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					
July 1 - September 30 (Q4)					
Select Submission Month:	October	Enter Submission Day:	30	Enter Submission Year:	2024	10/30/24

Recipient	Virginia Department of Energy
DOE Grant Agreement Number	DE-FE0032436
DOE Federal Project Manager	Shane Fetsko
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 Methane Measurement Plan and posted to the website upon approval. An emissions tracking form was submitted and approved (Oct 2024), which completed Task 4.1. Virginia Energy continued discussions with operators. The Agency has received several concerns about costs associated with necessary site preparation/construction not being covered by grant funds. One operator sumbitted a list of wells to be reviewed.
Planned Work for Next Reporting Period	Virginia Energy will work with the operator that submitted a list of potential MCWs to be plugged to develop a Methane Measurement Plan. Virginia Energy will work with DOE/NETL on submitted data to move to the next step in the approval process to include review of operator submitted Methane Measurement Plan. Details on overall process to be discussed at NETL November 2024 monthly meeting. Next milestones (due Q2 2025) include Task 4.2 (Sharing Emissions Reduction Data on webstie) 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	No comments were received from the public Town Hall that ended in July 2024.

QUARTERLY SPEND PLAN

Quarter	Federal Share		Non-Federal Share	
	Planned	Actual	Planned	Actual
Q4 (Current Reporting Period)	$0.00	$1,444.66	$0.00	$0.00
Q+1	$10,018.00			
Q+2	$10,018.00			

ADMINISTRATIVE COSTS

	Federal Share	Non-Federal Share	Total
Total Federal Grant Amount	$2,643,702		
Total Admin & TA Costs To Date	$1,445	$0	$1,445
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		
1	Task 1.0: Project Management Planning	09/30/28		On Track	Initial PMP and SOPO completed
2	Task 2.0: Community Benefits Plan	06/30/24	06/15/24	Complete	Website published; Town Hall comment period from 6/15/24-7/15/24
3	Task 3.0: Internal identification of MCWs; Prioritization of MCWs	09/30/24	06/07/24	Complete	Internal prioritization complete
4	Task 4.0: Emissions Measurement Plan	09/30/28	09/23/24	Complete	Submitted a "Methane Measurment Plan"
5	Task 4.1: Develop Methane Emissions Tracking Method	10/31/24	10/24/24	Complete	Methane Emissions Tracking Form created and reviewed
6	Task 4.2: Data Sharing of Methane Emissions Reductions	01/31/25		On Track	
7	Task 5.1: Plugging MCWs - Commence Plugging Operations	02/29/25		On Track	
8	Task 6.0 Well Abandonment and Environmental Restoration of Well Pads - Begin Reclamation Operations	04/30/25		On Track	
9	Task 5.1: Plugging MCWs - End Plugging Operations	09/30/28		On Track	
10	Task 6.0 Well Abandonment and Environmental Restoration of Well Pads - End Reclamation Operations	09/30/28		On Track	
				Select status.	

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).			30 days		On Track
DSR1.4	COMMUNITY BENEFITS DATA SHARING:: Add any activites to date that contribute to the Justice40 Initiative.			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	Update as needed	Complete
DSR1.6	DATA SHARING ON EMISSIONS REDUCTIONS: Identify each of the MCW locations.	08/31/24	06/07/24	30 days	Update as needed	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	No wells have been plugged to date	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	No wells have been plugged to date	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	No wells have been plugged to date	Delayed
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	No wells have been plugged to date	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	No wells have been plugged to date	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 well locations.	09/30/24		30 days	No wells have been plugged to date	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									
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											
13											
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															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
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/**

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: 12/01/2023 To: 09/30/2028

9. Reporting Period End Date: 09/30/2024

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	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	0.00
g. Total Federal share (sum of lines e and f)	1,444.66
h. Unobligated balance of Federal Funds (line d minus g)	2,642,257.34
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

10/30/2024

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.

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:	07/01/24	**Reporting Period End Date:**	09/30/24

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: 07/01/24 | **Reporting Period End Date:** 09/30/24

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: 07/01/24 **Reporting Period End Date:** 09/30/24

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									Community Engagement			Attendees by Community of Interest						Event Outcomes (Narrative)	
							ZIP Code™ Lookup												
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

Community Ownership

Recipient Name: VA Dept of Energy **Agreement # (CID):** DE-FE0032436
Reporting Period Start Date: 07/01/24 **Reporting Period End Date:** 09/30/24

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

Training Outcomes

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 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 Department of Energy	**Agreement # (CID):**	DE-FE0032436
Reporting Period Start Date:	10/01/23	**Reporting Period End Date:**	09/30/24

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

Training Outcomes

Recipient Name: VA Department of Energy | **Agreement # (CID):** DE-FE0032436
Reporting Period Start Date: 10/01/23 | **Reporting Period End Date:** 09/30/24

Instructions:

This report is required for all projects requiring DBA compliance, those that discuss workforce development or training in statute, as well as any projects where recipients utilize a portion of their BIL funding on workforce development are required to report on training and training outcomes. Only career-track training that focuses on skill development or pathways into career-track training such as pre-apprenticeship should be tracked for this metric. Career-track training leads to an appropriate industry-recognized credential, professional qualification, or license. It teaches broad occupational knowledge and skills that can be applied across a range of technologies, leading to a number of different career paths. Continuing education allowing incumbent workers to keep up with the latest technology and practices, and to advance in their careers, is another important element of career-track training. This report will also track the number of workforce partnerships involving employers, community-based organizations (CBOs), or labor unions, including partnerships specified in community benefits agreements and project labor agreements, or similar.

Column C: Enter the appropriate response for each question in each row for **this reporting period only**. This will require a dropdown selection or numerical input where appropriate.

Column D: Provide any additional explanations or names of organizations required based on your responses for each question.

Training Metrics

Training Metrics	Response	Explanation
Was training offered as part of the project? (This includes construction projects that hire registered apprentices.)	No	**N/A for this reporting period**
Type of training provided? If other, please describe.		
Does readiness training have an agreement with community college or apprenticeship program to accept trainees from readiness program? Provide further explanation for your yes or no response.	No	N/A for this reporting period
Does your program target underserved or underrepresented population for training? If yes, provide an explanation of what target population serve.		**N/A for this reporting period**
Did you partner with a community-based organization? If yes, provide a name of the organization.	No	N/A for this reporting period
Did you partner with a labor union? If yes, provide a name of the union.	No	N/A for this reporting period
Number of individuals receiving training (including registered apprenticeship) as part of the project.		**N/A for this reporting period**
Average number of hours of training per individual (including on-the-job training/work performed by registered apprentices).		**N/A for this reporting period**
Total financial value? Provide an explanation of type of supportive services provided to trainees (e.g. childcare, transportation, mentoring, counseling, tools and work clothes, stipends, etc.)		N/A for this reporting period
Number of individuals trained?		N/A for this reporting period
Number of individuals receiving raise or promotion as a result of training?		N/A for this reporting period
Number of individuals that are placed in new paid positions (including registered apprenticeships) as a result of training?		N/A for this reporting period

Trainee Demographics

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

Reporting Period Start Date: 10/01/23 **Reporting Period End Date:** 09/30/24

Instructions:

Table 1. Column C: Of the total number of trainees this reporting period only, please enter the % of trainees for each listed **Race category**.

Table 2. Column C: Of the total number of trainees this reporting period only, please enter the % of trainees for each listed **Gender category**.

Table 3. Column C: Of the total number of trainees this reporting period only, please enter the % of trainees for each listed **Ethnicity category**.

Table 1: Trainee Demographics/Race

Race	% Percent
American Indian or Alaska Native	0
Native Hawaiian or Other Pacific Islander	0
Asian	0
Black or African American	0
White	0
Other	0
Two or More	0
Prefer Not to Say	0

Table 2: Trainee Demographics/Gender

Gender	% Percent
Male	0
Female	0
Non-Binary	0
Other	0
Prefer Not to Say	0

Table 3: Trainee Demographics/Ethnicity

Ethnicity	% Percent
Hispanic or Latino	0
Not Hispanic or Latino	0
Prefer Not To Say	0

QUARTERLY SUBRECIPIENT/SUBCONTRACTOR REPORT

This Excel workbook serves as a Quarterly Subrecipient/Subcontractor Report (QSR) template. As a grant recipient, you will update project information in this QSR on a quarterly basis. The QSR should be submitted to the Award DOE Project Officer and Grants Management / Contract Specialist. Please see the Term and Condition titled, "SUBRECIPIENT/SUBCONTRACTOR REPORTING" and ATTACHMENT 3 - FEDERAL ASSISTANCE REPORTING CHECKLIST (REPORTING REQUIREMENTS) for further details/instructions reagrding this Report

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 Award DOE Project Officer and Grants Management / Contract Specialist if you have questions while preparing this Report. The DOE Project Officer (also called the Federal Program Manager) is identified in Block 15 of the Assistance Agreement Form of your Grant.The Grants Management / Contract Specialist is identified on Page of the Assistance Agreement Form of your Grant.

	Recipient:	**Virginia Department of Energy**									
	DOE Award #:	**DE-FE0032436**									
SUBRECIPIENTS / SUBCONTRACTORS (VENDORS) NOTIFICATION											
Number	**Subrecipient / Subcontractor (Vendor)**	**Date of Agreement Initiation (MM/YY)**	**Business Address**	**Amount of Agreement ($)**	**Reporting Period (MM/YY)**	**Nature of Solicitation:** Sole Source / Competitive	**Debarment / Suspension Assurance** (Sub is not Debarred or Suspeneded Entity)	**Planned, Actual/Apparent Conflict of Interest Assurance** (No planned, actual or apparent conflict of interest exists between the Recipient and the selected Sub)	**Applicable Term Flowdown Assurance** (All required award provisions will be flowed down in the resulting Sub)	**Description of any pertinent "Issues"**	**General Description of Services to be provided by Subrecipient / Subcontractor**
1											
2											
3											
4											
5											
6											
7											