Workplan Template

**[****Remove the first couple informational pages, instructional *red* and *blue* text throughout the template, and the example Milestone Tables in the final version of the Workplan]**

**Instructions**

All Applicants are required to submit a Workplan. The Workplan **must not be more than 5 pages, excluding the milestone table.** If the Workplan exceeds the maximum page length indicated above, DOE will review only the authorized number of pages and disregard any additional pages.The Workplanmust be submitted in Microsoft Word format.

The Workplan must conform to the content and form requirements in Section IV of the FOA and the Workplan template, including maximum page lengths. The use of this template is not required; however, the information included within the template is required.

The Workplan must address the Technical Review Criteria included in Section V.A. of the FOA. **Applicants should consider the weight of each of the evaluation criteria (see Section V.A. of the FOA) when preparing the Workplan.**

Save the Workplan in a single Microsoft Word file using the following convention for the title: “ControlNumber\_LeadOrganization\_Workplan” and submit as part of your application.

The Workplan should fully describe the work to be accomplished and how the Applicant will achieve the milestones, accomplish the final project goal(s), and produce all deliverables. Provide the information requested, even if some of the information may have also been included in the Technical Volume.

The following items should not be included in the Workplan:

* Dollar amounts.
* Specific dates (only include general time frames (i.e. Demonstrate XYZ result by Month 3, not Demonstrate XYZ by June 8th, 2013).
* Subcontractors, Vendors or individuals by name. The award, if made, will be with the Applicant and, as such, the Workplan should not provide specific information identifying the Subcontractors or Vendors.

**Treatment of Application Information**

**Please read the following description regarding DOE’s treatment of application information.** If you believe information provided in the Workplan is subject to restrictions on its disclosure and use, please follow the instructions below by inserting the “*Notice of Restriction of Disclosure and Use of Data*” language and appropriate protective markings (e.g., “*Do Not Publicly Release – Trade Secret*,” “*Do Not Publicly Release – Confidential Business Information*,” etc.) in the Workplan and following the described “header and footer” and “bracketing” requirements**.**

In general, DOE will use data and other information contained in applications for evaluation

purposes only unless such information is generally available to the public or is already the

property of the Government.

Applicants should not include trade secrets or commercial or financial information that is privileged or confidential in their application unless such information is necessary to convey an understanding of the proposed project or to comply with a requirement in the FOA.

Applications containing trade secrets or commercial or financial information that is privileged or

confidential, which the Applicant does not want disclosed to the public or used by the Government for any purpose other than application evaluation, must be marked. The use of protective markings such as “*Do Not Publicly Release – Trade Secret*” or “*Do Not Publicly Release – Confidential Business Information*” is encouraged. However, Applicants should be aware that the use of protective markings is not dispositive as to whether information will be publicly released pursuant to the [Freedom of Information Act](https://www.foia.gov/foia-statute.html) (FOIA) as codified at [5 U.S.C. §552](https://www.law.cornell.edu/uscode/text/5/552), et. seq., and as amended by the [Openness Promotes Effectiveness in our Nation (OPEN) Government Act of 2007, Pub. L. No. 110-175](https://www.congress.gov/110/plaws/publ175/PLAW-110publ175.pdf). (See Section I of this document, “Notice of Potential Disclosure Under the Freedom of Information Act (FOIA)” for additional information regarding the public release of information under the Freedom of Information Act.

The Workplan must be marked as follows and identify the specific pages containing trade secrets or commercial or financial information that is privileged or confidential:

**Notice of Restriction on Disclosure and Use of Data:**

*Pages [list applicable pages] of this document may contain trade secrets or*

*commercial or financial information that is privileged or confidential, and is*

*exempt from public disclosure. Such information shall be used or disclosed*

*only for evaluation purposes or in accordance with a financial assistance or*

*loan agreement between the submitter and the Government. The Government may use or disclose any information that is not appropriately marked or otherwise restricted, regardless of source.*

The header and footer of every page that contains trade secrets or commercial or financial

information that is privileged must be marked as follows: “*May contain trade secrets or*

*commercial or financial information that is privileged or confidential and exempt from public*

*disclosure.*”

In addition, each line or paragraph containing trade secrets or commercial or financial

information that is privileged or confidential must be enclosed in brackets.

**Buy America Requirements for Infrastructure Projects**

Federally assisted projects which involve infrastructure work, undertaken by applicable Recipient types, require that: (1) all iron, steel, and manufactured products used in the infrastructure work are produced in the United States; and (2) all construction materials used in the infrastructure work are manufactured in the United States.

See Section IV.H.9. and Appendix C of the FOA and provide a short statement in the Project Summary section of the Workplan on whether the project will involve the construction, alteration, and/or repair of infrastructure in the United States and consider the potential schedule impacts in the Milestone Table and the project’s proposed budget. The ultimate determination about whether a project includes infrastructure remains with DOE, but the Applicant’s statement will assist project planning and integration of domestic preference requirements, which may impact the project’s proposed budget.

**Workplan**

**[Applicant Organization Name]**

**[Project Title]**

*If applicable insert the “Notice of Restriction of Disclosure and Use of Data” language and appropriate protective markings (e.g., “Do Not Publicly Release – Trade Secret,” “Do Not Publicly Release – Confidential Business Information,” etc.) and follow the described “header and footer” and “bracketing” requirements.*

1. **PROJECT SUMMARY**

*Provide a concise overview of the proposed project including, as a minimum, an overview of the energy system(s) or energy infrastructure being proposed; the rated capacity of the energy system(s) and/or energy storage; project location(s) (maps or graphics should be included as an attachment, see Site and Resources Maps and Graphics file); number of buildings affected by the proposed project and their current energy use or for planned construction the projected energy use; how the proposed project serves a need; and the expected outcomes and benefits, such as the amount of energy saved, displaced, or generated; economic and environmental benefits; and other outcomes* *(e.g., replicability, resiliency, reliability, environmental stewardship, specific energy goal(s) met, step toward energy independence, number of Tribal Buildings electrified).*

*The Project Summary is expected to be a concise overview of the proposed project and only a few paragraphs long.*

**B. BACKGROUND**

*Provide a brief summary of the Applicant, goals and objectives, and any relevant background related to the proposed project, such as a description of past studies, previous energy projects or initiatives, existing strategic energy plan, tribal energy portfolio standard or other similar regulations or codes, or other relevant background.*

*The Background is expected to be only a few paragraphs long.*

**C. PROJECT APPROACH**

*Provide a description of the overall work scope and approach to achieve the objective(s) and the specific expected end results of the project.*

*Additionally, this section should include a general description of the project management plan, including the following:*

* *The overall approach to, and organization for, managing the work*
* *The roles of each Project Team member*
* *Any critical handoffs/interdependencies among Project Team members*
* *The approach to project risk management*
* *A description of how project changes will be handled*

**D. TASKS TO BE PERFORMED**

*Describe the specific activities to be conducted over the life of the project. This section provides a substantive description of the planned approach to this project and should clearly articulate what work must be accomplished to execute the project scope and thus meet the established project objectives.*

*Structure the task descriptions with a hierarchy of the performance period separated by milestones. In other words, organize the tasks in a logical sequence and divide into performance periods of the project, as appropriate.*

*Each task and subtask is to have a unique number and title and an indication of the approximate duration of the task or subtask. Each task and subtask is to have a substantive description of the objectives, what work is to be accomplished, and relationship to project deliverables or expected results. Appropriate milestones must be incorporated into the task and subtask structure.*

***Milestones:*** *Identify appropriate milestones throughout the project to demonstrate success, where success is defined as project achievement rather than simply completing a task. Milestones must follow the SMART rule of thumb, which is that all milestones should be* ***S****pecific,* ***M****easurable,* ***A****chievable,* ***R****elevant, and* ***T****imely. In addition to describing milestones in the Workplan text, the milestones must be included in the Milestone Summary Table below.*

*Below is an example of a typical task structure. While the example illustrates three tasks, the specific project work scope will dictate the appropriate tasks and subtasks:*

**Task 1.0:** *Distinctive Task Title*

**Task Details:** *Explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addressed and provide a substantive description of the objectives of that task. In addition, the description must indicate the project deliverables or expected results that this task will help achieve.*

**Milestone 1.1** (if applicable)

**Milestone 1.2** (if applicable)

**Etc.**

**Subtask 1.1:** *Title, Subtask Description*

**Subtask Details:** *Describe the specific and detailed work efforts that go into achieving the higher-level tasks.*

**Milestone 1.1.1** (if applicable)

**Milestone 1.1.2** (if applicable)

**Etc.**

**Subtask 1.2:** Title, Subtask Description

*(Continue until all Task 1 subtasks are listed)*

**Task 2.0:** *Distinctive Task Title*

**Task Details:** *Explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addressed and provide a substantive description of the objectives of that task. In addition, the description must indicate the project deliverables or expected results that this task will help achieve.*

**Milestone 2.1** (if applicable)

**Milestone 2.2** (if applicable)

**Etc.**

**Subtask 2.1.1:** *Title, Subtask Description*

**Subtask Details:** *Describe the specific and detailed work efforts that go into achieving the higher-level tasks.*

**Milestone 2.1.1** (if applicable)

**Milestone 2.1.2** (if applicable)

**Etc.**

**Subtask 2.2:** Title, Subtask Description

*(Continue until all Task 2 subtasks are listed)*

**Task 3.0:** *Distinctive Title*

*(Continue in the format above until all tasks and subtasks are listed)*

**E. REPORTING**

Progress and financial status will be documented in quarterly reports. A separate comprehensive Final Report will be submitted that will include the project results, data collected and other documentation as provided in the guidance. Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein.

In addition, progress shall be presented at annual Program Reviews to be held each year in Colorado.

**F.** **PROJECT SCHEDULE AND MILESTONES**

The following milestone table summarizes the schedule and milestones associated with the project activities.

*The Applicant’s milestone table should provide a detailed schedule for the entire project, including task and subtask durations, and milestones.*

| **Milestone Summary Table** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Recipient Name:** | |  | | | | |
| **Project Title:** | |  | | | | |
| **Task Number** | **Task or**  **Subtask Title** | **Milestone Number** | **Milestone** | **Task/Milestone Description** | **Anticipated Month (Number of Months from Start Date)** | **Anticipated Quarter (From Start Date)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | See Milestone Summary Table examples below |  |  |
|  |  |  |  |  |  |  |

**Example** **Milestone Summary Tables**

*Below are two examples of Milestone Summary Tables. Note: The milestone numbering convention should align with Task and Subtask numbers, as appropriate. For example, M1.1, M3.2, etc.*

*Example 1: Milestone Summary Table for Community Solar Project with Subscriber Plan*

| **Milestone Summary Table** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Recipient Name:** | |  | | | | |
| **Project Title:** | |  | | | | |
| **Task Number** | **Task or**  **Subtask Title** | **Milestone Number** | **Milestone** | **Task/Milestone Description** | **Anticipated Month (Number of Months from Start Date)** | **Anticipated Quarter (From Start Date)** |
| 0 | DOE Grant Negotiations | M0 | Obtain Department of Energy (DOE) Grant Agreement | Acknowledge DOE grant agreement including conditional funds hold, pending vendor selection and approval | 0 | 0 |
| 1.0 | Project Management & Planning | M1.1 | Initiate and conduct project kickoff meetings | Project Management executes project kick-off meeting; assign stakeholders, develop schedule, and re-confirm budget targets | 1 | 1 |
| 2.0 | Subscription Model & RFP Development | M2.1 | Draft Request for Proposals (RFP) and solar energy subscriber framework | Two draft documents: 1) draft Engineering Procurement Construction (EPC) RFP; 2) draft subscriber framework (Community Solar Consultant). Drafts submitted to Business Contact | 1 | 1 |
| 2.0 | Subscription Model & RFP Development | M2.2 | Finalize and publish RFP; finalize subscriber framework | Tribal Government approval of final EPC RFP and subscriber framework. Publish EPC RFP per competitive selection policy | 2 | 1 |
| 2.0 | DOE Grant Administration | M2.2.1 | Complete first quarter financial and progress reports | Two completed project report documents: 1) Q1 progress report, 2) Q1 financial report.  Reports uploaded to DOE grant reporting system | 4 | 2 |
| 3.0 | Agreements, Contracts & Procurement | M3.1 | Finalize vendor selection process | Complete merit review for vendor selection; submit required documents to DOE for requesting the review and approval of selected vendor by the DOE Contracting Officer | 5 | 2 |
| 3.0 | DOE Grant Administration | M3.1.1 | Vendor selection hold lifted by DOE | Vendor selection approved by DOE Contracting Officer. Grant modification to add selected vendor to the DOE grant agreement and lift conditional hold is executed by DOE Contracting Officer | 6 | 2 |
| 3.0 | DOE Grant Administration | M3.1.2 | First project presentation at DOE annual Program Review | Attend DOE annual Program Review; present project overview, clean energy implementation strategies, and intended project goals and objectives | 6 | 2 |
| 3.0 | Agreements, Contracts & Procurement | M3.2 | Execution of subscriber contracts | Signed residential household subscriber agreements facilitated by Technical Contact, Business Contact | 6 | 2 |
| 3.0 | Agreements, Contracts & Procurement | M3.3 | Execution of utility interconnection agreement | Utility interconnection agreement signed by Project Management and Utility; deposit submitted | 7 | 3 |
| 3.0 | DOE Grant Administration | M3.3.1 | Complete second quarter financial and progress reports | Two completed project report documents: 1) Q2 progress report, 2) Q2 financial report.  Reports uploaded to DOE grant reporting system | 7 | 3 |
| 3.0 | Agreements, Contracts & Procurement | M3.4 | Procurement of long-lead equipment and balance of system (BOS) equipment | Procurement contracts executed; overseen by Project Manager and Business Contact | 8 | 3 |
| 4.0 | Engineering, Design & NTP Authorization | M4.1 | Final design and engineering, remaining BOS hardware purchased, Notice to Proceed (NTP) to General Contractor (GC). | Project management team review and approval of design drawings, engineering specifications. All remaining equipment procurement executed. NTP submitted to GC | 8 | 3 |
| 5.0 | Construction & Installation | M5.1 | Initiate civil/mechanical construction | Surveying and civil prep begins at installation site | 9 | 3 |
| 6.0 | Construction & Installation | M6.1 | Initiate electrical work | Begin electrical work; wire runs for photovoltaic (PV) panels, inverters; begin placing switchgear and distribution. Oversight by Project Manager | 10 | 4 |
| 7.0 | DOE Grant Administration | M7.1.1 | Complete third quarter financial and progress reports | Two completed project report documents: 1) Q3 progress report, 2) Q3 financial report.  Reports uploaded to DOE grant reporting system by due date | 10 | 4 |
| 8.0 | Testing & Commissioning | M8.1 | Testing and commissioning of generator system, certified with Permission to Operate (PTO) | Utility PTO received; testing and commissioning lead by [incumbent utility] with oversight from Project Management team | 12 | 4 |
| 8.0 | Testing & Commissioning | M8.2 | Training of Tribal Operation and Maintenance (O&M) team; development of O&M plan. | O&M team certified (if applicable) maintenance procedures and schedule finalized and approved by GC and Technical Contact | 12 | 4 |
| 9.0 | Performance Monitoring & Verification | M9.1 | Initiate system performance monitoring and verification | System performance monitoring plan approved, initiated by Project Management team | 12 | 4 |
| 9.0 | DOE Grant Administration | M9.1.1 | Complete fourth quarter financial and progress reports | Two completed project report documents: 1) Q4 progress report, 2) Q4 financial report.  Reports uploaded to DOE grant reporting system by due date | 13 | 5 |
| 9.0 | DOE Grant Administration | M9.1.2 | Complete fifth quarter financial and progress reports by respective due dates | Two completed project report: 1) Q5 progress report, 2) Q5 financial report.  Reports uploaded to DOE grant reporting system by due date | 16 | 6 |
| 9.0 | DOE Grant Administration | M9.1.3 | Second project presentation at DOE annual Program Review | Attend DOE annual Program Review; present project overview, project status and installation overview, insights and lessons learned, and system performance monitoring | 18 | 6 |
| 9.0 | DOE Grant Administration | M9.1.4 | Complete sixth quarter financial and progress reports | Two completed project report documents: 1) Q6 progress report, 2) Q6 financial report.  Reports uploaded to DOE grant reporting system by due date | 19 | 7 |
| 9.0 | DOE Grant Administration | M9.1.5 | Complete seventh quarter financial and progress reports | Two completed project report documents: 1) Q7 progress report, 2) Q7 financial report.  Reports uploaded to DOE grant reporting system by due date | 22 | 8 |
| 9.0 | Performance Monitoring & Verification | M9.2 | Complete 12-month performance monitoring and verification | Compile and interpret performance data; begin draft Final Technical Report; begin final deliverables preparation | 24 | 8 |
| 10 | Grant Closeout | M10.1 | Final reporting | Final reporting completed and submitted to DOE | **Complete**  **Month 28** | 10 |

*Example 2: Milestone Summary Table for Solar and Battery Storage Project*

| **Milestone Summary Table** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Recipient Name:** | |  | | | | |
| **Project Title:** | |  | | | | |
| **Task Number** | **Task or**  **Subtask Title** | **Milestone Number** | **Milestone** | **Task/ Milestone Description** | **Anticipated Month (Number of Months from Start Date)** | **Anticipated Quarter (From Project Start Date)** |
| 0 | DOE Grant Negotiations | M0 | Obtain Departmne tof Energy (DOE) Grant Agreement | Acknowledge DOE grant agreement including conditional funds hold, pending National Environmental Policy Act (NEPA) determination and vendor selection and approval | 0 | 0 |
| 1.0 | Project Management & Administration | M1.1 | Establish project team & formalize Power Purchase Agreement (PPA) | Project management roles assigned by leadership team; PPA formalized | 1 | 1 |
| 1.0 | Project Management & Administration | M1.2 | Establish reporting framework and schedule | Bi-weekly, monthly, quarterly, and annual status and financial report formats and structure established and distributed by leadership team | 1 | 1 |
| 1.0 | Project Management & Administration | M1.3 | Determine system performance baseline | System operational baseline established by contractors and utility; comparisons evaluated and reported on for public outreach, education, and accountability | 2 | 1 |
| 2.0 | DOE Grant Administration | M2.1 | NEPA hold lifted from DOE grant | Grant modification executed by DOE Contracting Officer to lift hold on funds per the NEPA determination | 2 | 1 |
| 2.0 | RFP Development & Procurement | M2.1.1 | Finalize and publish Requet for Proposals (RFP) | Technical team to define detailed scope and deliverables for RFP; Technical lead release RFP for bid, upon leadership approval | 2 | 1 |
| 2.0 | RFP Development & Procurement | M2.2 | Finalize vendor selection process | Technical team complete competitive bid selection process; leadership approval, pending DOE review and approval. Required documents submitted to DOE for review and approval | 4 | 2 |
| 3.0 | Design & Procurement | M3.1 | 95% Design Report | Final report with engineering stamped drawings, final bill of materials, final budget, procurement specifications, submitted by technical team to leadership team, Tribal Council & Utility and to DOE Project Officers | 4 | 2 |
| 3.0 | DOE Grant Administration | M3.1.1 | Complete first quarter financial and progress reports | Two completed project report documents: 1) Q1 progress report, 2) Q1 financial report.  Reports uploaded to DOE grant reporting system | 4 | 2 |
| 3.0 | Design & Procurement | M3.2 | Submit permit applications | Contractor will complete permit applications for FAA and Title 9, as required. This will be submitted to leadership team for review and approval and ultimately to permitting agencies | 4 | 2 |
| 3.0 | Design & Procurement | M3.3 | Equipment procurement | Review and approval of equipment specifications developed in 95% Design Report by leadership team; procurement of materials for solar panels and battery system by contractor | 5 | 2 |
| 4.0 | Construction & Installation | M4.1 | Mobilization of equipment, materials & labor | Contractor will coordinate, procure, and ship bill of materials, heavy equipment, and construction labor, including local staffing | 5 | 2 |
| 4.0 | DOE Grant Administration | M4.1.1 | Vendor selection hold lifted | Vendor selection approved by DOE Contracting Officer. Grant modification to add selected vendor to the DOE grant agreement and lift conditional hold is executed by DOE Contracting Officer | 5 | 2 |
| 4.0 | DOE Grant Administration | M4.1.2 | Complete second quarter financial and progress reports | Two completed project report documents: 1) Q2 progress report, 2) Q2 financial report.  Reports uploaded to DOE grant reporting system | 7 | 3 |
| 4.0 | Construction & Installation | M4.2 | Installation of solar photovoltaic (PV) system | Contractor will perform civil work for bases and install solar panels and inverters | 9 | 3 |
| 4.0 | Construction & Installation | M4.3 | Connection of solar PV to existing transmission lines | Contractor will oversee solar PV system inter-connection in coordination with Utility | 10 | 4 |
|  | DOE Grant Administration | M4.3.1 | Complete third quarter financial and progress reports | Two completed project report documents: 1) Q3 progress report, 2) Q3 financial report.  Reports uploaded to DOE grant reporting system | 10 | 4 |
| 4.0 | Construction & Installation | M4.4 | Battery & power converterinstallation | Contractor will perform civil work for bases and install battery and power converter; Utility will monitor and coordinate power tie in and integration of controls | 10 | 4 |
| 5.0 | Checkout & Commissioning | M5.1 | Final systems check & commissioning | Technical team and contractor confirm installation is per engineering design and specifications, all work meets code, equipment operates properly, and controls function correctly. Transmittal agreement signed by contractor and system owner(s) | 11 | 4 |
| 5.0 | Checkout & Commissioning | M5.2 | Configuration of data collection protocols | Technical team and contractor will identify necessary data parameters and report guidelines; The contractor will create and implement data collection protocol to monitor parameters and generate reports | 11 | 4 |
| 6.0 | Performance Monitoring & Verification | M6.1 | Initiate system performance monitoring and verification | Tribal Project Management Team together with Tribal Council & Utility will collect system performance data for a period of 12 months | 12 | 4 |
| 6.0 | DOE Grant Administration | M6.1.1 | Complete fourth quarter financial and progress reports | Two completed project report documents: 1) Q4 progress report, 2) Q4 financial report.  Reports uploaded to DOE grant reporting system | 13 | 5 |
| 6.0 | DOE Grant Administration | M6.1.2 | Complete fifth quarter financial and progress reports by respective due dates | Two completed project report: 1) Q5 progress report, 2) Q5 financial report.  Reports uploaded to DOE grant reporting system | 16 | 6 |
| 6.0 | DOE Grant Administration | M6.1.3 | Second project presentation at DOE annual Program Review | Attend DOE annual Program Review; present project overview, project status and installation overview, insights and lessons learned, and system performance monitoring | 18 | 6 |
| 6.0 | DOE Grant Administration | M6.1.4 | Complete sixth quarter financial and progress reports | Two completed project report documents: 1) Q6 progress report, 2) Q6 financial report.  Reports uploaded to DOE grant reporting system | 19 | 7 |
| 6.0 | DOE Grant Administration | M6.1.5 | Complete seventh quarter financial and progress reports | Two completed project report documents: 1) Q7 progress report, 2) Q7 financial report.  Reports uploaded to DOE grant reporting system | 22 | 8 |
| 6.0 | Performance Monitoring & Verification | M6.2 | Complete 12-month performance monitoring and verification | Compile and interpret performance data; begin draft Final Technical Report; begin final deliverables preparation | 24 | 8 |
| 7.0 | Grant Closeout | M7.1 | Final Reporting | Final reporting completed and submitted to DOE | **Complete**  **Month 28** | 10 |