

General Information

Report Delivery Date:

The SEEARP Special Progress Report is due to DOE by July 30, 2010.

Report Submission:

States must submit their report by e-mail to:

psdrept@id.doe.gov and
lani.macrae@ee.doe.gov

Report Format:

Submit reports in the form of a data table (e.g., Excel, Access), which should contain data on all rebate transactions processed (paid) through June 30, 2010. Do **NOT** include consumer or retailer information.

Data Fields

For each individual rebate transaction, states should provide data for the following fields. Note that DOE requires states to track and report certain fields. For additional information on each field, see the “Additional Field Information” section below.

Required Fields – States/processors must track and report these fields in order to assure DOE that all product rebates meet efficiency criteria and were purchased during the eligible rebate period.

- Product type
- Brand of the product
- Brand 2 of the product (split system central air conditioners and solar water heaters only)
- Model number of the product
- Air-Conditioning, Heating, and Refrigeration Institute (AHRI) certified reference number of the product (split system central air conditioners only)
- Solar Rating and Certification Corporation (SRCC) certification number (solar water heaters only)
- Date of product purchase

Requested Fields – States/processors should track these fields to minimize fraud (e.g., rebates on underpriced goods, retailers selling product at inflated prices, cross-state purchasing, etc.), properly account for all rebate processing and payments, and better assess and analyze the impact of the SEEARP rebates. DOE requests, these fields to be tracked and reported.

- Date of rebate application receipt
- Date of rebate payment
- Purchase price of the product
- Amount of rebate payment
- ZIP code of product delivery/installation
- If replaced product was hauled away
- If replaced product was recycled
- If additional recycling rebate was paid

- Amount of recycling rebate paid
- Non-SEEARP rebates paid
- Brand of replaced product
- Model number of replaced product
- Efficiency rating of replaced product

Additional Field Information:

Product type (required): To facilitate the integration of state data, this field must use the following product names:

- Air conditioners (room)
- Clothes washers
- Dishwashers
- Freezers
- Refrigerators
- Air conditioners (central)
- Boiler reset controls
- Boilers (gas)
- Boilers (oil)
- Boilers (propane)
- Furnaces (gas)
- Furnaces (oil)
- Furnaces (propane)
- Heat Pumps (air source)
- Heat Pumps (ground source)
- Water Heaters (electric heat pump)
- Water Heaters (gas condensing)
- Water Heaters (gas storage)
- Water Heaters (gas tankless)
- Water Heaters (indirect)
- Water Heaters (propane storage)
- Water Heaters (propane tankless)
- Water Heaters (solar, electric backup)
- Water Heaters (solar, gas backup)
- Water Heaters (solar, indirect backup)

Brand of the product (required): Brand refers to the brand under which the product is sold. For split system central air conditioners and solar water heating systems, two major units are combined to form the system. In the case of central air conditioners, brand refers to the brand of the outdoor unit. In the case of solar water heaters, brand refers to the brand of the solar collector.

Brand 2 of the product (required for some products): For split system central air conditioners and solar water heating systems, two major units are combined to form the system. In the case of central air conditioners, brand 2 refers to the brand of the indoor unit. In the case of solar water heaters, brand 2 refers to the brand of the backup water heater.

Model number of the product (required): Determine the model number of the product by referring to the purchase receipt or invoice. The model number of the rebate should match the model number of the product submitted for ENERGY STAR® qualification.

For split system central air conditioners, leave this field blank.

For solar water heaters, the model number should represent the model number of the system submitted for ENERGY STAR qualification.

AHRI certified reference number (required for some products): For split system air conditioners, the AHRI certified reference number represents the number of the system certified by AHRI.

For other products, this number may be included if available, but is not required.

SRCC certification number (required for some products): For solar water heaters only, the SRCC certification number must be provided.

Date of product purchase (required): This refers to the date when the product was purchased and acquired by (but not necessarily delivered to) the consumer. This date can be found on the purchase receipt or invoice.

Date of rebate application receipt: This refers to the date when the application was received by the state/processor. In cases of instant retailer rebates, the date of rebate application receipt refers to the date when the invoice for reimbursement from the retailer was received by the state/processor.

Date of rebate payment: This refers to the date when the application for rebate was approved and/or payment was sent from the state/processor to the consumer. In cases of instant retailer rebates, the date of rebate payment refers to the date when payment was sent to the requesting retailer.

Purchase price of the product: For all products, the purchase price of the product is the pre-tax amount and should not include any applied SEEARP rebate.

Amount of rebate payment: Total amount in dollars of the SEEARP rebate that was applied to the purchase of the product.

ZIP code of product delivery/installation: In cases where consumers self-delivered (i.e., purchased directly from a retailer), use the retailer's ZIP code.

If replaced product was hauled away: Indicate whether the replaced product was removed from the consumer's home.

If replaced product was recycled: Indicate whether the replaced product was recycled.

If additional recycling rebate was paid: For states offering an additional rebate/bounty for recycling of the replaced product:

- indicate "yes" if an additional rebate/bounty was applied to a rebate
- otherwise indicate "no"

Amount of recycling rebate paid: If “yes” was indicated on the previous field, enter the total amount in dollars of the recycling rebate that was applied.

Non-SEEARP rebates paid: If known, indicate the total amount in dollars of any associated non-SEEARP rebate that was applied to the purchase, haul-away, and/or recycling of the product.

Brand of replaced product: If known, indicate the brand of the replaced product.

Model number of replaced product: If known, indicate the model number of the replaced product.

Efficiency rating of replaced product: if known, indicate the efficiency rating of replaced product.