

Financial Report and Request for Reimbursement Form

City or Borough Name: _____
 Grant Number: _____
 Report Date: _____
 Reporting Period Start Date: _____
 Reporting Period End Date: _____
 Final Report? Y/N: _____

Expense Category	Total Grant Budget	Prior Expenditures	Expenditures this Period	Total Expenditures	Grant Balance
GRANT FUNDS BY BUDGET CATEGORIES					
Personnel					
Travel					
Materials & Supplies					
Equipment					
Contractual					
Total					
OTHER FUNDS					
City/Borough Match/In-kind					
Other:					
Total					

Reimbursement Request Amount Same as Grant Expenditures this Period

This form requires two signatures. The person certifying must be different from the person preparing the report. One signature should be the authorized representative of the Grantee organization or highest ranking officer; the other should be the person who prepared the report.

I certify to the best of my knowledge and belief that the information reported on this page and on the other pages of this report is correct, and that the funds were spent and the work was performed in accordance with the grant agreement.

Certified By:		Prepared By:	
Title:	Date:	Title:	Date:

Project Activities/Milestones/Accomplishments this Period:

Existing or Potential Problems:

[Empty text box for reporting existing or potential problems]

Activities Targeted for Next Reporting Period:

A large empty rectangular box with a black border, intended for reporting activities targeted for the next reporting period.

Photos have been submitted with this report. yes no

Other Comments (optional)

Instructions for this form and other EECGB information is available at www.akenergyauthority.org/eecbg.html

Return this form by fax to: **907-771-3930**

Or return by mail to:

Alaska Energy Authority

Attn: Rebecca Garrett

813 W. Northern Lights Blvd.

Anchorage, AK 99503-2495

Instructions for Alaska Small Cities EECBG Reports

Alaska Small Cities EECBG reporting consists of the following three parts:

1. Financial Report and Request for Reimbursement Form
 - Due quarterly according to the schedule below until the grant has been closed.
 - The form may also be submitted up to monthly for reimbursements.
 - The form also contains a narrative section to describe the work accomplished.
2. Metrics Report
 - This form is used to report energy savings, jobs created/retained and other performance metrics.
 - Due quarterly according to the schedule below until the grant has been closed
3. Building Energy Use Data
 - Actual energy savings from retrofitted buildings will be tracked using US EPA's "Portfolio Manager"
 - Update at least quarterly.

Submitting Reports

The **Financial Report and Request for Reimbursement Form** should be signed and **faxed** to (907) 771-3930 (a fax number dedicated to the EECBG project).

The **Metrics Form** should be **emailed** to eecbg@aidea.org. Start the subject line with your city name.

Portfolio Manager: No form needs to be submitted to AEA, just **update online** by the quarterly deadlines.

Quarterly Reporting Deadlines

June 15, 2010 First quarterly report due, except for Portfolio Manager

September 15, 2010 Second quarterly report due, first Portfolio Manager entries due.

December 15, 2010

March 15, 2011

June 15, 2011

September 15, 2011

December 15, 2011

March 15, 2012

June 15, 2012

August 31, 2012 Deadline for all work to be completed

September 14, 2012 Final reports and grant closeout, if not conducted sooner

Instructions for Financial Report and Request for Reimbursement Form

Enter identifying information: City name, grant number etc.

Enter financial information. The totals will calculate automatically. Complete all highlighted fields.

Complete the Narrative section on page 2, on the second tab. The identifying information will fill in automatically once entered on page 1.

Enter sufficient information in the narrative so reviewers can understand the project status. If additional space is needed, attach extra pages to the fax.

The narrative text boxes will expand to fit the text entered, up to 5 inches high. This will limit the text that is visible. Make sure all text is showing prior to faxing.

Print, sign and fax both the financial report and narrative pages to the number provided above.

Include supporting documentation (receipts, etc.) in the faxed report.