

Unraveling the Mysteries of Reporting in the Performance Accountability for Grants in Energy (PAGE) System

Robert Hu

October 2017



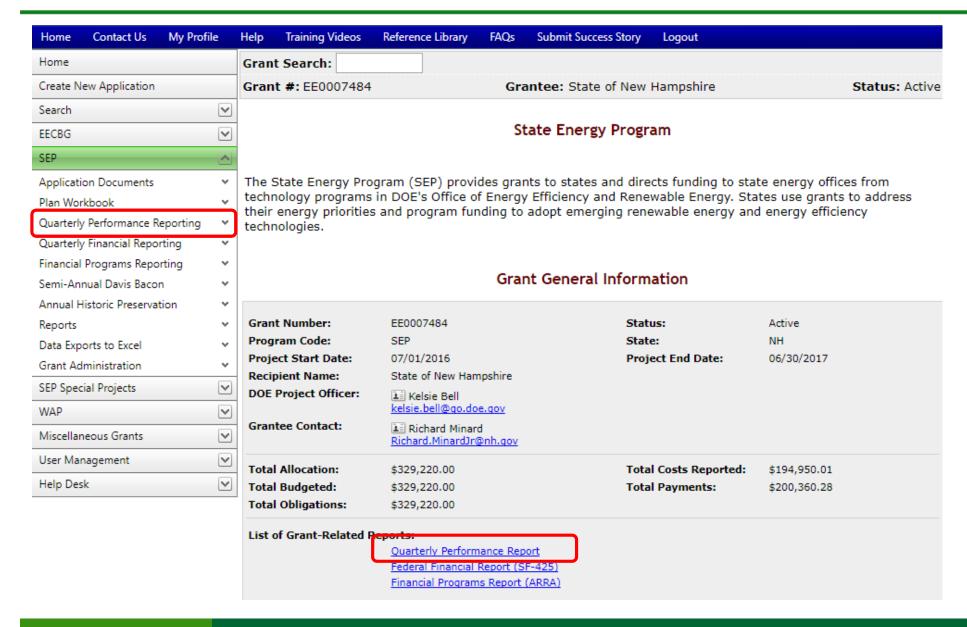
Training Outline

- Why PAGE?
- Quarterly Performance Report
 - Let us know all the great things you accomplished in the last quarter
- Federal Financial Report
 - Tell us how you spent your funds in the last quarter
- Financial Program Report
 - Let us know what happened in your ARRA-funded financing programs last quarter
- Semiannual Davis Bacon Report
- Annual Historic Preservation Report
- Data Exports
 - How to export data from PAGE into spreadsheets

Why PAGE?

- We love to brag about you!
- Custom system only used by WIP
- Submit, copy, and revise applications and quarterly reports electronically
- Central location for important documents and metrics used for analysis





Quarterly Performance Reporting

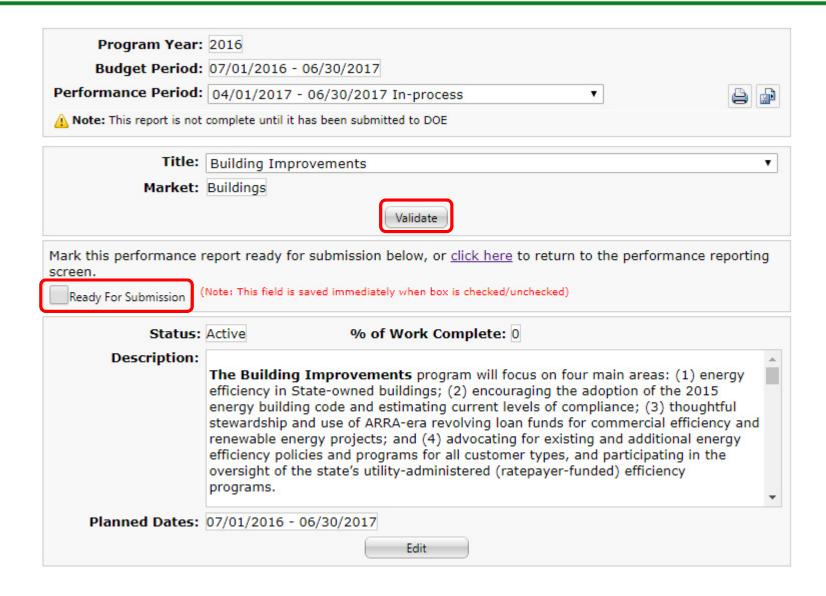
The State Energy Program (SEP) Quarterly Performance Reports are due not later than 30 calendar days after the end of each quarter. The Quarterly Performance Reports contain activity level information on costs, milestones, metrics, and qualitative descriptions that combined provide a comprehensive view of activity progress.

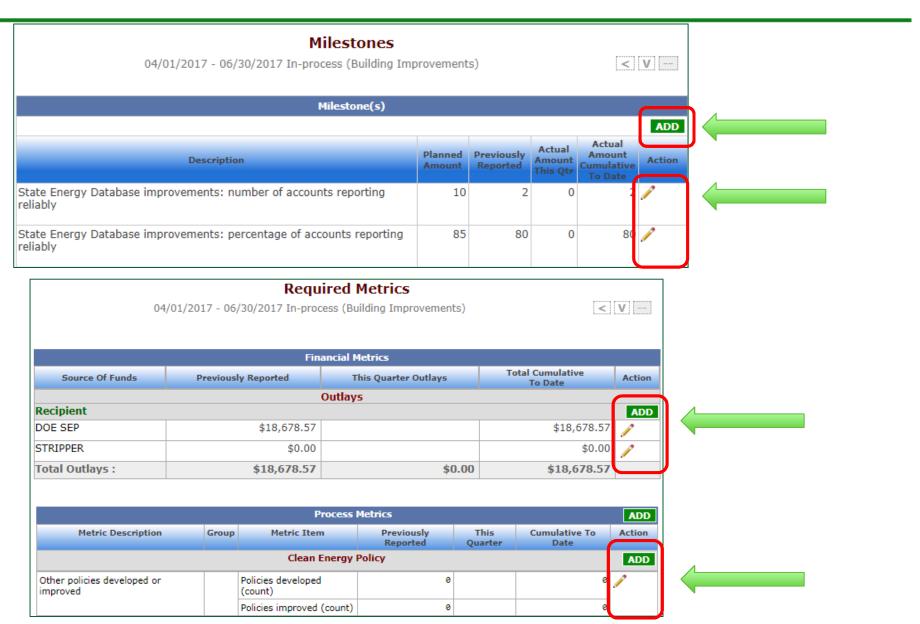
Quarterly Performance Reports are submitted to, and approved by DOE via this page. After a grantee enters the performance information for all activities, simply check the "Ready for Approval" box on each, at which time a button will be displayed to sign and submit the Program Performance Report to DOE. After reviewing the Program Performance Report for each activity, DOE will follow the same process to approve or reject the submitted report.

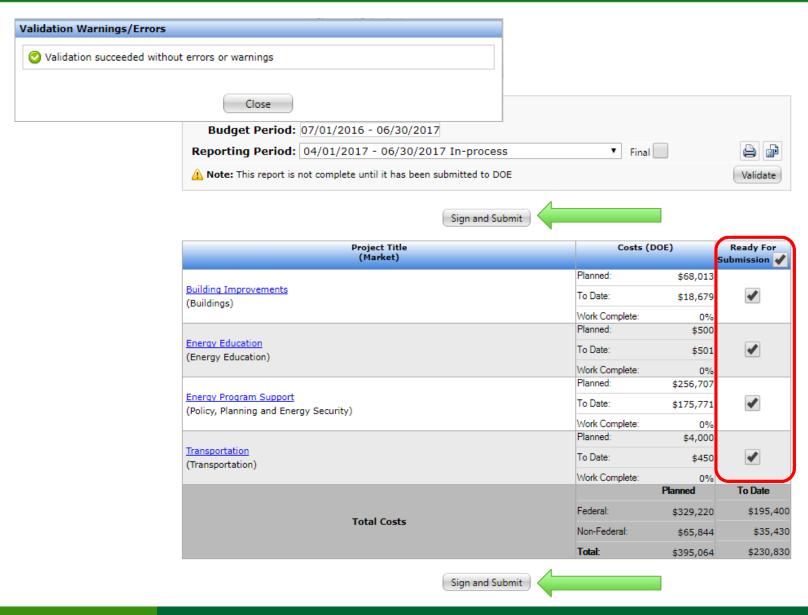


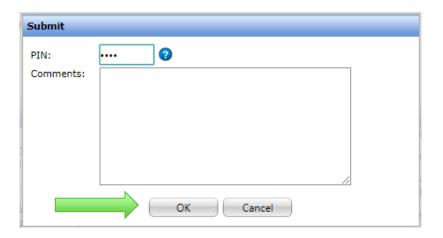
Project Title (Market)	Costs (DOE)	Ready For Submission
	Planned: \$68,01	3
Building Improvements (Buildings)	To Date: \$18,67	9
Dununinga)	Work Complete: 0°	/o
	Planned: \$50	0
Energy Education (Energy Education)	To Date: \$50	1
	Work Complete: 04	/o
	Planned: \$256,70	7
Energy Program Support (Policy, Planning and Energy Security)	To Date: \$175,77	1
(Toney) Hamming and Energy Security)	Work Complete: 04	/o
	Planned: \$4,00	0
Transportation (Transportation)	To Date: \$	0
(Work Complete: 04	/o







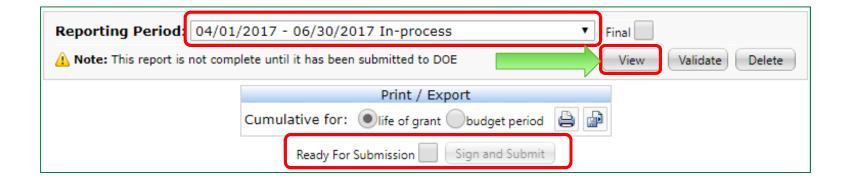














 Reminder – Expenditures in the FFR MUST match the sum of the Market Titles' outlays from the QPR.

10.Transactions

Fed	eral Cash	Previously Approved	This Period	Cumulative
a. (Cash Receipts	\$173,895.21	\$ 26,465.07	\$ 200,360.28
b.	Cash Disbursements	\$194,950.01	\$ 450.00	\$ 195,400.01
	Cash on Hand (line a minus b)	(\$21,054.80)	\$ 26,015.07	\$ 4,960.2
	eral Expenditures and Unobligated ance	Previously Approved	This Period	Cumulative
d.	Total Federal Funds Authorized			\$ 329,220.00
e.	Federal Share of Expenditures	\$194,950.01	\$ 450.00	\$ 195,400.0
f.	Federal Share of Unliquidated Obligations	\$17,081.36		\$ 17,081.3
2.	Total Federal Share (sum of lines e and f)	\$212,031.37		\$ 212,481.3
	Unobligated Balance of Federal Funds (line d minus g)			\$ 116,738.6
Rec	ipient Share	Previously Approved	This Period	Cumulative
i.	Total Recipient Share Required	\$65,844.00	\$ 0.00	\$ 65,844.0
-	Recipient Share of Expenditures (18% to date)	\$35,430.02	\$ 0.00	\$ 35,430.0
	Remaining Recipient Share to Be Provided (line i minus j)	\$30,413.98	\$ 0.00	\$ 30,413.9
	_	Previously	#! p : 1	
_	gram Income	Approved	This Period	Cumulative
l.	Total Federal Program Income Earned	\$0.00	\$ 0.00	\$ 0.0
l. :			\$ 0.00	
l m. n.	Total Federal Program Income Earned Program Income Expended in Accordance	\$0.00		\$ 0.0

Program Income	Previously Approved	This Period	Cumulative
l. Total Federal Program Income Earned	\$0.00	\$ 0.00	\$ 0.00
m. Program Income Expended in Accordance with the Deduction Alternative	\$0.00	\$ 0.00	\$ 0.00
n. Program Income Expended in Accordance with the Addition Alternative	\$0.00	\$ 0.00	\$ 0.0
o. Unexpended Program Income (line l minus line m or line n)	\$0.00	\$ 0.00	\$ 0.00

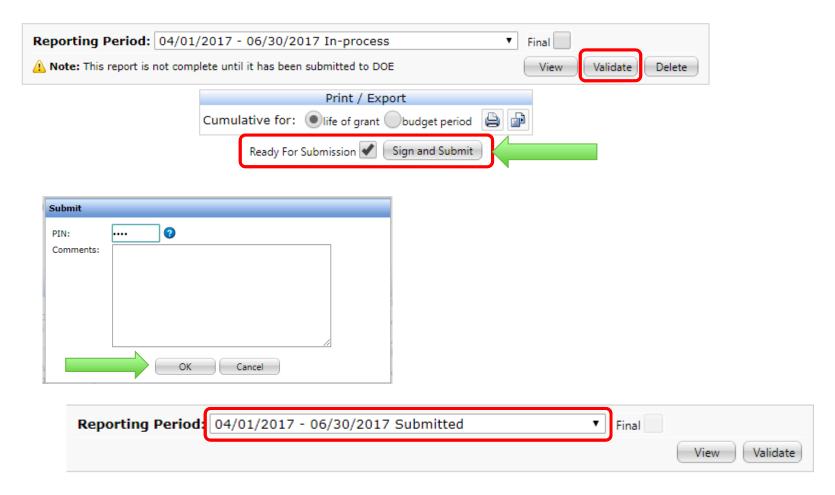
Remarks

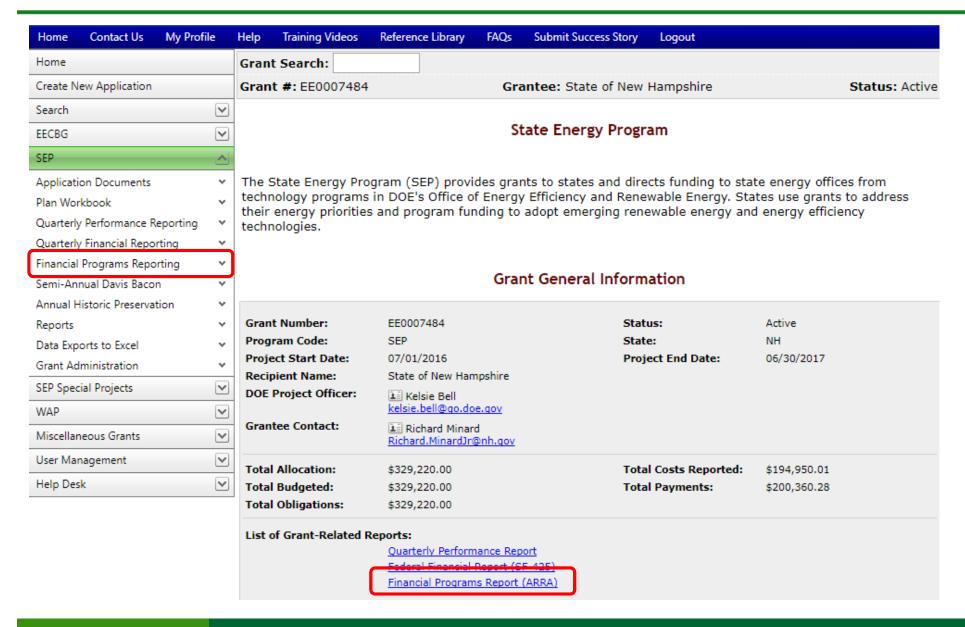


 Remember to hit the Save Button at the bottom of the page. If you do not hit save after making changes, then the Validate button will not take into account any changes made to the FFR.

Quarterly Financial Reporting

The Financial Reporting Module is used by grantees to enter their expenditures via the Federal Financial Report (FFR), SF-425. The form and information to be used for expenditure reporting is dictated by grant guidance.





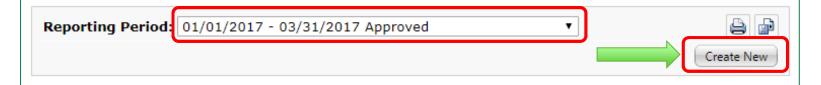
Financial Programs Reporting

Financial Programs Reports are due no later than 30 calendar days after the end of each period. The Financial Programs Report contains information on costs, metrics, and qualitative descriptions that combined provide a comprehensive view of financial programs (i.e., revolving loan funds and loan loss reserves).

Financial Programs Reports are submitted to, and approved by DOE via this page. After a grantee enters the performance information for all financial programs, simply check the "Ready for Submission" box on each, at which time a button will be displayed to sign and submit the Financial Programs Report to DOE.

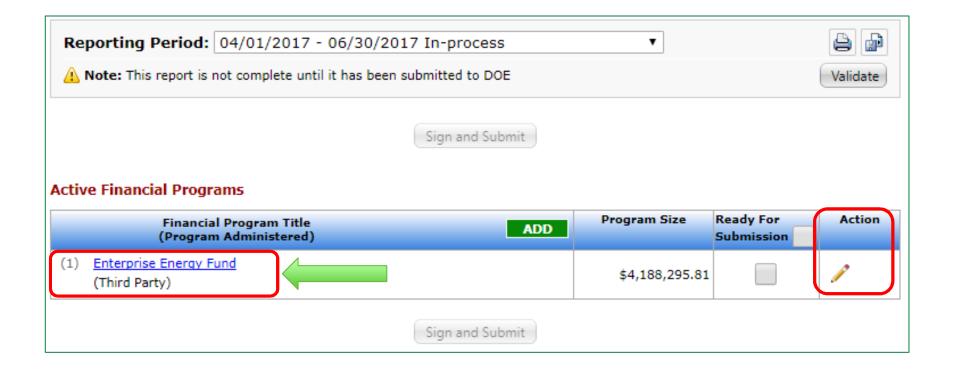
After reviewing the Financial Programs Report for each program, DOE will follow the same process to approve or reject the submitted report.

For more information about the requirements of this report, please see the Reporting Guidance document series 10-006.



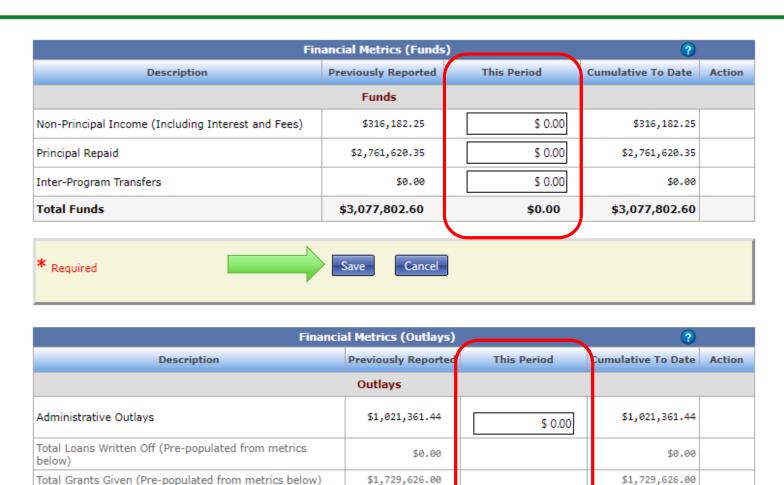
Active Financial Programs

Financial Program Title (Program Administered)	Program Size	Ready For Submission	Action
(1) Enterprise Energy Fund (Third Party)	\$4,188,295.81		



FINANCIAL METRICS SUMMARY (This section is pre-populated from information entered below in	this report)
Program Size	
Previous Program Size	\$4,188,295.81
+ Non-Principal Income (Including Interest and Fees)	\$0.00
+ Inter-Program Transfer	\$0.00
- Outlays	\$0.00
= Program Size	\$4,188,295.81
Funds Available	
Program Size	\$4,188,295.81
- Loans Given (cumulative to date)	\$6,133,856.00
+ Principal Repaid (cumulative to date)	\$2,761,620.35
= Funds Available	\$816,060.16

Financial Metrics (Funds)							
Description	Previously Reported	This Period	Cumulative To Date	Action			
	Funds						
Non-Principal Income (Including Interest and Fees)	\$316,182.25		\$316,182.25	P			
Principal Repaid	\$2,761,620.35		\$2,761,620.35	P			
Inter-Program Transfers	\$0.00		\$0.00	P			
Total Funds	\$3,077,802.60	\$0.00	\$3,077,802.60				



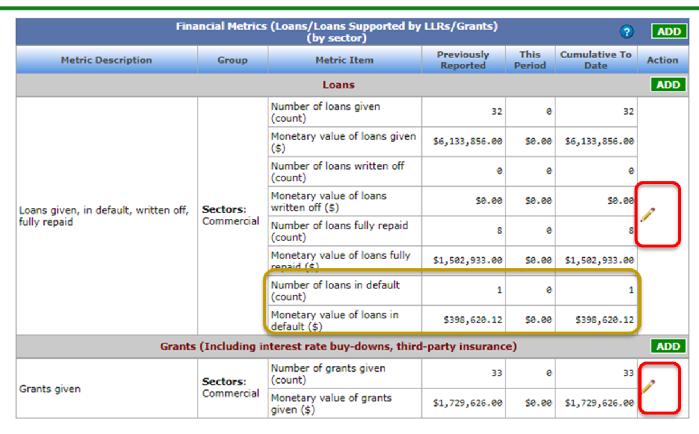


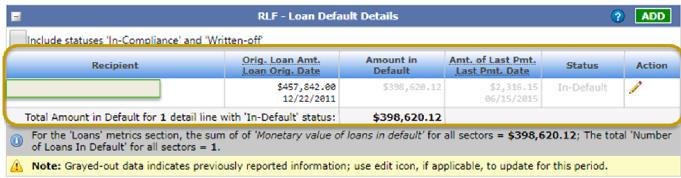
\$2,750,987.44

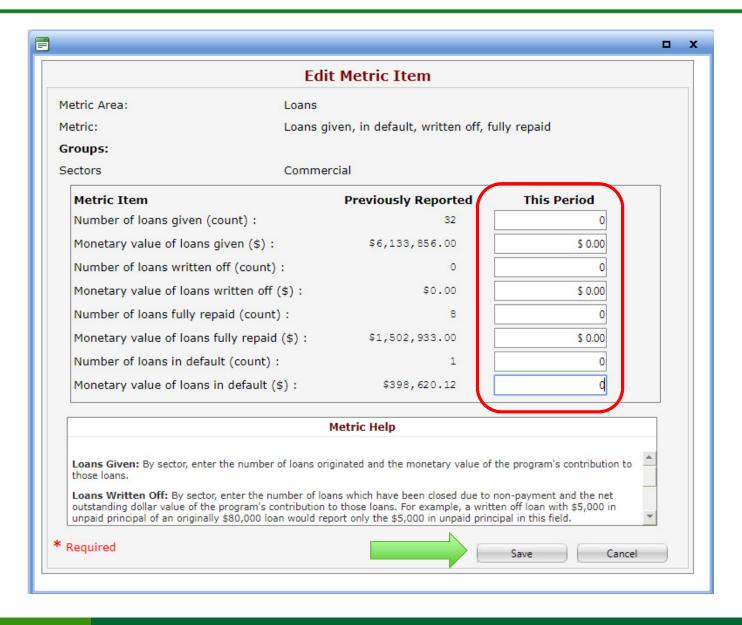
\$2,750,987.44

\$0.00

Total Outlays

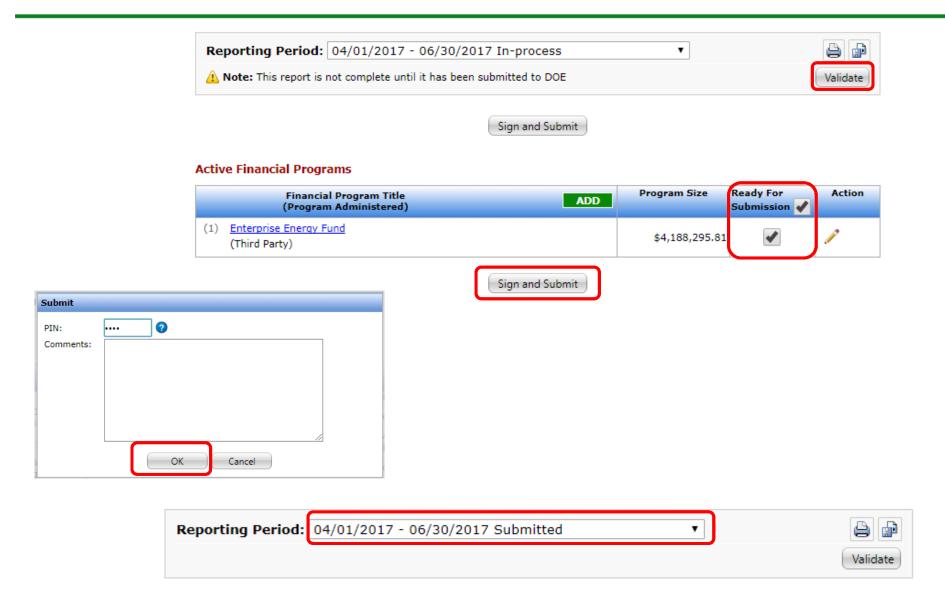






Financial Metrics (Leveraged Funds)								
Description Previously Reported This Period Cumulative To Date								
Leveraged Funds								
Value of private capital	\$0.00	\$0.00	\$0.00	P				
Total Leveraged Funds	\$0.00	\$0.00	\$0.00					

		Process Metrics			?	ADD
Metric Description	Group	Metric Item	Previously Reported	This Period	Cumulative To Date	Action
		Building Energy Audits				ADD
		Audits performed (count)	25	0	25	$\overline{}$
Building energy audits, by	y Sectors:	Floor space audited (sq.ft.)	1,175,400	0	1,175,400	P
sector	Commercial	Auditor's projection of energy savings (kWH)	3,082,112	0	3,082,111	







- Must submit two times a year in PAGE; reports are due 25 days after the end of the reporting periods.
 - October 1st to March 31st
 - April 1st to September 30th

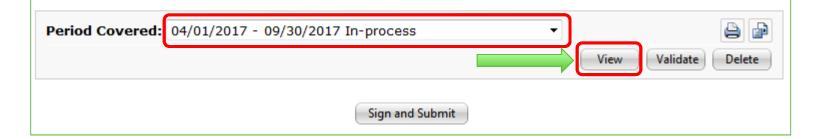
Semi-Annual Davis Bacon Reporting

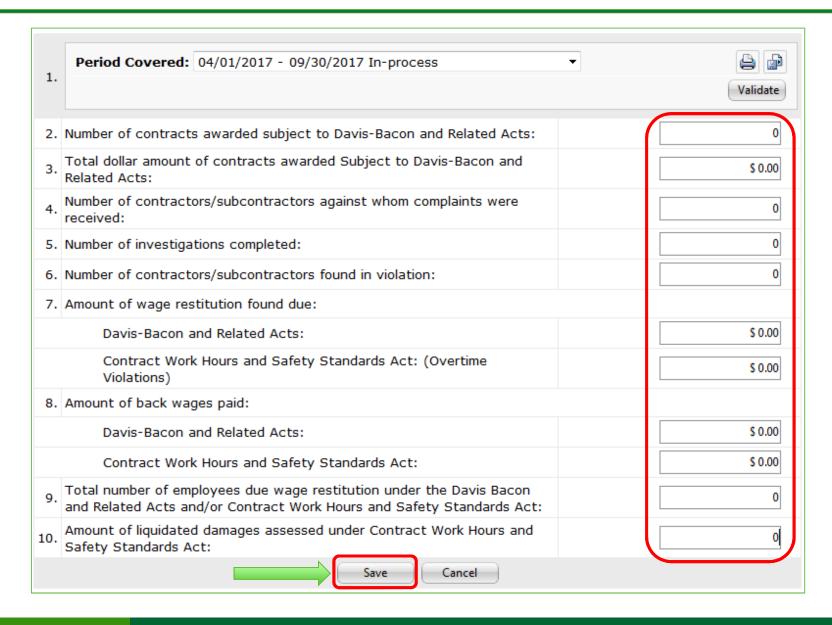
DOE financial assistance Recipients must comply with the Davis-Bacon and Related Acts as a condition of spending DOE funds. Among other Davis-Bacon requirements, Recipients must report semi-annually to DOE regarding their oversight of Davis-Bacon compliance and enforcement. These reports are due within 25 calendar days following the end of the semi-annual reporting period.

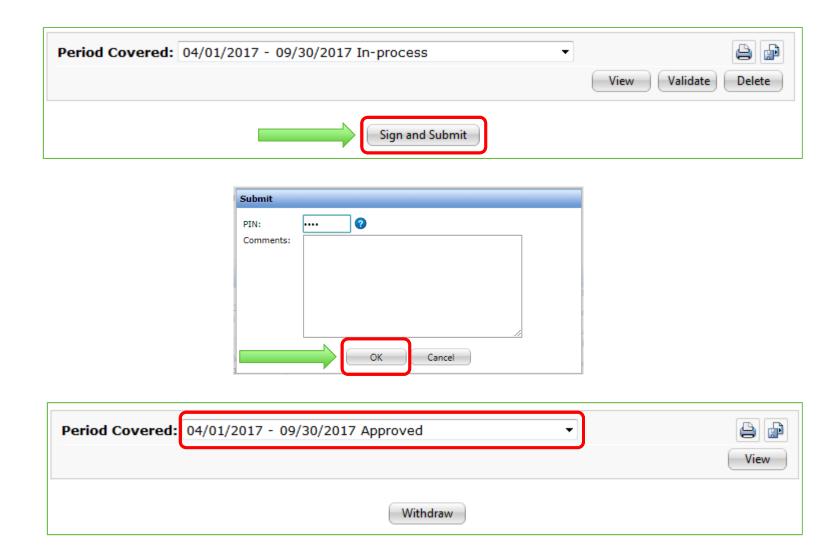
The semi-annual report is submitted to DOE via this webpage. After a Recipient enters the information, simply click on the "submit" button below to submit the report to DOE.

The Davis Bacon reports are available to be created in PAGE from the beginning of the semi-annual reporting period up to 25 days after the end of the reporting period. If errors have been made in reporting, Davis-Bacon reports can be withdrawn and resubmitted up to 25 days after the end of the reporting period. After the 25th day, the reporting cycle is closed and DOE begins compiling the Semi-Annual Enforcement Compliance report for submission to the Department of Labor (DOL) on the 1st day of the following month. If the grantee discovers an error after the 25th day, they may send a revised report to DBAEnforcementReports@hq.doe.gov with a copy to their Project Officer.

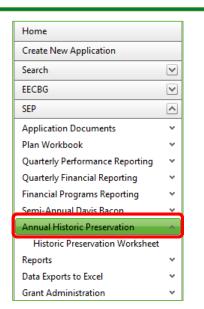
If you have PAGE related questions, please contact the PAGE hotline at PAGE-Hotline@ee.doe.gov.

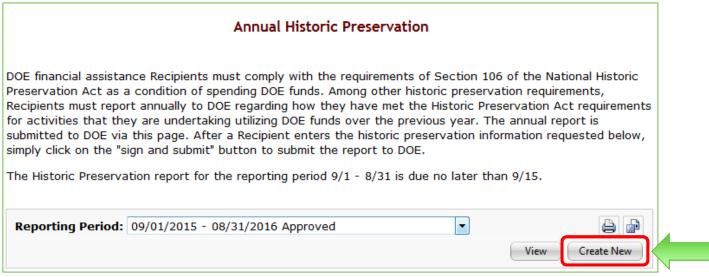




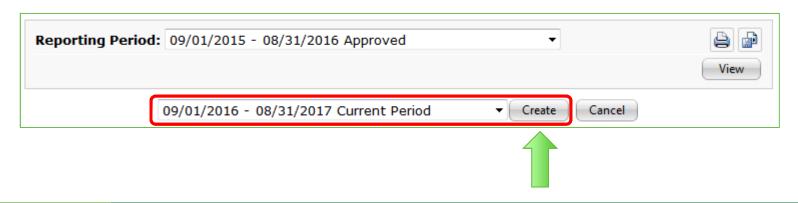


Historic Preservation Report

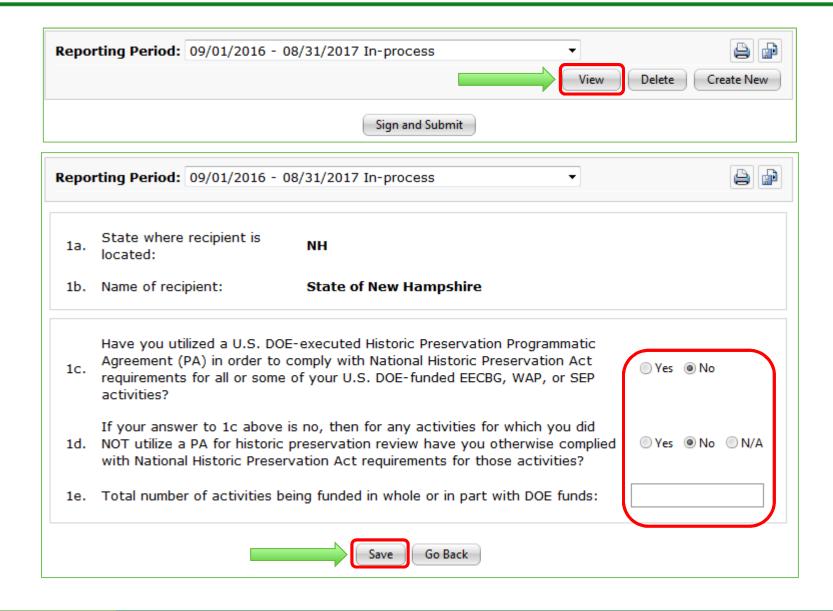




- Reporting period is from September 1st to August 31st
 - Report is due no later than September 15th



Historic Preservation Report



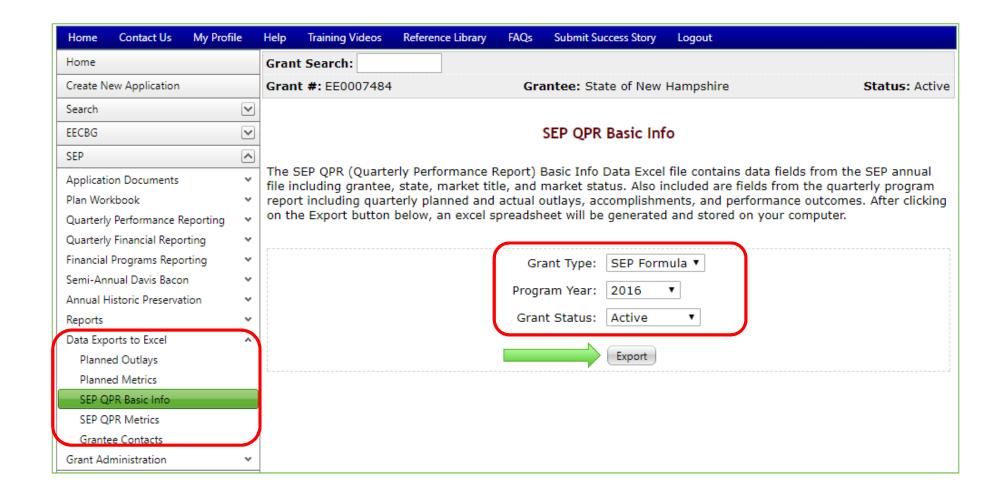
Historic Preservation Report







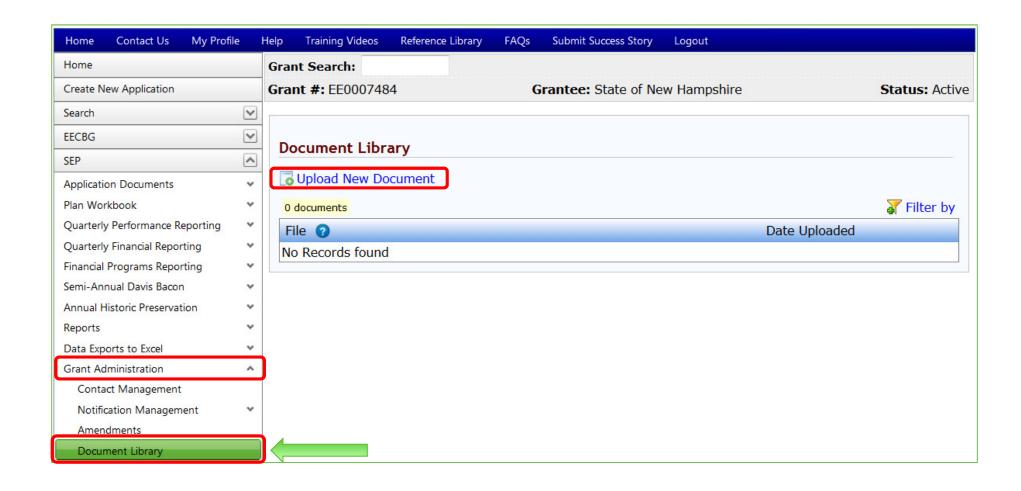
Data Exports



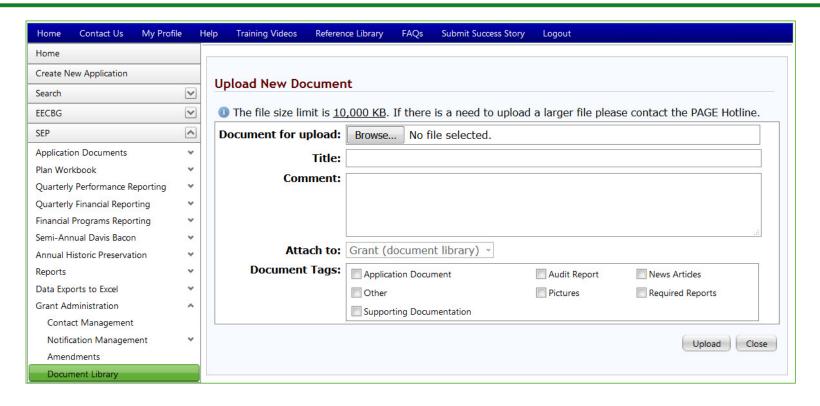
Data Exports

MarketTitle	ReportStartDate	ReportEndDate	PrimaryMetric? Me	etricAreaDesc	MetricDescripti	MetricItemDesc l	Jnit Of Measure	ReportCode1	ReportCode2	PlannedNumbe	
Administration	7/1/2013	9/30/2013	Ot	ther	Administrative	This is an admin (No units)			0	
Administration	10/1/2013	12/31/2013	X Sp	ecial exception	No metrics for t	Exempt from me	No units)			1	
Administration	1/1/2014	3/31/2014	X Sp	ecial exception	No metrics for t	Exempt from me	No units)			1	
Administration	4/1/2014	6/30/2014	X Sp	ecial exception	No metrics for t	Exempt from me	No units)			1	
Clean Cities (Ba	7/1/2013	9/30/2013	x we	orkshops, Tra	Workshops, trai	Number of peop	count	Sectors: Public		140	
Clean Cities (Ba	7/1/2013	9/30/2013	x we	orkshops, Tra	People contacte	Number of peop	count			0	
Clean Cities (Ba	7/1/2013	9/30/2013	x we	orkshops, Tra	Workshops, trai	Number of worl	count	Sectors: Public		2	
Clean Cities (Ba	7/1/2013	9/30/2013	Jol	bs	Jobs created thr	Number of jobs I	TE equivalent			0	
Clean Cities (Ba	10/1/2013	12/31/2013	x we	orkshops, Tra	Workshops, trai	Number of peop	count	Sectors: Public		140	
Clean Cities (Ba	10/1/2013	12/31/2013	x we	orkshops, Tra	People contacte	Number of peop	count			0	
Clean Cities (Ba	10/1/2013	12/31/2013	X We	orkshops, Tra	Workshops, trai	Number of worl	count	Sectors: Public		2	
Clean Cities (Ba	10/1/2013	12/31/2013	Jol	bs	Jobs created thr	Number of jobs I	TE equivalent			0	
Clean Cities (Ba	1/1/2014	3/31/2014	X We	orkshops, Tra	Workshops, trai	Number of peop	count	Sectors: Public		140	
Clean Cities (Ba	1/1/2014	3/31/2014	X Wo	orkshops, Tra	People contacte	Number of peop	count			0	
Clean Cities (Ba	1/1/2014	3/31/2014	x we			Number of world	count	Sactors: Dublic		2	
Clean Cities (Ba	1/1/2014	3/31/2014	Jol	05	Row Labels					▼ Sum of Ac	
Clean Cities (Ba	4/1/2014	6/30/2014	x we	OLKSHODS, III		on of energy saving	gs				1503332
Clean Cities (Ba	4/1/2014	6/30/2014	x we	orksnops, Iri	Audits performed						1
Clean Cities (Ba	4/1/2014	6/30/2014	x we	orkshops. Trl	Buildings retrofitt	ed					4
Clean Cities (Ba	4/1/2014	6/30/2014	Jol	hs l	Dollars Saved	ricroporting					
Clean Cities (Ne	7/1/2013	9/30/2013	x we	orkshops Trl	Exempt from met Floor space audite						79319
					Number of contac						75315
					Number of jobs cr						_
					Number of loans	catea					
				1		supported by Ioan	loss reserves				
					Number of people						380
						e contacted via we	binar, direct ma	il, or other marke	ting/outreach ef	forts	406637
						nability officers or			_		
				1	Number of works	hops, training, and	education sess	ions held			7
					Plans developed						
				ŀ	Plans improved						
				ŀ	Policies develope	d					
				F	Policies improved	l					
					Square footage re						4800
					Stations emplaced						
					This is an adminis						
					Total monetary va						30069.4
						lue of loans suppo	rted by Ioan Ios	s reserves			
				L)	Vehicles purchase	ed .					

Document Library



Document Library



- Note: File size is limited to 10MB. One or more document tags must be selected to upload any file.
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Requesting technical assistance

Project Officer

Contact your PO for TA



Robert Hu

Robert.Hu@ee.doe.gov



PAGE Hotline

Page-Hotline@ee.doe.gov

Questions?