

Recovery Act Recipient Reporting on FederalReporting.gov

Grant and Loan Recipients

April 2010 Reporting Period



Outline of Presentation

- Basic Background on Recovery Act
- OMB Reporting Requirements
- Jobs Guidance
- FederalReporting.gov
- Available Resources
- Detailed Review of Reporting Template and Field by Field Guidance



Overview



On February 17, 2009, President Obama signed the ***American Recovery and Reinvestment Act***, along with an Executive Order establishing the Economic Recovery Advisory Board



Main Purpose: Stimulate the economy; create & retain jobs!

Recovery Act Purpose

- Preserve and create jobs and promote economic recovery
- Assist those most impacted by the recession
- Spur technological advances in science and health via investment
- Generate long-term economic benefits via investment
- Stabilize state and local government budgets

Principles

- As quickly as possible
- Prudent management

DOE Goals

- Promote energy efficiency
- Deploy renewable power
- Modernize the Grid
- Reduce oil consumption
- Restore America's scientific leadership
- Reduce legacy environmental footprint
- Reduce greenhouse gas emissions



Section 1512 of the American Reinvestment and Recovery Act Outlines Recipient Reporting Requirements

“Recipient reports required by Section 1512 of the Recovery Act will answer important questions, such as:

- Who is receiving Recovery Act dollars and in what amounts?
- What projects or activities are being funded with Recovery Act dollars?
- What is the completion status of such projects or activities and what impact have they had on job creation and retention?”

“When published on www.Recovery.gov, these reports will provide the public with an unprecedented level of transparency into how Federal dollars are being spent and will help drive accountability for the timely, prudent, and effective spending of recovery dollars.”

Source: OMB Memoranda M-09-21 dated June 29, 2009



OMB Reporting Requirements

- All Prime Grant and Loan Recipients whose award was signed by DOE on or before March 31, 2010 must file a report in FederalReporting.gov by April 10, 2010.
- Reporting continues quarterly and is cumulative with the exception of jobs.
- OMB reporting requirements through FederalReporting.gov do NOT exempt a recipient from DOE reporting requirements or any other reporting requirements. Questions concerning program specific reporting requirements should be directed to your contracting officer.



April 2010 Reporting Timeline

Date	Action
Ongoing	Registration open for FederalReporting.gov. Early registration is encouraged.
April 1, 2010	Reporting Period Begins
April 10, 2010	Reporting Period Ends – No new reports can be entered after 11:59 PM PDT on this date.
April 11, 2010	Prime Recipient Review begins– Only corrections to existing reports can be made.
April 12, 2010	Prime Recipient Review ends– No updates may be made after 11:59 PM PDT on this date without DOE Reviewer action.
April 13, 2010	Federal review of data begins –Recipients may be contacted to answer questions about the reports and/or be asked to make corrections. Data can be corrected only if unlocked by Agencies.
April 29, 2010	Agencies must complete review status and comments. No updates may be made after 11:59 PM PDT on this date.
April 30, 2010	Reports published on www.Recovery.gov



As a Prime Recipient what do I need to report?

- Data related to Prime Recipient
- Data related to Sub-Recipients
 - Primes may choose to delegate some reporting to Sub-Recipients
 - **Exception:** Primes must report Jobs for Sub-Recipients
- Data related to Vendors

Prime Recipient - A non-federal organization receiving Recovery Act funding (grants, loans, or cooperative agreements) directly from the Federal Government.

Sub-Recipient - A non-federal organization spending Federal awards received from another organization to carry out a Federal program – not a program beneficiary.

Vendor - A dealer, distributor, merchant, or other seller providing goods or services that are required of the conduct of a Recovery program.

- Sub-Recipient vs. Vendor Example: A State is the Prime Recipient. Weatherization agencies such as Community Action Agencies are sub-recipients. The company that the sub-recipient buys insulation from or is used to install the insulation is a vendor.



Jobs Guidance

- Actual direct Jobs reported as FTEs. Direct jobs are defined as those directly funded by the Recovery Act.
- Jobs calculations are no longer cumulative and are based on the reporting quarter. An example is included in this presentation.
- For cost share or cooperative agreements, calculate jobs based only on the portion of funds attributed to the Recovery Act.

Note: This guidance is subject to change in future quarters as OMB issues new or clarifying guidance. We will notify all of DOE's ARRA recipients of any changes.



OMB Definition: Full-Time Equivalent (FTE)

The estimate of the number of jobs required by the Recovery Act should be expressed as “full-time equivalents” (FTE), which is calculated as total hours worked in jobs created or retained divided by the number of hours in a full-time schedule, as defined by the recipient. The FTE estimates must be reported cumulatively each calendar quarter.

Calculating Jobs – Grant or Loan Recipient Example

Formula

$$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-Time Schedule}} = \text{NUMBER OF JOBS}$$

Step 1:

Calculate Quarterly Hours in a Full-Time Schedule
 (the same denominator should be used for all subsequent quarters)

40 hours in a full-time work week * 52 weeks per year = 2080 hours per year

2080/ 4 quarters per year = 520 quarterly hours

Note: For industries with a different standard work week, use the above formula substituting your standard work week hours.

Step 2:

Collect the total number of hours worked and funded within the quarter. For this example, assume the hours worked in the quarter were: →

Employee	Hours Worked Previous Reporting Quarter	Hours Worked Current Reporting Quarter
Prime Employee 1	250	520
Prime Employee 2	0	260
Sub Employee A	170	100
Sub Employee B	<u>300</u>	<u>520</u>
Total	720	1400

Step 3:

Calculate the FTEs Created or Retained for the Quarter using the above formula

Calculation:
 1400 (hours worked) / 520 (hours in a full time schedule) = **2.7 Jobs**

Calculating Jobs – Cooperative Agreement/Cost Share Example

Continue from previous example. Assume \$100 million in total investment of which \$50 million is provided by DOE and \$50 million is private investment.

Step 4:

Calculate DOE share of award.

$$\text{DOE Investment/Total Investment} = \$50\text{M}/\$100\text{M} = 50\%$$

Step 5:

Calculate the FTEs Created or Retained for the Quarter

Multiply the FTEs Created or Retained for the Quarter (calculated in Step 3) by the DOE Share calculated in Step 4.

$$2.7 \text{ Jobs} * 50\% = \mathbf{1.35 \text{ Jobs Created}}$$



Registering on FederalReporting.Gov

- Registration includes personal Recipient and Organization information.
 - Recipients must have a DUNS number and be registered in the Central Contractor Registration (CCR) database. Please check your company information in CCR to confirm it is accurate.
 - Registration can take place at any time, and early registration is encouraged
- More specific information and screen shots can be found at http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

Tip: Once you've registered, the FederalReporting PIN (FRPIN) necessary to log into FederalReporting.gov will be sent to the company representative listed as the contact in CCR which may be a different person than the registrant.



Choose One of Three Methods to Report through FederalReporting.gov

- **Excel spreadsheet**
 - Spreadsheet is available on www.FederalReporting.gov
 - Form can be downloaded, completed by the recipient, and then uploaded
 - Validation tool available
- **Custom software system extract in XML**
 - Recipients with sufficient technical experience may choose to submit a properly formatted Extensible Markup Language (XML) file for their report submission
 - XML file can be downloaded, completed by the recipient, and then uploaded
- **Online Form**
 - Form allows recipient to complete reporting online through www.FederalReporting.gov

The screenshot shows the homepage of FederalReporting.gov. At the top is the logo and the text "FederalReporting.gov". Below that are navigation links: Home, About, Downloads, FAQ, and Help. The main content area is divided into three sections: "Log In" with fields for User ID and Password, a "Login" button, and a link for "forgot my password"; "Not Registered?" with a "Register Now" button; and "Download Templates" with buttons for "Microsoft Excel" and "XML Schema". To the right, there is a list of links including "Reporting ha...", "Recipient Us...", "Queue" to ac..., "Recipient Re...", "reporting video...", "to be posted s...", "FederalRepo...", "documentation...", "User Guide fil...", "Verifi...", "FederalRepor...", "The Service Di...", "October. In ad...".

Download the Excel and XML Schema templates from the FederalReporting.gov homepage. Please make sure the report is submitted using the most recent version of the template.

Login to FederalReporting.gov to begin the online form

The screenshot shows a form titled "Select Report Type" with the instruction "Use the options below to choose the type of ARRA report you would like to create." There is a "Report Type" label above a large empty input field. Below the input field, the text "Select Report Type" is followed by "Award Type" and three radio button options: "Contract", "Grant", and "Loan". The "Loan" option is selected.



When is FederalReporting.gov Reporting Complete?

Recipients must report quarterly until ALL of the below criteria are met:

1. The Award period has ended (Period of Performance)
2. All Recovery funds have been received through draw-down, reimbursement or invoice
3. The project is complete
4. Recipient has submitted a report in FederalReporting.gov that meets all of the following conditions
 - a. Shows all funds have been received (“Total Federal Amount ARRA Funds Received/Invoiced”)
 - b. Shows all funds have been expended (“Total Federal Amount of ARRA Expenditure”)
 - c. The “Project Status” field is marked “Fully Completed”
 - d. The “Final Report” field is marked “Y”

Note: If a recipient has completed work and invoiced or drawn down all funds by the end of the reporting quarter and the Period of Performance end date is in the future, the Recipient may mark their report as final only if there is no expectation of new future Recovery Act work on this award.



DOE Resources for Recipients

What Can Be Found on the DOE Website?

http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

- **Federal Reporting Recipient Information:** spreadsheet with awardee name, award/contract number, total awarded/obligation, project value/description, DUNS number, CFDA code, TAS (Program Source), and other data elements
http://www.energy.gov/recovery/documents/Federal_Reporting_Recipient_Information.xls
- Presentations with specific field by field reporting guidance
http://www.energy.gov/recovery/documents/1512_Grant_Loan_Recipients_Instructions.pdf
- This webinar presentation
- Frequently Asked Questions
- Contact information for the DOE Recovery Act Clearinghouse: The DOE Recovery Act Clearinghouse is available to answer reporting questions by phone at 888-DOE-RCVY (888-363-7289), Monday through Friday, 9 a.m. to 7 p.m. Eastern Time, or via web submittal form at <https://recoveryclearinghouse.energy.gov/contactUs.htm>.



Additional Questions?

Please visit the DOE Recovery Act website,
Help with FederalReporting.gov

http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm

Or contact the DOE Recovery Act Clearinghouse

The DOE Recovery Act Clearinghouse is available to answer reporting questions by phone at 888-DOE-RCVY (888-363-7289), Monday through Friday, 9 a.m. to 7 p.m. Eastern Time, or via web submittal form at <https://recoveryclearinghouse.energy.gov/contactUs.htm>.

<https://recoveryclearinghouse.energy.gov/contactUs.htm>

1-888-363-7289

DOE would love to hear your Recovery Act success stories

Text stories can be submitted via web form at <http://www.energy.gov/recovery/stories.cfm>

Pictures and videos should be emailed to recoverystories@hq.doe.gov



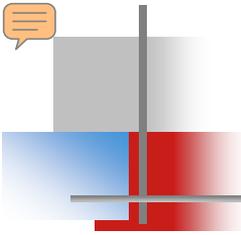
Recipient Webinar Topics

- FederalReporting.Gov
- Reporting
- Jobs
- Risks
- SIPRIS



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Jobs: Reporting Requirements

- DOE seeks to understand the full impact of Recovery Act projects on employment on a monthly basis.
- Recipients report jobs from the non-federal fund cost-share component of Recovery Act projects (Section 5A of Attachment B - Award Agreement).
- Recipients report data on jobs created at Recipient and sub-Recipient levels.
- Recipients report on the creation of several categories of jobs.
- Recipient may report creation of indirect jobs.

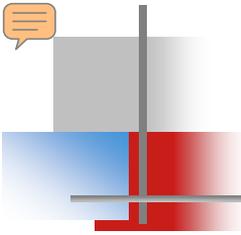


Jobs: Snapshot of Spreadsheet

Recipient Name:	Acme Electric Company
Project Name:	Desert Integrated / Crosscutting Systems
Award Number:	09-0800
Reporting Period:	Start 01/01/2010 End 03/31/2010

Job Category	4. Hours worked per ARRA Reporting Period					
	For Period Ending on the last day of December-09					
	Total number of Periods used for FTE Calculation					
	% Funded by ARRA	Potential Full-time Schedule Hours This Period	Cumulative Hours in Full-time Schedule	Cumulative ARRA Hours	Cumulative ARRA FTEs	Cumulative Indirect FTEs
	0.00%	160	0	0.0	#DIV/0!	0
	Total Potential Hours for this Period	Hours Worked in Period	% Funded by ARRA	ARRA Hours Worked in Period	ARRA FTEs This Period	Indirect Hours This Period
Managers	160	0	0.00%	0.0	0.00	0
Engineers	160	0	0.00%	0.0	0.00	0
Computer-related Occupations	160	0	0.00%	0.0	0.00	0
Environmental and Social Sciences	160	0	0.00%	0.0	0.00	0
Construction, Electrical, and other Trades	160	0	0.00%	0.0	0.00	0
Analysts	160	0	0.00%	0.0	0.00	0
Business Occupations	160	0	0.00%	0.0	0.00	0
Recording, Scheduling, Computer Operator	160	0	0.00%	0.0	0.00	0
TOTAL	160	0		0.0	0.00	0

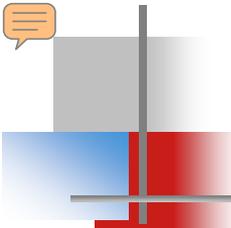




Jobs: Discussions

- Report for a given month the total number of hours of work for each labor category funded by Federal and non-Federal sources
 - “Full-Time Equivalents” is calculated.
 - The Federally funded portion of “Full-Time Equivalents” is calculated.
- Cumulative values capturing the job creation of the entire project are calculated from the monthly data.
- Optionally, report the number of “indirect” hours that are funded by Federal and non-Federal sources.





Jobs: Indirect Hours

- Reporting Indirect Hours is strongly encouraged.
- Example of Indirect Hours:
 - Clerical/administrative staff
 - Institutional review board staff members
 - Department administrators
 - Central service providers
 - Subcontractors
 - Suppliers



Risks: Reporting Requirements

- Recipient updates the set of Risk monthly (SGIG Agreement Terms and Conditions Clause 32-B).
- These updates include new risks, deleted risks, or changes to:
 - likelihood of occurrence.
 - cost/schedule impact.
 - risk consequence.
 - handling strategy.



Risks: Snapshot of Spreadsheet

Recipient Name:	Acme Electric Company
Project Name:	Desert Integrated / Crosscutting Systems
Award Number:	09-0800
Reporting Period:	Start 03/01/2010 End 03/31/2010

Risks Data

Risk Identifier (by Recipient)	Risk Title	Risk Description	Likelihood of Occurrence (High/Medium/Low)	Cost/Schedule Impact (High/Medium/Low)	Risk Consequence	Handling Strategy (Avoid, Mitigate, Accept)	Risk Mitigation	Comments
AEC 1	Resource scheduling	Due to the potential level of activity generated by Recovery Act funding in the project area, qualified engineering contractors may be in high demand over the life of the project.	Medium	Medium	If Acme were unable to find qualified contractors it would delay the ramp up time for the job.	Mitigate	Create up to 20 additional positions for highly technical skilled workers.	
AEC 2	Material availability	Lead time for acquiring capacitors and automated devices and communication equipment may be increased because of demand.	Medium	High	If Acme doesn't get the material needed it will delay implementation, especially at the beginning of the project	Mitigate	Acme's requirements are well within the capacity of suppliers and we have developed a large supply chain with strategic relationships and alliances with key vendors	
AEC 3	Weather	Major weather-related disruptions to existing infrastructure could pull resources from project related activities	Medium	Low	If Acme wasn't prepared for the eventuality it might cause significant interruption, however, this is not the case	Mitigate	Acme works with other regional providers in a consortium to provide emergency restoration services, thus reducing or removing the impact of any weather related outages. Plus, most of our project work is taking place in areas with temperate climates.	
AEC 4	Regulatory	Multiple jurisdictions have regulatory authority over elements of the project, however expectations are that the regulatory response will be positive.	Low	Medium	If Acme is unable to get regulatory approval for part of the project it will not affect the whole project and funds can be shifted.	Mitigate	Sub-recipients are responsible for negotiating with independent regulatory groups in local communities and they have assured us that the approvals are well in hand. Acme is prepared to provide support as needed.	



SIPRIS: Purpose

- Provide a secure, collaborative workspace for grant recipients and Federal managers to share status on Smart Grid Investment Grants
- Store and retrieve data from recipients on Smart Grid Investment Grant projects to include:
 - Project management information (i.e., project baseline, performance data)
 - Reporting-related information (jobs created/retained by projects, project level risk management)
- Support Project Value Management System

SIPRIS: Login and Access Control

■ Login

- Users will access from smartgrid.gov
- Users will register, sign rules of behavior, and be issued a username and password
- Helpdesk will answer any questions about login
 - 202-251-4181
 - siprishelpdesk@hq.doe.gov
 - Lost Password.
 - Web site access issues.

■ Access Control

- TPOs
 - Write access to those projects they oversee
 - Read access to all projects
- Recipients
 - Will only see their project
 - Some will have read-only access; others read-write



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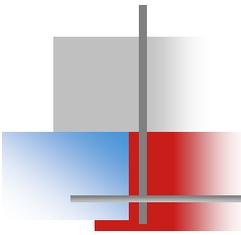
SIPRIS: Roles

- Recipient
 - Update actuals, jobs, risks, narrative reports, supporting documentation

- TPOs (and support staff)
 - Enter baseline
 - Update reports and analysis

- Help Desk
 - Resolve issues
 - Does not perform data entry





SIPRIS: Data Entry Screens

- Project Information
- Baseline
- Actuals
- Jobs
- Risks



SIPRIS System Entry



Home > Information for Smart Grid Project Teams

Information for Smart Grid Project Teams

Through this Web site, Smart Grid Program project teams can learn more about reporting requirements, locate project development resources, and access tools to manage project data. The United States Department of Energy (DOE) is investing approximately \$4 billion to encourage smart grid deployment and demonstration through the Smart Grid Investment Grant and Smart Grid Demonstration programs. To ensure fiscal responsibility and maximize results, DOE is working closely with project teams throughout their performance periods and gathering periodic data to monitor progress and results.

Project Reporting

- Data Hub
Project Build & Impact Metrics
- FederalReporting.gov
Jobs & Financial Data
- VIPERS
Invoicing System
- SIPRIS**
Project Execution Data and Other Reporting

Projects

Smart Grid Project Maps

Investment Grant Program

- Advanced Metering Infrastructure
- Customer Systems
- Electric Distributions Systems
- Electric Transmission Systems
- Equipment Manufacturing
- Integrated and Crosscutting Systems

Demonstration Projects

- Energy Storage Demonstration Projects
- Regional Demonstration Projects

Project Resources

- Guidebook for Recovery Act Smart Grid Program Metrics and Benefits (PDF 1.0 MiB)
- Sample Data Submittal Forms (PDF 230 KiB)
- Smart Grid System Report (PDF 4.8 MiB)
 - Annex A-B (PDF 4 MiB)

Webinars

DOE Webcast March 5, 2010: Metrics and Benefits (PDF, 1.0 MiB)

Click here →



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SIPRIS



Welcome to the SmartGrid Integrated Project Reporting Information System - SIPRIS

U.S. Department of Energy | 1000 Independence Ave., SW | Washington, DC 20585

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SIPRIS Baseline Reporting

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OE Recovery Act Smart Grid Investment Grant Project Performance Baseline

Recipient Name:

Project Name:

Reporting Period:

	WBS Item Number	TaskName	Baseline Reporting Date	Total Budgeted Cost of Work Scheduled (BCWS) by Reporting Period Ending
Edit	1	Acme Electric Company Desert Integrated / Crosscutting Systems	04/15/2010	\$3,000,000
	1.1	Obtain PUC Approval	04/15/2010	
	1.2	Distributed Management System Installation Complete	04/15/2010	
	1.3	Transmission Line Automation Complete	04/15/2010	
	1.4	Distribution Line Automation Complete	04/15/2010	
	1.5	Smart Substation 1' Installed	04/15/2010	
	1.6	Substation 2' installed	04/15/2010	
	1.7	Integration Software Completed	04/15/2010	
	1.8	System Testing Completed	04/15/2010	

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OE Recovery Act Smart Grid Investment Grant Project Performance Audits

Recipient Name: ▾
 Project Name: ▾
 Reporting Period: ▾

	Entry Type	WBS Item #	Task Name	Status	Actual Start Date	Cumulative Expenditures	Activity Comments	Cumulative Budgeted Cost of Work Scheduled (BCWS)	Cumulative Budgeted Cost of Work Performed (BCWP)	Cumulative Actual Cost of Work Performed (ACWP)	Estimate to Complete for Activity
<input type="button" value="Edit"/>	Activity	1	Acme Electric Company Desert Integrated / Crosscutting Systems	On Track	02/01/2010	\$3,000,001		\$3,000,000	\$3,000,000	\$3,000,000	\$6,000
<input type="button" value="Edit"/>	Milestone	1.1	Obtain PUC Approval	On Track							
<input type="button" value="Edit"/>	Milestone	1.2	Distributed Management System Installation Complete	On Track							
<input type="button" value="Edit"/>	Milestone	1.3	Transmission Line Automation Complete	On Track							
<input type="button" value="Edit"/>	Milestone	1.4	Distribution Line Automation Complete	On Track							
<input type="button" value="Edit"/>	Milestone	1.5	Smart Substation '1' Installed	On Track							
<input type="button" value="Edit"/>	Milestone	1.6	Substation '2' Installed	On Track							
<input type="button" value="Edit"/>	Milestone	1.7	Integration Software Completed System	On Track							

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OE Recovery Act Smart Grid Investment Grant Jobs Reporting

Recipient Name:
 Project Name:
 Reporting Period:

	Baseline Reporting Date	Job Category	Total Potential Hours for this Period	Hours Worked in Period	Indirect Hours This Period	Reporting Submission Status
Edit	04/15/2010	Analysts	520.00	200.00	40.00	Open
Edit	04/15/2010	Business Occupations	520.00	200.00	40.00	Open
Edit	04/15/2010	Computer-Related Occupations	520.00	100.00	10.50	Open
Edit	04/15/2010	Construction, Electrical, and other Trades	520.00	500.00	20.00	Open
Edit	04/15/2010	Engineers	520.00	300.00	30.00	Open
Edit	04/15/2010	Environmental and Social Sciences	520.00	250.00	50.00	Open
Edit	04/15/2010	Managers	520.00	130.00	30.00	Open
Edit	04/15/2010	Recording, Scheduling, Computer Operator	520.00	350.00	60.00	Open

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SIPRIS Risks Reporting

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Project Risk Reporting

Recipient Name:

Project Name:

	Risk Code	Title	Description	Occurrence	Impact	Consequence	Strategy	Mitigation
<input type="button" value="Open"/>	AEC0011	Sample Risk333	This is a sample entry for a project risk.fgdsg	Medium	Medium	This is a sample entry for a risk consequence. dfg	Avoid	This is a sample
<input type="button" value="Open"/>	AEC0014	test	test	High	Low	test	Accept	Avoid
<input type="button" value="Open"/>	AEC001-9	Risk One	JKNVKJJCIVHNCXKJKNVXCOL	Medium	Medium	SDGFDSDGDF	Avoid	F GHDFGHJKH. DFGVDSZGFV
<input type="button" value="Open"/>	AEC001-10	Test Risk 10	Test Risk 10	Low	Low	test	Accept	test
<input type="button" value="Open"/>	AEC001-23	test	ttest			test		test
<input type="button" value="Open"/>	AEC001-24							

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Recipient Registration for SIPRIS

- April 2 - 11: Recipients should decide who will have access to SIPRIS
- April 12: Self-service Recipient Registration form available
 - Recipients sign “Rules of Behavior” and send to DOE via email, fax, or postal mail
 - DOE confirms registration
 - In no more than 24 hours, Recipients receive email with instructions for obtaining username and password

Next Steps

- Recording of this Webinar will be available:
 - http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm
 - Look in bottom right corner, under "Additional DOE Guidance" &
 - <http://www.smartgrid.gov/teams/home>, in "Webinars" box &
 - OE Website: <http://www.oe.energy.gov/recovery/1266.htm>

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