

# Energy Conservation Improvement Report

Issued under authority of MCL 380.1274a.

This form is to be used by school districts or intermediate school districts if energy conservation improvements or operational improvements to school facilities are made as outlined in MCL 380.1274a. This form shall be submitted to the email below by July 1 of each of the 5 years after the improvements are completed for the actual energy consumption or operational savings of each facility to which improvements were made. Complete all fields for school district information. Complete all fields for each energy conservation improvement or operational improvement.

PART 1: SCHOOL DISTRICT INFORMATION					
District Name				District Code	
District Address			City, State, ZIP Code		
District Contact Person Name		District Contact Name Title	District Contact Email Address		District Telephone Number
PART 2: BUILDING AND FACILITY IMPROVEMENTS					
If energy conservation improvements or operational improvements to school facilities are made by a school district or intermediate school district as provided in this section, the school board or intermediate school board shall determine the following information and shall report the following information to the state treasurer within 60 days after the completion of the improvements.					
Date of Project	Building or Facility Name which improvements were made	Description of Energy Conservation Improvements or Operational Improvements to School Facilities	Actual Energy Consumption during the 12-month period before commencement of the energy conservation improvement	Project Cost and Expenditure, including the total of all lease payments over the duration of the lease-purchase agreement	Estimated Annual Energy Savings or Operational Savings, including projected savings over the duration of the installment contract
If energy conservation improvements or operational improvements to school facilities are made as provided in this section, the school board or intermediate school board shall report to the state treasurer by July 1 of each of the 5 years after the improvements are completed the actual annual energy consumption or operational savings of each facility to which improvements were made.					
PART 3: CERTIFICATION					
<i>I hereby certify to the best of my knowledge that the information provided in the form is true and I am an authorized district representative to submit the energy conservation improvement form.</i>					
Signature				Date	

Save the file(s) as a single PDF using the following naming convention: DISTRICT CODE – DISTRICT NAME – FISCAL YEAR – Energy Conservation Improvement Report.

Submit your completed report via email to: [Treas-SchoolEnergy@michigan.gov](mailto:Treas-SchoolEnergy@michigan.gov).

## **Instructions for Form 6039, *Energy Conservation Improvement Report***

### **Pursuant to MCL 380.1274a:**

(7) If energy conservation improvements or operational improvements to school facilities are made by a school district or intermediate school district as provided in this section, the school board or intermediate school board shall determine the following information and shall report the following information to the state treasurer within **60 days after the completion of the improvements**:

- (a) Name of each facility to which an improvement was made and a description of the energy conservation improvements or operational improvements to school facilities.
- (b) Actual energy consumption during the 12-month period before commencement of the energy conservation improvement.
- (c) Project costs and expenditures, including the total of all lease payments over the duration of the lease-purchase agreement.
- (d) Estimated annual energy savings or operational savings, including projected savings over the duration of the installment contract.

(8) If energy conservation improvements or operational improvements to school facilities are made as provided in this section, the school board or intermediate school board shall report to the state treasurer by **July 1 of each of the 5 years after the improvements are completed** the actual annual energy consumption or operational savings of each facility to which improvements were made. The forms for the reports required by this section shall be furnished by the state treasurer which is attached below.

**Part 1:** All school district and contact information fields must be completed by an authorized representative of the district.

**Part 2:** Within 60 days after the completion of the improvements, complete all fields. Complete 1 row per project. If greater than 6 projects were completed, submit additional forms as needed.

**Part 3:** Sign and date in the indicated fields. Electronic signature is acceptable.

### **Submission**

Save the file(s) as a single PDF using the following naming convention:

DISTRICT CODE – DISTRICT NAME – FISCAL YEAR – Energy Conservation Improvement Report

SAMPLE: 00000 – SAMPLE PUBLIC SCHOOLS – FY2023-24 – Energy Conservation Improvement Report.pdf

Submit your completed report via email to: **Treas-SchoolEnergy@michigan.gov**.