

# EECBG Financing Program Annual Report

OMB control number (1910-5150)

Expiration Date 5/31/2017

## US Department of Energy

Steps:

1. Rename this form by changing file name from "GRANTEE NAME" to grant name.

2. Please see page three (3) for completion instructions.

3. Complete one form in its entirety per Financing Program and submit to: [EECBG@ee.doe.gov](mailto:EECBG@ee.doe.gov)

Name

Date

Phone Number

Email

Retired Grant Number

Program Administration

Type of Program

Sector Served

## Financial Metrics<sup>1</sup> - Fund Balances

Item	Previous Total	Change	Current Total
a. Program income			
b. Administrative costs <sup>2</sup>			
c. Dollar value of write-offs / loan losses <sup>3</sup>			
d. Funds returned to Treasury			
e. Total Program Fund size <sup>4</sup>			

## Program Metrics<sup>1</sup> - Fund Performance Measures

Item	Previous Total	Change	Current Total
f. Dollar value of loans given or incentivized <sup>5</sup>			
g. Number of loans given or incentivized <sup>5</sup>			
h. Interest rate on loans given or incentivized <sup>6</sup>			
i. Average calendar days required to re-lend or recommit funds <sup>7</sup>			
j. Number of write-offs/loan losses <sup>8</sup>			
k. Number of jobs created or retained			
l. Cost Share Percentage of Program Funds			

<sup>1</sup>Only report on funds and program income generated from initial capitalization of the Program via the EECBG Award Agreement including amended activities; for negative entries: place "-" in front of value.

<sup>2</sup>Includes all costs required to administer and maintain Program from initial capitalization of the Program via the EECBG Award Agreement, including amended activities (do not include non-federal funding or in-kind resources).

<sup>3</sup>Includes all defaults combined with write-offs in one aggregate figure. Please provide additional explanation per instructions for additional qualitative information box.

<sup>4</sup>Includes all funds remaining in the program portfolio regardless of whether they are currently loaned out or committed (do not include non-federal funding or in-kind resources). Repurposed funds leaving the Program should be subtracted in the calendar year in which they were expended.

<sup>5</sup>For LLRs the number of and amount of loans that are backed by the LLR can include non-federal capitalization.

<sup>6</sup>Use weighted average if multiple rates apply.

<sup>7</sup>For RLF only: Report on calendar days starting with the day repaid or recovered funds are received. Loan Programs that allow greater than 90 days to recommit loan repayments must file a plan that addresses how they will use the loan repayments and interest payments in each calendar year. This plan can be included in the Annual Report in the Qualitative Narrative section or as a separate attachment.

<sup>8</sup>Includes all defaults combined with write-offs in one aggregate figure. Please provide additional explanation per the instructions for the additional qualitative information box.



# Instructions for completing the Report

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## **General Notes**

1. Complete a separate report for each Finance Program and for each sector to which loans are made or incentivized.
2. All fields marked in red are required. When entering negative values in number fields, use a "-". This form will not accept parentheses "( )".
3. Make sure you rename this report by changing "GRANTEE NAME" in the file name to the Award name of your municipality or Tribe.
4. If you submit more than one report at a time, add a number to the end of the report file name: Example - "GRANTEE NAME 1".
5. Make sure you submit this report by the required date and that you only report on activities occurring within the established start and end date of the year for which you are reporting.
6. Submit this form to the following email address: [EECBG@ee.doe.gov](mailto:EECBG@ee.doe.gov).

## **Metrics - General**

7. Explanation of columns:
  - A. Previous Total - The cumulative value/amount as of your last annual report. In your first EECBG Annual Report this column will be blank
  - B. Change - The change in the value/amount over the past year
  - C. Current Total - The current cumulative value/amount

## **Financial Metrics - Fund Balances**

8. line (a) - Program Income: report on income earned through interest, buybacks, and other activities
9. line (b) - Administrative Costs: report on all award federal and cost share Award funds used to support and maintain the Program
10. line (c) - Dollar value of write offs/loan losses - report on lost and unrecoverable fund amounts due to making or supporting loans. Include all defaults combined with write-offs in one aggregate figure. Please provide additional explanation per the instructions for the additional qualitative information box.
11. line (d) - Funds returned to U.S. Treasury: report on all funds you returned to U.S. Treasury in a partial or total unwinding of the Program
12. line (e) - Total Program Fund size - report on the fund size of your Program, including funds currently loaned out or committed; note that you can check to make sure the values entered in lines (a) through (e) are correct with the following equation:  
Fund Size (Current,e) = Fund Size (Previous,e) + Program Income (Change,a) - Administrative Costs (Change,b) - Dollar Value of Write-offs/Loan losses (Change,c) - Funds returned to Treasury (Change,d)

## **Program Metrics - Fund Performance Measures**

13. line (f) - Dollar value of loans given or incentivized: report on the cumulative total value over the life of the Program and the change in that value over the past year.
14. line (g) - Number of loans given or incentivized: report in the change in the cumulative total number over the life of the Program
15. line (h) - Interest rate on loans given or incentivized: Report on the average interest rate charged on loans; if loans vary in size, use the weighted average. Example: loan a = \$50, ir = 2%; loan b = \$20, ir = 4%:  $AVG(a,b) = (\$50*0.02 + \$20*0.04)/(\$50+\$20) = 2.57\%$
16. line (i) - Average calendar days required to re-lend or recommit funds: track the number of days repaid or recovered funds sit in the account before they are re-loaned or recommitted to supporting new loans and report on the average.
17. line (j) - Number of write-offs/loan losses - report on the number of lost and unrecoverable fund amounts due to making or supporting discrete loans. Include all defaults combined with write-offs in one aggregate figure. Please provide additional explanation per the instructions for the additional qualitative information box.
18. line (k) - Number of jobs created or retained - report on the number of jobs created or retained through administering the Program and carrying out underlying activities supported by the Program. Use EECBG 10-07B Recovery Act Reporting Requirements, effective September 17, 2010, for guidance on reporting jobs created or retained.
19. line (l) - Cost Share percentage of Program funds - report on the percentage of Program funds that are derived from grantee Cost Share required by the Award Agreement and the change in that percentage over the past year.

## **Additional Cost Metrics**

20. line (m) - Additional Cost Share required to administer the Program (Optional) - report on Cost Share used to support and maintain the Program beyond in addition to that required by the Award Agreement ; this information is voluntary and requested to gain insight into the true cost of maintaining a similar Finance Program.

## **Process Metrics - Underlying Activities Supported by Finance Program**

21. Report on underlying activities that were financed through or resulting from the Finance Program. Example: Building retrofits. Please click [here](#) to use EECBG 10-07B Reporting Guidance Process Metric List.

## **Provide Additional Information on Program Activities**

22. Provide information on (1) what was accomplished within the last year; (2) issues regarding the Program and its potential impact; (3) plans for the Program in the coming year; and (4) insights into the data provided in the quantitative fields within this report (for example, retrofit square footage, energy savings, and/or economic benefits). For defaults/write-offs or loan losses, please provide the following information on each default: (1) Loan amount; (2) Borrower name (for commercial, municipal, or non-profit borrowers only), and what type of entity (non-profit, commercial, homeowner, or other, please explain); (3) What were/are loan repayment terms (timeframe, interest rate, installments); (4) Date of default; (5) Did you take action to prevent default (please explain); and (6) Did you take action to recover funds (please explain)?

For loan programs that allow greater than 90 days to recommit loan repayments, please provide a plan that addresses why they are not recommitting funds within 90 days and how they will use the loan repayments and interest payments in each calendar year. This plan can be included in the Annual Report in the Qualitative Narrative section or as a separate attachment.