



Department of Energy
Washington, DC 20585

June 2, 2011

Dear SEP Grantees,

Investing in America's clean energy future and creating good jobs for the nation's workers—that is the shared mission of all who contribute to the success of the State Energy Program (SEP). The program has now transitioned from the Recovery Act award phase to implementation phase, but that does not mean that we should stop searching for ways to improve our effectiveness. The U.S. Department of Energy (DOE) continues to analyze lessons learned to ensure that SEP achieves the greatest benefits possible. In keeping with this commitment to continuous improvement, the program is implementing reporting changes designed to increase the quality of our data. These changes also incorporate feedback from grantees who identified avenues for streamlining the reporting workload.

In the coming weeks, revised SEP ARRA reporting guidance will be released outlining these changes in detail. The changes build upon the most recent SEP ARRA reporting guidance, SEP Program Notice 10-006A, effective September 20, 2010. The updated guidance will affect reporting beginning with Quarterly Performance Reports capturing information from the second quarter of 2011 (April – June 2011). In advance of formal guidance, the changes are summarized below.

Four major requirements will be modified by the forthcoming revised guidance:

1. **Removal of Monthly Outlay Reporting Requirement:** Reporting outlays on a monthly basis by market title will no longer be required. Outlays by market title will still be required on a quarterly basis but will be entered as a single value representing the sum of outlays within a given reporting period. This change reduces the frequency of reporting workload on grantees.
2. **Removal of Job Reporting Requirement:** Jobs and Hours Worked metrics will not be required to be reported for ARRA grants and so will be removed from Quarterly Performance Reports in PAGE. (OMB reporting guidance must still be followed when reporting to OMB through FederalReporting.gov). This information was found to be duplicative with OMB's reporting requirements. This change reduces the reporting workload on grantees.

3. **Removal of Impact Metric Reporting Requirement:** We will no longer ask grantees to report impact metrics in the Quarterly Performance Report. These fields will no longer be provided in the system. Many grantees told us that developing impact metrics was difficult and burdensome. Under the revised guidance, DOE will use grantees' reported process metrics to calculate impact metrics for all grantees using a standard methodology. This standardization will increase the comparability of results across grantees while also reducing the reporting workload on grantees.

4. **Expansion of Process Metric Reporting Requirement:** Certain metric areas (listed below) will be required to be reported in all market titles where they occur. In instances where one of the process metric areas listed below is relevant but has not been reported on previously, that metric area will be required to be added to the Quarterly Performance Report and reported on. The process metric areas are:
 - Building Codes and Standards
 - Building Retrofits
 - Financial Incentives
 - Loans and Grants
 - Renewable Energy Market Development
 - Transportation

Please look forward to the release of the revised guidance, as well as a Frequently Asked Questions primer and a schedule of webinars on the changes.



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