

QUARTERLY PROGRESS REPORT

This Excel workbook serves as a Quarterly Progress Report (QPR) template. As a grant recipient, you will update project information in this QPR on a quarterly basis. The QPR should be submitted to fits@netl.doe.gov. Please see your Assistance Agreement for more information regarding this process.

Each State (i.e., recipient) is responsible for ensuring that all necessary project information is populated within this document, and that the information denoted is accurate. Contact your DOE Federal Project Manager (FPM) if you have questions while preparing this report. The DOE FPM (also called the Program Manager) is identified in Block 15 of the Assistance Agreement form of your grant.

Quarterly Progress Report

FY25			
Quarter 1 - March 31, 2025			
Quarter Submission Month	April	Enter Submission Day	20
Enter Submission Year	2025		04/20/25
Recipient	Virginia Department of Energy		
DOE Grant Agreement Number	DE-FE002438		
DOE Federal Project Manager	Ryan Cochran		
Technical Program Manager Name	David Boyd		
Technical Program Manager Email	david.boyd@energy.virginia.gov		
Technical Program Manager Phone Number	(703) 692-6556		
Business POC Name	Amanda Arnold		
Business POC Email	amanda.arnold@energy.virginia.gov		
Business POC Phone Number	(703) 692-4134		
Recipient State	Virginia		
Total Number of Wells Plugged to Date	0		
Total Number of Wells Plugged This Quarter	0		
Total Number of Wells Plugged in Disadvantaged Communities to Date	0		
Total Number of Wells Plugged in Disadvantaged Communities This Quarter	0		
Total PEA Costs to Date	\$0		
Total Environmental Restoration Costs to Date	\$0		
Total Methane Measurement Costs to Date	\$0		
Cumulative Annual Methane Emissions Reduction from All Plugged Wells (Metric: Tons/yr)	0		
Major Accomplishments During Reporting Period	The Virginia Department of Energy (Virginia Energy) continued discussions with operators. Two operators have submitted well logs and well bores on the (5) wells each to plug. Methane Measurement Plans have been submitted and approved for each operator. The next step is to sign an agreement with these operators. Plugging operations expected to begin summer of 2025. Two additional operators have requested additional information on the overall process and have stated they will be submitting information in the next few months to start the process.		
Planned Work for Next Reporting Period	Virginia Energy will continue working with operators to submit necessary information, plans, and budgets to prepare for commencement of plugging operations. Next milestones include Task 4.2 (Sharing Emissions Reduction Data on Website) and Task 5.1 (Begin Plugging Operations). Both of these tasks are dependent upon the voluntary commencement of plugging operations by Virginia operators.		
Items of Note	Commencement of plugging operations from two companies are projected for mid- to late- summer of 2025 for optimal weather conditions. The agency continues to answer questions from additional operators regarding program participation.		

QUARTERLY SPEND PLAN					
Quarter	Federal Share		Non-Federal Share		Total
	Planned	Actual	Planned	Actual	
Q1 - 01/01/2025 - 03/31/2025	\$123,000.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00
Q2 - 04/01/2025 - 06/30/2025	\$123,000.00	\$0.00	\$0.00	\$0.00	\$123,000.00
Q3 - 07/01/2025 - 09/30/2025	\$123,000.00	\$0.00	\$0.00	\$0.00	\$123,000.00
Q4 - 10/01/2025 - 12/31/2025	\$123,000.00	\$0.00	\$0.00	\$0.00	\$123,000.00

ADMINISTRATIVE COSTS				
	Federal	Non-Federal	Share	Total
Total Federal Grant Amount	\$123,000	\$0	0%	\$123,000
Total Admin & TA Costs To Date	\$123,300	\$0	0%	\$123,300
Percentage of Total Federal Grant Amount Used for Admin & TA	100%	0%	0%	100%

MILESTONE STATUS TABLE						
Milestone	Milestone Title	Completion Date		Status	Items of Note	Total
		Planned	Actual			
1	Task 1.0: Project Management Planning	04/30/24	03/08/24	Complete	Program Management Plan for review submitted	
2	Task 2.0: Community Benefits Plan	04/30/24	03/08/24	Complete	Community Benefits Plan first revision submitted	
3	Task 2.3: Public Website Development	06/30/24	06/15/24	Complete	PUBLIC website content and updated monthly report Task 2.4. Finalize required information requested for prioritization of wells to be plugged.	
4	Task 1.0: Determine Operator Parameters	04/30/24	05/30/24	Complete	Finalize project guidelines to share with operators	
5	Task 1.0: Finalize Guidelines for MCWs	04/30/24	06/03/24	Complete	Finalize project guidelines to share with operators	
6	Task 3.0: Prioritization of MCWs, Identify Internal List of MCWs	05/31/24	05/30/24	Complete	Finalize project guidelines to share with operators	
7	Task 2.2: Solicit Feedback From Operators	07/31/24	06/06/24	Complete	Engagements held with well owners/operators to provide feedback on required information	
8	Task 4.0: Methane Measurement Plan	08/30/24	06/23/24	Complete	Methane Monitoring Plan for review submitted	
9	Task 4.1: Develop Methane Emissions Tracking Method	10/31/24	10/24/24	Complete	Methane measurements reporting form completed	
10	Task 1.05.D: Open Applications for Well Owners	12/31/24	12/01/24	Complete	Applications opened for well owners	
11	Task 5.1: Review Information from Operators and Determine Eligibility	09/01/28		On Track	Utilize prioritization method to determine well eligibility	
12	Task 5.1: Notify Operators of Potential Eligibility and Award Amounts	09/01/28		On Track	Notifications provided with eligibility and award information	
13	Task 5.1: Develop and Approve Plugging Plans with Operators	09/29/28		On Track	Finalize approved plugging plans in field	
14	Task 4.1: Pre-plugging Methane Measurements Recorded	09/29/28		On Track	Emissions data recorded for wells before plugging operations begin	
15	Task 5.1: Plugging MCWs - Begin Plugging Operations	09/01/28		On Track	Funds allocated and plugging operations begin	
16	Task 4.1: Post-plugging Methane Measurements Recorded	09/29/28		On Track	Emissions data recorded for wells after plugging operations complete	
17	Task 5.1: End Plugging MCWs - End Plugging Operations	09/29/28		On Track	All funds allocated and plugging operations for prioritized wells completed	
18	Task 6.0: Well Abandonment and Environmental Restoration of Well Pits - Begin Reclamation Operations	07/31/25		On Track	Funds allocated and land restoration operations begin	
19	Task 6.2: Well Abandonment and Environmental Restoration of Well Pits - Complete Reclamation	09/29/28		On Track	Finalize land restoration operations completed	
20	Task 3.24.25.28.2: Data Sharing for Well Prioritization, Methane Emission Measurement, Well Plugging, and Environmental Restoration	09/30/28		On Track	Data completed and ready for public availability	

DATA SHARING REQUIREMENTS FOR PUBLIC WEBSITE						
Data Sharing Requirement	Description	Completion Date				Status
		Planned Initial Submission	Actual Initial Submission	Planned Update Frequency	Latest Update Submission	
DSR1.1	COMMUNITY BENEFITS DATA SHARING: Add information regarding plans to engage with community partners (e.g., local and/or Tribal governments, labor unions, and community-based organizations) that support or work with underserved communities, including Disadvantaged Communities.	06/30/24	06/15/24	30 days	06/15/24	On Track
DSR1.2	COMMUNITY BENEFITS DATA SHARING: Add the number of high-quality jobs created (including workers from underserved populations).			30 days		On Track
DSR1.3	COMMUNITY BENEFITS DATA SHARING: Add any activities to date that target advancement of diversity, equity, inclusion, and accessibility (DEIA).			30 days		On Track
DSR1.4	COMMUNITY BENEFITS DATA SHARING: Add any activities to date that contribute to the economic well-being of underserved populations.			30 days		On Track
DSR1.5	WELL PRIORITIZATION DATA SHARING: Report information on the process and status of identifying and prioritizing MCWs to be permanently plugged.	06/30/24	06/07/24	30 days		Complete
DSR1.6	DATA SHARING ON EMISSIONS REDUCTIONS: Identify each of the MCW locations.	08/31/24	06/07/24	30 days		On Track
DSR1.7	DATA SHARING ON EMISSIONS REDUCTIONS: Add estimated annual reduction of methane emissions from each MCW location.	09/30/24		30 days		Delayed
DSR1.8	DATA SHARING ON EMISSIONS REDUCTIONS: Add the total estimated annual reduction of methane emissions from all wells plugged.	09/30/24		30 days		Delayed
DSR1.9	DATA SHARING ON WELL PLUGGING: Input the following data associated with each well location: operator well name, well type (e.g., oil/gas), production rate prior to plugging, total cost of well plugging, and whether the plugged well is located in a disadvantaged community.	09/30/24		30 days		Delayed
DSR1.10	DATA SHARING ON WELL PLUGGING: Input the following data associated with each plugged well: total number of wells plugged, total number of plugged wells of each type, total production rate of plugged wells prior to plugging, total cost of well plugging, and number of wells plugged in disadvantaged communities.	09/30/24		30 days		Delayed
DSR1.11	DATA SHARING ON ENVIRONMENTAL RESTORATION: If applicable, include the following for each well location: environmental restoration activities performed at each well pad, acreage of reclaimed and restored land, and cost of environmental restoration activities.	09/30/24		30 days		Delayed
DSR1.12	DATA SHARING ON ENVIRONMENTAL RESTORATION: If applicable, include aggregated data on the total acreage of reclaimed and restored land and the total cost of environmental restoration activities for all well locations.	09/30/24		30 days		Delayed

PROJECT VENDORS AND SUBAWARDS

Number	Organization	Subaward/ Vendor	Total Budget	Start Date	End Date	Business Address	Point of Contact	Subaward/Vendor Category*	Category of Work**
1									
2									
3									
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25									

Add rows as needed

*Subrecipient Category:	<ul style="list-style-type: none"> * Well Owner/Operator * Well Plugging Contractor * Methane Emissions Measurement Contractor * Environmental Resoration Contractor *Other (describe)
**Category of Work:	<ul style="list-style-type: none"> * Well Plugging and Abandonment * Methane Emissions Measurement * Environmental Resoration * Other (describe)

QUANTITATIVE WELL DATA

Number	API Number or Applicable Well Identifier	County	Latitude	Longitude	Previous 12-Month Production Rate (BOEPD)	Pre-Plugging Emissions (g/hr)	Post-Plugging Emissions (g/hr)	Annual Methane Emissions Mitigated (Metric Tons/yr)	Total P&A Costs by Well	Environmental Restoration Costs by Well	Methane Measurement Costs by Well
1											
2											
3											
4											
5											
6											
7											
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22											
23											
24											
25											
							Totals	0	\$0	\$0	\$0

Add rows as needed

ADDITIONAL WELL DATA

Number	API Number or Applicable Well Identifier	County	Latitude	Longitude	Date Well was Permanently Plugged	Well Owner /Operator	Well Plugging Contractor	Well Type (e.g. oil, gas)	Location in Disadvantaged Community*	Location on Tribal Lands	Methane Emissions Measurement Instrument	Methane Emissions Measurement Contractor	Environmental Restoration Activities Performed	Acreage of Reclaimed and Restored Land	Environmental Restoration Contractor
1															
2															
3															
4															
5															
6															
7															
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23															
24															
25															

Add rows as needed

Total Wells in Disadvantaged	0	0
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*DOE recognizes disadvantaged communities as defined and identified by the White House Council on Environmental Quality's Climate and Economic Justice Screening Tool (CEJST), located at: <https://screeningtool.geoplatform.gov/>

QUARTERLY SUBRECIPIENT/SUBCONTRACTOR REPORT

This Excel workbook serves as a Quarterly Subrecipient/Subcontractor Report (QSR) template. As a grant recipient, you will update project information in this QSR on a quarterly basis. The QSR should be submitted to the Award DOE Project Officer and Grants Management / Contract Specialist. Please see the Term and Condition titled, "SUBRECIPIENT/SUBCONTRACTOR REPORTING" and ATTACHMENT 3 - FEDERAL ASSISTANCE REPORTING CHECKLIST (REPORTING REQUIREMENTS) for further details/instructions regarding this Report

Each State (i.e., recipient) is responsible for ensuring that all necessary project information is populated within this document, and that the information denoted is accurate. Contact your DOE Award DOE Project Officer and Grants Management / Contract Specialist if you have questions while preparing this Report. The DOE Project Officer (also called the Federal Program Manager) is identified in Block 15 of the Assistance Agreement Form of your Grant. The Grants Management / Contract Specialist is identified on Page of the Assistance Agreement Form of your Grant.

Equity and Justice

Instructions:

1. Fill out the header information below with your **Recipient Name** and **Agreement # (CID)** to auto-populate the headers at the top of each tab.
2. Input dates below for the current **Reporting Period's Start and End Dates**.
3. Each tab will have additional instructions to assist in the completion of each form.

Document Header Information

Recipient Name:	VA Dept of Energy	Agreement # (CID):	DE-FE0032436
Reporting Period Start Date:	01/01/25	Reporting Period End Date:	03/31/25

Comments or Concerns about this form can be submitted at the following link:

[BIL Reporting Template Feedback](#)

Template Version: 3

Do not submit Protected Personally Identifiable Information (Protected PII) to DOE. For more information on Protected PII, see Appendix A of the BIL Federal Assistance Reporting Checklist

Community of Interest Definitions	
Disadvantaged Community:	Disadvantaged Community: For the purposes of this guidance “disadvantaged communities” are defined at the census tracts level. Until OMB provides final guidance, programs should use DOE’s Justice40 working definition of disadvantaged community. As part of this definition DOE will recognize disadvantaged communities as defined and identified by the White House Council on Environmental Quality’s Climate and Economic Justice Screening Tool (CEJST). DOE uses 36 burden indicators (e.g., job access, air toxics cancer risk) grouped by four categories – socio-economic vulnerabilities, environmental and climate hazards, fossil dependence, and energy burden - to determine which census tracts are considered disadvantaged. To be considered a disadvantaged community under the DOE definition, a census tract must rank in or above the 80th percentile of cumulative sum of the 36 burden indicators for its state and have at least 30% of households classified as low income. Additionally, federally recognized tribal lands and U.S. territories, minority serving institutions and small disadvantaged businesses are considered part of a disadvantaged community, even if they are not located in disadvantaged census tracts.
Energy Community:	Energy Community: For the purposes of this guidance, “energy communities” are 1) any “Covered Census Tract” under 42 U.S.C. § 18742(a)(2) (census tracts that have had coal mines that have closed or coal-fired power plants that have retired after a certain date, as mapped at: https://arcgis.netl.doe.gov/portal/apps/experiencebuilder/experience/?id=09457c326145417595287951ed376a29); and 2) the top 75 Bureau of Labor Statistics Areas for fossil energy employment identified by the Interagency Working Group on Coal & Power Plant Communities & Economic Revitalization (available at https://edx.netl.doe.gov/dataset/datasets-for-iwg-report-on-energy-communities ; mapped on page 6 at https://energycommunities.gov/wp-content/uploads/2021/11/Initial-Report-on-Energy-Communities_Apr2021.pdf). This definition may be updated to reflect any new definition established by the Interagency Working Group on Coal & Power Plant Communities & Economic Revitalization or to align with the definition of Energy Communities defined for use in implementing the Inflation Reduction Act.
Rural Community:	Rural Community: Federal agencies do not have a standard definition for rural therefore for the purposes of this guidance a “rural community” will be defined according to the definition of ‘rural and remote areas’ in Bil. Sec. 40103 – “a city, town, or unincorporated area that has a population of not more than 10,000 inhabitants.”
American Indian and Alaska Native Community:	American Indian and Alaska Native Community: group of American Indian or Alaska Native people who have blood degree from and is recognized as such by a federally recognized Indian tribe (as an enrolled tribal member) and/or the United States and who reside in a specific locality, share a government, and often have a common cultural and historical heritage. Indian Tribe: As defined in in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5304), [1] means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. § 1601, et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Specifically, an Indian tribe, band, nation or other organized group or community (including Alaska Native villages) federally recognized as listed in Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs, published by the Department of Interior’s Bureau of Indian Affairs in the Federal Register on January 12, 2023, 88 FR 8. Community means a group of any size whose members reside in a specific locality, share government, and often have a common cultural and historical heritage.

Technical Assistance Definitions	
Technical Analysis:	Tools, resources, self-assessment toolkits Testing, validation Modeling, analysis (proactive & reactive) Tracking performance-data collection, benchmarks, inc. damage assessments from disasters
Financial Analysis:	How to access to financial resources. Inc. grants, loans, loan loss reserves Economic or market analysis Financial incentives, networks, demand pull
Training:	Specific energy topics, inc. financial, technical, community engagement Training for SLTT or cross-functional groups DOE grant management 101: Recipient roles & responsibilities
Program Assistance:	Best practices, lessons learned Project or program design input, inc. DOE applications and social science for program design
Policy & Planning Assistance:	Direct support to strategic planning processes, inc. utility/state/cross-function Funding to support participation in official state/utility processes Funding to support an autonomous, self-directed process the SLTT is undertaking Expert support to review draft policies re: best practices, successful examples, offer guidance/tips
Capacity Building:	Add or strengthen human capital to focus on energy issues, inc. fellows Strategy development for long-term engagement & coordination, inc. cohort support Help identify & address challenges, needs, priorities re: specific energy topics, inc. to prepare for proposal writing, program evaluation
Stakeholder Engagement & Coordination:	Engagement from DOE services/staff to respond to incoming stakeholder requests & route to other types of TA as appropriate Engagement to help SLTT identify, prioritize & engage with DOE programs Convene & connect disparate stakeholders & efforts for greater impact

Community Ownership	
Community Ownership	Integrating opportunities for community ownership of assets into program implementation is well-aligned with DOE Justice40 execution, as it enables deeper participation of communities in projects and increases community benefits. Through community ownership or ownership sharing arrangements, energy consumers and community members have partial ownership—and therefore partial authority—over the project. An example of successful ownership-sharing models is the Minnesota “flip” model of community ownership, where farmers hosting wind turbines receive ownership and profit after a certain amount of time. ²³ Community or shared ownership models can have socio-economic benefits, reduce barriers to project completion, and increase energy reliability and resilience. ²⁴ Community ownership in this context means that the majority of the project is owned by the local community and community participants’ investments, if any, are offset by their compensation from the project.

Labor Agreement	
Labor Organizations	A labor organization is a labor union, which is a group of two or more employees who join together to advance common interests such as wages, benefits, schedules and other employment terms and conditions. Joining together - or “acting collectively” - workers represented by unions have a powerful voice that strengthens their ability to negotiate with their employer about their concerns. Higher wages, health insurance, vacation days, paid sick leave and retirement benefits are a few examples of what workers achieve through their unions. Workers also pursue other enhancements - such as flexible scheduling, protections against harassment and safer working conditions - that improve the quality of jobs and workers’ well-being.
Unions	Unions are membership-driven, democratic organizations governed by laws that require financial transparency and integrity, fair elections and other democratic standards, and fair representation of all workers. Learn about the laws that govern unions:
Right to fair representation National Labor Relations Board (nlr.gov)	Right to fair representation Labor Management Reporting and Disclosure Act

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Department of Energy		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) DE-FE0032436	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Virginia Department of Energy Street1: 3405 Mountain Empire Road Street2: City: Big Stone Gap County: State: VA: Virginia Province: Country: USA: UNITED STATES ZIP / Postal Code: 24219-0000			
4a. UEI JG6TMJXU4EM5	4b. EIN 54-1297967	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 	
6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: 12/01/2023 To: 09/30/2028	9. Reporting Period End Date 03/31/2025
10. Transactions (Use lines a-c for single or multiple grant reporting)			Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			12,386.88
b. Cash Disbursements			12,386.88
c. Cash on Hand (line a minus b)			0.00
(Use lines d-o for single grant reporting)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			2,643,702.00
e. Federal share of expenditures			12,386.88
f. Federal share of unliquidated obligations			0.00
g. Total Federal share (sum of lines e and f)			12,386.88
h. Unobligated balance of Federal Funds (line d minus g)			2,631,315.12
Recipient Share:			
i. Total recipient share required			0.00
j. Recipient share of expenditures			0.00
k. Remaining recipient share to be provided (line i minus j)			0.00
Program Income:			
l. Total Federal program income earned			0.00
m. Program Income expended in accordance with the deduction alternative			0.00
n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m and line n)			0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	51.70	07/01/2024	06/30/2025	5,678.60	2,935.84	2,935.84
g. Totals:				5,678.60	2,935.84	2,935.84

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: First Name: Middle Name:
 Last Name: Suffix:
 Title:

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

14. Agency use only: