

Department of Commerce - State Energy Office
Monthly Narrative Report
Program Name..... - RFP #.....
Grant Period: From _____ to _____
Please refer to the instructions sheet to fill this report

Report Period	(Enter Date)
GRANTEE INFORMATION	
Grantee Legal Name	Self Explanatory
Grantee Address	This address must match the address used for your DUNS
City	Self Explanatory
State	Self Explanatory
Zip Code+4	Self Explanatory - be sure and include the 4 digit identifier to your zip code
Primary Contact Person (Programmatic and Financially)	The individual who will handle the day to day aspects of the grant. Up to two (2) may be listed
E-mail Address	Primary Contact(s)
Phone	Primary Contact(s)
Fax	Primary Contact(s)
Tax ID	Self Explanatory
DUNS Number	Self Explanatory
Award Number (purchase order number)	A purchase order will be faxed to the fax number listed in your proposal. Use this PO number on invoices and reports
Grantee County	Self Explanatory
Grantee Congressional District	Self Explanatory
ECONOMIC IMPACT	
Counties where funds distributed	If your organization is located in more than one county, please list each county
Counties Affected	List counties, cities, congressional districts where funds and services received.
JOBS	
Description of Jobs Created (Provide brief description of the types of jobs created or retained resulting using ARRA funds)	The following is designed to keep track of the number of jobs created or retained and the number of hours worked. Report only for the current period Example: Mechanic - install HVAC equip.; Electrician - replace lighting; Accountant - track spending; Laborer - install lights; etc.
Number of Full Time Employee and number of hours worked towards ARRA* projects	Full time only. This is in addition to your current staff. Example: Mechanic (100 hours); Project Manager (150 hours) - (total of 250 hours)
Number of Part Time Employee and number of hours worked towards ARRA projects	Part time only. This is in addition to your current staff. Example: Accountant - 120 hours; etc. (total of 120 hours)
Temporary and number of hours worked towards ARRA projects	Temporary employees are employed for all or part of the duration of the project. When the project is closed out, these employees will be terminated. 1 Electrician (Total of 80 hours)
Total hours worked through Non-Federal funds	Include the total number of hours that have been funded through non-federal funds
Description of Jobs Retained (Provide brief description of the types of jobs created or retained resulting using ARRA funds)	Example: Finance Officer - managing accounts; Purchasing Agent; manage purchasing the project materials; Accountant - track spending; Laborer - install
Number of Full Time Employee and number of hours worked towards ARRA* projects	Full time only. This includes current staff. Example: 3 Employees as follows: Finance Officer - 18 hours; Purchasing Agent - 9 hours; Payroll Clerk - 6 hours (total of 33 hours)
Number of Part Time Employee and number of hours worked towards ARRA projects	Part time only. This includes current staff. 1 Accountant (total of 20 hours)
Temporary and number of hours worked towards ARRA projects	Existing temporary employees who are working on this project. When the project is closed out, these employees will be terminated. 1 Clerk (total of 20 hours)
Total hours worked through Non-Federal funds	Include the total number of hours that have been funded through non-federal funds

FUNDING	
Amounts Invoiced	List the total amount you are invoicing for reimbursement. Attach copies of all supporting documents; such as invoices from contractors; purchase material invoices; proof of paid invoices.
Match, leveraged and/or associated funds	If a MATCH is required, list the amount and source; if you are LEVERAGING, list the amount and source (cash or in-kind).
HIGHLY COMPENSATED OFFICERS (if applicable)	This applies to the private sector
Officer 1 Name	Self Explanatory
Officer 1 Compensation	Self Explanatory
Officer 2 Name	Self Explanatory
Officer 2 Compensation	Self Explanatory
Officer 3 Name	Self Explanatory
Officer 3 Compensation	Self Explanatory
Officer 4 Name	Self Explanatory
Officer 4 Compensation	Self Explanatory
Officer 5 Name	Self Explanatory
Officer 5 Compensation	Self Explanatory
ENERGY COST SAVINGS (Dollars)	
Monetary value of energy savings (\$)	Self Explanatory
RENEWABLE ENERGY CAPACITY AND GENERATION (if applicable)	
Amount of wind-powered electric generating capacity installed (mw)	Self Explanatory
Amount of electricity generated from wind systems (mwh)	Self Explanatory
Amount of photovoltaic generating capacity installed (mw)	Self Explanatory
Amount of electricity generated from photovoltaic systems (mwh)	Self Explanatory
Amount of electric generating capacity from other renewable sources installed (mw)	Self Explanatory
Amount of electricity generated from other renewable sources (mwh)	Self Explanatory
ENERGY SAVINGS (kw/h equivalents)	Please provide in the first month the projected savings and at the end of the project provide the actual savings
Sector	Please Select
Reduction in natural gas consumption (mmcf)	Self Explanatory
Reduction in electricity consumption (mwh)	Self Explanatory
Reduction in electricity demand (mw)	Self Explanatory
Reduction in fuel oil consumption (gallons)	Self Explanatory
Reduction in propane consumption (gallons)	Self Explanatory
Reduction in petroleum consumption (gallons)	Self Explanatory
Reduction in gasoline and diesel fuel consumption (gallons)	Self Explanatory
EMISSION REDUCTION	This will be calculated automatically from the information above

Criteria air pollutants reduced (tons)	Self Explanatory
Greenhouse gases reduced (CO2 equivalents)	Self Explanatory
WORKSHOP, TRAINING, AND EDUCATION SESSIONS	
Sector	Please select the appropriate sector
Number of people attending	Self Explanatory
Number of workshops, training, and education sessions held	Self Explanatory
Information contacts (e.g., webinars, site visits, media, fact sheet) in which energy efficiency or renewable energy measures were recommended, by sector	
Sector	Please select the appropriate sector
Number of contacts	Self Explanatory
BUILDING RETROFITS	This area ties to the project funded in whole or in part by ARRA
Sector	Please select the appropriate sector
Number of buildings retrofitted	This includes all buildings in the project
Square footage of buildings retrofitted	The total square footage of all buildings in the project
BUILDING ENERGY AUDITS (if applicable)	This will be completed at the beginning and end of the project and shown in the first and last report unless an audit is performed in the interim (i.e. M&V after installation of HVAC or new lighting)
Sector	Please select the appropriate sector
Number of audits performed	This includes all buildings audited
Floor space audited (square feet)	The total square footage of all buildings audited
Auditor's projection of energy savings (kwh)	The projected energy savings of all buildings audited (kw/h)
TYPES OF UNITS PURCHASED	This is a description of products purchased. NOTE: all products must adhere to the Buy American requirement if it is in public buildings or public work
Exit Signs	Self Explanatory
Bulbs	Self Explanatory
HVAC Equipment	Self Explanatory
Office Equipment	Self Explanatory
Streetlights	Self Explanatory
Other	Any energy saving item purchased other than those listed must be itemized
Transportation (if applicable)	
Alternative fuel vehicles purchased	Self Explanatory
Vehicles purchased	Self Explanatory
Number of conventional vehicles converted to alternative fuels use	Self Explanatory

Number of new alternative refueling stations emplaced	Self Explanatory
Number of new carpool and vanpool formed	Self Explanatory
Number of energy efficiency traffic signals installed	Self Explanatory
Number of street lane-miles for which synchronized traffic signals were installed	Self Explanatory
Renewable Energy Market Development (if applicable)	
Number of Solar Energy System Installed	Self Explanatory
Capacity of Solar Energy System Installed (kw)	Self Explanatory
Number of Wind Energy Systems Installed	Self Explanatory
Capacity of Wind Energy Systems Installed (kw)	Self Explanatory
Number of solar thermal system installed	Self Explanatory
Capacity of solar thermal system installed (square feet)	Self Explanatory
Number of ground source geothermal system installed	Self Explanatory
Capacity of ground source geothermal system installed (tons)	Self Explanatory
Number of biomass (non-transport) system installed	Self Explanatory
Capacity of biomass (non-transport) system installed (kw)	Self Explanatory
Number of biofuel system installed	Self Explanatory
Capacity of biofuel system installed (gallons per year)	Self Explanatory
Number of hydropower system installed	Self Explanatory
Capacity of hydropower system installed (kw)	Self Explanatory
Number of other systems installed	Self Explanatory
Capacity of other systems installed (btu-h)	Self Explanatory
Number of other systems installed	Self Explanatory
Capacity of other systems installed (kw)	Self Explanatory
FINANCIAL INCENTIVES FOR ENERGY EFFICIENCY AND OTHER COVERED INVESTMENTS	If you are receiving rebate or tax incentives from other sources, please list it here
Sector	Please select the appropriate sector
Monetary value of financial incentive provided (Dollar)	Self Explanatory
Total value of investments incentivized (Dollar)	Self Explanatory
BUILDING CODES AND STANDARDS; NUMBER OF NEW AND EXISTING BUILDING COVERED BY NEW CODE	
Sector	Please select the appropriate sector
Building Codes Old : NCECC 2006	Number of buildings
Building Codes New : NCECC 2009	Number of buildings
Building Codes Old : ASHRAE 90.1-2004	Number of buildings
Building Codes New : ASHRAE 90.1-2007	Number of buildings

TECHNICAL ASSISTANCE	If you are providing any technical assistance, please list the entity received the services and the type of services provided
Number of technical assistance provided (explain)	Self Explanatory
CLEAN ENERGY POLICY (if applicable)	
Number of alternative energy plans developed	Self Explanatory
Number of alternative energy plans improved	Self Explanatory
Number of renewable portfolio standards established	Self Explanatory
Number of renewable portfolio standards improved	Self Explanatory
Number of interconnection standards established	Self Explanatory
Number of interconnection standards improved	Self Explanatory
Number of energy efficiency portfolio standards established	Self Explanatory
Number of energy efficiency portfolio standards improved	Self Explanatory
Number of other policies developed	Self Explanatory
Number of other policies improved	Self Explanatory
Number of policies established that align utility financial incentives with consumer energy efficiency	Self Explanatory
Number of policies improved that align utility financial incentives with consumer energy efficiency	Self Explanatory
PROJECT MILESTONE (please provide projected time frame for each item)	This will be identified once in the beginning of the project. Example as follows:
	1) Initial SEO and M&V provider site visit to determine proper M&V protocols (week 1)
	2) Advertise the task (meets the \$5,000 requirement) (weeks 1 and 2)
	3) Obtain quotes, bids, etc. and select vendor (weeks 3 and 4)
	4) Purchase and receive materials, must meet buy American, SEO site visit for verification (week 6&7)
	5) Project installation, SEO site visits for project progress at least quarterly (week thru 24)
	6) Project acceptance, SEO site visit to confirm project complete and operational, SEO schedules M&V provider for energy reduction verification (week 26)
	7) Grantee submits project close out forms, M&V provider submits verification report, SEO authorizes final payment (week 28)
PROJECT NARRATIVE	The narrative should capture what was accomplished during the current reporting period
Are you following the planned schedule?	Self Explanatory
What are the accomplishments for this month? Please include major activities, significant results, major findings and key outcomes	Self Explanatory
Actual or anticipated problems or delays?	Self Explanatory
What do you expect to accomplish next month?	Self Explanatory

SUB-GRANTEES INFORMATION (if you have multi sub-grantees, please add the same information for each one separately.)	All requirements placed on you as a condition of the grant also apply to each sub-grantee. Except for employment information for Davis-Bacon, you do not have to monitor and report on subs of the sub-grantee - i.e. you contract with a General Contractor and he/she contracts with sub-contractors. Reporting, except for wages, stops with the General Contractor. this section must be completed for each of your sub-contractors. You are still responsible for the Buy American for all products.
Sub-Grantee Legal Name	Self Explanatory
Sub-Grantee Address	This ties to the DUNS address
City	Self Explanatory
State	Self Explanatory
Zip Code+4	Be sure and include the 9 digit zip code
DUNS Number	Self Explanatory
Sub-Grantee County	This ties to the DUNS address
Sub-Grantee Congressional District	This ties to the DUNS address
Sub-Grantee Award Number	Your purchase order number to your sub-grantee or any unique number
Award Start Date	This is the date of your contract with your sub-grantee
Award End Date	Self Explanatory
Sub-Grantee Award Amount	Self Explanatory
Products and Services Description	Brief description of the contract or purchase order
Funds Disbursed (monthly)	This applies to the current period
Registered with Office of Historically Underutilized Businesses (HUB)	Yes or No
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* ARRA (American Recovery and Reinvestment Act)

Sectors: All Sectors, Commercial, Industrial, Residential, Transportation, Public, Institutional and Agriculture.