

January 2010						
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31						

February 2010						
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28						

March 2010						
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28	29	30	✓			

April 2010						
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May 2010						
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July 2010						
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August 2010						
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September 2010						
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October 2010						
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November 2010						
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December 2010						
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26	27	28	29	30	31	

## EECBG Monthly Checklist for Grant Administrators

- Collect invoices for work completed under the grant.
- Run a report for staff time billed to the grant for project management and/or administration.
- Request a draw-down from the ASAP.gov system.
- For construction projects, check that WH-347 and -348 forms are being submitted to project managers weekly, checked against wage determinations, and revised (if necessary).
- For construction projects, visit the worksite to verify compliance with prevailing wage requirements and posting requirements

***This information is provided by PMC. For more information regarding our monitoring and reporting services, please contact [grants@pmcworld.com](mailto:grants@pmcworld.com)***



FederalReporting.gov Report Due



PAGE Reports Due



Complete EECBG Checklist (above)



Begin Data Collection for Reports

# 2010 EECBG Reporting Schedule



# EECBG Monitoring and Reporting Quick Facts

Under the requirements of the Energy Efficiency and Conservation Block Grant (EECBG) program, entitlement cities and counties (“grantees”) are required to submit performance and financial reports to the US Department of Energy (DOE) and Office of Management and Budget (OMB) on a quarterly, annual, and closeout basis. Specifically, entitlement EECBG awards require the following reports:

1. OMB report
2. EECBG performance report
3. EECBG financial report (SF-425)

Grantees are also required to monitor their EECBG projects and programs for compliance with the following key EECBG and ARRA requirements:

- Davis-Bacon Act (DBA)
- Buy American provisions
- OMB Circular requirements for advertising, procurement, and more

## EECBG Online Systems

There are four main systems that the EECBG program uses to administer and monitor funding awards:

1. FedConnect ([www.fedconnect.net](http://www.fedconnect.net)) – The DOE will use this system to post new contract forms and amendments.
2. ASAP ([www.asap.gov](http://www.asap.gov)) – The grantee will use this system to draw down EECBG funds from the DOE.
3. FederalReporting ([www.federalreporting.gov](http://www.federalreporting.gov)) – The grantee will use this system to submit OMB reports on a quarterly and annual basis.
4. PAGE ([www.page.energy.gov](http://www.page.energy.gov)) – The grantee will use this system to submit performance and financial reports to the DOE.

Another important system utilized by the DOE is e-mail. The “program manager” listed in box 15 of the Assistance Agreement Form will be the main contact for the grantee. The grantee will be notified by the DOE if the program manager is reassigned during the grant period.

## EECBG Reporting Roles

To report and monitor the EECBG program, PMC recommends identifying the following key roles:

- EECBG Administrator – the staff person assigned to administering the overall grant program, including administration of the online systems, contact with the grantee’s DOE representative,

budget amendments, subcontracts/subgrants, and more

- EECBG Director (may be the same as Administrator) – the staff person authorized to electronically sign EECBG reports to the DOE
- EECBG Finance Lead – the finance department staff person responsible for requesting funds from the DOE, paying vendors, releasing funds to subgrantees, and more

## PMC Support Services

PMC is supporting the administration, monitoring, and reporting of over a half dozen entitlement EECBG awards throughout California. PMC can provide a level of assistance that is tailored to your needs—everything from full-service administration and reporting to a more basic as-needed technical assistance and peer review service. Specifically, PMC can provide:

- Application Review Assistance – If your EECBG projects are still under review, PMC will assist in responding to inquiries from the DOE reviewers.
- Davis-Bacon Wage Compliance Services – We will ensure that contractors and subgrantees comply with prevailing wage requirements by assisting with contract negotiations, reviewing weekly payrolls, and conducting site interviews.
- OMB Reporting – PMC will prepare and submit an OMB report to FederalReporting.gov and respond to DOE comments and revision requests.
- EECBG Performance and Financial Reporting – PMC will prepare and submit performance and financial reports through the PAGE system.
- Buy American Requirement – We will review all equipment purchases for compliance with this requirement.

EECBG funds can be used to support monitoring and reporting services. If your EECBG budget contains funds in the “administrative” and/or “personnel” budget categories, these funds can be allocated to PMC monitoring and reporting services with no budget amendment needed.

For more information on PMC’s EECBG monitoring and reporting services, please contact Michael McCormick or Jillian Rich at [grants@pmcworld.com](mailto:grants@pmcworld.com) or (866) 828-6PMC or visit our website at [www.carbonconscious.us](http://www.carbonconscious.us)