

Contents

Instructions for Awards Greater than \$500,000 in Both Year 1 and Year 2	1
Instructions for Awards Less than \$500,000 in Either Year 1 or Year 2	5

Instructions for Awards Greater than \$500,000 in Both Year 1 and Year 2

INSTRUCTIONS OVERVIEW:

The Excel workbook named “Annual Program Metrics and Impact Report – Greater than 500k.xlsx” serves as the annual performance report template for recipients receiving GREATER than \$500,000 in **BOTH** year 1 and year 2 allocations (i.e., recipients should use this workbook if they were awarded more than \$500,000 in Year 1 *and* more than \$500,000 in Year 2). As a grant recipient, you will populate this template once a year at the end of each Federal Fiscal Year **throughout the duration of the award agreement for all projects**. The report should be submitted via the Energy Efficiency and Renewable Energy Project Management Center Portal (EERE-PMC Portal). Please see your Assistance Agreement for more information regarding this process.

Various worksheets are contained within this workbook, wherein a worksheet is portrayed as a tab along the bottom of the workbook.

- Five “Project” worksheets are provided as templates. They are to be completed for **each** resilience project subawarded by the recipient. **Completion of at least one “Project” subawardee worksheet is required.** Additional worksheets can be added (if you have subawarded more than 5 resilience projects) by completing the following:
 - Right-click on a project template worksheet (e.g., “Project 1”)
 - Select Move or Copy
 - Select Project 1 from the list and check ‘Create a Copy’
 - Select OK
 - Rename the newly copied worksheet (e.g., “Project 6”) by right-clicking on the worksheet name and selecting “Rename”

Be sure to update Row 6 (Project ID Number) to match the name for any newly created project worksheet(s). *Please delete any unused project worksheet tabs prior to submission. **Please make sure the project number aligns with the project numbers listed in the Quarterly Progress Report.***

Each State/Indian Tribe (i.e., recipient) is responsible for ensuring that all necessary project information is populated within this document, and that the information denoted is accurate. Contact your DOE Federal Project Officer (FPO) if you have questions while preparing this report. The **DOE FPO (also called the Program Manager)** is identified in Block 15 of the Assistance Agreement form of your grant.

This document contains drop-down menus and unchanging elements. Unique identifiers are described below.

- **Black Fill:** The cells that are blacked out identify columns that are not applicable to the question being asked and therefore do not need to be filled in.
 - **Yellow Fill:** Selection(s) from a drop-down menu are required in yellow-colored cells. Do not modify the list of drop-down menu selections or delete the drop-down to enter general text. Only selections from the provided list should be used where noted. Review the list of responses provided in each drop-down menu and select the answer that best matches your desired response.
 - **Orange Fill:** Information in orange-colored cells should remain static after initial entry. The information provided in these fields should not change each year.
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Annual Program Metrics and Impact Report Instructions

The Federal Fiscal Year (FY) calendar should be used to prepare this report. The FY calendar ends on September 30th of the following calendar year.

Each Annual Program Metrics and Impact Report is due within 30 days of each Fiscal Year end date, which is October 30th of each year.

DETAILED INSTRUCTIONS:

Note: The color-coded sections below correlate with the color-coded tables contained in the annual reporting spreadsheet.

General Information

On the “**Recipient**” worksheet:

- **Federal Fiscal Year Reporting Period:** Select the appropriate year from drop-down menu provided.
- **DOE Grant Agreement Number:** Agreement number assigned to you; found on your Assistance Agreement.

On each '**Project**' worksheet:

- **Project ID Number:** Should match worksheet name you are populating (e.g., Project 1) and match the project ID numbers used in the Quarterly Progress Report.
- **Project Organization or Subawardee:** Name of subawardee performing the project work.
- **Project Title:** Descriptive name of project work being done.
- **Project Performance Period Start Date:** Start date of project work; remains static.
- **Project Performance Period End Date:** Project end date; estimated initially and may be updated throughout project lifecycle.
- **Project Status:** Drop-down menu of project milestones identified in the Quarterly Progress Report.

Technical Assistance

This metric tracks the type of technical assistance funded by the recipient as it pertains to any of the projects funded. The table is designed to collect information both on the organization funded to provide technical assistance, and the communities receiving that technical assistance. Please complete one row per organization and provide each instance of assistance. *Example: If ABC Corporation is providing Policy and Planning, Financial Analysis, and Capacity Building assistance there should be three rows reflecting each type of assistance from the one organization.*

On the '**Recipient**' worksheet:

- **Organization Name:** Input the name of the organization providing technical assistance for this reporting period ONLY.
- **Technical Assistance Category:** Select the category of technical assistance provided by the organization. Definitions of technical assistance can be found on the “Definitions” tab.
- **Technical Assistance Deliverable:** Select the category of deliverable provided in the drop-down list. If another deliverable, please specify in the “Other” field.
- **Communities of Interest Served:** Identify which, if any, communities of interest received technical assistance. Some organizations may represent more than one community type, select all that apply or leave blank if none apply. Definitions for Communities of Interest can be found on the “Definitions” tab.

Impact Metrics

These metrics are designed to track performance of the funded resilience projects. The first table should be populated with baseline metric information going back five years before the project start year (i.e., the five years preceding the current fiscal year report). These baseline metrics will not change over the course of the project. The second table should be populated with impact metrics for the current fiscal year of the project(s).

Annual Program Metrics and Impact Report Instructions

The “Table of Metrics” tab also lists out these impact metrics for reference when reporting. Please do NOT edit or modify information within this tab. If you need to use a different metric, please select “other” and report it as described below. Reference the “Guidance for Bipartisan Infrastructure Law Grid Resilience Formula Grant Metrics Tracking” Guidebook published by the DOE Grid Deployment Office (GDO) for more information.

On each '**Project**' worksheet:

- **Impact Metric (dropdown):** Using the provided drop-down menu, select applicable impact metrics that apply to the project. *Insert additional rows as needed to capture all applicable project metrics. To preserve the conditional formatting and drop-down menus in additional rows: right-click on the row you'd like to copy, select “Copy”, right-click on the row number below the location you'd like to add the new row, and select “Insert Copied Cells.”*
- **Outage Type (dropdown):** If applicable, select the outage type that each impact metric is associated with. For example, if the impact metric is “number of customers interrupted” then outage type would specify the cause of all those outages, such as “wildfire.”
- **Does outage data include Major Event Days (MED)? (dropdown):** Using the provided drop-down menu, select whether the metric provided considers MEDs. A MED is defined in IEEE 1366-2001 2.5 Beta Methodology which can be found [here](#). If subawardee does not use this definition, report alternate definition in "Metric Type" field.
- **Coverage (dropdown):** Specifies which part of the electric grid the impact metric is associated with.
- **Metric Type (free form):** If using an impact metric not specified in the drop-down menu, add it here using less than 300 characters; can remain blank if not applicable.
- **Outage Type (free form):** If using an outage type not specified in drop-down, add it here using less than 100 characters; can remain blank if not applicable.
- **Coverage type (free form):** If specifying an area of the system not available in the drop-down menu, add it here using less than 100 characters; can remain blank if not applicable.
- **Value:** Enter the numeric metric value for the associated Fiscal Year.
- **Start Date of Data Collection:** Use date format mm/dd/yyyy.
- **End Date of Data Collection:** Use date format mm/dd/yyyy.

Job Creation and Training

On each '**Project**' worksheet:

For each question listed, use the drop-down menu in column “Select from List” (if not blacked out) and provide a numerical value in column “Number” (if not blacked out). Use the “Explanation” column when asked and as needed to provide any further information you think is necessary.

Workforce Demographics

On each '**Project**' worksheet:

As applicable, provide the number of subawardee employees working on the project and the number of trainees in project-specific programs associated with each demographic category provided. As needed, definitions for disability status and disadvantaged community are provided on the “Definitions” tab.

Community Engagement Activities

Recipients should report activities that utilize community engagement in deployment and evaluation approach and any examples of planning, open forums, citizen advisory committees, participatory research and budgeting, memorandums of understanding, letters of support or any other indications of engagement.

On each '**Project**' worksheet:

Annual Program Metrics and Impact Report Instructions

Select from the drop-down “Yes”, “No” or “Planning” for each of the community engagement activities. For ideas on developing a Community Benefits Agreement see note.

Community Engagement Events

Recipients should report details about events held with community members.

On each **'Project'** worksheet:

- **Event # (Unique Identifier):** Input a unique identifier (e.g., Event 1, Event 2) for each community engagement event(s) held in support of your project(s), please use a new row for each event held both in-person or virtual.
- **Community Engagement Event Name (Virtual or In-Person):** Identify the name or title of the community engagement event held including in-person and virtual events.
- **Zip Code:** Input the **5-Digit Zip Code** as well as the 9-digit Zip Code (**Zip Code +4**) for each event location. Please use the [Zip Code Lookup elink](#) provided here and in the note if you are unsure.
- **Type of Engagement:** Select the type of engagement applicable for each event held. Definitions are provided on the “Definitions” tab.
- **Degree of Engagement:** Select the degree of engagement applicable for each event held. Definitions are provided on the “Definitions” tab.
- **Did This Event Include An Open Planning Forum with Participant Polling?:** Use drop-down to respond “Yes” or “No.”
- **Number of Attendees by Community Interest:** Input number of attendees as applicable per community type. Some projects may cross multiple community types and some communities may have more than one community of interest identifier. Note: If “Other” is indicated, please specify what community type. Definitions for Communities of Interest can be found on the “Definitions” tab.
- **Total Attendees:** Input total number of individual attendees for each event held regardless of their community affiliation. This does not need to equal the sum of inputs for communities of interest as some individuals may reside in communities with multiple identifiers or no identifiers.
- **Outcomes or Barriers:** Narratively describe any community inputs and responses as well as any concerns or barriers that may have materialized from the event. This should include what your goals were for the event and if it was successful or not.
- **Event links:** Provide links, if any, to the community engagement event held.

Note: Insert additional rows as needed. To preserve the conditional formatting and drop-down menus in additional rows: right-click on the row you'd like to copy, select “Copy”, right-click on the row number below the location you'd like to add the new row, and select “Insert Copied Cells.”

Please see the next page for instructions for awards less than \$500,000 in either Year 1 or Year 2.

Instructions for Awards Less than \$500,000 in Either Year 1 or Year 2

INSTRUCTION OVERVIEW:

The Excel workbook named “Annual Program Metrics and Impact Report – Less than 500k.xlsx” serves as the annual performance report template for recipients receiving LESS than \$500,000 in **EITHER** year 1 OR year 2 allocations (i.e., recipients should use this workbook if they were awarded less than \$500,000 in Year 1 *and/or* less than \$500,000 in Year 2). As a grant recipient, you will populate this template once a year at the end of each Federal Fiscal Year. The report should be submitted via the Energy Efficiency and Renewable Energy Project Management Center Portal (EERE-PMC Portal). Please see your Assistance Agreement for more information regarding this process.

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- **Zip Code:** Input the **5-Digit Zip Code** as well as the 9-digit Zip Code (**Zip Code +4**) for each event location. Please use the [Zip Code Lookup elink](#) provided here and in the note if you are unsure.
- **Type of Engagement:** Select the type of engagement applicable for each event held. Definitions are provided on the "Definitions" tab.
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