Grant eReporting Tutorial

DEDI
KENTUCKY DEPARTMENT for ENERGY
DEVELOPMENT & INDEPENDENCE

Training Slide Introduction

The following set of slides is intended to provide step-by-step instructions on the use of the DEDI eReporting web portal. The portal will allow:

1. Entry of metric and milestone reporting values
2. Upload of narrative reports or other programmatic electronic files

Note: Not everyone will use this reporting portal the same. As such, you may only use the portal for uploading documents and the metrics data entry may not apply to you.

Web site link

To enter programmatic reports updates, access the website
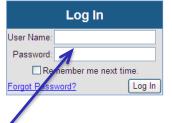
http://energyreports.ky.gov

Log on Screen

Energy and Environment Cabinet

Department for Energy Development and Independence

Grant Reporting System

This is the Department for Energy Development and Independence's grant reporting web page. Use this page for reporting all milestones, metrics, and program status reports for grant obligations. If you need asssitance with this page, contact your project manager. For additional program and grant guidance see http://energy.ky.gov/recovery/reporting/

Log In
User Name: [   ]
Password: [   ]
☐ Remember me next time.
Forgot Password?   [Log In]

Enter User Name and Password

Change Password

To change your password, select the padlock icon

Change Password

Energy and Environment Cabinet

My Projects　　　　　　Help　　　　　Logged In As: rduff | Logout

Change Your Password

Old Password: [　　　　　　]
New Password: [　　　　　　]
Confirm New Password: [　　　　　　]

Submit　Cancel

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
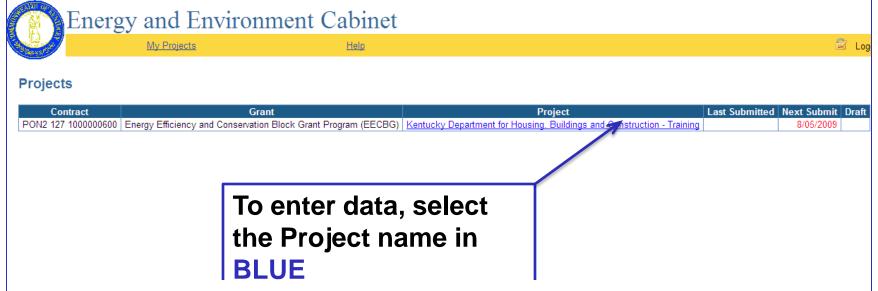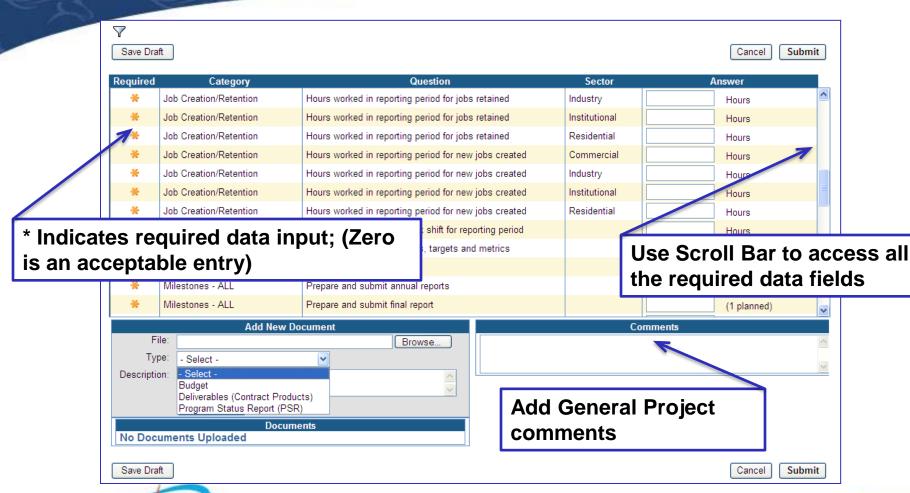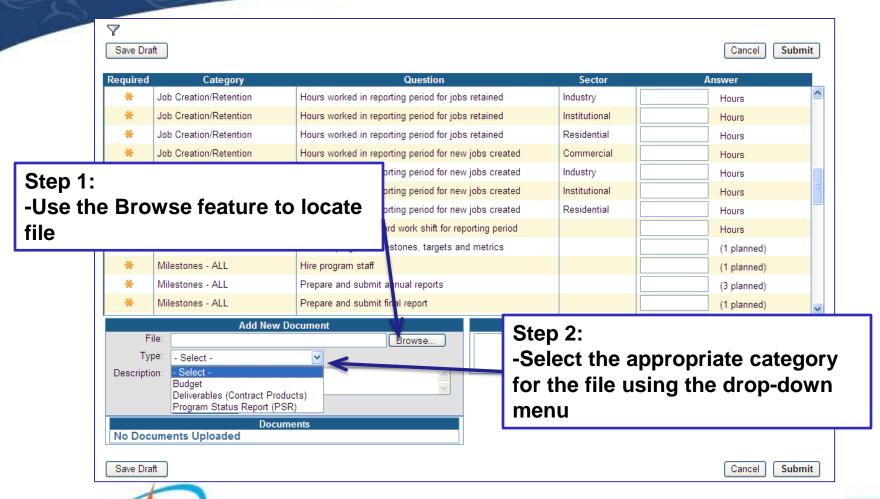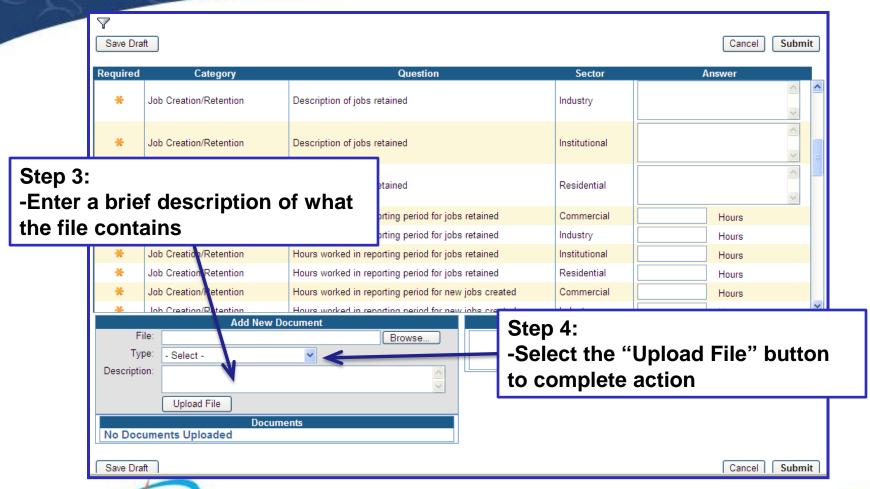
Data Entry

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

Edit Attachments

Status Report for Kentucky Department for Housing, Buildings and Construction - Training
Reporting Period: July 2009 (Due Date: 8/5/2009)
Created By: Robert Duff on 12/14/2009 1:16:00 PM

[Save Draft]   [Cancel] [Submit]

Required	Category	Question	Sector	Answer	
✳	Job Creation/Retention	Hours worked in reporting period for new jobs created	Commercial		Hours
✳	Job Creation/Retention	Hours worked in reporting period for new jobs created	Industry		Hours
✳	Job Creation/Retention	Hours worked in reporting period for new jobs created	Institutional	84	Hours
✳	Job Creation/Retention	Hours worked in reporting period for new jobs created	Residential		Hours
✳	Job Creation/Retention	Total hours in standard work shift for re...			
✳	Milestones - ALL	Finalize program milestones, targets a...			
✳	Milestones - ALL	Hire program staff			
✳	Milestones - ALL	Prepare and submit annual reports			
✳	Milestones - ALL	Prepare and submit final report			
✳	Milestones - ALL	Prepare and submit quarterly reports on project progress		1	(9 planned)
✳	Milestones - ALL	Prepare and submit regular fiscal reports			(36 planned)
✳	Milestones - KDHBCTRNG09	Conduct statewide marketing to promote training sessions			(1 planned)

Attached files can be viewed, edited or deleted using the appropriate icon

Add New Document
File: [   ] [Browse...]
Type: [- Select -   ▼]
Description: [   ]
[Upload File]

Comments
[   ]

Document	Type	Description			
74_Savings_and_Cost_Estimate_Summary.pdf	Budget	ROI- Payback	🔍	✏️	❌

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

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)

Save Draft   Cancel   Submit

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
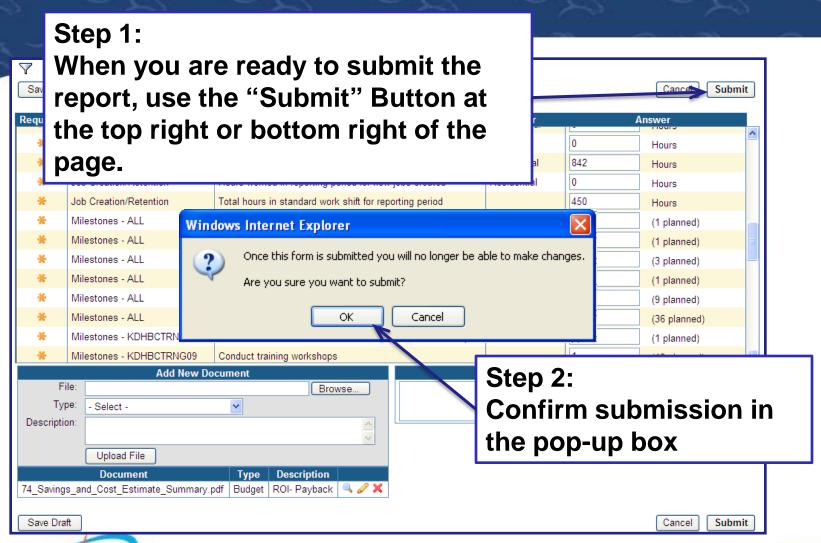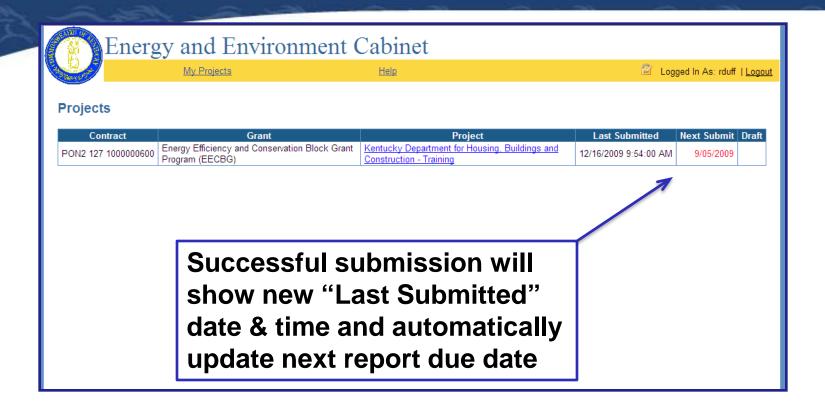
Change Password

Data Review

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

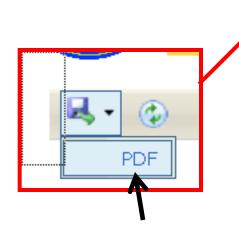| Required	Category	Question	Sector	Answer	To Date
✱	Milestones - ALL	Draft and execute MOA		(1 planned)	5
✱	Milestones - ALL	Finalize program milestones, targets and metrics		(1 planned)	5
✱	Milestones - ALL	Prepare and submit annual reports		(2 planned)	2
✱	Milestones - ALL	Prepare and submit final 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

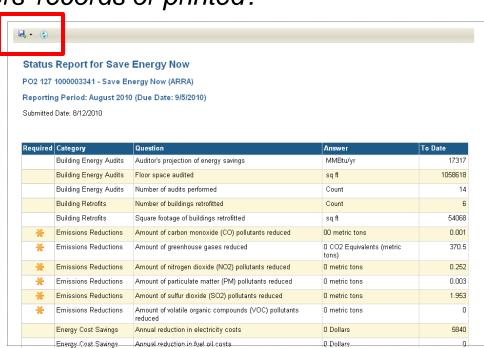**_Solution_**: *A Total "To Date" for all milestones previously entered is displayed next to entry field.*

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

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