SCEP

STATE & COMMUNITY ENERGY PROGRAMS

Reporting Requirements for Equipment Rebate Voucher Recipients

Energy Efficiency & Conservation Block Grant (EECBG) Program

2025

Purpose

Through this presentation, you will learn:

1. The key reporting requirements for EECBG Program Equipment Rebate Vouchers
2. Key deadlines for meeting these requirements
3. How to submit these requirements online

Who this presentation is for:

– EECBG Program formula-eligible local governments and Tribes that apply for **equipment rebate vouchers.**

– This presentation is *not* for entities pursing

- **Technical assistance vouchers** OR
- **Traditional grants**

Why Reporting Matters

1. Boosts communication and information sharing between the voucher recipient and Voucher Team

2. Ensures compliance and progress on projects, reduces risk for waste, fraud, and abuse

3. Provides DOE with current & accurate data to understand program impact

Reporting 101 | Who should report and where?

- WHO: Equipment Rebate Voucher recipients, and lead applicants for teams, are responsible for reporting.
- WHERE: Voucher Portal Account
  - Primary platform for:
    - ✓ Submitting and updating an application
    - ✓ Submitting reports listed in the reporting requirements checklist
  - Contact DL-EECBGvouchers@hq.doe.gov for assistance

Reporting 101 | How often do I need to report?

- **You start the reporting process once your project is approved by DOE.**
  - Depending on the nature of your award, you could start reporting as soon as your project is approved.
- **While your award is ongoing, it varies widely!**
  - Depending on the reporting requirement, you may need to submit:
    - Weekly reports (e.g., Davis Bacon Act)
    - Semi-Annually (twice a year), or
    - Yearly (e.g., Historic Preservation Reports)
- **After you've closed out your voucher, within 120 days.**
  - All final reports are due 120 calendar days after the end of the award period of performance.

Reporting 101 | DOE's Role In Reporting & Monitoring

**DOE will work with you to ensure you are able to meet reporting requirements.
DOE will review reports to support your projects' success**

Desktop Monitoring:

- DOE will examine all reports to:
  - ✓ Assess progress towards goals and objectives
  - ✓ Determine compliance with federal rules and regulations
  - ✓ Track fiscal expenditures

Onsite Monitoring:

- DOE will conduct site visits:
  - ✓ Provide voucher recipients with in-person technical assistance that enable successful execution of their EECBG Program awards
  - ✓ Ensure and verify compliance with all federal regulations and program guidance
  - ✓ Document success stories that highlight EECBG Program impact in communities

Reporting Requirements Overview

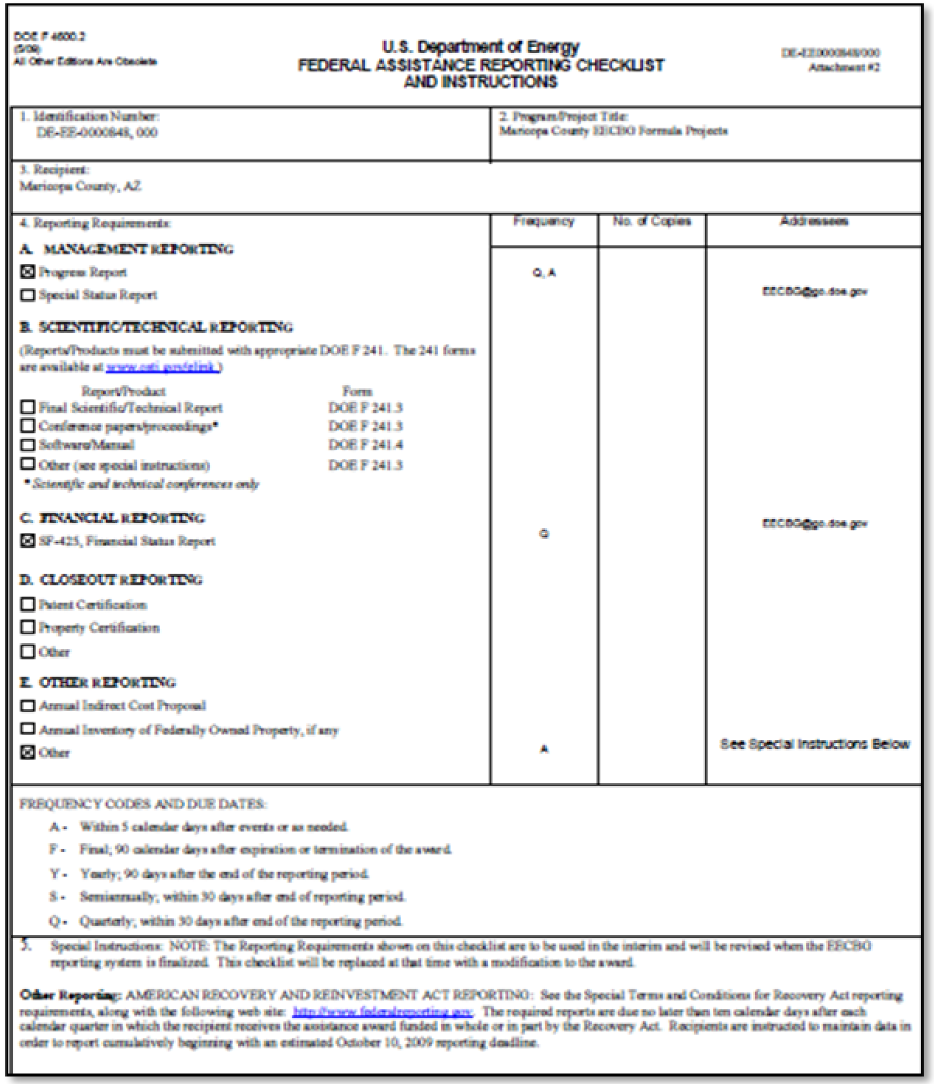
Timeline	Name of Report	Reporting Submission	Reporting Due Dates
At time of project completion	Tangible Personal Property Report (SF-428 B/C/S)	Voucher Portal Module	• Within 30 days of project completion
Annual and Final	Performance Report	Voucher Portal Tab	• Annual - Oct 30 • Final - Within 120 days of project completion
Annual and Final	Federal Financial Report (SF-425)	Voucher Portal Reporting	• Annual - Oct 30 • Final - Within 120 days of project completion
Weekly	Davis-Bacon Act (DBA) Payroll Reports (if applicable)	LCPtracker	• Weekly during installation
Semi-annual	Davis-Bacon Act (DBA) Assurance Report (if applicable)	Semiannual Davis-Bacon Reporting Attest submission in the Voucher Portal Reporting	• April 21 • Oct 21

Reporting Requirements Cont.

Timeline	Name of Report	Reporting Submission	Reporting Due Dates
Quarterly	NEPA Logs (if applicable)	Submitted to: Voucher Portal Reporting Section *and* sent to NEPAlogs@ee.doe.gov	• March 31; June 30; Sept 30; Dec 31 • First log should be submitted before project begins
Annual	Historic Preservation Report	U.S. DOE Annual Historic Preservation Report Attest submission in Voucher Portal	• Sept 15 • Only needs to be submitted once, unless project locations change
One-Time	Location Report	NO LONGER REQUIRED	NO LONGER REQUIRED

Federal Assistance Reporting Checklist (FARC):

- Receive this checklist **upon application approval**
- This form can be used to track all of the reporting requirements for the voucher. It outlines:
    - Reporting due dates, frequencies, and submission location, contains attachments instructions that describe reports
- **Generalized for all voucher recipients;** reports may not be applicable to a specific project and subject to change based on updates (ex. Davis Bacon Act and NEPA Logs requirements). Read carefully!
- **Use this as a checklist** to make sure all reports are submitted on time and complete



DOE F 4600.2
(5/09)
All Other Editions Are Obsolete

U.S. Department of Energy
FEDERAL ASSISTANCE REPORTING CHECKLIST
AND INSTRUCTIONS

DE-EE0000848/000
Attachment #2

1. Identification Number: DE-EE-0000848, 000

2. Program/Project Title: Maricopa County EECBG Formula Projects

3. Recipient: Maricopa County, AZ

4. Reporting Requirements:	Frequency	No. of Copies	Addressees
A. MANAGEMENT REPORTING			
☒ Progress Report	Q, A		EECBG@go.doe.gov
☐ Special Status Report			
B. SCIENTIFIC/TECHNICAL REPORTING (Reports/Products must be submitted with appropriate DOE F 241. The 241 forms are available at www.osti.gov/elink.)			
Report/Product — Form			
☐ Final Scientific/Technical Report — DOE F 241.3			
☐ Conference papers/proceedings* — DOE F 241.3			
☐ Software/Manual — DOE F 241.4			
☐ Other (see special instructions) — DOE F 241.3			
** Scientific and technical conferences only*			
C. FINANCIAL REPORTING			
☒ SF-425, Financial Status Report	Q		EECBG@go.doe.gov
D. CLOSEOUT REPORTING			
☐ Patent Certification			
☐ Property Certification			
☐ Other			
E. OTHER REPORTING			
☐ Annual Indirect Cost Proposal			
☐ Annual Inventory of Federally Owned Property, if any			
☒ Other	A		See Special Instructions Below

FREQUENCY CODES AND DUE DATES:

A - Within 5 calendar days after events or as needed.
F - Final; 90 calendar days after expiration or termination of the award.
Y - Yearly; 90 days after the end of the reporting period.
S - Semiannually, within 30 days after end of reporting period.
Q - Quarterly, within 30 days after end of the reporting period.

5. Special Instructions: NOTE: The Reporting Requirements shown on this checklist are to be used in the interim and will be revised when the EECBG reporting system is finalized. This checklist will be replaced at that time with a modification to the award.

Other Reporting: AMERICAN RECOVERY AND REINVESTMENT ACT REPORTING: See the Special Terms and Conditions for Recovery Act reporting requirements, along with the following web site: http://www.federalreporting.gov. The required reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act. Recipients are instructed to maintain data in order to report cumulatively beginning with an estimated October 10, 2009 reporting deadline.

Reporting Requirements Summary | Comprehensive List

Below is a list of the **7 reporting requirements for** equipment rebate voucher recipients outlined in the FARC. Each has different timing requirements and some use different platforms for submission. ***Note:*** Davis-Bacon Act, NEPA Logs, and Single Audits may not apply to every project – review carefully!

Reporting Requirements Overview:

- ✓ Tangible Personal Property Report (SF-428 B/S/C) - "Post-Installation Report"
- ✓ Performance Report
- ✓ Federal Financial Reports (SF-425)
- ✓ Davis-Bacon Act Reports (if applicable)
- ✓ NEPA Logs (if applicable)
- ✓ Historic Preservation Report
- ✓ Single audit (if applicable)

NOTE: links to all reporting forms can be found:
- On the Voucher Portal; Reporting tab
- In the Federal Assistance Reporting Checklist
- At Post-Award Reporting Forms | Grants.gov

NOTE: Location report is no longer required

Reporting Requirements Summary | Quick Tips

Davis-Bacon Act, NEPA Logs, and Single Audits reports may not apply to every project.
Here's how to know if they apply to your project:

- Davis Bacon Act Report (Weekly Payroll and Semi-Annual Report:
  - ✓ Applies when a contractor/laborer is hired to complete installation
  - ✓ Applies even if EECBG funds are *not* covering these costs
- NEPA Logs
  - ✓ Applies to entities using NEPA SOW 1
    - This includes projects with ground disturbance
- Single Audit
  - ✓ When awardee expends $750,000 (application approved *before* 10/1/24) or $1 million (application approved *on or after* 10/1/24) or more in federal awards during their fiscal year, there must be a single or program-specific audit conducted.

NOTE: Reports highlighted on the FARC need to be reviewed for applicability

Reporting Requirements Summary | Reduced Burden

By law, EECBG Program vouchers are considered federal assistance. This means that they are subject to the same reporting requirements as traditional grants.

However, the EECBG Program Team worked to reduce reporting requirements for Equipment Rebate Vouchers by…

- ✓ Implementing **annual reporting** (compared to quarterly)
- ✓ Streamlined reporting modules in the Voucher Portal including:
  - Report instructions
  - Pre-filled examples of reports
- ✓ No Good Jobs report
- ✓ NEPA SOWs that eliminate the need for project specific NEPA Determinations
- ✓ Option for non-ground disturbing projects that eliminate NEPA Logs
- ✓ Option for in-house staff installation which eliminates DBA reports
- ✓ Build America Buy America (BABA) waiver for allocations and total project costs under $250,000

Project-Specific Reporting Requirements

- NEPA and DBA reporting requirements are only applicable on a project specific basis.
- Ask yourself "Is my project ground disturbing?" and "Am I using a contractor for this project?"
- Depending on the response you will need to comply with Davis-Bacon or NEPA logs.

NEPA-Specific Reporting Requirements

Is my proposed project ground disturbing?

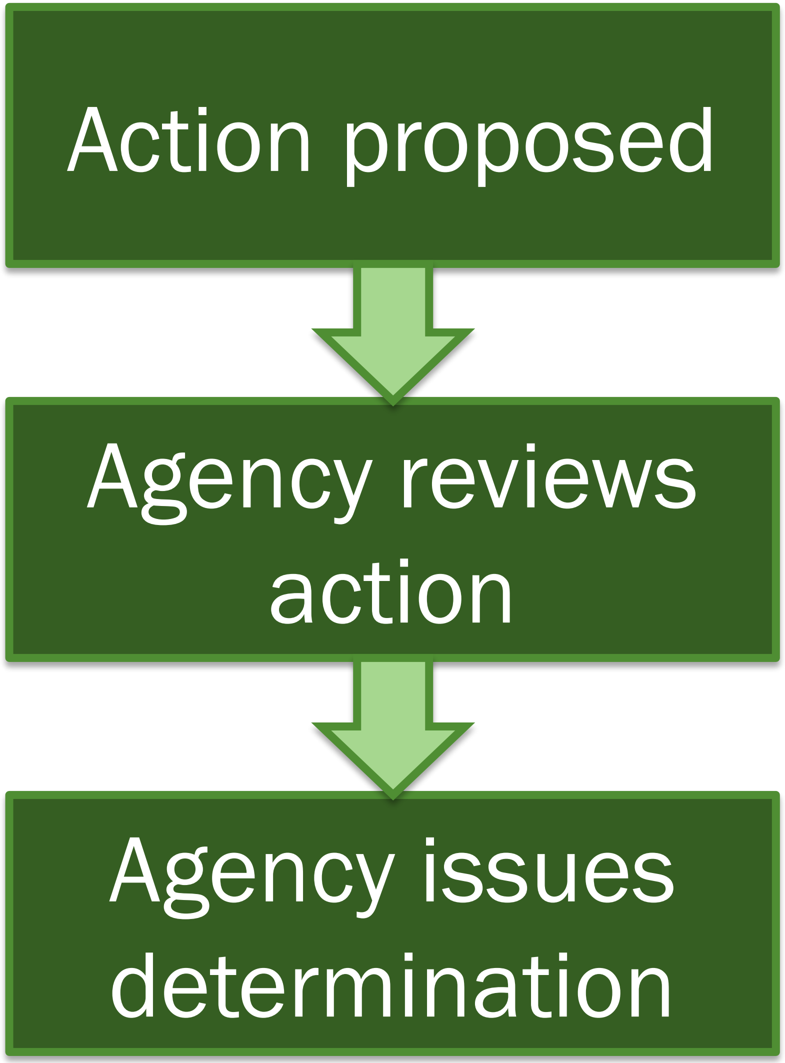
- EV chargers that bore into the ground (not just into concrete or pavement)
- Any project that submitted a NEPA SOW 1
- NOTE: If you submitted an EQ-1, check your project's NEPA Determination in your application files to determine if your project should submit NEPA Logs

If yes, continue to the next slide.

If no, please jump to page 20.

Reporting Checklist | What is NEPA?

- National Environmental Policy Act
  - Requires agencies to determine potential environmental impacts of proposed federal actions
- General impacts considered:
  - Ecological
  - Socioeconomic
  - Cultural/Historical
    - Both above and below ground resources considered
    - Section 106 of National Historic Preservation Act



Reporting Checklist | NEPA Log

- Recipients and subrecipients that propose ground disturbing activities (i.e., are operating under the SOW #1 NEPA Determination) are required to submit NEPA logs.
  - Entities must submit a NEPA log PRIOR to initiating project activities.
  - Entities must also submit a quarterly NEPA log for the life of the award.
- NEPA logs serve as a checks and balances so DOE can verify entities are adhering to their NEPA Determination.
  - You can submit a NEPA log early, i.e., before the quarterly reporting deadline. It is encouraged that you submit logs prior to starting the activities reported in the log to avoid potential noncompliance.
- If you have a NEPA log requirement, you must report all activities – not just the ground disturbing activities.
- Activities only need to be reported once (unless there has been a change in scope).
  - If no new activities to report since the last log, a NEPA log is still required.
    - Complete the green boxes, check the box indicating "no new activities", sign, and submit the log.
- EECBG NEPA logs should be submitted to NEPAlogs@ee.doe.gov, and cc the Voucher Team.
- EECBG NEPA log templates can be found here: Universal NEPA log for Recipients with a Historic Preservation Programmatic Agreement_03142024.xlsx

NEPA Logs (Projects using NEPA SOW 1 only):

- **Due:** Quarterly (March 31; June 30; Sept 30; Dec 31)
  - First log should be submitted ***before*** project begins.
  - Must be submitted quarterly but if locations of work do not change, select "check here if no new activities were funded since previous quarter" at the top left of the workbook
- **Where to submit:** Via email to NEPAlogs@ee.doe.gov and upload to Voucher Portal
  - Upload on portal by logging in then navigating to My Applications<Relevant Application<Reporting
- **What to include:** NEPA log templates can be found on EECBG program website and NEPA website. This must be submitted for all activities.

NEPA log must be completed prior to initiating activities, and submitted quarterly to EECBG.NEPA@ee.doe.gov and DOE Project Officer.

NEPA log for Ground Disturbing Activities - Energy Efficiency & Conservation Block Grant (EECBG) Recipients with a DOE executed Historic Preservation Programmatic Agreement

Instructions: Complete the green fields, as applicable, in addition to the project information below. Definitions are on the second tab.

Check here if no new activities were funded since previous quarter. Then only complete the green fields, as applicable.
Enter date of quarterly submission
Enter reporting period (ex. 3rd Qtr. 2023)
Enter NEPA Control Number from Applicable NEPA Determination (ex. GFO-EECBG-2023-1)

Enter name of Grantee, and geographic jurisdiction (state or territory) below:

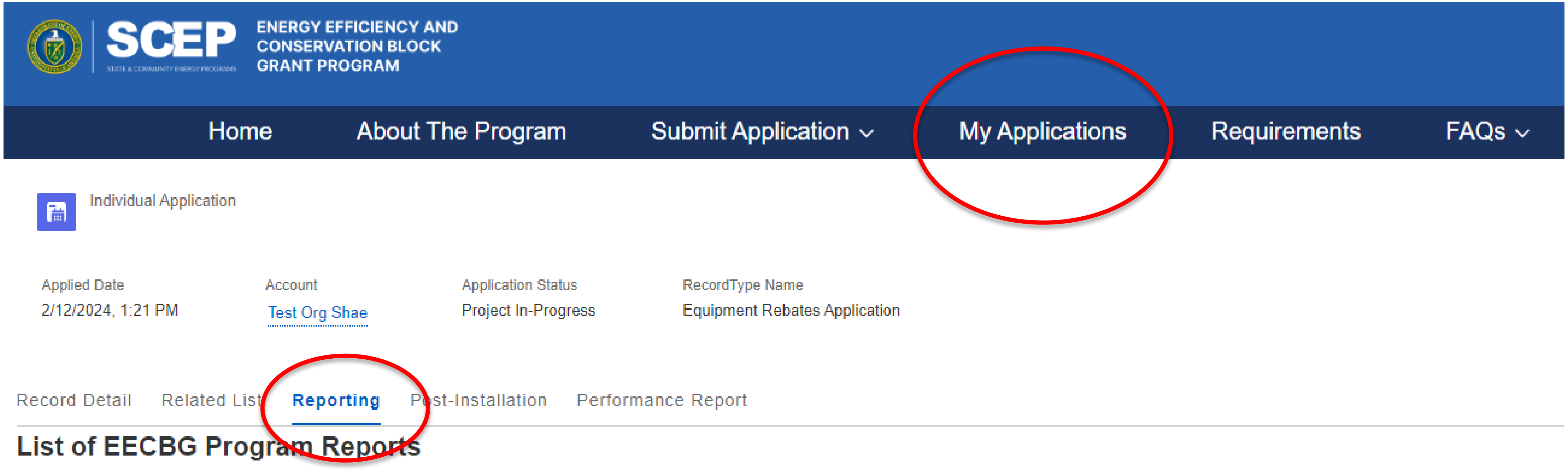
Enter name of any Subgrantee below. If this form is filled-out by a Subgrantee, the Grantee must review Subgrantee information (Not applicable to all States):

*If elements in categories with an asterick are applicable, the proposed project would NOT fit within the Blueprints or Additional Activities identified within the NEPA Scope of Work (SOW). Such activities would require an individual DOE NEPA review.
For example, if a project would be within the 100-year floodplain, a DOE individual NEPA review would be required. Grantee, see your NEPA determination for more details.

Name of Subgrantee	Project Title	DOE Award Number (add "Update" before award number to highlight project revisions as needed)	Project Description, (include address as applicable)	Blueprint Number Blueprint numbers are identified in the NEPA SOW submitted with Application Packet	Historic Preservation Review DOE Programmatic Agreement (PA) for restrictions and list of activities exempt from State Historic Preservation Office (SHPO) review. Activities not exempt require consultation with SHPO. Review applicable PA for more details. https://www.energy.gov/eere/wipo/historic-preservation-executed-programmatic-agreements	Extraordinary Circumstances* (A)	Cumulative Impacts* (B)	Connected Actions* (C)	"Integral elements" applicable to Appendix B classes of Action* (D)	Flood map of the project site* https://msc.fema.gov/portal Proposed site must be outside of 100-year floodplain	Wetland map of the project site* https://www.fws.gov/wetlands/data/Mapper.html Proposed site must be outside of wetlands	Optional: Anticipated Start Date
SAMPLE: *Denver Public Library*	*PV installation at Denver Central Library*	*DE-EE000943*	*40 kW rooftop PV system at Denver Library 10 W 14th Ave, Denver, CO 80204*	*3B*	*Library built in 1956, rooftop PV panels not viewable from the public right-of-way and minimal ground disturbance - exempt from SHPO review per Appendix B Category2, 1.f of PA.*	*N/A*	*N/A*	*N/A*	*N/A*	*Unshaded Zone X, outside of 100-year floodplain*	*Building is not in designated wetlands.*	*Sep-23*

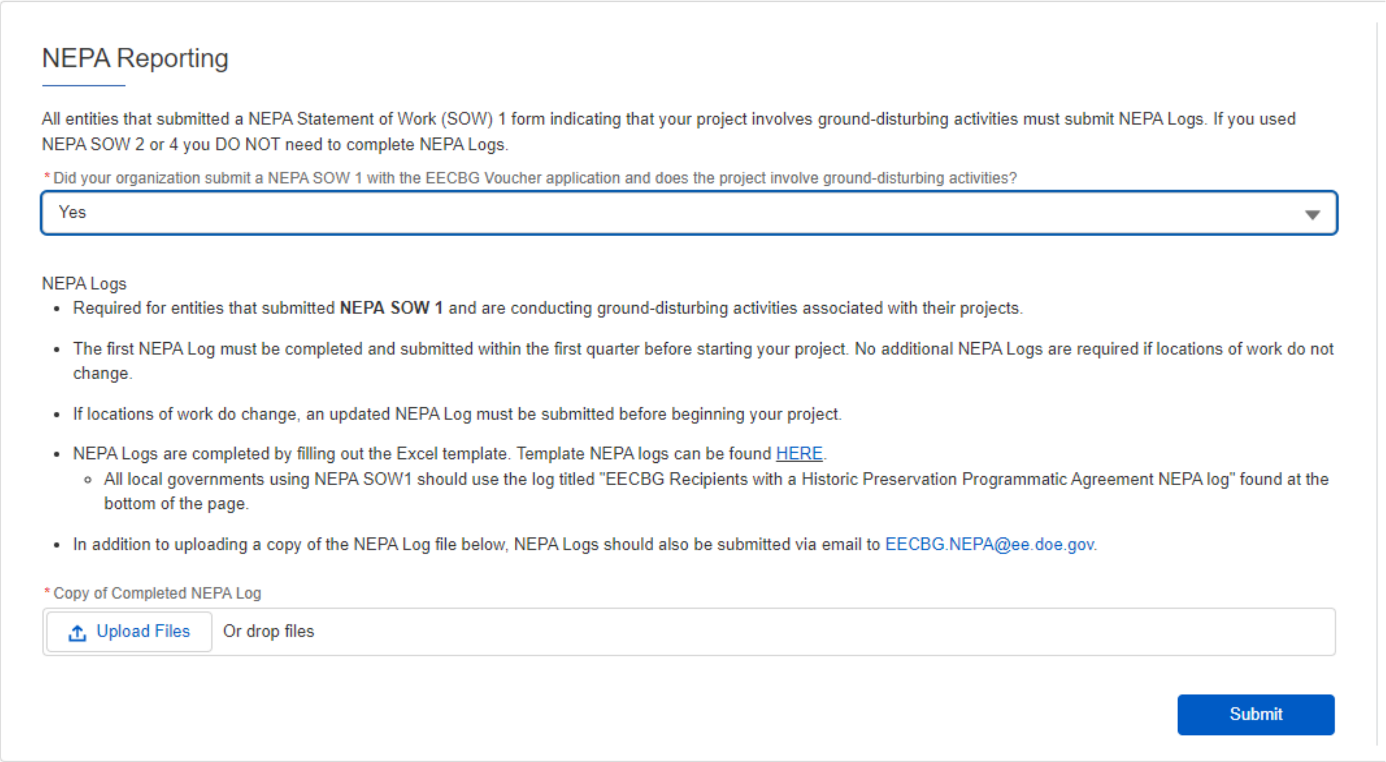
Reporting Checklist | NEPA Logs Demo

1. Log into the Voucher Portal
2. Navigate to "My Applications“
3. Click on your application link
4. Click on "Reporting"



Reporting Checklist | NEPA Logs Demo Cont.

1. Navigate to NEPA Reporting
2. Select "<u>**Yes**</u>" from the drop down if your project used a NEPA SOW 1
3. Upload a completed NEPA Log linked in this section
   – <u>**Note**</u>: NEPA Logs must be submitted in the portal <u>**and**</u> to NEPAlogs@ee.doe.gov



NEPA Reporting

All entities that submitted a NEPA Statement of Work (SOW) 1 form indicating that your project involves ground-disturbing activities must submit NEPA Logs. If you used NEPA SOW 2 or 4 you DO NOT need to complete NEPA Logs.

* Did your organization submit a NEPA SOW 1 with the EECBG Voucher application and does the project involve ground-disturbing activities?

Yes

NEPA Logs

- Required for entities that submitted **NEPA SOW 1** and are conducting ground-disturbing activities associated with their projects.
- The first NEPA Log must be completed and submitted within the first quarter before starting your project. No additional NEPA Logs are required if locations of work do not change.
- If locations of work do change, an updated NEPA Log must be submitted before beginning your project.
- NEPA Logs are completed by filling out the Excel template. Template NEPA logs can be found HERE.
  - All local governments using NEPA SOW1 should use the log titled "EECBG Recipients with a Historic Preservation Programmatic Agreement NEPA log" found at the bottom of the page.
- In addition to uploading a copy of the NEPA Log file below, NEPA Logs should also be submitted via email to EECBG.NEPA@ee.doe.gov.

* Copy of Completed NEPA Log

Upload Files Or drop files

Submit

Davis-Bacon-Specific Reporting Requirements

Is my proposed project utilizing a hired contractor for installation?

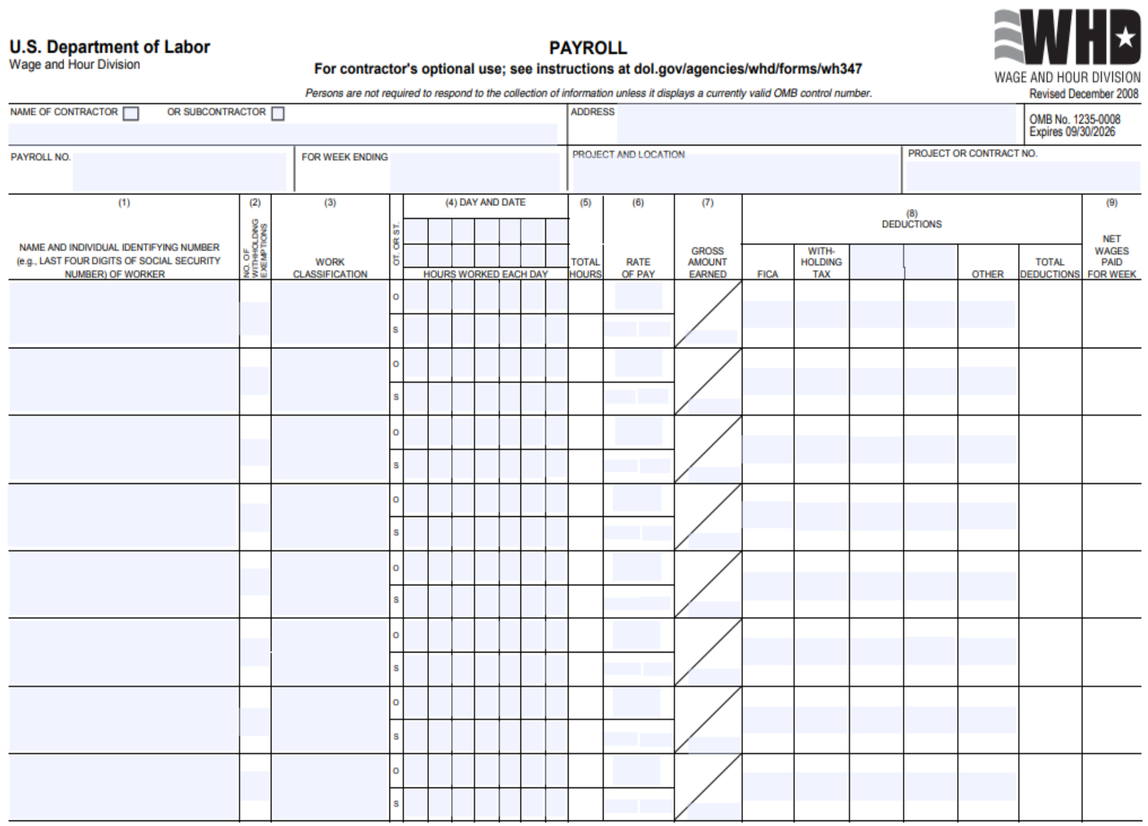
- EV charger installation
- Solar installs
- HVAC retrofits
- Non-internal labor for LEDs
- Note: if your equipment does not need installation (E.G. vehicles) or internal staff are installing, DBA would not apply

If yes, continue to the next slide.

If no, please jump to slide 27.

Weekly Payroll Reports:

- **Due:** Weekly
- **How to submit:** LCPtracker
- **What to include:**
  - Includes record of hours worked and wages paid, including fringe benefit contributions & certified payrolls
  - Grantees are responsible for tracking and maintaining DBA records for all contractors
  - Platforms to assist with tracking include LCPtracker


U.S. Department of Labor
Wage and Hour Division

PAYROLL
For contractor's optional use; see instructions at dol.gov/agencies/whd/forms/wh347
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

WHD
WAGE AND HOUR DIVISION
Revised December 2008

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☐ | ADDRESS | OMB No. 1235-0008 Expires 09/30/2026
PAYROLL NO. | FOR WEEK ENDING | PROJECT AND LOCATION | PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA	WITH-HOLDING TAX	OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
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DBA Deep Dive:

DBA applies when external laborers or mechanics are hired for work on your EECBG project. Reports need to be submitted for periods when DBA applies - weekly for payroll reports during installation. You do not need to submit payroll reports it if there is no laboring work occurring.

Reporting Checklist | Davis-Bacon Act (DBA) (II/III) - Weekly Payroll Reports

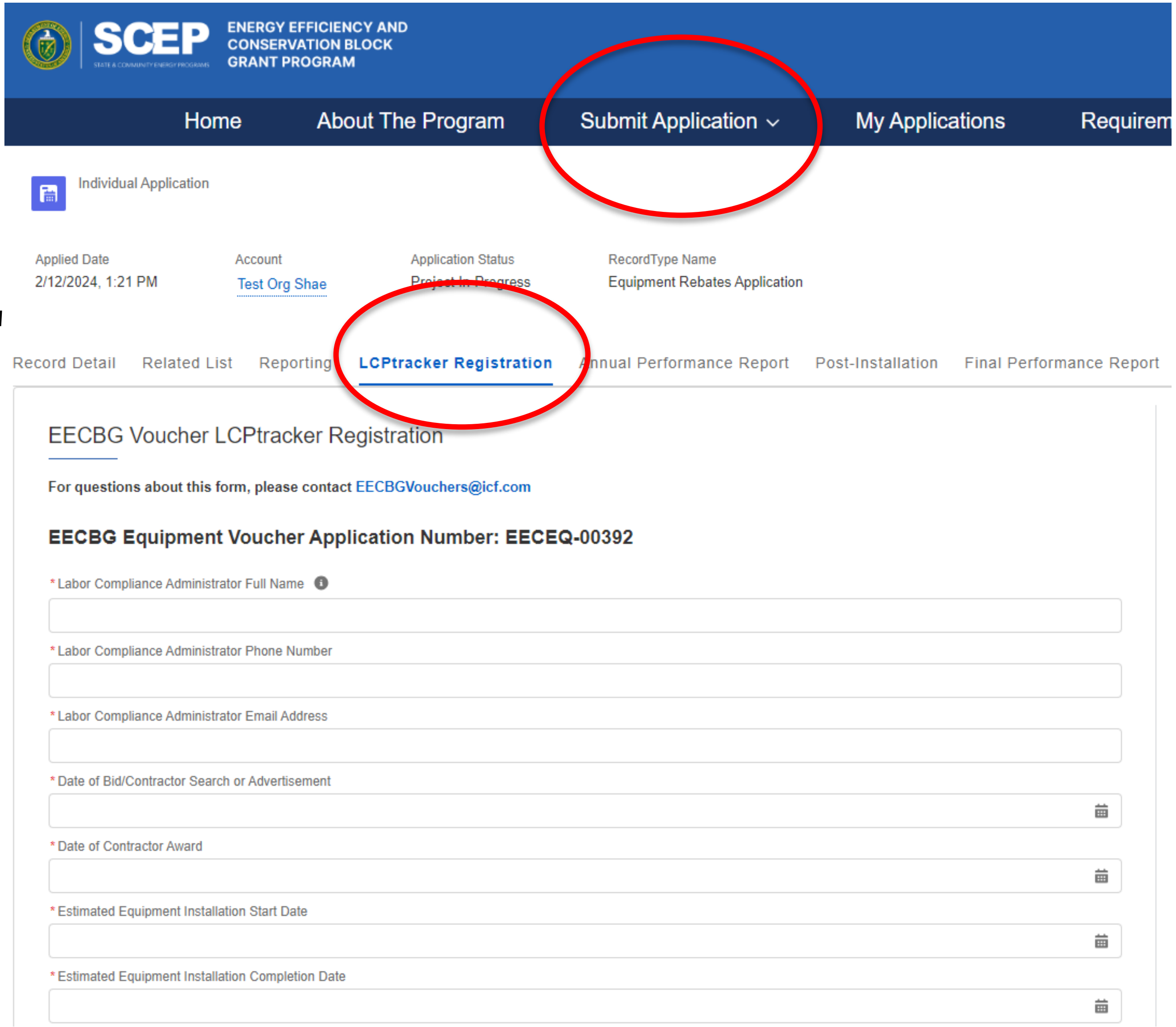
LCPtracker Registration:

1. Complete the LCPtracker training at least 1 month prior to Davis-Bacon Act (DBA) applicable contracted installation activities
   - See appendix B of the Bipartisan Infrastructure Law Davis Bacon Act Compliance Using LCPtracker guide for the schedule.
   - Live and recorded sessions are available. To attend a live session, register no later than the day before by emailing training-DOE-BIL-DBLS@lcptracker.com
2. At least 1 month prior to Davis-Bacon Act (DBA) activities, indicate your desire to register by:
   - ✓ Logging into the voucher portal<My Applications<Relevant Application<LCPtracker Registration
   - ✓ Note: A PDF of the wage determination used in the bidding of the project from Sam.gov will also be required for this step.
3. Voucher Team submits forms to register the project and entity contact in the LCPtracker
   - Entity contact will receive a confirmation and next steps email for registration completion and a timeline for project upload
4. Add contractors to your project by following these instructions.
   - Contractor uploads weekly payroll reports to the tracker

Note: All system users will have to appear virtually on camera to provide proof of identification

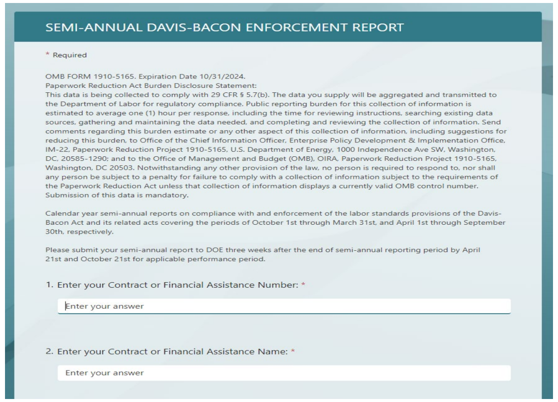
Reporting Checklist | Davis-Bacon Act (DBA) Reporting Demo

1. Log into the Voucher Portal
2. Navigate to "My Applications“
3. Click on your application link
4. Click on "LCPtracker Registration"
5. Fill out the required information



Semi-Annual Assurance Report:

- **Due:** Semi-annually (April 21 and Oct 21)
- **How to submit:** Microsoft Form OR *DOE F 354.1 Semi-Annual Davis-Bacon Act Enforcement Report OR iBenefits system
  - Attest submission and access form on portal
  - My Applications < Relevant Application < Reporting
- **What to include:**
  - Grantees must submit semi-annual reports on compliance and enforcement of the labor standards provision of the Davis-Bacon Act and its related acts.



SEMI-ANNUAL DAVIS-BACON ENFORCEMENT REPORT

* Required

OMB FORM 1910-5165. Expiration Date 10/31/2024.
Paperwork Reduction Act Burden Disclosure Statement:
This data is being collected to comply with 29 CFR § 5.7(b). The data you supply will be aggregated and transmitted to the Department of Labor for regulatory compliance. Public reporting burden for this collection of information is estimated to average one (1) hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project 1910-5165, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5165, Washington, DC 20503. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number. Submission of this data is mandatory.

Calendar year semi-annual reports on compliance with and enforcement of the labor standards provisions of the Davis-Bacon Act and its related acts covering the periods of October 1st through March 31st, and April 1st through September 30th, respectively.

Please submit your semi-annual report to DOE three weeks after the end of semi-annual reporting period by April 21st and October 21st for applicable performance period.

1. Enter your Contract or Financial Assistance Number: *

Enter your answer

2. Enter your Contract or Financial Assistance Name: *

Enter your answer

NOTE the Assistance number:
DE-FOA-0002882

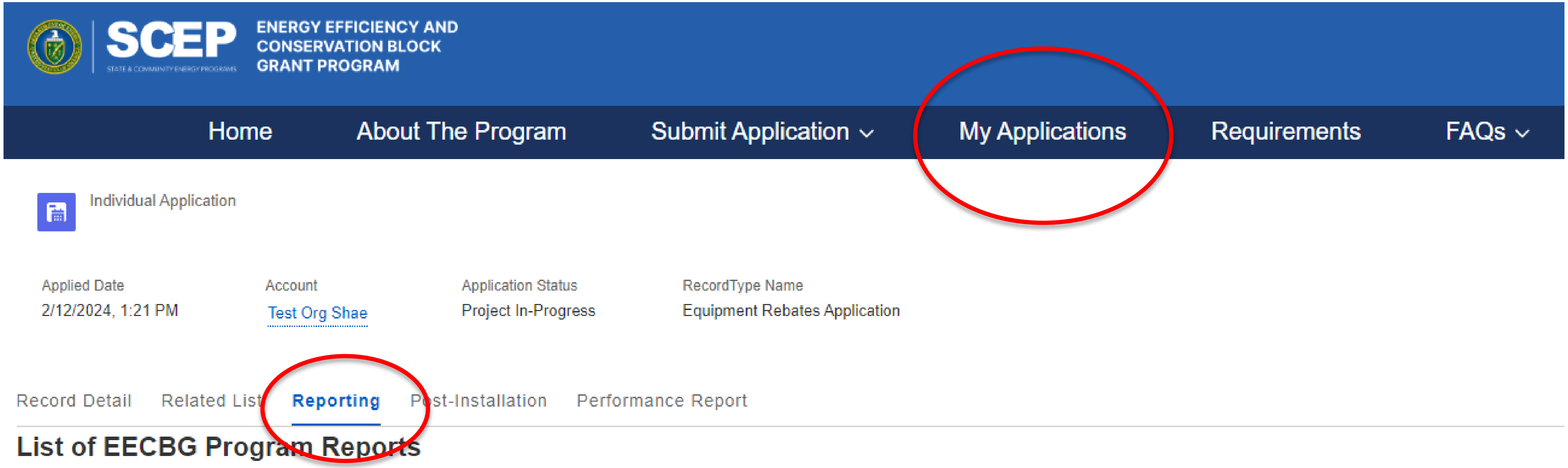
NOTE: the Microsoft form may be closed during parts of the year. Use the PDF form instead.

DBA Deep Dive:

DBA applies when external laborers or mechanics are hired for work on your EECBG project. Reports need to be submitted for periods when DBA applies - twice yearly for DBA Semi-Annual Report for the duration of the EECBG Project).

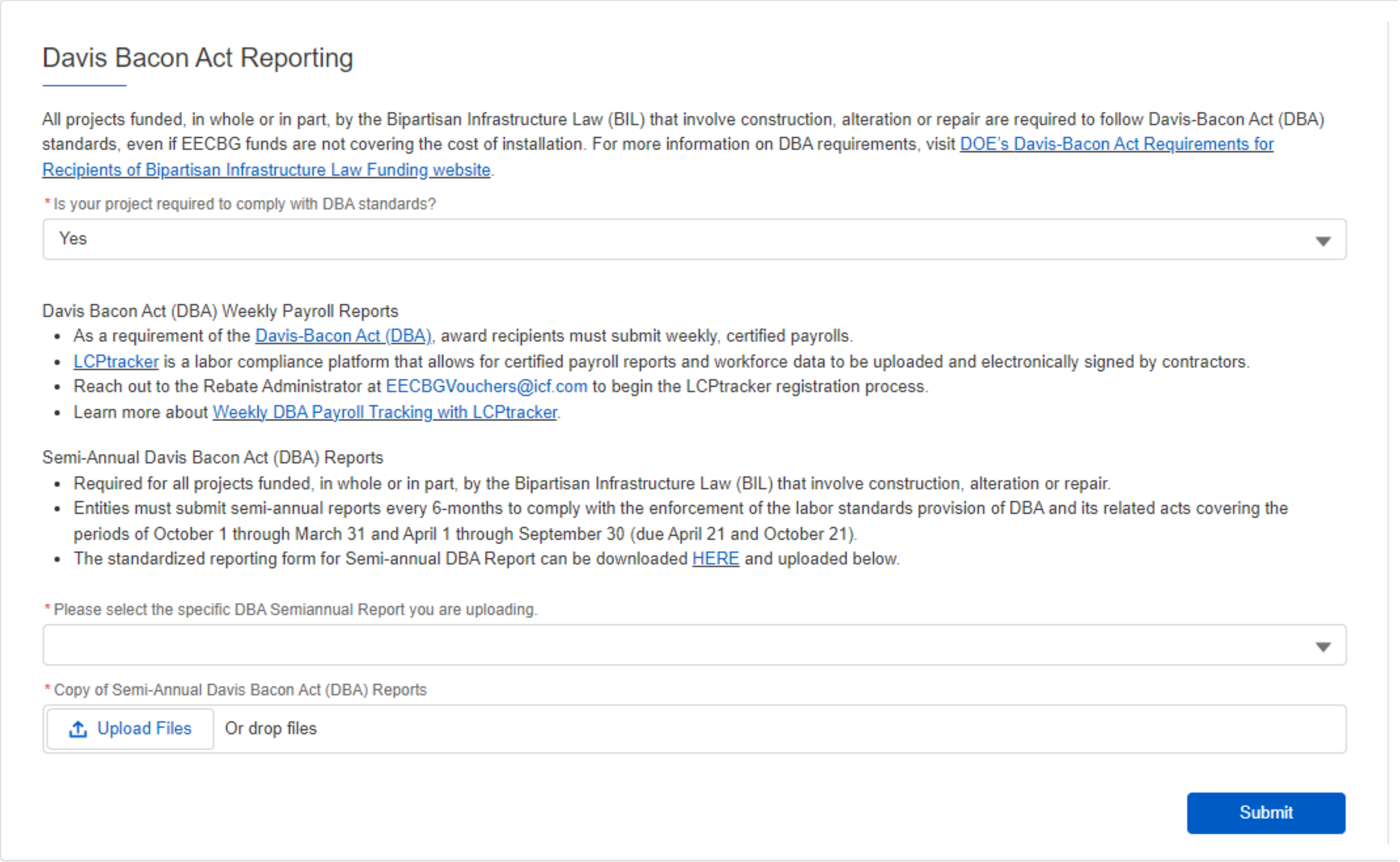
Reporting Checklist | Davis-Bacon Act (DBA) Reporting Demo

1. Log into the Voucher Portal
2. Navigate to "My Applications“
3. Click on your application link
4. Click on "Reporting"



Reporting Checklist | Davis-Bacon Act (DBA) Reporting Demo Cont.

1. Navigate to Davis Bacon Act Reporting
2. Select "**Yes**" from the drop down if your project must comply with DBA
3. Complete Semi-Annual Davis Bacon Act Microsoft Form linked in this section
   – **Note**: Enter zero or N/A in applicable fields if you have not yet awarded a contract or started installation



Davis Bacon Act Reporting

All projects funded, in whole or in part, by the Bipartisan Infrastructure Law (BIL) that involve construction, alteration or repair are required to follow Davis-Bacon Act (DBA) standards, even if EECBG funds are not covering the cost of installation. For more information on DBA requirements, visit DOE's Davis-Bacon Act Requirements for Recipients of Bipartisan Infrastructure Law Funding website.

* Is your project required to comply with DBA standards?

Yes

Davis Bacon Act (DBA) Weekly Payroll Reports

- As a requirement of the Davis-Bacon Act (DBA), award recipients must submit weekly, certified payrolls.
- LCPtracker is a labor compliance platform that allows for certified payroll reports and workforce data to be uploaded and electronically signed by contractors.
- Reach out to the Rebate Administrator at EECBGVouchers@icf.com to begin the LCPtracker registration process.
- Learn more about Weekly DBA Payroll Tracking with LCPtracker.

Semi-Annual Davis Bacon Act (DBA) Reports

- Required for all projects funded, in whole or in part, by the Bipartisan Infrastructure Law (BIL) that involve construction, alteration or repair.
- Entities must submit semi-annual reports every 6-months to comply with the enforcement of the labor standards provision of DBA and its related acts covering the periods of October 1 through March 31 and April 1 through September 30 (due April 21 and October 21).
- The standardized reporting form for Semi-annual DBA Report can be downloaded HERE and uploaded below.

* Please select the specific DBA Semiannual Report you are uploading.

* Copy of Semi-Annual Davis Bacon Act (DBA) Reports

Upload Files Or drop files

Submit

General Reporting Requirements

These are all of the general reporting requirements that ALL EECBG Voucher recipients must comply with independent of project specifics.

Reporting Checklist | NHPA & DOE's Programmatic Agreement

NEPA applies to all voucher projects, but reporting requirements vary. Check your NEPA Determination for specific instructions

- The PAs address Section 106 of the NHPA and help DOE recipients satisfy NHPA requirements.
- All 50 U.S. states and most U.S. Territories have PAs. Entities with PAs in their state will utilize SOW #1 or #2.
- Federal Tribes and Guam do not have PAs:
    - Federal Tribes may use SOW #4 for qualifying activities that would not cause ground disturbance.
- Each state-specific PA authorizes certain activities exempt from historic preservation consultation (i.e., SHPO consultation).
    - Exempt activities are located within the appendices of most PAs. If the activity is not listed as exempt in the PA, the PAs authorize SCEP recipients to consult directly with their SHPOs.

NHPA = National Historic Preservation Act

PA = DOE-executed Historic Preservation Programmatic Agreement

SOW = Statement of Work

SHPO = State Historic Preservation Office

Reporting Checklist | Annual Historic Preservation Report

- An Annual Historic Preservation Report is required for all EECBG entities.
  - This is a required report that DOE must provide to the ACHP annually to document the usage of the PAs.
  - EXCEPTIONS: Electric Vehicle Supply Equipment/ EV Chargers and vehicles
- Submission period for report = September 1 to 15^{th}
  - Reports are due in Microsoft Forms by **September 15^{th}**
- It is strongly recommended that entities provide the Voucher Team with a draft of the report before the reporting period starts.
- Direct all questions on the report to historicpreservation@ee.doe.gov.
- Recipients and subrecipients must review DOE's online NEPA and Historic Preservation PowerPoint trainings prior to project implementation.
  - https://www.energy.gov/eere/articles/national-environmental-policy-act-and-historic-preservation-training-website-office

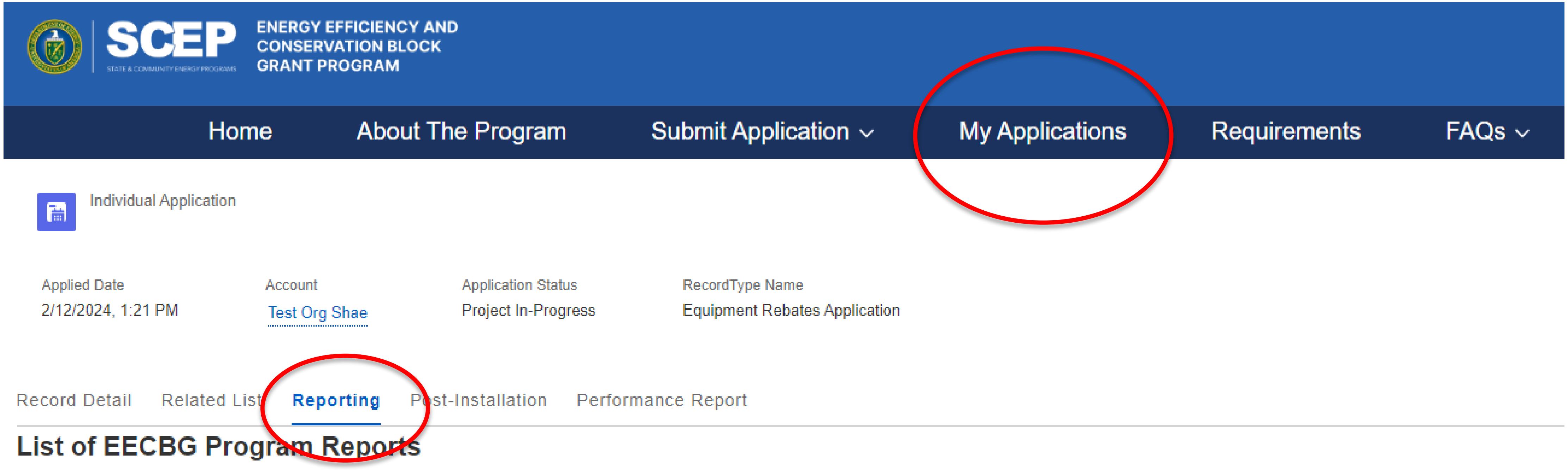
Historic Preservation Report:

- **Due:** September 15th
- **Where to submit:** U.S. Department of Energy Annual Historic Preservation Report (office.com)
  - This report can only be submitted from Sept 1st – Sept 15th each year. The link will *not* be active outside of these dates.
  - If the report was submitted with complete information and not all zeros because no progress was made and locations of work did not change, then the report can be submitted just *once* to fulfill this requirement.
- **What to include:** Activities utilizing the Historic Preservation Programmatic Agreements
  - All local governments, states, DC, and some territories are covered by a state Historic Preservation Programmatic agreement. Historic Preservation – Executed Programmatic Agreements | Department of Energy
  - Tip: the Historic Preservation Report defines activities by project location. For example, if the city is installing 500 lightbulbs in 3 buildings, this is considered 3 total activities

NOTE: While the Historic Preservation Report is due Sept 15th, a Historic Preservation review should be completed ***before*** project work begins to ensure compliance. Certain projects in buildings older than 45 years may need review.

Reporting Checklist | Historic Preservation Report Demo

1. Log into the Voucher Portal
2. Navigate to "My Applications“
3. Click on your application link
4. Click on "Reporting"



Reporting Checklist | Historic Preservation Report Demo Cont.

1. Navigate to Annual Historic Preservation Report
2. Complete the report by navigating to the Microsoft Form linked in this section
   - <u>**Note**</u>: The link will only be active from Sept 1st -Sept 15th each year
3. Select "<u>**Yes**</u>" from the drop down once complete
4. Select the year in which you are completing the report from the next drop down

Annual Historic Preservation Report

Activities utilizing the Historic Preservation Programmatic Agreements must submit an annual Historic Preservation report (any project using Equipment Rebate NEPA SOW 1 or NEPA SOW 2). **Reports are due September 15 of each year during your project's period of performance.**

- The Historic Preservation report must be submitted for all activities here: U.S. Department of Energy Annual Historic Preservation Report.
- The link to the Historic Preservation Report will be made active closer to the September due date. Even if you plan on purchasing your equipment after the September 15 deadline you still need to submit the Annual Historic Preservation Report.

* Did you complete the Annual Historic Preservation report using the linked form?

Yes

* Please select the Annual Historic Preservation Report you completed

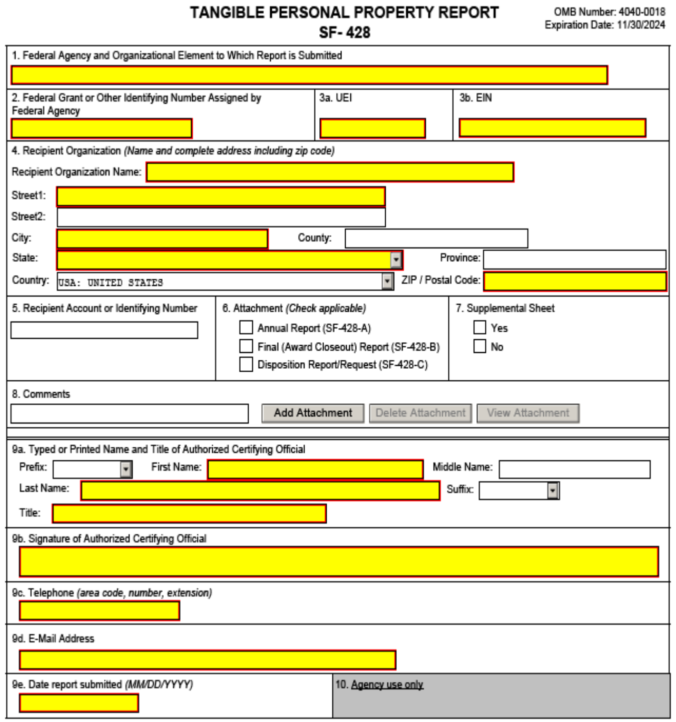
2024 Annual Historic Preservation Report

Submit

Tangible Personal Property Report (Final) SF-428, SF-428 B & SF-428 S:

- **Due:** Within 30 days of equipment installation
- **Where to complete & submit:** Uploaded to Voucher Portal

  My Applications<Relevant Application<Post-Installation
- **Serves as the Post-Installation Report to Verify Purchase and Installation**
  - ✓ Include with report:
    - Invoices
    - Receipts
    - Time-stamped photos of installed equipment including model numbers or VIN (as applicable)
  - ✓ Reimbursements sent to correct and active UEI in SAM.gov



TANGIBLE PERSONAL PROPERTY REPORT
SF- 428

OMB Number: 4040-0018
Expiration Date: 11/30/2024

1. Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant or Other Identifying Number Assigned by Federal Agency

3a. UEI

3b. EIN

4. Recipient Organization *(Name and complete address including zip code)*

Recipient Organization Name:

Street1:

Street2:

City: County:

State: Province:

Country: USA: UNITED STATES ZIP / Postal Code:

5. Recipient Account or Identifying Number

6. Attachment *(Check applicable)*
- ☐ Annual Report (SF-428-A)
- ☐ Final (Award Closeout) Report (SF-428-B)
- ☐ Disposition Report/Request (SF-428-C)

7. Supplemental Sheet
- ☐ Yes
- ☐ No

8. Comments

Add Attachment | Delete Attachment | View Attachment

9a. Typed or Printed Name and Title of Authorized Certifying Official

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

9b. Signature of Authorized Certifying Official

9c. Telephone *(area code, number, extension)*

9d. E-Mail Address

9e. Date report submitted *(MM/DD/YYYY)*

10. Agency use only

- **Complete only one Tangible Personal Property Report for all equipment purchases**
- **Reimbursements issued as a one-time payment**

Tangible Personal Property Report (Final) SF-428 S:

- Acquisition cost = per unit cost of equipment
- **Note:** SF-428 S is *not* needed if the per unit cost of purchased equipment is :
  - ✓ $5,000 or less if the application was **approved** before Oct 1st 2024
  - ✓ $10,000 or less if the application was **approved** on or after Oct 1st 2024

Examples:

1. **Entity X's** EECBG Program application was **approved** on **March 10th 2024** and purchased LED light units at **$153/unit.** No SF-428 is needed.
2. **Entity Y** EECBG Program application was **approved** on **Oct 2nd 2024** and purchased solar lighting units at **$7,201/unit.** No SF-428 is needed.

TANGIBLE PERSONAL PROPERTY REPORT
Supplemental Sheet SF-428-S

OMB Number: 4040-0018
Expiration Date: 11/30/2024

Federal Grant or Other Identifying Number Assigned by Federal Awarding Agency (Block 2 of SF-428)

Application Number EECEQ-XXXXX

Attachment Type
- ☐ Annual Report (SF-428-A)
- ☒ Final (Award Closeout) Report (SF-428-B)
- ☐ Disposition Report/Request (SF-428-C)

Complete one row for each item:

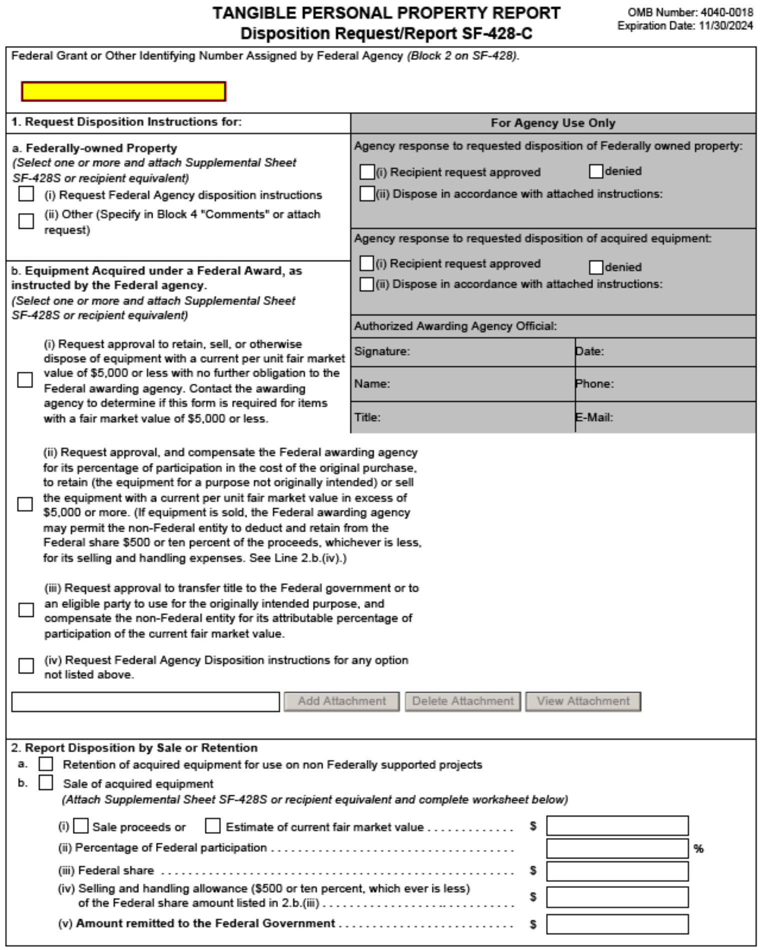
	Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Acquired Date (e)	Condition Code (f)	Acquisition Cost *(In Dollars)* (g)	Disposition Request (h)
	DE-FOA-0002882	ACQ	Provide a brief description of the item.	Enter the manufacturer's serial number, model number, or other identification number.	Date equip received.	1	Total unit cost of equipment. If single warranty was purchased for multiple units, divide by the # of units to determine the per unit cost.	N/A
1								
2								
3								
4								
5								
6								
7								
8								
9								

Reporting Checklist | Tangible Personal Property (III/III) - Post-Installation Report

OPTIONAL: Tangible Personal Property Report (Disposition Request) SF-428 C:

Only needed at time of disposition if property is worth $5,000+

- **Due:** Within 5 days of equipment disposition or as specified
- **Where to complete & submit:** Emailed to the Voucher Team



TANGIBLE PERSONAL PROPERTY REPORT
Disposition Request/Report SF-428-C

OMB Number: 4040-0018
Expiration Date: 11/30/2024

Federal Grant or Other Identifying Number Assigned by Federal Agency *(Block 2 on SF-428).*

1. Request Disposition Instructions for:

a. Federally-owned Property
(Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent)
☐ (i) Request Federal Agency disposition instructions
☐ (ii) Other (Specify in Block 4 "Comments" or attach request)

b. Equipment Acquired under a Federal Award, as instructed by the Federal agency.
(Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent)
☐ (i) Request approval to retain, sell, or otherwise dispose of equipment with a current per unit fair market value of $5,000 or less with no further obligation to the Federal awarding agency. Contact the awarding agency to determine if this form is required for items with a fair market value of $5,000 or less.
☐ (ii) Request approval, and compensate the Federal awarding agency for its percentage of participation in the cost of the original purchase, to retain (the equipment for a purpose not originally intended) or sell the equipment with a current per unit fair market value in excess of $5,000 or more. (If equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses. See Line 2.b.(iv).)
☐ (iii) Request approval to transfer title to the Federal government or to an eligible party to use for the originally intended purpose, and compensate the non-Federal entity for its attributable percentage of participation of the current fair market value.
☐ (iv) Request Federal Agency Disposition instructions for any option not listed above.

Add Attachment | Delete Attachment | View Attachment

For Agency Use Only

Agency response to requested disposition of Federally owned property:
☐ (i) Recipient request approved ☐ denied
☐ (ii) Dispose in accordance with attached instructions:

Agency response to requested disposition of acquired equipment:
☐ (i) Recipient request approved ☐ denied
☐ (ii) Dispose in accordance with attached instructions:

Authorized Awarding Agency Official:

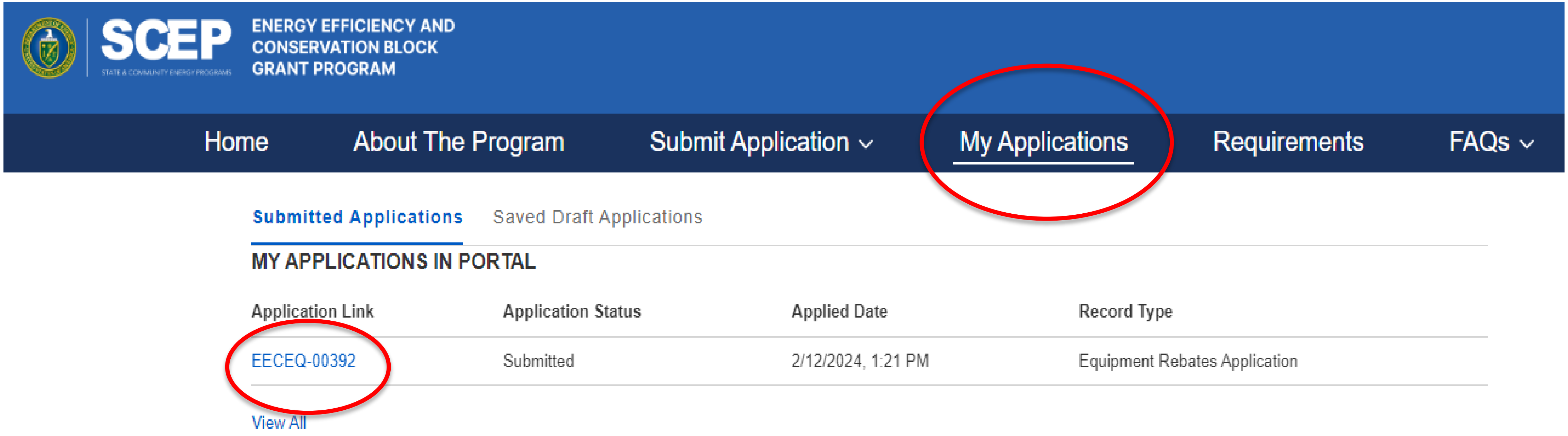
Signature:	Date:
Name:	Phone:
Title:	E-Mail:

2. Report Disposition by Sale or Retention
a. ☐ Retention of acquired equipment for use on non Federally supported projects
b. ☐ Sale of acquired equipment
(Attach Supplemental Sheet SF-428S or recipient equivalent and complete worksheet below)

(i) ☐ Sale proceeds or ☐ Estimate of current fair market value . . . . $
(ii) Percentage of Federal participation . . . . %
(iii) Federal share . . . . $
(iv) Selling and handling allowance ($500 or ten percent, which ever is less) of the Federal share amount listed in 2.b.(iii) . . . . $
(v) Amount remitted to the Federal Government . . . . $

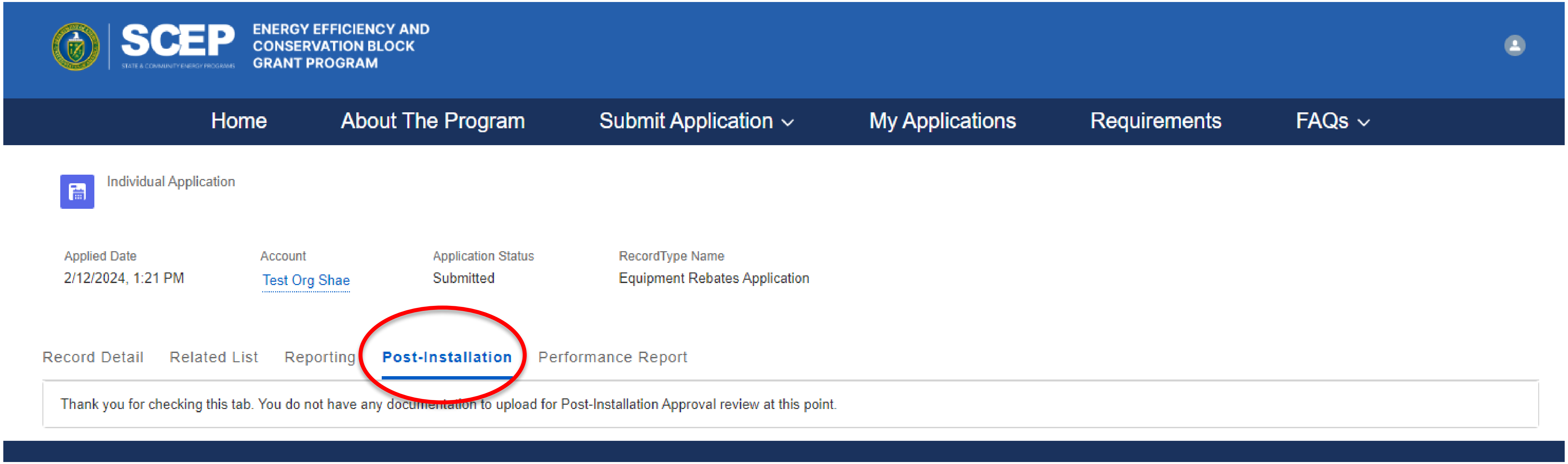
Reporting Checklist | Post-Installation Report (Tangible Personal Property)

1. Log into the Voucher Portal
2. Navigate to "My Applications"
3. Click on your application link

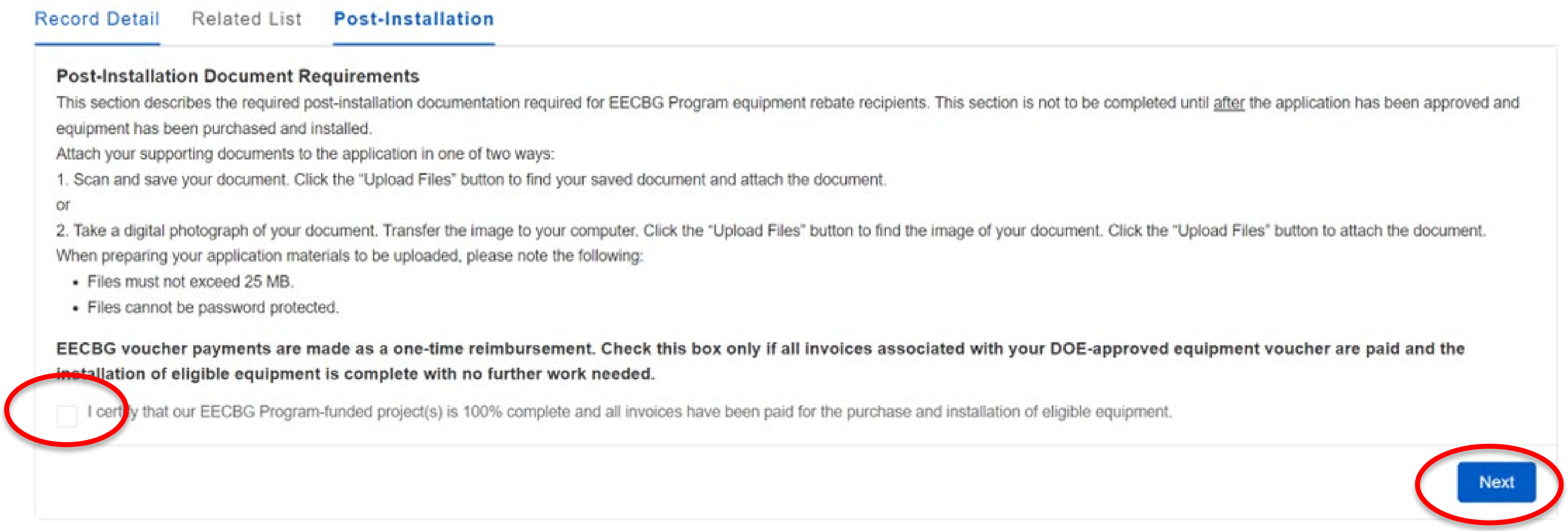


Reporting Checklist | Post-Installation Report (Tangible Personal Property)

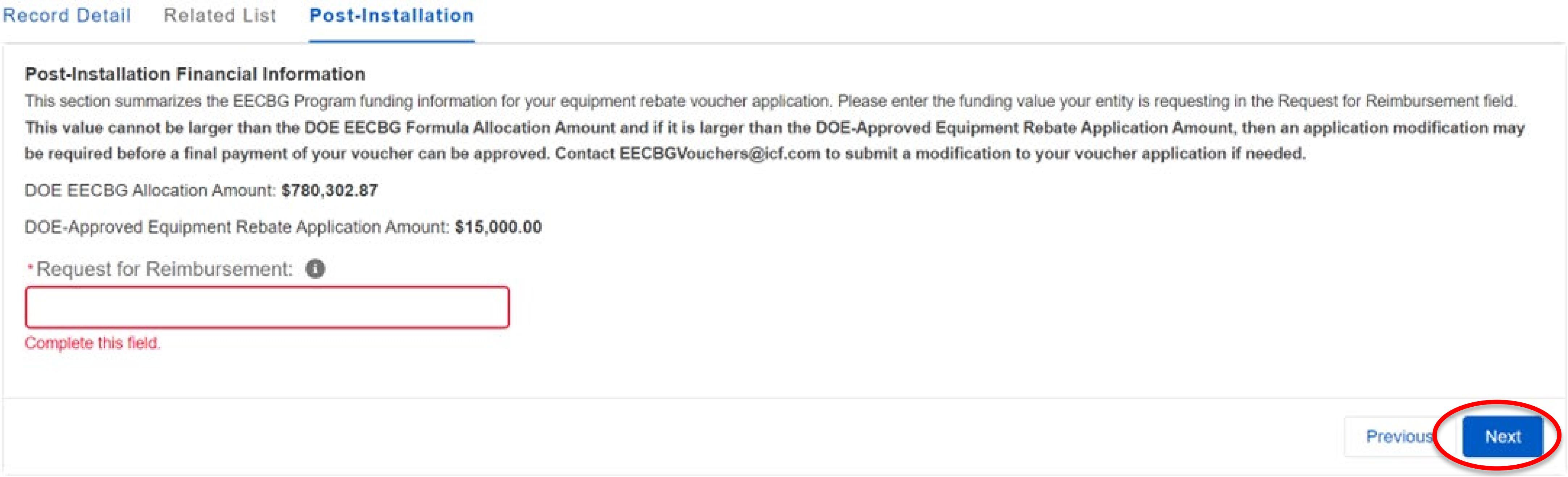
- After selecting application, click on "Post-Installation" to begin the Tangible Personal Property Report
- *Note:* you will get the error message below if your project has not yet been approved.
- The tab will become available once your status is set to "Project In-Progress"



- **Certify that your equipment rebate project is 100% complete and that you have purchased and installed all intended equipment**
  - ✓ Only *one* Tangible Personal Property Report should be completed for all equipment purchases
  - ✓ Equipment Rebate voucher reimbursements are issued as a one-time payment
  - ✓ If you have additional EECBG Program funding to expend, contact EECBGVouchers@icf.com to revise the scope of your project
- **Select next to continue**

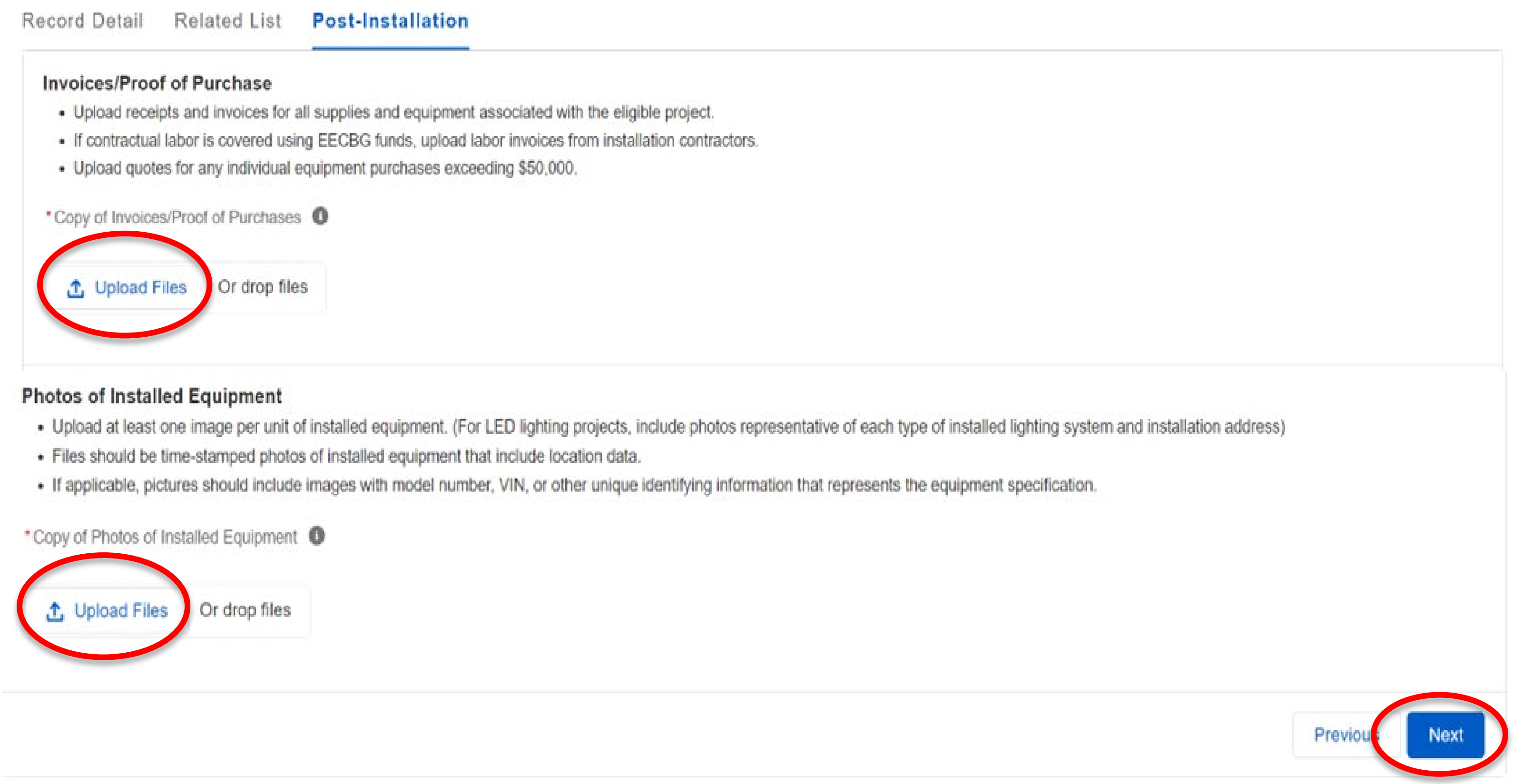


1. Enter the <u>**total amount requested**</u> for reimbursement
   – *Note:* the total amount requested *cannot* exceed your EECBG Program allocation
2. Select **next** to continue

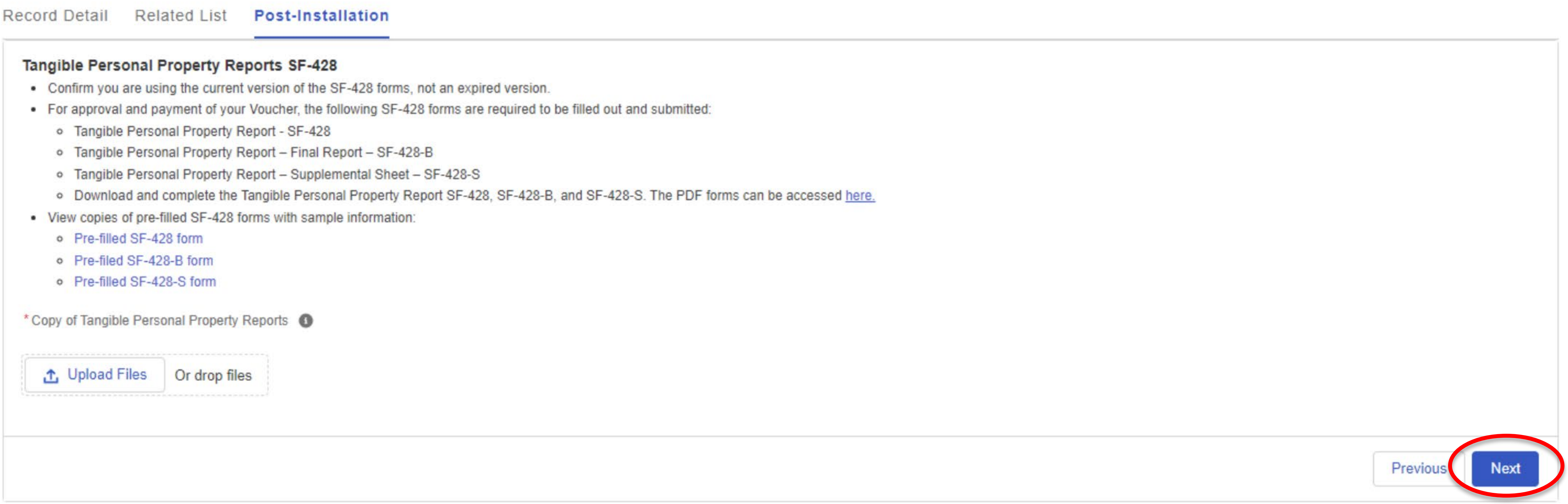


Reporting Checklist | Post-Installation Report (Tangible Personal Property)

1. <u>Upload:</u>
    a) Invoices
    b) Proof of payment
    c) Photos
2. Select **<u>next</u>** to continue

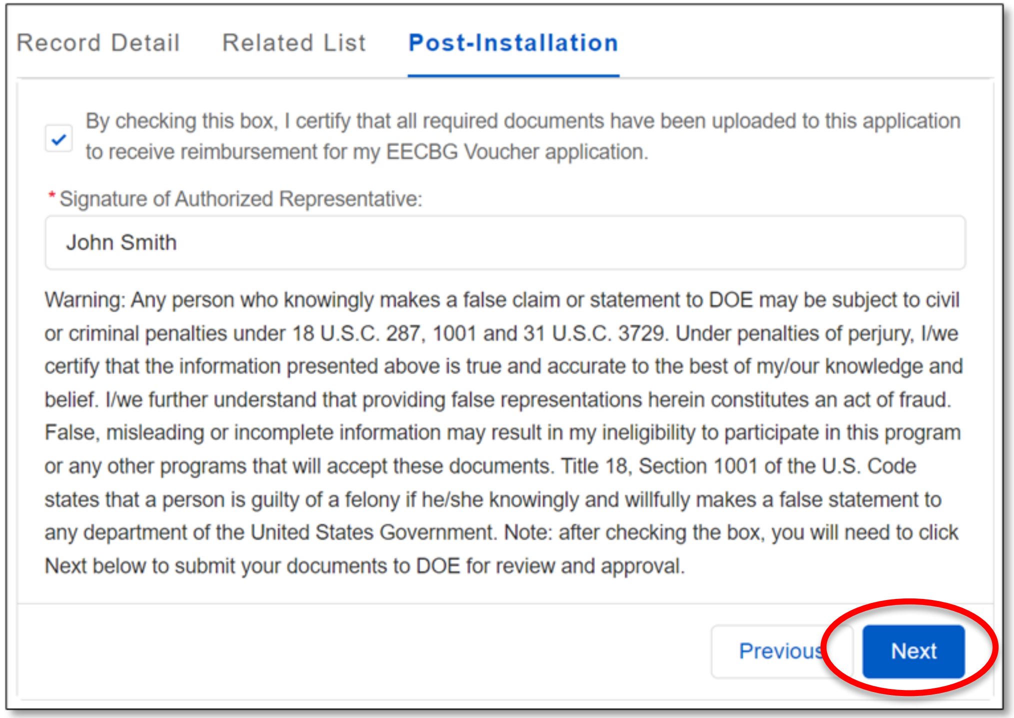


1. <u>Upload</u> completed forms SF-428, SF-428B and SF-428S
2. Select <u>next</u> to continue



Reporting Checklist | Post-Installation Report (Tangible Personal Property)

1. Last, <u>certify that you are the authorized applicant</u> for your government by entering your name
2. Select <u>**next**</u> on this screen to submit the Tangible Personal Property Report


Record Detail   Related List   **Post-Installation**

☑ By checking this box, I certify that all required documents have been uploaded to this application to receive reimbursement for my EECBG Voucher application.

* Signature of Authorized Representative:

John Smith

Warning: Any person who knowingly makes a false claim or statement to DOE may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729. Under penalties of perjury, I/we certify that the information presented above is true and accurate to the best of my/our knowledge and belief. I/we further understand that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in my ineligibility to participate in this program or any other programs that will accept these documents. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony if he/she knowingly and willfully makes a false statement to any department of the United States Government. Note: after checking the box, you will need to click Next below to submit your documents to DOE for review and approval.

Previous   Next

Reporting Checklist | Performance Report

Due:

- Annually (Oct 30)
  - Option to waive first annual report if no progress on project is made in the first year – must attest in Voucher Portal
  - My Applications<Relevant Application<Annual Performance Report
- Final (120 days after award closeout)
  - My Applications<Relevant Application<Final Performance Report

How to Submit:

- Completed in Voucher Portal

Note: Any energy savings, including fuel switching and installation of renewable energy systems, should be reported on in the process metrics

What to include?

Detailed activity status for the entire project including:

✓ **Milestones:** determined by recipient & used to track goals

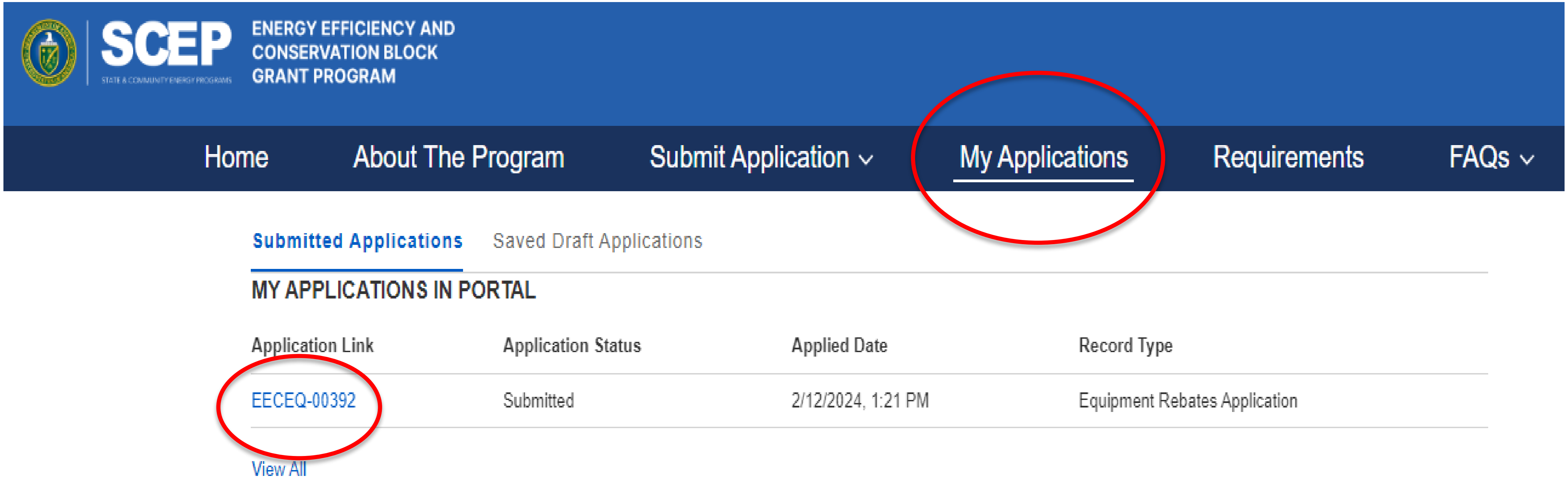
✓ **Financial metrics:** total reimbursement received

✓ **Process metrics:** program and BIL specific metrics reported on based on the nature of the project

- For additional guidance on process metrics see EECBG Program Reporting Guidance

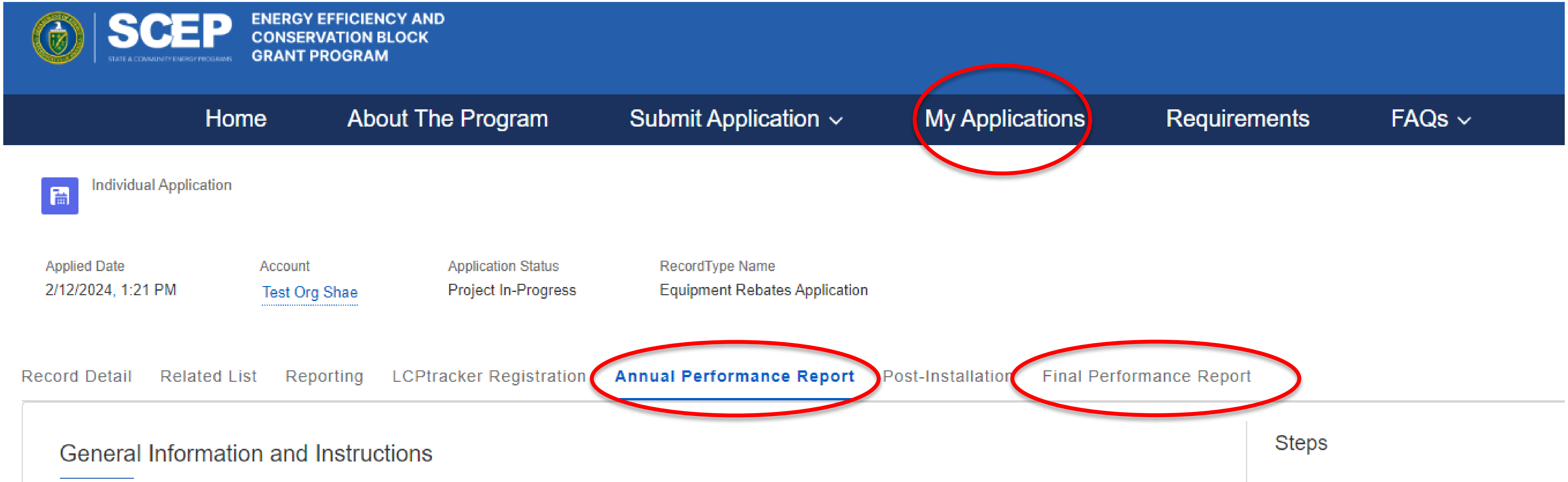
✓ **Qualitative descriptions:** used to provide additional information on project not captured in metrics

1. Log into the Voucher Portal
2. Navigate to "My Applications“
3. Click on your application link



Reporting Checklist | Performance Report Demo Cont.

1. Once the application has been selected, click on **"Final or AnnualPerformance Report"**
   – Some information will be pre-filled with information from your application
2. Select **next** to continue once you have reviewed the page

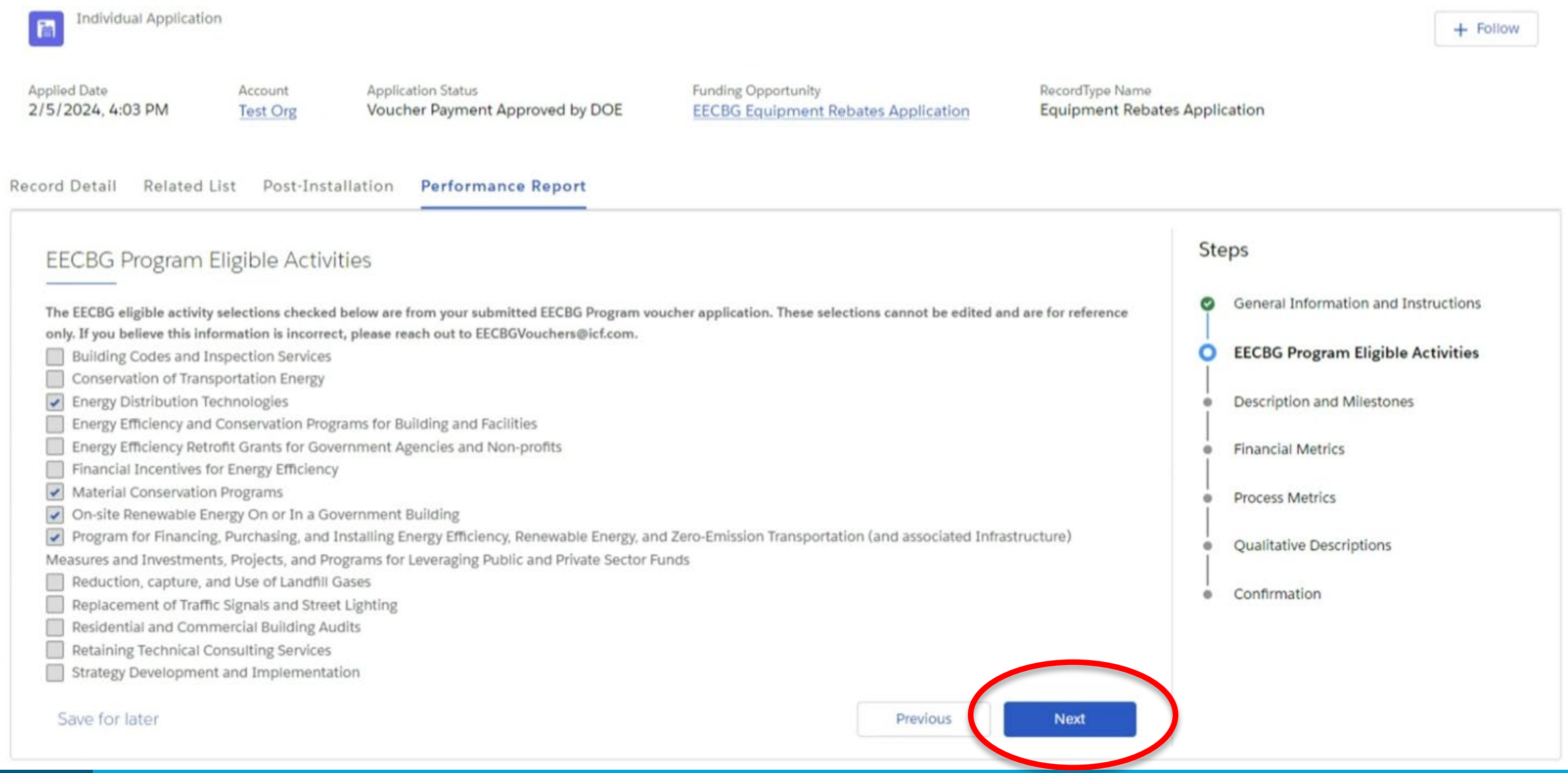


Reporting Checklist | Performance Report Demo Cont.

This page reviews the **program eligible activity categories** listed on your application.

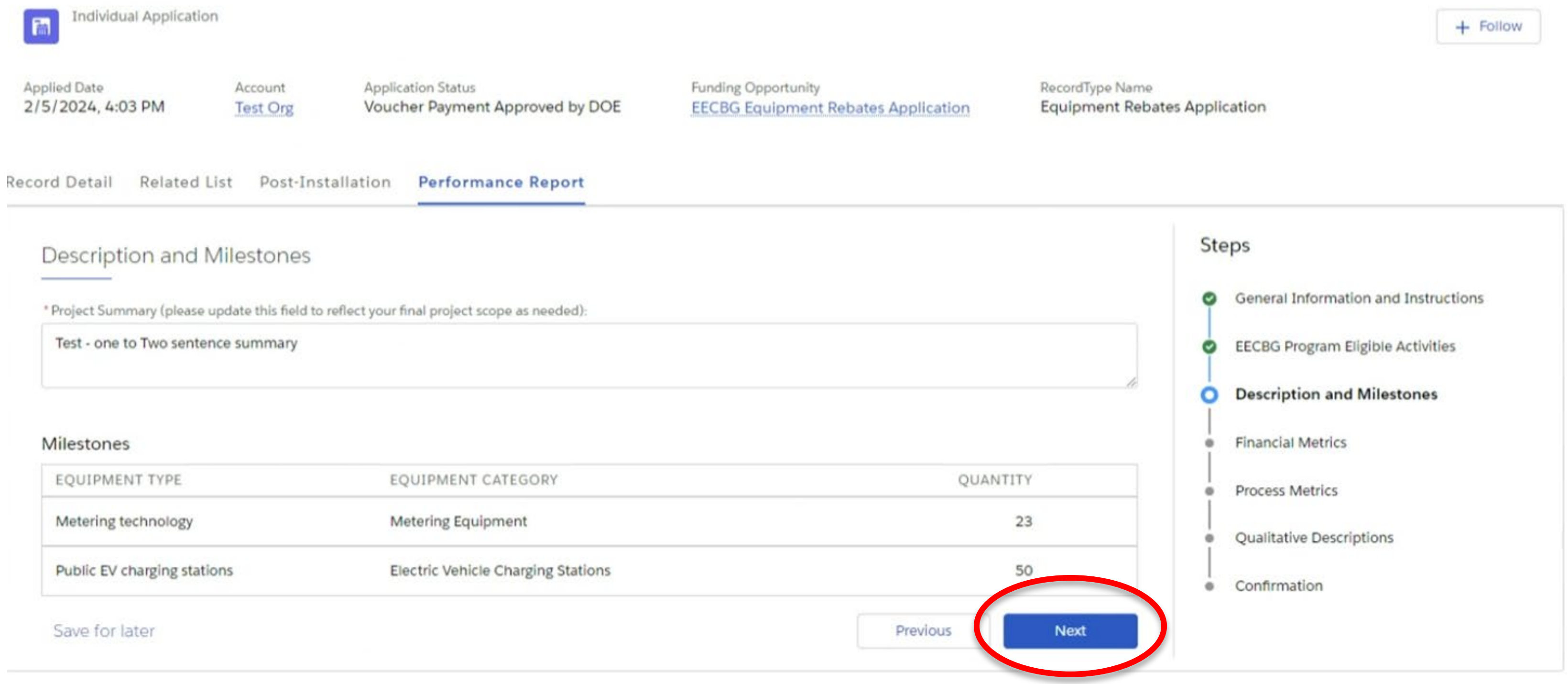
- *Note:* They can not be edited. Notify EECBGVouchers@icf.com if the information is incorrect or you would like to make updates.

1. Select **next** to continue



This page reviews your project milestones

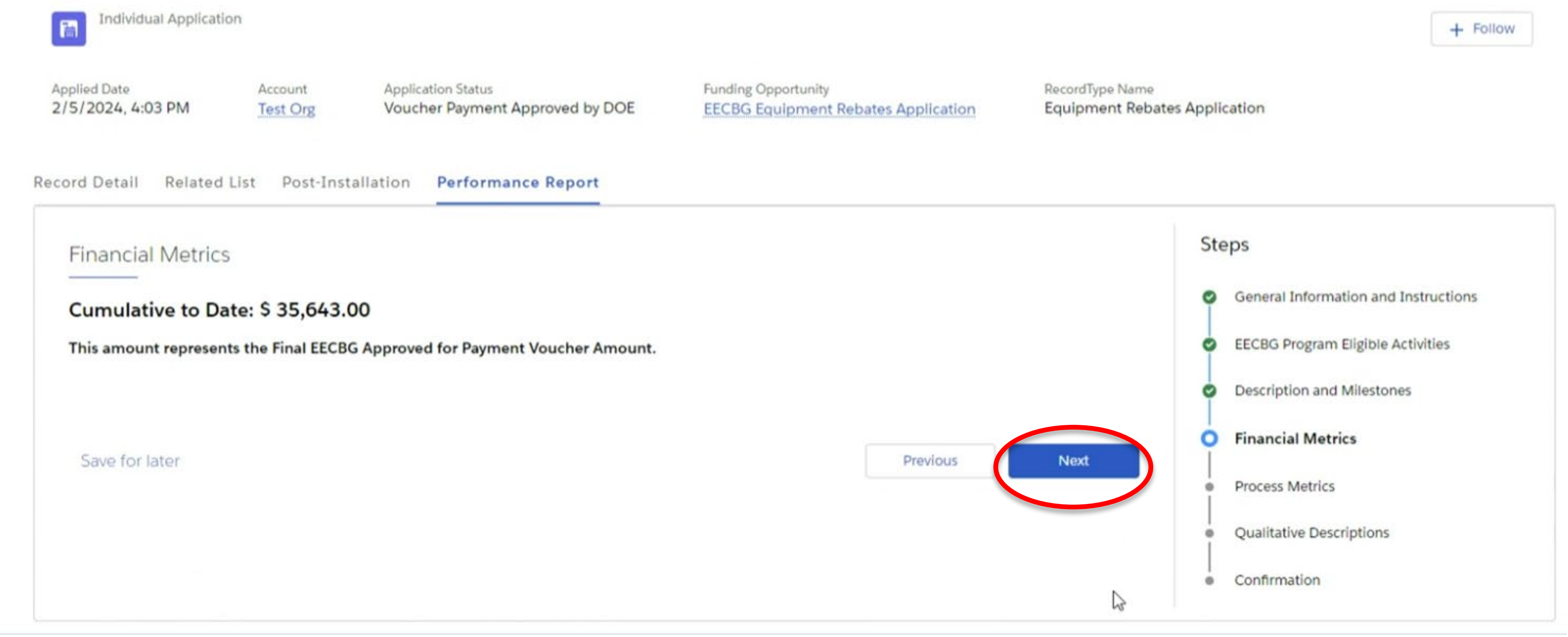
1. **Review** your project scope
2. In the summary section, **note**: 1) any changes to the scope and 2) the final quantity of equipment purchased
3. Select **next** to continue



Reporting Checklist | Performance Report Demo Cont.

This page reviews your financial metrics or the total amount of EECBG funding approved and received by DOE

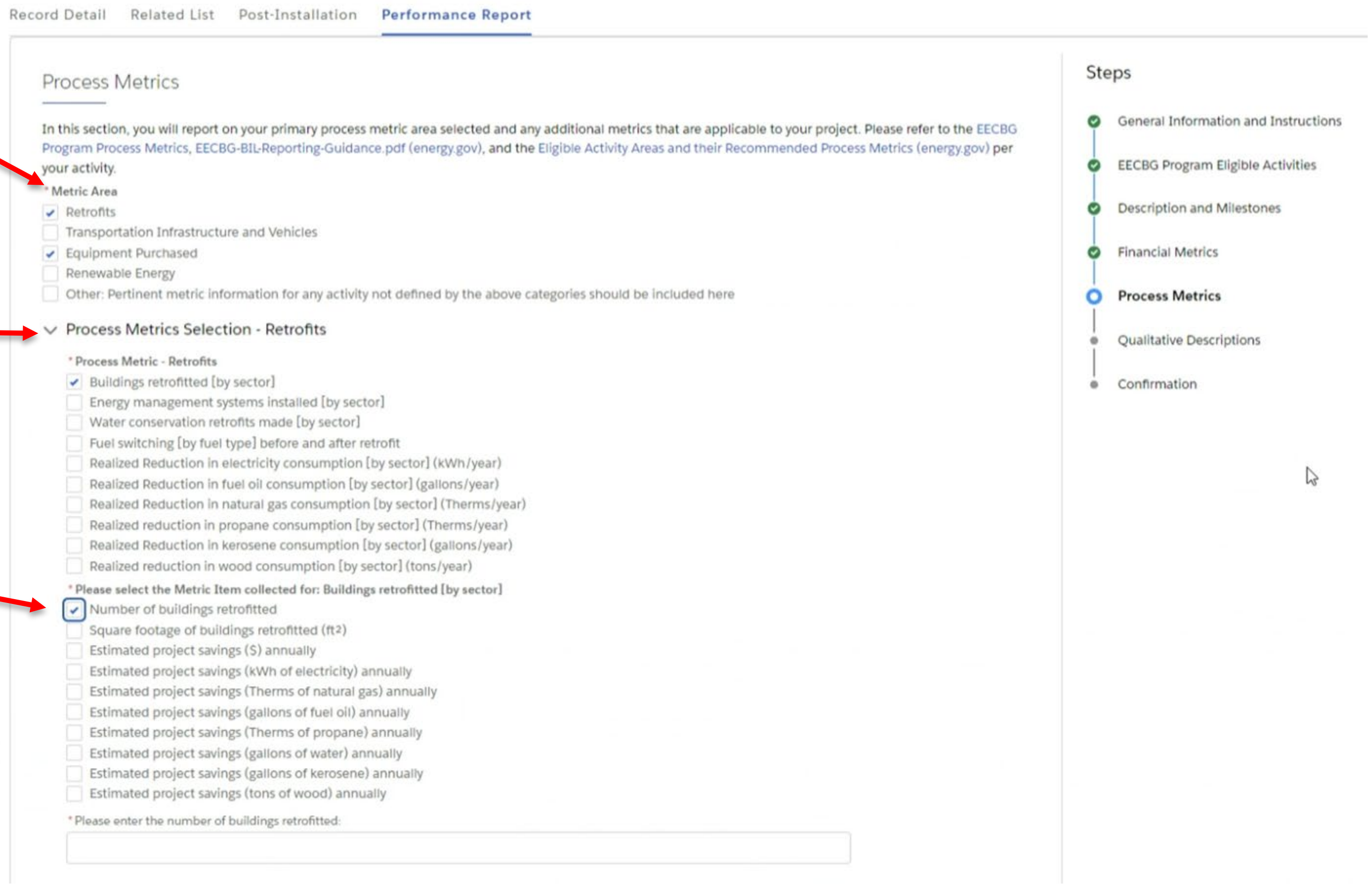
1. Select **next** to continue



Reporting Checklist | Performance Report Demo Cont.

This page reviews your process metrics

1. Review the process metric areas and select *all the categories* applicable to your project from the 5 listed
2. Once selected, drop down lists for each selected metric area will appear.
3. Within the process metrics category, select and complete *all metrics* relevant to your project within that category
4. To view a full list of IIJA metrics see here.
5. Select next to continue


Record Detail | Related List | Post-Installation | Performance Report

Process Metrics

In this section, you will report on your primary process metric area selected and any additional metrics that are applicable to your project. Please refer to the EECBG Program Process Metrics, EECBG-BIL-Reporting-Guidance.pdf (energy.gov), and the Eligible Activity Areas and their Recommended Process Metrics (energy.gov) per your activity.

* Metric Area

- [x] Retrofits
- [ ] Transportation Infrastructure and Vehicles
- [x] Equipment Purchased
- [ ] Renewable Energy
- [ ] Other: Pertinent metric information for any activity not defined by the above categories should be included here

Process Metrics Selection - Retrofits

* Process Metric - Retrofits

- [x] Buildings retrofitted [by sector]
- [ ] Energy management systems installed [by sector]
- [ ] Water conservation retrofits made [by sector]
- [ ] Fuel switching [by fuel type] before and after retrofit
- [ ] Realized Reduction in electricity consumption [by sector] (kWh/year)
- [ ] Realized Reduction in fuel oil consumption [by sector] (gallons/year)
- [ ] Realized Reduction in natural gas consumption [by sector] (Therms/year)
- [ ] Realized reduction in propane consumption [by sector] (Therms/year)
- [ ] Realized Reduction in kerosene consumption [by sector] (gallons/year)
- [ ] Realized reduction in wood consumption [by sector] (tons/year)

* Please select the Metric Item collected for: Buildings retrofitted [by sector]

- [x] Number of buildings retrofitted
- [ ] Square footage of buildings retrofitted (ft2)
- [ ] Estimated project savings ($) annually
- [ ] Estimated project savings (kWh of electricity) annually
- [ ] Estimated project savings (Therms of natural gas) annually
- [ ] Estimated project savings (gallons of fuel oil) annually
- [ ] Estimated project savings (Therms of propane) annually
- [ ] Estimated project savings (gallons of water) annually
- [ ] Estimated project savings (gallons of kerosene) annually
- [ ] Estimated project savings (tons of wood) annually

* Please enter the number of buildings retrofitted:

Steps

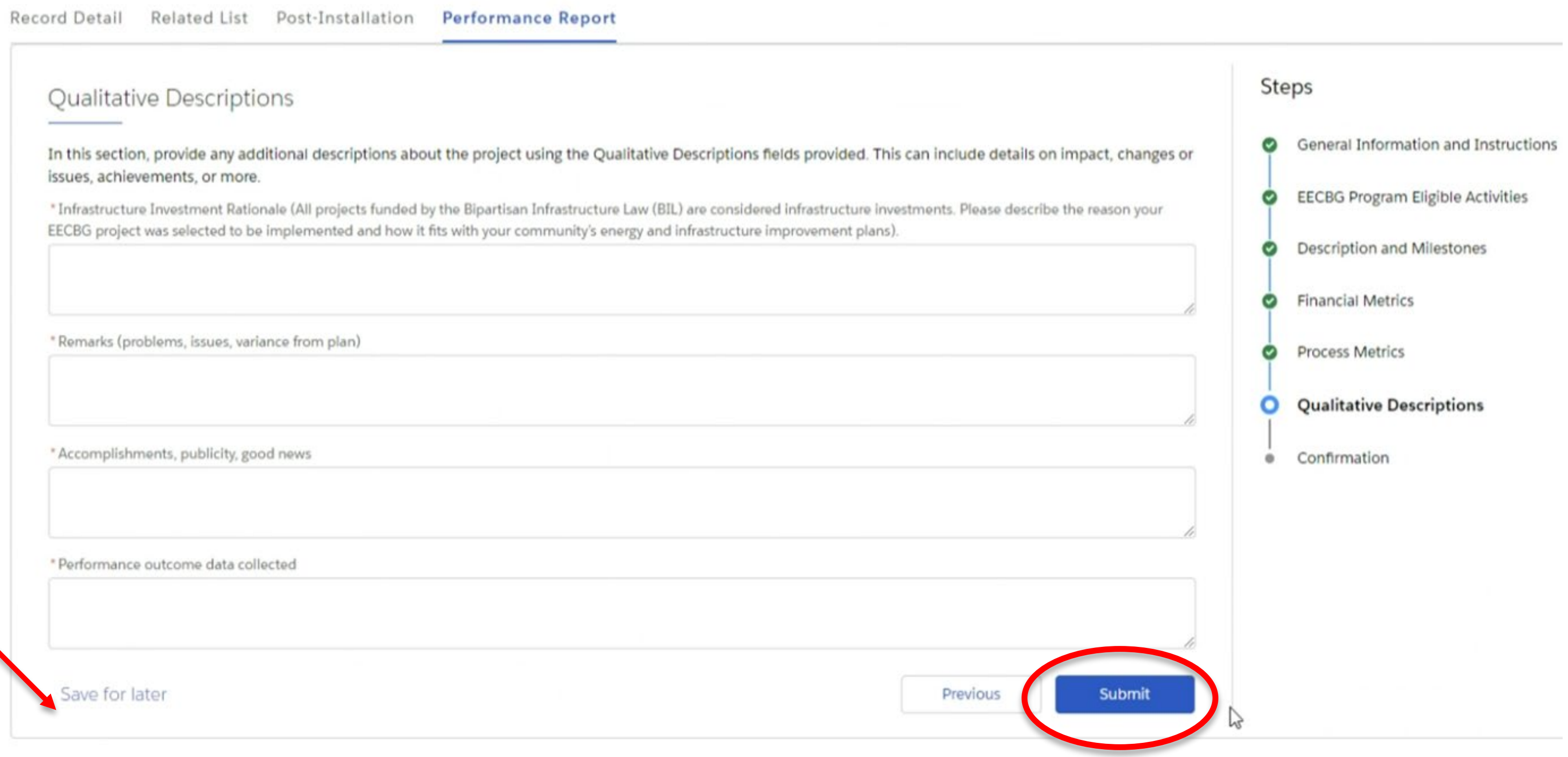
- General Information and Instructions
- EECBG Program Eligible Activities
- Description and Milestones
- Financial Metrics
- Process Metrics
- Qualitative Descriptions
- Confirmation

Reporting Checklist | Performance Report Demo Cont.

This page reviews qualitative descriptions of the equipment rebate voucher

1. Please note any successes and challenges in the marked space
2. Once you complete this page, click "Submit" to complete the report

Note: you may pause and return to the Performance Report at any time by selecting "Save for Later" at the bottom of each screen.



Reporting Checklist | Financial Report (SF-425) (I/II)

Due:

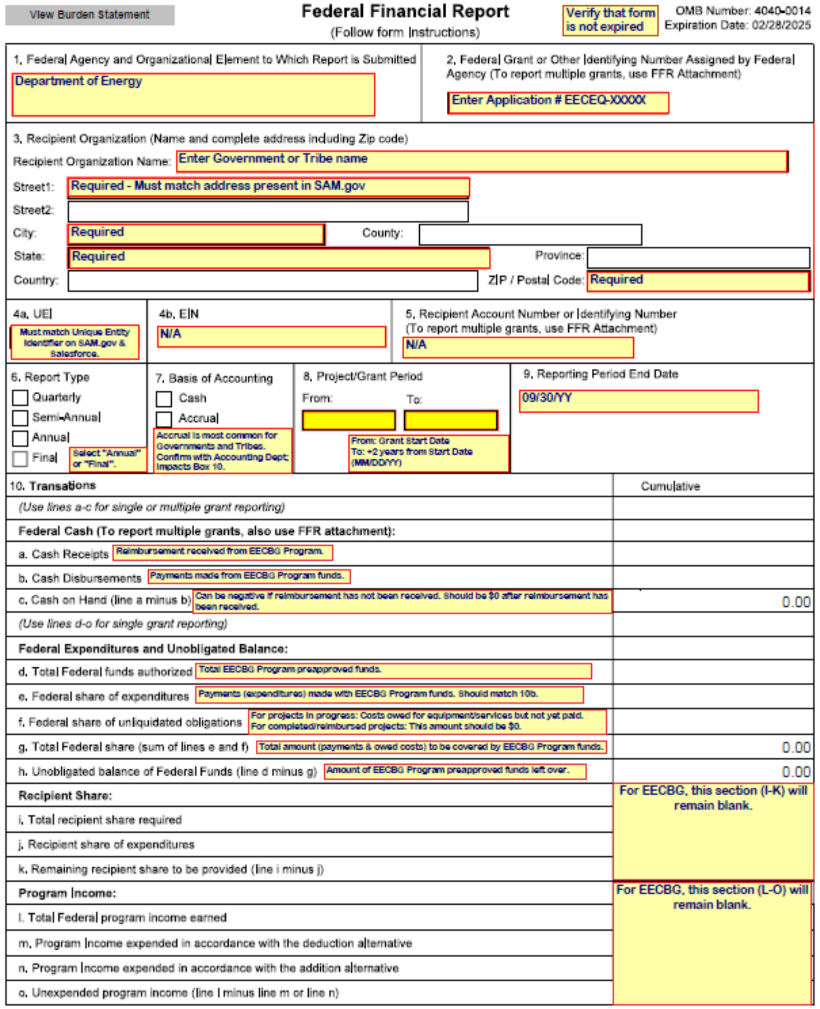
- Annually (Oct 30)
  - Option to waive first annual report if no progress on project is made in the first year – must attest in Voucher Portal
- Final (120 days after award closeout)

How to Submit:

- Uploaded to Voucher Portal
  - My Applications<Relevant Application<Reporting

What to Include:

- Report consists of the following for project work completed to date of submission:
  - ✓ Federal Expenditures
    - Report on total payment amount from DOE



View Burden Statement

Federal Financial Report
(Follow form Instructions)

Verify that form is not expired

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted: Department of Energy

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment): Enter Application # EECEQ-XXXXX

3. Recipient Organization (Name and complete address including Zip code)
Recipient Organization Name: Enter Government or Tribe name
Street1: Required - Must match address present in SAM.gov
Street2:
City: Required
County:
State: Required
Province:
Country:
ZIP / Postal Code: Required

4a. UEI: Must match Unique Entity Identifier on SAM.gov & Salesforce.

4b. EIN: N/A

5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment): N/A

6. Report Type
☐ Quarterly
☐ Semi-Annual
☐ Annual
☐ Final
Select "Annual" or "Final".

7. Basis of Accounting
☐ Cash
☐ Accrual
Accrual is most common for Governments and Tribes. Confirm with Accounting Dept; Impacts Box 10.

8. Project/Grant Period
From: To:
From: Grant Start Date
To: +2 years from Start Date (MM/DD/YY)

9. Reporting Period End Date: 09/30/YY

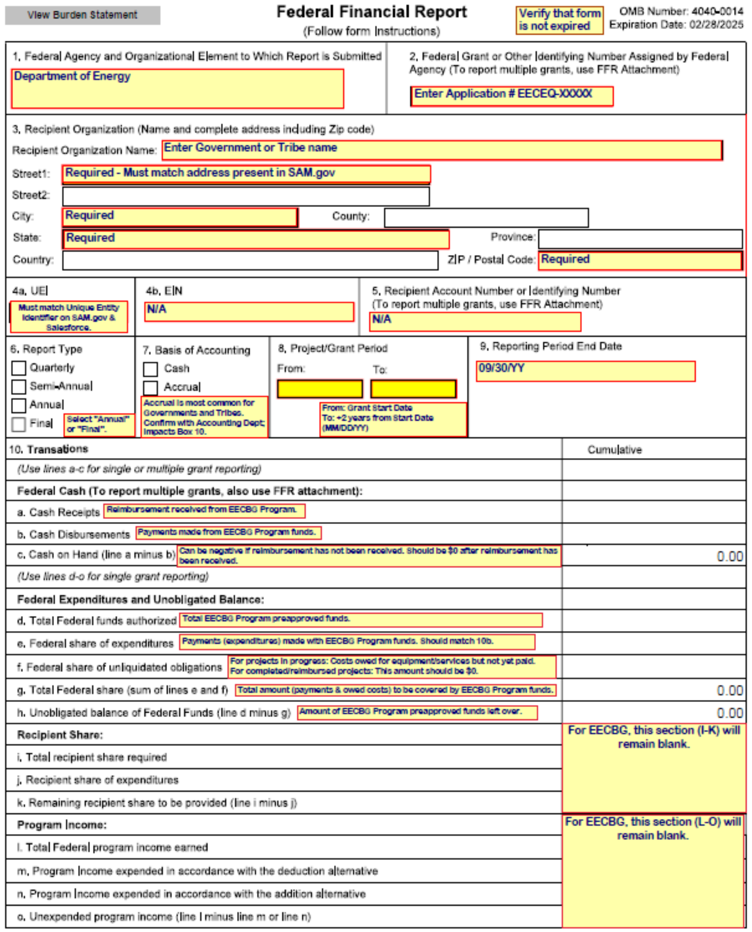
10. Transactions		Cumulative
(Use lines a-c for single or multiple grant reporting)		
Federal Cash (To report multiple grants, also use FFR attachment):		
a. Cash Receipts	Reimbursement received from EECBG Program.	
b. Cash Disbursements	Payments made from EECBG Program funds.	
c. Cash on Hand (line a minus b)	Can be negative if reimbursement has not been received. Should be $0 after reimbursement has been received.	0.00
(Use lines d-o for single grant reporting)		
Federal Expenditures and Unobligated Balance:		
d. Total Federal funds authorized	Total EECBG Program preapproved funds.	
e. Federal share of expenditures	Payments (expenditures) made with EECBG Program funds. Should match 10b.	
f. Federal share of unliquidated obligations	For projects in progress: Costs owed for equipment/services but not yet paid. For completed/reimbursed projects: This amount should be $0.	
g. Total Federal share (sum of lines e and f)	Total amount (payments & owed costs) to be covered by EECBG Program funds.	0.00
h. Unobligated balance of Federal Funds (line d minus g)	Amount of EECBG Program preapproved funds left over.	0.00
Recipient Share:		For EECBG, this section (I-K) will remain blank.
i. Total recipient share required		
j. Recipient share of expenditures		
k. Remaining recipient share to be provided (line i minus j)		
Program Income:		For EECBG, this section (L-O) will remain blank.
l. Total Federal program income earned		
m. Program Income expended in accordance with the deduction alternative		
n. Program Income expended in accordance with the addition alternative		
o. Unexpended program income (line l minus line m or line n)		

Reporting Checklist | Financial Report (SF-425) (II/II)

Tips for completing SF-425:

- Annual Report (Oct 30)
  - Line A should be zero
  - Dollars spent to date by the local or Tribal gov on the EECBG project listed on lines B and E
  - Full EECBG allocation listed on line D
  - Upcoming or expected payments made by local or Tribal gov on project listed on line F

- Final Report (120 days after award closeout)
  - Total reimbursement received from EECBG Program listed on line A
  - Dollars spent to date by the local or Tribal gov on the EECBG project to date listed on lines B and E
  - Full EECBG allocation listed on line D



View Burden Statement

Federal Financial Report

(Follow form Instructions)

Verify that form is not expired

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted: Department of Energy

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment): Enter Application # EECEQ-XXXXX

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Enter Government or Tribe name
Street1: Required - Must match address present in SAM.gov
Street2:
City: Required
County:
State: Required
Province:
Country:
ZIP / Postal Code: Required

4a. UEI: Must match Unique Entity Identifier on SAM.gov & Salesforce.

4b. EIN: N/A

5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment): N/A

6. Report Type: ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final — Select "Annual" or "Final".

7. Basis of Accounting: ☐ Cash ☐ Accrual — Accrual is most common for Governments and Tribes. Confirm with Accounting Dept; Impacts Box 10.

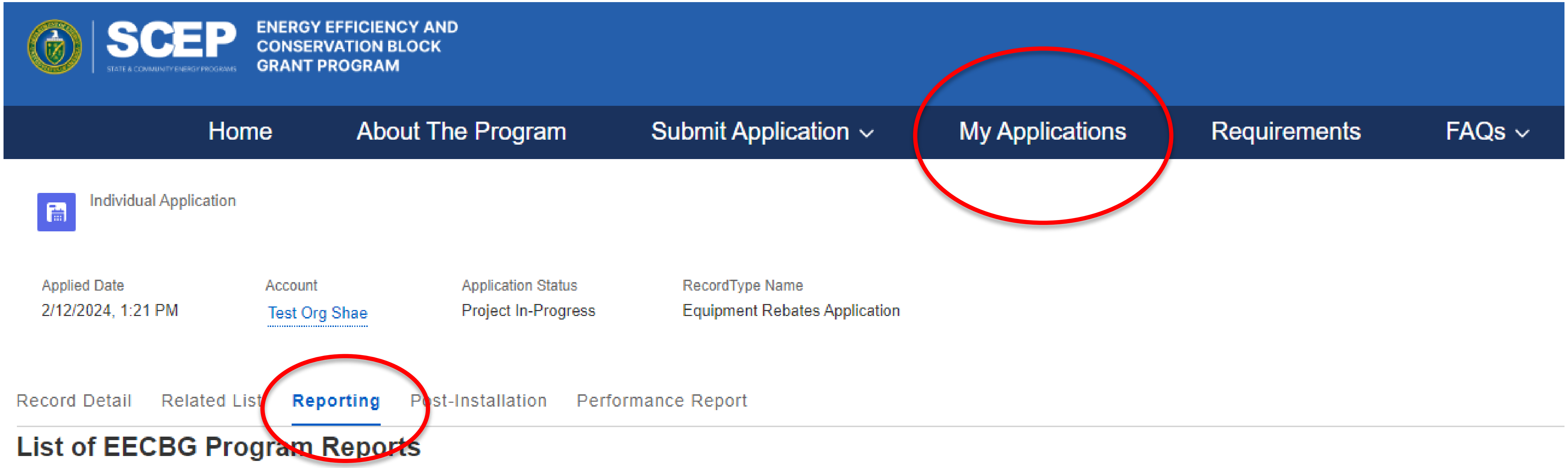
8. Project/Grant Period: From: To: — From: Grant Start Date To: +2 years from Start Date (MM/DD/YY)

9. Reporting Period End Date: 09/30/YY

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts — Reimbursement received from EECBG Program.	
b. Cash Disbursements — Payments made from EECBG Program funds.	
c. Cash on Hand (line a minus b) — Can be negative if reimbursement has not been received. Should be $0 after reimbursement has been received.	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized — Total EECBG Program preapproved funds.	
e. Federal share of expenditures — Payments (expenditures) made with EECBG Program funds. Should match 10b.	
f. Federal share of unliquidated obligations — For projects in progress: Costs owed for equipment/services but not yet paid. For completed/reimbursed projects: This amount should be $0.	
g. Total Federal share (sum of lines e and f) — Total amount (payments & owed costs) to be covered by EECBG Program funds.	0.00
h. Unobligated balance of Federal Funds (line d minus g) — Amount of EECBG Program preapproved funds left over.	0.00
Recipient Share:	For EECBG, this section (I-K) will remain blank.
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	For EECBG, this section (L-O) will remain blank.
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Reporting Checklist | Financial Report Demo

1. Log into the Voucher Portal
2. Navigate to "My Applications“
3. Click on your application link
4. Click on "Reporting"



Reporting Checklist | Financial Report Demo Cont.

1. Navigate to the Financial Report
2. Upload completed standard form SF-425 linked in this section
   - Note: enter zero when fields are not-applicable or if you have not yet received your reimbursement from DOE

Financial Report (SF-425)

- The voucher recipient is required to submit a completed SF-425 for the project to DOE, covering the entirety of work performed by the recipient and contractors.
- The SF-425 form should be completed and uploaded **after the voucher payment has been received.** It needs to be submitted ONE-TIME within 120 calendar days after the end of the award period of performance.
- Link to the website where you can download the current version of the SF-425 form in PDF: Post-Award Reporting Forms SF-425 Financial Report
- Upload the filled-out SF-425 below.

* Copy of Complete SF-425 form

Upload Files Or drop files

Submit

Steps

Financial Report (SF-425)

Confirmation

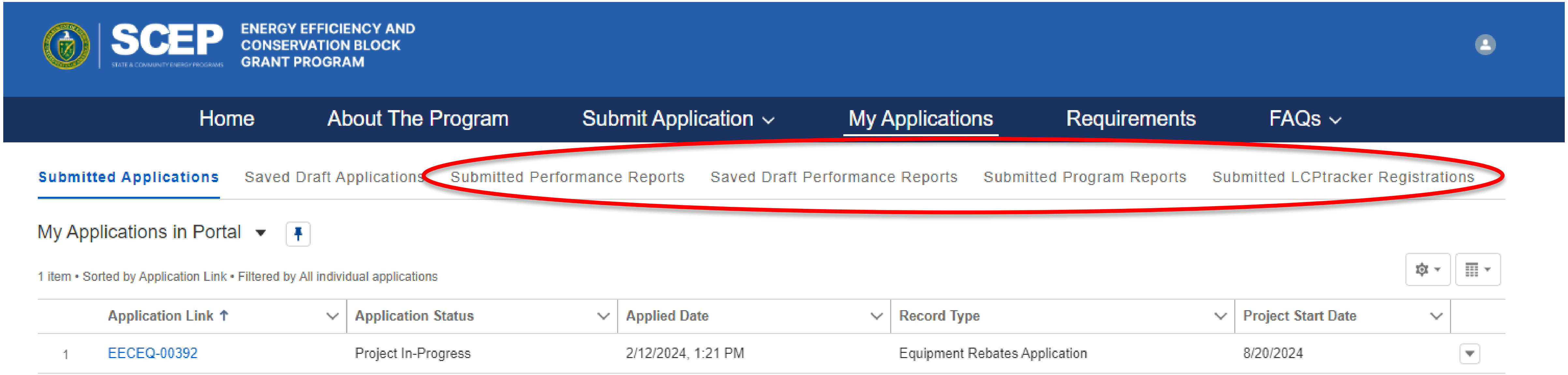
Reporting Checklist | Single Audit

Single Audit:

- **Due:** Within 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)
- **Where to submit:** Federal Audit Clearinghouse - https://harvester.census.gov/facweb/Default.aspx
- **What to include:** Audited financial statements
- **Required when:** When awardee expends $750,000 (application approved *before* 10/1/24) or $1 million (application approved *on or after* 10/1/24) or more in federal awards during their fiscal year, there must be a single or program-specific audit conducted.

Single Audit:

- **Note:** The Voucher Portal reporting modules reset each time you login
- **Tip:** If you would like to check on submitted reports you may navigate to My Applications or My Applications<Relevant Application<Related List



Summary of Reporting Requirements

Timeline	Name of Report	Reporting Submission	Reporting Due Dates
At time of project completion	Tangible Personal Property Report (SF-428 B/C/S)	Voucher Portal Module	• Within 30 days of project completion
Annual and Final	Performance Report	Voucher Portal Tab	• Annual - Oct 30 • Final - Within 120 days of project completion
Annual and Final	Federal Financial Report (SF-425)	Voucher Portal Reporting	• Annual - Oct 30 • Final - Within 120 days of project completion
Weekly	Davis-Bacon Act (DBA) Payroll Reports (if applicable)	LCPtracker	• Weekly during installation
Semi-annual	Davis-Bacon Act (DBA) Assurance Report (if applicable)	Microsoft Form Attest submission in the Voucher Portal Reporting	• April 21 • Oct 21

Summary of Reporting Requirements Cont.

Timeline	Name of Report	Reporting Submission	Reporting Due Dates
Quarterly	NEPA Logs (if applicable)	Submitted to: Voucher Portal Reporting Section *and* sent to NEPAlogs@ee.doe.gov	• March 31; June 30; Sept 30; Dec 31 • First log should be submitted before project begins
Annual	Historic Preservation Report	U.S. DOE Annual Historic Preservation Report Attest submission in Voucher Portal	• Sept 15 • Only needs to be submitted once, unless project locations change
One-Time	Location Report	NO LONGER REQUIRED	NO LONGER REQUIRED

Reporting Resources

EECBG Infrastructure Investment and Jobs Act (IIJA) Process Metrics

- Attachment 1. EECBG Program Process Metrics Final Draft August 14, 2023 (energy.gov)

Davis-Bacon Act (DBA)

- Davis-Bacon Act Requirements for Recipients of Bipartisan Infrastructure Law Funding | Department of Energy

Build America Buy America (BABA)

- Build America, Buy America | Department of Energy

National Environmental Policy Act (NEPA)

- U.S. Department of Energy Annual Historic Preservation Report (office.com) (NOTE: Form may be closed from October to August. Ask the voucher team for a Word version)

Federal Audit

- FAC Audit Submission Guide

How to Reach Us:

- **Write to the voucher team:** DL-EECBGvouchers@hq.doe.gov
- **Write to our EECBG Program Inbox:** eecbg@hq.doe.gov

Frequently Asked Questions (I/III)

- **Should I submit multiple Tangible Personal Property Reports (post-installation report) for reimbursement if I have a multi-phased project?**
  - No - wait until all projects are complete and file a single report. You will be issued a single reimbursement payment for all projects.
- **Should I submit a separate Tangible Personal Property Report (post-installation report) for each item of equipment purchased?**
  - No – list all equipment purchases on a single post-installation report.
- **Is the equipment I installed for my EECBG project considered government-owned?**
  - No – property is only considered government-owned when DOE is listed in title.

Frequently Asked Questions (II/III)

- **How do I determine if BABA applies to my project?**
  - If your EECBG allocation is under $250,000, you are exempt from BABA. If your EECBG allocation is over $250,000 BAB applies to your project.
- **How do I report on BABA compliance?**
  - There is no formal report for BABA. However, you should be able to demonstrate compliance upon request, if asked as part of monitoring procedures. A letter from the equipment manufacturer certifying BABA compliance is sufficient for verification.
- **What is an EQ-1 and how do I know if I need one? Do EQ-1s need NEPA Logs?**
  - An EQ-1 or environmental questionnaire is needed for projects that do not align with scopes listed in the NEPA SOWs (ex. Solar arrays that are larger than 60kw). No – you will not submit NEPA logs if your project has an EQ-1. You will have a unique project determination.
- **I've only ordered equipment – do I need to complete the annual Performance and Financial Reports?**
  - Yes – if any progress as been made, you must submit annual performance and financial reports.

Frequently Asked Questions (III/III)

- **My internal government staff is installing my equipment, does DBA apply?**
  - No – DBA applies when a hired contractor installs your project equipment.
- **How do I register in LCPtracker?**
  - Please log into the voucher portal<My Applications<Relevant Application<Reporting<Davis Bacon Act and fill out the requested information.
- **Should I complete DBA training and if so, how?**
  - Yes – completing DBA training is recommended and webinars can be found here.
- **How does my contractor register in LCPtracker?**
  - Once you are registered in LCPtracker, you will be able to register your contractor(s).
- **What if my contractor does not want to register in LCPtracker?**
  - The contractor will still need to provide payroll for the period of work, but you can upload it and certify in LCPtracker.