Grant eReporting Tutorial

DEDI

KENTUCKY DEPARTMENT for ENERGY DEVELOPMENT & INDEPENDENCE

Programmatic Reporting

- Report via online reporting tool by 5th of each month following the close of the quarter
- Enter metric value or text for each metric in MOA
- Metric categories
  - Building retrofits
  - Building energy audits
  - Gov./School/Institute Procurement
  - Loans/grants
  - Renewable energy
  - Incentives
  - Technical assistance
  - Jobs

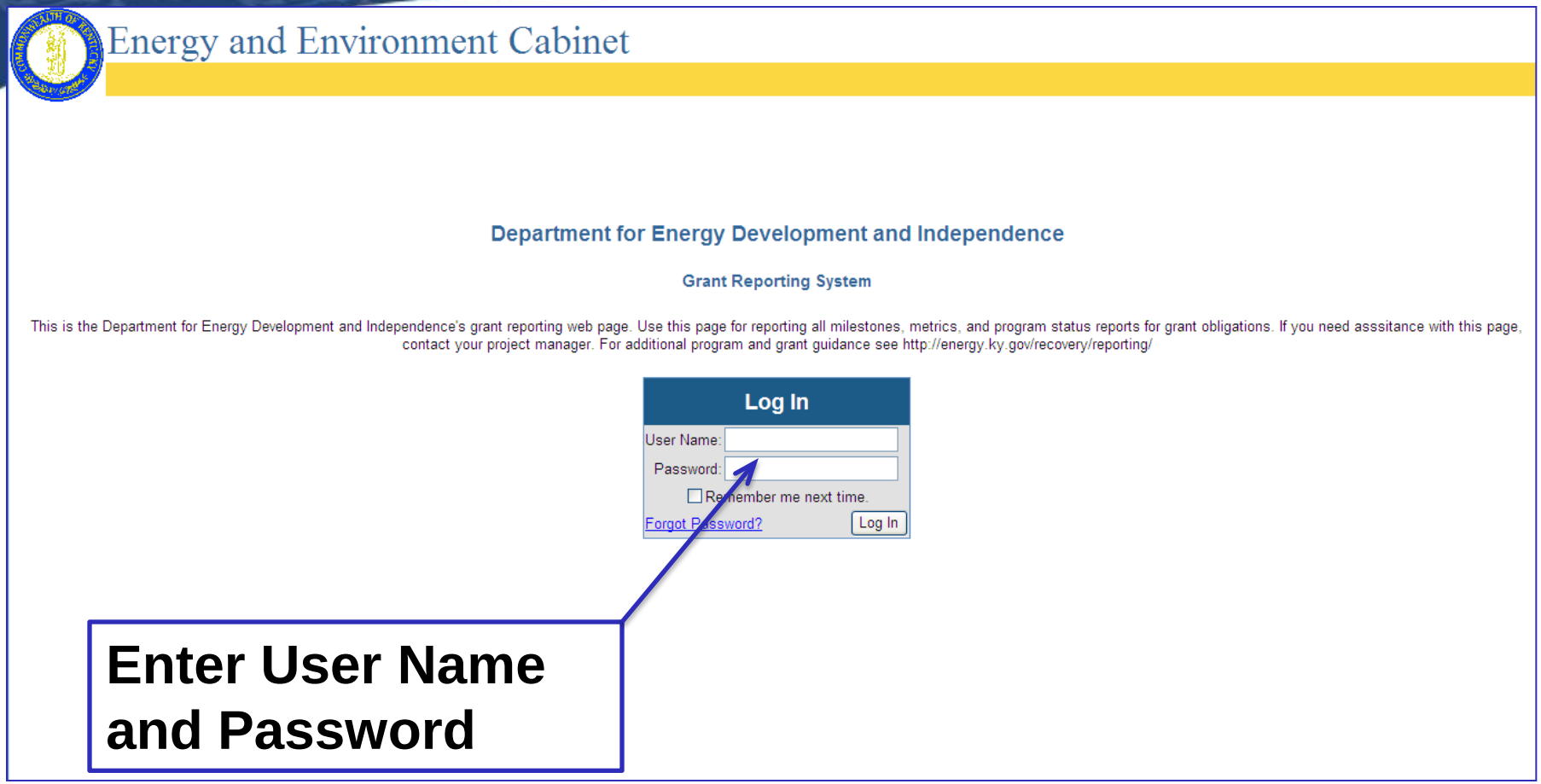
-Energy Saved
-Energy Costs Saved
-Emissions Reductions
-Etc.

Web site link

To enter programmatic reports updates, access the website

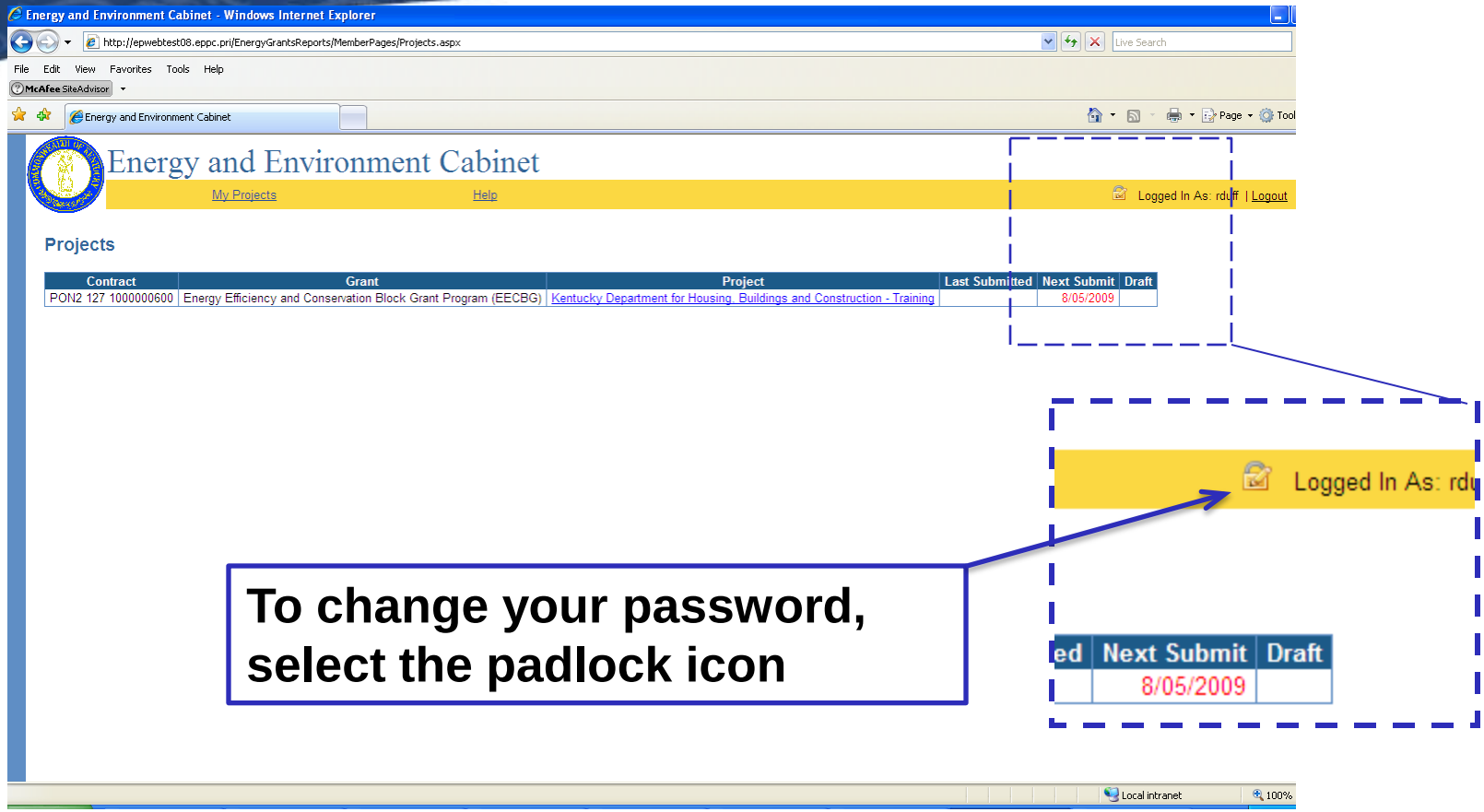
http://energyreports.ky.gov

Log on Screen



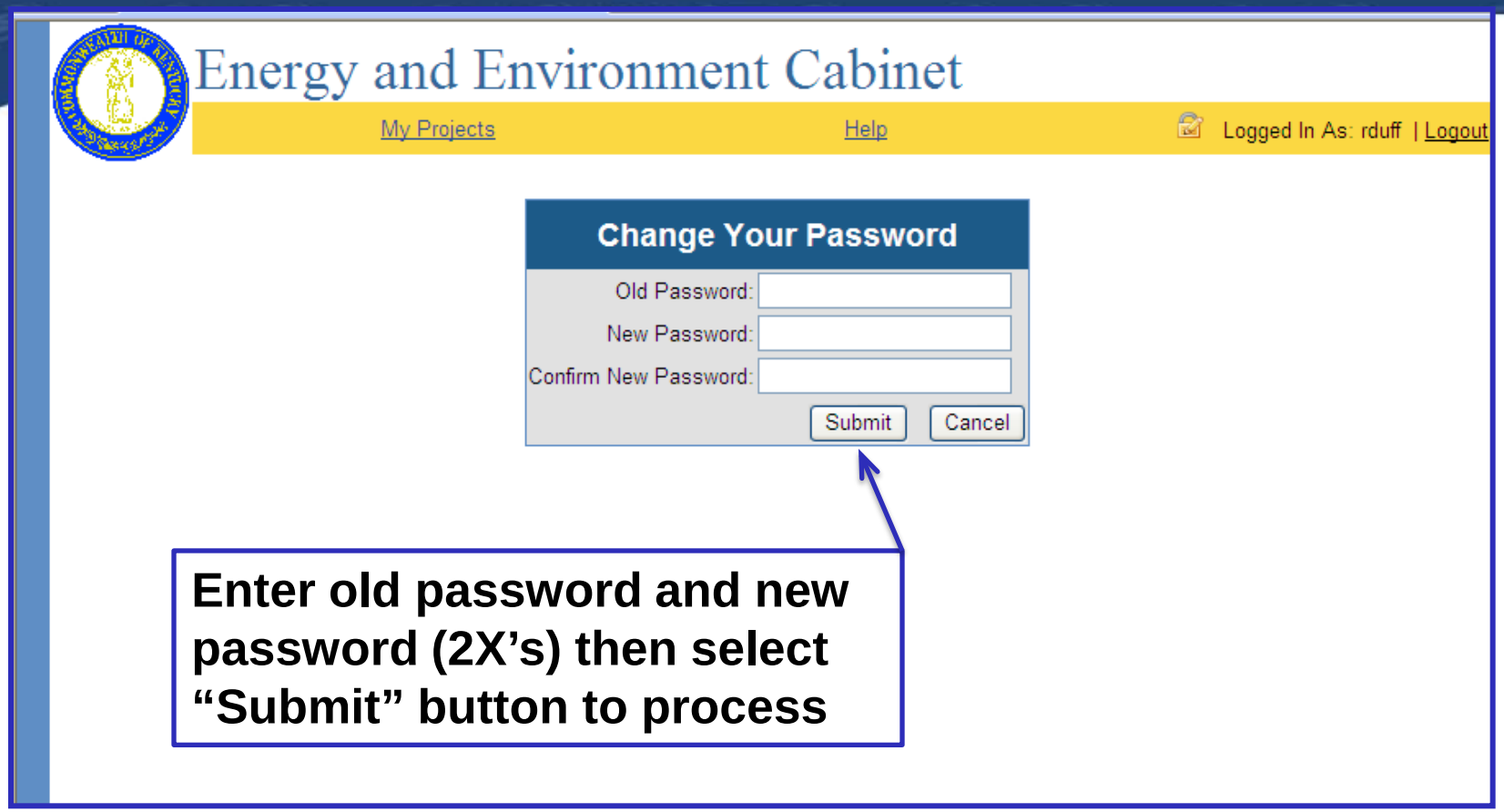
Enter User Name and Password

Change Password



To change your password, select the padlock icon

Change Password



Enter old password and new password (2X's) then select "Submit" button to process

Project List

Energy and Environment Cabinet

My Projects Help Log

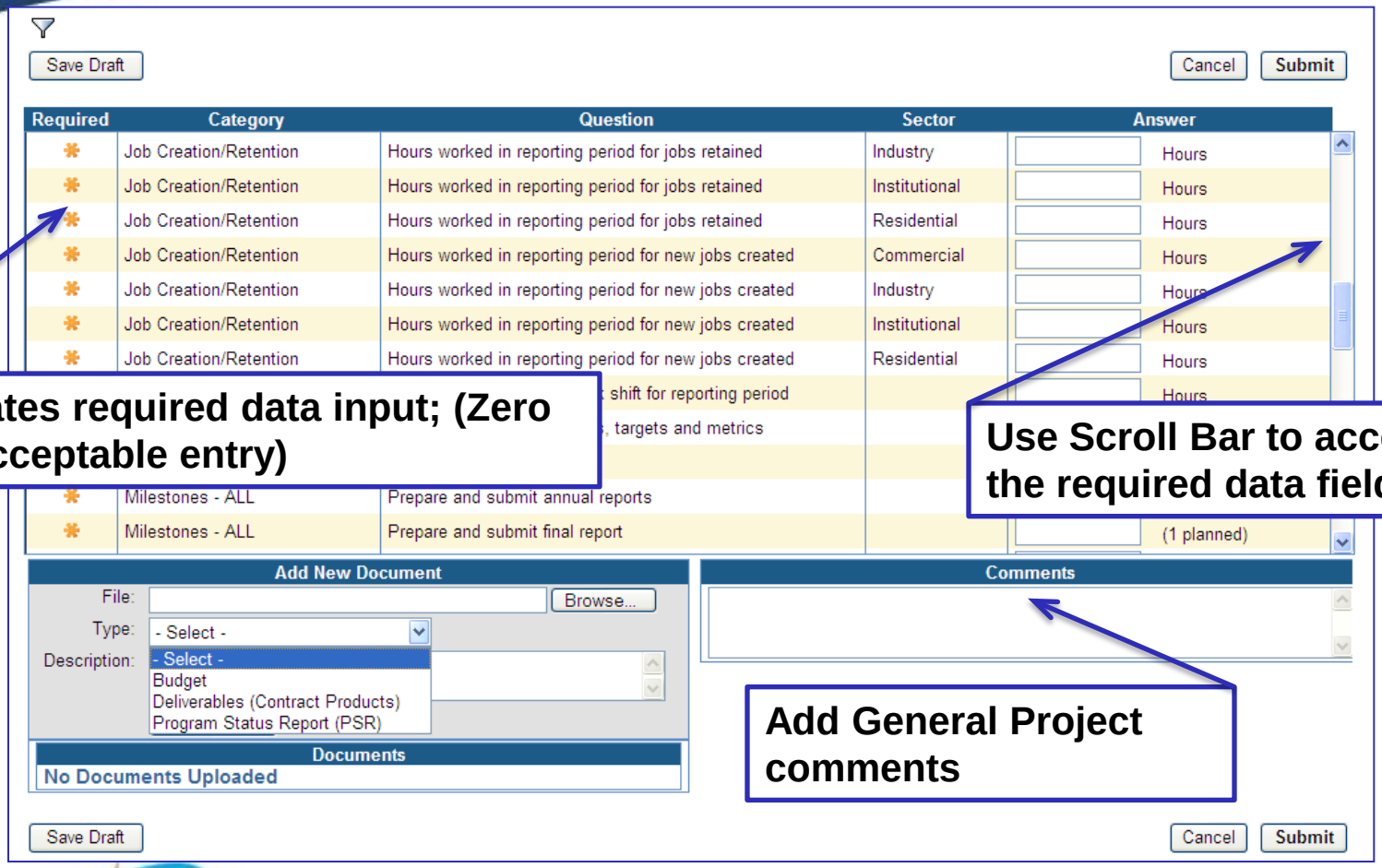
Projects

Contract	Grant	Project	Last Submitted	Next Submit	Draft
PON2 127 1000000600	Energy Efficiency and Conservation Block Grant Program (EECBG)	Kentucky Department for Housing, Buildings and Construction - Training		8/05/2009	

To enter data, select the Project name in BLUE

Once populated, the screen will list all your projects, date when report was last submitted, date when the next report is due & status

Data Entry

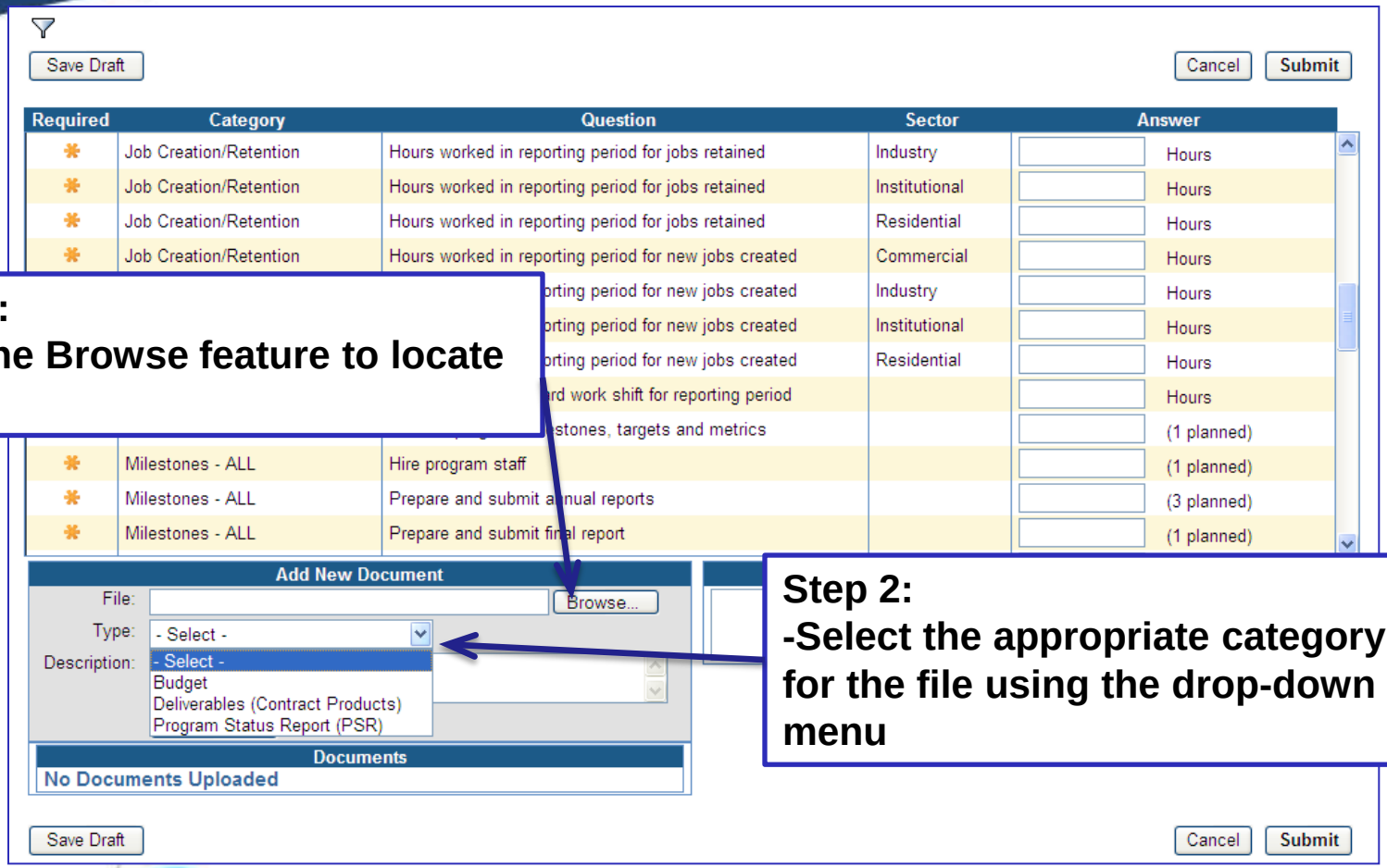


*** Indicates required data input; (Zero is an acceptable entry)**

Use Scroll Bar to access all the required data fields

Add General Project comments

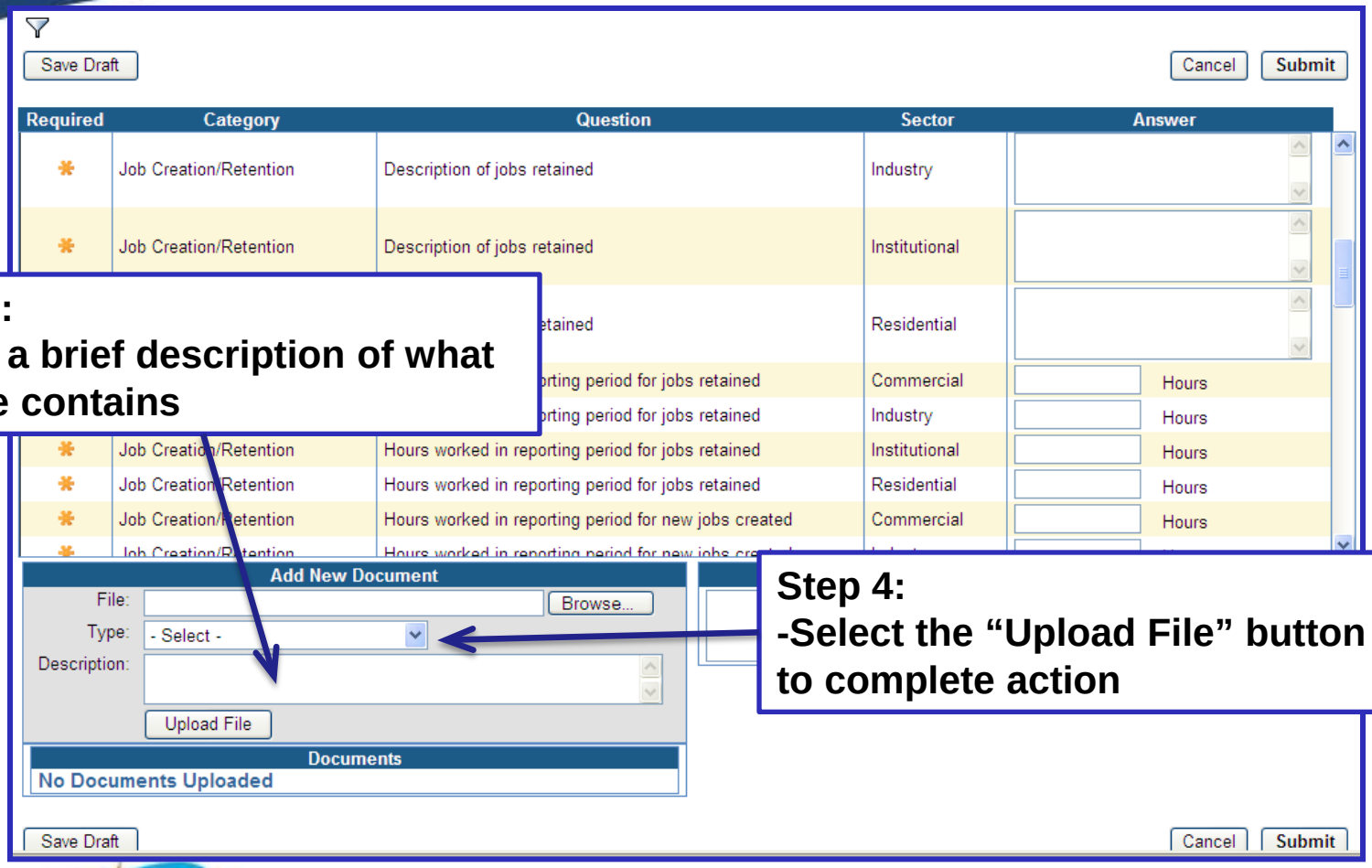
Attach Documents



Step 1:
-Use the Browse feature to locate file

Step 2:
-Select the appropriate category for the file using the drop-down menu

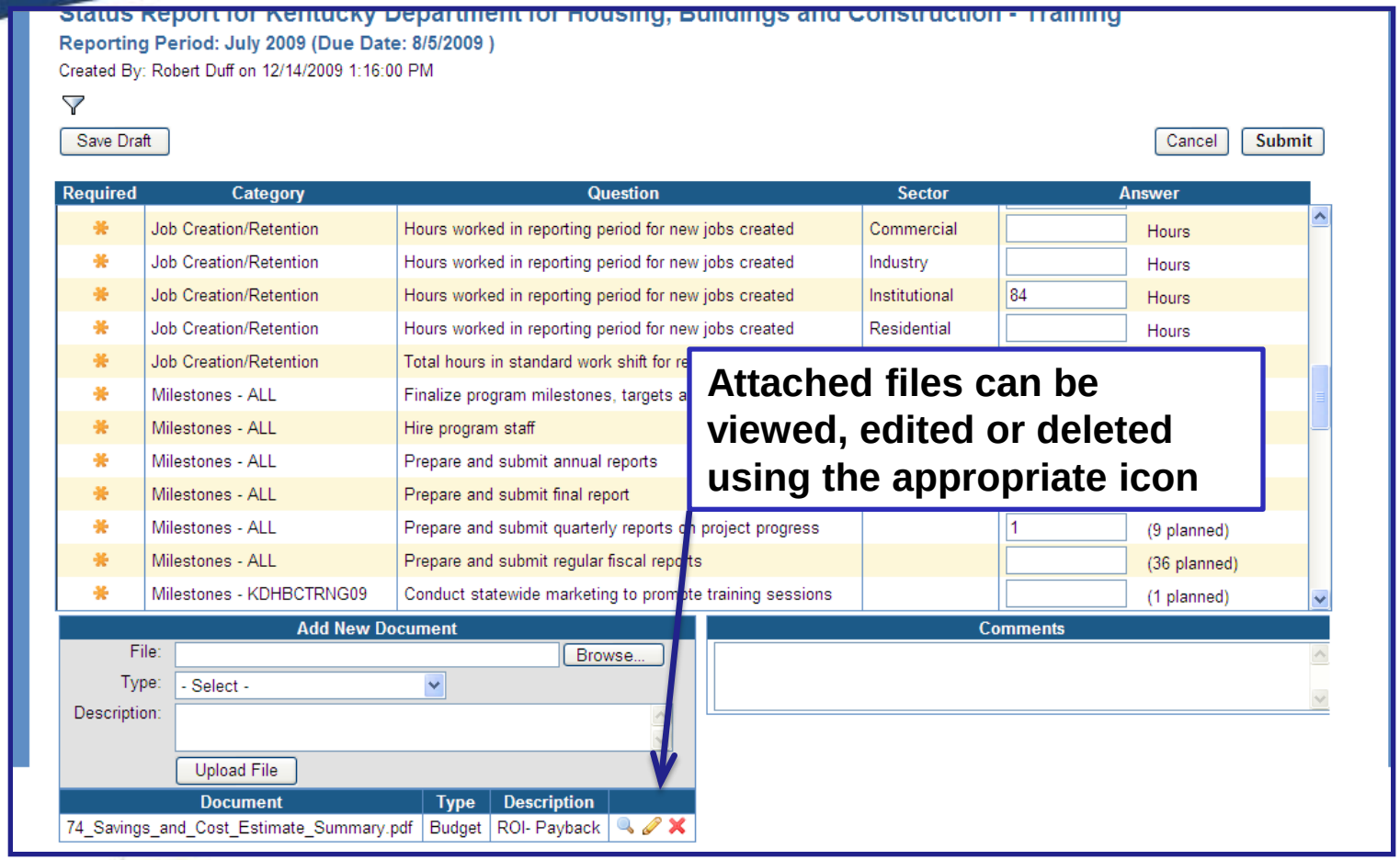
Attach Documents



Step 3:
-Enter a brief description of what the file contains

Step 4:
-Select the "Upload File" button to complete action

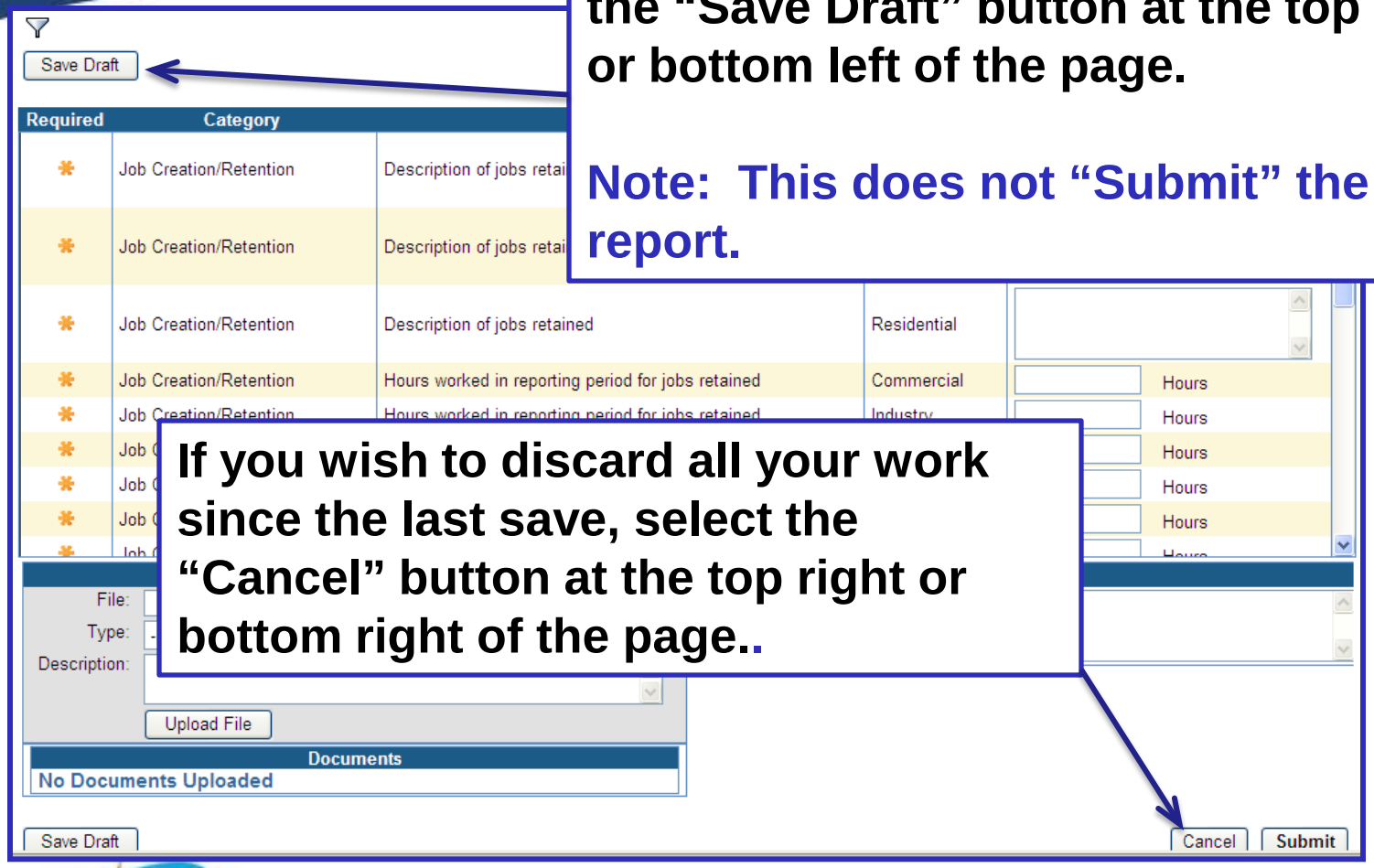
Edit Attachments



Save Data

Save your work in progress, by using the "Save Draft" button at the top left or bottom left of the page.

Note: This does not "Submit" the report.



If you wish to discard all your work since the last save, select the "Cancel" button at the top right or bottom right of the page..

Review Report

Before you can Submit report:
-Ensure all required (*) fields have inputs
"Zero" is an acceptable input
-At least one attached document is required

Save Draft | Cancel | Submit

Required					Answer
*	Job Crea				Hours
*	Job Crea				Hours
*	Job Crea				Hours
*	Job Crea				Hours
*	Milestones - ALL	Finalize program milestones, targets and metrics		0	(1 planned)
*	Milestones - ALL	Hire program staff		1	(1 planned)
*	Milestones - ALL	Prepare and submit annual reports		0	(3 planned)
*	Milestones - ALL	Prepare and submit final report		0	(1 planned)
*	Milestones - ALL	Prepare and submit quarterly reports on project progress		1	(9 planned)
*	Milestones - ALL	Prepare and submit regular fiscal reports		0	(36 planned)
*	Milestones - KDHBCTRNG09	Conduct statewide marketing to promote training sessions		0	(1 planned)
*	Milestones - KDHBCTRNG09	Conduct training workshops		1	(12 planned)

Add New Document

File: Browse...
Type: - Select -
Description:
Upload File

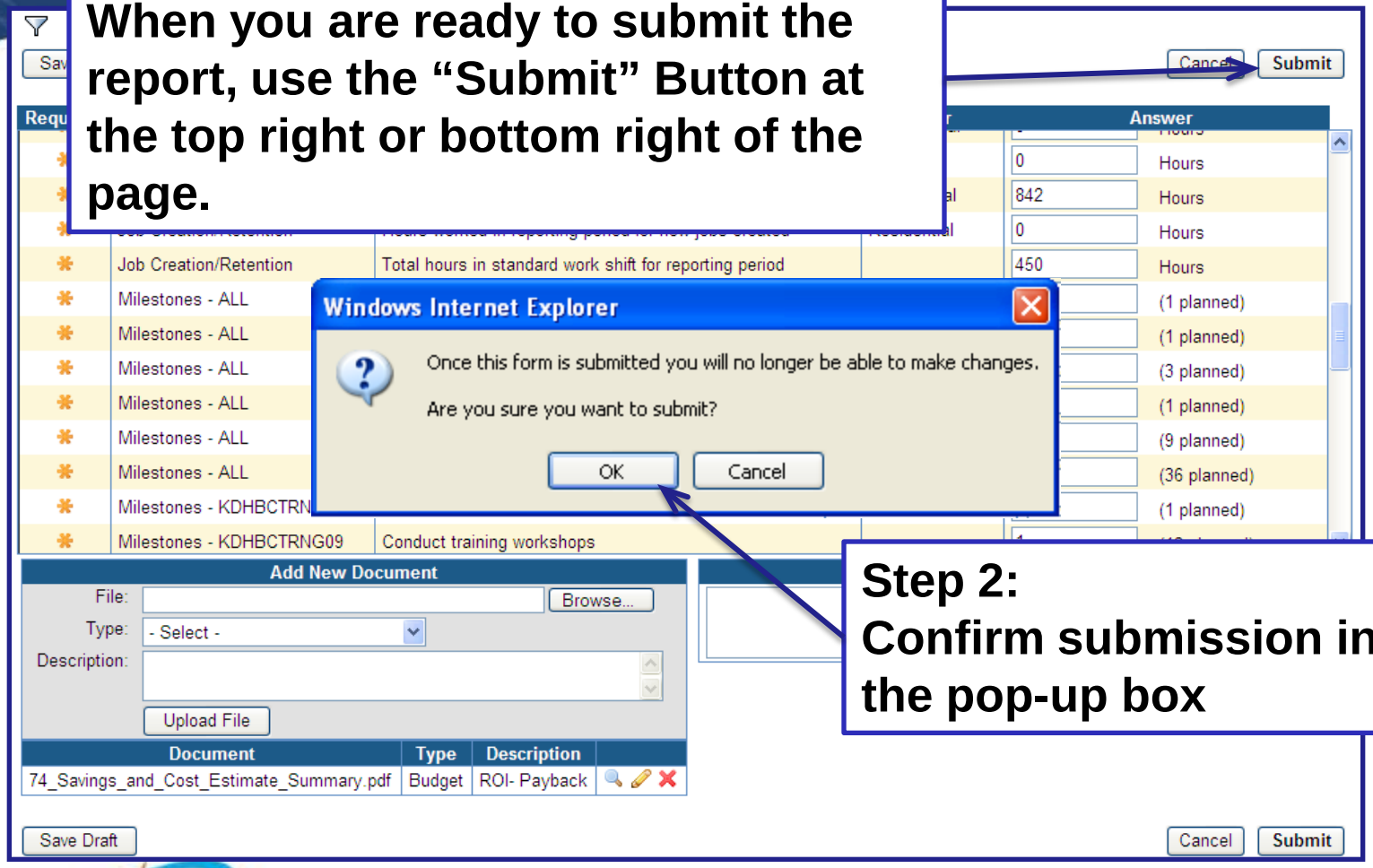
Document	Type	Description
74_Savings_and_Cost_Estimate_Summary.pdf	Budget	ROI- Payback

Comments

Save Draft | Cancel | Submit

Submit Report

Step 1:
When you are ready to submit the report, use the "Submit" Button at the top right or bottom right of the page.



Step 2:
Confirm submission in the pop-up box

Change Password

Energy and Environment Cabinet

My Projects | Help | Logged In As: rduff | Logout

Projects

Contract	Grant	Project	Last Submitted	Next Submit	Draft
PON2 127 1000000600	Energy Efficiency and Conservation Block Grant Program (EECBG)	Kentucky Department for Housing, Buildings and Construction - Training	12/16/2009 9:54:00 AM	9/05/2009	

Successful submission will show new "Last Submitted" date & time and automatically update next report due date

Data Review

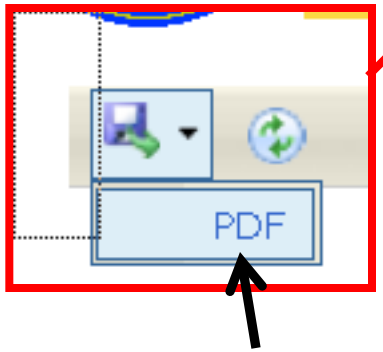
***Problem**: Is there a way to review what milestones have already been submitted.*

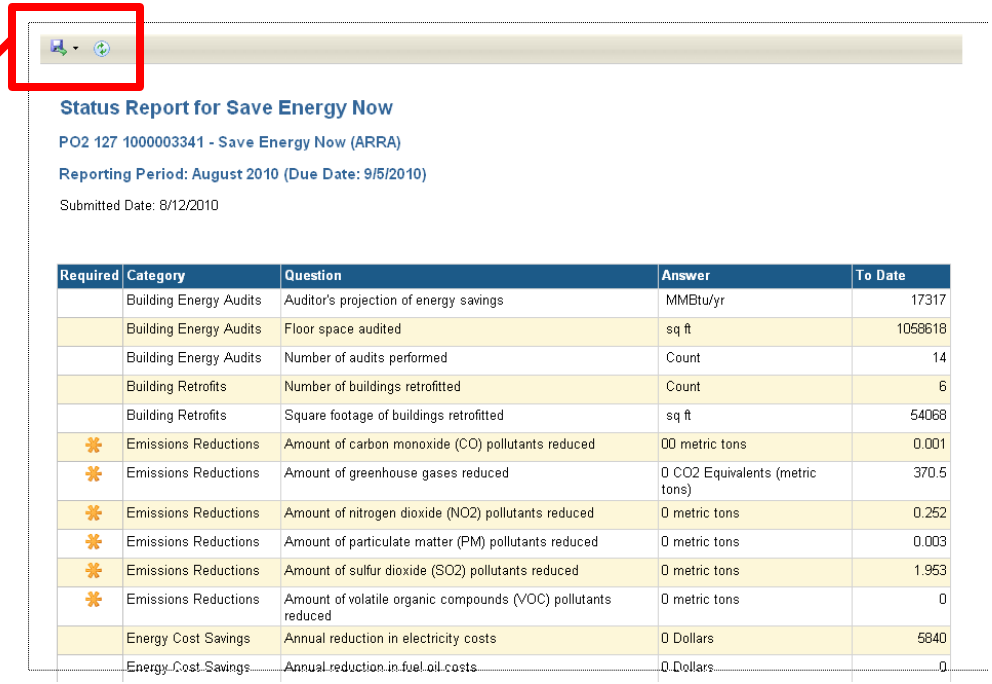
Required	Category	Question	Sector	Answer	To Date
*	Milestones - ALL	Draft and execute MOA		(1 planned)	5
*	Milestones - ALL	Finalize program milestones, targets and metrics		(1 planned)	5
*	Milestones - ALL	Prepare and submit annual reports		(2 planned)	2
*	Milestones - ALL	Prepare and submit final report		(1 planned)	0
*	Milestones - ALL	Prepare and submit regular fiscal reports		(15 planned)	23
*	Milestones - ALL	Prepare and submit regular reports on project progress		(5 planned)	15
*	Milestones - SEN09	Promote energy efficiency programs and best energy management practices to organizational managers and technical personnel in Kentucky		(1 planned)	4

***Solution**: A Total "To Date" for all milestones previously entered is displayed next to entry field.*

Print or Save Current Report

***Problem**: Can the current report be downloaded for partners' records or printed?*





Status Report for Save Energy Now

PO2 127 1000003341 - Save Energy Now (ARRA)

Reporting Period: August 2010 (Due Date: 9/5/2010)

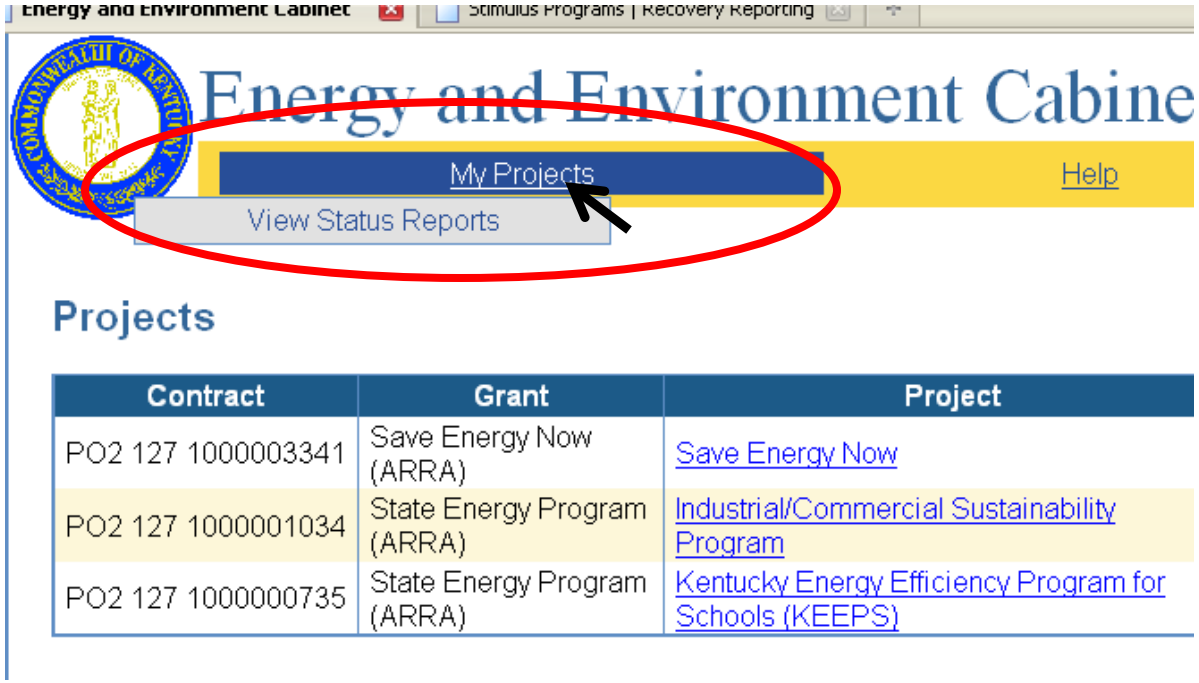
Submitted Date: 8/12/2010

Required	Category	Question	Answer	To Date
	Building Energy Audits	Auditor's projection of energy savings	MMBtu/yr	17317
	Building Energy Audits	Floor space audited	sq ft	1058618
	Building Energy Audits	Number of audits performed	Count	14
	Building Retrofits	Number of buildings retrofitted	Count	6
	Building Retrofits	Square footage of buildings retrofitted	sq ft	54068
*	Emissions Reductions	Amount of carbon monoxide (CO) pollutants reduced	00 metric tons	0.001
*	Emissions Reductions	Amount of greenhouse gases reduced	0 CO2 Equivalents (metric tons)	370.5
*	Emissions Reductions	Amount of nitrogen dioxide (NO2) pollutants reduced	0 metric tons	0.252
*	Emissions Reductions	Amount of particulate matter (PM) pollutants reduced	0 metric tons	0.003
*	Emissions Reductions	Amount of sulfur dioxide (SO2) pollutants reduced	0 metric tons	1.953
*	Emissions Reductions	Amount of volatile organic compounds (VOC) pollutants reduced	0 metric tons	0
	Energy Cost Savings	Annual reduction in electricity costs	0 Dollars	5840
	Energy Cost Savings	Annual reduction in fuel oil costs	0 Dollars	0

***Solution**: After submitting a report, you will see a new screen with all submitted information, giving you option to save as pdf and print*

Print or Review Previous Reports

Problem: *Can a previously submitted report be accessed or printed?*



Solution: *On the Main Page, hover your cursor over "My Projects" and then click on "View Status Reports" in drop-down. Then……*

Print or Review Previous Reports

ergy and Environment Cabinet

My Projects | Help | Logged In As: cmetcalf | Logout

tatus Reports

	Grant	Project	Recipient	Report Period	Year	Due Date	Submitted Date	Submitted By
3341	Save Energy Now (ARRA)	Save Energy Now	Kentucky Pollution Prevention Center (KPPC)	July	2010	8/05/2010	8/5/2010 1:31:00 PM	Richard Meisenhelder
3341	Save Energy Now (ARRA)	Save Energy Now	Kentucky Pollution Prevention Center (KPPC)	August	2010	9/05/2010	9/12/2010 11:17:00 AM	Cam Metcalf
1034	State Energy Program (ARRA)	Industrial/Commercial Sustainability Program	Kentucky Pollution Prevention Center (KPPC)	July	2010	8/05/2010	8/5/2010 2:01:00 PM	Richard Meisenhelder
0735	State Energy Program (ARRA)	Kentucky Energy Efficiency Program for Schools (KEEPS)	Kentucky Pollution Prevention Center (KPPC)	July	2010	8/05/2010	8/4/2010 4:02:00 PM	Mike Ruckriegel

…Click submission to view. You will be able to save as pdf or print as described previously.