

Quarterly Progress Report

FY24	
Quarter 1 - October 31, 2024	
Submit Submission Month	Enter Submission Day
January	29
Enter Submission Year	2024
Enter Submission Date	01/29/2024
Recipient	Virginia Department of Energy
DOE Grant Agreement Number	DE-FE002438
DOE Federal Project Manager	Shirley Felton
Technical Program Manager Name	David Boyd
Technical Program Manager Email	David.Boyd@energy.virginia.gov
Technical Program Manager Phone Number	(703) 692-6566
Business POC Name	Amanda Arnold
Business POC Email	amanda.arnold@energy.virginia.gov
Business POC Phone Number	(703) 692-6134
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 PEA Costs to Date	\$0
Total Environmental Restoration Costs to Date	\$0
Total Methane Measurement Costs to Date	\$0
Cumulative Annual Methane Emissions Reduction from All Plugged Wells (Metric: Tons/yr)	0
Major Accomplishments During Reporting Period	The Virginia Department of Energy (Virginia Energy) continued discussions with operators. Two operators have submitted well lists for review. One operator has submitted a Methane Measurement Plan and five wells have been identified to plug. Plugging operations are expected to begin summer of 2025.
Planned Work for Next Reporting Period	Virginia Energy will continue working with operators to submit necessary information, plans, and budgets to prepare for commencement of plugging operations. Next milestones (due Q2 2025) include Task 4.2 (Sharing Emissions Reduction Data on Website) and Task 5.1 (Begin Plugging Operations). Both of these tasks are dependent upon the voluntary commencement of plugging operations by Virginia operators.
Items of Note	Commencement of plugging operations will not occur as early as originally projected. After discussions with operators, plugging operations are projected for mid- to late summer of 2025 for optimal weather conditions. This will minimize potential environmental impacts from construction as well as reduce the cost of restoration. The agency continues to receive questions from operators regarding program participation. These are being addressed to continue to garner interest of well owners in program participation.

QUARTERLY SPEND PLAN					
Quarter	Federal Share		Non-Federal Share		Total
	Planned	Actual	Planned	Actual	
Q1 - October 31, 2024	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Q2 - November 30, 2024	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Q3 - December 31, 2024	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00

ADMINISTRATIVE COSTS				
	Federal Share	Non-Federal Share	Total	
Total Federal Grant Amount	\$2,843,702	\$0	\$2,843,702	
Total Admin & TA Costs To Date	\$5,000	\$0	\$5,000	
Percentage of Total Federal Grant Amount Used for Admin & TA (Max allowed: 10%)	0%			

MILESTONE STATUS TABLE					
Milestone	Milestone Title	Completion Date		Status	Items of Note
		Planned	Actual		
1	Task 1.0: Project Management Planning	04/30/24	03/08/24	Complete	Program Management Plan for review submitted
2	Task 2.0: Community Benefits Plan	04/30/24	03/08/24	Complete	Community Benefits Plan first revision submitted
3	Task 2.3: Public Website Development	06/30/24	06/15/24	Complete	Public website content and updated monthly report Task 2.4. Finalize required information requested for prioritization of wells to be plugged.
4	Task 1.0: Determine Operator Parameters	04/30/24	05/30/24	Complete	
5	Task 1.0: Finalize Guidelines for MCWs	04/30/24	06/03/24	Complete	Finalize project guidelines to share with operators
6	Task 3.0: Prioritization of MCWs, Identify Internal List of MCWs	05/31/24	05/30/24	Complete	Final Prioritization Plan and well priority list submitted
7	Task 2.2: Solicit Feedback From Operators	07/31/24	06/06/24	Complete	Engagements held with well owners/operators to provide feedback on required information
8	Task 4.0: Methane Measurement Plan	08/30/24	06/23/24	Complete	Methane Monitoring Plan for review submitted
9	Task 4.1: Develop Methane Emissions Tracking Method	10/31/24	10/24/24	Complete	Methane measurements reporting form completed
10	Task 1.05.D: Open Applications for Well Owners	12/31/24	12/01/24	Complete	Applications opened for well owners
11	Task 5.1: Review Information from Operators and Determine Eligibility	09/01/28		On Track	Utilize prioritization method to determine well eligibility
12	Task 5.1: Notify Operators of Potential Eligibility and Award Amounts	09/01/28		On Track	Notifications provided with eligibility and award information
13	Task 5.1: Develop and Approve Plugging Plans with Operators	09/29/28		On Track	Verify approved plugging plans in field
14	Task 4.1: Pre-plugging Methane Measurements Recorded	09/29/28		On Track	Emissions data recorded for wells before plugging operations begin
15	Task 5.1: Plugging MCWs - Begin Plugging Operations	09/01/28		On Track	Funds allocated and plugging operations begin
16	Task 4.1: Post-plugging Methane Measurements Recorded	09/29/28		On Track	Emissions data recorded for wells after plugging operations complete
17	Task 5.1: End Plugging MCWs - End Plugging Operations	09/29/28		On Track	All funds allocated and plugging operations for prioritized wells completed
18	Task 6.0: Well Abandonment and Environmental Restoration of Well Pits - Begin Reclamation Operations	07/31/25		On Track	Funds allocated and land restoration operations begin
19	Task 6.2: Well Abandonment and Environmental Restoration of Well Pits - Complete Reclamation	09/29/28		On Track	Final land restoration operations completed
20	Task 3.24.2J.2.8.2: Data Sharing for Well Prioritization, Methane Emission Measurement, Well Plugging, and Environmental Restoration	09/30/28		On Track	Data completed and ready for public visibility

DATA SHARING REQUIREMENTS FOR PUBLIC WEBSITE						
Data Sharing Requirement	Description	Completion Date				Status
		Planned Initial Submission	Actual Initial Submission	Planned Update Frequency	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 activities to date that target advancement of diversity, equity, inclusion, and accessibility (DEIA).			30 days		On Track
DSR1.4	COMMUNITY BENEFITS DATA SHARING: Add any activities to date that contribute to the economic well-being of underserved populations.			30 days		On Track
DSR1.5	WELL PRIORITIZATION DATA SHARING: Report information on the process and status of identifying and prioritizing MCWs to be permanently plugged.	08/30/24	08/07/24	30 days		Complete
DSR1.6	DATA SHARING ON EMISSIONS REDUCTIONS: Identify each of the MCW locations.	08/31/24	08/07/24	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		Delayed
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		Delayed
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		Delayed
DSR1.10	DATA SHARING ON WELL PLUGGING: Add 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 cost of well plugging, and number of wells plugged in disadvantaged communities).	09/30/24		30 days		Delayed
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		Delayed
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 plugged wells.	09/30/24		30 days		Delayed

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									
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23									
24									
25									

Add rows as needed

*Subrecipient Category:	<ul style="list-style-type: none"> * Well Owner/Operator * Well Plugging Contractor * Methane Emissions Measurement Contractor * Environmental Resoration Contractor *Other (describe)
**Category of Work:	<ul style="list-style-type: none"> * 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											
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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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23															
24															
25															

Add rows as needed

Total Wells in Disadvantaged	0	0
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*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/>

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 <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: 12/01/2023 To: 09/30/2028	9. Reporting Period End Date 12/31/2024
10. Transactions (Use lines a-c for single or multiple grant reporting)			Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			1,444.66
b. Cash Disbursements			1,444.66
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			1,444.66
f. Federal share of unliquidated obligations			6,583.05
g. Total Federal share (sum of lines e and f)			8,027.71
h. Unobligated balance of Federal Funds (line d minus g)			2,635,674.29
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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Totals:				<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="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: <input type="text"/>	First Name: <input type="text" value="Brooke"/>	Middle Name: <input type="text"/>		Last Name: <input type="text" value="Colley"/>		
Suffix: <input type="text"/>		Title: <input type="text" value="Grant Administrator"/>				
b. Signature of Authorized Certifying Official				c. Telephone (Area code, number and extension)		
<input type="text" value="Brooke Colley"/>				<input type="text" value="276-523-8129"/>		
d. Email Address				e. Date Report Submitted		14. Agency use only:
<input type="text" value="brooke.colley@energy.virginia.gov"/>				<input type="text" value="01/16/2025"/>		

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 *FFRs*, 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 *FFRs* 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 *FFRs*, 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 <i>FFR Attachment</i> . <i>Do not complete this box if reporting on multiple awards.</i>
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 <i>FFR</i> Attachment. <i>Do not complete this box if reporting on multiple awards.</i>
6	Report Type	Mark appropriate box. <i>Do not complete this box if reporting on multiple awards.</i>
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 <i>FFR</i> . 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. <i>Do not complete this line if reporting on multiple awards.</i>
	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 <i>FFRs</i> , 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 <i>FFR</i> 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 <i>FFR</i> Attachment. The sum of the cumulative cash disbursements on the <i>FFR</i> Attachment must equal the amount entered on Line 10b, <i>FFR</i> .
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	<p>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.</p> <p><i>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.</i></p>
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 Line 10j.
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 <i>FFR</i> is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.

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:	10/01/24	Reporting Period End Date:	12/31/24

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 Ownership	
Recipient Name: VA Dept of Energy	Agreement # (CID): DE-FE0032436
Reporting Period Start Date: 10/01/24	Reporting Period End Date: 12/31/24
Instructions:	
<p>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.</p>	
<p>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.</p>	
<p>Column C: Input Asset Type (e.g., turbines, residential solar, small wind) for each asset contributing to a community ownership or ownership sharing project.</p>	
<p>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).</p>	
<p>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.</p>	
<p>Column F: Select Asset Status for each asset being reported.</p>	
<p>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).</p>	
<p>Column I: Input the Expected Date the community <u>plans to acquire or complete construction</u> of the clean energy asset.</p>	
<p>Column J: Input the Actual Date the community <u>acquires or completes construction</u> of the clean energy asset. <u>This should be N/A until completion.</u></p>	
<p>Column K: Input the Expected annual return/compensation dollar amount for communities for each individual asset.</p>	
<p>Column L: Input the Actual annual return/compensation dollar amount for communities for each individual asset.</p>	
<p>Column M: Input the Total dollar value of for each individual asset of community owned clean energy assets built or purchased by the community.</p>	
<p>Column N: Please describe or reference the Community Ownership Structure.</p>	
<p>Column O: Please provide the % of Community Ownership in whole numbers.</p>	
<p><small>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.</small></p>	

Community Ownership													
Community Asset Details							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	ZIP Code™ Lookup		Expected Date	Actual Date	Expected \$/yr	Actual \$/yr	\$	Please describe how community ownership is structured	Provide % of community ownership
					5-Digit Zip Code	Zip Code +4							
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 (nrlb.gov)	Right to fair representation Labor Management Reporting and Disclosure Act