



BA INC

Reporting: Why, How, What

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Reporting Basics

What is needed?

➤ Grant requirements

- Data
- Funding expenditures
- Outreach Narrative
- Lessons Learned/Best Practices
- Future Outlook/Recommendations
- Sustainability

3. Project Benefits

Applications will be evaluated on the degree to which:

- The project will benefit rural residents and communities, including emission reductions, public health, economic, and cost-saving benefits.
- The project maximizes benefits for low-income and disadvantaged communities.
- The project exceeds the required percentage of funding in low-income and disadvantaged communities.
- The project provides economic benefits and cost savings.
- The project minimizes the cost of charging to drivers, and assumptions utilized are documented and reasonable.
- The proposed project results in high benefit-cost score defined as the ratio of grams of CO₂ equivalent reduction per dollar of Energy Commission investment for the proposed project term.
- The project maximizes the dissemination of data, results and lessons for knowledge transfer and advancement of charging to serve rural residents.
- The proposed project will continue beyond the term of the Energy Commission's funding agreement.

How often?

Monthly – best for budgetary/financial

Quarterly – narrative and data collection, sets up annual

Annually – all happenings during year

Final – typically after 1 year completion (timeline ranges)

Managing, Tracking, Collecting Data

Determine needed data (i.e., vehicle data, survey results)

Identify key parameters for tracking (i.e., mileage)

Data collection – consider all needs (i.e., chargers with readable meters, emissions calculator)

Net GHG Emission Reduction (MTCO _{2e})	NO _x Reductions (lbs)	PM _{2.5} Reductions (lbs)	ROG Reduction (lbs)	Net VMT Reductions (miles)	Travel Cost Savings (\$)	Net Fossil Fuel Use Reductions (GGE)
50	37	1	9	104,616	89,389	4261

Audience

General rule – Write for:

Policy Makers

Technical

The Public

Tailor report to the reader

Policy Makers - *Why*

Why does this matter?

Why should funding go to this program/project?

What is this going to change?

Technical - *How*

How can this program be sustainable?

How can this be improved or more efficient?

How is expansion possible?

The Public - *What*

What is the program benefiting?

What will happen to the surrounding area?

Is this information easy to understand?

Why, How, What?

Write for three audiences in one document

Keep detailed account of necessary data

Technical writing is efficient and comprehensible

THANK YOU!

For further inquiries:

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