CURRENT REPORTING REQUIREMENTS

1. Monthly Reporting
   a. Each month, the utility submits an excel spreadsheet with two tabs.
      i. Tab 1 – Shows expenditures and savings by program
      ii. Tab 2 – Shows portfolio costs, portfolio savings for that month, annual savings, cumulative 2006-2008 savings, cumulative 2004-2008 savings, savings by end-use, savings by market sector
   b. If new programs were added, the utilities are to submit the PIP for that new program with the monthly report during the month the new program was added
2. Quarterly Reporting
   a. Each quarter, the utility submits and excel spreadsheet with five tabs
      i. Tab 1 – Portfolio TRC costs, TRC savings, TRC ratio, PAC ratio, PAC cost /kWh or therm
      ii. Tab 2 – List all the measures and the per unit UES, NTG, EUL, Sector, Units Installed, and Rebate Paid.
      iii. Tab 3 – Shows the Administrative costs, Marketing, and Direct Implementation costs per program
      iv. Tab 4 – Has Green Building Initiative data
      v. Tab 5 – Shows EMV expenditures for ED and Utility
   b. Each quarter, the utility submits a zip folder of narratives
      i. The narratives are Word documents that lists the following info: program description, admin activities, marketing activities, direct implementation activities, program status (on target or falling short), program achievements (non-resource), **Change in program emphasis,** near term plans over the coming months, **Change to staff,** change to contract, number of customer complaints, **Revision to program theory/logic models.**
   c. Each quarter, the utility submits a zip folder containing of E3 calculators, including:
      i. A blank E3 calculator engine (the large 43+MB file)
      ii. The excel input/output/export summary sheets from the E3 calculator (these are much smaller in size but have all the input data needed to process through the blank E3 calculator engine. This is submitted for each program.
   d. Each quarter, the utility submits a zip folder containing all the workpapers developed by the utility that support their estimates not found in DEER
3. One Time Submittals
   a. The Program Implementation Plans (PIPs) submitted by the utilities in the application were also posted one time at the beginning of the program cycle.
4. Annual Reporting

a. Each year on May 1 the utilities submit annual reports in line with the Reporting Requirements Manual version 4.

5. Expenditures reporting sent to Zeny
6. Tracking Data
   a. Each quarter since the Fall of 2007, the utilities submitted "tracking" data, which is supposed to be each and every single installation implemented to date. This tracking data is used for evaluation purposes and includes the confidential names and addresses of the participating customers.
7. Frequency – month, quarterly, annual, and ad-hoc