



U.S. Department of Energy
Energy Efficiency and Renewable Energy

City of Las Vegas EECBG Kick-Off Meeting

U.S. Department of Energy



- Introductions, Roles, and Contact Information
- EECBG overview
- DOE resources
- Award document overview
- Reporting requirements
- Monitoring & site visits
- Progress Reviews
- ASAP payment system
- Activities description and status



EECBG Contacts:

Joel Danforth, DOE Project Officer

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Kenneth Johnson, Navarro Sr. Engineer

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Nevada EECBG Awards

- Cities, counties & state – 21 Awards
- Tribes – 15 Awards
- Awards over \$2M (5) – Joel & Kenny
- State EECBG award – smaller cities and counties will be allocated >60% of state funding



American Recovery and Reinvestment Act Technical Assistance Program

- Assistance with technical aspects of ARRA projects, strategies, policies, and programs
- Complete Technical Assistance Request form and submit by email

For form and details go to website:

<http://apps1.eere.energy.gov/wip/arra.cfm>



Award Package:

- Assistance Agreement
- Special Terms and Conditions
- Attachments:
 1. Statement of Project Objectives
 2. Federal Assistance Reporting Checklist
 3. Budget Pages (SF 424A)



Assistance Agreement

- Box 7. Period of Performance:
36 months total
- Box 12. Total Amount: amount
of total Award/allocation
- Box 13. Funds Obligated:
Amount available for
expenditure
- Box 22. Signature block:
Does not need to be signed
by awardee. “Acknowledge”
button takes place of
signature.

NOT SPECIFIED / OTHER									
ASSISTANCE AGREEMENT									
1. Award No. DE-EE00 [redacted]	2. Modification No.	3. Effective Date 08/31/2009	4. CFDA No. 81.128						
5. Awardee To CITY OF [redacted] Attn: CITY OF [redacted] - PAMELA MOON P.O. BOX 2000 ICEBUCK TX 794570001		6. Sponsoring Office Golden Field Office U.S. Department of Energy Golden Field Office 1617 Cole Blvd. Golden CO 80401		7. Period of Performance 08/31/2009 through 08/30/2012					
8. Type of Agreement ☒ Grant ☐ Cooperative Agreement ☐ Other		9. Authority PL 110-140, EISA 2007 PL 111-5, Recovery Act 2009		10. Purchase Request or Funding Document No. 09EE0 [redacted]					
11. Recipient Address Attn: CITY OF [redacted] - PAMELA MOON P.O. BOX 2000 ICEBUCK TX 794570001		12. Total Amount Govt. Share: [redacted],900.00 Cost Share: \$0.00 Total: [redacted],900.00		13. Funds Obligated This action: [redacted] 900.00 Total: [redacted] 900.00					
14. Point of Contact Thomas [redacted] Phone: 800- [redacted] 15		15. Program Manager Patricia Saito Phone: 303-273-4823		16. Administrator Golden Field Office U.S. Department of Energy Golden Field Office 1617 Cole Blvd. Golden CO 80401-3393					
17. Submit Payment Requests To		18. Paying Office		19. Submit Reports To See Attachment #2					
20. Accounting and Appropriation Code EECBG									
21. Research Title and/or Description of Project RECOVERY ACT: CIVIC CENTER AND MAJON LIBRARY HEATING AND COOLING PHYSICAL PLANT REPLACEMENT PROJECT									
22. Signature of Person Authorized to Sign				23. Signature of Official/Agreement's Officer For the United States of America [Signature]					
24. Date Signed		25. Date Signed		26. Name of Officer Melissa T. Wise		27. Date Signed 09/08/2009			



Assistance Agreement Page 2

Amount of funding
released for drawdown:

“The funds available in
ASAP to the Recipient
through this action is
limited to \$#####”

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED		PAGE OF	
NAME OF OFFEROR OR CONTRACTOR		DE-EE0 [REDACTED]		2 3	
COUNTY OF		A			
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	DUNS Number: In addition to this Assistance Agreement, this award consists of the items listed in the Special Terms and Conditions, Provision 2, Award Agreement Terms and Conditions. In Block 7 of the Assistance Agreement, the Period of Performance reflects the beginning of the project through the end of the current Budget Period, shown as 08/31/2009 through 08/30/2012. Blocks 12 and 13 of this Assistance Agreement indicate the Total Obligated Amount of this project, which is the Recipient's total allocation. The funds available in ASAP to the Recipient through this action is limited to \$[REDACTED] due to the restrictions in 16, National Environmental Policy Act (NEPA) Requirements and Provision Number 20, the Subcontract/Subgrant Approvals, in the Special Terms and Conditions. Once these conditions have been met, the remaining funds will be released to the Recipient according to Provision Number 15, Staged Disbursement Clause of the Special Terms and Conditions. DOE Award Administrator: Yolanda Ramirez E-mail: yolanda.ramirez@go.doe.gov Phone: 303-275-4908 DOE Project Officer: Mitchell Duran E-mail: mitchell.duran@go.doe.gov Phone: 303-275-4772				



Special Terms and Conditions

Phased disbursement of funds

- Awarded - \$5,449,200
- Obligated - \$5,449,200
- Released – \$726,852
- Remainder released after conditions lifted and progress review(s) demonstrate
 - **Satisfactory progress on activities**
 - **Funds expended appropriately**
 - **Compliance with reporting requirements**
 - **Jobs created**



Special Terms and Conditions

Award Condition: NEPA

Activity – City Facilities Solar Covered Parking Project:

Recipient is prohibited from implementing the Solar installations, other energy efficiency improvements, retrofits, or renewable energy generation opportunities, including demolition, repair, replacement, installation, construction, or alteration activities, pending: (1) further submission by Recipient of detailed information specifically describing the types and extent of all activities it intends to implement under this program; and (2) a final NEPA determination from DOE regarding those activities.

Activity – City Facilities Retrofits:

Recipient is prohibited from implementing the Solar installations, other energy efficiency improvements, retrofits, or renewable energy generation opportunities, including demolition, repair, replacement, installation, construction, or alteration activities, pending: (1) further submission by Recipient of detailed information specifically describing the types and extent of all activities it intends to implement under this program; and (2) a final NEPA determination from DOE regarding those activities.

Activities – Green Chips Energy Retrofit Loan Fund and Home Free Nevada Energy Rebates:

Recipient is restricted from distributing Federal funds pending: (1) further submission by Recipient of detailed information specifically identifying all retrofit activities authorized or funded under these programs; and (2) a final NEPA determination from DOE regarding those activities.



Special Terms and Conditions

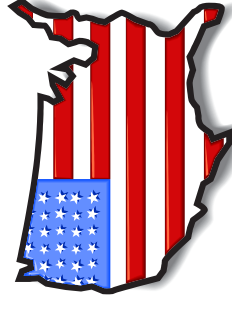
Award Condition: Sub-contract/grant approvals

- Sub-contractors/grants have not been identified
- When identified, they must be approved by DOE
- Upon selection and within 180 days of award date submit info on all subs

- **Name**
- **DUNS Number**
- **Award Amount**
- **Statement of work including applicable activities**
- **EF-1 for all proposed activities**



Special Terms and Conditions



American-made equipment and products

- To the greatest extent practicable, all equipment and products purchased with award funding should be American-made
- Many countries designated as exceptions
- Exception when cumulative cost of such material will increase overall cost of project by more than 25%
- Questions regarding specific items?
Send us an email for a legal determination.



Special Terms and Conditions

Davis-Bacon Act

Laborers paid by Recovery Act funds must receive no less than prevailing local wage rates for construction or repair work.

- For Davis-Bacon guidance go to: <http://www.dol.gov/esa/whd/contracts/dbra.htm>
- To determine labor rates go to: <http://www.wdol.gov/dba.aspx>
- If you still have questions send us an email



Attachment 1: Statement of Project Objectives

- Current SOPO consists of submitted Activity sheets
- Need revised SOPO with tasks & milestones for each activity
- SOPO template will be provided
- Project Officers and Monitors will assist with revisions



Attachment 2: Federal Assistance Reporting Checklist

- Lists required reports & reporting frequency
- Attached instructions describe reports
- Please note special ARRA reporting requirements in special terms and conditions

More on reporting later

DOE F 4000.2 (5/06) All Other Editions Are Obsolete		U.S. Department of Energy FEDERAL ASSISTANCE REPORTING CHECKLIST AND INSTRUCTIONS		TDC Attachment #2	
1. Identification Number: DE-EE-		2. Program/Project Title: Priority EDCBO Formula Projects			
3. Recipient: Maricopa County, AZ					
4. Reporting Requirements:		Frequency	No. of Copies	All 3rd versions	
A. MANAGEMENT REPORTING ☒ Program Report ☐ Special Status Report		Q, A			rtc@doe.gov
B. SCIENTIFIC/TECHNICAL REPORTING (Reports/Products must be submitted with appropriate DOE F 241. The 241 forms are available at www.eri.aesdlink) Forms ☐ Final Scientific/Technical Report DOE F 241.3 ☐ Conference paper/proceedings* DOE F 241.3 ☐ Software/Manual DOE F 241.4 ☐ Other (see special instructions) DOE F 241.3 * Scientific and technical conferences only					
C. FINANCIAL REPORTING ☒ SF-423, Financial Status Report		Q			rtc@doe.gov
D. CLOSURE REPORTING: ☐ Patent Certification ☐ Property Certification ☐ Other					
E. OTHER REPORTING ☐ Annual Indirect Cost Proposal ☐ Annual Inventory of Federally Owned Property, if any ☒ Other		A			See Special Instructions Below
FREQUENCY CODES AND DUE DATES: A - Within 5 calendar days after events or as needed. F - Final, 90 calendar days after expiration or termination of the award. Y - Yearly, 90 days after the end of the reporting period. S - Semi-annually, within 30 days after end of reporting period. Q - Quarterly, within 30 days after end of the reporting period. 3. Special Instructions: NOTE: The Reporting Requirements shown on this checklist are to be used in the interim and will be revised when the EDCBO reporting system is finalized. This checklist will be replaced at that time with a modification to the award. Other Reporting: AMERICAN RECOVERY AND REINVESTMENT ACT REPORTING: See the Special Terms and Conditions for Recovery Act reporting requirements, along with the following web site: www.eri.aesdlink . The required reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act. Recipients are instructed to maintain data in order to report cumulatively beginning with an estimated October 10, 2009 reporting deadline.					



Attachment 3: Budget Information (SF 424A)

- Approved budget for project
- Broken out by Activity
- Alert Project Officer if there are significant changes to budget (funding shifts between activities)



10-CFR-600

Prior Approval

- Any revision to the scope or objectives of the project
- Budget revisions which would require additional funds
- Changes to key persons as specified in grant application
- Need to extend period of availability of funds
- Changes to direct cost categories in budget > 10%
- Pre-award costs and capital equipment



Management Reporting

- Progress report
- Special status report

Financial Reporting

- Form SF425

Other Reporting

- ARRA reporting

ARRA reports due 10 days after each calendar quarter but may change to monthly.



Reporting requirements

ARRA Reporting

- ARRA Reporting website now open for registration
- Reporting templates available for download
- Reports can be submitted 3 ways:
 - Form completed on-line
 - Excel template completed and uploaded
 - XML file created and uploaded

**Next ARRA Report
due Jan. 10th!**

The screenshot shows the FederalReporting.gov website. At the top is the site logo and navigation links: Home, About, Downloads, FAQ, and Help. Below this are three main sections. The first section, 'Log In', contains input fields for 'User ID' and 'Password', a 'Login' button, and a link for 'I forgot my password'. The second section, 'Not Registered?', features a 'Register Now' button. The third section, 'Download Templates', offers 'Microsoft Excel' and 'XML Schema' download options. To the right of these sections is a 'Messages' box with three bullet points: 'Registration begins Monday, August 17, 2009', 'Excel and XML Validation Tool Available September 15th', and 'Reporting begins Thursday, October 1, 2009'. At the bottom right is a 'Registration' box with a brief description of the process and a note about submitting reports.

FederalReporting.gov

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Log In

User ID

Password

Login

[I forgot my password](#)

Not Registered?

Register Now

Download Templates

Microsoft Excel

XML Schema

Messages

- **Registration begins Monday, August 17, 2009.** Registration for all Federal Agencies and Recipients begins Monday, August 17, 2009. The Service Desk will be available for user support from 7 a.m. through 9 p.m. (ET) Monday through Friday to support Registration.
- **Excel and XML Validation Tool Available September 15th:** Registered users of the system will have the ability to test the structure and business rules associated with a sample file to verify compliance before full reporting begins October 1st.
- **Reporting begins Thursday, October 1, 2009.** The FederalReporting.gov system opens for reporting on Thursday, October 1, 2009. The Service Desk will be available 24 hours, 7 days a week during reporting period.

Registration

Registration for all Federal Agencies and Awardees (Prime Recipients and Sub Recipients) begins on Monday, August 17th. Each individual who will be submitting or reviewing reports on behalf of an Agency or a Recipient must register as a user. Before you can submit reports through FederalReporting.gov, you must complete a one-



Progress Report

- Reports entered into Performance and Accountability for Grants in Energy (PAGE) website
- PAGE system will send email invitations when ready
- Do not send reports to EECBG@go.doe.gov
- Reports currently required quarterly – may change to monthly
- Reports due 30 days after each calendar quarter – may change to 10 days after
- If PAGE system not up, progress report template will be provided

Next progress report due Jan. 30th!



Special Status Report

Notify Project Officer within 5 days of events such as:

- Developments with significant favorable impacts
- Significant delays or cost increases
- Death or injuries on project
- NEPA issues/concerns, etc.

Notify Project Officer directly by email.



Financial report

- Federal Financial Report Form SF425
- New form as of this year
(takes the place of SF269 and SF272)
- Will be completed in PAGE
- Currently required quarterly – may change to monthly
- Currently due 30 days after each calendar quarter – may change to 10 days after



PAGE Preview



U.S. DEPARTMENT OF
ENERGY

Energy Efficiency &
Renewable Energy

Weatherization & Intergovernmental Program

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Performance and Accountability for Grants in Energy (PAGE)

Login

Forgot Password

Introduction to PAGE

The Performance and Accountability for Grants in Energy (PAGE) System is a tool that is being developed by Energy Efficiency and Renewable Energy's Office of Weatherization and Intergovernmental Program. Once fully launched, the site will provide grantees with the ability to electronically submit and manage grant performance and financial information.

**Upcoming Critical Dates**

- October 10, 2009 – Energy Efficiency and Conservation Block Grant (EECBG) Performance and Financial Reports are due

Features

**EERE Recovery Act Activities**

**Energy Efficiency and Conservation Block Grant Program**

**EERE Information Center**

**The Energy Lab**
Related Links and Forms

**State Energy Program**

URL: WWW.PAGE.ENERGY.GOV



Your application is uploaded into PAGE



U.S. DEPARTMENT OF
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Energy Efficiency &
Renewable Energy

Weatherization & Intergovernmental Program

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Performance and Accountability for Grants in Energy (PAGE)

Grant Search:

Grant #: SC0001439 Grantee: Hall County Board of Commissioners

Application

SF-424

Activity Workbook

Financial Reporting

Performance Reporting

OMB Reporting

Reports

System Administration

User Management

Application for Federal Assistance

The Application Module is used by grantees to enter applications, activity worksheets, and plans depending on the program. The information that is required to be part of the application is dictated by grant guidance.

Select Application Date Signed:

Description	Date Created
Activity WorkSheet	09/10/2009
Activity WorkSheet	09/10/2009
Application For Federal Assistance (SF-424)	09/10/2009
Project/Performance Site Location	09/10/2009

Tracked metrics are based on submitted Activity sheets



Training videos available on website



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Performance and Accountability for Grants in Energy (PAGE)

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General System Videos

Navigating the PAGE Site:

An overview of the PAGE site, including logging in, navigation, and site features.

My Profile:

How to change your password, security question, and edit your profile

Sending Invitations:

How to invite a colleague to create a PAGE user account

Entering and Submitting

How a grantee creates, reviews, and submits an activity

Energy Efficiency and Conservation Block Grant (EECBG) Program Activity Workbook

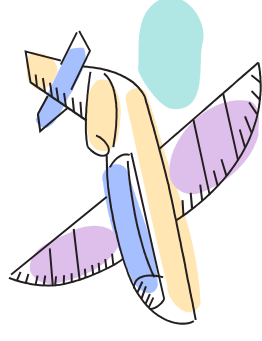
Training Videos are 5-7 minutes each



Desktop monitoring



- Examination of all reports to
 - **Assess progress toward goals and objectives**
 - **Determine compliance with Federal rules and regulations**
 - **Assess fiscal tracking of resources expended**



Onsite Monitoring

- Scheduled visits of at least 30% of grants above \$2M each year (minimum requirement)
- Random onsite monitoring visits in each state each year
- Rapid Response Team will visit when high-risk problems are identified



- Periodic comprehensive progress reviews will be conducted
- Onsite and desktop monitoring reports used to assess compliance with grant requirements
- Grantee expected to demonstrate continued progress in:
 - **Funds expenditure**
 - **Compliance with reporting requirements**
 - **Jobs creation**
- If deficiencies found, Grantee must provide corrective action plan (CAP).



- Authorized for Advance Payments
- Funds electronically transferred to organization upon payment request
- Must enroll in ASAP before making requests
- Enrollment email with required forms was sent by Barbara Huyck to organization contact
- Barbara is available to answer questions at: barbara.huyck@go.doe.gov or 303-275-4746
- For more info on ASAP enrollment, go to:

http://fms.treas.gov/asap/pr_questions_enrollment.html



Recipient presentation of Activities & status

For each Activity:

- 1) **Overview of Activity objectives and approach to successful implementation.**
- 2) **Description of Activity tasks**
- 3) **Activity milestones & schedule/timeline**
- 4) **Current status**



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Questions?