



**OFFICE OF THE  
CHIEF FINANCIAL OFFICER**  
Office of Development and Grants

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1026  
Detroit, Michigan 48226

Phone 313•628•1258  
Fax 313•224•0542  
www.detroitmi.gov

September 18, 2024

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Request to Accept and Appropriate FY 2024 Energy Efficiency and Conservation Block Grant (EECBG) Program Grant**

The U.S. Department of Energy has awarded the City of Detroit General Services Department—Office of Sustainability with the FY 2024 Energy Efficiency and Conservation Block Grant (EECBG) Program Grant for a total of \$582,030.00. There is no match requirement. The total project cost is \$582,030.00.

The objective of the grant is to implement the Detroit Municipal Benchmarking Program to meet the City’s mandatory energy and water benchmarking and transparency ordinance, as part of the Detroit Climate Strategy. The funding allotted to the department will be utilized to provide a project manager, supplies and contractual services that will support property owners with reporting, tracking, and disclosing annual energy and water usage. The project will produce benchmark measures aimed at promoting energy efficiency and emissions reductions. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 21434.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:  
*Terri Daniels*  
4D2BEEE23C8D489...

Terri Daniels  
Director of Grants, Office of Development and Grants

CC:  
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:  
*Matthew Spayth*  
17E14C346551467...

Office of Budget

DocuSigned by:  
*Cheryl Smith-Williams*  
B8CAE73E1C57487

Agreement Approved as to Form  
By the Law Department



## Office of Development and Grants

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### RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the General Services Department—Office of Sustainability is requesting authorization to accept a grant of reimbursement from the U.S. Department of Energy, in the amount of \$582,030.00, to implement the Detroit Municipal Benchmarking Program to meet the City's mandatory energy and water benchmarking and transparency ordinance, as part of the Detroit Climate Strategy; and

**WHEREAS**, the Law Department has approved the attached agreement as to form; and

**WHEREAS**, this request has been approved by the Office of Budget; now

**THEREFORE, BE IT RESOLVED** that the Director or Head of the Department is authorized to accept and/or execute the grant agreement on behalf of the City of Detroit, and

**BE IT FURTHER RESOLVED**, that the Budget Director is authorized to establish Appropriation number 21434, in the amount of \$582,030.00, for the FY 2024 Energy Efficiency and Conservation Block Grant (EECBG) Program Grant.

**ASSISTANCE AGREEMENT**

1. Award No. DE-SE0000797		2. Modification No.	3. Effective Date 09/01/2024	4. CFDA No. 81.128
5. Awarded To CITY OF DETROIT Attn: Terri Daniels 2 Woodward Ave Ste 1126 Detroit MI 482263443		6. Sponsoring Office State and Community Energy Programs U.S. Department of Energy 1000 Independence Ave, SW Washington DC 20585		7. Period of Performance 09/01/2024 through 08/31/2026
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other	9. Authority IIJA PL 117-58, 2021 110-140 EISA of 2007		10. Purchase Request or Funding Document No. 24SE000513	
11. Remittance Address CITY OF DETROIT Attn: JOHN NAGLICK COLEMAN A YOUNG MUNICIPAL CENTER 2 WOODWARD, SUITE 1200 DETROIT MI 482263437		12. Total Amount Govt. Share: \$582,030.00  Cost Share : \$0.00  Total : \$582,030.00		13. Funds Obligated This action: \$582,030.00  Total : \$582,030.00
14. Principal Investigator		15. Program Manager Thomas V. Schultz Phone: 240-848-8950		16. Administrator Golden Field Office U.S. Department of Energy Golden Field Office 15013 Denver West Parkway Golden CO 80401
17. Submit Payment Requests To Payment - Direct Payment from U.S. Dept of Treasury		18. Paying Office Payment - Direct Payment from U.S. Dept of Treasury		19. Submit Reports To See Attachment 2
20. Accounting and Appropriation Data 05461-2022-31-200835-41020-1005917-0000000-0000000-0000000				
21. Research Title and/or Description of Project BIL: EECEBG Program - City of Detroit				
For the Recipient		For the United States of America		
22. Signature of Person Authorized to Sign		25. Signature of Grants/Agreements Officer  Signature on File		
23. Name and Title	24. Date Signed	26. Name of Officer Geoffrey I. Walker		27. Date Signed 09/16/2024

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	DE-SE0000797	2	3

NAME OF OFFEROR OR CONTRACTOR  
CITY OF DETROIT

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>UEI: GS94M2VMNMJ3</p> <p>The purpose of this action is to obligate EECBG BIL funds and to authorize activities under Section 40552.</p> <p>In addition to this Assistance Agreement, this award consists of the items listed on the Cover Page of the Special Terms and Conditions.</p> <p>The Project Period for this award is 09/01/2024 through 08/31/2026</p> <p>This award is subject to the Financial Assistance regulations contained in 2 CFR 200 as amended by 2 CFR Part 910.</p> <p>Funding for all awards and future budget periods is contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.</p> <p>DOE Award Administrator: Holly Wilson Email: holly.wilson@ee.doe.gov Phone: 240-562-1779</p> <p>DOE Project Officer: Tom Schultz E-mail: thomas.schultz@hq.doe.gov Phone: 240-848-8950</p> <p>Recipient Business Officer: Terri Daniels E-mail: danielste@detroitmi.gov Phone: 313-610-0457</p> <p>Recipient Principal Investigator: Maria Galarza E-mail: galarzam@detroitmi.gov Phone: 313-452-3442</p> <p>"Electronic signature or signatures as used in this document means a method of signing an electronic message that-- (A) Identifies and authenticates a particular person as the source of the electronic message; (B) Indicates such person's approval of the information contained in the electronic message; and, (C) Submission via FedConnect constitutes electronically signed documents." ASAP: YES Extent Competed: NOT AVAIL FOR COMP Davis-Bacon Act: YES PI: Galarza, Maria Fund: 05461 Appr Year: 2022 Allottee: 31 Report Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	DE-SE0000797	3	3

NAME OF OFFEROR OR CONTRACTOR  
CITY OF DETROIT

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Entity: 200835 Object Class: 41020 Program: 1005917 Project: 0000000 WFO: 0000000 Local Use: 0000000				



## Special Terms and Conditions

City of Detroit (“Recipient”), which is identified in Block 5 of the Assistance Agreement, and the Office of State and Community Energy Programs (“SCEP”), and Energy Efficiency and Conservation Block Grant Program (“EECBG”), an office within the United States Department of Energy (“DOE”), enter into this Award, referenced above, to achieve the project objectives and the technical milestones and deliverables stated in Attachment 1 to this Award.

This Award consists of the following documents, including all terms and conditions therein:

	Assistance Agreement
	Special Terms and Conditions
Attachment 1	Activity File
Attachment 2	Federal Assistance Reporting Checklist and Instructions
Attachment 3	Budget Information SF-424A
Attachment 4	Intellectual Property Provisions
Attachment 5	Energy Efficiency and Conservation Strategy

The following are incorporated into this Award by reference:

- DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910 at <http://www.eCFR.gov>.
- National Policy Requirements (November 12, 2020) at <http://www.nsf.gov/awards/managing/rtc.jsp>.
- The Recipient’s application/proposal as approved by SCEP.
- Public Law 117-58, also known as the Bipartisan Infrastructure Law (BIL).

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## Subpart A. General Provisions

### Term 1. Legal Authority and Effect

A DOE financial assistance award is valid only if it is in writing and is signed, either in writing or electronically, by a DOE Contracting Officer.

The Recipient may accept or reject the Award. A request to draw down DOE funds or acknowledgement of award documents by the Recipient's authorized representative through electronic systems used by DOE, specifically FedConnect, constitutes the Recipient's acceptance of the terms and conditions of this Award. Acknowledgement via FedConnect by the Recipient's authorized representative constitutes the Recipient's electronic signature.

### Term 2. Flow Down Requirement

The Recipient agrees to apply the terms and conditions of this Award, including the Intellectual Property Provisions, to all subrecipients (and contractors, as appropriate). See, 2 CFR 200.101(b)(2), 2 CFR 200.327, and 2 CFR 200.332.

### Term 3. Compliance with Federal, State, and Municipal Law

The Recipient is required to comply with applicable Federal, state, and local laws and regulations for all work performed under this Award. The Recipient is required to obtain all necessary Federal, state, and local permits, authorizations, and approvals for all work performed under this Award.

### Term 4. Inconsistency with Federal Law

Any apparent inconsistency between Federal statutes and regulations and the terms and conditions contained in this Award must be referred to the DOE Award Administrator for guidance.

### Term 5. Federal Stewardship

SCEP will exercise normal Federal stewardship in overseeing the project activities performed under this Award. Stewardship activities include, but are not limited to, conducting site visits; reviewing performance and financial reports; providing technical assistance and/or temporary intervention in unusual circumstances to address deficiencies that develop during the project; assuring compliance with terms and conditions; and reviewing technical performance after project completion to ensure that the project objectives have been accomplished.

### Term 6. Foreign National Participation

If the Recipient (including any of its subrecipients and contractors) anticipates involving foreign nationals in the performance of the Award, the Recipient must, upon DOE's request, provide DOE with specific information about each foreign national to ensure compliance with the requirements for participation and access approval. The volume and type of information required may depend on various factors associated with the Award. The DOE Contracting

Officer will notify the Recipient if this information is required.

DOE may elect to deny a foreign national's participation in the Award. Likewise, DOE may elect to deny a foreign national's access to a DOE sites, information, technologies, equipment, programs or personnel.

### **Term 7. Post-Award Due Diligence Reviews**

During the life of the Award, DOE may conduct ongoing due diligence reviews, through Government resources, to identify potential risks of undue foreign influence. In the event, a risk is identified, DOE may require risk mitigation measures, including but not limited to, requiring an individual or entity not participate in the Award.

### **Term 8. NEPA Requirements**

DOE must comply with the National Environmental Policy Act (NEPA) prior to authorizing the use of Federal funds. Based on all information provided by the Recipient, SCEP has made a NEPA determination by issuing a categorical exclusion (CX) for all activities listed in the Activity File approved by the Contracting Officer and the DOE NEPA Determination. The Recipient is thereby authorized to use Federal funds for the defined project activities, subject the Recipient's compliance with the conditions stated below and except where such activity is subject to a restriction set forth elsewhere in this Award.

#### **Condition(s):**

1. This NEPA Determination only applies to activities funded by the Administrative and Legal Requirements Document(ALRD) for the EECBG Program Formula Infrastructure Investment and Jobs Act (EECBG Formula - IJJA) awarded tonon-tribal recipients proposing non-ground disturbing activities within states that have a DOE executed Historic Preservation Programmatic Agreement.
2. Activities not listed under "Blueprints and additional activities" within this NEPA determination are subject to additional NEPA review and approval by DOE. For activities requiring additional NEPA review, Recipients mustcomplete the environmental questionnaire (EQ-1) found at <https://www.eere-pmc.energy.gov/NEPA.aspx> and receive notification from DOE that the NEPA review has been completed and approved by the Contracting Officer prior to initiating the project or activities.
3. Activities proposed on tribal lands or tribal properties would be restricted to homes/buildings less than forty-five (45)years old and without ground disturbance. Recipients must contact the DOE Project Officer for a Historic Preservation Worksheet to request a review of activities that are listed below on tribal homes/buildings forty-five (45) years and older and/or ground disturbing activities. The DOE NEPA team must review the Historic Preservation Worksheet and

notify the Recipient's DOE Project Officer before activities listed on the Historic Preservation Worksheet may begin.

4. This authorization does not include activities where the following elements exist: extraordinary circumstances; cumulative impacts or connected actions that may lead to significant effects on the human environment; or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to a particular project.

5. The Recipient must identify and promptly notify DOE of extraordinary circumstances, cumulative impacts or connected actions that may lead to significant effects on the human environment, or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to project activities.

6. Recipients must have a DOE executed Historic Preservation Programmatic Agreement and adhere to the terms and restrictions of its DOE executed Historic Preservation Programmatic Agreement. DOE executed Historic Preservation Programmatic Agreements are available at <https://www.energy.gov/node/812599>.

7. Recipients are responsible for reviewing the online NEPA and Historic preservation training at [www.energy.gov/node/4816816](http://www.energy.gov/node/4816816) and contacting [EECBG.NEPA@ee.doe.gov](mailto:EECBG.NEPA@ee.doe.gov) with any EECBG NEPA or historic preservation questions.

8. Recipients are required to submit an annual Historic Preservation Report in the Performance and Accountability for Grants in Energy system (PAGE) at <https://www.page.energy.gov/default.aspx>.

9. Most activities listed under "Blueprints and additional activities" within this NEPA determination are more restrictive than the Categorical Exclusion. The restrictions included in the "Blueprints and additional activities" must be followed.

10. This authorization excludes any activities that are otherwise subject to a restriction set forth elsewhere in the award.

This authorization is specific to the project activities and locations as described in the Activity File approved by the Contracting Officer and the DOE NEPA Determination.

***If the Recipient later intends to add to or modify the activities or locations*** as described in the approved Activity File and the DOE NEPA Determination, those new activities/locations or modified activities/locations are subject to additional NEPA review and are not authorized for Federal funding until the Contracting Officer provides written authorization on those additions or modifications. Should the Recipient elect to undertake activities or change locations prior to written authorization from the Contracting Officer, the Recipient does so at risk of not receiving Federal funding for those activities, and such costs may not be recognized as allowable cost

share.

## **Term 9. Performance of Work in United States**

### **A. Requirement**

All work performed under this Award must be performed in the United States unless the Contracting Officer provides a waiver. This requirement does not apply to the purchase of supplies and equipment; however, the Recipient should make every effort to purchase supplies and equipment within the United States. The Recipient must flow down this requirement to its subrecipients.

### **B. Failure to Comply**

If the Recipient fails to comply with the Performance of Work in the United States requirement, the Contracting Officer may deny reimbursement for the work conducted outside the United States and such costs may not be recognized as allowable Recipient cost share of if the work is performed by the Recipient, subrecipients, contractors or other project partners.

### **C. Waiver for Work Outside the U.S.**

All work performed under this Award must be performed in the United States. However, the Contracting Officer may approve the Recipient to perform a portion of the work outside the United States under limited circumstances. The Recipient must obtain a waiver from the Contracting Officer prior to conducting any work outside the U.S. To request a waiver, the Recipient must submit a written waiver request to the Contracting Officer, which includes the information as required in the FOA that the Award was selected under.

For the rationale, the Recipient must demonstrate to the satisfaction of the Contracting Officer that the performance of work outside the United States would further the purposes of the FOA that the Award was selected under and is in the economic interests of the United States. The Contracting Officer may require additional information before considering such request.

This authorization is specific to the project activities and locations described above. If the Recipient later intends to add to or modify the activities or locations as described above, those new activities/locations or modified activities/locations are not covered under this waiver approval unless and until the Contracting Officer provides written authorization on those additions or modifications. If the scope of work to be performed outside the United States, as described above substantially changes or increases, an additional waiver must be submitted by the Recipient and approved by the Contracting Officer. Should the Recipient elect to undertake activities or change locations prior to authorization from the Contracting Officer, the Recipient does so at risk of not receiving federal funding for those activities and such costs may not be recognized as allowable cost share.

## **Term 10. Notice Regarding the Purchase of American-Made Equipment and**

## Products – Sense of Congress

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Award should be American-made.

### Term 11. Reporting Requirements

The reporting requirements for this Award are identified on the Federal Assistance Reporting Checklist, attached to this Award. Failure to comply with these reporting requirements is considered a material noncompliance with the terms of the Award. Noncompliance may result in withholding of future payments, suspension, or termination of the current award, and withholding of future awards. A willful failure to perform, a history of failure to perform, or unsatisfactory performance of this and/or other financial assistance awards, may also result in a debarment action to preclude future awards by federal agencies.

### Term 12. Lobbying

By accepting funds under this Award, the Recipient agrees that none of the funds obligated on the Award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. § 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

### Term 13. Publications

The Recipient is required to include the following acknowledgement in publications arising out of, or relating to, work performed under this Award, whether copyrighted or not:

- *Acknowledgment:* “This material is based upon work supported by the U.S. Department of Energy’s Office of State and Community Energy Programs (SCEP) under the Energy Efficiency and Conservation Block Grant Program (EECBG) Award Number DE-SE0000797.”
- *Full Legal Disclaimer:* “This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

*Abridged Legal Disclaimer:* “The views expressed herein do not necessarily represent the views of the U.S. Department of Energy or the United States Government.”

Recipients should make every effort to include the full Legal Disclaimer. However, in the event that recipients are constrained by formatting and/or page limitations set by the publisher, the abridged Legal Disclaimer is an acceptable alternative.

**Term 14. No-Cost Extension**

As provided in 2 CFR 200.308, the Recipient must provide the Contracting Officer with notice in advance if it intends to utilize a one-time, no-cost extension of this Award. The notification must include the supporting reasons and the revised period of performance. The Recipient must submit this notification in writing to the Contracting Officer and DOE Technology Manager/ Project Officer at least 30 days before the end of the current budget period.

Any no-cost extension will not alter the project scope, milestones, deliverables, or budget of this Award.

**Term 15. Property Standards**

The complete text of the Property Standards can be found at 2 CFR 200.310 through 200.316. Also see 2 CFR 910.360 for additional requirements for real property and equipment for For-Profit recipients.

**Term 16. Insurance Coverage**

See 2 CFR 200.310 for insurance requirements for real property and equipment acquired or improved with Federal funds. Also see 2 CFR 910.360(d) for additional requirements for real property and equipment for For-Profit recipients.

**Term 17. Real Property**

Subject to the conditions set forth in 2 CFR 200.311, title to real property acquired or improved under a Federal award will conditionally vest upon acquisition in the non-Federal entity. The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR 200.311 before disposing of the property.

Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose. When real property is no longer needed for the originally authorized purpose, the non-Federal entity must obtain disposition instructions from DOE or pass-through entity. The instructions must provide for one of the following alternatives: (1) retain title after compensating DOE as described in 2 CFR 200.311(c)(1); (2) Sell the property and compensate DOE as specified in 2 CFR 200.311(c)(2); or (3) transfer title to DOE or to a third party designated/approved by DOE as specified in 2 CFR 200.311(c)(3).

See 2 CFR 200.311 for additional requirements pertaining to real property acquired or improved under a Federal award. Also see 2 CFR 910.360 for additional requirements for real property for For-Profit recipients.

### **Term 18. Equipment**

Subject to the conditions provided in 2 CFR 200.313, title to equipment (property) acquired under a Federal award will conditionally vest upon acquisition with the non-Federal entity. The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR 200.313 before disposing of the property.

A state must use equipment acquired under a Federal award by the state in accordance with state laws and procedures.

Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as it is needed, whether or not the project or program continues to be supported by the Federal award. When no longer needed for the originally authorized purpose, the equipment may be used by programs supported by DOE in the priority order specified in 2 CFR 200.313(c)(1)(i) and (ii).

Management requirements, including inventory and control systems, for equipment are provided in 2 CFR 200.313(d).

When equipment acquired under a Federal award is no longer needed, the non-Federal entity must obtain disposition instructions from DOE or pass-through entity.

Disposition will be made as follows: (1) items of equipment with a current fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to DOE; (2) Non-Federal entity may retain title or sell the equipment after compensating DOE as described in 2 CFR 200.313(e)(2); or (3) transfer title to DOE or to an eligible third party as specified in 2 CFR 200.313(e)(3).

See 2 CFR 200.313 for additional requirements pertaining to equipment acquired under a Federal award. Also see 2 CFR 910.360 for additional requirements for equipment for For-Profit recipients. See also 2 CFR 200.439 Equipment and other capital expenditures.

### **Term 19. Supplies**

See 2 CFR 200.314 for requirements pertaining to supplies acquired under a Federal award. See also 2 CFR 200.453 Materials and supplies costs, including costs of computing devices.

### **Term 20. Continued Use of Real Property and Equipment**

Real property and equipment purchased with project funds (federal share and recipient cost share) under this Award are subject to the requirements at 2 CFR 200.311, 200.313, and 200.316 (non-Federal entities, except for-profit entities) and 2 CFR 910.360 (for-profit entities).



The Recipient may continue to use the real property and equipment after the conclusion of the award period of performance so long as the Recipient:

- a. continues to use the property for the authorized project purposes;
- b. complies with the applicable reporting requirements and regulatory property standards;
- c. as applicable to for-profit entities, UCC filing statements are maintained; and
- d. submits a written Request for Continued Use for DOE authorization, which is approved by the DOE Contracting Officer.

The Recipient must request authorization from the Contracting Officer to continue to use the property for the authorized project purposes beyond the award period of performance (“Request for Continued Use”). The Recipient’s written Request for Continued Use must identify the property and include: a summary of how the property will be used (must align with the authorized project purposes); a proposed use period (e.g., perpetuity, until fully depreciated, or a calendar date where the Recipient expects to submit disposition instructions); acknowledgement that the recipient shall not sell or encumber the property or permit any encumbrance without prior written DOE approval; current fair market value of the property; and an Estimated Useful Life or depreciation schedule for equipment.

When the property is no longer needed for authorized project purposes, the Recipient must request disposition instructions from DOE. For-profit entity disposition requirements are set forth at 2 CFR 910.360. Property disposition requirements for other non-federal entities are set forth in 2 CFR 200.310 – 200.316.

### **Term 21. Property Trust Relationship**

Real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the non-Federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. See 2 CFR 200.316 for additional requirements pertaining to real property, equipment, and intangible property acquired or improved under a Federal award.

### **Term 22. Record Retention**

Consistent with 2 CFR 200.334 through 200.338, the Recipient is required to retain records relating to this Award.

### **Term 23. Audits**

#### **A. Government-Initiated Audits**

The Recipient must provide any information, documents, site access, or other assistance requested by SCEP, DOE or Federal auditing agencies (e.g., DOE Inspector General, Government Accountability Office) for the purpose of audits and investigations. Such assistance may include, but is not limited to, reasonable access to the Recipient’s records relating to this Award.

Consistent with 2 CFR part 200 as amended by 2 CFR part 910, DOE may audit the Recipient's financial records or administrative records relating to this Award at any time. Government-initiated audits are generally paid for by DOE.

DOE may conduct a final audit at the end of the project period (or the termination of the Award, if applicable). Upon completion of the audit, the Recipient is required to refund to DOE any payments for costs that were determined to be unallowable. If the audit has not been performed or completed prior to the closeout of the award, DOE retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

DOE will provide reasonable advance notice of audits and will minimize interference with ongoing work, to the maximum extent practicable.

**B. Annual Independent Audits (Single Audit or Compliance Audit)**

The Recipient must comply with the annual independent audit requirements in 2 CFR 200.500 through .521 for institutions of higher education, nonprofit organizations, and state and local governments (Single audit), and 2 CFR 910.500 through .521 for for-profit entities (Compliance audit).

The annual independent audits are separate from Government-initiated audits discussed in part A. of this Term and must be paid for by the Recipient. To minimize expense, the Recipient may have a Compliance audit in conjunction with its annual audit of financial statements. The financial statement audit is **not** a substitute for the Compliance audit. If the audit (Single audit or Compliance audit, depending on Recipient entity type) has not been performed or completed prior to the closeout of the award, DOE may impose one or more of the actions outlined in 2 CFR 200.339, Remedies for Noncompliance.

**Term 24. Indemnity**

The Recipient shall indemnify DOE and its officers, agents, or employees for any and all liability, including litigation expenses and attorneys' fees, arising from suits, actions, or claims of any character for death, bodily injury, or loss of or damage to property or to the environment, resulting from the project, except to the extent that such liability results from the direct fault or negligence of DOE officers, agents or employees, or to the extent such liability may be covered by applicable allowable costs provisions.

**Subpart B. Financial Provisions**

**Term 25. Maximum Obligation**

The maximum obligation of DOE for this Award is the total "Funds Obligated" stated in Block 13

of the Assistance Agreement to this Award.

### **Term 26. Refund Obligation**

The Recipient must refund any excess payments received from SCEP, including any costs determined unallowable by the Contracting Officer. Upon the end of the project period (or the termination of the Award, if applicable), the Recipient must refund to SCEP the difference between (1) the total payments received from SCEP, and (2) the Federal share of the costs incurred. Refund obligations under this Term do not supersede the annual reconciliation or true up process if specified under the Indirect Cost Term.

### **Term 27. Allowable Costs**

SCEP determines the allowability of costs through reference to 2 CFR part 200 as amended by 2 CFR part 910. All project costs must be allowable, allocable, and reasonable. The Recipient must document and maintain records of all project costs, including, but not limited to, the costs paid by Federal funds, costs claimed by its subrecipients and project costs that the Recipient claims as cost sharing, including in-kind contributions. The Recipient is responsible for maintaining records adequate to demonstrate that costs claimed have been incurred, are reasonable, allowable and allocable, and comply with the cost principles. Upon request, the Recipient is required to provide such records to SCEP. Such records are subject to audit. Failure to provide SCEP adequate supporting documentation may result in a determination by the Contracting Officer that those costs are unallowable.

The Recipient is required to obtain the prior written approval of the Contracting Officer for any foreign travel costs.

### **Term 28. Indirect Costs**

#### **A. Indirect Cost Allocation:**

The budget for this Award does not include an allocation of segregated indirect billing rates. Therefore, indirect charges shall not be charged under allocated billing rates, nor shall reimbursement be requested for this project for segregated indirect cost billing rates, nor shall any indirect charges for this project be allocated to any other Federally sponsored project. The Recipient cannot claim indirect costs separately as cost share.

#### **B. Fringe Cost Allocation:**

Fringe benefit costs have been allocated to this award under a segregated fringe billing rate. The fringe costs were found to be reasonable, allocable, and allowable as reflected in the budget. Fringe elements apply to both direct and indirect labor. Under a segregated cost pool, the fringe billing rate shall be treated as an indirect cost expenditure and must be reconciled annually.

**Term 29. Decontamination and/or Decommissioning (D&D) Costs**

Notwithstanding any other provisions of this Award, the Government shall not be responsible for or have any obligation to the Recipient for (1) Decontamination and/or Decommissioning (D&D) of any of the Recipient's facilities, or (2) any costs which may be incurred by the Recipient in connection with the D&D of any of its facilities due to the performance of the work under this Award, whether said work was performed prior to or subsequent to the effective date of the Award.

**Term 30. Use of Program Income**

If the Recipient earns program income during the project period as a result of this Award, the Recipient must add the program income to the funds committed to the Award and used to further eligible project objectives.

**Term 31. Payment Procedures****A. Method of Payment**

Payment will be made by reimbursement through the Department of Treasury's ASAP system.

**B. Requesting Reimbursement**

Requests for reimbursements must be made through the ASAP system.

**C. Adjusting Payment Requests for Available Cash**

The Recipient must disburse any funds that are available from repayments to and interest earned on a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds before requesting additional cash payments from SCEP.

**D. Payments**

All payments are made by electronic funds transfer to the bank account identified on the Bank Information Form that the Recipient filed with the U.S. Department of Treasury.

**E. Unauthorized Drawdown of Federal Funds**

For each budget period, the Recipient may not spend more than the Federal share authorized to that particular budget period, without specific written approval from the Contracting Officer. The Recipient must immediately refund SCEP any amounts spent or drawn down in excess of the authorized amount for a budget period. The Recipient and subrecipients shall promptly, but at least quarterly, remit to DOE interest earned on advances drawn in excess of disbursement needs, and shall comply with the procedure for remitting interest earned to the Federal government per 2 CFR 200.305, as applicable.

**F. Supporting Documents for Agency Approval of Payments**

DOE may require Agency pre-approval of payments. If the Agency approval

requirement is in effect for the Recipient's Award, the ASAP system will indicate that Agency approval is required when the Recipient submits a request for payment.

The Recipient must notify the DOE Technical Project Officer and DOE Award Administrator identified on the Assistance Agreement that a payment request has been submitted.

The following items are required to be submitted to the DOE Technical Project Officer and DOE Award Administrator identified on the Assistance Agreement:

- Summary cost data, for the billing period and cumulative cost data, showing all categories listed in the SF-424A and identifying Federal, non-Federal, and total amounts.
- SF-270.
- *Applicable to for-profit recipients and subrecipients* UCC filing proof for all equipment acquired with project funds (i.e., Federal share or Recipient share) and equipment offered as cost share.
- Explanation of cost share for invoicing period, including cost category and rationale if cost share exceeds or is below award requirements.
- Timesheets or personnel hours report.
- Invoices/receipts for **all** other direct costs.
- If there are unauthorized phases and/or tasks for the current budget period in the NEPA Requirements term in these Special Terms and Conditions, a statement affirming that no invoiced costs are related to tasks or activities prohibited by the NEPA Requirements term.

The DOE payment authorizing official may request additional information from the Recipient to support the payment requests prior to release of funds, as deemed necessary. The Recipient is required to comply with these requests. Supporting documents include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the payment requests.

## **Term 32. Budget Changes**

### **A. Budget Changes Generally**

The Contracting Officer has reviewed and approved the SF-424A in Attachment 3 to this Award.

Any increase in the total project cost, whether DOE share or Cost Share, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award, must be approved in advance and in writing by the Contracting Officer.

Any change that alters the project scope, milestones or deliverables requires prior written approval of the Contracting Officer. SCEP may deny reimbursement for any failure to comply with the requirements in this term.

**B. Transfers of Funds Among Direct Cost Categories**

The Recipient is required to obtain the prior written approval of the Contracting Officer for any transfer of funds among direct cost categories where the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total project cost, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award.

The Recipient is required to notify the DOE Technology Manager/Project Officer of any transfer of funds among direct cost categories where the cumulative amount of such transfers is equal to or below 10 percent of the total project cost, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award.

**C. Transfer of Funds Between Direct and Indirect Cost Categories**

The Recipient is required to obtain the prior written approval of the Contracting Officer for any transfer of funds between direct and indirect cost categories. If the Recipient's actual allowable indirect costs are less than those budgeted in Attachment 3 to this Award, the Recipient may use the difference to pay additional allowable direct costs during the project period so long as the total difference is less than 10% of total project costs and the difference is reflected in actual requests for reimbursement to DOE.

**Term 33. Environmental, Safety and Health Performance of Work at DOE Facilities**

With respect to the performance of any portion of the work under this Award which is performed at a DOE -owned or controlled site, the Recipient agrees to comply with all State and Federal Environmental, Safety and Health (ES&H) regulations and with all other ES&H requirements of the operator of such site.

Prior to the performance on any work at a DOE-owned or controlled site, the Recipient shall contact the site facility manager for information on DOE and site-specific ES&H requirements.

The Recipient is required apply this provision to its subrecipients and contractors.

**Term 34. Reporting Subawards and Executive Compensation****A. Reporting of first-tier subawards**

- i. *Applicability.* Unless the Recipient is exempt as provided in paragraph D. of this award term, the Recipient must report each action that equals or

exceeds \$30,000 in federal funds for a subaward to an entity (see definitions in paragraph E. of this award term).

ii. *Where and when to report.*

1. The Recipient must report each obligating action described in paragraph A.i. of this award term to <https://www.fsr.gov>.
2. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7 the obligation must be reported no later than December 31.)

iii. *What to report.* The Recipient must report the information about each obligating action that the submission instructions posted at <https://www.fsr.gov> specify.

**B. Reporting Total Compensation of Recipient Executives**

i. *Applicability and what to report.* The Recipient must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if:

1. The total federal funding authorized to date under this Award equals or exceeds \$30,000 as defined in 2 CFR 170.320;
2. In the preceding fiscal year, the Recipient received;
  - a. 80 percent or more of the Recipient's annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - b. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards).
3. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation

information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

- ii. *Where and when to report.* The Recipient must report executive total compensation described in paragraph B.i. of this award term:
  1. As part of the Recipient's registration profile at <https://www.sam.gov>.
  2. By the end of the month following the month in which this award is made, and annually thereafter.

### **C. Reporting of Total Compensation of Subrecipient Executives**

- i. *Applicability and what to report.* Unless the Recipient is exempt as provided in paragraph D. of this award term, for each first-tier subrecipient under this award, the Recipient shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:
  1. In the subrecipient's preceding fiscal year, the subrecipient received:
    - a. 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
    - b. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards).
  2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).
- ii. *Where and when to report.* The Recipient must report subrecipient executive total compensation described in paragraph C.i. of this award term:
  1. To the recipient.



2. By the end of the month following the month during which the Recipient makes the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), the Recipient must report any required compensation information of the subrecipient by November 30 of that year.

#### **D. Exemptions**

If, in the previous tax year, the Recipient had gross income, from all sources, under \$300,000, it is exempt from the requirements to report:

- i. Subawards; and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

#### **E. Definitions**

For purposes of this Award term:

- i. Entity means all of the following, as defined in 2 CFR Part 25:
  1. A Governmental organization, which is a State, local government, or Indian tribe.
  2. A foreign public entity.
  3. A domestic or foreign nonprofit organization.
  4. A domestic or foreign for-profit organization.
  5. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.
- ii. Executive means officers, managing partners, or any other employees in management positions.
- iii. Subaward:
  1. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the Recipient received this award and that the recipient awards to an eligible subrecipient.
  2. The term does not include the Recipient's procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.501 Audit requirements, (f) *Subrecipients*

*and Contractors and/or 2 CFR 910.501 Audit requirements, (f) Subrecipients and Contractors).*

3. A subaward may be provided through any legal agreement, including an agreement that the Recipient or a subrecipient considers a contract.
- iv. Subrecipient means an entity that:
  1. Receives a subaward from the Recipient under this award; and
  2. Is accountable to the Recipient for the use of the federal funds provided by the subaward.
- v. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
  1. Salary and bonus.
  2. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  3. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.
  4. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  5. Above-market earnings on deferred compensation which is not tax-qualified.
  6. Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, prerequisites or property) for the executive exceeds \$10,000.

## Requirements

### A. Requirement for Registration in the System for Award Management (SAM)

Unless the Recipient is exempted from this requirement under 2 CFR 25.110, the Recipient must maintain the currency of its information in SAM until the Recipient submits the final financial report required under this Award or receive the final payment, whichever is later. This requires that the Recipient reviews and updates the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.

### B. Unique Entity Identifier (UEI)

SAM automatically assigns a UEI to all active SAM.gov registered entities. Entities no longer have to go to a third-party website to obtain their identifier. This information is displayed on SAM.gov.

If the Recipient is authorized to make subawards under this Award, the Recipient:

- i. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from the Recipient unless the entity has provided its UEI number to the Recipient.
- ii. May not make a subaward to an entity unless the entity has provided its UEI number to the Recipient.

### C. Definitions

For purposes of this award term:

- i. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).
- ii. Unique Entity Identifier (UEI) is the 12-character, alpha-numeric identifier that will be assigned by SAM.gov upon registration.
- iii. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR Part 25, subpart C:
  1. A Governmental organization, which is a State, local government, or Indian Tribe.
  2. A foreign public entity.
  3. A domestic or foreign nonprofit organization.
  4. A domestic or foreign for-profit organization.

5. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- iv. Subaward:
1. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the Recipient received this Award and that the Recipient awards to an eligible subrecipient.
  2. The term does not include the Recipient's procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.501 Audit requirements, (f) *Subrecipients and Contractors* and/or 2 CFR 910.501 Audit requirements, (f) *Subrecipients and Contractors*).
  3. A subaward may be provided through any legal agreement, including an agreement that the Recipient considers a contract.
- v. Subrecipient means an entity that:
1. Receives a subaward from the Recipient under this Award; and
  2. Is accountable to the Recipient for the use of the Federal funds provided by the subaward.

### **Term 36. Nondisclosure and Confidentiality Agreements Assurances**

- A. By entering into this agreement, the Recipient attests that it **does not and will not** require its employees or contractors to sign internal nondisclosure or confidentiality agreements or statements prohibiting or otherwise restricting its employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- B. The Recipient further attests that it **does not and will not** use any Federal funds to implement or enforce any nondisclosure and/or confidentiality policy, form, or agreement it uses unless it contains the following provisions:
- i. *“These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of*

*funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.”*

- ii. The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

Notwithstanding provision listed in paragraph (a), a nondisclosure or confidentiality policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure or confidentiality forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

### **Term 37. Subrecipient Change Notification**

Except for subrecipients specifically proposed as part of the Recipient’s Application for award, the Recipient must notify the Contracting Officer and Project Manager in writing 30 days prior to the execution of new or modified subrecipient agreements, including naming any To Be Determined subrecipients. This notification does not constitute a waiver of the prior approval requirements outlined in 2 CFR part 200 as amended by 2 CFR part 910, nor does it relieve the Recipient from its obligation to comply with applicable Federal statutes, regulations, and executive orders.

In order to satisfy this notification requirement, the Recipient documentation must, as a minimum, include the following:

- A description of the research to be performed, the service to be provided, or the equipment to be purchased.
- Cost share commitment letter if the subrecipient is providing cost share to the Award.
- An assurance that the process undertaken by the Recipient to solicit the subrecipient complies with their written procurement procedures as outlined in 2 CFR 200.317 through 200.327.

- An assurance that no planned, actual or apparent conflict of interest exists between the Recipient and the selected subrecipient and that the Recipient's written standards of conduct were followed.<sup>1</sup>
- A completed Environmental Questionnaire, if applicable.
- An assurance that the subrecipient is not a debarred or suspended entity.
- An assurance that all required award provisions will be flowed down in the resulting subrecipient agreement.

The Recipient is responsible for making a final determination to award or modify subrecipient agreements under this agreement, but the Recipient may not proceed with the subrecipient agreement until the Contracting Officer determines, and provides the Recipient written notification, that the information provided is adequate.

Should the Recipient not receive a written notification of adequacy from the Contracting Officer within 30 days of the submission of the subrecipient documentation stipulated above, the Recipient may proceed to award or modify the proposed subrecipient agreement.

### **Term 38. Conference Spending**

The Recipient shall not expend any funds on a conference not directly and programmatically related to the purpose for which the grant was awarded that would defray the cost to the United States Government of a conference held by any Executive branch department, agency, board, commission, or office for which the cost to the United States Government would otherwise exceed \$20,000, thereby circumventing the required notification by the head of any such Executive Branch department, agency, board, commission, or office to the Inspector General (or senior ethics official for any entity without an Inspector General), of the date, location, and number of employees attending such conference.

### **Term 39. Recipient Integrity and Performance Matters**

#### **A. General Reporting Requirement**

If the total value of your currently active Financial Assistance awards, grants, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal

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<sup>1</sup> It is DOE's position that the existence of a "covered relationship" as defined in 5 CFR 2635.502(a)&(b) between a member of the Recipient's owners or senior management and a member of a subrecipient's owners or senior management creates at a minimum an apparent conflict of interest that would require the Recipient to notify the Contracting Officer and provide detailed information and justification (including, for example, mitigation measures) as to why the subrecipient agreement does not create an actual conflict of interest. The Recipient must also notify the Contracting Officer of any new subrecipient agreement with: (1) an entity that is owned or otherwise controlled by the Recipient; or (2) an entity that is owned or otherwise controlled by another entity that also owns or otherwise controls the Recipient, as it is DOE's position that these situations also create at a minimum an apparent conflict of interest.

Awardee Performance and Integrity Information System (FAPIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

**B. Proceedings About Which You Must Report**

Submit the information required about each proceeding that:

- i. Is in connection with the award or performance of a Financial Assistance, cooperative agreement, or procurement contract from the Federal Government;
- ii. Reached its final disposition during the most recent five-year period; and
- iii. Is one of the following:
  1. A criminal proceeding that resulted in a conviction, as defined in paragraph E of this award term and condition;
  2. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  3. An administrative proceeding, as defined in paragraph E of this term, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
  4. Any other criminal, civil, or administrative proceeding if:
    - a. It could have led to an outcome described in paragraph B.iii.1, 2, or 3 of this term;
    - b. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
    - c. The requirement in this term to disclose information about the proceeding does not conflict with applicable laws and regulations.

**C. Reporting Procedures**

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph B of this term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

**D. Reporting Frequency**

During any period of time when you are subject to the requirement in paragraph A of this term, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, Financial Assistance awards, (including cooperative agreement awards) with a cumulative total value greater than \$10,000,000, must disclose semiannually any information about the criminal, civil, and administrative proceedings.

#### **E. Definitions**

For purposes of this term:

- i. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or Financial Assistance awards. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- ii. Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of *nolo contendere*.
- iii. Total value of currently active Financial Assistance awards, cooperative agreements and procurement contracts includes—
  1. Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
  2. The value of all expected funding increments under a Federal award and options, even if not yet exercised.

#### **Term 40. Export Control**

The United States government regulates the transfer of information, commodities, technology, and software considered to be strategically important to the U.S. to protect national security, foreign policy, and economic interests without imposing undue regulatory burdens on legitimate international trade. There is a network of Federal agencies and regulations that govern exports that are collectively referred to as “Export Controls.” The Recipient is responsible for ensuring compliance with all applicable United States Export Control laws and regulations relating to any work performed under a resulting award.

The Recipient must immediately report to DOE any export control violations related to the project funded under this award, at the recipient or subrecipient level, and provide the corrective action(s) to prevent future violations.

#### **Term 41. Interim Conflict of Interest Policy for Financial Assistance**



The DOE interim Conflict of Interest Policy for Financial Assistance (COI Policy) can be found at <https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance>. This policy is applicable to all non-federal entities applying for, or that receive, DOE funding by means of a financial assistance award (e.g., a grant, cooperative agreement, or technology investment agreement) and, through the implementation of this policy by the entity, to each Investigator who is planning to participate in, or is participating in, the project funded wholly or in part under this Award. The term "Investigator" means the PI and any other person, regardless of title or position, who is responsible for the purpose, design, conduct, or reporting of a project funded by DOE or proposed for funding by DOE.

The Recipient must flow down the requirements of the interim COI Policy to any subrecipient non-federal entities, with the exception of DOE National Laboratories. Further, the Recipient must identify all financial conflicts of interests (FCOI), i.e., managed and unmanaged/unmanageable, in its initial and ongoing FCOI reports.

Prior to award, the Recipient was required to: 1) ensure all Investigators on this Award completed their significant financial disclosures; 2) review the disclosures; 3) determine whether a FCOI exists; 4) develop and implement a management plan for FCOIs; and 5) provide DOE with an initial FCOI report that includes all FCOIs (i.e., managed and unmanaged/unmanageable). Within 180 days of the date of the Award, the Recipient must be in full compliance with the other requirements set forth in DOE's interim COI Policy.

#### **Term 42. Organizational Conflict of Interest**

Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the Recipient is unable or appears to be unable to be impartial in conducting procurement action involving a related organization (2 CFR 200.318(c)(2)).

The Recipient must disclose in writing any potential or actual organizational conflict of interest to the DOE Contracting Officer. The Recipient must provide the disclosure prior to engaging in a procurement or transaction using project funds with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe. For a list of the information that must be included the disclosure, see Section VI. of the DOE interim Conflict of Interest Policy for Financial Assistance at <https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance>.

If the effects of the potential or actual organizational conflict of interest cannot be avoided, neutralized, or mitigated, the Recipient must procure goods and services from other sources when using project funds. Otherwise, DOE may terminate the Award in accordance with 2 CFR 200.340 unless continued performance is determined to be in the best interest of the Federal government.

The Recipient must flow down the requirements of the interim COI Policy to any subrecipient non-Federal entities, with the exception of DOE National Laboratories. The Recipient is responsible for ensuring subrecipient compliance with this term.

If the Recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Recipient must maintain written standards of conduct covering organizational conflicts of interest.

### **Term 43. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

As set forth in 2 CFR 200.216, recipients and subrecipients are prohibited from obligating or expending project funds (Federal and non-Federal funds) to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

See Public Law 115-232, section 889 for additional information.

### **Term 44. Human Subjects Research**

Research involving human subjects, biospecimens, or identifiable private information conducted with Department of Energy (DOE) funding is subject to the requirements of DOE Order 443.1C, *Protection of Human Research Subjects*, 45 CFR Part 46, *Protection of Human Subjects (subpart A which is referred to as the "Common Rule")*, and 10 CFR Part 745, *Protection of Human Subjects*.

Federal regulation and the DOE Order require review by an Institutional Review Board (IRB) of all proposed human subjects research projects. The IRB is an interdisciplinary ethics board responsible for ensuring that the proposed research is sound and justifies the use of human subjects or their data; the potential risks to human subjects have been minimized; participation is voluntary; and clear and accurate information about the study, the benefits and risks of participating, and how individuals' data/specimens will be protected/used, is provided to potential participants for their use in determining whether or not to participate.

The Recipient shall provide the Federal Wide Assurance number identified in item 1 below and the certification identified in item 2 below to DOE prior to initiation of any project that will involve interactions with humans in some way (e.g., through surveys); analysis of their identifiable data (e.g., demographic data and energy use over time); asking individuals to test devices, products, or materials developed through research; and/or testing of commercially available devices in buildings/homes in which humans will be present. *Note:* This list of examples is illustrative and not all inclusive.

No DOE funded research activity involving human subjects, biospecimens, or identifiable private information shall be conducted without:

- 1) A registration and a Federal Wide Assurance of compliance accepted by the Office of Human Research Protection (OHRP) in the Department of Health and Human Services; and
- 2) Certification that the research has been reviewed and approved by an Institutional Review Board (IRB) provided for in the assurance. IRB review may be accomplished by the awardee's institutional IRB; by the Central DOE IRB; or if collaborating with one of the DOE national laboratories, by the DOE national laboratory IRB.

The Recipient is responsible for ensuring all subrecipients comply and for reporting information on the project annually to the DOE Human Subjects Research Database (HSRD) at <https://science.osti.gov/HumanSubjects/Human-Subjects-Database/home>. *Note:* If a DOE IRB is used, no end of year reporting will be needed.

Additional information on the DOE Human Subjects Research Program can be found at: <https://science.osti.gov/ber/human-subjects>

## **Term 45. Fraud, Waste and Abuse**

The mission of the DOE Office of Inspector General (OIG) is to strengthen the integrity, economy and efficiency of DOE's programs and operations including deterring and detecting fraud, waste, abuse and mismanagement. The OIG accomplishes this mission primarily through investigations, audits, and inspections of Department of Energy activities to include grants, cooperative agreements, loans, and contracts. The OIG maintains a Hotline for reporting allegations of fraud, waste, abuse, or mismanagement. To report such allegations, please visit <https://www.energy.gov/ig/ig-hotline>.

Additionally, the Recipient must be cognizant of the requirements of 2 CFR § 200.113 Mandatory disclosures, which states:

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in appendix XII of 2 CFR Part 200 are required to report certain civil, criminal, or administrative proceedings to SAM (currently FAPIIS). Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

## **Term 46. Buy American Requirement for Infrastructure Projects**

### **A. Definitions**

**Components** are defined as the articles, materials, or supplies incorporated directly into the end manufactured product(s).

**Construction Materials** are an article, material, or supply—other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is used in an infrastructure project and is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber, drywall, coatings (paints and stains), optical fiber, clay brick; composite building materials; or engineered wood products.

**Domestic Content Procurement Preference Requirement-** means a requirement that no amounts made available through a program for federal financial assistance may be obligated for an infrastructure project unless—

(A) all iron and steel used in the project are produced in the United States;

(B) the manufactured products used in the project are produced in the United States; or

(C) the construction materials used in the project are produced in the United States.

Also referred to as the **Buy America Requirement**.

**Infrastructure** includes, at a minimum, the structures, facilities, and equipment located in the United States, for: roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and generation, transportation, and distribution of energy - including electric vehicle (EV) charging.

The term “infrastructure” should be interpreted broadly, and the definition provided above should be considered as illustrative and not exhaustive.

**Manufactured Products** are items used for an infrastructure project made up of components that are not primarily of iron or steel; construction materials; cement and cementitious materials’ aggregates such as stone, sand, or gravel; or aggregate binding agents or additives.

**Primarily of iron or steel** means greater than 50% iron or steel, measured by cost.

**Project-** means the construction, alteration, maintenance, or repair of infrastructure in the United States.

**Public-** The Buy America Requirement does not apply to non-public infrastructure. For purposes of this guidance, infrastructure should be considered “public” if it is: (1) publicly owned or (2) privately owned but utilized primarily for a public purpose. Infrastructure should be considered to be “utilized primarily for a public purpose” if it is privately operated on behalf of the public or is a place of public accommodation.

## **B. Buy America Requirement**

None of the funds provided under this Award (federal share or recipient cost-share) may be used for a project for infrastructure unless:

1. All iron and steel used in the project is produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America Requirement only applies to articles, materials, and supplies that are consumed in, incorporated into, or permanently affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought into the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Requirement apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Recipients are responsible for administering their award in accordance with the terms and conditions, including the Buy America Requirement. The recipient must ensure that the Buy America Requirement flows down to all subawards and that the subawardees and subrecipients comply with the Buy America Requirement. The Buy America Requirement term and condition must be included all sub-awards, contracts, subcontracts, and purchase orders for work performed under the infrastructure project.

**C. Certification of Compliance**

The Recipient must certify or provide equivalent documentation for proof of compliance that a good faith effort was made to solicit bids for domestic products used in the infrastructure project under this Award.

The Recipient must also maintain certifications or equivalent documentation for proof of compliance that those articles, materials, and supplies that are consumed in, incorporated into, affixed to, or otherwise used in the infrastructure project, not covered by a waiver or exemption, are produced in the United States. The certification or proof of compliance must be provided by the suppliers or manufacturers of the iron, steel, manufactured products and construction materials and flow up from all subawardees, contractors and contractors to the Recipient. The Recipient must keep these certifications with the award/project files and be able to produce them upon request from DOE, auditors or Office of Inspector General.

**D. Waivers**

When necessary, the Recipient may apply for, and DOE may grant, a waiver from the Buy America Requirement. Requests to waive the application of the Buy America Requirement must be in writing to the Contracting Officer. Waiver requests are subject to review by DOE and the Office of Management and Budget, as well as a public comment period of no less than 15 calendar days.

Waivers must be based on one of the following justifications:

1. Public Interest- Applying the Buy America Requirement would be inconsistent with the public interest;
2. Non-Availability- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
3. Unreasonable Cost- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

Requests to waive the Buy America Requirement must include the following:

- Waiver type (Public Interest, Non-Availability, or Unreasonable Cost);
- Recipient name and Unique Entity Identifier (UEI);
- Award information (Federal Award Identification Number, Assistance Listing number);
- A brief description of the project, its location, and the specific infrastructure involved;
- Total estimated project cost, with estimated federal share and recipient cost share breakdowns;
- Total estimated infrastructure costs, with estimated federal share and recipient cost share breakdowns;
- List and description of iron or steel item(s), manufactured goods, and/or construction material(s) the recipient seeks to waive from the Buy America Preference, including name, cost, quantity(ies), country(ies) of origin, and relevant Product Service Codes (PSC) and North American Industry Classification System (NAICS) codes for each;
- A detailed justification as to how the non-domestic item(s) is/are essential the project;
- A certification that the recipient made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and non-proprietary communications with potential suppliers;
- A justification statement—based on one of the applicable justifications outlined above—as to why the listed items cannot be procured domestically, including the due diligence performed (e.g., market research, industry outreach, cost analysis, cost-benefit analysis) by the recipient to attempt to avoid the need for a waiver. This justification may cite, if applicable, the absence of any Buy America-compliant bids received for domestic products in response to a solicitation; and
- Anticipated impact to the project if no waiver is issued.

The Recipient should consider using the following principles as minimum requirements contained in their waiver request:

- Time-limited: Consider a waiver constrained principally by a length of time, rather than by the specific project/award to which it applies. Waivers of this type may be appropriate, for example, when an item that is “non-available” is widely used in the project. When requesting such a waiver, the Recipient



should identify a reasonable, definite time frame (e.g., no more than one to two years) designed so that the waiver is reviewed to ensure the condition for the waiver (“non-availability”) has not changed (e.g., domestic supplies have become more available).

- Targeted: Waiver requests should apply only to the item(s), product(s), or material(s) or category(ies) of item(s), product(s), or material(s) as necessary and justified. Waivers should not be overly broad as this will undermine domestic preference policies.
- Conditional: The Recipient may request a waiver with specific conditions that support the policies of IIJA/BABA and Executive Order 14017.

DOE may request, and the Recipient must provide, additional information for consideration of this waiver. DOE may reject or grant waivers in whole or in part depending on its review, analysis, and/or feedback from OMB or the public. DOE's final determination regarding approval or rejection of the waiver request may not be appealed. Waiver requests may take up to 90 calendar days to process.

#### **Term 47. Affirmative Action and Pay Transparency Requirements**

All federally assisted construction contracts exceeding \$10,000 annually will be subject to the requirements of Executive Order 11246:

(1) Recipients, subrecipients, and contractors are prohibited from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin.

(2) Recipients and Contractors are required to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. This includes flowing down the appropriate language to all subrecipients, contractors and subcontractors.

(3) Recipients, subrecipients, contractors and subcontractors are prohibited from taking adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or, under certain circumstances, the pay of their co-workers.

The Department of Labor’s (DOL) Office of Federal Contractor Compliance Programs (OFCCP) uses a neutral process to schedule contractors for compliance evaluations. OFCCP’s Technical

Assistance Guide<sup>2</sup> should be consulted to gain an understanding of the requirements and possible actions the recipients, subrecipients, contractors and subcontractors must take.

#### **Term 48. Potentially Duplicative Funding Notice**

If the Recipient or subrecipients have or receive any other award of federal funds for activities that potentially overlap with the activities funded under this Award, the Recipient must promptly notify DOE in writing of the potential overlap and state whether project funds (i.e., recipient cost share and federal funds) from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items under this Award. If there are identical cost items, the Recipient must promptly notify the DOE Contracting Officer in writing of the potential duplication and eliminate any inappropriate duplication of funding.

#### **Term 49. Transparency of Foreign Connections**

During the term of the Award, the Recipient must notify the DOE Contracting Officer within fifteen (15) business days of learning of the following circumstances in relation to the Recipient or subrecipients:

1. The existence of any joint venture or subsidiary that is based in, funded by, or has a foreign affiliation with any foreign country of risk;
2. Any current or pending contractual or financial obligation or other agreement specific to a business arrangement, or joint venture-like arrangement with an enterprise owned by a country of risk or foreign entity based in a country of risk;
3. Any current or pending change in ownership structure of the Recipient or subrecipients that increases foreign ownership related to a country of risk;
4. Any current or pending venture capital or institutional investment by an entity that has a general partner or individual holding a leadership role in such entity who has a foreign affiliation with any foreign country of risk;
5. Any current or pending technology licensing or intellectual property sales to a foreign country of risk; and
6. Any current or pending foreign business entity, offshore entity, or entity outside the United States related to the Recipient or subrecipient.

#### **Term 50. Foreign Collaboration Considerations**

- a. Consideration of new collaborations with foreign organizations and governments. The Recipient must provide DOE with advanced written notification of any potential collaboration with foreign entities, organizations or governments in connection with

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<sup>2</sup> See OFCCP's Technical Assistance Guide at:

<https://www.dol.gov/sites/dolgov/files/ofccp/Construction/files/ConstructionTAG.pdf?msclkid=9e397d68c4b111ec9d8c6fecb6c710ec> Also see the National Policy Assurances <http://www.nsf.gov/awards/managing/rtc.jsp>

its DOE-funded award scope. The Recipient must await further guidance from DOE prior to contacting the proposed foreign entity, organization or government regarding the potential collaboration or negotiating the terms of any potential agreement.

- b. Existing collaborations with foreign entities, organizations and governments. The Recipient must provide DOE with a written list of all existing foreign collaborations in which has entered in connection with its DOE-funded award scope.
- c. Description of collaborations that should be reported: In general, a collaboration will involve some provision of a thing of value to, or from, the Recipient. A thing of value includes but may not be limited to all resources made available to, or from, the recipient in support of and/or related to the Award, regardless of whether or not they have monetary value. Things of value also may include in-kind contributions (such as office/laboratory space, data, equipment, supplies, employees, students). In-kind contributions not intended for direct use on the Award but resulting in provision of a thing of value from or to the Award must also be reported. Collaborations do not include routine workshops, conferences, use of the Recipient's services and facilities by foreign investigators resulting from its standard published process for evaluating requests for access, or the routine use of foreign facilities by awardee staff in accordance with the Recipient's standard policies and procedures.

## Subpart D. Award-Specific Provisions

### **Term 51. Reporting, Tracking and Segregation of Incurred Costs**

BIL funds can be used in conjunction with other funding, as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the BIL and related Office of Management and Budget (OMB) Guidance. The Recipient must keep separate records for BIL funds and must ensure those records comply with the requirements of the BIL.

### **Term 52. Davis-Bacon Requirements**

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 \$2,000 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).

Recipients shall provide written assurance acknowledging the DBA requirements for the Award and confirming that all of the laborers and mechanics performing construction, alteration, or repair work in excess of \$2,000 funded directly by or assisted in whole or in part by the Award

are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act).

The Recipient must comply with all Davis-Bacon Act requirements, including but not limited to:

- (1) ensuring that the wage determination(s) and appropriate Davis-Bacon clauses and requirements are flowed down to and incorporated into any applicable subcontracts or subrecipient awards.
- (2) being responsible for compliance by any subcontractor or subrecipient with the Davis-Bacon labor standards.
- (3) receiving and reviewing certified weekly payrolls submitted by all subcontractors and subrecipients for accuracy and to identify potential compliance issues.
- (4) maintaining original certified weekly payrolls for 3 years after the completion of the project and must make those payrolls available to the DOE or the Department of Labor upon request, as required by 29 CFR 5.6(a)(2).
- (5) conducting payroll and job-site reviews for construction work, including interviews with employees, with such frequency as may be necessary to assure compliance by its subcontractors and subrecipients and as requested or directed by the DOE.
- (6) cooperating with any authorized representative of the Department of Labor in their inspection of records, interviews with employees, and other actions undertaken as part of a Department of Labor investigation.
- (7) posting in a prominent and accessible place the wage determination(s) and Department of Labor Publication: WH-1321, Notice to Employees Working on Federal or Federally Assisted Construction Projects.
- (8) notifying the Contracting Officer of all labor standards issues, including all complaints regarding incorrect payment of prevailing wages and/or fringe benefits, received from the recipient, subrecipient, contractor, or subcontractor employees; significant labor standards violations, as defined in 29 CFR 5.7; disputes concerning labor standards pursuant to 29 CFR parts 4, 6, and 8 and as defined in FAR 52.222-14; disputed labor standards determinations; Department of Labor investigations; or legal or judicial proceedings related to the labor standards under this Contract, a subcontract, or subrecipient award.
- (9) preparing and submitting to the Contracting Officer, the Office of Management and Budget Control Number 1910-5165, Davis Bacon Semi-Annual Labor Compliance Report, by April 21 and October 21 of each year. Form submittal will be administered through the iBenefits system (<https://doeibenefits2.energy.gov>) or its successor system.

The Recipient must complete Davis-Bacon Act compliance training and must maintain competency in Davis-Bacon Act compliance. The Contracting Officer will notify the Recipient of any DOE sponsored Davis-Bacon Act compliance trainings. The Department of Labor offers free Prevailing Wage Seminars several times a year that meet this requirement, at <https://www.dol.gov/agencies/whd/government-contracts/construction/seminars/events>.

The Department of Energy has contracted with, a third-party DBA electronic payroll compliance software application. Once operable, the Recipient must ensure the timely electronic submission of weekly certified payrolls as part of its compliance with the Davis-Bacon Act unless a waiver is granted to the Recipient or a particular contractor or subcontractor because they are unable or limited in their ability to use or access the software.

#### **Davis Bacon Act Electronic Certified Payroll Submission Waiver**

A waiver must be granted before the Award starts. The applicant does not have the right to appeal DOE's decision concerning a waiver request.

For additional guidance on how to comply with the Davis-Bacon provisions and clauses, see <https://www.dol.gov/agencies/whd/government-contracts/construction> and <https://www.dol.gov/agencies/whd/government-contracts/protections-for-workers-in-construction>.

#### **Term 53. Signage**

The Recipient is encouraged to display DOE standard infrastructure investment signage, available for download from DOE (<https://www.energy.gov/branding>), during construction of the project. Expenditures for such signage shall be a permitted eligible cost of the project.

U.S. Department of Energy

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

Grant Number: SE0000797, State: MI, Program Year: 2023

Recipient: City of Detroit

SEO title : Program Administration for Benchmarking

Revision status: Active (pending add)

1. Activity

<input type="checkbox"/> Strategy Development	<input type="checkbox"/> Technical Consultant Services	<input type="checkbox"/> Building Energy Audits
<input type="checkbox"/> Financial Incentive Programs	<input type="checkbox"/> Energy Efficiency Retrofits	<input checked="" type="checkbox"/> Energy Efficiency and Conservation Programs for Buildings and Facilities
<input type="checkbox"/> Development and Implementation of Transportation Programs	<input type="checkbox"/> Building Codes and Inspections	<input type="checkbox"/> Energy Distribution Technologies for Energy Efficiency
<input type="checkbox"/> Material Conservation Programs	<input type="checkbox"/> Reduction and Capture of Methane and Greenhouse Gases	<input type="checkbox"/> Traffic Signals and Street Lighting
<input type="checkbox"/> Renewable Energy Technologies on Government Buildings	<input type="checkbox"/> Programs for Financing, Purchasing, and Installing EE-RE, and Zero-Emission Transportation Measures	<input type="checkbox"/> Administrative
<input type="checkbox"/> States Sub-grants to Formula-Ineligible Communities (states only)		

Blueprints

Energy Planning
<input checked="" type="checkbox"/> 1. Energy Planning
Efficient Buildings
<input checked="" type="checkbox"/> 2a. Energy Efficiency - Energy Audits and Building Upgrades
<input checked="" type="checkbox"/> 2b. Energy Savings Performance Contracts: Energy Efficiency and Electrification in Government Buildings
<input type="checkbox"/> 2c. Building Electrification Campaign
<input type="checkbox"/> 2d. Building Performance Standards & Stretch Codes
Renewables
<input type="checkbox"/> 3a. Solar & Storage - Power Purchase Agreements and Direct Ownership
<input type="checkbox"/> 3b. Community Solar
<input type="checkbox"/> 3c. Solarize Campaign
<input type="checkbox"/> 3d. Renewable Resource Planning for Rural and Tribal Communities
Electric Transportation
<input type="checkbox"/> 4a. Electric Vehicles and Fleet Electrification
<input type="checkbox"/> 4b. EV Charging Infrastructure for the Community
Finance
<input type="checkbox"/> 5. Unlocking Sustainable Financing Solutions for Energy Projects and Programs with Revolving Loan Funds
Workforce
<input type="checkbox"/> 6. Workforce Development

2. State: MI

3. Sectors

<input type="checkbox"/> Agriculture / Agricultural	<input checked="" type="checkbox"/> Local Government	<input type="checkbox"/> Residential
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Low / Limited Income	<input type="checkbox"/> State or Territory Government
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Non-profits	<input type="checkbox"/> Transportation
<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Tribal / Native American
<input type="checkbox"/> K-12 Schools		

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

**4. Technology and/or Topic Areas**

- |  |   |
|--|---|
| <input type="checkbox"/> Audits and Assessments (Energy, Water, and Process) | <input type="checkbox"/> Environmental Justice                      |
| <input type="checkbox"/> Benchmarking  | <input type="checkbox"/> Financial Incentives                       |
| <input type="checkbox"/> Energy Savings Performance Contracting              | <input type="checkbox"/> Fuel Cell and Hydrogen Technologies        |
| <input type="checkbox"/> Biofuels  | <input type="checkbox"/> Geothermal                                 |
| <input type="checkbox"/> Building Energy Codes & Inspection Services         | <input type="checkbox"/> Hydropower / Hydrokinetic Power            |
| <input type="checkbox"/> Capital Investments & Financing                     | <input type="checkbox"/> Not Applicable                             |
| <input type="checkbox"/> Biomass   | <input type="checkbox"/> On-site Renewable Energy                   |
| <input type="checkbox"/> Clean Energy / Clean Energy Technologies            | <input type="checkbox"/> Pedestrian & Bike Infrastructure           |
| <input type="checkbox"/> Commuting Infrastructure                            | <input type="checkbox"/> Reduce Commuting                           |
| <input type="checkbox"/> Distributed Energy Resources                        | <input type="checkbox"/> Resiliency                                 |
| <input checked="" type="checkbox"/> Education and Outreach                   | <input type="checkbox"/> Retrofits                                  |
| <input type="checkbox"/> Electric Vehicles and Infrastructure                | <input type="checkbox"/> Solar                                      |
| <input type="checkbox"/> Energy Affordability                                | <input type="checkbox"/> Workforce Development                      |
| <input checked="" type="checkbox"/> Energy Management                        | <input type="checkbox"/> STEM Education                             |
| <input type="checkbox"/> Energy Audits                                       | <input type="checkbox"/> Storage                                    |
| <input type="checkbox"/> Energy Certification Programs                       | <input type="checkbox"/> Strategy Development                       |
| <input type="checkbox"/> Energy Conservation                                 | <input type="checkbox"/> Technical Assistance                       |
| <input type="checkbox"/> Energy Efficiency                                   | <input type="checkbox"/> Traffic Signals & Street Lighting          |
| <input type="checkbox"/> Energy Equity                                       | <input type="checkbox"/> Waste to Energy / Solid Waste Minimization |
| <input type="checkbox"/> Assessments & Feasibility Studies                   | <input type="checkbox"/> Weatherization                             |
| <input type="checkbox"/> ENERGY STAR   | <input type="checkbox"/> Wind                                       |
| <input type="checkbox"/> Energy Workforce Training                           |   |

**5. Estimated annual energy savings:**  MBtus

**6. Description (executive summary of goals and objectives)\***

Detroit joined a growing number of cities, counties, and states in the U.S. that have adopted a mandatory energy and water benchmarking and transparency policy for buildings. This policy requires property owners to report, track and disclose a buildings’ annual energy and water usage and was unanimously adopted by Detroit City Council on November 21st, 2022. Buildings are the largest source of greenhouse gas (GHG) emissions in Detroit, representing 63% of GHG emissions in 2018. On average, benchmarking a building’s energy and water usage reduces consumption. This leads to reduced operating costs and GHG emissions, and increased savings for owners and tenants. Compliance of the ordinance is a critical tool to help monitor the energy and water consumption of Detroit’s buildings and help the city identify opportunities for efficiency upgrades that advance Detroit’s overall sustainability goals. The first 3 years are critical building compliance.

**Statement of Need**

In order to effectively administer the utility benchmarking for:

- + Technical assistance and 1:1 support for Affordable Housing, community organizations, places of worship
- + Technical Assistance to building owners
- + Target efforts by industry group

The team will be using these funds to work with an organization on all of these issues.

**Contractor:** Detroit 2030 District

Detroit 2030 District works to educate and assist building owners and managers in Detroit to reduce carbon emissions and operating expenses by improving energy and water efficiency through benchmarking activities. The implementation of a municipal benchmarking program by Detroit 2030 District is crucial to support the City of Detroit’s mandatory energy and water benchmarking and transparency policy. This policy aims to promote energy efficiency and emissions reductions by requiring property owners to report, track, and disclose annual energy and water usage. Detroit 2030 District will play a pivotal role in this initiative by providing comprehensive support in four key areas. One, the district will conduct energy education and engagement sessions with commercial industry groups to raise awareness about the importance of benchmarking and provide guidance on

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

impact of the benchmarking program. By leveraging the expertise and resources of Detroit 2030 District, the City of Detroit can effectively implement its benchmarking policy, leading to reduced carbon emissions, lower operating expenses for building owners, and a more sustainable built environment. This partnership aligns with Detroit 2030 District's mission to create high-performance buildings that support economic prosperity, environmental justice, and a carbon-free future for the city.

*\*see budget narrative under attachments*

**7. Activity milestones**

Milestone Description	Planned Amount
Commercial/Municipal Buildings Benchmarked	1



**U.S. Department of Energy**  
 Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)  
 ACTIVITY FILE  
**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023  
**Recipient:** City of Detroit

a. EECBGBIL grant (all funds in the approved budget)	
Fund Source	Planned Amount
Federal Fund Source Type: Federal	\$100,000.00
<b>Total</b>	<b>\$100,000.00</b>
b. Leveraged funds anticipated (outside approved budget)	
Fund Source	Planned Amount
<i>No records found</i>	
<b>Total</b>	<b>\$0.00</b>

\*Please use additional pages if more space is needed.  
 \*\*Mandatory requirement

- ✓
- ✓
- ✓

**SEO title :** Project Manager, Renewable Energy

**Revision status:** Active (pending add)

**1. Activity**

<input type="checkbox"/> Strategy Development	<input type="checkbox"/> Technical Consultant Services	<input type="checkbox"/> Building Energy Audits
<input type="checkbox"/> Financial Incentive Programs	<input type="checkbox"/> Energy Efficiency Retrofits	<input type="checkbox"/> Energy Efficiency and Conservation Programs for Buildings and Facilities
<input type="checkbox"/> Development and Implementation of Transportation Programs	<input type="checkbox"/> Building Codes and Inspections	<input type="checkbox"/> Energy Distribution Technologies for Energy Efficiency
<input type="checkbox"/> Material Conservation Programs	<input type="checkbox"/> Reduction and Capture of Methane and Greenhouse Gases	<input type="checkbox"/> Traffic Signals and Street Lighting
<input type="checkbox"/> Renewable Energy Technologies on Government Buildings	<input type="checkbox"/> Programs for Financing, Purchasing, and Installing EE-RE, and Zero-Emission Transportation Measures	<input type="checkbox"/> Administrative
<input type="checkbox"/> States Sub-grants to Formula-Ineligible Communities (states only)	✓	

**Blueprints**

✓

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

Energy Planning	
<input type="checkbox"/> 1. Energy Planning	
Efficient Buildings	
<input type="checkbox"/> 2a. Energy Efficiency - Energy Audits and Building Upgrades	
<input type="checkbox"/> 2b. Energy Savings Performance Contracts: Energy Efficiency and Electrification in Government Buildings	
<input type="checkbox"/> 2c. Building Electrification Campaign	
<input type="checkbox"/> 2d. Building Performance Standards & Stretch Codes	
Renewables	
<input checked="" type="checkbox"/> 3a. Solar & Storage - Power Purchase Agreements and Direct Ownership	
<input type="checkbox"/> 3b. Community Solar	
<input type="checkbox"/> 3c. Solarize Campaign	
<input type="checkbox"/> 3d. Renewable Resource Planning for Rural and Tribal Communities	
Electric Transportation	✓
<input type="checkbox"/> 4a. Electric Vehicles and Fleet Electrification	✓
<input type="checkbox"/> 4b. EV Charging Infrastructure for the Community	
Finance	
<input type="checkbox"/> 5. Unlocking Sustainable Financing Solutions for Energy Projects and Programs with Revolving Loan Funds	
Workforce	
<input type="checkbox"/> 6. Workforce Development	

2. State: MI

3. Sectors

<input type="checkbox"/> Agriculture / Agricultural	<input type="checkbox"/> Local Government	<input type="checkbox"/> Residential
<input type="checkbox"/> Commercial	<input type="checkbox"/> Low / Limited Income	<input type="checkbox"/> State or Territory Government
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Non-profits	<input type="checkbox"/> Transportation
<input type="checkbox"/> Industrial	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Tribal / Native American
<input type="checkbox"/> K-12 Schools		

4. Technology and/or Topic Areas

<input type="checkbox"/> Audits and Assessments (Energy, Water, and Process)	<input type="checkbox"/> Environmental Justice
<input type="checkbox"/> Benchmarking	<input type="checkbox"/> Financial Incentives

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGIL)

**ACTIVITY FILE**

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

- |  |   |
|--|---|
| <input type="checkbox"/> Energy Savings Performance Contracting      | <input type="checkbox"/> Fuel Cell and Hydrogen Technologies        |
| <input type="checkbox"/> Biofuels                                    | <input type="checkbox"/> Geothermal                                 |
| <input type="checkbox"/> Building Energy Codes & Inspection Services | <input type="checkbox"/> Hydropower / Hydrokinetic Power            |
| <input type="checkbox"/> Capital Investments & Financing             | <input type="checkbox"/> Not Applicable                             |
| <input type="checkbox"/> Biomass                                     | <input type="checkbox"/> On-site Renewable Energy                   |
| <input type="checkbox"/> Clean Energy / Clean Energy Technologies    | <input type="checkbox"/> Pedestrian & Bike Infrastructure           |
| <input type="checkbox"/> Commuting Infrastructure                    | <input type="checkbox"/> Reduce Commuting                           |
| <input type="checkbox"/> Distributed Energy Resources                | <input type="checkbox"/> Resiliency                                 |
| <input type="checkbox"/> Education and Outreach                      | <input type="checkbox"/> Retrofits                                  |
| <input type="checkbox"/> Electric Vehicles and Infrastructure        | <input type="checkbox"/> Solar                                      |
| <input type="checkbox"/> Energy Affordability                        | <input type="checkbox"/> Workforce Development                      |
| <input type="checkbox"/> Energy Management                           | <input type="checkbox"/> STEM Education                             |
| <input type="checkbox"/> Energy Audits                               | <input type="checkbox"/> Storage                                    |
| <input type="checkbox"/> Energy Certification Programs               | <input type="checkbox"/> Strategy Development                       |
| <input type="checkbox"/> Energy Conservation                         | <input type="checkbox"/> Technical Assistance                       |
| <input type="checkbox"/> Energy Efficiency                           | <input type="checkbox"/> Traffic Signals & Street Lighting          |
| <input type="checkbox"/> Energy Equity                               | <input type="checkbox"/> Waste to Energy / Solid Waste Minimization |
| <input type="checkbox"/> Assessments & Feasibility Studies           | <input type="checkbox"/> Weatherization                             |
| <input type="checkbox"/> ENERGY STAR                                 | <input type="checkbox"/> Wind                                       |
| <input type="checkbox"/> Energy Workforce Training                   |   |

5. Estimated annual energy savings:  MBtus

**6. Description (executive summary of goals and objectives) \***

This role is a part of our Climate Strategy and we intend to track our deployment of renewable energy and understand where we are going to achieve GHG benefits through an inventory.

**Job Title:** Project Manager for Renewable Energy

**Location:** Detroit, Michigan

**Company:** City of Detroit

**Total Personnel + Fringe:** \$227,645.22

**Position Overview:** As a Project Manager for Renewable Energy at City of Detroit you will play a pivotal role in the planning, execution, and successful completion of renewable energy projects in the city of Detroit. You will be responsible for managing the full project lifecycle, from initial development through construction and commissioning. This role offers a unique opportunity to contribute to the growth of renewable energy infrastructure in Detroit and make a significant impact on reducing carbon emissions.

**Key Responsibilities:**

- 1 **Project Planning:** Collaborate with cross-functional teams to develop project plans, budgets, and schedules for renewable energy projects in Detroit.
- 1 **Stakeholder Engagement:** Build and maintain strong relationships with local authorities, community organizations, and other stakeholders to ensure project compliance and support.
- 1 **Resource Management:** Allocate and manage project resources efficiently, including personnel, equipment, and materials.
- 1 **Risk Management:** Identify potential project risks and develop mitigation strategies to ensure successful project outcomes.
- 1 **Regulatory Compliance:** Ensure compliance with all local, state, and federal regulations and permits related to renewable energy projects.
- 1 **Contract Management:** Oversee contract negotiations, procurement, and vendor management for project components.
- 1 **Quality Control:** Implement and maintain quality control processes to ensure project deliverables meet established standards.
- 1 **Reporting and Documentation:** Prepare and present regular progress reports to company leadership and stakeholders, maintaining accurate project documentation.
- 1 **Safety and Environmental Compliance:** Promote and enforce safety and environmental best practices on project sites.
- 1 **Financial Management:** Monitor project budgets and financial performance, taking corrective actions as needed to achieve cost-efficiency.

**Qualifications:**

- 1 Bachelor's degree in engineering, environmental science, or a related field (Master's degree preferred).
- 1 Proven experience as a Project Manager in the renewable energy industry, with a strong track record of successful project delivery.
- 1 Knowledge of renewable energy technologies, such as solar, wind, and energy storage.

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

- 1 Familiarity with relevant regulatory requirements and permitting processes.
- 1 Exceptional communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- 1 ~~Strong leadership and team management abilities.~~
- 1 Project management certification (e.g., PMP) is a plus.
- 1 Passion for renewable energy and a commitment to sustainability.

**Professional Development & Capacity Building (\$5,922.65)**

The City of Detroit recognizes the critical importance of ongoing professional development for its Utility Manager and Project Manager to enhance energy workforce performance and drive progress toward energy goals in the city. Both positions play pivotal roles in shaping a sustainable, energy-efficient future. To achieve this, the City has outlined professional development goals:

1. Attendance at Department of Energy (DOE) Conferences: Both the Utility Manager and Project Manager will actively participate in DOE conferences. These events provide invaluable insights into the latest industry trends, technological advancements, and best practices. It's an opportunity to network with industry experts and learn about innovative approaches to energy management.
2. Attendance at the Michigan Energy Summit is critical for staying abreast of developments in the energy sector as well as fostering partnerships to advance the city's sustainability goals. Attending the Michigan Energy Summit will facilitate networking opportunities, access to crucial information on financial incentives, government policies, and utility advancements in clean energy, ultimately contributing to the City of Detroit's efforts to promote sustainability and decarbonization.
3. Workshops and Seminars: Regular participation in energy-related workshops and seminars will be encouraged. These sessions can cover a wide range of topics, from energy conservation strategies to sustainable fleet management practices. They offer a hands-on learning experience and opportunities for skill development.
4. Professional Memberships: Encouraging membership in professional associations, such as the U.S. Green Building Council, Inc. Gold Membership, will keep both managers connected with peers and updated on industry trends, and includes access to courses and certifications.
5. Local mileage is essential to facilitate the effective execution of project activities; this allocation ensures timely and efficient completion of tasks such as energy benchmarking and auditing within the designated area. Local travel is indispensable for on-site assessments, stakeholder meetings, parking, and data collection, all integral to project success.

**Supplies (\$7,447.13)**

1. Laptops: The City of Detroit Department of Innovation and Technology has an approved technology vendor catalogue of devices; the price for a HP IDS UMA i7-8565U 16GB is \$1,497.13 per device for 1 FTEs, totaling \$1,497.13; this is a one-time purchase. These high-powered laptops are essential for the Utility Manager and Project Manager, providing mobility and flexibility for in-field learning and remote work. With advanced operating systems, processors, graphics, and ultra-high-definition displays, these laptops enable staff to perform their duties effectively, whether in the office or in the field, enhancing productivity and communication.
2. Data Plan: The City of Detroit has an agreement with Verizon Wireless; cell phones are free if procured with a data plan. Each data plan costs \$75 per month for 12 months (for 1 cell phone), totaling \$900. This expense ensures uninterrupted communication and connectivity for EECBG program activities. These data plans enable staff to access online resources, communicate via email and messaging apps, and participate in virtual meetings, supporting efficient program coordination and implementation.
3. ArcGIS Pro: ArcGIS Professional Advanced for businesses has an annual cost of \$4,150 per year (\$2,075/FTE) The acquisition of ArcGIS Pro is essential for enhancing our spatial analysis capabilities and supporting informed decision-making processes within our projects. With its comprehensive suite of mapping and analytics tools, ArcGIS Pro empowers users to create visually stunning maps in both 2D and 3D, analyze spatial relationships, and derive valuable insights from geospatial data. The annual cost includes access to ArcGIS Pro Advanced, providing advanced data management capabilities, multiuser editing, high-end cartography, and extensive database management features. Additionally, the subscription includes essential apps such as ArcGIS Online, ArcGIS StoryMaps, ArcGIS Dashboards, and ArcGIS Web AppBuilder, enabling seamless collaboration and interactive visualization of spatial data. Field apps like ArcGIS Collector and ArcGIS Survey123 facilitate data collection in the field, while office apps like ArcGIS for Excel and ArcGIS for SharePoint streamline integration with existing workflows.

*\*see budget narrative under attachments*

**7. Activity milestones**

Milestone Description	Planned Amount
Recruit and onboard one Renewable Energy Project Manager within 9 months of the project period.	1
Develop and implement operational strategies to maximize the efficiency and performance of the EV fleet within 12 months	1
Monitor and analyze fleet data to identify trends, patterns, and areas for improvement in vehicle performance, utilization, and energy consumption for the project duration	1
Develop and maintain a comprehensive charging infrastructure plan to support the needs of the EV fleet within 18 months	1

**U.S. Department of Energy**  
 Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)  
 ACTIVITY FILE  
**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023  
**Recipient:** City of Detroit

Conduct fleet analysis and forecasting to optimize the size and composition of the EV fleet, considering operational needs, budgetary constraints, and sustainability goals for the project duration	1
Identify, register, and attend at least 2 professional development opportunities each year	2
Participate in at least two workshops, training, and/or networking events that support Detroit and regional energy and sustainability goals	2
Procure one laptop within 6 months of hire for the staff member	1
Procure one mobile phone with data plans within 6 months of hire for the staff member	1
Track and process mileage and travel expenses according to City of Detroit policy and reconcile expenses	1

**8. Activity performance metrics**

a. Specific metric activity (required)**
2. Transportation Infrastructure and Vehicles

**9. Activity funds by source**

a. EECBGBIL grant (all funds in the approved budget)	
Fund Source	Planned Amount
Federal	\$241,015.00
Fund Source Type: Federal	
Total	\$241,015.00
b. Leveraged funds anticipated (outside approved budget)	
Fund Source	Planned Amount
<i>No records found</i>	
Total	\$0.00

\*Please use additional pages if more space is needed.  
 \*\*Mandatory requirement

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

**SEO title :** Utility Manager Benchmarking Program Implementation & Management

**Revision status:** Active (pending add)

**1. Activity**

<input type="checkbox"/> Strategy Development	<input type="checkbox"/> Technical Consultant Services	<input type="checkbox"/> Building Energy Audits
<input type="checkbox"/> Financial Incentive Programs	<input type="checkbox"/> Energy Efficiency Retrofits	<input type="checkbox"/> Energy Efficiency and Conservation Programs for Buildings and Facilities
<input type="checkbox"/> Development and Implementation of Transportation Programs	<input type="checkbox"/> Building Codes and Inspections	<input type="checkbox"/> Energy Distribution Technologies for Energy Efficiency
<input type="checkbox"/> Material Conservation Programs	<input type="checkbox"/> Reduction and Capture of Methane and Greenhouse Gases	<input type="checkbox"/> Traffic Signals and Street Lighting
<input type="checkbox"/> Renewable Energy Technologies on Government Buildings	<input type="checkbox"/> Programs for Financing, Purchasing, and Installing EE-RE, and Zero-Emission Transportation Measures	<input type="checkbox"/> Administrative
<input type="checkbox"/> States Sub-grants to Formula-Ineligible Communities (states only)		

**Blueprints**

- Energy Planning
  - 1. Energy Planning
- Efficient Buildings
  - 2a. Energy Efficiency - Energy Audits and Building Upgrades
  - 2b. Energy Savings Performance Contracts: Energy Efficiency and Electrification in Government Buildings
  - 2c. Building Electrification Campaign
  - 2d. Building Performance Standards & Stretch Codes
- Renewables
  - 3a. Solar & Storage - Power Purchase Agreements and Direct Ownership
  - 3b. Community Solar
  - 3c. Solarize Campaign
  - 3d. Renewable Resource Planning for Rural and Tribal Communities
- Electric Transportation
  - 4a. Electric Vehicles and Fleet Electrification
  - 4b. EV Charging Infrastructure for the Community
- Finance
  - 5. Unlocking Sustainable Financing Solutions for Energy Projects and Programs with Revolving Loan Funds
- Workforce
  - 6. Workforce Development

**2. State:** MI

**3. Sectors**

<input type="checkbox"/> Agriculture / Agricultural	<input type="checkbox"/> Local Government	<input type="checkbox"/> Residential
<input type="checkbox"/> Commercial	<input type="checkbox"/> Low / Limited Income	<input type="checkbox"/> State or Territory Government
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Non-profits	<input type="checkbox"/> Transportation
<input type="checkbox"/> Industrial	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Tribal / Native American
<input type="checkbox"/> K-12 Schools		

**4. Technology and/or Topic Areas**

<input type="checkbox"/> Audits and Assessments (Energy, Water, and Process)	<input type="checkbox"/> Environmental Justice
<input type="checkbox"/> Benchmarking	<input type="checkbox"/> Financial Incentives

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

- |  |   |
|--|---|
| <input type="checkbox"/> Energy Savings Performance Contracting      | <input type="checkbox"/> Fuel Cell and Hydrogen Technologies        |
| <input type="checkbox"/> Biofuels                                    | <input type="checkbox"/> Geothermal                                 |
| <input type="checkbox"/> Building Energy Codes & Inspection Services | <input type="checkbox"/> Hydropower / Hydrokinetic Power            |
| <input type="checkbox"/> Capital Investments & Financing             | <input type="checkbox"/> Not Applicable                             |
| <input type="checkbox"/> Biomass                                     | <input type="checkbox"/> On-site Renewable Energy                   |
| <input type="checkbox"/> Clean Energy / Clean Energy Technologies    | <input type="checkbox"/> Pedestrian & Bike Infrastructure           |
| <input type="checkbox"/> Commuting Infrastructure                    | <input type="checkbox"/> Reduce Commuting                           |
| <input type="checkbox"/> Distributed Energy Resources                | <input type="checkbox"/> Resiliency                                 |
| <input type="checkbox"/> Education and Outreach                      | <input type="checkbox"/> Retrofits                                  |
| <input type="checkbox"/> Electric Vehicles and Infrastructure        | <input type="checkbox"/> Solar                                      |
| <input type="checkbox"/> Energy Affordability                        | <input type="checkbox"/> Workforce Development                      |
| <input type="checkbox"/> Energy Management                           | <input type="checkbox"/> STEM Education                             |
| <input type="checkbox"/> Energy Audits                               | <input type="checkbox"/> Storage                                    |
| <input type="checkbox"/> Energy Certification Programs               | <input type="checkbox"/> Strategy Development                       |
| <input type="checkbox"/> Energy Conservation                         | <input type="checkbox"/> Technical Assistance                       |
| <input type="checkbox"/> Energy Efficiency                           | <input type="checkbox"/> Traffic Signals & Street Lighting          |
| <input type="checkbox"/> Energy Equity                               | <input type="checkbox"/> Waste to Energy / Solid Waste Minimization |
| <input type="checkbox"/> Assessments & Feasibility Studies           | <input type="checkbox"/> Weatherization                             |
| <input type="checkbox"/> ENERGY STAR                                 | <input type="checkbox"/> Wind                                       |
| <input type="checkbox"/> Energy Workforce Training                   |   |

5. Estimated annual energy savings:  MBtus

6. Description (executive summary of goals and objectives) \*

**Job Title:** Utility Manager

**Location:** Detroit, Michigan

**Company:** City of Detroit

**Total Personnel + Fringe:** \$227,645.22

**Position Overview:** This role is a part of our Climate Strategy and we intend to track our deployment of renewable energy and understand where we are going to achieve GHG benefits through an inventory. The City of Detroit seeking a highly skilled and experienced Utility Manager that is primarily responsible for leading the City in the research, development, implementation and/or coordination of a municipal internal energy and utility management program. This includes project identification, assessment, development, financial tracking, and monitoring of the City's energy and utility use; in support of our main goal of maintaining an efficient work environment and achieving operational savings for the City. The Utility Manager will identify and minimize City-operated facility utility costs and find ways to increase energy efficiency. The Utility Manager works to achieve goals set by the following, but not limited to: City Council, the Mayor, Office of Sustainability, General Services Department's Facilities Management, Capital Improvement Plan, Master Plan, and the Sustainability Action Agenda. This position will maintain functional, working relationships with operations and building/facilities managers, building engineers, and vendors to achieve these goals. This will include advocating for and serving as an information resource on nationally recognized best practices for municipalities to internal stakeholders and agencies on energy efficiency, renewable energy, and other utility usage.

Externally, the Utility Manager will work with community groups, organizations, and utility companies to form partnerships and maximize the leverage of resources and know-how to meet City goals in this area. As the City's point-person for municipal energy and utility management, this position may represent the City on these topics for regional planning or community projects that require City representation or for which the City is integrally involved. Utility Manager duties include:

- 1 Assist in managing contractor who will be providing specific sustainability recommendations and savings projections for city buildings
- 1 Review RFP and Scopes of Work for building improvements to offer language and specifications that meet minimum efficiency goals and achieve sustainability in a cost effective manner
- 1 Help apply for utility rebates for energy efficiency improvements.
- 1 Centralize consecutive months of utility bills annually and organize by department and DTE account
- 1 Complete site visits for property and meter verification Create and verify property list with departments and include utility account and meter information
- 1 Report departments' annual cost for utilities by building - create transparency around data Collect property information, as required by the U.S. EPA's ENERGY STAR Portfolio Manager
- 1 Enter historical utility usage data in U.S. EPA's ENERGY STAR Portfolio Manager
- 1 Sign up municipal buildings for Detroit 2030 District and Michigan Battle of the Buildings

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

The Utility Manager will support OCFO by assisting with ongoing DTE billing concerns, and coordinate monthly meetings and follow up with DTE. Schedule meetings, develop agendas, lead meetings, send follow up minutes, etc. Tasks include but are not limited to:

- 1 Identify & track utility bill errors and reimbursement Ongoing follow up with utility
- 1 Maintain Smartsheet for tracking number of issues/number of issues resolved in regard to DTE bill-related issues
- 1 Support departments with utility bill questions and concerns
- 1 Work with DoIT and OCFO to implement utility bill tracking and energy management software
- 1 ~~Build culture of energy efficiency~~ at the City across all departments by organizing and leading a Municipal Energy Conservation working group (monthly).
- 1 Schedule meetings, develop agendas, lead meetings, send follow up minutes, etc.
- 1 Develop a plan for Sustainable Facility Operations, in coordination with GSD facility maintenance staff Manage City's carbon emissions data and prepare for annual reporting to the Carbon Disclosure Project (CDP), City Council, and others.
- 1 Oversee work as it relates to City's Green House Gas (GHG) assessment and process institutionalization Coordinate City's participation in the Detroit 2030 District and Michigan Battle of the Buildings

**Professional Development & Capacity Building (\$5,922.65)**

The City of Detroit recognizes the critical importance of ongoing professional development for its Utility Manager and Project Manager to enhance energy workforce performance and drive progress toward energy goals in the city. Both positions play pivotal roles in shaping a sustainable, energy-efficient future. To achieve this, the City has outlined professional development goals:

- 1. Attendance at Department of Energy (DOE) Conferences: Both the Utility Manager and Project Manager will actively participate in DOE conferences. These events provide invaluable insights into the latest industry trends, technological advancements, and best practices. It's an opportunity to network with industry experts and learn about innovative approaches to energy management.
- 2. Attendance at the Michigan Energy Summit is critical for staying abreast of developments in the energy sector as well as fostering partnerships to advance the city's sustainability goals. Attending the Michigan Energy Summit will facilitate networking opportunities, access to crucial information on financial incentives, government policies, and utility advancements in clean energy, ultimately contributing to the City of Detroit's efforts to promote sustainability and decarbonization.
- 3. Workshops and Seminars: Regular participation in energy-related workshops and seminars will be encouraged. These sessions can cover a wide range of topics, from energy conservation strategies to sustainable fleet management practices. They offer a hands-on learning experience and opportunities for skill development.
- 4. Professional Memberships: Encouraging membership in professional associations, such as the U.S. Green Building Council, Inc. Gold Membership, will keep both managers connected with peers and updated on industry trends, and includes access to courses and certifications.
- 5. Local mileage is essential to facilitate the effective execution of project activities; this allocation ensures timely and efficient completion of tasks such as energy benchmarking and auditing within the designated area. Local travel is indispensable for on-site assessments, stakeholder meetings, parking, and data collection, all integral to project success.

**Supplies (\$7,447.13)**

- 1. Laptops: The City of Detroit Department of Innovation and Technology has an approved technology vendor catalogue of devices; the price for a HP IDS UMA i7-8565U 16GB is \$1,497.13 per device for 1 FTEs, totaling \$1,497.13; this is a one-time purchase. These high-powered laptops are essential for the Utility Manager and Project Manager, providing mobility and flexibility for in-field learning and remote work. With advanced operating systems, processors, graphics, and ultra-high-definition displays, these laptops enable staff to perform their duties effectively, whether in the office or in the field, enhancing productivity and communication.
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*\*see budget narrative under attachments*

**7. Activity milestones**

Milestone Description	Planned Amount
Recruit and Onboard a Utility Manager within 9 months	1
Complete site visits for property and meter verification Create and verify property list with departments and include utility account and meter information on a monthly basis	1



Set up ongoing monthly benchmarking process at City Create a plan around advising departments on behavioral energy reduction improvements and develop guidelines Identify and track monthly savings	1
Develop a plan for Sustainable Facility Operations, in coordination with GSD facility maintenance staff Manage City's carbon emissions data and prepare for annual reporting to the Carbon Disclosure Project (CDP), City Council, and others, within one year	1
Identify, register, and attend at least 2 professional development opportunities each year	2
Participate in at least two workshops, training, and/or networking events that support Detroit and regional energy and sustainability goals	2
Identify, register, and attend at least 2 professional development opportunities each year	1
Participate in at least two workshops, training, and/or networking events that support Detroit and regional energy and sustainability goals	1
Track and process mileage and travel expenses according to City of Detroit policy and reconcile expenses quarterly Energy Efficiency and Conservation Block Grant Program - Bipartisan Infrastructure Law 2021 (EECBGIL)	1

ACTIVITY FILE

8. Activity performance metrics Grant Number: SE0000797, State: MI, Program Year: 2023

a. Specific metric activity (required)**	Recipient: City of Detroit
7. Energy Policy and Planning	

9. Activity funds by source

a. EECBGIL grant (all funds in the approved budget)	
Fund Source	Planned Amount
Federal	
Fund Source Type: Federal	\$241,015.00
Total	\$241,015.00
b. Leveraged funds anticipated (outside approved budget)	
Fund Source	Planned Amount
Local Government	
Fund Source Type: Leveraged	\$0.00
Leveraged Category: Local Government	
Total	\$0.00

\*Please use additional pages if more space is needed.  
 \*\*Mandatory requirement



# Federal Assistance Reporting Checklist

Attachment 2		
1. Award Number: DE-SE0000797.0000	2. Program/Project Title: BIL EECBG	
3. Recipient: City Of Detroit		
4. Reporting Requirements (see also the Special Instructions)	Frequency	Addresses
<b>I. PROJECT MANAGEMENT REPORTING</b>		
<input checked="" type="checkbox"/> A. Performance Report	S	A. <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
1. Status and Milestones		
2. Quantitative		
3. Narrative		
<input checked="" type="checkbox"/> B. Financial Report (SF-425)	S	B. <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
<input type="checkbox"/> C. Other (see Special Instructions)	A5	C. See Special Instructions
<b>II. AWARD MANAGEMENT REPORTING</b>		
<input checked="" type="checkbox"/> A. Tangible Personal Property Report - Annual Property Report (SF-428 & SF-428A)	Y	A. Send Email to DOE Project Officer
<input checked="" type="checkbox"/> B. Tangible Personal Property Report – Disposition Request/Report (SF-428 & SF-428C)	A5	B. <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
<input type="checkbox"/> C. Uniform Commercial Code (UCC) Financing Statements	A5	C. <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
<input checked="" type="checkbox"/> D. Federal Subaward Reporting System (FSRS)	A5	D. See section II. D. for instructions and due dates
<input type="checkbox"/> E. Annual Incurred Cost Proposal	A5	E. <a href="#">FSRS</a>
<input checked="" type="checkbox"/> F. Single Audit: States, Locals, Tribal Governments, and Non-Profits	Y180	F. See section II. F. for instructions and due dates
<input checked="" type="checkbox"/> G. Other	O	G. See section II. G. for instructions and due dates
1. Quarterly National Environmental Policy Act (NEPA) Logs	Q	G1. Email to project officer & <a href="mailto:EECBG.NEPA@ee.doe.gov">EECBG.NEPA@ee.doe.gov</a>
2. Annual Historic Preservation Report	Y	G2. Submit via <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
<input checked="" type="checkbox"/> H. Davis Bacon	S	H1. <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
1. Semi-Annual Davis Bacon	W	H2. <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
2. Weekly Payroll report		
<b>III. CLOSEOUT REPORTING</b>		
<input checked="" type="checkbox"/> A. Tangible Personal Property Report – Final Report (SF-428 & SF-428B)	F	A. <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
<input type="checkbox"/> B. Other (see Special Instructions)	F	B. See Special Instructions





# Federal Assistance Reporting Checklist

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# Federal Assistance Reporting Checklist

## 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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
Submission deadline:	Within 30 calendar days after the end of the semi-annual reporting period (April 30 and October 30)

Semi-annual, 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 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.



# Federal Assistance Reporting Checklist

## 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.



# Federal Assistance Reporting Checklist

**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





# Federal Assistance Reporting Checklist

- 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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
Submission deadline:	Within 30 calendar days after the end of the semi-annual reporting period (April 30 and October 30) <b>and</b> 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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
Submission deadline:	Within five (5) calendar days after the event, or as specified



# Federal Assistance Reporting Checklist

## II. Award Management Reporting

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

Submit to:	<a href="#">Send Email to DOE Project Officer</a>
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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
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:	<a href="#">Send Email to DOE Project Officer</a>
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# Federal Assistance Reporting Checklist

Submission deadline:	Within five (5) calendar days after the event, or as specified.
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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:	<a href="https://www.fsr.gov/">https://www.fsr.gov/</a>
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.



## Federal Assistance Reporting Checklist

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](http://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: <ul style="list-style-type: none"> <li>• <a href="mailto:CostPrice@ee.doe.gov">CostPrice@ee.doe.gov</a> (if the Golden Field Office is Cognizant); OR</li> <li>• <a href="mailto:IndirectRates@hq.doe.gov">IndirectRates@hq.doe.gov</a> (if OCED is Cognizant)</li> <li>• <a href="mailto:PricingGroup@netl.doe.gov">PricingGroup@netl.doe.gov</a> (if NETL is Cognizant)</li> </ul> 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 - <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.



# Federal Assistance Reporting Checklist

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:	NEPA logs: Email to project officer & <a href="mailto:EECBG.NEPA@ee.doe.gov">EECBG.NEPA@ee.doe.gov</a> Historic Preservation report: <a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
Submission deadline:	NEPA logs: Within 30 calendar days after the end of the quarterly reporting period (January 30, April 30, July 30, and October 30) <b>and</b> within 120 calendar days after expiration or termination of the award Historic Preservation reports: September 15 of each year

All activities involving ground disturbance require quarterly NEPA log submittals. 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 DOE Project Officer every quarter. Multiple entries can be listed on the NEPA log. If sub-recipients are conducting ground disturbing activities, those entries should also be reported in the NEPA log which the prime recipient can condense into one NEPA log or submit separately.

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



# Federal Assistance Reporting Checklist

[www.page.energy.gov/](http://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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
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 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>
- 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



## Federal Assistance Reporting Checklist

- 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](mailto:BILLabor@hq.doe.gov).



# Federal Assistance Reporting Checklist

## III. Closeout Reporting

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

Submit to:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
Submission deadline:	Within 120 calendar days after expiration or termination of the award





# Federal Assistance Reporting Checklist

## IV. BIL Reporting

### A. Quality Job Creation

#### 1. Direct Jobs

Submit to:	<a href="#">Consult DOE Project team for the announcement of the Davis Bacon Reporting Tool</a>
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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
Submission deadline:	Semi-annually 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.



# Federal Assistance Reporting Checklist

## 1. 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.

## 2. 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:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
Submission deadline:	<b>As Specified</b> , within 30 calendar days after the end of the first quarterly reporting period; <b>Yearly</b> ; within 90 calendar days after the end of the federal fiscal year and <b>Final</b> ; 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



## Federal Assistance Reporting Checklist

Submit to:	<a href="https://www.page.energy.gov">https://www.page.energy.gov</a>
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.



## Federal Assistance Reporting Checklist

### **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:



U.S. DEPARTMENT OF  
**ENERGY**

## Federal Assistance Reporting Checklist

- 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).

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0000797		2. Program/Project Title Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021	
3. Name and Address City of Detroit 2 Woodward Avenue Detroit, MI 482269846		4. Program/Project Start Date 07/01/2024	5. Completion Date 06/30/2026

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.128	\$ 0.00		\$ 582,030.00		\$ 582,030.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 582,030.00	\$ 0.00	\$ 582,030.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) DOE	(2)	(3)	(4)	
a. Personnel	\$ 345,100.00				\$ 345,100.00
b. Fringe Benefits	\$ 110,190.44				\$ 110,190.44
c. Travel	\$ 1,845.30				\$ 1,845.30
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 14,894.26				\$ 14,894.26
f. Contract	\$ 100,000.00				\$ 100,000.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 10,000.00				\$ 10,000.00
i. Total Direct Charges	\$ 582,030.00				\$ 582,030.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 582,030.00				\$ 582,030.00
7. Program Income	\$ 0.00				\$ 0.00

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGIL)

**BUDGET INFORMATION REMARKS**

**Grant Number:** SE0000797, **State:** MI

**Recipient:** City of Detroit

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**Remarks**

We plan to work with an organization to assist us with the implementation of the Benchmarking ordinance.

## **Intellectual Property Provisions (NRD-821)**

### **Nonresearch and Development**

Intellectual property rights are subject to 2 CFR 200.315 (e.g. institution of higher education or nonprofit organizations) or 2 CFR 910.362 (e.g. for-profit).



**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

**SEO title :** Program Administration for Benchmarking

**Revision status:** Active (pending add)

**1. Activity**

<input type="checkbox"/> Strategy Development	<input type="checkbox"/> Technical Consultant Services	<input type="checkbox"/> Building Energy Audits
<input type="checkbox"/> Financial Incentive Programs	<input type="checkbox"/> Energy Efficiency Retrofits	<input checked="" type="checkbox"/> Energy Efficiency and Conservation Programs for Buildings and Facilities
<input type="checkbox"/> Development and Implementation of Transportation Programs	<input type="checkbox"/> Building Codes and Inspections	<input type="checkbox"/> Energy Distribution Technologies for Energy Efficiency
<input type="checkbox"/> Material Conservation Programs	<input type="checkbox"/> Reduction and Capture of Methane and Greenhouse Gases	<input type="checkbox"/> Traffic Signals and Street Lighting
<input type="checkbox"/> Renewable Energy Technologies on Government Buildings	<input type="checkbox"/> Programs for Financing, Purchasing, and Installing EE-RE, and Zero-Emission Transportation Measures	<input type="checkbox"/> Administrative
<input type="checkbox"/> States Sub-grants to Formula-Ineligible Communities (states only)		

**Blueprints**

Energy Planning
<input checked="" type="checkbox"/> 1. Energy Planning
Efficient Buildings
<input checked="" type="checkbox"/> 2a. Energy Efficiency - Energy Audits and Building Upgrades
<input checked="" type="checkbox"/> 2b. Energy Savings Performance Contracts: Energy Efficiency and Electrification in Government Buildings
<input type="checkbox"/> 2c. Building Electrification Campaign
<input type="checkbox"/> 2d. Building Performance Standards & Stretch Codes
Renewables
<input type="checkbox"/> 3a. Solar & Storage - Power Purchase Agreements and Direct Ownership
<input type="checkbox"/> 3b. Community Solar
<input type="checkbox"/> 3c. Solarize Campaign
<input type="checkbox"/> 3d. Renewable Resource Planning for Rural and Tribal Communities
Electric Transportation
<input type="checkbox"/> 4a. Electric Vehicles and Fleet Electrification
<input type="checkbox"/> 4b. EV Charging Infrastructure for the Community
Finance
<input type="checkbox"/> 5. Unlocking Sustainable Financing Solutions for Energy Projects and Programs with Revolving Loan Funds
Workforce
<input type="checkbox"/> 6. Workforce Development

**2. State:** MI

**3. Sectors**

<input type="checkbox"/> Agriculture / Agricultural	<input checked="" type="checkbox"/> Local Government	<input type="checkbox"/> Residential
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Low / Limited Income	<input type="checkbox"/> State or Territory Government
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Non-profits	<input type="checkbox"/> Transportation
<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Tribal / Native American
<input type="checkbox"/> K-12 Schools		

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

**4. Technology and/or Topic Areas**

- |  |   |
|--|---|
| <input type="checkbox"/> Audits and Assessments (Energy, Water, and Process) | <input type="checkbox"/> Environmental Justice                      |
| <input type="checkbox"/> Benchmarking  | <input type="checkbox"/> Financial Incentives                       |
| <input type="checkbox"/> Energy Savings Performance Contracting              | <input type="checkbox"/> Fuel Cell and Hydrogen Technologies        |
| <input type="checkbox"/> Biofuels  | <input type="checkbox"/> Geothermal                                 |
| <input type="checkbox"/> Building Energy Codes & Inspection Services         | <input type="checkbox"/> Hydropower / Hydrokinetic Power            |
| <input type="checkbox"/> Capital Investments & Financing                     | <input type="checkbox"/> Not Applicable                             |
| <input type="checkbox"/> Biomass   | <input type="checkbox"/> On-site Renewable Energy                   |
| <input type="checkbox"/> Clean Energy / Clean Energy Technologies            | <input type="checkbox"/> Pedestrian & Bike Infrastructure           |
| <input type="checkbox"/> Commuting Infrastructure                            | <input type="checkbox"/> Reduce Commuting                           |
| <input type="checkbox"/> Distributed Energy Resources                        | <input type="checkbox"/> Resiliency                                 |
| <input checked="" type="checkbox"/> Education and Outreach                   | <input type="checkbox"/> Retrofits                                  |
| <input type="checkbox"/> Electric Vehicles and Infrastructure                | <input type="checkbox"/> Solar                                      |
| <input type="checkbox"/> Energy Affordability                                | <input type="checkbox"/> Workforce Development                      |
| <input checked="" type="checkbox"/> Energy Management                        | <input type="checkbox"/> STEM Education                             |
| <input type="checkbox"/> Energy Audits                                       | <input type="checkbox"/> Storage                                    |
| <input type="checkbox"/> Energy Certification Programs                       | <input type="checkbox"/> Strategy Development                       |
| <input type="checkbox"/> Energy Conservation                                 | <input type="checkbox"/> Technical Assistance                       |
| <input type="checkbox"/> Energy Efficiency                                   | <input type="checkbox"/> Traffic Signals & Street Lighting          |
| <input type="checkbox"/> Energy Equity                                       | <input type="checkbox"/> Waste to Energy / Solid Waste Minimization |
| <input type="checkbox"/> Assessments & Feasibility Studies                   | <input type="checkbox"/> Weatherization                             |
| <input type="checkbox"/> ENERGY STAR   | <input type="checkbox"/> Wind                                       |
| <input type="checkbox"/> Energy Workforce Training                           |   |

**5. Estimated annual energy savings:**  MBtus

**6. Description (executive summary of goals and objectives)\***

Detroit joined a growing number of cities, counties, and states in the U.S. that have adopted a mandatory energy and water benchmarking and transparency policy for buildings. This policy requires property owners to report, track and disclose a buildings’ annual energy and water usage and was unanimously adopted by Detroit City Council on November 21st, 2022. Buildings are the largest source of greenhouse gas (GHG) emissions in Detroit, representing 63% of GHG emissions in 2018. On average, benchmarking a building’s energy and water usage reduces consumption. This leads to reduced operating costs and GHG emissions, and increased savings for owners and tenants. Compliance of the ordinance is a critical tool to help monitor the energy and water consumption of Detroit’s buildings and help the city identify opportunities for efficiency upgrades that advance Detroit’s overall sustainability goals. The first 3 years are critical building compliance.

**Statement of Need**

In order to effectively administer the utility benchmarking for:

- + Technical assistance and 1:1 support for Affordable Housing, community organizations, places of worship
- + Technical Assistance to building owners
- + Target efforts by industry group

The team will be using these funds to work with an organization on all of these issues.

**Contractor:** Detroit 2030 District

Detroit 2030 District works to educate and assist building owners and managers in Detroit to reduce carbon emissions and operating expenses by improving energy and water efficiency through benchmarking activities. The implementation of a municipal benchmarking program by Detroit 2030 District is crucial to support the City of Detroit’s mandatory energy and water benchmarking and transparency policy. This policy aims to promote energy efficiency and emissions reductions by requiring property owners to report, track, and disclose annual energy and water usage. Detroit 2030 District will play a pivotal role in this initiative by providing comprehensive support in four key areas. One, the district will conduct energy education and engagement sessions with commercial industry groups to raise awareness about the importance of benchmarking and provide guidance on

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

impact of the benchmarking program. By leveraging the expertise and resources of Detroit 2030 District, the City of Detroit can effectively implement its benchmarking policy, leading to reduced carbon emissions, lower operating expenses for building owners, and a more sustainable built environment. This partnership aligns with Detroit 2030 District's mission to create high-performance buildings that support economic prosperity, environmental justice, and a carbon-free future for the city.

*\*see budget narrative under attachments*

**7. Activity milestones**

Milestone Description	Planned Amount
Commercial/Municipal Buildings Benchmarked	1

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

a. EECBGBIL grant (all funds in the approved budget)	
b. Leveraged funds anticipated (outside approved budget)	

\*Please use additional pages if more space is needed.

\*\*Mandatory requirement

✓

✓

✓

**SEO title :** Project Manager, Renewable Energy

**Revision status:** Active (pending add)

**1. Activity**

<input type="checkbox"/> Strategy Development	<input type="checkbox"/> Technical Consultant Services	<input type="checkbox"/> Building Energy Audits
<input type="checkbox"/> Financial Incentive Programs	<input type="checkbox"/> Energy Efficiency Retrofits	<input type="checkbox"/> Energy Efficiency and Conservation Programs for Buildings and Facilities
<input type="checkbox"/> Development and Implementation of Transportation Programs	<input type="checkbox"/> Building Codes and Inspections	<input type="checkbox"/> Energy Distribution Technologies for Energy Efficiency
<input type="checkbox"/> Material Conservation Programs	<input type="checkbox"/> Reduction and Capture of Methane and Greenhouse Gases	<input type="checkbox"/> Traffic Signals and Street Lighting
<input type="checkbox"/> Renewable Energy Technologies on Government Buildings	<input type="checkbox"/> Programs for Financing, Purchasing, and Installing EE-RE, and Zero-Emission Transportation Measures	<input type="checkbox"/> Administrative
<input type="checkbox"/> States Sub-grants to Formula-Ineligible Communities (states only)	✓	

**Blueprints**

✓

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

Energy Planning	
<input type="checkbox"/> 1. Energy Planning	
Efficient Buildings	
<input type="checkbox"/> 2a. Energy Efficiency - Energy Audits and Building Upgrades	
<input type="checkbox"/> 2b. Energy Savings Performance Contracts: Energy Efficiency and Electrification in Government Buildings	
<input type="checkbox"/> 2c. Building Electrification Campaign	
<input type="checkbox"/> 2d. Building Performance Standards & Stretch Codes	
Renewables	
<input checked="" type="checkbox"/> 3a. Solar & Storage - Power Purchase Agreements and Direct Ownership	
<input type="checkbox"/> 3b. Community Solar	
<input type="checkbox"/> 3c. Solarize Campaign	
<input type="checkbox"/> 3d. Renewable Resource Planning for Rural and Tribal Communities	
Electric Transportation	✓
<input type="checkbox"/> 4a. Electric Vehicles and Fleet Electrification	✓
<input type="checkbox"/> 4b. EV Charging Infrastructure for the Community	
Finance	
<input type="checkbox"/> 5. Unlocking Sustainable Financing Solutions for Energy Projects and Programs with Revolving Loan Funds	
Workforce	
<input type="checkbox"/> 6. Workforce Development	

2. State: MI

3. Sectors

<input type="checkbox"/> Agriculture / Agricultural	<input type="checkbox"/> Local Government	<input type="checkbox"/> Residential
<input type="checkbox"/> Commercial	<input type="checkbox"/> Low / Limited Income	<input type="checkbox"/> State or Territory Government
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Non-profits	<input type="checkbox"/> Transportation
<input type="checkbox"/> Industrial	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Tribal / Native American
<input type="checkbox"/> K-12 Schools		

4. Technology and/or Topic Areas

<input type="checkbox"/> Audits and Assessments (Energy, Water, and Process)	<input type="checkbox"/> Environmental Justice
<input type="checkbox"/> Benchmarking	<input type="checkbox"/> Financial Incentives

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

**ACTIVITY FILE**

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

- |  |   |
|--|---|
| <input type="checkbox"/> Energy Savings Performance Contracting      | <input type="checkbox"/> Fuel Cell and Hydrogen Technologies        |
| <input type="checkbox"/> Biofuels                                    | <input type="checkbox"/> Geothermal                                 |
| <input type="checkbox"/> Building Energy Codes & Inspection Services | <input type="checkbox"/> Hydropower / Hydrokinetic Power            |
| <input type="checkbox"/> Capital Investments & Financing             | <input type="checkbox"/> Not Applicable                             |
| <input type="checkbox"/> Biomass                                     | <input type="checkbox"/> On-site Renewable Energy                   |
| <input type="checkbox"/> Clean Energy / Clean Energy Technologies    | <input type="checkbox"/> Pedestrian & Bike Infrastructure           |
| <input type="checkbox"/> Commuting Infrastructure                    | <input type="checkbox"/> Reduce Commuting                           |
| <input type="checkbox"/> Distributed Energy Resources                | <input type="checkbox"/> Resiliency                                 |
| <input type="checkbox"/> Education and Outreach                      | <input type="checkbox"/> Retrofits                                  |
| <input type="checkbox"/> Electric Vehicles and Infrastructure        | <input type="checkbox"/> Solar                                      |
| <input type="checkbox"/> Energy Affordability                        | <input type="checkbox"/> Workforce Development                      |
| <input type="checkbox"/> Energy Management                           | <input type="checkbox"/> STEM Education                             |
| <input type="checkbox"/> Energy Audits                               | <input type="checkbox"/> Storage                                    |
| <input type="checkbox"/> Energy Certification Programs               | <input type="checkbox"/> Strategy Development                       |
| <input type="checkbox"/> Energy Conservation                         | <input type="checkbox"/> Technical Assistance                       |
| <input type="checkbox"/> Energy Efficiency                           | <input type="checkbox"/> Traffic Signals & Street Lighting          |
| <input type="checkbox"/> Energy Equity                               | <input type="checkbox"/> Waste to Energy / Solid Waste Minimization |
| <input type="checkbox"/> Assessments & Feasibility Studies           | <input type="checkbox"/> Weatherization                             |
| <input type="checkbox"/> ENERGY STAR                                 | <input type="checkbox"/> Wind                                       |
| <input type="checkbox"/> Energy Workforce Training                   |   |

5. Estimated annual energy savings:  MBtus

**6. Description (executive summary of goals and objectives) \***

This role is a part of our Climate Strategy and we intend to track our deployment of renewable energy and understand where we are going to achieve GHG benefits through an inventory.

**Job Title:** Project Manager for Renewable Energy

**Location:** Detroit, Michigan

**Company:** City of Detroit

**Total Personnel + Fringe:** \$227,645.22

**Position Overview:** As a Project Manager for Renewable Energy at City of Detroit you will play a pivotal role in the planning, execution, and successful completion of renewable energy projects in the city of Detroit. You will be responsible for managing the full project lifecycle, from initial development through construction and commissioning. This role offers a unique opportunity to contribute to the growth of renewable energy infrastructure in Detroit and make a significant impact on reducing carbon emissions.

**Key Responsibilities:**

- 1 **Project Planning:** Collaborate with cross-functional teams to develop project plans, budgets, and schedules for renewable energy projects in Detroit.
- 1 **Stakeholder Engagement:** Build and maintain strong relationships with local authorities, community organizations, and other stakeholders to ensure project compliance and support.
- 1 **Resource Management:** Allocate and manage project resources efficiently, including personnel, equipment, and materials.
- 1 **Risk Management:** Identify potential project risks and develop mitigation strategies to ensure successful project outcomes.
- 1 **Regulatory Compliance:** Ensure compliance with all local, state, and federal regulations and permits related to renewable energy projects.
- 1 **Contract Management:** Oversee contract negotiations, procurement, and vendor management for project components.
- 1 **Quality Control:** Implement and maintain quality control processes to ensure project deliverables meet established standards.
- 1 **Reporting and Documentation:** Prepare and present regular progress reports to company leadership and stakeholders, maintaining accurate project documentation.
- 1 **Safety and Environmental Compliance:** Promote and enforce safety and environmental best practices on project sites.
- 1 **Financial Management:** Monitor project budgets and financial performance, taking corrective actions as needed to achieve cost-efficiency.

**Qualifications:**

- 1 Bachelor's degree in engineering, environmental science, or a related field (Master's degree preferred).
- 1 Proven experience as a Project Manager in the renewable energy industry, with a strong track record of successful project delivery.
- 1 Knowledge of renewable energy technologies, such as solar, wind, and energy storage.

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

- 1 Familiarity with relevant regulatory requirements and permitting processes.
- 1 Exceptional communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- 1 ~~Strong leadership and team management abilities.~~
- 1 Project management certification (e.g., PMP) is a plus.
- 1 Passion for renewable energy and a commitment to sustainability.

**Professional Development & Capacity Building (\$5,922.65)**

The City of Detroit recognizes the critical importance of ongoing professional development for its Utility Manager and Project Manager to enhance energy workforce performance and drive progress toward energy goals in the city. Both positions play pivotal roles in shaping a sustainable, energy-efficient future. To achieve this, the City has outlined professional development goals:

1. Attendance at Department of Energy (DOE) Conferences: Both the Utility Manager and Project Manager will actively participate in DOE conferences. These events provide invaluable insights into the latest industry trends, technological advancements, and best practices. It's an opportunity to network with industry experts and learn about innovative approaches to energy management.
2. Attendance at the Michigan Energy Summit is critical for staying abreast of developments in the energy sector as well as fostering partnerships to advance the city's sustainability goals. Attending the Michigan Energy Summit will facilitate networking opportunities, access to crucial information on financial incentives, government policies, and utility advancements in clean energy, ultimately contributing to the City of Detroit's efforts to promote sustainability and decarbonization.
3. Workshops and Seminars: Regular participation in energy-related workshops and seminars will be encouraged. These sessions can cover a wide range of topics, from energy conservation strategies to sustainable fleet management practices. They offer a hands-on learning experience and opportunities for skill development.
4. Professional Memberships: Encouraging membership in professional associations, such as the U.S. Green Building Council, Inc. Gold Membership, will keep both managers connected with peers and updated on industry trends, and includes access to courses and certifications.
5. Local mileage is essential to facilitate the effective execution of project activities; this allocation ensures timely and efficient completion of tasks such as energy benchmarking and auditing within the designated area. Local travel is indispensable for on-site assessments, stakeholder meetings, parking, and data collection, all integral to project success.

**Supplies (\$7,447.13)**

1. Laptops: The City of Detroit Department of Innovation and Technology has an approved technology vendor catalogue of devices; the price for a HP IDS UMA i7-8565U 16GB is \$1,497.13 per device for 1 FTEs, totaling \$1,497.13; this is a one-time purchase. These high-powered laptops are essential for the Utility Manager and Project Manager, providing mobility and flexibility for in-field learning and remote work. With advanced operating systems, processors, graphics, and ultra-high-definition displays, these laptops enable staff to perform their duties effectively, whether in the office or in the field, enhancing productivity and communication.
2. Data Plan: The City of Detroit has an agreement with Verizon Wireless; cell phones are free if procured with a data plan. Each data plan costs \$75 per month for 12 months (for 1 cell phone), totaling \$900. This expense ensures uninterrupted communication and connectivity for EECBG program activities. These data plans enable staff to access online resources, communicate via email and messaging apps, and participate in virtual meetings, supporting efficient program coordination and implementation.
3. ArcGIS Pro: ArcGIS Professional Advanced for businesses has an annual cost of \$4,150 per year (\$2,075/FTE) The acquisition of ArcGIS Pro is essential for enhancing our spatial analysis capabilities and supporting informed decision-making processes within our projects. With its comprehensive suite of mapping and analytics tools, ArcGIS Pro empowers users to create visually stunning maps in both 2D and 3D, analyze spatial relationships, and derive valuable insights from geospatial data. The annual cost includes access to ArcGIS Pro Advanced, providing advanced data management capabilities, multiuser editing, high-end cartography, and extensive database management features. Additionally, the subscription includes essential apps such as ArcGIS Online, ArcGIS StoryMaps, ArcGIS Dashboards, and ArcGIS Web AppBuilder, enabling seamless collaboration and interactive visualization of spatial data. Field apps like ArcGIS Collector and ArcGIS Survey123 facilitate data collection in the field, while office apps like ArcGIS for Excel and ArcGIS for SharePoint streamline integration with existing workflows.

*\*see budget narrative under attachments*

**7. Activity milestones**

Milestone Description	Planned Amount
Recruit and onboard one Renewable Energy Project Manager within 9 months of the project period.	1
Develop and implement operational strategies to maximize the efficiency and performance of the EV fleet within 12 months	
Monitor and analyze fleet data to identify trends, patterns, and areas for improvement in vehicle performance, utilization, and energy consumption for the project duration	1

**U.S. Department of Energy**  
 Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)  
 ACTIVITY FILE  
**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023  
**Recipient:** City of Detroit

Conduct fleet analysis and forecasting to optimize the size and composition of the EV fleet, considering operational needs, budgetary constraints, and sustainability goals for the project duration	1
Identify, register, and attend at least 2 professional development opportunities each year	2
Participate in at least two workshops, training, and/or networking events that support Detroit and regional energy and sustainability goals	2
Procure one laptop within 6 months of hire for the staff member	1
Procure one mobile phone with data plans within 6 months of hire for the staff member	1
Track and process mileage and travel expenses according to City of Detroit policy and reconcile expenses	1

**8. Activity performance metrics**

a. Specific metric activity (required)**
2. Transportation Infrastructure and Vehicles

**9. Activity funds by source**

a. EECBGBIL grant (all funds in the approved budget)	
Fund Source	Planned Amount
Federal	\$241,015.00
Fund Source Type: Federal	
Total	\$241,015.00
b. Leveraged funds anticipated (outside approved budget)	
Fund Source	Planned Amount
<i>No records found</i>	
Total	\$0.00

\*Please use additional pages if more space is needed.  
 \*\*Mandatory requirement



**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

**SEO title :** Utility Manager Benchmarking Program Implementation & Management

**Revision status:** Active (pending add)

**1. Activity**

<input type="checkbox"/> Strategy Development	<input type="checkbox"/> Technical Consultant Services	<input type="checkbox"/> Building Energy Audits
<input type="checkbox"/> Financial Incentive Programs	<input type="checkbox"/> Energy Efficiency Retrofits	<input type="checkbox"/> Energy Efficiency and Conservation Programs for Buildings and Facilities
<input type="checkbox"/> Development and Implementation of Transportation Programs	<input type="checkbox"/> Building Codes and Inspections	<input type="checkbox"/> Energy Distribution Technologies for Energy Efficiency
<input type="checkbox"/> Material Conservation Programs	<input type="checkbox"/> Reduction and Capture of Methane and Greenhouse Gases	<input type="checkbox"/> Traffic Signals and Street Lighting
<input type="checkbox"/> Renewable Energy Technologies on Government Buildings	<input type="checkbox"/> Programs for Financing, Purchasing, and Installing EE-RE, and Zero-Emission Transportation Measures	<input type="checkbox"/> Administrative
<input type="checkbox"/> States Sub-grants to Formula-Ineligible Communities (states only)		

**Blueprints**

- Energy Planning
  - 1. Energy Planning
- Efficient Buildings
  - 2a. Energy Efficiency - Energy Audits and Building Upgrades
  - 2b. Energy Savings Performance Contracts: Energy Efficiency and Electrification in Government Buildings
  - 2c. Building Electrification Campaign
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  - 3c. Solarize Campaign
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- Workforce
  - 6. Workforce Development

**2. State:** MI

**3. Sectors**

<input type="checkbox"/> Agriculture / Agricultural	<input type="checkbox"/> Local Government	<input type="checkbox"/> Residential
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<input type="checkbox"/> Higher Education	<input type="checkbox"/> Non-profits	<input type="checkbox"/> Transportation
<input type="checkbox"/> Industrial	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Tribal / Native American
<input type="checkbox"/> K-12 Schools		

**4. Technology and/or Topic Areas**

<input type="checkbox"/> Audits and Assessments (Energy, Water, and Process)	<input type="checkbox"/> Environmental Justice
<input type="checkbox"/> Benchmarking	<input type="checkbox"/> Financial Incentives

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

- |  |   |
|--|---|
| <input type="checkbox"/> Energy Savings Performance Contracting      | <input type="checkbox"/> Fuel Cell and Hydrogen Technologies        |
| <input type="checkbox"/> Biofuels                                    | <input type="checkbox"/> Geothermal                                 |
| <input type="checkbox"/> Building Energy Codes & Inspection Services | <input type="checkbox"/> Hydropower / Hydrokinetic Power            |
| <input type="checkbox"/> Capital Investments & Financing             | <input type="checkbox"/> Not Applicable                             |
| <input type="checkbox"/> Biomass                                     | <input type="checkbox"/> On-site Renewable Energy                   |
| <input type="checkbox"/> Clean Energy / Clean Energy Technologies    | <input type="checkbox"/> Pedestrian & Bike Infrastructure           |
| <input type="checkbox"/> Commuting Infrastructure                    | <input type="checkbox"/> Reduce Commuting                           |
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| <input type="checkbox"/> Energy Management                           | <input type="checkbox"/> STEM Education                             |
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| <input type="checkbox"/> Energy Conservation                         | <input type="checkbox"/> Technical Assistance                       |
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| <input type="checkbox"/> Energy Equity                               | <input type="checkbox"/> Waste to Energy / Solid Waste Minimization |
| <input type="checkbox"/> Assessments & Feasibility Studies           | <input type="checkbox"/> Weatherization                             |
| <input type="checkbox"/> ENERGY STAR                                 | <input type="checkbox"/> Wind                                       |
| <input type="checkbox"/> Energy Workforce Training                   |   |

5. Estimated annual energy savings:  MBtus

6. Description (executive summary of goals and objectives) \*

**Job Title:** Utility Manager

**Location:** Detroit, Michigan

**Company:** City of Detroit

**Total Personnel + Fringe:** \$227,645.22

**Position Overview:** This role is a part of our Climate Strategy and we intend to track our deployment of renewable energy and understand where we are going to achieve GHG benefits through an inventory. The City of Detroit seeking a highly skilled and experienced Utility Manager that is primarily responsible for leading the City in the research, development, implementation and/or coordination of a municipal internal energy and utility management program. This includes project identification, assessment, development, financial tracking, and monitoring of the City's energy and utility use; in support of our main goal of maintaining an efficient work environment and achieving operational savings for the City. The Utility Manager will identify and minimize City-operated facility utility costs and find ways to increase energy efficiency. The Utility Manager works to achieve goals set by the following, but not limited to: City Council, the Mayor, Office of Sustainability, General Services Department's Facilities Management, Capital Improvement Plan, Master Plan, and the Sustainability Action Agenda. This position will maintain functional, working relationships with operations and building/facilities managers, building engineers, and vendors to achieve these goals. This will include advocating for and serving as an information resource on nationally recognized best practices for municipalities to internal stakeholders and agencies on energy efficiency, renewable energy, and other utility usage.

Externally, the Utility Manager will work with community groups, organizations, and utility companies to form partnerships and maximize the leverage of resources and know-how to meet City goals in this area. As the City's point-person for municipal energy and utility management, this position may represent the City on these topics for regional planning or community projects that require City representation or for which the City is integrally involved. Utility Manager duties include:

- 1 Assist in managing contractor who will be providing specific sustainability recommendations and savings projections for city buildings
- 1 Review RFP and Scopes of Work for building improvements to offer language and specifications that meet minimum efficiency goals and achieve sustainability in a cost effective manner
- 1 Help apply for utility rebates for energy efficiency improvements.
- 1 Centralize consecutive months of utility bills annually and organize by department and DTE account
- 1 Complete site visits for property and meter verification Create and verify property list with departments and include utility account and meter information
- 1 Report departments' annual cost for utilities by building - create transparency around data Collect property information, as required by the U.S. EPA's ENERGY STAR Portfolio Manager
- 1 Enter historical utility usage data in U.S. EPA's ENERGY STAR Portfolio Manager
- 1 Sign up municipal buildings for Detroit 2030 District and Michigan Battle of the Buildings

**U.S. Department of Energy**

Energy Efficiency and Conservation Block Grant Program – Bipartisan Infrastructure Law 2021 (EECBGBIL)

ACTIVITY FILE

**Grant Number:** SE0000797, **State:** MI, **Program Year:** 2023

**Recipient:** City of Detroit

The Utility Manager will support OCFO by assisting with ongoing DTE billing concerns, and coordinate monthly meetings and follow up with DTE. Schedule meetings, develop agendas, lead meetings, send follow up minutes, etc. Tasks include but are not limited to:

- 1 Identify & track utility bill errors and reimbursement Ongoing follow up with utility
- 1 Maintain Smartsheet for tracking number of issues/number of issues resolved in regard to DTE bill-related issues
- 1 Support departments with utility bill questions and concerns
- 1 Work with DoIT and OCFO to implement utility bill tracking and energy management software
- 1 ~~Build culture of energy efficiency~~ at the City across all departments by organizing and leading a Municipal Energy Conservation working group (monthly).
- 1 Schedule meetings, develop agendas, lead meetings, send follow up minutes, etc.
- 1 Develop a plan for Sustainable Facility Operations, in coordination with GSD facility maintenance staff Manage City's carbon emissions data and prepare for annual reporting to the Carbon Disclosure Project (CDP), City Council, and others.
- 1 Oversee work as it relates to City's Green House Gas (GHG) assessment and process institutionalization Coordinate City's participation in the Detroit 2030 District and Michigan Battle of the Buildings

**Professional Development & Capacity Building (\$5,922.65)**

The City of Detroit recognizes the critical importance of ongoing professional development for its Utility Manager and Project Manager to enhance energy workforce performance and drive progress toward energy goals in the city. Both positions play pivotal roles in shaping a sustainable, energy-efficient future. To achieve this, the City has outlined professional development goals:

- 1. Attendance at Department of Energy (DOE) Conferences: Both the Utility Manager and Project Manager will actively participate in DOE conferences. These events provide invaluable insights into the latest industry trends, technological advancements, and best practices. It's an opportunity to network with industry experts and learn about innovative approaches to energy management.
- 2. Attendance at the Michigan Energy Summit is critical for staying abreast of developments in the energy sector as well as fostering partnerships to advance the city's sustainability goals. Attending the Michigan Energy Summit will facilitate networking opportunities, access to crucial information on financial incentives, government policies, and utility advancements in clean energy, ultimately contributing to the City of Detroit's efforts to promote sustainability and decarbonization.
- 3. Workshops and Seminars: Regular participation in energy-related workshops and seminars will be encouraged. These sessions can cover a wide range of topics, from energy conservation strategies to sustainable fleet management practices. They offer a hands-on learning experience and opportunities for skill development.
- 4. Professional Memberships: Encouraging membership in professional associations, such as the U.S. Green Building Council, Inc. Gold Membership, will keep both managers connected with peers and updated on industry trends, and includes access to courses and certifications.
- 5. Local mileage is essential to facilitate the effective execution of project activities; this allocation ensures timely and efficient completion of tasks such as energy benchmarking and auditing within the designated area. Local travel is indispensable for on-site assessments, stakeholder meetings, parking, and data collection, all integral to project success.

**Supplies (\$7,447.13)**

- 1. Laptops: The City of Detroit Department of Innovation and Technology has an approved technology vendor catalogue of devices; the price for a HP IDS UMA i7-8565U 16GB is \$1,497.13 per device for 1 FTEs, totaling \$1,497.13; this is a one-time purchase. These high-powered laptops are essential for the Utility Manager and Project Manager, providing mobility and flexibility for in-field learning and remote work. With advanced operating systems, processors, graphics, and ultra-high-definition displays, these laptops enable staff to perform their duties effectively, whether in the office or in the field, enhancing productivity and communication.
- 2. Data Plan: The City of Detroit has an agreement with Verizon Wireless; cell phones are free if procured with a data plan. Each data plan costs \$75 per month for 12 months (for 1 cell phone), totaling \$900. This expense ensures uninterrupted communication and connectivity for EECBG program activities. These data plans enable staff to access online resources, communicate via email and messaging apps, and participate in virtual meetings, supporting efficient program coordination and implementation.
- 3. ArcGIS Pro: ArcGIS Professional Advanced for businesses has an annual cost of \$4,150 per year (\$2,075/FTE) The acquisition of ArcGIS Pro is essential for enhancing our spatial analysis capabilities and supporting informed decision-making processes within our projects. With its comprehensive suite of mapping and analytics tools, ArcGIS Pro empowers users to create visually stunning maps in both 2D and 3D, analyze spatial relationships, and derive valuable insights from geospatial data. The annual cost includes access to ArcGIS Pro Advanced, providing advanced data management capabilities, multiuser editing, high-end cartography, and extensive database management features. Additionally, the subscription includes essential apps such as ArcGIS Online, ArcGIS StoryMaps, ArcGIS Dashboards, and ArcGIS Web AppBuilder, enabling seamless collaboration and interactive visualization of spatial data. Field apps like ArcGIS Collector and ArcGIS Survey123 facilitate data collection in the field, while office apps like ArcGIS for Excel and ArcGIS for SharePoint streamline integration with existing workflows.

*\*see budget narrative under attachments*

**7. Activity milestones**

Recruit and Onboard a Utility Manager within 9 months	1

Set up ongoing monthly benchmarking process at City Create a plan around advising departments on behavioral energy reduction improvements and develop guidelines Identify and track monthly savings	1
Develop a plan for Sustainable Facility Operations, in coordination with GSD facility maintenance staff Manage City's carbon emissions data and prepare for annual reporting to the Carbon Disclosure Project (CDP), City Council, and others, within one year	1
Identify, register, and attend at least 2 professional development opportunities each year	2
Participate in at least two workshops, training, and/or networking events that support Detroit and regional energy and sustainability goals	2
Identify, register, and attend at least 2 professional development opportunities each year	1
Participate in at least two workshops, training, and/or networking events that support Detroit and regional energy and sustainability goals	1
Track and process mileage and travel expenses according to City of Detroit policy and reconcile expenses quarterly Energy Efficiency and Conservation Block Grant Program - Bipartisan Infrastructure Law 2021 (EECBGBIL)	1

ACTIVITY FILE

8. Activity performance metrics Grant Number: SE0000797, State: MI, Program Year: 2023

a. Specific metric activity (required)**	Recipient: City of Detroit
7. Energy Policy and Planning	

9. Activity funds by source

a. EECBGBIL grant (all funds in the approved budget)	
Fund Source	Planned Amount
Federal	
Fund Source Type: Federal	\$241,015.00
Total	\$241,015.00
b. Leveraged funds anticipated (outside approved budget)	
Fund Source	Planned Amount
Local Government	
Fund Source Type: Leveraged	\$0.00
Leveraged Category: Local Government	
Total	\$0.00

\*Please use additional pages if more space is needed.  
 \*\*Mandatory requirement