

State Energy Efficiency Appliance Rebate Program (SEEARP): **Reporting Guidance for States**

December 10, 2009

Presentation Outline

- Introductions
- Miscellaneous Program Updates
- Overview of Reporting
- Questions

Introductions

DOE Team

- Jim Rannels, Office of Building Technologies
- Jeffrey Fogg, Idaho Operations Office
- Joan Glickman, EERE
- Lani MacRae, Office of Building Technologies
- Ely Jacobsohn, OWIP

D&R International Team

- Linda Latham, Chris Cloutier, Marcelo Guevara, Dana Schallheim, Holly Kroll Smith, Andre Javier-Barry, Toby Swope, Jack Henry-Rhoads

Miscellaneous Updates

- **45** States/Territories approved as of today
- Clickable Map with info on approved programs will go live on Energy Savers Web page soon
- Equipment Performance Verification Testing has commenced for appliances, HVAC, and water heaters
- SEEARP Technical Assistance materials posted at:
http://apps1.eere.energy.gov/states/appliance_rebate.cfm

Types of Reporting

- Recovery Act Reports to OMB
 - ARRA Section 1512(c)
 - www.federalreporting.gov
- SEEARP Reports to DOE
 - Program Financial Report
 - Program Progress Report
 - Special Progress Report
 - Final Report

State Energy Efficient Appliance Rebate Program (SEEARP)
Reporting Requirements for States – Summary Reference Sheet

Reports Required			
Report Name	Report Format	Submit to	Frequency
ARRA Section 1512 Report	Online Form	OMB (www.federalreporting.gov)	Quarterly
Program Financial Report (SF-425)	PDF, from www.foima.gov	DOE (gsdrep@id.doe.gov)	Quarterly and Final
Program Progress Report	Excel Workbook, supplied by DOE	DOE (gsdrep@id.doe.gov)	Quarterly
Special Progress Report	Excel, fields specified by DOE	DOE (gsdrep@id.doe.gov)	One-Time
Final Progress Report	PDF and Excel Workbooks (2), supplied by DOE	DOE (gsdrep@id.doe.gov)	One-Time

Reporting Schedule and Checklist			
Due Date	Report(s) Due	Reporting Period	Complete
October 10, 2009	ARRA Section 1512 Report	July 1 – September 30, 2009	
January 10, 2010	ARRA Section 1512 Report	October 1 – December 31, 2009	
January 30, 2010	Program Financial Report (SF-425)		
	Program Progress Report		
April 10, 2010	ARRA Section 1512 Report	January 1 – March 31, 2010	
April 30, 2010	Program Financial Report (SF-425)		
	Program Progress Report		
July 10, 2010	ARRA Section 1512 Report	April 1 – June 30, 2010	
July 30, 2010	Program Financial Report (SF-425)		
	Program Progress Report		
October 10, 2010	ARRA Section 1512 Report	October 1, 2009 – June 30, 2010	
October 30, 2010	Program Financial Report (SF-425)		
	Program Progress Report		
January 10, 2011	ARRA Section 1512 Report	July 1 – September 30, 2010	
January 30, 2011	Program Financial Report (SF-425)		
	Program Progress Report		
April 10, 2011	ARRA Section 1512 Report	January 1 – March 31, 2011	
April 30, 2011	Program Financial Report (SF-425)		
	Program Progress Report		
July 10, 2011	ARRA Section 1512 Report	April 1 – June 30, 2011	
July 30, 2011	Program Financial Report (SF-425)		
	Program Progress Report		
October 10, 2011	ARRA Section 1512 Report	July 1 – September 30, 2011	
October 30, 2011	Program Financial Report (SF-425)		
	Program Progress Report		
January 10, 2012	ARRA Section 1512 Report	October 1 – December 31, 2011	
January 30, 2012	Program Financial Report (SF-425)		
	Program Progress Report		
April 10, 2012	ARRA Section 1512 Report	January 1 – February 17, 2012	
April 30, 2012	Program Financial Report (SF-425)		
	Program Progress Report		
30 days following program completion	Final Financial Report	Full program reporting period	
	Final Progress Report		

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Reference Sheet Coming Soon!

Recovery Act Reports to OMB

- Due **Quarterly**, within 10 days of the end of the quarter
 - For October – December, due by January 10, 2010
 - For January – March, due by April 10
 - For April – June, due by July 10
 - For July – September, due by October 10
- Guidance provided on the DOE Recovery website:
www.energy.gov/recovery/ARRA_Reporting_Requirements.htm
- Submit to: www.federalreporting.gov
- Jobs reporting: FTE supported with federal ARRA dollars
 - $\text{Hours worked and paid by ARRA funds} / \text{total hours in period} = \text{FTE}$

Program Financial Reports to DOE

- Due **Quarterly**, within 30 days of the end of the quarter
 - For October – December, due by January 30, 2010
 - For January – March, due by April 30
 - For April – June, due by July 30
 - For July – September, due by October 30
- A final Financial Report is also required
- SF-425 form and instructions available at: www.forms.gov
- Submit completed forms to: psdrept@id.doe.gov
- For questions and assistance contact:
Jeffrey Fogg at: foggjc@id.doe.gov

Program Progress Reports

- Due **Quarterly**, within 30 days of the end of the quarter
 - For October – December, due by January 30, 2010
 - For January – March, due by April 30
 - For April – June, due by July 30
 - For July – September, due by October 30
- Excel template and instructions will be provided by DOE
- Submit completed forms to: psdrept@id.doe.gov and james.rannels@ee.doe.gov
- For questions and assistance contact your D&R account manager

Program Progress Reports: Excel Template

1. State Information

- Reporting period, contact info

2. Narrative Information

- Milestones, key activities, and accomplishments
- Rebate status (what started, what continued, what ended)
- Issues and obstacles faced/addressed
- Oversight mechanisms employed
- Additional notes and observations
- Success stories and best practices

3. Rebate Information

4. Job Creation Information

Program Progress Reports: Rebate Data

- Enter each unique rebate
 - Efficiency level, \$ amount, and haul-away or recycling requirements
- Report monthly program data:
 - Number of units rebated
 - Total rebate payments (\$)
 - Number of units hauled away and how estimated or verified
 - Number of units recycled and how estimated or verified

Rebate	Month					
	Units Rebated	Rebate Funding Paid	Units Hauled Away	Haul Away Verification	Units Recycled	Recycling Verification
Refrigerator	100	\$10,000	50	Self-Certified	0	-
ASHP	200	\$15,000	200	Estimated	150	Documented
All Rebates	300	\$25,000	250		150	

Program Progress Report: Jobs Data

- Job Creation Information – ***New DOE Guidance is pending***
 - *FTE methodology*
 - *Federal \$ **and** State \$*

Jobs Created – Funding Source	Month		
	Hours Funded	Hours in Month	FTE
ARRA Funding	600.0	176.0	3.4
State Funding	100.0	176.0	0.6
All Funding:	700.0	176.0	4.0

Special Progress Report

- Due to DOE by **July 30, 2010**
- All rebate transactions processed through June 30, 2010
- Extract from rebate processing database
 - Excel Sheet
 - Access Database
- Data fields and instructions will be provided by DOE
- Submit completed report to: psdrept@id.doe.gov and james.rannels@ee.doe.gov

Special Progress Report: Data

- For each individual rebate transaction:

Required Fields:

- Product Type (CW, Ref, ASHP, etc.)
- Manufacturer & Model Number
- Purchase Price
- Date of Purchase
- Delivery or installation Zip code
- SEEARP Rebate Paid

Optional Fields:

- Non-SEEARP Rebate Paid (if known)
 - Manufacturer & Model Number or Efficiency Rating of Replaced Product
- No consumer or retailer identifiable information

Final Program Progress Report

- Due 90 days after completion of your State's program
- Report components:
 - Rebates Summary: Final data on rebates paid under the program
 - Incremental Benefits Summary: Estimate of how many state rebates for each product type overlapped with other utility funded rebates
 - Appliance Disposal Summary: Final assessment of number of units hauled away and/or recycled during the program
 - Rebate Database Extract: Final rebate transactions for full program period (excluding customer or retailer info)
- Reporting template will be provided by DOE
- Submit completed report to: psdrept@id.doe.gov and james.rannels@ee.doe.gov

Questions