



**AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009**

**ENERGY EFFICIENCY AND CONSERVATION BLOCK  
GRANT PROGRAM**



**FUNDING OPPORTUNITY ANNOUNCEMENT**

**Publish Date:**  
**Last Modified:**  
**Application Due Date:**

**March 30, 2010**  
**April 23, 2010**  
**June 3, 2010**

**MISSISSIPPI**  
**Funding Opportunity Announcement**  
**Energy Efficiency and Conservation Block Grant (EECBG) Program**

**I. GENERAL PROVISIONS**

**PROGRAM OVERVIEW**

The Energy Efficiency and Conservation Block Grant program (EECBG) was authorized in Title V, Subtitle E of the Energy Independence and Security Act of 2007 (EISA) and signed into Public Law (PL 110-140) on December 19, 2007. EECBG was funded for the first time under the American Recovery and Reinvestment Act of 2009 (ARRA).

Under EECBG, the State of Mississippi received a formula allocation of \$16.9 million, with \$7.3 million of these funds going directly to the state's ten largest cities, ten largest counties, and one tribal government (see Appendix A).

MDA-ED, acting as the State Energy Office, was allocated the remaining \$9.6 million. Under this FOA, MDA-ED intends to grant \$6,892,319 of these funds to eligible communities for projects that fulfill the purpose and principles of the EECBG program.

The release of this FOA does not constitute an acceptance of any application, nor does such release in any way obligate MDA-ED to award funds. Additionally, the submission of an application from an eligible Applicant does not constitute an award. Projects may not begin prior to full execution of grant agreement. MDA-ED reserves the right to accept, reject, or negotiate any or all applications received. The final decision to award funds rests solely with MDA-ED.

Written applications for funding, subject to the conditions herein and attached hereto, will be received at 501 North West Street, Woolfolk Building, Suite 1500, Jackson, MS 39201 until June 3, 2010 at 3:00 P.M., Central Standard Time.

**PROGRAM PURPOSE AND PRINCIPLES**

The purpose of the EECBG program is to assist eligible entities in creating and implementing strategies to:

- Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities;
- Reduce the total energy consumption of the eligible entities; and
- Improve energy efficiency in the building sector, the transportation sector, and other appropriate sectors.

**APPLICANT ELIGIBILITY**

**Cities, counties, and tribal governments within the state of Mississippi that did not receive direct EECBG funding from DOE are eligible to apply for funding under this FOA.**

Communities that received an EECBG formula allocation from DOE are not eligible for funding under this FOA (see Appendix A).

**NOTE: This is a competitive grant and not all Applicants will receive funding.**

**The ultimate responsibility for adherence to the grant agreement, ARRA regulations, and all other applicable state and federal laws and regulations lies solely with the city or county awarded funds. The city or county awarded funds will bear all responsibility for ARRA reporting requirements throughout the grant period.**

### **AWARD AMOUNTS**

**Individual Grant Awards.** The maximum individual grant size is \$100,000 for cities and \$175,000 for counties. The minimum grant size is \$15,000, including application preparation and administrative fees (see Page 4). Only one (1) application per eligible Applicant is allowed; however, one application may include multiple buildings. There is no maximum number of buildings allowed per application.

**Multi-Jurisdictional Awards.** Eligible entities may choose to partner with other eligible entities in their application. The maximum grant award for a multi-jurisdictional application is \$375,000 with applicable caps (\$100,000 per city; \$175,000 per county). One (1) eligible entity must serve as the lead Applicant. The lead Applicant must be clearly identified in the application. A city or county cannot apply for itself and as part of a multi-jurisdictional application as well.

**Leveraging.** There is no matching or cost sharing requirement under this FOA; however, applications that leverage grant funds with other committed sources of funding (cash or in-kind) are encouraged in order to maximize the total energy related benefits resulting from the program. Applications that include leveraging will be awarded additional points during the review process. Funding must be committed at the time of application.

In-kind contributions are non-cash contributions to the project that satisfy the following:

- They are verifiable from the recipient's records;
- They are not included as contributions for any other federally-assisted project or program;
- They are necessary and reasonable for proper and efficient accomplishment of the project or program objectives;
- They are provided for in the approved budget; and
- They conform to other provisions of this program, as applicable.

Further guidance for state and local governments on allowable cost share is found at 10 CFR600.224.

## **ADMINISTRATIVE COSTS**

If an Applicant prepares its own application or performs its own project administration, EECBG funds may not be used for this service. It will be considered project leveraging (see Page 17). Outside consultants or administrators may be used and are subject to the following limits:

- Application preparation fees will be limited to \$2,500.
- Administrative fees will be limited to 10% of the total project cost, up to a **maximum of \$10,000 for individual city or county applications or \$15,000 for multijurisdictional applications**. Full reimbursement of the total administrative fee may be held until an acceptable close out package is submitted to MDA-ED.

Application preparation and administrative fees will be reimbursed and will not count against the grant funds allowed for the project. For example, a county using a Planning and Development District (PDD) to assist in both preparing the application and administering the grant could be reimbursed a maximum of \$187,500:

Application Fee:	\$ 2,500
Total Project Cost*:	\$175,000
Administration Fee:	<u>\$ 10,000</u>
TOTAL	\$187,500

\*Includes cost of energy audit, feasibility study, or other energy assessment (see Page 7 of the FOA).

NOTE: Application preparation costs incurred by unsuccessful Applicants will not be reimbursed.

**NOTE: Although consultants or PDDs may be used for application preparation and project administration, the ultimate responsibility for adherence to the grant agreement, ARRA regulations, and all other applicable state and federal laws and regulations lies solely with the city or county awarded funds.**

## **STRUCTURAL ELIGIBILITY**

All buildings must be currently occupied and used on a regular basis. Residential structures are not eligible.

Buildings may **not** be:

- Classified as condemned or scheduled for demolition;
- Encumbered by a real estate transaction or purchase option;
- Encumbered by any type of lien; or
- Leased or rented from another party unless the landlord has given the tenant written permission to proceed with the installation.

## **PROJECT ELIGIBILITY**

Applicants are encouraged to develop and submit projects that provide measurable and verifiable benefits for existing buildings and public infrastructure within their jurisdiction. A list of eligible activities for use of program funds is described below. All proposed activities must reduce total energy use, consistent with the purpose of the program.

### **1. Energy Efficiency Retrofits on Public Buildings**

Grants may be made for the purpose of retrofitting existing facilities to improve energy efficiency. **Structures must be governmental/publically-owned buildings (including publically owned libraries, schools and publically-owned and operated hospitals) that are five (5) years old or older.**

**Payback Period:** The Payback Period is the time it takes for the cost savings resulting from the project to cover the total project cost. MDA-ED will likely only fund those projects under the Energy Efficiency Retrofits category that can demonstrate a Payback Period of less than 10 years.

$$\text{Payback Period} = \frac{\text{Total Project Cost}}{\text{Estimated Annual Energy Cost Savings (\$)}}$$

Eligible activities in this category include:

- Installation of insulation;
- Installation of energy efficient lighting;
- Installation of lighting control technology;
- Heating, venting, and air conditioning (HVAC) upgrades;
- High-efficiency shower/faucet upgrades;
- Boiler tune-up, repair or replacement;
- Weather sealing;
- Purchase and installation of ENERGY STAR appliances;
- Installation of solar powered appliances with improved efficiency; and
- Replacement of windows and exterior doors.

### **2. Traffic Signals and Street Lighting**

Eligible entities may use grant funds for the replacement of traffic signals, pedestrian signals, and street lighting with energy efficient lighting technologies, including light emitting diodes (LED) or any other technology of equal or greater energy efficiency.

**NOTE: Funds may not be used for the installation of a new traffic signal or new street lighting.** Funds may only be used for the replacement of existing traffic signals or street lights with energy efficient signals or lights.

### **3. Renewable Energy Technologies on Public Buildings**

Entities may use grant funds to develop, implement, and install commercially available renewable energy technology that generates electricity from renewable resources on, adjacent to, or inside an eligible public (government-owned) building owned by the Applicant.

**For purposes of this FOA, renewable energy technologies are systems that supplant the use of fossil fuels, including electrical, or thermal energy generated from solar, wind, biomass, hydrogen fuel cells, geothermal, waste heat recovery, or hydro (water) power.** Projects whose purpose is the burning of municipal solid waste are not eligible.

A proposed system of appropriate size that reduces the consumption of fossil fuels and returns power to the grid through the Proposer's utility service provider is acceptable provided that the project complies with all other requirements of the FOA.

MDA-ED desires applications for renewable projects on buildings that are already highly energy efficient or that combine proposed renewable energy projects with energy efficient upgrades. It is unlikely that MDA-ED will fund applications that propose renewable energy projects on inefficient buildings without also proposing energy efficient upgrades.

### **Renewable Project Size Limitations**

To ensure compliance with environmental regulations, MDA-ED will likely fund only renewable projects that meet the following size limitations:

- Solar Electricity/Photovoltaic: appropriately-sized system or unit on existing rooftops; or a 60 KW system or smaller unit installed on the ground within the boundaries of an existing facility;
- Wind Turbines: 20 KW or smaller;
- Solar Thermal: system must be 20 KW or smaller;
- Solar Thermal Hot Water: appropriately sized units for small buildings;
- Ground Source Heat Pump: 5.5-ton capacity or smaller, horizontal/vertical, ground, closed-loop system;
- Combined Heat and Power System: systems sized to boilers sized appropriately for the buildings in which they are located; or
- Biomass Thermal: 3 MMBTUs per hour or smaller system with appropriate Best Available Control Technologies (BACT) installed and operational.

### **PROHIBITED EXPENDITURES**

ARRA regulations prohibit the use of funds for the following:

- Construction, such as construction of mass transit systems and exclusive bus lanes, or for the construction or repair of buildings or structures;
- Use of funds for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool;
- Purchase of land, a building or structure or any interest therein;
- Research, development or demonstration of renewable energy techniques or advanced vehicle technologies not commercially available; and
- Supplanting of state or local funds already committed to projects.

No funds can be used for any activity whatsoever at a prohibited establishment.

## **PERIOD OF PERFORMANCE**

In keeping with the intent of ARRA, funded projects must be initiated and completed expeditiously. The period of performance will begin upon the execution of a grant agreement and will end on or before May 31, 2012.

**NOTE: Successful Applicants will receive written notice from MDA-ED if the application has been selected for an award. Grants will not be awarded or paid for projects that began or were completed prior to the grant award date. The Applicant may not begin work on the proposed project unless in receipt of a fully executed grant agreement.**

## **METHOD OF PAYMENT**

Payments shall be made on a cost-reimbursement basis over the course of the grant. Only the cost of actual charges incurred and paid will be reimbursed by MDA-ED, and all payments will be made to the entity awarded funds. No payments will be made to Applicant sub-recipients, vendors, or project administrators. Requests for Payment may be submitted to MDA-ED as costs are incurred and must include supporting documentation.

## **FEDERAL REGISTRATION REQUIREMENTS**

All Applicants under this FOA must have a **DUNS (Data Universal Numbering System)**. To obtain a DUNS number, please visit: <http://fedgov.dnb.com/webform>.

In addition, all Applicants must have a **current updated registration** in the federal **Central Contractor Registration (CCR)** database. To register, please visit: <http://www.ccr.gov>. **MDA-ED will be unable to issue an award to any city or county that does not have a current DUNS number or CCR registration.**

## **ENERGY AUDIT / FEASIBILITY STUDY REQUIREMENT**

All applications proposing projects under the Energy Efficiency Retrofits and Renewable Energy Technologies categories must include an ASHRAE Level I or Level II Energy Survey and Analysis (energy audit), feasibility study, or other energy assessment performed within the previous three (3) years (as of the date of the release of this FOA). This information must provide an overall building assessment and anticipated energy reduction, anticipated energy cost savings, and simple payback in years for the proposed project. A sample ASHRAE Level II audit worksheet is included as Appendix D to this FOA.

**NOTE: If awarded, the cost of an energy audit or feasibility study performed in preparation for application under this FOA (on or after September 14, 2009) is a reimbursable expense, subject to procurement laws.** Audits performed for projects that are not awarded funds will not be reimbursed. For awarded projects, the cost of the audit will be included in the total project cost and will not be reimbursed in addition to the total project cost (maximum for cities: \$100,000; maximum for counties: \$175,000 – see Page 3 of the FOA).

MDA-ED offers the Technical Energy Audit Assistance program (TEAA) for cities and counties interested in receiving energy audits of their facilities. Energy audits can be obtained at no charge for up to six (6) eligible buildings. Information is available at <http://www.mississippi.org/index.php?id=662>.

### **JOBS CREATED / RETAINED**

The Applicant must furnish the estimated number of jobs created and jobs retained due to ARRA funding. The definitions of created and retained are found below. Please adhere to these definitions when arriving at these estimates. Indirect and induced jobs cannot be counted.

- A **job created** is a new position created and filled, or an existing unfilled position that is filled, that is funded by the Recovery Act.
- A **job retained** is an existing position that is now funded, in whole or in part, by the Recovery Act.

### **UTILITY BILLING DATA REQUIREMENT**

Applicants must provide one copy of all pages of the past 12 months of electric and natural gas utility bills. If the Applicant has not occupied the building for the past 12 months, obtain the previous billing information from the utility provider.

### **ENERGY STAR PORTFOLIO MANAGER REQUIREMENT**

All Applicants awarded funds for projects under the Energy Efficiency Retrofits or Renewable Energy Technologies on Public Buildings categories will be required to maintain energy usage data in the Energy Star Portfolio Manager software system throughout the project period of performance and for one year following the close of the project.

### **RESOLUTION REQUIREMENT**

Applicants must include with their application a Letter of Commitment from the mayor, city manager, county executive, or county administrator indicating support for the project and including a statement indicating that the Applicant understands and will adhere to all EECBG and ARRA requirements.

Applicants must also submit a Resolution authorizing the Applicant's submittal of the application and containing a commitment to implement the proposed project, if funded. In the case of a multi-jurisdictional application, a letter and separate Resolution is required from each jurisdiction involved in the application, or a single letter or Resolution signed by all jurisdictions.

See Appendix B for a sample Resolution.

### **CERTIFIED INSTALLERS REQUIREMENT**

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.

### **NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS**

All projects funded under this FOA are subject to environmental review under the National Environmental Policy Act (NEPA). Many projects can be deemed categorically excluded (CX) from further NEPA review, meaning that the implementation of these eligible activities is unlikely to have a harmful environmental impact. Based on DOE's review and subsequent determination of Mississippi's EECBG funding allocations, activities contained in this FOA have been categorically excluded.

It is likely that MDA-ED will receive applications under this program that fall outside of the CX. In such cases, a NEPA form ES-1 may be required from the Applicant. However, due to the length of time required to complete the NEPA review process and the short timeframe allowed for the expenditure of ARRA funds, **it is likely that MDA-ED will fund only projects under this FOA that have been categorically excluded from further NEPA review.**

**Please review Page 6 of the FOA for eligible activities and size limitations. Projects that adhere to these guidelines will likely be deemed categorically excluded. Such projects are strongly encouraged by MDA-ED.**

### **HISTORICAL PRESERVATION REQUIREMENTS**

To ensure the preservation of Mississippi's historical sites, all Applicants must submit a Request for Cultural Resources Assessment form with their application (Appendix C). MDA-ED will submit all finalists' Requests for Cultural Resources Assessment forms to the Mississippi Department of Archives and History (MDAH) for clearance. **MDA-ED will only fund projects under this FOA that have been cleared by MDAH.**

### **WASTE STREAM CONDITIONS**

If a funded project will generate waste, awardees will be required to submit a waste management plan prior to the start of the project. Waste management plans are not required for projects that do not generate waste or for projects that generate only insignificant quantities of non-hazardous waste. For example, a waste management plan would not be necessary for a retrofit project with a waste stream comprising only small quantities of caulking and associated materials.

Where it is not obvious that a project will generate only insignificant quantities of waste, the awardee will be required to submit a waste management plan and related documentation upon award and prior to the generation and disposal of sanitary or hazardous waste.

The waste management plan must, at a minimum, address the following:

- a) Type(s) and estimated volume(s) of waste that the project proponent anticipates will be generated; and
- b) The disposal path for each waste stream (e.g., landfill disposal, recycling, reuse).

Waste types will vary by project. Examples of types of waste are asphalt debris, glass, mercury-containing fluorescent lights, scrap metal, paper, asbestos, and lead paint chips. The waste management plans need not contain information about the particular disposal company or recycler.

More information regarding waste management plans may be found here:

[http://www.eecbg.energy.gov/Downloads/10-010\\_EECBG\\_Waste\\_Stream\\_Guidance.pdf](http://www.eecbg.energy.gov/Downloads/10-010_EECBG_Waste_Stream_Guidance.pdf).

### **BUY AMERICAN ACT**

ARRA requires the use of American-made steel, iron, and manufactured goods for the construction, alteration, maintenance, or repair of public buildings or public works. Awardees will be required to comply with this provision.

## **WAGE REQUIREMENTS**

ARRA requires that all laborers and mechanics working on projects funded in whole or in part by the Recovery Act be paid the prevailing wage as determined by the U.S. Department of Labor. Awardees will be required to comply with the Davis-Bacon Act, Copeland “Anti-Kickback” Act, and the Contract Work Hours and Safety Standards Act.

## **ADDITIONAL ARRA REQUIREMENTS**

The receipt and expenditure of ARRA funds are subject to unprecedented transparency and reporting requirements. Awardees shall be required to report, on a monthly basis, a detailed list of all projects or activities for which Recovery Act funds were expended or obligated, including, but not limited to:

- Project name & description;
- Buildings retrofitted & square footage;
- Number of traffic/street lighting retrofits;
- An evaluation of the completion status of the project or activity;
- An estimate of the number of jobs created and the number of jobs retained;
- Amount of energy saved;
- Annual reduction in electricity & natural gas consumption;
- Amount of electricity generated from renewable energy systems installed;
- Amount of renewable energy generated;
- The amount of greenhouse gases reduced;
- The amount of funds leveraged;
- Number, size & type of renewable energy systems installed, if applicable; and
- Other key metrics that will vary by project type per DOE guidance.

Prior to contracting, successful applicants must demonstrate that they have the necessary data, accounting, and management systems in place to meet these requirements under the Recovery Act. Applicant must also identify the individual who will serve as Grant Administrator throughout the project period.

## **MINIMUM EFFECTIVE PERIOD OF APPLICATION**

All applications are required to remain in effect for at least six (6) months from the date submitted to MDA-ED.

## **DISPOSITION OF APPLICATIONS**

All submitted applications become the property of MDA-ED.

## **PROPRIETARY INFORMATION DESIGNATION**

Applicants may designate those portions of the application which may contain trade secrets or other proprietary data which may remain confidential in accordance with sections 25-61-9 and 79-23-1 of the Mississippi Code.

## **REJECTION OF APPLICATIONS**

MDA-ED reserves the right to accept, reject, or negotiate any or all applications received. The final decision to award funds rests solely with MDA-ED.

Applications may be rejected for reasons that include, but are not limited to, the following:

- The application contains unauthorized amendments to the requirements of the FOA;
- The application is conditional;
- The application is incomplete or contains irregularities which make the application indefinite or ambiguous;
- The application is not received by the deadline;
- The application is not signed by an authorized representative of the applying entity; or
- The application contains false or misleading statements or references.

### **EXCEPTIONS AND DEVIATIONS**

Applicants taking exceptions to any part or section of the FOA shall indicate such exceptions on the application and shall fully describe the exception. Failure to indicate any exception will be interpreted as the Applicant's intent to comply fully with the requirements as written. Conditional applications, unless specifically allowed, shall be subject to rejection in whole or in part.

### **NON-CONFORMING TERMS AND CONDITIONS**

An application that includes terms and conditions that do not conform to the terms and conditions in the FOA is subject to rejection in whole or in part. MDA-ED reserves the right to permit the Applicant to withdraw nonconforming terms and conditions from its application prior to a determination by MDA-ED of non-responsiveness based on the submission of non-conforming terms and conditions.

### **DEBARMENT**

By submitting an application, the Applicant certifies it is not an entity currently debarred from submitting applications for contracts issued by any political subdivision or agency of the State of Mississippi or the Federal government.

### **FOA QUESTIONS**

Questions concerning this FOA must be submitted in writing to: Mississippi Development Authority, Attn: Mike McCollough or Lynn Johnson Burris, ARRA EECBG FOA # EN-06032010, 501 North West Street, Woolfolk Building, Suite 1500, Jackson, MS 39201, via fax to (601) 359-5042 (Attn: Mike McCollough/Lynn Johnson Burris) or via email to [procurement@mississippi.org](mailto:procurement@mississippi.org). Questions will be received through May 12, 2010, at 12:00 P.M. Central Standard Time. No questions received after this date will be answered.

Applicants are cautioned that any statements made by the contact person that materially change any portion of this FOA shall not be relied upon unless subsequently ratified by a formal written amendment to this FOA.

### **ACKNOWLEDGEMENT OF AMENDMENTS**

MDA-ED will provide written notice of all changes to this FOA in the form of an amendment to this FOA prior to response deadlines. Amendments will be provided to all known Applicant parties and posted on MDA's stimulus website, <http://stimulus.mississippi.org>, in the "Funding Opportunities and Announcements" section.

Applicants shall acknowledge receipt of any amendment to this FOA by signing and returning the amendment with the application. The acknowledgement must be received by MDA-ED by the time and at the place specified for receipt of applications.

**APPLICATION SUBMISSION INSTRUCTIONS**

The original and six (6) copies of the application package as described on Pages 13-14 shall be signed and submitted in a sealed envelope or package. The envelope or package shall be marked “Sealed Application ARRA EECBG FOA #EN-06032010” in the lower left hand corner. Each page of the application and all exhibits shall be identified with the name of the Applicant.

**Applications must be received no later than 3:00 P.M. Central Standard Time on June 3, 2010. Timely submission of the application is the responsibility of the Applicant.**

Applications received after the specified time shall be rejected and returned to the Applicant unopened.

<b>Milestone</b>	<b>Date</b>
FOA Released	March 30, 2010
Deadline for Applicants to submit written questions to MDA-ED	12:00 p.m. CST, May 12, 2010
Deadline for MDA-ED to respond to questions submitted by Applicants	May 18, 2010
Applications Due	3:00 p.m. CST, June 3, 2010

Applications and exhibits must be submitted to:

Mississippi Development Authority  
Attn: Mike McCollough/Lynn Johnson Burriss  
ARRA EECBG FOA #EN-06032010  
P.O. Box 849  
Jackson, MS 39205-0849

Or

Mississippi Development Authority  
Attn: Mike McCollough/Lynn Johnson Burriss  
ARRA EECBG FOA #EN-06032010  
501 North West Street  
Woolfolk Building, Suite 1500  
Jackson, MS 39201

## II. APPLICATION PACKAGE CONTENTS

### **APPLICATION INSTRUCTIONS**

The following items are required and must follow the format below. Failure to provide the required items may result in the disqualification of the application.

Six (6) copies of the Application Package are required. Note that only one (1) copy of the energy bills must be submitted.

#### **1. Transmittal Letter**

The transmittal letter should include the name, address, phone number, and email address for the Point of Contact for the application. The transmittal letter should be signed by a representative of the applying entity who has the authority to bind the Applicant.

#### **2. Executive Summary (Limit 2 Pages)**

The Executive Summary must be a self-contained document that includes the following:

- Name of the Applicant;
- Key components of the application including a short description of the project;
- Total funding requested per EECBG category (Energy Efficiency Retrofits, Traffic Lighting and Street Lighting, or Renewable Energy Technologies);
- Estimation of energy saved and/or produced;
- Expected number of jobs to be created or retained;
- Expected total greenhouse gas emission reductions;
- Description of the project area; and
- List of major participants (for collaborative projects).

NOTE: This section should not contain any proprietary information.

#### **3. EECBG Application with Exhibits (see Application)**

The EECBG application must be filled out in full. Failure to answer all questions may result in disqualification.

Exhibit A: Application Certification

Exhibit B: American Recovery and Reinvestment Act Submission Form

Exhibit C: EECBG-ARRA Certification

#### **4. Budget Justification**

Explain how the cost estimates in the application were developed and why they are reasonable and justified. This is accomplished by furnishing vendor quotes on the proposed projects or other evidence of the costs of the proposed measures.

5. **Request for Cultural Resources Assessment (Appendix C)**
6. **Energy Bills (One copy only)**  
Provide one copy of all pages of the past 12 months of electric and natural gas utility bills. If the Applicant has not occupied the building for the past 12 months, obtain the previous billing information from the utility provider.
7. **ASHRAE Level I or II Energy Survey and Analysis, feasibility study, or other energy assessment**  
Should give an overall building assessment and anticipated energy reduction, anticipated energy cost savings, and simple payback in years for the proposed project. A sample ASHRAE Level II audit worksheet is included as Appendix D to this FOA.
8. **Letter of Commitment and Resolution**  
Provide a Letter of Commitment and Resolution as described on Page 8.

### **III. APPLICATION EVALUATION AND SELECTION**

#### **EVALUATION PROCEDURE AND CONSIDERATIONS**

Before receiving a notice of intent to award, the Applicant will be required to show that it has the necessary facilities, ability, and financial resources to complete the proposed activity. MDA-ED may make reasonable investigations deemed necessary and proper to determine the ability of the Applicant to perform the activities proposed, and the Applicant shall furnish to MDA-ED all information for this purpose that may be requested. MDA-ED reserves the right to reject any offer if the evidence submitted by, or investigation of, the Applicant fails to satisfy MDA-ED that the Applicant is properly qualified to carry out the obligations of the contract and to complete the activity described therein.

Evaluation of the Applicant's qualifications shall include:

- The ability, capacity, skill, financial, and other necessary resources to perform the proposed activity;
- The ability of the Applicant to perform the work or provide the activity promptly or within the time specified, without delay or interference;
- The reasonableness of the project, the expected simple payback of the project, and the benefit to the Applicant;
- The character, integrity, reputation, judgment, experience, and efficiency of the Applicant; and
- The quality of performance of previous contracts or activities.

All proposal applications will be subject to the review and evaluation process as described below:

#### **1. ELIGIBILITY REVIEW**

Applications will be reviewed based on the following: eligibility of the Applicant; eligibility of the proposed activities; and completeness of the application. If MDA-ED determines that an application or proposed activities are ineligible, they will be removed from further consideration and the applicant will be notified. MDA-ED reserves the right to permit an Applicant to withdraw ineligible activities from an application prior to a final review.

#### **2. TECHNICAL EVALUATION**

After the initial eligibility review, applications will be reviewed by a selection committee. This committee will score and rank the applications using the following factors:

##### **Project Evaluation and Team Experience**

**20 Points**

- The extent to which the application includes a well-conceived strategy for addressing the EECBG program goals and objectives;
- The degree to which the project concept demonstrates a sound methodology and approach and includes definitive goals, specific tasks to achieve goals, and a schedule to complete the work proposed;
- The degree to which the application clearly identifies the project team; and

- The composition, qualifications and experience of the project team, including previous execution of similar projects.

**Economic Impact**

**15 Points**

- The ability to begin work on the project quickly following award; and
- The estimate of jobs created and/or retained.

**Environmental Benefit**

**30 Points**

- The degree to which the application demonstrates the efficient use of energy and material resources;
- The degree to which the project provides a reasonable Payback Period, based on the type of measure proposed;
- The degree to which the project will reduce greenhouse gas (GHG) emissions, measured in CO<sub>2</sub> equivalents;
- The reduction of other environmental pollutants as measured in pounds or tons;
- The anticipated energy (kWh/therms/gallons/Btus/etc.) savings;
- The anticipated energy cost savings; and
- The anticipated benefits in terms of increased energy efficiency.

**Sustainability**

**10 Points**

- The degree to which the application will be sustainable beyond the life of the grant period;
- The inclusion of information on how the Applicant will service and maintain the systems to ensure continued use; and
- The submission of a strategy to promote energy efficiency & conservation in the community.

**Financial Analysis**

**15 Points**

- The cost-effectiveness of the project;
- The submission of a feasible, justified project budget, broken down by category;
- The project's ability to obtain a positive return on investment over the lifetime of the project; and
- The demonstration of the ability to follow Generally Accepted Accounting Practices (GAAP) and comply with regulations for the use of federal funds.

**ARRA Compliance**

**10 Points**

- The ability of the Applicant to comply and adhere to all reporting requirements and regulations mandated under ARRA.

**TOTAL POSSIBLE POINTS: 100**

**Project Leveraging (up to 25 additional points)**

Cost share or match is not required for grants made with EECBG funds. However, extra points will be awarded to those projects that document leverage contributions in the total project cost. Cost share commitments to the total project from the applicant will be rated on a sliding scale basis as shown below:

**Leverage or Cost Share Scoring**

<b>Amount Leveraged</b>	<b>Possible Points</b>
10% to 24%	5
25% to 49%	10
50% or greater	25

**3. SELECTION OF FINALISTS**

MDA-ED will contact Applicants whose applications best meet evaluation criteria. MDA-ED may require Applicants to meet with the selection team. A site visit to the project location may be conducted.

**4. AWARD**

MDA-ED will contract with the Applicant to execute the activity. MDA-ED will fund the project through a grant under the American Recovery and Reinvestment Act.

**NOTE: Applicants may not begin work until in receipt of a fully executed grant agreement.**

## **APPENDICES**

**A. List of Entities Receiving EECBG Formula Allocations**

**B. Sample Resolution**

**C. Request for Cultural Resources Assessment Form**

**D. Sample ASHRAE audit worksheet**

**APPENDIX A**

Cities and Counties Receiving Direct Formula Allocations from DOE

\*\*These entities are NOT eligible for funding under this FOA\*\*

Biloxi	\$209,100
Clinton	\$106,900
Greenville	\$155,500
Gulfport	\$666,000
Hattiesburg	\$536,400
Jackson	\$1,789,300
Meridian	\$182,400
Olive Branch	\$128,200
Southaven	\$174,200
Tupelo	\$181,200
DeSoto County	\$297,500
Harrison County	\$262,300
Hinds County	\$188,200
Jackson County	\$549,300
Jones County	\$293,000
Lowndes County	\$256,500
Madison County	\$380,100
Pearl River County	\$234,700
Rankin County	\$577,500
Warren County	\$212,800
Mississippi Band of Choctaw Indians	\$282,800

**APPENDIX B**

**Sample Resolution**

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Resolution No. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF [NAME], AUTHORIZING  
THE CITY OF [NAME] TO APPLY FOR FUNDING UNDER THE ENERGY EFFICIENCY  
AND CONSERVATION BLOCK GRANT PROGRAM

THE CITY COUNCIL OF THE CITY OF [NAME] HEREBY RESOLVES AS FOLLOWS:

**WHEREAS**, the Mississippi Development Authority's Energy Efficiency and Conservation Block Grant Program (EECBG) provides funding for improved energy efficiency in the state of Mississippi to eligible cities and counties through funds made available under the American Recovery and Reinvestment Act of 2009; and

**WHEREAS**, the City Council of the City of [NAME] authorizes the City of [NAME] to apply for grant funds under this program; and

**WHEREAS**, the City Council of the City of [NAME] recognizes that the support of the City Council is fundamental to the success of any program;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of [NAME] will fully support the EECBG application and will fully comply with all EECBG and ARRA regulations and requirements, including monthly reporting, use of the Energy Star Portfolio Manager software as described in the EECBG Funding Opportunity Announcement, Davis-

Bacon wage requirements, Buy American Act requirements, National Environmental Policy Act Requirements, and historical preservation requirements.

**BE IT FURTHER RESOLVED** that [NAME AND TITLE], is hereby authorized and empowered to execute in the name of the city of [NAME]; all necessary documents to implement and carry out the purpose of this resolution.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

\_\_\_\_\_  
Mayor of the City of [NAME], MS

ATTEST:

\_\_\_\_\_  
City Clerk of the City of [NAME], MS



If YES, attach survey report.

- Describe the present use and condition of the property.

---

***Please include photo(s) of the project area, if available, in its current condition. Use of printed digital images are acceptable.***

## 2. Buildings and Structures

- Will the project involve an addition to, destruction, alteration, or renovation of any structure? If NO, proceed to Section 3. YES  NO
- Is affected structure 50 years old or older? If NO, proceed to Section 3. YES  NO
- What is the approximate date of construction of the existing structure, if known? \_\_\_\_\_
- Have plans and specifications for the renovation, alteration, or addition been completed? YES  NO

If YES, attach plans and specifications (plans for a new structure to replace a demolished one need not be attached). Please include photos of front and rear elevations, as well as the location of any proposed additions/alterations.

- Will construction take place adjacent to any structure which is approximately fifty years old or older? If YES, give address of structure(s), and date(s) of construction, if known. \_\_\_\_\_

---

If the building(s) or structure(s) is located in a National Register and/or local historic district, if known, name the district. \_\_\_\_\_

***Please include photos of structure(s) and indicate on the project map the location(s) in relation to the project. Use of printed digital images are acceptable.***

## 3. Ground Disturbing Activities

- Has the ground at the project location been previously developed, graded, or disturbed? If YES, describe the nature of the disturbed/developed portion (graded, farmed, etc.). YES  NO

---

- Will this project necessitate the acquisition of fill material? YES  NO

If YES, approximately how many cubic yards of material will be acquired? Cu. Yds. \_\_\_\_\_

- Has the site from which fill material will be acquired been selected? YES  NO

*Clearly indicate borrow area(s) on project map and give approximate size in acres of each borrow site.*

- Has material been taken from the borrow area(s) for other projects? YES  NO

- Does this project involve road/street construction? If YES, does the project involve any of the following? YES  NO

New right-of-way  New road construction  Repaving  Widening/change of alignment

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MDAH 2006

**APPENDIX D**

**MISSISSIPPI DEVELOPMENT AUTHORITY – ENERGY DIVISION  
ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM**



**ASHRAE LEVEL II ENERGY AUDIT**

APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

DATE: \_\_\_\_\_

AUDIT PERFORMED BY:

ENGINEER NAME: \_\_\_\_\_  
REGISTRATION NUMBER: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

## TABLE OF CONTENTS

- I. EXECUTIVE SUMMARY (Limit: 2 pages)
- II. BUILDING CHARACTERISTICS
- III. PRELIMINARY BUILDING USE
- IV. LIGHTING SYSTEM CHARACTERISTICS
- V. DOMESTIC HOT WATER SYSTEM CHARACTERISTICS
- VI. HEATING, VENTILATING, AND AIR CONDITIONING SYSTEM DATA
- VII. UNOCCUPIED SETBACK
- VIII. COMPONENTS OF ANNUAL ENERGY USE
- IX. ENERGY CONSERVATION MEASURES
- X. CERTIFICATION

## MANDATORY APPENDICES

*The following information must be submitted with this worksheet.*

### A. IMPLEMENTATION PLAN

*Include detailed finding descriptions, associated work activities, additional anticipated operations and maintenance (O&M) cost, and equipment to be purchase and timelines for activity durations (as much as can be determined) for recommended ECMs. Include any additional pertinent findings not covered in this report.*

### B. PHOTOS AND FLOORPLAN OF FACILITY

### C. ENERGY CALCULATIONS

### D. UTILITY RATE SCHEDULE

### E. UTILITY BILL ANALYSIS

*Include a pie chart with a brief description of the energy components comprising the applicant's current annual energy use (see Section VIII for list of components).*

## I. EXECUTIVE SUMMARY

**This report is part of the Mississippi Development Authority – Energy Division (MDA-ED) Energy Efficiency and Conservation Block Grant (EECBG) Program. The purpose of this audit is to document energy consumption savings, energy cost savings and implementation costs for the measures being considered. All measures included must be consistent with the EECBG application.**

*Please provide an overview of results in this section. Attach a separate sheet, if necessary.*

## II. BUILDING CHARACTERISTICS

### A. GENERAL INFORMATION

Company Name: \_\_\_\_\_ Date of Audit: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Gross Floor Area, <sup>1</sup> \_\_\_\_\_ ft<sup>2</sup> Total Conditioned Area <sup>1</sup> \_\_\_\_\_ ft<sup>2</sup>

Conditioned Area, <sup>1</sup> heated only \_\_\_\_\_ ft<sup>2</sup> Conditioned Area, <sup>1</sup> cooled only \_\_\_\_\_ ft<sup>2</sup>

Conditioned Area, <sup>1</sup> heated and cooled \_\_\_\_\_ ft<sup>2</sup>

Number of conditioned floors: \_\_\_\_\_ Above grade: \_\_\_\_\_ Below grade: \_\_\_\_\_

Year of Construction<sup>2</sup>: \_\_\_\_\_

### B. PRIMARY BUILDING TYPE<sup>3</sup>

	Building Type	Description
<input type="checkbox"/>	<b>Commercial</b>	
<input type="checkbox"/>	<b>Industrial</b>	
<input type="checkbox"/>	<b>Other</b>	

- 
1. GROSS FLOOR AREA is all floor area contained within the outside finished surface of permanent outer building walls including basements, mechanical equipment floors, and penthouses (ANSI Standard z65.1-1996, Construction Area). No exclusions are made for shafts, stairs, or atria. CONDITIONED AREA is that area provided with heating or cooling to maintain temperature between 50°F and 86°F (ANSI/ASHRAE Standard 105-1984).
  2. THE MEDIAN YEAR for construction of at least 51% of the conditioned space.
  3. BUILDING TYPE as characterized by at least 51% of the conditioned space.

**C. ENVELOPE CHARACTERISTICS**

Construction Code	R-Value	Glass Shading Coefficient	Area (ft <sup>2</sup> )

Construction Type Codes

Walls

- W0 = Other \_\_\_\_\_
- W1 = Wood
- W2 = Masonry
- W3 = Concrete, Above Grade
- W4 = Concrete, Below Grade
- W5 = Metal
- W6 = Stone
- W7 = Glass
- W8 = Adjacent Building

Doors

- D0 = Other \_\_\_\_\_
- D1 = Solid Wood
- D2 = Hollow Wood
- D3 = Uninsulated Metal
- D4 = Metal, Insulated Core
- D5 = Glass (<85%)

Roofs

- R0 = Other \_\_\_\_\_
- R1 = Concrete Deck
- R2 = Wood Deck
- R3 = Metal Deck

Windows

- Sash Type
- G0 = Other \_\_\_\_\_
- Fixed, Wood Sash:
  - G11 = Single Glaze    G21 = Double Glaze
- Operable, Wood Sash:
  - G12 = Single Glaze    G22 = Double Glaze
- Fixed, Metal Sash:
  - G13 = Single Glaze    G23 = Double Glaze
- Operable, Metal Sash:
  - G14 = Single Glaze    G 24 = Double Glaze

### III. PRELIMINARY BUILDING USE<sup>1</sup>

#### A. BRIEF BUILDING DESCRIPTION

#### B. GENERAL INFORMATION

Average Hours/Week: \_\_\_\_\_ Average Weeks/Year: \_\_\_\_\_

Average Number of Occupants During Normal Occupied Period: \_\_\_\_\_

After Hours Cleaning (Y/N): \_\_\_\_\_

#### C. OVERALL BUILDING SCHEDULE

Schedule during months of: \_\_\_\_\_

Days	M	T	W	Th	F	Sat	Sun	Hol.
Hours open								
Hours closed								
Peak number of occupants								
Average number of occupants when open								

Schedule during months of: \_\_\_\_\_

<b>Days</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sat</b>	<b>Sun</b>	<b>Hol.</b>
Hours open								
Hours closed								
Peak number of occupants								
Average number of occupants when open								

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1. Use for at least 51% of the conditioned space.

## IV. LIGHTING SYSTEM CHARACTERISTICS

**Describe in detail.** Address each of the following criteria (if applicable) in the space provided. Attach a separate sheet, if necessary.

- Typical W/ft<sup>2</sup>
- Design of controls
- Typical W/ft<sup>2</sup> installed, by type of light source
- Light levels, footcandles, 3 feet above floor, without daylight
- % of lamps not functioning
- Operating schedules
- Operating and maintenance problems

**Lighting System Characteristics**

## V. DOMESTIC HOT WATER SYSTEM CHARACTERISTICS

**Describe in detail.** Address each of the following criteria (if applicable) in the space provided. Attach a separate sheet, if necessary.

- Fuel Source
- Storage
- Hours Operated
- Distribution
- Setpoints
- Hours Required
- Circulating Pump

**Domestic Hot Water System Characteristics**

## VI. HEATING VENTILATING AND AIR-CONDITIONING SYSTEM DATA

### A. GENERAL INFORMATION

Check all that apply in a significant way (affect >5% of floor area or energy consumption)

#### Primary Cooling

- Centrifugal Chiller
- Reciprocating Chiller
- Screw Chiller
- Absorption Chiller
- Package DX
- Split DX
- Air-Cooled Heat Rejection
- Water-Cooled Heat Rejection

#### Primary Heating

- Hot Water Boiler
- Steam Boiler
- Furnace
- Ground-Source Heat Pump
- Air-Source Heat Pump
- Recirculating Water Source Heat Pump

#### AHU/Terminal Systems

- Single Zone
- Multi Zone
- Dual Duct
- Variable Air Volume
- Reheat
- Fan Coil Units
- Unit Ventilators
- Packaged Terminal Air Conditioners
- Steam/Hot Water Radiators/Convectors
- Above System(s) w/Economizer

#### Other

- Cogeneration
- Energy Monitoring and Control Systems
- On-Site Generation
- Active Solar Equipment
- Energy Recovery
- Thermal Storage
- Humidifiers/Dehumidifiers
- Dessicant System
- Evaporative Cooling
- Other

Define: \_\_\_\_\_

#### Exhaust Systems

- Fume Hoods, Constant Volume
- Fume Hoods, VAV
- Kitchen Hoods
- Toilet
- Locker
- General

**B. HVAC SYSTEM CHARACTERISTICS**

**Describe in detail.** Address each of the following criteria (if applicable) in the space provided. Attach a separate sheet, if necessary.

- Fuel Source
- Fuel Conversion Equipment
- Distribution Method
- Terminal Type
- Equipment Capacity
- Control Description and Setting
- Operating Periods
- Space Temperature Setting and Setback
- Operating and Maintenance Problems

<b>Heating System</b>	
<b>Cooling System</b>	
<b>Exhaust System(s)</b>	

**VII. UNOCCUPIED SETBACK**

(check all that apply)

Shutdown of:

- AHUs by Time Schedule
- Exhaust Fans by Time Schedule

Chillers:

- By Time Schedule
- By Outside Air Temperature

Boilers:

- By Time Schedule
- By Outside Air Temperature

**VIII. COMPONENTS OF CURRENT ANNUAL ENERGY USE**

	Electricity		Fuel		Gas		Other	Total	% of Total	Total	% of Total
	MWh	kBtu*	Gallons	kBtu	mmcf	kBtu		kBtu	Use	Cost	Cost
Heating											
Cooling											
Fans											
Pumps											
Domestic Hot Water											
Interior Lighting											
Exterior Lighting											
Kitchen											
Laundry											
Central Computer											
Other (describe below)											
Unaccounted											
Total									100%		100%

\*kBtu = 1,000 Btu

Other (above):

---

## IX. ENERGY CONSERVATION MEASURES

### A. GENERAL INFORMATION

*Describe each Energy Conservation Measure (ECM) considered. Attach a separate sheet, if necessary.*

<b>Energy Conservation Measure</b>	<b>Description</b>
<b>ECM #1</b>	
<b>ECM #2</b>	
<b>ECM #3</b>	
<b>ECM #4</b>	
<b>ECM #5</b>	
<b>ECM #6</b>	
<b>ECM #7</b>	
<b>ECM #8</b>	
<b>ECM #9</b>	
<b>ECM #10</b>	

**B. ENERGY/COST SAVINGS DATA**

*Complete the table below for each Energy Conservation Measure listed in the previous table.*

	Energy Conservation Measure	Units Saved (mmcf/MWh/gal, etc.)	CO <sub>2</sub> Reduction (Tons)	ECM Total Cost	\$/Year Saved	Source BTUs Saved/\$1000 Total Cost	Simple Payback (Years)
ECM # 1							
ECM #2							
ECM #3							
ECM #4							
ECM #5							
ECM #6							
ECM #7							
ECM #8							
ECM #9							
ECM #10							
	<b>TOTAL if all measures implemented</b>						

## X. CERTIFICATION

**I certify that I am a Mississippi-registered engineer with the qualifications to perform an ASHRAE Level II audit. I certify that the above information is true and correct, to the best of my knowledge.**

**Furthermore, I certify that the measures contained herein were included in the grant application to the Mississippi Development Authority - Energy Division under the Energy Efficiency and Conservation Block Grant Program.**

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**Name and Title**

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**Signature**

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**Date**