

## 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](mailto: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 Metrics Form

It is **strongly preferred that grantees submit the Metrics Form report via email** using the provided Excel spreadsheet. If this is not possible, we have also provided a pdf document that can be typed into or hand written and faxed back.

### Building Energy Audits

Report the number of building energy audits conducted to date since the beginning of the project.

The energy savings projections should reflect the total energy savings identified by the auditor(s) on the buildings audited to date.

As more buildings are audited in subsequent quarters, the new information should be reported with the prior quarters information to always provide a total of the energy savings identified to date since the beginning of the project. As the energy efficiency measures are implemented, report the savings in the "Annual Energy Savings" section. This will not double-count the savings, since the audit section reflects potential energy savings, and the Energy Savings section identifies actual (or estimated) savings.

### Annual Energy Savings

Report the annual energy savings created due to energy efficiency and conservation measures performed to date since the beginning of the project. These savings should align with the projects described in the narrative section of the Financial Report.

Please do your best to accurately estimate the energy savings achieved from the activities conducted.

If additional assistance is needed to calculate energy savings, the US Department of Energy has established a Recovery Act Benefits Calculator: <http://www1.eere.energy.gov/wip/guidance.html>. This may be used as a backup if no specific site energy savings estimate is available.

### Workshops, Education and Energy Conservation

List the number of building energy policies adopted, workshops or other trainings on energy efficiency and conservation that is associated with the grant activities.

### Building Energy Use Data

List the date the most recent utility data was entered in EPA's Portfolio Manager web database for all the buildings being retrofitted using this EECBG funding.

### Greenhouse Gas Emissions and other Criteria Pollutants

Alaska Energy Authority will convert your energy savings data into greenhouse gas emissions reduced and criteria pollutants reduced for reporting to the federal government. If your projects reduce these emissions in ways other than through energy savings, please give details in the notes section.

### Additional Notes

This is optional space to note special circumstances, methods of estimation, other greenhouse gas emissions or criteria pollutants reduced, or other notes.

## Instructions for Portfolio Manager, Initial Setup (for tracking actual building energy use)

### 1. Create an account in Portfolio Manager to track your buildings' energy use

- a. Go to <https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.Login>
- b. In the login box, click the "Register" button
- c. Fill in your desired username, password, and other information. At the bottom, do not select the "Master account" feature
- d. Login with your new username

### 2. Share your account with AEA

- a. On the 'My portfolio' page, click "share facilities," the fourth link down on the right hand column of links.
- b. On the 'share facilities page', enter **alaskaenergy** into the "portfolio manager username" box
- c. On the second share facilities page, under "STEP 2", select **facility editor**, and **allow user to set a baseline** under the 'optional rights' category. Press continue.
- d. On the next page, under step 4 of the 'share facilities page', select **all facilities** to share. Press continue.
- e. Proceed past the next two pages, pressing "save" and "return"

### 3. Add your facilities- Note: A facility is different than a building. Multiple buildings can be entered under one facility page.

- a. On the 'My portfolio' page, click "add a property" at the top of the right-hand column of links
- b. Fill in appropriate facility information on the next 2 pages, then at the bottoms click 'continue' on the first page, and 'save' on the second.

### 4. Add spaces and meters to your facility- Note: Multiple meters may tie into the same space- if electricity is used alongside a diesel powered space-heater.

- a. Go to your facility portfolio, and click a facility name. This will take you to the 'facility summary'
- b. The first step is to create 'spaces,' which are buildings or other energy consuming spaces. Go to 'space use' and select 'add space.'
- c. Fill in the appropriate information on the next two pages, hitting "continue" and "save" respectively at the bottoms of the pages.
- d. Next, select 'add meter', and fill in the appropriate information. Include which spaces the meter is tied to. After hitting "save," the site will direct you to enter in your monthly meter information.
- e. The meters compare to your spaces, and calculate the efficiency of your usage!