



U.S. Department of Energy
**Energy Efficiency
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Kick Off Meeting for New Fuel Cell Projects

*Greg Kleen
U.S. Department of Energy
Golden Field Office
Golden, CO*

September 28, 2010



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Overview

1. Role of the Golden Field Office
2. Golden Field Office Contacts
3. Projects Selected and DOE Contacts
4. Standard Reporting Requirements
5. Hydrogen Safety Plan
6. 2011 FCT Program Annual Merit Review
7. Annual Progress Report



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Role of the Golden Field Office

- Golden (GO) is EERE's Project Management Center (PMC)
- GO serves as the "Project" office while the DC office (HQ) serves as the "Program" office
- Initiate and administer financial assistance awards for EERE Programs
 - Fuel Cell Technologies
 - Biomass
 - Solar
 - Wind/Water
 - Geothermal
 - Industrial Technologies
 - State Energy
- GO provides technical field project management in support of EERE HQ Programs
- Responsible for managing cost/schedule/technical progress at the project level



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Golden Field Office Contacts

Golden Project Officers	Phone	E-mail
Reginald Tyler – Team Lead/Branch Chief	(303) 275-4929	Reginald.tyler@go.doe.gov
Jesse Adams	(303) 275-4954	Jesse.adams@go.doe.gov
Jim Alkire	(303) 275-4795	James.alkire@go.doe.gov
Paul Bakke	(303) 275-4916	Paul.bakke@go.doe.gov
Greg Kleen	(303) 275-4875	Gregory.kleen@go.doe.gov
Dave Peterson	(303) 275-4956	David.peterson@go.doe.gov
Katie Randolph	(303) 275-4901	Katie.randolph@go.doe.gov

Navarro– Project Monitors	Phone	E-mail
Kim Cierpik	(720) 356-1266	Kim.cierpik@go.doe.gov
Shaun Onorato	(720) 356-1309	Shaun.onorato@go.doe.gov
Kristian Whitehouse	(720) 356-1363	Kristian.whitehouse@go.doe.gov



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Projects and DOE Contacts

Recipient	GO Project Officer	HQ Technology Development Manager
DuPont	David Peterson	Jason Marcinkoski
General Motors	Greg Kleen	Dimitrios Papageorgopoulos
General Motors	David Peterson	Donna Ho
Illinois Institute of Technology	Katie Randolph	Jason Marcinkoski
Ion Power	Reginald Tyler	Donna Ho
Northeastern University	Reginald Tyler	Kathi Epping Martin
University of South Carolina	Katie Randolph	Jason Marcinkoski



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Reporting

- **Standard Reporting Requirements**

- Found in the Federal Assistance Reporting Checklist and/or the Project Management and Reporting Task of the SOPO
- Due 30 days after the end of each quarter
- Reports are uploaded to the PMC (Project Management Center Website)
 - <https://www.eere-pmc.energy.gov/SubmitReports.aspx>

- **Quarterly Financial Report (SF425)**

- Report formatted to help DOE track project spending versus federal dollars released and cost share requirements

- **Quarterly Technical Report**

- Summarizes task specific work for the quarter and key programmatic issues.
- Includes information for tasks to be completed in the next quarter and any key issues that will affect progress.

- **Final Reporting Requirements**

- Includes Final Scientific Report, Final Financial Status Report, Patent Certification, and Property Certification Forms
- Due 90 days after expiration or termination of award



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Uploading Reports to PMC Database

- <https://www.eere-pmc.energy.gov/SubmitReport.asp>
- Award Number (EE000XXX), Name (PI or BPOC), E-mail, and Phone Number are required to login

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EERE Project Management Center

[← EERE PMC Home](#)

- About the PMC**
- Business Opportunities**
- Recipient Resources**
 - Submit Reporting Requirements**
 - NEPA Compliance Information
 - SEP Reference Documents
 - Congressionally Directed Projects
 - Hawaii Clean Energy Initiative
 - Forms
 - Questions and Comments
- Meetings & Workshops**
- Newsletters**
- Glossary of Terms**
- Event Photo Libraries**
- Contacts**
- DOE Officials Login**

Submit Reporting Requirements

Award Recipients may submit reporting requirements thru this page

Your award package should have an award number on its cover page. Use the last 7 alpha numeric digits as your "Award Number" for your Login. All fields are required! (see example below)

DE-FG-08	GO12345
or	
DE-EE 1234567	Award Number

Award Number

Name: Phone: - -

Email:

[Printable Version](#)



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Quarterly Financial Status Report (SF425)

- Download from the PMC Website
 - (<https://www.eere-pmc.energy.gov/Forms.aspx>)
- Instructions for SF425 included on Website
- Report required on a quarterly basis and is accumulative since project start
- Information to report on includes:
 - Current quarter dates
 - Amount of Federal funds issued to date
 - Payments made by grant recipient
 - Federal costs not withdrawn yet
 - Cost share required on the amount of federal dollars spent to date
 - Actual cost share on the amount of federal dollars spent to date
- Most important to DOE is the cost share spent to date and the remaining cost share needed to be met

FEDERAL FINANCIAL REPORT										
(Follow form instructions)										
1. Federal Agency and Organizational Element to Which Report is Submitted Department of Energy		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) CID Number here					Page 1 of 1		1	pages
3. Recipient Organization (Name and complete address including Zip code) Company or Organization Name here										
4a. DUNS Number		4b. EIN		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year) Dates here			To: (Month, Day, Year) Dates here			9. Reporting Period End Date (Month, Day, Year) Dates here				
10. Transactions (Use lines a-c for single or multiple grant reporting)										
Federal Cash (To report multiple grants, also use FFR Attachment):										
a. Cash Receipts					NA for Commercial Entities					
b. Cash Disbursements					NA for Commercial Entities					
c. Cash on Hand (line a minus b)					NA for Commercial Entities					
(Use lines d-o for single grant reporting)										
Federal Expenditures and Unobligated Balance:										
d. Total Federal funds authorized					How much Fed funds obligated to date					
e. Federal share of expenditures					Payments made by recipient					
f. Federal share of unobligated obligations					DOE share of accrued expenses for the project that need to be obligated, but not paid yet for reporting period					
g. Total Federal share (sum of lines e and f)					Sum lines 10e and 10f					
h. Unobligated balance of Federal funds (line d minus g)					Difference of lines 10d and 10g					
Recipient Share:										
i. Total recipient share required					Cost share required to date					
j. Recipient share of expenditures					Cost share of the amount of money that recipient has spent to date					
k. Remaining recipient share to be provided (line i minus j)					Difference between lines 10i and 10j					
Program Income:										
l. Total Federal program income agreed					Program Income					
m. Program income expended in accordance with the deduction alternative					Program Income					
n. Program income expended in accordance with the addition alternative					Program Income					
o. Unexpended program income (line l minus line m or line n)					Program Income					
11. Interest Expense										
a. Type		b. Rate		c. Period From (Month, Day, Year)		d. Base		e. Amount Charged		
					f. Federal Share					
					g. Totals					
12. Remarks: Attach any expansions deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.										
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, misleading, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1033)										
a. Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)					
					d. Email address					
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)					
14. Agency use only:										
Standard Form 425 White Address Number: 10000000 Expiration Date: 10/31/2011										
Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0261. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0261), Washington, DC 20503.										



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Final Reporting & Other Reporting Requirements

- Participation in Project Reviews, including Fuel Cell Tech Team meetings
- Final Reporting includes: Final Scientific Report, Final Financial Status Report, Patent Certification, and Property Certification Forms
- **Final Scientific Report**
 - No confidential or proprietary information
 - Comply with requirements in the Terms and Conditions for the award
 - Provide executive summary and keywords
 - Summarize project activities for the entire period of funding
 - Address how tasks, milestones, project objectives, and scope were met
 - Detail future work that should be done to continue progress
 - Identify products developed under the award
 - Publications
 - Technologies
 - Websites
 - Inventions/Patents
 - Databases,/Software/Models
 - Consistent formatting of charts and graph
 - Consistent unit use throughout document

The image shows three overlapping forms. The top form is the 'FEDERAL FINANCIAL REPORT' with fields for 'Project Name and Organizational Element', 'Department of Energy', and 'Project Description'. The middle form is the 'U.S. DEPARTMENT OF ENERGY FINANCIAL ASSISTANCE PROPERTY CLOSEOUT CERTIFICATION' with sections for 'EQUIPMENT' and 'PATENT CERTIFICATION'. The bottom form is the 'PATENT CERTIFICATION' with a table for 'TITLE', 'INVENTOR', 'DATE RECORDED', and 'DOE FILE NO.' and a section for 'The following period is covered by this certification'.



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Hydrogen Safety Plan

- The project safety plan is meant to help identify and avoid potential hydrogen and related incidents.
- Should address:
 - Potential threats and impacts to personnel, equipment and the environment.
 - Consideration given to the identification and analysis of safety vulnerabilities, prevention of hazards, mitigation of risks and effective communications.
- Plan should not contain any proprietary or confidential information
- Due 90 days after award is made
 - Safety panel will make comments and return document to award recipient
 - After comments, award recipient has 30 days to respond
- See document for more information:
(http://www.eere.energy.gov/hydrogenandfuelcells/pdfs/safety_guidance.pdf)

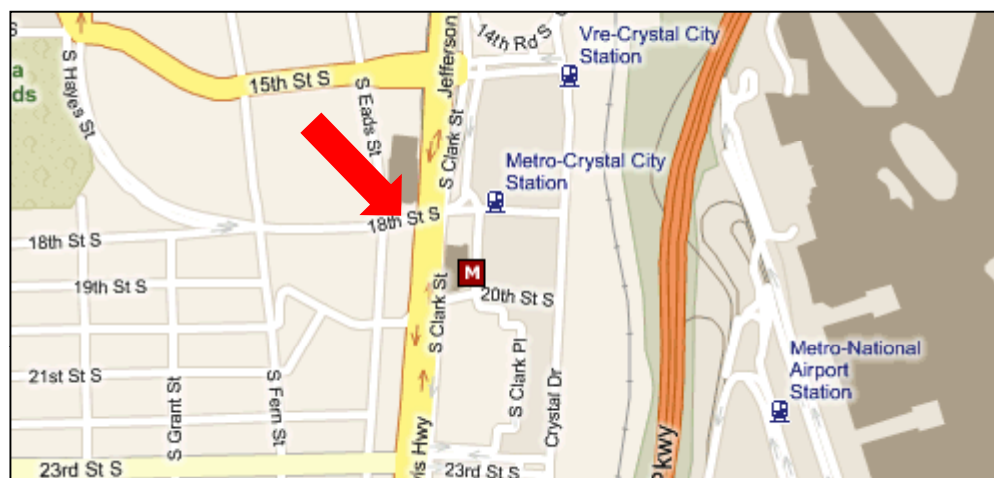


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2011 FCT Program Annual Merit Review

- May 9-13, 2011
- Washington, D.C. at the Marriott Crystal City
 - 1999 Jefferson Davis Highway
Arlington, Virginia 22202 USA
- Oral or Poster Presentation Required
 - DOE representative will contact recipient concerning the type of presentation to prepare for
- More information at (<http://annualmeritreview.energy.gov/>)





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Annual Progress Report

- The Annual Progress Report for the DOE Hydrogen Program summarizes the hydrogen and fuel cell R&D activities and accomplishments for the fiscal year and contains all the technical reports for current projects.
- Report includes information on technical progress, accomplishments, and results.
- PI will be contacted by someone other than the PO & TDM approximately one month following the Annual Merit Review
- The Annual Progress Report is due 3-4 weeks after being notified
- Previous year reports can be located at:
 - http://www.hydrogen.energy.gov/annual_progress.html

