Mid-America Codes Collaborative Kickoff (Part II)

INVOICING & REPORTING PROCEDURES

Metropolitan ENERGY CENTER

Agenda

Here's what we will cover in this presentation!

1. Introductions & Housekeeping
2. Review: Federal Regulations
   - Time for questions
3. Invoicing: Timeline and Procedure
   - Time for questions
4. Reporting: Timeline and Procedure
   - Time for questions
5. New Project Document Hub!

Meet the Presenters

Adrien Townsend

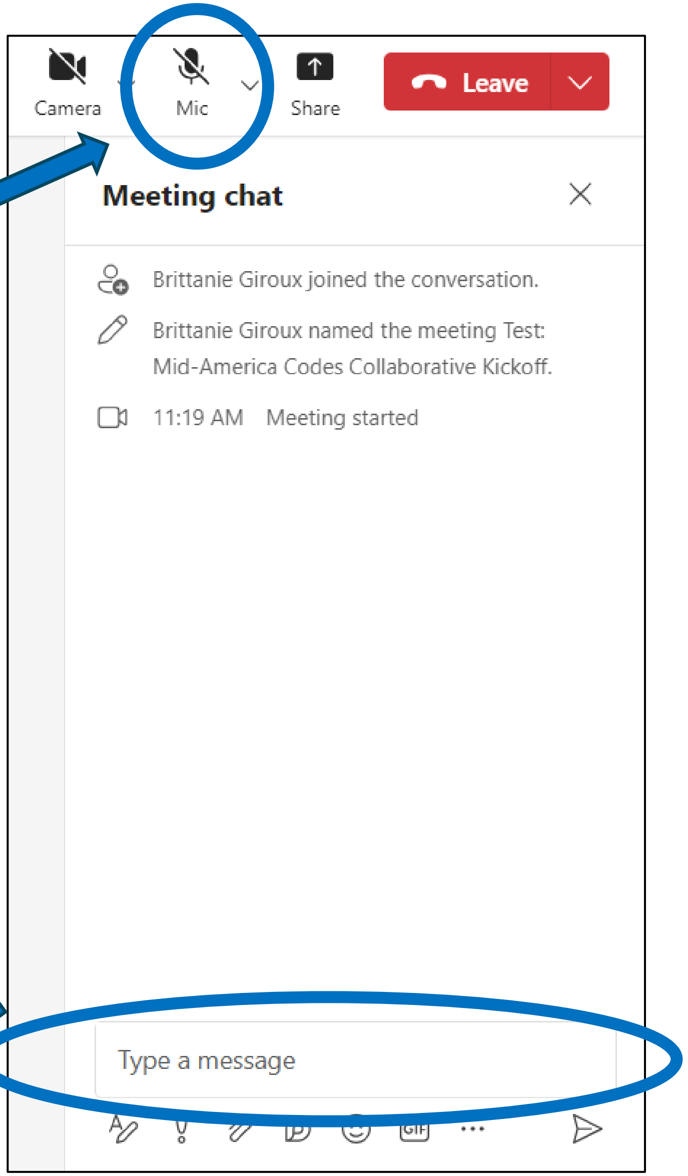
Project Manager

Justice Horn

Invoice and Reporting Support

Housekeeping Rules

- There are over 30 people on this call, so we do ask that mic's are on mute during the presentation.(If you aren't muted, we might mute you if ambient noise is an issue.)
- We do encourage questions, as this is a lot of information within a short period of time. ***Please submit questions, comments, and concerns in the chat box.*** Staff members will be monitoring the conversation so we can answer them.
- Please note, this kickoff meeting will be recorded for those who were not able to make this call. We will post the recording in the project SharePoint afterwards (more on what that is at the end).



Review: Federal Regulations

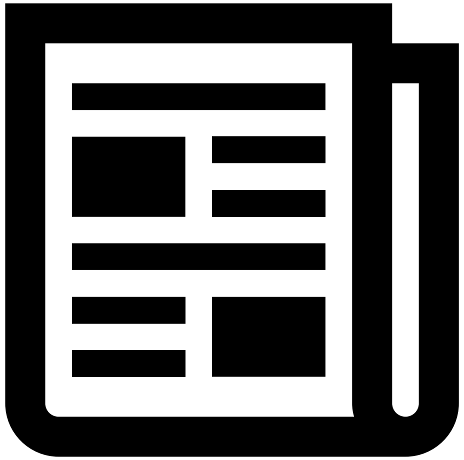
Key Regulations to Remember

- **Flowdown requirements**
  - MEC is required to ensure that all subrecipients are held to the same federal rules and regulations that we are. This extends to your subrecipients, if any, and certain requirements also flow down to contractual vendors who are not subrecipients.
    - Contact Kelly Gilbert for vendor flowdown specifics.
- **Annual renewal of your UEI #**
  - This is free and easy to do on your own. Please ignore or unsubscribe from scammers who will email you about filing your registration for a fee.
  - Don't be tempted to renew too early. Your annual registration date changes when you renew, so that you'll be renewing more often.
- **Unallowable Costs**
  - Unallowable funds inadvertently paid to subrecipient will be collected by MEC or DOE.

Key Regulations to Remember

- **No double-dipping!**
  - If you are involved in more than one federally funded project that has similar or overlapping work, you must report that to MEC and provide us with a "Potentially Duplicative Funding Notice."
- **Audits**
  - Compliance or Single audits are required for any organization that spends $750k or more in a single fiscal year.
- **Buy America 2 CFR 200.322**
  - Applies to all goods, products and materials. For this project it will primarily impact the blower door and other tool lending library purchases.

Acknowledgement and Disclaimer Language



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- *Acknowledgment:* “This material is based upon work supported by the U.S. Department of Energy’s Office of Energy Efficiency and Renewable Energy (EERE) under the Building Technologies Office - DE-FOA-0002813 - Bipartisan Infrastructure Law Resilient and Efficient Codes Implementation”
- **Award Number:** DE-EE0010951
- *Abridged Disclaimer:* “The view expressed herein do not necessarily represent the view of the U.S. Department of Energy or the United States Government.”

Any questions?

Invoicing Procedure

Invoicing and Reimbursement Procedure

- The entire invoice process will take two and a half months
  - Give or take 1 week, especially during the first few months
- Any invoices received after the 15th will **not** be included in the current month's reimbursement request to the DOE
  - They will, instead, be included in the *following* month's invoice submission
- Invoices are to be completed on a monthly basis *(NO piecemeal expensing!)*
  - **Monthly invoices are due to MEC by the 15th of each month**
  - Email all invoicing documents to Justice Horn, cc Adrien Townsend
- Due to the way the invoicing procedure timeline works, there can be up to 3 months' worth of invoices that are being processed at one time
  - By December, there will begin to be continuous monthly reimbursements

Invoice Timeline Overview

An example timeline...

September 1st-30th
[Subs] Track project expenses

October 1st-14th
[Subs] Fill out invoice template & gather supplemental documents

October 15th
[Subs] Submit all invoicing documents to the MEC team (Justice & Adrien)

October 16th- 31st
MEC internally corrects & compiles all invoices

November 1st
MEC submits the Master Invoice and all Supplemental documents to the DOE

November 2nd- December2nd
The DOE reviews & approves MEC's payment request within 30 days

December 3rd-10th
MEC distributes payments to Subrecipients via E-checks

Invoicing: Required Documents

This is the template the DOE requires you use to submit your invoices at the end of the month.

Pictured: "Invoice Summary" tab

Invoice Summary - by Cost Category - Submit With Each Payment Request

NOTE: This EERE invoicing template is provided as a convenient method of documenting project costs associated with a payment request. The use of the template is not required, but the data elements within the template are required.

Award Number:	DE-EE00XXXXX	Field Definitions	Worksheet Use
Applicant Name:		Recipient Populated Field	All - Low, M, H
Invoice Number:		DOE Populated Field	(M)edium Risk
		Calculated or Copied Field	(H)igh Risk

Section A - Budget Summary

Period Covered by this Invoice: Start	Period Covered by this Invoice: End	Date of Payment Request	This Invoice	Project Costs to Date	Restricted Costs	Approved Budget	Percentage Costed
			$ -	$ -	$ -	$ -	No Funds Available

Section B - Budget Categories — Costs Shown Include Both Federal and Cost Share - Total Cost

Object Class Categories	Current Invoice Total [Invoice Detail]	Cumulative Total, including current Invoice [Invoice History]	Restricted Costs from Award Terms and Conditions	Project Budget for Approved Budget Period(s)	Percentage Costed
a. Personnel	$ -	$ -			No Funds Available
b. Fringe Benefits	$ -	$ -			No Funds Available
c. Travel	$ -	$ -			No Funds Available
d. Equipment	$ -	$ -			No Funds Available
e. Supplies	$ -	$ -			No Funds Available
f. Contractual	$ -	$ -			No Funds Available
g. Construction	$ -	$ -			No Funds Available
h. Other/Training	$ -	$ -			No Funds Available
i. Total Direct Charges (sum of 6a-6h)	$ -	$ -	$ -		No Funds Available
j. Indirect Charges	$ -	$ -			No Funds Available
k. **Totals** (sum of 6i-6j)	$ -	$ -	$ -		No Funds Available

Federal Payment Request and Cost Share Calculation

Federal Share (requested reimbursement)	$ -	$ -			0.0%
Recipient Share	$ -	$ -			0.0%
Provided Cost Share %	Not Valid	Not Valid			
Required Cost Share %				Not Valid	

Invoice Submission Documents

- DOE Invoice spreadsheet [use template]
- Supplemental documents
  - Payroll documentation (can be anything from a formal payroll software printout or an excel spreadsheet used to track proect hours worked)
  - Proof of Payment for any purchased items
  - Equipment/Supply receipts
  - Travel receipts
    - This includes hotel invoices, transportation receipts, and meal receipts (Federal Per deim)
- If there are any other documents we may need for an invoice, we will contact you directly!

The First Invoices

- The first invoice you'll submit will cover January through August
  - This will likely only include Personnel costs, as you were all working "At Risk", so it shouldn't be too intense
- You will also need to submit your September invoice in accordance with the aforementioned timeline (October 15th)
- **If you need any help, please reach out to us!**
- Invoice naming convention:

10951-Invoice-[00]-[YYYY.MM.DD].xlsx

- The circled section should be replaced with the same number in your contract document title
  - Ex. "Sub Org Name_Agreement_S-MACC**42**_9.20.24" would replace the "[00]" with "**42**"
    - *Please note the brackets need to be deleted when you replace any values in the file name*
  - This will stay consistent for all invoices a Subrecipient submits throughout the lifetime of the project

Things to keep in mind...

- Refer back to your organization's overall budget to ensure you are allocating expenses to the correct category and using the correct terminology for things
  - For example, when filling out the Personnel tab, ensure you are using the same "Title/Position" as what you allocated budget for in your original budget; otherwise, the DOE may reject it as not being an allocated cost
- There are instructions built into the invoice template
  - Be sure to read these thouroughly if you are confused
    - If you still have questions after that, you can reach out to Justice
- You will notice that some cells in the spreadsheet are "locked" and cannot be changed or interacted with
  - This is on purpose and part of the DOE's template and ensure you will only be filling in the information necessary

Any questions?

Reporting Procedure

Periodic Reports

- **Narrative Performance Report:** A detailed, yet consice, technical update on the work performed by the subrecipient during the repoting period.
  - Due no later 15 days after the end of the calendar year quarter (January 15th, April 15th, July 15th, October 15th)
    - Please use the deliverables outlined in your contract to measure accomplishment.

- **Milestone 7 Metrics Report**
  - *"Metrics to capture per project region: As possible, track individual participation from community workforce partnership recruitment through training tracks, certifications, and employment; Number of students recruited from K-12 schools and community colleges; Enrollment numbers per course/vocational path; Number of students that complete course and pass test; Students that opt for apprenticeship program or ready immediate job; Students that opt for business classes and entrepreneurial path; How many new businesses established; Success of candidates placed into jobs working at already established companies; Retention rates of apprentices in industry."*
    - The responsibiility to capture and report individual metrics will be assigned according to workgroup affiliation

Specific Reports

V. C.2-4: Quality Job Creation

- Training outcomes
  - Tracks career-track training that focuses on skill development and/or pathways into career-track training such as pre-apprenticeship
- PremanANT jobs
  - Required for ALL recipients receiving BIL funding who are "creating ongoing operations, maintenance, and production jobs"

These reports will only be used by those in the Jobs Pipeline Workgroup!

V. D.2: Equity & Justice

- Engagement Events and Technical Assistance
  - Tracks specifics about all community engagement events hosted by subrecipients

These reports will only be used by those in the Community Engagement Workgroup!

Required for all Subrecipients

- Good job outcomes
  - Tracks organizations' adhereance to Federal equitable employment requirements
    - **DUE: October 30th**

Any questions?

New Project Hub!

- We have created a SharePoint page where we will upload any documents that you will need over the course of this project
  - You will be receiving an email with a link to this page following this presentation
    - The link never expires and is shareable with anyone at your organization who may need to access project documents
- All the templates and instructions discussed in this presentation have already been uploaded!