AMENDMENT NO. 1
MUNICIPAL SERVICES CONTRACT FOR
ENERGIZE THURSTON 2025

THIS AMENDMENT is effective as of the date of the last authorizing signature by and between the **CITY OF OLYMPIA**, a Washington municipal corporation (the "City"), and **SOUTH PUGET SOUND HABITAT FOR HUMANITY,** a Washington Non-profit corporation (the "Agency").

RECITALS

1. On January 22, 2025, the City and the Agency entered into a Municipal Services Contract Agreement for Energize Thurston 2025 ("Contract").

2. The term of the Contract was to run until June 30, 2025, with compensation not to exceed $581,483.00.

3. The Contract also provided that any amendments to this Contract must be in writing and signed by both parties.

4. The City applied for and was awarded $122,030.00 of United States Department of Energy Efficiency and Conservation Block Grant funding to administer rebates for heat pump retrofits.

5. The City and the Agency want to amend the Contract to further expand the scope of services, increase compensation, and extend the term.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Section 4. A. and 4. C. of the Contract, **COMPENSATION AND METHOD OF PAYMENT**, is hereby amended to read as follows:

   A. City shall make payments for services on a reimbursement basis unless otherwise permitted by law and approved in writing by City. Agency shall submit final invoices, along with any required reports to City prior to ~~June 30, 2025~~December 31, 2025, to avoid loss of funding.

   C. City shall reimburse the Agency for services performed under this contract in an amount not to exceed **~~Five Hundred Eighty One Thousand Four Hundred and Eighty Three Dollars and 00/100 ($581,483.00)~~Seven Hundred Three Thousand**

<u>Five Hundred and Thirteen Dollars and 00/100 ($703,513.00),</u> payable within 30 days of receipt of a properly completed invoice as set forth in this section

2. Exhibit "A" of the Contract, SCOPE OF WORK, is hereby replaced with Exhibit "A-1" entitled SCOPE OF WORK, and Exhibit "B" entitled BUDGET, is hereby replaced with Exhibit "B-1" attached to this Amendment

3. Exhibit A-1 entitled SCOPE OF WORK and Exhibit B-1 entitled BUDGET, both attached to this Amendment, are both hereby made a part of the Contract**.**

4. All remaining provisions of the Contract not here amended or supplemented remain as written in said Contract and continue in full force and effect.

CITY OF OLYMPIA

By:________________________________
Steven J. Burney, City Manager
Date of Signature:____________________

APPROVED AS TO FORM:

Michael M. Young
Senior Deputy City Attorney

SOUTH PUGET SOUND HABITAT FOR HUMANITY

By: Elizabeth Walker
Elizabeth Walker, CEO
Date of Signature: 05/27/2025

EXHIBIT “A-1”

SCOPE OF WORK

Background

Energize Thurston 2025 is a regional heat pump group purchase program that aims to make it faster, easier, and more affordable for Thurston County residents to purchase and install efficient, all-electric heat pump space conditioning and heat pump water heaters (HPWH). Energize Thurston will reduce upfront costs through a group purchase discount provided by competitively selected Installers and application of all available rebates as a time-of-sale discount. The campaign will offer two participant pathways:

- Low- and Moderate-Income (LMI) Pathway: will provide fully subsidized equipment installations for low-income households (<80% area median income; AMI) and partially subsidized installations for moderate-income households (≥80% but <120% AMI).
- Self-Funded Pathway: will provide a group purchase discount, free educational workshops, guidance on relevant incentives and financing, streamlined installation, and customer support available to all households in Thurston County, including the City of Olympia.

Thurston County and the cities of Olympia, Lacey, Tumwater, and Tenino (“partner jurisdictions”) are entering into an Interlocal Agreement for regionally coordinated implementation of the campaign, and Thurston County is leading a competitive Request for Proposals (RFP) process to select the Energize Thurston 2025 Installers. Each of the five partner jurisdictions have been awarded funds through the Washington State Home Electrification and Appliance Rebate (HEAR) Program to subsidize installations of eligible equipment for low- and moderate-income (LMI) households. Thurston County, Olympia, and Lacey have also applied for formula grants through the U.S. Department of Energy’s (DOE) Energy Efficiency and Conservation Block Grant (EECBG) program, which will be used to subsidize installations of heat pump water heaters (HPWH) for LMI households. More details on the Energize Thurston structure and processes are provided in the Thurston Climate Mitigation Collaborative “Energize Thurston” Launch & Implementation Plan (**Exhibit 1**).

The City of Olympia has been awarded $481,483 in HEAR funding for the provision of rebates for heat pumps and other high-efficiency electric equipment for low- and moderate-income households per the Interagency Agreement executed between the City of Olympia and Washington State Department of Commerce HEAR Program Contract, (**Exhibit 2**). Additionally, the City has applied for $122,030 in EECBG funding for the provision of subsidized HPWH retrofits for LMI household’s contingent on DOE approval. The budget for Olympia’s portion of subsidized installations through the Energize Thurston 2025 Campaign is included in Exhibit “B”. This budget is anticipated to fund approximately 25-40 subsidized heat pump retrofits, as well as approximately 20-40 HPWH retrofits (contingent on successful award and acceptance of EECBG funds) for LMI households within Olympia city limits.

Energize Thurston builds upon the foundation of the City’s Energize Olympia ductless heat pump campaign (2023-2024), expanding its scope to serve residents throughout Thurston County and to offer more equipment types (ducted and ductless heat pumps plus HPWH). South Puget Sound Habitat for Humanity (SPSHFH) has been a key partner in the program design and implementation of Energize Olympia and has leveraged their own grant funds to augment the program. Serving as the Energize

Thurston LMI Pathway Administrator, SPSHFH's scope of services will consist of the following five tasks during the term of this contract.

Task 1: Campaign Planning and Ongoing Coordination

Campaign administration will begin upon contract execution in January 2025 and continue for the duration of the Energize Thurston campaign (estimated to run from March to June 2025). After selecting Energize Thurston 2025 Installers through a competitive RFP process, staff from Thurston County and partner jurisdictions ("Campaign Staff") will host a project kick-off meeting for SPSHFH and all selected Installers to finalize the campaign plan and timeline, review partner roles and expectations, and provide training on the "Monday.com" software for participant management.

SPSHFH will:

- Attend Energize Thurston project kick-off meeting and weekly check-in meetings.
- Review and provide feedback on the Energize Thurston Project Management and Participant Tracking boards in Monday.com, including partner roles and responsibilities.
- Review and provide feedback on Energize Thurston marketing and outreach materials.

Campaign Staff will:

- Organize, schedule, and lead a project kick-off and weekly check-in meetings.
- Recruit and contract with Installer(s) to provide discounted heat pump installations for the 2025 Energize Thurston campaign.
- Host and maintain participant management software on Monday.com. Provide training on Monday.com software as required.
- Develop and update the Project Management and Participant Tracking boards in Monday.com, including campaign tasks and status, timelines, and partner responsibilities.
- Finalize and print all campaign marketing and outreach materials.

Task 2: Income Verification and Customer Support

Between January 2025 and June 2025, low- and moderate-income (LMI) Olympia residents who attend an Energize Thurston workshop may apply for a fully or partially subsidized installation of electric heat pumps, heat pump hot water heaters, and enabling electrical upgrades. Installations will be provided on a first-come, first-served basis, with at least 60% of available funding reserved for low-income (<80% AMI) applicants, as follows:

- Full Cost Coverage for Low-Income Households: Households under 80% AMI will be eligible for 100% cost coverage of equipment and services. The campaign will reserve at least 60% of available funding for this pool of applicants on a first-come first-served basis.
- Partial Cost Coverage for Moderate-Income Households: Households with annual incomes of at least 80% AMI but less than 120% AMI will be eligible for partial cost coverage of eligible equipment and services. Moderate-income households will contribute 20% of the total installation cost up to a maximum contribution of $2,500 per household.

SPSHFH will:

- Within 3 business days of receiving applicant contact information from Campaign Staff, follow up with applicants to provide information about next steps and request documentation for income verification.
- Within 3 business days of receiving the required documentation, conduct income verification and notify the applicant of income verification results. Document all income verification results such as eligibility for the LMI pathway, low- or moderate-income status, and installation funding source within the participant management software.
  - If the applicant's income verification is approved, and sufficient grant funding remains for equipment installation, proceed with lead distribution and site assessment, as outlined in Task 3.
  - If the applicant's income verification is approved, but grant funding for equipment installation has been exhausted within their jurisdiction and/or other grant funding made available through SPSHFH, place the applicant on the program waitlist. Notify the applicant of their position on the waitlist and options to proceed with a self-funded installation. If the applicant chooses to proceed with a self-funded installation site assessment, notify the jurisdiction partner for follow-up. Update the participant management software to indicate the applicant's position on the waitlist.
  - If the applicant's income verification is not approved, notify the applicant and jurisdiction partners, and inform the applicant about options to proceed with a self-funded installation. If the applicant chooses to proceed with a self-funded installation site assessment, notify the jurisdiction partner for follow-up.
- Provide case management and customer support for all LMI applicants unless the applicant chooses to proceed with a self-funded installation, or it is determined that the applicant does not meet the income qualification program requirements.

City/Jurisdiction Partners will:

- Conduct initial applicant intake for all program applicants, verify their address and assign them to their appropriate jurisdiction in the participant management software.
- Provide SPSHFH with participant names, addresses, and contact information for all eligible applicants (i.e., City of Olympia homeowners) who have requested a fully or partially subsidized installation.
- Manage Self-Funded Energize Thurston 2025 applications, including providing participant information to Installers, and verification of installation pricing and equipment per the 2025 Installer contracts.
- Provide case management for all program applicants proceeding with a self-funded installation, which may include some LMI participants.

Task 3: Equipment Installation and Quality Assurance

Between January 2025 – June 2025, SPSHFH will coordinate the installation of heat pumps, heat pump hot water heaters, enabling electrical upgrades and duct sealing if applicable for Olympia residents who have qualified for a fully or partially subsidized heat pump installation through the Energize Olympia

2024 waitlist or Energize Thurston 2025. All installations must use approved program equipment and installers unless otherwise authorized by the City.

Installed equipment must meet the following requirements:

- Remove all fossil fuel equipment where technically and economically feasible.
- Air-source heat pumps must be listed on the Northeast Energy Efficiency Partnership's (NEEP) Cold Climate Air Source Heat Pump (ccASHP) Product List, or meet the most recent ENERGY STAR Cold Climate product criteria.
- Heat pump hot water heaters must be listed as a Northwest Energy Efficiency Alliance (NEEA) Tier 3 or 4 heat pump water heater. See **Exhibit 3 PSE HPWH QPL**.
- Existing water heating equipment must meet a minimum age requirement (e.g., 5 or 10 years) to be determined by campaign staff prior to the campaign launch, to be eligible for replacement.
- All equipment must be ENERGY STAR Certified or CEE North Region Certified.
- All equipment that uses refrigerants must follow the statutory global warming potential (GWP) limits from the Washington State Department of Ecology and the U.S. Environmental Protection Agency (EPA), and where technically and economically feasible, must use low GWP refrigerants listed by the EPA's Significant New Alternatives Policy (SNAP) Program, or the California Air Resources Board (CARB).

Installed equipment may include:

- Mechanical, electrical, and plumbing (MEP) equipment, when necessary for the installation of eligible air source heat pumps and electric heat pump water heaters, including duct sealing.

SPSHFH will:

- Distribute LMI participant leads to Energize Thurston Installers (TBD), in a manner to be determined by Campaign Staff and SPSHFH before the launch of the campaign.
- For installations completed between January 1, 2025, and February 28, 2025:
    - Schedule and facilitate site assessments for eligible equipment installations with Installers for all City of Olympia LMI participants per the 2024 Installer Contracts, *See* **Exhibit 4 – CSM Service Agreements and Exhibit 5 – Sunset Air Service Agreements**.
    - Review Installer bids, final invoices, and installations to verify that:
        - Installations meet all Energize Thurston program requirements as described above, including the provision of all applicable rebates as a time-of-sale discount.
        - Installer quotes are consistent with all equipment and prevailing wage labor pricing as described in the 2024 Installation Partner Contracts (EXHIBITS).
        - A generally visible Climate Commitment Act (CCA) logo has been placed on all equipment purchased with State HEAR Funding by Installers.
- For installations completed on or after March 1, 2025:
    - Schedule and facilitate site assessments for eligible equipment installations with Installers for all City of Olympia LMI participants per the 2025 Installer Contracts (TBD)
    - Review Installer bids, final invoices, and installations to verify that:

        - Installations meet all Energize Thurston program requirements as described above, including the provision of all applicable rebates as a time-of-sale discount.
        - Installer quotes are consistent with all equipment and prevailing wage labor pricing as described in the 2025 Installer Contracts (TBD).
        - A generally visible Climate Commitment Act (CCA) logo has been placed on all equipment purchased with State HEAR Funding by Installers.
- Contract with LMI participants and assigned Installer(s) to facilitate installation of program-eligible equipment.
- Review completion of work with the program participants.
- Submit Puget Sound Energy (PSE) Efficiency Boost Rebate Qualification Form attesting participant income as required for PSE Efficiency Boost Rebates (Exhibit 6).

Campaign Staff will:

- Determine participant lead distribution process.
- Determine age requirement for existing water heaters eligible to be replaced by an Energize Thurston HPWH installation.
- Provide Installer contracts and price schedules to SPSHFH once the contracts are awarded.
- Provide PSE Efficiency Boost Rebate Qualification Form.
- Provide CCA logo decals for Installers to place on HEAR-funded equipment.

Task 4: Progress Reports

Between January 2025 and June 2025, the City and SPSHFH will verify Installers have provided weekly participant progress reports and installation data through Monday.com for all Energize Thurston installations to provide accurate case management, and track program progress and metrics. Additionally, SPSHFH will provide monthly grant expenditure progress reports to the City for all HEAR-and EECBG funded installations in Olympia, with the following information:

- Number of households that were provided rebates and incentives to purchase or install high-efficiency electric equipment and appliances
- Site information for households that received rebates and incentives:
    - Address, city, and zip code
    - Date rebate or incentive claimed or issued
    - Household income
    - Pre-rebate fuel type of the household or small business
    - Technical specifications of the equipment and appliances purchased or installed through the program, including, but not limited to the equipment brand, certifications, efficiency (SEER/HSPF/EER/COP), and cost
    - Amount of the rebate or incentive claimed or issued
    - Applicable building and electrical permit numbers

SPSHFH will:

- Verify Installer submission of weekly participant progress reports and installation data on Monday.com for all LMI-pathway installations per 2024 and 2025 Installer contracts including final participant invoice and all applicable permit documents to City of Olympia.
- Provide Campaign Staff monthly grant expenditure progress reports per HEAR Contract and EECBG reporting (Exhibit 7) requirements for reimbursement.

Campaign Staff will:

- Provide access to Monday.com software to SPSHFH and Installers to upload participant progress reports and installation data.
- Verify Installer submission of weekly participant progress reports and installation data for all self-funded participants per 2025 Installer contracts.

Task 5: Community Outreach and Education

Between February and June 2025, the campaign partners and installers will promote Energize Thurston and deliver educational workshops virtually and/or at easily accessible public locations throughout Thurston County. SPSHFH is expected to play a supporting role in Energize Thurston outreach and education.

SPSHFH will:

- Participate in all Energize Thurston educational workshops including up to five in-person workshops at locations throughout Thurston County, and one recorded on-demand workshop.
- Participate in tabling for at least 5 community events and support additional neighborhood outreach as needed.
- Conduct additional marketing and outreach to promote Energize Thurston, including but not limited to social media posts, email blasts, and the distribution of physical materials at Habitat for Humanity ReStore locations.

Campaign Staff will:

- Coordinate community events and workshops.
- Provide marketing and outreach materials for use by SPSHFH.

Exhibit "B-1"

BUDGET

Budget for Subsidized Installations for Low and Moderate- Income Households			
Funding Source	**Activity**	**Income Qualification**	**Amount**
HEAR	HEAR-eligible appliance/service installation	**0-80% AMI**	**$254,223.03**
	HEAR-eligible appliance/service installation	**80-120% AMI**	**$169,482.01**
	Operations/ Staff Time for HEAR-funded installations		**$57,777.96**
Climate Program General Fund	HEAR-eligible appliance/service installation	**0-80% AMI**	**$52,800.00**
	HEAR-eligible appliance/service installation	**80-120% AMI**	**$35,200.00**
	Operations/ Staff Time for Climate Program General Funding-funded installations		**$12,000.00**
EECBG	Heat pump water heater installation	**0-80% AMI**	**$64,431.84**
	Heat pump water heater installation	**80-120% AMI**	**$42,954.56**
	Operations/ Staff Time for HEAR-funded installations		**$14,643.60**
TOTAL			**$~~581,483.00~~703,513.00**

U.S. DEPARTMENT OF ENERGY

Federal Assistance Reporting Checklist

		Attachment 2
1. Award Number: DE-SE0000231.0000	2. Program/Project Title: EECBG	
3. Recipient: City of Olympia		
4. Reporting Requirements (see also the Special Instructions)	Frequency	Addresses
I. PROJECT MANAGEMENT REPORTING		
☒ A. Performance Report	**Q**	A. https://www.page.energy.gov
1. Status and Milestones		
2. Quantitative		
3. Narrative		
☒ B. Financial Report (SF-425)	**Q**	B. https://www.page.energy.gov
☐ C. Other (see Special Instructions)	**A5**	C. See Special Instructions
II. AWARD MANAGEMENT REPORTING		
☒ A. Tangible Personal Property Report - Annual Property Report (SF-428 & SF-428A)	**Y**	A. Send Email to DOE Project Officer
☒ B. Tangible Personal Property Report – Disposition Request/Report (SF-428 & SF-428C)	**A5**	B. https://www.page.energy.gov
☐ C. Uniform Commercial Code (UCC) Financing Statements	**A5**	C. https://www.page.energy.gov
☒ D. Federal Subaward Reporting System (FSRS)	**A5**	D. See section II. D. for instructions and due dates
☐ E. Annual Incurred Cost Proposal	**A5**	E. FSRS
☒ F. Single Audit: States, Locals, Tribal Governments, and Non-Profits	**Y180**	F. See section II. F. for instructions and due dates
☒ G. Other	**O**	G. See section II. G. for instructions and due dates
1. Annual Historic Preservation Report	**Y**	G1. Email to project officer & EECBG.NEPA@ee.doe.gov
☒ H. Davis Bacon		
1. Semi-Annual Davis Bacon	**S**	H1. https://www.page.energy.gov
2. Weekly Payroll report	**W**	H2. https://www.page.energy.gov
III. CLOSEOUT REPORTING		
☒ A. Tangible Personal Property Report – Final Report (SF-428 & SF-428B)	**F**	A. https://www.page.energy.gov
☐ B. Other (see Special Instructions)	**F**	B. See Special Instructions

Federal Assistance Reporting Checklist

4. Reporting Requirements (see also the Special Instructions)	Frequency	Addresses
IV. Bipartisan Infrastructure Law Reporting		
☒ A. Quality Job Creation		
☒ 1. Direct Jobs	**A5**	A.1.See Section V.D.I for instructions and due dates
☒ 2. Good Jobs	**Y**	A.2. https://www.page.energy.gov
☒ B. Equity and Justice	**Y**	
☒ 1. Community Engagement Process		
☒ 2. Engagement Events and Technical Assistance		B. https://www.page.energy.gov
☒ C. Pathway to Net-Zero		
☒ 1. Infrastructure Supported		C. https://www.page.energy.gov
☒ 2. Energy Saved		
☒ D. One-Time Location Report	**1**	D. https://www.page.energy.gov

FREQUENCY CODES AND DUE DATES:

A5 – As Specified or within five (5) calendar days after the event.

F – Final; within 120 calendar days after expiration or termination of the award.

O – Other: See instructions for further details.

P – Post-project (after the period of performance); within five (5) calendar days after the event, or as specified.

Q – Quarterly; within 30 calendar days after the end of the federal fiscal year quarter.

S – Semiannually; within 30 days after end of the reporting period.

Y – Yearly; within 90 calendar days after the end of the federal fiscal year.

Y180 – Yearly; within 180 calendar days after the close of the recipient's fiscal year.

W – Weekly; within 7 days of the payroll

1 – One time report

FULL URLS:

OSTI E-Link: http://www.osti.gov/elink-2413
OSTI E-Link Datasets: https://www.osti.gov/elink/2416-submission.jsp
DOE CODE: https://www.osti.gov/doecode/
iEdison: http://www.iedison.gov
EERE PMC: https://www.eere-pmc.energy.gov/SubmitReports.aspx
FSRS: https://www.fsrs.gov
PAGE: https://www.page.energy.gov

Special Instructions:

Contents

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.*** ***

I. Project Management Reporting

A. Performance Report

Submit to:	https://www.page.energy.gov
Submission deadline:	Within 30 calendar days after the end of the quarterly reporting period (January 30, April 30, July 30, and October 30)

Quarterly, the prime recipient is required to submit a Performance Report for the project. This report summarizes the entirety of work performed by the prime recipient, subrecipients, 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. Your DOE project team will provide a form for submission.

1. **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. This is information can be included in the qualitative section of the report.

2. **Tasks and Milestones**
   Enter all tasks and milestones identified in your activity file. Each reporting period, update the status of the task/milestone. More milestones can be added as relevant to your project.

3. **Outlays**
   Using your approved budget, enter all of the expenditures incurred each reporting period. Also include recipient cost share.

4. Metrics

Report on your primary process metric selected in the application 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.

5. Products

Can be uploaded as an attachment to the PAGE performance report.

What has the project produced?

In the qualitative section of this report, list any products resulting from the project during the reporting period. Examples of products include: publications, conference papers, and presentations; website(s); technologies or techniques; ; and other products, such as data or databases, physical collections, audio or video products, software or NetWare, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), new business creation or any other public release of information related to the project.

a. **Publications, conference papers, and presentations**

Report the publication(s) resulting from the work under this award.

Please note: Recipients must use the DOE acknowledgement and legal disclaimer language as described in the Special Terms and Conditions.

The recipient is reminded that all data produced under the award should comply with the award's data management plan (DMP). The DMP provides a plan for making all research data displayed in publications resulting from the proposed work digitally accessible at the time of publication. At a minimum, the DMP (1) describes how data sharing and preservation will enable validation of the results from the proposed work, how the results could be validated if data are not shared or preserved and (2) has a plan for making all research data displayed in publications resulting from the proposed work digitally accessible at the time of publications.

i. **Publications, conference papers and presentations**

Identify any other publications, conference papers and/or presentations not reported above. Specify the status of the publication as noted above.

b. **Website(s)**

List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above in this section.

c. **Other products**
Identify any other significant products that were developed under this project. Describe the product and how it is being shared. Examples of other products are: Data or databases; Physical collections; Audio or video products; Software or NetWare; Models; Educational aids or curricula; Instruments or equipment; Research material (e.g., germplasm, cell lines, DNA probes, animal models); Interventions (e.g. clinical, educational); new business creation; and Other.

6. **Participants**
The following information on participants (individuals) was provided during award negotiations. This can be updated in the awards contacts section in https://www.page.energy.gov. On a (quarterly/semi-annual/annual) basis, provide updates as needed. For most projects, recipients must identify and provide specific information for the following individuals at the prime and subrecipient level: (1) all senior and key personnel (including project director(s)/principal investigator(s)); and (2) each person who has worked or is expected to work at least 160 hours on the project at least one person month per year on the project regardless of the source of compensation (a person month equals approximately 160 hours of effort). In limited circumstances, typically large-scale construction projects, recipients are only required to report on (1) senior and key personnel for the prime recipient and subrecipients. Please refer to the Participants and Other Collaborating Organizations Term in your award Terms and Conditions to determine what level of reporting is required for your specific award.

a. **What individuals have worked on the project?**
Provide the following information for individuals at the prime recipient and subrecipient level: (1) all senior and key personnel; and (2) each person who has worked or is expected to work at least one person month per year on the project regardless of the source of compensation (a person month equals approximately 160 hours of effort). This information can be added as an attachment in the https://www.page.energy.gov document library.
   i. Name
   ii. Organization
   iii. Job Title
   iv. Role in the project
   v. Start and end date (month and year) working on the project

vi. State, U.S. territory, and/or country of residence
vii. Whether this person collaborated with an individual or entity located in a foreign country in connection with the scope of this Award, and
viii. If yes to a.vii, whether the person traveled to the foreign country as part of that collaboration, and, if so, where and what the duration of stay was.

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 be used to elaborate on information requested above and can include on impact, changes or issues, achievements, or more.

B. Financial Report SF-425 Federal Financial Report

Submit to:	https://www.page.energy.gov
Submission deadline:	Within 30 calendar days after the end of the quarterly reporting period (January 30, April 30, July 30 and October 30) **and** within 120 calendar days after expiration or termination of the award

Semi-annually the prime recipient is required to submit a completed SF-425 for the project to DOE, covering the entirety of work performed by the prime recipient, subrecipients, and contractors – to DOE.

C. Other (see Special Instructions)

Submit to:	https://www.page.energy.gov
Submission deadline:	Within five (5) calendar days after the event, or as specified

II. Award Management Reporting

A. Tangible Personal Property Report – Annual Property Report (SF-428 & SF-428A)

Submit to:	Send Email to DOE Project Officer
Submission deadline:	Within 90 calendar days after the end of the annual reporting period when applicable

The prime recipient must submit an annual inventory of federally-owned property (government-furnished) where the award specifies that title to the property vests with the federal government, whether it is in the possession of the prime recipient or subrecipient(s). The prime recipient must complete an SF-428 and SF-428A, available at Post-Award Reporting Forms | GRANTS.GOV.

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

Submit to:	https://www.page.energy.gov
Submission deadline:	Within 5 calendar days of the event or as specified when applicable

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 Post-Award Reporting Forms | GRANTS.GOV

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.

C. Uniform Commercial Code (UCC) Financing Statements

Submit to:	Send Email to DOE Project Officer

Submission deadline:	Within five (5) calendar days after the event, or as specified.

If a for-profit recipient or subrecipient desires to purchase a piece of equipment for their project, and the per-unit dollar value of said equipment is $5,000 or more, and the federal share of the financial assistance agreement is more than $1M, the recipient or subrecipient must file a UCC financing statement.

A UCC financing statement provides public notice that the federal government has an undivided reversionary interest in the equipment, and as such the equipment cannot be sold or used as collateral for a loan (encumbered).

The for-profit recipient or subrecipient must file the UCC financing statement(s) with the Secretary of State where the equipment will be physically located and must pay any associated costs for such filings.

The initial UCC financing statement may also be referred to as a UCC1. For additional pieces of equipment not specified in the award budget, TBD equipment, or equipment needed in future budget periods, the recipient can file an amendment to the original UCC1 financing statement, by submitting the UCC3 financing statement amendment.

Each UCC financing statement or amendment is to be filed with the appropriate Secretary of State office, where the equipment will be physically located.

Note: All costs associated with filing UCC financing statements, UCC financing statement amendments, and UCC financing statement terminations, are allowable and allocable costs which can be charged to the federal award.

At a minimum, the recipient must have stated in their UCC financing statement in block 4. (collateral) the following:

- "Title to all equipment (not real property) purchased with federal funds under this financial assistance agreement is conditional pursuant to the terms of 2 CFR 910.360, and the federal government retains an undivided reversionary interest in the equipment at the federal cost-share proportion specified in the award terms and conditions."
- Federal Award Identification Number (e.g., DE-EE000XXXX)

D. Federal Subaward Reporting System (FSRS)

Submit to:	https://www.fsrs.gov/
Submission deadline:	The prime recipient is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to $30,000.

The Federal Subaward Reporting System (FSRS) is the reporting tool prime recipients use to capture and report subaward and executive compensation data regarding their first-tier subrecipients to meet the FFATA reporting requirements. Prime recipients will report against subrecipients' awards. The subrecipient information entered in FSRS will then be displayed on USASpending.gov associated with the prime recipient's award furthering federal spending transparency.

The prime recipient is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-award greater than or equal to $30,000.

E. Annual Incurred Cost Proposals

Submit to:	If DOE is the Cognizant Federal Agency, send the Annual Incurred Cost Proposal to one of the following offices: • CostPrice@ee.doe.gov (if the Golden Field Office is Cognizant); OR • IndirectRates@hq.doe.gov (if OCED is Cognizant) • PricingGroup@netl.doe.gov (if NETL is Cognizant) Otherwise, submit the proposal to the Recipient's appropriate Cognizant Federal Agency office.
Submission deadline:	Within 180 calendar days after the close of the recipient's fiscal year* *The end of the period of the performance, or closure of an award, does not dismiss this reporting requirement.

Prime recipients must submit a certified annual Incurred Cost Proposal (ICP), reconciled to its financial records, in order to finalize and reconcile billing rates incurred and billed to the Government.

An ICP submission is required unless one of the following conditions apply to the DOE award:

- Recipient elected to apply the 10% de minimis rate as allowed under 2 CFR 200.414(f); or
- Recipient has a pre-determined Negotiated Indirect Cost Rate Agreement (NICRA).

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

Submit to:	Federal Audit Clearinghouse - https://harvester.census.gov/facweb/Default.aspx
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.

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.

G. National Environmental Policy Act (NEPA) Reporting

Submit to:	Historic Preservation report: https://www.page.energy.gov
Submission deadline:	Historic Preservation reports: September 15 of each year

Activities utilizing the Historic Preservation Programmatic Agreements must indicate this on the annually required Historic Preservation report. Reports are due September 15 of each year. Forms can be found on and submitted through the DOE PAGE platform found at www.page.energy.gov/. The Historic Preservation report must be submitted for all activities including activities conducted by the sub-recipient. A full list of Programmatic Agreements can be found at Historic Preservation – Executed Programmatic Agreements | Department of Energy

H. Davis Bacon Reporting

Submit to:	https://www.page.energy.gov

Submission deadline:	Within 7 days of each pay period and Semi-annually when applicable

a. The DBA applies to contractors and subcontractors of the recipient or sub-recipients 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).

b. EECBG Program formula grant 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 DOEsponsored 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

c. Weekly Payroll Report

- **i.** EECBG prime recipients (grantees) 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 and sub-recipients. 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
- **ii.** 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.

d. Semi-Annual Compliance and Enforcement Report

- **i.** EECBG grantees 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
- **ii.** 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.

III. Closeout Reporting

A. Tangible Personal Property Report – Final Report (SF-428 & SF-428B)

Submit to:	https://www.page.energy.gov
Submission deadline:	Within 120 calendar days after expiration or termination of the award

The prime recipient must submit a final inventory of and request disposition instructions for any federally-owned property and/or property or equipment acquired with project funds with an acquisition cost above $5,000, whether the property is/was in the possession of the prime recipient or subrecipients.

The prime recipient must complete an SF-428 and SF-428B, available at Post-Award Reporting Forms | GRANTS.GOV.

If disposition occurs at any time other than award closeout, the prime recipient must complete an SF-428 and SF-428C (see IV. Other Reporting H. Property Disposition Request/Report).

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

B. Other (see Special Instructions)

Submit to:	https://www.page.energy.gov
Submission deadline:	Within 120 calendar days after expiration or termination of the award

IV. BIL Reporting

A. Quality Job Creation

1. Direct Jobs

Submit to:	Consult DOE Project team for the announcement of the Davis Bacon Reporting Tool
Submission deadline:	Weekly

This award is funded under Division D of the Bipartisan Infrastructure Law (BIL). All laborers and mechanics employed by the recipient, subrecipients, 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.

2. Good Jobs

Submit to:	https://www.page.energy.gov
Submission deadline:	Yearly; within 30 calendar days after the end of the federal fiscal year

Recipients must complete and upload the jobs template (coming soon) that will be available for download from the PAGE site or the EECBG formula application hub on an annual basis. Once available, the report will be uploaded to the PAGE document library. The report focuses on good jobs provided to employees through EECBG Program funds.

B. Equity and Justice

Submit to:	https://www.page.energy.gov
Submission deadline:	Quarterly within 30 calendar days after the end of the federal fiscal year quarter

The Equity and Justice reports are imbedded in the EECBG Program Process Metrics as part of the performance report. Please report on EECBG process metrics 9d. (Organizations

Receiving TA) and 11a. (Community and Stakeholder Engagement) when applicable to #1 and #2 below.

A. Community Engagement Process

This report applies to all projects that include building, expanding, or retrofitting a facility. Recipients should report on engagement activities such as participatory research, citizen advisory committees, open planning forums, etc. and the outputs of those activities such as memorandums of understanding, letters of support, etc. Information in this tab should reflect the objectives.

B. Engagement Events and Technical Assistance

This report applies to all projects that hold stakeholder engagement events. Recipients are required to report on stakeholders engaged and from what, if any, communities of interest.

C. Pathways to Net Zero

Submit to:	https://www.page.energy.gov
Submission deadline:	**As Specified,** within 30 calendar days after the end of the first quarterly reporting period; **Yearly;** within 90 calendar days after the end of the federal fiscal year and **Final;** within 120 calendar days after expiration or termination of the award.

Pathways to Net Zero Reports will be imbedded in the EECBG Program Process Metrics as part of the performance reports. Please report on EECBG process metric areas 1 (Retrofits), 3 (Equipment Purchased), and 5 (Renewable Energy) when applicable.

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.

D. One Time Location Report

Submit to:	https://www.page.energy.gov
Submission deadline:	One time

In addition to the reporting of metrics, there is a one-time special status report requirement for recipients with projects that take place in specific physical locations. The eligible activities that would be most applicable to the One-time Location Report are noted in Attachment 2. This report is required for all EECBG Program formula recipients pursuing activities mapped to this report, including projects benefitting disadvantaged communities. This report would be best completed during the first year of the award.

V. Appendix A: Notice To Recipients (Prime Recipients And Subrecipients) 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;
- Place of Birth associated with an individual;
- Date of Birth associated with an individual;
- Mother's maiden name associated with an individual;
- Biometric record associated with an individual;
- Fingerprint;
- Iris Scan;
- DNA;
- Medical history information associated with an individual;
- Medical conditions, including history of disease;
- Metric information, e.g., weight, height, blood pressure;
- Criminal history associated with an individual;
- Ratings;
- Disciplinary actions;
- Passport number;
- Educational transcripts;
- Financial information associated with an individual;
- Credit card numbers; and
- Security clearance history or related information (not including actual clearances held).