

## **Reporting of Meter Installations**

The Smart Grid Investment Grant Program has been receiving numerous and ongoing requests from the Administration and from the Congress for status of smart meter installations on projects. To date we have answered these requests by querying selected recipients who are doing significant meter installation as part of their projects on an as needed basis. It has become apparent that these requests will continue for the foreseeable future. In order to expeditiously and completely respond to these requests we are requesting SGIG recipients who are installing smart meters as part of their projects to report the following information to DOE each month when they submit their Monthly Reports. We are requesting that you begin to report this information with your October reports which are due to DOE on November 30, 2010.

- The number of meters installed during the monthly reporting period.
- The cumulative number of meters installed on the project from the date when DOE began paying cost share. This would include any pre award costs, if applicable.

While we realize this is an incremental addition to normal monthly reporting requirements, we feel this is the best approach to getting the information from recipients with least amount of effort on all parties.

DOE has modified the SIPRIS system to accommodate the reporting of this data. The SIPRIS User Guide has been updated to provide detailed instructions for submitting this data.

### **SIPRIS User Guide Instructions for Reporting Smart Meters Installed**

To complete meter installation reporting requirements, recipients will enter data in the following fields:

- Meters Installed Prior to First Reporting Period – This field will be used for one time only. Recipients will enter the number of all meters installed from Project Start to prior to first meter reporting period.
- Meters Installed This Period - Recipients will enter the number of meters installed for the current period only.
- Cumulative Meters Installed Through Period End – This field is a calculated field that sums Meters Installed Prior to First Reporting Period and all Meters Installed This Period.

\*\*\*Recipients are responsible for the accuracy of the data being reported and for notifying DOE of any discrepancies. If you detect any discrepancy in the data shown here, please contact your TPO or the SIPRIS help desk immediately.

**Please note: For projects that do not install meters, the meter tracking fields will not be visible.**

## Questions and Answers for the Smart Grid Investment Grant Program

The steps to report on this data in SIPRIS are as follows:

1. Access SIPRIS by going to this link: <http://www.smartgrid.gov/teams>.
2. Click on the SIPRIS button under *Project Reporting*.
3. Enter your username and password and click *OK*.
4. You will need to agree to the user terms each time you enter the system by clicking *I agree*.
5. You will now see your project homepage.
6. Click on the *Project Actuals* menu item.
7. Select your grant recipient name from the first drop-down menu, e.g., "ACME."
8. Select the appropriate project that you will be entering data; e.g., "Public Test Project."
9. Select the reporting period for your data entry; e.g., "3/01/10 – 3/31/10."
10. To edit data for meters installed, click the *Edit* button on the left side of the screen next to the top-line item.
11. Enter the number of meters installed this reporting period.
12. The 'Cumulative Meters Installed through Period End' field is calculated by SIPRIS.
13. After finishing the data entry click the *Update* button to save your data.

Please note that clicking *Update* **DOES NOT** submit your data for TPO review. That process is described in Section E of the SIPRIS User Guide.