

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.