

INSTRUCTION OVERVIEW:

This Excel workbook serves as a Project Management Plan (PMP) and Quarterly Progress Report (QPR) template. As a grant recipient, you will initially populate this report with baseline project information to constitute your PMP. On a quarterly basis, you will update project information in the report to become your QPR. **The PMP and QPR are the same document.** The PMP/QPR should be submitted via the Energy Efficiency and Renewable Energy Project Management Center Portal (EERE-PMC Portal). Please see your Assistance Agreement for more information regarding this process.

Various worksheets are contained within this workbook, wherein a worksheet is portrayed as a tab along the bottom of the workbook.

- The "Recipient" worksheet is to be populated with overall project information (i.e., at the award level).
- Five "Project" worksheets are provided as templates. They are to be completed for **each** resilience project subawarded by the recipient. **Completion of at least one "Project" subawardee worksheet is required.** Additional worksheets can be added (if you have subawarded more than 5 resilience projects) by completing the following:
 - Right-click on a project template worksheet (e.g., "Project 1")
 - Select Move or Copy
 - Select Project 1 from the list and check 'Create a Copy'
 - Select OK
 - Rename the newly copied worksheet (e.g., "Project 6") by right-clicking on the worksheet name and selecting "Rename"

Be sure to update Row 6 (Project ID Number) to match the name for any newly created project worksheet(s). *Please delete any unused project worksheet tabs prior to submission.*

Each State/Indian Tribe (i.e., recipient) is responsible for ensuring that all necessary project information is populated within this document, and that the information denoted is accurate. Contact your DOE Federal Project Officer (FPO) if you have questions while preparing this report. The **DOE FPO (also called the Program Manager)** is identified in Block 15 of the Assistance Agreement form of your grant.

This document contains examples, financial information, defined milestones, drop-down menus, and formulas. A few unique identifiers are described below.

- **Red Text:** Examples are provided and identified by red font throughout this report. ***All examples should be updated/removed before the report is submitted, and all text should be changed to black font.***
 - **Blue Text:** Sections of this report contain prescribed inputs that must be included and updated with each submission. Blue font identifies a project element that must remain in your report and be updated each quarter.
 - **Black Fill:** The cells that are blacked out identify columns that are not applicable to the question being asked and therefore do not need to be filled in.
 - **Yellow Fill:** Selection(s) from a drop-down menu are required in yellow-colored cells. Do not modify the list of drop-down menu selections or delete the drop-down to enter general text. Only selections from the provided list should be used where noted. Review the list of responses provided in each drop-down menu and select the answer that best matches your desired response.
 - **Blue Fill:** Summary calculation formulas have been pre-populated in blue-colored cells. The formulas should not be modified or removed.
 - **Orange Fill:** Information in orange-colored cells should remain static after initial entry. The information provided in these fields should not change each quarter.
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The Federal Fiscal Year (FY) calendar should be used to prepare this report. The FY calendar is comprised of four quarters, starting on October 1 and ending on September 30 of the following calendar year.

Each QPR is due to be submitted within 30 days of each quarter end date; see reference table below:

Fiscal Year Quarter	Quarter Date Range	QPR Due Date
Quarter 1 (Q1)	October 1 - December 31	January 31
Quarter 2 (Q2)	January 1 - March 31	April 30
Quarter 3 (Q3)	April 1 - June 30	July 31
Quarter 4 (Q4)	July 1 - September 30	October 31

DETAILED INSTRUCTIONS:

Note: The color-coded sections below correlate with the color-coded tables contained in the PMP/QPR spreadsheet.

General Information

On the 'Recipient' worksheet:

- **Federal Fiscal Year Reporting Period:** Select the appropriate year from drop-down menu provided.
- **Reporting Period Quarter:** Select the appropriate reporting quarter from drop-down menu provided.
- **Submission Date of Report:** Select month from drop-down menu provided; enter day (1-31), enter four-digit year; date will auto-populate based on these entries.

** Note: The information provided in this report should only have occurred or been realized during the time period selected (FY/quarter).*

- **Recipient:** Your state/territory or Indian Tribe name.
- **DOE Grant Agreement Number:** Agreement number assigned to you; found on your Assistance Agreement.
- **DOE Federal Project Officer:** Found on your Assistance Agreement (listed as 'Program Manager').
- **Technical Project Manager (TPM) Name:** Your technical project manager name.
- **Technical Project Manager (TPM) Email:** Your technical project manager email address.
- **Technical Project Manager (TPM) Phone Number:** Your technical project manager phone number.
- **Business POC Name:** Your business point of contact name.
- **Business POC Email:** Your business point of contact email address.
- **Business POC Phone Number:** Your business point of contact phone number.
- **Recipient State/Territory:** Select your state or territory from drop-down menu provided.
- **Major Accomplishments During Reporting Period:** In 250 words or less, describe overall award accomplishments including: major activities completed, specific goals/objectives reached, major findings, developments, or conclusions (both positive and negative) and key outcomes or other achievements for this reporting period.
- **Planned Work for Next Reporting Period:** In 250 words or less, describe upcoming events as they relate to the overall award that may result in opportunities for external visibility (e.g., major meetings, publications, demonstrations, presentations, or outreach activities) and internal project meetings that may be of interest to the DOE FPO.
- **Items of Note:** In 250 words or less, list any changes pertaining to the overall award including:
 - Discuss recent or planned changes to the project's technical approach, including reason(s) for the change. Address how these changes may impact planned milestones, tasks, activities, or deliverables.
 - Identify changes to the project's key personnel, project scope or objectives. Briefly explain any recent or planned changes to the roles, responsibilities, and involvement of personnel or team members listed in the PMP and describe how these changes may impact the project. ***Changes to key personnel require prior DOE approval. Key personnel are identified in the Financial Assistance Agreement, and at a minimum include the TPM and Business Point of Contact. Additional changes that may require prior DOE approval include scope, objectives, or primary site/location.**

On each 'Project' worksheet:

- **Federal Fiscal Year:** Select the appropriate year from drop-down menu provided.
- **Reporting Period Quarter:** Select the appropriate quarter from drop-down menu provided.
- **DOE Grant Agreement Number:** Found on your Assistance Agreement; same as noted on 'Recipient' worksheet.
- **Project ID Number:** Should match worksheet name you are populating (e.g., Project 1).
- **Project Organization or Subawardee:** Name of subawardee performing the project work.
- **Project Title:** Descriptive name of project work being done.
- **Project Performance Period Start Date:** Start date of project work; remains static.
- **Project Performance Period End Date:** Project end date; estimated initially and may be updated throughout project lifecycle.
- **Project State/Territory:** Select your state or territory using drop-down menu provided.
- **Project Location 5-Digit Zip Code(s):** Refers to address(es) where project work is being performed; separate multiple entries with commas.
- **Benefitted Community 5-Digit Zip Code(s):** Refers to potential broader area where project work is benefitting community; separate multiple entries with commas.
- **Benefitted Community Census Tract(s):** Census tract numbers are 11 digits and can be found here: <https://screeningtool.geoplatform.gov>.
- **Subaward Business POC:** List business point of contact name of subawardee.
- **Subaward Business Address:** List business address of subawardee.
- **Subaward Congressional District(s):** List congressional district of subawardee: <https://www.census.gov/mycd/>.
- **Subaward Project Manager/Lead:** List name of subawardee project manager.
- **Is this work being performed by a subawardee that qualifies as a Section 40101(d)(6) small utility:** Select Yes or No from drop-down menu provided. *A small utility under Section 40101(d)(6) is a utility that sells less than 4,000,000 megawatt hours of electricity per year.*
- **Number of customers (i.e., meters) served by the entity performing the project:** List meters served by subawardee.
- **Number of customers (i.e., meters) that are expected to see benefits from the project:** List meters expected to benefit from the project.
- **BIL 40101(d) Category of Subawardee:** Delete roles that do not apply to the subawardee.
- **BIL 40101(d) Category of Work:** Delete work categories that are not related to work the subawardee will do during this project.
- **Project Description:** In 250 words or less, describe specific project work being performed; will not change on a quarterly basis unless there are significant changes to the project requiring the submission of a revised PMP.
- **Project Benefit Types:** Delete benefit types that are not related to the benefits that will be provided by this project.
- **Project Benefit Description:** In 250 words or less, describe benefits that will be provided by this project.
- **Major Accomplishments During Reporting Period:** In 250 words or less, describe project accomplishments as they relate to the resilience project including: major activities completed, specific goals/objectives reached, major findings, developments, or conclusions (both positive and negative) and key outcomes or other achievements for this reporting period.
- **Planned Work for Next Reporting Period:** In 250 words or less, describe upcoming project events as they relate to the resilience project that may result in opportunities for external visibility (e.g., major meetings, publications, demonstrations, presentations, or outreach activities) and internal project meetings that may be of interest to the DOE FPO.
- **Items of Note:** in 250 words or less, list any changes as they relate to the resilience project including:

- Discuss recent or planned changes to the project's technical approach, including reason(s) for the change. Address how these changes may impact planned milestones, tasks, activities, or deliverables.
- Identify changes to the project's key personnel, project scope or objectives. Briefly explain any recent or planned changes to the roles, responsibilities, and involvement of personnel or team members listed in the PMP and describe how these changes may impact the project. ***Changes to key personnel require prior DOE approval. Key personnel are identified in the Financial Assistance Agreement, and at a minimum include the TPM and Business Point of Contact. Additional changes that may require prior DOE approval include scope, objectives, or primary site/location.**

Financial Information

The following financial tables must be updated each quarter; all dollar amounts should be rounded to the nearest dollar. All costs listed should be reflective of the most current data available. Please refer to the applicable Federal regulations in 2 CFR 200 for information pertaining to allowable costs:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>

On the 'Recipient' worksheet:

Quarterly Spend Plan Table:

Completion of this Table is only required if the Year 1 + Year 2 Federal allocation amount for the award is greater than \$500,000.

- The Spend Plan values are comprehensive and include the Recipient value plus all Subaward(s). Spend values should be updated to include the current quarter (Q0), and the next two sequential quarters' (Q+1, Q+2). A Planned Spend Value should be listed for the current quarter (Q0), Q+1 and Q+2. **The Planned Federal Share cannot exceed the Federal Award Value.** An Actual Spend Plan Value should be listed only for the current quarter (Q0).

Administrative & Technical Assistance (TA) Costs Table:

- The Total Federal Grant Amount (federal share) and Total Admin & TA Costs to Date (both federal and non-federal share) should be listed; the "Total" Total Admin & TA Costs to Date and Percentage of Total Federal Grant Amount Used for Admin & TA will then be automatically populated in the blue shaded cells.

Baseline Budget and Incurred Cost Table:

(i.) The Total Project Budget value should equal the award value for the year (and should be the same as the total value listed for the 'Planned Federal Share' on the Quarterly Spend Plan Table).

(ii.) The Prior Cumulative Incurred Cost (both Federal and Non-Federal) should equal the previous quarter's Total Cumulative Incurred Cost (both Federal and Non-Federal).

(iii.) The sum of the Prior Cumulative Incurred Cost totals (both Federal and Non-Federal) plus the Incurred Cost During Reporting Period totals (both Federal and Non-Federal) should equal the Total Cumulative Incurred Cost (both Federal and Non-Federal).

Budget Categories:

- **Personnel:** Populated only with non-project costs (i.e., only admin & technical assistance expenses relative to the award recipient). Include the cost for all employees at the recipient level who are working on non-resilience project activities; do not include personnel costs for the subawardees, as they will be captured in the 'Project' worksheets.

- **Fringe Benefits:** Populated only with non-project costs (i.e., only admin & technical assistance expenses relative to the award recipient). Include allowances and services provided to your employees as compensation in addition to regular salaries and wages.
- **Travel:** Populated only with non-project costs (i.e., only admin & technical assistance expenses relative to the award recipient). List all travel costs necessary for meeting performance objectives; only travel that is directly associated with this award should be included as a direct travel cost to the award (e.g., recipient/subrecipient site visits, DOE meetings, project management meetings).
- **Equipment:** Populated only with non-project costs (i.e., only admin & technical assistance expenses relative to the award recipient). Generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year (e.g., software).
- **Supplies:** Populated only with non-project costs (i.e., only admin & technical assistance expenses relative to the award recipient). Generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year; generally consumed during the project performance.
- **Other:** Populated only with non-project costs (i.e., only admin & technical assistance expenses relative to the award recipient). List any direct cost items required for the project which do not fit clearly into other categories (e.g., printing costs); must not be duplicated in 'Indirect Charges' row.
- **Contractual (Admin & TA):** All **contracts** awarded for administrative and technical assistance expenses at the recipient level should be listed. *Insert additional rows as needed. To preserve the conditional formatting and drop-down menus in additional rows: right-click on the row you'd like to copy, select "Copy", right-click on the row number below the location you'd like to add the new row, and select "Insert Copied Cells."* The formula pre-populated in the main blue "Contractual (Admin & TA)" row calculates the sum of all contract(s) listed below it.
- **Contractual (Projects):** All associated dollar amounts for resiliency costs, both undefined project amounts and specific resiliency project(s) allocation amounts, should be listed. The value listed for each project should be comprehensive (e.g., include all costs associated with that project, excluding Admin & TA costs previously noted). For example, the values for row 'Project 1' should be equivalent to the sum of all project contracts listed within the 'Project 1' worksheet tab for that specific resiliency project. Each project with a dollar value of \$25,000 or more should be listed as a separate row entry. *Insert additional rows as needed. To preserve the conditional formatting and drop-down menus in additional rows: right-click on the row you'd like to copy, select "Copy", right-click on the row number below the location you'd like to add the new row, and select "Insert Copied Cells."* The sum of all remaining projects with a value below \$25,000 should be listed as a single entry. The formula pre-populated in the main blue "Contractual (Projects)" row calculates the sum of all contract(s) listed below it.
- **Sub-Total Direct Charges:** Automatically calculated based on values entered in previous rows.
- **Indirect Charges:** List costs that cannot be charged directly to the award (e.g., overhead costs).
- **Total:** Automatically calculated based on values entered in previous rows.

On each 'Project' worksheet:

Baseline Budget and Incurred Cost Table:

Same instructions as those stated for 'Recipient' worksheet Baseline Budget and Incurred Cost Table, except values listed should be specific to the project rather than the overall recipient/award. Also, there is an additional row at the Project level for Construction costs.

Small Utilities Information

On the 'Recipient' worksheet:

- **Percentage of customers within jurisdiction served by utilities that sell not more than 4,000,000 MWh of electricity per year:** reference the EIA Utility Bundled Sales to Customers Table for potential guidance: https://www.eia.gov/electricity/sales_revenue_price/pdf/table10.pdf
- Populate the **Amount of subaward funds that have been made available to Section 40101(d)(6) defined small utilities, Amount of subaward funds that have been awarded to Section 40101(d)(6) defined small utilities.**
- The **Percentage of total Resilience Project subaward funds that have been awarded Section 40101(d)(6) defined small utilities** row will be automatically calculated based on values entered in previous rows.

Milestone Information

A milestone is a time-based marker that indicates that a significant activity, process, or phase of work has been initiated or completed. A milestone must be specific, measurable, attainable, relevant, and timely. Identify milestones that demonstrate significant progress toward meeting the overall project goals. If the project contains any go/no-go decision points, include them and their associated decision criteria in the table. A milestone marks the end or the beginning of an event; occurs by a specific date; has no duration of time, expends no resources, has no associated costs; and can be verified. While DOE expects all projects to have at least the prescribed milestones provided in the template, a sufficient number of milestones should be included to demonstrate work completed or progress made towards achieving project goals.

On the 'Recipient' worksheet:

- The Milestone Table should be populated with overall award milestones and include, at a minimum, the milestones identified in blue text. The red 'Project Name' should be updated with specific information to your project(s). Fill in a 'Planned' and 'Actual' Completion Date (if known) for each milestone. Select the appropriate status for each milestone using the provided drop-down menus. An 'Items of Note' field is provided if there are any details you would like to include related to progress of the milestone listed. For large-scale awards, more detailed milestones should be created to help adequately describe progress to DOE. Blue font identifies elements that must remain in your report and be updated each quarter. **With each quarterly submission, the milestones will remain static, but the corresponding completion statuses must be updated.**
 - Project Identified: The point at which a resilience project is identified by the recipient.
 - DOE Notification: The point at which the recipient submits a resilience project subaward notification to DOE.
 - Project Initiated: The point at which a resilience project begins work.

RM1.1 refers to Recipient Milestone – Project 1, Step 1 (i.e., "Identified").

On each 'Project' worksheet:

- The Milestone Table should be populated with milestones as they relate to the resilience project. At a minimum, the statuses identified in blue text must be included and updated with each quarterly submission (e.g., award contract, construction/installation started, construction/installation 50% complete, construction/installation 100% complete). Example milestones are provided in red text, if you choose to include them. Fill in a 'Planned' and 'Actual' Completion Date (if known) for each milestone. Select the appropriate status for each milestone using the provided drop-down menus. *PM1.1 refers to Project Milestone – Project 1, Step 1.*

Technical/Administrative Support Contracts Information

On the '**Recipient**' worksheet:

- The Technical or Administrative Support Contracts Table should be populated with all technical and administrative contracts with a total contract value of \$25,000 or more. The contractor's name, start and end dates, purpose of the contract support and total dollar value for the contract support should be listed.

Note: All technical and administrative contracts with a total contract value of \$25,000 or more will be listed on both the Baseline Budget and Incurred Cost Table and the Technical or Administrative Support Contracts Table.

Build Metrics Information

On each '**Project**' worksheet:

- In order to capture comparable information of the implementation progress for each project, this table provides a dropdown list of metrics that may be applicable based on project type. *The "Build Metrics Table Info" tab also lists out these build metrics for reference when reporting.* The same metrics should be reported every quarter, but the values associated with each metric should change as the project reaches completion. Reference the "Guidance for Bipartisan Infrastructure Law Grid Resilience Formula Grant Metrics Tracking" Guidebook published by the DOE Grid Deployment Office (GDO) for more information.
 - **Metric:** Using the provided drop-down menu, select build metrics that apply to the project. If you are using a metric not available in the drop-down list, select the "Other" option and manually describe the metric in the "Type" Field. *Insert additional rows as needed. To preserve the conditional formatting and drop-down menus in additional rows: right-click on the row you'd like to copy, select "Copy", right-click on the row number below the location you'd like to add the new row, and select "Insert Copied Cells."*
 - **Type:** If a metric you select includes "specify in Type" in its description, include that information using less than 300 characters in the Type column. Add any additional information as needed to further describe the metric used; can remain blank if not applicable.
 - **Goal Value:** Enter the numeric metric goal expected at project completion.
 - **Progress:** Enter numeric values achieved for the metric for the Reporting Period (i.e., current quarter) and the Cumulative Value (i.e., achieved for the entire project to date).

Risk Management Log Information

It is important to identify both internal and external risks (i.e., technical, resource, management, etc.) that may impact the likelihood of project success. For each identified risk, indicate the likelihood of occurrence and impact of an occurrence using the provided drop-down menus. Describe the potential impact on successful project completion along with a mitigation strategy.

On the '**Recipient**' worksheet:

- The Risk Management Log Table should be populated with any risks as they relate to the overall award. *Insert additional rows as needed. To preserve the conditional formatting and drop-down menus in additional rows: right-click on the row you'd like to copy, select "Copy", right-click on the row number below the location you'd like to add the new row, and select "Insert Copied Cells."*

On each '**Project**' worksheet:

- The Risk Management Log Table is populated with 4 static risks as they relate to the resilience project. Blue font identifies elements that must remain in your report and be updated each quarter. Update each provided risk with the latest likelihood and impact statuses using the provided drop-down menus. All blue text should be changed to black font before the report is submitted.

ACRONYMS:

CFR – Code of Federal Regulations

DOE – Department of Energy

GDO – Grid Deployment Office

EIA – Energy Information Administration

FPO – Federal Project Officer

FY – Fiscal Year

MWh – Megawatt-hour

PM – Program Manager

PMP – Project Management Plan Quarterly Progress Report

POC – Point of Contact

Q0 – Current Quarter

QPR – Quarterly Progress Report

TA – Technical Assistance

TPM – Technical Project Manager