Complete this Onboarding Questionnaire and upload the finalized form to the Public Service Commission of Wisconsin’s (PSC) [Grants System](https://apps.psc.wi.gov/apps/grants/Account/Login?ReturnUrl=%2Fapps%2Fgrants) under the Related Documents tab. If you need assistance completing the form, please email the OEI Inbox at OEI@wisconsin.gov.

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|  **Project Identifiers** |
| 1. Grantee Name | 3. Grant Round |
|       | EIGP 2022    |
| 2. Project(s) Name |
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| **Supporting Documentation** |
| Uniform Guidance ([2 CFR 200.332](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.332))  |
| **Instructions** |
| **Instructions:** Check appropriate box for whether you have related policies and/or procedures in place. Attachments are not required at this time. |
| **General** | Check Appropriate Box |
| 1.  | Is your entity new to operating or managing federal funds? | Yes: [ ]  No: [ ]  |
| 2. | Is your entity new to administering energy projects? If No, please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes: [ ]  No: [ ]  |
| 3. | Is this the first OEI grant for your entity? If No, has your entity returned any OEI funds in a prior award? Please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes: [ ]  No: [ ]  |
| 4. | Has there been high staff turnover or agency reorganization that affects or could affect this project? | Yes: [ ]  No: [ ]  |
| 5. | Is the project unusually complex (e.g. Is it anticipated that two or more ARRA provisions apply? Is it related to a microgrid? Is it dependent on a new partnership model?) Please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes: [ ]  No: [ ]  |
| 6. | Do you have clear delineation of project contacts' roles and responsibilities? Please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes: [ ]  No: [ ]  |
| **Legal** | Check Appropriate Box |
| 7. | Have you/your entity currently or previously been suspended or debarred from receiving Federal funds? | Yes: [ ]  No: [ ]  |
| 8. Does your entity have a Drug Free Workplace Statement or Posted Notice? | Yes: [ ]  No: [ ]  |
| 9. Does your entity have a posted Wisconsin Contract Compliance Law Poster?  | Yes: [ ]  No: [ ]  |
| **Financial/Fiscal Assessment** | Check Appropriate Box |
| 10. | Are time distribution records maintained for all employees, as well as documented associated costs? Please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes: [ ]  No: [ ]  |
| 11. | Does your entity have Organization Charts (showing positions and award-related responsibilities)? | Yes: [ ]  No: [ ]  |
| 12. | Is the Indirect Rate less than or equal to 10 percent? If not, enter Indirect Rate here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes: [ ]  No: [ ]  |
| 13. | Is this grant large in terms of percentage of overall funding for your entity (over 10% of overall funding)? | Yes: [ ]  No: [ ]  |
| 14. Does your entity have an Accounting Manual/Financial Management  Procedures? | Yes: [ ]  No: [ ]  |
| 15. Does your entity have a Conflict of Interest Policy? | Yes: [ ]  No: [ ]  |
| 16. Does your entity have Travel Policy & Procedures? | Yes: [ ]  No: [ ]  |
| 17. Does your entity have Purchasing Manual/Procurement Policies and  Procedures? | Yes: [ ]  No: [ ]  |
| 18. Does your entity have a Records Retention Policy? | Yes: [ ]  No: [ ]  |
| 19. | Has your State or governing authority placed your entity in a special financial status or special financial conditions? | Yes: [ ]  No: [ ]  |
| 20. If this is not your first Federal grant award, has your entity had difficulty  meeting its prior matching requirements? | Yes: [ ]  No: [ ]  |
| **Programmatic Assessment** | Check Appropriate Box |
| 21. Do you have concern over completing the proposed project in a typical  performance period of 12 months? If yes, please explain:  | Yes: [ ]  No: [ ]  |
| 22. Is the project contingent on any pending/unobtained permits, incentives,  etc.? If yes, please explain: | Yes: [ ]  No: [ ]  |
| 23. Are you sub-contracting a majority of the project (over 50% of the total  project costs)? If so, indicate sub-contractor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes: [ ]  No: [ ]  |

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|  **Obligations** |
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| Agreement | Acknowledgement |
| 1.  | Grantee must retain any records and files relating to the grant award for at least five years following final payment of the award. | [ ]  |
| 2. | The Grantee shall submit periodic performance reports to the OEI on the schedule provided in the grant agreement, and as requested. The performance reports shall be submitted to the OEI via the PSC Grants System, or as otherwise directed.  | [ ]  |
| 4. | Title to equipment purchased or improved with funds provided under this award shall vest in the Grantee’s name, unless otherwise specified by an attachment. Disposition of any equipment shall be in accordance with applicable property disposal procedures in [2 CFR 200.313](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2/section-200.313). | [ ]  |
| 5. | Grantee shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, and regulations which are in effect during the Performance Period of this Agreement and which in any manner affect the work or its conduct. | [ ]  |
| 6.  | The Buy American provisions of the ARRA 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 exceptions. | [ ]  |
| 7.  | The ARRA is a Davis-Bacon Related Act including language further defining work that must be covered by the Davis Bacon Act prevailing wage requirements. 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 ARRA 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. | [ ]  |
| 8.  | 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. | [ ]  |
| 9.  | Certain Grantees will be directed to complete and submit as part of the contract negotiation process an Environmental Questionnaire (EQ1) for National Environmental Policy Act (NEPA) review and approval by the U.S. Department of Energy. | [ ]  |

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| **Certification** |
|  Enter the contact information of the person authorizing and submitting this compliance checklist. By including your name below, you certify that the above checklist is complete, accurate, and you have the authority, granted by the recipient agency, to submit this checklist on their behalf.  |
| 1. Name | 2. Title |
|        |         |
| 3. Phone Number | 4. Email Address | 5. Certification Date |
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