



April 25, 2016

Proposal to Be Energy Manager
Bert Corona Charter School
2016

An energy manager's responsibility is to improve energy efficiency by evaluating the school's energy use and implementing energy policies, strategies, programs, and energy measures.

Work responsibilities include, but are not limited to:

- 1) Evaluate and monitor energy usage via Energy Star Portfolio Manager, present written results quarterly
- 2) Provide a yearly summary of energy use and opportunities to the school board as requested.
- 3) Strive to identify energy saving opportunities in existing facilities
- 4) Ensure accurate audit records are maintained,
- 5) Provide technical energy efficiency and conservation services,
- 6) Evaluate utility rebate opportunities and advise on feasibility
- 7) Manage all stages of energy improvement project implementation
- 8) Measure and Verification (M&V) of project's energy savings, to ensure success of the project.
- 9) Available to review and discuss energy savings opportunities presented to the school district.
- 10) Prepare Expenditure Plan and Annual Reports for Prop. 39 reporting.

California Energy Commission Guidelines allows LEA's to allocate up to 10% of their Prop. 39 award towards the Energy Manager. This proposal allocates only 6% of the Prop. 39 award towards this end.

California Energy Commission Guidelines allows LEA's to allocate up to 2% of their Prop. 39 award towards training. I believe allocating 1.5 % towards training the faculty and on energy savings would be a good use of funds. Training geared to allowing independent operation of lighting control and thermostats to meet individual classroom needs while also saving energy.

Work product: Written reports updates quarterly. Presentation of annual results to Board, if required. Training program and support materials for staff.



We feel comfortable with the following recommended cost:

			Annual	Monthly
Total Funding All years			\$272,310	
Average Annual Funding			\$54,462	
Guidelines Allow:				
Energy Manager		10%	\$ 5,446	\$ 454
Training		2%	\$ 1,089	\$ 91
Total Allowed:			\$ 6,535	\$ 545
Recommend March 2016-2017:				
Energy Manager		6%	\$ 3,268	\$ 272
Training		1.5%	\$ 817	\$ 68
Total Recommended:			\$ 4,085	\$ 340

This is based on a reasonable amount of time spent to work on all of the items. If a project gets too involved we will identify it as such and discuss.

Services to be billed quarterly.

Agreed _____

Date _____