

U.S. Department of Energy
STATE ENERGY PROGRAM (SEP)
NARRATIVE INFORMATION WORKSHEET

Grant Number: _____

1. Market (choose one):

<input type="checkbox"/> Buildings	<input type="checkbox"/> Energy Education	<input type="checkbox"/> Policy, Planning, and Energy Security
<input type="checkbox"/> Electric Power and Renewable Energy	<input type="checkbox"/> Industry	<input type="checkbox"/> Transportation

2. State: _____

3. Program Year: _____ Date Start: _____ Date End: _____

4. Topics involved in the overall program market (choose all that apply):

<input type="checkbox"/> Agriculture <input type="checkbox"/> Alternative fuels <input type="checkbox"/> Appliance efficiency and standards <input type="checkbox"/> Bioenergy and biobased products <input type="checkbox"/> Biomass power <input type="checkbox"/> Building America <input type="checkbox"/> Carpools, vanpools, and ridesharing <input type="checkbox"/> Clean Cities <input type="checkbox"/> Climate change planning <input type="checkbox"/> Combined heat and power <input type="checkbox"/> Commercial buildings <input type="checkbox"/> Curriculum development <input type="checkbox"/> Demand reduction <input type="checkbox"/> Distributed energy generation <input type="checkbox"/> Energy and environment <input type="checkbox"/> Energy building codes <input type="checkbox"/> Energy consumption and price statistics <input type="checkbox"/> Energy emergency planning <input type="checkbox"/> ENERGY STAR	<input type="checkbox"/> Federal, state, and local facilities <input type="checkbox"/> Federal Energy Management Program <input type="checkbox"/> Financing energy programs <input type="checkbox"/> Fuel cells <input type="checkbox"/> General energy efficiency for industry <input type="checkbox"/> Geothermal <input type="checkbox"/> Green power programs <input type="checkbox"/> Heavy vehicles and trucks <input type="checkbox"/> Home energy ratings <input type="checkbox"/> Hydrogen <input type="checkbox"/> Hydropower <input type="checkbox"/> Industrial processing <input type="checkbox"/> Industries of the future <input type="checkbox"/> Lighting** <input type="checkbox"/> Low-income weatherization <input type="checkbox"/> Manufacturing <input type="checkbox"/> Motors and other industrial systems <input type="checkbox"/> Performance contracting <input type="checkbox"/> Policy and energy legislation	<input type="checkbox"/> Procurement of efficient products** <input type="checkbox"/> Public information <input type="checkbox"/> Rating and labeling <input type="checkbox"/> Rebuild America <input type="checkbox"/> Residential buildings <input type="checkbox"/> Right turn on red** <input type="checkbox"/> Schools <input type="checkbox"/> Solar power <input type="checkbox"/> State energy strategic plans <input type="checkbox"/> Telecommuting <input type="checkbox"/> Thermal** <input type="checkbox"/> Traffic signals <input type="checkbox"/> Transmission and infrastructure reliability <input type="checkbox"/> Transportation alternatives <input type="checkbox"/> Waste management and recycling <input type="checkbox"/> Water systems <input type="checkbox"/> Wind energy
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5. Estimated Annual Energy Savings: _____ MBtus

6. Description (executive summary of goals and objectives)*

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7. Program Year Milestones*

	Milestone	Planned (Number)
1		
2		
3		
4		

8. Program Year Funds by Source*

	Planned
a. SEP grant (all funds in the approved budget)	\$
	\$
Market Budget Total	\$
b. Leveraged funds anticipated (outside approved budget)	\$
	\$

* Please use additional pages if more space is needed.

** Mandatory requirement

OMB Burden Disclosure Statement

This data is being collected to administer the Department of Energy State Program. The data you supply will be used to respond to congressional, budget and general public inquiries of the program.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Chief Information Officer, Records Management Division, IM-11, Paperwork Reduction Act Project (1910-5126), U.S. Department of Energy, 19901 Germantown Road, Germantown, MD 20874 and to the Office of Management and Budget, OIRA, Paperwork Reduction Act Project (1910-5126), Washington, DC 20503.

The SEP Narrative consists of information on each SEP market, mandatory or optional, planned for the program year (PY), submitted on the SEP Narrative Information Worksheet included in the Forms section (or facsimile). If there is no change in the purpose and description of a continuing market, only the milestones and PY budget need be submitted in subsequent years. A state plan can have more than one Market/SEP Narrative Information Worksheet.

The Market Information Worksheet requests the following information.

Item	Explanation
1 Market	Select from the list of valid SEP market areas.
2 State	Self-explanatory
3 Program Year/Date Start/Date End	Federal fiscal year of allocation/obligation. Start and end dates for the state's program year.
4 Topic	Select the list of valid SEP Topics that pertain to this SEP market area.
5 Estimated Annual Energy Savings	An estimate of the energy to be saved annually, direct and indirect, by implementing this market wherever practicable. States are encouraged to provide meaningful data and realistic estimated numbers for energy saved to assist DOE in developing national budget justifications.
6 Description (executive summary of goals and objectives)	A concise description of the market, including goals and objectives, with enough specificity to allow DOE to determine that it meets program intent and includes no prohibited measures [Regs 420.18]. If the state has this information on a website, that would be an optimal source for this information. (Any descriptions submitted would be published on the DOE SEP Internet website.)
7 Program Year Milestones	Countable products, services, measures with planned total for each. Milestones should correlate to topics.
8 Program Year Funds by Source	
a) SEP grant (all funds in the approved budget)	Total grant funds – DOE, state match, PVE etc. – budgeted for this market this program year (PY)
b) Leveraged funds anticipated (outside approved budget)	Leveraged funds anticipated this PY, by source, for this market. This information is not required, however it helps DOE justify the SEP budget.