



AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

**ENERGY EFFICIENCY AND CONSERVATION BLOCK
GRANT PROGRAM**



**ROUND 2
FUNDING OPPORTUNITY ANNOUNCEMENT**

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MISSISSIPPI DEVELOPMENT AUTHORITY
Energy Efficiency and Conservation Block Grant (EECBG) Program
Round 2 Funding Opportunity Announcement

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).

Through EECBG funding, Mississippi Development Authority – Energy Division (MDA-ED) will provide grants to municipalities and counties that did not receive direct EECBG allocations from the Department of Energy (see Attachment A of the FOA). Grants funded through this program may be used for projects that reduce total energy consumption through energy efficiency improvements.

MDA initially released an FOA for these funds in March with applications due back in June 2010. After reviewing those applications, there are additional funds remaining in this grant program. Therefore, **MDA-ED announces the release of a Round 2 for approximately \$1,500,000 of funding for EECBG grants.** Round 2 will be a scaled back version of the first FOA, only allowing energy efficiency improvements for public buildings. Due to federal deadlines, this round will only be open for a short period of time and after that there will be no additional awards available. This round is only available to those eligible cities and counties that did not apply for funds under the previous EECBG FOA.

The submission of an application 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.

The original and six (6) copies of the application package as described on Pages 12 shall be signed and submitted in a sealed envelope or package. The envelope or package shall be marked “Sealed Application ARRA EECBG-2 FOA #EN-070710” in the lower left hand corner.

Applications must be received no later than 3:00 P.M. Central Time on July 7, 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.

Successful Applicants will receive written notice from program staff if the grant application has been approved by MDA. Applicants must not begin work prior to executing a grant agreement with MDA. Grants will not be awarded or paid for projects that began or were completed prior to the grant award date.

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). Cities and counties that applied under the previous EECBG FOA are not eligible to apply under Round 2.

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, EECEBG funds may not be used for this service. It will be considered project leveraging (see Page 14). 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.

ENGINEERING SERVICES

Engineering Services will be reimbursed as part of the project delivery costs under the maximum grant amount. These services shall not exceed 10% of the estimated costs of the energy conservation measures. For the purposes of this FOA, Engineering Services include: 1) technical analysis and assessment (audits); 2) the design phase; 3) coordination of advertisement, bidding, bid evaluation, and recommendation of award; and 4) inspection services.

Engineering Services costs should be listed in the “**TOTAL OTHER**” column of the budget grid in the Application.

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. 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.**

Eligible activities 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.

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.

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 should include an ASHRAE Level I or Level II Energy Survey and Analysis (energy audit), feasibility study, or other energy assessment (including vendor quotes with estimated savings) performed within the previous three (3) years. This information will provide an overall building assessment and anticipated energy reduction, anticipated energy cost savings, and simple payback in years for the proposed project.

MDA-ED has offered the Technical Energy Audit Assistance program (TEAA) which provided over 100 energy audits for cities and counties prior to the end of that program. Many cities and counties took advantage of this program and yet did not apply for grant funds. Those cities and counties that received an audit through TEAA are encouraged to apply for funds for those recommended measures in Round 2.

For those cities and counties that did not participate in TEAA but got an energy audit on their own, the cost of an energy audit or feasibility study performed in preparation for application is a reimbursable expense if the applicant is awarded, 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).

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.

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 C 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.

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 B). 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.

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;

- 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;
- The amount of funds leveraged; 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-2 FOA # EN-07072010, 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 eecbgR2.foa@mississippi.org. Questions will be received through June 25, 2010, at 12:00 P.M. Central 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 12 shall be signed and submitted in a sealed envelope or package. The envelope or package shall be marked "Sealed Application ARRA EECBG-2 FOA #EN-07072010" in the lower left hand corner.

Applications must be received no later than 3:00 P.M. Central Time on July 7, 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.

Applications and exhibits must be submitted to:

Mississippi Development Authority
Attn: Mike McCollough/Lynn Johnson Burris
ARRA EECBG-2 FOA #EN-07072010
P.O. Box 849
Jackson, MS 39205-0849

Or

Mississippi Development Authority
Attn: Mike McCollough/Lynn Johnson Burris
ARRA EECBG-2 FOA #EN-07072010
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. 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

3. Request for Cultural Resources Assessment (Appendix B)

4. 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.

5. ASHRAE Level I or II Energy Survey and Analysis, feasibility study, or other energy assessment

If an ASHRAE Level I or II Energy Survey and Analysis (audit), feasibility study, or other energy assessment (including vendor quotes with estimated savings) has been performed, submit it along with the application.

6. Resolution (Appendix C)

Provide a Letter of Commitment and Resolution as described on Page 7.

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.

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

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.

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

Economic Impact 20 Points

- The ability to begin work on the project quickly following award;
- The reduction in costs to the community through energy savings; and
- The expected economic impact to the community.

Environmental Benefit 30 Points

- The degree to which the project reduces the amount of energy consumption by the applicant and contributes to the long term energy efficiency of the facility;

- The degree to which the project provides a reasonable Payback Period, based on the type of measure proposed;
- The anticipated energy (kWh/therms/gallons/Btus/etc.) savings;
- The anticipated energy cost savings; and
- The anticipated benefits in terms of increased energy efficiency.

Financial Analysis

20 Points

- The cost-effectiveness of the project;
- The submission of a feasible, justified project budget, broken down by category; and
- The project’s ability to obtain a positive return on investment over the lifetime of the project.

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:

Amount Leveraged	Possible Points
10% to 24%	5
25% to 49%	10
50% or greater	25

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.

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.

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

**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. YES NO _____

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

APPENDIX C

Sample Resolution

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