



EECBG Formula Grantees Reporting Resources and Reminders

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Overview

This document is a resource to support Department of Energy (DOE) Energy Efficiency and Conservation Block Grant (EECBG) formula grant awardees with their reporting requirements. It also provides supplemental information on navigating federal systems, addressing award modifications, and other relevant programmatic information. The information referenced will be updated periodically as additional information becomes available. Grantees should consult their award materials, notably their Federal Assistance Reporting Checklist (FARC) and Special Terms & Conditions, for detailed descriptions of requirements.

Performance and Financial Reports (submitted in PAGE)

- **Consult Resources for Reporting:** Refer to the EECBG Performance and Financial Reporting in the PAGE System resource for completing the Periodic Performance Report (PPR) and Federal Financial Report (FFR). Additional details are available in the [Reporting Guidance](#).
- **Reporting Webinar:** Watch the recorded [EECBG Program Grant Reporting Webinar](#).
- **Prior Period Reports:** If reports for previous periods (quarterly, semiannual, or annual) were not submitted, please submit them as soon as possible. As of July 16, 2025, multiple reports can be submitted prior to DOE Project Officer approval.
- **Process Metrics:**
 - Report on your primary [EECBG Program Process Metric](#) if activities were completed in the period.
 - If applicable, supplement primary metrics with secondary metrics to the primary metric by clicking “Add New Record” in your performance Report. Refer to the [Process Metrics](#) for the options.
 - Note some process metrics may be amended in the future to reflect administrative priorities, please continue to use relevant metrics until otherwise directed. All metrics reflecting Justice40, Diversity, Equity, and Inclusion (DEI), or disadvantaged communities are no longer a necessary reporting requirement.
- **Qualitative Descriptions and Attachments:**
 - Include qualitative descriptions where applicable.
 - Upload attachments to the document library. Helpful attachments include invoices, news articles, and executed contracts that support milestone accomplishments.
 - Please consult [eCFR :: 2 CFR Part 200 Subpart D - Procurement Standards](#) with questions regarding federal procurement requirements. For each separate procurement necessary to complete your project, note the micro-purchase thresholds (up to \$50,000) and the [simplified acquisition threshold](#) (below \$250,000) referenced in [2 CFR 200.320 -- Procurement methods](#). Upload necessary documentation on quotes and bids as necessary in the document library.



- This archived [Procurement Standards Guidance](#) provides a helpful breakdown.

Infrastructure Investment and Jobs Act (IIJA) Reports

- The Good Jobs report and the Locations of Work report are **optional reports going forward**.

National Environmental Policy Act (NEPA)

- Quarterly NEPA Logs

- **Submission Requirements:**
 - If your NEPA determination, is based on the [NEPA Statement of Work \(SOW\) #1](#) or [SOW #3](#)) indicating potential **ground-disturbing activities**, download and complete the [EECBG Recipients with a Historic Preservation Programmatic Agreement NEPA log](#).
 - Submit the completed log nepalogs@ee.doe.gov along with your DOE contacts cc'd **before to commencing activities**.
 - Those **who completed NEPA SOW #1** **must submit** quarterly logs regardless of **ground-disturbing activities** (use "N/A" for inapplicable rows).
 - The NEPA Control Number is GFO-EECBG-2023.
- **Guidance and Timelines:**
 - The NEPA team will provide additional guidance and an individual NEPA review if an updated determination is needed.
 - Submit logs **at least one month** prior to activity commencement to avoid project delays.
 - Include a site map (e.g., Google Earth) with your log submission once ground-disturbing areas are confirmed, as it is helpful for the NEPA team.
- **Subsequent Submissions (After initial approval):**
 - After your initial log is reviewed and approved, only a condensed submission is required for subsequent quarters unless changes occur.
 - Download the [EECBG Recipients with a Historic Preservation Programmatic Agreement NEPA log](#) check the box in B6, complete the green fields, sign, date, and **send to nepalogs@ee.doe.gov with EECBG@hq.doe.gov copied**.
- **NEPA Rulemaking Impact:**
 - On June 30, 2025, DOE initiated rulemaking on [new NEPA implementing procedures](#).
 - **Note:** While specific NEPA requirements may update, the broader environmental review process, including requirements under National Historic Preservation Act (NHPA) and Endangered Species Act (ESA), remain in effect.
 - The changes will only impact recipients whose projects require updating their NEPA determination based on project activities not covered in the Statement of Work.
 - Please continue to adhere to the requirements in your Special Terms and Conditions and FARC.



- Grantees will receive additional guidance from our NEPA team with an individual NEPA review and updated determination is needed. **We strongly recommend submitting NEPA logs at least one month prior to the commencement of activities to avoid project delays.** It is helpful for our NEPA team to receive a site map via Google Earth or a similar tool with the log submission once the impacted areas once ground disturbing activities are confirmed.
- Grantees who completed a **NEPA SOW #1 need to complete quarterly logs regardless of whether your project conducted ground-disturbing activities** (fill out the rows like the examples and just put N/A if not applicable). **The NEPA Control Number is GFO-EECBG-2023.**
- **Grantees only need to complete a full log once** unless changes occur. In subsequent quarters, after a log is reviewed and approved, grantees will only need to download the [EECBG Recipients with a Historic Preservation Programmatic Agreement NEPA log](#), check the box in B6, complete the fields in green sign, date, and **send them to nepalogs@ee.doe.gov with EECBG@hq.doe.gov copied.**
- On 6/30/2025 DOE initiated rulemaking on [new NEPA procedures](#). The EECBG team will provide further guidance on the impact of the new rulemaking on the program once the rule is finalized. Please continue to adhere to the requirements specified in your Special Terms and Conditions and FARC.

• Annual Historic Preservation Reports

- Reports **are due annually on September 15th** in PAGE. Please complete these reports between August 31st and September 15th, as August 31st marks the end of the reporting period.
- For comprehensive guidance on historic preservation requirements, refer to [The National Environmental Policy Act and Historic Preservation Training](#) website.
- **Key considerations when completing a historic preservation report:**
 - Every U.S. state and Puerto Rico has a preservation agreement with the Office of State and Community Energy Programs (SCEP) applicable to local governments. If you've performed any administrative or project-related actions, you've utilized the U.S. DOE-executed Historic Programmatic Agreement (PA). **Therefore, the answer to 1c. should always be "yes" for all grantees in any state and Puerto Rico.**
 - EECBG formula grant recipients must annually consult their State's programmatic agreement to determine the number of activities undertaken. Tribal recipients with lands spanning multiple states should consult the programmatic agreement for the state where activities occur. If you need a copy of your programmatic agreement, email EECBG@hq.doe.gov as they are being restored to DOE websites.
 - An "activity" for reporting purposes is **not** the number of approved activity files in your application. Refer to the "[Historic Preservation Report Guidance](#)" in the PAGE Reference Library for detailed definitions.
 - **If you correctly completed the report in the previous years, and there are no changes or new activities, you do not need to re-submit the report.**
- **What constitutes a non-administrative "activity" (to be reported):**
 - Projects funded by DOE through EECBG, such as weatherized units, retrofitted buildings, installed renewable energy systems, and subgrantee award activities. These are typically listed in appendix A or B of your State's programmatic agreement.



- This also includes developing energy plans, architectural/engineering design plans for retrofits or solar arrays, and energy audits that do not physically alter a building.
- **Streetlighting retrofit projects count as one activity.**
- The total for 1e should equal the sum of 2a + 2b + 2c + 3a.
- **What is NOT considered an “activity” (do not report):**
 - **Administrative activities:** This includes planning, information gathering, data analysis, document preparation, technical assistance, or any other administrative effort to manage your project.
 - Projects utilizing the [ACHP EVSE nationwide exemption](#) for **EV chargers** should not be reported in your annual historic preservation report, even though the report itself is required.
 - Purchasing equipment like light bulbs or vehicles that do not require property or building alteration.
- Your EECBG Project Officer will assist with any necessary corrections during your award closeout.

Davis-Bacon Act (DBA)

- Refer to the U.S. Department of Labor provides a helpful overview [Davis-Bacon and Related Acts](#).

- **Semiannual Enforcement Reporting**

- The [Semiannual Davis-Bacon Reporting](#) website outlines DBA requirements under IIJA. Reports are submitted in PAGE and are due on April 21st and October 21st annually. **All grantees with active, anticipated, or planned DBA-covered project activities should submit the semiannual report.** If no work has occurred within the reporting period, submit a zeroed-out report.
- The purpose of the report is to track awarded funds flowing from DOE and the DBA compliance actions performed within the reporting period attached to the awarded funds.
- **Some clarifying notes for submitting reports in PAGE:**
 - If DBA activities occur within the reporting period, the response to question 2 will be: one (1) contract representing your award from DOE. The response to question 3 will be: the amount of funds received from your DOE award.
 - If you are sub-granting, and DBA activities occurred within the reporting period, subgrantees must also submit a Semi-Annual DBA report. Their responses for 2 and 3 must include the count of awards and their amounts sub-granted to them by you, the public agency. Submit responses to form linked on the [DOE Semiannual Davis-Bacon Report webpage](#).



• Weekly Payroll Tracking

○ LCPtracker Enrollment & Set-up

- **To avoid project delays, the EECBG staff strongly recommended that grantees with DBA covered project complete the enrollment, set-up process, and training at least one month in advance of commencing projects.** The timeline for enrollment will depend on the number of requests received and we want to emphasize the importance of planning ahead to mitigate any possible delays.
- We are **now offering 30-minute meetings** to assist with the LCPtracker registration process. Please book an appointment with one of our team members via the [LCPtracker booking page](#). As a reminder, LCPtracker is a platform for grantees to submit weekly payroll reports demonstrating that laborers are paid a prevailing wage. All EECBG Program-funded projects involving labor contracts greater than \$2,000 are subject to the [Davis Bacon Act](#). If you believe your award does not meet these criteria, please reach out to EECBG@hq.doe.gov.
- When scheduling an appointment please gather the following information:
 - If bidding, date of bid advertisement (N/A is acceptable)
 - If bidding, date of bid opening (N/A is acceptable)
 - Date the contract was awarded – **note this is the date of your agreement with a specific contractor that will be completing DBA covered activities. It is not your EECBG award date listed on your period of performance.**
 - Construction type(s) relevant to your EECBG award (based on categories listed below, more info via [DOL Memo 130](#)):
 - **Building:** includes the construction, rehabilitation and repair of sheltered enclosures with walk-in access for the purpose of housing persons, machinery, equipment, or supplies.
 - **Residential:** includes the construction, rehabilitation, and repair of single-family houses, townhouses, and apartment buildings of no more than four (4) stories in height.
 - **Highway:** includes the construction, alteration or repair of roads, streets, highways, runways, parking areas and most other paving work not incidental to building or heavy construction.
 - **Heavy:** is a “catch-all” category which includes those projects which cannot be classified as Building, Residential or Highway. Heavy construction is often further distinguished on the basis of the characteristics of particular projects, such as dredging, water and sewer line, dams, major bridges, solar and wind farms, and flood control projects.



- Please bring the following information to the call (no need to send ahead of time):
 - Decide on your award's LCPtracker point person, they must attend the call
 - The estimated start date for the project
 - The estimated completion date for the project
 - Office address
 - [OPTIONAL] Contractor information:
 - a) Company name,
 - b) Federal ID number from IRS,
 - c) Company Contractor License or 10 Digit Phone # or Existing LCPtracker User ID,
 - d) Unique Entity ID From SAM.gov or phone number
 - e) Union Status (union, nonunion, or mixed)
 - f) Main point of contact for the contractor including name, phone number, and email address
 - g) Company address
- After enrollment, Prime Recipients (grantees) main point of contact will be the assigned the Business Manager role in LCPtracker upon completing the ID verification with the LCPtracker team. You will receive a notification describing the acceptable forms of ID.

○ Training

- All LCPtracker users engaged with EECBG projects must complete a four-part training course (four hours total). See appendix B in [recipient guide](#) for more details. The LCPtracker is a very involved tool with quite a few complexities and steps for primary administrators and contractors. There may be a steep learning curve for grantees and contractors that are unfamiliar with the tool. Some supplemental resources to help familiarize LCPtracker include:
 - [Administrator's User Manual](#) - supplemental resource to navigate LCPtracker functions for administrative users.
 - [Contractor Quick Start Guide](#) - contractor users.
- ***LCPtracker administrators strongly recommend completing training closer to the time of anticipated DBA covered project activities*** so information is front of mind for prime recipients and sub-contractors.
- Grantees ***do not*** have to schedule a live training and can rather watch ***on-demand*** trainings via the [Knowledge Base](#) including:
 - [On-Demand Trainings](#)
 - [Training Documentation](#)



- For additional trainings, the DOE hosts a monthly [DBA Spotlight Series](#) highlighting features of LCPtracker that can further enhance and support users' knowledge of LCPtracker.
- As a prime recipient for your community's award, ***please note the enrollment and management of DBA reporting from contractors and sub-contractors is administered by the prime recipient rather than DOE.*** Once your community completes its enrollment and training you will have more information on how to provide Limited Admin access to contractors and subcontractors. Some important notes:
 - Please refer to figures 1 and figure 2 in [this resource](#) on page 10 for a summary of the various users' roles and responsibilities.

○ How to Videos

- [DOE LCPtracker Guidance - YouTube](#)
 - [How to Create an Admin User Account in LCPtracker](#)
 - [How to Assign a Contractor to a Project in LCPtracker](#)
 - [How to Create a Contractor Account in LCPtracker](#)
 - [Monitoring Certified Payroll Reports \(CPRs\) in LCPtracker](#)

○ Retroactive Reporting Payroll

- **LCPtracker Enrollment (Retroactive Payroll):** DOE will seek enrollment of all contractors and subcontractors supporting the EECBG project in LCPtracker. If a contractor is unresponsive or refuses to enroll, notify your TPO immediately.
- **LCPtracker Requirement (Term 44):** Per Term 44, a third-party electronic payroll compliance software (LCPtracker) is mandatory. For projects awarded before DOE's LCPtracker rollout (~June 2024), DOE can seek approval to submit eDocuments to LCPtracker. To upload eDocuments such as a WH-347 described in more detail below, grantees still need to enroll, add projects, wage determinations, and contractors to LCPtracker. Once enrolled grantee's administrative points of contact can upload documentation to LCPtracker.
- **WH-347 Form (case-by-case):** Recipients can choose to upload the [WH-347 form](#) as an eDocument to LCPtracker for retroactive reporting on behalf of contractors, *only with Project Officer approval, and only when a contractor is unresponsive or unable to complete enrollment.* **The WH-347 form *is not* a substitute for LCPtracker.** Refer to DOL's [Instructions For Completing Davis-Bacon and Related Acts Weekly Certified Payroll Form, WH-347](#) if applicable. Grantees are not required to use the WH-347 for retroactive submission but must ensure that all information necessary to complete that form is provided when uploading an eDocument certifying payroll.



• FAQs

- Some previous information has changed based on feedback from the DOL and DOE legal teams. Below is an expanded list of DBA and DBA reporting questions:
- *What is the general applicability for DBA under EECBG?*
 - DBA will apply to any work included in a DOE project and during the period of performance. Coverage applies to leveraged funds from grantees or outside sources required to complete projects in addition to EECBG allocations. DBA will not apply to any work performed outside of the specified DOE project or funded separately.
 - DBA applies because federal funds are touching the project. DBA **applies** when:
 - a) Project includes equipment purchase and installation by a third-party contractor.
 - Example projects: HVAC equipment, streetlights, boilers, stationary EV chargers
 - b) Project is just supplies purchase but said supplies will be installed by a third-party contractor.
 - Example projects: Lighting retrofits.
 - c) Actions are performed **inside** of the award period of performance.
 - DBA **does not** apply when:
 - a) The equipment does not need installation.
 - Example projects: EVs, mobile EV chargers, e-bikes
 - b) The entity's own staff does the installation.
 - c) Actions are performed **outside** of the award period of performance.
 - Previous information on the EECBG website was that DBA only applies when grant funds are being used to cover the cost of installation. That was deemed **incorrect** and is superseded by the information above.
- *Do I need to submit weekly certified payroll reports if no DBA covered activities occurred?*
 - **No.** EECBG formula grant awardees with DBA covered activities only need to submit certified payroll when applicable contracted labor occurs. Refer to the [DOE DBA Desk Guide](#) for information on covered labor activities.
- *Can I use any portion of my EECBG funds to purchase equipment only and later install that equipment using non-DBA compliant contracted labor after award closeout?*



- **No.** If EECBG funds (including leveraged funds like utility rebates or local cost share) are used to purchase eligible equipment that will be installed by contracted labor, **DBA compliance and weekly payroll reporting in LCPtracker are required.** This updated guidance reflects recent DOL determinations.
- For planning-only projects (e.g., building audits, fleet studies, solar design plans) that may eventually lead to equipment installation, DBA may not apply if there is a **notable gap** between project completion and the start of construction activities. DBA will not apply for actions occurring after grant closeout or outside the period of performance.
- **Grantees should contact project officers for clarification on timing or activity purpose regarding construction activities.**
- *Does DBA apply to residential projects (e.g., single-family homes)?*
 - **Yes**, if EECBG funds directly pay contractors for eligible retrofits on single-family homes.
 - **No**, if the project is structured as an incentive program where individual homeowners receive funding from the local government or tribe and directly contract with installers selected by the homeowner for the work.
- *Does DBA apply to internal local government contracts with public works or facility departments if they are funded independently or via a separate union contract?*
 - **Possibly.** If the staff is considered an employee of the local government, then DBA **is not applicable**. If the staff are employed onsite via ongoing maintenance or sole source procurement **contractual agreement** with a third party, then DBA **is applicable**.

Build America, Buy America Act (BABA)

• Compliance Requirements

- **Applicability:** BABA applies to EECBG recipients with awards of over \$250,000 for activities involving the purchase and installation of EECBG formula eligible equipment and associated materials. ***This \$250,000 threshold includes your formula allocation, local cost share, and leveraged funds (e.g., utility rebates) necessary to complete your project.***
- **Documentation:** Grantees must obtain certification of product compliance from the supplier, manufacturer, or vendor providing the covered product(s), retain this documentation for three years, and provide proof of compliance upon request by DOE. (Refer to Term 45.c in the award Special Terms and Conditions available in FedConnect). The U.S. Environmental Protection Agency (EPA) [Certification Letter Template for Manufactured Products Covered Under the Build America, Buy America Act](#) is an example that could be used for EECBG grantees.



- **Note: If DOE requests proof of compliance, product specification sheets alone may not be sufficient.** Grantees are responsible for conducting legal due diligence when obtaining documentation and/or letters from suppliers and vendors. See [2 CFR 184.5](#) for more information.
- For additional details, visit the DOE IJA [Build America, Buy America](#) website.

• Waivers

- **All BABA waivers must be approved in advance of incurring costs.**

- **General Applicability Public Interest**

- These waivers are applied when the Buy America Requirement would be inconsistent with the public interest. Key examples for EECBG recipients include:
 1. **Small Grants, De Minimis, and Minor Components Waiver ([BABA Waiver 2023-01](#))**
 - Valid Through: 7/28/2028
 - **Small Grants:** Total project cost (including cost share) is under \$250,000.
 - **De Minimis:** Non-compliant BABA material costs do not exceed 5% of the total applicable project costs. Applicable project costs include compliant and non-compliant material costs across iron or steel products, manufactured products, and construction materials. (PV non-availability waiver compliant modules are considered BABA compliant).
 - **Minor Components:** (Rarely used for EECBG projects). Waives minor components (e.g., nuts, bolts) not domestically produced, used with domestically produced iron or steel products, if their value doesn't exceed 5% of the cost of the domestically produced iron or steel products.
 2. **Indian Tribes – Multi-Agency Waiver ([BABA Waiver 2025-12](#))**
 - Valid Through: 1/9/2030
 - For more information specific to Tribes, click the provided link.

- **Project Specific Non-Availability**

- These apply when U.S.-produced iron, steel, manufactured products, or construction materials are not available in sufficient quantities, satisfactory quality, or are not reasonably available. DOE does not maintain a list of BABA compliant products or recommend specific vendors.
- A list of all currently approved waivers is available [here](#). This includes the **EECBG and Solar Module Non-Availability Waiver ([BABA WAV 2025-09](#))** for solar modules with final assembly in the United States, valid through **December 31,**



2025. Please note as of January 1, 2026, this waiver is *now expired*, moving forward individual product specific waivers will need to be submitted if applicable.

○ Unreasonable Cost Waiver

- These apply when the inclusion U.S. manufactured products including iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than **25 percent**.

○ Submitting a Waiver

- If a general applicability waiver isn't suitable, or if you're struggling to find/verify compliant products or reasonably priced options, complete the [BABA Waiver Form](#) and submit it to EECBG@hq.doe.gov. Your request will be directed to your Project Officer.
- **Note project specific waivers cannot be approved retroactively for purchases already made.**

Award Modifications

- The information below summarizes the types, distinctions, and the levels of involvement when modifying an award.

• Full Modifications

- This is a scenario when our Financial Assistance team needs to review and approve the changes and will issue a modified award for grantee's acknowledgement in FedConnect.
 - **Change in the Principal Investigator (PI) or Business Officer (BO)** - requires confirmation from the grantee along with the contact information of the new PI/BO explaining their role within the organization.
 - **Project Scope Changes** - If you are changing activities, locations, or the entire scope of your previously approved project notify your PO and set up a revision in PAGE. Once all sections are revised and re-submitted the PO will evaluate the updates and request a modification from financial assistance colleagues. Once the modification is processed, recipients will receive a notification from your PO confirming the modified award is available for acknowledgement in FedConnect. Recipients should acknowledge the award **prior** to commencing the modified activities.
 - **Budget Shifting** – a change of 10% or greater from one SF-424a category to another (e.g. 10% from contract to personnel).
 - **No Cost Time Extensions (NCTE)** – must be submitted at least 30 days before the end of your current budget period and include supporting reasons and the



revised period of performance. We encourage entities to keep NCTE's to a maximum of one year.

- **NEPA Revisions**

1. If a grantee originally submitted the NEPA SOW #2 and determined ground disturbance will be necessary to proceed with their project, an updated NEPA SOW #1 is required, and a modification will be processed. Once completed, grantees will be required to submit quarterly NEPA logs.
2. If your project falls outside of the NEPA SOWs, an EQ-1 must be submitted in PMC. Common examples of project requiring EQ-1s:
 - Projects installing solar panels where the cumulative total of all proposed installations facilitated with EECBG funding exceed 60 KW. This is primarily to consider potential reflectivity considerations that may impact commercial aviation.
 - Solar thermal water heating
 - Geothermal aka ground source heat pumps exceeding 5.5-ton capacity.
 - Geothermal aka ground source heat pumps horizontal loop systems requiring the removal of trees.
 - Construction of pedestrian walkways or bike lanes.

- **Revisions Needed Only in PAGE**

- These scenarios only need to have a revision in PAGE initiated, re-submitted, and approved. They likely will not require further review from our financial assistance team or the need for acknowledgement in FedConnect. Initiating a revision can be done by navigating "EECBG BIL"->"Application Documents" -> "Checklist".
 - **Budget Shifting** - that changes the amounts allocated across activities without exceeding 10% of the total award value (e.g. moving \$10,000 from a previously approved energy auditing activity to an energy efficiency retrofit category on an award >\$100,000).
 - **Addition of non-previously approved leveraged costs** – most commonly received via receipt of a utility rebate, elective pay tax credit, or program income such as renewable energy credits or fees from EV charging infrastructure. Review and approval of leverage costs requires review from both our team and our financial assistance team. These are assessed on a case-by-case basis, but typically if the amount is under 10% no award modification is necessary. If it's above 10% a full modification may be necessary.
 - **Adjusting approved activity milestones** – Time-bound milestones can become inaccurate due to delays in procurement, deviations from predicted approval timeline, or small refinements to the descriptions and scope. In these situations, it is allowable and advisable to update your milestones to ensure your performance reports remain as accurate as possible.



Troubleshooting Federal Systems

• Automated Standard Application for Payments (ASAP)

- When setting up a grantee in ASAP, a recipient's banking information needs to be linked to the Golden Field Office (GFO) Agency Location Code (89000001/04).
 - The individual listed as the ASAP Financial Official will need to complete the following steps to link the banking information:
 - Click on the 'Enrollments' tab; scroll down/select 'Modify/Delete Banking Data'
 - Mark the radio button for the applicable Bank Account
 - Click on the 'Continue' button
 - Mark the box for 'Department of Energy/ALC 8900000104'
 - Click on the 'Continue' button
 - Click on the 'Submit' button
 - The system may prompt you to click on 'Accept' button.
- If you need assistance enrolling in ASAP, please contact asap.enrollment@ee.doe.gov with your DOE contacts copied.
- **If you need to change your ASAP administrator or set up an account, please also include finance@ee.doe.gov.**
- ***Grantees should refrain from drawing down funds in their ASAP accounts prior to invoices being incurred to avoid the need to return interest accrued back to the federal government.*** DOE does not specify specific timeframes for disbursements and defers to the guidance in [2 CFR 200.305 Federal payment](#). We recommend that disbursements and payments are made as closely together as possible. If payment cannot be made within 30 days, the [2 CFR 200.305\(b\)\(9\)](#) describes the requirements for reporting and remitting interest earned to the federal government.
- ***Effective May 19, 2025, ASAP is requiring recipients to provide [payment justification](#).***
 - This field is mandatory and will be required in the first step of the payment request process.
 - This new field will allow you to submit a justification that is no longer than 300 characters.
 - If a payment requestor is making more than one payment request at a time (i.e., summary payments), please ensure the correct justification is used for each request.
 - EECBG entities can provide a statement briefly describing the purpose of the transaction confirming that the payment is reasonable, allocable, and allowable per the terms and conditions of their EECBG award.
- Some additional resources on how to make payments ASAP:
 - [How to Make a Payment Request](#)
 - [Automated Standard Application for Payments - \(ASAP\) FAQs](#)

• FedConnect



- The [Using the Award \[Summary\] Page](#) describes the steps and location on where to acknowledge awards.
- Once an award is accepted recipients will only need to interact with FedConnect if you need to update points of contact in FedConnect. Steps to complete that process are below:
 - Grantees should contact fcsupport@unisonglobal.com. Once the entity contacts Unison Global; they will be prompted to submit a help ticket and requested a letter on company letterhead from the city, signed by a SAM.gov Point of Contact for the organization. (The signature needs to be a "wet" signature or should be an electronic signature. Images of a name in italic font are not acceptable.).
 - The letter should state that The Vendor Administrator on file for the [Entity] (SAM UEI: E#) is no longer employed with the City. The previous Vendor Administrator [name and email] should be removed from the account. The new Vendor Administrator to be appointed and activated should be [new Contact Name and email].

- **Subaward Reporting in SAM.gov**

- Recipient's Federal Assistance Reporting Checklist (FARC) states the prime recipient is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant **greater than or equal to \$30,000** via the Federal Subaward Reporting System (FSRS). As of March 8th, 2025, FSRS.gov was retired, and all subaward reporting data and functionality are now on [SAM.gov](#).



Closeout

Grant Program Closeout Checklist

EECBG Closeout Standard Operating Procedure (SOP)

This checklist provides resources and guidelines for Energy Efficiency and Conservation Block Grant (EECBG) recipients preparing for the closeout process. Adherence to these steps will help ensure a smooth and compliant closeout of your grant. Always refer to your specific assistance agreement, the official EECBG Program Guidance, and the [2 CFR 200 Uniform Guidance](#) and for comprehensive requirements.

Key Due Dates for Closeout

Item	Due Date
Recipient	
• Final Progress Performance Report/Performance Report Quantitative • Federal Financial Report Submissions • Liquidation of all Financial Obligations	Within 120 calendar days of the performance end date.
Subrecipient to Recipient	
• Subrecipient Final Reports • Liquidation of all Financial Obligations	No later than 90 calendar days after the performance end date or an earlier date as agreed upon by the recipient and subrecipient).

I. Required Documentation for Closeout

When a recipient is ready to close out, the Financial Assistance Reporting Checklist (FARC) serves as the primary document to identify reports that are required for closeout. A general list of documents is listed below. **Reports are due within 120 days after the grant expires and are submitted in PAGE.**

- **Final Progress Performance Reports:** Comprehensive summary of all work conducted during the project. Ensure all activities are marked complete and all milestones and metrics are fully reported through the end of the grant period.
 - Verify "Status" for each activity is updated to reflect completion.
 - Confirm "% of work complete" accurately reflects 100% for all activities.
 - Ensure all planned milestones have been achieved and recorded in the "This Period" and "To Date" columns.
 - Record all required primary [process metrics](#) and optional secondary metrics for the final reporting period, paying attention to relevant sectors.
 - Utilize comment boxes to provide context for numeric and financial data to avoid report revisions.
 - Infrastructure investment rationale (if applicable).
 - Remarks on any problems, issues, or variances from the plan (even if there are none, please state so).
 - Accomplishments, publicity, and good news.
 - Any additional relevant information not captured elsewhere.
- **Keep in mind:**
 - Must check "Last report for grant". See the checkbox next to the reporting period drop-down menu for access.
 - Total project costs in the Performance Reports should agree with the federal expenses in the Final Financial Report.
- **Final Federal Financial Report (SF-425):** Comprehensive summary of actual project costs up to the closeout date.
 - **Header Section:** Confirm the correct performance period is selected.
 - **Basis:** Ensure your selected accounting method (Cash or Accrual) is consistent with previous reports.
 - **10. Transactions:**

- **Federal Cash (10a. Cash Receipts, 10b. Cash disbursement, 10e. Federal Expenditures):** Should be the same as the total cumulative payments made to the recipient.
- **Key Closeout Requirement:** Ensure **10c. Cash on Hand** and **10f. Unobligated Balance of Federal Funds** is **\$0** at closeout.
- **\$_____ Remaining unexpended DOE funds amount from line 10.h** will be deobligated at the end of the closeout process.
- **Federal Expenditures and Unobligated Balance (10d-10h):** Report all federal expenditures.
- **Recipient Share (10i-10k):** If applicable, report all recipient share expenditures. Line **10.i Total Recipient Share:** Generally, most EECBG grants do not have a cost share therefore this line is zero.
- **Program Income (10l-10o):** If applicable, report all program income earned and expended. Most EECBG projects have \$0 in this section. If previously approved, then addition method should have been used for all EECBG awards. If there is no program income, report zero.
- **Remarks:** Provide a thorough qualitative explanation for all non-zero boxes, including calculations for indirect costs and clarification on paid vs. invoiced funds.
- **11. Indirect Expense (if applicable):** Report all indirect costs in accordance with your approved rate agreement.
- **Petroleum Violation Escrow (PVE) Funds (if applicable):** Report any PVE funds utilized.
- **Leveraged Funds (Third Parties Funds) (if applicable):** Report any leveraged funds used to expand the project scope.
- **Keep in mind:**
 - Must check “Last report for grant”. See the checkbox next to the reporting period drop-down menu for access.
 - Should reflect final project costs after all invoices have been paid.
 - Cross-reference 10b (Cash Disbursements) with PPR Federal Financial Outlays + Indirect Costs.
 - Invoices should be uploaded in the “Document Library” under the “Grant Management” sidebar tab in PAGE.
- **Tangible Personal Property Report (SF-428, SF-428-B and SF-428-S):** Inventory of property obtained during the award and request for disposition instructions. The SF-428-S document provides detailed individual item information. Recipient purchased EV charging equipment with an acquisition cost more than \$10k. Recipient needs to submit the SF-428B and SF-428S if needed.

- ***Keep in mind:***
 - An SF-428 and SF-428-B are required even if there is no equipment to report.
 - The SF-428 (cover sheet) should be signed manually or electronically by an Authorized Official. The SF-428-S form accompanies the SF-428-B to include details on the equipment. The form is required if reporting equipment with a fair market value (FMV) > \$10,000. Reporting the acquisition cost means the (total) cost of the asset including the cost to ready the asset for its intended use. For example, acquisition cost for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. All forms are available for download at [Post-Award Reporting Forms | Grants.gov](#).
 - Please refer to the Special Terms and Conditions and the date your application was approved when assessing the acquisition threshold applicable to your award.
 - The Prime recipient is responsible for reporting on behalf of any subrecipients. Include all equipment by the Prime or any subrecipients.
- **Annual Historic Preservation Report for the period (if applicable).**
 - ***Keep in mind:***
 - This is not a separate report. Recipients need to report for the previous year or time period in PAGE. If you submitted an accurate and complete report for the year, then you do not need to do it again. Check your EECBG Formula Grantees Reporting Resources and Reminders document for information. This document is not submitted at closeout; however, it is your responsibility to have it as part of your files on PAGE.
- **Semi-Annual Davis Bacon Report for the period (if applicable).**
 - ***Keep in mind:***
 - This is not a separate report. Recipients need to report for the current and previous semi-annual time periods in PAGE. If you hired a contractor to do construction-type work, confirm that you reviewed approved certified payrolls on LCPtracker and that those activities are reflected in the semiannual DBA reports. This document is not submitted at closeout; however, it is your responsibility to have it as part of your files on PAGE.
- **Last Weekly Certified Payrolls in LCPtracker (if applicable)**
 - ***Keep in mind:***

- This is not a separate report. Recipients need to ensure that all Certified Payroll Records (CPRs) submitted by contractors are properly submitted, reviewed, approved, and accepted. Check the CPRs in LCPtracker to ensure that the contractor marked selected “Yes” to the final CPR on the certification tab. Refer to the [LCPtracker Knowledge Base](#) for more information.
- If your contractor was unable to submit CPRs in LCPtracker, and you received permission from DOE to submit eDocuments as an alternative, that step is unnecessary.
- Change the status of your project(s) from “Active” to “Complete” once the last CPRs are submitted on the set-up tab in LCPtracker. Review the fields to ensure project start dates to align with the actual start date of your project.
- **Certain IIJA reporting metrics are no longer required including:**
 - Good Jobs Report (including Quality Job Creation)
 - Equity and Justice Process Metrics
 - Pathways to Net Zero
 - One-Time Location Report

II. General Closeout Actions

- **Promptly Email EECBG Program Inbox:** Once your *final* performance and financial reports have been submitted in PAGE, immediately email EECBG@hq.doe.gov to indicate readiness for formal closeout.
- **Document Retention:** Recipients and subrecipients must retain all grant-related documentation (financial records, performance data, invoices, reports, communications) for at least 3 years from the date of submission of their final financial report [2 CFR 200 334](#) Uniform Guidance.
- **Access to PAGE System:** Ensure you have your password and PIN ready to log on to the PAGE system for final submissions. Exceptions will be made to allow recipients to submit via email only if the recipient encounters technical difficulties on the last submission date. Submit PAGE access issues via [Contact Us](#) webpage.
- **Address All Findings/Questions:** Be prepared to respond to any questions or requests for revisions from DOE regarding your final reports. Lack of context in reports can lead to rejection and requests for revisions.
- **Close All Subawards:** Request all final and closeout reports from your subrecipients. (See Section III).

III. Subrecipient Closeout Actions (If Applicable)

- **Establish Closeout Procedures:** Establish and implement clear closeout procedures for all subrecipients to ensure a successful and timely subaward closeout process.
- **Ensure Access to Subaward Information:** Ensure that DOE and OIG can continue to access subaward information after the closeout of the subaward.
- **Obtain Subrecipient Reports:** Obtain all final financial, performance, and other reports from subrecipients no later than 90 calendar days after the end of the period of performance.
- **Liquidate Subrecipient Obligations:** Ensure subrecipients liquidate all financial obligations incurred under the subaward no later than 90 calendar days after the end of the period of performance.
- **Limit Cash Advances:** Limit cash advances to subrecipients to amounts based on need and ensure payments are on a reimbursement basis.
- **Make Prompt Payments:** Make prompt payments to subrecipients for allowable reimbursable.
- **Resolve Audit Findings:** Resolve findings related to the subrecipient's subaward.
- **Review Equipment Purchases:** Request and review documentation for equipment purchased by the subaward.