Better Buildings
U.S. DEPARTMENT OF ENERGY

Project Management Center – User Guide

Better Buildings Neighborhood Program

U.S. DEPARTMENT OF ENERGY

Overview

Starting in January 2014, the Better Buildings Neighborhood Program (BBNP) will be transitioning our reporting from the Better Buildings Neighborhood Information System (BBNIS) to the EERE Project Management Center (PMC).

This document will guide you through the PMC reporting process.

Reporting Requirements continue

Report	Date to submit
Progress Report (Part 1 & Part 2) • **Part 1 is the Word Document** • **Part 2 is the excel document**	30 days after the end of each quarter
Program Report • **The Downscoped Reporting form will be utilized for the grantees that received extension to 11/01/2014**	30 days after the end of each quarter
Federal Financial Report • **SF425 Report**	30 days after the end of each quarter
Semi-Annual Davis Bacon Report • **Davis Bacon 1910 form**	04/20/14 (for 10/01/13-03/31/14 period) 10/20/14 (for 04/01/14-09/30/14 period)
Historic Preservation Report	09/01/14 (for 09/01/13-08/31/14 period)
Closeout reports after project period ends include: • **Davis Bacon, Historic Preservation** • **Final Technical Report** • **Property Certification (SF-428)** • **Any additional utility data gathered in 2014**	Within 90 days after Period of Performance ends • PoP End Date can be found on your latest Assistance Agreement Form or by contacting the BBNP team

EERE Project Management Center

- To access the PMC website
  - https://www.eere-pmc.energy.gov/

- You will need a few pieces of information once you access the site to upload your reports
  - Name
  - Phone Number
  - Email Address
  - Grant Award Number
    - (EE000XXXX) – located on your Assistance Agreement form

EERE Project Management Center

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EERE Project Management Center

- About the PMC
- Business Opportunities
- Recipient Resources
- Meetings & Workshops
- Newsletters
- Glossary of Terms
- Event Photo Libraries
- Contacts
- DOE Officials Login

Welcome to the Energy Efficiency and Renewable Energy Project Management Center Website

This site is a "virtual hub" of project management information and resources for Energy Efficiency and Renewable Energy (EE) customers, stakeholders, staff and contractors offered by the U.S. Department of Energy's Golden Field Office.

As the Business and Service Center for the U.S. Department of Energy - Energy Efficiency and Renewable Energy Program Support Office, Golden offers a wide range of information and collaborative Cloud and web services for Federal and public use.

The mission of the Golden Field Office is to support The DOE through research and development (R&D) partnerships, outreach to stakeholders nationwide to further the use of EE technologies, and laboratory contract administration.

We hope that the EERE community finds this site useful for:

- Locating and tracking funding opportunities
- Public collaboration and file sharing services
- Accessing federal forms, regulations, & circulars
- Uploading and downloading reports and information updates
- Researching EERE projects
- And much much more
- Energy Efficiency Community Block Grant Program Environmental Reviews Document Upload Page
- Upload FEMP Documents

Some Documents are available as Adobe Acrobat PDFs. Download Adobe Reader.

EERE Project Management Center

- After accessing the PMC site, you will want to click on Recipient Resource Link on the left hand side of the page (see next slide)

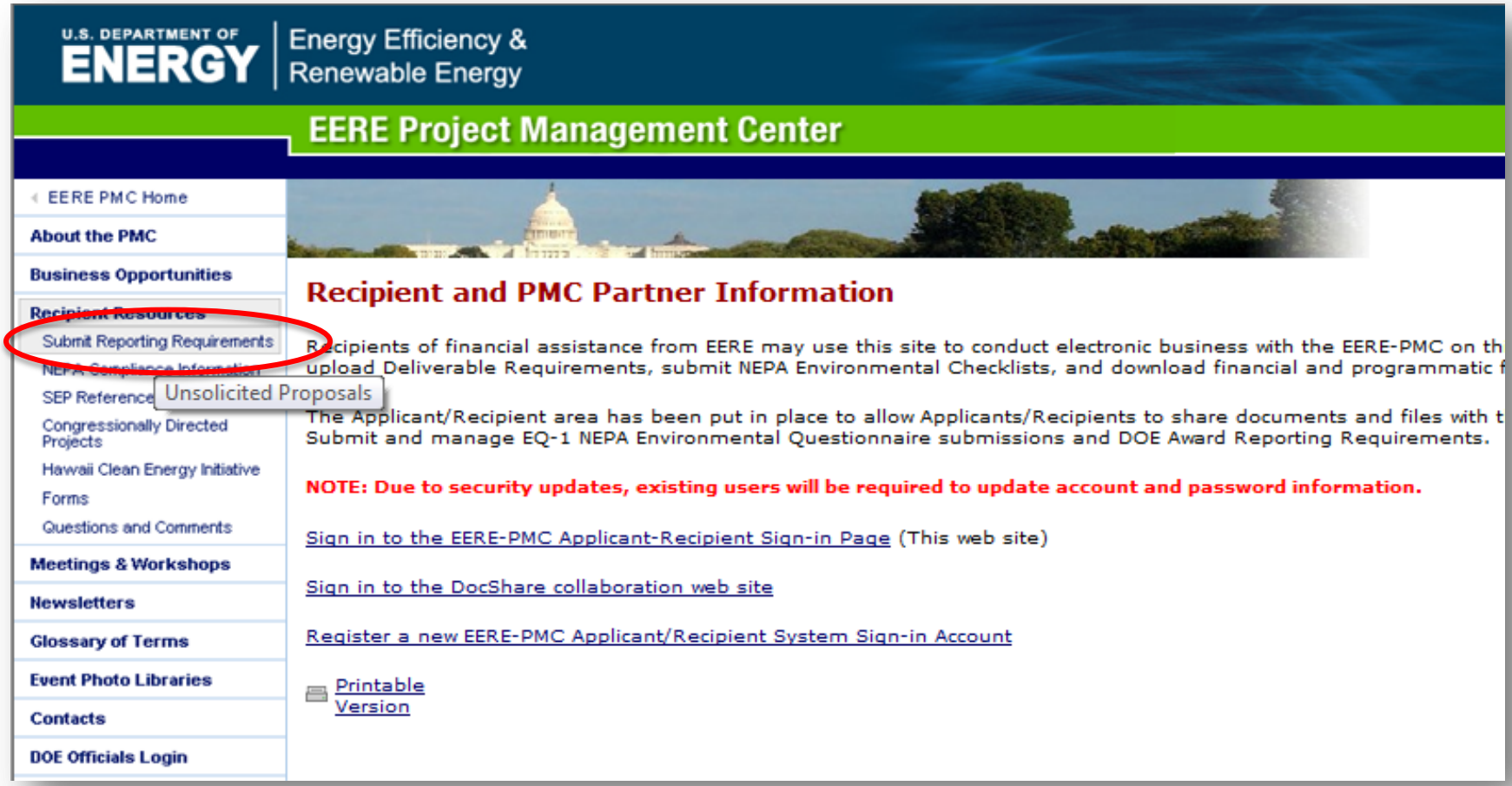
- The Recipient Resource Link will include the link needed to upload your report

EERE Project Management Center

EERE Project Management Center

- The Recipient Resource Link will include a link “Submit Reporting Requirements.” Click on this link
  - See Next Slide

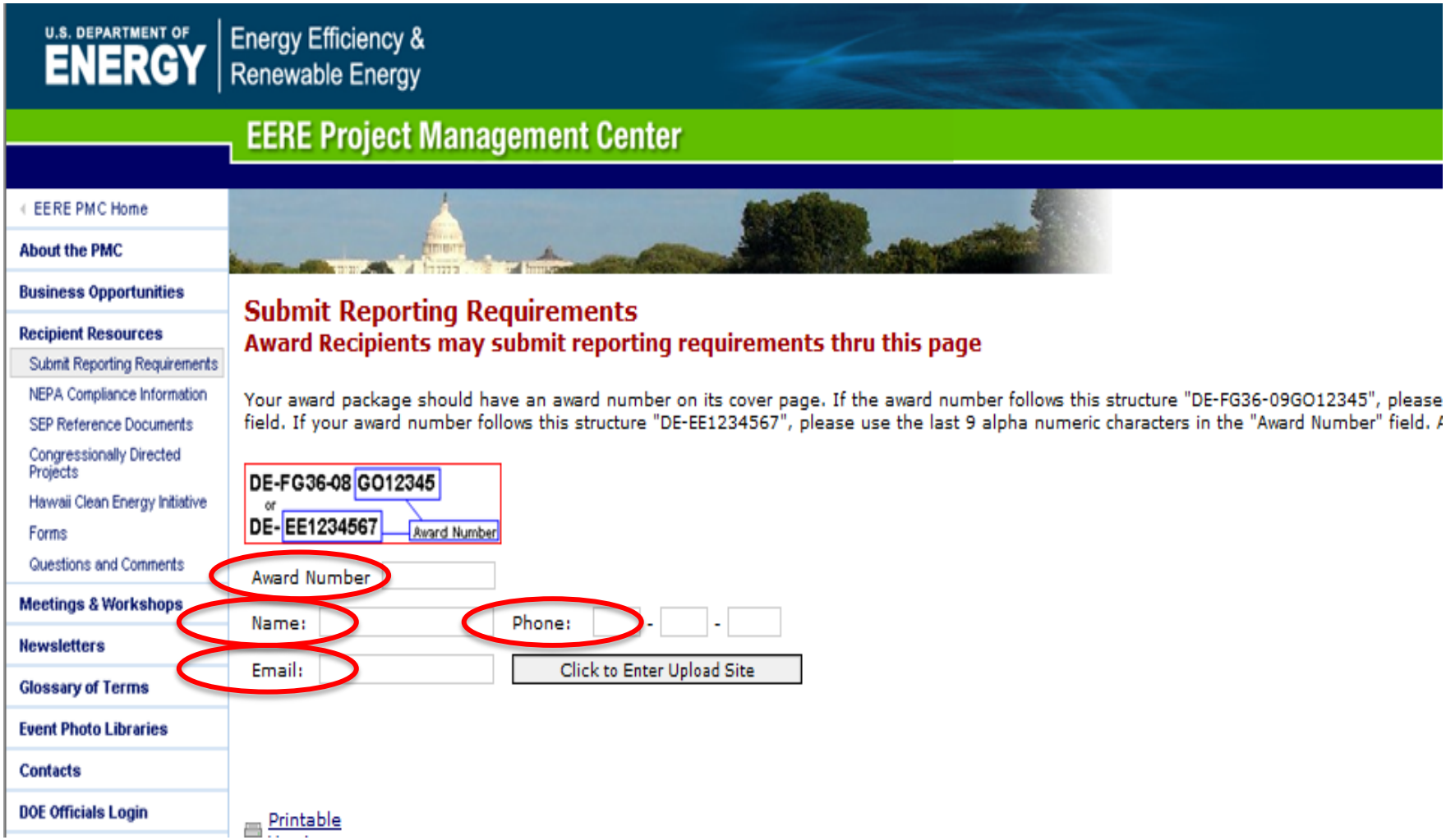
EERE Project Management Center



EERE Project Management Center

- After clicking on the “Submit Reporting Requirement” link, you will need to enter some information about yourself and the grant.
  - Your Name
  - Your Phone Number
  - Your Email Address
  - Grant Award Number
    - (EE-000XXXX) can be found on your Assistance Agreement Form or contact the BBNP Team

EERE Project Management Center



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- After you enter the correct data, you will be taken into the PMC Portal where you can now upload the reports needed.

- You will be able to ensure you have the right grant portal by checking your Grant Award Number and Recipient Name

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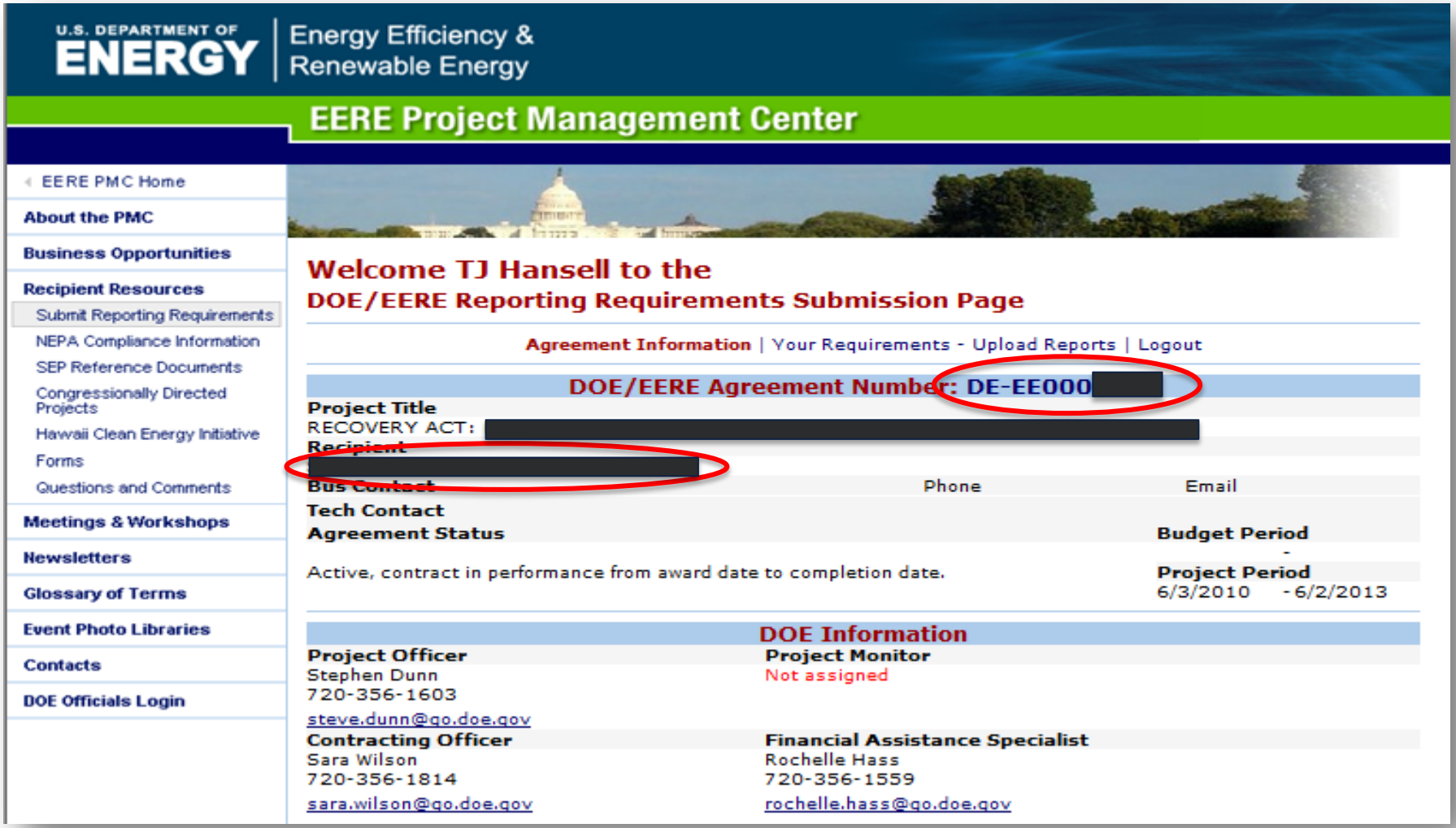

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- As you can see from the previous screenshot, you will be able to see the BBNP Project Team assigned to your award. If you have any questions, you can reach out to them.

- Always cc your Project Officer and Project Monitor on emails

EERE Project Management Center

- From that page, you will need to click on the link next to Agreement Information titled:
  - “Your Requirements Upload Report”
  - See Slide 16

- Once on the next page, you will see a list of reporting frequencies. Towards the bottom middle of the page, there will be a link to upload reports not listed. You will need to click on that link to upload your reports.
  - See slide 17

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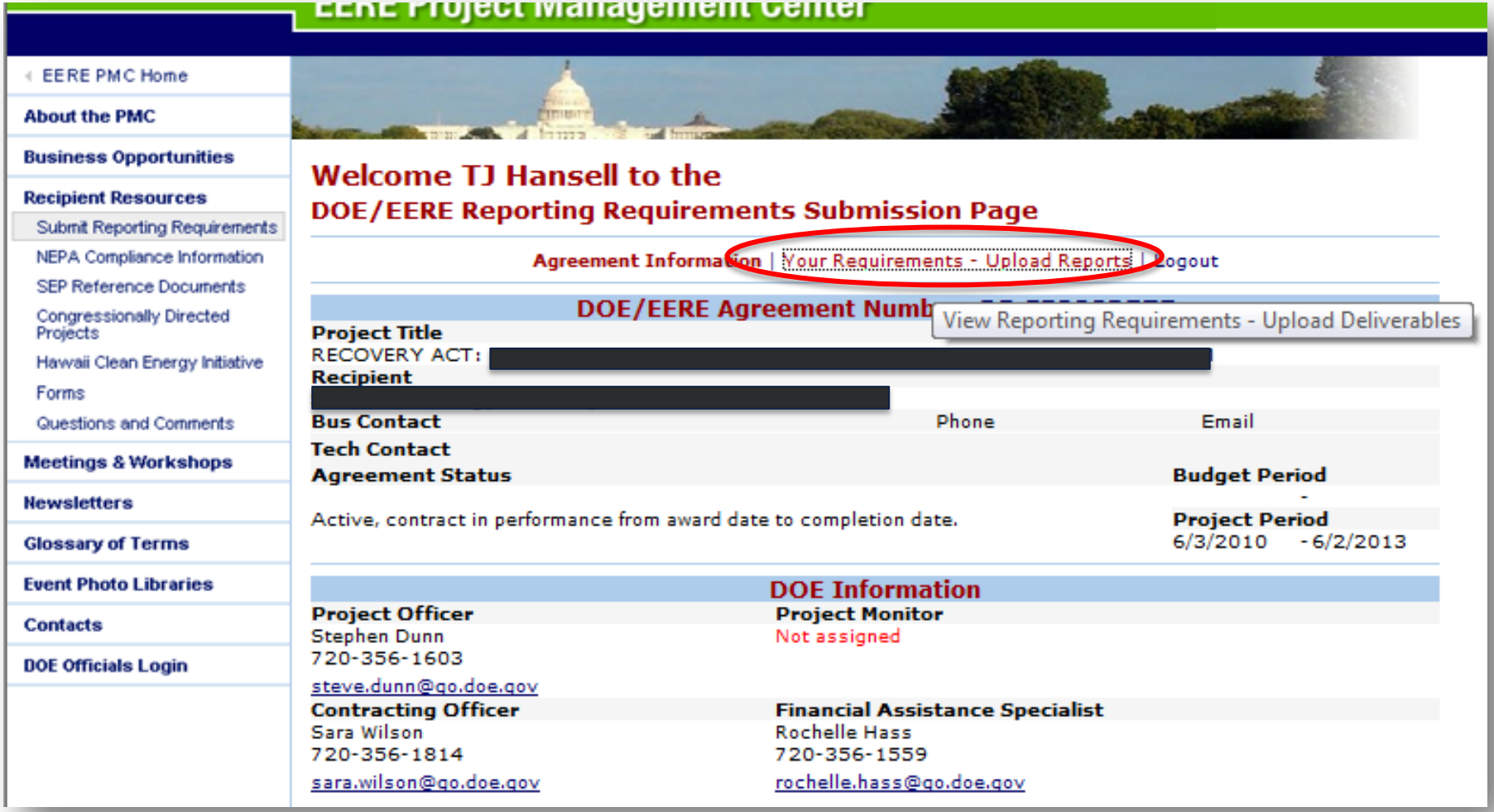

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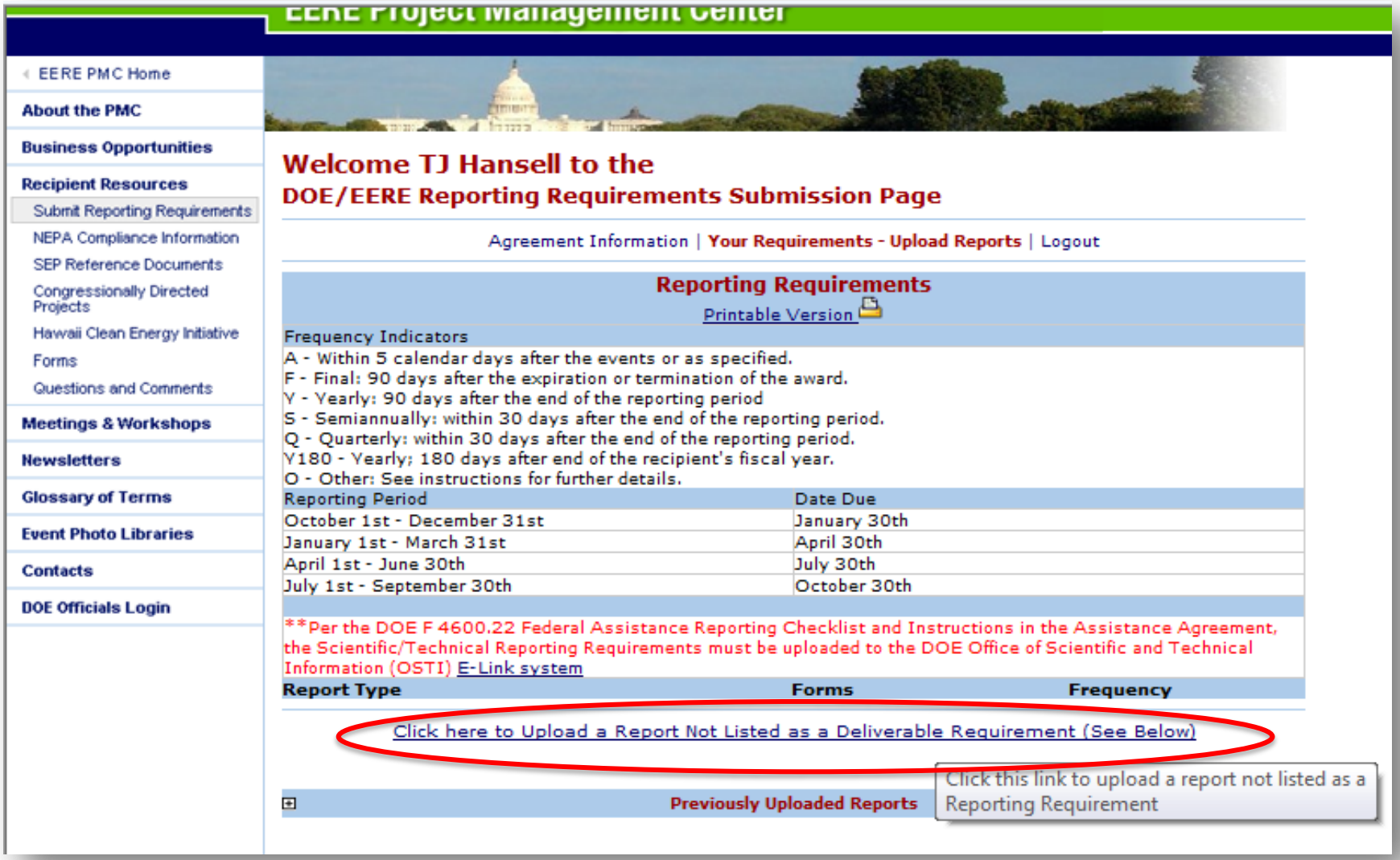

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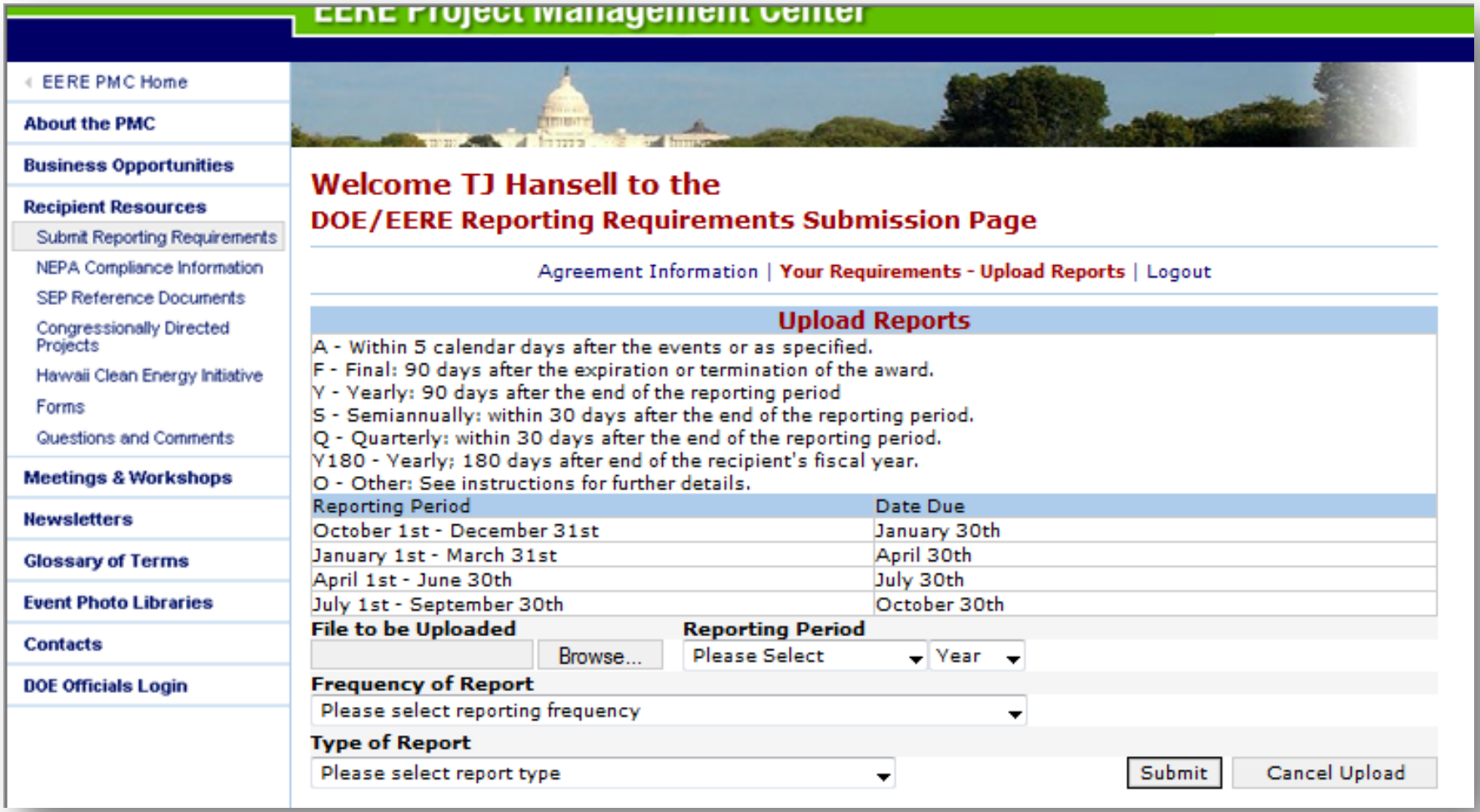
- Slides 19-24 will walk you through the steps to upload a report and what information is needed for each.

- You will need to follow these steps for each report you upload.

EERE Project Management Center



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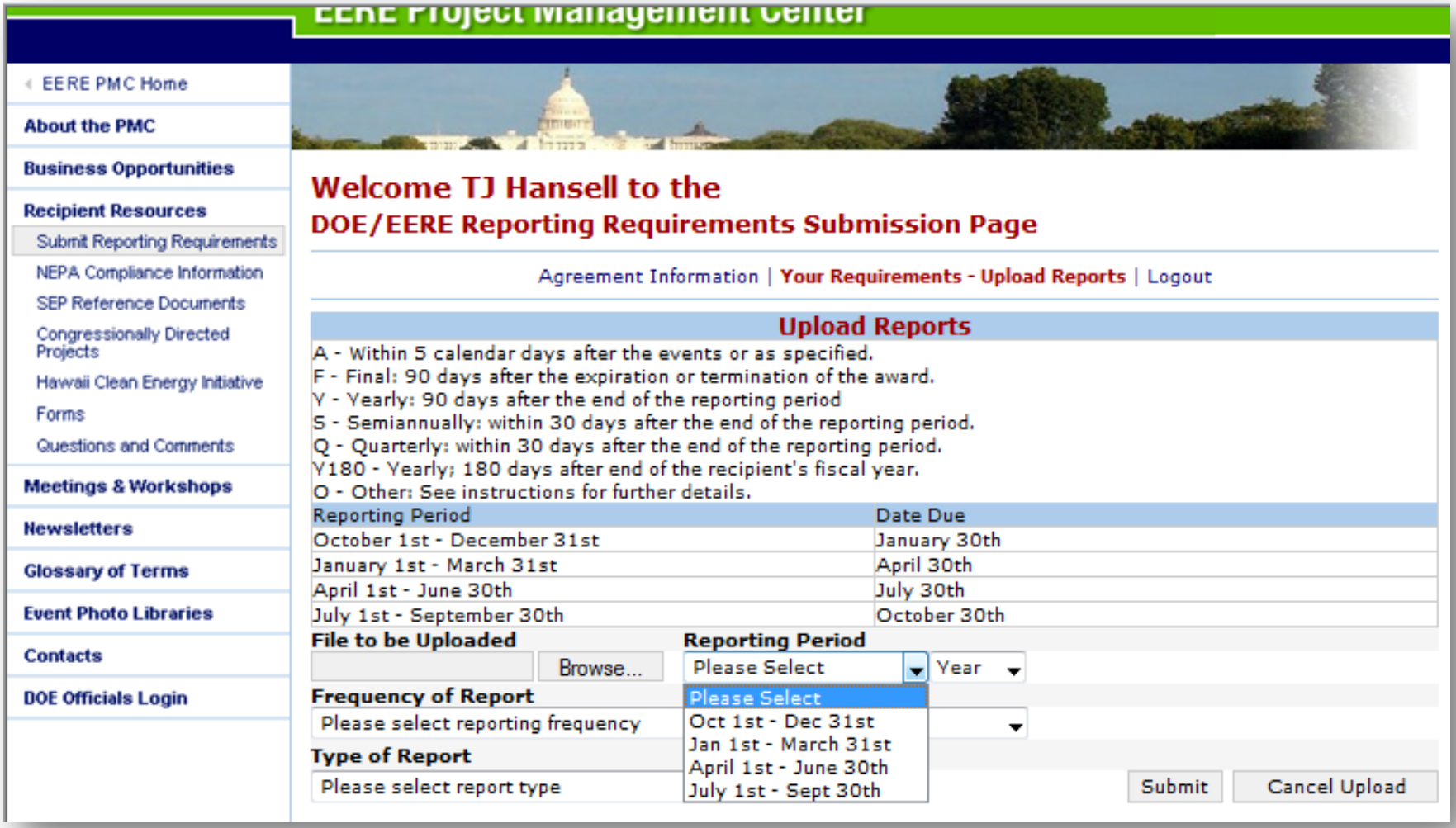

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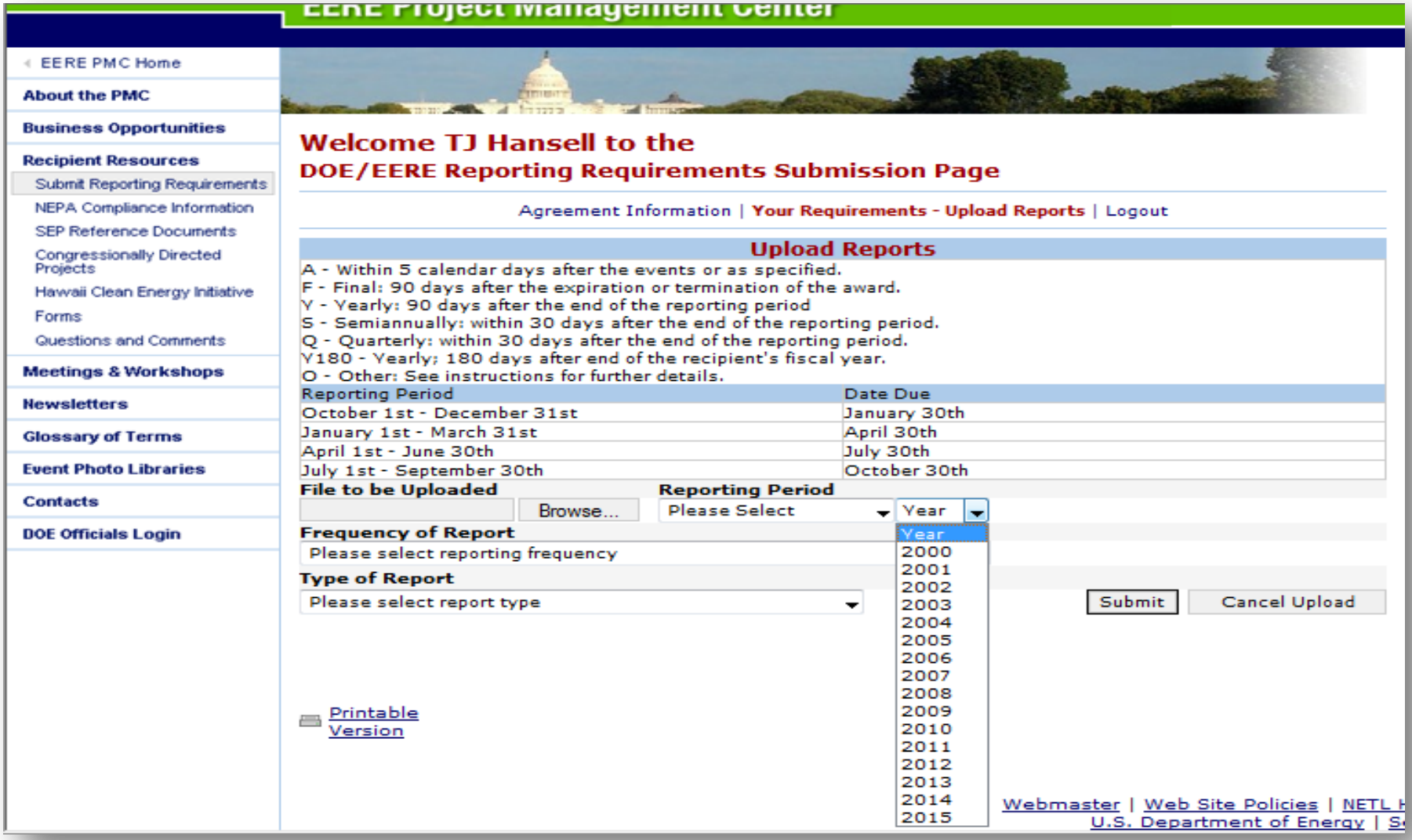

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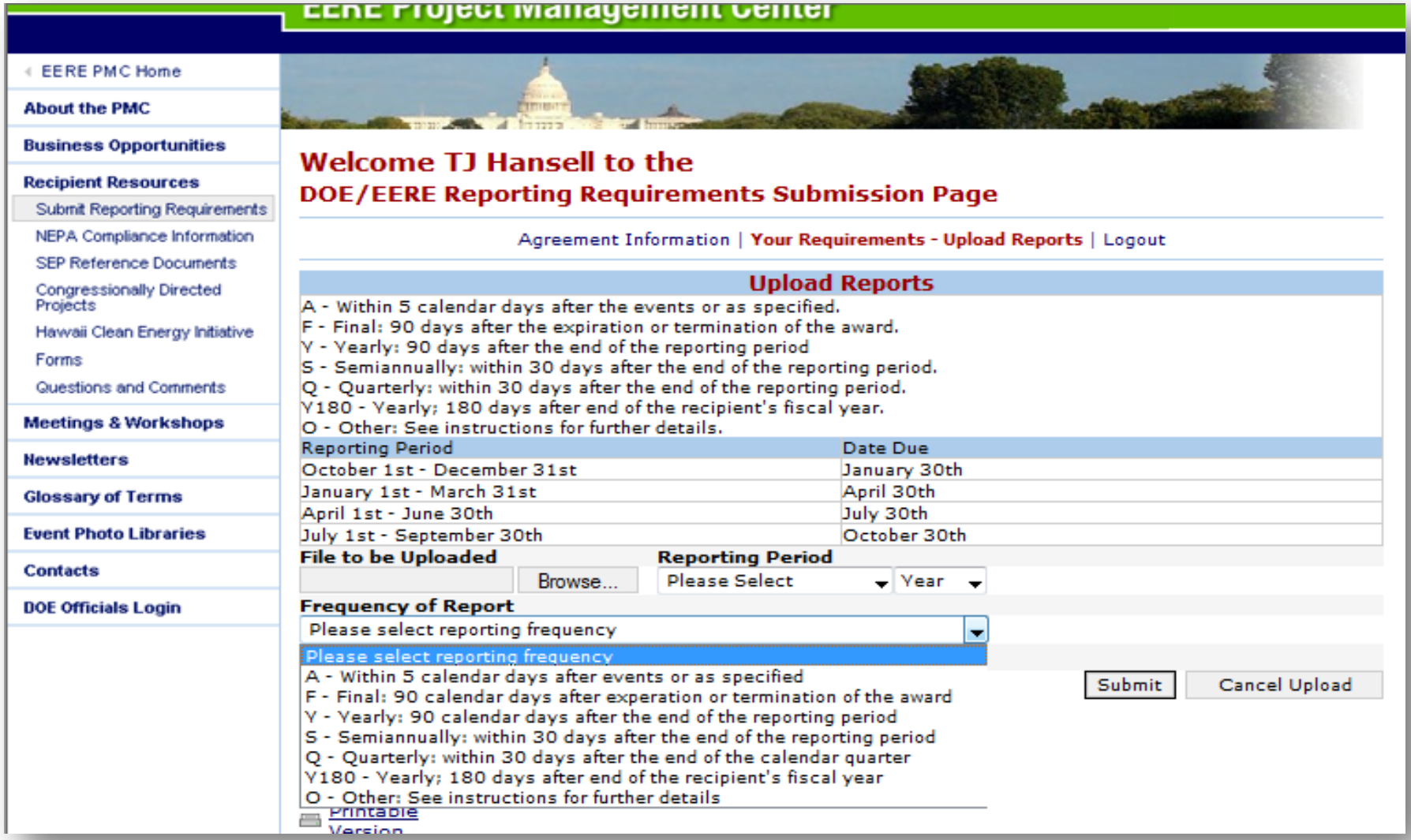

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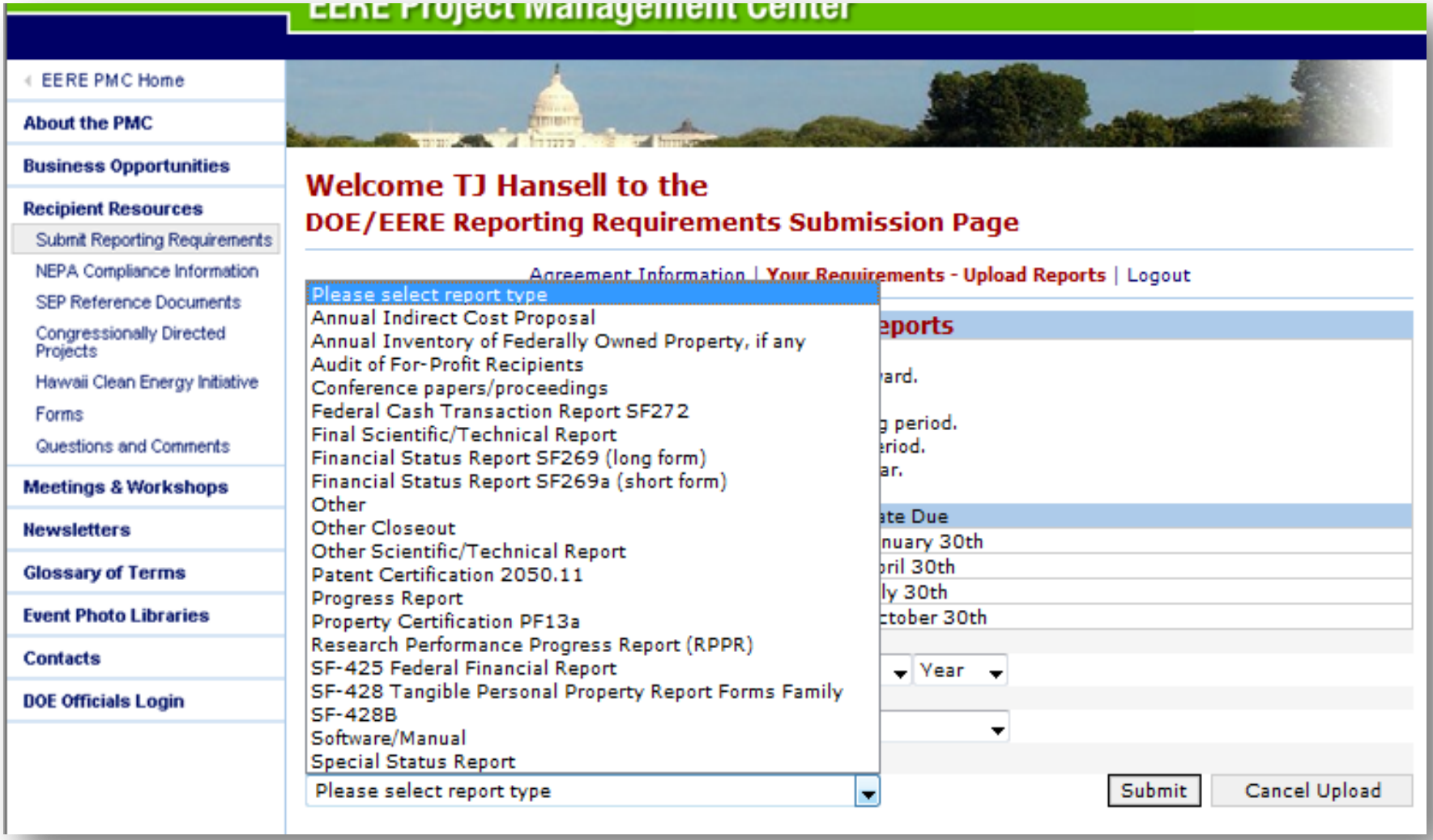

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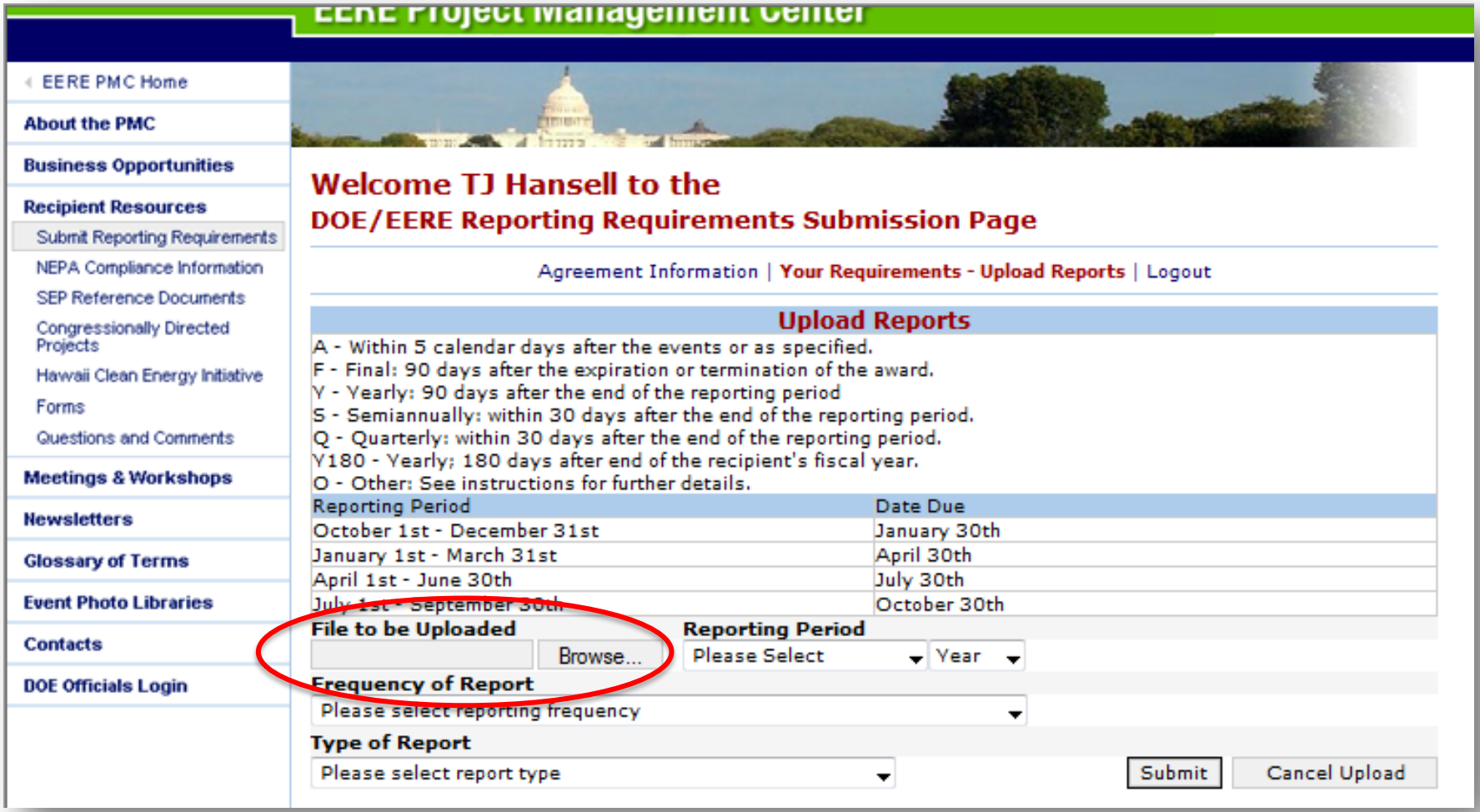

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- Once you browse for the Report you want to upload, you will need to hit “Submit.”
- Each report follows the same steps so repeat to upload all the reports needed.
- Once you “Submit” the report you will see an email similar to the one on the following slide

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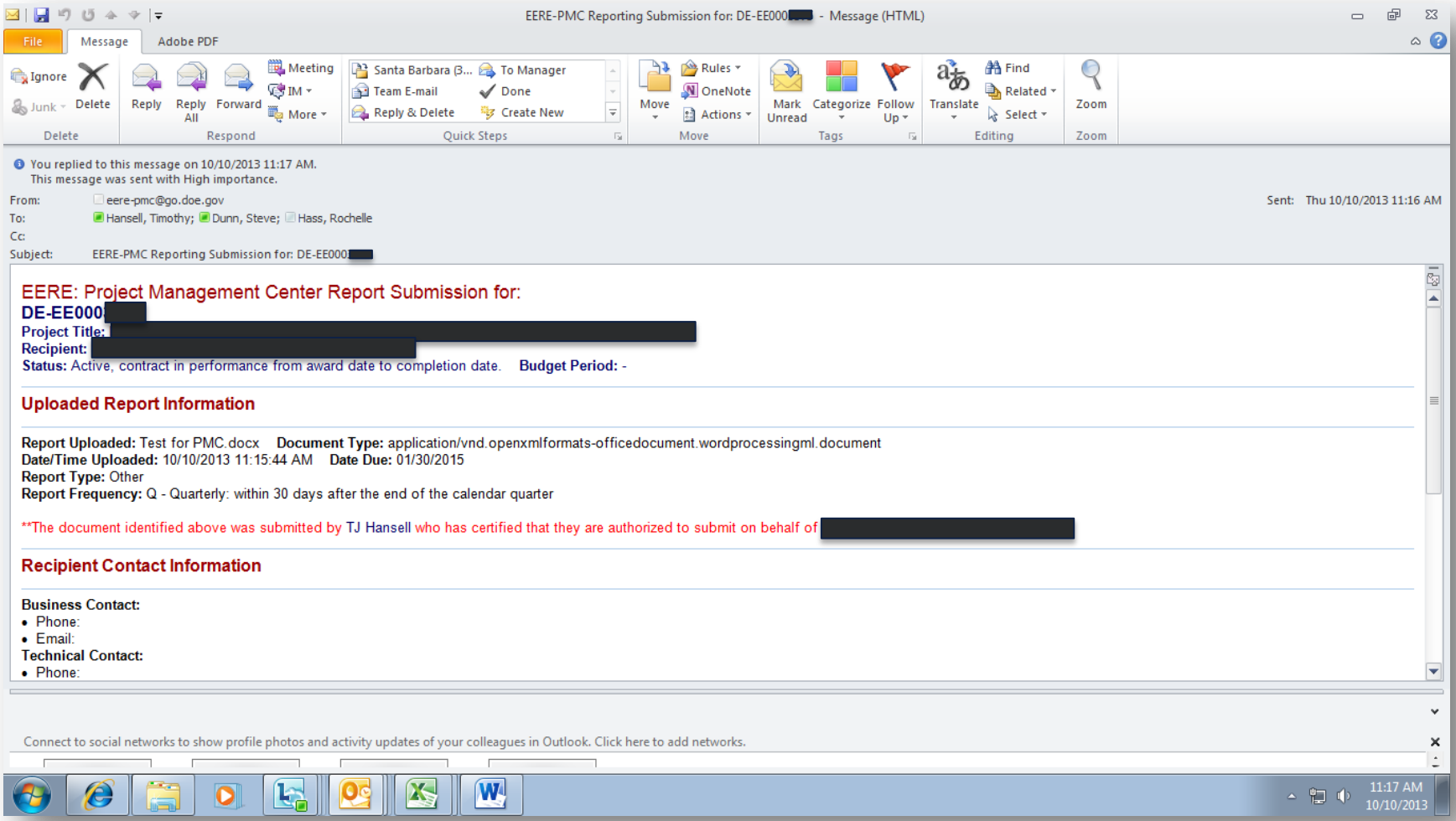

Contact Information

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