

# DEED Grant Requirements

## Checklist of Requirements:

- After the award notification letter and contract are received by the utility, an authorized person from the utility must sign the contract agreement. The signed contract may then be uploaded using DEED's grant management system. Go to <http://tinyurl.com/APPAGrants>, log in, and upload the contract. An executed hard copy of the contract will be mailed back to the utility project manager within 30 days.
- If a subcontractor is involved in the project, the utility should initiate a contract between itself and the subcontractor to be sure the terms of the APPA/utility contract are met.
- The utility may submit an invoice to initiate work on the project, up to 25% of the grant amount, once the signed contract agreements have been returned to APPA. This payment must be followed with an accounting (including copies of receipts) of how the money was spent before any other payments will be disbursed.

All other payments will be made on a cost-as-incurred basis. Please submit detailed invoices for expenses incurred including information on equipment costs (what was purchased and for how much) and labor costs (how many hours were worked, by who and at what rate). **Twenty-five percent of the grant amount will be withheld until a satisfactory final report and summary abstract have been received by APPA.**

- Quarterly reports are required for grant projects whether or not you receive a request from APPA. Quarterly reports should include a summary of work completed to date on the project and any appropriate attachments including project design diagrams, video storyboards, photographs of the project, etc. (This information also helps us promote your project in APPA newsletters and magazine, so please send us copies of everything you have.) Invoices for the project cannot be paid unless a report on the project has been received within the three months prior to the invoice date. See page 2 for instructions on completing a quarterly report including a sample format.
- The utility is required to complete the DEED grant project based on the proposed start and completion dates noted on the application. If the project falls behind and the proposed completion date will not be met, or the scope of the project changes significantly, notify the DEED administrator in writing immediately.
- The utility must submit to APPA a satisfactory final report for the project. See page 3-4 for instructions on completing a final report including a sample format.
- The utility must submit to APPA a satisfactory summary abstract for the project. See page 4-5 for instructions on how to complete a summary abstract including a sample format.
- The utility must submit to APPA any other deliverable promised in the project application.
- All grant reporting (quarterly reports, abstract, and final report) must be submitted through DEED's grant management system, the same platform where your grant application was submitted. Use this link <http://tinyurl.com/APPAGrants>, log in, and upload required documents.
- If a subcontractor is involved in the project, the utility must review and approve the final report, abstract and any deliverable promised in the project proposal before forwarding them to the DEED administrator at APPA.
- Indirect cost policy: DEED grants awarded at or above \$50,000 cannot have indirect costs exceeding 10 percent unless specifically approved by the DEED board.

Contact the DEED administrator, at [DEED@PublicPower.org](mailto:DEED@PublicPower.org) or 202/467-2960 with any questions related to completing DEED grant requirements.

## **Quarterly Report Instructions:**

The purpose of the quarterly report is to inform the DEED administrator and DEED members about the progress of the project. It is important to be as detailed as possible about the activities taking place on the project in the quarterly reports. It is also important to notify the DEED administrator as soon as possible about any requested changes to the project scope and timeline, as well as noting it in the quarterly report. Generally, quarterly reports are due 15 days after the end of the quarter – April 15, July 15, October 15, and January 15. Submit your report through the DEED grant management software, the same platform where your application was submitted.

Quarterly reports are required for grant projects whether or not you receive a reminder from APPA. This information is to keep us informed of your progress and will also be used to promote your project on the APPA website and in APPA newsletter and magazine articles, so please be as detailed as possible. Invoices cannot be paid unless a report has been received in the three months prior to the invoice date.

The information required for the report is described below. A satisfactory quarterly report should provide the DEED office with detailed information about the progress of the project, any requested adjustments to the scope, completion date, etc. and why those changes are needed. Please provide thorough documentation for each section described below.

**Project Title** • The official project title as submitted in the original proposal to the DEED board of directors.

**Utility Name and Address** • Name and address of sponsoring utility (include other participants under “Additional Notes”).

**Key Personnel & Phone Numbers** • List personnel from sponsoring utility as well as contractors who worked on the project. Describe the responsibilities each person had during the project. Be sure to notify us of any changes in project management personnel.

**Project Subject Areas** • These topics/key-words will help DEED members locate your project using the DEED Project Database. Include as many subjects as you think appropriate. Examples include: air quality, batteries, cable, demand-side management, environment, HVAC, load forecasting, performance management, reliability, safety, SCADA, turbines, and voltage control.

**Description** • Thoroughly describe the scope of the project and any requests for changes to the project scope from that which was originally proposed. Provide information on any events precipitating the need for a change in the project scope.

**Dates** • Please describe the project’s term as submitted in the original DEED proposal, and if applicable, any requests for changes to that timeline. The DEED administrator must approve all changes, so provide information on the events causing any need for change in the project’s term.

**Results to Date** • Thoroughly describe what has occurred on the project up to the time of the quarterly report. This section should include all relevant data resulting from the project, and a detailed description of past action on the project.

**Future Plans** • Describe the upcoming activities on the project, particularly anything you have planned for the next quarter.

**Budget** • Provide a detailed budget for the project to-date. Provide information on both funding and costs. Please be clear about what the DEED funding is being spent on. It is important to break down budget as much as possible so that others can see the itemized costs. You may include a budgeted and actual figure for each item under costs. The totals for funding and costs should be the same. If the figures are different, you must include an explanation why. A complete budget should show all sources of funding and compare funding totals with each costs (actual versus budgeted), e.g., for each piece of equipment, consultant fees, utility staff time, etc.

**Additional Notes** • Include additional information about the project that is important to know, but does not fit into any of the previous categories.

## **Final Report Instructions:**

According to Section H of the DEED Policy manual, DEED grant recipients are required to submit, within six months of project completion, a summary abstract and a detailed final report on their project, describing activities, costs, bibliography, achievements, problems, results, and recommendations. Twenty-five percent of the grant will not be released until both reports are satisfactorily completed. An electronic version of the final report is required. This may be submitted through the DEED grant management software, the same platform where your application was submitted. Please log in to upload your document.

The purpose of both the final report and project abstract is to educate staff at other public power utilities about your experiences, whether the outcome is considered successful or not. An unvarnished, simply written, and, above all, candid report is desired and most useful to future researchers; an inaccurate, insubstantial, and needlessly wordy “glossing over” or exaggeration of what really happened is a disservice to all future researchers who would benefit from your lessons learned.

The information required for the report is described below. A satisfactory final report should be a complete history of the project. This includes background information on the utility and reasons why the project was undertaken, the problems(s) to be solved and why this particular solution was chosen over the others. In writing your report, recognize that we more often learn from our mistakes than our successes, so be honest about your experiences with the project and its outcome. Please provide thorough documentation for each section described below.

**Project Title** • The official project title as submitted in the original proposal to the DEED board of directors.

**General Overview** • Include the applicability of the project to other utilities and alternatives available to them (if known), problems that arose during the course of the project and how they were resolved, a discussion of whether the project goals were achieved (and if not, why not), and recommendations regarding the technology/technique.

**Purpose** • Thoroughly describe why the project was undertaken. Explain the problem the project was intended to solve.

**Utility Name and Address** • Name and address of sponsoring utility (include other participants under “Additional Notes”).

**Utility Description** • Include sponsoring utility’s size (i.e., number of customers per class), annual load per class, services offered (i.e., electric, water, etc.), generation resources, and other relevant information.

**Key Personnel & Phone Numbers** • List personnel from sponsoring utility as well as contractors who worked on the project. Describe the responsibilities each person had during the project.

**Description** • Thoroughly describe the scope of the project.

**Diagram** • Not all projects lend themselves to use of a diagram, but most do. The diagram can be a flow- chart, schematic, drawing, graph, or other pictorial that will add to the readers’ understanding of the project. Please include as many of these diagrams, charts, etc. as possible.

**Dates** • Please describe the project’s term as submitted in the original DEED proposal, and if applicable, as subsequently adjusted and agreed upon by the DEED administrator. Also provide information on the events that caused each change in the project’s term.

**Alternatives** • Thoroughly describe all known alternatives to the project. To the extent known, for each alternative, include information on the scope of research needed for the project alternative, costs, etc. Include an explanation on why the chosen path was taken.

**Results to Date** • Thoroughly describe what has occurred on the project up to the time of completion of the DEED grant. This section should include all relevant data resulting from the project.

**Status** • The status of the project when the DEED grant was concluded.

**Applicability** • Thoroughly explain how others might use the results of the project. In particular, explain if there are public power systems (those of a particular generation resource, with high distribution losses, etc.) that might find the results of this project especially useful. **VERY IMPORTANT!**

**Future Plans** • If applicable, provide information about continued or tangential work planned for the project, whether to be conducted by you or another party. If none is planned, discuss, why not.

**Equipment** • List equipment purchased and/or used for this project, if any. For each piece of equipment, where applicable, include information on its efficiency, and why it was chosen over another brand/size/model, and how it performed for the project.

**Budget** • Develop funding and cost sections. Under funding, on an annual basis, list all organizations that contributed funds to the project (both monetary and in-kind), including the host utility. Under the costs section, provide annual information about what was spent on the project for hardware, labor, etc.

It is important to break down your budget as much as possible so that others can see the itemized costs. You may include a budgeted and actual figure for each item under costs. The totals for funding and costs should be the same. If the figures are different, you must include an explanation why. A complete budget should show all sources of funding and compare funding totals with each costs (actual versus budgeted), e.g., for each piece of equipment, consultant fees, utility staff time, etc.

**Additional Notes** • Include additional information about the project that is important to know, but does not fit into any of the previous categories.

**References** • Include a list of publications referred to during the course of the project and any publications or papers resulting from the project. A bibliography, if available, should be attached.

### **Summary Abstract Instructions:**

A completed DEED Project Report Summary Abstract is required under Sections I and J of the revised DEED Policy Manual (February 2010) for DEED grant recipients. The abstract is considered a summary of the project's final report, and should reflect the same standards. An electronic version of the abstract is required. This may be submitted through the DEED grant management software, the same platform where your application was submitted. Please log in to upload your document.

The abstracts are used to inform other DEED member utilities about your experiences on the project and the project's results. We more often learn from our mistakes than our successes, so be honest about the outcome of the project.

The information required in the abstract is described below. Please provide complete information for each applicable section, however keep in mind that the document length should not exceed four pages.

**Project Title** • The official project title as submitted in the original proposal to the DEED board of directors.

**Status** • The status of the project at the time when the DEED grant was concluded.

**Dates** • The project term as submitted in the original proposal to the DEED board of directors, or as subsequently adjusted and agreed upon by the DEED administrator.

**Purpose** • A two or three sentence summary of why the project was undertaken.

**Utility Name and Address** • Name and address of sponsoring utility. Include other participants under additional notes.

**Utility Description** • Information should include utility size (i.e. number of customers in all classes), annual load in all classes, services offered (i.e. electric, water, etc.), generation resources, and other relevant information.

**Key Personnel & Phone Numbers** • Include personnel from utility as well as contractors working on the project.

**Project Subject Areas** • These topics/key-words will help other members locate your project using the DEED Project Database. Include as many subjects as you think appropriate. Examples include: air quality, batteries, cable, demand-side management, environment, HVAC, load forecasting, performance management, reliability, safety, SCADA, turbines, and voltage control.

**Results to Date** • Provide summary of what has occurred on the project up to the time of completion of the DEED grant.

**Description** • Describe the scope of the project including information about how it was completed.

**Background** • Explain the problem the project was intended to solve.

**Applicability** • Explain how other utilities might use the results of the project to benefit their operations. Explain here if there are public power systems (those of a particular size, with a particular generation resource, with high distribution losses, etc.) that might find the results of this project especially useful. **VERY IMPORTANT!**

**Alternatives** • List other options that would help with the problem this project was intended to solve.

**Diagram** • Not all projects lend themselves to use of a diagram, but most do. The diagram can be a flow-chart, schematic, drawing, graph, or other artwork that will add to readers' understanding. Send us originals of the diagram, chart, etc., with the disk and scan them, if possible, onto the disk as an EPS or TIFF file. (Be sure to tell us if you want the original returned.)

**Equipment** • List equipment purchased and/or used for this project.

**Performance** • Give specific information about results to date. This section should include any relevant data resulting from the project.

**Future Plans** • Provide information about continued work planned for the project (may not be applicable).

**Budget** • Under funding, list all the organizations, including the utility, that contributed funds to cover the cost of the project. Under the costs section, give information about what was actually spent on the project for hardware, labor, etc. It is important to break down this information as much as possible so that others can see the itemized costs. You may include a budgeted and actual figure for each item under costs. The totals for funding and costs should be the same. If the figures are different, you must include an explanation why.

**Additional Notes** • Include information about the project that is important to know, but does not fit into any of the previous categories.

**References** • Include a list of publications referred to during the course of the project and any publications or papers resulting from the project.