**DPI REPORTING PORTAL -** Resolutions and utility savings are reported to DPI using the SAFR reporting portal. Completed cost analysis tables are kept on file in the district.

1. Select add a new Energy Efficiency Resolution.
2. Enter District Contact
3. Enter date of Board resolution for energy efficiency
4. Enter Brief Description
5. Select yes or no regarding expense for debt payments
6. Select yes or no – Does the Board have properly executed performance contract?
7. Enter resolution narrative and report the amount to be expended and project list with cost savings analysis in the tables provided
8. Fill Summary / Savings Analysis Data Table

 

1. Enter Exemption Expense Amount
	1. If no debt, the data boxes displayed will collect the resolution amount to be expended in the current tax year completing reporting to DPI

 Resolution Exp AMOUNT TAX LEVY YEAR

* 1. If you are using the exemption for debt service payments,
		1. Enter the expense amount that the district resolved to exceed the revenue limit for energy efficiency projects.
		2. Enter the year in which the dollars are to be levied.
		3. Enter the amount of utility savings reported per the Budget Hearing Addendum.
			1. If utility savings are agreed upon or stipulated and therefore known when the resolution is passed, enter the saving for each tax year.
			2. Otherwise the district must return to the portal on an annual basis to complete the reporting process indicating the measured utility savings. Savings shall be reported in the next available tax year and used to reduce the amount of the exemption, calculate line 10c on the revenue limit worksheet.

 Resolution Exp AMOUNT TAX LEVY YEAR UTILITY SAVINGS

1. Process for amending existing resolutions for projects funded with debt.
	1. Modify the Brief Description to include AMEMDED x/xx/20xx and provide a brief summary of changes.(Step 5) Please enter this data so it is seen first, before the existing data
	2. Modify resolution narrative by adding AMEMDED x/xx/20xx as follows (language changes) (Step 8) Please enter this data so it is seen first, before the existing data.
	3. Revise the amounts and/or levy years. (Step 10b)

BE CAREFUL NOT TO MODIFY PAST RESOLUTION AMOUNTS OR UTILITY SAVINGS