

SEP/EECBG Reporting Guidance FAQs

June 24, 2011

General

1. Why was new SEP/EECBG reporting guidance released?

SEP/EECBG reporting guidance documents have changed to reflect new programmatic requirements which aim to reduce the reporting burden on grantees while at the same time improve the quality of information captured. The guidance documents are intended to provide a clear description of the new requirements as well as compliance instruction.

2. When do the new SEP/EECBG reporting guidance documents take effect?

The first reports required to comply with this guidance cover the second quarter 2011 reporting period. Quarterly reports detailing actions completed during this April-June period are due 30 days prior to the end of the period, namely July 30.

3. Who should I contact with questions about the new reporting requirements?

Reporting questions should be directed first to DOE project officers. If the problem appears related to the implementation of the PAGE system, grantees should submit a ticket to the PAGE hotline at PAGE-Hotline@ee.energy.gov or 1-866-492-4546.

Monthly Outlay Reporting

4. Why was the monthly outlay reporting requirement removed?

Monthly outlay reporting has been removed in order to reduce grantee reporting burden.

5. Do I still need to report outlays in the Performance Report?

Yes, all grantees must report quarterly total outlays in the Performance Report. Instead of submitting three monthly reports each quarter, grantees will now submit the sum of these outlays on the quarterly performance report only.

6. How do I report outlays now that I do not enter them monthly?

Outlays will now be required on a quarterly basis through the performance report.

7. Will I be able to edit previously entered monthly outlay figures?

Previously entered monthly outlay figures will now be aggregated to the quarterly period in which they occur. In order to edit these figures, grantees will edit quarterly rather than monthly reports.

Jobs Reporting

8. Why was the jobs reporting requirement removed?

Jobs are no longer required to be included in PAGE reporting in order to reduce duplicative reporting requirements and reduce grantee reporting burden. As jobs are still required to be reported to OMB through FederalReporting.gov, only one federal report will require these numbers.

9. Do I still need to report jobs to OMB through FederalReporting.gov?

Yes, jobs numbers are still required to be reported to OMB through FederalReporting.gov.

10. Will I be able to see my previously entered jobs numbers in PAGE?

No, all past references to jobs in PAGE will no longer be visible.

11. Will I be able to edit previously entered jobs metrics?

No, there is no need to edit previously entered jobs metrics.

Impact Metrics

12. Why was the impact metric reporting requirement removed?

Impact metric reporting requirements were removed to reduce grantee burden and ensure consistent calculation of energy impacts across the SEP. In the past, grantees used their own separate methodology to compute impact metrics. Without any insight into this process, DOE has had difficulty comparing the accuracy of impact metrics across grantees.

13. How will DOE calculate impact metrics in the future?

In the future, DOE will use consistent conversion factors to convert process metric data into energy market impacts.

14. Will I still need to use the Benefits Calculator for any other reporting requirements?

No, the Benefit Calculator will no longer be necessary to complete other DOE reporting requirements. The Benefit Calculator will still be available on the DOE Weatherization and Intergovernmental Program website.

15. Will I be able to edit previously entered impact metrics?

No, there is no need to edit previously entered impact metrics.

16. If a previous performance report was rejected by my project officer because of questions about impact metrics can my prior report now be approved without additional changes?

Yes, incorrect impact metrics will no longer be reason enough in themselves to reject a performance report.

17. If my grant has previous reports that have been rejected due to impact metric issues, are these reports now eligible for approval?

Yes, if any previous quarterly Performance Reports have been rejected to correct issues with impact metrics, these reports are now eligible for project officer approval. Please discuss this process with your project officer.

Process Metrics

18. Why was the process metric reporting requirement changed?

The process metric reporting requirement was changed to get a more complete representation of the projects completed by grantees. Over time, it has become clear that many grantee projects are multi-faceted (including many of the best projects), and in these cases it often takes more than one process metric to fully describe the project's accomplishments.

19. Should I report quarterly or cumulative totals for newly added metrics? I want to account for the accomplishments of my grant thus far.

For the Quarter Two 2011 report ONLY, please report totals of all completed project metrics for all previous and the current reporting quarter despite the "This Quarter" metric input language. In future quarters, please revert to the standard quarterly reporting (i.e., report metric figures for projects completed within the reporting period only).

20. Has the editing process been changed for process metrics from previous quarters that have previously been reported incorrectly?

No, grantees and project officers should work together to improve the accuracy of process metrics from previous quarters. This requires the project officer to reject the report, the grantee to make changes and resubmit and the project officer to re-approve each quarter's report.

21. Which process metric areas are now required to be reported on if they are applicable within a market title/activity?

Metrics within the following metric areas are now required to be reported if applicable:

- Building Codes and Standards
- Building Retrofits
- Financial Incentives
- Loans and Grants
- Renewable Energy Market Development
- Transportation

22. Do I need to report all six of the required process metric areas in every market title/activity?

Grantees must report at least one process metric for every SEP market title or EECBG activity and must report any of the six required process metric areas as they apply to that market title/activity. For instance, if one market title's/activity's funding is used to complete building retrofits and solar PV projects, the grantee is required to report all applicable metrics within the "Building Retrofits" and "Renewable Energy Market Development" metric areas but not any which do not apply such as "Transportation".

23. How many process metrics within a metric area am I required to report in each market title/activity?

Grantees are required to report on all process metrics within an applicable metric area as apply to the projects undertaken by that market title/activity. This could be as few as one specific process metric or as many as all of the specific process metrics within any metric area classification.

24. What is the relationship between process metric areas, process metrics, and process metric items?

These terms are hierarchy in order of broad to narrow categorization. Each process metric area is composed of several process metrics which, in turn, are composed of several process metric items. For example, the process metric item "Number of systems installed" falls within the "Solar energy systems installed" process metric which falls within the "Renewable energy market development" process metric area.

25. Where can I find the list of process metric areas, process metrics, and process metric items?

The list of process metric areas, process metrics and process metric items is included as Attachment 1 of the SEP and EECBG reporting guidance documents and within the “Reference Library” section of page.energy.gov.

26. Will I be required to report on more than one process metric in all of my market titles or activities?

Grantees are required to report on at least one process metric in all market titles or activities. Beyond this, they are required to report on all process metrics that apply which are included within the six required process metric areas as listed above.

27. A warning appears in PAGE when I have only the “Loans and Grants” or only the “Financial Incentives” metric areas reported in the performance report. What can I do to remove this warning?

These financial process metric areas require one additional process metric area to be input as well. The intuition behind this requirement is that all financial programs fund an underlying energy project—for example, a loan program that funds building retrofits or a rebate program that pays for solar PV systems. Grantees should select and input process metrics that describes the underlying energy projects completed by DOE-funded loan, grant, and financial incentive programs.