

**Government of Puerto Rico
Puerto Rico Department of Economic Development and Commerce
San Juan, Puerto Rico**

**Financial Reporting Procedures – State Energy Program (SEP) and
Weatherization Assistance Program (WAP)-SF 270-SF 424-SF 425**

**Finance Office
October 2023**

I. PURPOSE

This document is adopted with the purpose of establishing the procedures to be followed for the preparation of required reports, including segregation of duties and system access rights. This SOP is intended to provide full guidance and understanding to the responsible resources of the federal reporting, to ensure compliance, completeness, and accuracy in the information submitted. This SOP addresses the federal reporting requirements of the Public Energy Policy Program, promulgated by the Department of Energy.

II. SCOPE

This procedure applies to all Auxiliary Secretaries, Offices, Divisions, units and Programs within the Puerto Rico Department of Economic Development and Commerce (DEDC) and the offices that participate in the reporting process. Any official or employee of the DEDC to whom the reporting functions have been delegated, or who has been appointed as Official or Assistant, shall also have to comply with the provisions of this procedure.

III. REVISION HISTORY

This procedure must be reviewed annually to ensure the process remains current and appropriate. However, if the procedure changes, a review process should be triggered before the scheduled review period. The revisions must be included in the revision history with the review date and a brief description of the changes. If the procedure is no longer required, it should be obsolete. This document must be approved by Management before implementation.

Revision	Date	Description

IV. GUIDANCE REFERENCE

Guidance	Reference	Weatherization Assistance Program	State Energy Program
2 CFR 200.303 (a-d) Internal Controls	eCFR :: 2 CFR 200.303 -- Internal controls.	X	X
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 as amended by 2 CFR Part 910.	eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	X	X

Guidance	Reference	Weatherization Assistance Program	State Energy Program
	eCFR :: 2 CFR Part 910 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards		
10 CFR Part 440	eCFR :: 10 CFR Part 440 - - Weatherization Assistance for Low-Income Persons	x	
SEP statutory authority (42 U.S.C § 6321 et seq.), 10CF 420	eCFR :: 10 CFR Chapter II Subchapter D -- Energy Conservation		x
Department of Energy, State Energy Program Guidance	State Energy Program Guidance Department of Energy State Energy Program Operations Manual: 2022 Edition		x x
SEP Program Notice 10-008F Effective Date: November 10, 2020, as amended.	SEP Program Notice 10-008D: Guidance for State Energy Program Grantees on Financing Programs		x
Department of Energy, Weatherization Assistance Program, Notices and Memorandums	Weatherization Program Notices and Memorandums Department of Energy	x	
OMB Circular A-123	OMB Circular A-123 - Management's Responsibility for Internal Control	x	x

V. ABBREVIATIONS

DEDC	Department of Economic Development and Commerce
DOE	Department of Energy
SOP	Standard Operating Procedure
SEP	State Energy Program
WAP	Weatherization Assistance Program
PEPP	Public Energy Policy Program
FFR	Federal Financial Report
QPR	Quarterly Performance Report
PAGE	Performance and Accountability for Grants in Energy
FAS	Financial Accounting System
FY	Fiscal Year
PY	Program Year
SF	Standard Form
ASAP	Automated Standard Application for Payments
POC	Point of Contact
HOO	Head of Organization
PO	US Department of Energy Program Officer
OMB	Office of Management and Budget
CFR	Code of Federal Regulations
UEI	Unique Entity Identifier
CFDA	Catalog of Federal Domestic Assistance

VI. RESPONSABILITIES

The following roles are part of the DOE Reporting procedure:

Senior Accountant

- a) Compile and perform data entry of the required report information into the reporting system.
- b) Investigate any discrepancies or request supporting documentation, as needed.
- c) Comply with deadlines for financial reporting in accordance with the financial guidelines and calendar.
- d) Generate monthly data reports corresponding to grants expenses allocation.

Accounting Manager (Other Federal Funds)

- a) Maintain, update, and distribute this SOP.
- b) Provide training to employees and/or anyone who has an inherence in the reporting process.

- c) Review and approve internally the SF 425 financial report ensuring compliance with guidelines.
- d) Review SF 270 and send it to the Fiscal Compliance Executive Officer to sign it. Once you have received the signed report send it to the accountant.
- e) Implement mitigation procedures and/or ensure corrective action for noncompliance and/or collaborate to identify and compile the data to response to DOE Officer review comments and remarks.
- f) Comply with deadlines for financial reporting in accordance with the financial guidelines and calendar.
- g) Ensure communications with program managers.

Principal Official Payer

- a) Compile the information and perform the reimbursement request in the system.
- b) Comply with the due dates to process the reimbursement request.
- c) Ensure the information entered is according to the SF270 form signed and approved by the Fiscal Compliance Executive Officer.

Fiscal Compliance Executive Officer

- a) Approve, sign SF 270 and SF 425 and submit report in the reporting system.
- b) Investigate any discrepancies or request supporting documentation, as needed.
- c) Comply with deadlines for financial reporting in accordance with the financial guidelines and calendar.
- d) Ensure the implementation and compliance of this procedure.
- e) Accountable for the completion and timely submission of the federal financial reports.
- f) Review and approve standard operating procedures (SOPs) when required.
- g) Implement mitigation procedures and/or ensure corrective action plan for noncompliance.

Budget Unit

- a) Ensure that the funds distribution of the grant is in accordance with the percentages applicable to each program in accordance with current regulations. Exceptions will be made in case of waiver or authorizations of change as a result of consultation made to the grant officer.
- b) Ascertain that budget appropriations related to contracts and purchases orders are approved and recorded on a timely basis.
- c) Record any changes to grant authorizations, including modifications and recaptures, in the accounting system on a timely basis.
- d) Monitor compliance with budget and notify when discrepancies and/or targets are not met or exceeded.
- e) Assist the programmatic unit with the budget preparation.

Programmatic Unit

The Program Manager of the program, as applicable:

- (a) Prepare WAP or SEP budgets on an annual basis as requested by DOE.
- (b) Support Fiscal and Finance function to comply with regulations by overseeing programmatic activities.
- (c) Inform the Budget unit of any new grants, modifications or matters that could affect budget appropriations and related reporting in a timely manner.
- (d) Accountable to provide waivers to Fiscal Compliance Executive Officer and Accounting Manager (Other Federal Funds), if required.
- (e) Prepare program progress reports (QPR: quarterly program progress)
- (f) Maintain a repository of program documentation.
- (g) Review the financial report SF 425 support documents, ensuring that resources are allocated in compliance with the budget approved by the federal agency.

VII. PROGRAM OVERVIEW

PEPP

The Public Energy Policy Program (PEPP) of the Department of Economic Development and Commerce is responsible for developing and promulgating the public energy policy of the Government of Puerto Rico, by virtue of Law No. 141 of July 11, 2018, also known as the Law on the Execution of the Reorganization Plan of the Department of Economic Development and Commerce of 2018. Among its many functions, it is responsible for managing and operating different federal programs, including the Weatherization Assistance Program (WAP), the State Energy Program (SEP) and the State Program of the Green Energy Fund, with the main purpose of promoting energy efficiency and introducing renewable energies to Puerto Rico's electricity grid. Under Law 17-2019, it is intended to mitigate Puerto Rico's dependence on centralized fossil fuel plants and optimize the available energy resources to build resilience and make it easier for the island to obtain 100% of its energy from renewable sources by 2050.

SEP

Authorized under the Energy Policy and Conservation Act, as amended (42 U.S.C. 6321 et seq.). Provides funding and technical assistance to states, territories, and the District of Columbia to enhance energy security, advance state-led energy initiatives, and increase energy affordability. https://www.energy.gov/sites/default/files/2021/01/f82/SEP-fact-sheet_2021.pdf

WAP

Title IV, Energy Conservation and Production Act, as amended, authorizes DOE to administer the WAP (42 U.S.C. § 6861 et seq.). This program provides funding to all 50 states, the District of Columbia, Native American tribes, and five U.S. territories—American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the Virgin Islands—through formula grants; to reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring health and safety. [Weatherization Assistance Program Fact Sheet \(energy.gov\)](#)

VIII. SYSTEMS

PAGE: This system is an online database developed by DOE. This online database is available to all SEP and WAP grant recipients. The system allows DOE and the grantees to electronically submit and manage grant performance and financial information. The PAGE database includes grant information such as applications, summaries, financial reports, programmatic reports, and monitoring. (*SEP Operations Manual 2022 Edition, page 27*). (Link to login in PAGE system: [Welcome to the PAGE Web Site \(energy.gov\)](#))

ASAP: An electronic system for grant fund drawdowns. <https://www.fiscal.treasury.gov/ASAP/>

FAS: The DEDC Financial Accounting System is the accounting system used to record transactions, including budget.

IX. SEGREGATION OF DUTIES

To strengthen internal controls and segregation of duties, the reports process is designed to be prepared and reviewed before submitted. The roles that are involved in the reporting process is:

Financial Report	Roles				
	Preparer (Data entry)	Reviewer	Internal Approver	Submitted	System
SF 425	Senior Accountant	Accounting Manager (Other Federal Funds)	Fiscal Compliance Executive Officer	Fiscal Compliance Executive Officer	PAGE
SF 270	Senior Accountant	Accounting Manager (Other Federal Funds)	Fiscal Compliance Executive Officer	Senior Accountant	Email

Financial Report	Roles				
	Preparer (Data entry)	Reviewer	Internal Approver	Submitted	System
SF 424	Program Manager (Programmatic Unit)	Budget Analyst	Budget Analyst	Program Manager (Programmatic Unit)	PAGE

X. REPORTING PROCEDURE

A. Financial Reports Overview

The following reports are required; and they are in order according to the required submission period.

1. Request for Advance and Reimbursement (Standard Form SF 270)
 - a. The form is used to request grant funds. *Use the current version of the SF 270 form approved by OMB (check the expiration date annotated in the upper left corner).*
 - b. The request for reimbursement should be submitted monthly no later than the last day of the subsequent month, based on a cash basis. For example:

Period Request	Due date
September 30	October 31

- c. For funding advance, you may request a DOE Program Officer approval.
 - d. A drawdowns history of grant fund is available on PAGE Payments module.
2. Federal Financial Report (Standard Form SF 425)
 - a. The FFR contains federal and state expenditures, program income, indirect expenses, and Petroleum Violation Escrow (PVE) funds, if applicable.
 - b. SF 425 is submitted quarterly, cumulative on a cash basis.
 - c. The FFR is due no later than 30 calendar days after the end of each reporting period.
 - d. FFR reports are submitted to and approved by DOE via Quarterly Financial Reporting link in PAGE.
 - e. FFR and QPR are reviewed and compared simultaneously, and neither will be approved until they are both submitted.

B. Other Financial Reports Overview

1. Application for Federal Assistance (Standard Form SF 424)
 - a. The Standard Form 424 is part of the State application package. The form includes a budget justification.

- b. This form is submitted each year of the award period as required by the DOE Program Officer.
- c. The DOE Program Officer sent an email to notify the due date and require documentation.

2. Closeout Report

- a. Closeout is the process by which DOE determines that all applicable administrative actions and all required financial data and related information, including reconciliation of and/or resolution have occurred. This report will confirm that the award has been completed by DEDC.
- b. For the Weatherization Assistance Program, the closeout process must be completed within 120 days after the expiration or termination of a financial assistance award. The recipient must submit all financial, performance and other reports required by the award terms and conditions. (*Weatherization Program Notice 21-4 Revised, Effective date: March 24, 2023*)
- c. For the State Energy Program, the closeout process must be completed within 90 days after the expiration or termination of a financial assistance award. The recipient must submit all financial, performance and other reports required by the award terms and conditions. (*State Energy Program Operations Manual 2022 Edition*)

C. System Access

System access rights for filing SF 425 and SF 424 financial reports are managed by PAGE. For funds reimbursement requests, the filing system is ASAP (*Note: SF 270 must be submitted for review and approval by the DOE Program Officer via email*). The systems require recipients to obtain access to the online financial reporting system using a username, password, and PIN. Everyone in the organization who needs access to PAGE and ASAP must submit a request to obtain their own assigned User ID. (Please refer to access request steps below). Access to ASAP funds reimbursement request tool is limited to authorized personnel, which is authorized by the Fiscal Compliance Executive Officer.

1. PAGE Access

a. New User Access

- i. To register to PAGE database system users must request access to the local system administrator by email.
 - a. The local system administrators in DEDC are:
 - 1. PEPP Program Office Director
 - 2. Fiscal Compliance Executive Officer
- ii. The local system administrator will initiate the registration process in the PAGE system. The user will complete the following information:

- a. User type
- b. Email template
- c. User's name (invitee)
- d. User institutional email address (invitee email address)
- e. Assign a temporary login pin.
- f. The local system administrator assigns the corresponding roles.

Invitation: (Creating New)

Invitation Details:

URL for Invitee: [~/invitation.aspx?invitationkey=3a352612-708e-4c04-8b1a-ad5189f0bb05](#)

Proposed User Type: ←

Email Template: ←

Invitee Name: ←

Invitee Email: ←

Inviter Name:

Inviter Email:


Inviter's Contact Phone:

Temporary Login PIN: ←

The local administrator assigns the PIN and send it to new user by email.

(Note: Contact the Invitee separately and provide this temporary login PIN)

Invitation Sent:







Date Expires: 

Proposed User Roles:

(Effective immediately, when check/uncheck)

- | | | | |
|------------------------------------|---------------------------------------|---|--|
| <input type="checkbox"/> DataEntry | <input type="checkbox"/> GrantAdmin | <input checked="" type="checkbox"/> InspectOnly | <input type="checkbox"/> LocalSysAdmin |
| <input type="checkbox"/> Monitor | <input type="checkbox"/> MonitorAdmin | <input checked="" type="checkbox"/> Report | <input type="checkbox"/> Review |
| <input type="checkbox"/> Signature | | | |

- iii. The local system administrator adds grants access to user profiles.

Grant	Grant Accessible Documents	Access
 <u>EE0004202</u> 	<input checked="" type="checkbox"/> Application-SF424 <input checked="" type="checkbox"/> Federal Financial Report (Effective immediately, when check/uncheck)	<input checked="" type="checkbox"/> Project Management Plan <input checked="" type="checkbox"/> Performance Report <input checked="" type="checkbox"/> Budget Add
 <u>EE0004139</u> 	<input checked="" type="checkbox"/> Application-SF424 <input checked="" type="checkbox"/> Federal Financial Report (Effective immediately, when check/uncheck)	<input checked="" type="checkbox"/> Project Management Plan <input checked="" type="checkbox"/> Performance Report <input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Spend Plan Add
 <u>EE0000175</u> 	<input checked="" type="checkbox"/> Application-SF424 <input checked="" type="checkbox"/> Federal Financial Report <input checked="" type="checkbox"/> Performance Report (Effective immediately, when check/uncheck)	<input checked="" type="checkbox"/> WAP T&TA Report <input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> WAP Annual File <input checked="" type="checkbox"/> WAP Master File Add

- iv. After the local administrator initiates the registration process, the new user will receive an invitation by email to complete the registration process.
- v. The user will follow the steps mentioned in the email.
- vi. Click on the link in the email (if necessary, cut and paste this link into your browser). Please note that it is a unique email invitation, only the user who received the email can access the page to create the profile.
- vii. When prompted, enter the Temporary Login PIN. If you have not already received your Temporary Login PIN, please contact your Local Administrator via email or telephone: (787)758-4747 ext.0000.
- viii. Begin to create your PAGE user account. Complete the following information:
- Select login name
 - Enter your email address
 - Select security question
 - Enter answer
 - Re-enter answer
 - Create a password
 - Re-enter password

Performance and Accountability for Grants In Energy (PAGE)

Home Contact Us Help FAQs Submit Success Story WAP Communications Portal Login

Login
Forgot Password
Forgot User Name

Create your PAGE user account

If you have any questions or problems creating your PAGE user account, please email the PAGE Help Desk at PAGE-Hotline@hq.doe.gov or call (866) 492-4546.

Create Account Profile

Select your login name: ⓘ

Enter your e-mail address:

Select your security question: What was the make of your first car? ▾

Enter answer:

Re-enter answer:

Create a password: ⓘ

Re-enter password:

Continue Cancel

- ix. Once complete the required information your account has been successfully created and will appear in a confirmation dialog box.
- x. As part of the registration process it is required to set up the Multifactor Authentication tool.

U.S. DEPARTMENT OF ENERGY Office of the Under Secretary for Infrastructure

State And Community Energy Programs

Performance and Accountability for Grants In Energy (PAGE)

Home Contact Us My Profile Help Training Videos Reference Library FAQs Submit Success Story WAP Communications Portal Logout

Login
Forgot Password
Forgot User Name

The PAGE login process now requires multifactor authentication. Please click [here](#) for additional information including detailed instructions on setting up and using PAGE multifactor authentication. The set-up process is easy and should only take a few minutes.

Multifactor authentication is now required for PAGE. Please click the **Setup** button to proceed to the EERE Multifactor Authentication Setup.

Note, this processing will send a verification code to your current PAGE email.

Setup Cancel

Click this bottom to continue setup

User's email

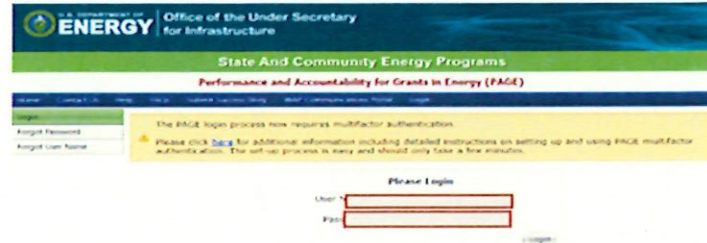
- xi. Follow and complete the next steps to activate the multifactor authentication service.
 - a. Validate email and cell phone information to set up code delivery.
 - b. Once the code delivery method is completed, you will return to the application and login to the system.

EERE Multifactor Authentication Service

Multifactor Setup

The multifactor setup has been completed successfully.

[Return to the Application](#)



b. Modify PAGE System access rights

1. The system allows to modify access rights. Only local administrators have the role to add or remove user access rights.
2. The user who requires a modification of access rights within the PAGE system must send an email to the designated local administrator.
3. The email should clearly specify whether they are requesting an addition or removal of access rights.
 - a. In the email, the user must include a description of the access rights modification requested, including details about what should be added or removed and reason for the modification.
 - b. Upon receiving the user's request, the local administrator will review the email to verify if the request is complete and valid. Then the local administrator will proceed to modify the access rights within the PAGE system accordingly.
 - c. If the request is for the addition of access rights, the local administrator will grant the specified privileges.
 - d. If the request is for the removal of access rights, the local administrator will eliminate the specified privileges or deactivate the access if applicable.
 - e. The local administrator will send a confirmation email to the user or who is authorized to make the request, acknowledging the successful modification of access rights.

2. ASAP Access

New Access requests

1. To register ASAP database system users must request access, by email, to the Point of Contact designated.
2. The Point of Contact (POC) adds users or modifies their roles.
3. The Head of Organization receive a request notification in ASAP system.

4. The Head of Organization (HOO) approves the user and their roles in ASAP system. The HOO must be followed and complete the following steps:
 - i. Select the *Home* button
 - ii. Select the notification link
 - iii. Review the users and roles
 - iv. Approve if correct. Reject if incorrect.
 - v. Click Submit
5. Once the HOO approves the user request, the ASAP system will send two separate emails.
 - i. Username
 - ii. Contain a temporary password and a link to create a new password.
 - iii. To ensure receipt of the emails below, contact your IT division to verify that the 'fiscal.treasury.gov' email domain is not being blocked by your organization.
 - iv. Click on the provided link to logon to the ISIM system to change the password and select security questions for the account.
 - v. Login using the information provided in the email.
 - vi. Upon successful password change and completion of security questions, login to ASAP.gov
 - vii. As part of the registration process the user must add the Multi-Factor Authentication tool. To add it, following the next steps:
 - a. Log into ASAP.gov
 - b. You will be taken to the ASAP production page and will need to complete the ID.me registration as follow:



1. Select "ID.me" from the options listed.
2. Log into ID.me using your current login credentials.
3. The primary email address associated with your ID.me account must be the same as the email address associated with your ASAP.gov account.
4. Click on "Create an ID.me account."

5. Enter the email associated with your ASAP account, a password, then select “Create account.”
 6. The primary email address associated with your ID.me account must be the same as the email address associated with your ASAP.gov account. If not, see instructions: <https://help.id.me/hc/en-us/articles/360011500573-Changing-your-account-email-address>
 7. Check your inbox for an email from ID.me. To validate your email address. Then, you can return to your internet browser to complete the registration.
 8. Read and acknowledge the “Consent for ID.me to collect Biometric Data and Sensitive Personal Information.”
 9. Either upload existing photos from your desktop OR type in the phone number of a cell phone that can take pictures. If you choose to take pictures with your phone, ID.me will text you a secure link that will open your phone camera.
 10. Follow the instructions to take pictures of your ID.
 11. Follow the instructions to take a selfie. Ensure you are in a well-lit area.
 12. The last step is to enter your Social Security number.
 13. Make sure that all your information is accurate and complete. If it is, check the box to attest that the information is accurate, and then click continue. If not, click the edit button to make changes.
 14. You will then see a message saying that your identity has been successfully verified. Click “Allow” to complete the validation of your identity. If you have any issues, select “Help Center” at the top right of your account.
- c. Then you have ready created (or updated) your ID.me account, enabled multi-factor authentication and validated your identity.

Updates and reviews

- a. For updates and user’s roles modifications, if applicable, the request must be sent by email, to the Point of Contact designated.
- b. The Point of Contact (POC) adds or modifies user roles according to their responsibilities.
- c. The Head of Organization receives a request notification in ASAP system.
- d. The Head of Organization (HOO) approves the users and their roles in the ASAP system.

Payment request inquiry

- a. The Senior Accountant can inquire about reimbursement payments.
- b. Click on “Inquiries” tab
- c. Select “Payment Request Status Inquiry”
- d. Enter “ALC/Region”
- e. Enter “Requestor ID (i.e. Recipient ID)”
- f. Enter “Payment Request Date” (From & Through Dates)
- g. Select “Format”
- h. Select “Continue”
- i. Click on the “Inquiries” tab
- j. Select “Retrieve Results”
- k. Select the link in the “Inquiry Name” column to open, view, print, and/or save an inquiry.

D. Financial Report Process

Standard Form SF 424 Application for Federal Assistance

1. The form is used as federal assistance application. The application is filled out and sent to the federal agency by PAGE system. If the application is sent by email, ensure to use the latest version of the form approved by OMB (check the expiration date annotated in the upper right corner).
2. The form is composed by the following parts:

SF 424

- i. This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance.
- ii. The WAP or SEP Program Manager, as applicable, is responsible for filling in the form for the application to be submitted for federal assistance.
- iii. This part includes the following fields information:
 - a. Type of Submission
 - b. Type of Application
 - c. Date received
 - d. Applicant Identifier
 - e. Federal Entity Identifier
 - f. Federal Award Identifier
 - g. Date received by State
 - h. Applicant information
 - i. Organization Legal Name
 - ii. Employer/Taxpayer Number (EIN)
 - iii. Organization’s UEI
 - iv. Organization Address

- v. Organizational Unit
- vi. Name and contact information
- i. Type of Applicant
- j. Name of Federal Agency
- k. Catalog of Federal Domestic Assistance Number/Title
- l. Funding Opportunity Number/Title
- m. Competition Identification Number/Title
- n. Areas Affected by Project
- o. Descriptive Title of Applicants Project
- p. Congressional districts
- q. Proposed Project Start and End Dates
- r. Estimated Funding
- s. Is Application Subject to Review by State Under Executive Order
- t. Is the Applicant Delinquent on any Federal Debt?
- u. Authorized Representative

SF 424

- i. The SF 424 application section A must be completed by WAP or SEP Program Manager, as applicable. The parts to be fill by the Program Manager are:
 - a. Section A:
 - i. Budget Summary lines 1-4, Columns (a) through (g). On line 1, enter new and unexpended DOE federal funds.
 - ii. Carryover funds should be listed in the estimated unobligated fund columns. Use a separate line for each funding source (e.g., PVE funds, state match, etc.).
 - b. Section B: Budget Categories.
 - i. Separate column headings should be utilized for each funding source.
 - ii. The total in column (g), Section A, must equal the total of all columns in Section B

Budget justification

- i. The Budget Justification consists of a detailed explanation of the Object Class Categories listed in line 6, Section B, of SF 424A.
- ii. All applications must have a detailed budget justification and narrative that explains the federal and the non-federal expenditures broken out by the object class cost categories listed on SF-424A– Section B (Budget Category)
- iii. The budget justification and narrative must be prepared by WAP or SEP Program Manager, as applicable.

- iv. Refer to the program specific Funding Restrictions/Limitations and the Standard Funding Restrictions in the program notice.

Important:

- i. Once the application is complete, the Program Manger send it by email to the Budget Analyst to Budget Unit, by email for internal review and approval.
- ii. The Budget Analyst will have to respond within the next five (5) working days with any questions or confirmation that categories and amounts are correct according to program notice requirements and programmatic plan.

SF 270-Request Form

- i. The form is used to request reimbursement grant funds. Ensure to use the latest version of the SF 270 form approved by OMB (check the expiration date annotated in the upper right corner).
- ii. The Senior Accountant prepares a monthly request for reimbursement based on cash expenses, by grant.
- iii. On or before the 15th of each month, the Senior Accountant generates the check register report for each grant program and sends it to each program manager.
- iv. Once the Program Manager (SEP & WAP) receives the check register, they will have to respond within the next five (5) days with any questions or confirmation that expenditures are correct to be reported.
- v. The Senior Accountant complete the following in the form SF 270: (See Exhibit 2 for form and detailed instructions)
 - a. The name of the federal sponsoring agency.
 - b. The federal grant number, or other identifying number assigned by the federal sponsoring agency.
 - c. The employer identification number assigned.
 - d. The Financial Assistance Identification Number.
 - e. The date of the period covered in this request (mm/dd/year).
 - f. The Organization address.
 - g. Indicate the type of payment request (partial or final). If partial must include the number of the partial payment in the corresponding field.
- vi. The Senior Accountant will proceed to complete the financial information:
 - a. Total of the cash expenditures up to date.
 - b. The amount of the previously payment requested.
- vii. The system will automatically calculate the amount that will be processed for payment.
- viii. Before send for approval, the Senior Accountant must ensure to review:

- a. The agency's information is correct, including the grant number and the type of request.
 - b. The amount shown in SF 270 for the previously payment requested, and the cumulative expenditures are tied out with the reports used to complete the form.
- viii. Once the report is complete, the Senior Accountant sends it to the Accounting Manager (Other Federal Funds) by email for internal review and approval. The Accounting Manager (Other Federal Funds) initials the report (in hard copy) and sends it to the Fiscal Compliance Executive Officer by email to sign it.
- ix. The Accounting Manager (Other Federal Funds) will receive the report signed by the Fiscal Compliance Executive Officer by email and will send a copy to the Senior Accountant to save it as the final and approved version in the share folder (MS Pool), along with the respective supporting document.
- x. When the Senior Accountant receives the signed report, the report is sent to the DOE Program Officer by email and sent a copy to the Program Manager.
- xi. Store the final version of the report in the shared folder, along with respective supporting document, include the email send.

Reimbursement request in system

- i. After the written approval from the DOE Program Officer is received. The Accounts Payable Principal Accountant or accountant designated as payment requestor needs to complete the reimbursement request in the ASAP system.
- ii. To identify and process the amount, the Payment requestor designated will use the SF 270 report approved and signed by the Fiscal Compliance Executive Officer.
- iii. To process the reimbursement request, the Principal Official Payer or the accountant designated as payment requestor must be following the next steps:
 - a. Log into ASAP.gov. (link)
 - b. Going to Payment Requests tab.
 - c. Scroll down and select Initiate Payment Requests (PR).
 - d. Select a Bank Relationship or Payment Request Template.
 - e. Enter the Payment Request Type and the Payment Method.
 - f. Enter the Requested Settlement Date and the Requestor Reference number.
 - g. Verify Your Recipient ID and the ALC/Region.
 - h. Enter Account ID.
 - i. Enter amount(s) requested and verify that it is correct before continuing.

- j. The screen will provide the user with confirmation of the available balance.
 - k. Select Printer Friendly to obtain a copy of the transaction.
 - l. The Principal Official Payer or the accountant designated as payment requestor will save the document in the grant file for the corresponding period.
- iv. After the completion of the reimbursement request in the system, the Principal Official Payer or the accountant designated as payment requestor will notify by email to the Senior Accountant and the Accounting Manager (Other Federal Funds) that the request was completed and saved in the share folder designated with all other supporting documents , as SF 270 signed, SF 425 submitted, ASAP Account Balance Report and a copy of the payment request.

E. Federal Funds Report-SF 425

- i. The SF 425 report is required for federal grants detailing the grant's financial progress.
- ii. The report is filed in the PAGE system by the Senior Accountant on a quarterly cash basis, by each active grant. This report must be submitted no later than 30 days after the end of each reporting period. (After each quarter ends.)
- iii. After quarter ends, the Senior Accountant will generate the Check Register from the FAS system to send for validation and approval to the Program Manager.
- iv. The Program Manager will have to respond within the next five (5) days with any questions or confirmation that expenditures are correct to be reported.
- v. To initiate the reporting process login into PAGE, click on the *program (SEP or WAP)* link on the left navigation menu to show a list of grants which you have access to.

U.S. DEPARTMENT OF ENERGY | Office of the Under Secretary for Infrastructure

State And Community Energy Programs

Performance and Accountability for Grants in Energy (PAGE)

Home Contact Us My Profile Help Training Videos Reference Library FAQs Submit Success Story WAP Communications Portal Logout

Home Search SEP WAP Help Desk

The problem that was affecting the printing of reports has been corrected. We apologize for any inconvenience caused by this issue.

Home PAGE

vi. Click on the grant for which you will prepare the FFR.

My Grants

2 grants Sort by: Status: A to Z

EE0009928	Department of Economical Development and Commerce — WAP (Active)	<input checked="" type="checkbox"/>
EE0010013	Department of Economical Development and Commerce — WAPBIL (Active)	<input checked="" type="checkbox"/>

- vii. Click on the Financial Reporting link on the left navigation menu. (see below)
- viii. To prepare the FFR for the corresponding period, click on the **Create FFR for New Period** button.
- ix. Once select create a new FFR, complete the required information for the column title ‘This Period.’

Federal Financial Report (SF-425)

OMB Approval Number: 4040-0014

Expiration Date: 02/28/2025

Reporting period: 10/01/2022 - 12/31/2022 Approved Final  

Account or Identifying Number: EE0009928 Basis: Cash Accrual

10. Transactions

Federal Cash	Previously Approved	This Period	Cumulative
a. Cash Receipts 1	\$0.00	\$0.00	\$0.00
b. Cash Disbursements	\$110,031.61	\$73,886.02 2	\$183,917.63
c. Cash on Hand (line a minus b)	(\$110,031.61) 3	(\$73,886.02)	(\$183,917.63) 3

Federal Expenditures and Unobligated Balance	Previously Approved	This Period	Cumulative
d. Total Federal Funds Authorized			\$1,235,088.00
e. Federal Share of Expenditures	\$110,031.61	\$73,886.02	\$183,917.63
f. Federal Share of Unliquidated Obligations	\$0.00		\$0.00
g. Total Federal Share (sum of lines e and f)	\$110,031.61		\$183,917.63
h. Unobligated Balance of Federal Funds (line d minus g)			\$1,051,170.37

- x. Complete the following information:
 1. In row a. register the received reimbursement. Use ASAP payments report as reference.
 2. In row b. register the total cash expenditures for the quarter. Use the FAS check register report and HR Sense payroll report report as reference.
 3. The first and third column are automatically fulfilled. The quantities from first column comes from previous period.

- xi. Once the report is fulfilled by the Senior Accountant and verified by the Accounting Manager (Other Federal Funds), will notify the Fiscal Compliance Executive Officer by email to sign and submit it to the system.
- xii. The Fiscal Compliance Executive Officer signed electronically and submitted the FFR to the federal agency via PAGE system.

The Financial Reporting Module is used by grantees to enter their expenditures via the Federal Financial Report (FFR), SF-425. The form and information to be used for expenditure reporting is dictated by grant guidance.

This report is not complete until it has been submitted to DOE

Reporting period: 04/01/2023 - 06/30/2023 In-process
 Final

View

Ready for submission

- xiii. The Senior Accountant stores the final and approved version of the report in the shared folder (MPS Pool), along with respective supporting documents.

State And Community Energy Programs

Performance and Accountability for Grants In Energy (PAGE)

Home
Contact Us
My Profile
Help
Training Videos
Reference Library
FAQs
Submit Success Story
WAP Communications Portal
Logout

- Home
- Search
- SEP
- WAP
- Application Documents
- Quarterly Performance Reporting
- T&TA Reporting
- Financial Reporting
- SF-425 Payments
- Annual Historic Preservation
- Help Desk

Grant Search:

Grant: EE0009928
Grantee: Department of Economical Development and Commerce
Status: Active

The problem that was affecting the printing of reports has been corrected. We apologize for any inconvenience caused by this issue.

Financial Reporting

The Financial Reporting Module is used by grantees to enter their expenditures via the Federal Financial Report (FFR), SF-425. The form and information to be used for expenditure reporting is dictated by grant guidance.

Reporting period: 01/01/2023 - 03/31/2023 Approved
 Final

View | Create New

Note: A grantee can withdraw a submitted report if it has not been approved and if it is before the report's due date.

F. Closeout Reports

- i. Closeout is the process by which DOE determines that all applicable administrative actions and all required work under the award have been completed. The process includes verifying the following:
 - a. All terms and conditions have been fulfilled.
 - b. All property issues such as inventory, equipment and vehicles have been resolved.
 - c. All patents and data issues, including intellectual property issues, have been resolved.
 - d. All required reports and other deliverables have been submitted to DOE.

- e. All required financial data and related information, including reconciliation of and/or resolution of, have occurred.
- ii. If applicable, the Program Manager received a letter from the federal agency indicating the required documentation to submit as part of the closeout process.
- iii. Closeout reports shall be submitted no later than 90 days after the project or grant period end date.

Note: The closeout process in collaboration with Program Division. The Other Federal Funds Division has the responsibility of submitting all financial reports requested.

G. Record Retention

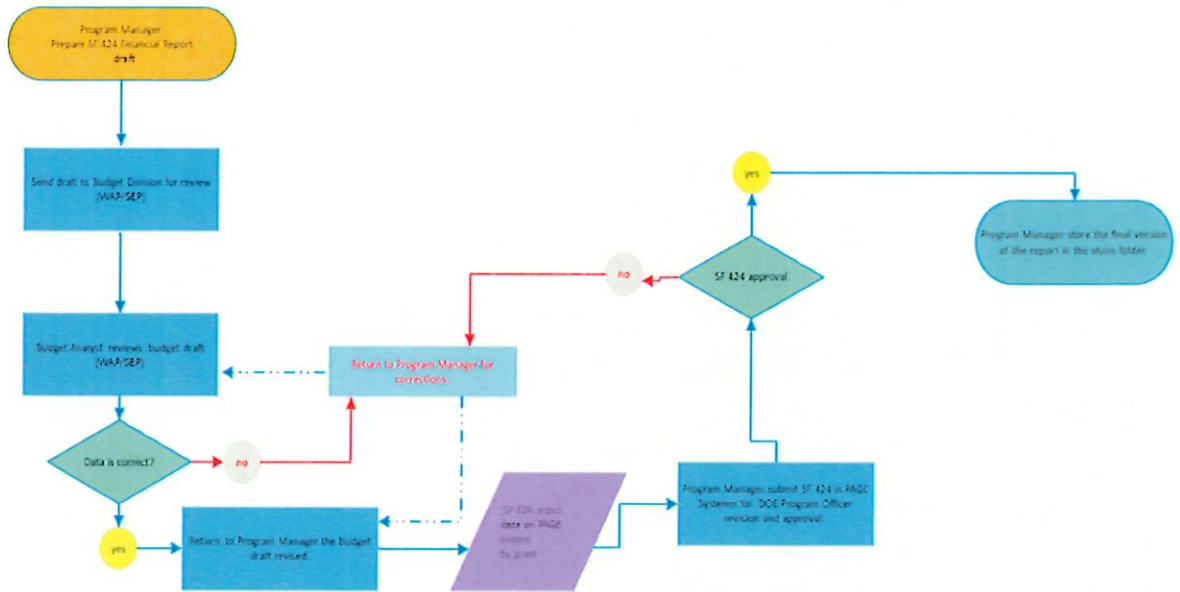
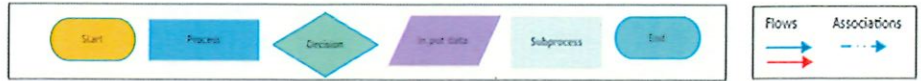
After submission confirmation is received and reports are accepted, the final and approved version of each report should be stored in the shared folder by period, along with respective supporting documents. The report and support documents for the submission will be retained by the finance department for future audits.

The retention period to comply with the requirements is to keep all documentation for futures audits or requests for a **minimum of 3 years** from the final financial report date. ([eCFR :: 2 CFR Part 200 Subpart D - Record Retention and Access](#))

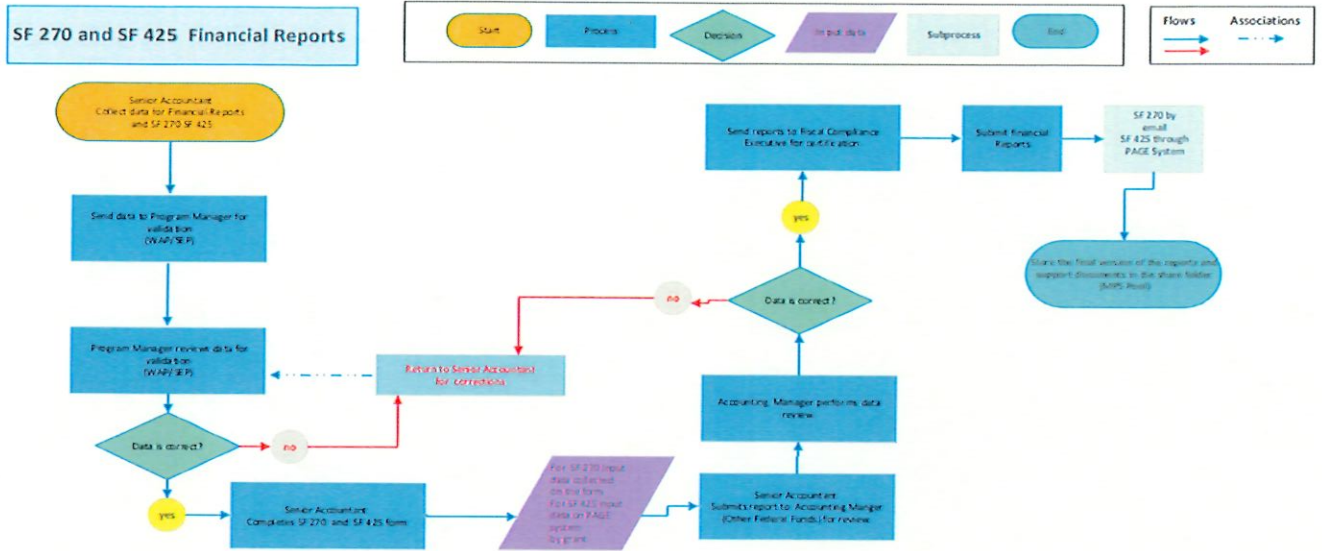
F. Exhibits

1.a

SF 424 Financial Report



1.b



2. Standard form SF 270 instructions:

Check the current version approved by OMB (check the expiration date)

<https://www.grants.gov/web/grants/forms/post-award->

OMB Number: 4040-0012
Expiration Date: 01/31/2025

REQUEST FOR ADVANCE OR REIMBURSEMENT		1. TYPE OF PAYMENT REQUESTED <input type="checkbox"/> ADVANCE a <input checked="" type="checkbox"/> REIMBURSEMENT	2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH z <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED <div style="border: 1px solid black; padding: 2px;">Department of Energy</div> d		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY <div style="border: 1px solid black; padding: 2px;"> </div> e	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST <div style="border: 1px solid black; padding: 2px;">2</div> 6	6. EMPLOYER IDENTIFICATION NUMBER <div style="border: 1px solid black; padding: 2px;">600654753</div> g	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER <div style="border: 1px solid black; padding: 2px;"> </div> h	
8. PERIOD COVERED BY THIS REQUEST From: <div style="border: 1px solid black; padding: 2px;">1/1/23</div> To: <div style="border: 1px solid black; padding: 2px;">3/31/23</div> i			
9. RECIPIENT ORGANIZATION Name: <div style="border: 1px solid black; padding: 2px;">Department of Economic Development and Commerce</div> Street1: <div style="border: 1px solid black; padding: 2px;">PO BOX 41314</div> Street2: <div style="border: 1px solid black; padding: 2px;"> </div> City: <div style="border: 1px solid black; padding: 2px;">San Juan</div> County: <div style="border: 1px solid black; padding: 2px;"> </div> State: <div style="border: 1px solid black; padding: 2px;">Puerto Rico</div> Province: <div style="border: 1px solid black; padding: 2px;"> </div> Country: <div style="border: 1px solid black; padding: 2px;"> </div> ZIP / Postal Code: <div style="border: 1px solid black; padding: 2px;">00940-4131</div> i			

- a. Check the reimbursement box.
- b. Check the cash box.
- c. Check the partial box. If the report is related to grant which end should be marked as Final box.
- d. Enter the name of the Federal sponsoring agency.
- e. Enter the Federal grant number, or other identifying number assigned by the federal sponsoring agency.
- f. Enter the Partial Payment Request Number.
- g. Enter the employer identification number assigned.
- i. Enter the Financial Assistance Identification Number
- j. Enter the beginning and ending date of the period covered in this request as m/dd/year.
- k. Enter the Organization address.

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ ACTIVITIES	(a)	(b)	(c)	TOTAL
a. Total program outlays to date <i>(As of date)</i> 03/31/2023	\$ 271,472.07	\$	\$	\$ 271,472.07
b. Less: Cumulative program income				0.00
c. Net program outlays <i>(Line a minus line b)</i>	271,472.07	0.00	0.00	271,472.07
d. Estimated net cash outlays for advance period				0.00
e. Total <i>(Sum of lines c & d)</i>	271,472.07	0.00	0.00	271,472.07
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e	271,472.07			271,472.07
h. Federal payments previously requested	183,917.63			183,917.63
i. Federal share now requested <i>(Line g minus line h)</i>	87,554.44	e 0.00	0.00	87,554.44
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			0.00
	2nd month			0.00
	3rd month			0.00
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY				
a. Estimated Federal cash outlays that will be made during period covered by the advance				\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period				
c. Amount requested <i>(Line a minus line b)</i>				\$ 0.00

- a. Enter the period ending to report.
- b. Enter total cash expenditures amount to date.
- c. Enter the same amount of line e.
- d. Enter the amount of previously payments requested.
- e. This is an automatically calculated field.

This section is required to be fulfilled. The report must be signed by the Fiscal Compliance Executive Officer by the date the request is submitted to the Federal agency as mm/dd/yyyy. All the fields are required.

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED

TYPED OR PRINTED NAME AND TITLE

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

This space for agency use

3. Check Register Report

Agency & Check	Check Number	Amount	Transaction Description	GL Code	Service ID	FDL	REPORT FRANCHISEMENTS
4006193	915022	PR300	\$4,510.72 RENTA SEPTIEMBRE 2022	04-60000-64000-64300-E270-EE000549E-2022-2-0	Rent - Other Buildings w/ Contract		\$4,510.72
Report Total		4,510.72		JULIO 2022 - SEPT 2022			4,510.72 4,510.72
006171	1011202	Rodriguez Dominguez, Gerardo	\$1,620.36 GASTOS DE VIAJE REUNION ANUAL DE LA NACIONAL ASSOC	04-60000-64000-64300-E270-EE000549E-2022-2-0	OOE Activities - Reimbursable - Employees		\$1,620.36
006188	1021202	DISTRIBUCION TITAN POWER, INC.	\$117.21 PARA EL VEHICULO OFICIAL FORD ESCAPE AÑO 2011, TA	04-60000-64000-64300-E270-EE000549E-2022-2-0	Repairs and Maintenance - Vehicles		\$117.21
W006727	115022	PUERTO RICO OFFICE SOLUTIONS CORP.	\$221.68 PARA LA ADQUISICION DE EQUIPO DE OFICINA ADMINISTR	04-60000-64000-64300-E400-EE000549E-2022-2-0	Office Supplies		\$221.68
W006721	115022	CONNECTIONS TRAVEL, INC.	\$767.20 PARTICIPACION DE LA COMISION ANUAL NABSO 2022 DE	04-60000-64000-64300-E2130-EE000549E-2022-2-0	Paid Travel for Travel Outside of Puerto Rico		\$767.20
W006741	1116202	Tour 4 Fernandez, Carle	\$231.96 REEMBOLSO POR CONCEPTO DEL VIAJE OFICIAL A ST. PETER	04-60000-64000-64300-E270-EE000549E-2022-2-0	Travel Expenses Outside of PR		\$231.96
W006741	1116202	Tour 4 Fernandez, Carle	\$40.87 REEMBOLSO POR CONCEPTO DEL VIAJE OFICIAL A ST. PETER	04-60000-64000-64300-E2470-EE000549E-2022-2-0	Leaving Outside of PR		\$40.87
W006758	1213202	OSERELA O&L LLC	\$107.30 SERVICIO DE CONSULTORIA DEL MES DE OCTUBRE PARA WA	04-60000-64000-64300-E190-EE000549E-2022-2-0	Professional Fees - Other Services		\$107.30
W006600	1213202	MIRVA T. VIGORAS CASTRO	\$300.00 PAGO DE FACTURA MES DE OCTUBRE DE LA CODA MIRVA V	04-60000-64000-64300-E126-EE000549E-2022-2-0	Professional Fees - Other Services		\$300.00
W006613	1220202	PR300	\$2,490.36 RENTAS MES DE DICIEMBRE 2022	04-60000-64000-64300-E263-EE000549E-2022-2-0	Rent - Other Buildings w/ Contract		\$2,490.36
006302	1222202	JENNY MAR CAÑON FELICIANO	\$115.00 REEMBOLSO POR CONCEPTO DE VIAJE OFICIAL CON EL OOE	04-60000-64000-64300-E270-EE000549E-2022-2-0	Travel Expenses Outside of PR		\$115.00
006302	1222202	JENNY MAR CAÑON FELICIANO	\$104.46 REEMBOLSO POR CONCEPTO DE VIAJE OFICIAL CON EL OOE	04-60000-64000-64300-E2470-EE000549E-2022-2-0	Leaving Outside of PR		\$104.46
006301	1222202	CARLOS J RIOS PEREZ	\$115.00 REEMBOLSO POR CONCEPTO DE VIAJE OFICIAL CON EL OOE	04-60000-64000-64300-E270-EE000549E-2022-2-0	Travel Expenses Outside of PR		\$115.00
006301	1222202	CARLOS J RIOS PEREZ	\$116.24 REEMBOLSO POR CONCEPTO DE VIAJE OFICIAL CON EL OOE	04-60000-64000-64300-E2470-EE000549E-2022-2-0	Leaving Outside of PR		\$116.24
W006622	1222202	Rodriguez Dominguez, Gerardo	\$105.22 REEMBOLSO POR CONCEPTO DE DE VIAJE OFICIAL CON EL O	04-60000-64000-64300-E270-EE000549E-2022-2-0	Travel Expenses Outside of PR		\$105.22
W006622	1222202	Rodriguez Dominguez, Gerardo	\$116.24 REEMBOLSO POR CONCEPTO DE DE VIAJE OFICIAL CON EL O	04-60000-64000-64300-E2470-EE000549E-2022-2-0	Leaving Outside of PR		\$116.24
W006621	1222202	MURIBENTE DIAZ JAMILLE E	\$295.00 VIAJE OFICIAL A DENVER, CO DEL 29 NOV AL 2 DIC 202	04-60000-64000-64300-E270-EE000549E-2022-2-0	Travel Expenses Outside of PR		\$295.00
W006621	1222202	MURIBENTE DIAZ JAMILLE E	\$104.45 VIAJE OFICIAL A DENVER, CO DEL 29 NOV AL 2 DIC 202	04-60000-64000-64300-E2470-EE000549E-2022-2-0	Leaving Outside of PR		\$104.45
		NORVIA J J R#2	\$104.50 NORVIA O&L DEL 30 DIC 30 NOVIEMBRE 2022				\$104.50
		NORVIA J J R#2	\$103.90 NORVIA O&L DEL 30 DIC 30 NOVIEMBRE 2022				\$103.90
		NORVIA J J R#2	\$104.50 NORVIA O&L DEL 30 DIC 30 NOVIEMBRE 2022				\$104.50
Report Total		37,342.17		OCTUBRE 2022 - DIC 2022			37,342.17 37,342.17
006319	1110202	RIS SANTOS DIAZ	\$245.00 REEMBOLSO GASTOS POR VIAJE - 29 DE NOVIEMBRE AL 2	04-60000-64000-64300-E270-EE000549E-2022-2-0	Travel Expenses Outside of PR		\$245.00
006319	1110202	RIS SANTOS DIAZ	\$116.24 REEMBOLSO GASTOS POR VIAJE - 29 DE NOVIEMBRE AL 2	04-60000-64000-64300-E2470-EE000549E-2022-2-0	Leaving Outside of PR		\$116.24
006316	1110202	DISTRIBUCION TITAN POWER, INC.	\$89.56 BATERIA VEH OFICIAL FORD EXPLO	04-60000-64000-64300-E270-EE000549E-2022-2-0	Repairs and Maintenance - Vehicles		\$89.56
W006635	1110202	WAGEL DAVID RODRIGUEZ VILEZ	\$1,000.00 FACTURA DEL MES DE NOVIEMBRE POR CONCEPTO DE EDUCA	04-60000-64000-64300-E126-EE000549E-2022-2-0	Professional Fees - Other Services		\$1,000.00
W006665	1200202	CONNECTIONS TRAVEL, INC.	\$1,161.60 PARA LA PARTICIPACION DE REUNIONES CON EL DEPARTAM	04-60000-64000-64300-E2130-EE000549E-2022-2-0	Paid Travel for Travel Outside of Puerto Rico		\$1,161.60

4. ASAP Payment Request Screen Example

a	Total Amount Requested	\$ 3,009.00
	Total Amount Entered	\$ 3,009.00

Your criteria matched 12 account(s)

3 accounts not shown because they are unavailable for payment or already selected

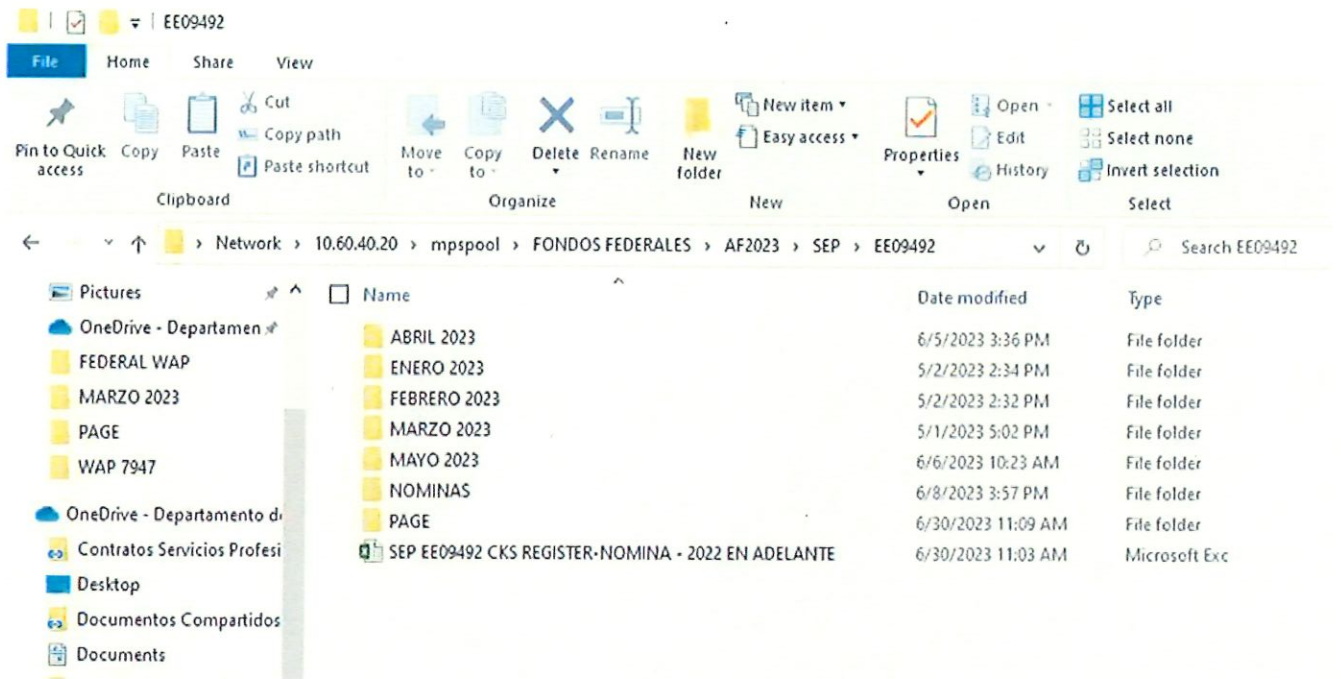
Recipient: <input type="text"/>					b
Federal Agency: <input type="text"/>					c, d
Cash on Hand: \$			Subtotal: \$		
Account ID	Account Status	Available Balance	Amount Requested	Remittance Data	
<input type="text"/>	Open	\$1,002,007,700.00	\$	+	
e	Open	f	\$	+	
<input type="text"/>	Open	\$2,000,000.00	\$	+	

- a. Amount request
- b. Recipient: Department of Economic Development and Commerce
- c. Federal Agency: Department of Energy
- d. Grants accounts identification number
- e. Available balance to made payments requests
- f. Amount to be requested by grant

3. ASAP Payment Reimbursement Request Confirmation Example

Step 4 of 4 Payment Transaction Confirmation						
Payment Request Sequence Number 03-03-2017 30917793 00001						
Payment Request Type : Summary Payment Method : FEDWIRE Bank Relationship : 02100 Requested Settlement Date : 03/03/2017 Requested Date and Time : 03/03/2017.13:00 Requestor Reference Number : Total Items : 6						
Total Amount Requested : \$3,009.00 Total Amount Entered : \$3,009.00						
Recipient: <input type="text"/>						
Federal Agency: <input type="text"/>						
Cash on Hand: \$			Subtotal: \$1,600.00			
Seq # / Item #	Account ID	Account Status	Available Balance	Amount Requested	Remittance Data	Payment Request Status
3	<input type="text"/>	Open	\$349,001.00	\$499.00		Sent to Funds
5	<input type="text"/>	Open	\$349,000.00	\$600.00		Sent to Funds
1	<input type="text"/>	Open	\$348,999.00	\$601.00		Sent to Funds

4. Share Folders Example



RECOMMENDED:

Bryan O'Neill Alicea
 General Legal Advisory
 Legal Affairs Office

Date: *December 22, 2023*

Jamille Muriente Diaz
 Auxiliary Secretary
 Administration and Finance

Date: *December 22, 2023*

APPROVAL:

Manuel Cidre Miranda
 Secretary

Date: *December 22, 2023*