

DOE OFFICE OF INDIAN ENERGY

Introductions and Negotiation Process

Josh Gregory, Lead Engineer for Financial Assistance

Jami Alley, Senior Engineer



Josh Gregory, Engineer and Financial Assistance Lead



- Josh is an engineer and Project Officer with the Office of Indian Energy and serves as the Financial Assistance team lead for the Deployment Program.
- As a Project Officer, he is a technical expert and helps administer financial assistance awards to Native Nations, Alaska Native Villages, and inter-Tribal Organizations.
 - Holds a Bachelor of Science degree in Mechanical Engineering
 - Previously served six-years as a mechanical engineer with the Division of Energy and Mineral Development (DEMD), a Tribal Energy Office within the Bureau of Indian Affairs
 - Brings over 20 years of technical experience with 10 years specifically assisting Tribal Energy Projects



“What inspires me the most about the work we do is the resilience, the drive, and the unwavering determination of our grant recipients to take control of their resources and utilize and manage those resources—to not only secure reliable energy now, but to move toward energy independence for the benefit of generations to come.”

Jami Alley, Senior Engineer



- Jami is an engineer with the Office of Indian Energy and serves as a Project Officer for the Deployment Program
- As a Project Officer, she is an expert administrator of financial assistance awards to Indian Nations, Alaska Native Villages, and inter-Tribal Organizations.
 - Holds a Bachelor of Science degree in Civil Engineering
 - Brings over 20 years of experience in commercial and residential buildings, including construction, clean energy project development, and management
 - Has dedicated over 15 years to assisting Indian tribes in developing their energy resources and building their human capacity to realize their energy visions

“My work in Tribal energy has by far been the most inspiring and fulfilling work of her career, and she is honored to be a part of the team advancing the mission of the Office of Indian Energy for the ultimate benefit of American Indians and Alaska Natives.”



About Us

Office of Indian Energy

The DOE Office of Indian Energy is charged by Congress under the **Indian Tribal Energy Development and Self Determination Act of 2005** (Title V of the Energy Policy Act of 2005) to “provide, direct, foster, coordinate, and implement energy planning, education, management, conservation, and delivery programs that –

- (1) **promote Indian tribal energy development, efficiency, and use;**
- (2) **reduce or stabilize energy costs;**
- (3) **enhance and strengthen Indian tribal energy and economic infrastructure** relating to natural resource development and electrification; and
- (4) **bring electrical power and service to Indian land and the homes** of tribal members located on Indian lands or acquired, constructed, or improved (in whole or in part) with Federal funds.”



Clockwise from right: **Seneca Nation’s** (NY) 1.5-MW wind turbine, **Sokaogon Chippewa Community** (WI) Housing Project, and **Chippewa Cree Tribe’s** (MT) Residential Solar.

Deployment Program

Financial Assistance



Provides funding and financing to support tribal energy development

Technical Assistance



Offers no-cost technical assistance to advance tribal energy and infrastructure projects

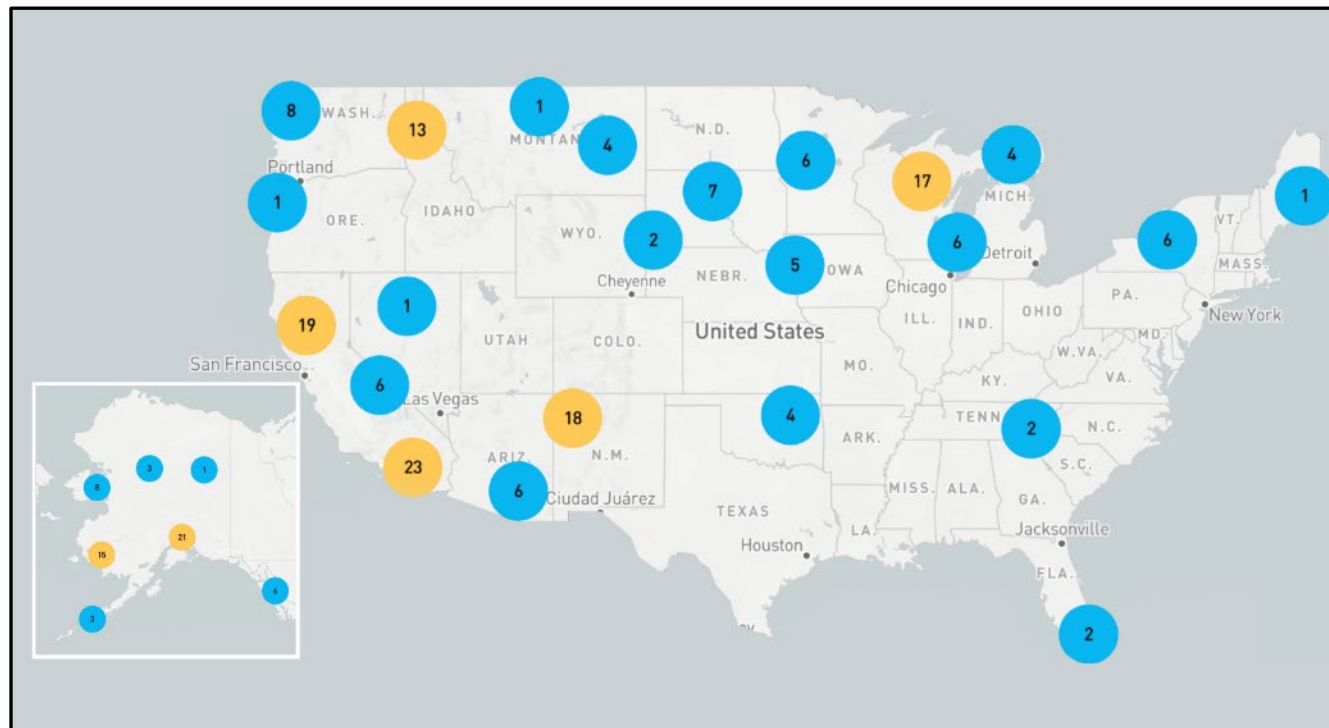
Education and Capacity Building



Supports internal capacity building to develop energy projects and navigate energy markets

Office of Indian Energy Investments (2010–2024)

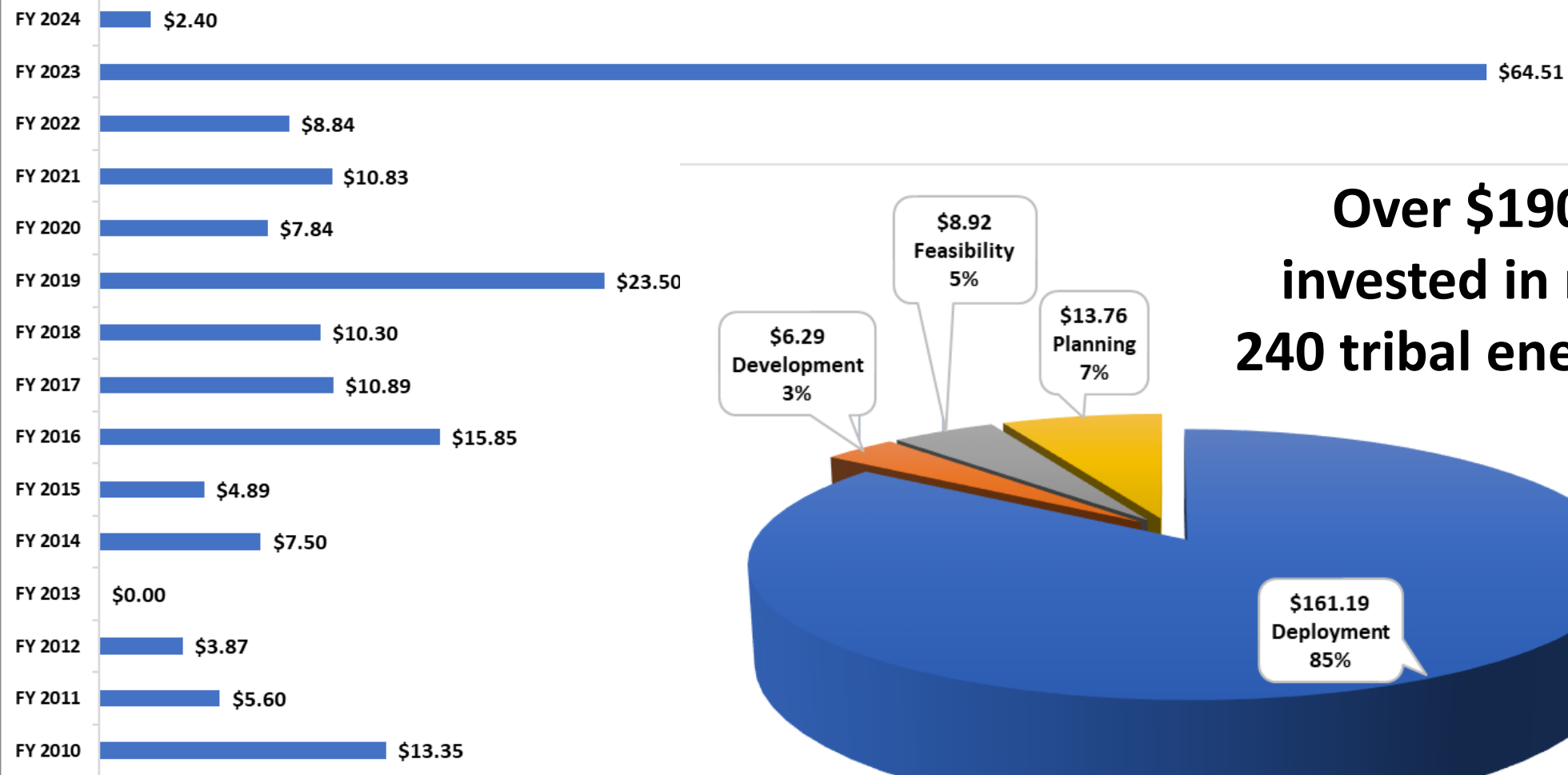
- More than **\$190 million invested** in over **240 tribal energy projects** across the contiguous 48 states and Alaska
- Valued at more than **\$300 million**
- Leveraged by over **\$125 million** in recipient cost-share



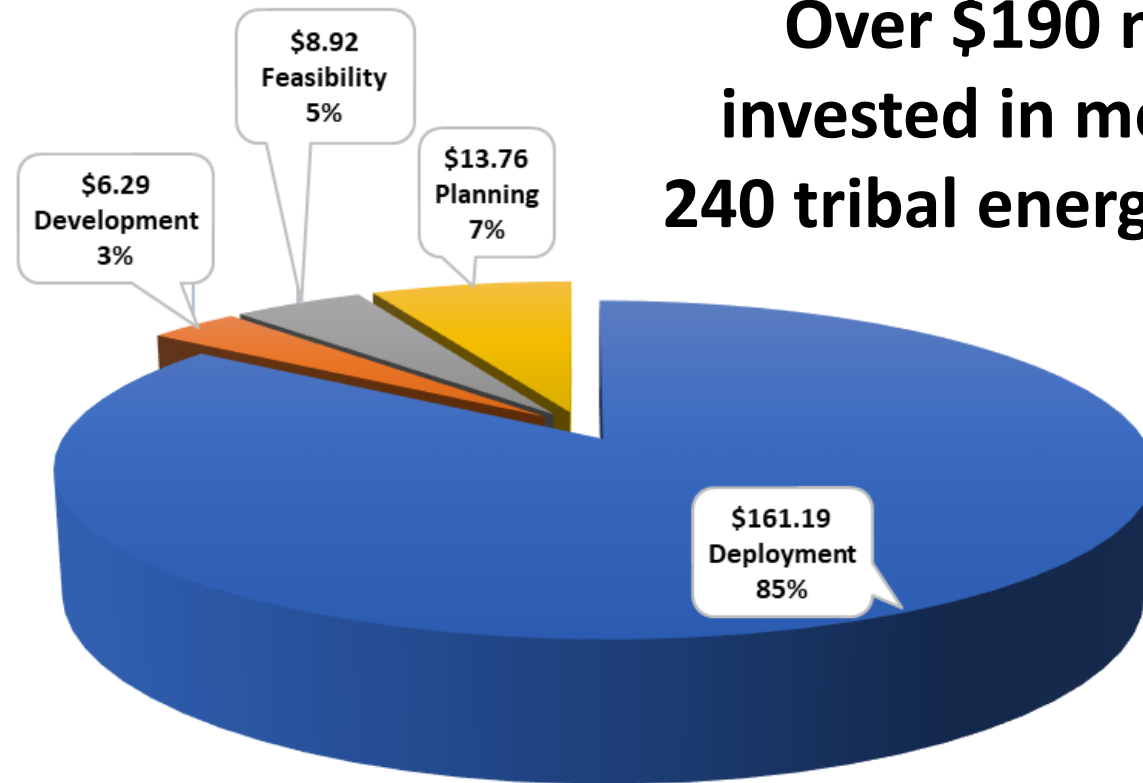
For more information on funded projects, see:
energy.gov/indianenergy/tribal-energy-projects-database

Financial Assistance Investments (2010-FY2024)

Investments by Fiscal Year of Selection (\$ in Millions)



Includes FY2020 cost share reductions in year of award



**Over \$190 million
invested in more than
240 tribal energy projects**

Financial Assistance Results (2010-2024)

- Over **63 MW** of new generation installed
- Over **19 MWh** of battery storage installed
- Over **\$21 million saved** every year
- Nearly **\$530 million saved** over system lifetimes
- **\$3.29 saved** for every DOE dollar invested
- Nearly **11,000 tribal buildings** affected



Clockwise from top right: **Huslia Tribe Council (AK)** installed a community-scale biomass project to heat their community's buildings (2018); **Rosebud Sioux (SD)** solar system on low-income home (2016); **Alaska Village Electric Cooperative, Inc. (AVEC) and Bethel Native Corporation's (BNC)** installed a 900-kW turbine to power the communities of Bethel and Oscarville, AK.

All Funds Awarded Through a Competitive Process

23
funding
opportunity
announcements
(FOA) issued

(Includes FOAs issued in 2009
for award in 2010)

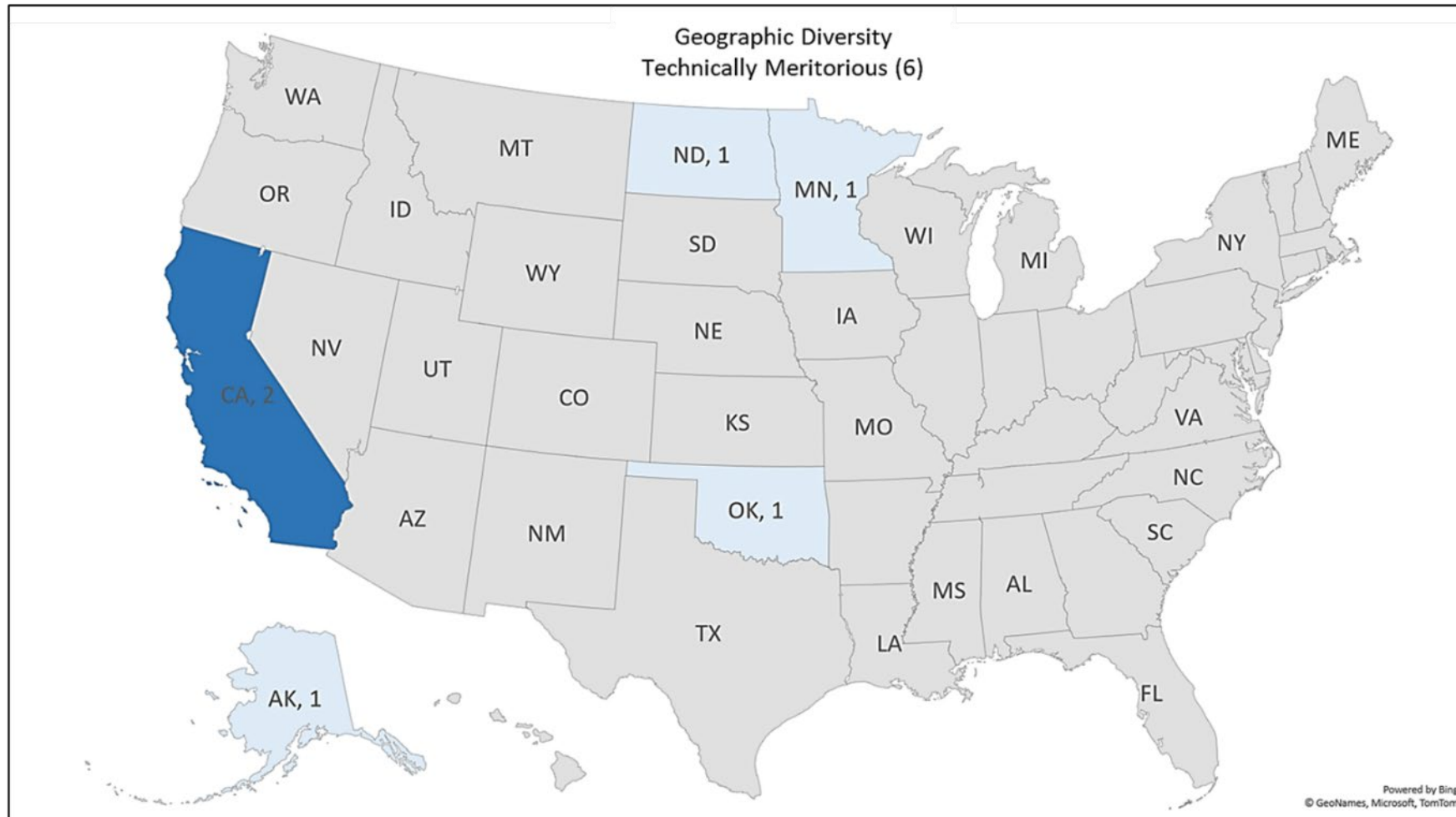
Accepted nearly
790
applications
valued over
\$1 billion

Funded
33%
of all applications
received
(259 out of 789)







DOE average ~ 5%-10%

The Office of Indian Energy has primarily fulfilled the requirements under 42 U.S.C. § 7144e by providing cost-shared federal funding to Indian tribes and tribal entities through competitive financial assistance awards.

DOE Announced \$18.8 Million to Six American Indian and Alaska Native Communities to Install Cost-Saving, Clean Energy Infrastructure



Six American Indian and Alaska Native Communities

					
Agua Caliente Band of Cahuilla Indians	Alaska Village Electric Coop. and NIMA Corp.	Barona Group of the Capitan Grande Band of Mission Indians	Shakopee Mdewakanton Sioux Community	United Tribes Technical College	Wichita and Affiliated Tribes
3298-1537	3298-1522	3298-1555	3298-1514	3298-1530	3298-1543
Palm Springs, CA	Mekoryuk, AK	Lakeside, CA	Prior Lake, MN	Bismark, ND	Hinton , OK
Agua Caliente Tribal Community Resilience Project	Mekoryuk Integrated Energy Systems Project	Barona Solar Power Project	Empowering The Shakopee Mdewakanton Sioux Community: Harnessing Solar Energy on Tribal Land	Enhancing UTTC's Event Resilience Through Autonomous Energy Operation at The Wellness Center	Wichita and Affiliated Tribes Community Scale Clean Energy Solar Project
DOE Share: \$4,376,448	DOE Share: \$2,205,332	DOE Share: \$5,000,000	DOE Share: \$1,258,799	DOE Share: \$2,198,863	DOE Share: \$3,795,312
Cost Share: \$1,094,112	Cost Share: \$245,037	Cost Share: \$7,619,194	Cost Share: \$314,700	Cost Share: \$244,359	Cost Share: \$948,828
Total Costs: \$5,470,560	Total Costs: \$2,450,369	Total Costs: \$12,619,194	Total Costs: \$1,573,499	Total Costs: \$2,443,222	Total Costs: \$4,744,140

Tangible Benefits (Selected Projects)

Collectively, these selected cost-shared projects, valued at \$55 million, are estimated to result in:

- More than 5.6 megawatts of new clean energy generation installed
- Over 3.2 megawatt-hours of battery storage installed
- Affect over 100 tribal buildings
- Save these communities nearly \$54 million over the life of the systems



Clockwise from top right: **Ute Mountain Ute Tribe (CO)** installed a 1-MW solar system (2019); **San Xavier Education Building (AZ)** installed a 182-kW solar system (2022); and **Winnebago Tribe (NE)** installed a 23-kW solar system (2016)

Engage With Us to Learn More



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



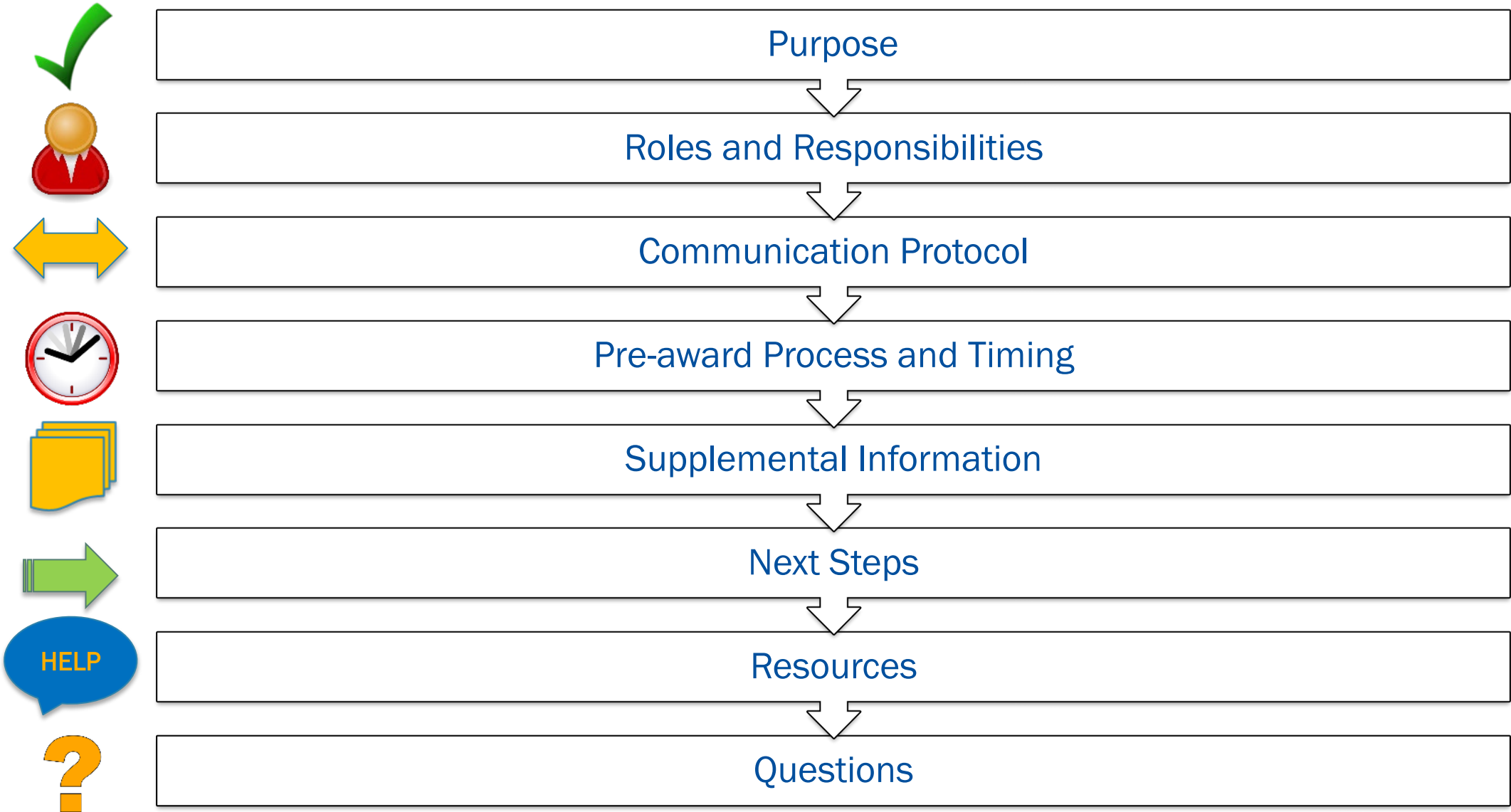
twitter.com/DOEIndianEnergy





Agenda and Purpose

Agenda



Purpose

- Introduce ourselves
- Provide you information on the negotiation process and timing
- Supplemental Forms
- Next Steps
- Answer any of your questions



Note: An individual negotiation call will be scheduled with each project team to discuss and agree on the scope and budget for your individual award.



Roles and Responsibilities

DOE Project Contacts

Name	Role	Responsibility
<ul style="list-style-type: none"> • Lizana Pierce 	Deployment Supervisor	<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
<ul style="list-style-type: none"> • Jami Alley 	NOFO Manager	<ul style="list-style-type: none"> • Develops funding opportunity announcements and administers the review and selection process.
<ul style="list-style-type: none"> • Josh Gregory (Lead) • Mike Vehar • Dan Kaim (New) • Amy Lukens (New) • Duane Matt (New) • Michael Spencer (New) • Steven Walsh (New) 	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"> • Sam Baker • Nathan Ballenger • Pat Gwin • Jennifer (Jen) Luna • Karen Six • Kris Venema • Roberta (Bobbie) 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

Indian Energy Financial Team (Federal)



Lizana Pierce, Senior Engineer and Deployment Supervisor



Jami Alley, Senior Engineer and FOA Manager



Josh Gregory, Lead Engineer for Financial Assistance and Technical Project Officer



Mike Vehar, Engineer and Technical Project Officer

Indian Energy Financial Team (Federal)



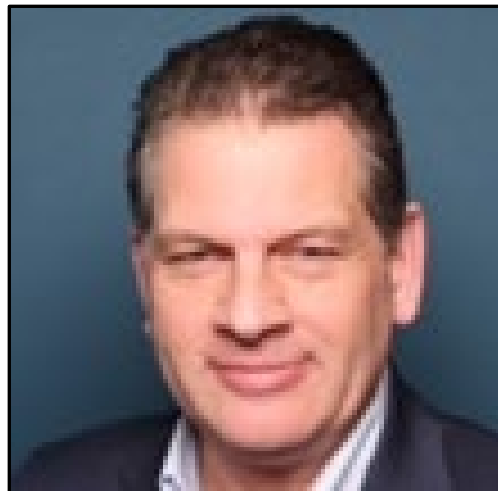
Dan Kaim, Engineer and Technical Project Officer



Amy Lukens, Physical Scientist and Technical Project Officer



Duane Matt, Physical Scientist and Technical Project Officer



Michael Spencer, Engineer and Technical Project Officer (AK)



Steven Walsh, Physical Scientist and Technical Project Officer (AK)

Project Monitors – Contractor Team



Jen Luna, Lead



Sam Baker



Nathan Ballenger



Pat Gwin



Karen Six



Kris Venema



Roberta (Bobbie) Wells

Meet the Team



DOE Procurement, Legal and NEPA Contacts

Function	Responsibility
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.
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 • Evaluates the allowability, allocability, and reasonableness of the costs • Conducts business risk assessment • Prepares award and award modification documents
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
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 Contacts



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

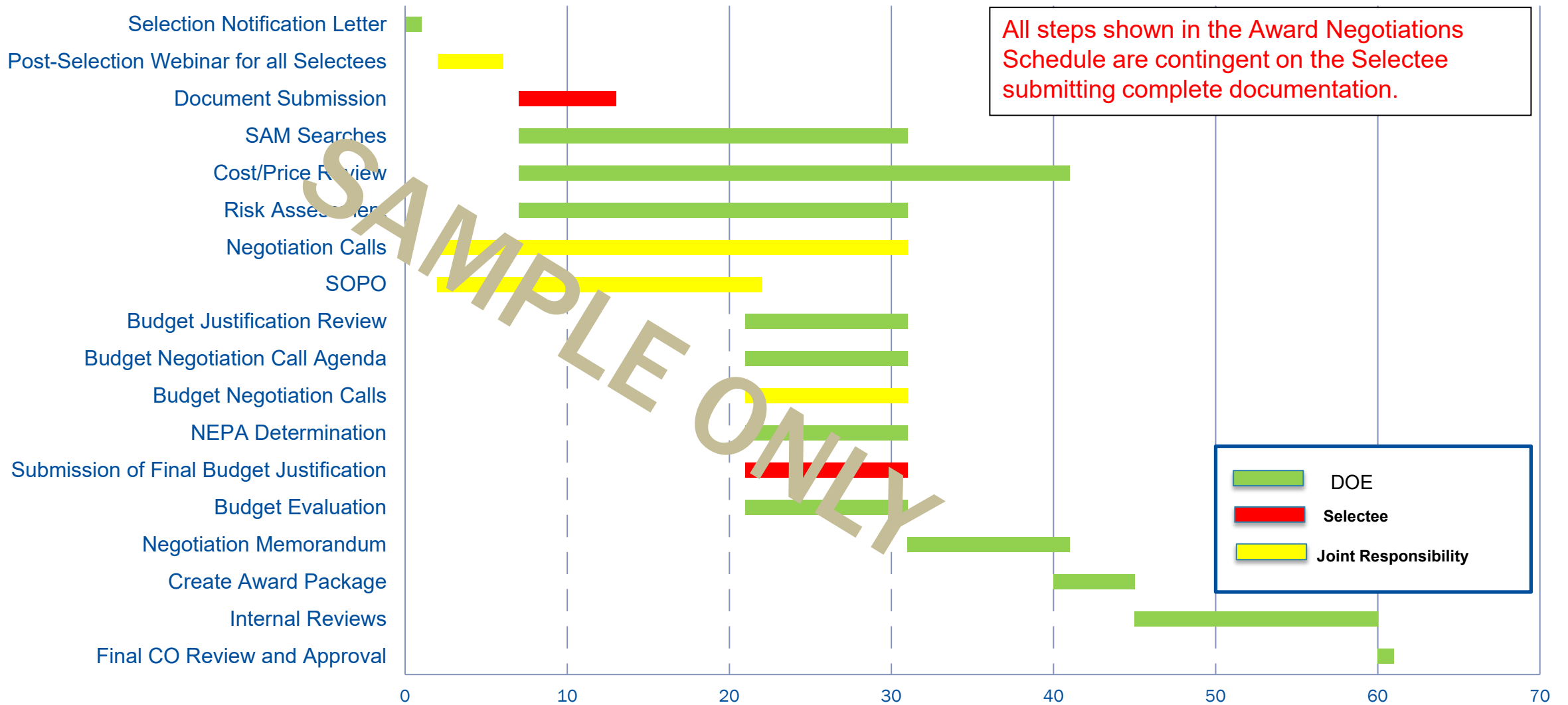
Communication Protocol

- 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 any and 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.

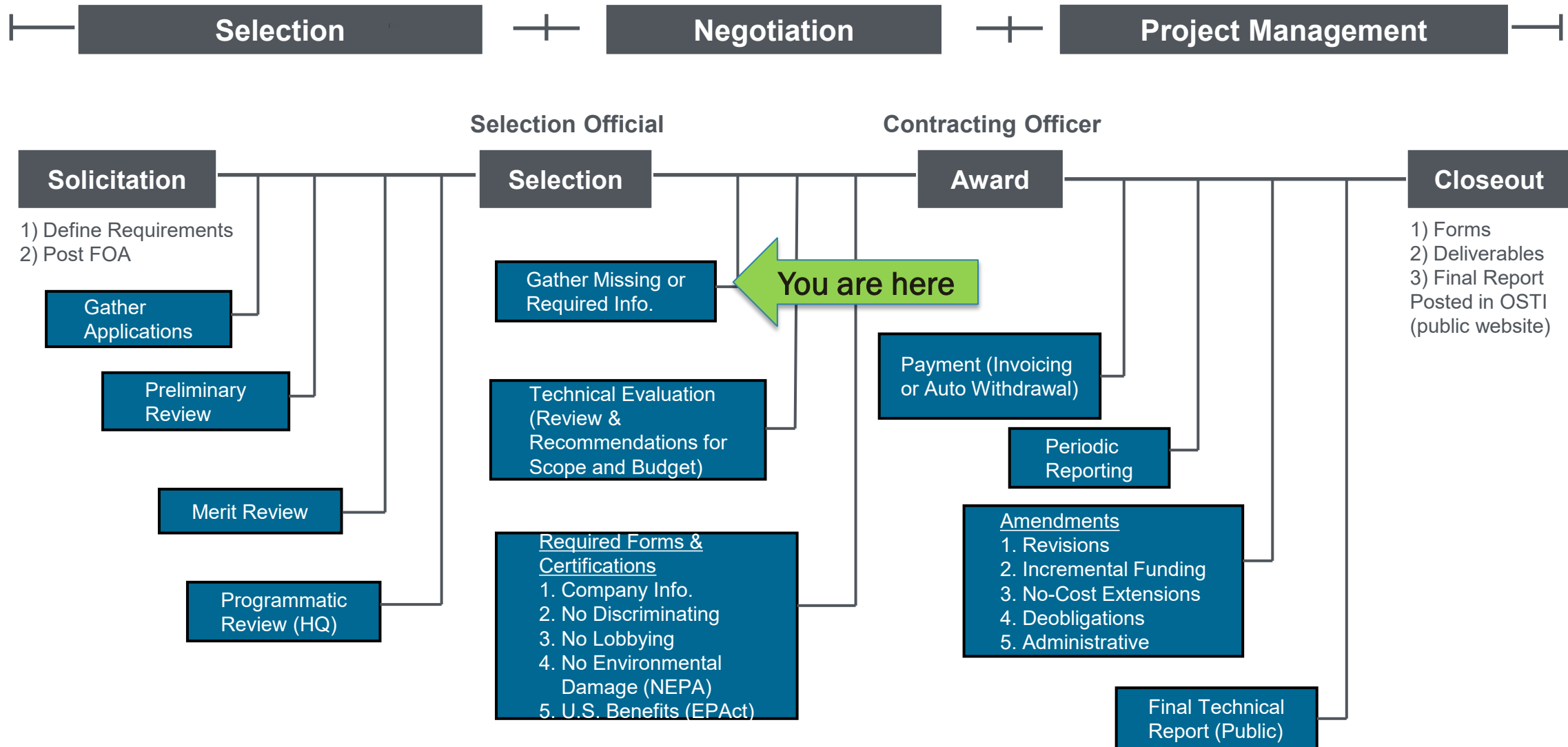


Pre-award Process and Timing

General Negotiation Process and Timing



Award Phases



Award Negotiation Process

Review Letter from the Contracting Officer (CO) and submit requested information

DOE Project Officer/Monitor review proposed costs and scope, obtain supplemental information or clarification and prepare draft budget and scope for your review and concurrence.

Hold pre-award negotiation call to discuss and agree on the scope and budget

DOE Project Officer/Monitor completes programmatic award documentation

Transfer documents to procurement for Grant Management Specialist review and due diligence prior to Contracting Officer approval.

Reminder: National Environmental Policy Act (NEPA) review and determination of your project is required prior to the commitment of federal funds or commencement of activities.

System Registrations

- **FedConnect.net**

Registration 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 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 Questionnaire.

- Register at <https://www.eere-pmc.energy.gov/PMCRecipient/>

System Registrations

- **System for Award Management (SAM)**

Register with SAM to do business with the federal government and update annually.

- Register at <https://www.sam.gov>
- Contact Federal Service Desk at https://www.fsd.gov/gsafsd_sp/gsafsd_sp or (866) 606-8220

- **VIPERS**

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

- Register at <https://vipers.doe.gov/>
- Contact VIPERS helpdesk at orfscmail@oro.doe.gov or (888) 251-3557



Supplemental Information

Supplemental Information

Notification of 2 CFR 200 Updates

- Notification and FAQ will be sent to you from your PO
- Incorporated into award Terms and Conditions

Some of the major changes include:

- Equipment: \$5,000 to \$10,000 per unit cost ([2 CFR § 200.313](#))
- Single Audit Threshold: went from \$750,000 to \$1,000,000 ([2 CFR § 200.501](#))
- Budget justification threshold for subrecipients: changed from \$250,000 to \$500,000



Supplemental Information

- **Notification letter from the Contracting Officer (CO) identified supplemental information needed**
- **Submit requested information**
 - ✓ Pre-award Information Sheet (IE T 540.133-02)
 - ✓ Environmental Questionnaire (EQ-1 sample) – submit on-line
- **Please be responsive to any other requests from the Project Officer and/or Project Monitor**



Pre-award Information Sheet (IE T 540.133-02 Updated)

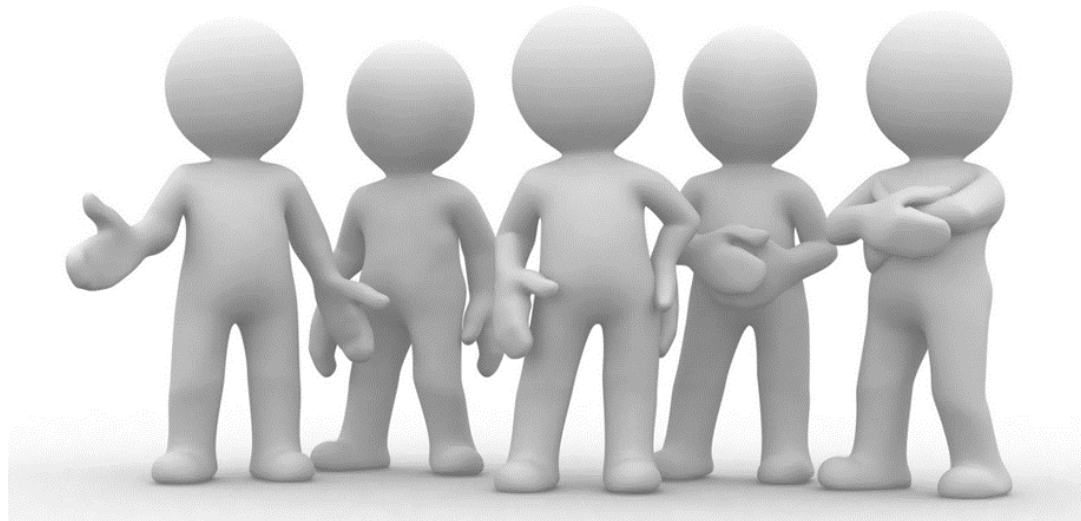
- Proposed Recipient Contacts
- Type of Organization
- Intellectual Property
- Data Management Plan
- Project Site and Congressional District
- Business Assurances Payment Information
- Representation/Certification
- Signatures



Award Administration Requirements

Subrecipient and Contractor 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 **Contractor** 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 Contractor Approvals

- The Recipient must obtain written approval by the Contracting Officer for reimbursement of costs associated with any To Be Determined (TBD) Subrecipient or Contractor if:
 - 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 TBD Subrecipients and/or Contractors unless and until the Contracting Officer provides written approval.



Award Administration Requirements

Subrecipient and Contractor Approvals

- Written Contracting Officer approval in the form of a formal amendment to the agreement is required for TBD Subrecipients and Contractors 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 Contractors 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 Contractors until approved by the Contracting Officer.



Award Administration Requirements

Subrecipient and Vendor Approvals

- Required for TBD Subrecipient and Contractor 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 TBD Subrecipients and/or Contractors until the CO approves your Subrecipient or Contractor 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 Act, 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 &

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.

NEPA Review and Determinations

Irreversible/Irretrievable

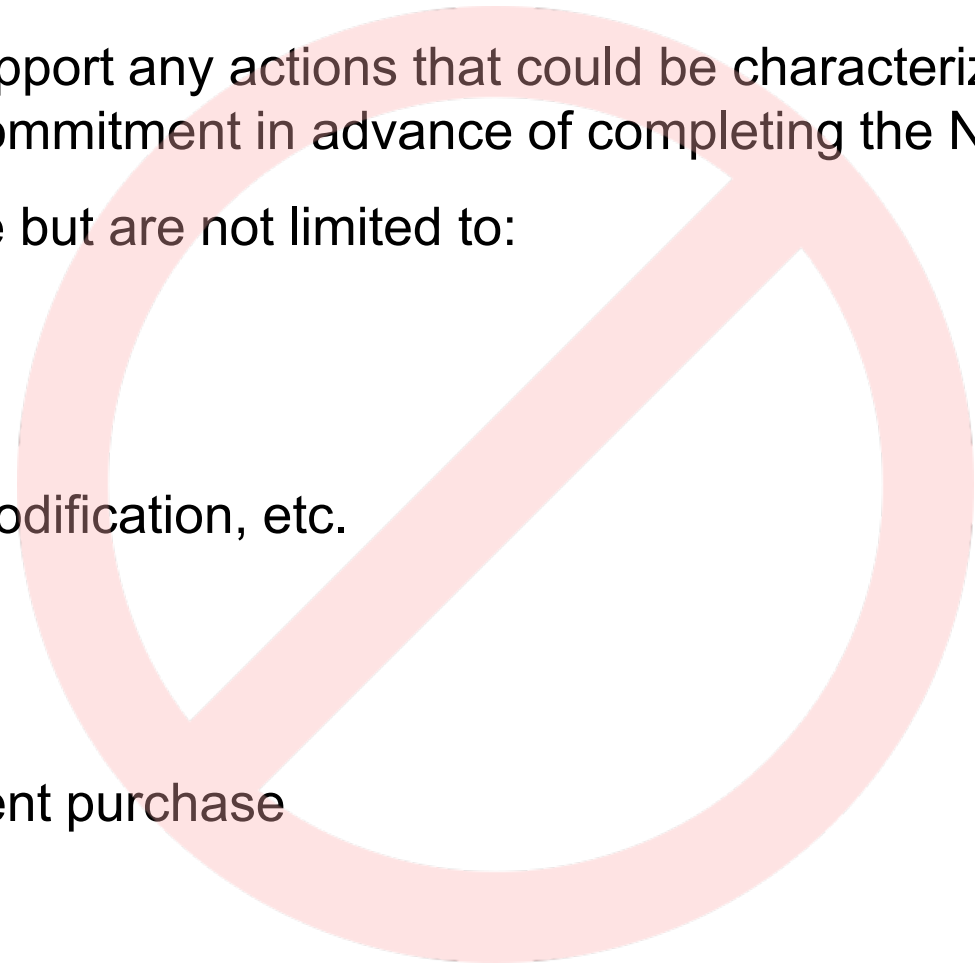
DOE cannot take or support any actions that could be characterized as an **irreversible and/or irretrievable** commitment in advance of completing the NEPA review process.

These activities include but are not limited to:

- Site Preparation
- Construction
- Infrastructure modification, etc.

AND

- Final design
- Capital equipment purchase



Invoice-by-Invoice Cost Share

Invoice-by-Invoice Cost Share (Pre-Award Information Sheet Form IE T 540.133-02)

- DOE requires Grant Recipients to contribute cost share incrementally over the life of the award, on a pro-rata basis.
- Specifically, the cumulative cost share percentage provided on each invoice must reflect, at a minimum, the cost share percentage specified in your award.
- To request a waiver to this requirement, indicate your intent on the IE T 540.133-02 form (Question #5) and submit a waiver request to include:
 - (1) a detailed justification for the request;
 - (2) a proposed schedule of payments, including amounts and dates;
 - (3) a written commitment to meet that schedule; and
 - (4) such evidence as necessary to demonstrate that the Prime Recipient has complied with its cost share obligations to date.

The Contracting Officer must approve all such requests before they go into effect.

Pre-Award Costs

Selectees may not incur pre-award costs without prior DOE approval

- Pre-award costs are those ***costs incurred prior to the effective date of the Federal award***, in anticipation of the Federal award, where such costs are necessary for the timely performance of the scope of work.
- Such costs are ***allowable only to the extent that they would have been allowable if incurred after the date of the Federal award*** and only with the written approval of the DOE Contracting Officer.
- Pre-award costs cannot be incurred prior to the Selection Official signing the Selection Statement and Analysis.
- ***Pre-Award expenditures are made at the Selectee's risk***; DOE is not obligated to reimburse costs:
 - 1) In the absence of appropriations;
 - 2) If an award is not made; or
 - 3) If an award is made for a lesser amount than the Selectee anticipated.



Next Steps

Next Steps

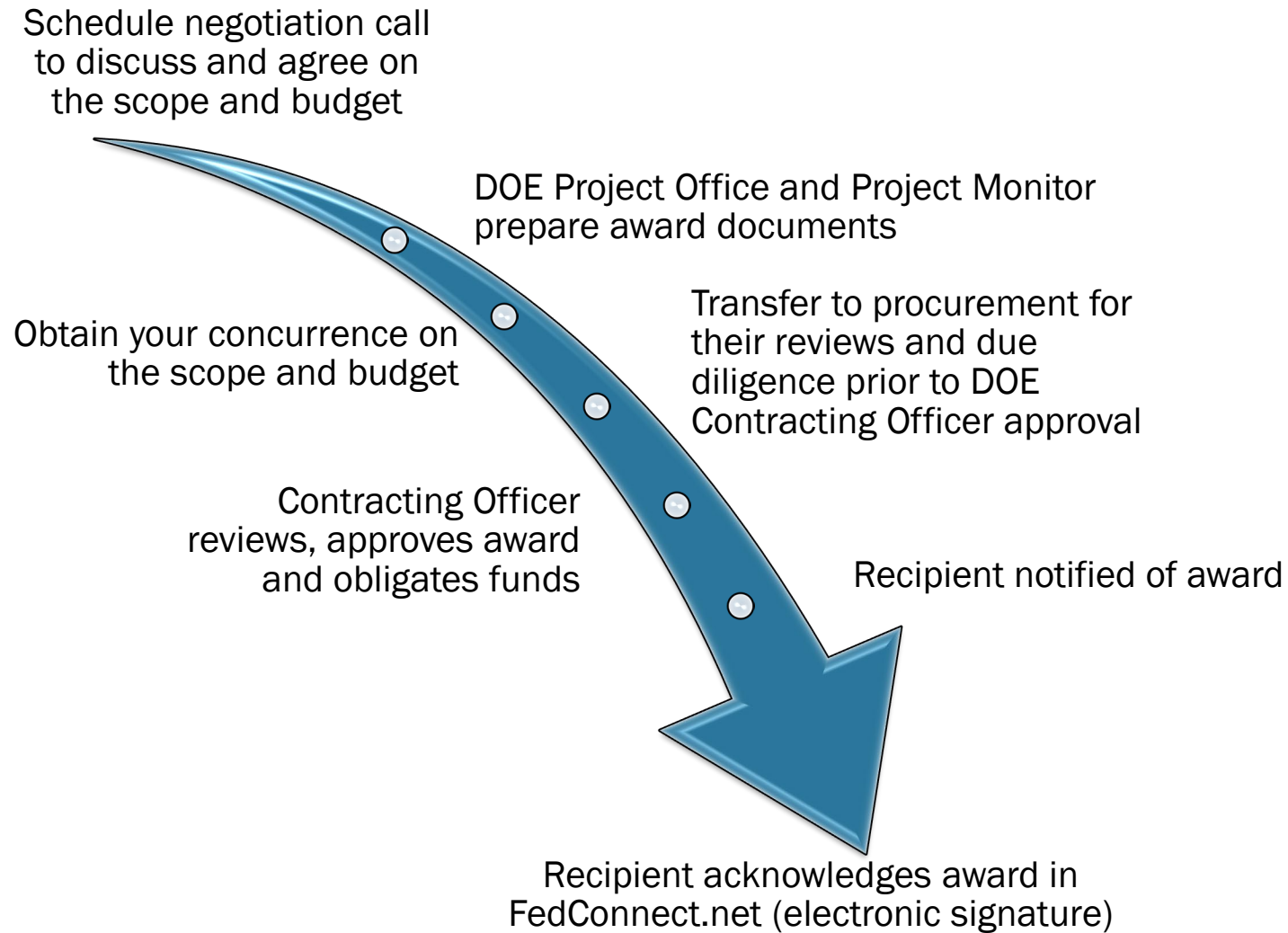


Next Steps

Selectees should have completed the following:

- ✓ Registered with SAM to do business with the federal government
- ✓ Registered on FedConnect.net to receive an award
- ✓ Registered with the PMC to submit Quarterly report and NEPA Environmental Questionnaire
- ✓ Completed and returned the Pre-Award Information Sheet (IE T 540.133-02)
- ✓ Completed the Environmental Questionnaire (EQ-1) online on the PMC.

Next Steps



Annual 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 18-22, 2024

Next Steps

A future webinar will be scheduled to go over the award documents, other requirements, and resources.





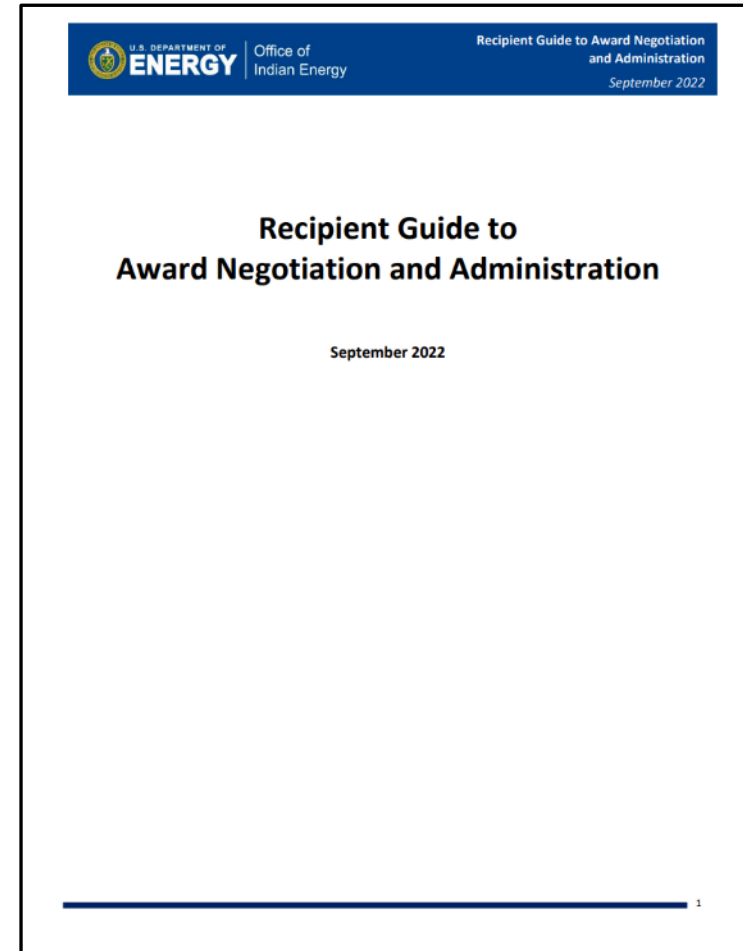
Resources

Resources

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.



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

Recipient Guide

Appendixes

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

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: Reserved](#)
- [Appendix 3: IE-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 and UEI 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
September 2023

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

Grant Recipient Resources

Webinars

- Introduction and Negotiation Process
- Deployment Project Kick-off Meeting

Reporting

- Quarterly Reporting
- Annual Reporting
- Final Reporting

Webinars

Recipients of funding are required to attend two webinars that provide an introduction to our team, information on the negotiation process, responsibilities of entities selected for negotiation of award, an overview of award documents, and award administration requirements, specifically the responsibilities of recipients throughout the award period.

Example of past presentations (slides only):

- [Introductions and Negotiation Process Slides \(FOA-2975\)](#) ☐
- [Deployment Projects Kick-Off Webinar \(FOA-2774 & FOA-2771\)](#) ☐

Example of past webinars (recordings):

- [Introductions and Negotiations Process \(FOA-2975\)](#) ☐
- [Deployment Projects Kick-Off Meeting Webinar \(FOA-2774 & FOA-2771\)](#) ☐

Note: Registration is required to view the webinar recordings above.

Reporting

The following describes the quarterly, annual, and final reporting requirements, as well as the forms and templates needed to report. Any additional reporting requirements will be documented on the Federal Assistance Reporting Checklist included as part of individual award documents. See [Appendix 10](#) ☐ for a sample Federal Assistance Reporting Checklist.

For post-award standard reporting forms and instructions, see [Grants.gov](#) ☐ .

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



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Questions

Questions



We look forward to helping you through the negotiation process and, if an award is made, in helping make your projects successful.



Thank you!

