

DOE OFFICE OF INDIAN ENERGY

Deployment Projects Kick-off Meeting Webinar

Lizana Pierce, Deployment Supervisor, Senior Engineer, and FOA Manager

Tweedie Doe, DOE Lead Project Officer



Deployment Supervisor Lizana Pierce, Denver, CO



- As Deployment Supervisor, Lizana Pierce manages the implementation of the Office of Indian Energy deployment program, including technical assistance, financial assistance, and education and capacity building.
- As senior engineer, she also serves as the principal engineering expert on these programs for the Director and Deputy Director.
- She also manages the national funding opportunity announcements and acts as DOE Project Officer for some of the resultant grants and agreements.
 - Holds a Bachelor of Science degree in mechanical engineering
 - Brings 30 years of experience in energy technologies, project development, and management
 - Has dedicated nearly 25 years to assisting Indian tribes in developing their energy resources and building their human capacity to realize their energy visions

“One of the things that motivates me the most is the ability to touch people [and] to see how these energy projects have had a positive impact on the everyday lives of people and tribal communities.”

Lead Project Officer Tweedie Doe, Denver, CO

- As Lead Project Officer, Tweedie Doe serves as a financial assistance program resource to tribes.
- She also oversees, reviews, analyzes, and evaluates a diverse grants portfolio comprising cooperative agreements, awards, and projects.
 - Holds a bachelor's degree in political science and a master's degree in international studies with emphasis on economics and human rights
 - Certified as a Project Management Professional and Project Officer and Contracting Officer Representative
 - Prior to joining DOE, worked with the Council of Energy Resource Tribes, collaborating with tribal leadership on energy and resource planning and management



“Each person on our team amazes me with their talents and commitment to our mission to improve the standard of living for tribal members. The drive I see in each person motivates me to do my part.”

General Engineer Josh Gregory, Denver, CO



- Josh Gregory serves as a technical expert administering financial assistance awards to American Indian Nations, Alaskan Native Villages, and tribal and intertribal organizations.
- He joined the Office of Indian Energy as an engineer in September 2021 and is duty-stationed in Denver, where he was born and raised.
 - Holds a Bachelor of Science in mechanical engineering
 - Prior to joining DOE, served 5 years as a mechanical engineer with the DOI Division of Energy and Mineral Development, assisting tribes with energy planning, assessment, and project development



“Working in tribal energy has by far been the most inspiring and fulfilling work for me and I am honored to be a part of the team.”

General Engineer Mike Vehar, Miami, FL



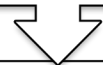
- Mike Vehar serves as a technical expert administering financial assistance awards to American Indian Nations, Alaskan Native Villages, and tribal and intertribal organizations.
- He joined the Office of Indian Energy as an engineer in March 2023 and is duty-stationed in Miami, FL.
 - Holds a Bachelor of Science degree in Industrial Engineering Technology and Master's in Engineering Management and Systems
 - Prior to joining the DOE, served the Office of Indian Energy as a contractor engineer and technical project monitor administering financial assistance awards.
 - He also served in a similar role for the DOE Bioenergy Technologies Office, Solar Energy Technologies Office, and the Tribal Energy Efficiency and Conservation Block Grant Program.

"I am honored to be a part of the team working to advance the mission of the Office of Indian Energy for the ultimate benefit of American Indians and Alaska Natives."

Agenda



Purpose



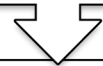
Roles and Responsibilities



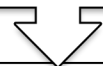
Communication Protocol



Agreement Documents



Award Administration Requirements



Resources



Questions

Purpose

- Provide you information on award documents and other requirements of the pending DOE grant.
- Answer any of your general questions regarding the grant agreement





Roles and Responsibilities

DOE Project Contacts

Name	Role	Responsibility
<ul style="list-style-type: none"> • Lizana Pierce 	Deployment Supervisor & FOA Manager	<ul style="list-style-type: none"> • Responsible for implementing the Office of Indian Energy Deployment Program: Technical Assistance, Financial Assistance; and Education and Capacity Building • Oversees the Deployment Program activities, staff, and technical aspects of the financial assistance process and projects
<ul style="list-style-type: none"> • Tweedie Doe • Josh Gregory • Lizana Pierce • Mike Vehar 	Project Officers	<ul style="list-style-type: none"> • Responsible for the technical aspects of the financial assistance process and projects • Prime contact throughout the agreement • Reviews, negotiates, and finalizes the Statement of Project Objectives (SOPO), technical milestones/deliverables, and Environmental Questionnaire • Reviews the Budget and Budget Justification to ensure that the proposed costs are reasonable and support the SOPO • Leads all negotiation calls • Reviews quarterly and final reports • Reviews and approves invoice payments
<ul style="list-style-type: none"> • Jami Alley • Sam Baker • Nathan Ballenger • Pat Gwin • James Jensen • Terrell Jones • Jennifer Luna • Kris Venema • Roberta Wells 	Project Monitors (Contractors)	<ul style="list-style-type: none"> • Supports Project Manager for specific projects • Secondary contact throughout the agreement • Assists with reviews, negotiates, and finalizes the SOPO, technical milestones/deliverables, and Environmental Questionnaire • Helps review the Budget and Budget Justification to ensure that the proposed costs are reasonable and support the SOPO • Helps review quarterly and final reports • Available to assist recipients and answer questions

Federal Deployment Team



Lizana Pierce, Senior Engineer and Deployment Supervisor



Tweedie Doe, Lead Project Officer



Michael Stevenson, Lead General Engineer



Tommy Jones, Deployment Specialist



Josh Gregory, General Engineer



Mike Vehar, General Engineer

Project Monitors – Contractor Team



Jennifer (Jen) Luna, Lead



Jami Alley



Kris Venema



Nathan Ballenger



James Jensen

Project Monitors – Contractor Team



Sam Baker



Terrell Jones



Pat Gwin



Roberta (Bobbie) Wells



Brandon Kiger

DOE Procurement, Legal and NEPA

Name	Role	Responsibility
<ul style="list-style-type: none"> • Liz Parrish 	Contracting Officer	<ul style="list-style-type: none"> • Authorized to execute awards on behalf of DOE and is responsible for the business management and non-program aspects of the financial assistance process • The <u>only</u> person who has the authority to obligate government funds, commit the government, and authorize new awards and changes to awards.
<ul style="list-style-type: none"> • Mandy Aden • Elizabeth Jones • Susan Manley • Abdulwahab Salih 	Grants Management/ Contracts Specialist	<ul style="list-style-type: none"> • Reviews the Budget Justification to ensure all proposed costs are treated in accordance with the applicable cost principles and evaluates the allowability, allocability, and reasonableness of the costs • Assists negotiation process
<ul style="list-style-type: none"> • Kim Graber 	Legal Counsel	<ul style="list-style-type: none"> • Provides legal advice and guidance to the program • Reviews external documents • Approves Evaluation and Selection Plan, Eligibility Determination, and Selection Statement and Analysis • Makes Conflict of Interest Determinations
<ul style="list-style-type: none"> • Casey Strickland 	NEPA Compliance Officer	<ul style="list-style-type: none"> • Reviews proposed projects to evaluate the environmental and related social and economic effects of their proposed actions to ensure compliance with the National Environmental Policy Act (NEPA) • Makes NEPA determinations on DOE funded projects • Determines if a project will trigger any other regulatory requirements and ensures compliance with these regulations through actions such as consultation under the National Historic Preservation Act or the Endangered Species Act

Roles & Responsibilities: Recipient

Contact



Business Contact

Must be a representative of the Recipient entity authorized to act on behalf of the Recipient in the daily administration of the grant and to negotiate the agreement (not necessarily the signatory).

All DOE official written correspondence related to this award agreement, would be addressed to the “Business Contact”.

- Represents the organization relative to administrative and grant management;
- Maintains registrations in SAM;
- Maintains registrations in FedConnect.net;
- Formally accepts new award agreement and modifications in FedConnect.net;
- Ensures invoicing of the grant funds;
- Addresses questions relative to indirect rates, financial systems, and audits; and
- Ensures completion of quarterly financial report submissions and final financial reporting.



Project Manager

Authorized to act as the “project manager” on behalf of the Recipient entity and would be the prime point of contact for DOE’s Project Officer during the project performance.

- Is the point of contact for the DOE Project Officer;
- Acts as the project manager on behalf of the Recipient organization;
- Completes the quarterly Progress Reports and Final Technical Report;
- Presents project progress at the Annual Program Review meeting;
- Generally manages and/or implements the project on behalf of the recipient organization.

Functions may be performed by one person or multiple people. For grant purposes, DOE is requesting one individual be designated to represent the Applicant organization as the Business Contact and one as the Project Manager. In some cases, the recipient may designate one individual to act as both the Business Contact and Project Manager.



Communication Protocol



Communication Protocol

- 1) DOE's communication will be exclusively with the Recipient. DOE has no privity of contract with any subcontractors, consultants, or vendors.
- 2) Expect direct, frequent and open communication on all project related matters (*e.g., project progress, DOE reimbursement, administrative changes to the agreement, reporting*).
- 3) Quarterly Progress and Financial Reports are the formal means for Recipients to communicate progress (*reminders from DOE sent in advance of due date with forms/templates*).
- 4) Recipient should notify the DOE Project Contacts directly of any unplanned situation (*more on formal notification requirements later in the presentation*).
- 5) Any requests for Award Modification should be made via email to your DOE Project Contacts.





Agreement Documents



Congratulations!

Awardees notified of award
and provided Recipient
Guide



U.S. DEPARTMENT OF ENERGY | Office of Indian Energy | Recipient's Guide to Award Negotiation and Administration

Recipient's Guide to Award Negotiation and Administration

June 2017

U.S. DEPARTMENT OF ENERGY | Office of Indian Energy

Special Terms and Conditions

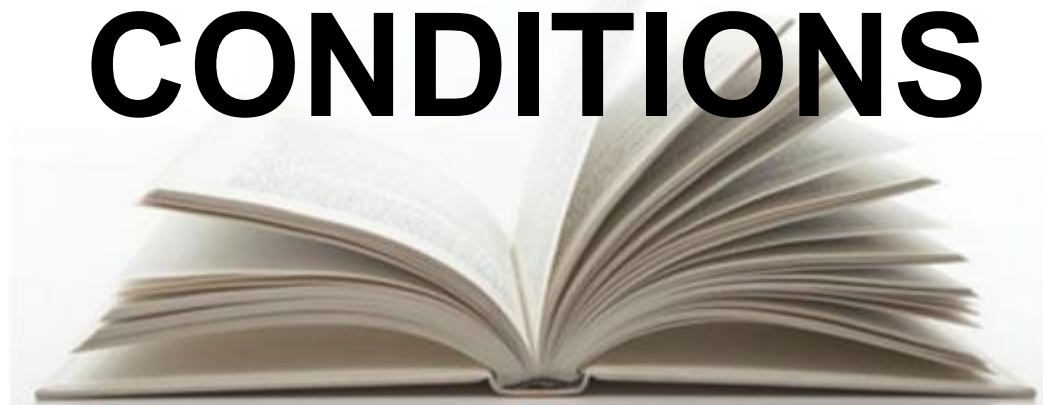
_____ ("Recipient"), which is identified in Block 5 of the Assistance Agreement, and the Office of Energy Efficiency and Renewable Energy ("EERE"), an office within the United States Department of Energy ("DOE"), enter into this Award, referenced above, to achieve the project objectives and the technical milestones and deliverables stated in Attachment 1 to this Award.

This Award consists of the following documents, including all terms and conditions therein:

	Assistance Agreement
	Special Terms and Conditions
Attachment 1	Statement of Project Objectives and Milestone Summary Table
Attachment 2	Federal Assistance Reporting Checklist and Instructions
Attachment 3	Budget Information SF-424A
Attachment 4	Intellectual Property Provisions
Attachment 5	[Complete Text for additional attachments]

Read Your Agreement

**READ THE AWARD
DOCUMENTS
ESPECIALLY THE
SPECIAL TERMS AND
CONDITIONS**



Agreement Documents

- Assistance Agreement
- Special Terms and Conditions
- Attachment 1, Statement of Project Objectives (SOPO)
- Attachment 2, Federal Assistance Reporting Checklist
- Attachment 3, Budget Information
- Attachment 4, Intellectual Property Provisions

Note: Agreement documents, once executed by the DOE Contracting Officer will be available in FedConnect.net for Recipient acknowledgement.



Agreement Documents

Assistance Agreement

- Award Number
- Start and End Dates
- Project Title
- Funding Amounts
- Key Contacts
- DOE Officer Signatures
- Additional notes (Continuation Sheet)

ASSISTANCE AGREEMENT			
1. Award No.s DE-EE0006832d	2. Modification No.s	3. Effective Dates 2/19/2013d	4. CFDA No.s
5. Awarded To's	6. Sponsoring Offices	7. Period of Performances	
8. Type of Agreements <input type="checkbox"/> Grants <input type="checkbox"/> Cooperative Agreements <input type="checkbox"/> Others	9. Authority	10. Purchase Request or Funding Document No.s	
11. Remittance Address	12. Total Amounts Govt. Share : \$0.00d Cost Share : \$0.00d Total : \$0.00d	13. Funds Obligated This action: \$0.00d Total : \$0.00d	
14. Principal Investigators	15. Program Managers	16. Administrators Golden Field Officed U.S. Department of Energy Golden Field Office 5013 Denver West Parkway Golden CO 80401	
17. Submit Payment Requests To's	18. Paying Offices	19. Submit Reports To's	
20. Accounting and Appropriation Data See Scheduled			
21. Research Title and/or Description of Project s			
22. Signature of Person Authorized to Sign For the Recipients		25. Signature of Grants/Agreements Officers For the United States of Americas	
23. Name and Titles	24. Date Signed	26. Name of Officers	27. Date Signed


UNIT PRICES (E)	AMOUNTS (F)

PAGES	OF
2	2

Agreement Documents

Special Terms & Conditions

- Flow Down Requirements
- NEPA Requirements or Conditions
- Performance of Work in United States
- Purchase of American-Made Equipment and Products
- Property, Equipment, and Supplies Requirements and Provisions
- Cost Sharing Requirements
- Pre-award Costs
- Program Income
- Payment Procedures
- Budget Changes
- Subrecipient and Vendor Approvals


U.S. DEPARTMENT OF ENERGY
Office of
Indian Energy

Special Terms and Conditions


_____ (“Recipient”), which is identified in Block 5 of the Assistance Agreement, and the Office of Energy Efficiency and Renewable Energy (“EERE”), an office within the United States Department of Energy (“DOE”), enter into this Award, referenced above, to achieve the project objectives and the technical milestones and deliverables stated in Attachment 1 to this Award.

This Award consists of the following documents, including all terms and conditions therein:

	Assistance Agreement
	Special Terms and Conditions
Attachment 1	Statement of Project Objectives and Milestone Summary Table
Attachment 2	Federal Assistance Reporting Checklist and Instructions
Attachment 3	Budget Information SF-424A
Attachment 4	Intellectual Property Provisions
Attachment 5	[Complete Text for additional attachments]

The following are incorporated into this Award by reference:

- DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910 at <http://www.eCFR.gov>.
- Research Terms & Conditions and the DOE Agency Specific Requirements at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp> (if the Award is for research and the Award is to a university or non-profit).
- National Policy Assurances, to be incorporated as Award Terms in effect on date of award at <http://www.nsf.gov/awards/managing/rtc.jsp>.
- The Recipient's application/proposal as approved by EERE.
- Applicable program regulations at <http://www.eCFR.gov> *[Specify regulation and date, if applicable, otherwise delete]*.



Template Version 03/11/16

Agreement Documents – Attachment 1

Statement of Project Objectives (SOP)

- Documents the project objectives & milestones
- Written in general terms to allow flexibility

Milestone Summary Table							
Recipient Name:		Project Title:					
Task Number	Task or Subtask (if applicable) Title	Milestone Type (Milestone)	Milestone Number*	Milestone Description	Milestone Verification Process (What, How, Who, Where)	Anticipated Date (Months from Start of the Project)	Anticipated Quarter (Quarters from Start of the Project)
1.0	Material synthesis						
1.1	Batch Quality	Milestone	1.1.1	Demonstrate a 1L batch size with a >1.5% absolute performance improvement over a non-coated device	Send 5 slides to NREL for transmission test, 3 must meet pass over 350~1000nm ASTM173 spectrum	1	1
1.1	Batch Quality	Milestone	1.1.2	Demonstrate a 1L batch size with a >2.0% absolute performance improvement over a non-coated device	Send 5 slides to NREL for transmission test, 3 must meet pass over 350~1000nm ASTM173 spectrum	6	2
1.1	Batch Quality	Milestone	1.1.3	Demonstrate a 1L batch size with a >2.5% absolute performance improvement over a non-coated device	Send 5 slides to NREL for transmission test, 3 must meet pass over 350~1000nm ASTM173 spectrum	14	5
1.2	Batch Volume	Milestone	1.2.1	Demonstrate a 100L batch size with a >2.0% absolute performance improvement over a non-coated device	Send 5 slides to NREL for transmission test, 3 must meet pass over 350~1000nm ASTM173 spectrum	10	4
1.2	Batch Volume	Milestone	1.2.2	Demonstrate a 1000L batch size with a >2.5% absolute performance improvement over a non-coated device	Send 5 slides to NREL for transmission test, 3 must meet pass over 350~1000nm ASTM173 spectrum	16	6

DE-IE000XXXX.0000
Attachment 1

STATEMENT OF PROJECT OBJECTIVES

Solar Electric Deployment Project on Tribal Facilities

A. Project Objectives

The project objective is to install up to approximately 695 kilowatts of solar electric modules on the roofs of up to nine Tribal facilities with trust or fee status and located on the Reservation. The maximum system size is approximately 695 kilowatts that will generate an estimated 817,000 kilowatt-hours of energy per year with an estimated \$80,000 in projected revenue per year at net-meter rates.

The three primary benefits to the Tribe from this project are:

- 1) Construction of approximately 695 kilowatts of photovoltaics to supply more than 10% of energy consumption,
- 2) The funding strategy will introduce the Tribe to new avenues to pursue different energy technologies,
- 3) The project will be a significant contribution to the Tribe's renewable portfolio.

B. Project Summary

Solar arrays are planned to be installed on the roof of each of the nine building. Each building will undergo the necessary engineering and design to meet system and code requirements. The maximum system size is approximately 695 kilowatts that will generate an estimated 817,000 kilowatt-hours of energy per year with an estimated \$80,000 in projected revenue per year at net-meter rates. System size for each individual project was based on solar resource, energy consumption data, roof top dimensions and condition, interconnection capabilities, and utility net-meter criteria.

C. Tasks To Be Performed

Task 1 - Financial Strategy

Task 1.1 Initiate Capital Improvement Project (CIP), M1 to M3


The CIP process is a standard exercise for all Tribal capital projects that receive Tribal contribution, grants, and funding from other sources to complete capital projects. The CIP process is divided into four tasks:

- I. Project Request & CIP Package;
- II. Project Ranking & Approval;
- III. Professional Contract Approval & Design; and
- IV. Project Bidding & Construction.

Agreement Documents – Attachment 2

Federal Assistance Reporting Checklist

- Quarterly Reports (Due 30 days after the calendar quarter)
 - Progress Report
 - Financial Report (SF-425)
- Final Reporting (Due 120 days after the project end date)
 - Final (comprehensive) Scientific/Technical Report
 - Final Financial Report (SF-425)
 - Final Property Report (SF-428 & SF-428B)
- Annual reporting at the Program Review

 U.S. DEPARTMENT OF ENERGY Office of Indian Energy			IE R 540.136-01: Federal Assistance Reporting Checklist (FARC) 08/2019
			Attachment 2
1. Award Number:		2. Program/Project Title:	
3. Recipient:			
4. Reporting Requirements (see attached "DOE Reporting Instructions"):		Frequency	Addressees* *See attached "DOE Reporting Instructions" for complete submission instructions
I. PROJECT MANAGEMENT REPORTING <input type="checkbox"/> A. Research Performance Progress Report (RPPR) (RD&D Projects) <input checked="" type="checkbox"/> B. Progress Report (Non-RD&D Projects) <input checked="" type="checkbox"/> C. Financial Report (SF-425) <input type="checkbox"/> D. Special Status Report <input type="checkbox"/> E. Continuation Application <input checked="" type="checkbox"/> F. Other (see Special Instructions)		Q F Q A	A. https://www.eere-pmc.energy.gov/SubmitReports.aspx B. https://www.eere-pmc.energy.gov/SubmitReports.aspx C. https://www.eere-pmc.energy.gov/SubmitReports.aspx D. https://www.eere-pmc.energy.gov/SubmitReports.aspx E. https://www.eere-pmc.energy.gov/SubmitReports.aspx F. https://www.eere-pmc.energy.gov/SubmitReports.aspx
II. SCIENTIFIC / TECHNICAL REPORTING <input checked="" type="checkbox"/> A. Final Scientific/Technical Report <input type="checkbox"/> B. Accepted Manuscript of Journal Article <input type="checkbox"/> C. Scientific/Technical Conference Paper/Presentation/Proceeding <input type="checkbox"/> D. Scientific / Technical Software & Manual <input type="checkbox"/> E. Scientific / Technical Dataset <input type="checkbox"/> F. Other STI (Dissertation / Thesis, see Special Instructions)		F	A. http://www.osti.gov/elink-2413 B. http://www.osti.gov/elink-2413 C. http://www.osti.gov/elink-2413 D. http://www.osti.gov/estsc/241-4.jsp or https://www.osti.gov/doecode/ E. https://www.osti.gov/elink/2416-submission.jsp F. http://www.osti.gov/elink-2413
III. CLOSEOUT REPORTING <input type="checkbox"/> A. Invention Certification (DOE F 2050.11) <input checked="" type="checkbox"/> B. Final Property Report (SF-428 & SF-428B) <input type="checkbox"/> C. Other (see Special Instructions)		F	A. https://www.eere-pmc.energy.gov/SubmitReports.aspx B. https://www.eere-pmc.energy.gov/SubmitReports.aspx C. https://www.eere-pmc.energy.gov/SubmitReports.aspx
IV. OTHER REPORTING <input type="checkbox"/> A. Intellectual Property Reporting <input type="checkbox"/> B. Invention Utilization Report <input type="checkbox"/> C. Project Management Plan (PMP) <input type="checkbox"/> D. Annual Incurred Cost Proposal <input type="checkbox"/> E. DOE For-Profit Compliance Audit <input checked="" type="checkbox"/> F. Single Audit: States, Locals, Tribal Governments, and Non-Profits <input checked="" type="checkbox"/> G. Annual Property Inventory (SF-428A) <input type="checkbox"/> H. Property Disposition Request/Report (SF-428 & SF-428C) <input type="checkbox"/> I. Uniform Commercial Code (UCC) Financing Statements <input type="checkbox"/> J. Federal Subaward Reporting System (FSRS) <input type="checkbox"/> K. Other (see Special Instructions)		O Y	A. http://www.iEdison.gov B. https://www.eere-pmc.energy.gov/SubmitReports.aspx C. https://www.eere-pmc.energy.gov/SubmitReports.aspx D. See section IV. D. for instructions and due dates E. See section IV. E. for instructions and due dates F. See section IV. F. for instructions and due dates G. https://www.eere-pmc.energy.gov/SubmitReports.aspx H. https://www.eere-pmc.energy.gov/SubmitReports.aspx I. See section IV. I. for instructions and due dates J. See section IV. J. for instructions and due dates https://www.fsrs.gov/ K. https://www.eere-pmc.energy.gov/SubmitReports.aspx

Agreement Documents – Attachment 3

Budget Information Sheet (SF-424A)

- Reflects the agreed to DOE funds and cost share contributions
- Recipient may move up to 10% of total costs (cumulative) among cost categories without prior DOE approval

Budget Information - Non Construction Programs						
						OMB Approval No. 0348-0044
Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Budget Period 1				\$0	\$0	\$0
2. Budget Period 2				\$0	\$0	\$0
3. Budget Period 3				\$0	\$0	\$0
4.						
5. Totals				\$0	\$0	\$0
Section B - Budget Categories						
5. Object Class Categories	Grant Program, Function or Activity			Total (f)		
	Budget Period 1	Budget Period 2	Budget Period 3			
a. Personnel	\$0	\$0	\$0	\$0		
b. Fringe Benefits	\$0	\$0	\$0	\$0		
c. Travel	\$0	\$0	\$0	\$0		
d. Equipment	\$0	\$0	\$0	\$0		
e. Supplies	\$0	\$0	\$0	\$0		
f. Contractual	\$0	\$0	\$0	\$0		
g. Construction	\$0	\$0	\$0	\$0		
h. Other	\$0	\$0	\$0	\$0		
i. Total Direct Charges (sum of 5a-5h)	\$0	\$0	\$0	\$0		
j. Indirect Charges	\$0	\$0	\$0	\$0		
k. Totals (sum of 5i-5j)	\$0	\$0	\$0	\$0		
7. Program Income					\$0	

■ Agreement Documents – Attachment 4

Intellectual Property Provisions

- Intellectual Property Provisions (NRD-115) for Non-research and Development
- Intangible and Intellectual property rights are subject to 2 CFR 200.315 or 910.362.
 - Provisions address the use, disposition, copyright of property acquired, and work performed under a Federal award.
 - The Federal government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award.

Award Administration Requirements

Award Administration



Putting It All Together



Award Administration

Lifting Conditions

- Subrecipient and Vendor Approvals
- NEPA Conditions



Award Administration Requirements

Subrecipient and Vendor Definitions

- A **Subrecipient** is a third party participating in a project who contributes any amount of cost share to the proposed project **or** who has a vested interest in the proposed project.
- A **Vendor** is a legal entity contracted to provide goods and services within normal business operations, who provides similar goods or services to many different purchasers and operates in a competitive environment.



Award Administration Requirements

Subrecipient and Vendor Approvals

- The Recipient must obtain written approval by the Contracting Officer for reimbursement of costs associated for any To Be Determined (TBD) Subrecipient or Vendor if:
 - Subrecipients whose total project related costs exceeds either (1) \$250,000 or (2) 25% of total award costs (whichever is less)
 - Vendors whose costs exceed \$250,000
 - Specifically identified in the Award agreement needing prior approval.
- **Until approved, the Recipient is restricted from expending project funds** (either DOE or Recipient cost share) for those TBD Subrecipients and/or Vendors unless and until the Contracting Officer provides written approval.



Award Administration Requirements

Subrecipient and Vendor Approvals

- Written Contracting Officer approval in the form of a formal amendment to the agreement is required for TBD Subrecipients and Vendors identified in the Award.
- At its discretion, DOE may not reimburse costs incurred prior to the date of any such written approval by the Contracting Officer.
- Therefore, it is imperative that you notify your DOE Project Officer and Project Monitor once you've identified those Subrecipients and/or Vendors so we can work with you to lift those conditions.
- You cannot expend funds or invoice for project related costs for TBD Subrecipients and/or Vendors until approved by the Contracting Officer.



Award Administration Requirements

Subrecipient and Vendor Approvals

- Required for unidentified Subrecipient and Vendor approvals
 - Name of selected entity,
 - UEI number,
 - Description of the selection process,
 - Budget support,
 - Copy of the contract with scope of work and contract amount, and
 - For non-competitively selected entities, a formal waiver request with your reasons for not competing must be made to the Contracting Officer for approval.
- You may not invoice for project related costs for unidentified Subrecipients and/or Vendors until the Contracting Officer approves your Subrecipient or Vendor and documents that approval in a formal modification to the grant agreement.



NEPA Review and Determinations

National Environmental Policy Act (NEPA) of 1969

The Office of Indian Energy's decision on whether and how to distribute federal funds is subject to the National Environmental Policy Act (NEPA) and DOE must conduct a NEPA review for all proposed project activities prior to authorizing the use of federal funds. As this time, DOE has not issued a final NEPA determination for your proposed project.

Award Administration Requirements

National Environmental Policy Act of 1969 (NEPA)

- NEPA requires the Federal Government to evaluate and understand the potential benefits and impacts to the environment BEFORE committing resources to a proposed action (i.e., providing federal funding).
- The entire project (either funded with Federal funds or cost-shared) is subject to NEPA compliance.
- The NEPA process considers and documents potential impacts that an action would have on the social, economic and physical environment.
- DOE must also comply with other environmental statutes as part of the NEPA compliance process:
 - Endangered Species Act, National Historical Preservation Act, Coastal Zone Management Act, Marine Mammal Protection Action, Essential Fish Habitat, Migratory Bird Treaty Act, and several more depending on the location.

It is important to read and understand your specific NEPA provision in the Terms & Conditions of your Financial Assistance Agreement.

Award Administration Requirements

NEPA Review and Determinations



Categorical Exclusions (CX)

- Siting/construction/operation of facilities for bench- scale research, conventional laboratory operations, small-scale research and development, pilot and demonstration projects (in existing/established facilities)
- Information gathering, dissemination and document preparation
- Technical advice and planning assistance
- Site characterization/environmental monitoring
- Research related to conservation of fish and wildlife



Environmental Assessment (EA)

- “Siting, construction, and operation of energy system prototypes including, but not limited to, wind resource, hydropower, geothermal, fossil fuel, biomass, and solar energy pilot projects”, DOE NEPA Regulations 10 CFR 1021
- Actions and activities where impacts/environmental consequences to the human environment are not definitively known and do not qualify under a CX.
- Activities where the potential impacts can be reduced (mitigated) to less than significant levels after a complete analysis.



Environmental Impact Statement (EIS)

- Actions and activities that may significantly impact the environment, can be considered environmentally controversial and the impacts can not be reduced to less than significant.

Award Administration Requirements

NEPA Review and Determinations

Irreversible/Irretrievable

DOE cannot take or support any actions that could be characterized as an *irreversible and/or irretrievable* commitment in advance of completing the NEPA review process.

These activities include but are not limited to:

- Site Preparation
- Construction
- Infrastructure modification, etc.

AND

- Final design
- Capital equipment purchase

Award Administration Requirements

Prior Approvals required (§ 200.308 Revision of budget and program plans):

- **Change in the scope** or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- **Change in a key person** specified in the application or the Federal award.
- Unless described in the application and funded in the approved Federal awards, the **subawarding, transferring or contracting** out of any work under a Federal award, including fixed amount subawards as described in § 200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment or general support services.
- **Changes in the approved cost-sharing** or matching provided by the non-Federal entity.
- **Transfer of funds among direct cost categories to exceed 10 percent** of the total budget as last approved by the Federal awarding agency.

Important highlights from the 2 CFR 200 (incorporated by reference into all DOE financial assistance agreements).

Award Administration Requirements

Award Modification Examples



- Revising the SOPO (within the original selected scope)
- Key personnel changes (DOE or Recipient)
- Releasing conditions/holds (Subrecipient/Vendor Approval, NEPA)



- Extending the period of performance (no-cost time extension)



- Moving funds between direct cost categories that are greater than 10% cumulatively
- Deobligating and remaining funds at closeout

Award Administration Requirements

Other Award Requirements

- DOE Programmatic Requirements
- Federal Regulations
- Accounting Practices
- Cost Principles
- Audit Requirements
- Prior Approvals
- Procurement
- Real Property



Award Administration Requirements

Quarterly Reporting

Welcome Recipients and Applicants
EERE Project Management Center

Welcome Lizana Pierce
EERE-PMC User Account Home

U.S. Department of Energy - Golden Field Office

Submit Your Reporting Requirements

WARNING!
This computer is a Federal computer system and is the property of the United States Government...
Unauthorized or improper use of this system may result in administrative disciplinary action, and civil and criminal penalties.

WARNING! THIS AREA IS NOT FOR REPORTING REQUIREMENTS, NEPA EQ-1 SUPPORTING DOCUMENT UPLOADS, OR ESCO IDIQ DOCUMENT UPLOADS. Please upload your reporting requirements, and ESCO IDIQ document uploads through the "Submit Your Reporting Requirements" tab, or your NEPA EQ-1 documents through the "NEPA EQ-1 Submission"s tab.

Name	Size	Date Modified
0 object(s)		

<https://www.eere-pmc.energy.gov/RecipientLogin/>

Award Administration Requirements

Annual Reporting (Program Review)

Unique Tribal Forum for Sharing and Learning

- Forum for Tribes to meet and learn from other each other and to share their successes and challenges
- Networking & learning opportunity
- Generally, fifty to sixty (50-60) Tribal energy projects presented
- Typically, ~200 participants



November 13-17, 2023 (Denver, CO)

Award Administration Requirements

Payments (via VIPERS)

- Submit Request Reimbursement form (SF-270) electronically through the DOE's Vendor Invoicing Payments Electronic Reporting System (VIPERS).
- To access and use VIPERS, the Recipient must enroll at <https://vipers.doe.gov>.
- Detailed instructions on how to enroll are provided on the website.
- For assistance, contact VIPERS helpdesk at orfscmail@oro.doe.gov or (888) 251-3557

**Must include total project costs
(DOE and cost share)**

REQUEST FOR ADVANCE OR REIMBURSEMENT		OMB APPROVAL NO. 0348-0004		FORM NO. 270-100	
(See instructions on back)		1. TYPE OF PAYMENT REQUESTED <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
3. FUNDING SOURCE (SEE INSTRUCTIONS ON BACK)		4. FEDERAL AGENCY CREDIT (SEE INSTRUCTIONS ON BACK)		5. PAYEE AGENCY (SEE INSTRUCTIONS ON BACK)	
6. SUPPORT IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) TO (month, day, year)			
9. RECIPIENT ORGANIZATION Name: _____ Number and Street: _____ City, State and ZIP Code: _____		10. PAYEE (Where check is to be sent if it differs from item 9) Name: _____ Number and Street: _____ City, State and ZIP Code: _____			
11. COMPUTATION OF AMOUNT OF REIMBURSEMENT/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES	(a)	(b)	(c)	TOTAL	
a. Total program outlays to date	\$	\$	\$	\$ 0.00	
b. Less: Cumulative program income				0.00	
c. Net program outlays (line a minus line b)	0.00	0.00	0.00	0.00	
d. Estimated net cash outlays for advance period				0.00	
e. Total (Sum of lines c & d)	0.00	0.00	0.00	0.00	
f. Non-Federal share of amount on line e				0.00	
g. Federal share of amount on line e				0.00	
h. Federal payments requested				0.00	
i. Federal share now requested (sum of lines g & h)	0.00	0.00	0.00	0.00	
j. Advances required by month when requested by Federal grantor agency for use in making pre-scheduled advances	1st month			0.00	
	2nd month			0.00	
	3rd month			0.00	
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY					
a. Estimated Federal cash outlays that will be made during period covered by the advance				\$	
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period				\$	
c. Amount requested (line a minus line b)				\$ 0.00	

AUTHORIZED FOR LOCAL REPRODUCTION (Continued on Reverse) STANDARD FORM NO. 270-100 Prescribed by GWS Circulars A-102 and A-110

Award Administration Requirements

Payments (via VIPERS)

Vendor Invoicing Portal & Electronic Reporting System
Government e-Invoicing solutions made simple

User: Not Logged On

Main News Vendor Benefits DOE Agencies Contact Us Register Login

Contact Information

Friday, July 2, 2021

Customer Service
200 Administration Road
Oak Ridge, Tennessee 37830
Email: payments@hq.doe.gov
Phone: 1-888-251-3557

Technical Support
Email: cbshelpdesk@hq.doe.gov
Phone: 1-301-903-2500 or Toll Free 1-866-834-6246, Option 4 (Corporate Business Systems)
Hours: 8am-6pm EST Monday-Friday

Documents

General documents
[FAQ](#)

Welcome to VIPERS

[Terms Of Use](#), [General Disclaimer](#), [Security Notice](#)

VIPERS is a web based system that allows government vendors to enter invoices electronically and delivers these invoices to other Energy related site(s) through a secure portal. VIPERS was designed by the Department of Energy (DOE) and supported by [Eagle Harbor Solutions, LLC](#) for DOE Entities and their vendors. To see if the Energy-related site that you are doing business with is enrolled in VIPERS [click here](#).

Browser Compatibility

	Windows	Mac
Chrome	✓	✓
Firefox	✓	✓
Internet Explorer 11+ (recommend latest)	✓	n/a
Edge old version (recommend New)	✗	n/a
Edge New	✓	✓
Opera	✓	✓
Safari	n/a	✓

Note: It is recommended that you always use the latest browser version.

Note to tablet users: VIPERS can be used on any tablet that supports one of the listed browsers.

[Click here](#) to perform a browser test

Register at <https://vipers.doe.gov>

Award Administration Requirements

Payments (via VIPERS)

Invoices (SF-270) must be ***broken down by cost element*** and have sufficient detail and documentation to support the requested cost reimbursement. Invoice must **also include cost share** expended since the last invoice and associated supporting documentation.

Supporting documentation must show:

- Total Federal share claimed on the SF-270,
- Non-Federal cost share claimed for the billing period if cost sharing is required, and
- Cumulative expenditures to date (Federal and non-Federal) by cost categories. (personnel; fringe benefits; equipment; travel; supplies; contractual; other direct costs; and indirect costs).

Award Administration Requirements

Allowable Costs

A cost is **allowable** only when the cost complies with the following requirements as defined under 2 CFR 200.403 and 48 CFR 31.201-2.

- Reasonable
- Allowable
- Allocable (i.e., chargeable/assignable to the award based on recipient's accounting practices and 2 CFR 200.405)
- Given consistent treatment in accordance with generally accepted accounting principles (GAAP)
- Compliant with any award limitations or exclusions

Award Administration Requirements

Reasonable and Allocable Costs

A cost is **reasonable**, if in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- The burden of proof shall be upon the Recipient to establish that such costs are reasonable.

A cost is **allocable** to the DOE award, if it is:

- (1) Incurred specifically for the award;
- (2) Benefits both the Federal award and other work and can be distributed to them in a reasonable proportion to the benefits received; or
- (3) Is necessary to the overall operation of the business, although a direct relationship to a particular award cannot be shown.

Reference: 2 CFR 200.404 and 200.405, 48 CFR 31.201-3 and 31.201-4 for For-Profit Entities

Award Administration Requirements

Regulations

Recipient Type:	State & Local Governments	Non-Profit Organizations	Educational Institutions	Commercial (For-Profit) Organizations
Administrative Requirements	2 CFR Part 200 as amended by 2 CFR Part 910	2 CFR Part 200 as amended by 2 CFR Part 910	2 CFR Part 200 as amended by 2 CFR Part 910	2 CFR Part 200 as amended by 2 CFR Part 910
Cost Principles	2 CFR Part 200 Subpart E	2 CFR Part 200 Subpart E	2 CFR Part 200 Subpart E	FAR Part 31 (48 CFR Part 31)
Audit	2 CRF Part 200 Subpart F	2 CRF Part 200 Subpart F	2 CRF Part 200 Subpart F	2 CFR 910.501

Relevant Laws and Authorities

- Public Law 95-224: Federal Grant and Cooperative Agreement Act (FGCAA)
- Public Law 106-107: Federal Financial Assistance Management Improvement Act
- Energy Policy Act of 2005 and Energy Policy Act of 1992 (EPAAct)

Award Administration Requirements

Travel Regulations

Recipients should be familiar with federal travel regulations applicable for their organization and *understand what travel costs are considered reasonable and allowable.*

Recipient Type	
State, Local & Indian Tribal Governments	Refer to 2 CFR 200.475 “Travel Costs” for complete information on travel and airfare costs. Costs must be in accordance with the governmental unit’s, organization’s, or institution’s written travel policy.
Non-Profit Organizations	
Educational Institutions	
For-Profit Organizations	Refer to the Federal Acquisition Regulations (FAR31.205-46) for complete information on travel and airfare costs. When using government approved rates, please provide us with a copy of the approved rate you are utilizing.

Award Administration Requirements

Accounting

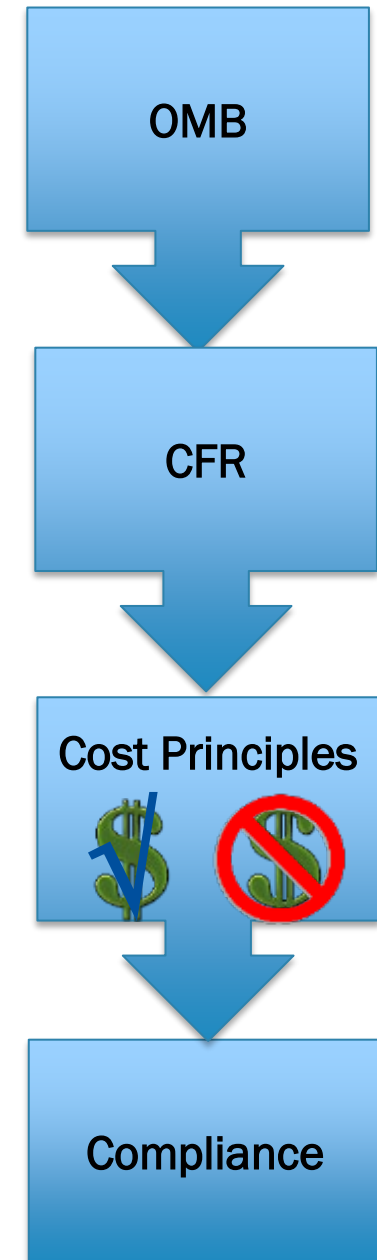


Noncompliance with Regulations, and/or Award Terms & Conditions may result in withholding of payments, suspension or termination of the award, and withholding of future awards.

Award Administration Requirements

Cost Principles

- The Office of Management and Budget (**OMB**) establishes federal grant management policies and cost principles through OMB circulars and common rules. These policies and cost principles are incorporated into each relevant agency's applicable Federal regulations in the Code of Federal Regulations (**CFR**). See 2CFR 200 Subpart E.
- **Federal cost principles** are intended to establish a uniform approach for determining costs and promoting effective program delivery, efficiency, and better relationships between grant recipients, subrecipients, and the Federal government.
- The principles are promulgated to determine allowable costs, enforce compliance with Federal grant requirements, and ensure that the Federal Government bear its fair share of costs except where restricted or otherwise prohibited by law.



Award Administration Requirements

Cost Principles

- 2 CFR 200 Subpart E Cost Principles (by organization-type) describe what costs are allowable or unallowable for reimbursement.
- All project costs must be:
 - *Reasonable; Allowable; Allocable;*
 - *Given consistent treatment in accordance with generally accepted accounting principles (GAAP); and*
 - *Must conform to any award limitations or exclusions.*

Award Administration Requirements

Audit Requirements

Entity	Type	Regulation	Threshold	Allowable Cost	Due Date
Commercial Organization (For-Profit)	Compliance audit	2 CFR § 910.501	\$750k in Federal funds expended on DOE awards in that year	Direct, indirect if covering multiple DOE awards	Within the earlier of 30 days after receipt of the auditor's report(s) or 9 months after the end of the audit period (Recipient's fiscal year-end)
State, Local Government, Non-Profit Organization	Compliance audit	2 CFR § 200.501	\$750k in Federal funds expended on all awards in that year	Indirect, direct if recipient only expends Federal funds on the DOE Award	Within the earlier of 30 days after receipt of the auditor's report(s) or 9 months after the end of the audit period (Recipient's fiscal year-end)
Educational Institution	Compliance audit	2 CFR § 200.501	\$750k in Federal funds expended on all awards in that year	Indirect, direct if recipient only expends Federal funds on the DOE Award	Within the earlier of 30 days after receipt of the auditor's report(s) or 9 months after the end of the audit period (Recipient's fiscal year-end)
All Entities Proposing Segregated Indirect Costs through Cost Allocation	Annual Incurred Cost Proposal	For-Profit: FAR 52.216-17 Others: As Accepted by Auditor	All Entities charging Indirect Costs	Direct, indirect if covering multiple awards	Within 180 calendar days after the close of the Recipient's fiscal year. Send to Cognizant Agency.

Award Administration Requirements

Financial Management System Requirements

FINANCIAL MANAGEMENT SYSTEM – ACCOUNTING SYSTEM SURVEY

To qualify for Financial Assistance, compliance with 2 CFR 200 as amended by 2 CFR 910 is required. This includes assurance of an adequate accounting system for estimating, accounting and billing for governmental funding received. Please complete the checklist below as assurance of this requirement.

For additional information, please visit <https://www.dcaa.mil>. Under “Checklists and Tools”, click on “Preaward Accounting System Adequacy Checklist”.

	<u>Yes</u>	<u>No</u>	<u>NA</u>
1. Is the Accounting System in accordance with Generally Accepted Accounting Principles applicable to the circumstances and associated applicable Federal regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Accounting System provides for:			
a. Segregation of direct costs from indirect costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Identification and accumulation of direct costs by project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives. (Project line items are final cost objective)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Accumulation of costs under general ledger control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. A timekeeping system that identifies employees’ labor by intermediate and final cost objective (i.e., project level, division level).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. A labor distribution system that charges direct and indirect labor to appropriate cost objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Interim (at least monthly) determination of costs charged to a project through routine posting of books of account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Excluding costs charged to Government projects which are not allowable in terms of FAR 31, Contract Cost Principles and Procedures, or other provisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Identification of costs by project line item and by units (as if each unit or line item were a separate project) if required by the proposed award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Accounting System designed, and are the records maintained in such a manner that adequate, reliable data are developed for use in developing cost proposals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Accounting System currently in full operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ❖ Segregate Direct/Indirect cost
- ❖ Identify/Accumulate Direct/Indirect costs
- ❖ Logical/consistent allocation of cost
- ❖ Accumulation costs under general ledger
- ❖ Timekeeping system
- ❖ Labor distribution system
- ❖ Interim cost determination
- ❖ Exclude non-allowable costs
- ❖ Identify costs by project line item.

Award Administration Requirements

Procurements

Procurements (§ 200.318, § 200.319, § 200.320)

- The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part. (§ 200.318 General procurement standards.)
- ***All procurement transactions*** must be conducted in a manner providing ***full and open competition*** consistent with the standards of this section.

Important highlights from the 2 CFR 200 (incorporated by reference into all DOE financial assistance agreements).

Award Administration Requirements

Procurements

Procurements (§ 200.318, § 200.319, § 200.320)

- The non-Federal entity must use one of the following methods of procurement.
 - 1) Procurement by micro-purchases
 - 2) Procurement by small purchase procedures
 - 3) Procurement by sealed bids (formal advertising)
 - 4) Procurement by competitive proposals
 - 5) Procurement by noncompetitive proposals (see next slide for details)



Important highlights from the 2 CFR 200 (incorporated by reference into all DOE financial assistance agreements).

Award Administration Requirements

Procurements

Procurements (§ 200.318, § 200.319, § 200.320)

- Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - The item is available only from a single source;
 - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - **The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity;** or
 - After solicitation of a number of sources, competition is determined inadequate.
- ***Prior approval required for noncompetitive proposals***
 - The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity;

Important highlights from the 2 CFR 200 (incorporated by reference into all DOE financial assistance agreements).

Award Administration Requirements

Real Property

- Subject to the conditions set forth in 2 CFR 200.311, title to real property acquired or improved under a Federal award will **vest with the non-Federal entity**.
- Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be **used for the originally authorized purpose** as long as needed for that purpose, during which time the non-Federal entity must **not dispose of, or encumber, its title or other interests**.

Award Administration Requirements

Real Property

- When real property is no longer needed for the originally authorized purpose, the **non-Federal entity must obtain disposition instructions from the Federal awarding agency** or pass-through entity.
- The instructions must provide for one of the following alternatives:
 - a) Retain title after compensating the Federal awarding agency as described in 2 CFR 200.311(c)(1);
 - b) Sell the property and compensate Federal awarding agency as specified in 2 CFR 200.311(c)(2); or
 - c) Transfer title to Federal awarding agency or to a third party designated/approved by Federal awarding agency as specified in 2 CFR 200.311(c)(3).

Award Administration Requirements

Real Property

- See 2 CFR 200.311 for additional requirements pertaining to real property acquired or improved under a Federal award.
- Also see 2 CFR 910.360 for additional requirements for real property for For-Profit recipients.



Award Administration Requirements

Equipment

- Title to equipment acquired under a Federal award will **vest upon acquisition in the non-Federal entity.**
- Unless a statute specifically authorizes the Federal agency to vest title in the non-Federal entity without further obligation to the Federal Government, and the Federal agency elects to do so, the **title must be a conditional title.**
- See 2 CFR 200.313 for additional requirements

Award Administration Requirements

Equipment

- Title must vest in the non-Federal entity subject to the following conditions:
 - (1) Use the equipment for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project.
 - (2) Not encumber the property without approval of the Federal awarding agency or pass-through entity.
 - (3) Use and dispose of the property in accordance with paragraphs (b), (c) and (e) of 2 CFR 200.313.

Award Administration Requirements

Equipment - UCC Filing Requirement

- Applies to for-profit Recipients and Sub-recipients awarded more than \$1,000,000 in DOE funds.
 - (1) Uniform Commercial Code (UCC)
 - (2) 2 CFR 910.360 (b)(4) requires for-profit Recipients and Sub-recipients to record UCC financing statement(s) for all equipment with an acquisition cost per unit of \$5,000 or more purchased in whole or in part with Federal funds.
 - (3) UCC financing statement(s) must be approved in writing by the Contracting Officer prior to the recording,
 - (4) UCC financing statement(s) must be filed before DOE may reimburse the Recipient for the Federal share of the equipment.
 - (5) Term included in Special Terms and Conditions, if applicable.

Award Administration Requirements



Applies to any federally assisted projects that involve infrastructure work, undertaken by applicable Recipient types, and requires that:

- 1) All iron, steel, and manufactured products used in the infrastructure work are produced in the United States; and
- 2) All construction materials used in the infrastructure work are manufactured in the United States.

[DOE's Implementation of the Buy America Requirement for Infrastructure Projects \(energy.gov\)](https://www.energy.gov)

Award Administration Requirements



Whether a given project must apply this requirement is project-specific and dependent on several factors, such as the

- a) Recipient's entity type (e.g., a State, local government, Indian tribe, Institution of Higher Education, or nonprofit organization),
- b) whether the work involves "infrastructure," as that term is defined in Section 70914 of the Bipartisan Infrastructure Law, and
- c) whether the infrastructure in question is publicly owned or serves a public function.

[DOE's Implementation of the Buy America Requirement for Infrastructure Projects \(energy.gov\)](https://www.energy.gov/indian-energy/implementation-buy-america-requirement-infrastructure-projects)



Resources

Recipient Resource Page

The Recipient Resource webpage provides resources for the administration and closeout of your grants, including:

- Recipient Guide
- Webinars (pre-recorded)
- Reporting forms and instruction

Webinars

Recipients of funding are required to attend webinars to receive information on the negotiation process, an overview of award responsibilities of recipients, and an overview of the award process.

Examples of past webinars:

- Selectee Introduction Webinar
- Award Kick-off Webinar

Note: Registration is required to attend webinars.

Reporting

The following describes the forms and templates needed to report Federal Assistance Reporting (FAR) and Federal Assistance Reporting (FAR) for post-award standard reporting.

Quarterly Reporting

Progress and financial reports are required for each quarter (e.g., for quarter January).

Progress Report

Federal Financial Report (FFR)

Note: Use of the Progress Report is required.

Annual Reporting

All funding recipients are required to submit an annual report to the Office of Indian Energy. This venue is also a unique opportunity to meet and learn from others developing tribal energy.

For more, see past presentations.

Final Reporting

All funding recipients are required to complete a comprehensive final report documenting the

Grant Recipient Resources

Home > Projects > Grant Recipient Resources

The U.S. Department of Energy's (DOE) Office of Indian Energy provides funding on a competitive basis for tribal energy generation, resiliency, infrastructure, and electrification deployment projects. This web page is intended to provide resources to applicants selected for award negotiations and award recipients.

If you have questions, contact your assigned DOE Project Officer or the Office of Indian Energy main helpdesk at 240-562-1352 or indianenergy@hq.doe.gov.

Recipient Guide

This Recipient Guide to Award Negotiation and Administration is intended to help award recipients navigate DOE and the Office of Indian Energy award process and includes the pre-award process, the critical first few days after selection, execution of the award, award administration, and closeout of the agreement.

The appendices to this guide include a glossary of common DOE terms and acronyms, along with step-by-step instructions with screenshots to help grant recipients navigate the DOE grant systems as follows:

- Appendix 1: Glossary of Terms and Acronyms
- Appendix 2: DUNS Number User Guide
- Appendix 3: EERE Exchange User Guide
- Appendix 4: FedConnect Ready Set Go User Guide
- Appendix 5: Final Technical Report to OSTI User Guide
- Appendix 6: PWC to Submit EQ-1 and Reports User Guide

Recipient Guide to Award Negotiation and Administration

<https://www.energy.gov/indianenergy/grant-recipient-resources>

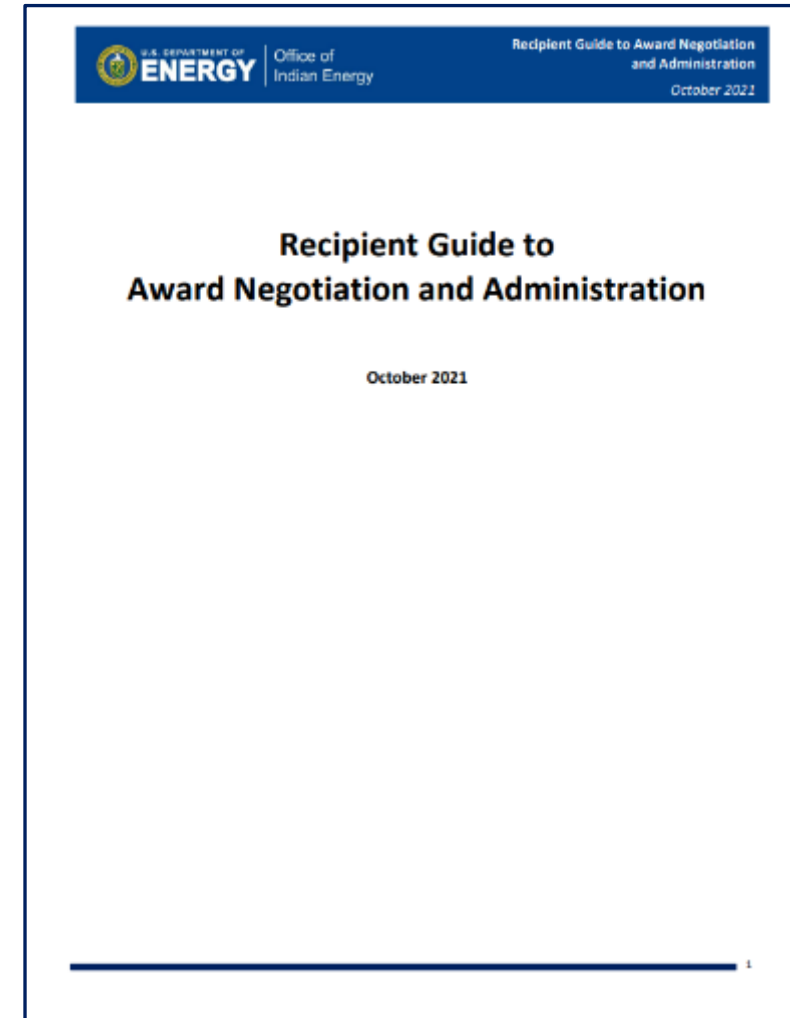
Resources

HELP

Recipient Guide to Award Negotiation and Administration

This Guide is intended to help grant Recipients navigate the Department of Energy (DOE) and the Office of Indian Energy Policy and Programs (Office of Indian Energy) award process.

This includes the pre-award process, the critical first few days after selection, execution of the award, award administration, and closeout of the agreement.



Sent to you as a reference guide—Please use as a resource

Grant Recipient Resources

Office of Indian Energy Policy and Programs

Office of Indian Energy Policy and Programs > Projects > Grant Recipient Resources

The U.S. Department of Energy's (DOE) Office of Indian Energy provides funding on a competitive basis for tribal energy generation, resiliency, infrastructure, and electrification deployment projects. This web page is intended to provide resources to applicants selected for award negotiations and award recipients.

If you have questions, contact your assigned DOE Project Officer or the Office of Indian Energy main helpdesk at 240-562-1352 or indianenergy@hq.doe.gov.

Recipient Guide

This **Recipient Guide to Award Negotiation and Administration** is intended to help award recipients navigate DOE and the Office of Indian Energy award process and includes the pre-award process, the critical first few days after selection, execution of the award, award administration, and closeout of the agreement.

The appendices to this guide include a glossary of common DOE terms and acronyms, along with step-by-step instructions with screenshots to help grant recipients navigate the DOE grant systems as follows:

- Appendix 1: Glossary of Terms and Acronyms
- Appendix 2: DUNS Number User Guide
- Appendix 3: EERE Exchange User Guide
- Appendix 4: FedConnect Ready Set Go User Guide
- Appendix 5: Final Technical Report to OSTI User Guide
- Appendix 6: PMC to Submit EQ-1 and Reports User Guide
- Appendix 7: SAM Registration User Guide
- Appendix 8: VIPERS to Submit Payment Requests User Guide
- Appendix 9: Federal Financial Report (SF-425) Instructions
- Appendix 10: Sample Grant Agreement Documents

Recipient Guide to Award Negotiation and Administration
October 2021

www.energy.gov/indianenergy/grant-recipient-resources

Office of Indian Energy Policies and Programs

Subscribe to listserv and to see funding and events on the Indian Energy Website.

<https://www.energy.gov/indianenergy/office-indian-energy-policy-and-programs>

Indian Energy Helpdesk

If you have general questions or need immediate assistance.

Indianenergy@hq.doe.gov

(240) 562-1352

Resources

HELP

FedConnect.net

Registration on FedConnect.net is required to review and receive an award.

<https://www.fedconnect.net>

FedConnect Guide:

https://www.fedconnect.net/FedConnect/Marketing/Documents/FedConnect_Ready_Set_Go.pdf

Contact FedConnect.net helpdesk at support@fedconnect.net or (800) 899-6665

Project Management Center (PMC)

Register with the PMC to submit Quarterly report submission and NEPA Environmental Questionnaires.

<https://www.eere-pmc.energy.gov/RecipientLogin/>

VIPERS

Submit request for DOE reimbursement electronically through the Department's Vendor Invoicing Payments Electronic Reporting System (VIPERS) using the SF-270.

<https://vipers.doe.gov/>

Contact VIPERS helpdesk at orfscmail@oro.doe.gov or (888) 251-3557

Code of Federal Regulations (CFR)

2 CFR 200: Part 200 – Uniform Administrative Requirements, cost Principles, and Audit Requirements for Federal Awards

<https://ecfr.federalregister.gov/current/title-2/subtitle-A/chapter-II/part-200>

2 CFR 910: Part 910 supplements 2 CFR 200 with DOE specific regulations including Post Award Requirements and Audit Requirements for For-Profit Entities.

<https://ecfr.federalregister.gov/current/title-2/subtitle-B/chapter-IX/part-910>

Contacts – DOE Project Officers

DOE Project Officer: **Tweedie Doe**

Phone Number: (240) 562-1617

Email Address: Tweedie.Doe@hq.doe.gov

DOE Project Officer: **Josh Gregory**

Phone Number: (240) 562-1417

Email Address: Josh.Gregory@hq.doe.gov

DOE Project: **Lizana Pierce**

Phone Number: (240) 562-1749

Email Address: Lizana.Pierce@hq.doe.gov

DOE Project Officer: **Michael Vehar**

Phone Number: (240) 562-1413

Email Address: Michael.Vehar@hq.doe.gov



Indian Energy Helpdesk

IndianEnergy@hq.doe.gov

(720) 356-1352

Contacts

Project Monitor: Jami Alley
Phone Number: (240) 562-1303
Email Address: Jami.Alley@hq.doe.gov

Project Monitor: Sam Baker
Phone Number: (954) 999-2376
Email Address: Sam.Baker@hq.doe.gov

Project Monitor: Nathan Ballenger
Phone Number: (240) 562-1503
Email Address: Nathan.Ballenger@hq.doe.gov

Project Monitor: James Jensen
Phone Number: (240) 562-1290
Email Address: James.Jensen@hq.doe.gov

Project Monitor: Pat Gwin
Phone Number: (918) 822-2874
Email Address: Pat.Gwin@hq.doe.gov



Project Monitor: Terrell Jones
Phone Number: (907) 363-5050
Email Address: Terrel.Jones@hq.doe.gov

Project Monitor: Jennifer (Jen) Luna
Phone Number: (240) 562-1273
Email Address: Jennifer.Luna@hq.doe.gov

Project Monitor: Kris Venema
Phone Number: (240) 562-1311
Email Address: Kris.Venema@hq.doe.gov

Project Monitor: Roberta (Bobbie) Wells
Phone Number: (307) 355-9446
Email Address: Roberta.Wells@hq.doe.gov



Questions

Questions



Reminders

- DOE wants your project to be successful.
- Comply with the award requirements.
- The Special Terms and Conditions and Reporting Checklist – Read and Understand.
- Financial record keeping is crucial.
- On-going communication is key.



We are here to help and look forward
to helping you make your projects
successful





Office of Indian Energy

(240) 562-1352



indianenergy@hq.doe.gov

energy.gov/indianenergy



Subscribe to get our email updates

energy.gov/indianenergy/contact-us-and-staff



Social Media



facebook.com/DOEIndianEnergy



twitter.com/DOEIndianEnergy



 Thank you!

