



# Federal Assistance Reporting Checklist

Attachment 1

1. Recipient:		2. Program/Project Title:	
3. Reporting Requirements (see also the Special Instructions)			
	Frequency	Addresses	
<b>I. PROJECT MANAGEMENT REPORTING</b>			
<input type="checkbox"/> A. Performance Report	Y	A. Complete in Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> B. Financial Report (SF-425)	Y	B. Upload to the Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> C. Tangible Personal Property Report – Final Report (SF-428 & SF-428B & SF-428S)	F	C. Upload to Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> D. Annual Historic Preservation Report	Y	D. Submit via <a href="#">Historic Preservation Reporting Form</a>	
<b>IV. Bipartisan Infrastructure Law Reporting</b>			
<input type="checkbox"/> A. Quality Job Creation	Y	A.1. Upload to the Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> 1. Direct Jobs			
<input type="checkbox"/> B. Pathway to Net-Zero	Y	B.1. Complete in Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> 1. Infrastructure Supported	Y	B.2. Complete in Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> 2. Energy Saved	1	C. Upload to Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> C. One-Time Location Report			
<b>II. AWARD MANAGEMENT REPORTING</b>			
<input type="checkbox"/> A. Tangible Personal Property Report – Disposition Request/Report (SF-428 & SF-428C) (if applicable)	A5	A. Upload to Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> B. Single Audit: States, Locals, Tribal Governments (if applicable)	Y180	B. Upload to Clearinghouse <a href="https://harvester.census.gov/facweb/Default.aspx">https://harvester.census.gov/facweb/Default.aspx</a>	
<input type="checkbox"/> C. NEPA	Q	C. Submit to <a href="mailto:EFCBG.NEPA@ee.doe.gov">EFCBG.NEPA@ee.doe.gov</a> and Upload to the Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> 1. NEPA Logs (if applicable)			
<input type="checkbox"/> D. Davis Bacon Act	S	D1. Upload to Voucher Portal <a href="#">Home (site.com)</a>	
<input type="checkbox"/> 1. Semi-Annual Davis Bacon (if applicable)	W	D2. TBD	
<input type="checkbox"/> 2. Weekly Payroll Report (if applicable)			



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4. Reporting Requirements (see also the Special Instructions)	Frequency	Addresses
<p><b>FREQUENCY CODES AND DUE DATES:</b></p> <p><b>A5</b> – As Specified or within five (5) calendar days after the event.</p> <p><b>F</b> – Final; within 120 calendar days after expiration or termination of the award.</p> <p><b>O</b> – Other: See instructions for further details.</p> <p><b>P</b> – Post-project (after the period of performance); within five (5) calendar days after the event, or as specified.</p> <p><b>Q</b> – Quarterly; within 30 calendar days after the end of the federal fiscal year quarter.</p> <p><b>S</b> – Semiannually; within 30 days after end of the reporting period.</p> <p><b>Y</b> – Yearly; within 90 calendar days after the end of the federal fiscal year.</p> <p><b>Y180</b> – Yearly; within 180 calendar days after the close of the recipient’s fiscal year.</p> <p><b>W</b> – Weekly; within 7 days of the payroll</p> <p><b>1</b> – One time report</p> <p><b>FULL URLS:</b>  Voucher Portal: <a href="https://doerebates.my.site.com/eecbgvouchers/s/">https://doerebates.my.site.com/eecbgvouchers/s/</a></p> <p><b>Special Instructions:</b></p> <p><b><u>A. Tangible Personal Property Report – Disposition Request/Report (SF-428C)</u></b>  This report is only needed if you plan to dispose of the equipment purchased with federal funding at the end of your project.</p> <p><b><u>B. Single Audit: Local and Tribal Governments</u></b>  An audit must be provided by local and tribal governments that have received more than \$750,000 in federal funding. Audits must have been completed no later than 2021.</p> <p><b><u>C.2 Quarterly National Environmental Policy Act (NEPA) Logs</u></b>  All activities involving ground disturbance will require NEPA log submittals. Template NEPA logs can be found at <a href="http://www.energy.gov/node/4816816">www.energy.gov/node/4816816</a>. NEPA logs must be submitted to <a href="mailto:EECBG.NEPA@ee.doe.gov">EECBG.NEPA@ee.doe.gov</a> and uploaded to the Voucher Portal every quarter. NEPA logs must be submitted for all ground disturbing activities.</p> <p><b><u>D. Davis Bacon Act – Semi-Annual and Weekly Payroll Reports</u></b>  Both reports are needed for all DBA applicable projects. The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. More information on DBA can be found here: <a href="#">Davis-Bacon and Related Acts   U.S. Department of Labor (dol.gov)</a></p>		



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## Reporting Instructions

**\*\*\* Throughout the performance of the project, it is important that you mark Protected Data/Limited Rights Data as described in Appendix A. It is equally important that you not submit Protected Personally Identifiable Information (Protected PII) to DOE. See Appendix A for guidance on Protected PII. \*\*\***

### Project Management Reporting

#### A. Performance Report

Complete on:	Voucher Portal: <a href="http://doerebates.mysite.com/eecbgvouchers">http://doerebates.mysite.com/eecbgvouchers</a>
Submission deadline:	Within 30 calendar days after the end of the annual reporting period (Sept 30) Within 120 calendar days after the end of the award period of performance

Annually, the prime recipient is required to submit a Performance Report for the project. This report summarizes the entirety of work performed by the voucher recipient and contractors. The Performance Report contains qualitative information on the project progress, and captures quantitative information on the project progress. The PR must include the following information. This report will be completed in the Voucher Portal and also include the Bipartisan Infrastructure Law Reporting (Section IV above). **The annual report will be waived if no progress on project has been made in the first year.** The report can be submitted once as a final report if the project is completed in the first year.

**4. Organizations:** Identify all subrecipients, contractors, U.S. National Laboratories, partners, and collaborating organizations. Recipients must also include all foreign collaborators as outlined in the Foreign Collaboration Considerations term of the award Terms and Conditions. For each, provide name, UEI, zip code or latitude/longitude, role in the project, contribution to the project, and start and end date.

**2. Tasks and Milestones:** Enter all tasks and milestones identified in your activity file. Each reporting period, update the status of the task/milestone, the physical percent complete, and, when applicable, the actual month complete.

**2. Contractual Cost Summary:** For each contractor working on the project (excluding FFRDCs), provide a summary of the work, approved budget, and actual expenses.



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**4. Cost Summary:** Using your approved budget, enter the project costs by budget category and report actual expenses each quarter. Also include budgeted and actual recipient cost share.

**5. Spend Plan:** For both federal and recipient cost share, enter the planned spending for the entire project period. Planned spend means when the project team anticipates incurring costs. Each quarter, update with actual federal and recipient spend.

**6. Metrics:** Report on your primary process metric selected and any additional metrics that are applicable to your project. Please refer to the [EECBG Program Process Metrics](#), [EECBG-BIL-Reporting-Guidance.pdf \(energy.gov\)](#), and the [Eligible Activity Areas and their Recommended Process Metrics \(energy.gov\)](#) per your activity.

**7. Special Reporting Requirements:** Respond to any special reporting requirements specified in the award terms and conditions, as well as any award specific reporting requirements.

**8. Qualitative reporting requirements:** In this section, provide any additional description about the project. Can include details on impact, changes or issues, achievements, or more.

## B. Financial Report SF-425 Federal Financial Report

Upload to:	Voucher Portal: <a href="http://doerebates.mysite.com/eecbgvouchers">http://doerebates.mysite.com/eecbgvouchers</a>
Submission deadline:	Within 30 calendar days after the end of the annual reporting period (Sept 30) Within 120 calendar days after the end of the award period of performance

Annually the voucher recipient is required to submit a completed SF-425 for the project to DOE, covering the entirety of work performed by the recipient and contractors – to DOE. **The annual report will be waived if no progress on project has been made in the first year.** The report can be submitted once as a final report if the project is completed in the first year.

## C. Tangible Personal Property Report – Final Property Report (SF-428; SF-428B; SF-428S)

Upload to:	Voucher Portal: <a href="http://doerebates.mysite.com/eecbgvouchers">http://doerebates.mysite.com/eecbgvouchers</a>
Submission deadline:	Within 30 calendar days after installation of all equipment

The report serves as the Equipment Installation Report. Voucher recipients must report on acquired equipment with acquisition cost of \$5,000 or more for which the awarding agency (DOE) has reserved the right to transfer title. The voucher recipient must complete an SF-



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428 and SF-428B, available at [grants.gov/forms/forms-repository/post-award-reporting-forms](https://grants.gov/forms/forms-repository/post-award-reporting-forms).

## D. Annual Historic Preservation Report

Upload to:	Historic Preservation report: <a href="#">U.S. Department of Energy Annual Historic Preservation Report (office.com)</a>
Submission deadline:	Historic Preservation reports: September 15 of each year

Activities utilizing the Historic Preservation Programmatic Agreements must submit an annual Historic Preservation report (any project using Equipment Rebate [NEPA SOW 1](#) or [NEPA SOW 2](#)). Reports are due September 15 of each year. The Historic Preservation report must be submitted for all activities here: [U.S. Department of Energy Annual Historic Preservation Report \(office.com\)](#)

## BIL Reporting

### A. Quality Job Creation

#### 1. Direct Jobs

Submit to:	No action needed if Weekly Davis Bacon Acts are completed
Submission deadline:	No action needed if Weekly Davis Bacon Acts are completed

This report is satisfied via the weekly Davis Bacon Act reports.

This award is funded under Division D of the Bipartisan Infrastructure Law (BIL). All laborers and mechanics employed by the recipient contractors or subcontractors in the performance of construction, alteration, or repair work in excess of \$2000 on an award funded directly by or assisted in whole or in part by funds made available under this award shall be paid wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code commonly referred to as the “Davis-Bacon Act” (DBA).

The Recipient must ensure the timely electronic submission of weekly certified payrolls to a third-party DBA electronic payroll compliance software application unless a waiver is granted to a particular contractor or subcontractor because they are unable or limited in their ability to use or access the software. Please refer to section II.H. for information on Davis Bacon Act Reporting.

### B. Pathways to Net Zero

Submit to:	No action needed if Performance Report is completed
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Submission deadline:	No action needed if Performance Report is completed
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Pathways to Net Zero Reports will be imbedded as the [EECBG Program Process Metrics](#) within the Performance Report (see page 4). Report on EECBG process metric areas 1, 2, 3, 5, and 10 as applicable. Report on these as part of the Performance Report to be completed on the Voucher Portal.

- 1. Infrastructure Supported:** This report applies to projects that build, retrofit, retool, repurpose, or otherwise support the construction or continued operation of energy generation, energy storage, or other clean energy infrastructure. Projects that fund infrastructure planning should also report.

Recipients are required to report on planned values, annual actual values for the life of project, and values at closeout. This report is structured by technology type, recipients need only complete the technology type applicable to their project as indicated by the DOE project team.

- 2. Energy Saved:** This report applies to all projects that include energy efficiency upgrades or fuel switching, water conservation upgrades that save energy, or distributed energy resources. Recipients are required to report on interventions completed as well as planned and actual energy savings.

## C. One Time Location Report

Upload to:	Voucher Portal: <a href="http://doerebates.mysite.com/eecbgvouchers">http://doerebates.mysite.com/eecbgvouchers</a>
Submission deadline:	One time within first year of project

There is a one-time special status report requirement for recipients with projects that take place in specific physical locations. This report is required for all EECBG Program voucher recipients pursuing the installation of equipment in physical locations, including projects benefitting disadvantaged communities. This report would be best completed during the first year of the award.

## Award Management Reports

### A. Tangible Personal Property Report – Disposition Request/Report (SF-428 & SF-428C)

Upload to:	<a href="http://doerebates.mysite.com/eecbgvouchers">Voucher Portal: http://doerebates.mysite.com/eecbgvouchers</a>
Submission deadline:	<a href="#">Within 5 calendar days of the event (if applicable)</a>



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The prime recipient must request disposition instructions for or report disposition of federally-owned property or equipment acquired with project funds, whether the property or equipment is/was in the possession of the prime recipient or subrecipient(s). Recipients may also be required to provide compensation to the awarding agency when acquired equipment is sold or retained for use on activities not sponsored by the federal government. Any equipment with an acquisition cost above \$5,000 must be included in the inventory.

If disposition occurs at any time other than award closeout (i.e., at any time throughout the life of the project or after project completion and closeout as long as the federal government retains an interest in the item), the prime recipient must complete an SF-428 and SF-428C, available at [grants.gov/forms/forms-repository/post-award-reporting-forms](https://grants.gov/forms/forms-repository/post-award-reporting-forms)

If disposition instructions are requested at the time of award closeout, the prime recipient must submit the SF-428 and SF-428B (see **III. Closeout Reporting**).

Only the DOE Contracting Officer has authority to approve disposition requests and issue disposition instructions.

## B. Single Audit: States, Local Government, Tribal Governments, Institution of Higher Education (IHE), or Non-Profit Organization

Upload to:	Federal Audit Clearinghouse: <a href="https://harvester.census.gov/facweb/Default.aspx">https://harvester.census.gov/facweb/Default.aspx</a>
Submission deadline:	Within the earlier of 30 days after receipt of the auditor’s report(s) or 9 months after the end of the audit period (recipient’s fiscal year-end)* *The end of the period of the performance, or closure of an award, does not dismiss this reporting requirement.

As required by 2 CFR 200 Subpart F, non-federal entities that expend \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted. The single audit must be conducted in accordance with §200.514 Scope of audit, except when it elects to have a program-specific audit conducted.

For most single audits, the requirement is for annual single audits. However, there are occasions where a single audit is not required annually. Per 2 CFR 200.504 - Frequency of audits, a state, local government, or Indian tribe that is required by constitution or statute to undergo its audits less frequently than annually, is permitted to undergo its audits biennially. Also, any nonprofit organization that had biennial audits for all biennial periods ending between July 1, 1992, and January 1, 1995, is permitted to undergo its single audits biennially.



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For a program-specific audit, when a recipient expends federal award funds under only one federal program (excluding R&D) and the federal program's statutes, regulations, or the terms and conditions of the federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the federal awards expended were received from the same federal agency, or the same federal agency and the same pass-through entity, and that federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

The single audit report shall include audited financial statements. The audit should be uploaded to the Voucher Portal (no older than 2021).

## C. National Environmental Policy Act (NEPA) Reporting

Submit to:	NEPA logs (if applicable): Sent to <a href="mailto:EECBG.NEPA@ee.doe.gov">EECBG.NEPA@ee.doe.gov</a> and upload to Voucher Portal <a href="http://doerebates.mysite.com/eecbgvouchers">http://doerebates.mysite.com/eecbgvouchers</a>
Submission deadline:	NEPA logs (if applicable): Before project begins; updated quarterly if changes to project locations occur

All activities involving ground disturbance (projects using [Equipment Rebate NEPA SOW 1](#)) require NEPA log submittals. If locations of all work are known at the start of a project, a single NEPA Log may be submitted. If locations of work change, then an updated log must be submitted. Template NEPA logs can be found at [www.energy.gov/node/4816816](http://www.energy.gov/node/4816816). NEPA logs must be submitted to [EECBG.NEPA@ee.doe.gov](mailto:EECBG.NEPA@ee.doe.gov) and the Voucher Portal. Multiple entries can be listed on the NEPA log.

## D. Davis Bacon Act Reporting

Submit to:	Weekly Payroll Reports: LCPtracker Semi-Annual Reports: Voucher Portal <a href="http://doerebates.mysite.com/eecbgvouchers">http://doerebates.mysite.com/eecbgvouchers</a>
Submission deadline:	Within 7 days of each pay period Semi-annually by Sept 30 <sup>th</sup> and March 31 <sup>st</sup>

The DBA applies to contractors and subcontractors of the recipient for contracts more than \$2,000 for the construction, alteration, and/or repair of public buildings or public works, including painting and decorating, where the United States or the District of Columbia is a direct party to the contract. Contractors and subcontractors funded in whole or in part under this Award shall pay their laborers and mechanics wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code commonly referred to as the Davis-Bacon Act (DBA).

EECBG Program formula award recipients will also be required to undergo DBA compliance training and maintain competency in DBA compliance. The Contracting Officer will notify the recipient of any DOE-sponsored DBA compliance trainings. DOL offers free Prevailing Wage Seminars several times a year that meet this requirement, at:

<https://www.dol.gov/agencies/whd/governmentcontracts/construction/seminars/events>

## 1. Weekly Payroll Report

- EECBG Program voucher recipients must maintain an accurate record of hours worked and wages paid, including fringe benefit contributions, and submit certified payrolls on a weekly basis to DOE. Grantees are also responsible for tracking and maintain DBA records for all subcontractors. Examples of labor compliance platforms available to help grantees streamline DBA reporting by contractors and subcontractors include: LCPtracker, eMARS, Elation Systems, and other third-party systems
- EECBG Program recipients must ensure the timely electronic submission of weekly certified payrolls through the DOE-provided DBA software application as part of its compliance with the Davis-Bacon Act unless a waiver is granted to a particular contractor or subcontractor because it is unable or limited in its ability to use or access. Applicants should indicate if they will seek a waiver.

## 2. Semi-Annual Compliance and Enforcement Report

- EECBG Program voucher recipients must submit semi-annual reports on compliance with the enforcement of the labor standards provision of the Davis-Bacon Act and its related acts covering the periods of October 1 through March 31 and April 1 through September 30
- Examples of labor compliance platforms available to help grantees streamline DBA reporting by contractors and subcontractors include: LCPtracker, eMARS, Elation Systems, and other third-party systems For more information about labor laws to include Davis Bacon Act and Build American Buy American contact [BILLabor@hq.doe.gov](mailto:BILLabor@hq.doe.gov).



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## **Appendix A: Notice To Recipients Regarding Protected Data, Limited Rights Data and Protected Personally Identifiable Information**

### **I. PROTECTED DATA AND LIMITED RIGHTS DATA**

The recipient is required to mark protected data and limited rights data in accordance with the IP clause set of the award agreement. Failure to properly mark data may result in its public disclosure under the Freedom of Information Act (FOIA, 5 U.S.C. § 552) or otherwise.

#### **A. Protected Data - Technical Data or Commercial or Financial Data First Produced in the Performance of the Award**

The U.S. Government normally retains unlimited rights in any technical data or commercial or financial data produced in performance of Government financial assistance awards, including the right to distribute to the public.

However, under certain DOE awards, the recipient may mark certain categories of data produced under the award as protected from public disclosure for a period of time (“Protected Data”). If the award agreement provides for protected data and the recipient wants the data to be protected, the recipient must properly mark any documents containing Protected Data. The recipient should review the IP clause set of the award agreement to determine the applicability of protected data, the maximum length of period of time for data protection and the required markings that must be used to invoke data protection for the award.

#### **B. Limited Rights Data - Data Produced Outside of the Award at Private Expense**

Limited Rights Data is data (other than computer software) developed at private expense outside any Government financial assistance award or contract that embody trade secrets or are commercial or financial and confidential or privileged. Prior to including any Limited Rights Data in any documents to DOE, the recipient should review the award agreement. In most DOE awards, the recipient should not deliver any limited rights data to DOE if the recipient wants to protect the Limited Rights Data. If the DOE award does allow and require the delivery of limited rights data, then the recipient must properly mark any documents containing Limited Rights Data as set forth in the IP clause of the award agreement.

### **II. PROTECTED PERSONALLY IDENTIFIABLE INFORMATION**

The recipient should not include any Protected Personally Identifiable Information (Protected PII) in their submissions to DOE. Protected PII is defined as any data that, if compromised, could cause harm to an individual such as identify theft. Protected PII includes, but is not limited to:

- Social Security Numbers in any form;

