



# Project Management Center – User Guide

Better Buildings  
Neighborhood  
Program

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

This document will guide you through the PMC reporting process.

## Reporting Requirements continue

Report	Date to submit
<b>Progress Report (Part 1 &amp; Part 2)</b> <ul style="list-style-type: none"><li>• Part 1 is the Word Document</li><li>• Part 2 is the excel document</li></ul>	30 days after the end of each quarter
<b>Program Report</b> <ul style="list-style-type: none"><li>• The Downscoped Reporting form will be utilized for the grantees that received extension to 11/01/2014</li></ul>	30 days after the end of each quarter
<b>Federal Financial Report</b> <ul style="list-style-type: none"><li>• SF425 Report</li></ul>	30 days after the end of each quarter
<b>Semi-Annual Davis Bacon Report</b> <ul style="list-style-type: none"><li>• Davis Bacon 1910 form</li></ul>	04/20/14 (for 10/01/13-03/31/14 period) 10/20/14 (for 04/01/14-09/30/14 period)
<b>Historic Preservation Report</b>	09/01/14 (for 09/01/13-08/31/14 period)
<b>Closeout reports after project period ends include:</b> <ul style="list-style-type: none"><li>• Davis Bacon, Historic Preservation</li><li>• Final Technical Report</li><li>• Property Certification (SF-428)</li><li>• Any additional utility data gathered in 2014</li></ul>	Within 90 days after Period of Performance ends <ul style="list-style-type: none"><li>• PoP End Date can be found on your latest Assistance Agreement Form or by contacting the BBNP team</li></ul>

- To access the PMC website
  - <https://www.eere-pmc.energy.gov/>
- You will need a few pieces of information once you access the site to upload your reports
  - Name
  - Phone Number
  - Email Address
  - Grant Award Number
    - (EE000XXXX) – located on your Assistance Agreement form

# EERE Project Management Center

U.S. DEPARTMENT OF **ENERGY** | Energy Efficiency & Renewable Energy

## EERE Project Management Center

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- Business Opportunities
- Recipient Resources
- Meetings & Workshops
- Newsletters
- Glossary of Terms
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- Contacts
- DOE Officials Login



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

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

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

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

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

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

Some Documents are available as Adobe Acrobat PDFs.  [Download Adobe Reader.](#)



- After accessing the PMC site, you will want to click on Recipient Resource Link on the left hand side of the page (see next slide)
- The Recipient Resource Link will include the link needed to upload your report

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U.S. DEPARTMENT OF ENERGY Energy Efficiency & Renewable Energy

## EERE Project Management Center

**Recipient Resources**

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[Project Management Guide](#)  
The EERE Project Management Guide is a companion reference manual to the EERE Program Management Guide and provides specific processes and procedures as well as governing regulations and guidelines for procurement, financial management, and project management. The Guide is organized around the four program and project management cycle

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

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### Recipient and PMC Partner Information

Recipients of financial assistance from EERE may use this site to conduct electronic business with the EERE-PMC on the upload Deliverable Requirements, submit NEPA Environmental Checklists, and download financial and programmatic forms.

The Applicant/Recipient area has been put in place to allow Applicants/Recipients to share documents and files with the EERE-PMC. Submit and manage EQ-1 NEPA Environmental Questionnaire submissions and DOE Award Reporting Requirements.

**NOTE: Due to security updates, existing users will be required to update account and password information.**

[Sign in to the EERE-PMC Applicant-Recipient Sign-in Page \(This web site\)](#)

[Sign in to the DocShare collaboration web site](#)

[Register a new EERE-PMC Applicant/Recipient System Sign-in Account](#)

[Printable Version](#)

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

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### Submit Reporting Requirements

**Award Recipients may submit reporting requirements thru this page**

Your award package should have an award number on its cover page. If the award number follows this structure "DE-FG36-09GO12345", please field. If your award number follows this structure "DE-EE1234567", please use the last 9 alpha numeric characters in the "Award Number" field.

DE-FG36-08 GO12345  
or  
DE-EE1234567 Award Number

Award Number:

Name:  Phone:  -  -

Email:

[Printable](#)

- After you enter the correct data, you will be taken into the PMC Portal where you can now upload the reports needed.
- You will be able to ensure you have the right grant portal by checking your Grant Award Number and Recipient Name

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**Welcome TJ Hansell to the DOE/EERE Reporting Requirements Submission Page**

[Agreement Information](#) | [Your Requirements](#) - [Upload Reports](#) | [Logout](#)

**DOE/EERE Agreement Number: DE-EE000 [REDACTED]**

**Project Title**  
RECOVERY ACT: [REDACTED]

**Recipient**  
[REDACTED]

Bus Contact	Phone	Email
[REDACTED]		

**Tech Contact**

**Agreement Status**  
Active, contract in performance from award date to completion date.

**Budget Period**  
-

**Project Period**  
6/3/2010 - 6/2/2013

DOE Information	
<b>Project Officer</b> Stephen Dunn 720-356-1603 <a href="mailto:steve.dunn@go.doe.gov">steve.dunn@go.doe.gov</a>	<b>Project Monitor</b> Not assigned
<b>Contracting Officer</b> Sara Wilson 720-356-1814 <a href="mailto:sara.wilson@go.doe.gov">sara.wilson@go.doe.gov</a>	<b>Financial Assistance Specialist</b> Rochelle Hass 720-356-1559 <a href="mailto:rochelle.hass@go.doe.gov">rochelle.hass@go.doe.gov</a>

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

- From that page, you will need to click on the link next to Agreement Information titled:
  - “Your Requirements Upload Report”
  - See Slide 16
- Once on the next page, you will see a list of reporting frequencies. Towards the bottom middle of the page, there will be a link to upload reports not listed. You will need to click on that link to upload your reports.
  - See slide 17

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**DOE/EERE Agreement Number** [View Reporting Requirements - Upload Deliverables](#)

**Project Title**  
RECOVERY ACT: [REDACTED]

**Recipient**  
[REDACTED]

<b>Bus Contact</b>	Phone	Email
<b>Tech Contact</b>		
<b>Agreement Status</b>		<b>Budget Period</b>
Active, contract in performance from award date to completion date.		<b>Project Period</b> 6/3/2010 - 6/2/2013

**DOE Information**

<b>Project Officer</b> Stephen Dunn 720-356-1603 <a href="mailto:steve.dunn@go.doe.gov">steve.dunn@go.doe.gov</a>	<b>Project Monitor</b> Not assigned
<b>Contracting Officer</b> Sara Wilson 720-356-1814 <a href="mailto:sara.wilson@go.doe.gov">sara.wilson@go.doe.gov</a>	<b>Financial Assistance Specialist</b> Rochelle Hass 720-356-1559 <a href="mailto:rochelle.hass@go.doe.gov">rochelle.hass@go.doe.gov</a>

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#### Reporting Requirements

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**Frequency Indicators**

A - Within 5 calendar days after the events or as specified.  
F - Final: 90 days after the expiration or termination of the award.  
Y - Yearly: 90 days after the end of the reporting period  
S - Semiannually: within 30 days after the end of the reporting period.  
Q - Quarterly: within 30 days after the end of the reporting period.  
Y180 - Yearly: 180 days after end of the recipient's fiscal year.  
O - Other: See instructions for further details.

Reporting Period	Date Due
October 1st - December 31st	January 30th
January 1st - March 31st	April 30th
April 1st - June 30th	July 30th
July 1st - September 30th	October 30th

**\*\*Per the DOE F 4600.22 Federal Assistance Reporting Checklist and Instructions in the Assistance Agreement, the Scientific/Technical Reporting Requirements must be uploaded to the DOE Office of Scientific and Technical Information (OSTI) [E-Link system](#)**

Report Type	Forms	Frequency
<a href="#">Click here to Upload a Report Not Listed as a Deliverable Requirement (See Below)</a>		
	<a href="#">Previously Uploaded Reports</a>	<a href="#">Click this link to upload a report not listed as a Reporting Requirement</a>

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

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#### Upload Reports

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**File to be Uploaded**

**Reporting Period**

**Frequency of Report**

**Type of Report**

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**File to be Uploaded**

**Reporting Period** Please Select

**Frequency of Report** Please select reporting frequency

**Type of Report** Please select report type

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**File to be Uploaded**   **Reporting Period**

**Frequency of Report**

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# EERE Project Management Center

The screenshot shows the EERE Project Management Center website. The header includes the site name and a navigation menu with categories like 'About the PMC', 'Business Opportunities', 'Recipient Resources', 'Meetings & Workshops', 'Newsletters', 'Glossary of Terms', 'Event Photo Libraries', 'Contacts', and 'DOE Officials Login'. The main content area features a welcome message for 'TJ Hansell' and a navigation bar with links for 'Agreement Information', 'Your Requirements - Upload Reports', and 'Logout'. A dropdown menu is open, listing various report types such as 'Annual Indirect Cost Proposal', 'Annual Inventory of Federally Owned Property', 'Audit of For-Profit Recipients', 'Conference papers/proceedings', 'Federal Cash Transaction Report SF272', 'Final Scientific/Technical Report', 'Financial Status Report SF269 (long form)', 'Financial Status Report SF269a (short form)', 'Other', 'Other Closeout', 'Other Scientific/Technical Report', 'Patent Certification 2050.11', 'Progress Report', 'Property Certification PF13a', 'Research Performance Progress Report (RPPR)', 'SF-425 Federal Financial Report', 'SF-428 Tangible Personal Property Report Forms Family SF-428B', 'Software/Manual', and 'Special Status Report'. Below the dropdown, there are 'Submit' and 'Cancel Upload' buttons.

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**Upload Reports**

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**File to be Uploaded**

**Reporting Period** Please Select  Year

**Frequency of Report** Please select reporting frequency

**Type of Report** Please select report type

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

# EERE Project Management Center

EERE-PMC Reporting Submission for: DE-EE000 [REDACTED] - Message (HTML)

You replied to this message on 10/10/2013 11:17 AM. This message was sent with High importance.

From: eere-pmc@go.doe.gov  
To: Hansell, Timothy; Dunn, Steve; Hass, Rochelle  
Subject: EERE-PMC Reporting Submission for: DE-EE000 [REDACTED]

Sent: Thu 10/10/2013 11:16 AM

**EERE: Project Management Center Report Submission for:**  
**DE-EE000 [REDACTED]**  
Project Title: [REDACTED]  
Recipient: [REDACTED]  
Status: Active, contract in performance from award date to completion date. Budget Period: -

**Uploaded Report Information**

Report Uploaded: Test for PMC.docx Document Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document  
Date/Time Uploaded: 10/10/2013 11:15:44 AM Date Due: 01/30/2015  
Report Type: Other  
Report Frequency: Q - Quarterly: within 30 days after the end of the calendar quarter

\*\*The document identified above was submitted by TJ Hansell who has certified that they are authorized to submit on behalf of [REDACTED]

**Recipient Contact Information**

**Business Contact:**

- Phone:
- Email:

**Technical Contact:**

- Phone:

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

Taskbar: Internet Explorer, File Explorer, Windows Media Center, Outlook, OneNote, Excel, Word. System tray: 11:17 AM, 10/10/2013.

## Contact Information

Steve Dunn – Project Officer  
[steve.dunn@go.doe.gov](mailto:steve.dunn@go.doe.gov)

Amy Jiron – Project Officer  
[amy.jiron@go.doe.gov](mailto:amy.jiron@go.doe.gov)

Phil McKissick – Lead Project Monitor  
[phillip.mckissick@ee.doe.gov](mailto:phillip.mckissick@ee.doe.gov)

Curt Robinson – Project Monitor  
[curt.robinson@go.doe.gov](mailto:curt.robinson@go.doe.gov)

