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# Energy Innovation Grant Program Applicant Awardee Webinar

April 27, 2023

10:00am - 12:00pm



# Office of Energy Innovation

OEI Staff: Who you will be working with – contact at [OEI@wisconsin.gov](mailto:OEI@wisconsin.gov)



Olivia Shanahan

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# Agenda

- ▶ Introduction of Office of Energy Innovation Staff
- ▶ Background on the Energy Innovation Grant Program
- ▶ Program/Project Timeline Overview
- ▶ Required Accounts; What needs to be submitted?
- ▶ American Recovery and Reinvestment Act (ARRA Federal Funds)
  - ▶ Buy American; Davis Bacon; NEPA Review; SHPO Reviews
- ▶ NEPA /SHPO reviews and requirements. Who needs one?
- ▶ Contract Negotiations and Agreements
- ▶ Reporting Requirements / Payment Requests
- ▶ Questions?

# Energy Innovation Grant Program Background

- ▶ **The Energy Innovation Grant Program (EIGP) 2022** design and budget were established by the Public Service Commission in an open meeting, and the Order was signed and served on October 25, 2022
- ▶ **EIGP 2018** inaugural round of funding—100 applicants, 31 projects selected, \$5 million in grant funding
- ▶ **EIGP 2020** inaugural round of funding-- 101 applicants, 32 projects selected, \$7 million in grant funding
- ▶ **EIGP 2021** inaugural round of funding-- 105 applicants, 46 projects selected, \$10 million in grant funding
- ▶ **EIGP 2022** inaugural rounding of funding – 135 applicants, \_\_ projects selected, \$10 million in grant funding
  - ▶ Activity 1: Renewable Energy and Energy Storage - \$4.4 million
  - ▶ Activity 2: Energy Efficiency and Demand Response - \$4.4 million
  - ▶ Activity 3: Comprehensive Energy Planning & Feasibility Studies for Microgrids- \$1 million
- ▶ **Federally Funded** through U.S. Department of Energy by the 2009 ARRA Stimulus

# EIGP Program/Project Timeline Overview

<b>March 2023</b>	Commission Awards Grants for EIGP 2022
<b>April - June/July 2023</b>	Filing of all necessary financial forms; NEPA screening and review; Contract negotiations and award agreements signed by Awardees
<b>Date of Countersignatures through June 30, 2024</b>	Project performance period
	NEPA/SHPO determinations and approvals (if applicable)
	Quarterly Report submissions: July 15th, October 15th, January 15, 2024
<b>September 2024</b>	Deadline for all final reports and request for reimbursement due

# Required Accounts; What needs to be submitted

- UEID (formerly known as DUNS) Number is a unique identifier for recipients of Federal funds
- SAM.gov Registration and a Sam Unique Identifier provides us with data on your organization and its ability to receive Federal funds

📄 New Onboarding Questionnaire\*

📄 Environmental Screening Tool\*

## **Upcoming additional forms required for certain Grantees:**

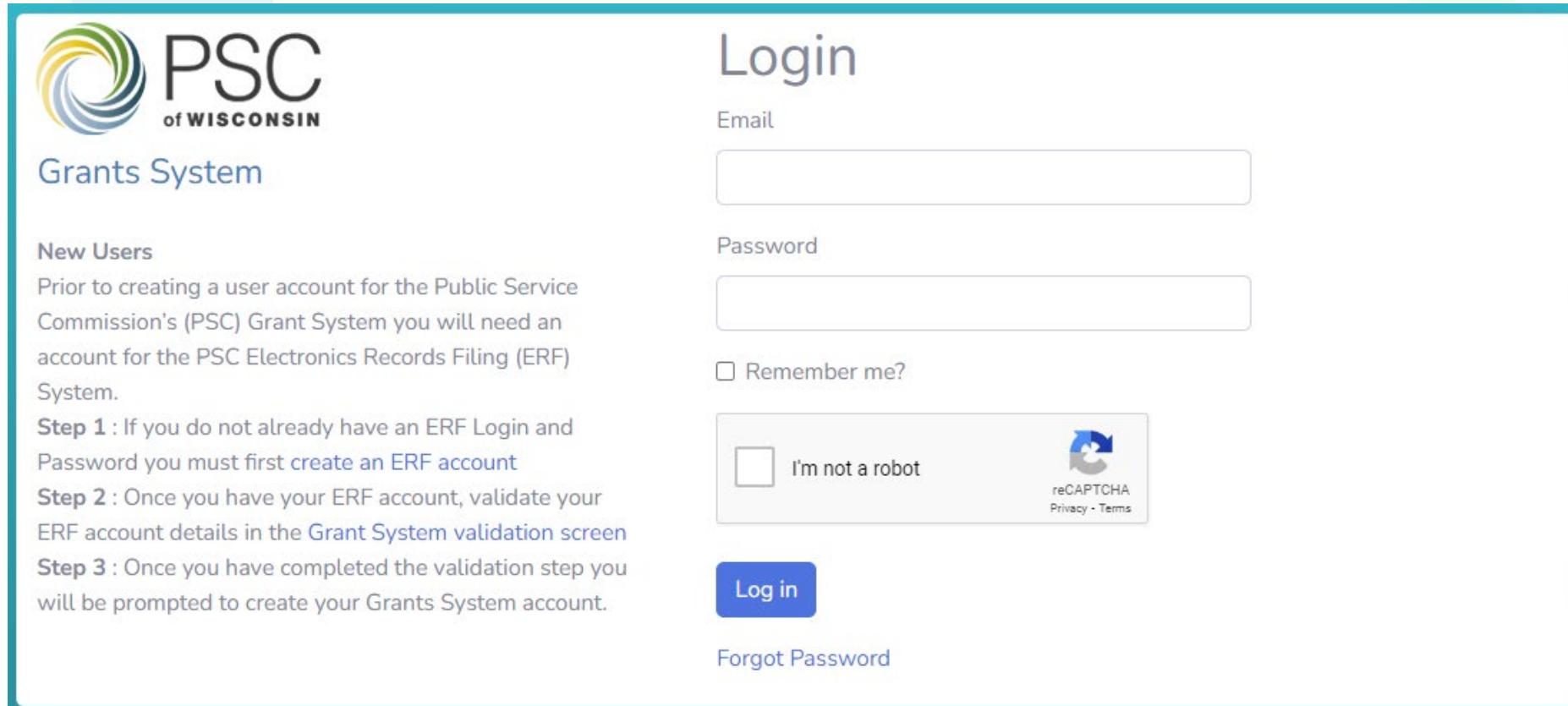
📄 DOA Form 6460 - New Supplier Form


📄 W9 Form

📄 DOA 6456 – Authorization for Direct Deposit

# Required Accounts; What needs to be submitted

Documentation related to your project will be submitted using the PSC Grants System, which you used to submit your application:



 **PSC**  
of WISCONSIN

Grants System

**New Users**  
Prior to creating a user account for the Public Service Commission's (PSC) Grant System you will need an account for the PSC Electronics Records Filing (ERF) System.

**Step 1** : If you do not already have an ERF Login and Password you must first [create an ERF account](#)

**Step 2** : Once you have your ERF account, validate your ERF account details in the [Grant System validation screen](#)


**Step 3** : Once you have completed the validation step you will be prompted to create your Grants System account.

## Login

Email

Password

Remember me?

I'm not a robot   
reCAPTCHA  
Privacy - Terms

[Log in](#)

[Forgot Password](#)

# Required Accounts; What needs to be submitted

Grant System Home Page: Where you will select the appropriate tab to update, upload, track and review all information related to your grant.

Grant Type: Energy Innovation Grant Program (EIGP) | Grant Name: 2022 Energy Innovation Grant Program | Grant Year: 2022 | Project: American Foods Group, LLC.

- [Project Details](#)
- [Contacts](#)
- [Budget](#)
- [Reimbursements](#)
- [Uploads](#)
- [Related Documents](#)
- [Project Questions](#)
- [Notes](#)

## Grant Project Details

Grant ID *	17
Grant Name	2022 Energy Innovation Grant Program
Docket ID	9709-FG-2022



# Required Accounts; What needs to be submitted

- Use the Upload tab to upload all documents (except reimbursement requests). Once the upload is complete, it will show under the “Related Documents” tab.

Grant Type: Energy Innovation Grant Program (EIGP) | Grant Name: 2022 Energy Innovation Grant Program | Grant Year: 2022 | Project: Test Project 1

Project Details Contacts Budget Reimbursements Uploads Related Documents Project Questions Notes

## Upload Documents

Upload Public Document Upload Internal Document

Use this page to upload grant amendment requests, status reports and other documents here. Grant Reimbursement requests, including receipts and your grant workbook should be [uploaded on the Reimbursement page](#).

Grant Type: Energy Innovation Grant Program (EIGP) | Grant Name: 2022 Energy Innovation Grant Program | Grant Year: 2022 | Project: Test Project 1

Project Details Contacts Budget Reimbursements Uploads Related Documents Project Questions Notes

Document Name will show a URL to the document as long as the document was NOT filed confidentially and as long as the document status is not in 'rejected' or 'pending' status.

## Project Related Documents

Document URL	ERF Ref ID	Document Description	Received Date ↓	Uploaded By
2022 TEST EIGP Application in UAT.pdf (196KB)		test application upload document	10/25/2022 02:02:PM	Test OEI
Application_Details_53.pdf (13KB)		Application Details	10/25/2022 02:02:PM	Test OEI

1 - 2 of 2 items

# ARRA Requirements

Must be done prior to your project/grant agreement execution (Environmental Screening Tool)

**National Environmental Policy Act Review (NEPA)**

<https://www.energy.gov/eere/articles/national-environmental-policy-act-and-historic-preservation-training-website>

**State Historic Preservation (SHPO)**

[https://www.energy.gov/sites/prod/files/2014/01/f7/state\\_historic\\_preservation\\_programmatic\\_agreement\\_wi.pdf](https://www.energy.gov/sites/prod/files/2014/01/f7/state_historic_preservation_programmatic_agreement_wi.pdf)

Tracking and reporting during project performance period

**Buy American Provisions**

[https://www.energy.gov/sites/prod/files/2016/07/f33/buy\\_american\\_desk\\_guide.pdf](https://www.energy.gov/sites/prod/files/2016/07/f33/buy_american_desk_guide.pdf)

**Davis Bacon Wage Rate Requirements**

<https://www.energy.gov/sites/prod/files/2017/04/f34/DOE%20DBA%20Desk%20Guide%20Rev.%202.%20April%2010%202017.pdf>

<https://sam.gov/content/wage-determinations>

# ARRA Requirements: Buy American Provisions

- Buy American Provisions [APPLICABLE ONLY TO PUBLIC BUILDINGS AND PUBLIC WORKS<sub>4</sub>]:
- The Buy American provisions of the Recovery Act require that all iron, steel and manufactured goods used in projects funded by the Recovery Act for the construction, alteration, maintenance or repair of a public building or public work be produced in the United States, with some limited exceptions.
- A Desk Guide to the Buy American Provisions of the American Recovery and Reinvestment Act of 2009:  
[https://www.energy.gov/sites/prod/files/2016/07/f33/buy\\_american\\_desk\\_guide.pdf](https://www.energy.gov/sites/prod/files/2016/07/f33/buy_american_desk_guide.pdf)
- U.S. Department of Energy Buy American website: <https://www.energy.gov/gc/action-centeroffice-general-counsel/faqs-related-recovery-act/buy-american>

# ARRA Requirements: Davis Bacon and Related Acts

- A Davis-Bacon “Related Act” will often include language further defining work that must be covered by the Davis Bacon Act prevailing wage requirements. The Recovery Act is an example of a DBRA statute. **It requires that all laborers and mechanics employed by contractors and subcontractors on projects** funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.
- Wages for specific locations by county and construction type can be found on <https://beta.sam.gov/search?index=wd>
- A Desk Guide to The Davis-Bacon Act (including DBRA): <https://www.energy.gov/sites/prod/files/2017/04/f34/DOE%20DBA%20Desk%20Guide%20Rev.%202022.%20April%2010%202017.pdf>
- U.S. Department of Energy Davis Bacon website: <https://www.energy.gov/gc/action-center-officegeneral-counsel/faqs-related-recovery-act/davis-bacon>
- ▶ Dept of Labor WH347 Form <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/wh347.pdf> and instructions: <https://www.dol.gov/agencies/whd/forms/wh347>

**U.S. Department of Labor**  
Wage and Hour Division

**PAYROLL**  
(For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))

*Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.*

Rev. Dec. 2008  
OMB No.:1235-0008  
Expires: 07/31/2024

NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		ADDRESS							
PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION	PROJECT OR CONTRACT NO.						
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF DAYS EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE OT OR ST HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS FICA WITH- HOLDING TAX OTHER		(9) NET WAGES PAID FOR WEEK

4/27/2023

# ARRA Requirements: National Environmental Policy Act (NEPA)

All Awardees will need to complete and submit to OEI staff an initial environmental screening of their project using the screening tool provided. We may have follow up questions based on the information provided and type of project.

Certain Grantees will be directed to complete and submit, prior to the contract negotiation process, an Environmental Questionnaire (EQ) for NEPA review and approval by the U.S. Department of Energy (DOE). An EQ will be required if the project is beyond the scope of the “Bounded Categories” used by DOE.

The level of environmental review and documentation depends on the potential significance of the anticipated environmental impacts associated with the proposed action. Most projects are expected to fall into **Categorical Exclusion**.

# ARRA Requirements: NEPA

## ➤ What is a Categorical Exclusion?

- Categorical exclusions actions that DOE has determined normally do not have a significant effect on the human environment and therefore, neither an environmental assessment nor an environmental impact statement is normally required.
- DOE has pre-determined Bounded Categories of activities that are categorically excluded from further NEPA review, *absent extraordinary circumstances, cumulative impacts, or connected actions that may lead to significant impacts on the environment, or any inconsistency with “integral elements”*
- Examples of Bounded Category actions include, but are not limited to:
  - Modifications or repair to pumps, piping, and wells.
  - Small-scale renewable energy research and development and pilot projects
  - Solar photovoltaic systems (depending on size)
  - Wind turbines (depending on size and/or location)
  - Ground source heat pumps
  - Alternative fuel vehicle fueling stations and electric vehicle charging stations
  - Energy efficiency upgrades: heat pumps, lighting, insulation, interior temperature control systems

(some projects may require additional environmental review for SHPO documentation)

# ARRA Requirements: NEPA

## What is a Connective Action?

The proposed project is the installation and operation of a **solar photovoltaic (PV) system**

Requires the installation of a **power pole** and a **transformer** to serve the PV system

The new power pole and transformer **would not exist** if not for the PV system, therefore their construction is considered a "connected action"

DOE's NEPA analysis must **include** an evaluation of the impacts associated with the installation of the power pole and transformer, even if they **are not** included in the scope of work funded by DOE

# ARRA Requirements: NEPA

To qualify for a Bounded Category or Categorical Exclusion, a project cannot:



Threaten a violation of environment, safety, and health requirements



Have the potential to cause significant impacts on environmentally sensitive or culturally important resources



Disturb hazardous substances, pollutants, or contaminants



# ARRA Requirements: NEPA

## Irreversible actions

Irreversible actions are unallowable prior to a final NEPA determination.

<b>Obvious</b>	<b>Not as Obvious</b>
<ul style="list-style-type: none"><li>• Site preparation</li><li>• Infrastructure/building modifications</li><li>• Construction/installations</li></ul>	<ul style="list-style-type: none"><li>• Final design</li><li>• Capital equipment</li></ul>

# ARRA Requirements: NEPA

The more information you can provide relating to your project and its anticipated impacts, the less potential for delay. The goal is to document the impacts associated with the project.

What documentation should the Awardee be providing for initial review, prior to the contact/agreement finalization?

## ❑ Environmental Screening Tool – all Awardees

- Provide a sample layout of the project
- Historic Preservation Information – How old is the structure? Is it located in a historic district or on the historic register?
- Is the property located in a culturally or environmentally sensitive area?
- Are there Tribal considerations?
- Is the project in or near 100-year floodplains or wetlands?

❑ **EQ1 (Environmental Questionnaire), if applicable to your project.** OEI Staff can send you a form or you can find a word version here: [https://www.eere-pmc.energy.gov/PMCRRecipient/EQ\\_Sample.docx](https://www.eere-pmc.energy.gov/PMCRRecipient/EQ_Sample.docx)

- Fill out the EQ1 form and return it to OEI staff – do not fill out online. (DOE instructions)
- Complete Scope of Work attach to EQ1

# ARRA Requirements: NEPA

Example of Activities that that will most likely require additional environmental review (EQ-1):

- Installation of a solar PV (exceeding 60kW and battery storage system - outside of existing facility boundary)
- Interconnect two existing microgrids (“...categorically excluded from further NEPA review, *absent extraordinary circumstances, cumulative impacts, or connected actions...*”)
- Heat recovery systems

Some Bounded Categories actions may need additional documentation to satisfy State Historic Preservation Office (SHPO) requirements:

- Solar PV less than 60 kW that are ground mounted (disturbance).
- Some types of work on properties greater than 50 years of age. (1973)
- Projects on Tribal properties or lands.

# ARRA Requirements: NEPA

Complete Scope of Work and answer the following questions:

Will the proposed project only conduct intellectual, academic, or analytical activities? For example:

- Feasibility studies or Comprehensive Planning
- Data analysis
- Computer modeling
- Analytical reviews
- Conceptual design or planning
- Literature searches and information gathering
- Document preparation

*Note: if there any construction, installation, or land disturbing actions that make up the project, you must select “no” and complete the rest of the screening form. If your project is entirely ‘on paper’, you may select “yes” and your review is complete. Return this form to by using the PSC Grants System described earlier.*

- Planned construction/installation schedule
- Location of project activities (include a map showing all work areas)
- **Describe in detail the project construction and/or installation activities**

# ARRA Requirements: NEPA

## Sample Project Layout:

**Proposed layout for PV Installation, Battery Energy Storage System, and Electric Vehicle Charging Station**



**Red**=100kW PV panels

**Blue**=Battery Energy Storage System

**Green**=Electric Vehicle Charging Station

**Orange**=Tree to be removed

**Purple**=Existing transformer

**White Line**=Approximately 90 feet of trenching for underground conduit

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Wisconsin Office of Energy Innovation

# ARRA Requirements: State Historic Preservation Office

For project activities that involve historical, archeological or cultural resources (includes listed and eligible resources over 50 years old or of cultural significance), a review of the undertaking may be required. However, a number of energy related activities have been previously identified that do not have the potential to cause effects on historic properties, even when historic properties may be present. They are covered by an existing programmatic agreement between the U.S. Department of Energy, the Wisconsin State Historic Preservation Office and certain State agencies.

[https://www.energy.gov/sites/prod/files/2014/01/f7/state\\_historic\\_preservation\\_programmatic\\_agreement\\_wi.pdf](https://www.energy.gov/sites/prod/files/2014/01/f7/state_historic_preservation_programmatic_agreement_wi.pdf)

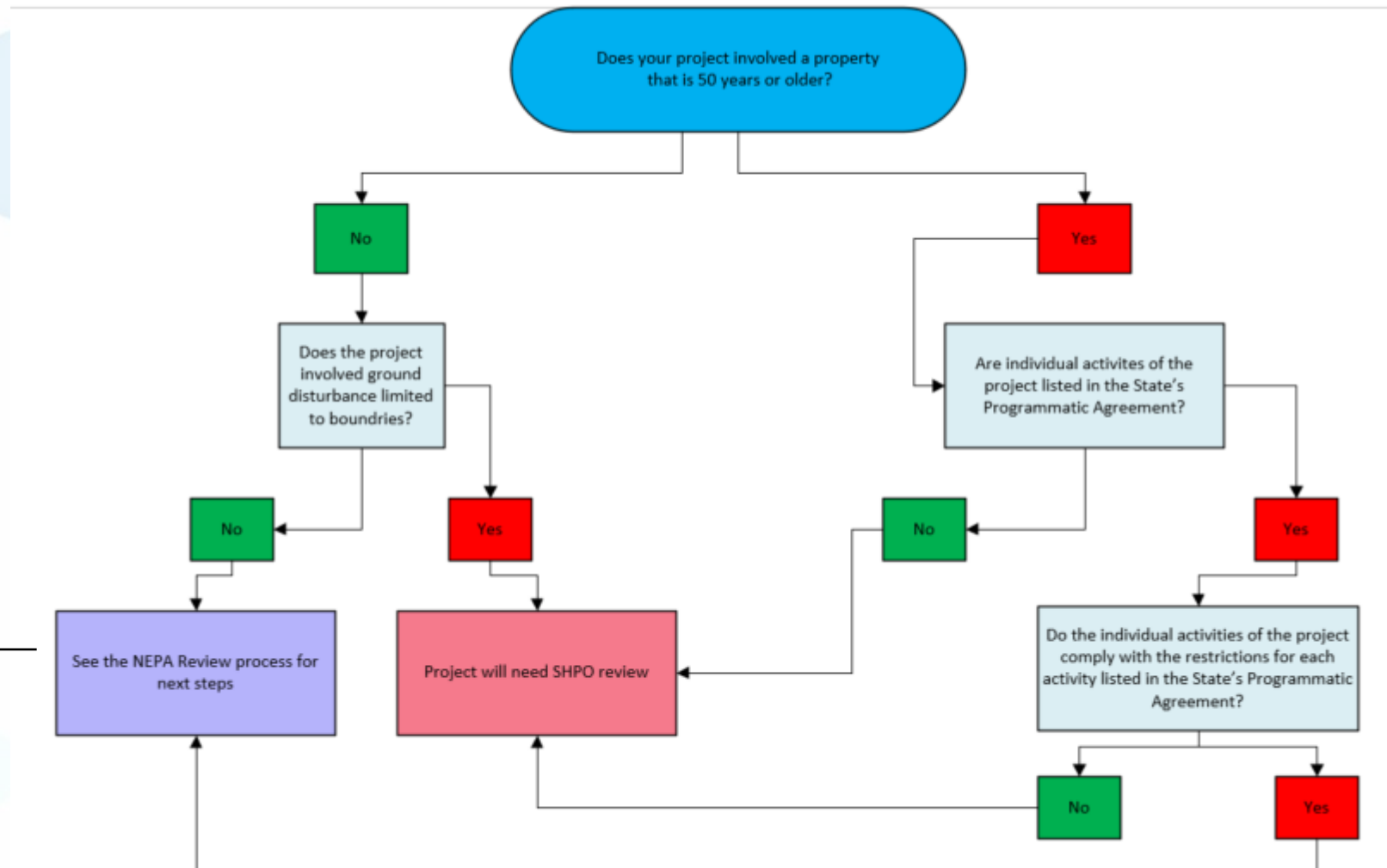
Examples on this list include, but are not limited to:

Replacement of existing HVAC equipment including pumps, motors, boilers, chillers, cooling towers, air handling units, package units, condensers, compressors, heat exchangers that do not require a change to existing ducting, plumbing, electrical, controls or a new location, or if ducting, plumbing, electrical and controls are on the rear of the structure or not visible from any public right of way.

Adding or replacing existing building controls systems including HVAC control systems and the replacement of building-wide pneumatic controls with digital controls, thermostats, dampers, and other individual sensors like smoke detectors and carbon monoxide detectors (wired or non-wired)

# ARRA Requirements: SHPO

## State Historic Preservation Information:



Complete your screening or EQ1 form and submit it to OEI staff

# Contract Negotiations and Agreements

As soon as you have filed all necessary fiscal and NEPA/SHPO paperwork and obtained all required accounts, contract negotiations and agreement signing can begin.

- What are some items included in a contract/agreement?
  - Scope of Work: This shall include information relating to all the necessary personnel, equipment, and materials to accomplish the tasks. In the event of a conflict between the summary in the Scope of Work and Budget, and the application and/or other supporting documents previously submitted through the application process, The Scope of Work and Budget provided in the contract agreement shall control. Changes to the Scope of Work shall be by written agreement of both the OEI and the Grant Recipient.
  - Budget: This shall include information relating to all costs associated with the proposed project, including match funds, and is considered “Attachment B” in the contract/agreement.
  - Special Provisions Relating to work Funded Under ARRA
  - Order awarding the grant
  
- Can I start reviewing a proposed contract/agreement prior to getting my NEPA/SHPO reviewed?
  - A draft/example contract may be provided through the website. However, please note that all previous items must be in process in order for the contract/agreement to be finalized and signed. No work may commence until this has happened.



# Reporting Requirements/Payment Requests

- ▶ **State and Federal reporting requirements.** Awardees are expected to submit quarterly, final, and on request, reports to the PSC on the activities, progress of the project, and grant costs to satisfy state and federal reporting requirements. Certain reporting requirements shall continue to be required post-disbursement.
- ▶ **American Recovery and Reinvestment Act (ARRA).** Awardees are expected to comply with the reporting requirements of the ARRA that impact wage rates, equipment sourcing, environmental impact reporting, and historic preservation

# Reporting Requirements/Payment Requests

## Eligible Costs

- Eligible costs are those costs which can be audited and which are directly attributable to contracted activities and identified and approved in the Grant Recipient Agreement.
- No eligible costs subject to reimbursement may be incurred prior to the execution of the Agreement unless previously approved in writing by the OEI.
- Costs only as identified in the Budget and described in the Scope of Work are allowed. A Grant Recipient may request from the OEI an amendment to the budget summary of its Grant Recipient Agreement to add to or revise the list of purchases, expenses, and other activities eligible for reimbursement, not to exceed the original grant amount approved by the Commission.

# Reporting Requirements/Payment Requests

## Reporting and Request For Payment:

- Payments are to be used exclusively for eligible costs incurred during the Performance Period. **NO PREAWARD COSTS**
- The OEI will make a reimbursement payment to the Grant Recipient upon receipt of a request for payment with satisfactory documentation. Payments are issued as reimbursements only. **Must be paid by grant recipient first.**
  - Multiple requests for payment may be processed and shall correspond with the Quarterly Reports.
  - Each request for payment must include a copy of an invoice for each eligible cost item for which reimbursement is requested.
    - Satisfactory Documentation: The invoice will be used to document the actual purchase price of the eligible cost item. Invoices must be accompanied by written support of eligible costs, as appropriate. This includes receipts, invoices, and internal accounting records. A request for payment must provide an independent and auditable basis for the actual purchase price of each eligible cost item.

# Reporting Requirements/Payment Requests

## Reporting Materials for Current Grant Recipients

<https://psc.wi.gov/Pages/ServiceType/OEI/EnergyInnovationGrantProgram.aspx>

- ✓ [Report Template](#) (Quarterly, Final Report & Request for Reimbursement)
- ✓ [Report Guidance](#) (Quarterly, Final Report & Request for Reimbursement)
- ✓ Budget (Budget Page completed within the Grants Management System)



## PSC Grants System – Budget Page

Project Budget Detail

Budget Amendment on 07/21/2022  
Budget Note: Original Budget

Budget Item	Award Amount	Pending	Approved	Available
<b>Grant Funds Requested</b>				
Contractual, Consultant fees	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Equipment - Non-Telecommunications	\$0.00	\$0.00	\$0.00	\$0.00
Equipment - Telecommunications	\$20,000.00	\$5,000.00	\$0.00	\$15,000.00
Labor (Salary, Fringe)	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Rent / Occupancy	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Telecommunications Service	\$0.00	\$0.00	\$0.00	\$0.00
Training	\$10,000.00	\$5,000.00	\$0.00	\$5,000.00
<b>Subtotals:</b>	<b>\$50,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>
<b>Match</b>				

# Project Budget (Grant Agreement Attachment B)

## ATTACHMENT B BUDGET

Category	Contract Amount	Match	Total Project Costs
1) Personnel	\$35,000.00	\$0.00	\$35,000.00
2) Fringe Benefits	\$0.00	\$4,500.00	\$4,500.00
3) Equipment	\$0.00	\$0.00	\$0.00
4) Supplies	\$101,000.00	\$0.00	\$101,000.00
5) Contractual	\$78,000.00	\$0.00	\$78,000.00
6) Other	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00
7) Indirect	\$0.00	\$25,000.00	\$25,000.00
<b>TOTALS:</b>	<b>\$214,000.00</b>	<b>\$29,500.00</b>	<b>\$243,500.00</b>
<i>Percentage of costs</i>	<i>88%</i>	<i>12%</i>	<i>100%</i>

- This data will be transferred from your grant application into the grant agreement and the grants system
- You will be held to the grant funded/match ratio (88%/12%) if total projects costs increase/decrease (not to exceed the original grant award amount - \$214,000)
- Costs can vary on line items (1-6) under **10%** of total project costs without budget amendment being required (\$243,500 x 10% = **\$24,350**)

# Indirect Costs on Onboarding Questionnaire

## BUDGET

Category	Contract Amount	Match	Total Project Costs
1) Personnel	\$35,000.00	\$0.00	\$35,000.00
2) Fringe Benefits	\$0.00	\$4,500.00	\$4,500.00
3) Equipment	\$0.00	\$0.00	\$0.00
4) Supplies	\$101,000.00	\$0.00	\$101,000.00
5) Contractual	\$78,000.00	\$0.00	\$78,000.00
6) Other	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00
7) Indirect	\$0.00	\$25,000.00	\$25,000.00
<b>TOTALS:</b>	<b>\$214,000.00</b>	<b>\$29,500.00</b>	<b>\$243,500.00</b>
<i>Percentage of costs</i>	<i>88%</i>	<i>12%</i>	<i>100%</i>

Indirect Costs included in your budget: What percent of total project?

Approx 10.5% in this example.

Question #12 would be answered "no" and Rate of 10.5% placed in comment area.

12. Is the Indirect Rate less than or equal to 10 percent? If not, enter Indirect Rate here \_\_\_\_\_

Yes:  No:



# Questions?

➤ Any questions on today's presentation?

➤ Questions can be submitted to [oei@wisconsin.gov](mailto:oei@wisconsin.gov)

➤ Answers to those questions will be posted at our website:

<https://psc.wi.gov/Pages/Programs/OEI/EnergyInnovationGrantProgram.aspx>

➤ **FAQ's**