



SCEP
STATE & COMMUNITY ENERGY PROGRAMS

U.S. Department of Energy

State Energy Program

Operations Manual



2024 Edition

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Welcome to the Operations Manual

The State Energy Program (SEP) Operations Manual was designed for you, our network of partners and program officials within State Energy Offices (SEOs). It was created by SEP within the U.S. Department of Energy's (DOE's) Office of State and Community Energy Programs (SCEP). Its purpose is to serve as an accessible resource for states to reference SEP funding and administrative guidelines during the life cycle of their financial assistance awards (grants).

This 2024 version of the SEP Operations Manual contains the same basic and important information as in previous editions, but with updates as necessary. Our goal is also to present information in a more streamlined fashion.

Throughout the SEP Operations Manual, the word "states" refers to the 50 U.S. states, the 5 territories: American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico, and the U.S. Virgin Islands, and the District of Columbia.

The SEP Operations Manual includes 4 main chapters:

- 1. SEP History, Funding Channels, and Federal Regulations.**
- 2. SEP Annual Formula Grant Application Rules and Procedures.**
- 3. SEP Reporting Guidance and Monitoring Instructions.**
- 4. SEP Technical Assistance Resources and Technologies.**

For any additional SEP Operations Manual content information or questions, please contact Greg Davoren at gregory.davoren@hq.doe.gov.



Terms

Activity	<p>Formerly referred to as a Market Title, corresponds to the primary programs, projects, or initiatives that are to be funded with the SEP Formula Grant. There are nine (9) Activities within the SEP reporting system known as Performance and Accountability for Grants in Energy (PAGE) and include the following:</p> <p>Economic Development; Education and Outreach; Energy Security; Funding and/or Financing; Policy, Planning, and/or Program Development; Program Management; Technical Assistance; Training and/or Workforce Development, and Technology Action Group (TAG).</p> <p>Activities are then associated with one of 24 Sectors and include 41 distinct focus areas known as Technology and/or Topic Areas. These are selected by the state during the Annual Formula Grant Application process.</p>
Annual File/Narrative Information Worksheet	Component of the State Plan that includes project budget information and milestones, as well as qualitative or quantitative intended scope and goals. States must complete this in their Annual Formula Grant Application to have U.S. Department of Energy (DOE) approval for a State Plan.
Annual Formula Grant Application	Also called the Annual Grant Application, the Grant Application, or the State Application, this formal request outlines State's Program Year work scope including a mandatory and optional Activity list, as well as a budget. This application includes the four components that States must include: Standard Form-424, Standard Form-424A/ Budget Justification, Annual File/Narrative Information Worksheet, and Master File. Once DOE approves the Annual Formula Grant Application, it becomes the State Plan.
Contracting Officer	Individual with the authority to enter into, administer, and modify DOE contracts. Possesses the power to make binding decisions and settle any disputes during the federal financial award performance period.
Contractors	A contract is for the purpose of obtaining goods and services for the nonfederal entity's own use and creates a procurement relationship with the contractor.
Federal Fiscal Year (FY)	A 12-month period beginning October 1 and ending September 30 of the following calendar year.
Master File	A component of the Annual Formula Grant Application that defines the state's energy efficiency, renewable energy, and alternative transportation fuel goals and methods. States must have a completed Master File to receive DOE approval for a State Plan.
Program Year (PY)	A 12-month program period each state selects, usually corresponding with the FY. Although it may start during the federal FY, it can extend beyond it.
State Energy Office (SEO)	Governor-designated state agency to receive funds from SEP awards (grants).
State Plan	A state's submitted Annual Formula Grant Application with all components once it has been approved by DOE.
Sub-recipients	Entities that receive SEP funds from a state (i.e., contractors and vendors). As explained in 2 CFR 200.331, there are distinctions between sub-recipients and contractors. A subaward is for the purpose of carrying out a portion of a federal award and creates a federal assistance relationship with the sub-recipient.
Technical Project Officer (PO)	This is a DOE official who oversees financial assistance awards and ensures SEO projects proceed with approved DOE objectives, costs, and schedules.

Acronym Glossary

ARRA:	American Recovery and Reinvestment Act of 2009
ALRD:	Administrative and Legal Requirements Document
ASAP:	Automated Standard Application for Payment
BABA:	Build America, Buy America (Act)
CFR:	Code of Federal Regulations
DOE:	U.S. Department of Energy
EERE:	DOE's Office of Energy Efficiency and Renewable Energy
EPAct:	The Energy Policy Act of 2005
FOA:	Funding Opportunity Announcement
FFR/FSR:	Federal Financial Report or Financial Status Report
FY:	Fiscal Year
GFO:	Golden Field Office
ICP:	Institutional Conservation Program
IIJA/BIL:	Infrastructure Investment and Jobs Act or Bipartisan Infrastructure Law
LEAD:	Low-Income Energy Affordability Data (Tool)
NASEO:	National Association of State Energy Officials
OMB:	Office of Management and Budget
PAGE:	Performance and Accountability for Grants in Energy
PVE:	Petroleum Violation Escrow (Funds)
PY:	Program Year
QPR/PSR:	Quarterly Project Report or Project Status Report
(EE) RLF:	Energy Efficiency Revolving Loan Fund Capitalization Grant Program
SCEP:	DOE's Office of State and Community Energy Programs
SEO:	State Energy Office
SEP:	DOE's State Energy Program
SF:	Standard Form
SLOPE:	State and Local Planning for Energy (Platform)
TA:	Technical Assistance
TPO/PO:	DOE Technical Project Officer or Project Officer
WAP:	Weatherization Assistance Program

Chapter 1: State Energy Program Review

Introduction

The [State Energy Program](#) (SEP) delivers on the mission of the [U.S. Department of Energy's](#) (DOE's) [Office of State and Community Energy Programs](#) (SCEP) by emphasizing the state's role as key decision maker for tailored program activity opportunities. SEP provides funding and Technical Assistance (TA) to the 50 states, the 5 territories, and the District of Columbia to enhance energy security, advance state-led energy initiatives, and increase energy affordability.

Established originally as a response to the energy crisis of the 1970s, the SEP program distributes formula grants, competitive grants, and TA to the 56 grantees through their individual agencies or offices known collectively as State Energy Offices (SEOs).

Various laws passed by Congress since 1975 have created the SEP program. Most recently in 2021, through the Infrastructure Investment and Jobs Act (IIJA), more commonly known as the Bipartisan Infrastructure Law (BIL), Congress appropriated \$500 million to DOE for an expansion of SEP and \$250 million for the Energy Efficiency Revolving Loan Fund (RLF) Capitalization Grant Program to states.

For more information, see the State Energy Program Fact Sheet in Appendix A.

Program Description

Within the bounds of federal laws and regulations involving program purpose, participation criteria, and how funds may be used, SEP is structured such that each SEO proposes how it wishes to use its share of funds based upon its own specific mission. In this way, SEOs can fund eligible programs and activities tailored their unique resources, delivery capacities, and clean energy goals.

States are responsible for planning and implementing program activities. To be awarded funding, DOE program officials review the Annual Formula Grant Application with its various components including the Master File to verify if the state meets program requirements. Once the Annual Formula Grant Application is formally approved by DOE, it becomes the State Plan.



For awards made on or before December 26, 2014, the following federal requirements apply:

[10 CFR Part 600](#) in the Code of Federal Regulations (CFR).

DOE Financial Assistance Rules in Chapter 10 of the CFR ([10 CFR Part 600](#), Subparts A, B, C, E, and F).

Office of Management and Budget (OMB) Circulars, [2 CFR Part 220](#) (formerly A-21), [2 CFR 200 Part 225](#) (formerly A-87).

[2 CFR 230](#) (formerly A-122), A-110, and A-133.

For awards made after December 26, 2014, the following federal requirements apply:

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, [2 CFR Part 200](#) amended by [2 CFR Part 910](#).

State Energy Program Origins and History

In the early 1970s energy crisis, [SEP](#) originated as the State Energy Conservation Program (SECP). Congress responded to this mounting public concern with new legislation establishing conservation programs and promoting new and efficient sources of energy. [DOE](#) was created to lead and administer these new programs.

The Energy Policy and Conservation Act of 1975 ([Public Law 94-163](#)) established energy conservation programs in U.S. federal buildings and major industries. In 1983, the Warner Amendment ([Public Law 95-105](#)) increased funding for SECP through Petroleum Violation Escrow (PVE) funds, federal government refunds for oil price and allocation control violations. State and federal program officials designed and implemented energy efficiency and conservation programs.

See PVE Funds At-A-Glance and Funding Overview in Appendix B.

Early Energy Legislation

Following the 1984 and 1986 Exxon and Stripper Well settlements, over \$4 billion in additional overcharge refunds flowed into nationwide energy conservation programs. State governments allocated a significant portion of this money to SECP so states could create new energy programs and activities. SECP's information, education, and technology demonstration activities met consumer group needs.

The State Energy Efficiency Programs Improvement Act (SEEPIA) ([Public Law 101-440](#)), and DOE's newly reorganized [Office of Energy Efficiency and Renewable Energy](#) propelled energy conservation and efficiency programs in the early 1990s. SEEPIA encouraged states to promote energy efficiency, renewable energy, and energy technology commercialization programs. The act required public and private energy saving collaboration, with substantial responsibility from DOE.

The Energy Policy Act (EPAAct) of 1992 ([Public Law 102-486](#), Subtitle E—State and Local Assistance) permitted the Secretary of Energy to finance state and local government building state-level revolving funds, energy efficiency improvements, and building designer and contractor energy efficiency trainings. The program's outreach activities were in many cases continued under SEP.

In 1996, DOE's SEP consolidated the SECP and the Institutional Conservation Program (ICP). The SECP provided energy efficiency and renewable energy activity state funding, and the ICP provided school and hospital building analysis and conservation retrofit installations. Program merger benefits included funding mechanism flexibility, local decision making, and administrative procedures.

Recent Energy Legislation

In February 2009, President Barack Obama signed the [American Reinvestment and Recovery Act](#) (ARRA), which appropriated approximately \$3.1 billion in ARRA funds to SEP. Additional information about ARRA financing programs can be found in Chapter Two.

In November 2021, President Joe Biden signed the [IIJA](#), also known as BIL, marking a historic investment in U.S. transportation and energy infrastructure. This law appropriates \$500 million to SEP Formula and \$250 million for the Energy Efficiency RLF Capitalization Grant Program for Fiscal Year (FY) 2022 through FY 2026. This funding is distributed according to the distribution formula on Jan. 1, 2021. Additional information on the IIJA/BIL is given later in this chapter.

Today, SEP is managed by the [SCEP](#).

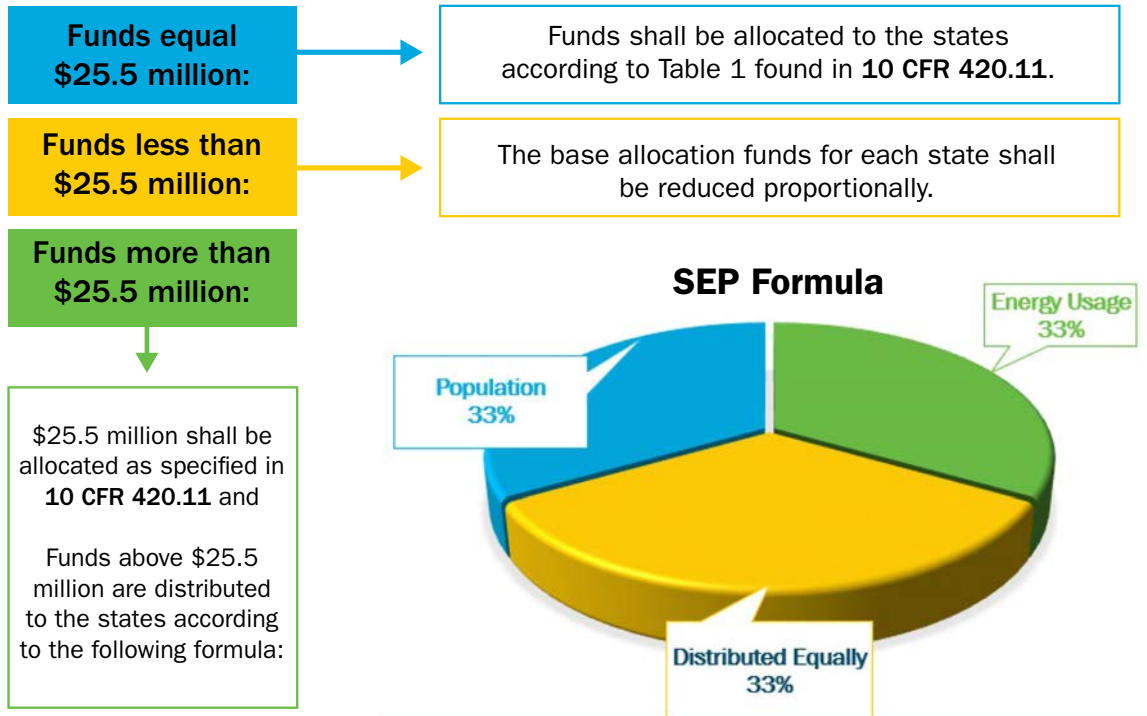


Program Funding

Congressional appropriations, state matching funds, PVE funds, and other SEP project incomes fund SEP. Congress appropriates funds for program initiatives annually for SEP Annual Formula Grants (see Figure 1-1) and TA.

Figure 1-1. SEP Formula Funds

The total annual formula funds available to the program are allocated to states according to the amount of money available:



Annual Formula Funding

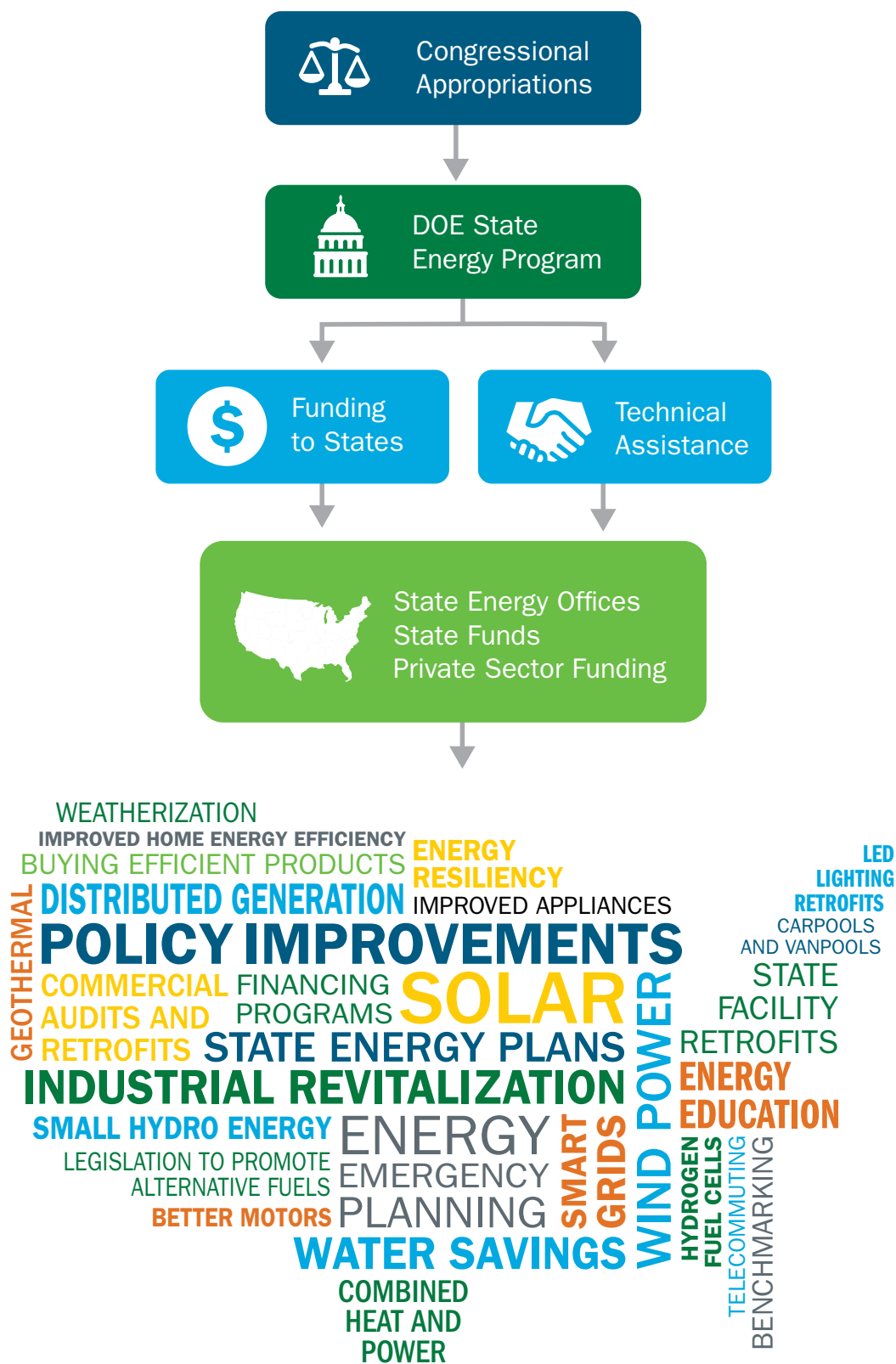
The total annual Formula funds available to the program are allocated to states according to the following formula as written in the program's regulations:

- If available funds equal \$25.5 million, follow state allocation in Table 1 of **10 CFR Part 420.11**.
- If available funds for any FY are less than \$25.5 million, then allocation for each state must be reduced proportionally.

If the available funds exceed \$25.5 million, \$25.5 million must be allocated according to 10 CFR Part 420.11, and in any excess of \$25.5 million:

- One-third of the available funds is equally divided among the states.
- One-third of the available funds is divided based on the population of the states that are eligible to apply for funding based on the most recent census data from the U.S. Census Bureau or U.S. Department of Commerce.
- One-third of the available funds is divided based on participant energy consumption according to the most recent State Energy Data Report.

Figure 1-2. SEP Funding and Results Diagram



State Match

Historically, SEP Formula Grant regulations required states to match Performance and Accountability for Grants in Energy (PAGE)-designated Activities (cash, in-kind, or both) in an amount totaling not less than 20% of the appropriated funds awarded to the state. However, since BIL was passed in 2021, cost match is not required for Formula Awards, but matching funds must be included in the budget and budget justification if proposed by the state.

Income earned from Activities may be used for matching if the award agreement expressly permits this use.

Matching requirements for federal grants include:

- Allowable costs incurred by the grantee, sub-recipient, or cost-type contractor under the assistance agreement. This includes costs borne by nonfederal grants.
- Third-party in-kind contributions.
- Verifiable from the recipient's records.

In addition, matching funds must be:

- Not included as contributions for any other federally assisted project or program.
- Necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- Allowable under the applicable cost principles.
- Not from the federal grant or paid by the federal government under another award, except as authorized by federal regulations, to be used for matching.
- Provided for in the approved budget.

Federal regulations [10 CFR Part 600.224](#) or [10 CFR Part 200.306](#) detail the requirements concerning valuation of in-kind services and record keeping on costs and contributions toward matching requirements. Additional information on cost matching is also available at [10 CFR Part 600.123](#), [10 CFR Part 420.12](#), and [10 CFR Part 420.18](#). Note that U.S. territories are exempt from state matching requirements under [48 USC 1469 a](#).

Petroleum Violation Escrow Funds

PVE or oil-overcharge funds, support state energy-related programs. Each state determines how it wishes to allocate the funds across eligible programs. Some PVE funds must be used within their grants and others outside. States may use these funds and the interest earned for the SEP activities and other eligible uses listed in PVE Funds At-a-Glance and Funding Overview in Appendix B.

PVE Funds Used Within a State's Annual Formula SEP Grant

When used within the scope and budget of a state's SEP grant, PVE funds are subject to SEP grant and program requirements (see Program Description above). A state or other nonfederal match is not required for PVE funds used within an SEP grant. PVE funds are not subject to the 20% limitation on equipment purchases under the program.

PVE Funds Used Outside the State's Annual Formula SEP Grant

When a state opts to use PVE funds outside of its SEP grant, they should review Appendix B and send a brief proposal to SEP-PVE@hq.doe.gov 30 days before use. The proposal must include an activity description, how it meets the PVE type requirements, a budget, the target audience, and program period. The proposal must clearly show the energy benefit on the proposed activity. Whether a state's PVE funds are being expended or not, required annual PVE reports should also be sent to the SEP PVE email address within 30 days of a state's FY end. *Note: Several states have utilized all PVE funds so this may not apply.*

See PVE Funds At-A-Glance and Funding Overview in Appendix B.

For associated federal requirements, see [10 CFR Part 600.225\[b\]](#) or [2 CFR Part 200.80](#).

Program Income

SEP encourages states to earn income from PAGE-designated Activities for their program costs. States must estimate their income in the Annual Formula Grant Application's Standard Form-424A budget and Master File. Program income is gross income or earned funds that an Activity generates.

Program income sources include but are not limited to the following:

- Service fees.
- Use or rental of real or personal property acquired under federally funded projects.
- Sale of commodities or items fabricated under an award.
- License fees and royalties on patents and copyrights.

Payments of principal and interest on loans made with grant funds.

For more information, see Definitions in [10 CFR 600.101](#) or Acronyms and Definitions in [2 CFR 200 Subpart A](#).

Except as otherwise provided in [2 CFR 200](#), program regulations, or the terms and conditions of the award, program income does not include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them. Interest earned through loan fund programs generated by grant-supported activities is treated as program income.

All PAGE-designated SEP Activities must follow program regulations. States must list appropriated funds, PVE funds, program income, and state match in the Annual Formula Grant Application budget. All funds must be spent on Annual Formula Grant Application activities and addressed in the financial and performance reports. To find whether program income may be used for cost-sharing, see grant terms and conditions.

Grant Extension Policy

Extensions to existing awards will not be authorized except in cases of extraordinary circumstances. It is DOE's expectation that states will spend their entire DOE award by the end of the third year and that states will plan accordingly. However, DOE will consider extension requests for extraordinary circumstances.

Extraordinary circumstances include:

- The loss of personnel for an extended period of time.
- 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.
- Significant (over 3 months) freeze on spending; significant delays in procurement; or a natural disaster; or other extraordinary circumstances, preventing a state from spending out its funds during its grant period.

DOE reserves the right to alter the allowable circumstances for an extension for a given program year at its discretion. In order to be considered for an extension based on extraordinary circumstance, states must submit a written extension request to DOE no less than 90 days prior to an award's end date. Such requests shall contain reasoning for requesting the extension and a detailed plan for expending the remaining funds within the requested extension period. Requests submitted less than 90 days prior to an award end date will NOT be considered.

Financing Programs

States may use funds for a variety of financing programs. Any returned principal and interest collected may be used to make additional loans or to fund the operations of such financing programs. As a case in point, when DOE approves funds for an Annual Formula Grant-funded RLF, the state assumes responsibility for the stewardship, ultimate recapture of the principal, and any interest at the end of the approved life of the program.

States were authorized to establish a variety of financing programs with their ARRA funds to include RLFs, Interest Rate Buydowns (IRBs), Loan Loss Reserves (LLRs), and Third-Party Loan Insurance programs.

Guidance and rules for these financing programs are provided in [SEP Program Notice 10-008F Guidance for State Energy Program Grantees on Financing](#) and in the terms and conditions of a state's SEP Annual Formula Grant.

Leveraging

"Leveraging" means the state may obtain additional nonfederal cash or in-kind SEP-funded activity contributions. Leveraged contributions must not include PVE funds, previous cash or in-kind used to match a state's SEP (or any other federal grant) or other program leveraged funds.

Leveraging under SEP should be limited to contributions that result from, and can be clearly attributed to, a state's SEP activities and contributions used to augment those activities.

Prohibited Uses of State Energy Program Funding

DOE's SEP is subject to regulations regarding the types of projects that can be implemented. Some projects are prohibited, depending on the source of funds. Other regulations limit the amount of money that can be spent to administer the programs.



States are prohibited from using SEP financial assistance to:

- Build mass-transit systems or exclusive bus lanes, or for the construction or repair of buildings or structures.
- Purchase land, buildings, or structures, or any financial interest (direct or indirect).
- Subsidize fares for public transportation.
- Subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures.
- Conduct research, development, or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

See [10 CFR Part 420.18](#) expenditure prohibitions and limitations for additional information.



States may use SEP funds for purchasing and installing energy efficiency and renewable energy equipment and materials, including design costs, with these conditions:

- Reason for use must be included in State Plan.
- States must adhere to administrative terms and conditions if PVE funds are used.
- A state may use up to 50% of all SEP funds each year, not including PVE-funded regular or revolving loan programs, and applicants may request waivers from DOE.
- U.S.-owned or leased buildings are not eligible for energy efficiency or renewable energy measures.
- Funds must be used to supplement, not supplant, [Weatherization Assistance Program](#) weatherization activities for low-income persons, under [10 CFR Part 440](#).
- States may fund material and equipment purchases and installation with financial incentives including regular loans, revolving loans, loan buydowns, performance contracting, rebates, and grants.
- States must not use rebates for more than 50% of total material and equipment purchasing and installation cost or loan guarantees.

See [10 CFR Part 420.18](#) for additional information.

The Infrastructure Investment and Jobs Act

On November 15, 2021, President Biden signed into law the IIJA, also known as BIL. Section 40109(c) of this legislation authorizes and appropriates \$500 million to SEP for FY 2022 through FY 2026 with unique provisions that differ from traditional SEP formula funding and makes key changes to statutory language governing SEP operations.

These funds must be distributed to states according to a distribution formula on January 1, 2021, and do not apply to the matching requirements in [42 USC 6323\(a\)](#) (i.e., a 20% matching requirement).

Statutory Changes

The legislation amends portions of [42 USC 6322](#) with new requirements for state energy conservation plans. Specifically, it does the following:

Creates new mandatory requirements ([Section 40109\[a\]](#)) that states include activities to support transmission and distribution planning, including:

- Support for local governments and Indian Tribes.
- Feasibility studies for transmission line routes and alternatives.
- Preparation of necessary project design and permits.
- Outreach to affected stakeholders.

Inserts a new optional element ([Section 40104\[b\]](#)) to include programs that promote the installation and use of demand response technology and demand-response practices.

Replaces the optional element ([Section 40109\[b\]](#) in paragraph 3 of [42 USC 6322\[d\]](#)) to allow for states to include “programs to increase transportation energy efficiency, including programs to help reduce carbon emissions in the transportation sector by 2050 and accelerate the use of alternative transportation fuels for, and the electrification of, state government vehicles, fleet vehicles, taxis and ridesharing services, mass transit, school buses, ferries, and privately owned passenger and medium- and heavy-duty vehicles.”

State Energy Security Plans

BIL Section 40108 amended the Energy Policy and Conservation Act of 1975 to add a Section 366(e) (codified at [42 USC 6321et seq.](#)) so that SEP federal financial assistance may be used for the development, implementation, review, and revision of a State Energy Security Plan through the state public utility commission, private and public sector energy providers, and other entities responsible for maintaining fuel, electric reliability, and energy infrastructure.

- Address regulated and unregulated energy providers and sources.
- Address potential energy sector or system hazards, including physical and cybersecurity threats and vulnerabilities.
- Address multistate and regional coordination, planning, and response with Indian Tribes.
- Provide a state energy profile, including an assessment of energy production, transmission, distribution, and end-use.
- Provide an energy infrastructure risk assessment and cross-sector interdependencies.
- Provide a risk mitigation approach.

For State Energy Security Plan implementation, each state must provide assurance that federal financial assistance will supplement, not supplant, state and local funds, and increase available state and local funds without federal financial assistance. You can find more information more information regarding energy security planning at [the Office of Cybersecurity, Energy Security, and Emergency Response website](#).

Chapter 2: SEP Annual Formula Grant Application



Introduction

States must submit an Annual Grant Application to receive the U.S. Department of Energy's (DOE's) State Energy Program (SEP) federal financial assistance. SEP's 1997 final rule ([10 Code of Federal Regulations \[CFR\] Part 420](#)) mandates all states complete a uniform Grant Application, while allowing programmatic content flexibility. States must use the [Performance and Accountability for Grants in Energy \(PAGE\)](#) system to submit applications and reporting forms.

Early in the calendar year, SEP issues the Administrative and Legal Requirements Document (ALRD) and Formula Grant Application Instructions to provide formula fund application and eligibility guidance. ALRDs were previously known as SEP formula allocation Opportunity Announcements. To request Formula Grant funding, states must complete the Annual Grant Application and explain how they plan to allocate funds during current Fiscal Year.

The Annual Grant Application must include a **Standard Form-424, Standard Form-424A/Budget, Annual File/Narrative Information Worksheet, and Master File**. If planning to change any Master File items outside the award renewal or continuation period, states must submit an amendment. If planning to change any Annual File items, states must contact their Project Officer.

Once DOE approves a state's Annual Grant Application, it is called the State Plan.

Annual Grant Application

The SEP Formula Grant Application Instructions on the SEP Program Guidance webpage provide access and information for the materials below.

Annual Grant Application Checklist:

Standard Form-424/Application	1
Certifications and Insurances	
A-133 audit link.	
Standard Form-424A/Budget	2
Budget Information	
Budget Justification	
Indirect rate agreement or proposed rates.	
Annual File/Narrative Information Worksheet	3
Annual Formula Grant Application Instructions	
Activities, Sectors, Technology and/or Topic Areas	
Estimated Energy Savings	
Description/Executive Summary of Goals and Objectives	
Program Year Milestones, Metrics, and Funds by Source.	
Master File	4
Description of State Energy Goals	
Measuring Achievement and State Strategy	
Mandatory Activities	
Environmental Impact.	

Standard Form-424/Application

Complete and sign [Standard Form-424](#) with current information. Ensure all sections reflect changes, including the State Energy Office (SEO) person of contact and authorized representative. Add an attachment providing the principal investigator and the business official name, phone number, and email address. This must be annually revalidated.

Section 2

- Select application type
- If entering year 1 of a 3-year award, mark "New"
- If entering year 2 or 3 of a 3-year award, states mark "Continuation."

Section 18

- Only include newly state, federal, cost match, or Petroleum Violation Escrow (PVE) funds
- Verify compliance with Executive Order 12372, Section 19.

Section 21

- Check the "I AGREE" box to accept certifications and assurances.

Figure 2-1.

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.

A-133 Audit Link

An A-133 audit, also known as a Single Audit, is a financial statement and federal awards' audit of a non-federal entity that expends \$1 million or more in federal funds in 1 year. The audit is governed by the Single Audit Act and the Office of Management and Budget (OMB) Circular A-133, which provide the audit requirements and guidance. The OMB A-133 Compliance Supplement is a guide used by auditors to audit federal assistance and grant programs and their recipients.

- States must submit a link to their latest A-133 audit.

2 Standard Form-424A/Budget

Budget Information

Section A: Budget Summary

- On line 1, enter new and unexpended DOE funds.
- List estimated carryover funds in the Unobligated Funds column.
- Use a separate line for each funding source.
- Include all budget funds including SEP, PVE, and state match if applicable.

Section B: Budget Categories

- For each funding source, use separate column headings with the same Section A row names.
- Section A Total (column g) must equal Section B Total (column 5).

Budget Justification

Include all Object Class Categories listed in Standard Form-424A/Budget (Section B column 6).

Personnel:

- Identify all SEP Award position titles and time percentages for the base pay rate.
- Identify total direct personnel compensation.
- Personnel must be direct project costs, not duplicating indirect personnel costs.
- Identify time percentage for each position, no position may exceed 100% of time across individual SEP and federal grant programs.

Fringe Benefits:

- If a federal agency approves fringe cost rates, identify the agency and date of latest rate agreement, and include a copy with the application.
- If a federal agency does not approve fringe cost rates, explain how total costs were calculated.
- Provide an established mathematical equation with the Standard Form-424 Application if needed.
- Calculations must include all rates, the base they were applied to, how the base was derived, a total for each, and a grand total.

Travel:

- Provide the travel purpose.
 - Professional conference(s), DOE-sponsored meeting(s), project monitoring, etc.
- Identify trip totals and locations if known.
- Provide travel estimates basis.
 - Past trips, current quotations, federal or state travel regulations, etc.
- All travel must be necessary or beneficial to SEP performance. All foreign travel requires preapproval.

Equipment:

Equipment is any item with an acquisition cost greater than \$10,000, and a life use expectancy of more than 1 year.

- List proposed equipment and briefly justify its need as it applies for Award objectives. Provide a cost basis.
 - Vendor quotes, catalog prices, prior invoices, etc.
- If the proposed equipment is for cost match and was previously acquired, provide the project contribution value and estimated value rationale.
- If new equipment will retain life use after project completion, provide estimated value rationale.
- Indicate whether the equipment is solely used for this project or include others.

Budget Justification

Supplies:

Supplies are items with an acquisition cost of \$10,000 or less or life expectancy less than 1 year and are usually used up during the project performance.

- List all proposed supplies and the estimated costs and briefly justify how supplies meet award objectives.
- Supply items must be direct project costs and not duplicative of indirect rate pools.
- Provide a cost basis for each item.
 - Vendor quotes, similar prior purchases, published price lists, etc.

Contracts and Subgrants:

- Identify sub-recipients, vendors, contractors, and consultants and estimated costs.
- Use "TBD" if unknown entity.
- Provide a brief description of the future work or service the individual Activity falls under and include the cost basis.
 - Competitive, historical, quote, catalog, etc.

Other Direct Costs:

Other direct costs do not fit into other categories and are not duplicated in indirect or overhead costs.

- Provide a description, cost, and justification for each direct cost item.
 - Conference fees, meetings within the scope of work, subscription and printing costs
- Provide a cost basis for each item.
 - Vendor quotes, prior purchases of similar or like items, published price lists, etc.

Indirect Costs:

- If a federal agency approves the indirect cost rate, provide the agency name, the latest rate agreement date, and a copy of the agreement with the application.
- If a federal agency does not approve the indirect cost rate, provide the computation rate basis including the benefit types, the rate(s), and the rate cost basis.
- **All** recipient or sub-recipient entities selected to perform on the DOE award that do not have a current Negotiated Indirect Cost Rate Agreement (NICRA) may now elect a pre-approved nominal rate of no more than 15% applied to a specified base of modified total direct costs to cover indirect costs. See this fact sheet: <https://eere-intranet2.ee.doe.gov/KnowledgeHub/de-minimis-fact-sheet-oct-2024>.

3 Annual File/Narrative Information Worksheet

The Annual File must describe each requested financial assistance program activity in a year, include project budget information and milestones, and include qualitative or quantitative intended scope and goals. States are strongly encouraged to structure each activity to represent only a single project. See [10 CFR Part 420.13](#) for annual state applications and amendments, [10 CFR Part 420.15](#) for program activities, [10 CFR Part 420.15](#) for information on mandatory activities, and [10 CFR Part 420.17](#) for information on optional activities.



Mandatory Activities

- Establish mandatory lighting efficiency standards for public buildings.
- Promote carpools, vanpools, and public transportation.
- Incorporate energy efficiency criteria into procurement procedures.
- Implement mandatory thermal efficiency standards for new and renovated buildings.
- Permit right turns at red traffic lights and left turns from a one-way street onto a one-way street at a red light after stopping.
- Ensure effective coordination among various local, state, and federal programs within the state that pertain to energy efficiency, renewable energy, and alternative transportation fuels.
- The mandatory conduct of activities to support transmission and distribution (T&D) planning, including:
 - Support for local governments and Indian Tribes.
 - Feasibility studies for transmission line routes and alternatives.
 - Preparation of necessary project design and permits.
 - Outreach to affected stakeholders.



Optional Activities

- Public education to promote energy efficiency and renewable energy.
- Financing energy efficiency measures and renewable energy measures, which may include loan programs and performance contracting programs for leveraging of additional public and private sector funds and program activities that allow rebates, grants, or other incentives for the purchase of energy efficiency measures and renewable energy measures.
- Encouraging and for carrying out energy audits with respect to buildings and industrial facilities (including industrial processes) within the state.
- Promote the adoption of integrated energy plans that provide for (a) periodic evaluation of a state's energy needs, available energy resources (including greater energy efficiency), and energy costs; and (b) utilization of adequate and reliable energy supplies, including greater energy efficiency, that meet applicable safety, environmental, and policy requirements at the lowest cost.
- Identify unfair or deceptive acts or practices that relate to the implementation of energy efficiency measures and renewable energy measures and educate consumers concerning such acts or practices.



Optional Activities Continued

- Modify patterns of energy consumption so as to reduce peak demands for energy and improve the efficiency of energy supply systems, including electricity supply systems.
- Promote energy efficiency as an integral component of economic development planning conducted by state, local, or other governmental entities or by energy utilities.
- Enlisting appropriate trade and professional organizations in the development and financing of such programs to provide training and education to building designers and contractors involved in building design and construction or in the sale, installation, and maintenance of energy systems and equipment to promote building energy efficiency.
- Including, if appropriate, training workshops, practice manuals, and testing for each area of energy efficiency technology.
- Provide support for prefeasibility and feasibility studies for projects that utilize renewable energy and energy efficiency resource technologies in order to facilitate access to capital and credit for such projects.
- Support industrial energy efficiency and combined heat and power.
- Increase transportation energy efficiency, including programs to help reduce carbon emissions in the transportation sector by 2050 and accelerate the use of alternative transportation fuels for, and the electrification of, state government vehicles, fleet vehicles, taxis and ride-sharing services, mass transit, school buses, ferries, and privately owned passenger and medium- and heavy-duty vehicles.
- Promote the installation and use of demand-response technology and demand-response practices.
- Leading to the development, implementation, review, and revision of a state energy security plan.


The Annual File/Narrative Information Worksheet must include:

- All Program Year (PY) funds, including administrative activities, state match and PVE funds.
- At least 1 process metric for any of the 9 Activities you select in the Narrative Information Worksheet.

1. Activity

- Provide Activity name.

Figure 2-2. State Energy Program Annual File: Project Activities

Annual File: Program Year 2024 (Revision 0); In-process 

Project Activities

Total Federal Funding: \$983,610.00

Administrative and Program Support

Activity: Program Management ⓘ

Federal funding: \$188,610.00

Revision status: Active (pending add) ⓘ

[View Project Activity](#) [Delete](#)

Energy Codes and Training

Activity: Training and/or Workforce Development ⓘ

Federal funding: \$25,000.00

Revision status: Active (pending add) ⓘ

[View Project Activity](#) [Delete](#)

Energy Emergency and Security

Activity: Energy Security ⓘ

Federal funding: \$0.00

Revision status: Active (pending add) ⓘ

[View Project Activity](#) [Delete](#)

Energy-Efficient Retrofits

Activity: Funding and/or Financing ⓘ

Federal funding: \$770,000.00

Revision status: Active (pending add) ⓘ

[View Project Activity](#) [Delete](#)


2. State

- Enter state name.

3. Sectors

- Choose all sectors activities fall under.

Figure 2-3. State Energy Program Annual File: Sector

Annual File: Program Year 2024 (Revision 0); In-process 

Administrative and Program Support

Activity: Program Management ⓘ

Federal funding: \$188,610.00

Revision status: Active (pending add) ⓘ

[Edit](#)

2. State: AL

3. Sector

<input type="checkbox"/> Agriculture / Agricultural ⓘ	<input checked="" type="checkbox"/> Institutional ⓘ	<input type="checkbox"/> Not Applicable ⓘ
<input checked="" type="checkbox"/> Buildings ⓘ	<input type="checkbox"/> Landlord / Tenant ⓘ	<input checked="" type="checkbox"/> Private Sector ⓘ
<input checked="" type="checkbox"/> Commercial ⓘ	<input checked="" type="checkbox"/> Local Government ⓘ	<input type="checkbox"/> Residential ⓘ
<input type="checkbox"/> Federal Government ⓘ	<input checked="" type="checkbox"/> Low / Limited Income ⓘ	<input type="checkbox"/> Rural ⓘ
<input checked="" type="checkbox"/> General Public ⓘ	<input type="checkbox"/> Manufacturing ⓘ	<input type="checkbox"/> State or Territory Government ⓘ
<input checked="" type="checkbox"/> K-12 Schools ⓘ	<input type="checkbox"/> Multi-state Collaboration ⓘ	<input checked="" type="checkbox"/> Transportation ⓘ
<input checked="" type="checkbox"/> Higher Education ⓘ	<input type="checkbox"/> Non-building Infrastructure ⓘ	<input type="checkbox"/> Tribal / Native American ⓘ
<input checked="" type="checkbox"/> Industrial ⓘ	<input checked="" type="checkbox"/> Non-profits ⓘ	<input checked="" type="checkbox"/> Utilities ⓘ

[Edit](#)

4. Technology and/or Topic Areas

- Choose all technology and other topic areas activities fall under.

Figure 2-4. State Energy Program Annual File: Technology and/or Topic Areas

4. Technology and/or Topic Areas	
<input checked="" type="checkbox"/> Alternative Fuels and Advanced Vehicle Technologies ⓘ	<input type="checkbox"/> Environmental Justice ⓘ
<input type="checkbox"/> Appliance Efficiency or Standards ⓘ	<input type="checkbox"/> Fuel Cell and Hydrogen Technologies ⓘ
<input type="checkbox"/> Audits and Assessments (Energy, Water, and Process) ⓘ	<input type="checkbox"/> Geothermal ⓘ
<input type="checkbox"/> Benchmarking ⓘ	<input type="checkbox"/> Grid Modernization ⓘ
<input type="checkbox"/> Biofuels ⓘ	<input type="checkbox"/> Hydropower / Hydrokinetic Power ⓘ
<input type="checkbox"/> Biomass ⓘ	<input type="checkbox"/> Natural Gas ⓘ
<input checked="" type="checkbox"/> Building Energy Codes or Standards ⓘ	<input type="checkbox"/> Not Applicable ⓘ
<input type="checkbox"/> Carbon Capture, Utilization and Storage ⓘ	<input type="checkbox"/> Propane ⓘ
<input type="checkbox"/> Clean Energy / Clean Energy Technologies ⓘ	<input type="checkbox"/> Renewable Energy ⓘ
<input type="checkbox"/> Combined Heat and Power ⓘ	<input type="checkbox"/> Resiliency ⓘ
<input type="checkbox"/> Cybersecurity ⓘ	<input type="checkbox"/> Smart Grid ⓘ
<input type="checkbox"/> Distributed Energy Resources ⓘ	<input type="checkbox"/> STEM Education ⓘ
<input type="checkbox"/> Electric Vehicles and Infrastructure ⓘ	<input type="checkbox"/> Solar ⓘ
<input type="checkbox"/> Energy Affordability ⓘ	<input type="checkbox"/> Storage ⓘ
<input type="checkbox"/> Energy Certification Programs ⓘ	<input type="checkbox"/> U.S. DOE Accelerators ⓘ
<input checked="" type="checkbox"/> Energy Conservation ⓘ	<input type="checkbox"/> U.S. DOE Clean Cities ⓘ
<input checked="" type="checkbox"/> Energy Efficiency ⓘ	<input type="checkbox"/> Waste to Energy / Solid Waste Minimization ⓘ
<input type="checkbox"/> Energy Equity ⓘ	<input type="checkbox"/> Water Nexus ⓘ
<input checked="" type="checkbox"/> Energy Management ⓘ	<input type="checkbox"/> Weatherization ⓘ
<input checked="" type="checkbox"/> Energy Savings Performance Contracting ⓘ	<input type="checkbox"/> Wind ⓘ
<input checked="" type="checkbox"/> ENERGY STAR ⓘ	

5. Estimated Annual Energy Savings

- Provide estimated activity energy savings (in MBtu).
- States are encouraged to provide self-calculated direct and indirect energy savings data so SEP can communicate our program impact.

6. Description

- Include concise activity descriptions.
- Including specific goals and objectives.

7. Program Year Milestones

- List milestones and provide number.

8. Program Year Metrics

Process metrics are in reporting guidance, [SEP Program Notice Series 10-006E](#).

Some activities funded by SEP Formula Grants cannot be measured by the metrics outlined. For example, legislator, state executive, and stakeholder emergency preparedness or quick-response analysis.

- The guidance metrics must not restrict or change SEP-funded state activities.
- Report SEP activities that do not qualitatively fit into these metrics.

9. Program Year Funds by Source

- Provide a list of SEP grant budget and leveraged fund category funding sources and cost for each market title.
- Estimate an anticipated leverage funds estimate to assist in assessing SEP's impact.

4 Master File

The Master File must:

- Include an energy plan and explain how it aligns with the SEP agenda.
- Explain how plan implementation will conserve energy.
- Explain how the state will measure goal progress.
- Explain how the plan meets mandatory activity criteria.
- Provide a state monitoring plan describing how the state conducts administrative and programmatic oversight by other state agencies, contractors, or financial assistance sub-recipients.

1. Description of State Energy Goals to Be Achieved

- Describe energy efficiency, renewable energy, and alternative transportation fuel goals and methods.

2. Selection of State Goals [10 CFR Part 420.13.b. \(2\) \(ii\)](#)

- Explain why the state selected these goals.

3. Measuring Achievement [10 CFR Part 420.13.b. \(2\) \(iii\)](#)

- Explain how the state will implement and measure goals.

4. State Strategy [10 CFR Part 420.13.b. \(2\) \(iv\)](#)

- Explain how State Plan program activities represent a goal achievement strategy.

5. 25% or More Improvement in the Efficiency of Use of Energy by 2012 (1990 baseline)

- This is no longer relevant for the application, and no further action is required.



Mandatory Activities

6. Mandatory Master File Program Activities

Include mandatory PY activities in the Annual File/Narrative Information Worksheet.

- Establish public building lighting efficiency standards.
- Program activities to promote the availability and use of carpools, van pools, and public transportation.
- State and local energy efficiency improvement and procurement standards and policies.
- New and renovated state and local building thermal efficiency standards.
- A traffic law or regulation that permits the operator of a motor vehicle to make a right turn at a red traffic light after stopping and a left turn from a one-way street to a one-way street after stopping.
- Procedures to ensure local, state, and federal coordination for energy efficiency, renewable energy, and alternative transportation fuel programs.
- Any programs in the [Building Technologies Office](#) or [Low Income Home Energy Assistance Program \(LIHEAP\)](#).

7. Environmental Impact

- For activities/projects requiring additional National Environmental Policy Act (NEPA) review, states must complete the environmental questionnaire (<https://www.eere-pmc.energy.gov/NEPA.aspx>) and submit a statement of work for review by DOE.
- If any State Plan activities have environmental impacts, provide a detailed description of the increase or decrease in environmental residuals including air or water pollution [CO₂, NO_x, SO_x, etc.], solid and hazardous waste, etc.
- Define impacts using [SEP Application Instructions](#) and discuss how you selected program activities considering these environmental factors [10 CFR Part 420.13.b. \(5\)](#).
- If you have any questions after reaching out to your PO, please contact your Technology Office NEPA Specialist or send an email to gonepa@ee.gov.

8. Supplementing Weatherization, if Applicable

- If undertaking low-income housing weatherization equipment program activities for purchase or installation, explain how these activities would supplement and not supplant [DOE's Weatherization Assistance Program \(WAP\)](#) under [10 CFR Part 440](#) and must be included in this section. [10 CFR Part 420.13.b. \(6\)](#).

9. Supplementing State/Local Funds

- Provide assurance that the state has designed policies and procedures so State Plan federal financial assistance will be used to supplement, and not to supplant, state and local funds.
- Increase State Plan activity funds independent of federal assistance. [10 CFR Part 420.13.b. \(7\)](#).

10. Compliance With Law and Regulations

- Provide assurance that the state will comply with all statutes and regulations during the grant period. [CFR Part 420.13.b. \(8\)](#).

11. Energy Emergency Plans

- Over the past decade, state energy emergency plans have evolved from a natural disaster response to a hazard mitigation approach including energy resources, energy efficiency, and renewable energy.
- Design and maintain an energy supply disruption emergency plan including an implementation strategy and regional coordination.

12. Monitoring Approach

- Describe administrative and programmatic oversight activities for SEP programs implemented by other state agencies, contractors, or financial assistance sub-recipients.
- For further guidance, see [SEP Program Notice 10-006E](#), "DOE Reporting Requirements for the State Energy Program."

New and Revised by the Bipartisan Infrastructure Law (BIL)

Transmission and distribution planning, including:

- Support for local governments, American Indian Tribes, and Alaska Native Villages.
- Feasibility studies for transmission line routes and alternatives.
- Preparation of necessary project design and permits.
- Outreach to affected stakeholders.

[10 CFR Part 420.13 b \(4\) \(v\)](#) and 15; BIL (enacted November 2021).

American Recovery and Reinvestment Act (ARRA)

For states with active ARRA-funded Revolving Loan Funds, address the following items in Box 12.

If converting an ARRA-funded financing program to another grant or new financing program:

- Obtain written Contracting Officer approval before implementing the new program.
- Reword the PAGE Financial Programs Report (FPR) description section.
- Outline the additional metrics in the metrics section.
- Revise dollar amounts.
- Send an email request to the Project Officer (PO).

If interested in moving ARRA program funds from one financing program to another:

- Notify PO of the transfer.
- Contracting Officer approval is optional.
- Submit quarterly FPRs.
- Enter an inter-program transfer and explanation in the FPR Remarks section.
- Report metrics for each financing program in the FPR.
- Quarterly Progress Report and Standard Form-425 for ARRA Financing Program activities are optional.
- Once the ARRA award has expired, complete the FPR in PAGE.

If a state has an ongoing ARRA financing program, include the following template language:

Following the end of [SEO name]'s SEP ARRA grant [ARRA Grant Number], [SEO name], chose to continue financing program(s) established under our SEP ARRA grant per [SEP Program Notice 10-008F](#). This guidance series outlines the continuing administration and reporting required. No dollars were transferred from the ARRA award to the annual award because 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 FPR, submitted quarterly as part of [SEO name]'s SEP Annual Grant quarterly reporting requirements.

Final Reports and Closeout

Final reports and closeout information are due 120 days after each grant project period ends. Contact your PO for closeout process information.

Chapter 3: Program Administration: Monitoring and Reporting

Introduction

Federal regulations require the U.S. Department of Energy (DOE) to monitor each grant recipient and grantee for each project, program, sub-recipient, function, or initiative supported by federal funds to ensure compliance with all federal regulations.

The goal of State Energy Office (SEO) grant monitoring is to maximize the effectiveness of State Energy Program (SEP) projects to confirm compliance with applicable federal and state regulations and to ensure these projects are on schedule and on budget. Monitoring also provides an opportunity for DOE to communicate with states, and states to communicate with sub-recipients to help achieve our mutual energy goals. This section outlines grant monitoring procedures and responsibilities established for DOE and states.



Reporting

What Is Performance and Accountability for Grants in Energy?

The [Performance and Accountability for Grants in Energy](#) (PAGE) system is an online database developed by DOE. The online database is available to all SEP and Weatherization Assistance Program (WAP) grant recipients.

PAGE allows DOE and its grantees to electronically submit and manage grant performance and financial information. PAGE performs grant program management, provides a standardized framework for applications and reporting, and collects performance data.

PAGE Functions

- The PAGE database includes grant information such as applications, summaries, financial reports, programmatic reports, and monitoring.
- The navigational structure in PAGE allows Project Officers (POs) and grantees to access grant information using categorized tabs.
- Formula Grant information is under the SEP tab, while Competitive Award information is under the SEP Special Projects tab.

Information Types

The Application Documents page lists “packages” of application documents (submitted and approved).

These documents may include:

- [Standard Form \(SF\)-424s](#)
- Budgets
- Annual Files
- Master Files
- Performance site location information.

Optional documents required for submitting applications can be included as file attachments at the bottom of the [SF-424](#) page.

Grant Application information may include:

- Descriptive and demographic information related to the grantee
- Detailed budget information
- Description of grantee program management
- Programmatic description of grant period activities.

Figure 3-1. Application Documents

Application Documents

The Application documents page lists “packages” of application documents. These documents may include SF-424s, Budgets, Annual Files, Master Files, Performance-site location information, and optional documents required for submitting applications.

1 If you would like to create an Application Package for a **new** program year, please go to the [Create New Application](#) page

EE0099999 Application Package(s)

1 The link below allows for modification to key documents in an application package, while maintaining historical submissions. After creating a revision, you may “Add documents” that you wish to update. Please note you can create revisions only for program years with approved application packages.
[Create new revision](#)

3 applications Sort by: **Program year: latest first**

2023 EE0099999 — SEP (Approved)
State:
Opportunity code: DE-SEP-0002023
Plan period: 10/01/2023 - 09/30/2024
Description: 2023 State Energy Program
Grant number: EE0009471
Recipient name: Department of Economic and Community Affairs
Status: Approved
Open application package (revision 0) Create new revision
2022 EE0099999 — SEP (Approved)
2021 EE0099999 — SEP (Approved)

Grant summaries are available under the “SEP” tab; they include procurement, financial, and period of performance data. Grant financial reports include the information submitted with the Federal Financial Report (FFR, or SF-425). Information for Automated Standard Application for Payments (ASAP) grant fund drawdowns is available on the payments page.

Grant programmatic reports include program-specific performance data required to measure the success of the grant program. This data is typically reported based on information provided as part of the Grant Application (reporting actual data in comparison to the plan). Programmatic reports may include combinations of monthly, quarterly, and annual reports. Additional reports may be required by grant programs, for example, the Semiannual Davis-Bacon report and the Annual Historic Preservation report.

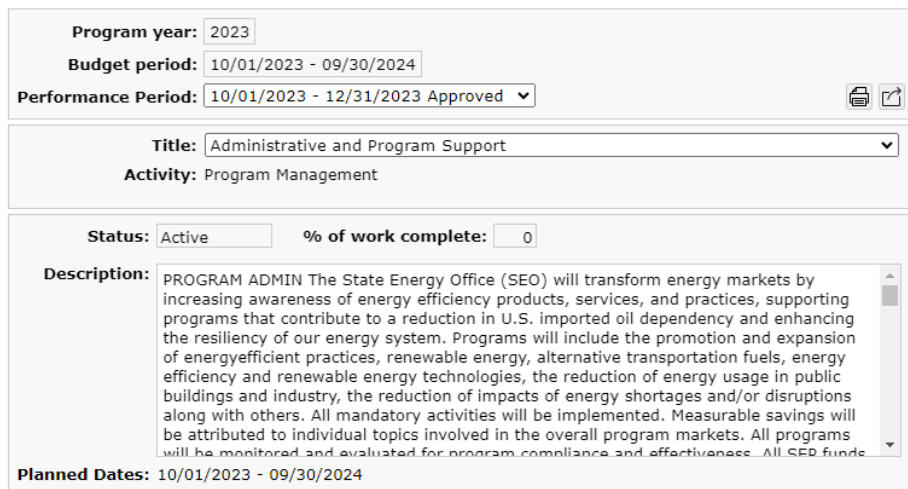
Grant monitoring includes information provided by POs as part of their grant monitoring activities. Monitoring activities are program specific. They may include desk audits and on-site visits. Their frequency varies depending on the grant program requirements.

Types of Reporting in Performance and Accountability for Grants in Energy

Quarterly Performance Report

The Quarterly Performance Report (QPR) contains Activity-level information on costs, milestones, and metrics, as well as qualitative descriptions. It also provides a comprehensive view of Activity progress. [SEP Program Notice 10-006E](#) contains guidance for reporting on QPRs. The QPR is due no later than 30 calendar days after the end of each reporting period. QPRs are submitted to and approved by DOE via the QPR page.

Figure 3-2. Quarterly Performance Report



The screenshot shows a web form for a Quarterly Performance Report. At the top, there are three input fields: 'Program year:' with the value '2023', 'Budget period:' with the value '10/01/2023 - 09/30/2024', and 'Performance Period:' with a dropdown menu showing '10/01/2023 - 12/31/2023 Approved'. To the right of the 'Performance Period' dropdown are two small icons: a printer and a share icon. Below these fields is a section with a 'Title:' dropdown menu showing 'Administrative and Program Support' and an 'Activity:' label with the value 'Program Management'. Further down, there is a 'Status:' label with the value 'Active' and a '% of work complete:' label with a numeric input field showing '0'. The 'Description:' label is followed by a large text area containing the text: 'PROGRAM ADMIN The State Energy Office (SEO) will transform energy markets by increasing awareness of energy efficiency products, services, and practices, supporting programs that contribute to a reduction in U.S. imported oil dependency and enhancing the resiliency of our energy system. Programs will include the promotion and expansion of energyefficient practices, renewable energy, alternative transportation fuels, energy efficiency and renewable energy technologies, the reduction of energy usage in public buildings and industry, the reduction of impacts of energy shortages and/or disruptions along with others. All mandatory activities will be implemented. Measurable savings will be attributed to individual topics involved in the overall program markets. All programs will be monitored and evaluated for program compliance and effectiveness. All SEP funds...'. At the bottom, there is a 'Planned Dates:' label with the value '10/01/2023 - 09/30/2024'.

State Energy Program Activities



Below are the 9 eligible Activity categories for states:

 Economic Development SEP can fund deployment for energy efficiency and renewable energy technologies and market development.	 Energy Security Planning preparedness, response, rebuilding/recovery, mitigation, risk management, resiliency, and cybersecurity.	 Funding and/or Financing Includes financing and incentive programs, e.g., loans, loss reserves, bonds, grants, rebates, and tax incentives.
 Policy, Planning, and/or Program Development Policy activities: development and/or implementation of goals, guidance, criteria, and initiatives.	 Education and Outreach Conferences/forums convened or supported, certain stakeholder engagement, K-12 programs, challenges or other recognition programs, web-based information/clearinghouses.	 Program Management SEP management, oversight, operations, and sub-recipient monitoring.
 Technical Assistance Audits, analyses, evaluations, studies, assessments, surveys, monitoring, and energy services.	 Training and/or Workforce Development E.g., Certifications on Buildings Operators, Energy Managers, and Heating, Ventilation, and Air Conditioning.	 Technology Action Group Percentage of Formula Funds for Pilot Initiative.

Federal Financial Report (Standard Form 425)

The Federal Financial Report (FFR) contains federal and state expenditures, program income, indirect expenses, and Petroleum Violation Escrow (PVE) funds, if applicable. SEP Program Notice [10-006E](#) contains guidance for reporting on FFRs. The FFR is due no later than 30 calendar days after the end of each reporting period. Financial Programs Reports (FPRs) are submitted to and approved by DOE via the FPR page.

Figure 3-4. Federal Financial Report (SF-425)

Reporting period: 10/01/2023 - 12/31/2023 Submitted  

Validate

Federal Outlays Reported On The Quarterly Performance Report For This Period

① This period Quarterly Performance Report status: In-process

Title (click to show details...)	Act. Status	Previously Reported	This Period	Cumulative
Total Outlays		\$263,301.54	\$218,032.27	\$481,333.81

Account or Identifying Number: SEP Basis: ☒ Cash ☐ Accrual

10. Transactions

Federal Cash	Previously Approved	This Period	Cumulative
a. Cash Receipts	\$588,624.47	\$ 0.00	\$ 588,624.47
b. Cash Disbursements	\$679,236.50	\$ 218,032.27	\$ 897,268.77
c. Cash on Hand (line a minus b)	(\$90,612.03)	-218,032.27	-308,644.30

Federal Expenditures and Unobligated Balance	Previously Approved	This Period	Cumulative
d. Total Federal Funds Authorized			\$ 1,836,220.00
e. Federal Share of Expenditures	\$679,236.50	\$ 218,032.27	\$ 897,268.77
f. Federal Share of Unliquidated Obligations	\$424,029.00		\$ 464,029.00
g. Total Federal Share (sum of lines e and f)	\$1,103,265.50		\$ 1,361,297.77
h. Unobligated Balance of Federal Funds (line d minus g)			\$ 474,922.23

Recipient Share	Previously Approved	This Period	Cumulative
i. Total Recipient Share Required 18% to date ①	\$193,391.20	\$ 138,843.00	\$ 332,234.20
j. Recipient Share of Expenditures 13% to date ①	\$114,527.24	\$ 0.00	\$ 114,527.24
k. Remaining Recipient Share to Be Provided (line i minus j)	\$78,863.96	\$ 138,843.00	\$ 217,706.96

Program Income	Previously Approved	This Period	Cumulative
l. Total Federal Program Income Earned	\$0.00	\$ 0.00	\$ 0.00
m. Program Income Expended in Accordance with the Deduction Alternative	\$0.00	\$ 0.00	\$ 0.00
n. Program Income Expended in Accordance with the Addition Alternative	\$0.00	\$ 0.00	\$ 0.00
o. Unexpended Program Income (line l minus line m or line l minus line n)	\$0.00	\$ 0.00	\$ 0.00

Figure 3-5. Financial Programs Report

Reporting period: 04/01/2023 - 06/30/2023 Submitted

Validate

Financing Program: (1) OurStateSAVES

Financing Program Summary

Linked Grant

EE0099999 (Department of Economic and Community Affairs)

Financial Program Title

(1) OurStateSAVES

Description

The State Energy Office (SEO) will coordinate with a third party administrator to provide low cost loans and loan subsidies in the form of loan loss reserves and interest rate buydowns for energy efficiency and renewable energy projects at private industrial, commercial and institutional facilities in .

Program Administered

☐ In-House
☒ Third Party

Final ARRA Program Funding

\$25,500,000.00

Financial Program Status

Active

FINANCIAL METRICS SUMMARY

(This section is pre-populated from information entered below in this report)

Program Size

Previous Program Size	\$16,248,161.52
+ Non-Principal Income (Including Interest and Fees)	\$16,139.74
+ Inter-Program Transfer	\$0.00
- Outlays	\$0.00
= Program Size	\$16,264,301.26

Funds Available

Program Size	\$16,264,301.26
- Loans Given (cumulative to date)	\$24,039,781.20
+ Principal Repaid (cumulative to date)	\$8,889,997.47
= Funds Available	\$1,114,517.53



Semiannual Davis Bacon Reporting

DOE grantees must comply with the [Davis-Bacon Act](#) as a condition of spending American Recovery and Reinvestment Act (ARRA) and Infrastructure Investment and Jobs Act (IIJA) funds.

Among other Davis-Bacon requirements, grantees must report semiannually to DOE regarding their oversight of Davis-Bacon compliance and enforcement. Semiannual Davis-Bacon reports are required for annual Formula grants with an FPR (ARRA Financing Program) and are due within 25 calendar days following the end of the semiannual reporting period.

For IIJA funds, Semiannual Davis-Bacon reports are due every 6 months, by April 21 and October 21 of each year. Semiannual Davis-Bacon reports are due in PAGE. Find more information on [IIJA Davis-Bacon Act requirements including the LCPtracker here](#).



Figure 3-6. Semiannual Davis Bacon Enforcement Report

1.	Period Covered: 10/01/2023 - 03/31/2024 In-process		 
<input type="button" value="Validate"/>			
2.	Number of contracts awarded subject to Davis-Bacon and Related Acts:	<input type="text" value="3"/>	
3.	Total dollar amount of contracts awarded Subject to Davis-Bacon and Related Acts:	<input type="text" value="\$ 234,000.00"/>	
4.	Number of contractors/subcontractors against whom complaints were received:	<input type="text" value="4"/>	
5.	Number of investigations completed:	<input type="text" value="2"/>	
6.	Number of contractors/subcontractors found in violation:	<input type="text" value="1"/>	
7.	Amount of wage restitution found due:		
	Davis-Bacon and Related Acts:	<input type="text" value="\$ 234.00"/>	
	Contract Work Hours and Safety Standards Act: (Overtime Violations)	<input type="text" value="\$ 266.00"/>	
8.	Amount of back wages paid:		
	Davis-Bacon and Related Acts:	<input type="text" value="\$ 6,543.00"/>	
	Contract Work Hours and Safety Standards Act:	<input type="text" value="\$ 3,321.00"/>	
9.	Total number of employees due wage restitution under the Davis Bacon and Related Acts and/or Contract Work Hours and Safety Standards Act:	<input type="text" value="23"/>	
10.	Amount of liquidated damages assessed under Contract Work Hours and Safety Standards Act:	<input type="text" value="\$ 4,356.00"/>	

Historic Preservation Reporting

Grantees must comply with the requirements of Section 106 of the National Historic Preservation Act as a condition of spending DOE funds. Among other Historic Preservation Act requirements, grantees must report annually to DOE regarding how they have met the Historic Preservation Act requirements for activities they are undertaking using DOE funds over the year. These reports cover September 1 to August 31 and are due September 15 each year.

Figure 3-7. Historic Preservation Report

Reporting period: 09/01/2023 - 08/31/2024 In-process		 
1a.	State where recipient is located: AL	
1b.	Name of recipient: Alabama Department of Economic and Community Affairs	
1c.	Have you utilized a U.S. DOE-executed Historic Preservation Programmatic Agreement (PA) in order to comply with National Historic Preservation Act requirements for all or some of your U.S. DOE-funded EECBG, WAP, or SEP activities? <input checked="" type="radio"/> Yes <input type="radio"/> No	
1d.	If your answer to 1c above is no, then for any activities for which you did NOT utilize a PA for historic preservation review have you otherwise complied with National Historic Preservation Act requirements for those activities? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	
1e.	Total number of activities being funded in whole or in part with DOE funds:	<input type="text" value="22"/>
2a.	Identify the number of activities that were exempt from further historic preservation review under the PA due to property age:	<input type="text" value="3"/>
2b.	Identify the number of activities exempt from further historic preservation review per the PA list of exempt activities:	<input type="text" value="55"/>
2c.	Identify the number of activities exempt from further historic preservation review under the PA due to a prior review under a Section 106 Agreement for Community Development Block Grants (CDBG):	<input type="text" value="5"/>
3.	For any activities that you did not identify as exempt from further review under questions 2a, 2b, or 2c, please list the following:	
a.	Number of Section 106 reviews completed under the PA:	<input type="text" value="5"/>

Grant Guidance

DOE provided guidance to SEP grantees on financing programs in SEP Program Notice [10-008F](#) on November 10, 2020.

Establishing a PAGE Account

User access to PAGE is provided by PAGE Local System Administrators. For grantee users, each grantee office has at least one Local System Administrator; and for DOE users, each DOE office has at least one Local System Administrator. Users should contact the [PAGE Help Desk](#) for assistance with finding a PAGE Local System Administrator in their office.

PAGE Support

For any questions and support, grantees can refer to the FAQ tab, use the Help Button on the PAGE home screen, or contact their DOE PO. If a PO is unable to help, the PAGE Help Desk can be reached by emailing PAGE-Hotline@hq.doe.gov.

Monitoring

Monitoring the Program

Federal regulations require DOE to monitor each grant recipient. Federal regulations also require grantees to monitor each project, program, sub-recipient, function, or activity supported by federal funds to ensure compliance with all federal regulations. See [10 CFR Part 600.151](#) and [10 CFR Part 600.240](#), for awards made on or before December 26, 2014, or [2 CFR Part 200.328](#), for awards made after December 26, 2014.

This section outlines grant monitoring procedures and responsibilities established for DOE and states.

Goals and Objectives

The goal of SEO grant monitoring is to maximize the effectiveness of SEP activities and to ensure compliance with applicable regulations. Administrative and financial monitoring ensures projects are on track and on schedule. Monitoring also provides an opportunity for DOE to communicate with states and help them achieve their energy goals.

DOE Monitoring of States

DOE is responsible for the oversight of state-led initiatives funded through SEP. DOE is also responsible for establishing monitoring policies and procedures, reviewing and assessing state administration of the program, and providing necessary Technical Assistance and training.

Desk Monitoring

POs perform desk monitoring to periodically review the status of projects and initiatives included in the State Plan and assess the financial status of the program in that state. Desk monitoring includes review of reports submitted by the state, discussions of items such as spending and milestones, and major accomplishments to highlight the activity for DOE to inquire if Technical Assistance is needed in a certain area and/or offer project-specific suggestions. POs also make regular monitoring visits to each state.

On-Site and Virtual Monitoring

Federal regulations require DOE to perform formal on-site monitoring visits to states. During an on-site monitoring visit, the PO reviews the state's performance. A PO may request to observe state personnel monitoring a sub-recipient, or review state procedures for dealing with a problematic sub-recipient.

See Virtual Monitoring Instrument in Appendix F.

Financial Monitoring Desktop Review

SEP also conducts a supplemental periodic financial monitoring of grantees in the form of desktop reviews. This review series is distinct from but complementary to monitoring activities undertaken by each PO. Each round typically involves 4 to 6 grantees on a rotating review cycle that takes into account PO monitoring activities and any special circumstances of a particular state. All 56 SEOs are reviewed at least once every 4 to 5 years.

The review process relies heavily on self-reporting by the state as provided through a questionnaire known as the SEP Administrative Processes & Financial Management Monitoring Instrument (see Appendix G) as well as requested supporting documentation.

The goals of the review are to:

- Examine the financial management policies, procedures, and related controls of a grantee.
- Examine business operations and accounting practices for all sources and uses of funds.
- Ensure that procurement, payroll, and contracting procedures meet state and federal requirements and have sufficient documentation.
- Share the findings (via the PO) with the grantee and, in the event any weaknesses are identified to work with the state to resolve the matter.

See SEP Financial Monitoring Desktop Instrument in Appendix G.

Pre-Visit Review and Monitoring Instrument

The pre-visit review is a key ingredient to a successful monitoring trip. The PO begins by coordinating with the state to determine visit dates and a draft agenda. At least 45 days prior to the visit, the PO asks the state to complete and provide the following pieces of information:

- Organizational management structure
- Sample sub-recipient monitoring report
- Administrative/programmatic policies/procedures
- To the extent possible, a completed SEP On-Site Monitoring Instrument.

DOE requests that this information is submitted to the PO at least 15 days prior to the visit to allow for a thorough review. The PO then works with the state to develop a final agenda and determine which programs, contracts, and projects to review while on-site. The PO ensures that the agenda is comprehensive enough to cover most aspects of the state's initiatives and verifies that the state is complying with program and federal grant requirements.

Next, the PO sends a final notification letter and draft agenda to the state at least 21 days in advance of the visit. The letter describes the breadth of the review that will occur in the upcoming visit. The letter should list specific projects or programs, sites to be visited, and materials to be reviewed.

POs review the following documents prior to the visit:

- The information submitted by the state, including the On-Site Monitoring Instrument
- The most recent monitoring visit report and correspondence with the state
- Recent quarterly progress and fiscal reports for the year to be monitored
- Current Master File and Annual File/Narrative Information Worksheet
- Program and project files for the programs to be monitored during the visit.

See On-Site Monitoring Instrument in Appendix E.

Monitoring Visit

1. Entrance Briefing

Monitoring visits typically start with an entrance briefing involving the PO, the SEO Director, SEP Manager, and any other key staff supporting SEP. This allows the PO the opportunity to interact with grant-funded personnel and strengthen the working relationship.

At the entrance briefing, the PO reiterates the goals and objectives of the monitoring visit, gathers general information for the monitoring report, and discusses the goals of the state's programs. The PO also examines the state's organizational structure to learn the responsibilities of each staffer supported by the grant as well as changes in state management that could impact ongoing programs. During the entrance briefing, participants should schedule an exit conference at the close of the monitoring visit or within 3 working days by teleconference.

2. Administrative Review

Monitoring visits typically last from 1 to 3 days. They comprise administrative, programmatic, and some financial subject areas. The administrative review evaluates the overall management systems as they relate to the State Plan. A separate financial monitoring instrument, entitled the Administrative Processes & Financial Management Monitoring Instrument, examines business operations and accounting practices for all sources and uses of funds.

See SEP Financial Monitoring Desktop Instrument in Appendix G.

3. Programmatic Review

The programmatic review evaluates the implementation of the approved plan, comparing actual accomplishments to milestones and the latest quarterly report. The PO reviews the program files, interviews project managers, and checks whether the state's desktop and on-site monitoring of its sub-recipients match the monitoring section of the State Plan. The PO reviews the state monitoring questionnaire and, if needed, accompanies state personnel to a sub-recipient visit.

Finally, the PO obtains copies of documents to support the conclusions and findings. Except for suspected waste, fraud, or abuse, the PO will discuss any observations, concerns, and/or findings with state personnel at an exit briefing. The PO will also discuss ideas and recommendations with state personnel and ask if there are procedures or processes on which DOE can improve.

4. Post-Visit Review

Within 30 days of the visit, the PO prepares a draft monitoring report containing the results of the on-site visit, including any commendations, concerns, and/or findings. The report is reviewed by SEP leadership and transmitted to the state when final. DOE endeavors to send complete monitoring reports to states within 30 days of a monitoring visit, subject to a state's provision on a timely basis of any follow-up requested information.

5. Corrective Action Plan

The state is required to address any findings with a Corrective Action Plan submitted to DOE within 30 days. The PO accepts or rejects the state's response within 30 days. If the PO rejects the state's response, further negotiations and correspondence are required. If the state fails to respond after the second notice, the PO sends another notice of the findings. If the state still does not respond or refuses to comply, DOE can consider initiating remedial actions. Once DOE accepts the state's response, the PO sends the state a final letter of acceptance. After completing the post-visit review, the PO enters the final monitoring report into PAGE.

State Monitoring Efforts

Federal regulations require state grantees to monitor each project, program, sub-recipient, and function supported by federal funds to ensure compliance with federal reporting requirements and performance goals. States should monitor their projects as they would monitor a sub-recipient's project. They should assess program quality and increase program success and effectiveness. To monitor their projects, states can follow the same general monitoring procedures the POs use, including the checklists. States may skip over questions that do not apply but should concentrate on the questions that assess program quality.

Program Accomplishments: Sharing Success

Widespread dissemination of success stories is a key priority for SEP. It is important to ensure that key information about the nature and impact of SEP projects is accessible, reliable, and delivered through multiple communications channels to stakeholders and the public. When possible, success stories include quantitative and qualitative results. The best success stories demonstrate positive and lasting impact to a state or local community and include photos or other visual graphics to illustrate the impact of the project.

Other previously published [SEP news and blog updates](#) can be found on the [SEP website](#).

See SEP Success Story Template for POs and/or grantees in Appendix C.

Figure 3-9. Success Stories



JULY 24, 2024

SEP Beneficial Electrification: Rhode Island Community Grid Improvements

In Johnston, Rhode Island, the Rhode Island Office of Energy Resources led a community engagement grid improvement workshop series.

MARCH 25, 2024

Prepping for Energy Threats: Georgia State Agencies and Partners Explore What Happens During a Cyberattack

Imagine a scenario in which Georgia's electrical substations are under attack. Last summer, a coalition of energy sector organizations played out this exercise to test their coordination and response abilities amid a crisis.



DECEMBER 11, 2023

South Carolina's Mini- Grant Program for Energy Demonstration Projects Finds Major Success

The South Carolina Energy Office's competitive Mini-Grant Program supports high-impact demonstration projects that serve as successful examples of emerging technologies and innovative approaches.

Figure 3-9. Success Stories

DECEMBER 6, 2023

Weathering the Storm: Florida's State Energy Office Hurricane Preparedness

In adept preparation and response to Hurricane Idalia, Florida utilized 6 staff persons, providing aid for Emergency Support Function (ESF-19) Fuels at the State Emergency Operations Center.



JULY 31, 2023

Lessons from the Centennial State: Addressing Colorado's Energy Burden

With support from the SEP, the Colorado Energy Office conducted a study on energy cost burdens across the state. The study identified key recommendations to inform future policies.

JUNE 2, 2023

Shedding Light on Savings: New Hampshire Generates Energy Savings and Better Learning Environments in Public Schools

Using funds from SEP, New Hampshire is improving lighting efficiency in public schools.



Chapter 4: SEP's Technical Assistance Program Resources



Introduction

The U.S. Department of Energy's (DOE's) [State Energy Program](#) (SEP) provides critical Technical Assistance (TA) to the 50 U.S. states, 5 U.S. territories, and the District of Columbia to maximize energy efficiency and renewable energy benefits. Over decades of work, SEP and its stakeholders have developed institutional knowledge on how to help state and local governments create new partnerships and connect with energy efficiency and renewable energy sector resources.

SEP works in collaboration with the other pillars and programs across the [Office of State and Community Energy Programs](#) (SCEP) to provide crosscutting TA at the nexus of states, local governments, and K-12 school districts. Since the Bipartisan Infrastructure Law (BIL) was passed, also known as the [Infrastructure Investment and Jobs Act](#) (IIJA), SEP collaborates with states to design and deliver a high-impact TA plan over 5-plus years and utilize funding from Section 40109.

The State Energy Program's Technical Assistance Resources and Initiatives for States

Workforce Development Initiative

Workforce development and training are foundational SEP State Plan activities, and provisions in both BIL and the Inflation Reduction Act (IRA) expand states' roles in these efforts. To ensure states are successful, SEP may provide states data necessary for successful planning, implementation, and evaluation of their workforce development initiatives.

Deliverables from these initiatives support new best practice comprehension and expanded implementation of clean energy workforce development, along with valuable partner identification. SEP support will establish a baseline to comprehend and analyze how state investments impact their occupation level labor market.

The State and Local Solution Center

The [State and Local Solution Center](#) (SLSC) is a resource hub for states, local governments, and K-12 school districts. SLSC's 400-plus resource topics are foundational to public sector energy efficiency, renewable energy, and sustainable transportation activities. These topics include how to develop strategic energy plans and programs, implement data management systems, find funding or financing, and empower your workforce.

The SLSC also features a regularly updated [Public Sector Funding & Technical Assistance Programs](#) page that highlights and directs users to available opportunities. Explore this hub to learn more about [upcoming events](#) or sign up to receive [Spotlight Newsletter](#) monthly public sector updates.

Bipartisan Infrastructure Law Technical Assistance

In BIL Section 40109, Congress appropriated \$500 million, which SEP is allocating in Fiscal Years (FYs) 2022-2026, until expended. In August 2022, the \$425 million was made available for states with the FY21 SEP formula. In collaboration with states, SEP is using \$30 million of the remaining funds to maximize the impact of BIL and design and deliver a new TA plan.

Between September 7 and 28, 2023, SEP invited all 56 State Energy Offices (SEOs) to participate in a [virtual stakeholder engagement workshop series](#) to inform and advise SEP BIL TA program development. Workshop outcomes included discussing desired TA activities and formats; gaining understanding of TA deliverables; understanding preferred TA providers, subject matter experts, and/or partners and organizers; and sharing future DOE and/or SEO engagement approach ideas.

SEP gathered workshop feedback, along with other ongoing SEO engagement, to craft a [SEP BIL TA Implementation Plan](#) in collaboration with [National Association of State Energy Officials](#) (NASEO).

The plan outcomes include:

- Direct 1-1 TA state opportunities
- Updated trainings and webinar series
- Monthly SEP Office Hours for technical presentations and open discussion
- Peer Exchange opportunities and cohorts, including Transformation Collaboratives (TCs).

Bipartisan Infrastructure Law Direct Technical Assistance Program

SEP is offering direct 1-on-1 TA to SEOs to support the implementation of BIL funding and general planning for energy efficiency, resilience, and clean energy efforts. This TA is funded by Section 40109 of BIL and is one component of SEP's BIL TA Implementation Plan. Find more information about the Implementation Plan and other ongoing and planned TA initiatives on SEP's TA webpage.

Designated lead agencies from states and territories (such as an SEO) are eligible to request assistance. Assistance requests can be made for multiple entities that would like to collaborate on and jointly benefit from an assistance project. Only one request should be submitted per group and the request should describe the entities involved in the request. Assistance requests will be reviewed and may be approved at SEP's sole discretion.

In 2024, each SEO will be able to request up to 40 hours of TA for the year, with up to 3 additional hours for scoping the request. These hours can be used on a singular request or multiple smaller ones. States may combine hours if they are requesting assistance in a cohort.

The topics and types of assistance provided will be iterative to meet states' needs over time. TA falls under the following topic areas:

- Strategic energy planning
- Transmission and distribution planning
- Project and program financing
- Modeling and analytics.

The types of assistance include:

- Knowledge access (connecting to information, data, and tools)
- Knowledge transfer (trainings, webinars, expert guidance)
- Knowledge application (research, modeling and analysis, markets and policy assessment, system design)
- Convening and facilitation (community engagement, facilitation, visioning, goal-setting, and action planning).

Revolving Loan Fund Technical Assistance

Section 40502 of BIL appropriated SEP \$250 million to provide Capitalization Grants to the 50 U.S. states, 5 U.S. territories, and the District of Columbia and established revolving loan funds (RLFs). Under this provision, states may provide loans and grants for energy efficiency audits, upgrades, and retrofits to increase energy efficiency and improve building comfort. The [RLF TA Resources webpage](#) shares a comprehensive RLF Resource Library, webinars and workshops, and TA resources to support RLF program design and implementation by the states.

Transformation Collaboratives

TCs are a voluntary opportunity to participate in a learning and best practices partnership.

Through participation in 1 or more TCs, states have the opportunity to:

- Coordinate efforts on 1 or more topic area(s) of their choice.
- Receive TA from SEP, including best-in-class DOE resources and subject matter expertise.
- Whether from a national laboratory or other entity, tools, guides, planning and modeling/systems analysis, and multi-jurisdiction convenings with national and local experts and stakeholders to help states increase the impact of their BIL-funded work.

Through state listening sessions and direct state insights, SEP has identified the following 3 topics for TC participation:

1. Energy Planning: Transmission and Distribution (T&D) Planning

As a result of the new mandatory SEP requirement contained in BIL Section 40109, states may enhance their T&D planning efforts. States may participate in facilitated regional engagements to coordinate both state-specific and regional perspectives in their T&D planning.

2. Energy Planning: Systemwide Planning for Grid Expansion, Modernization, and Clean Energy Technology Integration

State participants may engage collectively to address systemwide grid expansion planning, modernization, resiliency, clean energy technology market needs, and cost-reduction clean grid technology integration opportunities.

3. Community Energy Planning

States and communities may connect with experts and each other (i.e., regional cohorts) to enhance clean energy and resilience planning. This program includes a particular emphasis on delivering energy justice benefits as part of the Justice40 framework, as well as on supporting and maximizing benefits for disadvantaged, rural, and energy transition communities.

Measuring the Progress and Impact of Technical Assistance

SEP will routinely measure and share the outputs, benefits, and outcomes of TA. SEP recognizes that state needs may change as SEP funds are expended and new programs are developed and put into place. This process will be iterative, and SEP will gather consistent feedback on what resources are most helpful to states.

To measure the impact of TA to states, states should plan to include the results and outcomes of TA in their annual and BIL reporting in the form of Quarterly Progress Reports and SEP BIL Supplemental Reports in DOE's Performance and Accountability for Grants in Energy (PAGE) reporting system. To amplify impact across the country, SEP will ask states to share lessons learned and best practices via peer exchange, webinars, cohorts, and other informative forums.

SEP will measure progress of TA by tracking outputs, including TA requests, recipients, performers, and performance information from the time of application submission until after the engagement has ended. SEP Annual TA Reports will include outputs of TA requests and projects, qualitative and/or quantitative impacts, and high-level budget tracking. SEP will also share the types of TA requested and provided to states on a regular basis.

Tools and Toolkits for State Governments

The **tools** and toolkits listed below represent a non-exhaustive list of resources for state governments. Visit the [SLSC](#) to learn more and find other DOE tools and resources.



Low-Income Energy Affordability Data (LEAD) Tool

LEAD can provide data, such as energy burden, to help inform data-driven decisions, especially in pursuit of Justice40 Initiative goals. Data available includes historical information from the U.S. Census Bureau to identify geographic representation of energy burden and costs, a comparison of geographies within a state, and inequities across regions. This tool is intended as a starting point to find areas with higher energy burdens and costs to inform decisions about funding distribution and program qualifications.



State and Local Planning for Energy (SLOPE) Platform

SLOPE is an online platform to support data-driven state and local energy and decarbonization planning. SLOPE includes two distinct tools to support jurisdictions' planning needs: the Scenario Planner to compare scenarios for the future of energy costs and emissions for counties and states, and the Data Viewer to explore city, county, and state data on renewables, efficiency, and transportation. SLOPE can help states determine areas with the greatest potential, opportunity, and need for energy investments, and inform associated priorities and decision-making. Analysis with this tool is often informed by outcomes from the LEAD tool, although this is not required.



Clean Energy for Low-Income Communities Accelerator (CELICA) Toolkit

Repository of tools, resources, and models for developing low-income energy efficiency and renewable energy programs and to support program administrators in reducing energy burden for low-income communities.



Energy Savings Performance Contracting (ESPC) Toolkit

A collection of resources to enable state and local communities to learn and benefit from the work of the ESPC Accelerator, including best practices and innovative approaches to establish and implement performance contracting.

In 2024, DOE launched the ESPC Campaign, a voluntary initiative to expand and enhance the use of ESPC. The campaign aims to achieve \$1 billion in measured and verified savings across participants.



FEMA

Climate Risk and Resilience Portal (ClimRR)

ClimRR provides future climate data to help plan for and adapt to our changing world. Using one of the world's largest supercomputers, ClimRR models over 60 climate variables to provide the most sophisticated, free dynamically downscaled projections for the United States. The tool is designed to empower individuals, governments, and organizations to examine simulated future climate conditions at mid- and end-of-century for a range of climate perils.

Renewable Energy Integration and Optimization (REopt®)



REopt and accompanying analysis optimize planning of generation, storage, and controllable loads to maximize the value of integrated distributed energy systems for buildings, campuses, and microgrids. REopt recommends an optimally sized mix of renewable and distributed energy, conventional generation, and energy storage technologies; provides a dispatch strategy for operating the technology mix at maximum economic efficiency; and estimates the net present value of implementing those technologies.



REopt for Resilience

A National Renewable Energy Laboratory-designed course to support technical service providers, community planners, and state policy makers in understanding how to use the REopt techno-economic decision support platform to optimize energy systems for facilities that provide critical community resilience.



System Advisor Model (SAM)

SAM calculates the techno-economic analysis of energy technologies. It is used by project managers and engineers, policy analysts, technology developers, and researchers to investigate questions about the technical, economic, and financial feasibility of renewable energy projects. Financial models calculated within SAM may include:

- Residential and commercial projects where the renewable energy system is on the customer side of the electric utility meter (behind the meter), and power from the system is used to reduce the customer's electricity bill.
 - Power purchase agreement (PPA) projects where the system is connected to the grid at an interconnection point, and the project earns revenue through power sales. The project may be owned and operated by a single owner or by a partnership involving a flip or leaseback arrangement.
 - Third-party ownership where the system is installed on the customer's (host) property and owned by a separate entity (developer), and the host is compensated for power generated by the system through either a PPA or lease agreement.
-

PVWatts®



The PVWatts Calculator estimates the energy production of grid-connected photovoltaic (PV) energy systems throughout the world. It allows homeowners, small building owners, installers, and manufacturers to easily develop estimates of the performance of potential PV installations.

Jobs and Economic Development Impact (JEDI)



The JEDI model was developed to estimate job potential from the perspective of a particular clean energy technology within a community. Outputs from this model could include the jobs that could be supported from a specific project installation and occupational estimates to prepare a community for forthcoming needs or implement Justice40 Initiative goals.



Commercial Property Assessed Clean Energy (C-PACE) Toolkit

Resources and best practices state and local governments can use to navigate barriers and benefit from C-PACE financing and legislation.



Environment for the Analysis of Geo-Located Energy Information (EAGLE-I)

Restoring power after an outage event is a critical piece of response and recovery. EAGLE-I is an interactive geographic information system (GIS) that allows users to view and map the nation's energy infrastructure and obtain near real-time informational updates concerning the electric, petroleum, and natural gas sectors. The tool provides operational and scalable data and information for real-time wide-area situational awareness, providing a centralized platform for monitoring power distribution outage for over 146 million customers, which is just over 92% coverage of the United States and territories.

Technical Assistance Provided by the National Association of State Energy Officials

The [National Association of State Energy Officials \(NASEO\)](#) is the only national nonprofit association for governor-designated energy officials from each of the 50 U.S. states, 5 territories, and the District of Columbia. Formed by the states in 1986, NASEO facilitates peer learning among state energy officials, serves as a resource for and about SEOs, and advocates for SEOs interests to Congress and federal agencies.

Through a cooperative agreement, DOE provides financial support to NASEO. This assistance ensures information delivery on energy-saving programs to states and improves coordination between DOE and SEOs. Through these agreements, both federal and state-level decision makers can continually improve energy program financial investment efficacy and impacts. Key activities are modified year-to-year to reflect SEO needs.

NASEO hosts [national and regional meetings](#) throughout the year.

SEP receives annual appropriations to fund formula grants to the 56 states, territories, and the District of Columbia. Using a portion of the annual appropriation, SEP has provided TA to SEOs for several years. This TA has taken the form of data tools, reports, support for convening events, cohort-based initiatives, etc. Informed by regular engagement and solicited feedback from the SEOs, SEP has released an Annual Technical Assistance Implementation Plan to cover proposed projects for states in Fiscal Year 2025. The projects generally fall into the following topic areas:

- Funding and financing
- Rural and disadvantaged communities (DACs)
- Economic development
- Decarbonization
- Workforce development.

View the [2025 Annual Technical Assistance Plan](#) here

Find more information on past TA initiatives led by SEP in the historical efforts section of the [SEP TA webpage](#).

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Appendix A:

State Energy Program Fact Sheet



SCEP
STATE & COMMUNITY ENERGY PROGRAMS

State Energy Program



The State Energy Program (SEP) delivers on the mission of the U.S. Department of Energy's Office of State and Community Energy Programs (SCEP) by emphasizing the state's role as key decision-maker for tailored program activity opportunities.

- SEP provides funding and technical assistance to states, territories, and the District of Columbia (56 total grantees) to enhance energy security, advance state-led energy initiatives, and increase energy affordability.
- Established during the 1970s, the SEP program distributes formula grants, competitive grants, and technical assistance. Each state determines how it wishes to allocate funds across eligible programs to deliver resources, extend capacity and achieve unique and affordable clean energy goals.
- Through the Infrastructure Investment and Jobs Act (IIJA), more commonly known as the Bipartisan Infrastructure Law (BIL), Congress appropriated \$500 million to DOE for an expansion of SEP and \$250 million for the Energy Efficiency Revolving Loan Fund Capitalization Grant Program to states.

“SEP empowers states to be their own decisionmakers and use funding to best fit their needs.” --- Dr. Henry McKoy, Director of State and Community Energy Programs

With SEP funding, states develop and implement a variety of initiatives and programs that generate substantial energy and cost savings, moving states closer toward climate and clean energy goals.

National Impact of SEP Funding



Through funding from SEP, state energy offices have realized a wide range of outcomes and benefits for American families, communities, and businesses. State SEP investments have resulted in the following outcomes over the past 5 years:

- Reduced energy use and costs in more than 20,000 buildings (143 million square feet).
- 53,000 renewable energy systems installed.
- 1,000,000 people educated in energy efficiency and energy audits.
- Energy savings performance contracts (ESPCs) executed for public facility retrofits.
- Coordination with utilities to implement complementary efficiency programs.
- Innovative pilot projects with the private sector, K-12 schools, and universities.

Examples of Success Stories in SEP Funded Projects Led by States:

- **Colorado** conducted the **Pathways to Energy Affordability study** on energy cost burdens across the state. The study identified key recommendations to inform future strategies in achieving energy affordability policies.
- **Hawai'i** created a **Clean Energy Curriculum** for Title I Schools to ensure all students, of any income, race, or background, have a part in their clean energy future.
- **Kentucky** developed and launched the **Solar Siting Potential in Kentucky web tool** that helps government officials and businesses identify land suitable for utility-scale solar projects, with a particular focus on underutilized lands such as brownfields and abandoned mines.

- **New Hampshire's School Energy Efficiency Development Grant Program** retrofitted the lighting in a high school to lower energy costs and usage, save on utility bills, and improve the health of students.
- **New Mexico** leveraged SEP funding to help secure approval from the Federal Highway Administration to designate **Alternative Fuel Corridors**, a critical first step for expanding electric vehicle charging infrastructure.
- **Pennsylvania's Agriculture Energy Efficiency Rebate Program** helps agricultural producers reduce energy consumption using energy efficient technologies.
- **Wisconsin's Statewide Assistance for Energy Reliability and Resiliency initiative** surveyed tribal and county emergency managers across the state to assess the effectiveness of their emergency response plans.

Other Programs under SEP

The Energy Efficiency Revolving Loan Fund Capitalization Grant Program (EERLF) is designed to provide capitalization grants to States to establish a revolving loan fund under which the state provides loans and grants for energy efficiency audits, upgrades, and retrofits to increase energy efficiency and improve the comfort of buildings.

For more than a decade, the U.S. Department of Energy has designed and implemented high-impact technical assistance initiatives in collaboration with states, local governments, and communities. SEP TA initiatives deliver significant value to State Energy Offices for the administration of SEP and other programming. Our initiatives create tools and resources that benefit all states and their communities. [You can find more information on SEP TA here.](#)

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For more information, visit:
energy.gov/SCEP or energy.gov/save

Email us at:
SCEP@hq.doe.gov

Connect with us on
 LinkedIn and Twitter



Appendix B:

PVE Funds At-a-Glance and Funding Overview

Table 1. PVE Funding History At-a-Glance

Funding Distribution	Chevron	Warner Amendment	Exxon	Stripper Well	Diamond Shamrock
	\$25 million, 1981	\$200 million, 1983	\$2.1 billion, 1986	\$1.5 billion, 1986	\$48.6 million, 1986
Allowable Uses	Ride-sharing, public transportation, building energy audits, grants or loans for weatherization and energy conservation equipment installation, energy assistance programs, highway and bridge maintenance and repair, airport maintenance and improvement, reduction in airport user fees, energy conservation research.	SECP, EES, Weatherization Assistance Program, Institutional Conservation Program, Low-Income Home Energy Assistance Program Block Grant. No administrative expenses.	Same programs as Warner Amendment. No administrative expenses.	Same programs as Warner Amendment and Chevron settlement or any program approved by DOE SEP. Up to 5% for administrative expenses. Can be used as nonfederal match for Federal grant funds.	Same as Stripper Well. Any amount, up to entire refund, for administrative expenses not to exceed 5% of states total PVE receipts. Can be used as non-federal match for Federal grant funds.
Regulations / Reporting Requirements*		All regulations and reporting requirements for the applicable Federal programs apply. Funds cannot be spent outside the grant programs.	Same as Warner Amendment. State required to submit annual report to DOE and the Court 30 days after close of State's fiscal year. Funds cannot be spent outside the grant programs.	If State puts funds into Federal program, all regulations and reporting requirements apply. State required to submit annual report to DOE and the Court 30 days after close of State's fiscal year. For funds spent outside the grant programs: States send proposals to DOE Headquarters and the Court. Headquarters committee reviews State proposals for consistency with settlement agreement. DOE notifies State whether proposal is consistent.	Same as Stripper Well. For funds spent outside the grant programs; States are not required to notify DOE before spending funds.

Approval Process: SEP must approve all PVE funds put into the State Plans, regardless of source, as part of the State Plan for the applicable program.

* States may file one annual report to DOE and the court covering Exxon, Stripper Well, and Diamond Shamrock funds.

Appendix B:

PVE Funding History

Petroleum Violation Escrow Funds

Beginning in 1983, additional funds became available to the States as a result of alleged oil company violations of the Federal oil pricing controls in place from 1973 to 1981. These funds are known as Petroleum Violation Escrow (PVE) funds or oil-overcharge funds.

PVE funds must be used to provide indirect restitution to energy consumers through a variety of energy-related programs. Each State determines how it wishes to allocate the funds across eligible programs. The States may use these funds and the interest earned on them to finance SEP activities. PVE funds allocated to the SEP are treated as appropriated funds and are subject to program requirements. They are not, however, subject to the cost-sharing requirement or the 20% limitation on equipment purchases under SEP.

PVE funds became available to the States through several mechanisms:

- Settlements (for example, Chevron, Diamond Shamrock, and Stripper Well).
- Legislation (the Warner Amendment).
- Other court actions (Exxon).

Chevron Settlement

The first major case, involving the Standard Oil Company of California (Chevron), was settled in the fall of 1981. This case is important for two reasons. The *Chevron Consent Order* was the first major settlement to use the method of indirect restitution that would be used in the other major cases to follow. Also, the *Chevron Consent Order* specified nine general categories of allowed expenditures that were related to energy use. These categories were:

- Ride-sharing.
- Public transportation.
- Building energy audits.
- Grants or loans for weatherization and energy conservation equipment installation.

- Energy assistance programs.
- Highway and bridge maintenance and repair.
- Airport maintenance and improvement.
- Reduction in airport user fees.
- Energy conservation research.

Under the *Chevron Consent Order*, the States received approximately \$25 million, according to a formula based on the estimated volume of the product sold by Chevron within each State during the period of the price controls.

Warner Amendment

In 1983, the *Warner Amendment to the Further Continuing Appropriations Act* (P.L. 95-105) affected a one-time appropriation of \$200 million. The Federal government distributed these PVE funds to the States using a formula based on the estimated volume of covered oil product sold within the State during the period of price controls. The *Warner Amendment* required these funds be used by the States "as if received" under one or more of the following five Federal energy programs:

- State Energy Conservation Program (SECP).
- Energy Extension Service (EES).
- The Institutional Conservation Program (ICP).
- The Weatherization Assistance Program (WAP).
- The Low-Income Energy Assistance Block Grant (administered by the Department of Health and Human Services).

The *Warner Amendment* directed that States cannot use funds for administrative purposes.

DOE issued *Ruling 1983-1* in February 1984 to outline the procedures for implementing the *Warner Amendment*. Among other things, *Ruling 1983-1* established that, once a State allocated *Warner Amendment* funds to a program, all the rules, regulations, and reporting procedures governing that program would apply. The one exception, however, is that State matching requirements for SECP and EES were waived for the PVE funds.

The Exxon Case

A U.S. District Court decision in 1983 found Exxon Corporation liable for overcharges on domestic crude oil. In March 1986, after several years of litigation, the decision of the District Court was upheld, and the Exxon case was settled. The court directed the Exxon Corporation to pay DOE \$2.1 billion, which was disbursed to the states under a formula similar to the one used in the *Warner Amendment* case. The Exxon court order adopted the terms specified in the *Warner Amendment* and directed States to use these funds in any or all of the five programs previously listed. No funds were to be used for administrative expenses. The court stated DOE *Ruling 1983-1* also applied to the use of Exxon funds and States should file an annual report with DOE and the court describing how the funds had been used during the course of the year.

Stripper Well Agreement

In July 1986, the U.S. District Court in Kansas issued its *Opinion and Order Approving Multidistrict Litigation (MDL) 378*, the *Stripper Well Agreement*. DOE, the States, petroleum refiners and resellers, and others involved with the issue agreed to the settlement, which covered 42 separate oil-overcharge cases. With a few specific exceptions, the agreement provided terms and conditions for all future crude oil overcharge cases.

The *Stripper Well Agreement* broadened the scope of activities eligible for funding beyond the *Warner Amendment*. (Particular restrictions based on the circumstances of each case may apply.) The agreement allows the States a much greater degree of flexibility in how the funds can be used. Stripper Well funds can be used in:

- Any program that falls into the nine major categories listed in the *Chevron Consent Order*.
- Any of the five Federal programs listed in the *Warner Amendment*.
- Any program approved by DOE.

The agreement does require the States to notify DOE and the court 30 days before any money is spent and to file an annual report with DOE and the court describing how the funds were used during the year. The agreement also allows States to use up to 5% of the funds for administrative costs.

On March 6, 1987, DOE's Economic Regulatory Administration issued a memorandum outlining DOE's opinion that PVE funds received under the terms of the *Stripper Well Agreement* are not considered Federal funds. States can use PVE funds as "nonfederal" match for Federal grant funds.

Diamond Shamrock

In 1986, the Diamond Shamrock case was also settled, sending \$48.6 million to the States. The provisions of the *Diamond Shamrock* settlement regarding allowable use of the funds are nearly identical to the *Stripper Well Agreement*. One significant difference is that States can use any amount, up to their entire Diamond Shamrock refund, for administrative expenses, as long as that amount does not exceed 5% of the State's total PVE receipts. Diamond Shamrock funds can also be used by the States as a "nonfederal" match for Federal grant funds.

Appendix C:

SEP Success Story Template

SEP Success Story Template

State of XXX – State Energy Program

How to Gather

Program Staff (Project Officer/Public State Contact) sends Success Story information to SEP

- **Public State Contact:**
 - o This information will be used as a contact point for additional questions/information.
- **Optional Info:**
 - o Relevant photos, social media handles/content/resources.
 - o Sample social media post.
 - o Sample newsletter blurb promoting success story.

Template

Summary Bullets

- Who did what?
- What makes this accomplishment exciting?
- What are some tangible benefits/who does this help?
- What SEP funding was used/how much?
- Did you leverage National Technical Assistance/National Labs, PnTA, etc.?

Write up

1-2 pages, single space

- **Paragraph 1:**
 - o Who did what, when, and where.
 - o Original goals/why this is exciting.
 - o Quote from state/NASEO on what they accomplished.
- **Paragraph 2:**
 - o How this was accomplished/methods.
 - o What role SEP/SCEP programs and other stakeholders played including funding.
 - o What communities were served/DEIJ implications.
- **Paragraph 3:**
 - o Challenges/solutions.
 - o What long-term benefits are expected from this accomplishment.
 - o What the subject has planned next/how they plan to build on this success.
- **Paragraph 4:**
 - o How the accomplishment can be emulated by similar parties.
 - o List of other resources for more information.
 - o Boilerplate: Why DOE is posting this success story.

Appendix D:

SEP Calendar At-a-Glance

<div>(See Reports List Below)</div> <div>SEP Calendar At-a-Glance</div> <div>(* Timing Subject To Change)</div>	
January	Quarterly Reports Due 1/30 QPR, FFR, FPR (if applicable)
February	<div>NASEO Winter Meeting</div> <div>Formula Grant Guidance and ALRD Released *</div>
March	<div>Final Report / Close-Out Info **</div> <div>Annual Indirect Cost Proposal Due 3/31 for 10/1 States (If DOE is Cognizant)</div>
April	<div>Quarterly Reports Due 4/30 QPR, FFR, FPR (if applicable)</div> <div>NASEO Regional Meetings: Southeast, Northeast, Midwest, Western, Central, Mid-Atlantic</div> <div>Formula Grant Proposals Due 4/30 from July 1 States *</div> <div>Davis Bacon Report Due 4/25 (SEP ARRA funds only)</div>
May	<div>Formula Grant Proposals Due 5/30 from States with Oct 1 - Sept 30 Fiscal Years*</div> <div>Formula Grant Proposals Negotiated and Awarded for States with July 1 - June 30 Fiscal Years</div>
June	<div>Final Report / Close-Out Info **</div> <div>Formula Grant Proposals Negotiated and Awarded for TX and States with Oct 1 - Sept 30 Fiscal Years</div>
July	<div>Quarterly Reports Due 7/30 QPR, FFR, FPR (if applicable)</div> <div>Annual PVE Report Due 7/30 for 7/1 States</div>
August	
September	<div>Annual Historic Preservation (NHPA) Reports Due 9/15</div> <div>Final Report / Close-Out Info **</div> <div>NASEO Annual Conference</div> <div>Annual Summary Report Due 9/30 for the 7/1 States</div>
October	<div>Quarterly Reports Due 10/30 QPR, FFR, FPR (if applicable)</div> <div>Davis Bacon Reports Due 9/25 (SEP ARRA funds only)</div> <div>Annual PVE Report Due 10/30 for 10/1 States</div>
November	
December	<div>Final Report / Close-Out Info **</div> <div>Annual Summary Report Due 12/30 for 10/1 States</div> <div>Annual Indirect Cost Due for 7/1 States (if DOE Cognizant)</div>

Reports Reference

Program/Quarterly Progress Reports (QPR): Required quarterly within 30 days of end of quarter and within 90 days after the expiration or termination of award (submit through PAGE).

Federal Financial Report (FFR/SF-425): Required quarterly within 30 days of end of quarter and within 90 days after the expiration or termination of award (submit through PAGE).

ARRA-funded Financial Programs Report (FPR): (applicable to Grantees with ARRA-funded financing programs): Required quarterly (submit through PAGE).

Annual Indirect Cost Proposal: If DOE is recipient's cognizant agency, required annually 180 days after fiscal year end. Submit in PAGE document library and to Project Officer.

Historic Preservation (NHPA): Required annually on 9/15 for the 9/1 - 8/31 period (submit in PAGE).

Davis Bacon(ARRA funds only): Required semi-annually for the 10/1 - 3/31 and 4/1 - 9/30 periods, within 25 days of end of period. See Wage Rate Requirements term in Appendix A of Annual award terms and conditions.

Closeout Reporting (SF-428 and 428B Final Property Report): Required 90 days after the expiration or termination of award (Submitted to DOE PO).

Annual Summary Report: Due 90 days after the end of each grant budget period.

Special Status Reports: Required only as needed, see Grant Reporting Requirements Checklist.

Final Reports and Close-Out Information (Annual Formula and Competitive): Final Reports and Close-out information are due 90 days after the end of each grant project period-typically at the end of a calendar quarter.

Appendix E:

SEP On-Site Monitoring Instrument

State Energy Program (SEP) Program Monitoring Instrument

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1. State Energy Program (SEP) Onsite Monitoring Instrument

Programmatic Overview

Applies to SEP Annual, SEP BIL, SEP BIL EERLF, EECBG BIL (Where answers differ between Programs, please explain by Program.)

- a. Please describe your process to generate timely and accurate reporting for each required report below.

- b. Please describe the information systems you use to manage and complete required reports.

- c. Please describe any frequent or systemic reporting problems.

- d. Please describe how you identify any data quality problems of sub-grantees.

Quarterly Performance Reports (QPR): Required quarterly within 30 days of the end of quarter and within 90 days after the expiration or termination of award (submit through PAGE).

Federal Financial Reporting (FFR or SF-425): Required quarterly within 30 days of the end of quarter and within 90 days after the expiration or termination of award (submit through PAGE).

Financial Programs Report (FPR): (applicable to grantees with ARRA-funded programs): Required quarterly (submit through PAGE).

Annual Indirect Cost Proposal: If DOE is the recipient's cognizant agency, required annually 180 days after fiscal year end. If EERE is the Cognizant Federal Agency, the Annual Incurred Cost Proposal is sent to CostPrice@ee.doe.gov. If not, it is sent to Cognizant Federal Agency.

Historical Preservation Report: Required annually on 9/15 for the 9/1 to 8/31 period (submit through PAGE).

Davis Bacon Report (ARRA and IIJA funds only): Required semi-annually for the 10/1 – 3/31 and 4/1 – 9/30 periods, within 25 days of end of period.

Closeout Reporting: (SF-428 and 428B Final Property Report): Required 90 days after the expiration or termination of award (Submitted to DOE TPO).

Annual Summary Report: Due 90 days after the end of each grant budget period. It should be sent to the Technical Project Officer and uploaded to the PAGE document library.

Organizational Structure, Management, Administration

Applies to SEP Annual, SEP BIL, SEP BIL EERLF, EECBG BIL (Note: Where answers differ between Programs, please explain by Program)

State Organizational Structure and Planning Process

- a. Provide a brief description of the organization that administers these 4 separate grant programs.

b. What are the major energy barriers, issues and opportunities facing the grantee?

- c. What are the grantee's long- and short-range energy goals and objectives, and how does the State Energy Office fit into each Program?
- What is the planning process to arrive at the energy goals and objectives?
 - Is the Governor/Legislature involved in the formulation of the energy goals and objectives?
 - Could these energy goals and objectives be accomplished without DOE's assistance?

d. What is the process for the development of the State Energy Program Annual Award Application?

- e. Are there external or constituency groups involved in the State Energy Office's planning process?
- How does the SEP staff participate?

- f. Have you had any organizational changes this year?
- Do you foresee any upcoming changes in your agency?
 - How do you manage staff turnover to help ensure the completion of program objectives?

- g. Please provide an agency organizational chart.
- Explain how the description provided in the SEP Annual, SEP BIL, SEP BIL EERLF, and EECBG BIL applications for all personnel paid for with grant funds matches the organization chart.

- h. Does each Program have appropriate staffing levels?

- i. Please describe how the personnel hours charged to each DOE grant are tracked, and how you ensure that personnel are not charging more than 100% of their time on these separate DOE programs.

General Administrative and Program Management

- a. What instruments and procedures are in place, and are used by the grantee, to ensure compliance with each Program's objectives and Federal regulations and policies?

- b. How do the grantee's efforts align with SEP goals to promote the efficient use of energy and reduce the rate of growth of energy demand through the development and implementation of specific state energy programs?

- c. How does the grantee's work under the State Energy Program promote the enhanced resiliency of energy systems?

Personnel

- a. Are all grantee personnel to be paid with grant funds accounted for on the agency's organizational chart?

- b. Has the organizational structure remained unchanged since the grant was awarded?
- If the structure or key personnel have changed, have you notified your Technical Project Officer?

- c. Are personnel policies on job classification, time and attendance, leave and overtime established in writing, and distributed to employees?

- d. Is there an established process for determining whether costs incurred by staff are allowable?

- e. Do the work hours estimated in the approved plan match the actual hours spent working on each Program?
- Please describe how your actual hours and expenses are tracked against your estimates, and how you manage over or underspending.

- f. Please list staff member(s) working on each grant referenced above, and their responsibilities.

- g. Does the grantee believe it has sufficient staffing to meet requirements and goals, and if not, how can DOE provide assistance?

Reporting

- a. Are there adequate internal written procedures for the preparation and submission of DOE reports including meeting deadlines for the submittal of reports and complying with all requirements of the final report?
- How does the grantee ensure that quarterly and semi-annual reports are completed accurately and submitted on time to PAGE?

-
- b. Please describe how program results are measured, gathered, and reported in the individual activity milestones and metrics.

-
- c. Please list who prepares and submits reports to DOE, for the following:

Quarterly Performance Report (QPR):
Quarterly Federal Financial Report (FFR):
Annual Historic Preservation Report:
Annual Summary:
(And if applicable)
Quarterly Financial Programs Report (FPR):
Semi-Annual Davis Bacon Report:

- d. How does the grantee ensure that the Federal Financial Reports reflect the costs incurred as recorded in grantee records?

Record Retention

- a. Please describe your procedures to ensure that grant related records will be retained for at least 3 years after delivery of the final report to DOE.

- b. Describe how records are properly disposed of at the end of the retention period.

Vehicles/Equipment

- a. How many and what types of equipment (including vehicles), if any, have been purchased, rented, or leased with grant funds in the grant year(s) under review?

- b. Please describe how you maintain the required master inventory list of equipment, including items purchased using grantee funds.
- Are there written procedures covering the inventory, maintenance, and disposition of vehicles/equipment?
 - For equipment that has a per-unit fair market value of \$5,000 or more, does the inventory list include all the necessary information and description of the equipment?

- Has a physical inventory of equipment been taken, and the results reconciled with the property records within the last year?

- c. What is the process to ensure that purchases/leases meet all financial and program requirements, including DOE prior approval, where applicable?

- d. Are vehicles/equipment purchased with DOE funds used for other Programs?
 - If so, how is compensation made to the appropriate program?

- e. Are there safeguards in place to ensure that vehicle/equipment costs are charged to the appropriate activity?

- f. Are the vehicles/equipment currently being used appropriate and adequate for the job and do they ensure cost-effective delivery of services?

Petroleum Violation Escrow (if applicable)

- a. How is interest earned on PVE funds accounted for?

- b. Please list the remaining balances of PVE funds.
- (Note: Please list the amount for each, e.g., Exxon, Shamrock, Stripper Well, Warner)

- c. What plans does the Energy Office have for future expenditures of these funds?

- d. On what date did the Energy Office, or other responsible office, submit the Annual PVE Report for the previous year?

State Energy Security Planning and Resilience

- a. Do you have any staff dedicated to Energy Security Planning?
- This may include responsibilities beyond updating the State Energy Security Plan such as monitoring energy supply and weather, engaging with emergency and industry partners, ESF-12 training or participating in energy emergency exercises.
 - If appropriate – do you plan on hiring someone to take on this role or to build internal capacity?

- b. Do you have plans to exercise/ validate your SESP or emergency plans this year or next?
- Have you received a threat briefing in the past year?
 - If so, from who (state fusion center, virtual or other)?

- c. If your office has ESF-12 (energy emergency response) responsibilities, do you share them with other agencies?
- Does your EMA or PUC work with you during an incident?
 - Have you been activated?
 - Do you have familiarity with your State Emergency Operations Center?
 - Do you coordinate with your EMA on the required Hazard mitigation plan?

- d. Do you need technical assistance to address the 6 BIL mandated State Energy Security Plan elements?

Monitoring/Evaluation

Project Management and Sub-recipient

- a. Does the grantee have written sub-recipient monitoring and evaluation procedures for projects and programs funded by DOE? (Please respond to the question even if there are currently no sub-recipients at time of monitoring.)
- Please provide an electronic copy or a link.
 - Does the monitoring guide cover all areas within the sub-recipient's contract and the grantee's plan?
 - Do sub-recipients report cost, schedule, and work completion information to the grantee on a regular basis?
 - Does the grantee have procedures in place to ensure sub-recipient reporting is completed accurately and submitted on time?
 - Has a system been developed to track and monitor the progress of each funded project, and include a timetable with scheduled completion dates? Please describe.

- b. What procedures are in place for the grantee to ensure that sub-recipients maintain adequate documentation?
- How are personnel costs, including timesheets, time allocations and leave, monitored?

- c. Are the sub-recipient files complete, including completed forms, reports/letters, and documentation of actions required and their resolution(s)?
- Are the current contracts between the grantee and sub-recipients signed and properly executed by both parties?
 - Have sub-recipients obtained a UEI number?

- d. Have all perceived and potential issues, as determined by the grantee, been raised with sub-recipients?

- e. How many sub-recipients or other partners using DOE funds were monitored during the period under review?
- Please describe the results of each monitoring/evaluation report conducted.

- f. Please describe your corrective action process if compliance issues are found.
- What processes and procedures are in place for tracking findings from grantee monitoring visits to ensure that program goals and objectives are being addressed and accomplished?
 - What sanctions are imposed for sub-recipients that fail to comply with program requirements?
 - Please provide a sampling of letters and reports to sub-recipients.

- g. National Policy Assurances: Has the grantee included all National Policy Assurances in each sub-recipient agreement paid with SEP funds?
- Relevant National Policy Assurances include, but are not limited to: Nondiscrimination Policies, Environmental Policies, Debarment and Suspension, Drug-Free workplace, Officials not to benefit, Hatch Act, Native American Graves Protection, Use of US Flagged Vessels, Research Misconduct, Historic Preservation, Constitution Day, and Trafficking in Persons
 - See the link here: <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>.
 - Has the grantee properly flowed down the terms of the grant award to sub-grantees per the 2 CFR 200.300?

National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA)

- a. Please describe how you are documenting NEPA review of your activities, and reporting using the NEPA log.

- b. Do you have a Programmatic Agreement (PA) with your State Historic Preservation Office (SHPO)?
- o Please describe your process to consult with the SHPO when projects will potentially affect sites or buildings outside of the NEPA determination.

Davis-Bacon (Note: Does not apply to SEP Annual)

- a. Is grantee aware of which labor and wage requirements apply to their activities?

- b. Please describe how you are complying with labor and wage requirements (e.g., fair labor laws, Davis- Bacon prevailing wage laws).

- c. Have sub-grantees submitted weekly payrolls?

Build America Buy America (BABA)

- a. Please describe how you are ensuring that you and your sub-grantee’s purchasing procedures are compliant with “Build America Buy America.”

- b. Are monitoring or other records kept on site in the state office demonstrating this compliance?

Success Stories

- a. Are there any recent success stories?
- Have these been sent to your Technical Project Officer?

- b. Does the grantee have any best practices identified that they would like to share?

Miscellaneous Questions

- a. How can the Technical Project Officer provide better service to your state?

- b. What changes would the grantee like to see implemented in the overall State Energy Program?

- c. Are there issues the grantee would like to raise with DOE?

Financing Programs

Applies to SEP Annual (including PVE funds), SEP BIL (40109), and SEP ARRA Funds. Does not apply to SEP BIL EERLF (40502)

Overview

- a. Please list your active financing programs along with a brief description that were capitalized with ARRA funds.

- b. Please list your active financing programs that were capitalized with either PVE funds or State Energy Program Annual or BIL 40109 funds.

- c. Please list any active non-financing programs you have created using repurposed ARRA funds.

- d. How are your financing and repurposed programs administered?
- Please include who manages the programs (i.e., a third party and/or the grantee), and how the programs are monitored.

- e. How are loan/financing program applications reviewed?

- f. If there is a review committee, what is the expertise/background of each of the team's members?

g. Do you have written loan application review guidelines? If so, please provide.

h. What are the administrative duties and staffing needs associated with your financing programs?

i. What percent of your loan/financing program(s) is/are used for administrative costs?

j. Have the SEP ARRA funds been segregated from all other financing programs and tracked under separate account(s)?

k. For SEP ARRA financing programs only, are you and your subcontractors/partners complying with all SEP ARRA Terms and Conditions?

- Provide explanation.

Monitoring and Audit Review

- a. Do you review audits of your financing program sub-recipients, contractors, or state partners, including those that are required to undergo A-133 audits?
 - o Describe how you use the reviews in your monitoring efforts.

Loan Defaults and Loans Write-offs

- a. Are there any state regulations or legislation regarding defaults and write-offs of loans that involve government funds? (Note: Please provide citations to exact requirements.)

- b. What is your grantee's definition of a loan in default?

- c. Please describe the process for declaring a loan "in default."

- d. Please include how much time must pass without scheduled payments being made, and any other pertinent information.

- e. What actions are taken to collect loan payments and/or reclaim defaulted loans? (In order of occurrence).

- f. What are the steps, and how much time must pass before a loan in default is written off as uncollectable?

- g. What are the final actions taken to recover loan principal, or loan collateral before a loan is written off as uncollectable?

- h. Please supply other pertinent information that applies to your loan default and write-off process.

Prepared by: _____

Date: _____

2. Appendix A: Energy Efficiency Revolving Loan Fund (EERLF) Onsite Monitoring Instrument

180-Day Compliance

(Note: This section only needs to be documented once in the lifetime of the award)

- a. Has the state issued a grant or loan OR made loan applications available with RLF funds ready to deploy within 180-days of receiving its EERLF award?
 - If yes, what was the date of execution on the grant or loan or the date the loan application was made available?

- b. Please share documentation for an issued grant or loan, including the date of execution, that satisfies the 180-day requirement.

If 180 Day Requirement is Not Yet Attained

- c. Do 1 of the following scenarios apply to the state?
- The state is waiting on legislative or state approval to spend or receive funding;
 - The state is waiting to sign a contract with a third-party program administrator;
 - The state is accepting loan applications, but a loan has not been issued.

- d. Describe the current challenges to issuing grants and loans and provide an estimate of when the first loan or grant may be issued.

Audit Requirements

- a. Describe the process for ensuring all commercial and residential audits funded with an EERLF grant or loan meet the program requirements.

For Commercial Programs Only

- b. Confirm all 5 of the required commercial audit elements¹ are included in commercial audits and describe what software is used to estimate total energy and cost savings.

For Residential Programs Only

- c. Confirm all 5 of the required residential audit elements² are included in residential audits and describe the software or scoring tool used.

- d. Please share a completed audit and supplemental information as appropriate to demonstrate the state met all audit requirements.
- If there are residential and commercial programs, share a completed audit for both programs.

¹ Commercial audit requirements: (1) Determine the overall consumption of energy of the facility of the eligible recipient; (2) Identify and recommend lifecycle cost-effective opportunities to reduce the energy consumption of the facility of the eligible recipient; (3) Identify the period and level of peak energy demand for each building within the facility of the eligible recipient and the sources of energy consumption that are contributing the most to that period of peak energy demand; (4) Recommend controls and management systems to reduce or redistribute peak energy consumption; (5) Estimate the total energy and cost savings potential for the facility of the eligible recipient if all recommended upgrades and retrofits are implemented, using software approved by DOE.

² Residential audit requirements: (1) Use the same evaluation criteria as the Home Performance Assessment used in the Energy Star program; (2) Identify and recommend lifecycle cost-effective opportunities to reduce the energy consumption of the facility of the eligible recipient; (3) Recommend controls and management systems to reduce or redistribute peak energy consumption; (4) Compare the energy consumption of the residential building of the eligible recipient to comparable residential buildings in the same geographic area; (5) Provide a Home Energy Score, or equivalent score (as determined by the Secretary), for the residential building of the eligible recipient by using DOE's Home Energy Score Tool or an equivalent scoring tool.

Retrofit Requirements

- a. Describe the process for ensuring all commercial and residential upgrades and retrofits funded with an EERLF grant or loan meet the program requirement.

- b. Is the state verifying all measures installed as part of a retrofit funded with an EERLF grant or loan are recommended in a qualifying audit?

For Residential Programs Only

- c. Is the state verifying residential retrofits satisfy at least 1 of the criteria in the Home Performance Assessment?³

- d. How does the state verify the measures funded with an EERLF grant or loan?
- In aggregate for a retrofit or upgrade, are life-cycle cost-effective?

- e. Is the state verifying all retrofits funded with an EERLF grant or loan improve 1 of the following?
- The physical comfort of the building or facility occupants

³ DOE defines criteria as: life cycle cost effective; reduce the energy intensity and improve the control and management of the building's energy usage to reduce demand during peak times; or improve the physical comfort, energy efficiency, or quality of air in the building. Source: [DOE FAQ](#) (March 2023).

- The energy efficiency of the building or facility
- The quality of the air in the building or facility.

- f. Can the state confirm no solar-only projects have been funded with EERLF grants or loans?

- g. Is the state verifying all retrofits funded with an EERLF grant or loan lead to 1 of the following outcomes?
- Reduce the energy intensity of the building or facility of the eligible recipient
 - Improve the control and management of energy usage of the building or facility to reduce demand during peak times.

- h. Please share an example of how the state demonstrated all program retrofit requirements were satisfied for a specific project including an explanation of how life-cycle cost-effectiveness is calculated.

Administrative (10% Cap) Requirements

- a. Describe how the state monitors administrative costs to ensure expenses stay below the 10% administrative cap required for the EERLF program.

- b. If working with a third-party administrator, service, or compliance provider, are those costs being included as administrative expenses?
- How often does invoicing and billing from third parties occur?

Grants and Technical Assistance (25% Cap) Requirements

- a. Describe the process for ensuring all grants and technical assistance recipients meet program eligibility requirements and for ensuring expenses for grants and technical assistance (in total) stay below the 25% grants and technical assistance cap for the EERLF program.

For Commercial Programs Only

- b. Confirm expenses incurred for grants or technical assistance directly benefit businesses, non-profit organizations, or public buildings that:
- Conduct a majority of its business in the state
 - Owns or operates at least 1 commercial building (including a building that serves multiple functions such as residential and commercial operations), and
 - Has fewer than 500 employees.

For Residential Programs Only

- c. Confirm expenses incurred for grants or technical assistance directly benefit:
- An individual who owns a single-family home, condominium or duplex, or manufactured housing unit
 - A business that owns or operates a multifamily housing facility
 - A low-income individual that owns a residential building.⁴

- d. Please share an example of how the state demonstrated grants and technical assistance recipients met eligibility requirements.

3. Appendix B: Energy Efficiency Conservation Block Grant (EECBG) Onsite Monitoring Instrument

Grantee's Energy Efficiency and Conservation Strategy (EECS)

- a. Are you varying significantly from the approved strategy in its EECS?

⁴ Residential grant recipients must be low-income individuals as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102). This definition can be found [here](#) (number 36).

- b. Are you following your process, as stated in your EECS, for providing subgrants to units of local government that are ineligible for the formula based EECBG?

- c. Is the process for choosing sub-grantees transparent and fair and is the state communicating the process to potential sub-grantees?

- d. Is the strategy being followed likely to ensure that it sustains benefits beyond the EECBG funding period?

Grantee's Distribution to Sub-grantees

- a. Are you distributing at least 60 percent of the EECBG funding to units of local government in the state that are NOT eligible for direct EECBG formula grants?

- b. What is the process the grantee has developed to allocate funding in an expeditious manner?

- c. How have you developed a process to prevent fraudulent spending?
- Please explain.

- d. Has the state awarded all subgrants within 180 days of the date on which the DOE approved their EECS?

IIJA Goals and Metrics

- a. How are you estimating the total energy savings from each project, along with any instances of fuel switching, using the appropriate units for each applicable fuel type?

- b. Are you estimating the total GHG emissions avoided from each project, using the appropriate units?

- c. Are you as estimating the total criteria air pollutant emissions avoided from each project, using the appropriate units?

- d. Are you as the grantee estimating jobs created and, where applicable, workforce development impacts for each project and activity?

- e. Where applicable, are you tracking reductions in household energy costs resulting from each project?

- f. Where applicable, are you tracking data on infrastructure supported (e.g., renewable energy market capacity, renewable energy planning)?

- g. Are you tracking and reporting non-DOE investment in EECBG-funded projects?

Justice40 Initiative

- a. Does your EECS support the goal of 40% of overall benefits of federal investments supporting Disadvantaged Communities (DACs)?

- b. How are you reporting engagement with local stakeholders (e.g., utilities, energy industry and financial companies, community-based organizations, labor unions, and other non-profit organizations) regarding EECBG Program-funded projects?

- c. Are you tracking the number of organizations receiving TA because of the EECBG program, including those who are in or serve DACs?

- d. Are you tracking funding to businesses through EECBG funds, by ownership and classification?

Appendix F:

Virtual Monitoring Instrument

State Energy Program Virtual Monitoring Instrument

I. REPORTING OVERVIEW

II. PROGRAMMATIC AND ADMINISTRATIVE MONITORING

- 1. Organization**
- 2. General Administration and Program Management**
- 3. Petroleum Violation Escrow (PVE)**
- 4. Emergency Planning**
- 5. Monitoring/Evaluation**
- 6. Success Stories**
- 7. Miscellaneous Questions**

III. RECOVERY ACT-FUNDED FINANCING OR OTHER PROGRAMS (NOTE: IF APPLICABLE)

Virtual Monitoring Instrument

Grantee (State): _____

Contact Person: _____

Position Title: _____

Telephone Number: _____

Date of Virtual Visit: _____

Date of Last Visit: _____

Monitor(s): _____

Other Grantee Staff present & Titles: _____

Comments: _____

Please attach additional pages, as necessary.

I. REPORTING OVERVIEW¹

Quarterly Performance Reporting (QPR): Required quarterly and within 90 days after the expiration or termination of award (submit through PAGE).

Quarterly Financial Reporting (SF-425): Required quarterly and within 90 days after the expiration or termination of award (submit through PAGE).

Financial Programs Reporting (FPR) (applicable to Grantees with ARRA-funded RLFs, LLRs or Other Programs): Required quarterly (submit through PAGE).

Closeout Reporting (SF-428 and 428B Final Property Report): Required 90 days after the expiration or termination of award (Submitted to DOE Project Officer).

Annual Summary Report: Due 90 days after the end of each grant budget period.

Annual Indirect Cost Proposal: Required annually (submit in PAGE document library, and to Project Officer).

Historical Preservation: Required annually on 9/15 for the period 9/1 to 8/31 (submit in PAGE).

II. PROGRAMMATIC AND ADMINISTRATIVE MONITORING

1. Organization

State Organizational Structure and Planning Process:

- a. Provide a brief description of the organization that administers the State Energy Program.

- b. What are the major energy barriers, issues or opportunities facing the State?

- c. What are the State's long and short range energy goals and objectives and how does the State Energy Program fit into them? What is the planning process to arrive at the energy goals and objectives? Is the Governor/Legislature involved in the formulation of the energy goals and objectives? Could these energy goals and objectives be accomplished without DOE's assistance?

¹ Additional information pertaining to each of the required reports may be obtained from the Grantee's DOE F 4600.2 form (Federal Assistance Reporting Checklist), which should be available in their annual grant file.

- d. What is the process for the development of the State Plan?

- e. Are there external or constituency groups involved in the State Energy Office's planning process? How does the SEP staff participate?

- f. Have you had any organizational changes this year? Do you foresee any upcoming changes in your agency?

- g. Does the description provided in the State Plan for all personnel paid for with grant funds match the organization chart? ☐ Yes ☐ No

- h. Is there an appropriate staffing level and balance among staff (program/project managers, administrative, financial, etc.)?

2. General Administrative and Program Management

Approach:

- a. What instruments and procedures are in place and used by the State to ensure compliance with SEP program objectives and Federal regulations and policies?

- b. How successful has the Grantee been in achieving EPA's reductions of 25% by 2012?

- c. How has the State worked with other States to accomplish EPA's goals?

- d. How is the State's market transformation effort aligning with the SEP national goals to reduce US oil dependency?

- e. How does the State's plan reflect the enhanced resiliency of our energy system and the promotion of economic vitality?

- f. How is the State approaching program measurement/metrics?

- g. Are there any programmatic activities that need to be further explained?

Feedback and Reporting:

- a. Are there adequate written procedures for the preparation and submission of DOE reports including timing of reports and requirements of the final report? ☐ Yes ☐ No

- b. What are the major barriers or obstacles, both current and perpetual, which make program administration and management challenging to the State?

- c. Please list staff that prepare and submit reports to DOE?

Report	Who Prepares?	Who Submits to DOE?
Federal Financial Report (FFR)(SF-425)		
Quarterly Performance Report (QPR)		
Financial Programs Report (FPR)-If applicable		
Annual Summary Report		

- d. How does the State ensure that quarterly and semi-annual reports are completed accurately and submitted on time to PAGE?

--

- e. Who is responsible to ensure that FFRs reflect the costs incurred as recorded in State records?

--

- f. Explain the State processes for identifying and correcting performance problems on the part of sub-recipients or partner agencies, including how these efforts are documented and finally resolved.

--

3. Petroleum Violation Escrow (PVE)

- a. How is interest earned on PVE funds accounted for?

--

- b. How much of each type of PVE funds is remaining?

- c. What plans does the Energy Office have for future expenditures of these funds?²

--

- d. On what date did the Energy Office, or other responsible office, submit the Annual PVE Report for the previous year?

--

4. Emergency Planning

- a. When the State's emergency plan was last updated?

--

- b. Has the most recent plan been submitted to DOE? ☐ Yes ☐ No

On what date did the Energy Office, or other responsible office, submit the most recent plan to DOE?

--

5. Monitoring/Evaluation

Project Management

- a. Does the State use a monitoring/evaluation guide (instrument)? ☐ Yes ☐ No

Please provide a copy if not already submitted.

- b. Does the monitoring guide include a review of all major areas covered by the sub-recipients contract and the State Plan? ☐ Yes ☐ No

² Cost Match requirement may not be met through expenditure of PVE funds.

- c. *National Policy Assurances*: Has the State included all National Policy Assurances³ included in the boilerplate of each Sub-contract paid by SEP Annual dollars (relevant National Policy Assurances include Nondiscrimination Policies, Environmental Policies, Debarment and Suspension, Drug-Free workplace, Officials not to benefit, Hatch Act, Native American Graves Protection, Use of US Flagged Vessels, Research Misconduct, Historic Preservation, Constitution Day, and Trafficking in Persons)?

- d. How often are sub-recipients monitored?
- e. How many sub-recipients or other partners using SEP funds were monitored during the period under review and describe the results of each monitoring/evaluation report conducted?

- f. What processes and procedures are in place for tracking findings from State monitoring visits and ensuring that program goals and objectives are being addressed and accomplished?

- g. What sanctions are imposed for sub-recipients that fail to comply with program requirements?

- h. Are the sub-recipient files complete with completed forms, reports/letters, and documentation of actions required and their resolution(s)? ☐ Yes ☐ No

6. Success Stories

- a. Are there any recent success stories? ☐ Yes ☐ No

Have these been submitted to DOE? ☐ Yes ☐ No

³ <http://energy.gov/management/downloads/national-policy-assurances-be-incorporated-award-terms>

7. Miscellaneous Questions

- a. What is the most important role the State Energy Program Project Officer can play from the State's perspective?

- b. What changes would the State like to see in the Project Officer's role in order to be of the greatest assistance to them?

- c. What changes would the State like to see implemented in the overall SEP program?

- d. Are there issues the State would like to raise with DOE?

- e. How would a sub-recipient or partner respond if asked, "What issue do you have with the State's management of your agreement and project?"

III: RECOVERY ACT-FUNDED FINANCING OR OTHER PROGRAMS:

- i. Please describe the goals and purposes of each of your ARRA funded financing or other program(s). Please describe how well the financing or other programs are subscribed.

- ii. Have all existent ARRA SEP funds been segregated from Annual SEP funds and tracked under a separate accounting system? ☐ Yes ☐ No

- iii. How has the State used program income⁴ from its RLF or LLR?

- iv. For SEP ARRA financing programs only, are you and your subcontractors/partners complying with all SEP Terms and Conditions (including Appendix A [ARRA terms] by reference)?

☐ Yes ☐ No

Prepared by: _____

Date: _____

⁴ Use of Program Income: Program income earned during project period may be added to funds committed and used for eligible projects, including reinvestment into the RLF or LLR and Annual Award-approved activities.

Appendix G:

SEP Financial Monitoring Desktop Instrument

**U.S. Department of Energy
State Energy Program (SEP)**

SEP Financial Monitoring Desktop Instrument

**As Conducted for [STATE ENERGY OFFICE GRANTEE - STATE
OR TERRITORY NAME HERE]**

INTRODUCTORY MATTERS

DOE Financial Assistance Award Monitoring

The U.S. Department of Energy (DOE)'s State Energy Program (SEP) has long provided funding and related technical assistance through an Annual Formula Grant series to the fifty States, five Territories (Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), and the District of Columbia. SEP seeks to enhance energy security, advance state-led energy initiatives, and increase energy affordability.

DOE is required to monitor all its recipients including the 56 State Energy Office (SEO) recipients ("Grantees") to ensure compliance with all federal regulations. DOE's SEO grant monitoring seeks to maximize the effectiveness of SEP projects to confirm compliance with applicable Federal and State regulations and to ensure these projects are on schedule and on budget. Monitoring also provides an opportunity for DOE to communicate with States (and States with their Subrecipients and Subgrantees) and assist, as needed, to help achieve mutual energy goals.

BIL-Funded DOE Financial Assistance Programs

As a result of the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law ("BIL") and codified as Public Law 117-58, three new DOE Financial Assistance programs under the larger State Energy Program (SEP) umbrella came into existence to include the SEP BIL Formula Grants; SEP Energy Efficiency Revolving Loan Fund (EERLF) Capitalization Grant Program; and the Energy Efficiency and Conservation Block Grants (EECBG). Significant funds were appropriated to include \$500 million for SEP BIL, \$250 million for SEP EERLF, and \$550 million for EECBG. These programs are in addition to the Annual SEP Formula Grants.

Desktop Monitoring

As a result of these new programs, and the need for enhanced monitoring, DOE redesigned its existing desktop financial monitoring process for Financial Assistance Awards to be streamlined and flexible for/adaptable to each of these award series. A given Grantee review can theoretically encompass all four programs. The introductory letter sent to your agency indicates which grant(s) are the subject of this review.

As part of the revised process, these desktop reviews are intended to examine only the policies and procedures for financial operations by the 56 SEO Grantees. Programmatic issues are not considered in this desktop series. Any concerns identified in an SEO's financial management practices during this desktop review will be shared with the Grantee's Technical Project Officer (TPO) with the goal of assisting the Grantee in resolving those matters. Programmatic matters are handled through the regular onsite monitoring conducted by the SEO's TPO.

As a final point, these reviews are not formal audits, nor are they intended to be a substitute for onsite monitoring. Any identified concerns are based on an evaluation of the Grantee's Instrument responses and analysis of supporting documentation.

Instructions

Please complete all relevant questions using this blank, fillable Instrument document that your agency received. If you choose to save this file as a PDF document, please make sure the text boxes have appropriately expanded to capture the full replies. Also provide relevant supporting documentation or weblinks as indicated in the Checklist and check the appropriate boxes in that file. If you encounter any difficulties, please reach out to the Point of Contact identified below.

Additional Matters

The Appendix section of this Instrument contains additional information including on the Checklist of supporting documentation, terminology, and regular reporting requirements.

Point of Contact

(Only one will appear in the tailored Instrument.)

Please submit both this completed Instrument and all relevant supporting documentation listed on the Checklist electronically to Richard M. Todaro at the following email addresses: rtodaro@bgs-llc.com and richard.todaro@hq.doe.gov. He also may be reached by phone at 202-494-3151.

Please submit both this completed Instrument and all relevant supporting documentation listed on the Checklist electronically to Michael Moorer at the following email address: michael.moorer@hq.doe.gov. He also may be reached by phone at 251-229-2478.

Submission Deadline

Grantees typically are given thirty calendar days to complete and return this Instrument document and the supporting documentation, but taking into account weekends, holidays, and any special considerations.

The deadline for your agency's submission is [DATE].

If you have reason to believe that your agency will be unable to meet this deadline and additional time will be needed, or if you have any issues providing the files electronically, please contact SEP Team Lead Greg Davoren as soon as possible by telephone at 617-771-9672 or by email at gregory.davoren@hq.doe.gov.

The remainder of this page is intentionally left blank.

INSTRUMENT FOR FINANCIAL POLICIES AND PROCEDURES

To Be Completed by the State Energy Office ("Grantee")

1. Formal Policies and Procedures for Financial Operations

This question concerns the various components of the *formal* policies and procedures of the Grantee's financial operations.

These policies and procedures might be specifically those of the Grantee or those of any parent agency in which the Grantee exists as an office or division. Alternatively, it could be those of the State or Territory government and maintained by a separate agency or department that handles government-wide administrative and accounting matters. Finally, it might include a hybrid of these such as agency policies and procedures that are complementary to State/Territory policies.

→ *Associated with Instrument Question 1 is Checklist Item 1, specifically, either electronic copies of or web-based links to your agency's financial policies and procedures. **Please identify the specific applicable policies and procedures contained within the manuals or websites.***

A. Does the Grantee have such a formal set of financial operations policies and procedures in the form of a manual or website?

YES ☐

NO ☐

B. Lines of Responsibility

C. Accounting Standards and Systems

D. Payment Procedures for Subrecipients and Subgrantees

E. Approval Authority

2. Accounting and Budgetary Matters for DOE's SEP Financial Assistance Awards

The question is associated with DOE's Financial Assistance Awards that are under the State Energy Program (SEP) umbrella including the SEP Annual Formula Grant series and the BIL-funded ones such as SEP BIL and Energy Efficiency and Conservation Block Grant (EEBCG). The component questions are for the Grantee and its parent agency or, alternatively, for the Grantee and its State or Territory-level government, whichever is appropriate.

→ Associated with Instrument Question 2 are Checklist Items 2a, 2b, 2c, and 2d.

- A. Describe the type of accounting system used by the Grantee. If it is an accrual system, how are receipts and cash expenditures reconciled?

- B. Describe the system for comparing actual expenditures to budgeted amounts on a periodic basis.

- C. Can the Grantee track a single expenditure through its accounting system by the following:

- | | | |
|------------------------|------------------------------|-----------------------------|
| a. Fund Code | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Type of Transaction | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c. Amount | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| d. Fund Source | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

- D. Are there any budgeted amounts that do not have a corresponding expenditure?

YES ☐ NO ☐

If yes, please explain:

- E. How is this Grantee meeting its 20% per budget period cost match requirement? This requirement may not be met with expenditures of PVE funds other than Stripper Well funds and Diamond Shamrock funds. Records must be kept for all Cost Match.

This requirement has been waived for the time being and is omitted at this time.

- F. Explain the process of how you ensure that any Subrecipients or Subgrantees are properly maintaining adequate documentation and monitoring of their personnel salary/pay issues such as timesheets, time allocations, and leave.

3. State or Territory-Level Financial Audits

This question concerns any financial audits of federally funded programs. It might include what is known as the A-133 "Single Audit Report" or an agency-specific one.

→ *Associated with Instrument Question 3 are Checklist Items 3a and 3b.*

- A. Are periodic financial reports used as a management tool? Please check your response:
YES ☐ **NO** ☐

How?

- B. How often (i.e., with what frequency) are financial audits conducted on the State or Territory government?

- C. What entity conducts the financial audits? Please check your response:

- ☐ **State/Territory Auditor**
☐ **Independent Auditing Firm Hired by State/Territory**
☐ **Other**

Please provide the name of the agency, firm, or other entity:

- D. Are the Grantee's DOE Financial Assistance Awards such as the State Energy Program (SEP) Annual series or any of the BIL series specifically reviewed in an audit? Please check your response:

YES ☐ **NO** ☐

- E. In the most recent audit report, were there any findings specific to any of these DOE Financial Assistance Awards? Please check your response:

YES ☐ **NO** ☐

If so, what corrective actions have been taken? Have those actions been appropriate and effective? If not, why, and what will be done to correct the issue(s)?

- F. Are there any other outstanding or unresolved audit findings affecting other agency programs that could apply to or impact the Grantee's DOE Financial Assistance Awards that have yet to be resolved? Please check your response: **YES**☐ **NO**☐

4. Payroll and Personnel

This question is related to those agency staff whose salaries are supported by the DOE Financial Assistance Awards.

→ *Associated with Instrument Question 4 are Checklist Items 4a and 4b. **Please identify the specific applicable policies and procedures contained within the manuals or websites.***

- A. How are personnel policies such as job classifications; time and attendance; leave and overtime; travel; etc., established and made available to employees? Please provide weblinks or electronic copies of these policies.

- B. Describe the plan for allocating costs when personnel are being charged to more than one grant, and whether it has been presented to DOE. How is this information distinguishable on staff timesheets?

- C. How is allowability of costs determined to be in accordance with approved budgets and cost principles?

- D. Does the time charged to the award(s) as indicated in the State Application(s) match the actual time spent working on recognized grant-funded activities? Please check your response:

YES☐ **NO**☐

5. State or Territory-Level Procurement Processes

Please provide information in this section to clarify both the Grantee's (and its State or Territory government's) policies and programmatic processes related to procurement. If the Grantee's procurement process is significantly different from that of the State or Territory government, please include an explanation of why and how.

→ *Associated with Instrument Question 5 is Checklist Item 5, specifically, either electronic copies of or web-based links to your agency's procurement policies and procedures. **Please identify the specific applicable policies and procedures contained within the manuals or websites.***

- A. Describe the procurement process and segregation (or separation) of duties as they pertain to DOE Financial Assistance Award-funded procurement activities.

- B. Is the Grantee following the procurement standards of its State or Territory government?
Please check your response: **YES**☐ **NO**☐

- C. What criteria are used by the Grantee to determine the selection of Subrecipients or Subgrantees?

- D. Are there procedures in place for Subrecipients or Subgrantees to follow to ensure fair and open competition in the award of their contracts? Please check your response:
YES☐ **NO**☐

- E. How does the Grantee ensure fairness in bidding and contracting procedures with small businesses, women's business enterprises, and minority-owned firms?

- F. Explain how the procurement policies and procedures ensure (a) avoidance of the purchase of unnecessary or duplicative items; (b) most economical purchases; and (c) consideration of lease versus purchase alternatives.

- G. Does the Grantee have carryover? Please check your response:
YES☐ **NO**☐

If yes, do the balances exceed 25% of the prior year's federal formula allocation? Please check your response: **YES**☐ **NO**☐

H. How will these balances be reduced?

6. Record-Keeping and Retention for Federal Assistance Awards

This question on record-keeping and retention is related specifically to DOE or other Federal Assistance Awards to the extent these are different from the Grantee's general record-keeping and retention schedules.

→ *Associated with Instrument Question 6 is Checklist Item 6.*

- A. What are the established policies and procedures to ensure that records will be retained for at least three (3) years after delivery of the final report to DOE?

- B. Does the Grantee require a longer records retention time-period? Please check your response: **YES** ☐ **NO** ☐

7. Additional Matters

Are there any outstanding issues or concerns that you have about the financial policies and procedures related to your DOE Financial Assistance Awards that you would like to relate to DOE? This information will be shared with your Technical Project Officer (TPO).

Conclusion

Please provide the following information:

Name: _____
Date completed: _____
Telephone number: _____
E-mail address: _____
Point of Contact: _____
(If different from person above)

APPENDIX

This Appendix contains a discussion of additional matters associated with the SEP Financial Monitoring Desktop Instrument. If you have any additional questions or concerns, please contact the [point of contact](#) for this review.

Checklist of Supporting Documentation

As part of this review, the Grantee is asked to include a set of relevant supporting documentation either as standalone files or as web-links to publicly available websites. To assist in this matter, DOE has prepared a one-page document “Checklist of Supporting Documentation for Desktop Financial Monitoring” that identifies this supporting documentation.

The Checklist is included along with the introduction letter and this Instrument as a set of three documents your State Energy Office (SEO) received as part of this correspondence.

The Checklist contains six items denoted sequentially 1 through 6 covering all applicable supporting documentation topics. These Checklist Items are linked directly to the Instrument Questions of same number (e.g., Checklist Item 1 is associated with Instrument Question 1). In the case of Checklist Items 2, 3, and 4, there are multiple components (denoted alphabetically, for instance, 2a, 2b, 2c, and 2d, as well as 3a and 3b) for a combined total of 11 items.

DOE realizes that not all items will be applicable to all SEO Grantees. For instance, DOE is aware that not all Grantees have Subrecipients or Subgrantees and, even if a Grantee has them, there might not be any high-risk ones. The Checklist is simply written in the most general way possible to cover all Grantees. Certain Checklist items, however, are assumed to be common to all Grantees and, barring unusual circumstances, are required. These include Items 1, 3a, 4a, 4b, 5, and 6.

Reminder: Regular Reporting Requirements

The documents needed for this review of Grantee administrative processes and financial management procedures are distinct from those associated with the regular reporting requirements of the SEO (Grantee) such as the quarterly progress and financial reports and other filings. A list of these regular / periodic reporting requirements is provided below as a courtesy. Contact your TPO if you have any questions or concerns.

Program/Quarterly Progress Reports (QPR): Required quarterly within 30 days of end of quarter and within 90 days after the expiration or termination of award. This is submitted through DOE’s Performance and Accountability for Grants in Energy (PAGE) system.

Financial Reporting: Required quarterly within 30 days of end of quarter and within 90 days after the expiration or termination of award. The form used is the SF-425: Federal Financial Report (“FFR”). This is submitted through the PAGE system.

ARRA Financial Programs Report (FPR): Applicable to Grantees with financing programs funded under the American Recovery and Reinvestment Act (“ARRA” or “Recovery Act”). These reports are required quarterly and are submitted through the PAGE system.

Annual Indirect Cost Proposal: If the Department of Energy (DOE) is the Grantee’s cognizant agency and the Grantee utilizes an Indirect Cost Rate (ICR), then the Grantee is required to submit either an approved Indirect Rate Agreement (IRA) or Cost Allocation Plan (CAP) annually 180 days after the end of the fiscal year. The IRA or CAP should be used to review any indirect charges included in the quarterly FFR (SF-425). The IRA or CAP is submitted with the State Plan into the PAGE document library. Any discrepancies between the IRA/CAP and the FFR should be discussed with the Contracting Officer.

Historical Preservation: Required annually by Sept 15 following the period Sept 1-Aug 31 (that is, 15 days *after* the end of this 12-month period). This is submitted through the PAGE system.

Closeout Reporting: (SF-428 and 428B Final Property Report): Required 90 days after the expiration or termination of 3-year or 5-year Grant Period This is submitted to the Grantee’s TPO.

Special Status Reports: Required only as needed.

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For more information, visit: energy.gov/scep/about-state-energy-program

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