

## **Energy Efficiency and Conservation Block Grant (EECBG) Program**

Please see below for answers to all questions regarding the EECBG Webinar received by the Mississippi Development Authority (MDA) through Tuesday, October 26, 2010.

NOTE: All EECBG award grantees are encouraged to view the webinar and read the responses to the questions below. If you have additional questions, please feel free to contact your Project Manager.

### **1. QUESTION**

If purchasing appliances from retail store, which form(s) would they need to sign? Is any Davis Bacon documentation needed in such instances?

#### **ANSWER**

Please email your Project Manager with what appliance will be purchased from a retail store. This will need to be handled on a case-by-case basis.

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### **2. QUESTION**

County/city employees are normally paid monthly. Therefore, how is the weekly requirement for payrolls handled? Sent monthly okay?

#### **ANSWER**

City and county employees are exempt from Davis-Bacon requirements.

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### **3. QUESTION**

Will Energy Office please send copies of the MDAH clearance?

#### **ANSWER**

Yes, your Project Manager will send out copies of each town, city and/or county MDAH clearance letters around mid-November.

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### **4. QUESTION**

Can you tell us what NEPA means?

#### **ANSWER**

NEPA means the National Environmental Policy Act.

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### **5. QUESTION**

Will a project sign be required at each building or will one sign be moved around to each building? Also if the sign is to be moved to each building does that indicate that bidding/procurement procedures are limited to "job by job breakdown" or as a whole?

**ANSWER**

One sign will be required to be put at a central location (i.e. city hall or a county courthouse) for the duration of the project. Please do not have your project sign printed before checking with your Project Manager. We will send you an electronic version of the sign that will be posted at the project site.

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**6. QUESTION**

Will this webinar be archived to be reviewed at a later date?

**ANSWER**

Yes, the webinar is now available at <http://www.mississippi.org/webinars>.

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**7. QUESTION**

How can we get a print off of the slides used in this presentation?

**ANSWER**

Yes, the webinar and PowerPoint presentation is currently available on the website. Please visit <http://www.mississippi.org/webinars> to view the webinar and visit [www.stimulus.mississippi.org](http://www.stimulus.mississippi.org) under the forms library for a copy of the presentation.

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**8. QUESTION**

Also, I wasn't quite clear on the answer from Karen about the "job by job breakdown" or as a whole, such as lighting, insulation, HVAC upgrades, etc. (and I think that is what is being asked below in question B). I asked that question and I was talking about the purchasing laws. I need to know if the light fixtures and insulation in Building 1 total \$30,000, do we have to put it out for bids or just get 2 or 3 quotes? OR Are we supposed to count all of the (5) buildings upgrades and improvements as a whole? (i.e. Building 1 = 30,000, Building 2 = 15,000, Building 3 = 10,000, etc.)

**ANSWER**

Bids should be taken from a single contractor for the entire scope of the project. (i.e. If your project consists of work on multiple buildings, all of the buildings will fall under the scope of **one** project.)

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**9. QUESTION**

The administrative contract with the PDD – do you have an example of what all needs to be included in it? I am assuming the signed contract needs to be sent to you before the application preparation fees can be requested. We have one for HOME and CDBG-(PFs and EDs) projects but I wasn't sure if you had one with specific wording preferred for the EECBG.

**ANSWER**

We do not have an example of a contract. The use of a standard administrative contract similar to the one used for CDBG or ED is permissible. It will be necessary to attach a copy of the ARRA Award terms to the contract to ensure ARRA provision flowdown and compliance.

#### **10. QUESTION**

On the county employee who is licensed and bonded:

- Do I need a copy of their license on hand?
- Are we still exempt from Davis-Bacon if our licensed employee uses other county employees as assistants?
- What documentation is needed to prove that an individual is a county employee?
- Being that we are exempt from Davis-Bacon because we are using our county employees who are licensed; do we need to submit a timesheet for him and his assistants (if any) at the end of the month?

#### **ANSWER**

To the question: Do I need a copy of their license on hand?

Per Page 7 of the FOA, “Certified installers are required, where applicable, for all projects. All contractors/installers must be licensed, bonded, and insured in the State of Mississippi according to the licensing requirements for their specialty. When using city or county employees to install equipment, it will be necessary to provide employment and certification documents. Documentation should include a letter from the Certifying Officer, on official letterhead, with the following: a list of certified installers, a copy of the certification, and timesheets to support project work hours.

To the question: Are we still exempt from David-Bacon if our licensed employee uses other county employees as assistants?

Yes.

To the question: What documentation is needed to prove that an individual is a county employee?

When using city or county employees to install equipment, it will be necessary to provide employment and certification documents. Documentation should include a letter from the Certifying Officer, on official letterhead, with the following: a list of certified installers, a copy of the certification, and timesheets to support project work hours.

To the question: Being that we are exempt from Davis-Bacon because we are using our county employees who are licensed; do we need to submit a timesheet for him and his assistants (if any) at the end of the month?

No, you will not need to submit a timesheet for him and his assistants at the end of the month. However, this information should be kept in your project files.

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#### **11. QUESTION**

We have several locations approved for this grant. Is each location considered a project? Or is each repair/upgrade at each location considered a project? Do we need to purchase on a project basis?

**ANSWER**

Bids should be taken from a single contractor for the entire scope of the project. (i.e. If your project consists of work on multiple buildings, all of these buildings would fall under the scope of one project.)

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**12. QUESTION**

Can we only do part of the recommended project at a location? EX: We were approved for lights and new AC unit. Can we only choose to do the lighting?

**ANSWER**

Any deviation from the original scope of work will require a contract modification. Additionally, the contract modification must be approved by the Bureau Manager and/or Stimulus Director. Should a scope modification be necessary, it will be handled on a case-by-case basis.

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**13. QUESTION**

What if we do not have a local vendor willing to comply with the Davis Bacon or Buy America, etc?

**ANSWER**

**Do not hire** a (local) vendor that is not willing to comply with the Davis-Bacon and Buy American requirements.

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**14. QUESTION**

How soon can I send in a request for cash, other than the application prep fee?

**ANSWER**

The EECBG grant is a **cost reimbursement grant**; meaning that once the project proceeds and an entity has purchased equipment to install as part of the EECBG grant, then the entity could request a reimbursement for funds expended.

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**15. QUESTION**

How many days do I have to send in my weekly payrolls?

**ANSWER**

Per ARRA Instruction Memo #2, "All MDA Energy Division ARRA sub-recipients must submit all signed original certified payrolls to MDA by close of business the following Friday. A copy of each payroll must remain in the sub-recipient files for three (3) years, per the MDA ARRA Sub-Recipient Manual. Payrolls must be submitted by mail and must be the original copy. Scanned or faxed copies will not be accepted."

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**16. QUESTION**

Can city or county employees be used to install/perform labor on a project?

## ANSWER

Yes, when using city or county employees to install equipment, it will be necessary to provide employment and certification documents. Documentation should include a letter from the Certifying Officer, on official letterhead, with the following: a list of certified installers, a copy of the certification, and timesheets to support project work hours.

## 17. QUESTION

I'm going to use the Town of XYZ as an example, their total project cost is \$25,678.40 excluding administration. In ARRA Instruction #1, 2<sup>nd</sup> page, it states that \$25,000 to \$50,000 required for publication which allows two written quotes for acquisitions up to \$50,000. This change moves the upward boundary for quotes from \$25,000 to \$50,000. Then it says there is an exception to this allowance that requires the ARRA projects in excess of \$25,000 be bid. It's very confusing. Would the town need to get quotes or should the whole project be bid?

## ANSWER

As all EECBG projects are ARRA funded, the exception allowed for under Senate Bill 2923 applies; All purchases or acquisitions over \$25,000 must be bid.

For more information on Mississippi State Senate Bill 2923, please see the following link:  
<http://billstatus.ls.state.ms.us/documents/2009/html/SB/2900-2999/SB2923SG.htm> .

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