Diagram
Exhibit Q - Sample Project Close-Out Checklists
Exhibit R - Sample Final Installation Report (IR)
Exhibit S - Sample Actual Job Creation Reporting Form (Form J)
Exhibit T - Final Project Verification Report (Form F)
Exhibit U - Sample Annual Project Expenditure Reports
Exhibit V - Proposition 39 Initiative Text
Exhibit W - SB 73 Text
EXHIBIT A – PROCESS FLOW DIAGRAM (INCLUDING ROLES AND RESPONSIBILITIES MATRIX)
### Proposition 39 Project Implementation Process

<table>
<thead>
<tr>
<th>Phase I: Definition/Scope</th>
<th>Phase II: Review</th>
<th>Phase III: Design/Imp.</th>
<th>Phase IV: Final EM&amp;V</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District/Campus</strong></td>
<td><strong>Utilities</strong></td>
<td><strong>CCCCO</strong></td>
<td><strong>Utility Incentive Process</strong></td>
</tr>
<tr>
<td><strong>Step 1</strong></td>
<td><strong>Step 2</strong></td>
<td><strong>Step 3</strong></td>
<td><strong>Step 4</strong></td>
</tr>
<tr>
<td>Outreach/Education to Districts (Assist Role)</td>
<td>Deploy Project Identification and Development Templates/Standards</td>
<td>Develop Call For Projects List (Utility Assist)</td>
<td>Screen Projects (Triage) (Utility Assist)</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td><strong>Step 6</strong></td>
<td><strong>Step 7</strong></td>
<td><strong>Step 8</strong></td>
</tr>
<tr>
<td>Project Development to Support Proposition 39 Funding Applications</td>
<td>Submit Proposition 39 Funding Applications to CCCCO</td>
<td>Update Funding Application per Utility Review, Submit Funding App to CCCCO (if appropriate)</td>
<td>Distribute Proposition 39 Funds to Districts</td>
</tr>
<tr>
<td><strong>Step 10</strong></td>
<td><strong>Step 9</strong></td>
<td><strong>Step 11</strong></td>
<td><strong>Step 12</strong></td>
</tr>
<tr>
<td>Execute Utility Incentive Agreement with District</td>
<td>Review and Approve Utility Incentive Application (Due-Diligence)</td>
<td>Fully Develop Project Workscope, Schedule, and Contracts for Project Implementation</td>
<td>Review and Approve Proposition 39 Funding Applications</td>
</tr>
<tr>
<td><strong>Step 13</strong></td>
<td><strong>Step 14</strong></td>
<td><strong>Step 15</strong></td>
<td><strong>Step 16</strong></td>
</tr>
<tr>
<td><strong>Step 11</strong></td>
<td><strong>Step 13</strong></td>
<td><strong>Step 12</strong></td>
<td><strong>Step 14</strong></td>
</tr>
<tr>
<td>Receive Incentive Payment</td>
<td>Approve Utility Incentive or Loan (OBF) Amount</td>
<td>Utility Inspect &amp; Verify Project for Incentive (for Utility Projects Only)</td>
<td>Compile Annual Expenditure Reports from Districts and Submit to COB</td>
</tr>
<tr>
<td><strong>Step 12</strong></td>
<td><strong>Step 13</strong></td>
<td><strong>Step 14</strong></td>
<td><strong>Step 15</strong></td>
</tr>
<tr>
<td>Perform Prop 39 Final EM&amp;V (Leverage Utility EM&amp;V)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please refer to the ‘Prop 39 Funding Request Process Flow Chart’ for more detail regarding Prop 39 requests and transfers.

4/24/2015 CDE-CCC Process Flow_080613_v6
EXHIBIT B – CALL FOR PROJECTS FORM
The 2015 CCC/IOU Energy Efficiency Partnership is issuing a Call for Projects from all Districts in IOU serving areas to identify and develop a backlog of projects that will qualify for incentive funding. Districts are requested to complete this form to provide preliminary energy project information. This form can be completed with information for all college campuses within a District or individually by colleges, whichever is preferred. Use the "EE Projects" tab to list all potential energy efficiency projects and "Solar Projects" tab to list all potential solar energy projects, providing as much information as available to identify and quantify the project.

Contact Information:
Please provide one key contact for all energy projects.

District: ___________________________

College: ___________________________

Electric Utility: ____________________

Gas Utility: _________________________

Contact Name: ______________________

Title: ______________________________

Office Phone Number: __________________

Cell Phone Number: __________________

Email: _______________________________
Please provide information on potential energy efficiency projects. See notes below for instructions and guidance.

### Notes:
1. Please select from the following list:
   - Retrofit: Upgrade of existing systems
   - New Construction: Major renovation (i.e. footprint change) or new building
   - RCx: Retrocommissioning
   - MBCx: Monitoring Based Commissioning
   - Other: Please specify in notes

2. Provide any additional project information such as project location, project scale, etc.
3. List what documentation is available for the project (Design Documents, Specifications, Equipment Cutsheets, Incentive Applications, Audit, Engineering Calculations, etc.)
4. Provide the best known estimated savings for the project, and the source of the savings estimate (Investment Grade Audit, Engineering Estimate/Savings Calculations, Utility Audit/Estimate, Rough Estimate, N/A or Savings Unknown, or Other)
5. Provide the total project cost or budget required, and the utility bill savings for the project (based on the savings estimates)
6. Provide schedule dates, including the realistic earliest start date assuming project is funded. Base the completion date on the estimated start date to portray the appropriate duration that can be used for planning purposes
7. Indicate if outside assistance is needed to further scope the project, estimate savings or in the procurement process (specifications, RFPs, proposal reviews etc)

<table>
<thead>
<tr>
<th>Priority</th>
<th>District</th>
<th>Campus</th>
<th>Project Name</th>
<th>Measure or Project Type¹</th>
<th>Project Details²</th>
<th>Available Documentation³</th>
<th>Savings Potential</th>
<th>Project Economics⁴</th>
<th>Schedule⁵</th>
<th>Assistance Required⁶</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

<table>
<thead>
<tr>
<th>Demand Savings kWh</th>
<th>Electricity Savings (kWh/yr)</th>
<th>Gas Savings (therms/yr)</th>
<th>Source of Savings Estimate</th>
<th>Project Cost/Budget ($)</th>
<th>Annual Cost Savings ($)</th>
<th>Estimated Start Date</th>
<th>Estimated Completion Date</th>
<th>Project Scoping</th>
<th>Savings Calculations Assistance</th>
<th>Procurement Assistance</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

1. Please select from the following list:
   - Retrofit: Upgrade of existing systems
   - New Construction: Major renovation (i.e. footprint change) or new building
   - RCx: Retrocommissioning
   - MBCx: Monitoring Based Commissioning
   - Other: Please specify in notes

2. Provide any additional project information such as project location, project scale, etc.
3. List what documentation is available for the project (Design Documents, Specifications, Equipment Cutsheets, Incentive Applications, Audit, Engineering Calculations, etc.)
4. Provide the best known estimated savings for the project, and the source of the savings estimate (Investment Grade Audit, Engineering Estimate/Savings Calculations, Utility Audit/Estimate, Rough Estimate, N/A or Savings Unknown, or Other)
5. Provide the total project cost or budget required, and the utility bill savings for the project (based on the savings estimates)
6. Provide schedule dates, including the realistic earliest start date assuming project is funded. Base the completion date on the estimated start date to portray the appropriate duration that can be used for planning purposes
7. Indicate if outside assistance is needed to further scope the project, estimate savings or in the procurement process (specifications, RFPs, proposal reviews etc)
### CCC/IOU Energy Efficiency Project Identification

#### Solar Sites and PV Project Identification

<table>
<thead>
<tr>
<th>District</th>
<th>Campus</th>
<th>Proposed location of solar panel installation</th>
<th>Annual Energy Usage (kWh)</th>
<th>Annual Energy Cost ($)</th>
<th>Estimated kW Size of System</th>
<th>Estimated sq. ft. of PV module coverage</th>
<th>Estimated System Cost (if known)</th>
<th>Previous solar feasibility studies or proposals?</th>
<th>Assistance Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, please attach to response.</td>
<td>Project Scoping</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Calculation Assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Procurement Assistance</td>
</tr>
</tbody>
</table>

**Notes:**

1. Environmental Stewardship, reducing GHG, decreasing energy bills, etc.
2. Time-frame for project installation, costs, etc.
3. Ground-mount, roof, parking structure [lot or garage]
4. Geo-technical, old roof, construction plans, etc.
5. Indicate if outside assistance is needed to further scope the project, estimate savings or in the procurement process (specifications, RFPs, proposal reviews etc)
Reference Guide for 3rd Party Consultants

This document is intended to guide 3rd party consultants or other representatives who are tasked with developing energy saving calculations and project development under the Proposition 39 program. It provides guidance on the level of detail required for calculations to be accepted under the program and will ensure a more streamlined approval process.

- **Comply with CCC Proposition 39 Guidelines** – All project development activities and energy savings calculations shall comply with the current version of the CCC Proposition 39 Guidelines. The Guidelines can be downloaded from the web link below: [http://www.cccutilitypartnership.com/](http://www.cccutilitypartnership.com/)

- **Calculation Transparency** – Please ensure that submitted calculations are able to be thoroughly and easily quality checked by proving detailed documentation regarding the formulas, assumptions, and references used. “Live”, editable calculations are recommended as they are by far the most direct way to fulfill this transparency requirement.

- **Comply with Utility Incentive Requirements** – Since CCC Prop 39 is built upon existing utility incentive processes, calculations should be structured and possess appropriate levels of rigor to pass both utility and Prop 39 technical review. If the applicable utility mandates using existing code, such as Title 24, as baseline, calculations should be based upon both actual and code baselines, showing both real and beyond code savings (see next bullet point). Cost analysis must also be compliant with utility incentive programs, such as incremental costs being considered for ROB (Replace On Burnout) projects and total costs for REA (Retrofit Add-on) projects, as well as utility-specific reporting of soft costs and capped incentives based on total project costs. Refer to the most up-to-date Statewide Customized Offering Manual and associated Appendices for IOU requirements. For campuses served by POUs, please refer to their respective websites for current requirements to qualify for incentives, if offered.
  - [Statewide Customized Offering Manual (General IOU Incentive Guidelines)](http://www.cccutilitypartnership.com/)
  - [PG&E Customized Incentive Website](http://www.cccutilitypartnership.com/)
  - [SCE Incentive Website](http://www.cccutilitypartnership.com/)
  - [SDG&E Incentive Website](http://www.cccutilitypartnership.com/)
  - [SoCalGas Incentive Website](http://www.cccutilitypartnership.com/)

- **Provide Real On-Bill Energy Savings and Cost Estimates** – Prop 39 is based upon actual energy savings and project cost realized by the community college, not solely upon
exceeding code compliance or meeting utility incentive requirements. Therefore, in the event where real savings differ from energy savings beyond code compliance or those eligible for utility incentives, true energy savings must be calculated separately. Similarly, Prop 39 project cost can include soft costs and all incidental equipment and construction period costs as long as SIR requirements are met. See “CCC Proposition 39 Project Cost Definition” within the Guidelines for further details.

- **Include Project-Specific Costs and Savings** – When multiple projects are being developed, ensure that cost and savings are broken out specific to each project and type of retrofit, especially when the projects are affecting the same space. For example, in the instance of a comprehensive lighting retrofit, costs and savings should be broken out line by line in order to differentiate between interior and exterior fixture types, as well as any savings and costs due to occupancy sensors. If multiple retrofits are being considered which influence the same equipment (such as a chiller retrofit and EMS replacement in the same building), please ensure that specific savings are attributed to each project and that savings attributed to each measure are cascaded appropriately, and not duplicative.

- **Ensure Proposed Projects Allow District to Meet SIR requirements** – When developing projects, ensure that project costs and savings will result in an acceptable SIR for the district. NAM has developed a SIR tool that can be used to accurately predict project economics in accordance with the Prop 39 CCC Guidelines. To obtain a copy of this SIR tool, please email cccupdates@newcomb.cc
Proposition 39
Allowable Funding Guidance

The following activities and tasks qualify for Proposition 39 funding. Funding categories are defined as: **Project Development Tasks**, or those tasks necessary to identify, qualify, and prepare project applications for Proposition 39 funding, and; **Project Implementation Tasks**, or all tasks necessary for the procurement, design, construction, and testing of projects approved for Proposition 39 funding by the Chancellor’s Office. Details of each project category and the process and conditions for receiving funds is described below.

**Project Development Tasks**

Typical activities include:
- Screening Level Audits
- ASHRAE Level II Audits
- Project Scoping
- Energy Calculations
- Energy Planning
- Benchmarking
- Funding Application (Form B) Preparation

**Project Implementation Tasks**

Typical activities include:
- RFQ/RFP Preparation and Procurement Costs
- Project Engineering & Design
- Equipment Specifications
- Construction Contracts
- Inspection, Testing, and Commissioning
- Program and Project Management
- Construction Management

**Project Development Tasks Qualify for Prop 39 Technical Assistance Funds**

Process to obtain funds:
- Define scope, deliverables, and amount of funding requested for Technical Assistance
- Submit Funding Proposal to CCCCO
- Limited to 20% of annual FTES allocation
- No Energy Savings or Cost Effectiveness Criteria

*See Guidelines Section 4 for more details*

**Project Implementation Tasks Qualify for Prop 39 Implementation Funds**

Process to obtain funds:
- Identify all qualifying project implementation tasks, costs, and savings
- Prepare and Submit Project Funding Application (Form B) with all costs included
- Cost Effectiveness SIR of 1.1 or greater
- CCCCO Approves Funding

*See Guidelines Section 6 for more details*
EXHIBIT E – TECHNICAL ASSISTANCE FUNDING REQUEST
Complete the following form for Proposition 39 funding requests for project development technical assistance projects. In general, the total cost for technical services should not exceed 20% of the annual Proposition 39 FTES allocation for the District and will be approved at the Chancellor's Office's discretion.

Fill out all sections highlighted in blue on this page of the form. On other worksheet tabs, please include documentation for all information provided in this report.

Note: All projects should comply with the "no sole source" and "best value" contracting requirements described under Step 9 of the Guidelines.

Application Name: ___________________________ Contact Name: ___________________________

District: ___________________________ Contact Phone: ___________________________

Campus: ___________________________ Email: ___________________________

Tax ID: ___________________________

Electric Utility: ___________________________ Gas Utility: ___________________________

<table>
<thead>
<tr>
<th>Scope of Project</th>
<th>Total Building Square Footage to Be Audited</th>
<th>Funding Permitted</th>
<th>Funding Requested</th>
<th>Allowed Cost per SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening Level Audits</td>
<td></td>
<td></td>
<td></td>
<td>$0.05/sf</td>
</tr>
<tr>
<td>ASHRAE Level II Audits</td>
<td></td>
<td></td>
<td></td>
<td>$0.15/sf</td>
</tr>
<tr>
<td>Other Technical Services</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Funding Request</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

Summary and Description of Energy Survey/Audit to be Undertaken

Include a summary of the overall survey or audit process, a basic description of major activities performed to accomplish the project, expected outcomes from all activities, and Proposition 39 Guideline steps or requirements that this project will be in accordance with.
Deliverables:
Provide a description of project deliverables required by Steps 4 and 5 of the Proposition 39 Guidelines. List all information expected to be included in the report.

Schedule of Deliverables:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following definitions and procedures shall be used by the CCC Proposition 39 Program for the calculation of and reporting of project costs. References to SB-73 and the proposition language are included in italics.

**Eligible projects:** Energy efficiency retrofits and clean energy installations (this is further defined in Guidelines Step 3). *(SB 73 Section 1 Para. (c) and (k)) All projects must be cost effective with total benefits greater than project costs over time. *(Prop 39 Para. 26206 (c))* Note: The CCC Prop 39 Guidelines has established a cost effectiveness criteria of 1.1 SIR for all projects cumulatively at the District level.

**Total Project Cost:** Costs incurred by the District to implement an eligible project. This may include soft costs (e.g. procurement, engineering and design, project management, overhead) and must include all hard costs (e.g. equipment and materials, construction costs, installation labor). *(from CEC response to NAM inquiry)* District in-house labor costs cannot be reimbursed from Proposition 39 funds.

- When soft costs are **included** in the total project cost they must be part of the SIR calculation and the Prop 39 funding request.

- When soft costs are **not included** in the total project cost equation of the SIR, Prop 39 funding cannot be used to pay for these expenses. A Community College cannot use Prop 39 funding to pay for soft costs that were not included as part of the SIR calculation.

- All hard costs required to implement the energy project must be included in the SIR calculation and the Prop 39 funding request. *(CEC K-12 Guidelines, 6/2014, Appendix I, page I-3).* However, costs should not include activities unrelated to the installation of energy efficiency or clean energy installation projects where it can be clearly demonstrated that those costs are external to and independent from the eligible project. *(from CPUC NRR 2013-14 Procedures Manual).*

**Total Final Gross Project Cost:** Final, verified project cost at completion before deducting any incentives or other grants. *(SB 73 26240 (b) (1))*

Exceptions will be considered on a case-by-case basis by the Chancellors Office.
EXHIBIT G – COST EFFECTIVENESS CALCULATION WORKSHEET
## Project Summary

<table>
<thead>
<tr>
<th>Project type:</th>
<th>Effective Useful Life of New Measure/Project (yrs):</th>
<th>Is this a lighting project?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electricity Savings Total (kWh/yr):</th>
<th>Gas Savings Total (therms/yr):</th>
<th>On-Peak Demand Reduction Total (kW):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electricity Cost Savings Total ($/kWh/yr):</th>
<th>Gas Cost Savings Total ($/therm/yr):</th>
<th>Maintenance Cost Savings (if any):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost Savings:</th>
<th>$ -</th>
</tr>
</thead>
</table>

## Project Budget and Jobs Created Worksheet

### ENERGY EFFICIENCY

- **Energy efficiency measures for building envelope (e.g. insulation and air sealing, windows, doors, skylights, walls, roof):**
- **Energy efficiency measures for mechanical systems (e.g. heating, ventilating, air conditioning, plumbing):**
- **Energy efficiency measures for electrical systems (e.g. lighting fixtures, lighting controls):**
- **Other energy efficiency measures (please specify):**
- **Total Energy Efficiency Budget (add a through d):**

### RENEWABLE ENERGY

- **Solar energy generation system installation:**
- **Other renewables (please specify):**
- **Total Renewable Energy Budget (add f and g):**

### TOTAL PROJECT

- **Total Project Budget (add e and h):**

## Estimated Direct Job-Years Created

- **Energy Efficiency (multiply project budget from #1e by 5.6 direct job-years per $1 million invested):**
- **Renewable Energy (multiply project budget from #1h by 4.2 direct job-years per $1 million invested):**
- **Total Project (add a and b):**

## CCC Proposition 39 Project Cost Effectiveness Calculator

Please complete blue-shaded cells.

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Building Name:</th>
<th>Average Energy Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td>Account Number:</td>
<td>$ 0.11/kWh</td>
</tr>
<tr>
<td>Campus:</td>
<td>Building Type:</td>
<td>$ 0.08/therm</td>
</tr>
</tbody>
</table>

### Project Summary

- **Total Measure Cost:**
- **Utility Incentive:**
- **Grants or Additional Funding (if any):**
- **Requested Prop 39 Allocation:**
- **Net Cost to District:**

### Project NPV

- **Project Savings to Investment Ratio (SIR):**

---

**Estimated Direct Job-Years Created:**

- **# Job-Years**

---
EXHIBIT H – SAMPLE PROJECT DEVELOPMENT CHECKLISTS
Project Development Checklists - Lighting

Required Information:
- Project Scope/Priority Areas
- Existing Fixtures by Space*
- Existing Fixture types/lamp wattages
- Space sq footage info

Optional Information*:
- Proposed Fixture Types
- Quote for proposed fixtures
- Proposed Fixture Cutsheets
- Check if proposed fixtures meet IOU Eligibility requirements
- Base cost of existing fixtures
- Lighting controls:
  - Existing operational patterns
  - Proposed operational patterns such as dimming times, and levels
  - Line by line audit calculating savings or LPD calculator

* IOUs can provide assistance through audits or other technical resources
Project Development Checklists – HVAC & EMS

Required Information:

• Project scope or equipment to be replaced
• List of current deficiencies*
• Existing equipment operation*
  • Hours of Operation
  • How controlled
  • Setpoints
  • Resets, etc
• Existing equipment age*
• Building sq footage
• Occupancy and HVAC schedule
• Meter data

Optional Information*:

• New equipment operation intent
• New control sequences
• Weather dependent system model (using approved tools)
• Product(s) to be installed
• New product cutsheets
• Project quote

* IOUs can provide assistance through audits or other technical resources
EXHIBIT I – PROPOSITION 39 FUNDING APPLICATION – RETROFIT
### APPLICATION SUMMARY

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Test Application Entry</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td></td>
<td>Contact Phone</td>
</tr>
<tr>
<td>Application No.</td>
<td>Test Application</td>
<td>Contact Email</td>
</tr>
<tr>
<td>Tax ID</td>
<td></td>
<td>Building Name</td>
</tr>
<tr>
<td>Utility Account Number(s)</td>
<td></td>
<td>Building Type</td>
</tr>
<tr>
<td>Estimated Completion Date</td>
<td>Scheduled Maintenance Funds Used</td>
<td>No. of Floors</td>
</tr>
</tbody>
</table>

### COST SAVINGS AND COSTS

#### COST SAVINGS

| Year 1 Electricity Savings     | $13,000 |
| Year 1 Gas Savings            | $0      |
| Year 1 Maintenance Savings    | $2,400  |
| Total Year 1 Savings          | $15,400 |

#### ENERGY SAVINGS

<table>
<thead>
<tr>
<th>Electricity Savings (kWh/yr)</th>
<th>CPUC Savings</th>
<th>Prop 39 Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demand Savings (kW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas Savings (therms/yr)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COST EFFECTIVENESS

| Non-Energy Benefits | $6,000 |
| Effective Application Cost | $90,000 |
| Application Benefits NPV | $149,832 |
| District Savings-to-Investment Ratio (SIR) | 2.1 |
| Direct Job-Years Created | 0.67 |
| First Year Apprentice Direct Job-Years | 0.02 |

### PROP 39 FUNDING

<table>
<thead>
<tr>
<th>Year</th>
<th>Funds Previously Allocated</th>
<th>Funds Transferred from Other Projects*</th>
<th>Funds Being Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>$50,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td>$30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015-2016</td>
<td>$10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>$80,000</td>
<td></td>
<td>$10,000</td>
</tr>
</tbody>
</table>

* Please note that these are project funds that have previously been allocated to the District. This is the amount of funds currently being transferred to projects on this application, either from other projects on this application OR from other projects on other applications. Please refer to the Prop 39 Project Funding Detail for further detail.
### PROJECTS

<table>
<thead>
<tr>
<th>ID</th>
<th>Campus</th>
<th>Location</th>
<th>Project Name</th>
<th>3rd Party</th>
<th>Ltg</th>
<th>EUL</th>
<th>Remaining Useful Life of HVAC Project &gt;5 Yrs?</th>
<th>CPUC Incentive Qualifying Cost</th>
<th>Prop. 39 Cost</th>
<th>Estimated Utility Incentive</th>
<th>Prop 39 Funding Allocation</th>
<th>Grants or Add'l Funding</th>
<th>NPV</th>
<th>SIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Test Project Entry</td>
<td>No</td>
<td>N</td>
<td>10</td>
<td>No</td>
<td>$120,000</td>
<td>$120,000</td>
<td>$24,000</td>
<td>$90,000</td>
<td>$0</td>
<td>$149,832</td>
<td>1.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$120,000</td>
<td>$120,000</td>
<td>$24,000</td>
<td>$90,000</td>
<td>$0</td>
<td>$149,832</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>CPUC Qualifying Usage (kWh/yr)</th>
<th>Prop 39 Existing Equipment Usage (kWh/yr)</th>
<th>Installed Project Usage (kWh/yr)</th>
<th>CPUC kWh Svgs</th>
<th>Prop 39 kWh Svgs</th>
<th>CPUC Qualifying Existing On-Peak Demand (kW)</th>
<th>Prop 39 Existing On-Peak Demand (kW)</th>
<th>Installed On-Peak Demand (kW)</th>
<th>CPUC kW Svgs</th>
<th>Prop 39 kW Svgs</th>
<th>CPUC Qualifying Usage (th/yr)</th>
<th>Prop 39 Existing Usage (th/yr)</th>
<th>Installed Project Usage (th/yr)</th>
<th>CPUC th Svgs</th>
<th>Prop 39 th Svgs</th>
</tr>
</thead>
<tbody>
<tr>
<td>300,000</td>
<td>300,000</td>
<td>200,000</td>
<td>100,000</td>
<td>100,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
<td><strong>100,000</strong></td>
</tr>
</tbody>
</table>

### ENERGY/ON-PEAK DEMAND SAVINGS SUMMARY

- **Electricity Savings (kWh/yr):**
  - CPUC HVAC Projects: 100,000
  - CPUC Lighting Projects: 100,000
- **Demand Savings (kW):**
  - Prop 39 HVAC Projects: 100,000
  - Prop 39 Lighting Projects: 100,000

### PROJECT SUMMARY

- **Electricity Savings (kWh/yr):**
  - CPUC HVAC Projects: 100,000
  - CPUC Lighting Projects: 100,000
- **Demand Savings (kW):**
  - Prop 39 HVAC Projects: 100,000
  - Prop 39 Lighting Projects: 100,000

### SUBMITTAL

- **Prepared by:**
  - CWJ
- **Reviewed by:**
  - CWJ
- **Date:**
  - CWJ

## PROP 39 PROJECT FUNDING

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$50,000</td>
<td>$30,000</td>
<td>$10,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PROP 39 PROJECT FUNDING DETAIL

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Allocation</th>
<th>Date Requested</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013-2014</td>
<td>$50,000</td>
<td>7/1/2013</td>
<td>Test Entry</td>
</tr>
<tr>
<td>2014-2015</td>
<td>$30,000</td>
<td>7/1/2014</td>
<td>Test Entry</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$10,000</td>
<td>7/1/2015</td>
<td>Test Entry</td>
</tr>
<tr>
<td>ID</td>
<td>Project Opportunity Identified</td>
<td>Project Calcs and Funding Application Submitted to Utility</td>
<td>Utilities Approve Project for Incentives</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------</td>
<td>----------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
</tbody>
</table>

**COMMENTS**

By signing below, I hereby commit the Community College District identified above to implement the energy projects identified on the referenced Project Name and Number using Proposition 39 funding allocated for this purpose by the Chancellor's Office, and will comply with the CCC Proposition 39 Energy Project Guidelines and all legal requirements. Notify your utility account representative(s) promptly of any schedule changes.

Signed:  
Name/Title:  
District:  
Date:  
**2012-2014 CCC/IOU Energy Efficiency Partnership Program**

**FORM C: MBCx Project Application Form**

One Application Per Building

Please fill in all blue boxes. If more room is required, use Additional Information tab.

<table>
<thead>
<tr>
<th>District</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Application Prepared</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A. Building Description**

<table>
<thead>
<tr>
<th>Building Description</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Area (GSF)</td>
<td></td>
<td>Year Constructed</td>
</tr>
<tr>
<td>Number of Floors</td>
<td></td>
<td>Typical Operating Hours per Week</td>
</tr>
<tr>
<td>Fume Hood Count</td>
<td></td>
<td>Percentage of building area requiring 100% outside air ventilation (e.g., laboratories)</td>
</tr>
</tbody>
</table>

Please explain why this building is a good candidate for MBCx. For example, is this building known as a "problem building" or an "energy hog" and why?

How does the energy use index of this building compare with other buildings on campus and other buildings serving a similar function?

**B. Central System Equipment Inventory**

Please identify control systems.

<table>
<thead>
<tr>
<th>Control Systems</th>
<th>DDC</th>
<th>Mix of DDC, Pneumatic, Other</th>
<th>Pneumatic or Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Handlers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone Controls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chillers and Boilers (if in bldg)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**C. Building Metering/Monitoring/Management Inventory**

Select the appropriate status for each of the following meter types in the building. Hot Water, Steam and Chilled Water meters only apply to buildings which receive these energy sources from a separate building or central plant. The MBCx program requires that each energy source entering a building (and exiting, for central plants) be metered.

<table>
<thead>
<tr>
<th>Energy Source</th>
<th>Building does not receive this energy source</th>
<th>Meter exists and is already tied into campus EIS</th>
<th>Meter exists and will be tied into campus EIS</th>
<th>New meter will be installed and tied into campus EIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Gas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Water</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chilled Water</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please identify the existing and/or proposed energy information system(s) (EIS) and how it will interface with meters and equipment (meters should automatically communicate interval energy use to a front end storage device). Also identify the storage capacity (the MBCx program requires the EIS to be able to store and manipulate data for at least 10 years).

The MBCx program requires that commissioning agents train campus operators in the revised sequences of operations and usage of newly implemented energy management strategies. Please acknowledge this requirement by checking the box below.

Training and documentation of commissioned systems will be provided to campus operators: ☐
D. Estimated Building Energy Use

Please enter the quantity of energy entering the building. Indicate in the second cell how this is measured or estimated.

<table>
<thead>
<tr>
<th>Building Use Index</th>
<th>Building Use Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Electricity Use</td>
<td>kWh/yr</td>
</tr>
<tr>
<td>On-Peak Electric Demand</td>
<td>kW</td>
</tr>
<tr>
<td>Annual Natural Gas Use</td>
<td>therms/yr</td>
</tr>
</tbody>
</table>

Does this building serve other buildings with hot water, steam, chilled water or electricity?

If yes, explain how this energy will be metered:

E. Estimated Energy Delivered to the Building from a Separate Plant

Please enter the quantity of energy delivered to the building from a separate plant. For example, if the building receives chilled water, hot water or steam from a separate plant, enter the quantity here. Please also indicate in the second cell how this is measured or estimated.

If the building generates its own chilled water, hot water or steam with the electricity and gas use reported above, do not enter the energy use in these cells.

<table>
<thead>
<tr>
<th>Plant Use Index</th>
<th>Plant Use Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Steam Use</td>
<td>(choose units)</td>
</tr>
<tr>
<td>Annual Hot Water Use</td>
<td>Million Btu/yr</td>
</tr>
<tr>
<td>Annual Chilled Water Use (Electric Chillers)</td>
<td></td>
</tr>
<tr>
<td>Annual Chilled Water Use (Steam Chillers)</td>
<td></td>
</tr>
</tbody>
</table>

F. Total Estimated Utility Energy Use

This section calculates the total current annual utility energy use. This includes use directly at the building and energy delivered to the building from a separate plant. If applicable, this estimate assumes a marginal boiler efficiency of 80%, a marginal chiller efficiency of 0.8 kW/ton, and a marginal steam chiller rate of 10 lb. steam per ton-hr.

<table>
<thead>
<tr>
<th>Total Energy Use Index</th>
<th>Total Energy Use Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Electricity Use</td>
<td>kWh/yr</td>
</tr>
<tr>
<td>On-Peak Electric Demand (Refer to &quot;On-Peak Electric Demand (kW)&quot; worksheet for program definition.)</td>
<td>kW</td>
</tr>
<tr>
<td>Annual Gas Use</td>
<td>therms/yr</td>
</tr>
</tbody>
</table>

G. Projected Utility Energy Savings

Enter the projected annual utility energy savings, including savings from the building as well as savings from the separate plant, if applicable.

<table>
<thead>
<tr>
<th>Electric savings are expected to fall within the following range:</th>
<th>Electric savings are expected to fall within the following range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5% without potential modifications identified;</td>
<td>15% for particularly inefficient operations already identified.</td>
</tr>
<tr>
<td>10% with likely measures identified;</td>
<td></td>
</tr>
<tr>
<td>20% with likely measures identified;</td>
<td></td>
</tr>
<tr>
<td>30% for particularly inefficient operations already identified.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-Peak Electric Demand</th>
<th>kW</th>
<th>0% Percent of total summer on-peak demand projected to be saved.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If either the annual or on-peak electric savings fall outside of the anticipated 5-15% range, explain:

<table>
<thead>
<tr>
<th>Thermal savings are expected to fall within the following range:</th>
<th>Thermal savings are expected to fall within the following range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% without potential modifications identified;</td>
<td></td>
</tr>
<tr>
<td>20% with likely measures identified;</td>
<td></td>
</tr>
<tr>
<td>30% for particularly inefficient operations already identified.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Projected Annual Gas Savings</th>
<th>therms/yr</th>
<th>0% Percent of total gas use projected to be saved.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If annual thermal savings fall outside of the anticipated 10-30% range, explain:

Notes

(to AutoFit the row height to the text, click inside of the text cell, then hit 'Enter')
### 2013-2014 CCC/IOU Energy Efficiency Partnership Program

**FORM C: MBCx Project Application Form**

One Application Per Central Plant

Please fill in all blue boxes. If more room is required, use Additional Information tab.

<table>
<thead>
<tr>
<th>District</th>
<th>Campus Name</th>
<th>Building Name</th>
<th><strong>Email</strong></th>
<th><strong>Phone</strong></th>
<th><strong>Consultant Contact</strong></th>
<th><strong>Email</strong></th>
<th><strong>Phone</strong></th>
<th><strong>Date Application Prepared</strong></th>
</tr>
</thead>
</table>

**A. Central Plant Description**

- Bldg Area Served by Plant (GSF): 
- Year Constructed: 

Please describe in general how this central plant is used (e.g. typical operating hours, types of buildings served).

Please explain why this plant is a good candidate for MBCx. For example, is this building known as a "problem building" or an "energy hog" and why?

**B. Central Plant Equipment Inventory**

Please describe the types and capacities of chillers, boilers, co-generation and thermal energy storage systems in the central plant.

**C. Central Plant Metering/Monitoring/Management Inventory**

Select the appropriate status for each of the following meter types in the central plant. The MBCx program requires that each energy source entering and exiting a central plant be metered.

<table>
<thead>
<tr>
<th>Energy Source</th>
<th>Plant does not receive or deliver this energy source.</th>
<th>Meter exists and is already tied into campus EIS.</th>
<th>Meter exists and will be tied into campus EIS.</th>
<th>New meter will be installed and tied into campus EIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Hot Water</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Steam</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Chilled Water</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Please identify the existing and/or proposed energy information system(s) (EIS) and how it will interface with meters and equipment (meters should automatically communicate interval energy use to a front-end storage device). Also identify the storage capacity (the MBCx program requires the EIS to be able to store and manipulate data for at least 10 years).

The MBCx program requires that commissioning agents train campus operators in the revised sequences of operations and usage of newly implemented energy management strategies. Please acknowledge this requirement by checking the box below.

Training and documentation of commissioned systems will be provided to campus operators: ☐
**D. Estimated Central Plant Energy Use**

Please enter the quantity of energy entering the plant. Indicate in the second cell how this is measured or estimated.

<table>
<thead>
<tr>
<th>Plant Use Index</th>
<th>kWh/yr</th>
<th>kWh/yr-sq.ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Electricity Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Peak Electric Demand</td>
<td>kW</td>
<td>W/sq.ft.</td>
</tr>
<tr>
<td>Annual Natural Gas Use</td>
<td>therm/yr</td>
<td>therm/yr-sq.ft.</td>
</tr>
<tr>
<td>Annual Steam Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Hot Water Use</td>
<td>Million Btu/yr</td>
<td></td>
</tr>
<tr>
<td>Annual Chilled Water Use (Electric Chiller)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Chilled Water Use (Steam Chillers)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please enter the quantity of energy leaving the plant. Indicate in the second cell how this is measured or estimated.

<table>
<thead>
<tr>
<th>Plant Use Index</th>
<th>kWh/yr</th>
<th>kWh/yr-sq.ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Electricity Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Peak Electric Demand</td>
<td>kW</td>
<td>W/sq.ft.</td>
</tr>
<tr>
<td>Annual Natural Gas Use</td>
<td>therm/yr</td>
<td>therm/yr-sq.ft.</td>
</tr>
<tr>
<td>Annual Steam Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Hot Water Use</td>
<td>Million Btu/yr</td>
<td></td>
</tr>
<tr>
<td>Annual Chilled Water Use (Electric Chiller)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Chilled Water Use (Steam Chillers)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**E. Projected Utility Energy Savings**

Enter the projected annual utility energy savings.

<table>
<thead>
<tr>
<th>Projected Annual Electricity Savings</th>
<th>kWh/yr</th>
<th>Electric savings are expected to fall within the following range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% Percent of total electricity use projected to be saved.</td>
<td></td>
<td>2% without potential modifications identified;</td>
</tr>
<tr>
<td>5% with likely measures identified;</td>
<td></td>
<td>10% for particularly inefficient operations already identified.</td>
</tr>
</tbody>
</table>

| On-Peak Electric Demand | kW | 0% Percent of total summer on-peak demand projected to be saved. |

If either the annual or on-peak electric savings fall outside of the anticipated 2-10% range, explain:

<table>
<thead>
<tr>
<th>Projected Annual Gas Savings</th>
<th>therm/yr</th>
<th>Thermal savings are expected to fall within the following range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% Percent of total gas use projected to be saved.</td>
<td></td>
<td>2% without potential modifications identified;</td>
</tr>
<tr>
<td>5% with likely measures identified;</td>
<td></td>
<td>10% for particularly inefficient operations already identified.</td>
</tr>
</tbody>
</table>

If annual thermal savings fall outside of the anticipated 2-10% range, explain:

**Notes**

(to AutoFit the row height to the text, click inside of the text cell, then hit 'Enter')
ccc proposition 39 project funding application

rcx projects- form c2

one application per central plant

please fill in all blue boxes. if more room is required, use additional information tab.

<table>
<thead>
<tr>
<th>district</th>
<th>campus</th>
<th>building name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>campus contact</th>
<th>email</th>
<th>phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>consultant contact</th>
<th>email</th>
<th>phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>date application prepared</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

a. central plant description

bldg area served by plant (gsf)
year constructed

please describe in general how this central plant is used (e.g. typical operating hours, types of buildings served).

please explain why this plant is a good candidate for mbcx. for example, is this building known as a "problem building" or an "energy hog" and why?

b. central plant equipment inventory

please describe the types and capacities of chillers, boilers, co-generation and thermal energy storage systems in the central plant.

please identify the existing and/or proposed energy information system(s) (eis) and how it will interface with meters and equipment (meters should automatically communicate interval energy use to a front-end storage device).

the tridium niagara open-platform front end will collect and store all the relevant information from the central plant, including outputs from the gas/electric meters.

the rcx program requires that commissioning agents train campus operators in the revised sequences of operations and usage of newly implemented energy management strategies. please acknowledge this requirement by checking the box below.

training and documentation of commissioned systems will be provided to campus operators: [ ]
### D. Estimated Central Plant Energy Use

Please enter the quantity of energy entering the plant. Indicate in the second cell how this is measured or estimated. 

<table>
<thead>
<tr>
<th>Plant Use Index</th>
<th>kWh/yr-sq.ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Electricity Use</td>
<td>kWh/yr</td>
</tr>
<tr>
<td>On-Peak Electric Demand</td>
<td>kW</td>
</tr>
<tr>
<td>Annual Natural Gas Use</td>
<td>therm/yr</td>
</tr>
</tbody>
</table>

Please enter the quantity of energy leaving the plant. Indicate in the second cell how this is measured or estimated.

<table>
<thead>
<tr>
<th>Annual Steam Use</th>
<th>(choose units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Hot Water Use</td>
<td>Million Btu/yr</td>
</tr>
<tr>
<td>Annual Chilled Water Use (Electric Chillers)</td>
<td></td>
</tr>
<tr>
<td>Annual Chilled Water Use (Steam Chillers)</td>
<td></td>
</tr>
</tbody>
</table>

### E. Projected Utility Energy Savings

Enter the projected annual utility energy savings.

**Projected Annual Electricity Savings**

<table>
<thead>
<tr>
<th>Electric savings are expected to fall within the following range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2% without potential modifications identified;</td>
</tr>
<tr>
<td>5% with likely measures identified;</td>
</tr>
<tr>
<td>10% for particularly inefficient operations already identified.</td>
</tr>
</tbody>
</table>

| kWh/yr | 0% Percent of total electricity use projected to be saved. |

**On-Peak Electric Demand**

| kW | 0% Percent of total summer on-peak demand projected to be saved. |

If either the annual or on-peak electric savings fall outside of the anticipated 2-10% range, explain:

**(to AutoFit the row height to the text, click inside of the text cell, then hit ‘Enter’)**

**Projected Annual Gas Savings**

| therm/yr | 0% Percent of total gas use projected to be saved. |

**Thermal savings are expected to fall within the following range:**

| 2% without potential modifications identified; |
| 5% with likely measures identified; |
| 10% for particularly inefficient operations already identified. |

If annual thermal savings fall outside of the anticipated 2-10% range, explain:

**(to AutoFit the row height to the text, click inside of the text cell, then hit ‘Enter’)**

**Notes**

**(to AutoFit the row height to the text, click inside of the text cell, then hit ‘Enter’)**
EXHIBIT L – PROPOSITION 39 SOLAR PV COST EFFECTIVENESS CALCULATOR
Prop-39 Solar Savings Calculator

For use in preliminary SIR estimates to assess Prop 39 feasibility

Doesn't account for TOU benefits

No rate-switching incorporated

Note: This tool is designed only to assess preliminary feasibility for Prop 39 funding. Subsequent detailed vendor proposals must be undertaken to verify project economics.

For input into Database

| kWh savings | 161,700 |
| Prop 39 Project Cost | $495,000 |
| EUL | 25 |
| NPV | $725,452 |

| input cells assumed or calculated values |

<table>
<thead>
<tr>
<th>Notes</th>
<th>Year</th>
<th>Production (kWh)</th>
<th>Cost Savings</th>
<th>O&amp;M Cost</th>
<th>Net Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total:</td>
<td>3,720,472</td>
<td>$1,522,003</td>
<td>$116,270</td>
<td>$1,405,733</td>
</tr>
</tbody>
</table>

Annual Utility Electric Charges ($): $44,410
Electricity Purchased from Utility (kWh): 235,950
Average Cost of Electricity ($): $0.1882
Energy Cost Escalation Rate: 4% *Prop 39 CCC Guidelines, real rate w/o inflation
Inflation Rate: 2% *Prop 39 CCC Guidelines
Combined Energy Escalation and Inflation Rate: 6.08% *Combined nominal rate

DC System Size (kW DC): 110

Inverter Efficiency (%): 98% *Prop 39 K-12 CEC Calculator
System Yield (kWh/kW): 1,500 *Prop 39 K-12 CEC Calculator
Panel Degradation (%): 0.70% *Prop 39 K-12 CEC Calculator
1st Year System Production (kWh): 161,700

Estimated Cost per Watt ($/W): $4.50
O&M Cost* ($/W): $0.033 *Conservative estimate, includes interver replacement
O&M Escalation (%): 2% *Industry Standard Practice - includes inflation
NPV Discount Rate (%): 5% *Prop 39 CCC Guidelines-nominal rate, includes inflation
Project Cost ($) | $495,000
Grants or Additional Funding: Non-Energy Benefits: $24,750 *Prop 39 CCC Guidelines-5% of project costs
Savings to Investment Ratio: 1.54

<table>
<thead>
<tr>
<th>Year</th>
<th>NPV:</th>
<th>Total:</th>
<th>Production (kWh)</th>
<th>Cost Savings</th>
<th>O&amp;M Cost</th>
<th>Net Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>0</td>
<td></td>
<td>161,700</td>
<td>$30,435</td>
<td>$3,630</td>
<td>$26,805</td>
</tr>
<tr>
<td>2016</td>
<td>1</td>
<td>160,568</td>
<td>$32,059</td>
<td>$3,777</td>
<td>$28,282</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>2</td>
<td>158,328</td>
<td>$35,573</td>
<td>$3,852</td>
<td>$31,721</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>3</td>
<td>156,119</td>
<td>$39,472</td>
<td>$3,929</td>
<td>$33,542</td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>4</td>
<td>153,941</td>
<td>$43,798</td>
<td>$4,170</td>
<td>$37,928</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>5</td>
<td>151,794</td>
<td>$48,598</td>
<td>$4,338</td>
<td>$42,260</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>6</td>
<td>149,676</td>
<td>$53,398</td>
<td>$4,513</td>
<td>$48,885</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>7</td>
<td>147,588</td>
<td>$59,834</td>
<td>$4,696</td>
<td>$55,138</td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td>8</td>
<td>145,510</td>
<td>$66,391</td>
<td>$4,886</td>
<td>$61,505</td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td>9</td>
<td>143,498</td>
<td>$73,668</td>
<td>$5,083</td>
<td>$68,585</td>
<td></td>
</tr>
<tr>
<td>2025</td>
<td>10</td>
<td>141,497</td>
<td>$81,742</td>
<td>$5,288</td>
<td>$76,453</td>
<td></td>
</tr>
<tr>
<td>2026</td>
<td>11</td>
<td>139,522</td>
<td>$89,806</td>
<td>$5,496</td>
<td>$84,310</td>
<td></td>
</tr>
<tr>
<td>2027</td>
<td>12</td>
<td>137,576</td>
<td>$98,105</td>
<td>$5,724</td>
<td>$91,381</td>
<td></td>
</tr>
<tr>
<td>2028</td>
<td>13</td>
<td>135,613</td>
<td>$106,412</td>
<td>$5,839</td>
<td>$98,573</td>
<td></td>
</tr>
<tr>
<td>2029</td>
<td>14</td>
<td>133,668</td>
<td>$115,085</td>
<td>$6,066</td>
<td>$106,019</td>
<td></td>
</tr>
<tr>
<td>2030</td>
<td>15</td>
<td>131,742</td>
<td>$123,942</td>
<td>$6,307</td>
<td>$113,635</td>
<td></td>
</tr>
<tr>
<td>2031</td>
<td>16</td>
<td>129,824</td>
<td>$132,892</td>
<td>$6,559</td>
<td>$121,333</td>
<td></td>
</tr>
<tr>
<td>2032</td>
<td>17</td>
<td>127,916</td>
<td>$141,962</td>
<td>$6,821</td>
<td>$129,141</td>
<td></td>
</tr>
<tr>
<td>2033</td>
<td>18</td>
<td>126,016</td>
<td>$151,052</td>
<td>$7,095</td>
<td>$136,957</td>
<td></td>
</tr>
<tr>
<td>2034</td>
<td>19</td>
<td>124,116</td>
<td>$160,162</td>
<td>$7,371</td>
<td>$144,791</td>
<td></td>
</tr>
<tr>
<td>2035</td>
<td>20</td>
<td>122,216</td>
<td>$169,282</td>
<td>$7,659</td>
<td>$152,633</td>
<td></td>
</tr>
<tr>
<td>2036</td>
<td>21</td>
<td>120,316</td>
<td>$178,422</td>
<td>$7,957</td>
<td>$160,465</td>
<td></td>
</tr>
<tr>
<td>2037</td>
<td>22</td>
<td>118,416</td>
<td>$187,582</td>
<td>$8,267</td>
<td>$168,315</td>
<td></td>
</tr>
<tr>
<td>2038</td>
<td>23</td>
<td>116,516</td>
<td>$196,762</td>
<td>$8,589</td>
<td>$176,173</td>
<td></td>
</tr>
<tr>
<td>2039</td>
<td>24</td>
<td>114,616</td>
<td>$205,962</td>
<td>$8,922</td>
<td>$184,040</td>
<td></td>
</tr>
<tr>
<td>2040</td>
<td>25</td>
<td>112,716</td>
<td>$215,182</td>
<td>$9,269</td>
<td>$191,913</td>
<td></td>
</tr>
</tbody>
</table>

Note: This tool is designed only to assess preliminary feasibility for Prop 39 funding. Subsequent detailed vendor proposals must be undertaken to verify project economics.
EXHIBIT M – SAMPLE DISTRICT MULTI-YEAR FUNDING COMMITMENT LETTER
Ms. Susan Yeager  
Assistant Vice Chancellor  
College Finance and Facilities Planning  
CCC Chancellor's Office  
1102 Q Street  
Sacramento, CA 95811-6549

RE: Proposition 39 Multiple Year Projects

Dear Ms. Yeager,

Our District is submitting a multiple year project under Proposition 39 and acknowledges that there is currently no guarantee of reimbursement for multiple year projects depending on how the Legislature will appropriate funds in subsequent annual Budget Acts. We understand that we will need to assume the risk for the entire cost of the project that spans more than one year unless and until future funding is appropriated.

This is a project which will begin in Year 2. The intent of the District is to spend funds to begin this project prior to the fiscal year ending June 30, 2015.

Should you have any questions please feel free to contact me at .

Sincerely,

Vice President  
Administrative Services
EXHIBIT N – CONTRACTING “BEST PRACTICES” FACT SHEET
SB 73 mandates a variety of requirements for the administration of Proposition 39 funds for job creation and energy efficiency projects. One of the more controversial requirements concerns the prohibition of “sole source contracting”, discussed on pages 21-22 of the Proposition 39 Implementation Guidelines and as stated in Section 26235 (c) of SB 73:

“A community college district or LEA shall not use a sole source process to award funds pursuant to this chapter. A community college district or LEA may use the best value criteria as defined in paragraph (1) of subdivision (c) of Section 20133 of the Public Contract Code to award funds pursuant to this chapter.”

It is also important to note that “Best Value” is defined in Public Contract Code 20133(c)(1) as:

“Best value" means a value determined by objective criteria related to price, features, functions, and life-cycle costs.”

To fully comply with that “Best Value” criteria and the prohibition against sole source contracting when utilizing their Prop 39 funds, a District will need to engage in a two-step process that accomplishes the following:

1. Request for Qualifications (RFQ): Pre-qualifies energy project contractors based on several criteria including energy project history, team member qualifications, firm financial viability, and experience working with Community Colleges, **AND**

2. Request for Proposals (RFP): Identifies and evaluates the specific project workscope, schedule, and other requirements where multiple contractors (at least two, three would be better) submit proposals for District evaluation and consideration. Typically, the RFP should include the following elements and respondent submittal requirements:
   - Proposed workscope
   - Request price and life-cycle economics
   - Technical proposal and identification of specific equipment to be installed
   - Energy savings
   - Project approach
   - Schedule
   - Exceptions

The Proposition 39 Guidelines require that contracts identify the project specifications, costs, and projected energy savings for projects implemented. Proposition 39 defers to local contracting practices as long as the prohibition of sole source contracts and all applicable law related to contractor qualifications, licensing, and certification requirements related to the project are met. **Government Code 4217 can be used as a contracting vehicle ONLY if the above criteria are met.**

It is important that Districts comply with ALL requirements of the Prop 39 program to ensure our system’s mutual success and to ensure future years funding. A comprehensive RFQ/RFP evaluation process should always be used when implementing Proposition 39 funded projects. This process can either be combined into a single solicitation, or can use a two-step, separate RFQ & RFP process.

**In all cases, it is recommended that each District should confer with their own legal counsel on meeting these requirements.**
STREAMLINING PLANS FOR THE DIVISION OF THE STATE ARCHITECT

Bob Chase, AIA
Deputy State Architect
September 5, 2013
Afternoon Session
THE CALIFORNIA CLEAN ENERGY JOBS ACT (PROPOSITION 39)

Anticipated Role of DSA

• Collaboration with California Energy Commission (CEC) on Guidelines
• Processing Exempt Projects
• Project Plan Reviews that include Prop. 39 energy efficiency projects
ENERGY EFFICIENCY PROJECT COMPLIANCE REQUIREMENTS DSA EXEMPT PROJECTS

• DSA review and approval is not required for alteration or reconstruction projects:
  – with an estimated construction cost of $39,324.38 or less (for 2013); or
  – with an estimated construction cost of between $39,324.38 and $157,297.53 (for 2013), when certain conditions are met.

• DSA Interpretation of Regulations Document IR A-10
## ENERGY EFFICIENCY PROJECT COMPLIANCE REQUIREMENTS

### POTENTIAL EXEMPT PROJECT TYPES

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Type</th>
<th>DSA Structural Safety Review and Approval</th>
<th>Notes/References</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Heating, ventilation, and air conditioning</td>
<td>No&quot;</td>
<td>HVAC unit replacement limited to units of equal or lesser weight, in the same location, and no structural framing is altered.</td>
</tr>
<tr>
<td>2</td>
<td>Reroofing with “cool” roof</td>
<td>No</td>
<td>Roof covering replacement and insulation limited to weight of existing roof covering and insulation.</td>
</tr>
<tr>
<td>3</td>
<td>Weatherization/caulking</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4a</td>
<td>Window replacement (glazing only)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4b</td>
<td>Window replacement (frames and glazing)</td>
<td>Yes</td>
<td>DSA approval not required if entire window replacement project cost is $39,324.38 or less per DSA IR A-10.</td>
</tr>
</tbody>
</table>
## ENERGY EFFICIENCY PROJECT COMPLIANCE REQUIREMENTS POTENTIAL EXEMPT PROJECT TYPES

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Type</th>
<th>DSA Structural Safety Review and Approval</th>
<th>Notes/References</th>
</tr>
</thead>
<tbody>
<tr>
<td>5a</td>
<td>Window shading devices—window screens (applied to glazing)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5b</td>
<td>Window shading devices—solar shading devices requiring structural attachment</td>
<td>Yes</td>
<td>DSA approval not required if entire window shade structure project cost is $39,324.38 or less per DSA IR A-10.</td>
</tr>
<tr>
<td>6</td>
<td>Energy Management Systems (EMS)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Lighting upgrades—re-lamping, ballast replacements, fixture replacement</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Water-heating upgrades</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Skylights</td>
<td>Yes</td>
<td>DSA approval not required if entire skylight project cost is $39,324.38 or less and no structural framing is altered.</td>
</tr>
</tbody>
</table>
ENERGY EFFICIENCY PROJECT COMPLIANCE REQUIREMENTS STRUCTURAL SAFETY UPGRADES

1. The alteration project cost exceeds 50 percent of building replacement value (excluding structural work).
2. The building seismic mass is increased by more than 10 percent.
3. The building seismic load capacity is reduced by more than 5 percent.
ACCESSIBILITY REQUIREMENTS FOR ENERGY CONSERVATION AND EFFICIENCY PROJECTS

_California Code of Regulations_, Title 24, Part 2 (the CBC) when alterations or additions are made to existing buildings. If the existing “path of travel” elements do not comply with current code provisions, upgrades are required to the area of the work and designated elements serving the area that is being altered. Upgrades to the current “path of travel” are required as follows:

- If cost of the project <$139,934, then cost of compliance is limited to 20 percent of the adjusted construction cost.

- Cost of project ≥$139,934, no limit to the cost of compliance.*

* If unreasonable hardship is determined by enforcing agency, there must be compliance by equivalent facilitation to the greatest extent possible. The cost of compliance shall not be <20 percent of adjusted construction cost.
## Accessibility Requirements for Energy Conservation and Efficiency Projects

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Type</th>
<th>Path of Travel Access Upgrades</th>
<th>Required?</th>
<th>Applicable 2013 Code Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Heating, ventilation and air conditioning</td>
<td>No</td>
<td></td>
<td>11B-202.4 Exceptions: 7</td>
</tr>
<tr>
<td>2</td>
<td>Reroofing with “cool” roof</td>
<td>No</td>
<td></td>
<td>11B-202.4 Exceptions: 7</td>
</tr>
<tr>
<td>3</td>
<td>Weatherization/caulking</td>
<td>No</td>
<td></td>
<td>2-202 Definitions “Alterations” and 11B-202.4 Exceptions: 7</td>
</tr>
<tr>
<td>4a</td>
<td>Window replacement (glazing only)</td>
<td>No</td>
<td></td>
<td>2-202 Definitions “Alterations” and 11B-202.4 Exceptions: 7</td>
</tr>
<tr>
<td>4b</td>
<td>Window replacement (frames and glazing)</td>
<td>Yes</td>
<td></td>
<td>2-202 Definitions “Alterations” and 11B-202.4 Exceptions: 7</td>
</tr>
<tr>
<td>5a</td>
<td>Window shading devices—window screens (applied to glazing)</td>
<td>No</td>
<td></td>
<td>2-202 Definitions “Alterations” and 11B-202.4 Exceptions: 7</td>
</tr>
</tbody>
</table>
## Accessibility Requirements for Energy Conservation and Efficiency Projects

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Type</th>
<th>Path of Travel Access Upgrades</th>
<th>Applicable 2013 Code Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>5b</td>
<td>Window shading devices—solar shading devices requiring structural attachment</td>
<td>Yes(^{vii})</td>
<td>2-202 Definitions “Alterations” and 11B-202.4</td>
</tr>
<tr>
<td>7</td>
<td>Lighting upgrades—re-lamping, ballast replacements, fixture replacement</td>
<td>No(^{ix})</td>
<td>2-202 Definitions “Alterations” and 11B-202.4 Exceptions: 7</td>
</tr>
<tr>
<td>8</td>
<td>Water-heating upgrades</td>
<td>No(^{x})</td>
<td>2-202 Definitions “Alterations” and 11B-202.4 Exceptions: 7</td>
</tr>
<tr>
<td>9</td>
<td>Skylights</td>
<td>Yes(^{xi})</td>
<td>2-202 Definitions “Alterations” and 11B-202.4</td>
</tr>
</tbody>
</table>
QUESTIONS?

Thank you for attending.

Bob Chase,  AIA
Deputy State Architect
Phone:  916.323.7344
bob.chase@dgs.ca.gov
http://www.dgs.ca.gov/dsa/home.aspx
EXHIBIT P - PROJECT FUNDING APPROVAL AND TRANSFER PROCESS FLOW DIAGRAM
Proposition 39 Funding Request Process Flow

Steps Involving Form B

1. **Start Here**
   - Preliminary Form B and Project Calculations

2. **NAM**
   - Form B Funding Request
     - Preliminary Form B (No Signature)
     - Funding Request Form B (Signed by District)
     - Request New Funding
     - Notification of Project Change (Scope, Cost, etc)
     - Implement Project
     - Project Closed-Out
     - Installation Complete
     - Excess Funding
     - Project Cancelled

3. **District**
   - Provide Input Regarding Excess Funding Distribution Options
   - Evaluate Options / Decide on Distribution
   - New Scope
   - Expanded Scope
   - Existing Scope
   - Generate Form B for Transfer Notification
   - Send to District as Confirmation (No Signature)
   - Send to District (Return to NAM with Signature)

4. **CCCO**
   - Approve Funding Form B

5. **Utility**
   - PA Approval
   - Post-Inspection Review
   - Update Project Information
   - Generate Final Form B at Closeout
EXHIBIT Q – SAMPLE PROJECT CLOSE-OUT CHECKLISTS
**CCC Project Close-Out Checklists**

**Instructions:** The following checklists indicate the steps and documentations that are required in order for a project to be considered "Complete" and for the Installation Review process to start. For each type of projects, there may be slight variation in requirements, please refer to the table below.

When all of the items marked with "X" are available upon project completion, please notify the Utility and Newcomb Anderson McCormick to initiate the project closeout process. Please do not sign the "SCE Installation Review Form" until the required items are addressed.

<table>
<thead>
<tr>
<th>Installation Completed</th>
<th>Lighting</th>
<th>Lighting Controls</th>
<th>Motor VFD</th>
<th>HVAC Upgrade</th>
<th>EMS</th>
<th>Central Plant Tie-in</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Final Project Invoice</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Product Spec Sheets</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Final As-Builts</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Operating Schedule</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sequence of Operations</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Trend Data (if applicable)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Prop 39 Form J (if Prop 39)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Other Required Items:** Following the availability of items in the checklists above, NAM will work with the Customer to complete the following items in order to close out the project for SCE incentive and Prop 39 verification as applicable.

- Post installation Inspection
- Calculation / Energy Model Updates
- Prop 39 Form E, F, and J. Please note: NAM will complete Form E for each project. NAM will fill out a district-wide Form F and obtain signature from the District. The project implementer will complete and sign a Form J for each project. Please refer to the Prop 39 Forms tab for more details.
- Final Package of Documentation

**Notes:**

---

**Note to Preparer:** Customize Checklist, highlight applicable fields and delete this box!
<table>
<thead>
<tr>
<th>Step #</th>
<th>Project Step</th>
<th>Action</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Required</th>
<th>Relevant Guideline Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District project(s) completed.</td>
<td>Submit completed Form E &quot;Project Completion&quot; to Utility and NAM.</td>
<td>NAM (SoCal)</td>
<td>Form E</td>
<td>One Form per Project</td>
<td>11.1-A</td>
</tr>
<tr>
<td>2</td>
<td>District project(s) completed.</td>
<td>Submit completed Form J &quot;Job Creation Tracking&quot; to District.</td>
<td>Contractor</td>
<td>Form J</td>
<td>One Form per Project</td>
<td>11.1-B</td>
</tr>
<tr>
<td>3</td>
<td>District receives Form J from contractor.</td>
<td>Submit completed Form F &quot;Close-Out Reporting&quot; to Utility and NAM.</td>
<td>NAM (SoCal) / District</td>
<td>Form F</td>
<td>One Form per District</td>
<td>11.1-C</td>
</tr>
<tr>
<td>4</td>
<td>NAM/Utility receives completed Form E.</td>
<td>Conduct Project Verification Inspection and collect Form F from District.</td>
<td>Utility or NAM (if no Utility Participation)</td>
<td></td>
<td></td>
<td>12.1-A</td>
</tr>
<tr>
<td>5</td>
<td>Project Verification Inspection completed.</td>
<td>Submit Installation Review (IR) to NAM.</td>
<td>Utility or NAM (if no Utility Participation)</td>
<td></td>
<td></td>
<td>12.1-B</td>
</tr>
<tr>
<td>6</td>
<td>Installation Review (IR) and Form F received.</td>
<td>Updates made to Program Database with verified savings, costs, and job creation.</td>
<td>NAM</td>
<td></td>
<td></td>
<td>12.2</td>
</tr>
<tr>
<td>7</td>
<td>Installation Review (IR) approved by Utility.</td>
<td>Distribute Incentives to District.</td>
<td>Utility</td>
<td></td>
<td></td>
<td>12.3</td>
</tr>
</tbody>
</table>

Please email the required forms listed above to NAM and/or your district’s appropriate IOU representative.

Newcomb Anderson McCormick (NAM): cc.updates@newcomb.cc
**CCC PROPOSITION 39 MEASUREMENT & VERIFICATION**

**Installation Review**

**Tech Reviewer:** AESC  
**Reviewer Name:**  
**Revision:**  
**Administrator:** David T. Hather

| **Project #:** |  
| **Project Name:** |  
| **Site Address:** |  
| **Sponsor:** |  
| **Customer:** |  
| **Approach:** | Customized Retrofit |

**Application Status:** ☐ Approved  
☐ Suspended  
☐ Declined

### Summary of Application Review Results

<table>
<thead>
<tr>
<th></th>
<th>CR Savings</th>
<th>DR Savings</th>
<th>Total Capital Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Savings Estimates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Approved Amount</td>
<td>0.0 kWh</td>
<td>0.00 kW</td>
<td>0.0 Therms</td>
</tr>
<tr>
<td>Installation Submitted Amount</td>
<td>0.0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Installation Approved Amount</td>
<td>0.0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Incentive Estimates</strong></th>
<th>Gross Incentive($)</th>
<th>Project Cost Adj.</th>
<th>Site Cap Adj.</th>
<th>Net Incentive</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Approved Amount</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Installation Submitted Amount</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>CR Installation Approved Amount</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>DR Installation Approved Amount*</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
</tr>
</tbody>
</table>

### Comments

**Review Summary**

**Project Description**

---

**Date:**

Reviewer,
## Customized Retrofit

<table>
<thead>
<tr>
<th>Old Code</th>
<th>New Code</th>
<th>Measure Description</th>
<th>Meas. Type</th>
<th>Energy Savings kWh or Therm</th>
<th>Gross Incentive kW</th>
<th>Project Cost Adjustment kW</th>
<th>PA Contract Adjustment kW</th>
<th>Net Incentive kWh or Therm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approved Totals**

- kWh: $ -
- Th: $ -

### Demand Response

<table>
<thead>
<tr>
<th>Measure Code</th>
<th>Measure Description</th>
<th>Dispatch Demand(kW)</th>
<th>Measure Cost</th>
<th>Gross Incentive</th>
<th>Project Cost Adjustment</th>
<th>Customer Cap Adjustment</th>
<th>Net Incentive</th>
<th>DR Initial 25% Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**Approved Totals**

- $ -
EXHIBIT S – SAMPLE ACTUAL JOB CREATION REPORTING FORM (FORM J)
**PROP 39 PROJECT CLOSE-OUT FORMS**

**CCC PROPOSITION 39 JOB CREATION TRACKING REPORT (FORM J)**

Contract Completion Report

<table>
<thead>
<tr>
<th>District</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Contract Duration</td>
</tr>
<tr>
<td>Date</td>
<td>Company Name</td>
</tr>
<tr>
<td></td>
<td>Under Contract With</td>
</tr>
</tbody>
</table>

**Instructions:**
California Community College Districts are required to report, at the completion of each project utilizing Proposition 39 funds, the "Total On-Site Work Hours" that have been created in performing the work. The contractor is required to complete this Job Creation Tracking Report as a condition of the contract with the district and submit it to the district as part of the closeout documents and as a condition for receiving final payment. Contractor to verify hours reported with payroll applications and submit copies of all supporting documents.

*Please fill in blue shaded areas below with the required information.*

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Description</th>
<th>On-Site Work Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Project</td>
<td>Test Project Entry</td>
<td></td>
</tr>
</tbody>
</table>

*Note: "On-Site Hours" is defined as the total number of hours of utilization of each employee/trainee - apprentice associated with that specific project ID

**I CERTIFY THAT THE INFORMATION REPORTED ABOVE IS TRUE AND ACCURATE.**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Date:</td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
</tbody>
</table>

Page 2 of 2
EXHIBIT T – FINAL PROJECT VERIFICATION REPORT (FORM F)
**FINAL PROJECT VERIFICATION REPORT (FORM F)**

<table>
<thead>
<tr>
<th>District</th>
<th>District Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Application Entry</td>
<td></td>
</tr>
</tbody>
</table>

**Instructions:**
The following information and documentation is required to comply with the project reporting requirements of Proposition 39. Districts shall compile the information listed below and submit this form with all supporting documentation (vendor invoices, job creation tracking forms (Form J), etc.) as necessary.

Enter the total final gross project cost before deducting any incentives or other grants. This MAY include soft costs (e.g. procurement, engineering and design, project management, overhead) and MUST include all hard costs (e.g. equipment and materials, construction costs, installation labor). Soft costs should only be reported if they were approved for Prop 39 funding and included in the initial Cost Effectiveness evaluation. Project costs should not include activities unrelated to the installation of energy efficiency or clean energy installation projects where it can be clearly demonstrated that those costs are external to and independent from the eligible project. All project costs related to the Prop 39 energy efficiency installation must be reported regardless of funding source.

Enter the Job Creation totals from Form J - Job Creating Tracking Forms filled out by implementation contractors. Attach forms to this report or include in electronic submission.

You must attach supporting documents to this report or include in electronic submission. This signed Final Project Verification Report (Form F), the Job Creation Tracking forms (Form J), and all supporting invoices must be submitted before final project closeout can be completed.

**Please email the completed Form with ALL attached documentation to Newcomb Anderson McCormick at CCCupdates@newcomb.cc**

**PROJECT DETAILS**

**Test College**

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Utility App No(s.)</th>
<th>Project Description</th>
<th>Date Complete</th>
<th>On-Site Work Hours*</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Project</td>
<td>Test Project Entry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

I CERTIFY THAT THE INFORMATION REPORTED ABOVE IS TRUE AND ACCURATE.

Signature: ____________________________  Title: ____________________________  Date: ____________________________

Please e-mail the completed form with ALL attached documentation to Newcomb Anderson McCormick at CCCupdates@newcomb.cc
## Completed Project Data

Project data for all Prop 39-funded projects that have been closed out. Projects with "Prop 39 Funding % of Total Project Cost" in excess of 100% will have their excess funding transferred to new projects currently in development.

<table>
<thead>
<tr>
<th>District</th>
<th>Campus</th>
<th>ID</th>
<th>Project Name</th>
<th>Verified Prop 39 Funding % of Total Project Cost</th>
<th>Prop 39 Funding % of Total Project Cost</th>
<th>Verified Annual Energy Reduction</th>
<th>Net Present Value Rating</th>
<th>Actual Number of Trainees</th>
<th>Actual Number of Direct FTEs</th>
<th>Avg Number of FTE Months</th>
<th>Days from Award to Close-Out</th>
<th>Annual GHG Reduction*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Beach Community College</td>
<td>Long Beach City College</td>
<td>LONGBE-1314-001-01</td>
<td>Condenser Water Pump VFD</td>
<td>39.0</td>
<td>39.0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>372</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Beach Community College</td>
<td>Long Beach City College</td>
<td>LONGBE-1314-001-02</td>
<td>Chilled Water Supply Reset</td>
<td>39.0</td>
<td>39.0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>372</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Beach Community College</td>
<td>Long Beach City College</td>
<td>LONGBE-1314-001-03</td>
<td>Condenser Water Reset</td>
<td>39.0</td>
<td>39.0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>372</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Beach Community College</td>
<td>Long Beach City College</td>
<td>LONGBE-1314-001-04</td>
<td>Cooling Tower Optimization - Variable Speed Chiller Plant Optimization</td>
<td>39.0</td>
<td>39.0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>372</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Beach Community College</td>
<td>Long Beach City College</td>
<td>LONGBE-1314-001-05</td>
<td>Critical Zone Reset - Fan (s) Expansion</td>
<td>39.0</td>
<td>39.0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>372</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Beach Community College</td>
<td>Long Beach City College</td>
<td>LONGBE-1314-001-06</td>
<td>Optimum Start - Stop EMS Control</td>
<td>39.0</td>
<td>39.0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>372</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Formula to determine GHG reductions currently under development.
## CCC Site Level COB Report

### District:
Test Community College District

### College:
Test College

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Annual Electricity KWH Usage</th>
<th>Electricity to BTU Conversion</th>
<th>Annual Natural Gas Therm Usage</th>
<th>Therm to BTU Conversion</th>
<th>Total Annual BTU's Consumed</th>
<th>Gross Square Feet From Space Inventory</th>
<th>Weeks of Academic Operation</th>
<th>Total Weeks of Operation</th>
<th>Average BTU's Per GSF Per Week</th>
<th>Percent Reduction of Baseline Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>5,000,000</td>
<td>17,065,000,000</td>
<td>115,000</td>
<td>11,500,000,000</td>
<td>28,565,000,000</td>
<td>390,000</td>
<td>42</td>
<td>51</td>
<td>1575</td>
<td>Baseline Year</td>
</tr>
<tr>
<td>2013-2014</td>
<td>5,223,771</td>
<td>17,828,730,423</td>
<td>191,211</td>
<td>19,121,100,000</td>
<td>36,949,830,423</td>
<td>495,000</td>
<td>46</td>
<td>51</td>
<td>1539</td>
<td>-2.29%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2015-2016</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2016-2017</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2017-2018</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2018-2019</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
EXHIBIT V – PROPOSITION 39 INITIATIVE TEXT
this section is hereby exempted from the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(f) Notwithstanding Section 13340 of the Government Code, the California Education Trust Fund is hereby continuously appropriated, without regard to fiscal year, solely for the funding of the Our Children, Our Future: Local Schools and Early Education Investment and Bond Debt Reduction Act.

(g) The additional tax imposed under this section does not apply to any taxable year beginning on or after January 1, 2025, except as may otherwise be provided in a measure that extends the Our Children, Our Future: Local Schools and Early Education Investment and Bond Debt Reduction Act and is approved by the electorate at a statewide election held on or before the first Tuesday after the first Monday in November of 2024.

SEC. 9. Section 19602 of the Revenue and Taxation Code is amended to read:

19602. Except for amounts collected or accrued under Sections 17935, 17941, 17948, 19532, and 19561, and revenues deposited pursuant to Section 19602.5, and revenues collected pursuant to Section 17041.1, all moneys and remittances received by the Franchise Tax Board as amounts imposed under Part 10 (commencing with Section 17001), and related penalties, additions to tax, and interest imposed under this part, shall be deposited, after clearance of remittances, in the State Treasury and credited to the Personal Income Tax Fund.

SEC. 10. Severability.

The provisions of this act are meant to be severable. If any of the provisions of this measure or the applicability of any provision of this measure to any person or circumstances shall be found to be unconstitutional or otherwise invalid, that finding shall not affect the remaining provisions of the act or the application of this measure to other persons or circumstances.

SEC. 11. Conflicting Initiatives.

(a) In the event that this measure and another measure or measures amending the California personal income tax rate for any taxpayer or group of taxpayers, or amending the rate of tax imposed on retailers for the privilege of selling tangible personal property at retail, or amending the rate of excise tax imposed on the storage, use or other consumption in this state of tangible personal property purchased from any retailer for storage, use or other consumption in this state, shall appear on the same statewide election ballot, the rate-amending provisions of the other measure or measures and all provisions of that measure that are funded by its rate-amending provisions, shall be deemed to be in conflict with this measure. In the event that this measure receives a greater number of affirmative votes than any such other measure, the rate-amending provisions of the other measure, and all provisions of that measure that are funded by its rate-amending provisions, shall be null and void, and the provisions of this measure shall prevail instead.

(b) Conflicts between other provisions not subject to subdivision (a) shall be resolved pursuant to subdivision (b) of Section 10 of Article II of the California Constitution.

SEC. 12. Amendments.

This act may not be amended except by majority vote of the people in a statewide general election.


(a) This measure shall be effective the day after its enactment. Operative dates for the various provisions of this measure shall be those set forth in the act.

(b) The tax imposed by subdivisions (a) and (b) of Section 17041.1 of the Revenue and Taxation Code added pursuant to this act shall cease to be operative and shall expire on December 31, 2024, unless the voters, by majority vote, approve the extension of the act at a statewide election held on or before the first Tuesday after the first Monday in November, 2024.

PROPOSITION 39

This initiative measure is submitted to the people in accordance with the provisions of Section 8 of Article II of the California Constitution.

This initiative measure amends, repeals, and adds sections to the Public Resources Code and the Revenue and Taxation Code; therefore, existing provisions proposed to be deleted are printed in strikeout type and new provisions proposed to be added are printed in italic type to indicate that they are new.

PROPOSED LAW

THE CALIFORNIA CLEAN ENERGY JOBS ACT

SECTION 1. The people of the State of California do hereby find and declare all of the following:

(1) California is suffering from a devastating recession that has thrown more than a million Californians out of work.

(2) Current tax law both discourages multistate companies from locating jobs in California, and puts job-creating California companies at a competitive disadvantage.

(3) To address this problem, most other states have changed their laws to tax multistate companies on the percent of sales in that state, a tax approach referred to as the “single sales factor.”

(4) If California were to adopt the single sales factor approach, the independent Legislative Analyst’s Office estimates that state revenues would increase by as much as $1.1 billion per year and create a net gain of 40,000 California jobs.

(5) In addition, by dedicating a portion of increased revenue to job creation in the energy efficiency and clean energy sectors, California can create tens of thousands of additional jobs right away, reducing unemployment, improving our economy, and saving taxpayers money on energy.

(6) Additional revenue would be available to public schools consistent with current California law.

SEC. 2. Division 16.3 (commencing with Section 26200) is added to the Public Resources Code, to read:

DIVISION 16.3. CLEAN ENERGY JOB CREATION

CHAPTER 1. GENERAL PROVISIONS

26200. This division shall be known and may be cited as the California Clean Energy Jobs Act.

26201. This division has the following objectives:
(a) Create good-paying energy efficiency and clean energy jobs in California.
(b) Put Californians to work repairing and updating schools and public buildings to improve their energy efficiency and make other clean energy improvements that create jobs and save energy and money.
(c) Promote the creation of new private sector jobs improving the energy efficiency of commercial and residential buildings.
(d) Achieve the maximum amount of job creation and energy benefits with available funds.
(e) Supplement, complement, and leverage existing energy efficiency and clean energy programs to create increased economic and energy benefits for California in coordination with the California Energy Commission and the California Public Utilities Commission.
(f) Provide a full public accounting of all money spent and jobs and benefits achieved so the programs and projects funded pursuant to this division can be reviewed and evaluated.

CHAPTER 2. CLEAN ENERGY JOB CREATION FUND

26205. The Clean Energy Job Creation Fund is hereby created in the State Treasury. Except as provided in Section 26208, the sum of five hundred fifty million dollars ($550,000,000) shall be transferred from the General Fund to the Job Creation Fund in fiscal years 2013–14, 2014–15, 2015–16, 2016–17, and 2017–18. Moneys in the fund shall be available for appropriation for the purpose of funding projects that create jobs in California improving energy efficiency and expanding clean energy generation, including all of the following:
(a) Schools and public facilities:
(1) Public schools: Energy efficiency retrofits and clean energy installations, along with related improvements and repairs that contribute to reduced operating costs and improved health and safety conditions, on public schools.
(2) Universities and colleges: Energy efficiency retrofits, clean energy installations, and other energy system improvements to reduce costs and achieve energy and environmental benefits.
(3) Other public buildings and facilities: Financial and technical assistance including revolving loan funds, reduced interest loans, or other financial assistance for cost-effective energy efficiency retrofits and clean energy installations on public facilities.
(b) Job training and workforce development: Funding to the California Conservation Corps, Certified Community Conservation Corps, YouthBuild, and other existing workforce development programs to train and employ disadvantaged youth, veterans, and others on energy efficiency and clean energy projects.
(c) Public-private partnerships: Assistance to local governments in establishing and implementing Property Assessed Clean Energy (PACE) programs or similar financial and technical assistance for cost-effective retrofits that include repayment requirements. Funding shall be prioritized to maximize job creation, energy savings, and geographical and economic equity. Where feasible, repayment revenues shall be used to create revolving loan funds or similar ongoing financial assistance programs to continue job creation benefits.
26206. The following criteria apply to all expenditures from the Job Creation Fund:
(a) Project selection and oversight shall be managed by existing state and local government agencies with expertise in managing energy projects and programs.
(b) All projects shall be selected based on in-state job creation and energy benefits for each project type.
(c) All projects shall be cost effective: total benefits shall be greater than project costs over time. Project selection may include consideration of non-energy benefits, such as health and safety, in addition to energy benefits.
(d) All projects shall require contracts that identify the project specifications, costs, and projected energy savings.
(e) All projects shall be subject to audit.
(f) Program overhead costs shall not exceed 4 percent of total funding.
(g) Funds shall be appropriated only to agencies with established expertise in managing energy projects and programs.
(h) All programs shall be coordinated with the California Energy Commission and the California Public Utilities Commission to avoid duplication and maximize leverage of existing energy efficiency and clean energy efforts.
(i) Eligible expenditures include costs associated with technical assistance, and with reducing project costs and delays, such as development and implementation of processes that reduce the costs of design, permitting or financing, or other barriers to project completion and job creation.
26208. If the Department of Finance and the Legislative Analyst jointly determine that the estimated annual increase in revenues as a result of the amendment, addition, or repeal of Sections 25128, 25128.5, 25128.7, and 25136 of the Revenue and Taxation Code is less than one billion one hundred million dollars ($1,100,000,000), the amount transferred to the Job Creation Fund shall be decreased to an amount equal to one-half of the estimated annual increase in revenues.

CHAPTER 3. ACCOUNTABILITY, INDEPENDENT AUDITS, PUBLIC DISCLOSURE

26210. (a) The Citizens Oversight Board is hereby created.
(b) The board shall be composed of nine members: three members shall be appointed by the Treasurer, three members by the Controller, and three members by the Attorney General. Each appointing office shall appoint one member who meets each of the following criteria:
(1) An engineer, architect, or other professional with knowledge and expertise in building construction or design.
(2) An accountant, economist, or other professional with knowledge and expertise in evaluating financial transactions and program cost-effectiveness.
(3) A technical expert in energy efficiency, clean energy, or energy systems and programs.
(c) The California Public Utilities Commission and the California Energy Commission shall each designate an ex officio member to serve on the board.
(d) The board shall do all of the following:
(1) Annually review all expenditures from the Job Creation Fund.

(2) Commission and review an annual independent audit of the Job Creation Fund and of a selection of projects completed to assess the effectiveness of the expenditures in meeting the objectives of this division.

(3) Publish a complete accounting of all expenditures each year, posting the information on a publicly accessible Internet Web site.

(4) Submit an evaluation of the program to the Legislature identifying any changes needed to meet the objectives of this division.

CHAPTER 4. DEFINITIONS

26220. The following definitions apply to this division:

(a) “Clean energy” means a device or technology that meets the definition of “renewable energy” in Section 26003, or that contributes to improved energy management or efficiency.

(b) “Board” means the Citizens Oversight Board established in Section 26210.

(c) “Job Creation Fund” means the Clean Energy Job Creation Fund established in Section 26205.

(d) “Program overhead costs” include staffing for state agency development and management of funding programs pursuant to this division, but excluding technical assistance, evaluation, measurement, and validation, or costs related to increasing project efficiency or performance, and costs related to local implementation.

SEC. 3. Section 23101 of the Revenue and Taxation Code is amended to read:

23101. (a) “Doing business” means actively engaging in any transaction for the purpose of financial or pecuniary gain or profit.

(b) For taxable years beginning on or after January 1, 2011, a taxpayer is doing business in this state for a taxable year if any of the following conditions has been satisfied:

(1) The taxpayer is organized or commercially domiciled in this state.

(2) Sales, as defined in subdivision (e) or (f) of Section 25120 as applicable for the taxable year, of the taxpayer in this state exceed the lesser of five hundred thousand dollars ($500,000) or 25 percent of the taxpayer’s total sales. For purposes of this paragraph, sales of the taxpayer include sales by an agent or independent contractor of the taxpayer. For purposes of this paragraph, sales in this state shall be determined using the rules for assigning sales under Sections 25135 and subdivision (b) of Section 25136, and the regulations thereunder, as modified by regulations under Section 25137.

(3) The real property and tangible personal property of the taxpayer in this state exceed the lesser of fifty thousand dollars ($50,000) or 25 percent of the taxpayer’s total real property and tangible personal property. The value of real and tangible personal property and the determination of whether property is in this state shall be determined using the rules contained in Sections 25129 to 25131, inclusive, and the regulations thereunder, as modified by regulation under Section 25137.

(4) The amount paid in this state by the taxpayer for compensation, as defined in subdivision (c) of Section 25120, exceeds the lesser of fifty thousand dollars ($50,000) or 25 percent of the total compensation paid by the taxpayer. Compensation in this state shall be determined using the rules for assigning payroll contained in Section 25133 and the regulations thereunder, as modified by regulations under Section 25137.

(c) (1) The Franchise Tax Board shall annually revise the amounts in paragraphs (2), (3), and (4) of subdivision (b) in accordance with subdivision (h) of Section 17041.

(2) For purposes of the adjustment required by paragraph (1), subdivision (h) of Section 17041 shall be applied by substituting “2012” in lieu of “1988.”

(d) The sales, property, and payroll of the taxpayer include the taxpayer’s pro rata or distributive share of pass-through entities. For purposes of this subdivision, “pass-through entities” means a partnership or an “S” corporation.

SEC. 4. Section 25128 of the Revenue and Taxation Code is amended to read:

25128. (a) Notwithstanding Section 38006, for taxable years beginning before January 1, 2013, all business income shall be apportioned to this state by multiplying the business income by a fraction, the numerator of which is the property factor plus the payroll factor plus twice the sales factor, and the denominator of which is four, except as provided in subdivision (b) or (c).

(b) If an apportioning trade or business derives more than 50 percent of its “gross business receipts” from conducting one or more qualified business activities, all business income of the apportioning trade or business shall be apportioned to this state by multiplying business income by a fraction, the numerator of which is the property factor plus the payroll factor plus the sales factor, and the denominator of which is three.

(c) For purposes of this section, a “qualified business activity” means the following:

(1) An agricultural business activity.

(2) An extractive business activity.

(3) A savings and loan activity.

(4) A banking or financial business activity.

(d) For purposes of this section:

(1) “Gross business receipts” means gross receipts described in subdivision (e) or (f) of Section 25120 (other than gross receipts from sales or other transactions within an apportioning trade or business between members of a group of corporations whose income and apportionment factors are required to be included in a combined report under Section 25101, limited, if applicable, by Section 25110), whether or not the receipts are excluded from the sales factor by operation of Section 25137.

(2) “Agricultural business activity” means activities relating to any stock, dairy, poultry, fruit, fur bearing animal, or truck farm, plantation, ranch, nursery, or range. “Agricultural business activity” also includes activities relating to cultivating the soil or raising or harvesting any agricultural or horticultural commodity, including, but not limited to, the raising, shearing, feeding, caring for, training, or management of animals on a farm as well as the handling, drying, packing, grading, or storing on a farm any agricultural or horticultural commodity in its unmanufactured state, but only if the owner, tenant, or
operator of the farm regularly produces more than one-half of the commodity so treated.

(3) “Extractive business activity” means activities relating to the production, refining, or processing of oil, natural gas, or mineral ore.

(4) “Savings and loan activity” means any activities performed by savings and loan associations or savings banks which have been chartered by federal or state law.

(5) “Banking or financial business activity” means activities attributable to dealings in money or moneymed capital in substantial competition with the business of national banks.

(6) “Apportioning trade or business” means a distinct trade or business whose business income is required to be apportioned under Sections 25101 and 25120, limited, if applicable, by Section 25110, using the same denominator for each of the applicable payroll, property, and sales factors.

(7) Paragraph (4) of subdivision (c) shall apply only if the Franchise Tax Board adopts the Proposed Multistate Tax Commission Formula for the Uniform Apportionment of Net Income from Financial Institutions, or its substantial equivalent, and shall become operative upon the same operative date as the adopted formula.

(8) In any case where the income and apportionment factors of two or more savings associations or corporations are required to be included in a combined report under Section 25101, limited, if applicable, by Section 25110, both of the following shall apply:

(A) The application of the more than 50 percent test of subdivision (b) shall be made with respect to the “gross business receipts” of the entire apportioning trade or business of the group.

(B) The entire business income of the group shall be apportioned in accordance with either subdivision (a) or (b), or subdivision (b) of Section 25128.5, Section 25128.5 or 25128.7, as applicable.

SEC. 5. Section 25128.5 of the Revenue and Taxation Code is amended to read:

25128.5. (a) Notwithstanding Section 38006, for taxable years beginning on or after January 1, 2011, and before January 1, 2013, any apportioning trade or business, other than an apportioning trade or business described in subdivision (b) of Section 25128, may make an irrevocable annual election on an original timely filed return, in the manner and form prescribed by the Franchise Tax Board to apportion its income in accordance with this section, and not in accordance with Section 25128.

(b) Notwithstanding Section 38006, for taxable years beginning on or after January 1, 2011, and before January 1, 2013, all business income of an apportioning trade or business making an election described in subdivision (a) shall be apportioned to this state by multiplying the business income by the sales factor.

(c) The Franchise Tax Board is authorized to issue regulations necessary or appropriate regarding the making of an election under this section, including regulations that are consistent with rules prescribed for making an election under Section 25113.

(d) This section shall not apply to taxable years beginning on or after January 1, 2013, and as of December 1, 2013, is repealed.

SEC. 6. Section 25128.7 is added to the Revenue and Taxation Code, to read:

25128.7. Notwithstanding Section 38006, for taxable years beginning on or after January 1, 2013, all business income of an apportioning trade or business, other than an apportioning trade or business described in subdivision (b) of Section 25128, shall be apportioned to this state by multiplying the business income by the sales factor.

SEC. 7. Section 25136 of the Revenue and Taxation Code is amended to read:

25136. (a) For taxable years beginning before January 1, 2011, and for taxable years beginning on or after January 1, 2011, and before January 1, 2013, for which Section 25128.5 is operative and an election under subdivision (a) of Section 25128.5 has not been made, sales, other than sales of tangible personal property, are in this state if:

(1) The income-producing activity is performed in this state; or

(2) The income-producing activity is performed both in and outside this state and a greater proportion of the income-producing activity is performed in this state than in any other state, based on costs of performance.

(b) For taxable years beginning on or after January 1, 2011, and before January 1, 2013:

(1) Sales from services are in this state to the extent the purchaser of the service received the benefit of the service in this state.

(2) Sales from intangible property are in this state to the extent the property is used in this state. In the case of marketable securities, sales are in this state if the customer is in this state.

(3) Sales from the sale, lease, rental, or licensing of real property are in this state if the real property is located in this state.

(4) Sales from the rental, lease, or licensing of tangible personal property are in this state if the property is located in this state.

(5) (A) If Section 25128.5 is operative, then this subdivision shall apply in lieu of subdivision (a) for any taxable year for which an election has been made under subdivision (a) of Section 25128.5.

(B) If Section 25128.5 is not operative, then this subdivision shall apply and subdivision (a) shall apply for any taxpayer subject to the tax imposed under this part.

(C) Notwithstanding subparagraphs (A) or (B), this subdivision shall apply for purposes of paragraph (2) of subdivision (b) of Section 23101.

(d) This section shall not apply to taxable years beginning on
or after January 1, 2013, and as of December 1, 2013, is repealed.

SEC. 8. Section 25136 is added to the Revenue and Taxation Code, to read:

25136. (a) Notwithstanding Section 38006, for taxable years beginning on or after January 1, 2013, sales, other than sales of tangible personal property, are in this state if:
   (1) Sales from services are in this state to the extent the purchaser of the service received the benefit of the services in this state.
   (2) Sales from intangible property are in this state to the extent the property is used in this state. In the case of marketable securities, sales are in this state if the customer is in this state.
   (3) Sales from the sale, lease, rental, or licensing of real property are in this state if the real property is located in this state.
   (4) Sales from the rental, lease, or licensing of tangible personal property are in this state if the property is located in this state.
   (b) The Franchise Tax Board may prescribe regulations as necessary or appropriate to carry out the purposes of this section.

SEC. 9. Section 25136.1 is added to the Revenue and Taxation Code, to read:

25136.1. (a) For taxable years beginning on or after January 1, 2013, a qualified taxpayer that apportions its business income under Section 25128.7 shall apply the following provisions:
   (1) Notwithstanding Section 25137, qualified sales assigned to this state shall be equal to 50 percent of the amount of qualified sales that would be assigned to this state pursuant to Section 25136 but for the application of this section. The remaining 50 percent shall not be assigned to this state.
   (2) All other sales shall be assigned pursuant to Section 25136.
   (b) For purposes of this section:
      (1) “Qualified taxpayer” means a member, as defined in paragraph (10) of subdivision (b) of Section 25106.5 of Title 18 of the California Code of Regulations as in effect on the effective date of the act adding this section, of a combined reporting group that is also a qualified group.
      (2) “Qualified group” means a combined reporting group, as defined in paragraph (3) of subdivision (b) of Section 25106.5 of Title 18 of the California Code of Regulations, as in effect on the effective date of the act adding this section, of a combined reporting group that is also a qualified group.

(proposition 39 continued)
EXHIBIT W – SB 73 TEXT
An act relating to the Budget Act of 2013. An act to amend Section 25415 of, and to add Chapter 5 (commencing with Section 26225) to Division 16.3 of, the Public Resources Code, relating to energy, and making an appropriation therefor, to take effect immediately, bill related to the budget.

LEGISLATIVE COUNSEL’S DIGEST


(1) Existing law, the Energy Conservation Assistance Act of 1979, establishes the State Energy Conservation Assistance Account, a continuously appropriated account, for the purposes of funding loans to schools, hospitals, public care institutions, and units of local government to maximize energy savings. Existing law requires each eligible institution to which an allocation has been made under the act to repay the principal amount of the allocation, plus interest, in not more than 30 equal semiannual payments, as determined by the State Energy Resources Conservation and Development Commission, or the Energy Commission. Existing law requires the Energy Commission, except as specified, to periodically set interest rates on the loans based on surveys of existing financial markets and at rates not less than 1% per annum.

This bill would permit not more than 40 equal semiannual payments and authorization of no-interest loans.
(2) The California Clean Energy Jobs Act, an initiative approved by the voters as Proposition 39 at the November 6, 2012, statewide general election, made changes to corporate income taxes and, except as specified, provides for the transfer of $550,000,000 annually from the General Fund to the Clean Energy Job Creation Fund, or the Job Creation Fund, for 5 fiscal years beginning with the 2013–14 fiscal year. Moneys in the Job Creation Fund are available, upon appropriation by the Legislature, for purposes of funding eligible projects that create jobs in California improving energy efficiency and expanding clean energy generation. Existing law provides for the allocation of available funds to public school facilities, university and college facilities, and other public buildings and facilities, as well as job training and workforce development and public-private partnerships for eligible projects, as specified. Existing law establishes prescribed criteria that apply to all expenditures from the Job Creation Fund.

This bill would appropriate $3,000,000 from the Job Creation Fund to the California Workforce Investment Board to develop and implement a competitive grant program, in consultation with the Energy Commission and the Public Utilities Commission, for eligible community-based and other training workforce organizations preparing disadvantaged youth or veterans for employment, as specified.

This bill would, for the 2013–14 fiscal year, transfer $28,000,000 from the Job Creation Fund to the Education Subaccount, which this bill would create in the State Energy Conservation Assistance Account. This bill would appropriate moneys in the Education Subaccount to the Energy Commission for the purpose of low-interest and no-interest revolving loans and loan loss reserves for eligible projects and technical assistance, as prescribed. This bill would require funds remaining in the Education Subaccount after the 2017–18 fiscal year to continue to be available in future years for loans to local education agencies, as defined, and community college districts, as specified. This bill would require the funds deposited annually in the Job Creation Fund and remaining in the fund, as prescribed, to be allocated, to the extent consistent with the act, to local education agencies by the Superintendent of Public Instruction, as specified, and to community college districts by the Chancellor of the California Community Colleges at his or her discretion. This bill would require the Energy Commission to maintain information on the local education agencies and community college districts that receive grants, loans, or other financial assistance pursuant to these provisions.
This bill would require the Energy Commission, in consultation with the Superintendent of Public Instruction, the Chancellor of the California Community Colleges, and the Public Utilities Commission, to establish specified guidelines. This bill would require the Energy Commission to adopt these guidelines at a publicly noticed meeting and provide an opportunity for public comment, as prescribed. This bill would require the Superintendent of Public Instruction and the Chancellor of the California Community Colleges to require that funds be paid back if they are not used in accordance with prescribed provisions.

(3) The California Clean Energy Jobs Act creates the Citizens Oversight Board with specified responsibilities relative to the review of expenditures from the Job Creation Fund, including the submission of an evaluation to the Legislature.

This bill would require an entity, as a condition of receiving funds from the Job Creation Fund, not sooner than one year but no later than 15 months after the entity completes its first eligible project with a grant, loan, or other assistance from the Job Creation Fund, to submit a report of its project expenditures to the Citizens Oversight Board, as specified. This bill would require the California Workforce Investment Board, in consultation with the Energy Commission, to utilize reports filed with the Citizens Oversight Board to quantify total employment affiliated with funded projects, as well as to estimate new trainee, apprentice, or full-time jobs resulting from Job Creation Fund activity, and would require the California Workforce Investment Board to prepare a report with this information annually and to submit it to the Citizens Oversight Board. This bill would require the Citizens Oversight Board to report specified information it receives to the Legislature annually as part of its responsibility to submit an evaluation to the Legislature and to post this report on a publicly accessible Internet Web site.

(4) This bill would declare that it is to take effect immediately as a bill providing for appropriations related to the Budget Bill.

This bill would express the intent of the Legislature to enact statutory changes relating to the Budget Act of 2013.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares all of the following:

(a) With the passage of Proposition 39 at the November 6, 2012, statewide general election, the people of California declared their intent to have multistate businesses treated equally under the Revenue and Taxation Code and to establish a path forward for schools and clean energy jobs.

(b) Between the 2013–14 and 2017–18 fiscal years, Proposition 39 will dedicate up to $550,000,000 annually to the Clean Energy Job Creation Fund.

(c) Proposition 39 establishes objectives for clean energy job creation, including funding energy efficiency projects and renewable energy installations in public schools, universities, and other public facilities.

(d) Proposition 39 identifies energy efficiency retrofits and clean energy installations at public schools as ways to promote private sector jobs to save energy and money.

(e) The United States Environmental Protection Agency estimates that schools waste 30 percent of their energy unnecessarily through inefficiencies. The financial savings from more efficient buildings would provide schools with the flexibility to pay for other upgrades and programs that enhance student learning.

(f) With the passage of Proposition 39, the state will be able to reduce energy demand at public schools and provide long-term savings and budgetary flexibility so schools can concentrate their limited resources on education and not utility bills.

(g) Proposition 39 also establishes a Citizens Oversight Board to review expenditures, audit the Clean Energy Job Creation Fund, and maintain accountability of the fund.

(h) It is the intent of the Legislature to establish guidelines for clean energy expenditures from the Clean Energy Job Creation Fund.

(i) It is further the intent of the Legislature to ensure that schools receive and prioritize high-quality facility retrofits and installations that lead to persistent energy savings.

(j) It is further the intent of the Legislature to quickly increase the number of jobs in California supporting energy retrofit
improvements, and to accomplish this, to direct the State Energy Resources Conservation and Development Commission to proceed quickly to develop necessary guidelines and procedures for project identification and investment.

(k) In addition to energy efficiency retrofits and clean energy installations, it is the intent of the Legislature that funds be available for allocation to local educational agencies to develop expertise in energy management capability. Energy managers can provide schools, particularly the smallest and neediest, with resources and best practices to implement energy efficiency and clean energy installations across California’s more than 1000 school districts with schools having kindergarten or grades 1 to 12, inclusive, as well as oversight to ensure proper reporting and data analysis for eligible projects.

SEC. 2. Chapter 5 (commencing with Section 26225) is added to Division 16.3 of the Public Resources Code, to read:

CHAPTER 5. PROPOSITION 39 IMPLEMENTATION

26225. For the purposes of this chapter, the following terms have the following meanings:

(a) “Chancellor” means the Chancellor of the California Community Colleges.

(b) “Energy Commission” means the State Energy Resources Conservation and Development Commission.

(c) “Local education agency” or “LEA” means a school district, county office of education, charter school, or state special school.

(d) “Job Creation Fund” means the Clean Energy Job Creation Fund established in Section 26205.

26227. (a) (1) For the 2013–14 fiscal year, twenty-eight million dollars ($28,000,000) shall be transferred from the Job Creation Fund to the Education Subaccount, which is hereby created in the State Energy Conservation Assistance Account created pursuant to Section 25416. The moneys in the Education Subaccount are appropriated to the Energy Commission for the purpose of low-interest and no-interest revolving loans and loan loss reserves for eligible projects and technical assistance.

(2) For the 2013–14 fiscal year, funds in the Education Subaccount shall be available for local education agencies and community college districts. If a local education agency or
community college district has an eligible project, the amount of
the funding resources gap that is to be considered a reasonable
loan value from the Education Subaccount is the project cost less
the amount of any grant awarded pursuant to Section 26233 and
less any state, federal, or local incentives. A local education agency
or community college district may need to meet additional credit
or other financial qualifying criteria applicable pursuant to the
Energy Conservation Assistance Act of 1979 (Chapter 5.2
(commencing with Section 25410) of Division 15). The Energy
Commission shall facilitate a local education agency or community
college district’s participation in both the Job Creation Fund and
Energy Conservation Assistance Account programs through
coordinated information, documentation, and review processes
regarding the project and the borrowing entity.
(b) For the 2014–15 through 2017–18 fiscal years, inclusive,
the amount transferred from the Job Creation Fund to the Energy
Conservation Assistance Account shall be determined in the annual
budget.
(c) Funds remaining in the Education Subaccount after the
2017–18 fiscal year shall continue to be available in future years
for loans to local education agencies and community college
districts pursuant to this section.
26230. (a) The sum of three million dollars ($3,000,000) is
hereby appropriated from the Job Creation Fund to the California
Workforce Investment Board to develop and implement a
competitive grant program for eligible community-based and other
training workforce organizations preparing disadvantaged youth
or veterans for employment.
(b) In developing and implementing the program, the board
shall do all of the following:
(1) In consultation with the Energy Commission and the Public
Utilities Commission, develop a competitive process to award
grants to eligible entities and evaluate and select applications for
grants.
(2) Administer grants to eligible entities for the purposes of
work experience and job training on energy efficiency and clean
energy projects.
(c) In awarding the grants, the California Workforce Investment
Board shall give priority to projects that include the following
elements:
(1) Specific skills gained through hands-on application related to energy efficiency and clean energy that is embedded in, or linked to, a broader occupational training program.

(2) Actual work experience gained through hands-on clean energy project implementation.

(3) Industry-recognized credentials and certificates.

(4) Training that demonstrates a high probability of placement of trainees into career track jobs.

(5) A partnership with state-approved apprenticeship programs that promote industry-recognized skills and credentials through work experience and lead to placement in a state-approved apprenticeship programs.

26233. (a) Commencing with the 2013–14 fiscal year and through the 2017–2018 fiscal year, inclusive, the funds deposited annually in the Job Creation Fund and remaining after the transfer pursuant to Section 26227 and the appropriation pursuant to Section 26230 shall be allocated, to the extent consistent with this division, as follows:

(1) Eighty-nine percent of the funds shall be available to local educational agencies and allocated by the Superintendent of Public Instruction pursuant to subdivision (b).

(2) Eleven percent of the funds shall be available to community college districts and allocated by the Chancellor of the California Community Colleges at his or her discretion.

(b) The Superintendent of Public Instruction shall allocate the funds provided in paragraph (1) of subdivision (a) as follows:

(1) Eighty-five percent on the basis of average daily attendance reported as of the second principal apportionment for the prior fiscal year.

(A) For every local education agency with average daily attendance as reported pursuant to this subdivision of 100 or less, the amount awarded shall be fifteen thousand dollars ($15,000).

(B) For every local education agency with average daily attendance as reported pursuant to this subdivision in excess of 100, but 1,000 or less, the amount awarded shall be either that local educational agency’s proportional award on the basis of average daily attendance or fifty thousand dollars ($50,000), whichever amount is larger.

(C) For every local education agency with average daily attendance as reported pursuant to this subdivision in excess of
1,000, but less than 2,000, the amount awarded shall be either
that local education agency’s proportional award on the basis of
average daily attendance or one hundred thousand dollars
($100,000), whichever amount is larger.
(D) For every local education agency with average daily
attendance as reported pursuant to this subdivision of 2,000 or
more, the amount awarded shall be the local education agency’s
proportional award on the basis of average daily attendance.
(2) Fifteen percent on the basis of students eligible for free and
reduced-price meals in the prior year.
(3) For every local education agency that receives over one
million dollars ($1,000,000) pursuant to this subdivision, not less
than 50 percent of the funds shall be used for projects larger than
two hundred fifty thousand dollars ($250,000) that achieve
substantial energy efficiency, clean energy, and jobs benefits.
(c) A local education agency subject to subparagraph (A) or
(B) of paragraph (1) of subdivision (b) may submit a written
request to the Superintendent of Public Instruction, by August 1
of each year, to receive in the current year its funding allocation
for both the current year and the following year, both of which
would be based on the average daily attendance used in the current
year for determining funding pursuant to the applicable
subparagraph. A local education agency requesting funding
pursuant to this subdivision shall not receive a funding allocation
in the year following the request.
(d) A local education agency shall encumber funds received
pursuant to this section by June 30, 2018.
26235. (a) The Energy Commission, in consultation with the
Superintendent of Public Instruction, the Chancellor of the
California Community Colleges, and the Public Utilities
Commission, shall establish guidelines for the following:
(1) Standard methods for estimating energy benefits, including
reasonable assumptions for current and future costs of energy,
and guidelines to compute the cost of energy saved as a result of
implementing eligible projects funded by this chapter.
(2) Contractor qualifications, licensing, and certifications
appropriate for the work to be performed, provided that the Energy
Commission shall not create any new qualification, license, or
certification pursuant to this subparagraph.
(3) Project evaluation, including the following:
(A) Benchmarks or energy rating systems to select best candidate facilities.

(B) Use of energy surveys or audits to inform project opportunities, costs, and savings.

(C) Sequencing of facility improvements.

(D) Methodologies for cost-effectiveness determination.

(4) To ensure that adequate energy audit, measurement, and verification procedures are employed to ensure that energy savings and greenhouse gas emissions reductions occur as a result of any funding provided pursuant to this section. The Energy Commission shall develop a simple preinstallation verification form that includes project description, estimated energy savings, expected number of jobs created, current energy usage, and costs. The Energy Commission may develop benchmarking and other innovative facility evaluation systems in coordination with the University of California.

(5) Achievement of the maximum feasible energy efficiency or clean energy benefits, as well as job creation benefits for Californians, resulting from projects implemented pursuant to this chapter.

(6) Where applicable, ensuring LEAs assist classified school employees with training and information to better understand how they can support and maximize the achievement of energy savings envisioned by the funded project.

(b) The Energy Commission shall allow the use of data analytics of energy usage data, where possible, in the energy auditing, evaluation, inventorying, measuring, and verification of projects. To ensure quality of results, data analytics providers shall have received prior technical validation by the Energy Commission, a local utility, or the Public Utilities Commission.

(c) A community college district or LEA shall not use a sole source process to award funds pursuant to this chapter. A community college district or LEA may use the best value criteria as defined in paragraph (1) of subdivision (c) of Section 20133 of the Public Contract Code to award funds pursuant to this chapter.

(d) The Energy Commission shall adopt the guidelines in accordance with this section at a publically noticed meeting and provide an opportunity for public comment. The Energy Commission shall provide written public notice of a meeting at least 30 days prior to the meeting.
(1) For substantive revision of the guidelines, the Energy Commission shall provide written notice of a meeting at least 15 days prior to the meeting at which the revision is to be considered or adopted.

(2) The adoption or revision of guidelines pursuant to this subdivision is exempt from Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.

(e) Each participating LEA shall prioritize the eligible projects within its jurisdiction taking into consideration, as applicable, at least the following factors:

(1) The age of the school facilities, as well as any plans to close or demolish the facilities.

(2) The proportion of pupils eligible for funds under Title I of the federal No Child Left Behind Act of 2001 (20 U.S.C. Sec. 6301 et seq.) at particular schoolsites.

(3) Whether the facilities have been recently modernized.

(4) The facilities’ hours of operation, including whether the facilities are operated on a year-round basis.

(5) The school’s energy intensity as determined from an energy rating or benchmark system such as the United States Environmental Protection Agency’s Energy Star system or other acceptable benchmarking approach that may be available from local utilities, the American Society for Heating, Refrigerating, and Air-Conditioning Engineers, Inc., or reputable building analysis software as is appropriate to the size, budget, and expertise available to the school.

(6) The estimated financial return of each project’s investment over the expected lifecycle of the project, in terms of net present value and return on investment.

(7) Each project’s potential for energy demand reduction.

(8) The anticipated health and safety improvements or other nonenergy benefits for each project.

(9) The individual or collective project’s ability to facilitate matriculation of local residents into state-certified apprenticeship programs.

(10) The expected number of trainees and direct full-time employees likely to be engaged for each LEA’s annual funding commitments based upon a formula to be made available by the Energy Commission or California Workforce Investment Board. The formula shall be stated as labor-intensities per total project.
dollar expended, and may differentiate by type of improvement, equipment, or building trade involved.

(11) The ability of the project to enhance workforce development and employment opportunities, utilize members of the California Conservation Corps, certified local conservation corps, Youth Build, veterans, Green Partnership Academies, nonprofit organizations, high school career technical academies, high school regional occupational programs, or state-certified apprenticeship programs, or to accommodate learning opportunities for school pupils or at-risk youth in the community.

(f) The Superintendent of Public Instruction shall not distribute funds to an LEA unless the LEA has submitted to the Energy Commission, and the Energy Commission has approved, an expenditure plan that outlines the energy projects to be funded. An LEA shall utilize a simple form expenditure plan developed by the Energy Commission. The Energy Commission shall promptly review the plan to ensure that it meets the criteria specified in this section and in the guidelines developed by the Energy Commission. A portion of the funds may be distributed to an LEA upon request for energy audits and other plan development activities prior to submission of the plan.

(g) This section shall not affect the eligibility of any eligible entity awarded a grant pursuant to this section to receive other incentives available from federal, state, and local government, or from public utilities or other sources, or to leverage the grant from this section with any other incentive.

(h) Any limitation of funds awarded to individual projects pursuant to this chapter shall not preclude or otherwise limit the total amount of funds that a recipient LEA or community college may otherwise be eligible to receive as a result of identifying multiple projects that meet the overall objectives and criteria described in this chapter.

(i) For a school facility that is not publicly owned, a school district receiving moneys pursuant to this chapter for a project for that facility shall require that the school repay to the state all moneys received from the Job Creation Fund for the project if the school voluntarily vacates the facility within five years of project completion. The facility owner shall repay to the state all moneys received from the Job Creation Fund for the project if the school was forced to vacate the facility within the life of the project.
completion. All benefits of these public funds should be received by the school utilizing the facility.

(j) It is the intent of the Legislature that monetary savings at eligible institutions from retrofit and installation projects pursuant to this section be used to benefit students and learning at those institutions.

26237. The Energy Commission shall maintain information on the local education agencies and community college districts that receive grants, loans, or other financial assistance under this chapter. The publicly available and searchable database shall include relevant metrics, to be determined by the Energy Commission, for electric, gas, and cost savings of the projects.

26240. (a) In order to later quantify the costs and benefits of funded projects, an entity that receives funds from the Job Creation Fund shall authorize its local electric and gas utilities to provide 12 months of past and ongoing usage and billing records at the school facility site level to the Energy Commission.

(b) As a condition of receiving funds from the Job Creation Fund, not sooner than one year but no later than 15 months after an entity completes its first eligible project with a grant, loan, or other assistance from the Job Creation Fund, the entity shall submit a report of its project expenditures to the Citizens Oversight Board created pursuant to Chapter 3 (commencing with Section 26210).

To the extent practical, this report shall also contain information on any of the following:

1. The total final gross project cost before deducting any incentives or other grants and the percentage of total project cost derived from the Job Creation Fund.

2. The estimated amount of energy saved, accompanied by specified energy consumption and utility bill cost data for the individual facility where the project is located, in a format to be specified by the Energy Commission.

3. The name plate rating of new clean energy generation installed.

4. The number of trainees.

5. The number of direct full-time equivalent employees and the average number of months or years of utilization of each of these employees.

6. The amount of time between awarding of the financial assistance and the completion of the project or training activities.
(7) The entity’s energy intensity before and after project completion, as determined from an energy rating or benchmark system, to be determined by the Energy Commission, such as the United States Environmental Protection Agency’s Energy Star system or other acceptable benchmarking approach that may be available from local utilities, the American Society for Heating, Refrigerating, and Air-Conditioning Engineers, Inc., or a publicly available building analysis software as is appropriate to the size, budget, and expertise available to the school.

(c) If an LEA completes more than one project, the required information for a second and any subsequent project shall be submitted no later than the first full quarter following project completion.

(d) To minimize the calculation burden on LEAs, the Energy Commission shall develop a method to utilize the data submitted by each recipient LEA in its project reports, such as utility consumption data, building operating characteristics, and other information, to calculate for each project, LEA, or the state as a whole the actual or estimated energy and cost savings. This method shall include a means to combine gas and electric savings into a combined cost of saved energy factor and to report on other economic and investment performance metrics. The Energy Commission shall prepare an annual summary of the expenditures, energy savings, effective cost of saved energy or return on investment, and employment effects of each year’s completed projects, and shall provide this report to the Citizens Oversight Board.

(e) The California Workforce Investment Board, in consultation with the Energy Commission, shall utilize the reports filed with the Citizens Oversight Board to quantify total employment affiliated with funded projects, as well as to estimate new trainee, apprentice, or full-time jobs resulting from Job Creation Fund activity. The California Workforce Investment Board shall prepare a report with this information annually and submit it to the Citizens Oversight Board.

(f) The Citizens Oversight Board shall report the information it receives pursuant to subdivisions (a) to (e), inclusive, to the Legislature as part of its responsibilities pursuant to subdivision (d) of Section 26210. The Citizens Oversight Board’s report shall
be submitted annually and posted on a publicly accessible Internet
Web site.

(g) Funding provided to LEAs pursuant to this chapter is subject
to annual audits required by Section 41020 of the Education Code.
Funding provided to community college districts pursuant to this
chapter is subject to annual audits required by Section 84040 of
the Education Code.

(h) (1) The Superintendent of Public Instruction shall require
local education agencies to pay back funds if they are not used in
accordance with state statute or regulations, if a project is torn
down or remodeled, or if the property is deemed to be surplus and
sold prior to the payback of the project.

(2) The Chancellor of the California Community Colleges shall
require a community college to pay back funds if they are not used
in accordance with state statute or regulations, if a project is torn
down or remodeled, or if the property is deemed to be surplus and
sold prior to the payback of the project.

SEC. 3. Section 25415 of the Public Resources Code is
amended to read:

25415. (a) Each eligible institution to which an allocation has
been made under this chapter shall repay the principal amount of
the allocation, plus interest, in not more than 40 equal
semiannual payments, as determined by the commission. Loan
repayments shall be made in accordance with a schedule established
by the commission. The repayment period may not exceed the life
of the equipment, as determined by the commission or the lease
term of the building in which the energy conservation measures
will be installed.

(b) Notwithstanding any other provision of law, the commission
shall, unless it determines that the purposes of this chapter would
be better served by establishing an alternative interest rate schedule,
periodically set interest rates on the loans based on surveys of
existing financial markets and at rates not less than 1 percent per
annum may authorize no-interest loans.

(c) The governing body of each eligible institution shall annually
budget an amount at least sufficient to make the semiannual
payments required in this section. The amount shall not be raised
by the levy of additional taxes but shall instead be obtained by a
savings in energy costs or other sources.
SEC. 4. This act is a bill providing for appropriations related
to the Budget Bill within the meaning of subdivision (e) of Section
12 of Article IV of the California Constitution, has been identified
as related to the budget in the Budget Bill, and shall take effect
immediately.

SECTION 1. It is the intent of the Legislature to enact statutory
changes relating to the Budget Act of 2013.