U.S. DEPARTMENT *of* **ENERGY**

Training for Residential Energy Contractors (TREC)

General Guidelines

Current as of June 2025

Contents

I.   Purpose

These guidelines support recipients of Training for Residential Energy Contractors (TREC) grant funds to successfully implement their project goals and covers key elements of compliance including roles and responsibilities, federal regulatory requirements, Grant Agreement terms, reporting, and monitoring. Throughout these guidelines, you'll see the word **you** – that refers to **key personnel in the prime recipient organizations (i.e., State and Territorial Energy Offices).**

II.   Roles and Responsibilities

Both DOE staff and recipients contribute to the overall success of the TREC program. Each party has specific duties that must be fulfilled to meet program goals and comply with federal regulations and reporting requirements.

DOE Staff:

- Provide technical guidance and oversight
- Monitor compliance with federal regulations and reporting requirements
- Offer support and clarification to recipients through the life of the award
- Ensure the appropriate and allowable use of federal funds

Recipients:

- Implement projects according to agreed-upon terms
- Maintain open and ongoing communications with federal staff
- Submit required reports and documentation accurately and on time
- Seek guidance prior to implementing actions that may require prior approval

DOE Project Team

DOE Project Team members fulfill interrelated roles to ensure that grantees and their subrecipients are meeting award requirements through oversight, monitoring, and assessment of risk. This structure includes: a Technical Project Officer (TPO) who focuses on technical oversight; a Grants Management Specialist (GMS) that determines the allowability, allocability, and reasonableness of proposed costs; a Grants Officer (GO) with the sole authority to approve and execute financial assistance agreements; and General Counsel (GC) who advises on legal matters. **Table 1** below includes details on each of these roles.

Table 1. DOE Project Team: Primary Responsibilities and Key Activities

Role	Primary Responsibilities	Key Activities
Technical Project Officer (TPO)	• Serves as the recipient's main point of contact throughout the life of the award • Serves as the technical authority and Subject Matter Expert (SME) on project scope • Monitors technical performance, schedule, and deliverables • Ensures recipient's work meets project objectives	• Reviews and approves required reports and deliverables • Provides regular guidance and technical assistance • Coordinates with the Grants Officer and Grants Management Specialist on award modifications • Reports project status, risk, and positive impact to DOE leadership
Grants Management Specialist (GMS)	• Serves as the financial authority and Subject Matter Expert (SME) on cost allowability • Completes financial risk assessments • Makes recommendations to the Grants Officer on contents of an award's Terms and Conditions	• Determines the allowability, allocability, and reasonableness of proposed costs • Coordinates with the Grants Officer and Technical Project Officer to assess risk
Grants Officer (GO)	• Has the sole authority to solicit, award, and terminate contracts and financial assistance agreements • Manages contract obligations (funding, performance, compliance)	• Executes contracts and financial assistant agreements • Negotiates terms, conditions, and budgets • Coordinates closely with the Grants Management Specialist for budget and risk input and the Technical Project Officer for technical input • Executes award modifications

Grant Recipient's Team

To ensure the successful implementation of your project, team members will need to balance multiple responsibilities, including technical oversight, budget control, and compliance. While each role has distinct duties, they collectively support a cohesive approach to successful project execution. **Table 2** details the structure and includes: a Principal Investigator (PI) who leads the scientific or technical vision and serves as the primary point of contact for major programmatic discussions; a Business Officer (BO) who ensures that any contracts or sub-awards align with federal requirements; a Financial Administrator who submits financial reports and confirms expenditure eligibility; and a Project Manager (PM) who oversees day to day project execution, monitors performance of subrecipients, and ensures that projects adhere to scope and timelines as approved.

Table 2. Grant Recipient's Team: Primary Responsibilities and Key Activities

Role	Primary Responsibilities	Key Activities
Principal Investigator (PI)	- Provides overall leadership and vision for the project - Ensures compliance with grant terms - Serves as the main point of contact with the funding agency	- Defines research objectives and project scope - Oversees personnel and resource allocation - Collaborates with the Business Officer on contractual issues - Communicates with the Financial Administrator for budget planning
Business Officer (BO)	- Oversees grant administration and compliance - Manages legal, contractual, and risk-related aspects	- Negotiates and manages sub-awards or contracts - Interprets and ensures adherence to institutional policies - Coordinates with the Principal Investigator on regulatory and compliance issues - Communicates with the Financial Administrator to address any financial compliance concerns

Financial Administrator	• Plans and oversees budget and financial transactions • Ensures proper allocation and reporting of funds	• Prepares and monitors project budgets in coordination with the Principal Investigator • Reconciles expenditures and processes payments • Generates periodic financial reports for the Principal Investigator • Coordinates with the Business Officer on any financial compliance or audit-related requests
Project Manager (PM)	• Coordinates daily project execution • Monitors subrecipient project execution • Tracks milestones • Facilitates communication across the team	• Develops and maintains project schedules and timelines • Collaborates with the Principal Investigator on project decisions and technical guidance • Communicates with the Financial Administrator for budget alignment • Provides updates and feedback to subrecipients regarding deliverables

III.   Uniform Guidance – Title 2 CFR Part 200

The Office of Management and Budget (OMB)[1] establishes federal grant management policies and cost principles through the Uniform Guidance (UG) Title 2 Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as 2 CFR 200)[2]. These policies and principles inform DOE staff in determining allowable costs, enforcing compliance with federal grant requirements, and ensuring that the federal government bares its fair share of costs except where restricted or otherwise prohibited by law. By standardizing processes across federal agencies as well as award recipients, 2 CFR 200 promotes accountability and transparency, improves program performance, reduces administrative burden on recipients and federal agencies, and mitigates the risk of inappropriate use of federal funds.

Key Outcomes:

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[1] Office of Management and Budget (OMB): https://www.usa.gov/agencies/office-of-management-and-budget
[2] 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200

- **Enhanced accountability and transparency**. Ensures that federal funds can be tracked and verified by defining requirements for documenting expenditures, reporting progress, and maintaining internal controls.
- **Improved program performance**. Links financial accountability to program outcomes to ensure funds are directed towards achieving project goals.
- **Reduced administrative burden**. Consolidates regulatory requirements across federal agencies to ensure consistent interpretation.
- **Risk mitigation**. Establishes internal control and audit requirements to help minimize the potential for fraud, waste, and abuse.
- **Penalties and Fines**. Defines financial penalties that can be applied if recipients fail to comply with cost principles, reporting deadlines, or audit requirements.

Subparts: 2 CFR 200

2 CFR 200 is divided into six major subparts, outlined in **Table 3**, that each address a different phase of the federal grant lifecycle – from pre-award to closeout. Subparts organize regulations into categories that guide federal agencies, recipients, and subrecipients in managing and using federal funds properly.

Table 3. 2 CFR 200 Subparts and Purpose

Subpart	Purpose
Subpart A: Acronyms & Definitions	- Establishes standardized definitions and terminology - Ensures consistency of interpretation across federal agencies and recipients - Defines key terms such as federal award, pass-through entity, subrecipient, and allowable costs
Subpart B: General Provisions	Defines the applicability of the UG to federal grants and cooperative agreements
Subpart C: Pre-Federal Award Requirements & Contents of Federal Awards	- Describes the grant application process - Specifies what must be included in Notice of Funding Opportunity (NOFO) announcements - Gives instructions to be used for federal program planning and design
Subpart D: Post Federal Award Requirements	- Governs how grants are administered after funds are awarded - Dictates requirements of recipients' financial management, procurement, and reporting requirements
Subpart E: Cost Principles	- Defines allowable costs - Provides direction on determining allowability as defined by principles of "reasonable and replicable"

Subpart F: Audit Requirements	• Specifies audit thresholds • Provides direction on corrective procedures for entities that exceed spending thresholds

Post-Award Requirements and Cost Principles

While it is important that you become closely familiar with all Subparts of 2 CFR 200, please pay particular attention to directions and requirements per Subpart D. Post-federal award Requirements[3] and Subpart E. Cost Principles,[4] as these subparts work together to specify requirements related to the proper management of funds post-award and determination of cost allowability.

Subpart D. Post-Award Requirements

Outlines your post-award requirements covering topics such as financial management, internal controls, procurement, property management, record retention, and subrecipient monitoring. Subpart D. provides specific compliance actions you must take to ensure that federal funds are managed responsibly in compliance with federal laws, regulations, and award conditions.

Subpart E. Cost Principles

Subpart E. establishes rules for determining costs that can be charged to federal awards guided by three main principles:

- **Allowability**. Costs must be necessary, reasonable, and in compliance with federal laws.
- **Reasonableness**. Costs must not exceed those that would be spent in similar circumstances.
- **Allocability**. Costs must directly benefit the federally funded project.

To avoid disallowed reimbursements, always verify that your intended expenditures are allowable by reviewing the list of unallowable costs, maintaining documentation to justify costs, comparing proposed costs to market rates, and ensuring indirect costs being applied appropriately and are not duplicative of direct costs.

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[3] 2 CFR Part 200 Subpart D -- Post federal award Requirements: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D.

[4] 2 CFR Part 200 Subpart E -- Cost Principles: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E?toc=1

IV. Standard Grant Agreement

The Standard Grant Agreement (Agreement)[5] represents a legal contract that sets forth the terms and responsibilities governing the use of grant funds by outlining obligations, compliance and reporting requirements, and award management processes. Upon award, you will receive notification from FedConnect[6] that your Agreement is available for review and signature. FedConnect is a web portal that lists all open federal award opportunities and allows recipients to review and receive awards. Signing the Agreement in FedConnect constitutes your electronic signature and acceptance of the terms of your award.[7]

Agreement Documents

Agreement documents described below and in **Table 4** work together to ensure that federally funded projects adhere to legal, financial, and programmatic guidelines while achieving intended project objectives.

Assistance Agreement

The Assistance Agreement includes key information regarding your project, such as the award number, the period of performance, the total project cost, cost share (if applicable), and the Principal Investigator and TPO assigned to your award.

Specific to TREC, you'll see in Box 7 that the 'Period of Performance' for your award shows as two years. The two-year Period of Performance is related to the requirement to submit a Preliminary Evaluation within two years using no more than 50% of your funding allocation.

On the second page 'Continuation' you'll see a 'Project Period' of four years. The Project Period is related to the four years TREC recipients will have to execute all planned activities. Updating Box 7 on your Assistance Agreement is contingent upon fulfilling the Preliminary Evaluation submission requirement.

Note – it is allowable to enter into contracts that exceed 50% of your total award. If you do so, you must ensure that subrecipients provide you with the

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[5]Financial Assistance Forms and Information for Applicants and Recipients: https://www.energy.gov/management/financial-assistance-forms-and-information-applicants-and-recipients

[6] FedConnect Gateway to Government Opportunities: https://www.fedconnect.net/FedConnect/Default.htm

[7] FedConnect Ready Set Go User Guide: https://www.energy.gov/sites/prod/files/2020/06/f76/appendix-4-fedconnect-guide.pdf. NOTE that this guide references the DUNS number. In April 2022, DUNS has been updated to UEI. Please use your UEI to register.

applicable information needed to complete the Preliminary Evaluation within two years and using no more than 50% of your allocated funding. It is extremely important that you track subrecipient spending against the 50% benchmark.

Special Terms and Conditions

DOE has established a standard set of Special Terms and Conditions (Terms and Conditions) for use in grant agreements.[8] Terms and Conditions specify the rules, regulations, and compliance requirements you must adhere to over the life of your award. **Of all Agreement documents, the Special Terms and Conditions is the most critical document to review and thoroughly understand**.

General provisions include, but are not limited to:

- The flow down of Terms and Conditions to subrecipients[9]
- Reporting Requirements
- Authorized Funding
- Allowable Costs
- Payment Procedures
- Award Modifications
- Go/No Go decision points

Preliminary Evaluation

Per Term 8.D. "Go/No-Go Decision Points," you are approved to use no greater than 50% of your full obligation and up to two years for the purpose of completing the required Preliminary Evaluation report. Upon submission to your TPO, DOE will provide authorization to use remaining award funds once submissions are deemed complete and satisfactory.

As a template for the Preliminary Evaluation was not provided, please follow the ALRD[10] for required contents. Those include:

- Plans for incorporating the evaluation results into improving current programs.
- Progress against goals, activities, and metrics.
- Feedback from program participants collected by the program.

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[8] Special Terms and Conditions: https://www.energy.gov/sites/prod/files/2018/04/f51/SPECIAL TERMS AND CONDITIONS FOR USE IN MOST GRANTS AND COOPERATIVE AGREEMENTS APRIL 2018.pdf

[9] 2 CFR Part 200.331 - Subrecipient Monitoring and Management: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd

[10] ALRD for State-Based Home Energy Efficiency Contractor Training Grants (CTG) Program - Modified 10/6/2023: https://www.energy.gov/sites/default/files/2023-10/IRA-50123-ALRD_published-modification_10-12-23.pdf

- Process and program design improvements that would increase the likelihood of meeting program goals, activities, and metrics.
- Review of program impacts.
- Recommendations for improvement as identified by the program evaluation.

Attachment 1: Project Narrative

The Project Narrative defines your project's overall objectives, details tasks to be performed, establishes key milestones, and is refined and finalized during award negotiations. The Narrative will serve as the baseline document that your TPO will use to assess your project's expected performance against actual performance.

Attachment 2: Federal Assistance Reporting Checklist (FARC)

The Federal Assistance Reporting Checklist (FARC) specifies required reporting. Along with a checklist of applicable requirements, definitions of each requirement and reporting instructions are also provided in the FARC. See Appendix B. Overview of FARC Reporting Requirements.

Do not prepare or submit the Community Benefits, Training Outcomes, Good Jobs, Permanent Jobs, and Equity and Justice reports as currently required per the FARC. *See Appendix B. Waiver of Diversity, Equity, and Inclusion, Community Benefits Plans, and Justice 40 Reporting Requirements*.

Attachment 3: Budget Information- Non-Construction Programs (SF-424A)

The SF-424A is the agreed-upon and approved budget resulting from negotiations and outlines your total approved project costs by cost category (e.g., personnel, contractual, equipment). The SF-424A will serve as the baseline document that your TPO will use to assess expected costs against actual expenditures.

Attachment 4: Intellectual Property Provisions (IPP)

The IPP specifies how intellectual property developed will be managed, and outlines rights related to patents, copyrights, data, and any licensing agreements based on the type of project and the type of Recipient (e.g., small business, large business, or non-profit, etc.). Consult your Terms and Conditions and the FARC for IPP requirements specific to your award.

Attachment 5: National Environmental Policy Act (NEPA) Determination

DOE must comply with the National Environmental Policy Act (NEPA)[11] prior to authorizing the use of federal funds. DOE must also consider the effects on historic properties, pursuant to Section 106 of the National Historic Preservation Act (NHPA).[12] Make sure to review your NEPA Determination (ND).[13] Any departure from the allowable activities listed on the ND will require NEPA Specialist approval prior to being performed. If activities outside of the ND are performed prior to receiving approval, DOE will deem costs associated with those activities unallowable.

Table 4. Components and Purpose of the Standard Grant Agreement

Document	Purpose
Assistance Agreement	Establishes the official relationship between DOE and the recipient, outlining high level award details
Special Terms and Conditions	Specifies the rules, regulations, and compliance requirements you must adhere to over the life of your award
Project Narrative	Defines project goals, tasks, milestones, deliverables, and impact metrics used by DOE to track project progress
Federal Assistance Reporting Checklist (FARC)	Specifies reporting requirements including type and description, frequency of reporting, and submission platforms
Budget (SF-424A)	Provides line-item budget details including costs approved for personnel, subrecipients, equipment, and supplies
Intellectual Property Provisions (IPP)	Clarifies rights to inventions, data, and publications generated with federal funds
NEPA Determination (ND)	Outlines actions that have been deemed to have no environmental adverse effect and can be performed without the need for further NEPA Specialist approval

V.   Monitoring

Federal regulations require DOE to monitor each grant recipient. Federal regulations also require recipients to monitor each project, program, sub-recipient, function, or

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[11] 36 CFR Part 220 -- National Environmental Policy Act (NEPA) Compliance: https://www.ecfr.gov/current/title-36/chapter-II/part-220

[12] 36 CFR Part 800 -- Protection of Historic Properties: https://www.ecfr.gov/current/title-36/chapter-VIII/part-800

[13] 18 CFR 1318.101 -- NEPA determination: https://www.ecfr.gov/current/title-18/chapter-XIII/part-1318/subpart-B/section-1318.101

activity supported by federal funds.[14] The goal of grant monitoring is to confirm compliance with applicable federal regulations and to ensure projects are on schedule and on budget. Monitoring allows DOE and recipients to identify discrepancies or deviations from the project plan early and allows TPOs and recipients to work together to proactively resolve issues.

Desk Monitoring

Desk monitoring refers to all virtual activities your TPO will take to ensure compliance with reporting requirements and federal regulations while assessing a project's progress. The purpose of desk monitoring is to ensure ongoing compliance with reporting requirements, gauge activity progress, and evaluate your performance against program requirements. Desk monitoring can act as an early warning system for potential issues that may need mitigation.

Desk monitoring includes review and approval of required reports, check-in calls, elevating major accomplishments, assessing impacts and outcomes, and determining appropriate mitigation actions as applicable.

Onsite Monitoring

Onsite monitoring visits allow TPOs to formally evaluate your project and management tools in person to assess progress and/or identify areas that need additional guidance. TPOs will conduct formal onsite monitoring visits at a frequency to be defined by management.

In 2018, the National Association for State Community Service Programs (NASCSP) hosted a 'Preparing for a DOE Monitoring Visit' training for State Energy Offices (SEOs) receiving DOE Weatherization Assistance Program (WAP) funds.[15] Although the funding source differs, this is an excellent resource to consult to guide record retention and process documentation requirements.

VI.   Reporting

Reporting program performance is critical for the TREC program's success. The data gleaned from your reports helps DOE tell the story of the impact funds are having in communities across the country. It allows DOE to identify best practices that other recipients could benefit from and promotes consistency, transparency, and accountability across the TREC program.

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[14] 2 CFR 200.239 -- Monitoring and reporting program performance: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR36520e4111dce32/section-200.329
[15] NASCSP Winter Conference --Preparing for a DOE Monitoring Visit: https://nascsp.org/wp-content/uploads/2018/06/Preparing-for-a-DOE-Monitoring-Visit-Combined.pdf

Submission

You will fulfill most reporting requirements in the Performance and Accountability for Grants in Energy (PAGE)[16], an electronic means for you to submit, and your TPO to review and analyze, project progress over the life of your award. You will receive an automated notification from PAGE in advance of reports being due, and your TPO will receive a notification when reports have been uploaded and ready for review.

Contact and Notification Management

Within the Grant Administration section of PAGE, you'll see options for both 'Contact Management' and 'Notification Management.' Please ensure that contacts for your award are correct and make updates as applicable. You'll have the opportunity to select contacts that should receive notifications at different stages of the submission and revision process within the 'Notification Management' section.
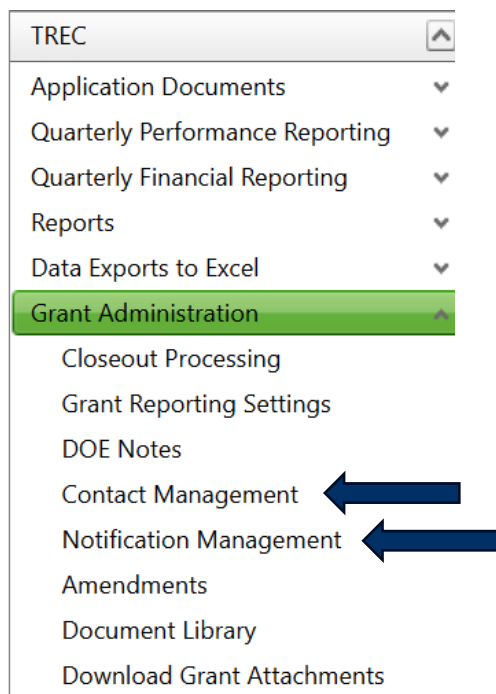
Quarterly Reports

Quarterly reports should provide an overview of your project's progress, financial status, challenges, and successes to allow your TPO to evaluate the entirety of work performed by your project team and subrecipients. Your TPO will use the Narrative, budget documents (SF-424A), and the NEPA ND summarized in **Table 5** to compare approved budgets and actions against actual spending and actions. The TPO will use

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this information to determine if the project is meeting milestones and projected impacts on schedule and within budget allowances. As reference, *see Appendix C. Desktop Monitoring Checklist*. Your TPO will use this checklist to evaluate quarterly report submissions.

Table 5. Baselines and Actions for Review

Report	TPO Reviews Against	TPO Actions
Quarterly Performance Report (QPR)	Project Narrative • Project Objectives • Technical Scope Summary	• **Compare** approved activity against actual activity • **Identify** success stories and lessons learned • **Evaluate** anticipated against actual impacts • **Identify** apparent deviations for further discussion • **Initiate** the modification process if significant deviations are confirmed
Quarterly Performance Report (QPR)	NEPA ND	• Ensure no activities were performed that fall out of the ND approved activities bounds • Consult with NEPA Specialist to determine allowability of actions if apparent or actual deviations from NEPA ND bounds are discovered
Project Report Quantitative (PRQ)	SF-424A Project Narrative • Tasks to be Performed • Milestones Summary Table	• Compare planned spending against actual spending • Identify subrecipient, contractor, and partners roles and expenditures • Compare approved milestones against milestone achievements • Identify apparent deviations for further discussion • Initiate the modification process if significant deviations are confirmed
Federal Financial Report (SF-425)	Assistance Agreement and SF-424A	• Confirm grantee has accurately reported total award allocation • Identify deviations in reporting from invoice reporting • Compare cumulative spending against the period of performance to assess financial

Timelines

Quarterly reports are due 30 days after the Federal Fiscal Year's (FY) quarter end, as outlined in **Table 6** below. Subsequent DOE review and approval must take place within 30 days of submission. Given this tight turnaround it is imperative that you 1) submit reports by required deadlines; 2) ensure that initial submissions are complete, concise, and accurate; and 3) promptly follow up to all requests for additional information or revisions from your TPO.

Table 6. Reporting Periods and Deadlines

Quarter Start	Quarter End	REPORTS DUE	TPO APPROVAL DEADLINE
October 1	December 31	**January 30**	**February 28**
January 1	March 31	**April 30**	**May 30**
April 1	June 30	**July 30**	**August 30**
July 1	September 30	**October 30**	**November 31**

Key Reports

The Quarterly Performance Report (QPR), Performance Report Quantitative (PRQ), and Federal Financial Report (SF-425) are the key reports your TPO will use to evaluate achievement of performance objectives, assess compliance with approved budgets, and measure financial health. As these three reports together summarize the entirety of the work you and your subrecipients have performed during the quarter, **your TPO will not begin their review until these three reports have been submitted**.

Note that quarterly reports must be submitted even if no costs were charged nor implementation activity occurred. In these circumstances the QPR and PRQ should, at minimum, explain upcoming actions and confirm that scope as approved will be achieved. You will not be able to submit reports for subsequent quarters if previous reports have not been submitted or approved.

Quarterly Performance Report (QPR)
Following the structure of your Project Narrative, the QPR will contain both qualitative and quantitative elements (**Table 7**). Qualitative elements should include assessments of project progress, major activities, significant results, key outcomes, challenges encountered, changes in project approach, and deviations from the project schedule or budget. Quantitative elements should include numeric outcomes and measurable impacts that align with milestones and timelines as described in the Narrative. See *Appendix D. Completing the QPR* as reference.

Note that completing the QPR fulfills the Performance Report Narrative (PRN) quarterly submission requirement as the QPR contains sufficient narrative elements. The PRQ is the only report you will upload to the PAGE Document Library.

Table 7. Examples of Qualitative and Quantitative QPR Alignment

Qualitative Elements	Quantitative Elements
Compelling success stories that showcase the real-world impact of the project including case studies	• Total number of individuals enrolled in training program • Total number of individuals that completed training program • Total number of individuals that received a certification, degree, or other credential
Description of recruitment efforts including type, goal, and outcomes	• Total number of attendees • Enrollment numbers resulting from recruitment efforts
Description of challenges, barriers and solutions	• Trainee drop-out rates • Participants that received training but did not receive a certification
Description of key deliverables and products developed for broad dissemination to the workforce system	• Curriculum uptake • Number of toolkits developed • Uptake rate – for example, estimated website traffic
Partnership development and coordination that includes source, type, and ways in which leveraged resources were used to support implementation	1) Value of leverage (in-kind or cash)
Types of supportive services offered, how they were delivered, and how they contributed to a participant's ability to fully participate	2) Value of supportive services offered by type

Performance Report Quantitative (PRQ)
The PRQ captures quantitative information on the project progress, including a detailed assessment of costs. A good quantitative performance report provides a clear, concise, and data-driven overview of performance against established targets. See *Appendix E. Performance Report Qualitative (PRQ)* for additional guidance and instructions.

SF-425 Federal Financial Report
The SF-425 is a standard form used to report the financial status of your award. It provides information on expenditures, costs incurred and disbursed and remaining unobligated balances. This report and accompanying instructions for completion can

be found on Grants.gov: [Post-Award Reporting Forms | Grants.gov.](#) See also *Appendix C. Desktop Monitoring Checklist.*

VII. Award Modifications

Modifications to your award refer to any changes made to the terms, conditions, schedule, scope, budget, or other aspects of your Agreement.[17] Changes may be initiated by either recipients or by DOE. Modifications originating from DOE can include updating the assigned TPO for a given award, reporting requirements per the FARC, or Agreement Terms and Conditions. Modifications initiated by the recipient can include updating project scope, budget, or key personnel.

Recipient Initiated Modifications

While IIJA and IRA programs are under review[18] (current as of June 2025), substantial changes to scope, budget, schedule, and key personnel approved in Agreement documents may need to receive additional review prior to implementation. Communicate with your TPO as soon as an apparent or actual need for a modification is observed as requirements may be subject to change. See *Appendix F. Modification Request Template* and 10 CFR 200.308, Revision of Budget and Program Plans.[19]

Table 8. Modification Triggers

Action	Description
Transfers of Funds Among Direct Cost Categories: Prime Recipients*	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 in the Assistance Agreement
Significant Change to Scope	Significant changes to the approved Narrative direction or milestones that will impact the completion of your project in its entirety
Subrecipients not approved, TBD or otherwise**	New or modified subrecipient and/or subcontractor agreements

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[17] 2 CFR 200.308 -- Revision of budget and program plans: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308

[18] Within the Department of Energy (DOE) it is imperative to ensure a deliberate approach to DOE's programmatic and administrative policies and priorities which are consistent with President Trump's policies and priorities. To that end, effective immediately and until further notice, a review under varying criteria will be undertaken by DOE on all Infrastructure Investment and Jobs Act (IIJA) and Inflation Reduction Act (IRA) awards and Notices of Funding Opportunities (NOFOs) to ensure all such actions are consistent with Administration policies and priorities.

[19] https://www.ecfr.gov/current/title-2/section-200.308

Key Personnel***	Changes to key personnel (additions, replacements or removals) as originally identified and approved. Key personnel include changes to the PI, BO, or other key individuals integral to program design and execution.
No Cost Time Extensions (NCTE)	An extension of time to extend the period of performance that does not require the obligation of additional Federal funds.

*Although transfers **equal to or below 10** percent of the total project cost do not require GO approval, recipients are required to notify their TPO within 30 days of adjustment that include an updated SF-424A, a comparison between approved and adjusted budget by cost category, and accompanying justifications.

** TPOs must be notified within 30 days prior to the execution of new or modified subrecipient and/or subcontractor agreements detailing the names, UEI numbers, allocations, and contributions to the project. Any subrecipient receiving $500,000 or more must also submit a budget justification workbook.

*** TPOs must be notified of any new PI/BO and senior/key personnel within thirty 30 days of the individual joining the project that includes current and pending support disclosure statements.

Allowable Actions

By building a skilled workforce to lower energy waste, reduce homeowner expenses, increase access to affordable, reliable domestic energy, and support the American economy by preparing workers for higher paying jobs, the TREC Program supports the Trump Administration's policies and priorities to achieve affordable and reliable energy supplies and reduce energy costs for communities, businesses and households outlined in several of the President's Executive Orders, including:

1) Unleashing American Energy[20]
2) Declaring a National Energy Emergency[21]
3) Establishing the National Energy Dominance Council[22]

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[20] Unleashing American Energy – The White House: https://www.whitehouse.gov/presidential-actions/2025/01/unleashing-american-energy/
[21] Declaring a National Energy Emergency – The White House: https://www.whitehouse.gov/presidential-actions/2025/01/declaring-a-national-energy-emergency/
[22] Establishing the National Energy Dominance Council – The White House: https://www.whitehouse.gov/presidential-actions/2025/02/establishing-the-national-energy-dominance-council/

4) Delivering Emergency Price Relief for American Families and Defeating the Cost-of-Living Crisis[23]
5) Declaring February as Career and Technical Education Month, 2025[24]
   a. H.R. 2353, the "Strengthening Career and Technical Education for the 21st Century Act[25]

When conducting recruitment and training activities, you must comply with 'Ending Radical And Wasteful Government DEI Programs And Preferencing[26] to ensure training, hiring, and funding decisions are based on **skill and merit**, not identity-based preferencing. Programs should be designed **to serve the entire American public**, ensuring universal access to employment opportunities that are not based on demographic quotas. See the memo issued by the Golden Field Office (GFO) on January 27, 2025, *Appendix G. Cease all activities associated with DEI.*

Authorizing Statutes

TREC is authorized by Section 50123 of the Inflation Reduction Act (IRA) as codified by 42 USC 18795B[27] prepared by the Office of the Law Revision Counsel of the United States House of Representatives. Appropriation Legislation for TREC is the Inflation Reduction Act (IRA) of 2022, Public Law 117-169**.**[28]

Allowable use of funds per Statute:

1. Reduce the cost of training contractor employees

2. Provide testing and certification of contractors trained and educated under a State program as described in 42 U.S.C. section 6322(d)(13)[29]

3. Partner with nonprofit organizations to develop and implement a State program.

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[23] Delivering Emergency Price Relief for American Families and Defeating the Cost-of-Living Crisis – The White House: https://www.whitehouse.gov/presidential-actions/2025/01/delivering-emergency-price-relief-for-american-families-and-defeating-the-cost-of-living-crisis/
[24] Career and Technical Education Month, 2025 – The White House: https://www.whitehouse.gov/presidential-actions/2025/02/career-and-technical-education-month-2025/
[25] President Donald J. Trump Signs H.R. 2353 into Law – The White House: https://trumpwhitehouse.archives.gov/briefings-statements/president-donald-j-trump-signs-h-r-2353-law/
[26] Ending Radical And Wasteful Government DEI Programs And Preferencing https://www.whitehouse.gov/presidential-actions/2025/01/ending-radical-and-wasteful-government-dei-programs-and-preferencing/
[27] 42 USC 18795B: https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section18795b&num=0&edition=prelim
[28] Public Law 117-169: https://www.congress.gov/bill/117th-congress/house-bill/5376/text
[29] 42 U.S.C. section 6322(d)(13): https://uscode.house.gov/view.xhtml?req=(title:42%20section:6322%20edition:prelim)%20OR%20(granuleid:USC-prelim-title42-section6322)&f=treesort&num=0&edition=prelim

VIII. Payment Procedures

DOE employs a risk-based approach to determine reimbursement methods and level of supporting documentation required for approval. DOE considers organizational, financial, past performance, technical, and project risks. Submittal of payment requests should coincide with your normal billing pattern, but not more frequently than every two weeks. You must limit requests for reimbursement to the amount of disbursements made during the billing period for the federal share of direct project costs and the proportionate share of any allowable indirect costs incurred during that billing period.[30]

Automated Standard Application for Payments (ASAP)

All TREC recipients will submit reimbursement requests through the Automated Standard Application for Payments (ASAP) system,[31] an electronic platform that DOE employs to transfer funds to grant recipient organizations administered through the Department of Treasury's Bureau of Fiscal Service. In February 2025, the Bureau of the Fiscal Service hosted an in-depth training[32] on the process for requesting payments through ASAP.

Note that DOE reserves the right to request an additional agency review prior to approving requests. If you receive a message indicating that your request is "subject to agency review," provide your TPO with Standard Form SF-270, Request for Reimbursement,[33] the Invoice Tracker Template and any file(s) containing appropriate supporting documentation that can include timesheets or personnel hours report or invoices and receipts for travel, equipment, supplies, contractual, and other direct costs. See *Appendix H. SF-270 – Payment Claims & Supporting Documentation Guidance.*

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[30] 2 CFR 200.305 -- Federal payment: https://www.ecfr.gov/current/title-2/section-200.305

[31] Automated Standard Application for Payments (ASAP): https://fiscal.treasury.gov/asap/

[32] ASAP Payment Request Training: https://fiscal.treasury.gov/files/asap/asap.gov-how-to-make-payment-requests.pdf

[33] Post-Award Reporting Forms: https://www.grants.gov/forms/forms-repository/post-award-reporting-forms

Appendix A: Definitions

Program Definitions

Contractor firm – Businesses and nonprofits that provide residential energy efficiency services to new and existing homes in both single-family and multi-family buildings through establishing subcontracts with individuals or organizations in construction trades and other roles. Residential energy contractors may enter business agreements with other entities to accomplish tasks, such as residential energy assessment, technology installation, or maintenance, alongside activities offered through internal services. This category includes contractor firms receiving training as a business entity through TREC (e.g., training in marketing, business development and entrepreneurial support) and firms training their employees in TREC programs.

- If the employees of a contractor firm seek out TREC training independently of their firm, do <u>not</u> include their firm in performance metrics. For example, if a contractor firm reaches out to your TREC program to train its 15 employees, you must include one contractor firm and 15 existing workers in your performance metrics. Alternatively, if five workers seek out TREC training on their own accord and happen to work for the same contractor firm, you must include five (5) workers and zero (0) contractor firms in your performance metrics.

Existing worker – An individual who is currently employed in any industry at the time they begin TREC training. This category includes workers who independently sought out training and workers who accessed training through their employing firm.

Leveraged resources – Leveraged resources are additional resources, beyond those included in the award, that help the recipient carry out the program (e.g., in-kind contributions that support administrative staff not funded by the grant, scholarships for trainees not provided through grant funds).

New worker – An individual who is not currently employed at the time they begin TREC training.

Participant – A key person within the recipient, subrecipient, contractor, or other partner organizations who supports program implementation.

Prime recipient – The organization to which DOE obligated the TREC award. The prime recipient is a state or territory energy office. Your assistance agreement lists the prime recipient in Box 5.

Rural community – A city, town, or unincorporated area with a population less than or equal to 10,000 inhabitants. This definition is based on the one used in Infrastructure Investment and Jobs Act (IIJA) Section 40103(c).

Trainee – A worker or contractor firm who receives training through the TREC program.

General Definitions

Award - the written documentation executed by a Grants Officer which contains the negotiated terms and conditions for providing Financial Assistance. A financial assistance award may be a grant, cooperative agreement, or technology investment agreement.

Code of Federal Regulations (CFR) - the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

Compliance - an eligibility determination that refers to the non-technical requirements outlined in a FOA (e.g., formatting, timeliness of submission, or satisfaction of prerequisites).

Contractor - an entity providing goods and services for the prime recipient's own use and creates a procurement relationship between the prime recipient and the contractor.[34] The characteristics of a contractor that make it distinct from a sub-Recipient are summarized below. A contractor:

1. Provides the goods and services within normal business operations.
2. Provides similar goods or services to many different purchasers.
3. Normally operates in a competitive environment.
4. Provides goods or services that are ancillary to the operation of the federal program.
5. Is not subject to compliance requirements of the federal program.

Financial Assistance - the transfer of money or property through grants or cooperative agreements and sub-awards. For DOE, it does not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

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[34] https://www.ecfr.gov/current/title-2/section-200.331

Grants Management Specialist (GMS) – DOE staff member responsible for the comprehensive administration of financial assistance awards, including grants and cooperative agreements. Their duties encompass the full lifecycle of grant management, from the initial application review and award negotiation to ongoing oversight and closeout procedures. This role involves ensuring compliance with federal regulations, evaluating budget proposals, and collaborating with technical and legal teams to facilitate effective project execution.

Grants Officer (GO) – the DOE staff member authorized to enter information, administer, or terminate contracts and make related determinations and findings on behalf of the U.S. Government. This authority is delegated in writing, specifying the extent to which the GO can bind the Government. GOs are responsible for ensuring that all necessary actions are taken for effective contracting, compliance with contract terms, and safeguarding the interests of the United States in its contractual relationships.

Key Personnel - individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants, including FFRDCs.

Leveraged funds - any third-party cash or in-kind contributions and the portion of the costs of a federally assisted project or program not borne by the Federal Government, but they do not include required cost match.

Obligations - orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the prime recipient during the same or a future period.

Outlays (expenditures) - charges made to the project or program. These may be reported on a cash or accrual basis.

Personally Identifiable Information (PII) - information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. PII should not be included in reports submitted to DOE.

Program income – the gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance except as provided in 2 CFR 200.307 paragraph (f). (See 2 CFR

200.77 Period of performance). Program income includes, but is not limited to, income from fees for services performed, the use or rental or real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds.

Project cost - the total allowable costs incurred under a federal award and all required cost sharing and voluntary committed cost sharing, including third-party contributions. Other federal funds applied to the project should not be counted under project cost.

Principal Investigator (PI) - a representative authorized to act as the "Project Manager" on behalf of the Applicant and would be the prime point of contact for DOE's Project Officer during the period of performance of the grant, if an agreement is awarded.

Prime Recipient - the organization, individual, or other entity that receives a financial assistance award from DOE (i.e., is the signatory on the award), is financially accountable for the use of any DOE funds or property provided for the performance of the Project and is legally responsible for carrying out the terms and conditions of the award. Also referred to as a 'Recipient.'

Subrecipients - non-federal entities that are awarded funding through a subaward from the prime recipient to carry out part of the program and creates a federal assistance relationship between the prime recipient and the subrecipient.[35] The Terms and Conditions of the federal award are carried forward to the sub-recipient. Characteristics which support the classification of the non-federal entity as a subrecipient include when the non-federal entity:

1. Has its performance measured in relation to whether objectives of a federal program were met.
2. Has responsibility for programmatic decision making.
3. Is responsible for adherence to applicable federal program requirements specified in the federal award.
4. In accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

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[35] https://www.ecfr.gov/current/title-2/section-200.331

Technical Project Officer (TPO) – DOE staff member responsible for overseeing and managing financial assistance awards, such as grants and cooperative agreements, within specific energy technology programs. Their duties include ensuring that projects align with DOE objectives, budgets, and schedules; providing technical expertise to contracting officers and program officials; and identifying and resolving issues that arise during project execution. TPOs also assist in developing funding opportunity announcements, support the selection process, and monitor project progress to ensure compliance with federal regulations and achievement of program goals.

Unliquidated obligations - for reports prepared on a cash basis mean the amount of obligations incurred by the prime recipient that have not been paid. For reports prepared on an accrued expenditure basis, they represent the amount of obligations incurred by the prime recipient for which an outlay has not been recorded.

Department of Energy
Golden Field Office
15013 Denver West Parkway
Golden, Colorado 80401

June 5, 2025

MEMORANDUM FOR ALL FUNDING AGREEMENTS OR AWARDS

FROM: KENNETH MICHAEL GOFF   KENNETH GOFF Digitally signed by KENNETH GOFF
        ACTING UNDER SECRETARY FOR INFRASTRUCTURE   Date: 2025.06.06 19:18:40 -04'00'

        DEREK PASSARELLI   DEREK PASSARELLI   Digitally signed by DEREK PASSARELLI
        ACTING UNDER SECRETARY FOR SCIENCE AND INNOVATION   Date: 2025.06.05 14:03:23 -06'00'

SUBJECT: Waiver of Diversity, Equity, and Inclusion, Community Benefits Plans, and
        Justice 40 Reporting Requirements

The Department of Energy included reporting requirements on Diversity, Equity, and
Inclusion (DEI), Community Benefits Plans (CBP), and Justice 40 (J40) in all Infrastructure
Investment and Jobs Act (IIJA) and Inflation Reduction Act (IRA) awards. Additionally,
some awards funded through annual appropriations included DEI or Community Benefits
reporting.

Effective immediately, DOE is waiving all reporting requirements related to DEI, CBP, and
J40 as indicated in the Federal Assistance Reporting Checklist and listed below and as
otherwise described in the award documents. This waiver applies to quarterly, annual, and
final reporting as well as continuation applications. This waiver does not apply to Davis
Bacon Act (DBA) Reporting including Direct Jobs reporting of payroll in LCPtracker or the
DBA Compliance Report.

DEI, CBP, and J40 reports waived include:

- Updated Community Benefits Plan
- Community Benefits Report
- Boosting Domestic Manufacturing
- Training Outcomes
- Good Jobs Outcomes
- Permanent Jobs
- Equity and Justice
- Pathway to Net Zero
- Any DEI- or community benefits-related content in any periodic or final reporting
  included in the award documents

Your Federal Assistance Reporting Checklist will be updated with a subsequent award
modification. If your award is closed out prior to updating your Federal Assistance
Reporting Checklist, this memo will be included in support of your final award modification
to execute closeout. You may disregard any autogenerated delinquency notices from the
Project Management Center regarding the waived reports listed above.

Appendix C. Desktop Monitoring Checklist

The Desktop Monitoring Checklist is the primary tool through which the TPO will document and track executed desktop reviews. The checklist is primarily a series of yes/no questions, with opportunities throughout the checklist to enter narrative comments and identify specific items that warrant further follow-up.

Quarterly Performance Report (QPR)

To perform this review, you will need to reference the approved Project Narrative 'Attachment 1, Narrative' of the Grant Agreement.

1. Summary of Activities Performed this Quarter

   Review the Quarterly Performance Report (QPR) to summarize key activities performed during the quarter including notable achievements/highlights.

2. Is the recipient making progress according to the scope of the award as outlined in the Statement of Project Objectives (SOPO)? Do the completed activities for the quarter seem reasonable and line up with the approved scope of the award?

   Compare the milestones narrative in the Project Narrative to the Quarterly Performance Report (QPR) to determine if actual progress achieved and milestones met as reported are in line with planned milestones and subtasks.

3. Were there any changes or requested updates to the award scope, schedule, or budget during the reporting period?

   Has the recipient identified need for an update to project scope, schedule, budget, key personnel, or collaborating organizations (including subrecipients) in the Quarterly Performance Report (QPR)?

4. Are there any apparent changes in scope, budget, key personnel, or collaborating organizations during the reporting period?

   Have you identified potential needs for an update to project scope, schedule, budget, key personnel, or collaborating organizations (including subrecipients) in the Quarterly Performance Report (QPR)?

5. Summary of Activities Planned for the following Quarter:

   Review the Quarterly Performance Report (QPR) to summarize the recipient's performance plans and activities to occur in the following quarter.

Performance Report Quantitative (PRQ)

Cover Page
To perform this review, you will need to reference the Assistance Agreement and the award record in PAGE.

1. Are the Reporting Period Dates accurate for the current quarter?

2. Does the Agreement # (CID) match the Assistance Agreement?

3. Does the Agreement # (CID) match the PAGE record?

4. Is the modification number accurate?

5. Does the Period of Performance start date match the Assistance Agreement?

6. Does the Budget Period start date match the PAGE record?

7. Does the Principal Investigator name and contact match the Assistance Agreement?

8. Does the Principal Investigator name and contact match the PAGE record?

Tab I. Organizations
To perform this review, you will need to reference both the approved Budget Justification and Participants and Collaborating Organizations document.

Note that zip code and lat/long, CBP, nor DEI partnership data is no longer required.

1. Are all organizations, partners, contractors, and subrecipients identified in the Participants and Collaborating Organizations document included here?

2. Are there organizations included that are **not** identified in the Participants and Collaborating Organizations document?

3. Are all organizations identified in the Contractual Tab of the Budget Justification included here and assigned as Subrecipients or Contractors as 'Partner Type?'

4. If applicable, are all subrecipients identified in the Contractual Tab of the Budget Justification as TBD also included here as TBD?

Tab II. Task_Milestone_Deliverable
To perform this review, you will need to reference the approved Project Narrative Attachment 1, Statement of Project Objectives as well as the Quarterly Performance Report (QPR).

1. Have all Tasks and Subtasks as documented in the approved Project Narrative been entered?

2. Have 'Revised Due Dates' been identified?

3. Do status summary notes indicate substantial deviation from scope or schedule?

4. If revised due dates or status summary notes indicate substantial deviation from scope or schedule, are these issues adequately described?

5. If revised due dates or status summary notes indicate substantial deviation from scope or schedule, did the recipient include a satisfactory mitigation plan?

6. Is the % complete by task align with milestones per the Narrative?

Tab III. Contractual Cost Summary

To perform this review, you will need to reference the approved Budget Justification workbook.

Tab IV. Cost Summary

To perform this review, you will need to reference the approved SF-424A, Attachment 3, Budget Information.

Every subrecipient receiving $500,000 or more is required to submit a budget justification workbook. Additional 'Cost Summary' tab/s need to be added for these subrecipients with costs aligning with the subrecipient's approved budget justification.

1. Did the recipient accurately enter cost category budget data into Tab IV. Cost Summary' in the Performance Report Quantitative (PRQ)?

   Compare against the 'SF-424A – Budget' to ensure that the recipient has accurately reported approved budgets by cost category.

2. Do any of the actual **cumulative** expenses reported per cost category deviate by 10% of the **cumulative** approved cost category expenses?

   Compare against the 'SF-424A – Budget' to ensure that actual expenses reported in each cost category do not exceed 10% of planned expenses as approved.

3. Do the recipient's expenses appear reasonable for progress achieved?

   Compare against progress as reported in the Quarterly Performance Report (QPR) and 'Tab II Task_Milestone_Deliverable' of the Performance Report Quantitative (PRQ) to assess if expenditures appear reasonable for progress achieved.

4. Did the recipient add additional Cost Summary tabs for all subrecipients receiving $500,000 or more?

Tab V. Spend Plan

If cost share is not required, this section is not applicable.

Tab VI. Products

Note that recipients are not required to submit Products to the TPO for review and approval. No action is required other than ensuring the recipient submitted any products listed per requirements in the Grant Agreement document. 'Attachment 4, IP Provisions Information.'

Tab VII. Participants

If a new participant is added to the project, this entity will be required to provide location of residence, foreign collaboration, and financial conflict of interest disclosures.

Earned Value Management (EVM)

Auto populated and used to inform risk.

SF-425

To perform this review, you will need to reference Tab IV. Cost Summary in the Performance Report Quantitative (PRQ) and internal invoice records.

Definitions Box 10. Transactions

Federal Cash

a. Cash Receipts. Indicates the amount of funds the recipient has pulled from their ASAP account.

b. Cash Disbursements. Indicates the amount of funds the recipient has spent.

c. Cash on Hand.

   o   If the recipient has covered all funds spent with a draw from their ASAP account, this line will be $0.

   o   If the recipient has spent more than they have drawn from their ASAP account, this number will be negative ($) indicating that they have project costs that will be reimbursed through a future draw.

- o If the recipient has drawn more from their ASAP account than what was spent, this number will be positive $ meaning that they have federal cash on hand that has not yet been used to support project costs.

Federal Expenditures and Unobligated Balances

    d. Total Federal Funds Authorized. The total federal award amount.

    e. Federal Share of Expenditures. The total amount of funds the recipient has spent. This should always match the figures reported in Line b. Cash Disbursements.

    f. Federal Share of Unliquidated Obligations. The total amount of funds obligated (generally translating to funds under contract) but not disbursed.

    g. Total Federal Share. The sum of Line e. and Line f. should equal the total federal share equal to Line d.

    h. Unobligated balance of federal funds. The total amount of funds not obligated to contracts or otherwise.

Recipient Share. Not applicable.

Program Income. Amount of income earned as allowable per 2 CFR 200.307[36]

Box 11. Indirect Expense.

Questions for Review of the SF-425

    1. Does Line a. Cash Receipts match internal invoice records?

    2. Does Line b. Cash Disbursements match actual cumulative expenses as reported on Tab IV. Cost Summary in the Performance Report Quantitative (PRQ)?

    3. Is the value in Line c. Cash on Hand negative?

    4. Is the value in Line c. Cash on Hand positive?

    5. Does the value in Line d. Total Federal funds authorized equal the recipient's total award amount?

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[36] https://www.ecfr.gov/current/title-2/section-200.307

6. Does the value in Line e. Federal share of expenditures equal Line b. Cash Disbursements?

7. Does the value in Line e. Federal share of expenditures match actual cumulative expenses as reported on Tab IV. Cost Summary in the Performance Report Quantitative (PRQ)?

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	0.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Appendix D. Completing the QPR

Navigate to the "Quarterly Performance Report" from the left-hand menu. Click "Create New."

Select the reporting period using the drop-down menu. Each activity worksheet that you created through the Planned Activities report will appear below.

Select the activity to report on by clicking on the activity name.

The "Title" and "Description" at the top of the report auto-populate form the Planned Activities report.

Section I. Metrics

Click the pencil icon at the top of the "This Period" column to enter data. Click the "Save" icon to save.

- ○ **All metrics are required.** Enter zero (0) if a metric is not applicable to your TREC project or if you do not have outcomes for the performance period.
- ○ **Enter all metrics for the current performance period in the column titled "This Period."** The column "Total To Date" will auto-populate by aggregating each metric across the prior quarterly reports.

METRIC	INSTRUCTIONS & DEFINITIONS
Enrollment	

1. Total number of workers enrolled in the training program
   a. New workers
   b. Existing workers
	Total number of workers enrolled in the training program – No entry required. This row will auto-populate with the sum of new and existing workers enrolled this quarter.
	
	New workers – Enter the total number of new workers who enrolled in the training program this quarter.

	Existing workers – Enter the total number of existing workers who enrolled in the training program this quarter. Do **not** include workers who enrolled in a prior quarter, even if they are still enrolled. This will ensure that the "Total To Date" column has an accurate count.
2. Total number of contractor firms enrolled in the training program	Enter the total number of contractor firms who enrolled in the training program this quarter. Do **not** include firms who enrolled in a prior quarter, even if they are still enrolled. This will ensure that the "Total To Date" column has an accurate count.

Completion

3. Total number of workers that completed the training program
    a. New workers
    b. Existing workers
	Total number of workers that completed the training program – No entry required. This row will auto-populate with the sum of new and existing workers who completed the program this quarter.
	
	New workers – Enter the total number of new workers who completed the training program this quarter.
	
	Existing workers – Enter the total number of existing workers who completed the training program this quarter.
	
	The completion rates for new and existing workers will auto-populate based on the entries for workers enrolled in the training program. The completion rate for the current period is not informative since the workers who enrolled and completed the program this quarter are two separate populations. However, as the period of performance continues, the completion rate in the "Total To Date" column will provide insight into the completion (and attrition) rate for the program.

4. Total number of contractor firms that completed the training program	Enter the total number of contractor firms who completed the training program this quarter. The completion rates for contractor firms will auto-populate based on the entries for contractor firms enrolled in the training program. The completion rate for the current period is not informative since the firms who enrolled and completed the program this quarter are two separate groups. However, as the period of performance continues, the completion rate in the "Total To Date" column will provide insight into the completion (and attrition) rate for the program.

Trainee Characteristics

5. Number of trainees by occupation
    a. Energy auditors
    b. HVAC contractors
    c. Plumbers
    d. Electricians
    e. Home performance contractors/ weatherization workers
    f. Other
	For workers who completed the training program this quarter, enter the count by occupation in the respective row.
	
	The "Number of trainees by occupation" row will auto-populate with the sum of trainees in each occupation. This number must match the total in #3: "Total number of workers that completed the training program."
	
	Please ensure that your responses to this question are consistent with the activity you're reporting on. For example, if your activity worksheet states that you'll train HVAC contractors only, you should report on the number of HVAC contractors that completed training in the current quarter and enter zeros (0s) for the other occupations.
	
	There may be valid reasons to report on occupations outside of those included in the activity worksheet. For example, a training program focused on energy auditors may incidentally train a handful of home performance contractors. In this case, you should report on the number of home performance contractors trained. However, if you find you consistently have positive values for occupations not included in your Planned Activities report, consider revising the target occupations in your Planned Activities report (see Planned Activities for instructions).

6. Total number of communities of interest served through training
    a. Tribal
    b. Rural
    c. Energy
    d. Other
	Enter the count of each unique community of interest which had local workers and contractor firms complete the training program this quarter. For example, if two workers from the same rural town completed the training program this quarter, enter one (1) in the rural row to reflect that the training served one rural community. Write the names of each community of interest served in Section II. Narrative Report. #1: "Progress Toward Goals."
	
	Please note that reporting on energy communities and other communities of interest is not required.
	
	PROGRAM DEFINITIONS:
	
	Tribal: A federally recognized tribe.
	
	Rural: A city, town, or unincorporated area with a population less than or equal to 10,000 inhabitants. This definition is based on the one used in Infrastructure Investment and Jobs Act (IIJA) Section 40103(c).

Certifications

7. Total number of workers that received a certification
    a. New workers
    b. Existing workers
	Total number of workers that received a certification – No entry required. This row will auto-populate with the sum of new and existing workers who obtained a certification.
	
	New workers – Enter the total number of new workers who received a certification or professional license with support from the TREC program this quarter.
	
	Existing workers – Enter the total number of existing workers who received a certification or professional license with support from the TREC program this quarter.
	
	These counts should include workers who obtained a certification or license after receiving TREC training, received subsidized certification costs through TREC, or received any other form of financial, training, or in-kind support from the TREC program to obtain their certification or license.
	
	If a worker receives two certifications, count one worker for this question and two certifications for the following question.

8. Total number of industry-recognized skill or business certifications
    a. New workers
    b. Existing workers
    c. Contractor firms
	Total number of industry-recognized skill or business certifications – No entry required. This row will auto-populate with the sum of certifications/licenses obtained by new and existing workers and contractor firms.
	
	New workers – Enter the total number of industry-recognized skill or business certifications or professional licenses obtained by new workers with support from the TREC program in the current quarter.
	
	Existing workers – Enter the total number of industry-recognized skill or business certifications or professional licenses obtained by existing workers with support from the TREC program in the current quarter.
	
	If two workers each earn two certifications this quarter, count four certifications to reflect the number of certifications obtained. Questions 7 and 8 will allow the program to know how many trainees obtain certifications, as well as the average number of certifications earned for each trainee.
	
	Contractor firms – Enter the total number of business licenses secured by contractor firms with support from the TREC program in the current quarter. If a contractor firm participates in the TREC program and its workers obtain certifications this quarter, include the count of certifications in the "existing workers" row.

Training Outcomes

9. Number of trainees promoted within current employment	Enter the number of trainees promoted within their current employment this quarter. This count should include workers currently receiving training and those who completed TREC training.

10. Number of trainees newly employed as a result of training
    a. New workers
    b. Existing workers
	Number of trainees newly employed as a result of training – No entry required. This row will auto-populate with the sum of new workers and existing workers.
	
	New workers – Enter the number of new workers newly employed as a result of training. If known, only include new workers who received a job in the buildings sector and exclude those who obtained jobs outside this sector.
	
	Existing workers – Enter the number of existing workers who switched employers this quarter. Do not include the number of existing workers promoted within their current employment in order to prevent duplication with the question above.
	
	These counts should include workers currently receiving training and those who completed TREC training. But only include those workers newly employed this quarter.

11. Number of trainees pursuing additional education post-training	Enter the number of workers who completed the training program and went on to pursue additional education in the current quarter. Additional education could include other training programs, education through trade or technical schools, or other online, classroom-based, on-the-job, or hybrid learning opportunities.
12. Number of trainees enrolled in a registered apprenticeship program post-training	Enter the number of workers who completed the training program and enrolled in a registered apprenticeship program this quarter.
13. Number of trainees enrolled in the armed services post-training	Enter the number of workers who completed the training program and enrolled in the armed services in this quarter.
14. Number of contractor firms that completed TREC training that are listed on the state's qualified contractor list for its Home Energy Rebates Programs	Enter the number of contractor firms that completed TREC training and are listed on the state or territory's qualified contractor list for its Home Energy Rebates Programs (Inflation Reduction Act Sections 50121 and 50122). **Unlike the other TREC metrics, for this metric, you should enter the current *total* number in the "This Period" column.** I.e., enter the current number of contractor firms on the qualified contractor list that quarter, rather than only those firms added

	this quarter. This will allow the program to track TREC trainees' participation in the Home Energy Rebates Programs over time. You may copy this number from the prior quarterly report if no new contractor firms that completed TREC training were added to the qualified contractor list and none were removed from the list. Ignore the "Total to Date" column for these rows.

15. Total number of trainees employed by contractor firms on the state's qualified contractor list for its Home Energy Rebates Programs
    a. New workers
    b. Existing workers
	Total – No entry required. This row will auto-populate with the sum of new workers and existing workers.
	
	New workers – Enter the number of new workers who completed TREC training and went on to work for a contractor firm on the state's qualified contractor list.
	
	Existing worker – Enter the number of existing workers who completed TREC training and work for a contractor firm on the state's qualified contractor list.
	
	Unlike the other TREC metrics, for this metric, you should enter the current *total* number in the "This Period" column. I.e., enter the current number of workers on the qualified contractor list that quarter, rather than only those workers added this quarter. This will allow the program to track TREC trainees' participation in the Home Energy Rebates Programs over time. You may copy this number from the prior quarterly report granted no workers that completed TREC training were added to the qualified contractor list and none were removed. Ignore the "Total to Date" column for these rows.

Cost	

16. Cost of training per trainee
    a. New workers
    b. Existing workers
    c. Contractor firms
	Cost of training per trainee – Do not enter information into this row.
	
	New workers – Enter the average cost of training per new worker for the current quarter.
	
	Existing workers – Enter the average cost of training per existing worker for the current quarter.
	
	Contractor firms – Enter the average cost of training per contractor firm for the current quarter.

Section II. Narrative Report

Enter answers to the narrative portion by first clicking "Edit" and then typing in the text box. Click "OK" to save your responses.

- ○ **You must enter responses for all questions.** If you don't have updates for a specific question for the current quarter, enter "Nothing to report." Please note that your Project Officer may follow up on questions for which you provide no updates.
- ○ Responses to each question should be between 200-500 words. Include the information necessary for SCEP to understand the progress of the program and no more.

QUESTION	INSTRUCTIONS & DEFINITIONS
1. Progress Toward Goals	The purpose of this section is to describe the progress of the grant project's goals, benchmarks, milestones, special events, important deadlines, and deliverables. This section should include updates from the current quarter on: • **Project schedule status:** Provide a narrative summary of the status of tasks with respect to the plan for the quarter and budget period. If deviations from the schedule are noted, describe the impacts and

	mitigation alternatives that are in place or planned. If you have no changes to report on for this quarter, you should indicate so, in addition to indicating the reason for the lack of changes. • **Project budget status:** Provide a summary of the project expenditures and costs with respect to the plan for the quarter and budget period. If applicable, describe the variance, associated impacts, and mitigation alternatives that are in place or planned. • **Changes and problems:** Include any proposed or anticipated changes to the scope, schedule, or budget, including **key personnel changes, scope issues, schedule issues,** or **budget issues**. Proposed award modifications noted solely within a performance report do not constitute a proposed award modification. **Significant changes to the award scope, schedule, and budget must be submitted to the Grants Management Specialist/Contract Specialist and the Project Officer, and they must be approved by the Contracting Officer/Grants and Agreements Officer.** If there is nothing significant to report during this reporting period, state "Nothing to report." • **Progress addressing deferred answers from the project narrative:** Some state and territory energy offices chose to defer select sections of their project narrative until after receiving their award so, for example, they could consult their subrecipient. If this circumstance applies to your application, your Project Officer will let you know. State and territory energy offices who deferred answers should also report on their progress completing the project narrative requirements. Please note that **you must sufficiently address all project narrative requirements before moving on to the second installment of your TREC award,** per the FARC and Special Terms and Conditions of your award.
2. Status Update on Match and/or Leveraged Resources (if applicable)	**Leveraged resources:** Leveraged resources are those additional resources, **in excess of the award amount,** that the recipient and its partners use to support the implementation of the program. Leveraged resources may take the form of cash or in-kind donations. The purpose of this section is to provide updates on the status of all leveraged resources. Identify any funding needs and sources and report the cumulative amount of any leveraged resources provided by the recipient and partners each quarter. Please indicate any new leveraged resources used to sustain the project after the life of the grant, if applicable. The update may include: • Organizations that contributed the resources, • Ways in which the resources were used during the current quarter, and • Type of leveraged resources contributed to the project. In accordance with the Administrative and Legal Requirements Document (ALRD), recipients that are providing supportive services and specialized participant services, should include:

	- A description of the type(s) of services offered in the quarter, - How they were delivered, and - How they contributed to a participant's ability to fully participate in grant-funded activities.
3. Status Update on Strategic Partnership Activities	The purpose of this section is to describe how partners are working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication but rather should reflect the results and outcomes from such interactions and their impact on the project. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period. This section may: - Identify any challenges encountered/resolved in the development and management of the partnership and - Report new partners that may have been included in the project or identify any previous partners that have left the project.
4. Status Update on Employer Engagement Strategies	The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships and any efforts to develop new employer partnerships. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples include: - Increased employer involvement, including employers serving as mentors, - Program staff and employers identifying ways to encourage continuous improvement to hire program trainees, - New employer partnerships (e.g., increased number of employers), and - Positive employment outcomes for trainees (e.g., employers support the hiring and advancement of trainees).
5. Key Issues and Technical Assistance Needs	The purpose of this section is to describe any grant challenges and related technical assistance needs. If there is nothing significant to report during this reporting period, state "Nothing to Report." Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered this quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues. Describe questions the recipient has for SCEP as well as any technical assistance needs.

6.	Significant Activities, Accomplishments, and Success Stories	The purpose of this section is to provide additional, in-depth information regarding promising approaches, new processes, and/or lessons learned that are not addressed elsewhere in the report. If there is nothing significant to report during this reporting period, state "Nothing to Report." Describe in detail promising approaches, innovative processes, lessons learned, and grant- and trainee-level success stories in this section each quarter, as appropriate. Additionally, if appropriate, and with the trainee's permission, please highlight one or two grant- or trainee-level "success stories" from the program per quarter. When documenting success stories, please describe the: - Background, problem, issue, or concern prior to program involvement; - Response or intervention provided by the project; and - Results and outcomes, including who benefited and what changed or improved. You may also include promising practices, press coverage, and success stories as uploads to the PAGE Document Library. In this case, please write, "See Document Library" in this section.
7.	Names of Certifications Obtained Through Program Assistance	The purpose of this section is to capture which certifications TREC trainees are obtaining. Enter the names of all certifications that TREC trainees obtained through program assistance this quarter. You may enter the names of the certifications as a bulleted list.
8.	Is the TREC program supporting the Home Energy Rebates Programs (Inflation Reduction Act Sections 50121 and 50122)?	The purpose of this section is to understand how states and territories are coordinating their TREC and Home Energy Rebates (HER) Programs and to identify best practices. If your state/territory energy office is using its TREC program to support the HER Programs, explain how in the text box. Entering text will automatically select the checkbox. If your office is not intentionally coordinating its TREC and HER Programs, do not enter any text. Describe how your office is using its TREC program to support its HER Programs (for example, including training on available rebates as part of TREC, facilitating TREC trainees' inclusion on the qualified contractor list for the HER Programs, etc.). Include any tangible examples of the TREC program supporting the HER Programs if they are not already included in #6 Significant Activities, Accomplishments, and Success Stories (for example, a contractor firm that

	completed TREC training installing energy efficiency upgrades for consumers using rebates, a trainee delivering consumer education on the rebates).

Submitting the QPR

After you've completed Section I and II for the selected activity, click "Validate" to confirm you've entered all required information. If you do not validate at this step, PAGE will automatically validate your entries when you submit the report. Validating before submission helps ensure that you're filling out the report correctly as you go.

Complete the steps above for all remaining activity worksheets. You can navigate between activities using the drop-down at the top of the page or by clicking "Quarterly Performance Report" in the left-hand menu and selecting another activity.

When you've completed the report for all activities, select the checkbox "Ready for submission" for each activity or click on the main checkbox to check them all. Then click "Sign and Submit."

Appendix E. Performance Report Qualitative (PRQ)

The template includes the following sheets: Cover Page, I. Participants, II. Organizations, III. Tasks and Milestones, IV. Cost Summary, V. Spend Plan, and VI. a-c. Contractual Cost Summary.

Cover Page

Complete basic award, contact, and budget period information.

Participants

This is a cumulative report that will be used throughout the life of the award, **DO NOT** delete previously listed participants. 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.

- Participants refer to senior and key personnel within the prime recipient and subrecipient organizations. **DO NOT** include trainee information in this sheet.
- Include the information on participants (individuals) that was provided during award negotiations. Provide updates as needed on a quarterly basis. For most projects, you 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 one person month per year on the project regardless of the source of compensation (a person month equals approximately 160 hours of effort).

Organizations

Use this table to identify **ALL** subrecipients, contractors, partners, and collaborating organizations associated with your award. This is a cumulative report that will be used throughout the lifecycle of the project.

Tasks and Milestones

Enter all tasks and milestones identified in your approved Project Narrative. Each quarter, update the status of the task/milestone, the percent complete, and completion dates.

We recommend using the 'Tasks to be Performed' and 'Milestones Summary Table' in your Project Narrative to complete this table.

Goal	Objectives	Metric(s)
Increase the number of workers qualified to install and service heat pumps	Train 150 HVAC technicians in heat pump installation skills	Number of HVAC contractors completing training
	Support 100 trainees to obtain at least one certification in heat pump installation or service	Number of existing workers that received a certification

Performance Report – Quantitative. Tab III. Tasks and Milestones

Task	Due Date	Planned Completion Date	Revised Completion Date	Status Summary/Notes	Percent Complete	Actual Completion Date
Train 150 HVAC technicians in heat pump installation skills	End of period of performance	11/30/2028		Trained 20 HVAC technicians	13%	[Enter date when work is complete]
Support 100 trainees to obtain at least one certification in heat pump installation or service	End of period of performance	11/30/2028		Plan to subsidize certification for 100 trainees post-training	0%	[Enter date when work is complete]

Contractual Cost Summary

Complete this sheet for each subrecipient or contractor with a budgeted amount of $500,000 or greater.

Cost Summary

Using your approved budget, enter the project costs by budget category and report actual expenses each quarter.

- Approved Budget column inputs should **mirror the SF-424A** and remain static after initial inputs. Ensure to use the most recent approved SF-424A, which is Attachment 3 to your Assistance Agreement.
- Actual Expenses Should be updated for the current reporting period (quarter) to reflect Quarterly Costs for each category. Note: **This column should mirror the SF-425.**

You must add a Cost Summary tab for each subrecipient or contractor with a budgeted amount of $500,000 or greater.

Spend Plan

Enter the planned spending for the entire project period. Planned spend means when the project team anticipates incurring costs. Each quarter, update with actual federal spend.

1. **FY, Q, From, & To (Col B-E).** Select Fiscal Year and Quarter. Enter start and end dates of quarter. **Note:** This is a cumulative report; these dates will remain static throughout the life of the project.
   - Q1 = 10/1 - 12/31
   - Q2 = 1/1 - 3/31
   - Q3 = 4/1 - 6/30
   - Q4 = 7/1 - 9/30

2. **Initial Fed Plan.** Enter total planned spending for the entire project. Planned spend means when the project team anticipates incurring costs. Do NOT update Initial Plan columns for each reporting period. The only time the Initial Plan should change is if a budget modification has been approved by DOE.

3. **Actual Federal.** Input Actual Total spend amounts for the current quarter.

Products

Document any products produced per IPP instructions listed on the FARC and the IPP Attachment to your Grant Agreement.

Participants

Identify name and role of participants and collaborating organizations not considered subrecipients or contractors but have contributed to the project during the quarter. Note that Participant contributions may be considered leveraged funds.

Appendix F. Modification Request Template

[Your Organization's Letterhead]

[Date]

[PI Name]

[PI Title]

[Organization Name]

[Street Address]

[City, State, ZIP Code]

Subject: Request for Modification to Federal Award [Award Number]

Dear [TPO's Name],

I am writing to formally request modifications to the federal award [Award Number] issued to [Your Organization's Name] on [Award Date]. The requested modifications are necessary to ensure the successful completion of the project while maintaining compliance with federal guidelines.

Summary. Details of the requested change and justification to support why the change is needed and how it aligns with program goals.

- **Budget Reallocation.**
    - Explain the rationale for reallocating funds (e.g., increased costs in one area, savings in another).
    - Submit an updated budget and justification that includes a detailed description of the revised scope, budget implications, and timeline changes.
    - Show the original budget and the proposed changes (line-item adjustments).
    - Include totals for each category and the overall budget.

- **Changes to Key Personnel**.

    Addition:
    - Provide the name, qualifications, and role of the new personnel
    - Provide a resume

- - o Highlight qualifications relevant to their role and how the new person will contribute to the project

  Removal:
  - o Provide an explanation on how removal of the key person may affect scope and budget
  - o Provide a plan for continuity of work in the person/s absence. how the removal of key personnel will not affect

- **Change in Scope of Work**.
  - o Provide a detailed description of the new project objectives, deliverables, or methodologies.
  - o Include information on how the change affects the budget, timeline, or project outcomes.
  - o Provide a revised project plan, updated timeline, impact assessment, and justification letter.

- **Addition of a New, or Identification of a TBD Subrecipient.**
  - o UEI Number
  - o An assurance that the subrecipient is not a debarred or suspended entity
  - o An assurance that all required award provisions will be flowed down in the resulting subrecipient agreement.
  - o A detailed description of work to be performed.

We appreciate your consideration of this request and are available to discuss any details or provide further clarification. Please let us know if any additional steps are required to facilitate this modification.

Thank you for your time and attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

Appendix G. CBP and DEI Notification

Department of Energy
Golden Field Office
15013 Denver West Parkway
Golden CO 80401

January 27, 2025

MEMORANDUM FOR ALL DOE FUNDING AGREEMENTS OR AWARDS

FROM: SARA WILSON
          ACQUISITION DIRECTOR
          ACTING HEAD OF CONTRACTING ACTIVITY
          ENERGY EFFICIENCY & RENEWABLE ENERGY

Sara Wilson   Digitally signed by
                  Sara Wilson
                  Date: 2025.01.27
                  12:48:28 -07'00'

SUBJECT: Cease all activities associated with DEI and CBP

The President has issued 43 Executive Orders, Presidential Memoranda, and Proclamations, including an Executive Order entitled *Ending Radical and Wasteful Government DEI Programs and Preferencing*. DOE is moving aggressively to implement this Executive Order by directing the suspension of the following activities in any loans, loan guarantees, grants, cost sharing agreements, contracts, contract awards, or any other source of DOE funding:

- diversity, equity, and inclusion (DEI) programs and activities involving or relating to DEI objectives and principles; and
- Community Benefits Plans (CBP); and
- Justice40 requirements, conditions, or principles.

Recipients and subrecipients must cease any activities, including contracted activities, and stop incurring costs associated with DEI and CBP activities effective as of the date of this letter for all DOE grants, cooperative agreements, loans, loan guarantees, cost sharing agreements, or other DOE funding of any kind. Recipients are responsible for communicating and enforcing this direction with all subrecipients and contractors. Costs incurred after the date of this letter will not be reimbursed. This letter will be incorporated into your award with the next modification.

Additional guidance will be forthcoming. Recipients who have DEI and CBP activities in their awards will be contacted by their Grants Officer to initiate award modifications consistent with this Order.

Appendix H. SF-270 - Payment Claims & Supporting Documentation Guidance

The SF-270 is the form to use to request federal funds for reimbursement for grant-related costs incurred. The SF-270 should be filled in completely, making sure to report accurate amounts and information in all fields, including federal funds requested and non-federal funds (matching funds) expended to date.

Supporting documentation should clearly demonstrate costs as they align to the approved SF-424A budget. Simply listing budget category totals would be insufficient to properly document costs in the request.

The SF-270 request form should always be accompanied with supporting documentation, including:

- A summary that identifies cost categories, cost category totals, and that breaks down costs within each category, and provide a brief one-line description of each cost.
- A column that reflects the project cost category spending relative to the full project budget.
- If needed, explanations that document the reimbursement amount of federal funds requested.
- Timesheets or personnel hours report.
- Invoices/receipts for all travel, equipment, supplies, contractual, and other direct costs.
- Invoices and summary cost data showing all categories listed in the SF-424A for subrecipients with over $500,000 total project costs.

Appendix I. Additional Resources

WorkforceGPS (www.workforcegps.org) is sponsored by the Employment and Training Administration (ETA) of the U.S. Department of Labor to connect workforce professionals, educators, and business leaders to useful technical assistance resources. Here you will find curated communities of interest, webinars, training resources, and data-driven strategies to help develop efficient and effective approaches for results-driven employment programs.

Better Buildings (https://betterbuildingssolutioncenter.energy.gov) is an initiative of the U.S. Department of Energy (DOE) designed to improve the lives of the American individuals by driving leadership in energy innovation. Through Better Buildings, DOE partners with leaders in the public and private sectors to make the nation's homes, commercial buildings, and industrial plants more energy-efficient by accelerating investment and sharing successful best practices. See the following Better Building resources specific to workforce:

- [Workforce Development | Better Buildings Initiative](#)
- [Workforce Accelerator - Completed | Better Buildings Initiative](#)

National Energy Technology Laboratory (NETL) sponsors the Regional Workforce Initiative (https://www.netl.doe.gov/business/rwfi) that creates a platform for regional stakeholders to engage the laboratory and other federal agencies in collaborative workforce development efforts.

T**he US DOE Building Technologies Office (BTO)** developed the Green Buildings Career Map (https://greenbuildingscareermap.org) that offers job seekers options to obtain and advance careers in the green-buildings industry. As part of a nationwide effort to recruit an energy-efficiency workforce focused on constructing, retrofitting, and maintaining healthy and energy-efficient buildings, BTO partnered with the Interstate Renewable Energy Council and other industry groups to develop the Map.

U.S. DEPARTMENT of ENERGY

For more information, visit: energy.gov/topics/energy-workforce

June 2025