



POC: Project Completion Reporting Guide

When preparing your project completion and annual report(s), please include the following items below. Feel free to submit any support materials that may enrich your reports.

1. Applicant Information: community name, project title, grant session #, date of completion.

2. Quantitative Outcomes: measurable impact in energy/cost savings and how it was tracked.

Questions that could be answered: where all the grant dollars used, changes in utility bills, days for installation, actually dollars saved, rate of utilization / changes, are Energy Star standards being utilized (building projects) and how does the project line up to those standards at this point in time, other energy saving measurement strategy and results, number of people involved or reached, how many sessions /events conducted, etc..?

3. Qualitative Outcomes: impact on institutional quality or community quality of life.

Questions that could be answered: how has the organization / community improved because of the project, has culture of the institution changed at all, does efficiency seem improved on any level, is there greater awareness about energy efficiency / sustainability among employees, are you using any gauge to measure these kinds of qualitative changes, etc... ?

4. Anecdotal Feedback: informal feedback that you have heard in response to your project.

Questions that could be answered: has the project reached your satisfaction, what kind of comments are you hearing about the project in informal settings, what is the perceived view of the community, what concerns have been voiced, etc....?

5. POC Grant Value: how has the POC Grant impacted your organization and/or community?

Questions that could be answered: has NOPEC's grantsmanship process been easy or difficult to work with, what was achieved with the grant that would not have been achieved if it was not available, has the grant opportunity opened up any new thinking around energy efficiency in the city, has the grant contributed/support any other vision for sustainability or growth in the community, has the grant been detrimental in any way, is there anything you would change in our process, etc....?

6. Documentation: photographs or promotions that tell the story of your project.

The Project Completion Report must be submitted within two weeks after forwarding your checked ✓ Project Verification Form (available at: <http://www.nopecinfo.org/grants/guidelines.html>).

The Annual Report can be submitted one year after the completion report. These same guidelines can be used for the annual report, as well. All reports are to be submitted electronically to: grantsadmin@nopecinfo.org.