



# renew Louisiana

LOUISIANA DEPARTMENT OF NATURAL RESOURCES

ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM (EECBG)



PROGRAM SUMMARY REPORT

MARCH 2013

PREPARED BY



The Renew Louisiana EECBG Program objectives included developing, promoting, implementing, and managing energy efficiency and conservation projects. CB&I's roles included working with State Parishes, design consultants, and contractors to implement the programs within an established budget and time frame.

GRANT PARISH: \$142,718 GRANT AWARD  
ENERGY EFFICIENCY RETROFITS AT PUBLIC BUILDINGS  
HVAC AND LIGHTING RETROFITS



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# Introduction

## Background

### *HISTORY OF THE GRANT*

On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009 (ARRA). The stated purposes of the ARRA are to preserve and create jobs; promote economic recovery; assist those most impacted by the recession; provide investments needed to increase economic efficiency by spurring technological advances in science and health; invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets.

The ARRA made available funding, which was created and authorized by the Energy Independence and Security Act of 2007, for the Department of Energy (DOE) to award formula-based grants under the Energy Efficiency and Conservation Block Grant (EECBG) Program. The intent of the EECBG Program is support U.S. cities, counties, states, territories, and Indian tribes in administering energy efficiency and conservation projects from development through management. In June 2009, the DOE awarded Louisiana Department of Natural Resources (LDNR) \$13,805,700 in ARRA funding through the EECBG Program for energy efficiency projects to reduce energy use and fossil fuel emissions and create and retain jobs.

To ensure the equitable distribution to all areas of the state, LDNR elected to allocate \$13,116,000 (95% of the award) to parish governments within the State. LDNR developed a formula to allocate \$12,616,000 to the qualifying parish governments in the state on a per capita basis. LDNR took into consideration those cities within a parish and those parishes receiving direct funding from DOE. Funding of \$500,000 was offered competitively to Parishes not eligible for a direct grant from DOE. In addition, any residual funds from those parishes not wishing to participate in the formula based program could be added to the total amount for competitive grants.

LDNR issued a competitive request for proposals (RFP) for the implementation, oversight and management of the grants awarded through the *Renew Louisiana* EECBG Program. These grants were required to achieve the ARRA goal of reducing energy use, while also stimulating the local economy and creating jobs.

### *SHAW BID AND CONTRACT*

Shaw Environmental & Infrastructure, Inc. was selected in November of 2009 as the Program Design, Implementation and Management contractor by LDNR for the *Renew Louisiana* EECBG Program. In February 2013, CB&I acquired The Shaw Group, inclusive of Shaw Environmental & Infrastructure, Inc. As a result, from this point forward all references to Shaw in this document have been replaced by CB&I.

The Louisiana EECBG contract for services was entered into agreement between LDNR and CB&I for the contract period November 1, 2009 through October 31, 2012. The binding contracts consisted of LDNR Contract 2033-10-04, RFP No. 2033-10-01, associated appendices, amendments thereto, and CB&I's proposal. Immediately following the effective date of the contract, CB&I began designing and finalizing awards for the EECBG Program. CB&I worked very closely with LDNR throughout the program performance period to ensure compliance with applicable federal, state, and local laws, regulations, DOE policy and guidance. CB&I has maintained the appropriate level of transparency and accountability. As such, CB&I and LDNR are jointly considered the Program Administrator. For the purposes of this report, however, CB&I and LDNR are referenced individually.

CB&I helped ensure that all funds were obligated 180 days after the Secretary of the U.S. DOE has approved the state's strategy, pursuant to Congressional ARRA and DOE requirements for ARRA EECBG funds. CB&I has complied with the applicable provisions of the ARRA Pub. L. 111-5; instructions in the DOE Funding Opportunity Announcement (FOA); the Office of Management and Budget (OMB) guidance for ARRA; and other terms and conditions, as they were set forth and amended by the federal government, the State of Louisiana, and LDNR.

### *PROGRAM OBJECTIVES*

The *Renew Louisiana* EECBG Program objectives included developing, promoting, implementing, and managing energy efficiency and conservation projects. CB&I's roles also included working with State Parishes, design consultants, and contractors to implement the programs within an established budget and time frame. The final projects targeted eligible Louisiana Parish government entities to promote their adoption of energy efficiency and renewable energy projects, which manage rising energy costs, protect the environment, and control the state's growing demand for electricity and natural gas.

The program administration for the EECBG Program was adapted and modified based off of the program design provided in CB&I's response to RFP No. 2033-10-01, and represented a strategic effort to obligate funds within 180 days of the Secretary of the U.S. DOE approving Louisiana's strategy for award. The intent of the program was to reduce total energy use, decrease fossil fuel emissions, improve energy efficiency in appropriate sectors, and create and retain jobs.

CB&I was responsible for the following: development of project guidelines, applications, and information packets; solicitation of funding recipients; review of applications for funding; programmatic and financial management; data tracking and reporting; fiscal procedural and quality control monitoring; and delivery of workshops.



DESOTO PARISH: \$193,500 GRANT AWARD  
ENERGY EFFICIENCY RETROFITS  
CHILLER REPLACEMENTS



**THE INTENT OF THE PROGRAM WAS TO REDUCE TOTAL ENERGY USE, DECREASE FOSSIL FUEL EMISSIONS, IMPROVE ENERGY EFFICIENCY IN APPROPRIATE SECTORS, AND CREATE AND RETAIN JOBS.**

## Overview

CB&I was selected by LDNR, through a competitive RFP process, as the Program Design, Implementation, and Management contractor of the *Renew Louisiana* program and projects under the ARRA EECBG program. Specifically, CB&I was responsible for the following: development of project guidelines, applications, and information packets; solicitation of funding recipients; review of applications for funding; programmatic and financial management; data tracking and reporting; fiscal procedural and quality control monitoring; and delivery of workshops.

CB&I developed a Project Management Plan to set forth the methods, management, organization, schedule, budget and other parameters that CB&I used in administering and implementing the EECBG Program. CB&I's scope of work consisted of the design and oversight of implementing energy efficiency measures in parish buildings throughout the state; providing oversight of funding recipients; managing incentive processing and data tracking; and preparing monthly, quarterly, and annual reports. The majority of the funds were distributed through subgrants to subgrantees for the purpose of energy efficiency and renewable activities. The remaining funds were used for grant administration, monitoring and verification.

## Implementation

CB&I's implementation tasks for *Renew Louisiana* program included outreach about the program followed by review of applications, selection of projects, award of funds and monitoring of eligible projects. These tasks required programmatic and financial management, data tracking and reporting, evaluation, measurement and verification of energy savings and fiscal procedural and quality control monitoring.

### SUBGRANT AWARDS

#### SUBGRANT AWARD PROCESS

Among CB&I's many roles was ensuring that block grant funds were awarded to eligible entities for eligible projects via a fair and legal application process. CB&I used staff knowledge and expertise and consulted LDNR and industry experts to prepare program guidelines and appropriate forms so that subgrantee application processes could be as clear as possible. CB&I also created internal documents such as checklists, tracking sheets and calculator forms to streamline monitoring, quality assurance, and communications to subgrantees.

In addition to details on all aspects of the application and reporting process for *Renew Louisiana*, the program guidelines provided potential applicants with history and background regarding the grant funding, funding distribution information, and sources for technical assistance. Specifically, the program guidelines included the following:



- Introduction, including program goals, anticipated funding, and timeline;
- Funding distribution, including descriptions of three groups of state Parishes and their funding allotments;
- Program information, including eligible activities, ineligible activities, and description of administrative expense allowances;
- Program requirements, including general terms and conditions, project completion date, required registrations, transparency requirements, reporting requirements, Davis-Bacon Act requirements, Buy American Provision, National Environmental Policy Act requirements, National Historic Preservation Act requirements, Waste Management Plan requirements, and Federal, State and Municipal requirements;
- The application process;
- Available assistance, including website locations for additional information and FAQs, a toll-free number and program email address for technical assistance and other questions;
- Supporting documentation;
- A completed subgrantee application forms packet including the Memorandum of Agreement, EECBG Activity Worksheet including project budget, Project Narrative including benefits and timeline, Waste Stream description, National Historic Preservation Act form, and the National Environmental Policy Act form.

All eligible parishes in the state of Louisiana were invited to apply for EECBG funding. Eligibility for the program was limited to communities that were not eligible to receive a direct allocation from DOE under the ARRA EECBG program. Parishes with communities that received less than \$2,000,000 in direct funding from DOE were eligible to participate, but their formula allocation considered the amount already allocated to the parish or its municipalities. Prior to the application process, \$12,616,000 was allocated, on a per capita basis, between qualifying parishes. Parishes were notified of their eligibility, and invited to submit an application outlining energy efficient projects to utilize their allocation. All eligible parishes submitted applications.

Applications were evaluated (1) to determine whether the application submitted was completed in accordance with these program guidelines, (2) to determine whether the proposed project met the project eligibility criteria specified in the program guidelines and (3) to determine whether, based on the information supplied by the applicant, the application demonstrated sufficient likelihood of actual project development and achievement of benefits. Staff

worked with applicants to adjust their projects to ensure all above criteria were met. Eventually, all applicant projects were accepted.

A competitive application process was also established, originally with \$500,000, and finally awarding \$612,000 to competitive applicants. Extra funding was added to the competitive program after parishes withdrew from the program. Eligibility for the program was limited to parishes that met the following criteria: had applied for LDNR's EECBG formula grant, received less than \$75,000 in EECBG funding under the LDNR formula grant, and were not eligible to receive EECBG funds directly from DOE.

Competitive applications went through a more rigorous review process. Applications were reviewed, and points were awarded for job creation, energy reductions, greenhouse gas emissions reductions, cost effectiveness, project feasibility and overall impact, and leveraged funds. All reviews were recorded on a scoring sheet. After review of all applications, three out of the five applications were accepted. Applications that were rejected were due to limited funding.

#### **SUBGRANT AGREEMENT DOCUMENTS**

Once a signed Memorandum of Agreement (MOA) was received, award letters were sent to every subgrantee that was approved to receive a grant through the *Renew Louisiana* Program. Subsequently, before any reimbursement could begin, the following had to be on file with the Program Administrator:

- MOA Amendment
- Waste Management Plan
- W-9
- Davis Bacon Acknowledgement form
- Certified Payrolls for verification of Davis Bacon compliance (if applicable)
- Monthly Project Reporting worksheet

Each award letter included (a) MOA Amendment – outlining stipulations of the grant including performance period, budget and Scope of Work; and (b) Subgrantee Information Packet – detailing Debarment and Suspension, Anti-Lobbying, Buy American Act, Davis Bacon Act, and terms and conditions – all of which constituted the formal award of Program funds. Once the MOA Amendment was signed by every subgrantee, Program funds were officially offered and accepted effective upon signature by authorized officials. By signing the agreement and forms, subgrantees committed to follow and comply with all of the terms and conditions set forth under the *Renew Louisiana* EECBG Program.

# Program Management

## SUBGRANT AMENDMENT PROCESS

Several subgrantees requested amendments to their Subgrant Agreements during the course of the grant period. Most commonly, amendments addressed changes to the scope of work and/or location. Since the Subgrant Agreements were made based on the estimates of cost and equipment available presented in the applications, it was common for some variance to occur as bids were awarded and equipment purchased.

For most changes to the Subgrant Agreement, an informal amendment process was acceptable. Subgrantees were required to

submit a letter to LDNR outlining their change request. The LDNR Program Manager responded to their letter with approval or denial of the request. CB&I would track the request initiation when receiving the letter, and completion when mailing the response letter. Letters of approval were retained as official documentation of the scope change. In rare cases, a formal amendment to the grant agreement was necessary. The amendment was initiated by a letter from the subgrantee. Formal amendments were necessary for performance period adjustments. CB&I created a second amendment to the MOA in these instances.

## BUDGET SUMMARIES

As subgrantees completed projects, there were many instances of subgrantees not expending their entire grant amount. For these parishes, the remaining funds were deobligated. Further, parishes which went over budget were awarded the funds remaining after deobligations were made. Grants were allocated to parishes as follows:

AWARD NUMBER	PARISH	ORIGINAL GRANT AMOUNT	DEOBLIGATED GRANT FUNDS	ADDITIONAL GRANT	FINAL GRANT AMOUNT
EEA-1001	Acadia	\$407,000.00			\$407,000.00
EEA-1002	Allen	\$173,000.00	\$(915.80)		\$172,084.20
EEA-1003	Ascension	\$265,000.00		\$1,718.00	\$266,718.00
EEA-1004	Assumption	\$156,000.00			\$156,000.00
EEA-1005	Avoyelles	\$286,000.00	\$(69,145.64)		\$216,854.36
EEA-1006	Beauregard	\$236,000.00	\$(5,720.98)		\$230,279.02
EEA-1007	Bienville	\$101,000.00	\$(37,850.00)		\$63,150.00
EEA-1008	Bossier	\$129,000.00			\$129,000.00
EEA-1009	Caddo	\$360,000.00	\$(74,290.79)		\$285,709.21
EEA-1010	Caldwell	\$70,000.00			\$70,000.00
EEA-1011	Cameron	\$50,000.00	\$(4,412.43)		\$45,587.57
EEA-1012	Catahoula	\$71,000.00			\$71,000.00
EEC-1013	Catahoula	\$221,000.00			\$221,000.00
EEA-1014	Claiborne	\$110,000.00			\$110,000.00
EEA-1015	Concordia	\$129,000.00			\$129,000.00
EEA-1016	DeSoto	\$178,000.00		\$15,500.00	\$193,500.00
EEA-1017	East Baton Rouge	\$564,000.00		\$703.13	\$564,703.13
EEA-1018	East Carroll	\$56,000.00	\$(24,848.57)		\$31,151.43
EEA-1019	East Feliciana	\$141,000.00			\$141,000.00
EEA-1020	Evangeline	\$244,000.00	\$(3,550.00)		\$240,450.00
EEA-1021	Franklin	\$136,000.00			\$136,000.00
EEA-1022	Grant	\$134,000.00		\$8,718.20	\$142,718.20

Table 1 | Grant Allocations by Parish



AWARD #	PARISH	ORIGINAL GRANT AMOUNT	DEOBLIGATED GRANT FUNDS	ADDITIONAL GRANT	FINAL GRANT AMOUNT
EEA-1023	Iberia	\$363,000.00		\$174,282.26	\$537,282.26
EEA-1024	Iberville	\$221,000.00			\$221,000.00
EEA-1025	Jackson	\$103,000.00	\$(399.67)	\$47,110.63	\$149,710.96
EEA-1026	Jefferson Davis	\$212,000.00		\$31,043.15	\$243,043.15
EEA-1027	Lafayette	\$196,000.00	\$(28,405.94)		\$167,594.06
EEA-1028	Lafourche	\$241,000.00	\$(154.86)		\$240,845.14
EEA-1029	LaSalle	\$95,000.00	\$(10,542.20)		\$84,457.80
EEA-1030	Lincoln	\$289,000.00	\$(35,061.29)		\$253,938.71
EEA-1031	Livingston	\$333,000.00	\$(7,274.92)		\$325,725.08
EEA-1032	Madison	\$80,000.00	\$(292.71)		\$79,707.29
EEA-1033	Morehouse	\$195,000.00			\$195,000.00
EEA-1034	Natchitoches	\$268,000.00		\$77,537.57	\$345,537.57
EEA-1035	Ouachita	\$62,000.00			\$62,000.00
EEA-1036	Plaquemines	\$146,000.00			\$146,000.00
EEA-1037	Pointe Coupee	\$152,000.00	\$(1,717.50)		\$150,282.50
EEA-1038	Rapides	\$320,000.00	\$(61,576.23)		\$258,423.77
EEA-1039	Richland	\$139,000.00	\$(16.33)		\$138,983.67
EEA-1041	St. Bernard	\$135,000.00	\$(115,920.79)		\$19,079.21
EEA-1042	St. Charles	\$353,000.00		\$164,790.31	\$517,790.31
EEA-1043	St. Helena	\$72,000.00	\$(6,143.85)	\$14,537.60	\$80,393.75
EEC-1044	St. Helena	\$141,000.00	\$(4,885.07)	\$18,090.28	\$154,205.21
EEA-1045	St. James	\$146,000.00		\$13,877.00	\$159,877.00
EEA-1046	St. John the Baptist	\$324,000.00	\$(75.46)		\$323,924.54
EEA-1047	St. Landry	\$238,000.00	\$(2,038.76)		\$235,961.24
EEA-1048	St. Martin	\$350,000.00	\$(12,917.67)	\$10,242.71	\$347,325.04
EEA-1049	St. Mary	\$348,000.00	\$(1,330.50)		\$346,669.50
EEA-1050	Tangipahoa	\$299,000.00	\$(1,000.00)		\$298,000.00
EEA-1051	Tensas	\$40,000.00	\$(5,426.77)		\$34,573.23
EEC-1052	Tensas	\$250,000.00			\$250,000.00
EEA-1053	Terrebonne	\$736,000.00		\$149,000.00	\$885,000.00
EEA-1054	Union	\$155,000.00		\$10,051.93	\$165,051.93
EEA-1055	Vermillion	\$378,000.00	\$(519.54)		\$377,480.46
EEA-1056	Vernon	\$322,000.00	\$(205,067.48)		\$116,932.52
EEA-1057	Washington	\$305,000.00	\$(305,000.00)		
EEA-1058	Webster	\$278,000.00	\$(123.00)		\$277,877.00
EEA-1059	West Baton Rouge	\$154,000.00	\$(37,103.00)		\$116,897.00
EEA-1060	West Carroll	\$78,000.00		\$2,763.44	\$80,763.44
EEA-1061	West Feliciana	\$103,000.00	\$(10,474.15)		\$92,525.85
EEA-1062	Winn	\$105,000.00		\$19,160.00	\$124,160.00
	<b>Total</b>	<b>\$12,942,000.00</b>	<b>\$(1,074,201.90)</b>	<b>\$759,126.21</b>	<b>\$12,626,924.31</b>

**IN ADDITION TO DETAILS ON ALL ASPECTS OF THE APPLICATION AND REPORTING PROCESS FOR RENEW LOUISIANA, THE PROGRAM GUIDELINES PROVIDED POTENTIAL APPLICANTS WITH HISTORY AND BACKGROUND REGARDING THE GRANT FUNDING, FUNDING DISTRIBUTION INFORMATION, AND SOURCES FOR TECHNICAL ASSISTANCE.**

**BUDGET SUMMARIES (continued)**

Funding distribution throughout the state as shown in Figure 1 below.

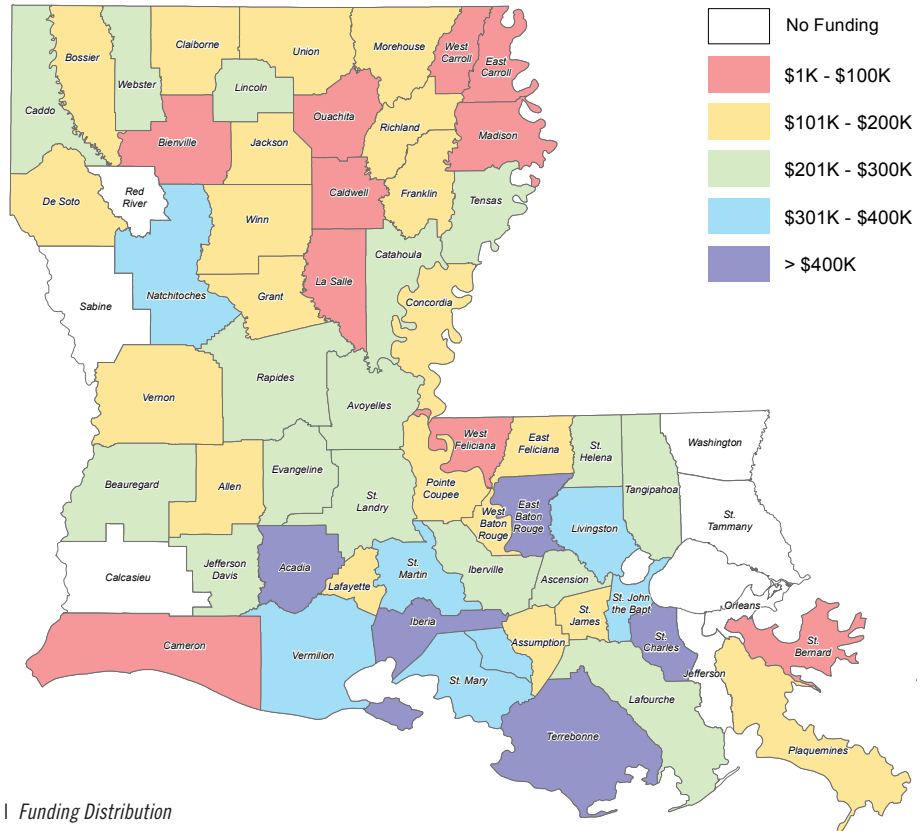


Figure 1 | Funding Distribution

The various energy efficiency project types funded through the program can be seen in Figure 2 below.

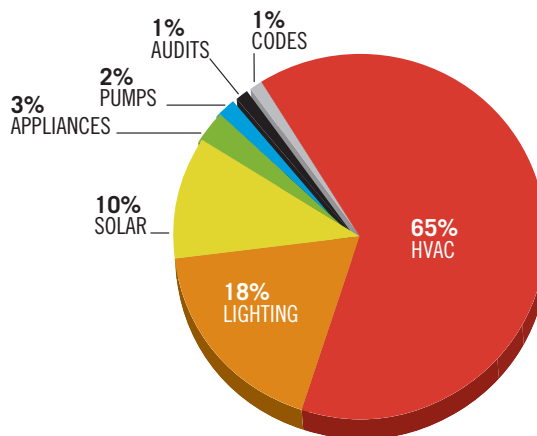


Figure 2 | Energy Efficiency Funding by Project Types

Project location distribution is shown in Figure 3 below.

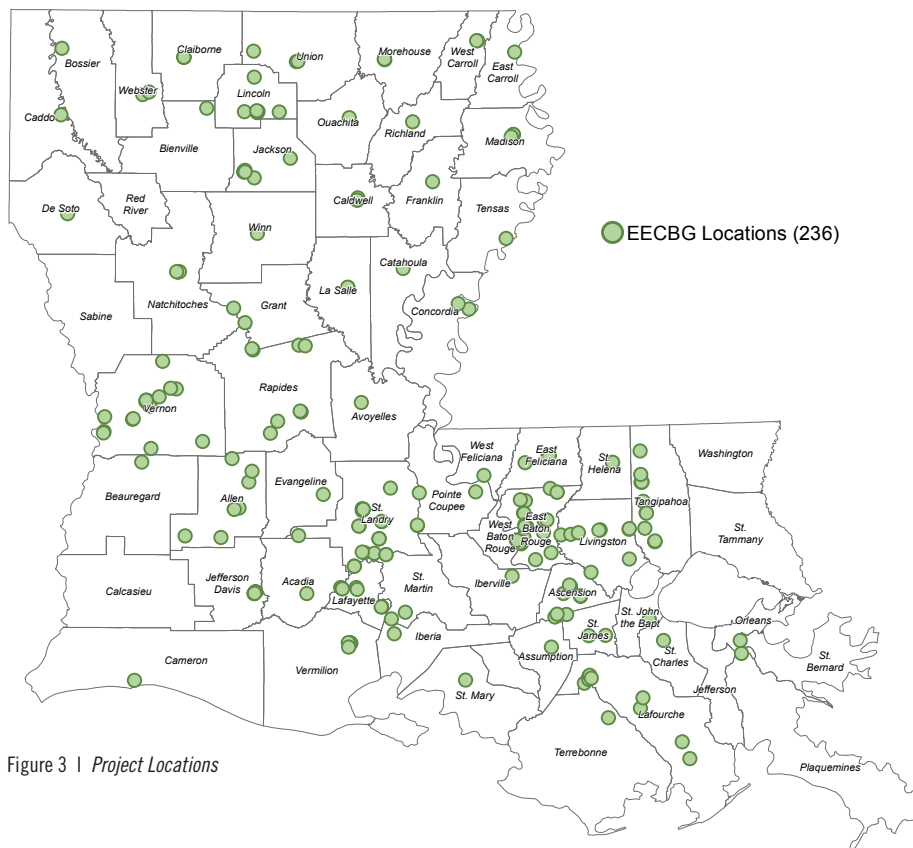


Figure 3 | Project Locations

## SUBGRANTEE REIMBURSEMENT

### REIMBURSEMENT REQUEST REVIEW PROCESS

CB&I established procedures for processing subgrantee reimbursement requests for the *Renew Louisiana* program, as outlined in the DOE’s Policy and Procedures for Reimbursement. These procedures defined the responsibility of CB&I and the LDNR. Specifically, CB&I was responsible for reviewing invoices and supporting documentation from funding recipients and for making payments/reimbursements to funding recipients.

Subgrantees were reimbursed for program costs according to the specific terms of the program. Subgrantees filled out a Reimbursement Request Form (Attachment 1) and supplied the request, along with proof of expenditures, such as invoices, cancelled checks, and timesheets, to CB&I. The Reimbursement Request Forms were signed by the authorized project contact or official. Subgrantees also completed monthly reporting tasks using an online reporting tool that will be discussed in greater detail in section 2.7.

In order to accurately process reimbursement requests, CB&I employed a multi-step process wherein three different people reviewed materials prior to notifying the LDNR accountants that funds could be released. Upon the email receipt of a Reimbursement Request and attached back-up material, a *Renew Louisiana* EECBG Program Administrator uploaded files to secure local servers and logged receipt of the request and all materials in an Excel tracking sheet. If the Reimbursement Request was the first to be submitted by the subgrantee, the Program Administrator first completed a **Grant Processing Checklist**. A sample of the Checklist is provided in Attachment 2.

The Program Administrator used the **Grant Processing Checklist** to begin the review for accuracy. The Program Administrator initiated and recorded comments as primary reviewer for the following documents:

- Waste Management Plan
- W-9
- Davis Bacon Acknowledgement form
- Correct period of Monthly Reporting

The Program Administrator retrieved applicable monthly reporting documents from the online reporting tool for review with the Reimbursement Request. If any reporting or other required documentation was found to be not present, the Program Administrator placed the Reimbursement Request on ‘hold’ and contacted the subgrantee via email and phone to obtain missing documentation. The status and the list of missing items were tracked in the tracking sheet. Upon receipt of missing or revised documentation, the Program Administrator updated hard copies and electronic copies of the Reimbursement Request, and passed the request to a Program Business Administrator II (PBA II) to resume processing.

The PBA II then began a quality check of the package. The PBA II employed the **Reimbursement Request Processing Checklist (Attachment 3)** to initial for completion and to record comments as secondary reviewer, and recorded data in the tracking spreadsheet, **Check Run**. The **Check Run** spreadsheet was an additional checkpoint. Formulas alerted the user to stop if entered amounts were over allowable amounts in the following categories:

- 10% Reserve
- Administrative

If requested amounts were over allowable amounts, the PBA II contacted the subgrantee.

# Program Management

## REIMBURSEMENT REQUEST REVIEW PROCESS (continued)

To continue the quality check, the PBA II ensured that dated invoices were present to support all charges, and that charges were allocated appropriately amongst category options. The PBA II confirmed calculations and legitimacy of the amounts reported on Reimbursement Request form. For example, the PBA II guaranteed that **previous submitted requests**, plus **expenditures for this request**, would be equal to **submissions to date**. For Reimbursement Requests containing equipment and material expenses, the PBA II confirmed that purchases were in compliance with Buy American Policy. For Reimbursement Requests containing labor and services charges, the PBA II confirmed that certified payroll documents were included. If deemed necessary in special cases, the PBA II also forwarded reimbursement requests to CB&I engineers or LDNR Program Lead for technical review or verification of compliance with Buy American requirements. If any discrepancies were identified, the PBA II contacted the subgrantee for revisions or clarification and placed the Reimbursement Request on hold until resolution was received.

Finally, the PBA II re-verified completion of the program assessment of forms, and confirmed that all items required for processing were present. Once the review was complete or all discrepancies resolved, PBA II stamped, signed and dated each Reimbursement Request as approved. The PBA II attached the Reimbursement Request Processing Checklist containing his/her initials to the Reimbursement Request and supporting documentation, and thereby confirmed monitoring and verification of the completed package. The PBA II then handed approved reimbursement requests to a third Program Business Administrator (PBA III).

The PBA III performed the second quality review with the following steps and completed the **Reimbursement Request Processing Checklist** as the secondary reviewer:

- Compared supporting documentation to amounts reported on the tracking form
- Re-validated previous, current, and total submission amounts to date based on the **Check Run** tracking spreadsheet
- Ensured all Buy American documentation was present and compliant for all equipment and materials proposed for reimbursement, confirmed that non-compliant material total values fall within 5% threshold allowed per the Buy American waiver
- Confirmed dollar values reimbursed to date per any contractor agreement documents or progress payment
- If there were requests for retainage, confirmed dollars requested were accurate and that subgrantee was not requesting retainage dollars for items previously short paid

If any discrepancy was identified, PBA III handed the reimbursement request back to PBA II noting reason for rejection. If no issues were found, the PBA III provided all documentation to the LDNR EECBG Program Lead for review.

The LDNR EECBG Program Lead evaluated each Reimbursement Request and supporting documentation to substantiate that services, equipment and materials presented for reimbursement appeared to be reasonable and within the approved scope of the grant project. Any recognized discrepancies were immediately addressed with PBA III. If no discrepancies were identified, the LDNR EECBG Program Lead stamped, signed and dated the reimbursement request as approved. Batches of approved Reimbursement Requests were handed back to PBA III to initiate the final approval and payment.

To initiate payment, the PBA III created and signed a **Drawdown and Check Release Transmittal** sheet. The PBA III assembled three copies of the invoice package and ensured that all requests contained an original stamp of approval and signature of the PBA II and the *Renew Louisiana* LDNR Program Lead. Invoice packages consisted of:

- Final transmittal form
- Reimbursement requests and supporting documentation
- Grant processing checklist (if applicable)
- Reimbursement request checklist
- Appropriate subgrantee monthly reports
- Excel summary of all requests

The PBA III provided all three copies to the LDNR State Energy Program (SEP) Supervisor for evaluation and subsequently recorded the transfer on the tracking spreadsheet. The LDNR SEP Supervisor assessed each Reimbursement Request and its supporting documentation to ensure that all financial information was accurate and that the sum of the reimbursement requests was equal to the amount of funds to be disbursed, per the transmittal form. Any inconsistencies were addressed with PBA III. If no discrepancies were identified, the LDNR SEP Supervisor signed the transmittal forms of all three packages denoting approval. The LDNR SEP Supervisor retained one complete copy for records, returned one complete copy to the PBA III for filing, and forwarded the third original to the LDNR accounting department to perform the draw down.



## **SUBGRANTEE MONITORING**

### **MONITORING SUMMARY**

Acting on behalf of LDNR, CB&I was responsible for developing and implementing a method of subgrantee monitoring for the *Renew Louisiana* EECBG Program. In order to ensure compliance with ARRA requirements, adherence to award guidelines, scope, and proposed timelines, CB&I and LDNR technical engineers and site monitors, collectively referred to herein as monitors, conducted on-site and closeout visits.

### **MONITORING PROCEDURE**

#### **1. Requirements**

Subgrantee monitoring was based on federal, state and program-specific compliance requirements. Requirements included:

- **Davis-Bacon Act (DBA):** Section 1606 of ARRA states that the Davis-Bacon Act (40 U.S.C. §§ 3141-3148) prevailing wage requirement applies broadly to construction, alteration, or repair of public buildings or public works, funded in whole or in part with ARRA funds. The DBA requires weekly payment of locally prevailing wages (including fringe benefits) to laborers and mechanics on federal government contracts in excess of \$2,000 who are employed directly on the site of the work. The provisions of the DBA applied to subgrantees, contractors, and subcontractors for *Renew Louisiana* EECBG Program projects;
- **Buy American Provision (BA):** The Buy American provision in the American Recovery and Reinvestment Act of 2009 (section 1605 of Title XVI), provides that, subject to three listed exceptions, none of the funds appropriated or otherwise made available by the Act may be used for a project for the construction, alteration, or repair of a public building or public work unless all the iron, steel, and manufactured goods used are produced in the United States. The law also requires that this prohibition be applied in a manner consistent with U.S. obligations under international agreements.
- **National Environmental Policy Act:** The National Environmental Protection Act (NEPA) of 1970, as amended (42 U.S.C. § 4371, et seq.), requires federal agencies to consider the potential environmental impacts of proposed actions. *Renew Louisiana* EECBG Program projects were funded by a grant from the DOE to the LDNR, and consequently were required to comply with NEPA. Accordingly, subgrantees could not take action using federal funds for projects that may have an adverse effect on the environment prior to DOE providing a final NEPA determination;
- **Waste Management Plan:** Prior to the expenditure of federal funds to dispose of sanitary or hazardous waste, subgrantees were required to provide documentation to LDNR demonstrating that an adequate disposal plan has been prepared for sanitary or hazardous waste generated by the proposed activities. A template was developed by the LDNR to ensure that the waste management plan would contain all the necessary information and to standardize the information submitted by subgrantees;
- **National Historic Preservation Act:** All *Renew Louisiana* EECBG Program funding recipients were required to meet Federal Cultural Resource Review requirements under Section 106 of the National Historic Preservation Act (NHPA), 16 U.S.C. §470 *et seq.* Projects involving a building or structure included in the National Register of Historic Places (NRHP) or one eligible for inclusion in the NRHP were required to submit additional documentation to the LDNR with their applications;
- **Reporting Requirements:** Subgrantees were required to submit monthly progress reports for the duration of their Subgrant Agreement.

# Program Management

## **SUBGRANTEE MONITORING**

### **MONITORING PROCEDURE (continued)**

#### **2. Criteria for Sample**

While LDNR established that the sample size for the *Renew Louisiana* EECBG Program projects was 75%, all subgrantees' projects were subject to monitoring and an initial risk assessment. The risk assessment identified specific risks that may have been a part of each subgrantee's projects, provided an evaluation for the overall level of risk and served as a basis for determining the frequency and detail of monitoring required.

The monitoring of subgrantees included desk reviews of submitted materials and on-site monitoring of subgrantee projects.

All sites were visited at least once for the closeout appointment, though typically, sites were visited twice, once during the construction or implementation stage and then at completion to certify closeout and release final payment. If additional risks were identified during submitted material review, additional site visits were scheduled so project progress could be more closely monitored and issues could be addressed in a timely manner.

Scheduling of site visits was based on the following prioritization criteria, in order of importance:

#### **Total dollar amount of grant**

Top ten largest subgrantee projects, based on grant funding;

#### **Amount of funds expended**

Subgrantee projects deemed to be progressing most expeditiously (given priority to ensure that any issues were identified before project completion or before the majority of funds were expended);

#### **Expected completion date**

Subgrantee projects reaching milestone dates based on subgrantee's submitted timelines, milestone reports and subgrantee correspondence;

#### **Responsiveness of subgrantee**

Subgrantee projects deemed non-responsive due to incomplete monthly reporting, milestone reports, or inability to expend funding in a timely manner received high scores in this category;

#### **Schedule risk**

Subgrantee projects which appeared to have delays in implementation, such as late delivery of equipment or material received high scores in this category;

#### **ARRA Compliance risk**

Subgrantee projects with potential issues or concerns with compliance with Davis-Bacon, Buy American or lack of understanding of ARRA requirements received high scores in this category;

#### **Scope risk**

Subgrantee projects that involved several site buildings, consultant or contractor delays, or complex project scope received high scores in this category;

#### **Proximity of subgrantee to a priority subgrantee**

Subgrantee projects that were located near another subgrantee that was being visited were also considered for a simultaneous visit (even if the project itself may not have been deemed a high priority risk);

#### **Close-out**

Monitors were required to conduct on-site visits of all subgrantees before final 10% of total grant award was reimbursed. Monitors were required to certify that projects were 100% complete and in compliance with all State, Federal and ARRA requirements, and fully within scope of award before final reimbursement was processed or released.

#### **3. Site Visit Preparation**

Once monitors selected the samples, the highest priority subgrantees were called and appointments were scheduled. If any non-priority projects were nearby to projects in the sample, those subgrantees were contacted to schedule appointments as well. LDNR in-house vehicles were utilized for travel. If said vehicles were not available, arrangements were made with a rental car company to ensure that rates fell within Louisiana State Travel PPM 49 guidelines.

Prior to visits, monitors consulted with the Program Administrator to obtain information about the project. The monitor learned from the Program Administrator whether any required documents were missing and gained awareness of any outstanding issues with subgrantees. Prior to departure, monitors prepared forms for the scheduled visits and obtained copies of Davis-Bacon Act posters in the event that a subgrantee was found to be in violation of the posting requirements.

#### **4. Site Visit**

Monitors began site visits by recording attendance of all who were present on a visit sign-in sheet. Subgrantees and monitors discussed project status, which included determining percentage complete of the project, milestones reached and challenges faced.



ST. LANDRY PARISH: \$235,961 GRANT AWARD  
ENERGY EFFICIENCY RETROFITS  
LIGHTING RETROFITS



Monitors guided conversation by using questions listed on the **On-Site Monitoring Report**. Monitors recorded answers on the subgrantee's monitoring form throughout discussion. The **On-Site Monitoring Report** included the following components:

- General information - Subgrantee name, project number, date of visit, name of monitor, project contacts and applicable phone numbers
- Summary of areas visited
- Summary of documents reviewed
- General comments of monitor
- General comments of subgrantee

The **On-Site Monitoring Report** also included a 24-item checklist that was designed to assess the project's progression and compliance status. The checklist included:

- Background questions concerning issues previously identified and their resolutions
- Budget questions analyzing expenditure and reviewing proper tracking and reporting
- Schedule questions determining whether the project was on track for timely completion
- Scope questions gauging whether activities, purchases and services were within the guidelines of the grant
- Compliance questions establishing whether the project was in compliance with ARRA, Waste Management requirements, Davis Bacon, Buy American, State procurement and travel standards, NEPA, and NHPA

After the **On-Site Monitoring Report** was completed, monitors conducted a question and answer session with the subgrantee and reviewed documents and information about which the subgrantee had questions. A sample of the On-Site Monitoring Report has been provided in Attachment 4.

After the question and answer session, and if work was occurring at the project site, monitors continued the visit with the following actions:

- Toured the project site with a subgrantee representative
- Obtained more detailed knowledge of the project via the tour
- Inspected physical equipment and materials to ensure that they were accordance with Buy American guidelines, and with project invoices
- Guaranteed that the activities and progression was reasonable and within scope of the project
- Took pictures when applicable so that they could be included with the records for verification

Monitors also screened subgrantees for Davis-Bacon Act compliance. Activities for this included:

- Observance of presence of required Davis-Bacon Act posters
- Observance that applicable wage determinations were clearly posted
- Interviews of a sample of project site workers to determine whether they were aware that the job was subject to for Davis-Bacon Act and mandatory wage amounts

During the interviews of project site workers, monitors discussed workers wages, hours, benefits, classifications, payroll deductions, and tools utilized. Monitors recorded employee answers during the interview on the **Labor Standards Interview Sheet**. A sample of the Labor Standards Interview Sheet has been provided in Attachment 5. At completion of the interview the employee signed the form indicating that the information recorded was properly reflecting his/her interview answers. Monitors also obtained copies payroll record examples to be submitted to PBA II for comparison against corresponding certified payroll submissions.

As the final task of the visit, monitors requested missing documentation from subgrantee and discussed current project issues.

# Program Management

## SUBGRANTEE MONITORING

### MONITORING PROCEDURE (continued)

#### 5. Post Visit Actions

After returning from the site, monitors consulted with applicable parties to obtain answers to questions and subsequently contacted the subgrantee with the guidance as well as a summary of the main points resulting from the visit. This email communication served to formally record any issues and planned corrective actions.

Monitors provided the PBA II with completed and approved forms including: documents supporting the use of apprentices, trainees, or other payroll deductions; complete copy of payroll records for a selected period; other information gathered from the visit such as daily construction or contract progress reports. PBA II reviewed documents provided by monitor and determined whether the subgrantee was in compliance with Davis-Bacon Act requirements. If the subgrantee was in violation, the PBA II contacted them directly for resolution. If timely resolution was not obtained, LDNR was notified to report the violation to Department of Labor (DOL) for action.

## SUBGRANTEE COMMUNICATIONS

CB&I communicated regularly with the subgrantees via email, phone, and with official mailings to ensure progress in each project. Subgrantees were required to report monthly on project expenditures and on specific projects and achievements. Open lines of communication were critical to ensuring continual project progress and improvement.

## PROGRAM EMAIL ADDRESS

A program email system was established so that committed staff from the CB&I team could ensure that questions were addressed in a timely manner. The program email address was laeecbg@shawgrp.com. All inquiries were addressed within 24 hours of receipt.

## RENEW LOUISIANA HOTLINE

CB&I managed and maintained a phone hotline throughout the duration of the program. The hotline operated during regular business hours. Subgrantees called the hotline to ask any questions as the projects progressed. Inquiries were addressed within 24 hours of receipt.

## OFFICIAL MAILINGS

Subgrantees received official communications from the *Renew Louisiana* EECBG Program to notify, advise and remind each of significant events. The communications were mailed and emailed to ensure that subgrantees received the information. The official mailings and their corresponding dates are seen in Table 2.

MAILING	DATE
<b>PRELIMINARY ALLOCATION NOTIFICATION</b> Preliminarily outlining the formula grant awards parishes would be eligible for	November 20, 2009
<b>APPLICATION PACKET</b> Application materials sent to all parishes allocated a formula grant	December 10, 2009
<b>COMPETITIVE AWARD LETTER</b> Letter awarding competitive grant to selected parishes	March 29, 2010
<b>AWARD LETTER</b> Letter awarding formula grant to all eligible parishes	April 7, 2010
<b>AMENDMENT ONE AND INFORMATION PACKET</b> Award packet with Subgrantee Information Packet and MOA Amendment #1	April 26, 2010
<b>REVISED TIMELINE LETTER</b> Requesting updated timeline information	August 25, 2010
<b>50% EXPENDITURE LETTER</b> Notifying subgrantees of the requirement to expend 50% of grant funds by June 30, 2011	January 25, 2011
<b>MUNICIPAL CONSULTATION ON FUNDING LETTER</b> Verifying the necessity for parishes to offer 75% of formula grant to municipalities not receiving a direct DOE ARRA EECBG allocation	May 23, 2011
<b>SPENDING STATUS LETTER</b> Informing low-spending parishes of deadline	September 1, 2011
<b>NEW CONSTRUCTION CODE LETTER</b> Informing parishes with new construction projects of the incremental costs requirement	September 1, 2011
<b>MANDATORY TRAINING WORKSHOPS LETTER</b> Mandatory training workshop times and locations	October 13, 2011
<b>NON-ATTENDANCE AT WORKSHOPS LETTER</b> Non-attendance at mandatory workshop	November 22, 2011
<b>INTEREST BEARING ACCOUNTS AND AUDITS LETTER</b> Requirements pertaining to interest bearing accounts and annual audits	December 1, 2011
<b>NO PROGRESS AND SLOW SPENDING LETTER</b> Low or no spending parishes reminded of deadline – response required	December 8, 2011
<b>DEADLINE REMINDER</b> Final deadline reminder	January 18, 2012
<b>REPORTING LETTER</b> Parishes with deficiencies in reporting	January 20, 2012
<b>ADDITIONAL FUNDING OPPORTUNITY LETTER</b> Opportunity to obtain additional funding for project overrun costs	July 12, 2012
<b>NOTIFICATION OF DEOBLIGATION</b> Deobligation of funds that were not utilized	Starting July 27, 2012
<b>ADDITIONAL FUNDING AWARD NOTIFICATION</b> Award of additional funding	Starting July 30, 2012
<b>AUDIT LETTER</b> Reminder to submit annual audits for the entire grant period	September 13, 2012
<b>DISBURSEMENTS LETTER</b> Letter detailing reimbursement disbursements made to each parish through EECBG grant	Starting October 29, 2012

Table 2 | Official Mailings

## ***SUBGRANTEE OUTREACH***

CB&I conducted a webinar to inform potential subgrantees about the program. The webinar was conducted on June 30, 2010, and was subsequently made available on the EECBG Program section of the Empower Louisiana website (Empowerlouisiana.org). The website also offered all up-to-date program documentation.

CB&I conducted three workshops for subgrantees in different locations throughout the state mid-way through the program period. During October and November of 2011, at least one representative of subgrantee organizations were required to attend one of the three workshops in an effort to assist them with program compliance, and to ensure timely processing by LDNR.

The workshops were at the following locations and dates:

- Capitol Park Welcome Center: October 26, 2011; 9:30 AM
- LSU at Alexandria: November 3, 2011; 1:00 PM
- LSU at Shreveport: November 8, 2011; 9:00 AM

These workshops particularly benefitted subgrantees that had not yet submitted invoices or had only submitted invoices that did not require Davis-Bacon or Buy American documentation. The workshops provided subgrantees with examples of proper Buy American documentation and details of items to be included in the specifications, bids and contracts to ensure compliance with Buy American, Davis-Bacon, and other ARRA related requirements. In addition, the workshops provided the subgrantees with an opportunity for one-on-one assistance and guidance with invoices, requisitions, or any other issues

## ***SUBGRANTEE CLOSEOUT PROCESS***

CB&I monitors conducted on-site visits to all subgrantees prior to the final grant reimbursement. Monitors were required to certify that projects were 100% complete and in compliance with all State, Federal and ARRA requirements and fully within scope of award before final reimbursement was processed and released.

Prior to the closeout visit, CB&I monitors contacted LDNR's Monitoring and Verification (M&V) contractor and the LDNR Program Lead to notify them that the project was completed and that the closeout visit was being scheduled. The M&V contractor and LDNR Program Manager then had the opportunity to participate in the closeout visit with the monitor.

To prepare for the close out visit, monitors emailed the **Subgrantee Project Closeout Report** to the subgrantee contact and requested that the report be completed for the scheduled closeout visit. A sample of the **Subgrantee Closeout Report** has been provided in Attachment 6.

During the close out visit, monitors observed all locations where work was performed and took pictures of each location and all accessible equipment. The monitor obtained any remaining documentation and

attempted to obtain all necessary information to ensure smooth approval for the final reimbursement request.

After the closeout visit and after all the required documentation was complete and submitted, the monitor completed **Internal Closeout Form**. A sample of the **Internal Closeout Form** has been provided in Attachment 7.

## ***REPORTING***

CB&I's responsibilities concerning reporting were primarily centered around two (2) federal quarterly reports: the Office of Management and Budget (OMB) 1512 Report, and the Department of Energy (DOE) Performance and Accountability for Grants in Energy (PAGE) report. During the first month of every annual quarter, CB&I provided assistance in gathering, compiling and reviewing, and entering subgrantee data into these two (2) federal reports.

### **SUBGRANTEE REPORTING TOOL**

To streamline the reporting process, CB&I created a Subgrantee Reporting Tool (SRT) online database for the EECBG program. The SRT was designed to accurately capture subgrantee metrics required for federal reporting. The database allowed subgrantees to report project metrics to CB&I. Reporting was required of subgrantees on a monthly basis, and subgrantees were reminded to report with emails each month. Each subgrantee was provided a unique login and password for secure access to the SRT and access only to their project's pages.

Subgrantees complete relevant monthly reporting via the online Subgrantee Reporting Tool <https://gim.shawgrp.com/LAARRAECEBG/Login.aspx>, login information was provided by EECBG Program Administrator to each subgrantee via email prior to first reporting submittal date. An example of the required monthly reporting has been provided in Attachment 8.

The SRTs were managed and maintained by CB&I throughout the life of the programs. All reports were exported to PDF and transferred to LDNR.

### **QUARTERLY REPORTING**

#### **1. OMB 1512 Reporting**

As required by ARRA , Section 1512 (c), all prime recipients and sub-recipients under the ARRA -funded programs were required to report financial and labor metrics on a quarterly basis. The Office of Management and Budget (OMB) memorandum M-09-21 provides further guidance that DOE -funded EECBG grants are subject to ARRA 1512 (c) requirements, and that the reports will be submitted through [www.FederalReporting.gov](http://www.FederalReporting.gov), maintained by OMB. CB&I followed the guidelines outlined by OMB, DOE, and the LDNR when completing the OMB 1512 reports.

As the prime recipient, LDNR is responsible to provide reports to OMB within 10 calendar days of the start of each quarter. Quarters

# Program Management

begin on January 1st, April 1st, July 1st, and October 1st of each year. As administrator and implementer, CB&I provided the following quarterly reporting data for the programs which it managed for the LDNR:

- **Sub- Recipient Expenditures:** Data on subgrantee spending was collected and documented using weekly batch reports and tracked in an internal spreadsheet by quarter. CB&I staff used the downloadable **Federal Reporting Template -- Grants and Loans** provided by OMB on [www.FederalReporting.gov](http://www.FederalReporting.gov) to provide the information to LDNR to be used in its final report. All awarded subgrantees, which details their DUNS number, Contract number, Contract Amount, Cumulative Expenditures to date, Contract date, and address. Only subgrantees with a contract that is or greater than \$25,000.00 are listed.
- **Vendor Information:** Recipients were required to report the receipt of ARRA funds by all parties down to the third tier of expenditures; that is, to parties paid directly by subgrantees, referred to as vendors. This requirement extended only to those vendors who were issued single payments greater than \$25,000 in ARRA funds during a given reporting quarter. Such vendors were subject to the requirements to have an active Dunn and Bradstreet Data Universal Number System (DUNS) and Central Contractor Registry (CCR), the same as grantees and subgrantees. CB&I staff verified that vendors had an active DUNS number, which was reported in the OMB reporting template provided to LDNR. CB&I was responsible for determining the headquarters address, and zip code plus four for all vendors to be reported.
- **Labor Hours:** Labor hours were reported to OMB quarterly for the EECBG programs. CB&I collected the information from subgrantees via the Subgrantee Reporting Tool, and reported the hours in the reporting template along with quarterly expenditures and vendor information. While initial requirements for 1512 reporting included reporting both hours paid for with ARRA funding (“ARRA hours”) and those leveraged for ARRA projects but not paid for directly by ARRA funds (“non-ARRA hours”), guidance from OMB changed several months into the grant to require that ARRA hours only be reported. As a result of this guidance, CB&I changed its procedures to gather only relevant ARRA hours in order to make the reporting process as efficient as possible. ARRA hours were gathered on the SRT as part of monthly reporting and were reviewed for accuracy by CB&I. The “Subgrantee Reporting Metrics” report on each SRT could be run to gather the hours by subgrantee. Once reviewed, the data was provided to CB&I’s reporting team to be compiled into the reporting spreadsheet. Once all data for the spreadsheet had been compiled and reviewed by the reporting team, it was provided to LDNR to be submitted to [www.FederalReporting.gov](http://www.FederalReporting.gov). As required by ARRA Section 1512, labor hour data was reported as “Full-Time

Equivalent,” or “FTE,” figures. The FTE was calculated by taking the hours reported per subgrantee per quarter, and dividing by 520 (the approximate number of hours in a forty-hour work week per quarter). This figure represented the number of full-time jobs created per quarter and was a way for federal agencies to measure the overall impact of ARRA on states and communities. CB&I also included their hours worked for program implementation and over site as well as the Monitoring and Verification contractor hours (IEM.)

## 2. DOE PAGE Reporting

The DOE required EECBG recipients to report on administrative and subgrantee metrics in the PAGE database. There were two (2) main modules for the Quarterly Performance Reports in PAGE: Activity 1: Subgrantee Implementation and Activity 2: Program Oversight. CB&I was responsible for entering subgrantee information in the Activity 1 report, while the LDNR filled in the Activity 2 portion regarding overall expenditures and administrative activities. CB&I collected subgrantee metrics information from the SRT. Metrics were entered monthly by subgrantees, collected and reviewed quarterly for accuracy by program leads. Metrics collected for each program were as follows:

- Building Code Adoption
- Number of retrofits;
- Square feet retrofitted;
- Number of Grants given and their monetary value
- “Other” – Number of Energy Efficient Airport Runway Lighting
- Renewable Energy
  - o Number of Solar Thermal Systems installed and their capacity in sq. ft.
  - o Number of Solar Energy Systems installed and their capacity in kW
- Transportation
  - o Number of Energy Efficient Street Lights installed

In addition to the project metrics entered each quarter, PAGE also required a semi-annual Davis-Bacon Act (DBA) report and annual Historic Preservation report to be submitted. The DBA report detailed the number of projects subject to DBA as well as the value of those awards, and the number of DBA infractions found during that time. CB&I prepared the DBA report for the projects it administered during the April and October reporting periods. The Historic Preservation Report detailed the number of project sites subject to review under the National Historic Preservation Act as determined by the State Historic Preservation Office (SHPO). This requirement was enacted during the third quarter of 2012, and required that information be entered from the beginning of the grant period to the current quarter in three cumulative reports.



CB&I worked very closely with LDNR throughout the program performance period to ensure compliance with applicable federal, state, and local laws, regulations, DOE policy and guidance; CB&I has maintained the appropriate level of transparency and accountability.



ST. HELENA PARISH: \$154,205 GRANT AWARD  
RENEWABLE ENERGY  
SOLAR PV

# Evaluation, Measurement, and Verification

## Summary

In order to verify the prudent use of these funds to achieve measurable energy savings and fossil fuel emission reduction, LDNR, utilizing the services of IEM, Inc. and Associated Design Group (ADG), conducted a net impact evaluation for the *Renew Louisiana* Energy Efficiency and Conservation Block Grant (EECBG) Program for the program period from September 2009 through March 2013.

The principal objectives of this impact evaluation were as follows:

- Monitoring for ARRA and financial control compliance
- Verification of job and energy estimates
- On-line reporting of program progress and achievements

## Methods

### MONITORING

IEM, Inc. supplied audit specialists to verify that the financial information provided by CB&I was in compliance with the financial requirements of the ARRA program. A risk-based approach was used to pinpoint areas to target as priorities. This risk-based plan consisted of three sections: risk identification; risk assessment and prioritization; and, strategies to manage and mitigate the identified risks.

### RISK IDENTIFICATION

A review of CB&I's internal process and controls was performed to identify any weaknesses in the program. Stakeholders, project types, sources of funding, and geographic locations were identified. From this, potential overall risks were recognized, such as inadequate data acquisition devices and unintentional mishandling of ARRA funds.

### RISK ASSESSMENT

Once the overall risks were identified, each individual risk was reviewed and assigned a score depending upon factors such as probability of occurrence and potential impact. All risks were then organized by priority from most likely/greatest impact to least likely/least impact in order to achieve the most balanced approach.

### RISK MITIGATION STRATEGIES

After reviewing CB&I's internal procedures and policies, appropriate strategies were developed to help CB&I direct and diminish financial risks. This included deterrence strategies, detection, and record keeping. Deterrence focuses on limiting the possibility for errors, fraud, abuse, and waste. IEM ensured that CB&I had an inclusive and appropriate deterrence strategy in place for project personnel.

Detection refers to observing any suspicious transactions through random sampling and designing a metric to help flag certain transactions for additional review. IEM monitored CB&I's detection process through random sampling of verified projects to see if all checklists had been appropriately filled out. Statistical analysis was performed to recognize projects where expenditures or savings were outside of predicted values. Record-keeping is important in order to provide sufficient background information for possible future audits and investigations. IEM ensured that documentation and checklists were adequate and demonstrated compliance with all federal and state requirements.

### VERIFY

The IEM team used their expertise in the fields of economics, energy efficiency, and data management to ensure that the metrics provided to the Department of Energy were accurate in order for the DOE to determine the overall progress and effectiveness of the program. Subgrantee's estimates of job creation were verified, as well as the provided metrics. Statisticians and database administrators were used to manage provided data, document algorithms utilized in the verification process, and conduct a final quality control audit.

### VERIFYING JOB CREATION

ARRA requires grant recipients to report estimates of jobs directly created or retained by the supported activity, and the IEM team reviewed and verified that the reported job numbers hold to the ARRA requirements. Subgrantee's job estimates were validated through the ARRA-prescribed methodology, as well as monthly and quarterly reports from the Bureau of Labor Statistics (BLS). The Local Area Unemployment Statistics program was consulted to view the state's employment condition on a monthly basis. The program combines data from the Current Population Survey (CPS), the Current Employment Statistics program, and the state unemployment insurance reports. The BLS' Quarterly Census of Employment and Wages was also used to further confirm job and earnings estimates by industry.



### VERIFYING ENERGY SAVINGS AND PRODUCTION

The IEM team, utilizing ADG expertise, verified the energy efficiency and production metrics provided by subgrantees for reporting to DOE. IEM statisticians worked directly with LDNR and CB&I to document DOE-approved metrics and calculations for estimation.

### VERIFYING ARRA AND REGULATORY COMPLIANCE

The IEM team verified the reported program metrics provided by subgrantees through on-site inspections of a statistical sample of projects. This process ensured that the project materials complied with the regulatory standards and the ARRA guidance in order to verify subgrantee's energy savings estimates. A risk-based methodology was used once again, and the projects most likely to undergo mistakes, fraud, waste, or abuse were identified. The factors that were used to determine these specific projects were project size, complexity, grant recipient, etc. After analyzing the distribution of metrics, a select sample of projects that fit the "statistical norm" were selected to undergo on-site verification. The "outlier" projects that did not statistically fit with the majority of other projects were analyzed further to ensure the subgrantee-provided metrics were applicable and correct.

### WEB-BASED REPORTING

After the data from subgrantees was verified by the IEM team, the most important elements were imported into a map and reporting portal that allows for access to real time updates. Statistical summaries for basic reports include total expenditures, jobs created, energy created, and energy saved. The web-based tool allows an unlimited number of users to view data.

The EECBG program, along with the five programs associated with the State Energy Plan (SEP), each have their own specific data channels within the portal where stakeholders can view information for any individual program or combination of programs. The following details the specific data that is available for the program:

- Program title
- Project name
- Project ID
- Project description
- Project status
- Total federal amount ARRA funds received/invoiced
- Number of Jobs created
- Amount of energy created per year
- Description of energy saved/created
- Total federal amount ARRA expenditure
- Parish
- Congressional district
- URL detailed project information

### TRAINING

Training was provided upon request to help users understand the use of the interactive map, such as displaying combinations of programs, printing maps, and running reports. The reporting portal is an open source solution that allows for easy import and export of data in an assortment of formats.

### REPORTING

The IEM team assisted in gathering and reporting all necessary and required components for the EECBG program in order to import them into the online portal. The deliverables and progress of the program were monitored and documented via quarterly status reports. LDNR and CB&I were consulted to ensure that all requested data and information was provided to necessary stakeholders and that the required metrics in compliance with the ARRA EECBG were included.

The requirement for calculating the number of direct jobs was also upgraded by determining the number of indirect and induced jobs created from the EECBG program. This allowed for a more comprehensive view of job estimates and the economy within the state and is significantly value added.



## Lessons Learned and Successes

In preparing this report, CB&I identified opportunities for improvement and lessons learned as well as achievements.

### Lessons Learned

The program brought to light that parishes throughout the state are in need of grant funds such as those offered by the *Renew Louisiana* EECBG Program. The majority of municipal and parish governments are working in older buildings that are in need of repair. Energy efficiency is very low throughout the state's parish offices and buildings. Parishes were eager to participate in the program, understanding that improving energy efficiency would improve their budgets.

As the grant progressed, subgrantees, however stated that they were overwhelmed by amount of documentation required to receive the funding. It became clear to CB&I and LDNR that most subgrantees were not equipped to handle the amount of paperwork and oversight necessary to carry out the projects efficiently and in compliance with ARRA. Other subgrantees reported difficulty in using, or misunderstanding of, the reporting tool. Ideas to resolve these difficulties include providing more and better education on grant requirements and time commitment prior to grant application, defining and standardizing expectations for subgrantee submissions, providing more frequent detailed seminars for subgrantees throughout the grant period and streamlining reporting requirements while making the database more user-friendly for all users.

Reducing the types of projects available for funding would have discouraged additional approvals from DOE, thus making the program move faster.

Also, since grant agreements and contracts were based on applications, which were based on project cost estimates, grant agreements and contracts could have been more general to allow for changes that would occur during the actual design and construction period of the project. CB&I feels that subgrantees could have been subject to more accountability for reporting documentation if their schedules were tracked by Project Administration more closely.

For day-to-day program administration, tracking status of amendments and reimbursements was a challenge. CB&I implemented tracking systems for both issues during the program period. As ARRA went through changes, CB&I and LDNR needed to navigate changes in methodology of reporting. The amount of oversight and required submissions to DOE was overwhelming and unexpected.

Finally, in working with these branches of government, CB&I has learned that requiring sign-off on each phase of the project prior to moving forward would have helped with subgrantees understanding compliance requirements and flowing them to subcontractors correctly.

### Successes

The *Renew Louisiana* EECBG Program reported 24,964.37 MMBtu/year in savings, and 638.14 MMBtu/year of energy generated. All projects were completed and reimbursed within the program timeline.

Project Metrics as reported by subgrantee can be seen in Table 3.

SUBGRANTEE	ENERGY SAVINGS (ANNUAL MMBtu)	ENERGY GENERATED (ANNUAL MMBtu)	GHG EMISSION REDUCTION (ANNUAL MTCO <sub>2e</sub> )	FTE
Acadia	606.89		94.84	7.88
Allen	584.38		91.32	0.36
Ascension	515.25		80.52	2.37
Assumption	400.00		62.51	1.88
Avoyelles	75.44		11.79	11.72
Beauregard	137.68		21.52	1.69
Bienville		13.07	2.04	0.51
Bossier	684.22		106.92	1.71
Caddo	1,639.12		256.15	7.55
Caldwell	189.95		29.68	1.52
Cameron	12.32		1.92	0.47
Catahoula EEA	180.69		28.24	2.25
Catahoula EEC	252.08		39.39	13.27
Claiborne	173.99	63.55	37.12	1.37
Concordia	75.90		11.86	1.18
De Soto	202.90		31.71	1.79
East Baton Rouge	132.56	156.00	45.09	2.24

Table 3 | *Subgrantee Project Metrics*

SUBGRANTEE	ENERGY SAVINGS (ANNUAL MMBtu)	ENERGY GENERATED (ANNUAL MMBtu)	GHG EMISSION REDUCTION (ANNUAL MTCO <sub>2</sub> e)	FTE
East Carroll	52.01		8.13	0.21
East Feliciana	31.31		4.89	0.29
Evangeline	222.16		34.72	1.17
Franklin	1,661.42		259.63	0.06
Grant	319.69		49.96	1.14
Iberia			-	1.20
Iberville	811.46		126.81	3.99
Jackson	653.67		102.15	0.87
Jefferson Davis	140.28		21.92	2.59
Lafayette	725.21		113.33	0.86
Lafourche	165.50		25.86	0.81
LaSalle	243.38		38.03	1.99
Lincoln	140.27	0.12	21.94	1.14
Livingston	253.09		39.55	1.24
Madison	139.23		21.76	0.85
Morehouse	212.37		33.19	2.22
Natchitoches	132.69		20.74	3.92
Ouachita	75.61		11.82	N/A
Plaquemines	110.02		17.19	1.68
Point Coupee	158.58		24.78	1.40
Rapides	239.94		37.50	0.52
Richland	23.69		3.70	2.57
St Bernard	102.03		15.94	0.21
St Charles	2,444.53		382.01	7.93
St Helena EEA		136.19	21.28	2.15
St Helena EEC		71.65	11.20	0.52
St James	17.96	31.20	7.68	0.54
St John the Baptist	213.97		33.44	2.68
St Landry	1,325.07		207.07	3.81
St Martin	191.15		29.87	3.71
St Mary	907.00		141.74	1.20
Tangipahoa	400.33		62.56	0.67
Tensas EEA	54.48		8.51	0.66
Tensas EEC	9.38		1.47	28.56
Terrebonne	932.66		145.75	8.47
Union	257.77		40.28	1.39
Vermillion	1,328.95		207.68	4.23
Vernon	1,735.59		271.22	1.55
Webster	453.10	166.39	96.81	2.29
West Baton Rouge	438.49		68.52	0.45
West Carroll	98.51		15.39	0.99
West Feliciana	1,594.74		249.21	1.74
Winn	83.72		13.08	1.66
<b>Totals</b>	<b>24,964.37</b>	<b>638.14</b>	<b>4,000.90</b>	<b>165.86</b>

**PARISHES WERE EAGER TO PARTICIPATE IN THE PROGRAM, UNDERSTANDING THAT IMPROVING ENERGY EFFICIENCY WOULD IMPROVE THEIR BUDGETS.**

# Lessons Learned and Successes

The energy savings and energy generation by parish can be seen in Figure 4 and Figure 5 below.

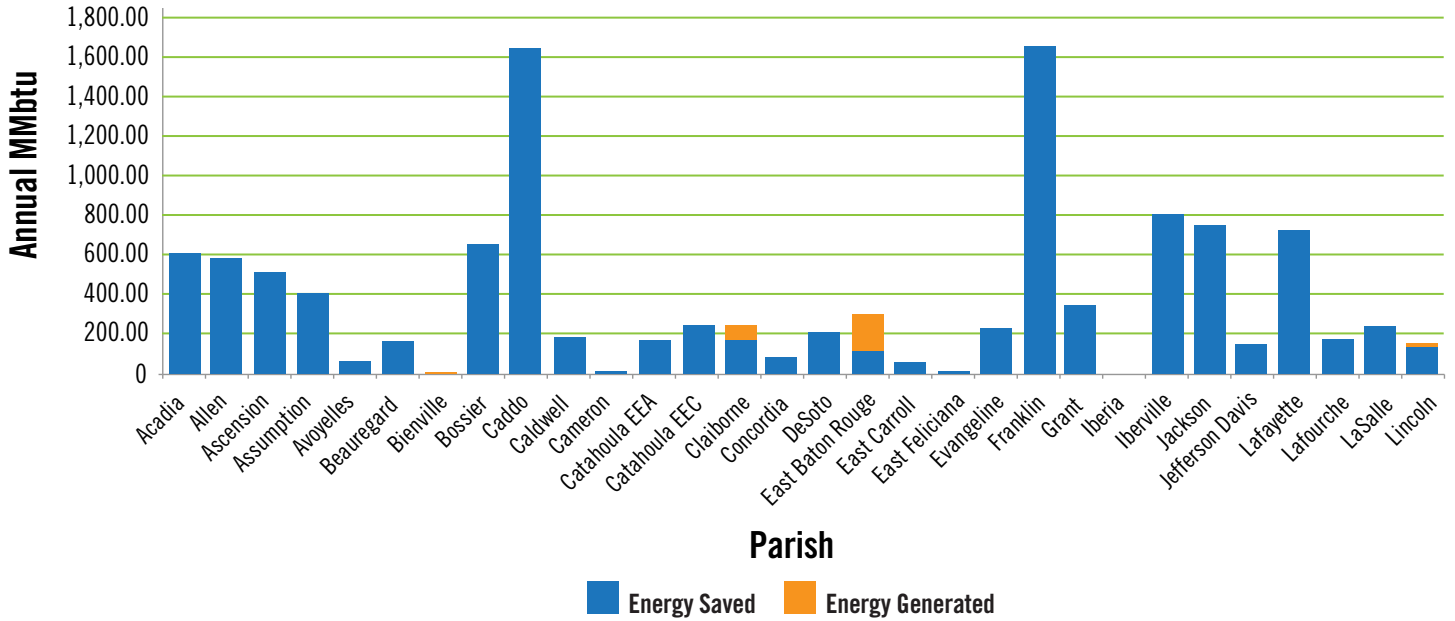


Figure 4 | Energy Savings by Parish

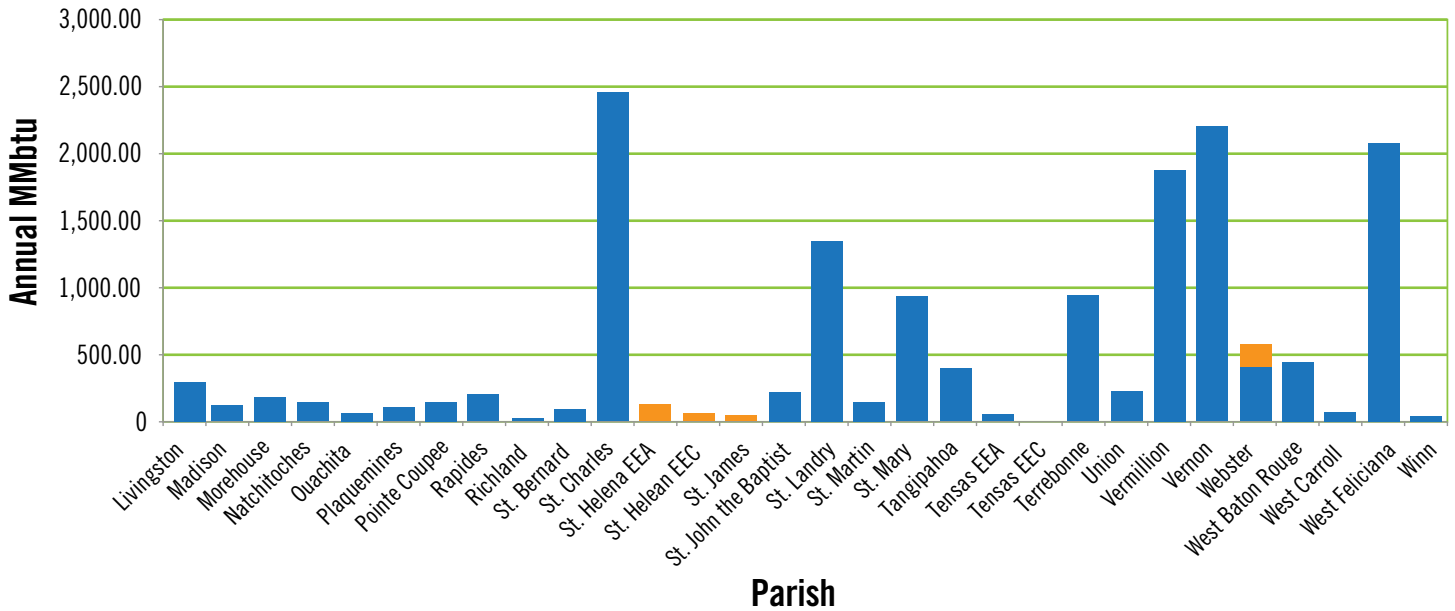


Figure 5 | Energy Savings by Parish

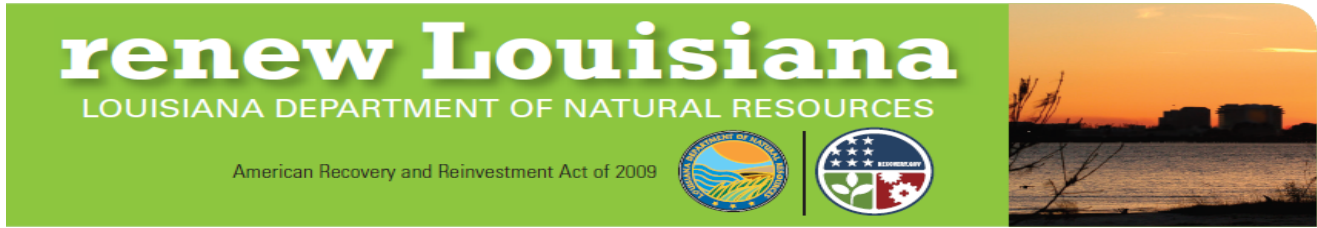
THE *RENEW LOUISIANA* EECBG PROGRAM REPORTED

**24,964,370,850 Btu/Year** IN SAVINGS,

AND **638,143,172 Btu/Year** OF ENERGY GENERATED.

ALL PROJECTS WERE COMPLETED AND REIMBURSED

WITHIN THE PROGRAM TIMELINE.



**REIMBURSEMENT REQUEST** FORM: EECBG/RR - 2010 (REV 2)

Parish: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

Award Number: \_\_\_\_\_  
 Request Period: \_\_\_\_\_  
 CFDA #: 81.128 EECBG  
 PO #: \_\_\_\_\_

Categories	A	B	C
	Previous Reimbursement Submissions	Expenditures for this Request	Reimbursement Submissions to Date (A+B=C)
1. Labor/Services			\$ -
2. Equipment			\$ -
3. Materials			\$ -
4. Administrative			\$ -
5. Subgrants			\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**SUMMARY**

Grant Award:	
Reimbursement Submissions to Date:	\$ -
Remaining Budget:	\$ -
Leveraged Funding Total:	
Leveraged Funds for this Period:	
Leveraged Funds to Date:	

Reserve (10%):	\$ -
Maximum Administrative Expenses (5%):	\$ -
Remaining Budget for Administrative Expenses:	\$ -

(Attach copies of paid invoices and an itemized accounting summary to support this reimbursement request.)

**I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE REIMBURSEMENT REQUEST ABOVE IS CORRECT AND THAT ALL OUTLAYS WERE MADE IN ACCORDANCE WITH THE MEMORANDUM OF AGREEMENT AND THAT PAYMENT DUE HAS NOT BEEN PREVIOUSLY REQUESTED.**

Type/Print Name of Authorized Official:	Signature of Authorized Official:	Title:
Email:	Phone Number:	Date:



# Attachment 2

**EECBG LDNR 2009 ARRA Energy Programs  
Grant Award Checklist**

Program/Project Title: \_\_\_\_\_  
 Contracting Party: \_\_\_\_\_  
 Contract Number: \_\_\_\_\_  
 Contract Period: \_\_\_\_\_

Initial and Date		Check one			Verification Procedure	Comments
Primary	Secondary	Yes	No	N/A		

**Initial Verification Procedures:**

_____	_____	_____	_____	_____	Has the Grant Award been signed by an authorized individual, dated, and returned to LDNR?	_____
_____	_____	_____	_____	_____	Has a completed Waste Management Plan been submitted to LDNR and does the submitted plan, based on the project scope, appear to be adequate?	_____
_____	_____	_____	_____	_____	If the project is subject to the Davis-Bacon Act, has the Subgrantee Acknowledgement of Davis-Bacon Requirements been signed and submitted to LDNR, and the listed wage determinations agrees to the Department of Labor website wage rates, for each job classification?	_____
_____	_____	_____	_____	_____	Has the completed W-9 Request for Taxpayer Identification Number and Certification been submitted to LDNR?	_____
_____	_____	_____	_____	_____	If Subgrantee opted for electronic funds transfer, has a completed ACH Electronic Funds Transfer Authorization been submitted to LDNR and has this form been submitted to Accounts Payable for processing?	_____
_____	_____	_____	_____	_____	Has the Subgrantees' DUNS _____ number been verified as valid?	_____
_____	_____	_____	_____	_____	Has the Subgrantees' CCR Registration number been verified as valid? (note thru date: _____)	_____
_____	_____	_____	_____	_____	Has the Debarment/Suspension Status been checked and the Subgrantee is clear? (note date checked: _____)	_____
_____	_____	_____	_____	_____	Has a Purchase Order number been issued?	_____

**Periodic Update Verification Procedures:**

_____	_____	_____	_____	_____	Is the CCR Registration number still valid? (note new thru date: _____)	_____
_____	_____	_____	_____	_____	Is the Debarment/Suspension Status still clear? (checked quarterly; note new date checked: _____)	_____

# Attachment 3

**LDNR 2009 ARRA Energy Programs  
Reimbursement Requests Payment Processing Checklist**

\*\*\*\*\*

Program/Project Title: \_\_\_\_\_  
 Contracting Party: \_\_\_\_\_  
 Contract Number: \_\_\_\_\_  
 Contract Period: \_\_\_\_\_  
 Request Period: \_\_\_\_\_

Initial and Date		Check one			Verification Procedure	Comments
Primary	Secondary	Yes	No	N/A		
_____	_____	_____	_____	_____	Has the reimbursement request been stamped with date received, scanned, and saved in the database?	_____
_____	_____	_____	_____	_____	Has the reimbursement request sequential number been assigned and noted on the request?	_____
_____	_____	_____	_____	_____	Has the reimbursement request been reviewed to ensure that the request was completed correctly?	_____
_____	_____	_____	_____	_____	- Is the Award number listed and correct?	_____
_____	_____	_____	_____	_____	- Are the request period dates listed and correct?	_____
_____	_____	_____	_____	_____	- Is the CFDA number listed and correct?	_____
_____	_____	_____	_____	_____	- Is the Purchase Order number listed and correct?	_____
_____	_____	_____	_____	_____	- Are the Previous Reimbursement Requests amount(s) listed and correct?	_____
_____	_____	_____	_____	_____	- Are the items requested for reimbursement allowable based on the terms of the contract (within the contract period, within the project scope, for allowed equipment /materials/labor, etc.)?	_____
_____	_____	_____	_____	_____	- Does the supporting documentation dollar amount(s) match the Expenditures for the Request amount(s), by category and in total?	_____
_____	_____	_____	_____	_____	- Have the expenditures, within a budget category, been exceeded?	_____
_____	_____	_____	_____	_____	- Do the total expenditures-to-date exceed 90% or, after project completion and verification, exceed 100% of the total project funding?	_____
_____	_____	_____	_____	_____	- Is the Summary section completed correctly and are the amounts listed accurate?	_____
_____	_____	_____	_____	_____	- Is the Reimbursement Request mathematically accurate?	_____
_____	_____	_____	_____	_____	- Has an authorized individual signed and dated the Reimbursement Request?	_____
_____	_____	_____	_____	_____	Has proper supporting documentation been attached for all expenditures requested for reimbursement?	_____
_____	_____	_____	_____	_____	- Has a copy of the appropriate Interim Reporting Form (referencing the reimbursement request) been attached and have no issues been identified with the report (report appears to have been completed correctly)?	_____
_____	_____	_____	_____	_____	- Has a copy of the supporting documentation for the expenditure(s) to be reimbursed been attached (includes, but not limited to: vendor invoices, receipts, certified payrolls, etc.) and the amounts match?	_____
_____	_____	_____	_____	_____	- If the reimbursement is for the purchase of iron, steel, and manufactured goods that are permanently attached to real property, is sufficient supporting documentation attached to provide evidence that the purchase complies with the Buy American provision?	_____
_____	_____	_____	_____	_____	- If the reimbursement is for laborers and/or mechanics pay, has a copy of the certified payroll been attached and has this certified payroll been checked to verify that these documents are compliant with the Davis-Bacon Act?	_____

## Monitoring Report for Visits

Subgrantee: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Date of Visit: \_\_\_\_\_  
Name of Monitor: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Project Contact: \_\_\_\_\_ Phone No: \_\_\_\_\_

### Summary of Areas Visited

### Summary of Documents Reviewed

### General Comments

## Checklist for Monitoring Visits

This Checklist for Monitoring Visits provides a framework for assessing each project's progress and compliance status. It is a questionnaire consisting of twenty-four (24) questions covering all the necessary performance indicators. Upon completion, the Monitoring Report, Checklist, and Corrective Actions Report (if applicable) will be available to the Louisiana Department of Natural Resources and to the Subgrantee.

Note: If answer does not indicate compliance with grant/contract provisions, and explanation must be provided.

### Background

1. Describe any issues that have been identified in previous monitoring visits.

2. Have these issues been addressed by the Subgrantee?

### Funding Information (to be provided by program PBA prior to visit)

Total Grant/Contract Amount: \$ \_\_\_\_\_

Amount of funds issued to date: \$ \_\_\_\_\_

Balance: \$ \_\_\_\_\_

3. Is Subgrantee reporting leveraged funds properly?

Amount of leveraged funds: \$ \_\_\_\_\_

Amount reported to date: \$ \_\_\_\_\_

Yes

No

N/A

Comments:

4. Is the Subgrantee spending according to the line items identified in the grant agreement?

Yes

No

N/A

Comments:

## Checklist for Monitoring Visits

### Pre-Visit Monitoring Checklist

5. Are expenditures to date in compliance with grant and reasonable when compared to the Subgrantee's percentage of work completed?

Yes

No

N/A

Comments:

6. Is Subgrantee's reporting up to date? (including equipment purchases, labor & admin, and reporting tabs)

Yes

No

N/A

Comments:

7. If applicable, have we received all relevant POs and subcontracts from the Subgrantee?

Yes

No

N/A

Comments:

8. Has the Subgrantee submitted to the Department a waste management plan that describes the Subgrantee's plan to dispose of any sanitary or hazardous waste generated as a result of the proposed project?

Yes

No

N/A

Comments:

### Budget

9. Is the Subgrantee tracking and reporting ARRA funds separately from other leveraged or company funds?

Yes

No

N/A

Comments:

### Checklist for Monitoring Visits

10. Does the Subgrantee keep accounting records which adequately identify the source and application of funds provided for financially assisted activities? These records must contain information pertaining to the subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

Yes  No  N/A

Comments:

#### Schedule

11. Based on work completed to date, is the Subgrantee on track to complete project by February 28, 2012? (answer to be based on provided milestones, schedule, and ability)

Yes  No  N/A

Comments:

#### Scope

12. Is work being performed at the locations identified in the Subgrant Agreement?

Yes  No  N/A

Comments:

13. Is the Subgrantee installing equipment that is identified in the Subgrant Agreement, invoices provided, and matching equipment reported on the program reporting website?

Yes  No  N/A

Comments:

14. Is the Subgrantee conducting any activities not specified in the Subgrant Agreement?

Yes  No  N/A

Comments:



### Checklist for Monitoring Visits

15. Does the Subgrantee maintain a physical inventory of the equipment that includes a description of the equipment, a serial number or other identification number, the manufacturer or vendor, the acquisition date, cost, the percentage of state participation in the cost and the current location, use and condition of the equipment?

Yes  No  N/A

Comments:

### Compliance

16. Did the Subgrantee utilize contractors/subcontractors in completing their project and award contracts through a competitive process as fixed-price contracts?

Yes  No  N/A

Comments:

17. Is the Subgrantee complying with Davis Bacon by posting a DBA poster at the job site?

Yes  No  N/A

Comments:

18. Are efforts made to ensure fairness in bidding and contracting procedures with small businesses (SBE), women's business enterprises (WBE), and minority business enterprises (MBE), pursuant to Federal law?

Yes  No  N/A

Comments:

19. Has the Subgrantee taken any action using federal funds, that goes beyond the proposed scope of work and that might have an adverse effect on the environment and therefore may trigger NEPA review?

Yes  No  N/A

Comments:

**Checklist for Monitoring Visits**

20. Has the Subgrantee taken any action that results in an adverse effect to properties that are over forty-five (45) years old or are included in the national registry of historic places?

Yes  No  N/A

Comments:

21. Has the Subgrantee used any funds for any casino or other gambling establishment, aquarium, zoo, golf course or swimming pool?

Yes  No  N/A

Comments:

22. If a sign is posted at the jobsite, is the Recovery Act Logo displayed on the sign in a manner that informs the public that the project is a Recovery Act investment?

Yes  No  N/A

Comments:

23. In the event that the Subgrantee is audited, are copies of the following documents kept by the Subgrantee?

Signed Contract/ Grant Agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Invoices and Supporting Documents	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Monthly Reports	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Davis Bacon Certified Payrolls	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Buy American Certification	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Waste Management Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Comments:

24. Are one or two employees from each contractor/subcontractor working on the project site available to complete an Employee Interview Record?

Yes  No  N/A

Comments:

# Attachment 5

## LABOR STANDARDS INTERVIEW

CONTRACT NUMBER			EMPLOYEE INFORMATION		
NAME OF PRIME CONTRACTOR			LAST NAME		FIRST NAME
			STREET ADDRESS		
NAME OF EMPLOYER			CITY		STATE
			SUPERVISOR'S NAME		
LAST NAME		FIRST NAME	MI	WORK CLASSIFICATION	
			WAGE RATE		

ACTION	CHECK BELOW	
	YES	NO
Do you work over 8 hours per day?		
Do you work over 40 hours per week?		
Are you paid at least time and a half for overtime hours?		
Are you receiving any cash payments for fringe benefits required by the posted wage determination decision?		
WHAT DEDUCTIONS OTHER THAN TAXES AND SOCIAL SECURITY ARE MADE FROM YOUR PAY?		

HOW MANY HOURS DID YOU WORK ON YOUR LAST WORK DAY BEFORE THIS INTERVIEW?	TOOLS YOU USE	
DATE OF LAST WORK DAY BEFORE INTERVIEW (YYMMDD)		
DATE YOU BEGAN WORK ON THIS PROJECT (YYMMDD)		

THE ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE

EMPLOYEE'S SIGNATURE			DATE (YYMMDD)
INTERVIEWER	SIGNATURE	TYPED OR PRINTED NAME	DATE (YYMMDD)

### INTERVIEWER'S COMMENTS

WORK EMPLOYEE WAS DOING WHEN INTERVIEWED	ACTION <i>(If explanation is needed, use comments section)</i>	YES	NO
	IS EMPLOYEE PROPERLY CLASSIFIED AND PAID?		
	ARE WAGE RATES AND POSTERS DISPLAYED?		

### FOR USE BY PAYROLL CHECKER

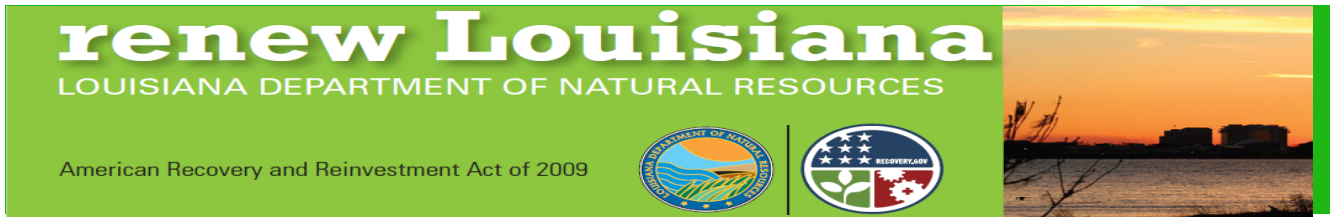
IS ABOVE INFORMATION IN AGREEMENT WITH PAYROLL DATA?

YES
  NO

COMMENTS

CHECKER			
LAST NAME	FIRST NAME	MI	JOB TITLE
SIGNATURE			DATE (YYMMDD)

Subgrantee Project Closeout Report



**Renew Louisiana Energy Efficiency and Conservation Block Grant Program  
SUBGRANTEE PROJECT CLOSEOUT REPORT**

Please complete all fields in this form.

\_\_\_\_\_  
Recipient Name

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
Project Period

\_\_\_\_\_  
Project/ Work Completed Date

\_\_\_\_\_  
Email

**PROJECT COMPLETION - ASSURANCES AND REQUIREMENTS**

**Reporting**

Subgrantees were required to submit monthly status reports via the online reporting tool <https://gim.shawgrp.com/LAARRAECEBG/Login.aspx>. To closeout your project reporting requirements please review all information previously submitted through the online reporting tool for accuracy and completeness. To indicate that you have reviewed and approve of the submitted information please place a check next to each box below. If any of your information requires modification please contact us at [laeeecbg@shawgrp.com](mailto:laeeecbg@shawgrp.com).

- Equipment Purchase.* The list of installed equipment is correct and complete.
- Labor Cost.* The list of job classifications with wage rate and hours worked is correct and complete.
- Admin Costs.* The list of job classifications with wage rate and hours worked is correct and complete.
- Federal Reporting Metrics.* The provided metrics for energy savings (kWh), greenhouse gas emission reductions, and ARRA hours is correct and complete.
- Other Required Metrics.* The subgrantee has provided required metrics which convey project completeness, such as number of buildings retrofitted, square footage of retrofitted buildings, or KW capacity of installed renewable energy sources.
- Project Narratives.* A detailed project narrative is provided for each reporting month.

Subgrantee Project Closeout Report

**Record Retention**

Federal law requires that records be retained and accessible for a minimum of three (3) years from date of expiration of your subgrant agreement with the Department. The Department, and representatives of State and Federal Government retain the right to view all records retained by the Subgrantee. The Subgrantee is contractually required to retain all records for 3 years and provide access to files to representatives of the State and Federal governments.

By selecting this box the Subgrantee indicates they agree to the record retention requirement.

**Buy American Provision**

The Buy American Provision was included in your subgrant agreement and presented in subsequent subgrantee informational webinars. Please select the box(es) below which certify the Subgrantee's compliance with the Buy American Act requirement.

Documentation of American manufacture was provided with the reimbursement request, and copies are retained onsite at the project contact address.

A waiver of this Buy American Provision was received for a product used in this project. If a special waiver was requested, please attach a copy of waiver documentation received by U.S. DOE.

Buy American does not apply. Please explain.

**Davis-Bacon Act**

Renew Louisiana EECBG projects were subject to the Davis-Bacon Act. The DBA required payment of locally prevailing wages, including fringe benefits, to laborers and mechanics on federal government contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works who are employed directly on the site of the work. Please select the box(es) below which certify the Subgrantee's compliance with the Davis-Bacon Act.

Department of Labor (DOL) wage determinations were used for all applicable job classifications and for the category of construction involved.

Certified payrolls with original signature are complete and accurate.

All laborers have been paid and contracts closed.

**Equipment Use**

Subgrantee agrees that any equipment purchased pursuant to this agreement shall be used for the performance of services under this agreement during the term of this agreement.

Equipment shall not be moved, sold, or leased without approval from the Department.

Subgrantee has established an equipment management procedure which meets the requirements of the Subgrant Agreement

Subgrantee Project Closeout Report

**Project Details**

1. Please share with us the impact that your Renew Louisiana project has had on your Parish.

2. Please describe any obstacles or barriers encountered during your project and action taken to overcome them.

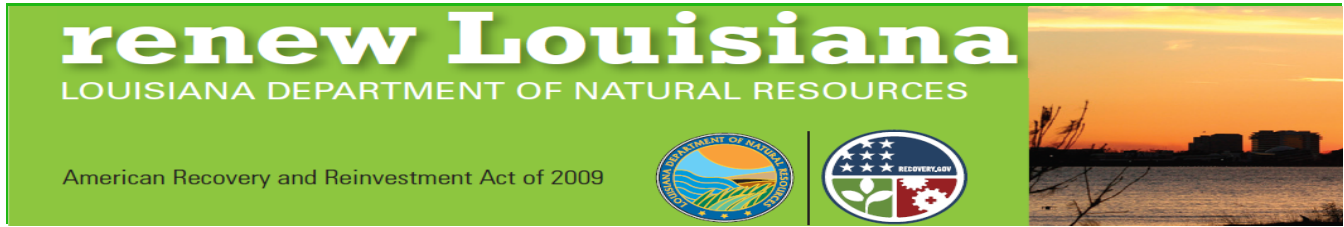
3. Please provide a comparison of actual accomplishments to the goals established. Please refer to the executed Memorandum of Agreement and answer to scope items as described therein. If applicable, include reasons goals were not met. Also, include analysis and explanation of cost overruns or higher unit cost when appropriate.

I certify that the responses indicated above are true and correct to the best of my knowledge.

\_\_\_\_\_  
Project Manager Signature Date

\_\_\_\_\_  
Authorized Official Signature Date





**Renew Louisiana Energy Efficiency and Conservation Block Grant Program  
SUBGRANTEE PROJECT CLOSEOUT REPORT**

_____ Recipient Name	_____ Project Number
_____ Authorized Official	_____ Project Period
_____ Address / City	_____ Project/ Work Completed Date
_____ Phone	_____ Email

**Project Funding**

	Amount	Percent
Initial Award		100%
Proposed Leveraged Funding	\$ -	0%
Amended Award	NA	NA
Actual Leveraged Funding	NA	NA
<b>Total Project Costs</b>	<b>\$ -</b>	<b>100%</b>
Remaining Funds	\$ -	

No grant dollars remain under this award. No further funds are available for reimbursement of expenses on this project.

**Critical Metrics - Summary**

The below information was calculated using data provided by Subgrantees in their monthly status reports.

_____ Energy Savings (kWh) *	0.000	_____ GHG Emission Reduction (MTCO <sub>2</sub> e) *
		_____ FTE

\* per Year

**Document Retention**

The following documents are included in the Subgrantee's file folder at the Department:

**SUBGRANT AGREEMENT**

- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Subgrantee Acknowledgement of Davis-Bacon Act Requirements
- Job Classifications and Wage Determinations
- Pay Certification (top 5 highly compensated officials)

**NEPA**

- Project is categorically excluded per the Department's NEPA template with U.S. DOE.
- Project specific U.S. DOE NEPA determination for categorical exclusion.

**SHPO**

- Notice of SHPO Exclusion.
- Approval documentation from SHPO.

**DAVIS-BACON ACT**

- All required Certified Payroll with original contractor signatures and any documentation necessary to ensure compliance with Davis-Bacon and Related Acts.

**PROJECT CLOSEOUT**

- Documentation of all Total Installed Costs, regardless of funding source, including copies of all invoices and proof of payment.
- Buy American documentation, as applicable.
- Documentation of all vendors receiving \$25,000 or more.
- Project Final Report.
- Photographs of installed energy efficiency measures.
- Monitoring Reports.

# Attachment 7 continued

## Closeout Approval Form -for internal use-

Final monitoring visit has been completed. Any items in the Corrective Action Report have been cleared. Copies of notes and reports are in the project file.

### Equipment Metrics

Please indicate if any of the following were purchased under this grant. If so, please include the number purchased.

- Alternative-fuel Vehicles \_\_\_\_\_
- Energy Efficient Exit Signs \_\_\_\_\_
- Energy Efficient IT Systems or Software Packages \_\_\_\_\_
- Energy Efficient Outdoor Area Lights \_\_\_\_\_
- Energy Efficient Pieces of Office Equipment \_\_\_\_\_
- Energy Efficient Refrigerators \_\_\_\_\_
- Energy Efficient Streetlights \_\_\_\_\_
- Energy Efficient Heating Units \_\_\_\_\_

I certify that the above is true and correct to the best of my knowledge. The program management file is complete.

\_\_\_\_\_  
Shaw E&I Project Manager                      Date

\_\_\_\_\_  
DNR Program Manager    Date

# Attachment 8



**Print Date:** 2/15/2013  
**Printed By:** SHAWGRP\catherine.jeffries  
**Project:** CNG Station / Fleet Conversion

**Subgrantee:** Grant Parish Police Jury  
**Work Period:** 10/2010

### Federal Reporting Metrics:

ARRA Hours Worked	Annual Energy Savings (kWhh)	Annual Gas Savings (gal)	Annual GHG Emmissions Reduction (MTCO2e)
0	0	0	0
<b>Entry User:</b>	darrel.glascock	<b>Entry Date:</b>	5/19/2011 1:45:35 PM

### Vehicle Metrics:

Vehicles Converted	Vehicles Purchased	CNG Stations Emplaced	Traffic Signals Installed
0	0	0	0
<b>Entry User:</b>	darrel.glascock	<b>Entry Date:</b>	1/29/2013 2:52:08 PM

### Project Narrative:

<b>Annualized Energy Savings (kWh):</b> 0
<b>Entry User:</b> darrel.glascock <b>Entry Date:</b> 1/14/2013 2:38:12 PM
<b>What we Planned to Accomplish this Period:</b> <div style="border: 1px solid black; padding: 5px; min-height: 80px;">         Waiting on authorization to proceed       </div>
<b>What we Expect to Accomplish Next Period:</b> <div style="border: 1px solid black; height: 80px;"></div>
<b>Major Activities, Significant Results, Major Findings and Key Outcomes:</b> <div style="border: 1px solid black; height: 80px;"></div>
<b>Actual or Anticipated Problems or Delays and Corrective Action Plan:</b> <div style="border: 1px solid black; padding: 5px; min-height: 80px;">         Waiting on authorization to proceed       </div>

