

Overview of EECBG Program Notice 10-07B

Reporting to DOE: Guidance and Process



Why is Reporting Important?

Transparency

- The American Recovery and Reinvestment Act (ARRA) and DOE require open reporting of expenses, job creation and program performance

Monitoring

- Compliance with contractual and regulatory requirements
- Track grantee progress and identify when assistance is needed

Telling the Story

- Demonstrate the success of the program including jobs created, energy savings, # of buildings retrofitted
- Events including ribbon cuttings, groundbreaking ceremonies and local/national press

Best Practice Sharing

- Determine best practices and develop peer-to-peer sharing mechanisms



What Reports are Required and How Often?

Report	Description	Agency	Frequency and due date
Performance Report (QPR)	Per activity, project status, jobs, financials and performance metrics	DOE	<ul style="list-style-type: none"> • Quarterly – due 30 days after the end of the quarter. • Monthly - Outlays for all SEP and EECBG grantees above \$2M
Federal Financial Report (SF-425)	Per grantee, federal cash, expenditures and program income	OMB	Quarterly – due 30 days after the end of the quarter
FederalReporting.gov (Section 1512 of Recovery Act)	Funds spent, completion status, jobs created/retained and details on sub-awards	OMB	Quarterly – due 10 days after the end of the quarter
Annual Report	Per grantee, update on status of activities	DOE	Annually – due 1 year after award date for states and 2 years after award date for cities, counties and tribes

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Who is Required to Report?

Prime recipients are required to submit on a quarterly basis:

1. Quarterly Performance Report
2. Federal Financial Report
3. FederalReporting.gov report

Note: All SEP grantees and EECBG grantees with allocations greater than \$2M are also required to report outlays on a monthly basis

Reporting for Sub-recipients

- Prime recipients may, at their discretion, delegate the authority for reporting to sub-recipients
- Prime recipients ultimately retain the responsibility to submit reports accurately and on time

Per activity, report:

1. Activity Status

- Actual start/end dates and percentage complete

Edit Performance Report Status

Status: Active % of Work Complete: 75

Planned Start Date: 3/5/2010 Planned End Date: 6/1/2010

Actual Start Date: 6/1/2010 Actual End Date:

Save Cancel



2. Activity Milestones (optional)

- Create project specific milestones (e.g., RFP advertised, equipment purchased)

3. Job metrics

- Number of jobs created

Total hours worked through Recovery Act funds (hrs) :

Metric Help

Enter the number of hours worked on this activity that were funded using Recovery Act funds.

4. Financial metrics

- Outlays – funds expended
- Obligations – funds committed in contract

Funds Obligated (\$) :

Metric Help

Obligations means the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period. EECBG Program Notice 09-02B details when funds used for financing programs are considered to be obligated. Funds to be expended by a



5. Process metrics

- Activity specific metric (e.g., # of buildings retrofitted, # of loans and grants given, # of workshops held, # of energy efficient street lights installed, etc.)
- Primary process metric is assigned in the recipient's application documents
- Include any optional process metrics or secondary metrics (optional)

A screenshot of a software window titled "Metric" with a sub-window "Metrics Wizard". The wizard is at "Step 2: Select Metrics". It shows the "Metric Area" as "Building Retrofits" and the "Metric" as "Buildings retrofitted, by sector". There is a dropdown menu for "Sectors" currently set to "Commercial". Below that, there are two input fields: "Buildings retrofitted" with the value "1" and "Square footage retrofitted (sq.ft.)" with the value "100,000". At the bottom right, there are three buttons: "Previous", "Finish", and "Cancel".



6. Impact metrics

- Benefits generated from activity (e.g., energy savings, emission reductions, energy cost savings)

Impact Metrics (Enter applicable metrics)						
Metric Description	Group	Metric Item	Previously Reported	This Quarter	Cumulative To Date	Action
Energy Cost Savings						ADD
Dollars Saved		Dollars Saved (\$)	\$0		\$0	
Renewable Energy Capacity and Generation						ADD
Energy Savings						ADD
Reduction in electricity demand, by sector	Sectors Commercial	Reduction in electricity demand (MW/year)	0.0000	0.1500	0.1500	
Emissions Reductions						ADD
Greenhouse gases reduced		Greenhouse gases reduced (CO2 equiv./year)	0.0000	10.6900	10.6900	

7. Qualitative descriptions (optional)

- Describe barriers, results and key outcomes

Some of the required fields include:

- a. Cash Receipts—the amount of Federal funds drawn down from ASAP during the reporting period
- b. Cash Disbursements—the amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date
- e. Federal Share of Expenditures—the amount of Federal fund expenditures
- f. Federal Share of Unliquidated Obligations—Unliquidated obligations on a cash basis are obligations incurred, but not yet paid
- l. Total Federal Program Income Earned – the amount of Federal program income earned

Tools and Resources to Assist You

Web links to Guidance

<http://www1.eere.energy.gov/wip/guidance.html>

Tools

- Benefits calculator
- Jobs calculator
- Energy calculator

Resources

- EECEBG and SEP FAQ library
- Technical Assistance Solution Center
- PAGE help desk, training videos and FAQ library
- For questions regarding EECEBG, email:
EECEBGmetrics@ee.doe.gov
- For questions regarding SEP, contact your DOE Project Officer



Questions?

