

CHAPTER 7:

Instructions for the Annual Progress Report

Purpose

LEAs are required to submit an annual progress report for each approved energy expenditure plan to the Energy Commission, until all energy measures in a plan are completed. In addition, LEAs are required to submit a final project completion report 12-15 months after the completion of all energy measures in an energy expenditure plan.

In November 2015, the Energy Commission made the reporting module available on Energy Expenditure Plan Online. This includes the annual progress report, which is made available on July 1 for the previous fiscal year. The annual progress report asks LEAs to identify the project completion date if the project is complete. A project is defined as one energy expenditure plan.

LEAs will complete the annual progress report and final project completion report using the Energy Expenditure Plan Online system. On July 1 of each year, the Energy Commission will make the annual progress report for the previous fiscal year available on Energy Expenditure Plan Online. In addition, the final project completion report is made available to the LEA 12 months after the project completion date. The final project completion report is discussed in further detail in the final project completion report instructions.

The following are instructions for completing the annual progress report using Energy Expenditure Plan Online.

The annual progress report must be submitted no later than September 30 each year.

General Information and Tips

LEAs need to log in to Energy Expenditure Plan Online to access the annual progress report and final project completion report. For registration and log in instructions please refer to Chapter 2 of this handbook.

All previous annual progress reports must be approved before the most recent annual progress report is submitted.

To navigate through the system, either click on a field or use the “Tab” key. The types of input fields vary. Drop-down menus are indicated by an arrow on the right side of the data field. Other fields allow LEAs to enter text or numbers based on what information is requested. Automatically calculated fields in the system are calculated based upon entries in other input fields. Values that are in blue are for reference only and do not need to be edited by the LEA.

LEAs are required to complete only the input fields. Input and selection fields turn yellow when selected to help the LEA keep track of what is being input or selected.

Hovering the cursor over certain fields will make a pop-up box appear that provides general instructions for the field. Several fields will also show an “i” next to the field. This provides additional information about that field.

Information entered into Energy Expenditure Plan Online is not automatically saved. Be sure to save information by clicking on the [button] button periodically while entering annual progress report data.

General Overview of Report Navigation

Upon log in the LEA is brought to the LEA Summary page.

On the top of the LEA Summary page a notification is displayed when annual progress reports or a final project completion report is available for the LEA to complete.

To navigate to the reports the LEA can use the “Progress Report” link on the top ribbon, or select the “annual progress report” or “final project completion report” notification links.

There are three major sections in the reporting page:

- 1) **Report Summary** -The LEA uses this section to navigate to a report or review their approved EEP.
- 2) **Annual Progress Report** -The LEA uses this section to enter information associated with their annual progress report.
- 3) **Final Report** -The LEA uses this section to enter information associated with their final project completion report.

The LEA can navigate back to their EEPs by using the “Expenditure Plan” link in the ribbon.

1) Report Summary:

- ✓ **Review EEP** - This link will bring the LEA to the approved EEP for the associated report.
- ✓ **Edit Report** - This brings the LEA to the annual progress report or final project completion report to enter data.
- ✓ **Review Report** - This allows the LEA to view a submitted or approved report.

The Report Summary section allows the LEA to access various annual progress reports and final project completion reports. This includes reports to be submitted and reports previously submitted or approved. Additionally the LEA can navigate to their approved EEP to view the information associated with an annual progress report or final project completion report.

The screenshot shows the 'Report Summary' tab selected. Under 'Applicant Information', the LEA is Palisades Charter High School, located at 15777 Bowdoin Street, Pacific Palisades, CA 90272. The 'Annual Report' section shows a table with three rows: 'Approved' for fiscal year 2014-15, 'Approved' for fiscal year 2015-16, and 'Pending' for fiscal year 2016-17. Each row has a 'Review EEP' link, a 'Review Report' link, and an 'Edit Report' link. The 'Review EEP' link is circled in red.

Applicant Information	
Local Education Agency (LEA) Name:	Palisades Charter High School
Address:	15777 Bowdoin Street
City:	Pacific Palisades
Zip:	90272

Annual Report	
Energy Expenditure Plan Submission ID:	629
Fiscal Year Energy Expenditure Plan Submitted:	2014-15
Grant Amount Requested:	\$183,018.00
Project SIB:	1.27
Approved	Annual report for fiscal year 2014-15
Approved	Annual report for fiscal year 2015-16
Pending	Annual report for fiscal year 2016-17

2) Annual Progress Report:

- ✓ **Edit Detail** - This link brings the LEA to a specific site to enter site progress data.

The LEA will enter progress information using the annual progress report pages. If an annual progress report has been submitted or approved the LEA will be able to view information but not make any changes.

Further direction for each field will be provided in the annual progress report section.

To enter specific site information the LEA must navigate to the site by using the "Edit Detail" link next to the appropriate site.

The screenshot shows the 'Annual Progress Report' tab selected. Under 'Energy Manager and Training', there are fields for 'Amount Spent for Energy Manager' and 'Amount Spent for Training', both showing \$0.00. The 'Schools/Sites Summary' table shows one row for 'Palisades Charter High School' with a status of 'Completed'. The 'Estimated Total' row shows \$183,018.00. The 'Edit Detail' link is circled in red. Below the table, there is a 'PWC Number(s)' field and a 'Type Name of Authorized Representative' field with a date of 9/7/2015.

Energy Manager and Training	
Amount Spent for Energy Manager	\$0.00
Amount Spent for Training	\$0.00

Schools/Sites Summary	
Status	School/Site Name
Completed	Palisades Charter High School
Estimated Total:	\$183,018.00

PWC Number(s):

Type Name of Authorized Representative: testing /s/ Date: 9/7/2015

When the edit detail link is selected the specific site information and several subsections are displayed:

- ✓ **Energy Efficiency Measure** – This displays annual progress report fields for energy efficiency measures.
- ✓ **Photovoltaic Project**– This displays annual progress report fields for photovoltaic measures.
- ✓ **Power Purchase Agreement**– This displays annual progress report fields for power purchase agreement measures.

Measure installation information at the site will be provided using these subsections.

1 Report Summary **2 Annual Progress Report** **3 Submit**

LEA Name:	Chowchilla Elementary	Expenditure Plan Submittal Option:	Annual Award Energy Expenditure Plan
LEA Code:	2095193000000	Fiscal Year:	2013-14
Tier:	4	Grant Amount Requested:	\$81,465.00

Site Name:	Merle L. Fuller Elementary	CDS Code:	20651938023881	Total Prop 39 Share Spent:	
Address:	1101 Monterey Ave.	City:	Chowchilla	Zip:	93610

Estimated Project Start Date:	10/01/2014	Estimated Project Completion Date:	10/13/2015
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Summary of Progress to Date

LEA has completed design phase for the identified HVAC measure and has begun installation of the 1 mbtu condensing furnace. Installation of programmable thermostats is expected to begin next fiscal year. LEA's contractor has put in purchase order for premium efficiency motor with delivery and installation to occur next fiscal year with completion date estimated for October, 2017.

Energy Efficiency Measure Photovoltaic Project Power Purchase Agreement




Energy Efficiency Measure	Measure Cost	Amount Spent to Date	
HVAC- Packaged/Split System AC/Heat Pump/IRF Description: Replace (15) 20+ yr old AC Units	\$81,465.00		<input checked="" type="checkbox"/> Edit
Total:	\$81,465.00	\$0.00	

Total Prop 39 Share spent to date for Energy Efficiency Measure:	\$	
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Back to Annual Report Summary Complete Site Save Current Process

Navigation buttons for Annual Progress Report Section:

The Annual Progress Report Summary page:

- ✓  – This brings the LEA back to the list of reports in the Report Summary Major section.
- ✓  – This saves all the information the LEA has keyed in so far. The information is not automatically saved and this button should be used often.
- ✓  – This allows the LEA to send the annual progress report to the Energy Commission for review.

1 Report Summary **2 Annual Progress Report** **3 Final Report**

LEA Name:	Palisades Charter High School	Expenditure Plan Submittal Option:	Multiple-Year (bundled) Award Expenditure Plan
LEA Code:	19647331995838	Fiscal Year:	2014-15
Tier:	4	Grant Amount Requested:	\$183,018.00

Energy Manager and Training

	Amount Requested	Amount Spent to Date
Amount Spent for Energy Manager	\$0.00	\$
Amount Spent for Training	\$0.00	\$

Schools/Sites Summary

Status	School/Site Name	CDS Code	Project Spent	Prop 39 Share Spent	
Completed	Palisades Charter High School	19647331995838	\$183,018.00	\$0.00	<input checked="" type="checkbox"/> Edit Detail
Estimated Total:			\$183,018.00	\$0.00	

PWC Number(s)

Add

Type Name of Authorized Representative:	testing	Date	9/7/2015
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Back to Report Summary Save Current Process Review & Submit

The Site page:

- ✓ **Back to Annual Report Summary** – This brings the LEA back to the Annual Progress Report summary page.
- ✓ **Complete Site** – Use this button when all appropriate information for the specific school/site has been entered.
- ✓ **Save Current Process** – This saves all information the LEA has entered so far. Please note that information is not automatically saved and this button should be used often.

1 Report Summary
2 Annual Progress Report
3 Submit

LEA Name:	Chowchilla Elementary	Expenditure Plan Submittal Option:	Annual Award Energy Expenditure Plan
LEA Code:	20651930000000	Fiscal Year:	2013-14
Tier:	4	Grant Amount Requested:	\$81,465.00

Site Name:	Merle L. Fuller Elementary	CDS Code:	20651936023881	Total Prop39 Share Spent:	
Address:	1101 Monterey Ave.	City:	Chowchilla	Zip:	93610

Estimated Project Start Date:

Estimated Project Completion Date:

Summary of Progress to Date

LEA has completed design phase for the identified HVAC measure and has begun installation of the 1 mbtu condensing furnace. Installation of programmable thermostats is expected to begin next fiscal year. LEA's contractor has put in purchase order for premium efficiency motor with delivery and installation to occur next fiscal year with completion date estimated for October, 2017.

Energy Efficiency Measure
Photovoltaic Project
Power Purchase Agreement

Energy Efficiency Measure	Measure Cost	Amount Spent to Date	
HVAC- Packaged/Split System AC/Heat Pump/VRF Description: Replace (15) 20+ yr old AC Units	\$81,465.00		✎ Edit
Total:	\$81,465.00	\$0.00	

Total Prop 39 Share spent to date for Energy Efficiency Measure:

Back to Annual Report Summary
Complete Site
Save Current Process

Filling Out an Annual Progress Report

Use the “Edit Report” link in the Report Summary section, to navigate to the Annual Progress Report Summary page.

1 Report Summary

2 Annual Progress Report

3 Final Report

LEA Name:	Palisades Charter High School	Expenditure Plan Submittal Option:	Multiple-Year (bundled) Award Expenditure Plan		
LEA Code:	19647331995836	Fiscal Year:	2014-15		
Tier:	4	Grant Amount Requested:	\$183,018.00		

Energy Manager and Training

	Amount Requested	Amount Spent to Date
Amount Spent for Energy Manager	\$0.00	\$ <input type="text"/>
Amount Spent for Training	\$0.00	\$ <input type="text"/>

Schools/Sites Summary

Status	School/Site Name	CDS Code	Project Spent	Prop 39 Share Spent	
Completed	Palisades Charter High School	19647331995836	\$183,018.00	\$0.00	Edit Detail
		Estimated Total:	\$183,018.00	\$0.00	

PWC Number(s)

Type Name of Authorized Representative:

/s/ *

Date

9/7/2015 *

Back to Report Summary

Save Current Process

Review & Submit

ANNUAL PROGRESS REPORT SUMMARY PAGE

The LEA Name, LEA Code, Tier, Expenditure Plan Submittal Option, Fiscal Year, and Grant Amount Requested will be automatically filled in based on the approved EEP information.

Energy Manager and Training:


LEAs that requested grant funds for Energy Manager or Training as part of an energy expenditure plan (not via a planning funds request through CDE) in the approved EEP must provide expenditure progress of these funds in the Amount Spent to Date column. The Amount Requested column will display the amount requested in the approved EEP for reference. If there were no funds requested the Amount Spent to Date column will be greyed out and the LEA will not be able to enter any information. The LEA can move to the next section without entering any data in that field.

Energy Manager and Training		
	Amount Requested	Amount Spent to Date
Amount Spent for Energy Manager	\$0.00	\$ <input type="text"/>
Amount Spent for Training	\$0.00	\$ <input type="text"/>

- k. **Amount Spent for Energy Manager (Amount Spent to Date):** If applicable, enter the cumulative amount of Proposition 39 grant funds spent to date on energy manager positions. If the LEA did not request grant funds for energy manager positions, this field will be greyed out and the LEA will not be able to enter any information. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and revise this amount if necessary.
- l. **Amount Spent for Training (Amount Spent to Date):** If applicable, enter the cumulative amount of Proposition 39 grant funds spent to date on training activities. If the LEA did not request grant funds for training activities, this field will be greyed out and the LEA will not be able to enter any information. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and revise this amount if necessary.

Schools/Sites Summary:

The Schools/Sites Summary will list all sites that were included in the approved EEP. The LEA can navigate to the each individual site by using the “Edit Detail” link in the last column. When the LEA selects a site to report on the LEA will be brought to the Site Information page. Once in the Site Information page, the LEA can enter progress information for that site. The Site Information page will be discussed in more detail in the following sections. The LEA can only provide information for schools that are listed in the approved EEP.


Schools/Sites Summary					
Status	School/ Site Name	CDS Code	Project Spent	Prop 39 Share Spent	
Completed	Palisades Charter High School	19847331995836	\$183,018.00	\$0.00	 Edit Detail
		Estimated Total:	\$183,018.00	\$0.00	

DIR Project ID(s):

If an energy measure is classified as a public works project, the LEA should have registered the project with the California Department of Industrial Relations (DIR). Public works projects are assigned a DIR Project ID which DIR uses to identify job creation associated with Proposition 39 K-12 projects.

DIR Project ID(s)

Add

123456789 

The LEA can enter the DIR Project ID associated with this EEP by entering the number in the field in using the **Add** button. The LEA can repeat this process if multiple DIR Project IDs are associated with the EEP. If the LEA needs to delete an entered DIR Project ID simply select the “X” in the blue box containing the DIR Project ID.

The LEA can use the public search utility on the DIR website (<https://www.dir.ca.gov/pwcl00ext/ExternalLookup.aspx>) to search for a specific public works project and associated DIR Project ID.

Completion/Certification:

In the final section the LEA identifies whether or not the EEP is complete and certifies the information entered into the Annual Progress Report.

Type Name of Authorized Representative:	<div>/s/ testing *</div>	Date	<div>9/7/2015 *</div>
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- a. **Type Name of Authorized Representative /s/:** Type in the name of the authorized representative that is identified for this EEP. By typing in the authorized representative the LEA certifies that the information entered in this annual progress report is complete and accurate.
- b. **Date:** Enter the date of that the LEA is submitting the annual progress report using the mm/dd/yyyy format.

SITE INFORMATION PAGE

When the “Edit Detail” link is selected in the Schools/Sites Summary section of the Annual Report Summary page the LEA will be brought to the Site Information page to enter in specific site progress.

1 Report Summary

2 Annual Progress Report

3 Submit

LEA Name:	Chowchilla Elementary	Expenditure Plan Submittal Option:	Annual Award Energy Expenditure Plan		
LEA Code:	20651930000000	Fiscal Year:	2013-14		
Tier:	4	Grant Amount Requested:	\$81,465.00		

Site Name:	Merle L. Fuller Elementary	CDS Code:	20651938023881	Total Prop39 Share Spent:	
Address:	1101 Monterey Ave.	City:	Chowchilla	Zip:	93610

Estimated Project Start Date: 10/01/2014 * Estimated Project Completion Date: 10/13/2015 *

Summary of Progress to Date

LEA has completed design phase for the identified HVAC measure and has begun installation of the 1 mbtu condensing furnace. Installation of programmable thermostats is expected to begin next fiscal year. LEA's contractor has put in purchase order for premium efficiency motor with delivery and installation to occur next fiscal year with completion date estimated for October, 2017.

Energy Efficiency Measure Photovoltaic Project Power Purchase Agreement

Energy Efficiency Measure	Measure Cost	Amount Spent to Date ⓘ	
HVAC- Packaged/Split System AC/Heat Pump/VRF Description: Replace (15) 20+ yr old AC Units	\$81,465.00		Edit
Total:	\$81,465.00	\$0.00	

Total Prop 39 Share spent to date for Energy Efficiency Measure: \$

Back to Annual Report Summary

Complete Site

Save Current Process

The **Site Name**, **CDS Code**, **Address**, **City**, and **Zip** are automatically populated based on the approved EEP information. The **Total Prop 39 Share Spent** field is automatically calculated based on information entered into the annual progress report. The LEA can navigate back using the **Back to Annual Report Summary** button, or if all information for the site has been filled out, use the **Complete Site** button to finish the site and navigate back to the Annual Report Summary page.

Summary of Progress to Date:

The LEA is required to provide updated information regarding the estimated project start and completion dates, and information regarding any progress on project implementation.

Estimated Project Start Date:	10/01/2014 *	Estimated Project Completion Date:	10/13/2015 *
Summary of Progress to Date			
<p>LEA has completed design phase for the identified HVAC measure and has begun installation of the 1 <u>mbtu</u> condensing furnace. Installation of programmable thermostats is expected to begin next fiscal year. LEA's contractor has put in purchase order for premium efficiency motor with delivery and installation to occur next fiscal year with completion date estimated for October, 2017.</p>			

- a. **Estimated Project Start Date:** Enter the start date for the measures associated with this site using the mm/dd/yyyy format. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and revise this date if necessary. Eligible energy projects must have a start date after December 19, 2013.
- b. **Estimated Project Completion Date:** Enter the expected completion date for the measures associated with this site using the mm/dd/yyyy format. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and revise this date if necessary. The end date must be before June 30, 2020.
- c. **Summary of Progress to Date:** Enter a narrative description of progress made on measures being implemented at this site. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and the LEA will need to review and add on to the description if necessary.
 - a. *Sample HVAC progress narrative - LEA has completed design phase for the identified HVAC measure and has begun installation of the 1 mbtu condensing furnace. Installation of programmable thermostats is expected to begin next fiscal year. LEA's contractor has put in purchase order for premium efficiency motor with delivery and installation to occur next fiscal year with completion date estimated for October, 2017.*
 - b. *Sample lighting progress narrative - The LEA has begun installation of interior and exterior lighting measures. The conversion of 30 Exit signs to LEDs*

has been completed. 40% of interior lighting retrofits to 28 watt T8 lamps has been completed with work at Building A, Building B, and the Music facility completed. Exterior lighting upgrades to LEDs for 100 exterior lamps have been installed representing 70% of the approved exterior lighting measure.

- c. *Sample photovoltaic measure narrative – Design of the 20 kW PV system has been completed. The permitting process is currently underway with construction planned to begin July 2016. The installation is expected to complete before the 2016-17 school year begins.*

Energy Efficiency Measure:

The Energy Efficiency Measure section allows the LEA to report progress for each energy efficiency measure that is included in the approved EEP. Additionally, the LEA can provide updates to the amount of Proposition 39 K-12 funds spent on energy efficiency measures. **Note: If no Energy Efficiency Measures were included in the approved EEP this table will be blank.**

Energy Efficiency Measure		Photovoltaic Project	Power Purchase Agreement
Energy Efficiency Measure	Measure Cost	Amount Spent to Date ⓘ	
HVAC- HVAC and Air Handler Repairs Description: Repair of HVAC and programmable thermostat	\$6,160.00		Edit
Lighting Controls Description: (ECM 2) Repair of 30 broken mechanical time clocks with astronomical time clocks	\$23,025.00		Edit
Lighting Controls Description: (ECM 4) Occupancy Sensors	\$66,058.00		Edit
Lighting- Retrofit Interior Lamps to LED Description: (ECM 6) Exterior LED lighting retrofit	\$46,791.00		Edit
Building Envelope- Shading Devices/Window Film Description: (ECM 10) Reflective Solar films along windows	\$40,984.00	<input type="text"/>	Update Cancel
Total:	\$183,018.00	\$0.00	
Total Prop 39 Share requested for Energy Efficiency Measure:		\$183,018.00	
Total Prop 39 Share spent to date for Energy Efficiency Measure:		\$ <input type="text"/>	

The **Energy Efficiency Measure**, **Measure Cost**, and **Total Prop 39 Share requested for Energy Efficiency Measure** are automatically populated based on information from the approved EEP and should be used for reference.

- a. **Amount Spent to Date:** For each energy efficiency measure enter the cumulative amount spent to date on the measure. This includes Proposition 39 grant funds, repayable funds, and non-repayable funds spent. If a previous annual progress

report was approved, then this information will be automatically populated into the current report and the LEA will need to review and increase the amount spent if necessary.

- b. **Total Prop 39 Share spent to date for Energy Efficiency Measure:** Enter the total amount of Proposition 39 grant funds spent on energy efficiency measures for this site. If a previous annual progress report was approved, then this information will be automatically populated and the LEA will need to review and increase this amount if necessary.

To enter the Amount Spent to Date, first determine which measure to update (1). Next select “Edit” next to the appropriate energy efficiency measure (2). When the field becomes available click into the field and enter the amount spent to date (3). Finally select “Update” to complete the process or “Cancel” to cancel the process (4). The updated information will then be shown in the Energy Efficiency Measure table (5). **Important Note: Please “update” the amount before using the Save Current Process button.**

Lighting Controls Description: (ECM 4) Occupancy Sensors	\$66,058.00		Edit
Lighting- Retrofit Interior Lamps to LED Description: (ECM 6) Exterior LED lighting retrofit	\$46,791.00		Edit
Building Envelope- Shading Devices/Window Film	\$10,984.00		Edit

1.

astronomical time clocks			
Lighting Controls Description: (ECM 4) Occupancy Sensors	\$66,058.00		Edit
Lighting- Retrofit Interior Lamps to LED Description: (ECM 6) Exterior LED lighting retrofit	\$46,791.00		Edit
Building Envelope- Shading Devices/Window Film			

2.

astronomical time clocks			
Lighting Controls Description: (ECM 4) Occupancy Sensors	\$66,058.00		Edit
Lighting- Retrofit Interior Lamps to LED Description: (ECM 6) Exterior LED lighting retrofit	\$46,791.00	10,000	Update Cancel
Building Envelope- Shading Devices/Window Film	\$10,984.00		Edit

3.

astronomical time clocks			
Lighting Controls Description: (ECM 4) Occupancy Sensors	\$66,058.00		Edit
Lighting- Retrofit Interior Lamps to LED Description: (ECM 6) Exterior LED lighting retrofit	\$46,791.00	10,000	Update Cancel
Building Envelope- Shading Devices/Window Film			

4.

clocks			
Lighting Controls Description: (ECM 4) Occupancy Sensors	\$66,058.00		Edit
Lighting- Retrofit Interior Lamps to LED Description: (ECM 6) Exterior LED lighting retrofit	\$46,791.00	\$10,000.00	Edit
Building Envelope- Shading Devices/Window Film			

5.

Once the LEA has entered all the information for the site, click on the **Complete Site** button. A list of errors will be generated if any required information is not included. These errors will need to be addressed before the site can be completed. If the LEA needs to enter information for additional sites, use the same procedure as listed in these sections. All sites must be completed to submit the annual report.

Photovoltaic Project:

The Photovoltaic Project section allows the LEA to report progress for each photovoltaic measure that is included in the approved EEP. Additionally, the LEA can provide updates to the amount of Proposition 39 K-12 funds spent on energy efficiency measures. **Note: If no Photovoltaic Measures were included in the approve EEP this table will be blank.**

Energy Efficiency Measure		Photovoltaic Project	Power Purchase Agreement
Size	Measure Cost	Amount Spent to Date ⓘ	
281	1564801.0000		Edit
Total:	\$1,564,801.00	\$0.00	
Total Prop 39 Share requested for Photovoltaic:			
Total Prop 39 Share spent to date for Photovoltaic:		\$ <input type="text"/>	

The **Size, Measure Cost, and Total Prop 39 Share requested for Photovoltaic** are automatically populated based on information from the approved EEP and should be used for reference.

- a. ***Amount Spent to Date:*** For each photovoltaic measure enter the cumulative amount spent to date on the photovoltaic measure. This includes Proposition 39 grant funds, repayable funds, and non-repayable funds spent. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and increase the amount spent if necessary.
- b. ***Total Prop 39 Share spent to date for Photovoltaic:*** Enter the total amount of Proposition 39 grant funds spent on photovoltaic measures for this site. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and increase this amount if necessary.

To enter the Amount Spent to Date first select “Edit” next to the appropriate photovoltaic measure. When the field becomes available click into the field and enter the amount spent to date. Finally select “Update” to complete the process. This process is described in more detail in the Energy Efficiency Measure section. **Important Note: Please “update” the amount before using the [Save Current Process](#) button.**

Once the LEA has entered all the information for the site, click on the [Complete Site](#) button. A list of errors will be generated if any required information is not included. These errors will need to be addressed before the site can be completed. If the LEA needs to enter information for additional sites, use the same procedure as listed in these sections.

Power Purchase Agreement:

The Power Purchase Agreement section allows the LEA to report progress for each power purchase agreement measure that is included in the approved EEP. Additionally, the LEA can provide updates to the amount of Proposition 39 K-12 funds spent on power purchase agreements. **Note: If no Power Purchase Agreement Measures were included in the approved EEP this table will be blank.**

Energy Efficiency Measure	Photovoltaic Project	Power Purchase Agreement
No power purchase agreement information.		
Total Prop 39 Share requested for Power Purchase Agreement:		
Total Prop 39 Share spent to date for Power Purchase Agreement:		\$ <input type="text"/>

The **Size**, **Prop39 Contribution**, and **Total Prop 39 Share requested for Power Purchase Agreement** are automatically populated based on information from the approved EEP and should be used for reference.

- a. ***Prop39 Share Spent to Date:*** For each power purchase agreement measure enter the cumulative amount spent to date on the power purchase agreement measure. This includes Proposition 39 grant funds, repayable funds, and non-repayable funds spent. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and increase the amount spent if necessary.
- b. ***Total Prop 39 Share spent to date for Power Purchase Agreement:*** Enter the total amount of Proposition 39 grant funds spent on power purchase agreement measures for this site. If a previous annual progress report was approved, then this information will be automatically populated into the current report and the LEA will need to review and increase this amount if necessary.

To enter the Amount Spent to Date first select “Edit” next to the appropriate power purchase agreement measure. When the field becomes available click into the field and enter the amount spent to date. Finally select “Update” to complete the process. This process is described in more detail in the Energy Efficiency Measure section. **Important Note: Please “update” the amount before using the [Save Current Process](#) button.**

Once the LEA has entered all the information for the site, click on the [Complete Site](#) button. A list of errors will be generated if any required information is not included. These errors will

need to be addressed before the site can be completed. If the LEA needs to enter information for additional sites, use the same procedure as listed in these sections.

SUBMITTING

The submission process is a two-step process. First, after the LEA finishes entering all appropriate data the LEA can select the **Review & Submit** button.

The screenshot shows a web form with two input fields at the top: 'Type Name of Authorized Representative:' and 'Date'. The 'Date' field contains '9/7/2015'. Below these fields is a red-bordered box containing a message: 'Please correct the following:' followed by a bullet point: '• Name of Authorized Representative cannot be empty.' At the bottom of the form are three buttons: 'Back to Report Summary', 'Save Current Process', and 'Review & Submit'. The 'Review & Submit' button is circled in red.

When the **Review & Submit** button is selected the annual progress report is checked to ensure that all required information has been provided. If any required information is missing a notice is provided identifying the missing information.

Once all of the required information is provided the LEA must answer one final question regarding the project status.

1 Report Summary
2 Annual Progress Report
3 Final Report

LEA Name:	Palisades Charter High School	Expenditure Plan Submittal Option:	Multiple-Year (bundled) Award Expenditure Plan
LEA Code:	19647331995836	Fiscal Year:	2014-15
Tier:	4	Grant Amount Requested:	\$183,018.00

➔ Before submitting your annual report...

By answering "No" to the following question...

- If the LEA has not completed the project an Annual Progress Report will be required to document progress over the fiscal year. The Annual Progress Report will be made available to the LEA to document progress until the project is completed.

By answering "Yes" to the following question...

- If the LEA has completed the project a Final Project Completion Report will be made available 12 months after the provided completion date. The LEA will need to fill out the Final Project Completion Report when it becomes available.

Are all the project measures included in this Energy Expenditure Plan completely installed?

Date completed

The LEA will use the drop down menu to indicate whether the EEP is complete. The EEP is considered complete when all measures included in the EEP are completed.

The LEA should select "No" if the EEP is not completed. This will result in the LEA receiving an annual progress report for the next fiscal year.

The LEA should select "Yes" if the EEP is completed. If "Yes" is selected the LEA will need to provide the completion date for the Energy Expenditure Plan. This will result in the LEA receiving a final project completion report 12 months after the identified completion date.

Once the status of the Energy Expenditure Plan is provided, the LEA can select the **I Understand & Submit** button to submit the annual progress report to the Energy Commission for review. The LEA can select "Cancel & Return to previous page" link to continue making changes to the annual progress report.