

### Overview

The following guidance is provided to assist Recipients in understanding requirements for invoicing under Energy Efficiency and Renewable Energy (EERE) financial assistance awards. This guidance is not exclusive and should not be considered an exhaustive or comprehensive listing of requirements. Further, EERE reserves the right to ask for additional clarifying information on a case by case basis.

EERE employs a risk-based approach to determine the method of payment and supporting documentation required for payments. Organizational, financial, past performance, technical and project risks are all considered.

Depending on the risk analysis results, organizational type, and organizational accounting procedures, Recipients will be placed on either the Automated Standard Application for Payments (ASAP) or Automated Clearing House (ACH) payment system with advance or reimbursement payments. ASAP is administered through the Department of Treasury's <https://www.asap.gov> website. ACH payments are processed through the DOE Oak Ridge Financial Service Center (ORFSC) VIPERS system, <https://vipers.doe.gov>.

Each Recipient's award Special Terms and Conditions will outline the payment request requirements and supporting documents required for payment. EERE authorizing officials may request additional information, as deemed necessary. If the risk analysis results demonstrate sufficiently low risk for a specific Recipient and project, EERE may not require agency review or any supporting documentation for payment.

Questions about the invoicing process should be directed to the DOE Award Administrator or Project Officer specified in the Assistance Agreement.

### Timing of Submittals

Submittal of payment requests should coincide with the Recipient's normal billing pattern, but not more frequently than every two weeks. Requests for reimbursement must be limited to the amount of disbursements made during the billing period for the Federal share of direct project costs and the proportionate share of any allowable indirect costs incurred during that billing period.

### Timing of Payments

The EERE approving official will approve the invoice as soon as practical, but not later than 30 calendar days after the Recipient's request is received, unless the billing is improper.

## **Milestone Payments**

In some cases, payments will be tied to successful completion of milestones and submission of deliverables. Where milestone payments are used, EERE will use deliverable-based payments as the method of reimbursement. Payment to the Recipient will be dependent on the submission of deliverables and EERE's verification and acceptance thereof.

## **Supporting Documents for Agency Review and Approval of Payments**

For non-construction awards, the Recipient must submit a Standard Form SF-270, "Request for Advance or Reimbursement," and attach file(s) containing appropriate supporting documentation. The file attachment must show the total Federal share claimed on the SF-270, the non-Federal share claimed for the billing period (if cost sharing is required), and cumulative expenditures to date (both Federal and non-Federal) for each of the following categories: Personnel; Fringe Benefits; Equipment; Travel; Supplies; Contractual; Other Direct costs; and Indirect Costs. For construction awards, the Recipient must submit a SF-271, "Outlay Report and Request for Reimbursement for Construction Programs".

The following additional items are examples of documentation that may be required, subject to EERE's risk review determination, however, this list is not all inclusive. (The Recipient should refer to their award Special Terms and Conditions for the specific requirements.):

- Summary cost data, for the billing period and cumulative, showing all categories listed in the SF-424a – Budget Information;
- UCC filing proof for all equipment reimbursements to for-profit recipients and subrecipients;
- Timesheets or personnel hours report; and
- Invoices/receipts for travel, equipment, supplies, contractual, and other direct costs.

The EERE approving official may request additional information from the Recipient to support the payment request prior to release of funds, as deemed necessary. Recipients are required to comply with these requests. Supporting documents include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.

## **Explanation of Supporting Documentation and Examples**

Invoice documentation is to be submitted electronically to the location specified in the Recipient's award Special Terms and Conditions. This information should typically be provided in Adobe PDF or Microsoft Office formats.

*Summary cost data, for the billing period and cumulative, showing all categories listed in the SF-424a Budget:*

- This is the dollar amount for each cost category: Personnel; Fringe Benefits; Equipment; Travel; Supplies; Contractual; Other Direct costs; and Indirect Costs for the subject billing period and cumulative for the project. Recipients may use their own format or EERE can provide a template.

- EERE compares this information to the approved budget and may request clarification where significant deviation occurs.

*UCC filing proof for all equipment reimbursements to for-profit recipients and subrecipients:*

- UCC financing statements must be filed with the appropriate State office after getting DOE pre-approval when for-profit recipients and sub-recipients purchase equipment, as required per 2 CFR 910.360. Prior to reimbursement for such equipment, the filing must be completed and approved by DOE. Proof of the UCC filing, i.e. pdf of the Contracting Officer's approval and the approved filing, must be provided as a supporting document.
- Please follow your Contracting Officer's guidance on the UCC filing and approval process.

*Explanation of cost share for invoicing period, including cost category and rationale if cost share exceeds or is below award requirement:*

- If multiple cost share sources are approved, the amount and type of cost share should be detailed by source.
- If the cumulative cost share is below the award required amount, DOE will, in most cases, deny Federal payments above the award proportional cost share. In limited cases, DOE may consider a recovery plan to restore cost share to the required amount. This plan must be submitted to the DOE Contracting Officer with the invoice.

*Timesheets or personnel hours report*

- This requirement can generally be fulfilled by a report out of the Recipient's accounting system that details the hours worked by each individual on the project and the associated rate, for example hourly rate.
- Actual time sheets may be requested for verification in some cases.

*Invoices/receipts for travel, equipment, supplies, contractual, and other direct costs*

- Travel report or listing of all trips including a breakdown of travel costs for each trip, e.g. airfare, rental car, hotel, per diem, etc. is sufficient in most cases. Receipt verification may be required in some instances.
- Equipment report or a listing of all equipment purchased AND scanned images of invoices/receipts for any Equipment over \$50,000 must be submitted when required.
- Supplies report or listing of types of supplies included in the supplies total is sufficient in most cases.
- Scanned images of invoices for all Vendors must be submitted when required.
- Other direct costs report or a listing of all other direct costs AND scanned images of invoices/receipts for any cost over \$50,000 must be submitted when required.
- Legible scans or other electronic copies of the subject invoices or receipts are mandatory where required or requested.

### *Indirect Costs*

- Recipients should refer to their award Special Terms and Conditions for indirect cost requirements under their award.
- EERE will not approve requests for payment of indirect costs based on a rate that exceeds the indirect rate specified in the award Special Terms and Conditions.
  - In some cases, under recovered indirect costs may be allowable to count towards Recipient cost share with prior DOE approval. Recipients should contact the identified DOE Award Administrator if they desire to explore this option.
- To expedite DOE review and approval, Recipients should provide a complete calculation of applicable indirect costs with each payment request, and must provide an explanation if the applied indirect cost rate varies from the rate specified in the award Special Terms and Conditions.
- Recipients are reminded that an annual true up of indirect costs must be completed with your cognizant agency.
  - If this true up reveals the actual indirect costs are less than costs reimbursed by DOE, the Recipient must refund the difference.
  - EERE will not amend an Award solely to provide funds to cover increases in indirect cost rates.