

# ORIENTATION PACKET



## Subrecipient Grant Management and Implementation Guide

# ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) PROGRAM

FOR

# ARKANSAS SMALL CITIES AND COUNTIES

September 2010



Contact Information:

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September 2010

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## INTRODUCTION

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### **Congratulations!**

Congratulations for having been chosen to receive funding for Arkansas' Energy Efficiency and Conservation Block Grant (EECBG) Program for Small Cities and Counties. We are glad that you took the time to organize a project, submit an application, and select a team that will see the project through to completion. The Arkansas Energy Office commends you for your efforts towards making Arkansas more energy efficient, thus improving quality of life and protecting the environment.



### **Purpose**

**The purpose of these grant funds is to encourage job creation and retention and to promote energy efficiency.** This orientation packet is designed to describe the deliverables required of you throughout the implementation phase of the EECBG program. This packet will help you meet the expectations of the Arkansas Energy Office and the guidelines set forth by the American Recovery and Reinvestment Act of 2009 (ARRA) legislation.

You are the “Subrecipient” of the EECBG grant funds and will be referred to as such throughout the packet. A contract that you establish with another entity to carry out portions of the work is referred to as a “Subcontract”.

### **Goal**

The goal of providing you with this information packet is that your community will be able to understand more clearly the funding requirements of the EECBG program and will therefore be more likely to successfully implement the activities you proposed in your EECBG application. This packet serves as a guide; however, your grant agreement and the attached General Assurances and Supplemental Terms and Conditions are the contractually binding documents, and if there is any doubt or discrepancy, you should follow them directly.

### **Grant Period**

Your EECBG grant period will begin on the date your grant agreement is signed. The grant period for your EECBG grant ends May 30, 2012. The Arkansas Energy Office (AEO) cannot reimburse you for any expenses that occurred prior to the beginning date of your grant agreement. All funds must be expended before May 30, 2012.

## RESPONSIBILITIES

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### DUNS Number and CCR Registration

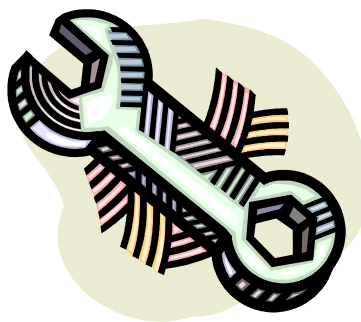
All recipients of ARRA funds must have a Dun and Bradstreet Data Universal Number System (DUNS) number. This requirement includes all entities with whom you subcontract. If one of your subcontractors does not have a DUNS number, instructions can be found at [http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/). There is not a fee to obtain a DUNS number.

Applicants must register the DUNS number with the Central Contractor Registry, if not already registered. Registration information is available at <http://www.ccr.gov>.



### Program Management

Your grant agreement is a contract between you and the Arkansas Energy Office (AEO). You are responsible for achieving the activities, goals, and timelines outlined in the description of your project and activity narratives in your EECBG application. If you need to change the activities that you presented in the application, the change must be approved in writing by the EECBG Program Manager at Winrock International and Project Officers at the AEO.



## FINANCIAL MANAGEMENT

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### Allowable Costs

Allowable costs are expenses that are necessary for you to accomplish the activities described in the Scope of Work of your grant agreement. It is your responsibility to ensure that funds are spent in accordance with the grant agreement. To be considered an allowable expense, it must be necessary and reasonable to achieve your project goal.

### Procurement & Reimbursement

Procurement is the process through which an entity obtains goods and services from vendors or contractors. As a subrecipient of ARRA grant funds, you are required to follow certain methods of procurement to ensure that the funds are expended in a fair and competitive manner.

A summary of the procurement guidelines follow. A full procurement guide can be found as an appendix to this document.

#### Subrecipient Procurement Standards Checklist

1. Prior to procuring any goods or services, the subrecipient needs to become familiar with applicable Federal Financial Assistance Regulations [10 CFR 600.100-600.173 Non-profit organizations](#), **included in Procurement and Reimbursement Guidelines under Attachment A.**
2. The subrecipient must adopt a written Code of Conduct (conflict of interest policy) and ensure that all of their employees and/or agents are familiar with its provisions. This document must adhere to **Arkansas Code Annotated A.C.A. 19-11-701 to 717 (Attachment B).**
3. **Subrecipients may not incur expenses prior to the date of the signed grant agreement with Winrock.**
4. Subrecipients may use their own procurement procedures **if** they conform to the standards outlined in **AEO Subrecipient Procurement Standards (Attachment C)** and applicable **Federal law 10 CFR 600 (Attachment D).**
5. A subrecipient may self-certify its procurement system or request that its procurement system be reviewed. **Procurement systems policies must be in writing and available for review upon request from the recipient or awarding agency.**
6. Bond requirements for construction or facility improvements subcontracts must include specific subcontract provisions.

7. Subrecipients are required to check the Excluded Parties List system ([www.epls.gov](http://www.epls.gov)) **and** complete the **Verification of Contractor Eligibility Form (page 21)** prior to awarding a contract.

### **AEO Procurement Standards for Subrecipients of AEO Grant Funds Summary**

Recipients of EECBG Grant funds are required to familiarize and follow the subrecipient procurement standards as provided in the **procurement section** of the AEO Procurement Standards.

Listed below are a few key regulations and procedures:

There are four basic procurement methods common to most Arkansas Energy Office Subrecipients of AEO grant funds:

#### **1. Small Purchases**

- a. Two levels of small purchases (1) below \$5,000 and (2) more than \$5,000, but less than \$25,000.01.
  - i. Level one: Under \$5,000 formal and informal solicitation procedures are not required.
  - ii. Level two: Under \$25,000 Solicit, in writing written quotes from at least three qualified bidders. Note list of required documentation required.

#### **2. Competitive Sealed Bids**

- a. Required for non-construction goods, services or materials that will exceed \$25,000.
- b. A competitive bidding advertisement must be published one time each week for not less than two consecutive weeks in a newspaper or trade journal of statewide circulation. Last publication date must be not less than one week before bids open.

#### **3. Competitive Negotiation**

- Involves the solicitation of certain professional services by formally requesting qualification from prospective offerors. Criteria other than cost will be considered.

#### **4. Noncompetitive Negotiation**

- Award of a contract directly to one firm (sole source) without a formal evaluation process. Awards of this nature are rare and occur
  - when the item is available from only one source,

- when severe need and time constraints do not permit competitive solicitation,
- when formal procurement would result in undue and unreasonable added cost to the total project, or
- when a previous solicitation resulted in no response of bidders.

Please see the complete procurement guide for examples of various templates for:

1. Bid Advertisement
2. Bid Packet
3. Bid Tabulation and Recommendation
4. Requisition for Approval
5. Purchase Order
6. Contract Agreement
7. Supply and Installation Contract

*Note: These templates are provided by Winrock International to be used as a guide only and should be adapted and modified to meet the needs of the individual subrecipient purposes. **Subrecipients' own standard templates may be used.***

### **Subrecipient Reimbursement Process**

**Step 1:** Subrecipient will be required to submit request for payment to:

Donna Uptagrafft  
Winrock International  
2101 Riverfront Drive  
Little Rock, AR 72202

**Step 2:** Required documentation:

- Cover sheet providing information of subrecipient name, address and contact.
- Request for Payment/Expenditure Report (**Attachment E**)
- Subrecipient Financial Status Report (**Attachment F**)
- Expense Detail (**Attachment G**)
- Proof of Payment (copy of check) (**Attachment H**)
- Vendor Invoice (**Attachment I**)

***Additional back up documentation if applicable:***

- Vendor Work Order (***Attachment J***)
- Packing slips, delivery acceptance (copies acceptable)
- Equipment Inventory Report (for equipment purchases valued at \$500 or more)

Samples of the documentation required for reimbursement are provided in the **Procurement and Reimbursement Guidelines**. **Arkansas Energy Office requires originals of all supporting documentation for payment.**

**Step 3:** Winrock International will review documentation and send directly to Arkansas Energy Office for reimbursement. All payments will be issued by Arkansas Energy Office and sent directly to the subrecipient.

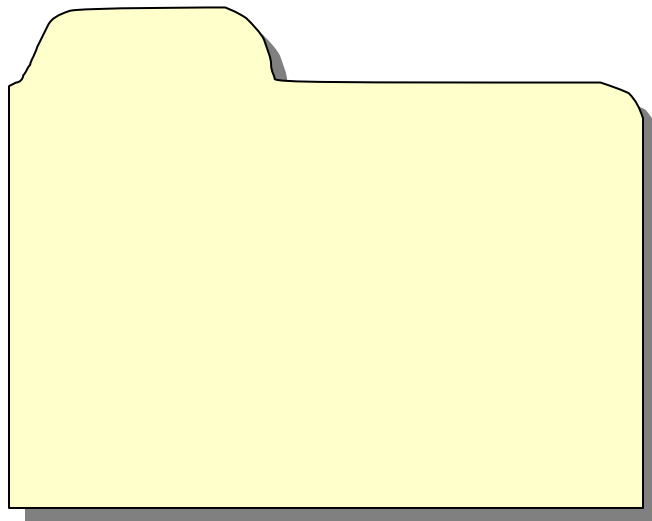


## Records Management

Your filing system should be comprehensive, well-organized, and easy to review. All documents contained in your filing system must be retained for three years after submitting the final expenditure report.

Maintain a program file that contains copies of the following documents:

- Grant agreement;
- Approved budget and any modifications;
- Correspondence (letters, emails, memos, etc.);
- Reports required by AEO;
- Inventory of equipment purchased with grant funds and costing \$2,500 or more. (Hint: Use an inventory tag with a unique number traced to an accounting system or tracking system.)



## REPORTING

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The federal government requires reports on the progress of your grant project. You will be required to submit monthly and quarterly progress reports to Winrock International.

### 1. Monthly Reports

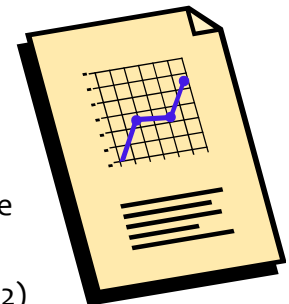
Monthly reports must be submitted to Winrock International no later than the 27th day of the month following the signing of the grant agreement and each month thereafter by the 27th day of the month through duration of the project. **The report should address progress on the project as it relates to the scope of work, budget, timeline, the financial status of the project and any jobs retained or created through the project.** The report should also indicate any issues that have arisen that alter or delay progress. Form for monthly reports is included at the end of this document, Page 22-23.

### 2. Quarterly Reports

Quarterly reports are required if a project runs longer than a quarter of a calendar year. These reports must be submitted to Winrock International no later than the 15<sup>th</sup> day of the month following the end of the quarter or 30 days following the end of the calendar year.

Reports must include:

- Name of project or activity;
- Description of project or activity;
- Evaluation of the completion status of project or activity;
- Information on subcontracts awarded by recipient to include data elements required to comply with the Federal Accountability and Transparency Act of 2006 (Pub. L. 109-282) <http://www.grants.gov/assets/FFATAMemo1.pdf> ;
- The total amount of EECBG funds received and the amount spent, including all payments to vendors or subcontractors;
- A list including description and status of all projects and activities funded under EECBG;
- Estimates on the number of jobs created or retained through the use of EECBG funds;
- Vendor information, including DUNS number, for vendors receiving payments of \$25,000 or more;



## PROJECT IMPLEMENTATION

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### Energy Savings

The purpose of this program is to install measures that save money on energy costs. It is strongly suggested that you request the past year's energy usage data from each of your utilities and track your progress toward savings throughout the course of this project and beyond.



### Criteria for Auditors and Energy Audits

To qualify for reimbursement, please use the following criteria when selecting energy auditors and conducting audits:

- Energy audits must be conducted by qualified individuals or firms. Pre-qualifications may be determined as being listed on the Arkansas DF&A list of Design Professionals for ARRA projects or the DF&A's energy services contractor (ESCO) list. [http://www.arkansas.gov/dfa/procurement/pro\\_contracts.html](http://www.arkansas.gov/dfa/procurement/pro_contracts.html)
- Or, firms offering energy audits must provide documentation of the qualifications of the individual performing the audit.
- Individuals who perform energy audits may be certified by the Association of Energy Engineers as a Certified Energy Manager (CEM), or have a Professional Engineer's license in Arkansas, or both. Winrock may, at its sole discretion, consider alternative certifications. Auditors should also indicate any special training or qualifications related to energy efficiency.
- Auditors must indicate any limitations or restrictions in their scope of services.
- Auditors must disclose if they have any affiliations with equipment manufacturers, vendors, distributors, installation contractors, or energy services contractors (ESCOs).

Energy audits must include the following information:

- Name and address of the facility, utility service provider names and account numbers, customer contact information, and the date of the audit.
- Auditor's name, contact information and proof of certification as a Certified Energy Manager and/or Arkansas Professional Engineers license number. Other certifications may be included as applicable. Auditors must include a disclosure if they have any affiliations with equipment manufacturers, vendors, distributors, installation contractors, or energy services contractors (ESCOs).
- A summary of the client's annual energy consumption by month.

- A description of the facility, including square footage, building envelope, major energy consuming equipment, hours of operation, number of occupants, and a description of what is done in the facility.
- A summary of important findings along with any supporting data, measurements, drawings, etc.
- A list of recommendations for increasing energy efficiency which may include equipment replacement and upgrades, improved maintenance practices, operational changes, and waste minimization.
- Estimated capital costs and annual energy savings for each recommended energy efficiency measure.

### Criteria for HVAC Installations

For awards where HVAC equipment is being replaced, the following is required:

- Design and oversight of the installation must be through an Arkansas licensed HVAC contractor.
- The contractor shall conduct an ACCA or nationally accepted equivalent heating and cooling load analysis to properly size the equipment and identify estimated cost savings benefits between the existing and new equipment. The load analysis calculations must be submitted with your reimbursement request documentation.



## PROJECT MONITORING

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### Monitoring Visits

Project monitoring will be conducted for the purpose of maximizing the effectiveness of the projects. Winrock International staff will conduct periodic on-site monitoring visits. An on-



site visit will include a review of the financial and program records, quarterly and monthly status reports, invoices, correspondence, and payroll. The Arkansas Energy Office and/or the U.S. Department of Energy may also choose to conduct periodic monitoring visits at their discretion.

Winrock International will conduct two monitoring visits in the first year of each grant and one visit in the subsequent year for multi-year projects. These visits will be scheduled with you in advance.

### Financial Audits

Each subrecipient receiving funding must provide a copy of the subrecipient's annual independent audit report. The audit should be conducted in accordance with generally accepted government auditing standards covering financial and compliance audits.

## FEDERAL STANDARDS

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### State Historic Preservation Office (SHPO)

All proposed building retrofits will be submitted to the State Historic Preservation Office for screening. If work will involve a historical property, your project activity may be required to go through an SHPO Section 106 review. More information can be found at:

<http://www.arkansaspreservation.com/archaeology-section106/>

### Waste Stream

Prior to the expenditure of federal funds to dispose of sanitary or hazardous waste, funding recipients will be required to provide documentation to Winrock International demonstrating that a waste disposal plan for all sanitary or hazardous waste generated by the proposed activities has been prepared. Sanitary or hazardous waste includes, but is not limited to, light bulbs, lead ballasts, piping, roofing material, discarded equipment, debris, asbestos, etc. Salvageable materials should be diverted from disposal where feasible and a high priority shall be placed on recycling. Hazardous waste must be managed by a licensed hazardous waste vendor. All necessary permits must be in place and compliance must be in accordance with local landfill practices.

### Project Construction Documents

Requirements for waste management must be developed and in place prior to the start of any work. Subcontractors are required to comply with the waste stream management requirements. A copy of the **Waste Stream Management Plan** (see pages 25-26) will accompany all Subcontractor Agreements and require subcontractor participation.

The subcontractor will develop and submit a report indicating waste stream activities to the EECBG-funded community upon project completion.

### Waste Management Plan Outline

Here is a sample outline to use when preparing a waste management plan:

1. Identify type of waste and, if possible, estimate amounts and quantities
2. Adopt a “Reuse and Recycle” approach first
3. Identify recycling centers or recycling programs
  - a. *Example:* We will use [www.Earth911.com](http://www.Earth911.com) to identify local recycling centers and match materials to their respective centers. Receipts for recycled materials will be kept.

- b. *Example:* We will use the [www.wmlamptracker.com](http://www.wmlamptracker.com) program for all CFLs. Materials will be safely shipped and disposed of with a recycling receipt provided as part of this program.
4. If hazardous waste, detail haulers and disposal process
  - a. Document hauler certification, if required
5. Detail what is not recycled and what will be sent to landfill. When sent to a landfill, identify:
  - a. Which landfill
  - b. State whether the landfill has capacity
6. Provide a statement from your attorney that will be included in subcontracts with vendors performing retrofits and upgrades that will require them to adhere to a proper recycling and waste management plan
7. Reference any state, county or local laws that you plan to follow and cite law or include link if available electronically
8. Provide documentation at auditors request to confirm that waste management plan was followed.

### Buy American

The Buy American provision in the ARRA (section 1605 of Title XVI) sets procurement guidelines for the purchase of iron, steel and manufactured goods from United States manufacturers. This requirement applies only to activities involving the construction, alteration, maintenance or repair of a public building or public works. This provision has three exceptions:

- Applying the Buy American provision would be inconsistent with the public interest;
- The iron, steel and manufactured goods are not produced in the U.S. in sufficient and reasonably available quantities and of a satisfactory quality (“non-availability”);
- The inclusion of iron, steel and manufactured goods produced in the U.S. will increase the cost of the overall projects by more than 25 percent (“unreasonable cost”).



**NOTE:** If there is a conflict between federal, state and local laws regarding procurement, the more stringent law will apply.

Compliance with this provision is mandatory unless a request for a waiver, using one of the above exceptions, is applied for and approved by DOE.

On February 11, 2010, Cathy Zoi, Assistant Secretary for Energy Efficiency and Renewable Energy at the U. S. Department of Energy issued a Memorandum of Decision of Inapplicability (categorical exclusion ) under Section 1605 of the ARRA of 2009 for:

- Traffic lights, arrows and crosswalk signals (covers the LED light and any adjacent wires and electronic parts necessary for the functionality of the lights themselves but excludes the metal or plastic fixtures);
- Fluorescent electronic lighting ballasts, and
- Screw-base and pin-base compact fluorescent lamps (CFLs).

The determination of exclusions for these above three products is based on extensive market research and a thorough investigation of the domestic manufacturing landscape. The research revealed that the above three products are manufactured almost exclusively in China and Mexico. Therefore, these three products do not have to be purchased in America. These determinations of exclusions apply to all projects using EECBG funds for the construction, alternation, maintenance and repair of public buildings or public works.

The specific products detailed below will remain subject to the Buy American provisions because some domestic manufacturing capacity does exist:

- Electronic dimming ballasts for fluorescent lamps;
- Plug-in CFLs longer than 10 inches, and
- Traffic light fixtures (also referred to as the “housing” or “shell”).

In order to comply, Subrecipients will certify, through an attachment to their subcontract that they will comply with the Buy American provisions (see Page 24). The certification will include a flow-down requirement to each of their vendors and subcontractors. Sub-recipients will be required to obtain from their subcontractors or vendors all invoices for goods used in the construction, alteration or repair process for their projects. Such invoices should indicate that the goods were manufactured in the U.S. and shall be kept in the project files.



### **Davis-Bacon Act**

The Davis-Bacon Act requires all laborers and mechanics employed by contractors or subcontractors who work on construction contracts in excess of \$2,000 and financed by federal funds be paid prevailing wages for the locality of the project.

Wage information can be found at <http://www.wdol.gov/dba.aspx#0>. States and local governments that use their own employees to perform work related to the EECBG contract

**do not** have to pay Davis-Bacon wage rates to those employees, but must document the hours worked performing those duties.

To comply with this regulation, a wage determination for the type of work being proposed must be made available to all prospective contractor/bidders. Once a subcontractor has been chosen, weekly certified payrolls must be submitted to the Subrecipient by the subcontractor.

The Subrecipient will submit certified payrolls to Winrock International. A certified payroll form may be found at <http://www.dol.gov/whd/forms>. The form number is WH-347. The Subrecipient is required to ensure that the wages paid are consistent with the wage classifications listed on the wage determination. This is accomplished through on-site interviews of the contractor's workers and a weekly review of the submitted payrolls.

### **National Environmental Protection Act (NEPA)**

The National Environmental Policy Act (NEPA) was enacted in 1969 to ensure that federal agencies consider and address any environmental impacts that result from the activities and projects they sponsor.

<http://ceq.hss.doe.gov/nepa/regs/nepa/nepaeqia.htm> NEPA requires federal agencies to integrate environmental values into their decision-making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.



Most of the activities allowable under this funding opportunity have been categorically excluded from NEPA requirements. However, projects involving “extraordinary circumstances” may require further review. “Extraordinary circumstances” include unique situations presented by specific proposals, such as scientific controversy about the environmental effects of the proposal; uncertain affects or effects involving unique or unknown risks; or unresolved conflicts concerning alternate uses of available resources.” (10 CFR §1021.410(b) (2).

EECBG projects require environmental impact statements, environmental assessments, or they must be categorically excluded from further NEPA review. The following projects have been categorically excluded from preparation of an environmental assessment:

- Energy Audits and retrofits
  - Installation of insulation
  - Installation of efficient lighting, heating, ventilation, and air conditioning (HVAC) and high-efficiency shower/faucet upgrades
  - Weather sealing

- Purchase and installation of ENERGY STAR appliance(s)
- Installation of solar powered appliances with improved efficiency
- Replacement of windows and doors
- Installation of energy efficient traffic signals and street lighting
- Installation of distributed energy technologies including combined heat and power and district heating and cooling systems
- Installation of Distributed Renewable Energy Technology on government buildings
  - Solar Electricity/Photovoltaic – appropriately-sized system or unit on existing rooftops and parking shade structures; or a 60 kW system or smaller unit installed on the ground within the boundaries of an existing facility
  - Wind turbine – 20 kW or smaller
  - Solar Thermal – system must be 20 kW or smaller
  - Solar Thermal Hot Water – such as appropriately sized for small buildings
  - Ground Source Heat Pump – 5.5-ton capacity or smaller, horizontal/vertical, ground, closed-loop system
  - Combined Heat and Power System – boilers sized appropriately for the building in which they are located
  - Biomass Thermal – 3 MMBUTUs per hour or smaller system with appropriate Best Available Control Technologies (BACT) installed and operated

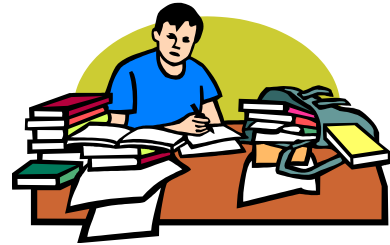
Subrecipients that have projects that are listed above must fulfill NEPA guidelines by submitting a completed EF-1 form to Winrock International.

## RESOURCES

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### Useful Websites

- Department of Energy Policy Guidance:  
[http://www.management.energy.gov/policy\\_guidance/1672.htm](http://www.management.energy.gov/policy_guidance/1672.htm)
- Department of Energy Financial Assistance Guidance:  
[http://management.energy.gov/policy\\_guidance/financial\\_assistance.htm](http://management.energy.gov/policy_guidance/financial_assistance.htm)
- Department of Energy Buy American Provisions:  
[http://www1.eere.energy.gov/recovery/buy\\_american\\_provision.html](http://www1.eere.energy.gov/recovery/buy_american_provision.html)
- Department of Energy Desk Guide to the Davis-Bacon Act:  
[http://www1.eere.energy.gov/wip/pdfs/doe\\_dba\\_desk\\_guide.pdf](http://www1.eere.energy.gov/wip/pdfs/doe_dba_desk_guide.pdf)
- EECBG Frequently asked Davis-Bacon Questions:  
<http://www.eecbg.energy.gov/davisbacon.html>
- Davis-Bacon Forms:  
<http://www.dol.gov/whd/forms>  
<http://www.wdol.gov/dba.aspx#0>
- Department of Energy, NEPA:  
[http://apps1.eere.energy.gov/state\\_energy\\_program/doe\\_guidelines\\_nepa.cfm](http://apps1.eere.energy.gov/state_energy_program/doe_guidelines_nepa.cfm)
- Arkansas Energy Office:  
<http://arkansasenergy.org/industry/incentives-and-programs/-industrial-energy-technology-loan-ietl-project-implementation.aspx>



**Verification of Contractor Eligibility Form**  
**For Subcontractors on EECBG Program Activities**

Grantee Name: \_\_\_\_\_ ACEDP Project Number: 790-0\_\_\_\_\_

Please indicate whether or not the following contractor(s) is/are debarred or suspended from participating in Federally-assisted contracts:

**Contractor 1**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Principal Owner's Name: \_\_\_\_\_

**Contractor 2**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Principal Owner's Name: \_\_\_\_\_

**Contractor 3**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Principal Owner's Name: \_\_\_\_\_

**Requesting Agent**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Economic Development Commission Eligibility Determination**

The contractor(s) identified **does not** appear on the HUD list of debarred contractors; therefore, contract(s) **may** be awarded.

The following contractor(s) **does** appear on the HUD list of debarred contractors and **may not** participate in this project:

\_\_\_\_\_

*EECBG Subrecipient* *Date of Verification*

## Subrecipient Monthly Status Report

<b>Subrecipient Monthly Status Report</b>				
<b>Project Name:</b>				
<b>Month/Year:</b>		<b>% of Project Completed:</b>		
<b>Project Status</b>				
<b>Total ARRA Hours Worked This Month</b>		<b>Hours in Full Time Schedule</b>		
<b>Description of Work Completed</b>				
<b>Number of Jobs Created</b>				
<b>Types of Jobs Created (500 characters or less)</b>				
<b>List of Vendors For this Reporting Period: (if applicable)</b>				
<b>Vendor</b>	<b>Vendor DUNs Number</b>	<b>Vendor HQ zip code +4</b>	<b>Product and Service Description</b>	<b>Payment Amount</b>
<b>Monthly Total of Vendor Payments</b>				
<b>Project Expenditures For This Reporting Period</b>				
Buildings/Additions to Buildings				
Major Renovations				
Equipment				
Vehicles				
Technology Hardware & Software				
Infrastructure				
Program Direct Service				
Professional Services				
All Other (includes administrative costs)				
<b>Monthly Total</b>				
<b>Monthly Expenditures</b>				
State				
Local				
Other				
Program Income				
Federal ARRA				
Federal Other				
<b>Monthly Total</b>				
<b>Project Manager</b>				
<b>Name</b>	<b>Phone Number</b>	<b>Email address</b>		

# Sample

## SUBRECIPIENT ENERGY SAVINGS PROGRESS REPORT

Applicant \_\_\_\_\_

Date \_\_\_\_\_

### Examples

#### ACTIVITY 1 -

Description – HVAC Upgrades

Accomplishments

- Replaced existing HVAC system
- System replaced had the following specifications
  1. Size \_\_\_\_\_
  2. Rating \_\_\_\_\_
  3. Age \_\_\_\_\_
- New System has the following specifications
  1. Size \_\_\_\_\_
  2. Rating \_\_\_\_\_
  3. Age \_\_\_\_\_
- Approximate building size \_\_\_\_\_

#### ACTIVITY 2 -

Description – Lighting Upgrades

Accomplishments

- Installed 30 new light fixtures
- Removed existing incandescent light bulbs
  1. Avg wattage \_\_\_\_\_
  2. Number Removed \_\_\_\_\_
- Installed compact fluorescent lamp (CFL) bulbs
  1. Avg wattage \_\_\_\_\_
  2. Number Installed \_\_\_\_\_



### Sample Waste Stream Form

	Type of Waste	Date Removed	How and Where it was Diverted	Amount/Quantity (ton, each, etc.)
<b>Construction Demolition</b>	<b>Hazardous/Non Hazardous</b>		<b>Company/Landfill Name and Address</b>	
Asphalt				
Bricks				
Concrete				
Door				
Fixtures				
<b>Electronic Devices</b>	<b>Hazardous/Non Hazardous</b>	<b>Date Removed</b>	<b>Company/Landfill Name and Address</b>	<b>Amount/Quantity</b>
<b>Glass</b>	<b>Hazardous/Non Hazardous</b>	<b>Date Removed</b>	<b>Company/Landfill name and address</b>	<b>Amount/Quantity</b>
Windows				
<b>Hazardous Waste</b>	<b>Hazardous/Non Hazardous</b>	<b>Date Removed</b>	<b>Company/Landfill Name and address</b>	<b>Amount/Quantity</b>
Fluorescent lights				
Ballast w/ PCB's				
Paint				
Cleaner				
Caulking (pre1978)				
Cleaners				
Asbestos				
Batteries				
Thermostats				
Other?				
<b>Metals</b>	<b>Hazardous/Non Hazardous</b>	<b>Date Removed</b>	<b>Company/Landfill Name and Address</b>	<b>Amount/Quantity</b>

Scrap Metal				
HVAC Units				
Piping				
Discarded Equipment				
Etc.				
<b>Organic Materials</b>	<b>Hazardous/Non Hazardous</b>	<b>Date Removed</b>	<b>Company/Landfill name and address</b>	<b>Amount/Quantity</b>
Wood debris				
<b>Paper</b>	<b>Hazardous/Non Hazardous</b>	<b>Date Removed</b>	<b>Company/Landfill Name and address</b>	<b>Amount/Quantity</b>
Cardboard				
Packing materials				
Office paper				
<b>Plastic</b>	<b>Hazardous/Non Hazardous</b>	<b>Date Removed</b>	<b>Company/Landfill Name and address</b>	<b>Amount/Quantity</b>
Styrofoam				
Packing material				
<b>Special materials</b>	<b>Hazardous/Non Hazardous</b>	<b>Date Removed</b>	<b>Company/Landfill Name and Address</b>	<b>Amount/Quantity</b>

I certify that the information contained in or accompanying the document is true, accurate, and complete.

Name \_\_\_\_\_

Community \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_