



NATIONAL ENERGY TECHNOLOGY LABORATORY

US Department of Energy

**ARRA State and Local
Energy Assurance Program**

Overview of Grant Administration and Reporting Requirements

Jay Hanna
NETL Senior Project Manager



Overview of State Energy Assurance (EA) Grants

- 51 State EA Grants awarded
 - 48 states, DC, Puerto Rico and American Samoa
- Approx \$38 million total obligations
- Awarded August 2009
- 3-year projects

Overview of Local Energy Assurance Planning (LEAP) Grants

- 43 cities selected
- Individual grants \$60,000 to \$300,000
- Approx \$8.0 million to be awarded
- Grants awarded April/May 2010
- 1 to 2 year projects

NETL Role in ARRA Energy Assurance Grants

- Issue Funding Opportunity Announcements (FOAs)
- Manage selection process
- Assign a Contracting Officer, Award Administrator and Program Official
- Award resulting grants
- Administer grants
- Monitor performance against grant requirements
- Determine acceptability of deliverables

DOE Grant Administration Roles

- **Contracting Officer (CO)**
 - Signs grant agreement on behalf of Government
 - Only person authorized to award or modify Assistance Agreement on behalf of Government
- **DOE Award Administrator (aka Contract Specialist)**
 - Assigned by CO and identified on Assistance Agreement
 - Administrative functions on behalf of CO
- **DOE Program Official (aka Project Officer)**
 - Assigned by CO and identified on Assistance Agreement
 - Technical monitoring and project management

DOE Project Officers

Assigned by FEMA Region



* Ryan Watson is Project Officer for Region II LEAP Projects

DOE Project Officers

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State EA Grant Deliverables

- Project Management Plan (due @ 60 days)
 - Revise as necessary during project
- Workforce Development Plan (due @ 90 days)
 - Revise as necessary during project
- Outage Tracking Process (due @ 12 months)
- Initial EA Plan (due @ 18 months)
- Intra-state exercise report (due @ 24 mo + 30 days)
- Inter-state exercise report (due @ 30 mo + 30 days)
- Final EA Plan (due @ 36 months)

Submit Deliverables through EERE PMC Portal:

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

LEAP Grant Deliverables

- Project Management Plan (due @ 45 days)
- Workforce Development Plan (due @ 45 days)
- Energy Assurance Plan (due @ end of project)
- Other deliverables (specific to project)

Submit Deliverables through EERE PMC Portal:

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

Quarterly Reporting Requirements

1. Progress Report

- Template provided
- Track schedule and budget against PMP

2. Financial Status Report (SF 425)

- Forms and instructions available on EERE PMC Portal

– Due 30 days after end of quarter

- Quarters based on Federal fiscal year (Oct-Sep)

– Submitted through EERE PMC portal

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

Assistance Agreement contains all reporting requirements (Attachment 3 of Terms & Conditions)

ARRA Reporting Requirements Overview

“1512 Reports”

- ARRA quarterly reports submitted through www.federalreporting.gov
- This is an OMB system, not a DOE system
 - DOE has no discretion to allow changes to format, extensions, etc.
- Must register within 10 days following award
- Quarterly reports due 10 days following end of quarter
 - Quarters based on Federal fiscal year (Oct-Sep)
 - Prime Recipient is responsible for assuring that sub-recipients, contractor and vendors report
- DOE Project Officer will review reports before information is public
 - Recipient will have opportunity to correct reporting errors

Assistance Agreement contains all reporting requirements (Attachment 3 of Terms & Conditions)

ARRA Reporting Requirements Overview

“1512 Reports”

- **Make sure your CCR Registration is active**
 - DUNS Number needed to report
- **Make sure you use the reporting template for “Grants and Loans”**
- **Make sure you use the OMB formula for reporting jobs**

- **Be Aware!!!**
 - The reported information will become public
 - The President and Vice President have issued memorandums emphasizing the importance of 1512 reporting. Agencies are required to enforce reporting requirements.
 - Reporting is vital to ARRA transparency and public confidence
 - Failure to report may result in termination of Assistance Agreement

ARRA Reporting Requirements Overview

“1512 Reports”

Reporting Cycle

April 1 – 16	Recipients Report
April 17 – 19	Recipient Review
April 20 – 29	Agency Review
April 30	Data is published on Recovery.gov
May 3 – June 14	Continuous QA Period
June 16	Final Continuous QA data published on Recovery.gov

ARRA Reporting Requirements Overview

“1512 Reports”

Assistance Available

- www.federalreporting.gov help desk
 - <https://www.federalreporting.gov/federalreporting/home.do>
 - Many of your questions are covered in the FAQs
- **DOE has a website for ARRA reporting assistance**
 - http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm
 - Much of the data you need to report is on this site
 - DOE has a recorded webinar for 1512 reporting training
 - Many of your questions are covered in the FAQs



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Questions?

