QUARTERLY PROGRESS REPORT

This Excel workbook serves as a Quarterly Progress Report (QPR) template. As a grant recipient, you will update project information in this QPR on a quarterly basis. The QPR should be submitted to fits@netl.doe.gov. Please see your Assistance Agreement for more information regarding this process.

Each State (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 Manager (FPM) if you have questions while preparing this report. The DOE FPM (also called the Program Manager) is identified in Block 15 of the Assistance Agreement form of your grant.

Quarterly Progress Report

FY24						
April 1 - June 30 (Q3)						
Select Submission Month:	July	**Enter Submission Day:**	29	**Enter Submission Year:**	2024	07/29/24

Recipient	Virginia Department of Energy
DOE Grant Agreement Number	DE-FE0032436
DOE Federal Project Manager	Joseph Renk
Technical Program Manager Name	Brad Boyd
Technical Program Manager Email	brad.boyd@energy.virginia.gov
Technical Program Manager Phone Number	276-639-6095
Business POC Name	John Thompson
Business POC Email	john.thompson@energy.virginia.gov
Business POC Phone Number	276-698-7100
Recipient State	Virginia

Total Number of Wells Plugged to Date	0
Total Number of Wells Plugged this Quarter	0
Total Number of Wells Plugged in Disadvantaged Communities to Date	0
Total Number of Wells Plugged in Disadvantaged Communities this Quarter	0
Total P&A Costs to Date	$0
Total Environmental Restoration Costs to Date	$0
Total Methane Measurement Costs to Date	$0
Cummulative Annual Methane Emissions Reduction from All Plugged Wells (Metric Tons/yr)	0

Major Accomplishments During Reporting Period	The Virginia Department of Energy (Virginia Energy) completed and submitted the internal prioritization process. Virginia Energy also published a website including initial grant and application information. Information on grant details, application process, and website information was shared with registered operators within the Commonwealth. A public comment period through the Virginia Regulatory Town Hall site is open from June 14, 2024 through July 15, 2024.
Planned Work for Next Reporting Period	Virginia Energy plans to work with operators on grant details, prioritizing their well lists, and assisting with the application process.
Items of Note	Virginia Energy has received concerns from smaller operators on the methane measurement guidelines and will work with them to meet the requirements.

QUARTERLY SPEND PLAN

Quarter	Federal Share		Non-Federal Share	
	Planned	Actual	Planned	Actual
Q3 (Current Reporting Period)	$0.00	$0.00	$0.00	$0.00
Q+1				
Q+2				

ADMINISTRATIVE COSTS

	Federal Share	Non-Federal Share	Total
Total Federal Grant Amount	$2,643,702		
Total Admin & TA Costs To Date	$0	$0	$0
Percentage of Total Federal Grant Amount Used for Admin & TA (May not exceed 10%)	0%		

MILESTONE STATUS TABLE

Milestone	Milestone Title	Completion Date		Status	Items of Note
		Planned	Actual		
Task 1.0	*Project Management Planning*	09/30/28		On Track	
Task 2.0	Stakeholder Engagement and Community Benefits	06/30/24	06/15/24	Ahead of Sche	Website published; Town Hall comment period from 6/15/24-7/15/24
Task 3.0	Prioritization of MCWs	09/30/24	06/07/24	Complete	Internal prioritization complete
Task 4.0	Measuring Methane Emissions at MCWs	09/30/28		On Track	
Task 5.0	Plugging MCWs	09/30/28		On Track	
Task 6.0	Well Abandonment and Environmental Restoration of Well Pads	09/30/28		On Track	

DATA SHARING REQUIREMENTS FOR PUBLIC WEBSITE

Data Sharing Requirement	Description	Completion Date				Status
		Planned Initial Submission	Actual Initial Submission	Planned Update Fequency	Latest Update Submission	
DSR1.1	COMMUNITY BENEFITS DATA SHARING: Add information regarding plans to engage with community partners (e.g., local and/or Tribal governments, labor unions, and community-based organizations) that support or work with underserved communities, including Disadvantaged Communities.	06/30/24	06/15/24	30 days	06/15/24	On Track
DSR1.2	COMMUNITY BENEFITS DATA SHARING: Add the number of high-quality jobs created (including workers from underserved populations).			30 days		On Track
DSR1.3	COMMUNITY BENEFITS DATA SHARING:: Add any activites to date that target advancement of diversity, equity, inclusion, and accessibility (DEIA).	07/31/24		30 days		On Track
DSR1.4	COMMUNITY BENEFITS DATA SHARING:: Add any activites to date that contribute to the Justice40 Initiative.	07/31/24		30 days		On Track
DSR1.5	WELL PRIORITIZATION DATA SHARING: Report information on the process and status of identifying and prioritizing MCWs to be permanately plugged.	06/30/24	06/07/24	30 days		Complete
DSR1.6	DATA SHARING ON EMISSIONS REDUCTIONS: Identify each of the MCW locations.	08/31/24		30 days		On Track
DSR1.7	DATA SHARING ON EMISSIONS REDUCTIONS: Add estimated annual reduction of methane emissions from each MCW location.	09/30/24		30 days		On Track
DSR1.8	DATA SHARING ON EMISSIONS REDUCTIONS: Add the total estimated annual reduction of methane emissions from all wells plugged.	09/30/24		30 days		On Track
DSR1.9	DATA SHARING ON WELL PLUGGING: Input the following data associated with each well location: operator/well owner, well type (e.g., oil/gas), production rate prior to plugging, total cost of well plugging, and whether the plugged well is located in a disadvantaged community.	09/30/24		30 days		On Track
DSR1.10	DATA SHARING ON WELL PLUGGING: Input the following data associated with each plugged well: total number of wells plugged, total number of plugged wells of each type, total production rate of plugged wells prior to plugging, total costs of well plugging, and number of wells plugged in disadvantaged communities.	09/30/24		30 days		On Track
DSR1.11	DATA SHARING ON ENVIRONMENTAL RESTORATION: If applicable, include the following for each well location: environmental restoration activities performed at each well pad, acreage of reclaimed and restored land, and cost of environmental restoration activities.	09/30/24		30 days		On Track
DSR1.12	DATA SHARING ON ENVIRONMENTAL RESTORATION: If applicable, include aggregated data on the total acreage of reclaimed and restored land and the total cost of environmental restoration activities for all well locations.	09/30/24		30 days		On Track

PROJECT VENDORS AND SUBAWARDS									
Number	Organization	Subaward/ Vendor	Total Budget	Start Date	End Date	Business Address	Point of Contact	Subaward/Vendor Category*	Category of Work**
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Add rows as needed

***Subrecipient Category:**	** Well Owner/Operator* ** Well Plugging Contractor* ** Methane Emissions Measurement Contractor* ** Environmental Resoration Contractor* **Other (describe)*
****Category of Work:**	** Well Plugging and Abandonment* ** Methane Emissions Measurement* ** Environmental Resoration* ** Other (describe)*

QUANTITATIVE WELL DATA

Number	API Number or Applicable Well Identifier	County	Latitude	Longitude	Previous 12-Month Production Rate (BOEPD)	Pre-Plugging Emissions (g/hr)	Post-Plugging Emissions (g/hr)	Annual Methane Emissions Mitigated (Metric Tons/yr)	Total P&A Costs by Well	Environmental Restoration Costs by Well	Methane Measurement Costs by Well
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
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14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
							Totals	**0**	**$0**	**$0**	**$0**

Add rows as needed

ADDITIONAL WELL DATA

Number	API Number or Applicable Well Identifier	County	Latitude	Longitude	Date Well was Permanently Plugged	Well Owner /Operator	Well Plugging Contractor	Well Type (e.g. oil, gas)	Location in Disadvantaged Community*	Location on Tribal Lands	Methane Emissions Measurement Instrument	Methane Emissions Measurement Contractor	Environmental Restoration Activities Performed	Acreage of Reclaimed and Restored Land	Environmental Restoration Contractor
1															
2															
3															
4															
5															
6															
7															
8															
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19															
20															
21															
22															
23															
24															
25															

Add rows as needed

Total Wells in Disadvantaged	0	0

***DOE recognizes disadvantaged communities as defined and identified by the White House Council on Environmental Quality's Climate and Economic Justice Screening Tool (CEJST), located at: https://screeningtool.geoplatform.gov/**

Performance Report - Quantitative (PRQ)

Instructions:

Please fill out the **Required Inputs** with **General Information** and **Schedule Information** below. Some of this information will auto-populate the headers on each tab as well as additional data fields throughout the forms.

Each tab will have additional instructions to assist in the completion of each form.

Required Inputs

Select Reporting Period	**04/01/2024 to 06/30/2024**	**← Select Reporting Period Here**

General Information

Recipient Name:	Virginia Department of Energy		
Agreement # (CID):	DE-FE0032436	**Mod #:**	1
Project Title:	Methane Emissions Reduction Program for Marginal Conventional Wells		
Period of Performance Start Date:	04/01/24		
Principal Investigator Name:	Brad Boyd		
PI Email:	brad.boyd@energy.virginia.gov	**PI Phone:**	276-639-6095
TRL (or N/A):	N/A		
If the recipient is a Hydroelectric Incentive Selectee, please select yes from the drop-down.			

Schedule Information

	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5
Budget Period Start Date:	12/01/23	10/01/24	10/01/25	10/01/26	10/01/27
Budget Period End Date:	09/30/24	09/30/25	09/30/26	09/30/27	09/30/28

Select Project Type	All Other Projects
Infrastructure Work Status:	
Start Date of Infrastructure work:	
End Date of Infrastructure work:	
Start Date of Operations:	
What date will the project reach 100% of site hires for construction/operation?:	
Starting what date (month,day,year) would be ideal for DOE leadership to visit?	06/01/25
Please describe why that date would be ideal.:	**Virginia Energy anticipates plugging operations to begin by late 2024, but should be ramped up by mid-2025 for a visit. With the sporadic nature of well plugging, this date will likely shift.**

Comments or Concerns about this form can be submitted at the following link: BIL Reporting Template Feedback

Template Version: 4

Do not submit Protected Personally Identifiable Information (Protected PII) to DOE. For more information on Protected PII, see Appendix A of the BIL Federal Assistance Reporting Checklist.

Organizations

Recipient Name: Virginia Department of Energy **Agreement # (CID):** DE-FE0032436

Reporting Period: 04/01/2024 to 06/30/2024

Instructions:

Use this table to identify **ALL** subrecipients, contractors, partners, collaborating organizations, CBP partner, and U.S. National Laboratories associated with this award. Once completed, these organizations will be available for auto-selection on the "Task, Milestones, Deliverables", "Contractual Cost Summary", and "Participants" tabs. ***DO NOT*** **delete approved contractors and do not add contractors to this tab until approved by the G/AO/CO.** This is a cumulative report that will be used throughout the lifecycle of the project. ***DO NOT*** **delete previously entered organizations.**

Column B: Input the name of the **Partner Organization**.

Column C: Enter the partner organization's **UEI (Unique Entity ID)** number (this can be found at SAM.GOV). If there is **NO UEI** for your organization you MUST complete **Column O**.

Column D: Indicate if the partner organization is a **Minority Serving Institution** (the MSI Category definitions e-link is provided in the header if you are unsure).

Columns E-F: Should reflect the **5-Digit Zip Code +4 Digits** of the partner organization (use the Zip Code Lookup e-link provided in the header if you are unsure).

Columns G-H: Input **Latitude and Longitude** for Foreign Locations outside of the U.S. or locations not defined by a zip code (use the Latitude/Longitude Finder e-link provided in the header if you are unsure).

Column I: Select the **Partner Type** (organization's role) on the award (prime, subrecipient, contractor, partners, collaborating organizations, CBP partner, and U.S. National Laboratories. If the partners role is exclusive to CBP activities, please select CBP partner. If you are a subrecipient (or other role) please select that role not CBP partner.)

Column J: Identify the selected Partner Organization's **Contribution to the Project**. If the options in the dropdown selection do not apply, please specify the type of contribution is being provided in **Column K**.

Columns L-M: Input **Start and End Dates** for Organization's partnership; if they are still currently performing in their role indicate **N/A** for the End Date.

Columns N-R: Input which of these organizations are part of your DEIA plan based on information provided in the CBP Objectives Summary signed at Award. Include any other organizations added to the DEIA in the process of the project who are not listed in the CBP Objectives Summary. Only complete **Column O** if the organization does not have a UEI number in **Column C.**

Note:For additional rows, be sure to 'Copy' existing rows and 'Insert Copied Cells' for the drop-downs and conditional formatting to function properly.

Organizations												DEIA Plan Partners				
		MSI Categories	Zip Code Lookup		Latitude & Longitude Finder							Indicate if this organization is part of your DEIA plan				
Organization Name	Organization UEI	MSI (Yes/No)	5-Digit Zip Code	Zip Code +4	Latitude	Longitude	Partner Type	Role in the Project	Contribution to the Project	Partnership Start Date	Partnership End Date	Is this Partnership part of your DEIA plan?	Organization Type	If Other, Specify Organization Type	Ownership Type	If Other, Specify Ownership Type
Virginia Department of Energy	JG6TMJXU4EM5	No	24219	0000			Prime	PD/PI	Award Recipient	12/01/23	09/30/28	No	Governmental			
TBD Gas & Oil Companies							Subrecipient	Other	Perform plugging operations							

Tasks, Milestones, Deliverables

Recipient Name: Virgin

Agreement # (CID): DE-FE0032436

Reporting Period: 04/01/2024 to 06/30/2024

Instructions:

This is a **cumulative report** that will be used throughout the lifecycle of the project, ***DO NOT*** delete completed line items or revise line items unless there has been an approved modification to your award impacting your SOPO/SOW or CBP.

Columns B-G: These columns should mirror your Statement of Project Objectives (SOPO), Statement of Work (SOW) or Community Benefits Plan (CBP) for each task or milestone for the **entire project duration.**

Column H: No Entry Required! This column will auto-populate from your inputs in the previous columns. Use this **Unique Task Identifier** where applicable to mirror in your CBP and CBR.

Column I: Provide a brief description of the **work, task, milestone or deliverable**.

Column J: Should reflect the **Organization** responsible for performing the task (this pick-list is auto-populated from the inputs on the Organizations tab).

Column K: Input the month and year of the **Planned** project **START Date**, this should mirror the SOPO/SOW/CBP "Anticipated Date" for each task or milestone.

Column L: Input the month and year of the **Planned** project **DUE Date** for each line item.

Column M: Input the month and year of the **Revised** project **DUE Date** for each line item.

Column N: If a planned due date is missed, provide a brief **Status Summary** of why the date was missed, the impact on the project, as well as what actions are being taken to achieve the milestone and back on track. A complete description of project status should be included in the PRN.

Column O: Input the **Physical Percent of Completion** per each instance of work, task, milestone, or deliverable. Physical percent complete is an estimate of the actual amount of progress made toward the final objective (rather than the % of money or time spent on the task or milestone).

Column P: Input the month and year of the **Actual Month Completed Date** for each line item.

Note: If you need additional rows, be sure to 'Copy' existing rows and 'Insert Copied Cells' for the drop-downs and conditional formatting to function properly.

Task/Milestone/Deliverable Schedule

Task/Milestone/Deliverable Description							Task/Milestone/Deliverable Timelines								
Budget Period #	Task Type	CBP Task Kind	Task #	Subtask #	M or D #	Task Unique Identifier	Description of Work, Task, Milestone, or Deliverable	Performing Organization	Planned START Date	Planned DUE Date	Revised DUE Date	Status Summary/Notes	Physical Percent Complete	Actual Project Month Completed
	T		1			T1..	Project Management and Planning	Virginia Department of Energy	12/2023			Ongoing project management		
1	D		1		1	D1..1	Project Management Plan	Virginia Department of Energy	12/2023	04/2024		Submitted PMP	100%	03/2024
	T (CBP)	CE	2			T (CBP)2..	Stakeholder Engagement and Community Benefits	Virginia Department of Energy	12/2023			Ongoing engagement		
1	M (CBP)	CE				M (CBP)..	Community Benefits Plan	Virginia Department of Energy	12/2023	04/2024		Submitted CBP	100%	03/2024
	T		3			T3..	Prioritization of Marginal Conventional Wells	Virginia Department of Energy	12/2023	04/2024	05/2024	Developed internal priority system		
1	ST			3.1		ST.3.1.	Define Well Prioritization Process	Virginia Department of Energy	12/2023	04/2024	05/2024	Submitted Well Prioritization Methodology	100%	05/2024
1	ST			3.2		ST.3.2.	Well Prioritization Data Sharing	Virginia Department of Energy	04/2024			Published methodology on the Agency website		
	T		4			T4..	Measuring Methane Emissions	Virginia Department of Energy	07/2024			Ongoing data collection		
1	D			4.1		D.4.1.	Methane Emission Monitoring Plan	Virginia Department of Energy	07/2024			Overall measurment plan		
2	ST			4.1		ST.4.1.	Develop Methane Emissions Tracking Method	Virginia Department of Energy	07/2024	10/2024		Develop online tracking		
2	ST			4.2		ST.4.2.	Data Sharing on Emissions Reductions	Virginia Department of Energy	01/2025			Ongoing emissions tracking		
	T		5			T5..	Plugging MCWs	Virginia Department of Energy	10/2024			Plugging operations - ongoing throughout grant period		
	T		6			T6..	Well Abandonment and Environmental Restoration of Well Pads	Virginia Department of Energy	10/2024			Reclamation operations-ongoing throughout grant period		

Contractual Cost Summary

Recipient Name: Virginia Department of Energy **Agreement # (CID):** DE-FE0032436

Reporting Period: 04/01/2024 to 06/30/2024

Instructions:

FFRDC expenses should be excluded from quarterly reporting and reported directly to DOE by the lab(s).

Row 19-20: No Entry Required: Budget Periods dates are auto-populated from the Cover Page.

Column B: Should reflect the **Organization** or **Individual** responsible for performing the task (this pick list is auto-populated from your inputs in the Organizations tab)

Column C: Input a **brief description** about the purpose and basis of cost; this should mirror your Budget Justification.

Columns D-H: $ Amounts should mirror Budget Justification and stay static after initial inputs unless the Budget Justification is changed. Total amounts should mirror totals for same Budget Periods on Cost Summary tab (Column I will auto-calculate).

Column I: NO Entry Required. This column will auto-calculate total Budget Period inputs for **Project Total**.

Column J: Should be updated for the current reporting period (quarter) to reflect **Quarterly Costs** for each category.

Column K: Should be updated for the current reporting period (quarter) to reflect **Cumulative Amounts** for each category.

Column L: No Entry Required. This column will auto-calculate based on the actual quarterly costs and cumulative expenses.

Note: If you need additional rows, be sure to 'Copy' existing rows and 'Insert Copied Cells' for the drop-downs and conditional formatting to function properly.

Contractual Details		Approved Budget						Actual Expenses		
	Budget Period Start Date:	12/1/2023	10/1/2024	10/1/2025	10/1/2026	10/1/2027				
	Budget Period End Date:	9/30/2024	9/30/2025	9/30/2026	9/30/2027	9/30/2028				
Organization Name	Purpose and Basis of Cost	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	Project Total	This Quarter	Cumulative	%
TBD Gas & Oil	Companies that will permanently plug marginal gas	$228,782	$457,564	$549,077	$686,346	$457,564	$2,379,332	$0	$0	0%
							$0			%
							$0			%
							$0			%
							$0			%
							$0			%
							$0			%
							$0			%
							$0			%
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							$0			%
							$0			%
							$0			%
							$0			%
							$0			%
							$0			%
							$0			%
	TOTALS	$228,782	$457,564	$549,077	$686,346	$457,564	$2,379,332	$0	$0	0%

Cost Summary

Recipient Name: Virginia Department of Energy **Agreement # (CID):** DE-FE0032436

Reporting Period: 04/01/2024 to 06/30/2024

Instructions:

Row 19-20: **NO entry required:** Budget Periods dates are auto-populated from the Cover Page .

Columns C-G: These column inputs should **mirror the SF424A** quarterly reporting and remain static after initial inputs (**Column H** will auto-calculate).

Row 32 of Columns C-G: Input **Indirect Charge** amounts for each Budget Period. The indirect rate should be applied to both the Federal and Recipient Cost Share. A Recipient who elects to employ the 10% de minimis Indirect Cost rate cannot claim resulting costs as a Cost Share contribution, nor can the Recipient claim "unrecovered indirect costs" as a Cost Share contribution. Neither of these costs can be reflected as actual indirect cost rates realized by the organization, and therefore are not verifiable in the Recipient records as required by Federal Regulation (§200.306(b)(1)).

Row 34 of Columns C-G: Input **Recipient Share** amounts for each Budget Period.
a. Cash Cost Share - encompasses all contributions to the project made by the recipient, subrecipient, or third party (an entity that does not have a role in performing the scope of work) for costs incurred and paid for during the project. This includes when an organization pays for personnel, supplies, equipment, etc. for their own company with organizational resources. If the item or service is reimbursed for, it is cash cost share. All cost share items must be necessary to the performance of the project. Contractors may not provide cost share. Any partial donation of goods or services is considered a discount and is not allowable.
b. In Kind Cost Share - encompasses all contributions to the project made by the recipient, subrecipient, or third party (an entity that does not have a role in performing the scope of work) where a value of the contribution can be readily determined, verified and justified but where no actual cash is transacted in securing the good or service comprising the contribution. In Kind cost share items include volunteer personnel hours, the donation of space or use of equipment, etc. The cash value and calculations thereof for all In Kind cost share items must be justified and explained in the Cost Share Item section below. All cost share items must be necessary to the performance of the project. If questions exist, consult your DOE contact before filling out In Kind cost share in this section. Contractors may not provide cost share. Any partial donation of goods or services is considered a discount and is not allowable.
c. Funds from other Federal sources MAY NOT be counted as cost share. This prohibition includes FFRDC sub-recipients. Non-Federal sources include any source not originally derived from Federal funds. Cost sharing commitment letters from subrecipients and third parties must be provided with the original application.
d. Fee or profit, including foregone fee or profit, are not allowable as project costs (including cost share) under any resulting award. The project may only incur those costs that are allowable and allocable to the project (including cost share) as determined in accordance with the applicable cost principles prescribed in FAR Part 31 for For-Profit entities and 2 CFR Part 200 Subpart E - Cost Principles for all other non-federal

Column H: **NO Entry Required:** This column will auto-calculate.

Column I: Should be updated for the current reporting period (quarter) to reflect **Quarterly Costs** for each category. **Note:** This column should **mirror the SF-425**.

Column J: Should be updated for the current reporting period (quarter) to reflect **Cumulative Amounts** for each category.

Column K: No Entry Required: This column will auto-calculate based on the actual quarterly costs and cumulative expenses.

Row 35-36: No Entry Required: This column will auto-calculate based on total charges, Federal and Recipient share amounts.

Cost Summary by Budget Category

	Approved Budget per SF-424A						Actual Expenses		
Budget Period Start Date:	12/1/2023	10/1/2024	10/1/2025	10/1/2026	10/1/2027				
Budget Period End Date:	9/30/2024	9/30/2025	9/30/2026	9/30/2027	9/30/2028				
Budget Categories	**Budget Period 1**	**Budget Period 2**	**Budget Period 3**	**Budget Period 4**	**Budget Period 5**	**Total**	**This Quarter**	**Cumulative**	**%**
a. Personnel	$19,341	$22,200	$24,565	$26,017	$30,338	$122,461	$0	$0	0%
b. Fringe Benefits	$5,520	$6,280	$6,946	$7,327	$8,431	$34,504	$0	$0	0%
c. Travel	$1,600	$800	$800	$800	$800	$4,800	$0	$0	0%
d. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	%
e. Supplies	$3,470	$3,470	$3,470	$3,470	$3,470	$17,348	$0	$0	0%
f. Contractual	$228,782	$457,564	$549,077	$686,346	$457,564	$2,379,332	$0	$0	0%
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	%
h. Other	$5,551	$7,322	$7,322	$7,322	$7,322	$34,839	$0	$0	0%
i. Total Direct Charges	**$264,263**	**$497,636**	**$592,179**	**$731,281**	**$507,925**	**$2,593,284**	**$0**	**$0**	**0%**
j. Indirect Charges	$7,963	$9,140	$10,113	$10,711	$12,490	**$50,417**	$0	$0	0%
k. Total Charges	**$272,225**	**$506,776**	**$602,293**	**$741,992**	**$520,416**	**$2,643,701**	**$0**	**$0**	**0%**
Recipient Share						$0			%
Federal (DOE) Share	**$272,225**	**$506,776**	**$602,293**	**$741,992**	**$520,416**	**$2,643,701**	**$0**	**$0**	**0%**
Recipient Share Percentage	**0%**	**0%**	**0%**	**0%**	**0%**	**0%**	**%**	**%**	**%**

Spend Plan

Recipient Name: Virginia Department of Enerç **Agreement # (CID):** DE-FE0032436

Reporting Period: 04/01/2024 to 06/30/2024

Instructions:

Columns B-E: No Entry Required; these columns are auto-populated (Cell D16) based on **Project Start Date** entered on Cover Page and reflect the Federal Fiscal Quarterly Calendar. **Note:** This is a cumulative report; these dates will remain static throughout the life of the project.

Column F: Input **Initial Federal Share** amounts with your planned spending for the entire project. Planned spend means when the project team anticipates incurring costs. Do **NOT** update Initial Fed Plan columns for each reporting period.

Column G: Input **Actual Federal Share** spend amounts for the current reporting period (quarter).**Incentive Selectees,** please input your actual spend amount for this reporting period.

Column H: No entry required: this column will auto-calculate.

Column I: Input **Initial Recipient Share** amounts with your planned spending for the entire project. Planned spend means when the project team anticipates incurring costs. Do **NOT** update Initial Recipient Plan columns for each reporting period. **Incentive Selectees,** please leave blank.

Column J: Input **Actual Recipient Share** spend amounts for the current reporting period (quarter). **Incentive Selectees**, please leave blank.

Columns K-L: No Entry Required, these columns will auto-calculate.

Project Spend Plan				Federal Share			Recipient Share/Project Costs			Cumulative
FY	FY-Q	From	To	Initial Fed Plan	Actual Federal	Federal Cumulative	Initial Recipient/Project Costs Plan	Actual Recipient/Project Costs	Recipient/Project Costs Cumulative	Cumulative Total Project Costs
2024	Q3	**04/01/24**	06/30/24	$2,643,702	$0	$0			$0	$0
2024	Q4	07/01/24	09/30/24			$0			$0	$0
2025	Q1	10/01/24	12/31/24			$0			$0	$0
2025	Q2	01/01/25	03/31/25			$0			$0	$0
2025	Q3	04/01/25	06/30/25			$0			$0	$0
2025	Q4	07/01/25	09/30/25			$0			$0	$0
2026	Q1	10/01/25	12/31/25			$0			$0	$0
2026	Q2	01/01/26	03/31/26			$0			$0	$0
2026	Q3	04/01/26	06/30/26			$0			$0	$0
2026	Q4	07/01/26	09/30/26			$0			$0	$0
2027	Q1	10/01/26	12/31/26			$0			$0	$0
2027	Q2	01/01/27	03/31/27			$0			$0	$0
2027	Q3	04/01/27	06/30/27			$0			$0	$0
2027	Q4	07/01/27	09/30/27			$0			$0	$0
2028	Q1	10/01/27	12/31/27			$0			$0	$0
2028	Q2	01/01/28	03/31/28			$0			$0	$0
2028	Q3	04/01/28	06/30/28			$0			$0	$0
2028	Q4	07/01/28	09/30/28			$0			$0	$0
2029	Q1	10/01/28	12/31/28			$0			$0	$0
2029	Q2	01/01/29	03/31/29			$0			$0	$0
2029	Q3	04/01/29	06/30/29			$0			$0	$0
2029	Q4	07/01/29	09/30/29			$0			$0	$0
2030	Q1	10/01/29	12/31/29			$0			$0	$0
2030	Q2	01/01/30	03/31/30			$0			$0	$0
2030	Q3	04/01/30	06/30/30			$0			$0	$0
2030	Q4	07/01/30	09/30/30			$0			$0	$0
2031	Q1	10/01/30	12/31/30			$0			$0	$0
2031	Q2	01/01/31	03/31/31			$0			$0	$0
			Totals	**$2,643,702**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
		0%		Federal Spend Plan total is less than the Cost Summary.			Recipient Spend Plan matches the Cost Summary.		%	

Products

Recipient Name: Virginia Department of Energy **Agreement # (CID):** DE-FE0032436

Reporting Period: 04/01/2024 to 06/30/2024

Instructions:

Table 1: Products

This is a cumulative report that will be used throughout the lifecycle of the project, *DO NOT* delete previously listed products, status changes can be made in their respective columns.

Acknowledgement of Federal Support is required. If acknowledgement was not included, recipients must remedy prior to publication/dissemination to the public (Column O) Legal disclaimer is required. If the legal disclaimer was not included, recipients must remedy prior to publication/dissemination to the public (Column P).

Column B: Select the **Product type** (if **Other**, please specify in **Column C**). Additional information can be found in the Column B table header.

Columns D-Y: Fill out each column based on your product type as applicable, required cells will be highlighted upon product type selection in **Column B**.

Columns: Z-AC: Be sure to make your **official submissions** using the links provided for each product.

Note: If you need additional rows, be sure to 'Copy' existing rows and 'Insert Copied Cells' for the drop-downs and conditional formatting to function properly.

For more information, please review the following FAQs:	Accepted Manuscripts FAQs	Conference Products FAQs	Invention Reporting FAQs

Follow-On Funding

Table 2: Follow-On Funding

Follow-on-funding should be tracked for research, commercialization, pilot, and demonstration projects. This data should include funding raised by spinoffs or startups from the original awardee if for the development of the same technology for which funding was provided.

Columns B/C: Select the **Form of Investment** (if Other, please specify in **Column D**).

Columns E-F: Input Investor's **First and Last Name**.

Column G: Please input the **Investor's UEI (Unique Entity ID) number (this can be found at SAM.GOV).** if applicable or indicate **N/A**

Column H: Input **Invested $ Amount** to Date.

Column I: Select Yes or No to appropriately identify if **Public Disclosure** has occurred. (if Yes, please specify where in **Column J**).

Note: If you need additional rows, be sure to copy and paste existing rows so that the drop-down menus and conditional formatting function properly.

Products

General Information										Scientific, Technical, Manuals, Datasets, and Websites	Publications						Conference Products				Inventions, Patents, & Licenses		Other	Where to Submit Products			
Product Type	If Product is Other, Specify Product Type	OSTI ID	DOI/ISBN (if applicable)	Author/Speaker/Owner/Inventor (First Name)	Author/Speaker/Owner/Inventor (Last Name)	Author/Speaker/Owner(s) Title or Licensees (as applicable)	Author/Speaker/ Owner Affiliation (Prime or Subrecipient)	Title of Product	Web URL (if applicable)	Description of Project Information	Publication Type (Abstract, Book, Dissertation, Journal Publication, Thesis, Other)	If Other, Specify Publication Type	Publication Date/ Date Issued	Status (Planned, In Development, Submitted, Accepted, Published)	Acknowledgement of Federal Support (Yes/No)	Legal Disclaimer Language (Yes/No)	Conference Name	Conference Date	Conference Product Type (Paper, Proceeding, Presentation, Other)	If Other, Specify Conference Type	Extramural Invention Report (EIR) or "S" Number	Patent Status (patent application filed, patent granted, patent not accepted)	Significance of Contribution to the Project	Submission Links			
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Follow-On Funding

Form of Investment	If Other, Please Specify	Investor First Name	Investor Last Name	Investor UEI	Invested $ Amount to Date	Publicly Disclosed	If Yes, Please Specify How

Participants

Recipient Name: Virginia Department of Energy **Agreement # (CID):** DE-FE0032436

Reporting Period: 04/01/2024 to 06/30/2024

Instructions:

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

The following information on participants (individuals) was provided during award negotiations. On a quarterly basis, provide updates as needed. For most projects, recipients 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 160 hours on the project 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). In limited circumstances, typically large-scale construction projects, recipients are only required to report on (1) senior and key personnel for the prime recipient and subrecipients. 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.

Column B: Should reflect the **Organization** responsible for performing the task (this pick-list is auto-populated from your inputs in the Organizations tab)

Columns C-D: Input **First Name** and **Last Name** of **Participant**.

Column E: Enter **Job Title** of Participant (ex: Professional, Technician, K-12 Teacher, Graduate Student)

Column F: Select the **Participant's Role in the Project.** If **"Other"** is selected, please specify in **Column G.**

Column G: Enter **U.S. State or Territory of Residence** of Participant.

Column H: Enter **Country of Residence** if **NOT** the United States of Participant.

Column I: Select Yes or No to identify if the **Participant** has collaborated with an Individual from a **Foreign Entity** during the period of performance.

Column J: Enter **Associated Country(ies)** of **Foreign Collaborator**.

Columns K-L: Input **Start** and **End Dates** for **Participant's Partnership**; if they are still currently performing in their role indicate **N/A** for the End date.

Note: If you need additional rows, be sure to 'Copy' existing rows and 'Insert Copied Cells' for the drop-downs and conditional formatting to function properly.

Participants

Participant Information						Residence of Participant				Participant Dates	
Organization	First Name	Last Name	Job Title	Role in the Project	If the Role in the Project is Other, Please Specify	U.S. State or Territory of Residence	Country of Residence if not the United States	Has this person collaborated with an Individual from a Foreign Entity?	Associated Country(ies) of Foreign Collaborator	Participant Start Date	Participant End Date
Virginia Department of Energy	John	Thompson	Budget Analyst	Business Contact		VA		No		12/01/23	
Virginia Department of Energy	Brad	Boyd	Gas and Oil Program Manager	PD/PI		VA		No		12/01/23	
Virginia Department of Energy	Lydia	Sinemus	Program Administration Manager	Other	Grant Support	VA		No		12/01/23	
Virginia Department of Energy	Brooke	Colley	Gran Administrator	Other	Grant Support	VA		No		12/01/23	
Virginia Department of Energy	Adam	Clark	Grant Support Specialist	Other	Grant Support	VA		No		12/01/23	
Virginia Department of Energy	Sarah	Gilmer	Board and Permitting Specialist	Other	Grant Support	VA		No		12/01/23	

Earned Value Management

Recipient Name: Virginia Department of Energ **Agreement # (CID):** DE-FE0032436

Reporting Period: 04/01/2024 to 06/30/2024 0

Instructions:

Row 13: No entry required; this is auto-populated based on values entered in the cost summary tab.

Columns C-E, Rows 13-14: Enter the earned value, planned value and actual costs for the total project, federal share and recipient share. **Incentive Selectees,** Please leave columns D & E blank.

Rows 17-21: No entry required: The form will auto-calculate SPI, CPI and EAC based on the values included above.

Earned Value Management Reporting

	TOTAL $	Fed Share $	Recipient Share $
Total Budget	$2,643,701	$2,643,701	$0
Earned Value			
Planned Value			
Actual Costs			
Schedule Performance Index	%	%	%
Cost Performance Index	%	%	%
Estimated at Completion	$	$	$
EAC Variance	%	%	%
	will overspend	*will overspend*	*will overspend*

Equity and Justice

Instructions:

1. Fill out the header information below with your **Recipient Name** and **Agreement # (CID)** to auto-populate the headers at the top of each tab.

2. Input dates below for the current **Reporting Period's Start and End Dates**.

3. Each tab will have additional instructions to assist in the completion of each form.

Document Header Information

Recipient Name:	VA Dept of Energy	**Agreement # (CID):**	DE-FE0032436
Reporting Period Start Date:	04/01/24	**Reporting Period End Date:**	06/30/24

Comments or Concerns about this form can be submitted at the following link: BIL Reporting Template Feedback

Template Version: 3

Do not submit Protected Personally Identifiable Information (Protected PII) to DOE. For more information on Protected PII, see Appendix A of the BIL Federal Assistance Reporting Checklist

Community Engagement Process

Recipient Name: VA Dept of Energy | **Agreement # (CID):** DE-FE0032436

Reporting Period Start Date: 04/01/24 | **Reporting Period End Date:** 06/30/24

Instructions:

For projects expanding existing or building new infrastructure should report engagement activities such as, participatory research, citizen advisory committees or open planning forums, and outputs of those activities such as, memorandums of understanding, or letters of support

Table 1: All Projects

Row 23: Enter the **number of labor organizations** engaged as stakeholders.

Row 24: Indicate Yes or No if this project operates under a negotiated **Community Benefits Agreement**?

Row 26: Indicate Yes or No if a Community Based Organization is part of the **Project Leadership**? If **Yes**, Provide the **Organization Name** and **Role** in the next columns.

Row 27: Indicate Yes or No if a **Representative** of the **Community Based Organization** or **Community Advisory Committee** reviews and approves this report? If **Yes**, Provide a **Name and Role** in the next columns.

Table 2: Only projects that build new infrastructure or expand existing infrastructure will need to fill in this table.

Column B: Select appropriate **Project Type** (New Infrastructure or Expanding Existing Infrastructure). **Note:** Use a new row for each project site or operation you are reporting.

Column C: Identify your **Project Name. Note:** Use a new row for each unique project site.

Columns D-E: Input the **5-Digit Zip Code and + 4** for each project location (please use the Zip Code Lookup e-link provided in the header if you are unsure).

Columns F-L: Indicate Yes, No, Planned, or N/A for each question on **Community Engagement** for each project being reported.

Note: If you need additional rows, be sure to 'Copy' existing rows and 'Insert Copied Cells' for the drop-downs and conditional formatting to function properly.

Table 1:
Answer each question below and, when appropriate, provide the name and role of the leadership and representative.

Number of labor organizations engaged as stakeholders?			
Does this project operate under a negotiated Community Benefits Agreement?	No		
		Name	Role
Is a Community Based Organization part of the project leadership?	No		
Did a representative of the Community Based Organization or Community Advisory Committee review and approve this report?	No		

Table 2: Community Engagement Process

Project Details		ZIP Code™ Lookup		Community Engagement						
Is Your Project New Infrastructure or Facility Expansion?	Project Name	Project Location 5-Digit Zip Code	Project Location Zip Code +4	If applicable, have you sought approval of tribal governments with authority over impacted areas (including upstream and downstream the project, in terms of transportation or waste disposal) (Yes, No, Planned, or N/A)	Have you engaged participatory research and budgeting (Yes, No, Planned, or N/A)	Do you have memorandums of Understanding with Community-Based Organizations (Yes, No, Planned, or N/A)	Do you have letters of support or any other indication that they are engaging in community-engaged planning (Yes, No, Planned, or N/A)	Have you engaged citizen advisory committees (Yes, No, Planned, or N/A)	Have you engaged with open planning forums with participant polling (Yes, No, Planned, or N/A)	Do you have a Signed Community Benefit Agreement (CBA) (Yes, No, Planned, or N/A)

Engagement Events & Technical Assistance

Recipient Name: VA Dept of Energy | **Agreement # (CID):** DE-FE0032436
Reporting Period Start Date: 04/01/24 | **Reporting Period End Date:** 06/30/24

Instructions:

This report applies to all projects that hold community engagement events and projects where prime recipients provide technical assistance to subrecipients. Recipients are required to report the community members and stakeholders engaged and from what, if any, community of interest.

Column B: Identify the Name or Title of the **Community Engagement Event** held including in-person and virtual events.

Column C: Enter the **Date of the Event** or the start date of the event if it took place over multiple days.

Column D: Identify name of **Event Organizer.**

Column E: Input **Total Number** of **Individual Attendees** for each event held regardless of their community affiliation.

Column F: Select the category of **Technical Assistance** provided to the organization. *Definitions of technical assistance can be found on the Definitions tab.

Column G: Provide any **Event Links**, if any, to the community engagement event held.

Column H: Indicate Yes or No if this was a **Virtual Event**.

Columns I-J: Input the **5-Digit Zip Code and + 4** for each event location (use the Zip Code Lookup e-link provided in the header if you are unsure)

Column K: Select the **Type of Engagement** applicable for each event held. If **Other**, please specify in **Column L.**

Column M: Select the **Degree of Engagement** applicable for each event held (additional definitions are provided in the header note).

Columns N-R: Indicate Yes for any **Attendees** represented from applicable **Communities of Interest** (some projects may cross multiple community types and some communities may have more than one community of interest identifier). **Note:** If **Other** is applicable, please specify what community type in **Column S.** *Definitions for Communities of Interest can be found on the Definitions tab.

Column T: Narratively describe any **community concerns, engagement barriers, or outcomes** that may have materialized from the event (this should include what your goals were for the event and if it was successful or not).

Column U: Narratively describe any **community requests and responses** that may have materialized from the event.

Note: If you need additional rows, be sure to 'Copy' existing rows and 'Insert Copied Cells' for the drop-downs and conditional formatting to function properly.

Community Engagement Events

Event Details							ZIP Code™ Lookup		Community Engagement			Attendees by Community of Interest						Event Outcomes (Narrative)	
Community Engagement Event Name	**Event Date**	**Event Organizer**	**Total Attendees**	**Technical Assistance Category**	**Event Links**	**Virtual Event?**	**5-Digit Zip Code**	**Zip Code +4**	**Type of Engagement**	**If Other Type of Engagement, Please Specify**	**Degree of Engagement**	**American Indian and Alaska Native Community**	**Disadvantaged Community**	**Energy Community**	**Rural Community**	**Other**	**If Other Type of Community, Please Specify**	**Outcomes, Barriers or Concerns**	**Community Requests and Reponses to Those Requests**
Virginia Regulatory Town Hall	06/14/24	Virginia Department of Energy		Stakeholder Coordination	https://townhall.virginia.gov/L/ViewNotice.cfm?gnid=2885	Yes			Community Input		Involve							In Progress (comment period open through 07/15/2024)	
Virginia Oil and Gas Association Annual Meeting	06/26/24	Virginia Oil and Gas Association	100	Program Assistance		No	23451	2938	Other	Presentation to Oil and Gas Producers	Inform			Yes				Presented on MERP criteria; concerns received about measurement requirements	

Community Ownership

Recipient Name: VA Dept of Energy **Agreement # (CID):** DE-FE0032436
Reporting Period Start Date: 04/01/24 **Reporting Period End Date:** 06/30/24

Instructions:

This report applies to all projects that build or install new clean energy or climate assets that are owned in any part or in full by a community or communities or operated under ownership sharing agreements. This may include projects for which developing community owned assets is not the primary goal but include it as a fringe benefit. Recipients should report whether any or all projects will be community owned as well as the compensation the community will receive.

Column B: Assign a **Unique Identifier** for each asset contributing to a community ownership or ownership sharing project **Note:** Please use a new row per each individual asset.

Column C: Input **Asset Type** (e.g., turbines, residential solar, small wind) for each asset contributing to a community ownership or ownership sharing project).

Column D: Select whether the asset is **Community Owned** (i.e., greater than 50% of the value of the asset is owned by the community) or not community owned).

Column E: Report the **Name of the Community or Organization** that owns the asset. If it is more than one community or organization please list all entities separated by semicolons.

Column F: Select **Asset Status** for each asset being reported.

Columns G-H: Input the **5-Digit Zip Code and + 4** for each asset location (please use the Zip Code Lookup elink provided in the header if you are unsure).

Column I: Input the **Expected Date** the community plans to acquire or complete construction of the clean energy asset.

Column J: Input the **Actual Date** the community acquires or completes construction of the clean energy asset. This should be **N/A** until completion.

Column K: Input the **Expected** annual return/compensation dollar amount for communities for each individual asset.

Column L: Input the **Actual** annual return/compensation dollar amount for communities for each individual asset.

Column M: Input the **Total** dollar value of for each individual asset of community owned clean energy assets built or purchased by the community.

Column N: Please describe or reference the **Community Ownership Structure**.

Column O: Please provide the **% of Community Ownership** in whole numbers.

Note: If you need additional rows, be sure to 'Copy' existing rows and 'Insert Copied Cells' for the drop-downs and conditional formatting to function properly.

Community Ownership

Community Asset Details						ZIP Code™ Lookup	Date Built or Acquired by Community		Return/Compensation for Community		Total Dollar Value of Community Owned Clean Energy Assets	Community Ownership Description	% of Community Ownership
Each Asset Unique Identifier	Asset Type	Current Ownership Status	Name of Community Owner	Asset Status	5-Digit Zip Code	Zip Code +4	Expected Date	Actual Date	Expected $/yr	Actual $/yr	$	Please describe how community ownership is structured	Provide % of community ownership
								Total	$0	$0	$0		

Community of Interest Definitions

Disadvantaged Community:	Disadvantaged Community: For the purposes of this guidance "disadvantaged communities" are defined at the census tracts level. Until OMB provides final guidance, programs should use DOE's Justice40 working definition of disadvantaged community. As part of this definition DOE will recognize disadvantaged communities as defined and identified by the White House Council on Environmental Quality's Climate and Economic Justice Screening Tool (CEJST). DOE uses 36 burden indicators (e.g., job access, air toxics cancer risk) grouped by four categories – socio-economic vulnerabilities, environmental and climate hazards, fossil dependence, and energy burden - to determine which census tracts are considered disadvantaged. To be considered a disadvantaged community under the DOE definition, a census tract must rank in or above the 80th percentile of cumulative sum of the 36 burden indicators for its state and have at least 30% of households classified as low income. Additionally, federally recognized tribal lands and U.S. territories, minority serving institutions and small disadvantaged businesses are considered part of a disadvantaged community, even if they are not located in disadvantaged census tracts.
Energy Community:	Energy Community: For the purposes of this guidance, "energy communities" are 1) any "Covered Census Tract" under 42 U.S.C. § 18742(a)(2) (census tracts that have had coal mines that have closed or coal-fired power plants that have retired after a certain date, as mapped at: https://arcgis.netl.doe.gov/portal/apps/experiencebuilder/experience/?id=09457c326145417595287951ed376a29); and 2) the top 75 Bureau of Labor Statistics Areas for fossil energy employment identified by the Interagency Working Group on Coal & Power Plant Communities & Economic Revitalization (available at https://edx.netl.doe.gov/dataset/datasets-for-iwg-report-on-energy-communities; mapped on page 6 at https://energycommunities.gov/wp-content/uploads/2021/11/Initial-Report-on-Energy-Communities_Apr2021.pdf). This definition may be updated to reflect any new definition established by the Interagency Working Group on Coal & Power Plant Communities & Economic Revitalization or to align with the definition of Energy Communities defined for use in implementing the Inflation Reduction Act.
Rural Community:	Rural Community: Federal agencies do not have a standard definition for rural therefore for the purposes of this guidance a "rural community" will be defined according to the definition of 'rural and remote areas' in BIL Sec. 40103 – "a city, town, or unincorporated area that has a population of not more than 10,000 inhabitants."
American Indian and Alaska Native Community:	American Indian and Alaska Native Community: group of American Indian or Alaska Native people who have blood degree from and is recognized as such by a federally recognized Indian tribe (as an enrolled tribal member) and/or the United States and who reside in a specific locality, share a government, and often have a common cultural and historical heritage. Indian Tribe: As defined in in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5304),[1] means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. § 1601, et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Specifically, an Indian tribe, band, nation or other organized group or community (including Alaska Native villages) federally recognized as listed in Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs, published by the Department of Interior's Bureau of Indian Affairs in the Federal Register on January 12, 2023, 88 FR 8. Community means a group of any size whose members reside in a specific locality, share government, and often have a common cultural and historical heritage.

Technical Assistance Definitions

Technical Analysis:	Tools, resources, self-assessment toolkits Testing, validation Modeling, analysis (proactive & reactive) Tracking performance-data collection, benchmarks, inc. damage assessments from disasters
Financial Analysis:	How to access to financial resources. Inc. grants, loans, loan loss reserves Economic or market analysis Financial incentives, networks, demand pull
Training:	Specific energy topics, inc. financial, technical, community engagement Training for SLTT or cross-functional groups DOE grant management 101: Recipient roles & responsibilities
Program Assistance:	Best practices, lessons learned Project or program design input, inc. DOE applications and social science for program design
Policy & Planning Assistance:	Direct support to strategic planning processes, inc. utility/state/cross-function Funding to support participation in official state/utility processes Funding to support an autonomous, self-directed process the SLTT is undertaking Expert support to review draft policies re: best practices, successful examples, offer guidance/tips
Capacity Building:	Add or strengthen human capital to focus on energy issues, inc. fellows Strategy development for long-term engagement & coordination, inc. cohort support Help identify & address challenges, needs, priorities re: specific energy topics, inc. to prepare for proposal writing, program evaluation
Stakeholder Engagement & Coordination:	Engagement from DOE services/staff to respond to incoming stakeholder requests & route to other types of TA as appropriate Engagement to help SLTT identify, prioritize & engage with DOE programs Convene & connect disparate stakeholders & efforts for greater impact

Community Ownership

Community Ownership	Integrating opportunities for community ownership of assets into program implementation is well-aligned with DOE Justice40 execution, as it enables deeper participation of communities in projects and increases community benefits. Through community ownership or ownership sharing arrangements, energy consumers and community members have partial ownership—and therefore partial authority—over the project. An example of successful ownership-sharing models is the Minnesota "flip" model of community ownership, where farmers hosting wind turbines receive ownership and profit after a certain amount of time.23 Community or shared ownership models can have socio-economic benefits, reduce barriers to project completion, and increase energy reliability and resilience.24 Community ownership in this context means that the majority of the project is owned by the local community and community participants' investments, if any, are offset by their compensation from the project.

Labor Agreement

Labor Organizations	A labor organization is a labor union, which is a group of two or more employees who join together to advance common interests such as wages, benefits, schedules and other employment terms and conditions. Joining together - or "acting collectively" - workers represented by unions have a powerful voice that strengthens their ability to negotiate with their employer about their concerns. Higher wages, health insurance, vacation days, paid sick leave and retirement benefits are a few examples of what workers achieve through their unions. Workers also pursue other enhancements - such as flexible scheduling, protections against harassment and safer working conditions - that improve the quality of jobs and workers' well-being.
Unions	Unions are membership-driven, democratic organizations governed by laws that require financial transparency and integrity, fair elections and other democratic standards, and fair representation of all workers. Learn about the laws that govern unions:
Right to fair representation | National Labor Relations Board (nlrb.gov)	Right to fair representation
	Labor Management Reporting and Disclosure Act

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted
U.S. Department of Energy

2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
DE-FE0032436

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Virginia Department of Energy
Street1: 3405 Mountain Empire Road
Street2:
City: Big Stone Gap
County:
State: VA: Virginia
Province:
Country: USA: UNITED STATES
ZIP / Postal Code: 24219-0000

4a. UEI: JG6TMJXU4EM5

4b. EIN: 54-1297967

5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)

6. Report Type
- [x] Quarterly
- [ ] Semi-Annual
- [ ] Annual
- [ ] Final

7. Basis of Accounting
- [x] Cash
- [ ] Accrual

8. Project/Grant Period
From: 01/01/2024 To: 12/31/2030

9. Reporting Period End Date
06/30/2024

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	0.00
b. Cash Disbursements	0.00
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	2,643,702.00
e. Federal share of expenditures	0.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	0.00
h. Unobligated balance of Federal Funds (line d minus g)	2,643,702.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m and line n)	0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: First Name: Brooke Middle Name:

Last Name: Colley Suffix:

Title: Grant Administrator

b. Signature of Authorized Certifying Official

Brooke Colley

c. Telephone (Area code, number and extension)

276-523-8129

d. Email Address

brooke.colley@energy.virginia.gov

e. Date Report Submitted

07/25/2024

14. Agency use only:

Federal Financial Report Instructions

Report Submissions

1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report* (*FFR*) to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.

2) If recipients need more space to support their *FFR*s, or *FFR* Attachments, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Unique Entity Identifier (UEI) number, Employer Identification Number (EIN), and period covered by the report.

Reporting Requirements

1) The submission of interim *FFR*s will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final *FFR*s, the reporting period end date shall be the end date of the project or grant period.
2) Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

Note: For single award reporting:

1) Federal agencies may require both cash management information on lines 10(a) through 10(c) and financial status information lines 10(d) through 10(o).

2) 10(b) and 10(e) may not be the same until the final report.

Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the *FFR* Attachment. *Do not complete this box if reporting on multiple awards.*
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	UEI	Enter the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this

FFR Number	Reporting Item	Instructions
		information on the *FFR* Attachment. *Do not complete this box if reporting on multiple awards.*
6	Report Type	Mark appropriate box. *Do not complete this box if reporting on multiple awards.*
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this FFR. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. *Do not complete this line if reporting on multiple awards.*
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final *FFR*s, the reporting period end date shall be the end date of the project or grant period.
10	**Transactions** Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain *FFR* data.	
Federal Cash (To report multiple grants, also use FFR Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the *FFR* Attachment. The sum of the cumulative cash disbursements on the *FFR* Attachment must equal the amount entered on Line 10b, *FFR*.
10c	Cash On Hand (Line 10a Minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation

FFR Number	Reporting Item	Instructions
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)
10f	Federal Share of Unliquidated Obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions. *Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.*
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost

FFR Number	Reporting Item	Instructions
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	**Indirect Expense:** Complete this information only if required by the awarding agency. Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
Remarks, Certification, and Agency Use Only		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.

FFR Number	Reporting Item	Instructions
13e	Date Report Submitted (Month, Day, Year)	Enter the date the *FFR* is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.