***Authority****: T.C.A. § 49-17-104.*

***LOAN RULE 0520-13-1.09 REPORTING REQUIREMENTS****. Loan recipients will provide monthly progress reports to EESI during the construction phase of the project. All projects must be professionally commissioned and a commissioning report submitted to EESI. Loan recipients must enter baseline utility consumption and cost data in Energy Star Portfolio Manager for each facility for the year prior to project implementation, and shall update that data each month during the payback period. EESI shall be given access to reports on such data upon request. If loan projects are undertaken under a performance contract, the loan recipient shall require the contractor to provide annual measurement and verification reports.*

**Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

**Project Start Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

**Project Completion Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_**

**Contractor Name:**

**School District:**

**Project Name:**

**Loan Number:**

**TVA M&V Completed: \_\_\_\_ Yes \_\_\_\_ No**

Pre-measurement Completion Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Post-Measurement Completion Date: ­­ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Progress to date:** (List two or three main work items)

**Work to be started:** (Work to be started within the next 2-3 weeks)

**Project Changes:** (List any changes from original scope and date of approval)

**Project Delays:** (List any delays and the anticipated restart date)

Report Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_