



SCEP

STATE & COMMUNITY ENERGY PROGRAMS

State Responsibilities for the State Energy Program

SEO 101 Training

Questions: stateenergyprogram@hq.doe.gov



Agenda

Grant
Package

Due
Dates

ARRA
programs

Extensions

Allowable
Costs

Updates
to
2CFR200

Success
Stories

Justice40

Grant Agreement -Terms and Conditions

Before Award

- Read ALRD and Grant Application Instructions
- Familiarize yourself with all applicable program regulations, including 10 CFR Part 420 – State Energy Program at <http://eCFR.gov>
- Provide a Single Audit
- Registration in the System for Award Management (SAM)
- Requirement for Data Universal Numbering System (DUNS) Numbers
- Recipients must report the total compensation of Executives who have a gross income over \$300,000

Grant Agreement – Terms and Conditions

During Award

- Limit spending to application/proposal approved by DOE
- Comply with Buy America Build America (BABA)
- Comply with National Environmental Policy Act – submit NEPA logs
- Comply with Historic Preservation – update Programmatic Agreements
- Federal Assistance Reporting Checklist (FARC)
- Ensure publications funded by SEP include language for acknowledgement and legal disclaimers
- Provide the required insurance coverage for real property and equipment
- Notify DOE of any transfer of funds among direct cost categories
- More than 10% of the budget – requires CO approval
- New term: notifying DOE of subawards applies to PY24

Example

Acknowledgement and legal disclaimer



State Energy Plan

Energy Efficiency Roadmap Stakeholder Initiative

Facilitated by the Duke University Nicholas Institute, the South Carolina Energy Efficiency Roadmap involved over 80 stakeholders from throughout the state in reviewing remaining energy efficiency recommendations from the 2016 State Energy Plan, reevaluating them according to current priorities, and identifying new opportunities. In early 2020, the SC Energy Efficiency Roadmap Report was finalized and released, which identified several potential paths forward to help stakeholders and citizens seize the energy efficiency opportunities within the state.

Energy Saver Tool

The Energy Office completed and launched the Energy Saver Tool on the EnergySaver.SC.GOV website in 2020 to help consumers easily find energy-saving programs.

EV Bolt Purchased

The 2016 State Energy Plan included a “Lead by Example” recommendation striving to increase transportation fuel efficiency and diversity. The Energy Office purchased a 2020 Chevrolet Bolt electric vehicle (EV) in March of 2020 with federal funding from the USDOE’s State Energy Program. As the first EV purchased by a state agency in South Carolina, the Energy Office is using this as a case study to encourage further adoption of alternative fuel vehicles in the state’s fleet.

Reports & Publications

South Carolina Energy Efficiency Roadmap

This material is based upon work supported by the USDOE, Office of Energy Efficiency and Renewable Energy (EERE), under the State Energy Program Award Numbers DE-EE0006996 and DE-EE0008294.



**ENERGY
OFFICE**

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Energy Office
1401 Main Street
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Columbia, SC 29201

ENERGY.SC.GOV
SOLAR.SC.GOV
EnergySaver.SC.GOV
PalmettoCleanFuels.org

Grant Agreement – Terms and Conditions

After Award

- Follow guidelines for real property, equipment and supplies regarding use and disposition
 - Complete and submit Property Forms SF428
 - Complete and submit Disposition Request/Report
- Record retention for 3 years after closeout
- Ensure everything is complete and submitted before the end of the 120-day closeout period
- Final reports - don't forget the checkbox indicating it is the final report

Extensions

Email requests to your Project Officer – 90 days before the end of the POP

Include Extension Length/Timeline

Describe *why* the award needs to be extended

Identify the anticipated amount of remaining funding

Outline the plan for spending funds over the remaining period

Timeline/Due Dates

Quarterly Reporting in PAGE

- Quarterly Performance Report (QPR).
- Federal Financial Report (SF-425) aka FFR.
- Explanation required if positive cash on hand is reported.
- Financial Programs Report (FPR), if applicable.
- Quarterly NEPA log submitted to nepalogs@ee.doe.gov and cc your Project Officer.

Semi-Annual Davis Bacon Reporting in PAGE (ARRA funds only)

- Due 25 calendar days following the reporting period; April 25th and October 25th.

Annual Reporting in PAGE

- Annual Historic Preservation Report Due September 15th.
- Annual Summary Due 90 days after the end of each program year.

Subcontractor Administration

- Check all subs for debarment <https://www.sam.gov/>.
- Ensure federal flow down requirements are included in all agreements with subrecipients.
- Reporting Subawards and Executive Compensation (FFATA), if applicable (more information found on Page 6 in the ALRD).

Other Reporting Requirements

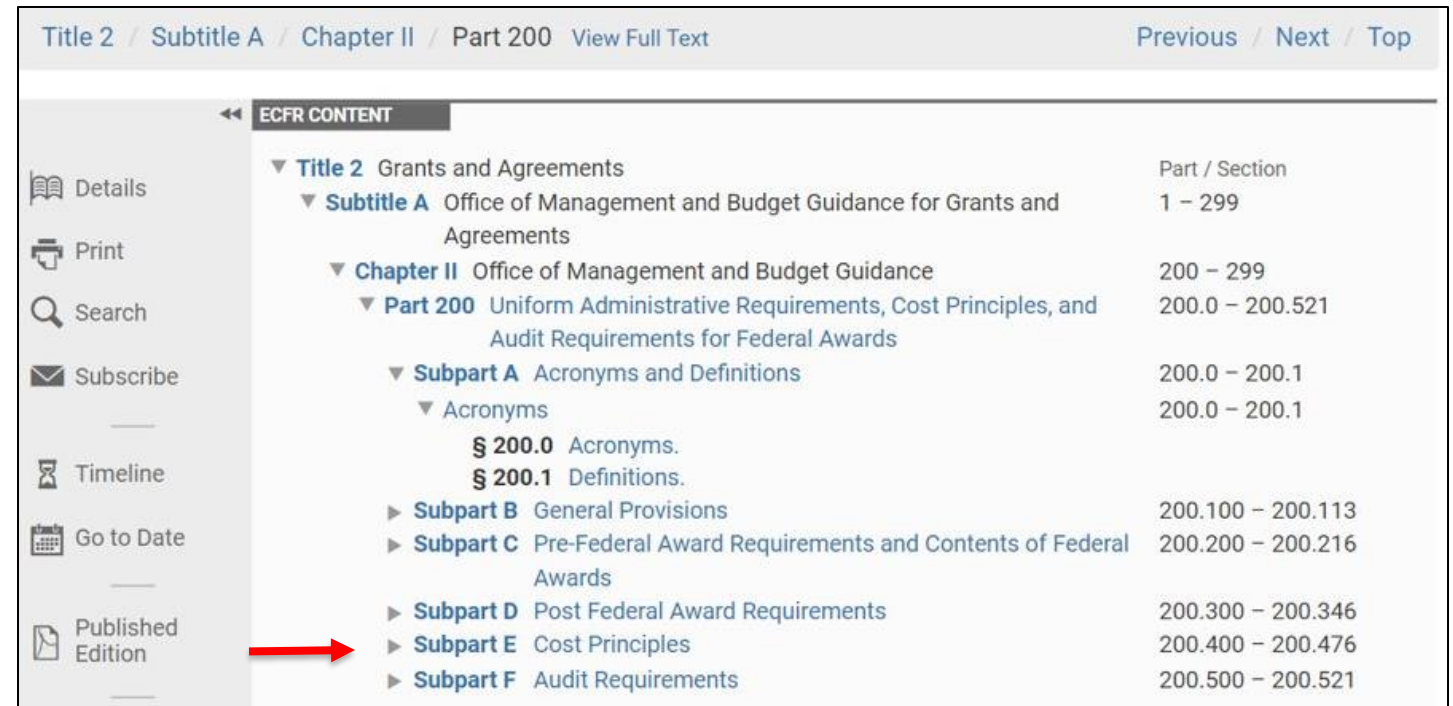
- Annual Incurred Cost Proposals are to be submitted to your cognizant agency within 6 months after the close of your fiscal year.
- Refer to your Federal Assistance Reporting Checklist (FARC) and the Terms and Conditions of your award for any additional reporting requirements.

- What does DOE do with these documents?
 - Ensure federal funds are being utilized according to federal rules and regulations
 - Collect information to report on the success of the program to management and Congress
 - Collect information on how to better support states in implementing SEP dollars

*Annual Summaries are not required for FY 24

Allowable Costs – 2CFR200

- Methodology for determining allowable costs
 - 2CFR200 subpart E outlines cost principles as it applies to federal funding
 - *A best practice* is to develop a justification for your cost before asking DOE/Project Officer if the cost is allowable
- Remember costs must be allowable, allocable, and reasonable
- Spending is tied to the SEP approved Annual File or scope



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Note: 2CFR200 has recently been updated

- Ex. Equipment now has a \$10,000 threshold

Allowable Costs – CFRs

- Relevant CFRs to consider are
 - [§ 200.403 Factors affecting allowability of costs](#)
 - [§ 200.404 Reasonable costs](#)
 - [§ 200.405 Allocable costs](#)
- [Programmatic regulations 10cfr420](#)
 - [§ 420.10 Purpose and Scope](#)
 - [§ 420.13 Annual State applications](#)
 - [§ 420.17 Optional elements \(Annual File\)](#)
 - [§ 420.18 Expenditure limitations](#)

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§ 200.403 Factors affecting allowability of costs.

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- (b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- (c) Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- (d) Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- (e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- (f) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period. See also § 200.306(b).
- (g) Be adequately documented. See also §§ 200.300 through 200.309 of this part.
- (h) Cost must be incurred during the approved budget period. The Federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to § 200.308(e)(3).

[78 FR 78608, Dec. 26, 2013, as amended at 85 FR 49562, Aug. 13, 2020]

Allowability Example: Electric Vehicles

Step 1: Review CFR for Cost Principals

Title 2 / Subtitle A / Chapter II / Part 200 / Subpart E / General Provisions for Selected Items of Cost [View Full Text](#) [Previous](#) / [Next](#) / [Top](#)

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§ 200.420 Considerations for selected items of cost.	
§ 200.421 Advertising and public relations.	
§ 200.422 Advisory councils.	
§ 200.423 Alcoholic beverages.	
§ 200.424 Alumni/ae activities.	
§ 200.425 Audit services.	
§ 200.426 Bad debts.	
§ 200.427 Bonding costs.	
§ 200.428 Collections of improper payments.	
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§ 200.433 Contingency provisions.	
§ 200.434 Contributions and donations.	
§ 200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements.	
§ 200.436 Depreciation.	
§ 200.437 Employee health and welfare costs.	
§ 200.438 Entertainment costs.	
§ 200.439 Equipment and other capital expenditures.	
§ 200.440 Exchange rates.	

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Table of Contents **§ 200.439 Equipment and other capital expenditures.**

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(a) See § 200.1 for the definitions of *capital expenditures*, *equipment*, *special purpose equipment*, *general purpose equipment*, *acquisition cost*, and *capital assets*.

(b) The following rules of allowability must apply to equipment and other capital expenditures:

- (1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- (2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- (3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity. See § 200.436, for rules on the allowability of depreciation on buildings, capital improvements, and equipment. See also § 200.465.

Step 2: Review Programmatic Regulations

§ 420.17 Optional elements of State Energy Program plans.

(a) Other appropriate activities or programs may be included in the State plan. These activities may include, but are not limited to, the following:

- (1) Program activities of public education to promote energy efficiency, renewable energy, and alternative transportation fuels;
- (2) Program activities to increase transportation energy efficiency, including programs to accelerate the use of alternative transportation fuels for government **vehicles**, fleet **vehicles**, taxis, mass transit, and privately owned **vehicles**;

ARRA Continued



ARRA funds require the Financial Programs Reports – Quarterly until funds are:

1. rolled into another eligible activity (inter-program transfer);
2. fully expended; or
3. returned to the Federal government.



Grantees may request to repurpose funds remaining towards another eligible SEP activity by requesting approval via email to their Project Officer and SEPFundingPrograms@ee.doe.gov



Request to repurpose funds requires specific information – reach out to your PO



DOE accepts repurposing requests January 1-31 and July 1-31 with exceptions

Success Stories

- [State Energy Program News & Blogs | Department of Energy](#)

What's New



SEP Success Story: Minnesota Electrification

Using funds from the State Energy Program, Minnesota pursued inclusive electrification strategies through an extensive stakeholder engagement project.

MAY 15, 2023

[LEARN MORE](#)



SEP Success Story: Hawai'i Schools

The Hawai'i State Energy Office used funds from the State Energy Program to create clean energy leaders in public schools.

APRIL 27, 2023

[LEARN MORE](#)





SEP is a Justice40-covered program and as such contributes to the President's goal that 40% of the overall project benefits of Federal investments in clean energy and climate solutions flow to Disadvantaged Communities (DACs)



DOE has released General Guidance on Justice40 Implementation designed to help states and other interested parties incorporate Justice40 Initiative goals into DOE-funded projects.

NEPA Compliance - Log Helpful Hints

- Identify if the project is new or a retrofit
- Include if the project is occurring on previously disturbed ground or not

Name of Subgrantee	Project Title	DOE Award Number (add "Update" before award number to highlight project revisions as needed)	Project Description, (include address as applicable)	Bounded Category Number (generally 1-10) The NEPA determination is included in the award documents and contains the Bounded Categories	Historic Preservation- Review DOE Programmatic Agreement (PA) for restrictions and list of activities exempt from State Historic Preservation Office (SHPO) review. Activities not exempt, require consultation with SHPO. Review applicable PA for more details. https://www.energy.gov/eere/wipo/historic-preservation-executed-programmatic-agreements	Extraordinary Circumstances* (A)	Cumulative Impacts* (B)	Connected Actions* (C)	"Integral elements" applicable to Appendix B classes of Action* (D)	Flood map of the project site* https://msc.fema.gov/portal Proposed site must be outside of 100-year floodplain	Wetland map of the project site* https://www.fws.gov/wetlands/data/Mapper.html Proposed site must be outside of wetlands	Optional: Anticipated Start Date
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Include Address if the Project Title is Unknown

(A) - (D) Definitions can be found in the second sheet of the NEPA Log template



NEPA Logs - Historic Preservation

- Review your state Historic Preservation Programmatic Agreement (PA)
- Describe how the project complies with your state PA



<https://www.energy.gov/scep/historic-preservation-executed-programmatic-agreements>

Alabama

- Alabama Amendment to extend to 2030

Alaska

- Alaska Amendment to extend to 2030

American Samoa

- American Samoa Amendment to extend to 2030

Arizona

- Arizona Amendment to extend to 2030

Arkansas

- Arkansas Amendment to extend to 2030

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NEPA Log – Flood Map

Include the flood zone from the FEMA flood map website

- Unshaded Zone X, outside of 100-year floodplain – or –
- Shaded Zone X, outside of 100-year floodplain

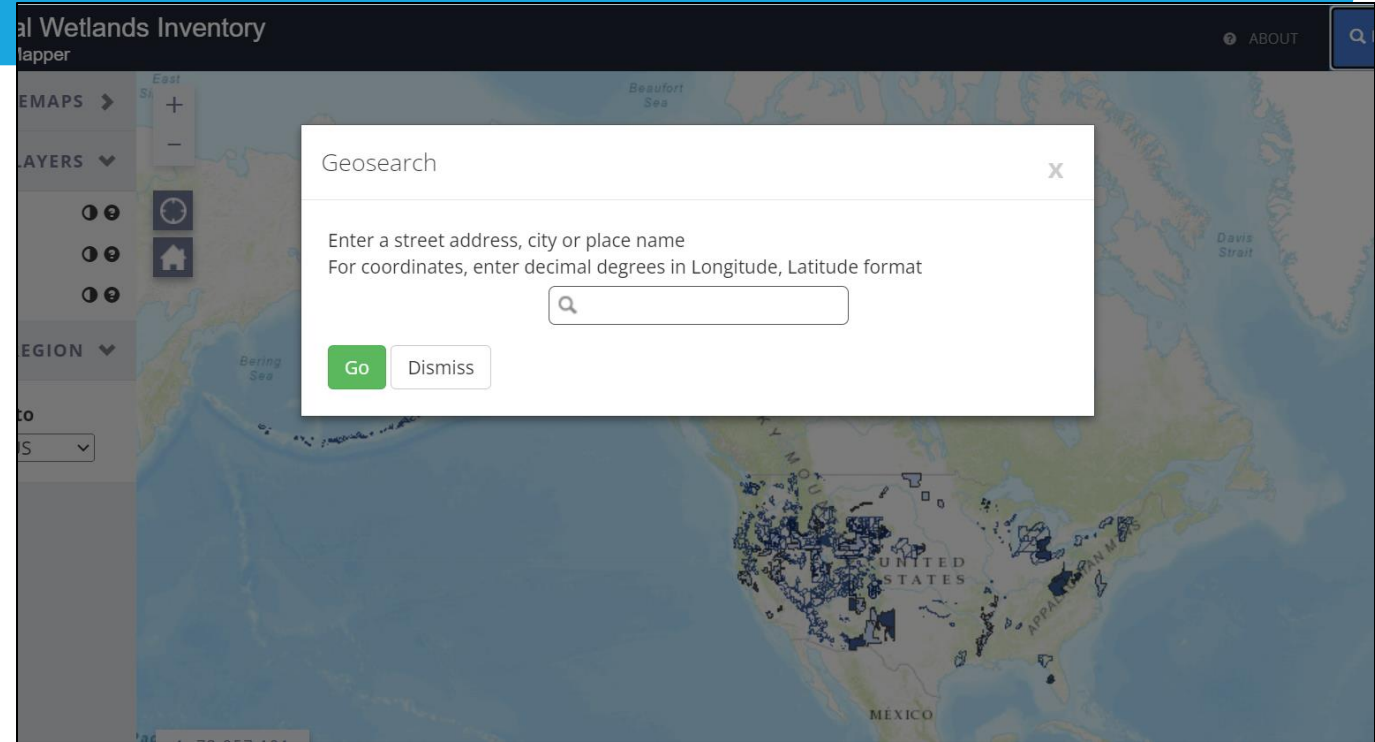
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NEPA Log – Wetland Map

➔ Determine if the Project Site is within a designated wetland

- Building is *not* in a designated wetlands
- Building is in a designated wetlands



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NEPA Log Reminders



Remember to sign and date.



Log should be emailed to NEPALogs@ee.doe.gov and your PO.



The original NEPA log form is located on the NEPA and Historic Preservation Training website. It provides examples of how to complete the form.



The website contains PPT trainings on NEPA and Historic preservation that you as a recipient are required to review, as outlined in every NEPA determination:



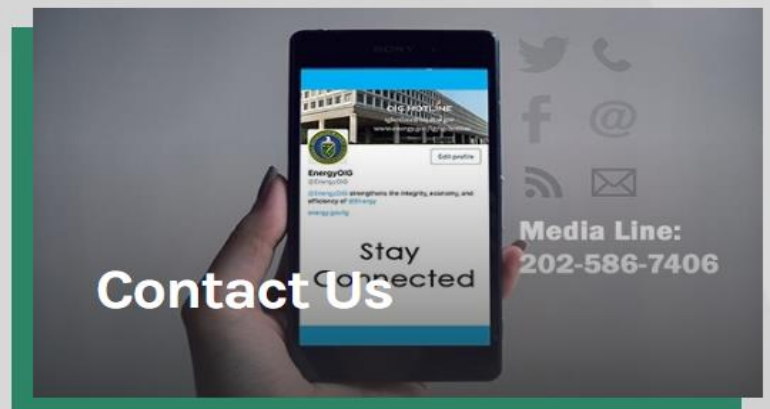
<https://www.energy.gov/eere/articles/national-environmental-policy-act-and-historic-preservation-training-website-office>

Fraud, Waste, and Abuse

- Contact OIG if you suspect fraud, waste, or abuse
- Federal, State and local officials may request a group fraud awareness briefing by sending an email to fraudawareness@hq.doe.gov.

U.S. DEPARTMENT OF ENERGY:
OFFICE OF
INSPECTOR GENERAL
HOTLINE
ighotline@hq.doe.gov
D.C. Metro Area: 202-586-4073
Toll free: (800) 541-1625

Report Fraud, Waste, and Abuse



Questions



Thank you



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STATE & COMMUNITY ENERGY PROGRAMS