

IMPLEMENTATION TIMELINE		
DOCUMENTS	DUE DATES	NOTES
ABBREVIATED TEMPLATE (reporting period Oct. 1, 2014 - Sept. 30, 2015)	Service Provider deadline to submit data to DES is 11/1/15.	DES deadline to submit Household Report & Grantee Survey is 12/15/15.
PERFORMANCE MEASURES TEMPLATE (monthly starting Oct. 1, 2015)	<p>Oct. 1, 2015 - Soft Launch for Service Providers to begin monthly data collection.</p> <p>Jan. 1, 2016 - Hard Launch for Service Providers to begin monthly data collection.</p> <p>Monthly data is due by the 15th of the following month.</p>	<p>DES/APPRISE will collect data from Service Providers on a monthly basis to develop the database and build the necessary queries for monthly and annual program reporting.</p> <p>FFY16 - Transitional year for Performance Measurement</p> <p>FFY17 and on - Full Performance Measurement compliance</p>
UTILITY INFORMATION RELEASE AUTHORIZATION FORM (Oct. 1, 2015)	<p>Oct. 1, 2015 - English version available for use</p> <p>Spanish version pending</p> <p>Signed forms are due by the 15th of the following month.</p>	<p>Full implementation of the form is under review.</p> <p>The use of the form is effective as of Oct. 1, 2015, as this form should be used whenever possible.</p>
DATA SHARING AGREEMENTS for FTP Site (Nov. 1, 2015)	<p>Oct. 14, 2015 - Contracts staff sent agreements to Service Providers.</p> <p>As of 10/27/15 - 6 of 13 agreements are in place.</p> <p><i>*if data sharing agreement not in place by Nov. 1, use the following method: encrypted email or password protected Excel file.</i></p>	DES is in the process of setting up the FTP site and obtaining signed Data Sharing Agreements.
MOU for Energy Vendors (Oct. 1, 2015)	<p>Oct. 1, 2015 - start collection of signed MOU.</p> <p>As of 10/27/15 - 4 of 6 MOUs are in place.</p>	Data from Energy Vendors not due until Oct. 1, 2016, and will not impact data collection by Service Providers.