

Instructions for Application Documents

Oregon Department of Energy Opportunity Announcement 24-001 IIJA 40101d Grid Resilience Grant Program

Introduction and Summary

These are the instructions for completing the documents required for a subgrant application under Oregon Department of Energy (ODOE) Opportunity Announcement 24-001.

Please carefully read the documents listed below, in the order they are listed for the clearest picture of the overall program:

1. [ODOE Program Narrative of IIJA Grid Resilience](#)
2. ODOE Opportunity Announcement 24-001, including the information listed in Section 3 References and Resources. This is posted on the program website, see link below.
3. These application instructions.
4. All information is posted on the ODOE Grid Resilience [program website](#).

For this opportunity, ODOE has made available \$18,911,939 for subawards to grid resilience projects. ODOE seeks electric grid infrastructure projects that mitigate natural hazard risk and can demonstrate increased reliability, resilience, and community benefits.

Eligibility

During this opportunity, eligibility is limited to Oregon electric utilities that are distribution providers, in two categories:

Small: Electric utilities that sell not more than 4 million megawatt hours of electricity per year. Small utilities applications shall include a copy of their most recently submitted EIA-861 form that demonstrates they sell less than 4 million MWh per year.

Large: Electric utilities that sell more than 4 million megawatt hours of electricity per year. See the opportunity announcement for specific limits on the subawards for large utilities.

Matching Funds Determination

Small utilities must match at least one-third (1/3) of any subaward amount.

Large utilities must match at least 100 percent of any subaward amount.

Federal Requirements

Awardees of this opportunity will be subrecipients of funds awarded to ODOE and will be identified as subrecipients selected for a subaward. Performance Agreements between ODOE and subrecipients will include required federal terms and conditions, including application of required terms and conditions to subrecipient contractors and subcontractors. These requirements are referenced or listed in the opportunity announcement, the online application affirmation page, these instructions, and in the resources listed on the [program website](#).

Steps for Completing an Application

1. Download and complete all required application documents. Links are in these instructions and on the ODOE program website.
 - 1.1. The Project Details Form. Download the Project Details form and complete it electronically. Hard copies, scans or Print to PDF (flat PDF) versions will not be accepted. Instructions are included in the form.
 - 1.2. [SF-424A](#) – Budget Information. Please follow the instructions on the spreadsheet. “Applicant Name” should be the name of the subaward applicant. “Award Number” is DE-GD0000038. As an exception to the instructions, the amounts in Section A should be total costs for the project (not one year) and should align with the amounts in Section A of the Budget Justification Workbook. Similarly, the amounts in Section B should be aligned with Section B of the Budget Justification Workbook. Section E should be left blank.
 - 1.3. [Budget Justification Workbook](#). This spreadsheet is used to show detailed support for project costs identified in the SF-424A, and to ensure all costs are allowable, allocable, and reasonable in accordance with the administrative requirements prescribed in 2 CFR 200. Please follow the instructions on the spreadsheet and upload the file in the ODOE portal. When filling out the information on the “Instructions and Summary” tab, the “Award Number” is DE-GD0000038 and “Award Recipient” is Oregon Department of Energy. “Form Submitted By” should be the name of the subaward applicant. As an exception to the instructions, please fill out this spreadsheet with all your anticipated direct costs, and do NOT simply place all of your costs in tab “f. Contractual.”
 - 1.4. Cost-Match Commitment Letter: Use the applicable letter template to complete a commitment letter in support of the required cost match. The letter must be signed by a person authorized to commit the expenditure of funds by the applicant. For more information about the cost match, please see U.S. DOE's [Cost Match Information](#).
 - 1.5. Map(s) or diagrams of the proposed project that clearly identifies the location within Oregon and the project area(s).
 - 1.6. The Environmental Questionnaire.
 - 1.7. GRIP Letter (if applicable). If an application has been or is planned to be submitted to the U.S. Department of Energy under IJJA Section 40101(c), Grid Resilience Utility, and Industry Grants (FOA 2740) (GRIP), submit a letter that describes the difference between that application and this one.
2. Once all documents are completed and ready for uploading to the online application, check the program website for the availability of the online application portal. When the portal is open, additional instructions will be posted.

Business Assurances and Disclosure Information

This section is not part of the application but includes the text of attestations and disclosures required to accept Federal funds. They will be required as part of a performance agreement if offered a grant subaward. Prior to applying, applicants should ensure their organization's ability to comply with each of the following:

1. Is the Recipient, or any of the Recipient's principals, under investigation for or charged with a covered offense? If yes, please provide a detailed explanation.
2. Has the Recipient, or any of the Recipient's principals, been convicted of a covered offense in the last five years or had a civil judgment rendered against them for one of those offenses in that time period? If yes, please provide a detailed explanation.
3. Is the Recipient, or any of the Recipient's principals, under investigation for potential violation of U.S. export control laws and regulations, or has the proposed Subrecipient, or any of the Subrecipient's principals been convicted of any violations of U.S. export control laws and regulations? If yes, please provide a detailed explanation.
4. Is the Recipient under investigation for potential violations of the Drug-Free Workplace Act of 1988, or has the proposed Subrecipient been convicted of any violations of the Drug-Free Workplace Act of 1988? If yes, please provide a detailed explanation.
5. Is the Recipient, or any of the Recipient's principals, under investigation for research misconduct, or has the Recipient, or any of the Recipient's principals been convicted of research misconduct? If yes, please provide a detailed explanation.
6. Has any Federal agency recommended or initiated proceedings against the Recipient, or any of the Recipient's principals for suspension or debarment, or is the Recipient, or any of the Recipient's principals debarred, suspended, publicly banned from doing business with the Federal government, or otherwise declared ineligible from receiving Federal contracts, subcontracts or financial assistance? If yes, please provide a detailed explanation.
7. Financial Conflict of Interest: The Recipient must disclose in writing any managed or unmanageable financial conflicts of interest involving a member of the project team (i.e. investigators) and include sufficient information to enable DOE to understand the nature and extent of the financial conflict, and to assess the appropriateness of the non-Federal entity's management plan. See Section V(b)(3) of the [DOE Interim Conflict of Interest Policy](#). As part of this DOE funded project, does the Recipient have any managed or unmanageable financial conflicts of interest involving a member of the project team? If yes, in a separate attachment, the Recipient must provide relevant disclosures/supporting documentation as required by the DOE Interim Conflict of Interest Policy Section V(b)(3).
8. Additionally, Recipient must submit the completed Subrecipient Certifications for Conflict of Interest form with this application. This form indicates the Recipient's intent to comply with the requirements set forth in the DOE Interim Conflict of Interest Policy.
9. Organizational Conflict of Interest: The Recipient must disclose in writing any potential or actual organizational conflict of interest to DOE. See [DOE Interim Conflict of Interest Policy](#) Section VI and [2 CFR 200.318](#) for more information. As part of this DOE funded project, does the Subrecipient intend to engage in a procurement with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe?

10. Designated Responsible Employee: Indicate the name and title of the Designated Responsible Employee for complying with national policies prohibiting discrimination (see 10 CFR 1040.5 and the Certifications and Assurances SF-424B Assurances for Non-Construction Programs or SF-424D Assurances for Construction Programs found at: <http://www.grants.gov/web/grants/forms/sf-424-family.html>). Please also include contact information (phone number and email) for the Designated Responsible Employee.
11. Annual Audit: As required by 2 CFR 200 Subpart F, non-federal entities that expend \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted. The Recipient must comply with the annual independent audit requirements in 2 CFR 200.500 through .521 for institutions of higher education, nonprofit organizations, and state and local governments (Single audit), and 2 CFR 910.500 through .521 for for-profit entities (Compliance audit). Please indicate whether your organization has had a single audit conducted. If yes, please include a copy of the most recent audit as an attachment. If no, please provide an explanation as to why, including if your organization is not required to comply with the annual audit.
12. Risk Assessment: Information will be requested as part of a risk assessment to ensure funds are used for authorized purposes and every step is taken to prevent instances of fraud, waste, error, and abuse. Please include the following in the response:
 - Prior experience managing a federal grant award, whether as a Prime or Subrecipient.
 - Were all the terms and conditions of the previous award followed?
 - Describe previous reporting and budgeting; whether performance and financial reports were submitted timely; if reasonable progress was made towards performance goals; whether financial reports were accurate; and if the Recipient stayed on budget.
 - Prior experience with similar programs.
 - Describe the Recipients' staffing capacity and capability to comply with the terms of this project; whether there has been recent turnover in the program or award management staff; whether key staff attended required trainings and meetings during prior grant awards; and if key staff responded to State or Federal requests timely during prior grant awards.
 - Describe policies which include procedures for assuring compliance with the terms of the award.
 - Describe the accounting system; whether it is automated, manual, or a combination; whether the system is new or has substantially changed systems or software packages recently; if the system will allow for complete and accurate tracking of the receipt and disbursement of funds related to the award; and if there is a system in place that will account for 100% of each employee's time.