

Home Energy Rebates Program

Tribal Guidance: PAGE Orientation

October 9, 2024



SCEP

STATE & COMMUNITY ENERGY PROGRAMS

Executive Summary

Navigate to *pre-page.energy.gov/Home/default.aspx*



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State And Community Energy Programs

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Help Desk 

Start by clicking on the correct grant program on the left navigation menu which will direct you to the grant search page. Once your grant has been selected, you will be able to access grant-specific pages simply by selecting a menu item.

If you need assistance, or a quick refresher in using the site, be sure to visit our [Training Video Library](#).



Items Requiring Attention

IN PROCESS ITEMS				
Document	Period	Grant #	Created	Program
Application Package	01/30/2025 - 09/30/2031	SE0001102	03/28/2024	HER

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Select Home Energy Rebates from the left-hand guide.



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Items Requiring Attention

IN PROCESS ITEMS

Document	Period	Grant #	Created	Program
Application Package	01/30/2025 - 09/30/2031	SE0001102	03/28/2024	HER

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Click the drop-down arrow next to Home Energy Rebates, and then the drop-down arrow next to Application Documents.

Checklist

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Items Requiring Attention

IN PROCESS ITEMS

Document	Period	Grant #	Created	Program
Application Package	01/30/2025 - 09/30/2031	SE0001102	03/28/2024	HER

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Select Checklist to access a summary of documents to be completed.

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Grant Search:

Grant: SE0001102

Grantee: Tribal Corporation

Status: Active

Checklist

The Checklist allows users to check off application documents as completed, review the status of the application, and open the corresponding documents.

Application Package:

Program Year 2023 (Revision 0); In-process

APPLICATION PACKAGE GENERAL INFORMATION

Program:

Home Energy Rebates

Tribal Consortium

Electrification Rebates

Program year:

2023

Opportunity code:

DE-HER-0002023

Period:

01/30/2025 - 09/30/2031

Description:

Home Energy Rebate Award

Grant number:

SE0001102

Recipient name:

Tribal Corporation

Status:

In-process

Documents:

☐ [Application For Federal Assistance \(SF-424\)](#)

☐ [Budget \(SF-424A\)](#)

☐ [Planned Activities](#)

Delete This Revision

Applications are submitted, approved or rejected in PAGE through the [Verify and Submit](#) menu option.

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The checklist allows users to check off application documents as completed, review the status of the application, and open the corresponding documents.

Step 1: SF-424

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Home Search Home Energy Rebates Application Documents Checklist **SF-424** Budget Planned Activities Verify and Submit Quarterly Performance Reporting Quarterly Financial Reporting Reports Data Exports to Excel Grant Administration User Management Help Desk

Grant Search: Grant: SE0001102 Grantee: Tribal Corporation Status: Active

Application for Federal Assistance (SF-424) OMB Number: 4040-0004 Expiration Date: 11/30/2025

Federal Assistance (SF-424) File: Program Year 2023 (Revision 0); In-process

1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application 2. Type of Application: ☒ New ☐ Continuation ☐ Revision *If Revision select appropriate letter: *Other (specify):

3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: 5b. Federal Award Identifier: DE-SE0001102

State Use Only: 6. Date Received by State: 7. State Application Identifier: AK

8. APPLICANT INFORMATION:

a. Legal Name: Tribal Corporation

b. Employer Tax Identification Number: 92-0074435 c. UEI: K6DZYLD3M8E6

d. Address: Street 1: Street 2: City: Anchorage

Select SF-424 from the left-hand guide. Select “New” if it is the first time you are completing this application.

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

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment): ☐ Yes ☒ No If "Yes", provide explanation and attach

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 18, Section 1001) ☐ ** I agree **The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative: (use the PAGE search module to find existing representative or create new one)

Project/Performance Site Location(s):

Name	Primary	Date Created
No Records found		

Add Performance Site Location

Attachment(s):

File 1 No records found Upload New Document

Save Validate SF424

Ⓢ Burden Statement (click to show ...)

Created by System on 03/28/2024 03:47:39 PM Last updated by Hasim Dawkins on 09/17/2024 04:36:50 PM

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Complete the entire FS-424 application. Once completed, select “I agree” to sign the application, and click “Validate SF-424” to submit.

Step 2: Budget Section A

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Grant Search:

Grant: SE0001102

Grantee: Tribal Corporation

Status: Active

Budget

OMB Number: 4040-0006

Expiration Date: 02/28/2025

Budget: Program Year 2023 (Revision 0); In-process

Program: Home Energy Rebates

CFDA: 81.041

State: AK

Year: 2023

Revision: 0

Period: 01/30/2025 - 09/30/2031

Grant Program	Federal	Estimated Unobligated Funds	New/Revised Budgets	Total	Action
Federal	☒	\$0.00	\$178,948.00	\$178,948.00	 
Total		\$0.00	\$178,948.00	\$178,948.00	

Add New Funding Source

To access the budget justification information, click on the object class category name. For example, click on "Personnel" in order to access the budget justification associated with personnel.

Using the "Object Class Categories" in the SF-424A Budget form, justify the costs in each category. The proposed budget costs are estimated values and invoicing shall be calculated from actual costs incurred for each of the cost categories. Fee or profit will not be paid to award grantees or subgrantees of financial assistance awards. Contingencies are expressly unallowable, as indicated in 2 CFR, Part 225 (all estimated costs should be allocated to a cost category).

Items identified as direct costs to the project may not be duplicative costs included in the indirect pool that is the basis of any indirect rate applied for this project.

SECTION B - BUDGET CATEGORIES

Edit Budget Columns

Select Budget from the left-hand guide.

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OMB Number: 4040-0006

Expiration Date: 02/28/2025

Budget: Program Year 2023 (Revision 0); In-process

Program: Home Energy Rebates

CFDA: 81.041

State: AK

Year: 2023

Revision: 0

Period: 01/30/2025 - 09/30/2031

Grant Program	Federal	Estimated Unobligated Funds	New/Revised Budgets	Total	Action
Federal	☒	\$0.00	\$178,948.00	\$178,948.00	 
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SECTION B - BUDGET CATEGORIES

Edit Budget Columns

Object Class	DOE	Tranche 2	Tranche 3	Total
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contract	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00

Edit the amount of funds allocated to your Tribe by selecting the edit button next to your listed grant program.

Step 2: Budget Section A



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Grant Search:

Grant: SE0001102Grantee: Tribal CorporationStatus: Active

Budget

Program: Home Energy RebatesCFDA: 81.041
State: AKYear: 2023
Revision: 0Period: 01/30/2025 - 09/30/2031

Edit Funding Source

BUDGET FUND SOURCE

Funding source type: Federal

Display description: Federal

New/Revised Budget: \$ 178,948.00

Estimated Unobligated Funds: \$ 0.00

SaveSave & CloseCancel & Close

Created by System on 03/28/2024 03:47:39 PM
Last updated by Taylor Ranko on 05/22/2024 04:21:48 PM

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The edit field will present a pop-up. Here, you can edit the budget allocated to your Tribe. Select Save & Close to exit.

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Step 2: Budget Section B

Section B displays the amount of funds allocated to various “Object Classes”. The number of tranches your Tribe has varies based on the amount of money allocated to you:

- Less than \$500,000 = 1 tranche
- \$500,000-3,000,000 = 2 tranches
- > \$3,000,000 = 3 tranches

Tranches can be added by selecting Edit Budget Columns and creating a new tranche.

Note: Each Object Class that is hyperlinked MUST be completed individually. Select each hyperlink to complete the appropriate steps for that Object Class.

SECTION B - BUDGET CATEGORIES				
Edit Budget Columns				
Object Class	DOE	Tranche 2	Tranche 3	Total
	 	 	 	
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contract	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Object Class Total	\$0.00	\$0.00	\$0.00	\$0.00
Fund Source				
Federal	\$0.00	\$0.00	\$0.00	\$0.00
Fund Source Total	\$0.00	\$0.00	\$0.00	\$0.00

Comments

Edit

Step 2: Budget Section B

Edit the amounts allocated to each Object Class within each tranche by selecting the edit tool. Save your edits once complete.

allocated to a cost category).

Items identified as direct costs to the project may not be duplicative costs included in the indirect pool that is the basis of any indirect rate applied for this project.

SECTION B - BUDGET CATEGORIES

Edit Budget Columns

Object Class	DOE	Tranche 2	Tranche 3	Total
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contract	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Object Class Total	\$0.00	\$0.00	\$0.00	\$0.00
Fund Source				
Federal	\$0.00	\$0.00	\$0.00	\$0.00
Fund Source Total	\$0.00	\$0.00	\$0.00	\$0.00

Comments

Edit

Burden Statement (click to show ...)

allocated to a cost category).

Items identified as direct costs to the project may not be duplicative costs included in the indirect pool that is the basis of any indirect rate applied for this project.

SECTION B - BUDGET CATEGORIES

Edit Budget Columns

Object Class	DOE	Tranche 2	Tranche 3	Total
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contract	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Object Class Total	\$0.00	\$0.00	\$0.00	\$0.00
Fund Source				
Federal	\$0.00	\$0.00	\$0.00	\$0.00
Fund Source Total	\$0.00	\$0.00	\$0.00	\$0.00

Comments

Edit

Burden Statement (click to show ...)

Step 3: Planned Activities

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Grant Search:

Grant: SE0001102

Grantee: Tribal Corporation

Status: Active

Budget

OMB Number: 4040-0006

Expiration Date: 02/28/2025

Budget: Program Year 2023 (Revision 0); In-process

Program: Home Energy Rebates

CFDA: 81.041

State: AK

Year: 2023

Revision: 0

Period: 01/30/2025 - 09/30/2031

Grant Program	Federal	Estimated Unobligated Funds	New/Revised Budgets	Total	Action
Federal	☒	\$0.00	\$178,948.00	\$178,948.00	
Total		\$0.00	\$178,948.00	\$178,948.00	

Add New Funding Source

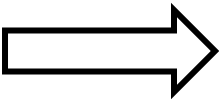
To access the budget justification information, click on the object class category name. For example, click on "Personnel" in order to access the budget justification associated with personnel.

Using the "Object Class Categories" in the SF-424A Budget form, justify the costs in each category. The proposed budget costs are estimated values and invoicing shall be calculated from actual costs incurred for each of the cost categories. Fee or profit will not be paid to award grantees or subgrantees of financial assistance awards. Contingencies are expressly unallowable, as indicated in 2 CFR, Part 225 (all estimated costs should be allocated to a cost category).

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SECTION B - BUDGET CATEGORIES

Edit Budget Columns



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Tribal Corporation (AK)

Consortium Members

No Consortium members added

Total \$0.00

Add New Consortium Member

Sub-Grantees / Contractors

Subgrantee (City)	Planned Funds	Action
No record found		
Total	\$0.00	

Add New Record

Tribe Consortium Aggregated Planned Activities

A.	Issuance of Rebates & Incentives	Value
A.1	Number of Consumer Rebates issued to Households	0
A.2	Total Cost of Projects Receiving Consumer Rebates	\$0.00
A.3	Number of Installation Incentives Issued	0
A.4	Total Dollars of Installation Incentives Issued	\$0.00
A.5	Number of Distinct Recipients Issued Incentives	0
B.	Administrative Activities	
B.1	Number of online education and outreach engagements (social media touches, website users, media views, etc.)	0
B.2	Number of education and outreach sessions held (in-person meeting, educational webinar, etc.)	0
B.3	Number of unique individuals attending education and outreach sessions	0
B.4	Number of technical assistance sessions provided	0
B.5	Number of technical assistance recipients	0

Created by Hasim Dawkins on 09/17/2024 05:09:07 PM

Last updated by Hasim Dawkins on 09/17/2024 05:09:07 PM

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The next section to complete is Planned Activities. This describes the metrics by which your program will be judged.

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Step 3: Planned Activities

Edit the values of each planned activity. Save your edits once completed.

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Grant Search:

Grant: SE0001102

Grantee: Tribal Corporation

Status: Active

Home Energy Rebate Programs Planned Activities

The HER Planned Activities captures planned application information for the award that includes subgrantee details.

Planned Activities: Program Year 2023 (Revision 0); In-process

Tribal Consortium Members

Tribal Consortium Members (ST)	Planned Activities	Total Planned Funds	Member Action
Tribal Consortium Lead			
Tribal Corporation (AK)			
Consortium Members			
No Consortium members added			
Total		\$0.00	

Add New Consortium Member

Sub-Grantees / Contractors

Subgrantee (City)	Planned Funds	Action
No record found		
Total		\$0.00

Add New Record

Tribal Consortium Aggregated Planned Activities

A.	Issuance of Rebates & Incentives	Value
A.1	Number of Consumer Rebates issued to Households	0

ams

y (PAGE)

WAP Communications Portal

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Status: Active

s Planned Activities

n for the award that includes subgrantee details.

Value

social media touches,

on meeting, educational

treach sessions

anned Activities

17/2024 05:09:07 PM

9/17/2024 05:09:07 PM

Step 4: Verify and Submit

When all previous steps have been completed in the left-hand guide, navigate to the Verify and Submit tab.

Confirm all information is correct, and then click Submit to DOE.

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Grant Search:

Grant: SE0001102

Grantee: Tribal Corporation

Status: Active

Verify and Submit

After your Application Package has been completed, and the required documents have been entered, the application package can be verified as an entire package. This allows for any program-specific or cross-page validation to occur in a push of a button. Any issues that may be found will be noted, and the ability to go directly to the screen requiring attention is given.

Once the package has successfully been validated, recipients may submit them to their DOE Project Officer for review and approval by clicking on the "Submit to DOE" button.

Application Package:

Program Year 2023 (Revision 0); In-process

APPLICATION PACKAGE GENERAL INFORMATION

Program: Home Energy Rebates

Tribal Consortium

Electrification Rebates

Program year: 2023

Opportunity code: DE-HER-0002023

Period: 01/30/2025 - 09/30/2031

Description: Home Energy Rebate Award

Grant number: SE0001102

Recipient name: Tribal Corporation

Status: In-process

Documents:

☐ Application For Federal Assistance (SF-424)

☐ Budget (SF-424A)

☐ Planned Activities

Verify Application Package

Submit to DOE

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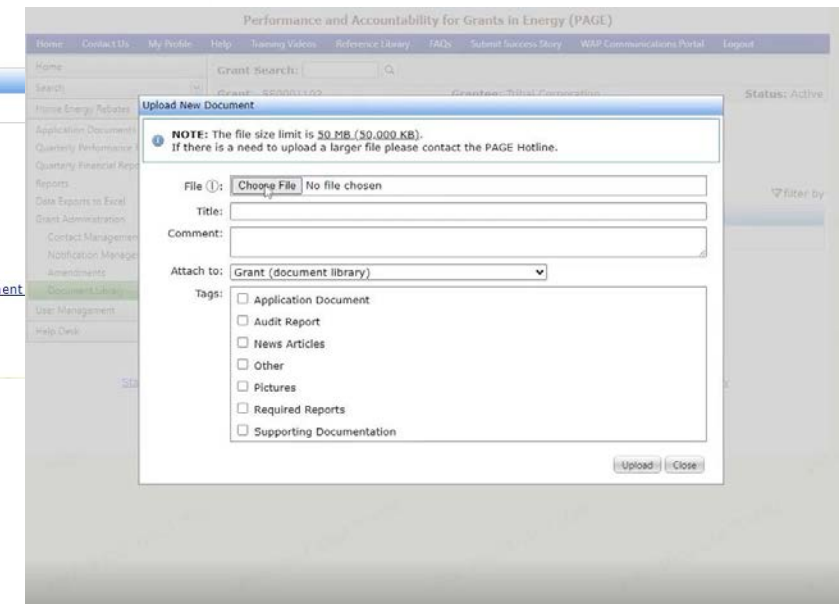
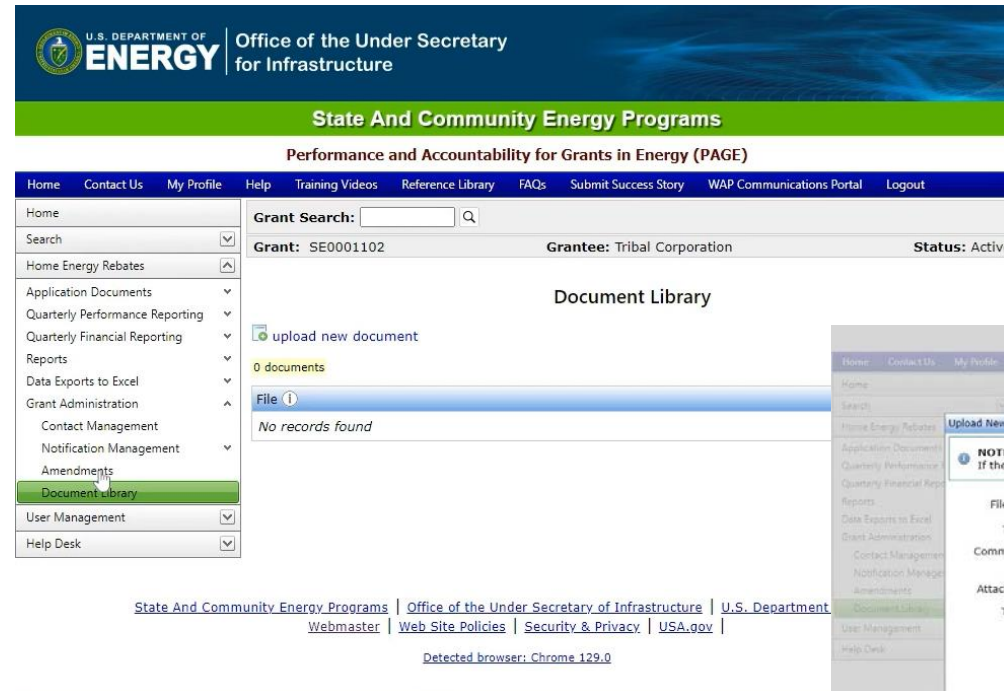
USA.gov

After Submission: Document Library

Once all steps for submission are completed, navigate to the Document Library tab, located within the drop-down menu under Grant Administration.

Select Upload New Document. A pop-up window will appear, where you can select the desired file, add comments, tag the document, and then upload.

Your Project Officer can see your Document Library.



Questions?

Use the Help Desk or Contact Us features to ask any questions.

The screenshot shows the website for the U.S. Department of Energy, Office of the Under Secretary for Infrastructure, specifically the State And Community Energy Programs. The page title is "Performance and Accountability for Grants in Energy (PAGE)".

Navigation Menu (Left):

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