

U.S. DEPARTMENT OF
ENERGY

Office of
**ENERGY EFFICIENCY &
RENEWABLE ENERGY**

SOUP TO NUTS ON FORMULA GRANT MANAGEMENT

SEP Annual Application, Modifications to Awards, Extensions and Closeout

Julie Howe, Project Officer, SEP

Henry Fowler, Project Officer, SEP



SEP ANNUAL APPLICATION

SEP ANNUAL APPLICATION

STEPS TO BE TAKEN PRIOR TO SUBMISSION

3 Steps Need to be Completed Prior to Submitting the 2018 SEP Application

1. Applicants must obtain a DUNS number if one does not already exist
<http://fedgov.dnb.com/webform>.

If your DUNS number has changed, please contact your Project Officer immediately.

2. Applicants must register in SAM (formerly CCR) <https://www.sam.gov/>

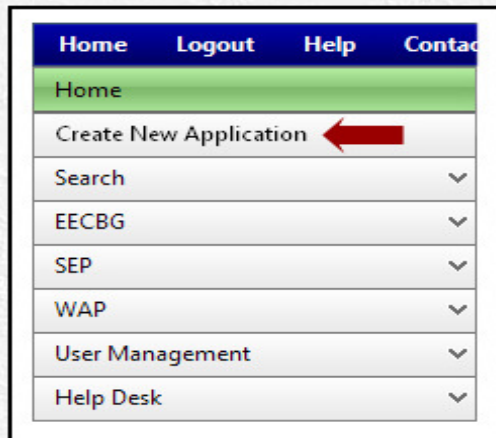
Reminder: States must update their registration in SAM annually.

3. Applicants must have an active PAGE account to submit an application
 - Contact the PAGE Helpdesk at 1-866-492-4546 to activate an account or via email at PAGE-Hotline@ee.doe.gov

CREATING A NEW APPLICATION PACKAGE

Create a New Application package

1. Once logged into PAGE, click on the **Create New Application** link on the left navigation menu



2. Click on the **Add New Application Package** button

Program Year	Grant #	Revision	CFDA Code	Program	Description	Status	State Code	Action
2009	EE0000240	1	81.041	SEP	Amendment (Mod) number: A000	Approved	PR	
2009	EE0000240	1	81.041	SEP	Amendment (Mod) number: A000	Approved	PR	
2009	EE0000240	1	81.041	SEP	Amendment (Mod) number: A000	Approved	PR	
2009	EE0000171	1	81.042	WAP	Amendment (Mod) number: A000	Approved	VT	
2009	EE0000171	1	81.042	WAP	Amendment (Mod) number: A000	Approved	VT	
2009	EE0000171	1	81.042	WAP	Amendment (Mod) number: A000	Approved	VT	
2009	RW0000230	1	81.128	EECBG		Approved	WY	
2009	RW0000230	1	81.128	EECBG		Approved	WY	

BEGINNING THE APPLICATION IN PAGE

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

Weatherization & Intergovernmental Program

Performance and Accountability for Grants in Energy (PAGE)

Home | Contact Us | My Profile | Help | Training Videos | Reference Library | FAQs | Submit Success Story | Logout

- Home
- Create New Application**
- Grants.Gov Certificates
- Search
- EECBG
- SEP
- SEP Special Projects
- WAP
- WAP Training Center
- Weatherization Innovative Pilot
- Miscellaneous Grants
- Grant Monitoring
- System Administration
- User Management
- Help Desk

Create New Application

The Create New Application module is used by grantees to initiate the process of creating a new grant application. Documents to be completed as part of a grant application are program-specific and are dictated by grant guidance, but may include the following: SF-424, Budget, Master File, and Annual File.

Note: Currently, this module is for the State Energy Program and Weatherization Assistance Program grants only.

New Application | Pending Applications

Program: 81.041 - State Energy Program

Program Name: State Energy Program
Program Code: SEP
CDFA Code: 81.041
Description: The State Energy Program (SEP) provides grants to states and directs funding to state energy offices from technology programs in DOE's Office of Energy Efficiency and Renewable Energy. States use grants to address their energy priorities and program funding to adopt emerging renewable energy and energy efficiency technologies.

Program Year: 2017

Opportunity Code: DE-SEP-0002017

Start Date: 07/01/2017

End Date: 06/30/2018

Description: PY 2017 State Energy Program









Grant Number: EE0006208

Save

Ensure you have the correct program year and start and end dates on your application.

BEGINNING THE APPLICATION IN PAGE









4. Once your application package is created you will be taken to the checklist page where all of your necessary application documents are listed, along with their status.

Document Description	Status	
Annual File	Not Created	 
Application For Federal Assistance (SF-424)	Not Created	 
Budget (SF-424A)	Not Created	 
Master File	Not Created	 
Project/Performance Site Location	Not Created	

[Print All](#)

[Add Document](#)

5. To access a document, click on the link under the **Document Description** column. To copy the previous application's document to the new application, click on the copy icon

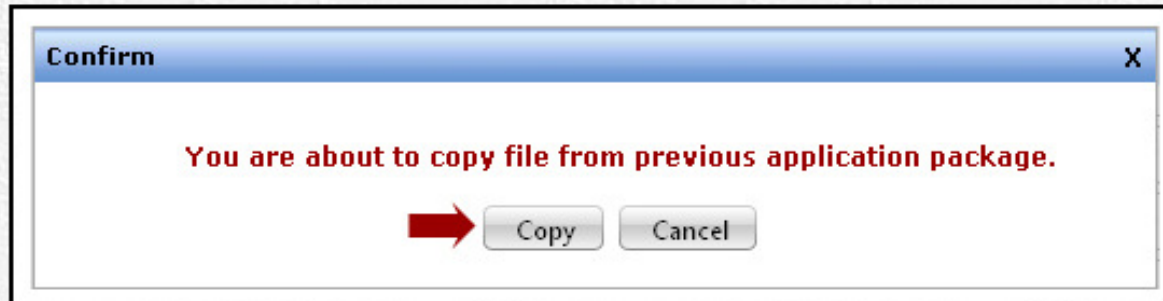
Document Description	Status	
Annual File	Not Created	 
Application For Federal Assistance (SF-424)	Not Created	 
Budget (SF-424A)	Not Created	 
Master File	Not Created	 
Project/Performance Site Location	Not Created	

[Print All](#)

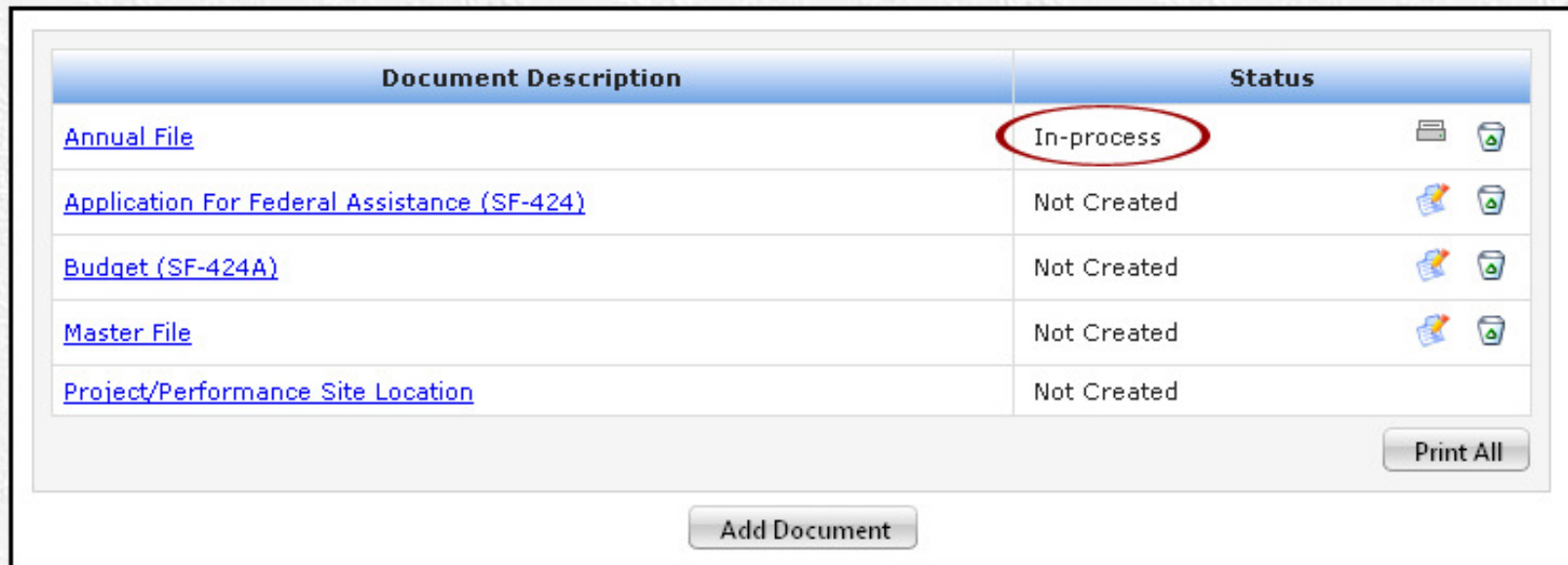
[Add Document](#)

BEGINNING THE APPLICATION IN PAGE









6. Click on the Copy button when the warning message appears



7. Your document now displays as **In-Process**



A screenshot of a document list interface. The table has two columns: 'Document Description' and 'Status'. The 'Annual File' row has 'In-process' in the status column, which is circled in red. Other rows have 'Not Created' status. There are icons for print and trash next to each row. A 'Print All' button is at the bottom right, and an 'Add Document' button is at the bottom center.

Document Description	Status	
Annual File	In-process	 
Application For Federal Assistance (SF-424)	Not Created	 
Budget (SF-424A)	Not Created	 
Master File	Not Created	 
Project/Performance Site Location	Not Created	

HELPFUL HINTS

- Any documents that need to be attached to your application should be added at the bottom of the SF424 page.
 - SF-LLL Disclosure of Lobbying Activities, if applicable
 - Indirect Rate agreement or rate proposal
 - Name and contact information for Principal Investigator (PI) and Business Contact
 - 3rd party commitment letter for cost match, if applicable
 - Word document with link to the latest A-133 audit
 - Energy Assurance Plan letter
- States entering into a new award will not be able to include “carryover” in their new award application.
- Budgets need to match between Section A and Section B of your SF 424A

Application Documents: SF424

STANDARD FORM 424 (SF-424)

Performance and Accountability for Grants in Energy (PAGE)

Home	Contact Us	My Profile	Help	Training Videos	Reference Library	FAQs	Submit Success Story	Logout
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Grant Search: <input type="text"/>	Grant #: NT43268	Grantee: STATE OF MISSOURI	Status: Active
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Application for Federal Assistance (SF-424)

Upload From PDF Document

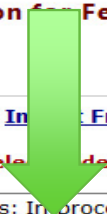
Please select Federal Assistance (SF-424) File:

Year: 2013; Revision: 0; Status: In process;

1. Type of Submission: <input type="text" value="Application"/>	2. Type of Application: <input type="text" value="Continuation"/>	*If Revision select appropriate letter <input type="text"/>
*Other (specify) <input type="text"/>		
3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Fed Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: DE-NT43268	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	

8. APPLICANT INFORMATION:

a. Legal Name:	<input type="text" value="STATE OF MISSOURI"/>	
b. Employer Tax Identification Number:	<input type="text" value="446000987"/>	c. DUNS: <input type="text" value="878144757-____"/>
d. Address:		
Street 1:	<input type="text" value="P.O. Box 176"/>	
Street 2:	<input type="text" value="1101 Riverside Drive- Grants, Accounting Program"/>	
City:	<input type="text" value="Jefferson City"/>	
State:	<input type="text" value="Missouri"/>	
County:	<input type="text" value="COLE County"/>	
Province:	<input type="text"/>	



STANDARD FORM 424 (SF-424)



e. Organizational Unit:

Division Name:
Department Name:

f. Name and contact information of person to be contacted on matters involving this application:

[Search](#)

Prefix:
First Name:
Middle Name:
Last Name:
Suffix:
Title:
Organization Affiliation:
Telephone Number:
Fax Number:
Email:

9. Type of Applicant:

10. Name of Federal Agency: Department of Energy

11. Catalog of Federal Domestic Assistance Number: 81.041 State Energy Program

12. Funding Opportunity Number: DE-SEP-0002014
Title: State Energy Program

13. Competition Identification Number:
Title:

14. Areas Affected by Project (Cities, Counties, States, etc):

15. Descriptive Title of Applicant's Project:

STANDARD FORM (SF-424)

This date should reflect your approved start date

Only new money

Verify compliance at http://www.whitehouse.gov/omb/grants_spoc/

15. Descriptive Title of Applicant's Project:

16. Congressional Districts Of:

a. Applicant Missouri Congressional District 04

b. Program/Project State: -- Select State --

Congressional District:

17. Proposed Project:

a. Start Date b. End Date

18. Estimated Funding (\$):

a. Federal	\$ 0.00
b. Applicant	\$ 0.00
c. State	\$ 0.00
d. Local	\$ 0.00
e. Other	\$ 0.00
f. Program Income	\$ 0.00
g. TOTAL	\$ 0.00

19. Is Application Subject to Review By State Under Executive Order 12372 Process?:

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.):

Yes

No

STANDARD FORM 424 (SF-424)



21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

**The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

[Search](#) [Edit](#)

Prefix: Mrs
 First Name: Sara
 Middle Name:
 Last Name: Parker Pauley
 Suffix:
 Title: Director Department of Natural Resources
 Telephone Number: (573) 751-4732
 Fax: (573) 751-7627
 Email: valerie.evers@dnr.mo.gov

*** Applicant Federal Debt Delinquency Explanation**

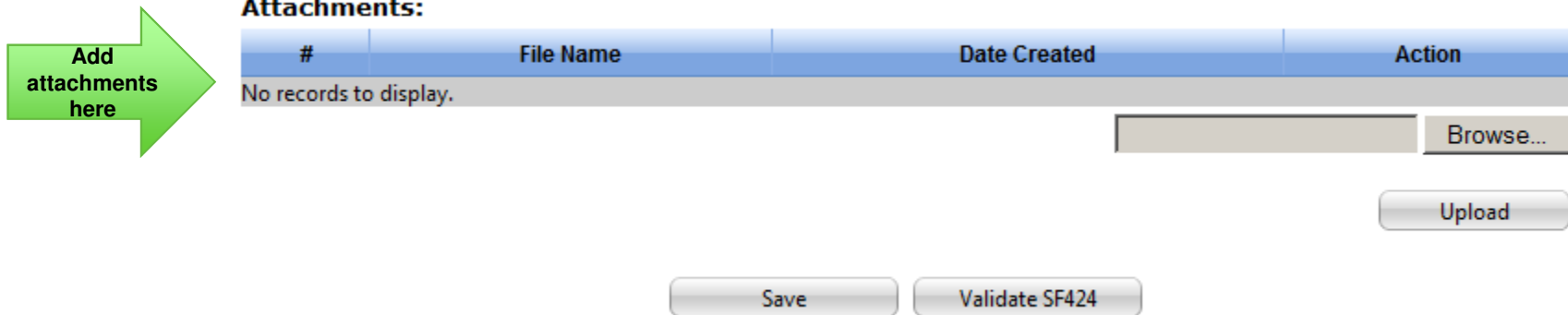
The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Project/Performance Site Location(s):

Name	Is Primary	DUNS Number	Date Created	Action
Department of Natural Resources	<input checked="" type="checkbox"/>	878144757	01/28/2013	

[Add Performance Site Location](#)

STANDARD FORM 424 (SF-424)



Attachments:

#	File Name	Date Created	Action
No records to display.			

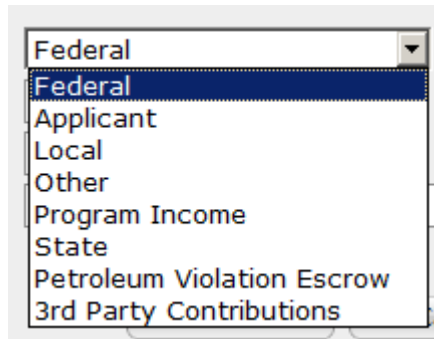
Attachments are required for the following:

- **Indirect Rate agreement or rate proposal**
- **SF-LLL Disclosure of Lobbying Activities, if applicable**
- **Name and contact information for PI and Business Contact**
- **3rd party commitment letter for match, if applicable**
- **Word document with link to the latest A-133 audit**
- **Energy Assurance Plan letter**

Budget 424A & Budget Justification

BUDGET SF-424A

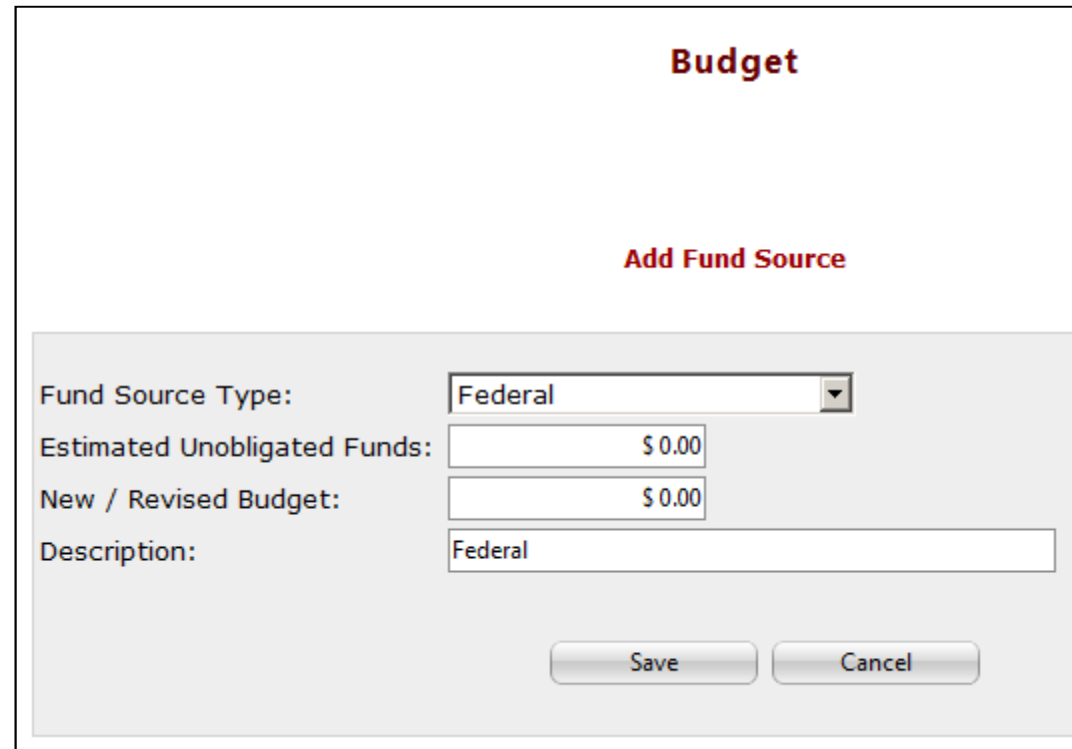
Add all applicable funding sources from options listed



Federal
Federal
Applicant
Local
Other
Program Income
State
Petroleum Violation Escrow
3rd Party Contributions

Carryover Funding Only

New Funding Only



Budget

Add Fund Source

Fund Source Type: Federal

Estimated Unobligated Funds: \$ 0.00

New / Revised Budget: \$ 0.00

Description: Federal

Save Cancel

States starting a new award will not be able to include carryover in their applications

BUDGET SF424A

Budget

Please select Budget File:

Year: 2013; Revision: 0; Status: In-process;

Print / Export

Budget (SF424A) Budget Justification

Program: State Energy Program
 State: MO
 Revision: 0

81.041
 2013
 07/01/2013 - 06/30/2014

Section A - Budget Summary

Grant Program	Federal	Estimated Unobligated Funds	New/Revised Budgets	Total	Action
Federal	<input checked="" type="checkbox"/>	\$725,000.00	\$602,000.00	\$1,327,000.00	
RECIPIENT	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	
STRIPPER	<input type="checkbox"/>	\$0.00	\$3,800,000.00	\$3,800,000.00	
STRIPPER-M	<input type="checkbox"/>	\$500,000.00	\$150,574.03	\$650,574.03	
Total		\$1,225,000.00	\$4,552,574.03	\$5,777,574.03	

Carryover funds listed here.

New funds listed here

Section B - Budget Categories

Edit Budget Columns

Object Class	DOE Edit	STRIPPER-M Edit	STRIPPER Edit	Total
Personnel	\$283,491.12	\$295,062.18	\$0.00	\$578,553.30
Benefits	\$142,482.64	\$148,298.25	\$0.00	\$290,780.89
Travel	\$11,250.00	\$13,750.00	\$0.00	\$25,000.00
Equipment	\$6,751.35	\$8,251.65	\$0.00	\$15,003.00
Supplies	\$12,919.43	\$15,790.42	\$0.00	\$28,709.85
Contract	\$727,500.00	\$16,500.00	\$3,800,000.00	\$4,544,000.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$11,250.00	\$13,750.00	\$0.00	\$25,000.00
Total	\$1,195,644.54	\$511,402.50	\$3,800,000.00	\$5,507,047.04
Indirect	\$131,355.46	\$139,171.53	\$0.00	\$270,526.99
Object Class Total	\$1,327,000.00	\$650,574.03	\$3,800,000.00	\$5,777,574.03
Fund Source				
Federal	\$1,327,000.00	\$0.00	\$0.00	\$1,327,000.00
RECIPIENT	\$0.00	\$0.00	\$0.00	\$0.00
STRIPPER	\$0.00	\$0.00	\$3,800,000.00	\$3,800,000.00
STRIPPER-M	\$0.00	\$650,574.03	\$0.00	\$650,574.03
Fund Source Total	\$1,327,000.00	\$650,574.03	\$3,800,000.00	\$5,777,574.03

Section A and B totals should match

BUDGET-PERSONNEL



Revise each row of the Personnel budget and include titles for each position with the associated costs.

Budget - Personnel

Prime Applicant only (all other participant costs are listed under contracts and form SF-424A, Section B. Line 6.f. Contracts and Sub-Grants).

Identify by title each position to be supported under the proposed award. Briefly specify the duties of professionals.

Section B Total: \$578,553.30 Total: \$578,553.30

Title/Group Category	Description of Duties	Method	Time/Percent	Rate/Salary	Total	Action
Environmental Manager B3	Program administration	Percent	75.00	\$72,000.00	\$54,000.00	 
Administrative Office Support Assistant	Policy, Planning & Energy Security Office Support.	Percent	50.00	\$26,609.00	\$13,304.50	 
Account Clerk II	Financial management	Percent	15.00	\$24,576.00	\$3,686.40	 
Planner III	Policy	Percent	75.00	\$46,248.00	\$34,686.00	 
Special Assistant Professional	Energy efficiency	Percent	10.00	\$38,500.00	\$3,850.00	 
Management Analysis Spec. I	Fiscal monitoring	Percent	20.00	\$37,742.00	\$7,548.40	 
Environmental Engineer II	Engineering analysis for industrial and renewable energy activities	Percent	60.00	\$48,084.00	\$28,850.40	 
Accountant I	Loan management	Percent	25.00	\$30,096.00	\$7,524.00	 
Executive II	Fiscal Management	Percent	15.00	\$39,468.00	\$5,920.20	 
Energy Engineer II	Engineering analyses of loan applications and energy efficiency	Percent	50.00	\$48,084.00	\$24,042.00	 
Planner IV	Management, planning, policy, budget authority and accountability	Percent	60.00	\$61,620.00	\$36,972.00	 
Energy Specialist III	Energy efficiency in schools and government sectors	Percent	45.00	\$45,984.00	\$20,692.80	 
Energy Specialist III	Energy efficiency and alternative fuels in transportation sector	Percent	50.00	\$47,184.00	\$23,592.00	 
Energy Specialist III	Energy policy utility regulatory work	Percent	60.00	\$38,700.00	\$23,220.00	 
Energy Specialist IV	Biomass energy development	Percent	90.00	\$50,076.00	\$45,068.40	 
Energy Engineer III	Engineering analysis for multiple sectors including schools, local governments, industry and renewable energy	Percent	60.00	\$53,292.00	\$31,975.20	 
Planner III	Renewable energy resource activities	Percent	90.00	\$43,344.00	\$39,009.60	 
Research Analyst II	Fiscal management, program data collection and analysis	Percent	70.00	\$41,712.00	\$29,198.40	 
Planner III	Energy security and energy emergency activities	Percent	60.00	\$55,548.00	\$33,328.80	 
Energy Specialist IV	Energy efficiency and loan administration work	Percent	65.00	\$50,076.00	\$32,549.40	 
Energy Engineer II	Energy efficiency and renewable energy work	Percent	70.00	\$47,184.00	\$33,028.80	 
Management Analysis Specialist II	Fiscal Management	Percent	50.00	\$40,212.00	\$20,106.00	 
Environmental Manager B2	Manager, oversee Energy Efficiency projects	Percent	50.00	\$52,800.00	\$26,400.00	 

[Add New Personnel](#)

BUDGET-FRINGE

The fringe cost rates are approved by a Federal Agency.

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

The fringe cost rates are not approved by a Federal Agency.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Edit



BUDGET-TRAVEL













Budget - Travel

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Section B Total: \$25,000.00

Total: \$25,000.00

Purpose of travel	Est. Num. of Trips	Est. Cost per Trip	Total	Action
Out-of-state conferences and meetings, 1 to 2 persons per trip - includes DOE required meetings	6	\$1,000.00	\$6,000.00	 
In-State conferences and meetings, 1 to 2 persons per trip - includes DOE required meetings	10	\$500.00	\$5,000.00	 
On-site visits - technical assistance	10	\$400.00	\$4,000.00	 
Monitoring, subgrant and loans	20	\$400.00	\$8,000.00	 
Training, professional, clerical, skills, educational	10	\$200.00	\$2,000.00	 

Add New Travel

b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Edit

In-state travel is calculated using historic costs multiplied by the number of forecasted trips. Out-of-state travel is based on current airline ticket quotes and past trips of a similar nature. Authorized reimbursements are consistent with the state travel policy. State regulations and the current CONUS Survey are used as guidance for approval of meals and lodging. Transportation (if travel is other than by private vehicle of state fleet) and lodging receipts are required.

BUDGET-EQUIPMENT

Equipment is defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

The screenshot shows a web browser window with the URL <https://www.page.energy.gov/Budget/PFEquipment.aspx?program=sep>. The page title is "State Energy Program: Budget - Equipment".

On the left is a navigation menu with the following items:

- EECBG
- SEP
- Application Documents
 - Checklist
 - SF-424
 - Budget**
 - Annual File
 - Master File
 - Verify and Submit
- Plan Workbook
- Quarterly Performance Reporting
- Quarterly Financial Reporting
- Financial Programs Reporting
- Semi-Annual Davis Bacon
- Annual Historic Preservation
- Reporting Dashboards
- Reports
- Data Exports to Excel
- Grant Administration
- SEP Special Projects
- WAP
- WAP Training Center
- Weatherization Innovative Pilot
- Miscellaneous Grants
- Grant Monitoring
- System Administration
- User Management
- Help Desk

The main content area displays the following information:

Program: State Energy Program CFDA: 81.041
 State: MO Year: 2017
 Revision: 0 Period: 07/01/2016 - 06/30/2017

Budget - Equipment

Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. [For Further definitions...](#)

a. List all proposed equipment items. **a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2CFRPart200 as amended by 2CFRPart910.**

Section B Total: \$5,001.00 Total: \$5,001.00

Equipment	Unit Cost	Num. Units	Total Cost	Justification	Action
Comprehensive State Energy Plan Demonstration Display	\$5,001.00	1	\$5,001.00	Display model for fairs, home shows, etc.	

[Add New Equipment](#)

b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project. [Edit](#)

Equipment is purchased through statewide contracts when available or through competitive bids as required by State Purchasing Rules.

BUDGET-SUPPLIES

2CFR
200 as
amended
by
2CFR910







Budget - Supplies

Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

Section B Total: \$28,709.85

Total: \$28,709.85

General Category	Cost	Justification of Need	Action
Office Supplies	\$19,959.85	Office supplies may include file folders, forms, paper, calendars, report covers, binders, diskettes, pens, ribbons, pencils, books, transparencies, envelopes, fasteners, and technical and program related publications.	 
Publications and Subscriptions	\$4,000.00	Publications about energy efficiency are necessary to inform the public about energy efficiency. Subscriptions allow us to maintain competency in technical energy topics.	 
Computers, Printers, Scanners	\$4,750.00	Essential to carry out work.	 

Add New Supply

b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Edit






























BUDGET-CONTRACT

Budget - Contract

Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

Section B Total: \$4,544,000.00

Total: \$4,544,000.00

Name of Proposed Sub and Associated Market Title	Total Cost	Basis of Cost	Action
Solar Car Competition	\$5,000.00	Historical	 
Demonstration energy audits	\$35,000.00	Competitive	 
Greening Midwest Communities Conference	\$5,000.00	Historical	 
University hydrogen car competition	\$5,000.00	Historical	 
Home energy certification consultant	\$150,000.00	Competitive - develop a Missouri-specific home energy certification program whereby utilities, contractors and realtors come up with an acceptable minimum standard and certification program.	 
Professional meeting facilitator	\$25,000.00	Competitive - facilitator for workplans	 
Utility consultants	\$275,000.00	Historical - Consultant for integrated resource planning. Multiple cases on the docket.	 
Energy Efficiency Public Information Campaign	\$77,000.00	Energy education	 
Building Code Stakeholders	\$25,000.00	Historical - 50 planned events @ \$500 each	 
Energy consultants	\$100,000.00	Competitive - Professional assistance in the development of an energy clearinghouse platform.	 
Missouri Coalition for the Environment Annual Conference	\$5,000.00	Historical	 
REMI	\$6,000.00	Annual license fee and data collection services	 
Advancing Renewables in the Midwest Conference	\$1,000.00	Historical	 
Non PSD expenses (advertising, equipment maintenance, etc.)	\$30,000.00	Historical. Expenses such as office space rental, cleaning contract, equipment maintenance, etc. These costs are determined by Office of Administration and/or through competitive procurement procedures.	 
Energy Efficiency Loans	\$3,800,000.00	Historical	 

Add New Contract

Basis of cost: what is the cost estimate based off of?

BUDGET-OTHER DIRECT COSTS

Ensure Other Direct Costs are separate from any costs in your indirect rates. Please provide a justification of need



Budget - Other Direct Costs

Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need

Section B Total: \$70,100.00

Total: \$70,100.00

General Description	Cost	Justification of Need	Action
Divisional or staff memberships		i.e. NASCSP, NASEO, professional organizations	 

Add New Other Direct Cost

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Edit

ANNUAL FILE and MASTER FILE

ANNUAL FILE

The Annual File section of the State Plan describes each market area and program activity for which the State requests financial assistance in a given year, including budget information and milestones for each activity, and the intended scope and goals to be attained either qualitatively or quantitatively.

ANNUAL FILE

- *States are strongly encouraged to structure the activities within the market areas narrowly such that each market area represents only a single State-implemented program or activity.* The Annual File should account for all funds budgeted within the program year, including funds for administrative activities. This includes match and PVE funds. The Annual File must include at least one process metric for each market title. Market titles that are administrative only are exempt from this requirement.
- The description section of the Annual File should consist of a concise description of the activities that will be completed under each market title, including goals and objectives, with enough specificity to allow DOE to determine that the proposed work meets SEP requirements and includes no prohibited activities. Specific projects and programs known at the time of application should be identified and described.

ANNUAL FILE

Ensure all appropriate boxes are checked.

Topics involved in the Overall Program Market (choose all that apply):

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Alternative Fuels	<input type="checkbox"/> Appliance efficiency and standards
<input type="checkbox"/> Bioenergy and biobased products	<input type="checkbox"/> Biomass Power	<input type="checkbox"/> Building America
<input type="checkbox"/> Carpools, vanpools, and ridesharing **	<input type="checkbox"/> Clean Cities	<input type="checkbox"/> Climate change planning
<input type="checkbox"/> Combined heat and power	<input checked="" type="checkbox"/> Commercial buildings	<input type="checkbox"/> Curriculum development
<input checked="" type="checkbox"/> Demand reduction	<input type="checkbox"/> Distributed energy generation	<input checked="" type="checkbox"/> Energy and environment
<input checked="" type="checkbox"/> Energy building codes	<input type="checkbox"/> Energy consumption and price statistics	<input type="checkbox"/> Energy emergency planning
<input checked="" type="checkbox"/> ENERGY STAR	<input checked="" type="checkbox"/> Federal, state and local facilities	<input type="checkbox"/> Federal Energy Management Program
<input checked="" type="checkbox"/> Financing energy programs	<input type="checkbox"/> Fuel cells	<input type="checkbox"/> General energy efficiency for industry
<input type="checkbox"/> Geothermal	<input type="checkbox"/> Green power programs	<input type="checkbox"/> Heavy vehicles and trucks
<input checked="" type="checkbox"/> Home energy ratings	<input type="checkbox"/> Hydrogen	<input type="checkbox"/> Hydropower
<input type="checkbox"/> Industrial processing	<input type="checkbox"/> Industries of the future	<input checked="" type="checkbox"/> Lighting **
<input type="checkbox"/> Low-income Weatherization	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Motors and other industrial systems
<input checked="" type="checkbox"/> Performance contracting	<input checked="" type="checkbox"/> Policy and energy legislation	<input checked="" type="checkbox"/> Procurement of efficient products **
<input type="checkbox"/> Public information	<input type="checkbox"/> Rating and labeling	<input type="checkbox"/> Rebuild America
<input checked="" type="checkbox"/> Residential buildings	<input type="checkbox"/> Right turn on red **	<input checked="" type="checkbox"/> Schools
<input type="checkbox"/> Solar power	<input type="checkbox"/> State energy strategic plans	<input type="checkbox"/> Telecommuting
<input checked="" type="checkbox"/> Thermal **	<input type="checkbox"/> Traffic signals	<input type="checkbox"/> Transmission and infrastructure reliability
<input type="checkbox"/> Transportation alternatives	<input type="checkbox"/> Waste management and recycling	<input checked="" type="checkbox"/> Water systems
<input type="checkbox"/> Wind energy		

Estimated annual energy savings: MBtus

Description (executive summary of goals and objectives)*

The overall objective of Division of Energy efforts in this market sector is to reduce energy use or cost or both in Missouri buildings. These efforts align with the DOE goal of 25 percent increased energy efficiency and the new SEP strategic plan.

TECHNICAL ASSISTANCE: The Division of Energy staff will provide technical energy-efficiency or renewable energy assistance to multiple entities including K-12 schools, institutions of higher education, local governments and state agencies. These services may include walk-through audits; review of design plans; developing designs and specifications for high-efficient buildings, energy-using components of buildings or energy-using equipment; compilation and review of utility bills; monitoring of actual energy performance in buildings; or

Ensure the description of market title is clear and descriptive.

ANNUAL FILE-METRICS

PROCESS METRICS

Recipients are required to report process metrics by market title on a quarterly basis.

Recipients are required to report on a subset of metric areas selected as critical to the SEP program by DOE whenever they are applicable within a market title. This subset is as follows:

- Building Codes and Standards
- Building Retrofits
- Financial Incentives
- Loans and Grants
- Renewable Energy Market Development
- Transportation

For more information on reporting and metrics please see SEP Program Notice 10-006D

<http://energy.gov/eere/wipo/downloads/state-energy-program-notice-10-006d-reporting-requirements>

MASTER FILE

The Master File should include, wherever practicable, information on the State's overall strategic energy plan and its key elements, its strategic goals and objectives, and how its SEP activities fit into that overall plan. The Master File should:

- Explain how implementing the plan will conserve energy;
- Explain how the State will measure progress toward attaining its goals;
- Explain how the plan satisfies the minimum criteria for the required (mandatory) activities; and
- Provide a plan for State monitoring that describes how the State conducts the administrative and programmatic oversight for programs implemented by other agencies within the State, contractors employed by the State, or sub-recipients of financial assistance from the State.

If a State has completed certain mandatory activities, this may also be indicated in the Master File. ***The Master File should be updated as appropriate.***

MASTER FILE

1. Description of State Energy Goals to be Achieved (10 CFR 420.13.b.2)

[Edit the full text...](#)

2. Selection of State Goals (10 CFR 420.13.b.2.ii)

[Edit the full text...](#)

3. Measuring Achievement (10 CFR 420.13.b.2.iii)

[Edit the full text...](#)

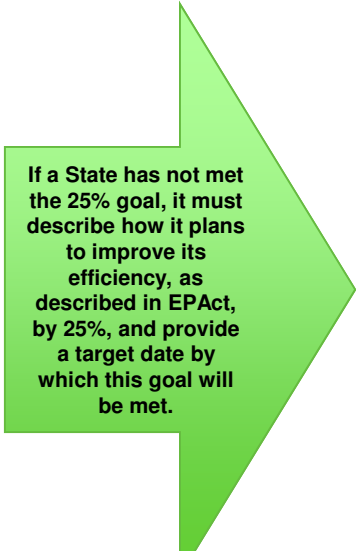
4. State Strategy (10 CFR 420.13.b.2.iv)

[Edit the full text...](#)

5. 25% or more improvement in the efficiency of use of energy by 2012 (1990 baseline) (10 CFR 420.13..b.3)

[Edit the full text...](#)

6. Mandatory Activities (10 CFR 420.13.b.4.v and 15)



If a State has not met the 25% goal, it must describe how it plans to improve its efficiency, as described in EPart, by 25%, and provide a target date by which this goal will be met.

MASTER FILE

7. Environmental Impact (10 CFR 420.13.b.5)

[Edit the full text...](#)

8. Supplementing Weatherization, if applicable (10 CFR 420.13.b.6)

[Edit the full text...](#)

9. Supplementing State/Local Funds (10 CFR 420.13.b.7)

[Edit the full text...](#)

10. Compliance with Laws and Regulations (10 CFR 420.13.b.8)

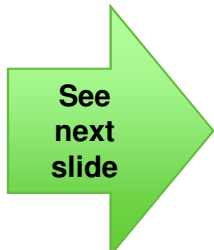
[Edit the full text...](#)

11. Energy Emergency Plans (10 CFR 420.13.b.9)

[Edit the full text...](#)

12. Monitoring Approach (Annual SEP Guidance)

[Edit the full text...](#)



MASTER FILE: ONGOING ARRA FINANCING PROGRAMS

Any Grantee continuing an ARRA financing program must include the following template language in Box 12, Monitoring Approach, of the Master File:

“Following the end of [State Energy Office’s Name]’s SEP ARRA grant [ARRA Grant Number], [State Energy Office’s Name], chose to continue financing program(s) established under our SEP ARRA Grant per SEP Guidance Series 10-008. This Guidance Series outlines the continuing administration and reporting required. No dollars have been transferred from the ARRA award to the Annual award as the dollars were expended during the period of performance of the ARRA award. Monitoring information on the programs, including the scope and quarterly financial information, can be found in the Financial Programs Report, submitted quarterly as part of [State Energy Office’s Name]’s SEP Annual grant quarterly reporting requirements.”

MASTER FILE: ONGOING ARRA FINANCING PROGRAMS

The following items must also be addressed in Box 12 of the Master File:

- **Provide citations to any applicable State regulations or legislation regarding defaults or write-offs.**
- **Define what constitutes a loan being in default, including the period of time needed to pass since a payment was made for a loan to be considered in default status.**
- **Describe the policies and procedures used to collect loan payments and / or reclaim defaulted loans (in order of occurrence).**
- **Describe the policies and procedures to determine when a loan in default is written off.**
- **Include any other pertinent information that applies to your loan default and write-off process.**

MODIFICATIONS TO EXISTING AWARDS

MODIFICATIONS TO EXISTING AWARDS

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 market title	YES	YES
Change in metric of existing market title	NO	YES
True up of carryover numbers	NO	YES

MODIFICATION: CONTRACTING OFFICER APPROVAL

Any change in scope or indirect rate, or the addition of a market title 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 market title 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: 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

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 where a significant portion of the budget is allocated to personnel costs; change in leadership resulting in a significant change in program plans that significantly delays spending; a significant (over three months) freeze on spending; or a natural disaster. No more than one extension per award will be considered.

CLOSEOUT OF SEP AWARDS

CLOSEOUT OF SEP AWARDS

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

QUESTIONS?

