



Wisconsin Office of Energy Innovation

Energy Innovation Grant Program Report Guidance

Instructions: Please use the Report Template to provide the required Quarterly Progress Reports, Final Reports and Reimbursement Requests. Address each of the items listed in the template and select metrics from the list below.

Quarterly Reporting Period	Quarterly Report Due
Project Start Date - September 30th	October 15th
October 1 – December 31st	January 15th
January 1 – March 30th	April 15th
April 1 – June 30th	July 15th
Final Report & Reimbursement Request	90 days after end date

For EIGP 2018-2021, reports must be converted to PDF and uploaded to the Public Service Commission of Wisconsin [Electronic Records Filing System](#) (ERF) using the docket number that corresponds to your grant (example: 9709-FG-2021).

For EIGP 2022, reports must be converted to PDF and uploaded through the Grants Management System.

Confidential filing is available for direct uploads to [ERF](#) and through the grants system using the *confidential filing feature* if answers to the question(s) would disclose proprietary information or aid a competitor in marketing customers in the project area.

Contact OEI staff at OEI@Wisconsin.gov with any questions.

Metrics: Select all applicable metrics for your project activities and provide the information requested in number 11 of the Report Template. **Note: Contact your project manager to develop metrics for project activities not listed below, or for any questions or concerns about reporting the metrics required.*

Project Activities	Metric
All Implementation Projects (not Planning, Feasibility Study Projects)	Energy Savings (kWh, therms, gallons of gasoline, emissions)
	Energy Cost Savings (dollars saved on utility bills, heating, or transportation fuel)
Building Efficiency	
Water Conservation	Number of water conservation retrofits completed
	Number of water management systems installed
Envelope	Number of building roofs retrofitted
	Square footage of building roofs retrofitted
	Number of buildings retrofitted
	Square footage of buildings retrofitted
Lighting	Number of energy efficient indoor lighting fixtures or bulbs purchased
	Number of energy efficient outdoor area lights purchased
	Number of energy efficient streetlights purchased
HVAC	Number of energy efficient HVAC units purchased



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Project Activities	Metric
Energy Storage	Number of energy management systems installed
	Total capacity of energy management systems installed (kW or MW)
Renewables	
Biogas	Number of biofuel systems installed
	Total capacity of biofuel systems installed (gallons/year)
Biomass	Number of biomass (non-transport) systems installed
	Total capacity of biomass (non-transport) systems installed (kW)
Geothermal	Number of ground source geothermal systems installed
	Total capacity of ground source geothermal systems installed (tons)
Solar Photovoltaic	Number of solar energy systems installed
	Total capacity of solar energy systems installed (kW)
Solar Thermal	Number of solar thermal systems installed
	Total capacity of solar thermal systems installed (square feet)
Wind	Number of wind energy systems installed
	Total capacity of wind energy systems installed (kW)
Alternative Fuels	Number of other systems installed
	Total capacity of other systems installed (BTU/h or kW)
Transportation	
Alternative Fuel Vehicles	Number of alternative fuel vehicles purchased
	Number of conventional vehicles converted to alternative fuel use
Infrastructure	Number of new alternative refueling stations emplaced
Training	
Training	Number of sustainability officers or energy managers hired
	Number of workshops, training, and education sessions held/attended
Operations	Operation modifications made
Planning	
Facility Audit	Number of audits performed (in separate buildings)
	Floor space audited (gross square feet)
	Auditor's projection of energy savings (kWh)
Fleet Audit	Number of transportation feasibility studies completed
Comprehensive Energy Plan	Number of alternative energy plans developed or improved
	Number of energy efficiency standards established or improved