



Home Energy Rebates Program Spreadsheet Testing Checklist

January 2026

Prior to approving a Grantee launch a program, DOE requests the Grantee and/or their partner implementer test submitting the required program data.

If chosen reporting method is to use the PNNL spreadsheet, below is a checklist to help Grantee meet this launch requirement.

Spreadsheet Testing Checklist	
Submit the Prelaunch Questionnaire to your assigned Project Officer detailing the program and technical contacts that need access to the PNNL reporting dashboard/API.	
Download the reporting templates and become familiar with the structure and data inputs.	
Ensure identified staff log in and establish their accounts in the <i>sandbox-test</i> and sandbox environments. Temporary credentials, valid for seven days, will be issued by RebateTools@pnnl.gov upon request or submission of a prelaunch questionnaire, allowing users to create permanent credentials. Note: On the top left of the dashboard, there is an indicator informing the user which environment they are logged into, to help ensure users are submitting data in the intended location.	
Review the video and instructions on how to use and submit the reporting templates.	
Log in to the test environment and download the CSV template (go to “Spreadsheet Upload” tab in the <i>sandbox-test</i> environment and follow the menu) used for generating Applicant and Address IDs .	
Test the generation of IDs using the Address ID and Applicant ID Generator .	
Test submission of project test data in the <i>sandbox-test</i> environment, including at least one scenario per rebate type, building project type, and upgrade type that will be offered in the program.	
Notify the assigned Project Officer when testing is complete. Include the list of users who completed the previous items in this checklist.	

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If you have any questions about reporting, please reach out to your assigned Project Officer. If you need assistance with the PNNL API dashboard or templates, please contact rebatetools@pnnl.gov.