

U.S. DEPARTMENT OF
ENERGY

Office of
ENERGY EFFICIENCY &
RENEWABLE ENERGY

Administrative Best Practices

September 28, 2022

Julie Howe, Project Officer, State Energy Program



Welcome

Welcome to the Department of Energy's State Energy Program (SEP).

You are part of a national program comprised of 50 states, 5 territories, and the District of Columbia, who together have received more than \$595 million since 2010 and are addressing your states energy needs and opportunities everyday.

SEP emphasizes the state's role as the decision maker and administrator for program activities within the state that are tailored to your unique resources, delivery capacity, and energy goals.

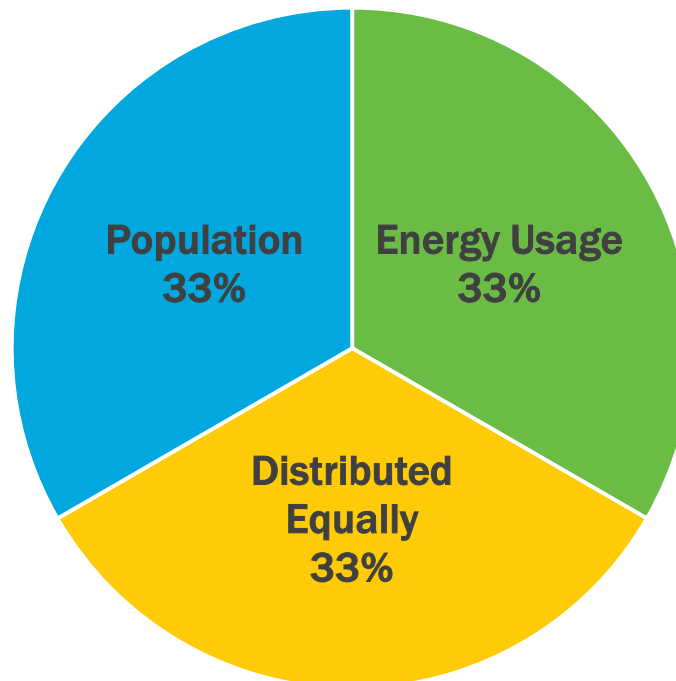
We look forward to working together.



What is the “Formula” in Formula

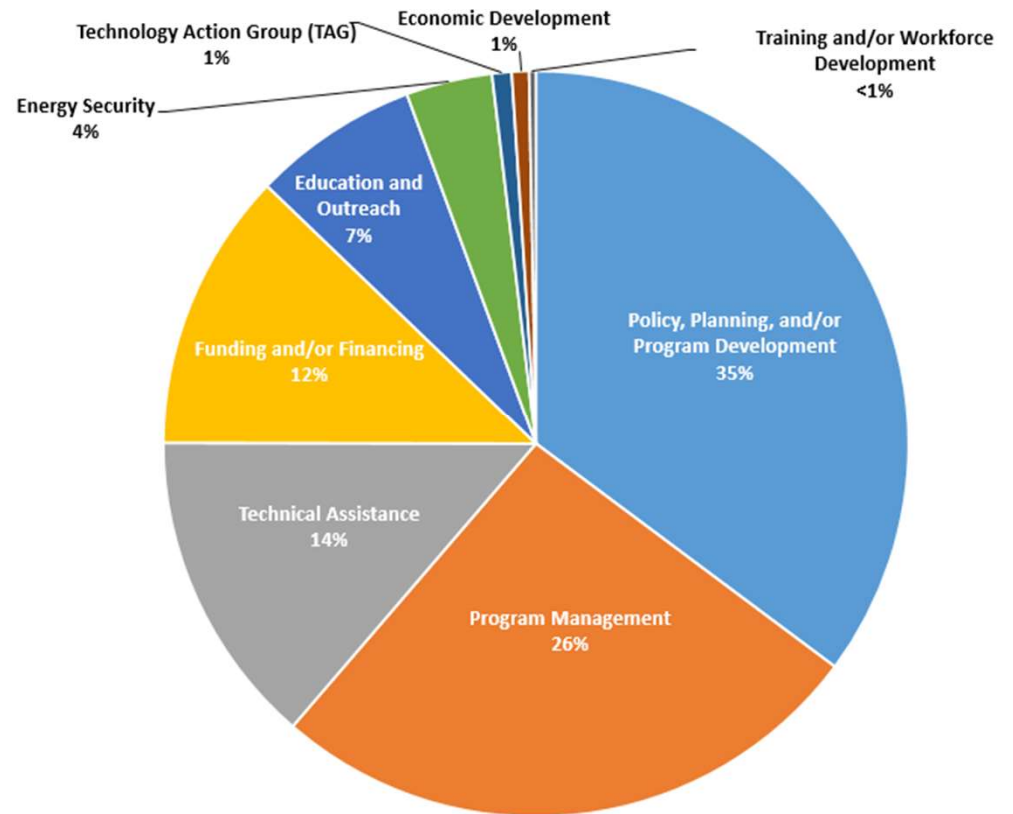
The total annual formula funds available to the program are allocated to states when above \$25.5M according to the following formula:

SEP Formula



Where are States Spending Their Funding-PY21

Spending by Activity in PY21			
Activity (Replaced Market Category)	Dollar Amount	Percentage	Ranking
Policy, Planning, and/or Program Development	\$ 11,843,018	35%	1
Program Management	\$ 8,796,417	26%	2
Technical Assistance	\$ 4,613,294	14%	3
Funding and/or Financing	\$ 4,084,060	12%	4
Education and Outreach	\$ 2,423,070	7%	5
Energy Security	\$ 1,259,379	4%	6
Technology Action Group (TAG)	\$ 285,371	1%	7
Economic Development	\$ 250,939	1%	8
Training and/or Workforce Development	\$ 99,424	0.30%	9
Grand Total	\$ 33,654,972	100%	-



Understanding Roles & Responsibilities

State SEP Manager

Submits Annual SEP Application

Submits Annual State into Performance and Grants in Energy (PAGE).

The State Application consists of:

- Standard Form 424 (application),
- Standard Form 424A (budget),
- Budget Justification,
- Master File,
- Annual File,
- Link to the state's latest A-133 audit,
- Indirect Rate Agreement (if applicable),
- Certifications
- Assurance that there is an Emergency Assurance Plan in place

DOE Project Officer

Reviews Annual SEP Application

The Project Officer works with the Procurement Office to review the application.

If necessary, additional information may be requested or a call setup to negotiate any aspect of the application prior to award.

Finally, a technical evaluation is completed by the Project Officer and is submitted to the DOE Procurement and Contracting Team for Contracting Officer approval.

Tips for Annual Application

- **Ensure all documents are attached to the SF424**
- **Ensure Master File is updated each year**
- **Ensure budgets from SF424 A and the Annual File match**
- **Annual File**
 - Ensure to choose all metrics that capture program objectives
 - Write description broad yet descriptive
 - Ensure all milestones are updated from past year
- **Ensure carryover is estimated, if applicable**
- **Ask questions!**

Understanding Roles & Responsibilities

State SEP Manager

Manages Program and Projects

Oversee the day-to-day implementation of programs and projects as specified within the State's annual file. This includes setting goals or milestones to ensure the desired outcomes are achieved within the 12-month budget period.

Communicates with DOE Project Officer on progress, spending and other priorities of the Office. Responds to requests of the DOE Project Officer in a timely fashion.

DOE Project Officer

Manages Grants

Oversees the states progress typically through regularly scheduled calls as well as frequent interaction via email for the purpose of providing guidance and technical assistance.

Communicates with the SEP Manager on funding announcements, due dates, reports and other technical assistance a state may need. Assists SEP Managers as needed.

Understanding Roles & Responsibilities

State SEP Manager

Submit Reports in PAGE

The SEP Manager (or designee) will submit the quarterly financial, programmatic, and, if required, financial programs report (ARRA dollars) thirty days (30) after the end of the quarter.

An annual historical preservation report and, if necessary, a semi-annual Davis Bacon report will also need to be submitted. The SEP Manager submits the Annual Summary within 90 days of the fiscal year ending.

DOE Project Officer

Review Reports in PAGE

The Project Officer will review all reports within thirty days (30) after the reports are submitted. The project officer may reject the report multiple times, even after approval, to have the grantee make corrections or update data.

The Project Officer reviews items such as expenditures vs. performance, drawdowns, and cost match, in addition to qualitative and quantitative information.

Understanding Roles & Responsibilities

State SEP Manager

Monitor sub-recipients

Monitor awards to sub recipients following your method listed in the Master File.

- Assist with technical questions
- Ensuring reports are submitted and accurate
- Ensure project is proceeding as approved, planned and scheduled
- Ensuring all regulations are being met
- Communicate with DOE on any changes/spending issues

DOE Project Officer

Monitor Grantees

Monitor grantees' progress through conferences calls, e-mails, tracking milestones, and reviewing the accomplishments in PAGE while comparing that to money spent.

- Assist with technical questions
- Ensuring reports are submitted and accurate
- Ensure project is proceeding as approved, planned and scheduled
- Ensuring all regulations are being met

Understanding Roles & Responsibilities

State SEP Manager

On-site and Financial Monitoring

Travel to on-site projects to ensure work is in compliance and done in a timely manner. Also making sure that state and federal regulations are being followed.

The manager should also make sure that the state's financial process and the federal rules on how federal funds are spent are being followed.

DOE Project Officer

On-Site and Financial Monitoring

The project officer will travel to the state at least once every three years to do an on-site visit. This will include an office visit and potentially on-site project visits. Prior to the visit the grantee will be given a tentative agenda and will provide the project officer.

- Organizational/management structure
- Sample sub-recipient report
- Administrative/program policies/procedures
- Completed, to the extent possible the on-site monitoring instrument

On-site Monitoring

Contents

SITE VISIT SUMMARY

I. REPORTING OVERVIEW

II. PROGRAMMATIC AND ADMINISTRATIVE MONITORING

1. Organization
2. General Administrative and Program Management
3. Petroleum Violation Escrow (if applicable)
4. Emergency Planning
5. Monitoring/Evaluation
6. NEPA
7. Success Stories:
8. Miscellaneous Questions:

III: FINANCING PROGRAMS (if applicable)

1. Overview
2. Reporting
3. Loan Defaults and Loans Write-offs



Understanding Roles & Responsibilities

State SEP Manager

Success Stories/ Best Practices

Submit success stories to your DOE Project Officer using the success story template to highlight your successes and provide examples and possible replicable models for other states. Request the success story template from your DOE Project Officer.

Provide a picture to accompany the success story.

DOE Project Officer

Success Stories/ Best Practices

Encourage grantee to submit success stories and review submitted ones.

Convert the success story template to a more readable friendly story.

Post success story on the [SEP webpage](#).

FY vs. PY - Know The Difference?

What is the difference between a Fiscal Year (FY) and a Program Year (PY)?

Fiscal Year

Federal fiscal years start October 1st and end September 30th. (October 1st, 2022 will start FY23).

Program Year

Program year (PY): Each state selects a 12-month program year that usually corresponds with the state's fiscal year.

Although the state's program year may start during the federal fiscal year, it can extend beyond the federal fiscal year. (e.g., July 1st, 2022 – June 30th, 2023).

Federal Regulations At A Glance

Recipient Type	State & Local Government	Non-Profit Organization	Educational Institutions	Commercial (For-Profit) Organizations
Administrative Requirements	2 CFR Part 200 as amended by 2 CFR Part 910	2 CFR Part 200 as amended by 2 CFR Part 910	2 CFR Part 200 as amended by 2 CFR Part 910	2 CFR Part 200 as amended by 2 CFR Part 910
Cost Principles	2 CFR Part 200 Subpart E	2 CFR Part 200 Subpart E	2 CFR Part 200 Subpart E	FAR Part 31 (48 CFR Part 31)
Audit	Single Audit	Single Audit	Single Audit	Compliance Audit

Other Relevant Laws, Regulations, and Authorities

- Public Law 95-224: [Federal Grant and Cooperative Agreement Act \(FGCAA\)](#)
- Public Law 106-107: [Federal Financial Assistance Management Improvement Act](#)
- [Energy Policy Act of 2005](#) and [Energy policy Act of 1992 \(EPAct\)](#)
- [Code of Financial Regulations \(CFR\)](#)

Modification: Project Officer Approval

States are authorized to transfer funds among direct cost categories for program activities consistent with their approved State Application, without prior approval of the Contracting Officer. Recipients are required to submit written notification to the Project Officer of any transfer of funds among direct cost categories (excluding indirect) which exceed or are expected to exceed ten percent of the current total approved budget. These steps should be followed:

1. Notify Project Officer
2. Make a revision in PAGE to show the changes (i.e., show the money moving between budget categories)
3. Submit the revision change in PAGE
4. Project Officer will review and approve/reject in PAGE

Modification: Contracting Officer Approval

Any change in scope or indirect rate, or the addition of an activity will require Contracting Officer approval. When this type of modification is needed, States need to do the following:

1. Notify Project Officer
2. Make a revision in PAGE to show the changes (i.e., show the new activity with associated budget changes)
3. Submit the revision change in PAGE

The Project Officer will review the revision and once complete send all information to the Procurement Office for review and signature. Once the modification has been signed, there will be new award documents indicating the modification number and the Project Officer will approve the revision in PAGE.

Modification To Existing Award

TYPE OF MODIFICATION	CONTRACTING OFFICER APPROVAL?	PROJECT OFFICER NOTIFICATION
Change in scope	YES	YES
Change in Indirect rate/amount	YES	YES
Movement of funds between budget categories, excluding indirect cost	NO	YES
Addition of an Activity	YES	YES
Change in metric of existing Activity	NO	YES
True up of carryover numbers	NO	YES

Extensions To Existing Awards

- Extensions to existing awards will not be authorized except in cases of extraordinary circumstances. It is DOE's expectation that States will spend out their entire DOE award by the end of the 3rd year.
- However, DOE will consider extension requests for extraordinary circumstances.
 - Extraordinary circumstances include the loss of personnel for an extended period of time; a change in leadership that necessitates, or a decision by leadership resulting in, a significant change in program plans that significantly delays, or significantly alters, spending; a significant (over three months) freeze on spending; significant delays in procurement; or a natural disaster; or other extraordinary circumstances, including COVID-19 impacts, preventing a state from spending out its funds during its grant period.

Repurposing ARRA Financing Programs

CONVERTING AN EXISTING PROGRAM TO A NEW PROGRAM

- If a State is interested in repurposing funds within an ARRA-funded financing program to a grant program or a new financing program, the State must send a repurposing request to its Project Officer and to SEPFundingPrograms@ee.doe.gov.
- The repurposing request should indicate how the State would reword the “description section” of its PAGE Financial Programs Report (FPR), outline the additional metrics that would be added to the “metrics section” of the FPR, and detail the revised dollar amounts.
- Written approval must be obtained by the Contracting Officer before a State can implement the new program.
- Repurposing requests may be submitted January 1 - 31, and July 1 - 31.
- Please see pages 10-11 of SEP Program Notice 10-008F, Guidance for State Energy Program Grantees on Financing Programs, for additional information see [Financing Program Guidance](#).

Repurposing ARRA Financing Programs

MOVING FUNDS FROM AN EXISTING PROGRAM TO ANOTHER EXISTING PROGRAM

- If a State is interested in moving ARRA financing funds from one financing program to another (already approved) financing program within the FPR, the State should enter an Inter-Program Transfer in the FPR, provide an explanation in the FPR Remarks section, and notify its Project Officer of the transfer.
- Contracting Officer approval is not required on Inter-Program Transfers.

Closeout Of Award-Recipient Responsibilities

1. **Final reports submitted in PAGE and checked final**
 - Reviewed for accuracy
2. **Annual Summary reports submitted**
3. **Other Competitive report/deliverable as stated in your FARC**
4. **Letter stating de-obligation amount, if applicable**
5. **Property Certification completed**
 - SF 428 and SF428b



SEP Annual Reporting*

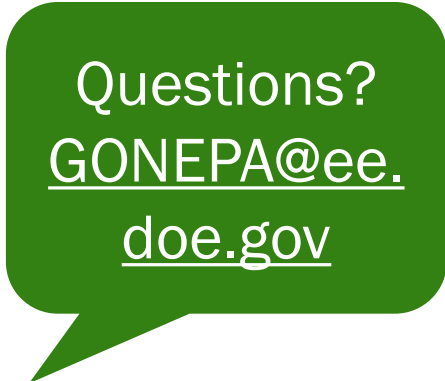
- Quarterly Reporting in PAGE
 - Quarterly Performance Report (QPR)
 - Federal Financial Report (SF-425)
 - Financial Programs Report (FPR), if applicable
- Annual Historic Preservation Report in PAGE
 - Annual Historic Preservation Report Due September 15th
- Annual Summary Due 90 days after the end of each program year
- Davis Bacon Semi-Annual Report in PAGE
 - ARRA programs only
- Quarterly NEPA Logs
 - Email to GONEPA@ee.doe.gov
- Any additional reporting requirement identified in your Federal Assistance Reporting Checklist (FARC) and your Terms and Conditions.



**List is SEP Annual only, not IJJA*

NEPA

- DOE has developed a new website NEPA website. You can find the website here: <http://www.energy.gov/node/4816816>, and the following information on the website:
 - PowerPoint presentations including a NEPA overview and the NEPA review process (Review these presentations before beginning new projects.)
 - Link to the website with the DOE Historic Preservation Programmatic Agreements and amendments
 - Sample Template Documents including updated NEPA logs, scope of work, project layout/map, EQ1, and an EQ1 submission guide.
 - The website is a work in progress - we welcome your feedback! Note- Look for historic preservation training coming soon.
- SEP has a new bounded category for battery storage – review your NEPA determination.
- An important change for this year is the requirement to submit NEPA logs quarterly as outline in the Federal Assistance Reporting Checklist. The NEPA logs should be emailed to GONEPA@ee.doe.gov.



Questions?
[GONEPA@ee.
doe.gov](mailto:GONEPA@ee.doe.gov)

Need Some Guidance?

- If you have any questions regarding reporting and managing SEP program funding, look at the guidance documents on the [SEP Program Guidance Webpage](#)
- Guidance dates back to 2009 and includes:
 - Administrative and Legal Requirements Documents (ALRDs);
 - State Energy Program Formula Grant Guidance;
 - A Letter to Grantees Regarding Maintenance of Records to Document Work Performed to Support SEP Grant Activities;
 - Annual Summary Templates; and
 - NEPA Determinations.

State Energy Program Guidance

Modernization and Intergovernmental Programs Office

Modernization and Intergovernmental Programs Office has developed a new page to help you find the guidance you need.

The State Energy Program (SEP) regularly releases documents to help state energy offices report and manage SEP program funding. This webpage provides a list of current and previous SEP guidance documents.

For more than 10 years, the U.S. Department of Energy (DOE) State Energy Program has provided funding and technical assistance to states, U.S. territories, and the District of Columbia. State energy offices use SEP funds to develop state plans that advance energy solutions through regional networks, strategic energy planning, executive orders, legislation and local ordinances, management of local utilities, and land-use plans.

SEP released the following guidance documents, listed chronologically below, that explain how states must report and manage SEP program funding. More program guidance documents are available on the Recovery Act Guidance by topic page.

SEP National Training Forum

In 2018, over 100 attendees shared their expertise and insight with peers to navigate the SEP Formula Grant Award management and implementation. Download the presentations.

The next training session will be held in September 2020.

2022 State Energy Security Plan Guidance

SEP State Energy Security Plan Administrative and Legal Requirements Document (ALRD)—issued March 26, 2022.

The purpose of this ALRD is to:

- Solicit applications for a portion of funding appropriated by Congress for State Energy Program formula awards in the infrastructure investment and jobs act (IIJA) of 2021 to support completion of State Energy Security Plans;
- Alert states that all future distributions of financial assistance through the State Energy Program will require the submission to DOE of a State Energy Security Plan that meets the requirements set out by the IIJA.

2022 Program Guidance

- SEP Program Notice 2020-01: Program Year 2020 State Energy Program Formula Grant Application Instructions—effective March 1, 2020.
- SEP 2020 Administrative and Legal Requirements Document (ALRD)—issued March 8, 2020; this ALRD is to solicit the annual grant applications under SEP for Program Year (PY) 2020.
- SEP Annual Formula Grant Summary Template.
- SEP Formula Disadvantaged Communities (DAC) Template.
- SEP Program Notice 2020-02: effective April 8, 2020. The program notice amends the grant application instructions regarding the preparation of PY 2020 SEP funding applications. Updated instructions are necessary in light of two developments:
 - Revisions of the cost match requirement in the Infrastructure Investment and Jobs Act of 2021.
 - Exemptions of PY 2020 SEP appropriations from the State Energy Security Plan requirement in the Consolidated Appropriations Act of 2020.
- Final 2020 Formula Allocations—the final PY 2020 allocations, reflecting the passage of the Consolidated Appropriations Act of 2020 that allocated \$66.5 million for formula grants instead of \$66 million.

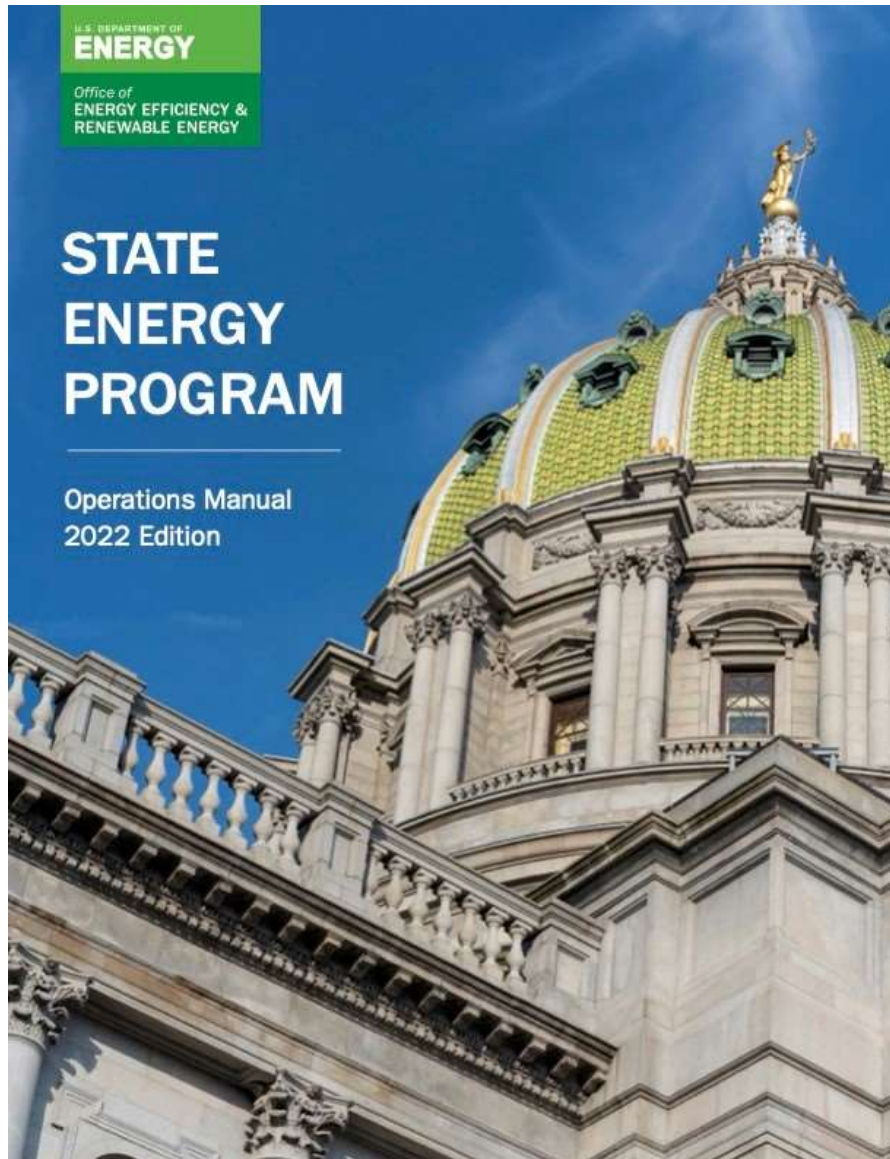
2021 Program Guidance

- SEP Program Notice 2021-01: Program Year 2021 State Energy Program Formula Grant Application Instructions—effective Jan. 18, 2021.
- SEP 2021 Administrative and Legal Requirements Document (ALRD)—issued Jan. 18, 2021; this ALRD is to solicit the annual grant applications under SEP for PY 2021.
- SEP Formula FY 2021 Allocations.
- SEP Formula FY 2021 Allocations—Final 2021 allocations, reflecting the passage of the Consolidated Appropriations Act of 2021 that allocated \$66.5 million for formula grants instead of \$66 million.

SEP Operations Manual

This manual is a reference tool for the SEP network and DOE program offices and contains information needed to administer SEP. Download the SEP Operations Manual.

Need Some Guidance?



The SEP [Operations Manual](#) is a programmatic resource developed for you and other states who manage and oversee the implementation of the State Energy Program.

Topics you can explore include:

- SEP Funding Sources and Federal Regulations
- Rules and Procedures for Formula Funding
- Program Administration: Monitoring & Reporting
- DOE Technical Assistance Resources
- Appendix: Fact Sheet, PVE Funding Overview, Success Story template, etc.

QUESTIONS?



U.S. DEPARTMENT OF
ENERGY

Office of
ENERGY EFFICIENCY &
RENEWABLE ENERGY

PAGE Best Practices September 28, 2022

Pete Davis, Team Lead, State Energy Program



Agenda

- 1. Reports submitted in PAGE**
- 2. Revisions in PAGE**
- 3. Award Numbering**
- 4. Timelines**
- 5. Report Tab Functions**
- 6. Common reporting issues**

Reports Submitted through the PAGE Database

Report Type	Source of Funds	Purpose/Description	Frequency
<u>FFR</u> -Federal Financial Report (SF-425)	Annual, IIJA	Informs DOE of how grantees spent their funds in the <u>last quarter</u> . Sections of the FFR are shown in the next slide.	Quarterly
<u>QPR</u> -Quarterly Performance Report	Annual, IIJA	The State Energy Program (SEP) Quarterly Performance Reports are due not later than 30 calendar days after the end of <u>each quarter</u> . The QPR contain activity level information on costs, milestones, metrics, and qualitative descriptions that combined provide a comprehensive view of activity progress.	Quarterly
<u>FPR</u> -Financial Programs Report (if applicable)	ARRA	Informs DOE of what happened in grantee's ARRA-funded financing programs <u>last quarter</u> . Reporting follows along with most current SEP award # even if it hasn't been awarded yet.	Quarterly
Historic Preservation	All funds	Recipients must <u>report annually</u> to DOE regarding how they have met the Historic Preservation Act requirements for activities that they are undertaking utilizing DOE funds over the previous year.	Annual
Davis Bacon	ARRA, IIJA	Recipients must <u>report semi-annually</u> to DOE regarding their oversight of Davis-Bacon compliance and enforcement.	Semi-Annual

Quarterly Federal Financial Report (FFR)

Federal Financial Report – Sections

1. Federal Agency and Organizational Element
2. Federal Grant or Other Identifying Number
3. Recipient Organization name and address
- 4a. DUNS Number
- 4b. EIN
5. Recipient Account Number or Identifying Number
6. Report Type- Qtrly, Annually, Semi-Annually, or Final
7. Basis of Accounting- Cash or Accrual
8. Project Grant Period – MM/DD/YY From-To
9. Reporting Period End Date
10. Transactions-
 - Federal Cash (Cash on Hand = 0 or negative)
 - Federal Expenditures
 - Recipient Share
 - Program Income
11. Indirect- Type, Rate, Period From and To, Base, Amount Charged, Federal Share
12. Remarks.
13. Certification

DRAFT FEDERAL FINANCIAL REPORT						
(Follow form instructions)						
*** THIS REPORT CONTAINS RECORDS THAT HAVE NOT YET BEEN APPROVED BY DOE ***						
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of 1 pages		
3. Recipient Organization (Name and complete address including Zip code)						
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
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						
b. Cash Disbursements						
c. Cash on Hand (line a minus b)						
(Use lines d-o for single grant reporting)						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized						
e. Federal share of expenditures						
f. Federal share of unliquidated obligations						
g. Total Federal share (sum of lines e and f)						
h. Unobligated balance of Federal funds (line d minus g)						
Recipient Share:						
i. Total recipient share required						
j. Recipient share of expenditures						
k. Remaining recipient share to be provided (line i minus j)						
Program Income:						
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)						
11. Indirect	a. Type	b. Rate	c. Period From Period To	d. Base	e. Amount Charged	f. Federal Share
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)						
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area Code, number and extension)		
				d. Email address		
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, day, Year)		
14. Agency use only:						

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 4040-0014
Expiration Date: 02/28/2022

Quarterly Programmatic Reporting (QPR)

Quarterly Performance Report/Program Status Report

- Project Title
- Market Category
- Program Year
- State
- Status
- % of work complete
- Final
- Milestones for each quarter
- Financial Metrics for each quarter
 - Federal
 - Applicant
 - Local
- Process Metrics for each quarter
- Qualitative Descriptions
 - Accomplishments, publicity, good news
 - Infrastructure, Investment, Rationale
 - Performance outcome data collected
 - Remarks (problems, issues, variances)

DOEP 540.6
OMB Control No: 1910-5126
Expiration Date: 08/31/2023

U.S. Department of Energy
SEP PROGRAM STATUS REPORT

Grant Number: _____
Grant Period: / / - / /

Project Title: _____
Market: _____
Program Year: _____
State: _____
Status: _____
% of work complete: _____
Final: _____

MILESTONES

Milestone	Q1 / - /	Q2 / - /	Q3 / - /	Q4 / - /	To Date

FINANCIAL METRICS

	Q1 / - /	Q2 / - /	Q3 / - /	Q4 / - /	To Date
Federal					
Applicant					
Local					

PROCESS METRICS

	Q1 / - /	Q2 / - /	Q3 / - /	Q4 / - /	To Date

QUALITATIVE DESCRIPTIONS

Accomplishments, publicity, good news

Infrastructure Investment Rationale

Performance outcome data collected

Remarks (problems, issues, variance from plan)

7/21/2022 6:06:21PM
Page 1 of 1

Quarterly Financial Program Reporting (FPR)

FPR Sections – Page 1

1. Financial Program Title
2. Linked Grant Number
3. Description
4. Program Administered Options
5. Final ARRA Program Funding Amount
6. Financial Program Status: Active/In Closeout
7. Financial Metrics Summary

Program Size Calculations

Previous Program Size Amount

+ Non-Principal Income Amount

+ Inter-Program Transfer Amount

-- Outlays

= Program Size

Funds Available Calculations

Program Size Amount

- Loans Given (cumulative to date)

+ Principal Repaid (cumulative to date)

= Funds Available

8. Financial Metrics (Funds) Calculations

Non-Principal Income (Including Interest and Fees)

+ Principal Repaid

+ Inter-Program Transfers

= Total Funds

9. Financial Metrics (Outlays) Calculations

DOE F 540.6
OMB Control No: 1910-5126
Expiration Date: 08/31/2023

U.S. Department of Energy
State Energy Program (SEP)
Financial Programs Reporting
 Reporting Period: -

Financial Program Title:

Linked Grant:

Description: A revolving loan program for public entities repaid through energy cost savings realized from projects.

Program Administered: ☐ In-House ☐ Third Party

Final ARRA Program Funding:

Financial Program Status: Active

FINANCIAL METRICS SUMMARY

Program Size Previous Program Size + Non-Principal Income (Including Interest and Fees) + Inter-Program Transfer - Outlays = Program Size	Funds Available Program Size - Loans Given (cumulative to date) + Principal Repaid (cumulative to date) = Funds Available
---	--

Financial Metrics (Funds)

Description	Previously Reported	This Period	Cumulative To Date
Non-Principal Income (Including Interest and Fees)			
Principal Repaid			
Inter-Program Transfers			
Total Funds			

Financial Metrics (Outlays)

Description	Previously Reported	This Period	Cumulative To Date
Administrative Outlays			
Total Outlays			

Quarterly Financial Program Reporting (FPR)

FPR Sections – Page 2

10. Financial Metrics ((Loans and Loans supported by LLRs and Grants) Amounts
 - Metric Description
 - Group
 - Metric Item
 - Previously Reported Amounts
 - This Period Reported Amounts
 - Cumulative to Date
 - Totals
10. Financial Metrics (Leveraged Funds) Amounts
 - Metric Description
 - Previously Reported Amount
 - This Period Amount
 - Cumulative to Date
 - Totals
11. Process Metrics Amounts
 - Metric Description
 - Group
 - Metric Item
 - Previously Reported Amount
 - This Period Amount
 - Cumulative to Date
 - Totals
12. Remarks Section

DOE F 540.6

OMB Control No: 1910-5128
Expiration Date: 08/31/2022

U.S. Department of Energy
 State Energy Program (SEP)
 Financial Programs Reporting
 Reporting Period: -

Financial Metrics (Loans/Loans Supported by LLRs/Grants)

Metric Description	Group	Metric Item	Previously Reported	This Period	Cumulative To Date

Financial Metrics (Leveraged Funds)

Description	Previously Reported	This Period	Cumulative To Date
Total Leveraged Funds			

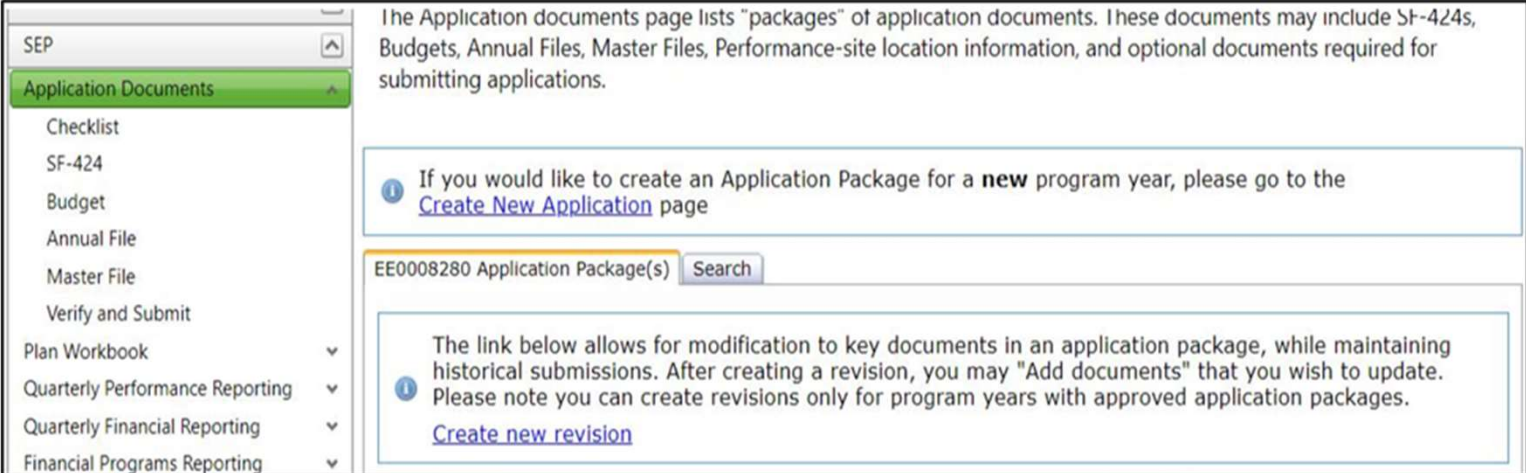
Process Metrics

Metric Description	Group	Metric Item	Previously Reported	This Period	Cumulative To Date

Remarks:

Creating a Revision in PAGE

- The Create a new revision link can be accessed from the Application Documents section of the SEP Module.



The screenshot shows the 'Application Documents' section of the SEP module. On the left is a navigation menu with options: SEP, Application Documents (highlighted), Checklist, SF-424, Budget, Annual File, Master File, Verify and Submit, Plan Workbook, Quarterly Performance Reporting, Quarterly Financial Reporting, and Financial Programs Reporting. The main content area has a header explaining that the page lists 'packages' of application documents. Below this is an information box stating that for a new program year, users should go to the 'Create New Application' page. A search bar shows 'EE0008280 Application Package(s)'. Another information box explains that the 'Create new revision' link allows for modifying documents while maintaining historical submissions, and that revisions can only be created for approved application packages.

- A dropdown list with program years with application packages that are eligible for revision that do not have pending application revisions will appear.



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SEP BIL Awards

SEP BIL Awards

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Timelines For Applications

Annual Awards

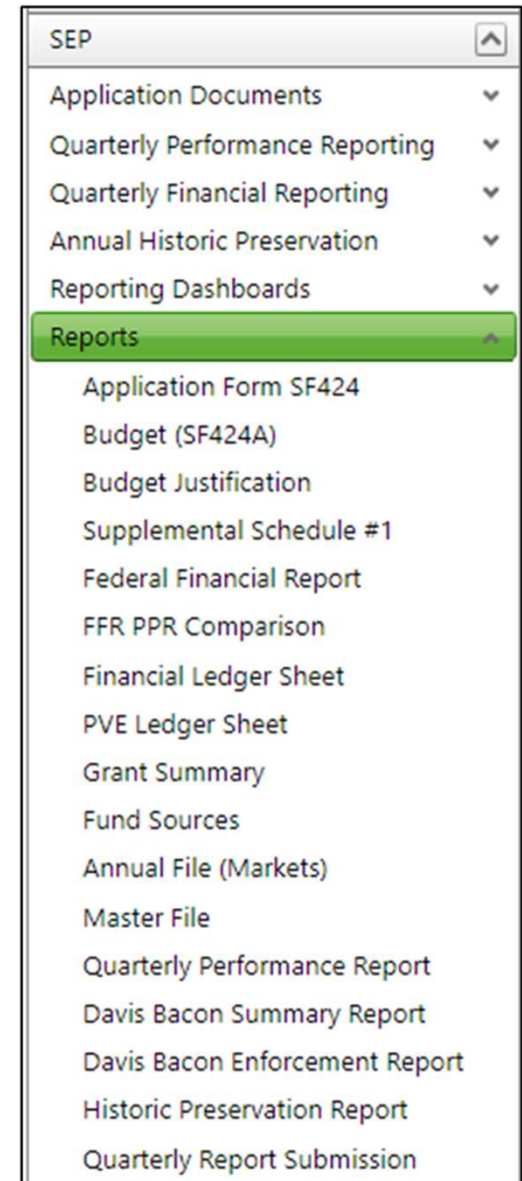
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Common Reporting Issues

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SEP Reporting

Missouri Department of Natural Resources-
Division of Energy

Reporting Foundations

- Efficient collaboration and ongoing communication
- Streamlined Database
- Detailed descriptions
- Timeliness

Project Tracking Database

MISSOURI ENERGY CENTER - PROJECT TRACKING DATABASE		Exit
Grants - General Project Information		Open
Subgrants and Contracts		Open
Program Reporting Requirements (U.S. Department of Energy)		Open
Energy Center Project List - Program Reports		Open
Expenditures (SAM II Download Function)		Open

PROGRAM REPORTING REQUIREMENTS

[Back](#)

Project Developers

[Open](#)

Project Developer Records

[Open](#)

Program Milestones

[Open](#)

Program Milestones - Record Setup

[Open](#)

PAGE Interface / Program Reports

[Open](#)



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

PROGRAM REPORTING REQUIREMENTS

Back

Enter Parameter Value ? X

First and Last Name

OK Cancel

Enter Parameter Value ? X

Fiscal Year

OK Cancel

Project Developers

Project Developer Records

Open

Program Milestones

Open

Program Milestones - Record Setup

Open

PAGE Interface / Program Reports

Open

EE0008655		SEP - Policy and Planning	
Quarterly		Marina Stever	
2022		8655PM02	
Conduct fiscal note reviews, responses, and comments on energy-related legislation.			
	#	Activities	Problems
Plan	40		
1st	0	No updates this quarter.	
2nd	43	Staff reviewed and responded to 43 fiscal notes this quarter.	
3rd	96	Staff reviewed and responded to 96 fiscal notes this quarter.	
4th	51	Staff reviewed and responded to 51 fiscal notes this quarter.	

MISSOURI ENERGY CENTER - PROJECT TRACKING DATABASE

[Exit](#)

Grants - General Project Information

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MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

PAGE INTERFACE / PROGRAM REPORTS

[Back](#)

Input Forms

*Project Developer
Records*



Select Records



All Records



eDocuments

Project Managers



Project Milestones

1 2

*Quarterly Progress
Report - Subgrants*



*Quarterly Progress
Report - SEP Grant*



PAGE Interface

Activity Count



*Activity
Narrative*

Q1

Q2

Q3

Q4

Problems

Q1

Q2

Q3

Q4

Data

Q1

Q2

Q3

Q4



SEP/SEP Special Projects

Accomplishments, Publicity and Good News

Fourth Quarter of Fiscal Year 2022

EE 0008655

SEP - Energy Education

- 8655EM01 Multiple data and document updates were made to the Division of Energy website in order to keep the information up-to-date and accurate.
- 8655EM02 No Activity
- 8655EM03 There were 5 news stories this quarter related to the Division of Energy's activities.

Financial Reporting Foundations

- Strong commitment to accurate reporting
- Ongoing coordination and communication
- A multiple check system
- Efficient pay system setup

Cumulative Direct Grant Expenditures

A	B	C	D	E	F	G	H
FY (All) ▼			FY (All) ▼				
OBJECT (Multiple Items) ▼			ACCEPT DATE (Multiple Item) ▼		excludes Jan-Mar 2022 dates		
SUB_OBJECT (Multiple Items) ▼							
excluded fringe & ind objects & LA sub object			Row Labels ▼	Sum of EXP AMT			
Row Labels ▼	Sum of EXP AMT			(0.00)			
	(0.00)		DPWEX	0.00			
DPWEX	0.00		NPOER	3,064,498.72			
NPOER	2,417,659.93		NPELP	13,973,155.81			
NPELP	13,973,155.81		Grand Total	17,037,654.53			
Grand Total	16,390,815.74			617,324.21	plus indirect applied thru FY22 FM 03		
				17,654,978.74	equals last FFR total		
				(511.03)	less Agy 782 over expended, during year 1		
				17,654,467.71			

52

52

MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Breakdown by Function

		DE-EE0008655	DE-EE0008655	DEL200008655	
		0866	0667	0667	
		FEDERAL	STRIPPER	STRIPPER	TOTAL
			MATCH	LOANS	
14	Previously Approved	\$ 1,928,433.69	\$ 1,752,878.20	\$ 13,973,155.81	\$ 17,654,467.70
16	This Period	\$ 209,671.56	\$ 325,068.46	\$ -	\$ 534,740.02
18	Net Outlays to Date (Cumulative)	\$ 2,138,105.25	\$ 2,077,946.66	\$ 13,973,155.81	\$ 18,189,207.72
20	Non-Federal Share	\$ -	\$ -	\$ -	\$ -
22	Federal Share	\$ 2,138,105.25	\$ 2,077,946.66	\$ 13,973,155.81	\$ 18,189,207.72
24	Amount Authorized	\$ 3,102,180.00	\$ 3,602,589.00	\$ 13,000,000.00	\$ 19,704,769.00
26	Balance	\$ 964,074.75	\$ 1,524,642.34	\$ (973,155.81)	\$ 1,515,561.28

Meet the Staff



Kathy Jefferies, Accountant

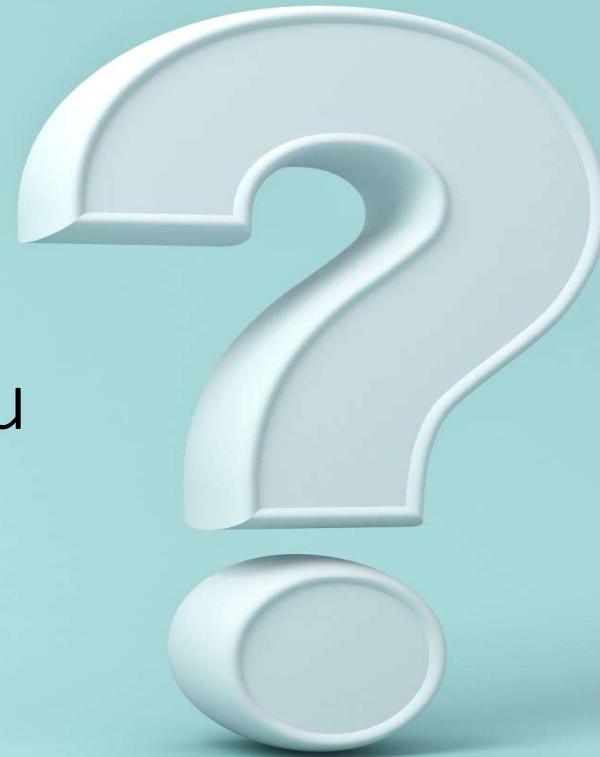


BUILDING
BRIDGES
BETWEEN
PROGRAM AND
ADMINISTRATION

Peer Exchange

Question: Can I buy this
really, really cool thing?

Response: Why do you
need it?

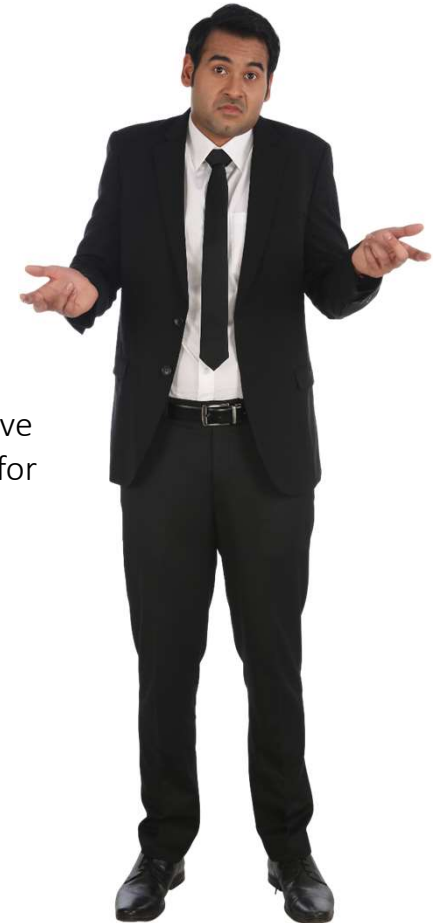


These exchanges can be frustrating for both parties




From the program perspective: The program staff is trying to meet a programmatic goal, make something more efficient, or provide a better service for an end customer.

From the administrative side: The administrative staff is trying to tie this to a grant or program for allowability and budget availability.



The image is a composite of two photographs of the Golden Gate Bridge, separated by a white diamond-shaped graphic element. The left photograph shows a low-angle view of the bridge's massive red-orange steel structure against a vibrant blue sky. The right photograph shows a close-up, low-angle view of a bridge pylon and its supporting cables against a pale, overcast sky. The text "It's often a matter of perspective." is centered within the white diamond.

It's often a matter of
perspective.



How does your
office bridge
these common
gaps in
understanding?

A photograph of two women sitting at a wooden desk in an office setting. The woman on the left has long, straight white hair and is wearing a dark blue button-down shirt. The woman on the right has long, wavy brown hair, wears glasses, an orange turtleneck, and a black leather jacket. They are both looking at a laptop screen. The woman on the right is holding a pen and pointing at a document on the desk. The background shows large windows with a view of a city.

How do your administrative and programmatic staff work collaboratively?

Please share your best practices

Topic Areas

- Grant Application: Strategic planning, Scoping Activities, Setting Metrics & Milestones
- Grant Award Acceptance
- Reporting (narratives and budgets)
- Training New Employees
- Staying Compliant
 - Documentation
 - Contractor/Subrecipient Oversight



U.S. DEPARTMENT OF
ENERGY

Office of
ENERGY EFFICIENCY &
RENEWABLE ENERGY

PAGE Best Practices September 28, 2022

Pete Davis, Team Lead, State Energy Program



Agenda

- 1. Reports submitted in PAGE**
- 2. Revisions in PAGE**
- 3. Award Numbering**
- 4. Timelines**
- 5. Report Tab Functions**
- 6. Common reporting issues**

Reports Submitted through the PAGE Database

Report Type	Source of Funds	Purpose/Description	Frequency
<u>FFR</u> -Federal Financial Report (SF-425)	Annual, IIJA	Informs DOE of how grantees spent their funds in the <u>last quarter</u> . Sections of the FFR are shown in the next slide.	Quarterly
<u>QPR</u> -Quarterly Performance Report	Annual, IIJA	The State Energy Program (SEP) Quarterly Performance Reports are due not later than 30 calendar days after the end of <u>each quarter</u> . The QPR contain activity level information on costs, milestones, metrics, and qualitative descriptions that combined provide a comprehensive view of activity progress.	Quarterly
<u>FPR</u> -Financial Programs Report (if applicable)	ARRA	Informs DOE of what happened in grantee's ARRA-funded financing programs <u>last quarter</u> . Reporting follows along with most current SEP award # even if it hasn't been awarded yet.	Quarterly
Historic Preservation	All funds	Recipients must <u>report annually</u> to DOE regarding how they have met the Historic Preservation Act requirements for activities that they are undertaking utilizing DOE funds over the previous year.	Annual
Davis Bacon	ARRA, IIJA	Recipients must <u>report semi-annually</u> to DOE regarding their oversight of Davis-Bacon compliance and enforcement.	Semi-Annual

Quarterly Federal Financial Report (FFR)

Federal Financial Report – Sections

1. Federal Agency and Organizational Element
2. Federal Grant or Other Identifying Number
3. Recipient Organization name and address
- 4a. DUNS Number
- 4b. EIN
5. Recipient Account Number or Identifying Number
6. Report Type- Qtrly, Annually, Semi-Annually, or Final
7. Basis of Accounting- Cash or Accrual
8. Project Grant Period – MM/DD/YY From-To
9. Reporting Period End Date
10. Transactions-
 - Federal Cash (Cash on Hand = 0 or negative)
 - Federal Expenditures
 - Recipient Share
 - Program Income
11. Indirect- Type, Rate, Period From and To, Base, Amount Charged, Federal Share
12. Remarks.
13. Certification

DRAFT FEDERAL FINANCIAL REPORT						
(Follow form instructions)						
*** THIS REPORT CONTAINS RECORDS THAT HAVE NOT YET BEEN APPROVED BY DOE ***						
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page 1 of	pages
3. Recipient Organization (Name and complete address including Zip code)						
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
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						
b. Cash Disbursements						
c. Cash on Hand (line a minus b)						
(Use lines d-o for single grant reporting)						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized						
e. Federal share of expenditures						
f. Federal share of unliquidated obligations						
g. Total Federal share (sum of lines e and f)						
h. Unobligated balance of Federal funds (line d minus g)						
Recipient Share:						
i. Total recipient share required						
j. Recipient share of expenditures						
k. Remaining recipient share to be provided (line i minus j)						
Program Income:						
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)						
11. Indirect	a. Type	b. Rate	c. Period From Period To	d. Base	e. Amount Charged	f. Federal Share
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)						
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area Code, number and extension)		
				d. Email address		
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, day, Year)		
14. Agency use only:						

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 4040-0014
Expiration Date: 02/28/2022

Quarterly Programmatic Reporting (QPR)

Quarterly Performance Report/Program Status Report

- Project Title
- Market Category
- Program Year
- State
- Status
- % of work complete
- Final
- Milestones for each quarter
- Financial Metrics for each quarter
 - Federal
 - Applicant
 - Local
- Process Metrics for each quarter
- Qualitative Descriptions
 - Accomplishments, publicity, good news
 - Infrastructure, Investment, Rationale
 - Performance outcome data collected
 - Remarks (problems, issues, variances)

DOEP 540.6
OMB Control No: 1910-5126
Expiration Date: 08/31/2023

U.S. Department of Energy
SEP PROGRAM STATUS REPORT
 Grant Number: _____
 Grant Period: / / - / /

Project Title: _____
 Market: _____
 Program Year: _____
 State: _____
 Status: _____
 % of work complete: _____
 Final: _____

MILESTONES					
Milestone	Q1 / - /	Q2 / - /	Q3 / - /	Q4 / - /	To Date

FINANCIAL METRICS					
	Q1 / - /	Q2 / - /	Q3 / - /	Q4 / - /	To Date
Federal					
Applicant					
Local					

PROCESS METRICS					
	Q1 / - /	Q2 / - /	Q3 / - /	Q4 / - /	To Date

QUALITATIVE DESCRIPTIONS
 Accomplishments, publicity, good news
 Infrastructure Investment Rationale
 Performance outcome data collected
 Remarks (problems, issues, variance from plan)

7/21/2022 6:06:21PM
Page 1 of 1

Quarterly Financial Program Reporting (FPR)

FPR Sections – Page 1

1. Financial Program Title
2. Linked Grant Number
3. Description
4. Program Administered Options
5. Final ARRA Program Funding Amount
6. Financial Program Status: Active/In Closeout
7. Financial Metrics Summary

Program Size Calculations

Previous Program Size Amount

+ Non-Principal Income Amount

+ Inter-Program Transfer Amount

-- Outlays

= Program Size

Funds Available Calculations

Program Size Amount

- Loans Given (cumulative to date)

+ Principal Repaid (cumulative to date)

= Funds Available

8. Financial Metrics (Funds) Calculations

Non-Principal Income (Including Interest and Fees)

+Principal Repaid

+Inter-Program Transfers

= Total Funds

9. Financial Metrics (Outlays) Calculations

DOE F 540.6
OMB Control No: 1910-5126
Expiration Date: 08/31/2023

U.S. Department of Energy
State Energy Program (SEP)
Financial Programs Reporting
 Reporting Period: -

Financial Program Title:

Linked Grant:

Description: A revolving loan program for public entities repaid through energy cost savings realized from projects.

Program Administered: ☐ In-House ☐ Third Party

Final ARRA Program Funding:

Financial Program Status: Active

FINANCIAL METRICS SUMMARY

	Program Size
Previous Program Size	
+ Non-Principal Income (Including Interest and Fees)	
+ Inter-Program Transfer	
- Outlays	
= Program Size	
	Funds Available
Program Size	
- Loans Given (cumulative to date)	
+ Principal Repaid (cumulative to date)	
= Funds Available	

Financial Metrics (Funds)

Description	Previously Reported	This Period	Cumulative To Date
Non-Principal Income (Including Interest and Fees)			
Principal Repaid			
Inter-Program Transfers			
Total Funds			

Financial Metrics (Outlays)

Description	Previously Reported	This Period	Cumulative To Date
Administrative Outlays			
Total Outlays			

Quarterly Financial Program Reporting (FPR)

FPR Sections – Page 2

10. Financial Metrics ((Loans and Loans supported by LLRs and Grants) Amounts
 - Metric Description
 - Group
 - Metric Item
 - Previously Reported Amounts
 - This Period Reported Amounts
 - Cumulative to Date
 - Totals
10. Financial Metrics (Leveraged Funds) Amounts
 - Metric Description
 - Previously Reported Amount
 - This Period Amount
 - Cumulative to Date
 - Totals
11. Process Metrics Amounts
 - Metric Description
 - Group
 - Metric Item
 - Previously Reported Amount
 - This Period Amount
 - Cumulative to Date
 - Totals
12. Remarks Section

DOE F 540.6

OMB Control No: 1910-5128
Expiration Date: 08/31/2022

U.S. Department of Energy
 State Energy Program (SEP)
 Financial Programs Reporting
 Reporting Period: -

Financial Metrics (Loans/Loans Supported by LLRs/Grants)					
Metric Description	Group	Metric Item	Previously Reported	This Period	Cumulative To Date

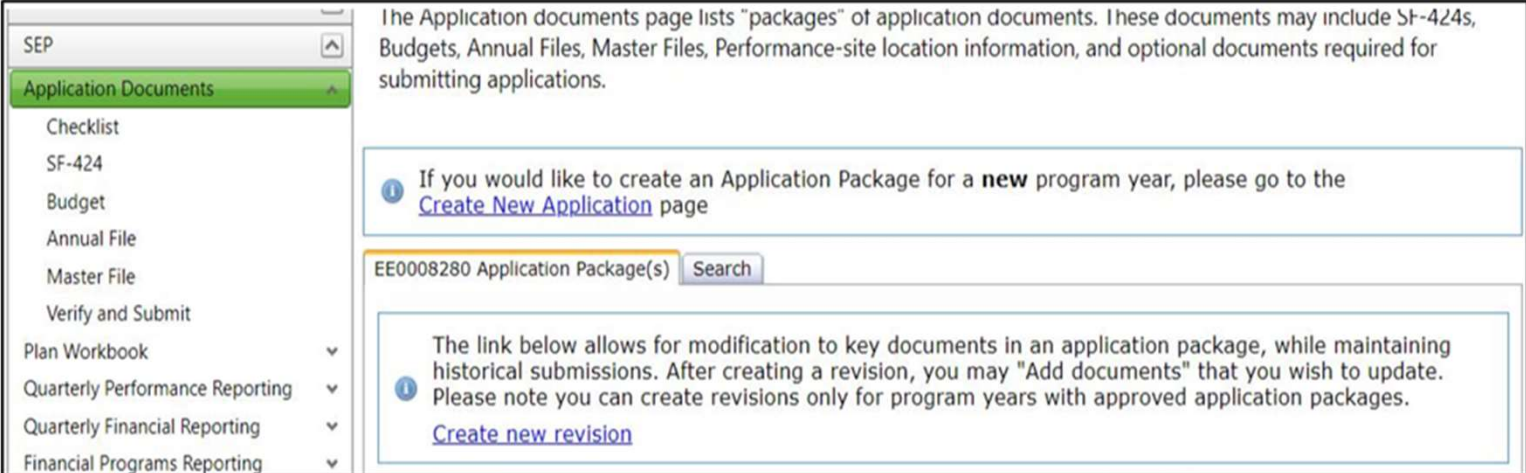
Financial Metrics (Leveraged Funds)			
Description	Previously Reported	This Period	Cumulative To Date
Total Leveraged Funds			

Process Metrics					
Metric Description	Group	Metric Item	Previously Reported	This Period	Cumulative To Date

Remarks:

Creating a Revision in PAGE

- The Create a new revision link can be accessed from the Application Documents section of the SEP Module.



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- Select the documents to be added to the application package. Document's statuses appears.

The screenshot shows the PAGE application interface with a dialog box titled 'Add Document(s) to Application Package' open. The dialog box contains four checkboxes: 'Application For Federal Assistance (SF-424)', 'Budget (SF-424A)', 'Annual File', and 'Master File'. The 'Save' and 'Cancel' buttons are at the bottom right. In the background, the 'Checklist' menu is open, and the 'Application Package' details are visible. The 'Documents' section now shows two items: 'Budget (SF-424A) (not started)' and 'Annual File (no change)', each with a trash icon. The 'add document' button is still present. The footer note remains the same.

SEP BIL Awards

SEP BIL Awards

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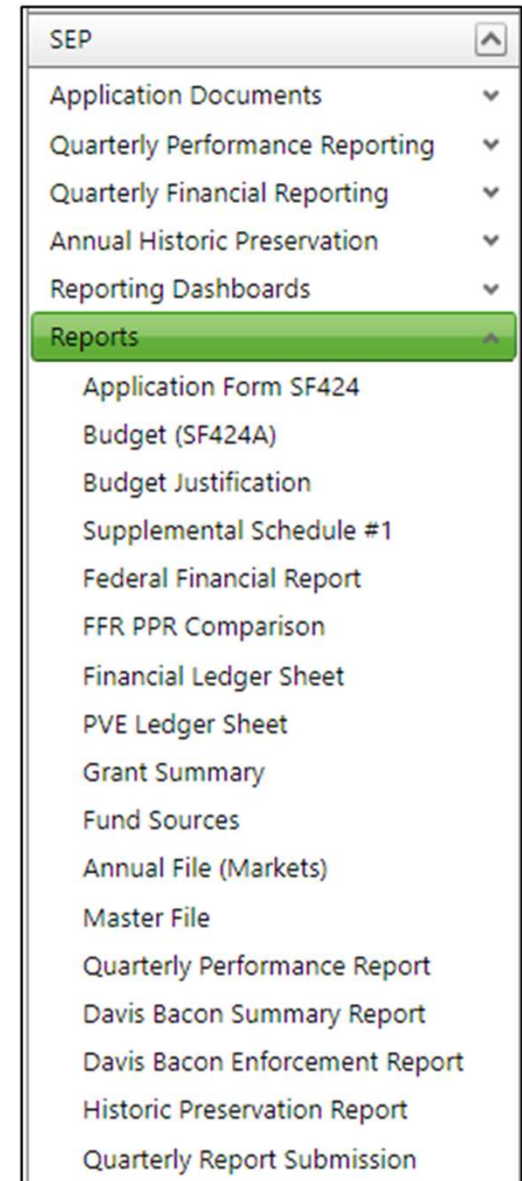
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Missouri Department of Natural Resources-
Division of Energy

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Project Tracking Database

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Subgrants and Contracts		Open
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Expenditures (SAM II Download Function)		Open

PROGRAM REPORTING REQUIREMENTS

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Project Developers

[Open](#)

Project Developer Records

[Open](#)

Program Milestones

[Open](#)

Program Milestones - Record Setup

[Open](#)

PAGE Interface / Program Reports

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MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

PROGRAM REPORTING REQUIREMENTS

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Enter Parameter Value ? X

First and Last Name

OK

Cancel

Enter Parameter Value ? X

Fiscal Year

OK

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Project Developers

Project Developer Records

Open

Program Milestones

Open

Program Milestones - Record Setup

Open

PAGE Interface / Program Reports

Open



EE0008655		SEP - Policy and Planning		
Quarterly		Marina Stever		
2022		8655PM02		
Conduct fiscal note reviews, responses, and comments on energy-related legislation.				
	#	Activities	Problems	Data
Plan	40			
1st	0	No updates this quarter.		
2nd	43	Staff reviewed and responded to 43 fiscal notes this quarter.		
3rd	96	Staff reviewed and responded to 96 fiscal notes this quarter.		
4th	51	Staff reviewed and responded to 51 fiscal notes this quarter.		

MISSOURI ENERGY CENTER - PROJECT TRACKING DATABASE

[Exit](#)

Grants - General Project Information

[Open](#)

Subgrants and Contracts

[Open](#)

Program Reporting Requirements (U.S. Department of Energy)

[Open](#)

Energy Center Project List - Program Reports

[Open](#)

Expenditures (SAM II Download Function)

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PAGE INTERFACE / PROGRAM REPORTS

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Input Forms

*Project Developer
Records*



Select Records



All Records



eDocuments

Project Managers



Project Milestones

1 2

*Quarterly Progress
Report - Subgrants*



*Quarterly Progress
Report - SEP Grant*



PAGE Interface

Activity Count



*Activity
Narrative*

Q1

Q2

Q3

Q4

Problems

Q1

Q2

Q3

Q4

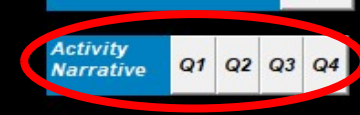
Data

Q1

Q2

Q3

Q4



SEP/SEP Special Projects

Accomplishments, Publicity and Good News

Fourth Quarter of Fiscal Year 2022

EE 0008655

SEP - Energy Education

- 8655EM01 Multiple data and document updates were made to the Division of Energy website in order to keep the information up-to-date and accurate.
- 8655EM02 No Activity
- 8655EM03 There were 5 news stories this quarter related to the Division of Energy's activities.

Financial Reporting Foundations

- Strong commitment to accurate reporting
- Ongoing coordination and communication
- A multiple check system
- Efficient pay system setup

Cumulative Direct Grant Expenditures

A	B	C	D	E	F	G	H
FY (All) ▼			FY (All) ▼				
OBJECT (Multiple Items) ▼			ACCEPT DATE (Multiple Item) ▼		excludes Jan-Mar 2022 dates		
SUB_OBJECT (Multiple Items) ▼							
excluded fringe & ind objects & LA sub object			Row Labels ▼	Sum of EXP AMT			
Row Labels ▼	Sum of EXP AMT			(0.00)			
	(0.00)		DPWEX	0.00			
DPWEX	0.00		NPOER	3,064,498.72			
NPOER	2,417,659.93		NPELP	13,973,155.81			
NPELP	13,973,155.81		Grand Total	17,037,654.53			
Grand Total	16,390,815.74			617,324.21	plus indirect applied thru FY22 FM 03		
				17,654,978.74	equals last FFR total		
				(511.03)	less Agy 782 over expended, during year 1		
				17,654,467.71			

Direct & Indirect Grant Expenditures

5						17,654,978.74		Gr
6	FY	2022				534,740.02		
7	FM	(Multiple Items)		FM 7, 8, 9		18,189,718.76	Total Expds on 3/31/2022 Mobius	
8								
9	Sum of EXP AMT	Column Labels						
10	Row Labels	EE	EL	EP	EX	Grand Total		
11	NPOER	21,347.83	70,419.99	262,733.12	82,867.94	437,368.88		
12	Grand Total	21,347.83	70,419.99	262,733.12	82,867.94	437,368.88		
13	indirect alloc	4,752.65	15,677.56	58,492.10	18,448.83	97,371.14		
14	total expds	26,100.48	86,097.55	321,225.22	101,316.77	534,740.02		
15	fed rate	39.21%	39.21%	39.21%	39.21%	100.00%		
16	federal expds	10,234.00	33,758.85	125,952.41	39,726.31	534,740.02		
17								
18	total expds	26,100.48	86,097.55	321,225.22	101,316.77	534,740.02	Total expds this qtr	
19	less fed expds	10,234.00	33,758.85	125,952.41	39,726.31	209,671.56	fed expds	
20	match expds	15,866.48	52,338.70	195,272.82	61,590.47	325,068.46	match expds	
21								
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Pickerell, Whitney:
NPOER will be 39.21%
NPPLP will be 100%

- Stripper loans this Qtr
209,671.56 Federal, non-stripper loans
325,068.46 Stripper match
534,740.02

Sum of FA AMT	FY	RCC	FM	Total				
2020				176,075.50	176,075.50			
2021				289,958.25	289,958.25			
2022		OERI	01	28,970.03				
			02	20,165.16				
			03	24,437.81	73,573.00			
			04	23,376.74				
			05	24,953.58				
			06	29,387.14	77,717.46	617,324.21	indirect thru last quarter	
			07	29,954.15				
			08	39,523.60				
			09	27,893.39	97,371.14	Indirect to allocate this quarter		
		OERI Total		248,661.60				
Grand Total				714,695.35				

Breakdown by Function

		DE-EE0008655	DE-EE0008655	DEL200008655	
		0866	0667	0667	
		FEDERAL	STRIPPER	STRIPPER	TOTAL
			MATCH	LOANS	
14	Previously Approved	\$ 1,928,433.69	\$ 1,752,878.20	\$ 13,973,155.81	\$ 17,654,467.70
15					
16	This Period	\$ 209,671.56	\$ 325,068.46	\$ -	\$ 534,740.02
17					
18	Net Outlays to Date (Cumulative)	\$ 2,138,105.25	\$ 2,077,946.66	\$ 13,973,155.81	\$ 18,189,207.72
19					
20	Non-Federal Share	\$ -	\$ -	\$ -	\$ -
21					
22	Federal Share	\$ 2,138,105.25	\$ 2,077,946.66	\$ 13,973,155.81	\$ 18,189,207.72
23					
24	Amount Authorized	\$ 3,102,180.00	\$ 3,602,589.00	\$ 13,000,000.00	\$ 19,704,769.00
25					
26	Balance	\$ 964,074.75	\$ 1,524,642.34	\$ (973,155.81)	\$ 1,515,561.28
27					

Meet the Staff



Kathy Jefferies, Accountant

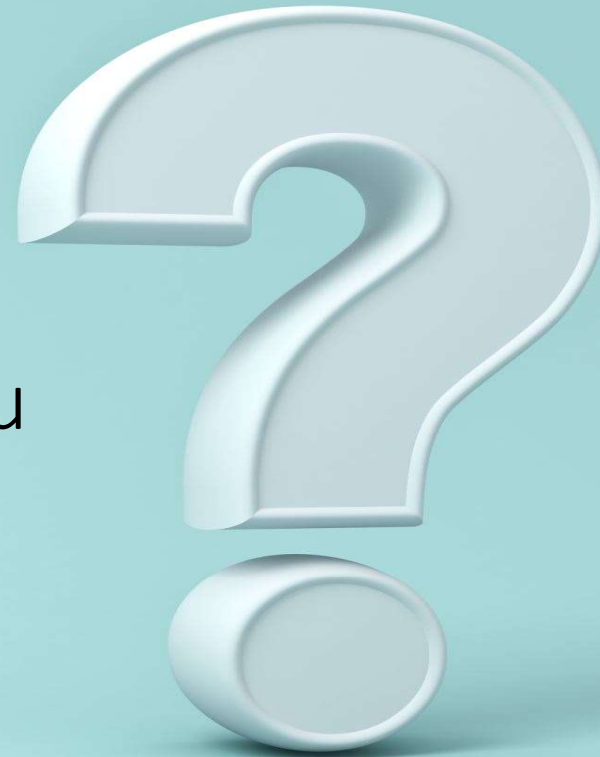


BUILDING
BRIDGES
BETWEEN
PROGRAM AND
ADMINISTRATION

Peer Exchange

Question: Can I buy this
really, really cool thing?

Response: Why do you
need it?

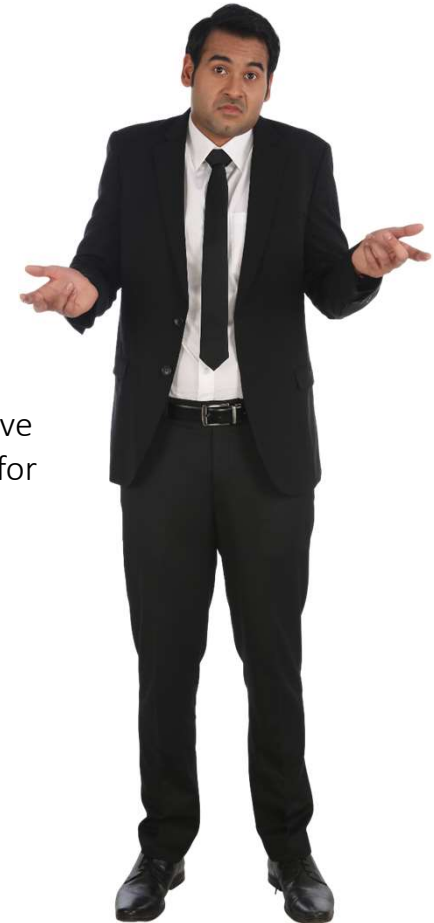


These exchanges can be frustrating for both parties




From the program perspective: The program staff is trying to meet a programmatic goal, make something more efficient, or provide a better service for an end customer.

From the administrative side: The administrative staff is trying to tie this to a grant or program for allowability and budget availability.





It's often a matter of
perspective.



How does your
office bridge
these common
gaps in
understanding?

A photograph of two women sitting at a wooden desk in an office setting. The woman on the left has long, straight white hair and is wearing a dark blue button-down shirt. The woman on the right has long, wavy brown hair, wears glasses, an orange turtleneck, and a black leather jacket. They are both smiling and looking at a laptop screen. The woman on the right is holding a pen and a piece of paper. The background shows large windows with a view of a city.

How do your administrative and programmatic staff work collaboratively?

Please share your best practices

Topic Areas

- Grant Application: Strategic planning, Scoping Activities, Setting Metrics & Milestones
- Grant Award Acceptance
- Reporting (narratives and budgets)
- Training New Employees
- Staying Compliant
 - Documentation
 - Contractor/Subrecipient Oversight

