Energy Innovation Grant Program

Frequently Asked Questions (FAQ)
for Grantees

General Information

- The EIGP supports the mission of the OEI by supporting a wide variety of energy projects.
- Annually, the Commission determines the scope of the program, including funds available, eligible applicant types, and activity categories. .
- This program is federally funded by the U.S. Department of Energy State Energy Program.

Commission Approval

Q: The Commission has met and determined the award recipients. How do I know if my application is approved for a grant award?

A: The Commission Order approving the Energy Innovation Grant Program awardees is posted on the Electronic Records Filing System (ERF). If your organization was selected as an award recipient, staff from OEI will provide you with communication stating such, as well as next steps.

Project Completion Dates

Q: How long do I have to complete my project?

A: Projects typically have at least one year for completion, to begin in the calendar year (CY) following the Application Instructions, and to conclude in the CY following.   The project performance period begins on the date the grant agreement is countersigned by the Commission and ends approximately one year from that date. Any request for variation from this standard is considered for approval on a case-by-case basis.

Consultants

Q: What role can consultants play in assisting Grantee with the award process?

A: A third party consultant may assist a Grantee with preparation and submission of required documentation (for example, Environmental Screening Tool).   Materials should be signed by the Grantee's own representatives and include the required information for the applicant organization itself. Additionally, eligible applicants and their consultants should note that pre-award costs are not allowed, meaning any expense incurred for the consultant's services prior to the project performance period would not be reimbursable by the grant.

Awards and Next Steps

Q: I was notified by OEI staff that I am a recipient of the award (Grantee). What are my next steps?

A: Expect an Onboarding email from the EIGP team with required forms, a meeting invitation, etc. Examples include:

- Onboarding Form (link)
- Environmental Screening Tool (link)

If you choose to publicize your award, please share any publications with the EIGP team at: OEI@wisconsin.gov

Grant Agreement Execution and Project Performance Period

Q: When can I get started?

A: Please do not begin project activities, or incur project costs, until you have received Federal Approval on your project (e.g. NEPA approval), and received an executed Grant Agreement!
(The Federal approval process can take weeks to months depending on the complexity of the activity and the workload of the Federal reviewers.)

Q: What forms are required along with the Grant Onboarding process?

A: In addition to executing a grant agreement, the Grantee will need to provide fiscal documentation that enables PSC to create a Purchase Order in the state's financial system.

- W9
- DOA 6460 New Supplier Form
- DOA 6456 – Authorization for Direct Deposit
- DOA 6457 Address Update

Q: What else does the Grant Agreement require?

A: Grantees will be required to submit Quarterly Progress Reports; ARRA Reports (Buy American Provisions; Davis Bacon Wage Rate Requirements; National Environmental Policy Act Review (NEPA); State Historic Preservation (SHPO) review, and various other requested items as applicable (e.g. Affirmative Action documents, Single Audit)

Q: Are pre-award costs allowed as project costs, either for grant-funded reimbursement, or as match?
A: No, pre-award costs are not allowed in the project cost. All costs must be incurred during the project performance period, which begins on the date the grant agreement is countersigned by the Commission and ends approximately one year from that date

Eligible Costs

Q: Can ineligible activity costs, such as those activities listed in Section 1.2.3 of the Application Instructions, or costs of items that are non-compliant with ARRA, be used as a match or as part of the applicants cost share in the budget?

A: No. All project costs, whether grant funded or applicant funded (or contributed to the applicant from a third party source) need to be reasonable associated with the eligible project activity, an eligible cost type and compliant with all state and federal provisions including ARRA.

Funding Requests and Payments

Q: Will up-front payments be allowed?

A: No. Grant funds can be issued as frequently as quarterly, as a reimbursement payment upon receipt of a satisfactory performance report and request for reimbursement, which must include detailed supporting documentation for all costs.

Q: Will incremental requests for reimbursement be allowed?

A: Yes, grant funds are issued as frequently as quarterly, as a reimbursement payment upon receipt of a satisfactory performance report and request for reimbursement, which must include detailed supporting documentation for all costs.

Q: What is the process for getting reimbursed?

A: Reimbursements will be issued using the PSC Grants System found on the OEI Webpage. Each request for payment must include a copy of an invoice for each eligible cost item for which reimbursement is requested, as well as any additional documentation as detailed in the grant agreement.