

EmPower Louisiana

LOUISIANA DEPARTMENT OF NATURAL RESOURCES

American Recovery and Reinvestment Act of 2009



EMPOWER LOUISIANA STATE ENERGY PROGRAMS:

ENERGY STAR® APPLIANCE REBATE PROGRAM

HOME ENERGY REBATE OPTION PROGRAM

RENEWABLE ENERGY PROGRAM

TRANSPORTATION EFFICIENCY & ALTERNATIVE FUELS PROGRAM

STATE BUILDINGS – LEAD BY EXAMPLE PROGRAM



SUMMARY REPORT

MARCH 2013

PREPARED BY



Contents

I. INTRODUCTION	4
A - BACKGROUND	
1. History of Grant	
2. Shaw Bid & Contract	
3. Program Objectives	
II. PROGRAM MANAGEMENT	8
A - SUMMARY AND OBJECTIVES	
B - EMPOWER LOUISIANA ENERGY STAR APPLIANCE REBATE PROGRAM	8
1. SUMMARY	
2. OUTREACH	
2a. Program guidelines and fact sheets	
2b. Internet	
2c. Flysheets and bill inserts	
2d. Technical support	
2e. Email blasts	
2f. Webinars	
3. IMPLEMENTATION	
3a. Program administration	
3b. Program Partners	
3c. Program Delivery	
3d. Applicant eligibility	
3e. Eligible appliances	
3f. Program restrictions	
3g. Proof of purchase	
3h. Appliance recycling	
4. OUTCOMES AND LESSONS LEARNED	
4a. Program outcomes	
4b. Program successes	
4c. Lessons learned	
4d. Program metrics	
C - EMPOWER LOUISIANA HERO PROGRAM	17
1. PROGRAM SUMMARY	
1a. New Homes Program	
2b. Existing Homes Program	
2c. Commercial Buildings Retrofit Program	
2. OUTREACH	
2a. Program guidelines and fact sheets	
2b. Internet	
2c. Technical support hotline	
2d. Press release	
3. IMPLEMENTATION	
4. OUTCOMES AND LESSONS LEARNED	
4a. Program outcomes	
4b. Lessons learned	
4c. Program metrics	
D - EMPOWER LOUISIANA RENEWABLE ENERGY PROGRAM	22
1. PROGRAM SUMMARY	
2. OUTREACH	
2a. Program guidelines and application	
2b. Email blasts and press releases	
2c. Program introduction webinar	
2d. Program requirements seminar	
3. SUBGRANTEE COMMUNICATIONS	
3a. Program email address	
3b. EmPower Louisiana hotline	
3c. Official mailings	
4. SUBGRANT AWARDS	
4a. Evaluation criteria	
4b. Application required documents	
4c. Subgrant agreement documents	
4d. Subgrant amendment process	
4e. Budget summary	
5. OUTCOMES	
E - EMPOWER LOUISIANA TRANSPORTATION EFFICIENCY AND ALTERNATIVE FUELS PROGRAM	28
1. PROGRAM SUMMARY	
2. OUTREACH	
2a. Program guidelines and application	
2b. Email blasts and press releases	
2c. Program introduction webinar	
2d. Program requirements seminar	
3. SUBGRANTEE COMMUNICATIONS	
3a. Program email address	
3b. EmPower Louisiana hotline	
3c. Official mailings	
4. SUBGRANT AWARDS	
4a. Evaluation criteria	
4b. Subgrant agreement documents	
4c. Subgrant amendment process	
4d. Budget summary	
5. OUTCOMES	

Contents

F - EMPOWER LOUISIANA STATE BUILDINGS - LEAD BY EXAMPLE PROGRAM35

- 1. PROGRAM SUMMARY
- 2. OUTREACH
 - 2a. Program guidelines and application
 - 2b. Program introduction webinar
 - 2c. ARRA reporting training webinar
 - 2d. LOD Cook seminar
- 3. SUBGRANTEE AWARDS
 - 3a. Application evaluation process
 - 3b. Evaluation criteria
 - 3c. Notification of funding
 - 3d. Program inception
 - 3e. Subgrant amendment process
 - 3f. Budget summary
- 5. OUTCOMES

III. IMPLEMENTATION 43

- 1. SUBGRANTEE REIMBURSEMENT
 - 1a. Reimbursement request review process
- 2. SUBGRANTEE MONITORING
 - 2a. Monitoring summary
 - 2b. Monitoring procedure
 - 2b.1. Requirements
 - 2b.2. Criteria for sample
 - 2b.3. Site visit preparation
 - 2b.4. Site visit
 - 2b.5. Post visit actions
- 3. SUBGRANTEE CLOSEOUT PROCESS
- 4. Reporting
 - 4a. Subgrantee reporting tool
 - 4b. Quarterly reporting
 - 4b.1. OMB 1512 reporting
 - 4b.2. DOE PAGE reporting

IV. EVALUATION, MEASUREMENT AND VERIFICATION..... 50

A - SUMMARY

B - METHODS

- 1. Monitoring
 - 1a. Risk identification
 - 1b. Risk assessment
 - 1c. Risk mitigation strategies
- 2. Verify
 - 1a. Verifying job creation
 - 1b. Verifying energy savings and production
 - 1c. Verifying ARRA and regulatory compliance
- 3. Web-based Reporting
 - 3a. Training
 - 3b. Reporting

V. LESSONS LEARNED AND SUCCESSES 52

A - LESSONS LEARNED

B - SUCCESSES

VI. ATTACHMENTS 54



ST. LANDRY SOLID WASTE DISTRICT
TRANSPORTATION EFFICIENCY & ALTERNATIVE FUELS
CNG VEHICLES

Introduction

Background

HISTORY OF THE GRANT

Congress created the U.S. Department of Energy's (DOE) State Energy Program (SEP, the Program) in 1996 by consolidating two other programs: the State Energy Conservation Program (SECP) and the Institutional Conservation Program (ICP). The SEP provides grants to states and U.S. territories to promote energy conservation and reduce the growth of energy demand in ways that are consistent with national energy goals. The Louisiana Department of Natural Resources Technology Assessment Division administers the SEP for Louisiana.

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 stabilize state and local government budgets.

The ARRA appropriated funding for the DOE to award formula-based grants under the SEP. In June 2009, the DOE awarded Louisiana Department of Natural Resources (LDNR) \$71,694,000 in ARRA funding through the SEP for energy efficiency and renewable energy projects to reduce energy use and create and retain jobs. In addition to SEP funds, DOE also awarded LDNR \$4,232,000 as a part of the ARRA Energy Star Rebate Funding (EEARP).

LDNR issued a competitive request for proposals (RFP) for the development of multiple initiatives targeting the transportation, residential, and governmental sectors. The initiatives included *EmPower Louisiana ENERGY STAR® Appliance Rebate Program* (ENERGY STAR), *EmPower Louisiana Home Energy Rebate Option Program* (HERO), *EmPower Louisiana Renewable Energy Program* (REP), *EmPower Louisiana Transportation Efficiency and Alternative Fuels Program* (TEP), and *EmPower Louisiana State Buildings – Lead by Example Program* (Lead by Example). These initiatives were required to offer incentives to businesses, homeowners, and government entities that would 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. (Shaw) was selected in November of 2009 as the Program Design, Implementation and Management contractor by LDNR for all SEP programs.

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 SEP contract for services was entered into agreement between LDNR and CB&I for the contract period November 1, 2009 through October 31, 2012. Due to an amendment to extend the SEP grant to Louisiana through December 31, 2012, with a 90-day closeout period, a second contract for services was entered into agreement between LDNR and CB&I for the contract period November 1, 2012 through March 31, 2013. The binding contracts consisted of LDNR Contract 2033-10-04, Contract 2033-13-01, 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 marketing the awarded *EmPower Louisiana* programs. 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. The appropriate level of transparency and accountability has been maintained. 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 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

CB&I's program objectives included designing energy programs serving multiple sectors with energy and efficiency incentives, promoting the programs, and effectively managing funds. CB&I's role also included working with local utilities, businesses, and residents to implement the programs within an established budget. The final programs targeted eligible Louisiana residents, businesses, and 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 designs for ENERGY STAR, HERO, REP, TEP, and Lead by Example were adaptations and modifications of the program designs provided in CB&I's response to RFP No. 2033-10-01. The intent of the programs was to reduce total energy use, decrease fossil fuel emissions, create and retain jobs, and spur economic growth. The programs are introduced on the next page and are discussed in greater depth in Section II.

The final programs targeted eligible Louisiana residents, businesses, and 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.



EMPOWER LOUISIANA ENERGY STAR APPLIANCE REBATE PROGRAM

ENERGY STAR was designed to encourage the purchase of ENERGY STAR rated appliances. The program was jointly funded by ARRA SEP funding and ARRA EEARP Funding. Louisiana utilities (investor-owned, cooperatives, and municipally-owned) were leveraged to provide program marketing and funding.



EMPOWER LOUISIANA RENEWABLE ENERGY PROGRAM

REP was established to encourage the development, implementation and deployment of cost-effective renewable energy technologies in Louisiana. In addition, this program was designed to stimulate investment from public and private sectors in renewable energy technologies.



EMPOWER LOUISIANA HOME ENERGY REBATE OPTION PROGRAM

HERO provided Louisiana home and business owners with the opportunity to save energy at home/office, which resulted in lower energy bills and improved awareness of their energy usage. The program was established to provide rebates



EMPOWER LOUISIANA TRANSPORTATION EFFICIENCY & ALTERNATIVE FUELS PROGRAM

TEP was established to improve corridor infrastructure for CNG and transportation lighting throughout the State of Louisiana. Funding was provided for incremental costs of purchasing or converting fleet vehicles to compressed natural gas (CNG) vehicles. In addition, the program was designed to encourage the development of compressed natural gas fueling stations, the deployment of light emitting diode (LED) traffic lights, and energy efficient street lighting technologies.

for efficiency measures undertaken in new residential homes, existing residential homes, and commercial buildings. Three funding opportunities were open to Louisiana residents:

• HERO – New Homes Program

This program was designed to encourage the building of new homes to a high level of energy efficiency. It targeted builders, developers, home owners, or non-profit and for-profit entities that fund the construction. The program applied to all residential development: owner-occupied, rental, single-family and multi-family.

• HERO – Existing Homes Program

This program was designed to encourage existing homeowners to improve the energy efficiency of their homes. To qualify, participants must have shown a minimum of 30 percent improvement in their Home Energy Rating score. This program targeted the homeowner, or non-profit and for-profit entities that fund the improvements. It applied to all single family residences and multi-family residences up to a four units.

• HERO – Commercial Buildings Retrofit Program

This program was designed to encourage business owners to retrofit their commercial buildings. To qualify, participants must have shown a minimum of 10 percent reduction in their annual energy usage. Participation is limited to one time per participant. The program targeted building owners, occupants, or non-profit and for-profit entities that fund improvements.



EMPOWER LOUISIANA STATE BUILDINGS – LEAD BY EXAMPLE PROGRAM

Lead by Example was developed to encourage the development, implementation, and deployment of cost-effective energy efficiency projects within Louisiana state buildings. The program targeted Higher Education Systems, providing incentives for the implementation of energy efficiency and renewable projects. LDNR and CB&I worked in coordination with the Division of Administration (DOA), Office of Facility Planning (OFP), and the Board of Regents for project identification and implementation.

Introduction

Budget Summary Table

The DOE awarded LDNR more than \$71 Million in ARRA funding through SEP. Funding was distributed between programs as seen in Table 1.

	ORIGINAL PROGRAM FUNDING
ENERGY STAR	\$2,638,339.00
HERO	\$15,170,450.00
REP	\$9,893,772.00
TEP	\$9,893,772.00
LEAD BY EXAMPLE	\$25,723,807.00
TOTAL	\$63,320,140.00

	AMENDMENT #1	AMENDMENT #2	AMENDMENT #3	AMENDMENT #4	AMENDMENT #5	AMENDMENT #6	AMENDMENT #7
ENERGY STAR	\$2,638,339.00	\$2,638,339.00	\$2,638,339.00	\$1,723,300.00	\$1,720,350.00	\$1,721,900.00	\$1,716,100.00
HERO	\$15,170,450.00	\$9,347,405.00	\$9,347,405.00	\$9,347,405.00	\$9,347,405.00	\$7,926,968.54	\$7,926,968.54
REP	\$12,041,268.00	\$14,979,500.00	\$12,050,728.00	\$12,050,728.00	\$9,801,228.00	\$9,814,461.50	\$9,814,461.50
TEP	\$5,906,956.00	\$7,047,265.50	\$9,863,638.35	\$9,863,638.35	\$9,450,378.35	\$8,692,855.38	\$8,273,710.67
LEAD BY EXAMPLE	\$25,723,807.00	\$25,723,807.00	\$25,723,807.00	\$25,723,807.00	\$25,723,807.00	\$24,475,035.64	\$24,465,689.61
TOTAL	\$61,480,820.00	\$59,736,316.50	\$59,623,917.35	\$58,708,878.35	\$56,043,168.35	\$52,631,221.06	\$52,196,930.32

	FINAL PROGRAM FUNDING
ENERGY STAR	\$1,716,100.00
HERO	\$7,926,968.54
REP	\$9,814,461.50
TEP	\$7,781,270.27
LEAD BY EXAMPLE	\$24,465,689.61
TOTAL	\$51,704,489.92

Funds not accounted for in Table 1 were appropriated for administrative costs, monitoring and verification, marketing expenses, and the *EmPower Louisiana* Flex-Fund Revolving Loan Fund Program.

In addition to SEP funds, DOE also awarded LDNR an EEARP grant. \$3,808,950 from the EEARP grant were used to pay rebates in compliance with the ENERGY STAR Program. With both SEP and EEARP grants, total funding for the ENERGY STAR Program rebates after Amendment #7 was \$5,525,050. While all used for ENERGY STAR rebates, the funding remained segregated.

Table 1 | SEP Programs Budget Summary

Program Metrics Summary

Through the programs created with SEP funding, the state of Louisiana saved energy, reduced green house gas emissions, and created direct jobs throughout the state. The final metrics for each program are shown in Table 2.

	ENERGY SAVINGS (MMBtu)	ENERGY GENERATED (MMBtu)	HG EMISSION REDUCTION (MTCO ₂ e)	FULL TIME EQUIVALENT JOBS CREATED
ENERGY STAR	38,032.64	NA	5,943.36	NA
HERO	113,125.80	NA	17,678.16	NA
REP	NA	323,799.38	50,600.12	4.734
TEP	150,420.38	NA	23,506.18	1.166
LEAD BY EXAMPLE	253,713.32	NA	39,647.76	189.449
TOTAL	555,292.14	323,799.38	137,375.58	195.35

Table 2 | SEP Programs Metrics Summary

The purpose of the ENERGY STAR program was to distribute available funding to save energy and stimulate the local economy by encouraging consumers to replace old appliances with new ENERGY STAR qualified models.



FUNDING WAS AWARDED ON A FIRST-COME, FIRST-SERVE BASIS TO ELIGIBLE RESIDENTIAL CONSUMERS WHO PURCHASE ENERGY STAR APPLIANCES WITHIN THE STATE OF LOUISIANA DURING THE REBATE OFFER PERIOD.

Summary and Objectives

CB&I was selected by LDNR through a competitive RFP process as the Program Design, Implementation, and Management contractor of the LDNR SEP programs and projects under the ARRA SEP. Specifically, CB&I was responsible for the development of project guidelines, applications, and information packets; solicitation of funding recipients; review of applications and recommendations 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 LDNR SEP. CB&I's scope of work consisted of the following: design and oversight of implementing energy efficiency measures in different sectors throughout the state; providing oversight of funding recipients; managing incentive processing and data tracking; and preparing monthly, quarterly, and annual reports. The majority of funds were distributed through subgrants to subgrantees for the purpose of energy efficiency, transportation efficiency and renewable activities. The remaining funds were used for grant administration and marketing.

ENERGY STAR Appliance Rebate Program

SUMMARY

With the EEARP grant received from DOE, LDNR funded a statewide ENERGY STAR Program. In addition to the EEARP funds, LDNR used \$1,716,100 of the ARRA SEP funds awarded to Louisiana to further fund the ENERGY STAR Program. Funding for the *EmPower Louisiana* ENERGY STAR Appliance Rebate Program totaled \$5,525,050. Funding was awarded on a first-come, first-serve basis to eligible residential consumers who purchase ENERGY STAR appliances within the state of Louisiana during the rebate offer period. Funds were awarded until all dollars were exhausted. ENERGY STAR was launched April 24th, 2010 and ended on April 30th, 2012.

The purpose of ENERGY STAR program was to distribute available funding to save energy and stimulate the local economy by encouraging consumers to replace old appliances with new ENERGY STAR qualified models.

The specific goals of the program included:

- Spur economic growth and create jobs in the local economy;
- Save energy and reduce greenhouse gas emissions;
- Ensure transparency and accountability.

Through the program guidelines, easily accessible rebates were offered at a low administrative cost to residential customers who wanted to replace old and inefficient appliances with new, state of the art ENERGY STAR appliances. Existing incentives offered by local utilities were evaluated in an effort to enhance this program. In areas where no incentives existed, residents had opportunities that never existed before this program was created. It was LDNR's intention to provide rebates on all of the appliances suggested by DOE in the funding announcement, except for items that are better suited for colder climates and are not cost effective in Louisiana.

CB&I and LDNR collaborated closely with local utility partners, retailers, trade associations, and state regulatory officials and offered a turnkey, online and mail in rebate program that was cost-effective and easily accessible by all parties. CB&I contracted with a third-party program management company and rebate processor, Parago, to facilitate ease of implementation and to ensure transparency and accountability.

OUTREACH

CB&I developed a marketing and outreach strategy for the ENERGY STAR Appliance Rebate Program with several goals:

- Ensure participation of targeted residential customers in numbers sufficient to obligate funds;
- Provide up to date information promoting the rebate program;
- Inform residents of the start date, eligibility rules, remaining funds throughout the duration of the program, and application instructions.

The ENERGY STAR program was marketed to potential applicants through several outreach methods as follows.

PROGRAM GUIDELINES AND FACT SHEET

Program Guidelines were developed to layout program expectations and procedures. These guidelines were used as the basis for the implementation of the program moving forward. A Program Fact Sheet was developed to educate targeted applicants about the program and drive them to the LDNR website for additional information. This fact sheet also listed all eligible products that were available within the program with instructions on how to apply.

INTERNET

Details about the Program, *EmPower Louisiana*, and the ENERGY STAR program were presented in a dedicated LDNR website (Figure 1). A program email address was also available for interested applicants for inquiries regarding the program, rebate status, and more.

FLYSHEETS AND BILL INSERTS

Several flyers and bill inserts were issued to publicize the program and to solicit interest from potential residential applicants (Figure 2). The informational documents were provided to local utilities which provided the documents with residential utility bills.

TECHNICAL SUPPORT HOTLINE

A support hotline was available for residential customers to call and inquire about the program, the rebate status, and any other information.

EMAIL BLASTS

Emails were sent to utility and retail partners to announce the program and provide insight on the program. The program email address was laenergystar@shawgrp.com.

WEBINARS

An introductory program webinar was held on April 13th, 2010. The purpose of the webinar was to inform retailer association groups about the program. The following retail association groups and utility partners participated in the webinar as shown in Table 3.

Based on feedback from the various marketing efforts, Frequently Asked Questions, Terms and Conditions, and Details on Qualified Appliances for Rebate were generated and posted to the LDNR website for public use.



Figure 1 | ENERGY STAR Web Page



Figure 2 | ENERGY STAR Utility Bill Insert

RETAIL ASSOCIATION GROUP	UTILITY PARTNERS
Best Buy	Alec
Brand Source	American Electric Power
Costco	Atmos
Home Depot	Centerpoint
H.H. Gregg	Claiborne Electric Cooperative
IKEA	Cleco
Lowe's	Demco
Mega Group USA	Entergy/Entergy NO
Nationwide Marketing Group	LEPA
NATM	Slemco
PC Richard & Son	Swepeco
Sears	Washington St. Tammany Cooperative
Wal-Mart	

Table 3 | Webinar Participants

Program Management / EmPower Louisiana ENERGY STAR Appliance Rebate Program

IMPLEMENTATION

PROGRAM ADMINISTRATOR

LDNR awarded the contract to CB&I, to assist the office with administering ARRA programs. Although guidance was issued after receipt of proposals, LDNR included an ENERGY STAR component within the scope of services that allowed for the issuance of a solicitation for a third-party administrator. This sped up the delivery of rebates to meet national promotional campaigns. LDNR also contracted with CB&I to provide assistance with coordination of efforts among the many partners.

PROGRAM PARTNERS

A rebate contractor, Parago, ensured transparency and program compliance on all ARRA grants received. Some of the main duties of Parago included:

1. Establish a website and applicant database whereby applicants could enter their rebate information including name, address, point of purchase, purchase amount, appliance manufacturer, appliance model, appliance serial number, etc.;
2. Produce rebate cards with customized logos to be provided by CB&I / LDNR;
3. Receive rebate documentation from applicants with receipts and other supporting documentation and enter information into the database for applicants that mailed in the rebate;
4. Update online status and cross verify hard copy applications and web-based applications;
5. Adjudicate rebate applications within program guidelines to limit fraud including verification of serial numbers, duplicate applications, etc.;
6. Set up a toll-free phone line for applicants to inquire about the status of their rebates to include live in-house customer service;
7. Submit weekly batches of successful rebate applicants for CB&I / LDNR review and approval prior to issuance of rebates;
8. Provide weekly reports to CB&I / LDNR of rebate cards that have been mailed and whether funds have been drawn against the cards by the applicant;
9. Provide data as necessary to cross reference applicant information against the HERO program;
10. Provide the list of rebate applicants (successful and unsuccessful) with all original supporting documentation including rebate forms and receipts.

PROGRAM DELIVERY

It was CB&I's responsibility to process all rebates and market the program. In addition to the traditional media outlets, CB&I and DNR had established strong partnerships with local utilities, retailers, and trade associations that have agreed to assist with outreach and educational efforts. In the case of local utilities, CB&I obtained commitment letters from each of the partners that will be assisting CB&I with marketing efforts and implementation of the programmatic objectives. Because CB&I chose to manage the program through a mail-in rebate instead of other alternatives, it was possible to offer the program to all residents and any retailer that sells ENERGY STAR products.

APPLICANT ELIGIBILITY

Each household was eligible to receive a rebate for any one of the items listed as an eligible appliance (see Table 4). The resident applying for the rebate had to provide proof of Louisiana residency at the named address in order to qualify. The appliance had to be purchased from a vendor in the state of Louisiana. Information about the old appliance had to be customer certified to ensure that the purchase was to replace existing equipment and not for new construction.

To qualify for an ENERGY STAR rebate, a customer was required to purchase a qualifying ENERGY STAR appliance and meet the following criteria:

1. Must purchase a new qualifying ENERGY STAR appliance to replace an existing appliance of the same type;
2. Must be a Louisiana state residential customer with a valid Louisiana residential address;
3. Must purchase a new qualifying ENERGY STAR appliance within the ENERGY STAR program period from a Louisiana retailer;
4. Working with Department of Environmental Quality, must recycle the replaced appliance in accordance with Louisiana state or local laws;
5. Must apply for an ENERGY STAR rebate via phone, the program website or mail-in application and submit a proof of purchase, via mail, within 30 days of the appliance purchase.

ELIGIBLE APPLIANCES

Appliances eligible to receive rebates included all of the appliances suggested by DOE in the FOA, except for items that were better suited for colder climates and were not applicable in Louisiana. The LDNR selected the following three appliance categories, which were believed to provide the greatest energy and greenhouse gas benefits to the state of Louisiana residents:

- Home Appliances;
- Hot Water Heaters;
- Heating and Air Conditioning Systems.

Table 4 below details the products and the rebate levels that would be included within the ENERGY STAR program.

REBATED PRODUCTS	REBATE LEVEL
HOME APPLIANCES	
Clothes Washers	\$100
Dishwashers	\$150
Refrigerators	\$250
Freezers	\$75
Room Air Conditioners	\$75
HOT WATER HEATERS	
Electric Heat Pump	\$150
Gas Storage	\$150
Gas Tankless Water Heaters	\$150
Solar (Electric Back Up)	\$150
Solar (Gas back up)	\$150
HEATING AND AIR CONDITIONING SYSTEMS	
Central Air Conditioners	\$500
Air Source Heat Pumps	\$500
Furnaces	\$500

Table 4 | Product Rebate Levels

The appliance eligibility criteria were based on FOA guidance and ENERGY STAR efficiency rating standards. The home appliances, hot water heaters and heating and air conditioning systems listed in Table 5 were required to meet the following criteria in order to be funded within the ENERGY STAR program:

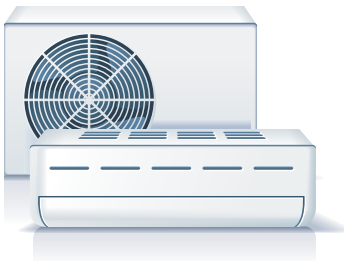
1. Had to be listed on the ENERGY STAR website as a certified product;
2. Had to comply with the energy efficiency criteria listed in Table 5, at right;
3. Had to be certified to the EmPower Louisiana ENERGY STAR Appliance Rebate Program.

Only the appliances, hot water heaters and heating and air conditioning systems that met the energy efficiency criteria listed in Table 5 by April 24, 2010, or the updated date specified within the table were qualified to receive a rebate during the offer period. The official list of qualifying models was published on the ENERGY STAR program website.

PRODUCTS TO BE REBATED	ENERGY STAR CRITERIA
HOME APPLIANCES	
Clothes Washers	Modified Energy Factor (MEF) ≥ 1.8, Water Factor (WF) ≤ 7.5
After 1/11/11 Criteria	MEF ≥ 2.0; WF ≤ 6.0
Dishwashers	Energy Factor (EF) ≥ 0.65
After 7/1/11 Criteria	≤ 307 kWh/year and ≤ 5.0 gallons per cycle
Refrigerators	20% better than Federal standard
Freezers	10% better than Federal standard
Room Air Conditioners	Energy Efficiency Rating (EER) is 10% greater than Federal standard
HOT WATER HEATERS	
Electric Heat Pump	EF ≥ 2.0
Gas Storage	EF ≥ 0.62 for units installed prior to 9/1/2010 EF ≥ 0.67 for units installed after 9/1/2010
Gas Tankless Water Heaters	EF ≥ 0.82
Solar (Electric Back Up)	Solar Fraction (SF) ≥ 0.5
Solar (Gas back up)	SF ≥ 0.5
HEATING AND AIR CONDITIONING SYSTEMS	
Central Air Conditioners	≥ 14.5 Seasonal Energy Efficiency Rating (SEER) or ≥ 12 EER for split systems ≥ 14 SEER or ≥ 11 EER for single package equipment including gas and electric package units
Air Source Heat Pumps	≥ 8.2 Heating Season Performance Factor (HSPF) and ≥ 14.5 SEER or ≥ 12 EER for split systems; ≥ 8.0 HSPF and ≥ 14 SEER or ≥ 11 EER for single package equipment including gas & electric package units
Furnaces	Annual Fuel Utilization Efficiency (AFUE) ≥ 90% for Oil Furnaces; AFUE ≥ 85% for Gas Furnaces

Table 5 | Product Energy Efficiency Criteria

**THROUGHOUT
THE LIFE OF THE
PROGRAM, OVER
32,000
APPLICATIONS
WERE RECEIVED.**



PROGRAM RESTRICTIONS

Certain Program restrictions applied to all applicants and included the following:

1. Rebates are limited to one appliance of each category per Louisiana residential address. A residential address may include a detached single family home, a condominium unit, an apartment unit, or a mobile home. Tenants may be required to obtain the property owner's permission to install the appliance;
2. Customers were not eligible to receive an ENERGY STAR appliance rebate on room air conditioners, gas condensing water heaters, electric heat pumps, gas storage water heaters, gas tank less water heaters, central air conditioners, air source heat pumps, and furnaces if receiving a rebate under the HERO program at the same residential address. Customers had the option to obtain a rebate under the HERO program or the ENERGY STAR program, but not both at a single residential address;
3. Appliances had to be installed in the residence prior to submittal of the rebate claim;
4. Only rebates submitted within the program specific timeframes were awarded, all others were disqualified;
5. Rebates were not issued for appliances purchased before or after the rebate offer period;
6. Rebates were awarded on a first-come, first-serve basis until all funds were exhausted or the program period end;
7. The customer had to allow access to an inspector to verify installation.

PROOF OF PURCHASE

Before submitting for the rebate, participants were required to submit proof of purchase with their application. The proof of purchase included the following elements:

1. A completed application form for each appliance submitted for rebate award that contained the following:
 - Customer information including name, mailing address, phone number, installation address, and email address;
 - Appliance product information including appliance type, purchase date, purchase price, manufacturer name, model number, serial number, and store and city where purchased;
 - Home and fuel source information including type of dwelling, year residence was built, age of appliance being replaced, and heating and air conditioning type, if applicable;
 - Dated certification from customer indicating the product has been installed within the program period, is located in the state of Louisiana, is replacing an existing appliance, and meets the terms and conditions of the program including proper disposal;
2. A copy of the original purchase receipt indicating the date and location of the purchase;
3. A copy of the purchaser's utility bill, for address verification.

APPLIANCE RECYCLING

The applicant was also responsible for recycling the appliance being replaced. In accordance with FOA guidance, all appliances eligible to receive a rebate through the ENERGY STAR program had to be recycled. Louisiana revised statute LA R.S. 30:2421 states in part that all of the ENERGY STAR products listed as eligible for rebates on the LDNR spreadsheet were required to be disposed of in an environmentally safe manner. Rebate recipients were required to certify that the old appliances were disposed of in accordance with all applicable federal, state, and local statutes.

OUTCOMES AND LESSONS LEARNED

PROGRAM OUTCOMES

The *EmPower Louisiana* ENERGY STAR Appliance Rebate Program achieved a total of 38,000 MMBtu of total energy savings utilizing \$5,525,050 in rebate funding. A total of 27,322 appliances were purchased through the program, which included home appliances, hot water heaters, and heating and air conditioning systems. The vast majority (90%) of applicants to submit applications resided in single family homes.

PROGRAM SUCCESS

Throughout the life of the program, over 32,000 applications were received. Because the program was a first come first serve program, funds were dispersed rather quickly and became unavailable within two months of the program kickoff.

LESSONS LEARNED

For future projects, additional funds for similar programs would be beneficial. The ENERGY STAR program funding was obligated in about one month when the program was designed to have lasting funds throughout the three year duration period of the program.

Parago was hired to run the program and ensure applicants were compliant within all program requirements. For future projects, more oversight on the rebate contractor would be beneficial to ensure that they met all contractual obligations. Additionally, CB&I should have had a more “hands on” approach with not only the rebate contractor, but also the program itself. It would have been beneficial for CB&I to have been more involved with homeowners as well.

The program launch should have been delayed due to the fact that most states launched similar programs at the same time as Louisiana did. This caused manufacturers to have to put ENERGY STAR appliances on backorder because they could not keep up with the demand.

The master list of ENERGY STAR appliances was kept by DOE, and updated through email at their discretion. Having consistency in either the list of appliances, or the update occurrences, would have helped to better track eligibility.

PROGRAM METRICS

The *EmPower Louisiana* ENERGY STAR Appliance Rebate Program achieved a total savings of **38,032.64 MMBtu** utilizing **\$5,525,050** in grant funding.

A total of **27,322 appliances** were upgraded under the program.

5,943.36 metric tons of CO₂ equivalent were avoided with the installation of the ENERGY STAR appliances.

Table 6 below shows the number of appliances purchased through the program and the energy savings by appliance type. The majority of the applicants received rebates for refrigerators (37%) and dishwashers (26%).

EQUIPMENT	NUMBER OF PURCHASED UNITS	ENERGY SAVINGS (MMBtu)	ENERGY SAVINGS (PERCENTAGE)
Air Source Heat Pumps	303	2672.053	7.03%
Central Air Conditioners	1,744	9544.052	25.09%
Clothes Washers	5,326	4045.157	10.64%
Dishwashers	7,133	2462.985	6.48%
Electric Heat Pump Water Heaters	57	489.419	1.29%
Freezers	694	300.016	0.79%
Furnaces	292	2920.000	7.68%
Gas Storage Water Heaters	370	3700.000	9.73%
Gas Tankless Water Heaters	160	6400.000	16.83%
Refrigerators	10,110	4729.308	12.43%
Room Air Conditioners	1,128	608.485	1.60%
Solar Water Heater (Electric Backup)	2	131.163	0.34%
Solar Water Heater (Gas Backup)	3	30.000	0.08%
TOTAL	27,322	38,033	100%

Table 6 | ENERGY STAR Appliances and Savings

Program Management / EmPower Louisiana ENERGY STAR Appliance Rebate Program

PROGRAM METRICS

Figure 3 displays the total number of appliance rebates that were distributed throughout the duration of the program. Refrigerators, dishwashers, and central air conditioning units were the most commonly purchased ENERGY STAR appliances in the program.

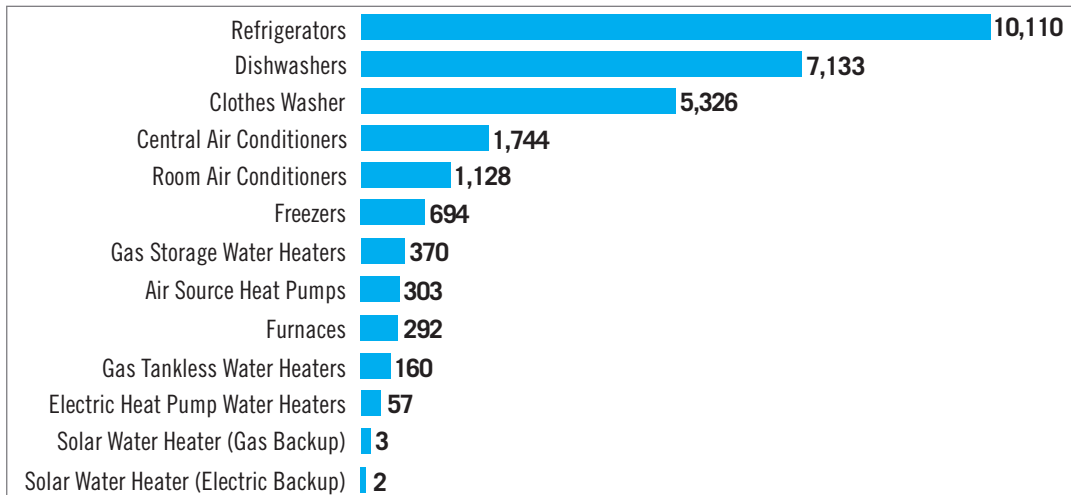


Figure 3 | ENERGY STAR Appliances Program Totals

Figure 4 displays the average cost per ENERGY STAR appliance. The minimum average cost for was \$164 for room air conditioners and the maximum average cost was \$15,638 for air source heat pumps.

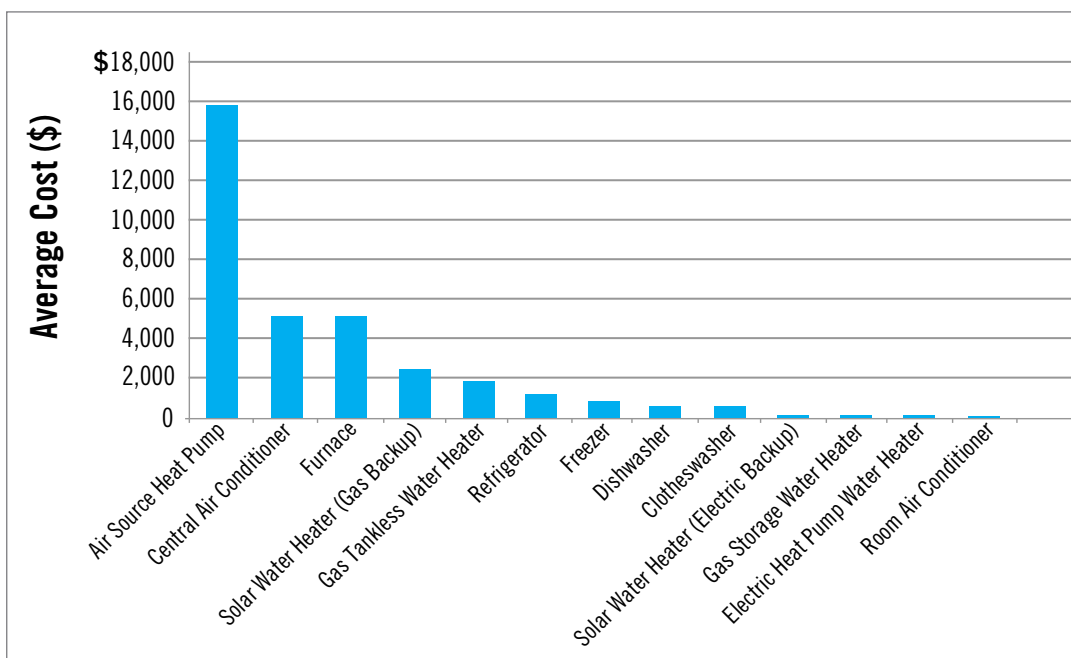


Figure 4 | ENERGY STAR Appliances Average Costs

Figure 5 shows the average energy saving by project type. The most savings came from the installation of solar water heaters (electric back up) while the least amount of energy savings derived from ENERGY STAR freezers and room air conditioners.

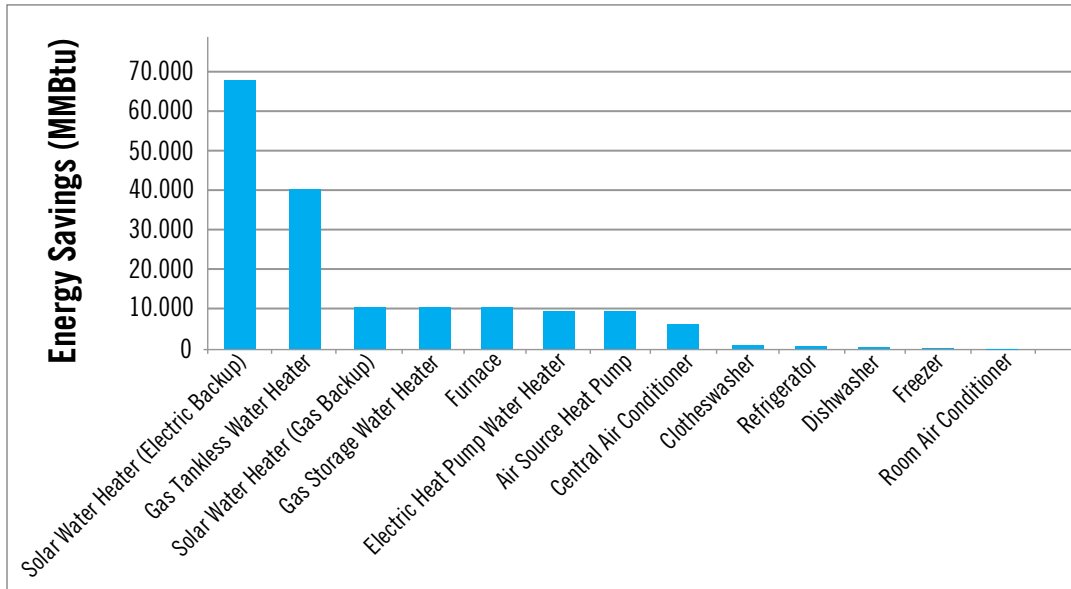


Figure 5 | ENERGY STAR Appliance Average Energy Savings

Finally, Figure 6 shows the cost effectiveness of each appliance to save one MMBtu of energy. It is noticeable that the average cost to save one MMBtu of energy is lowest on electric heat pump water heaters, solar water heaters (electric back up) and gas storage water heaters, where the cost ranged from \$8 to \$45 per MMBtu saved. The least cost effective appliance was the ENERGY STAR Refrigerator, which cost nearly \$2,500 per MMBtu saved. The air source heat pump and dishwasher followed at approximately \$1,800 per MMBtu saved.

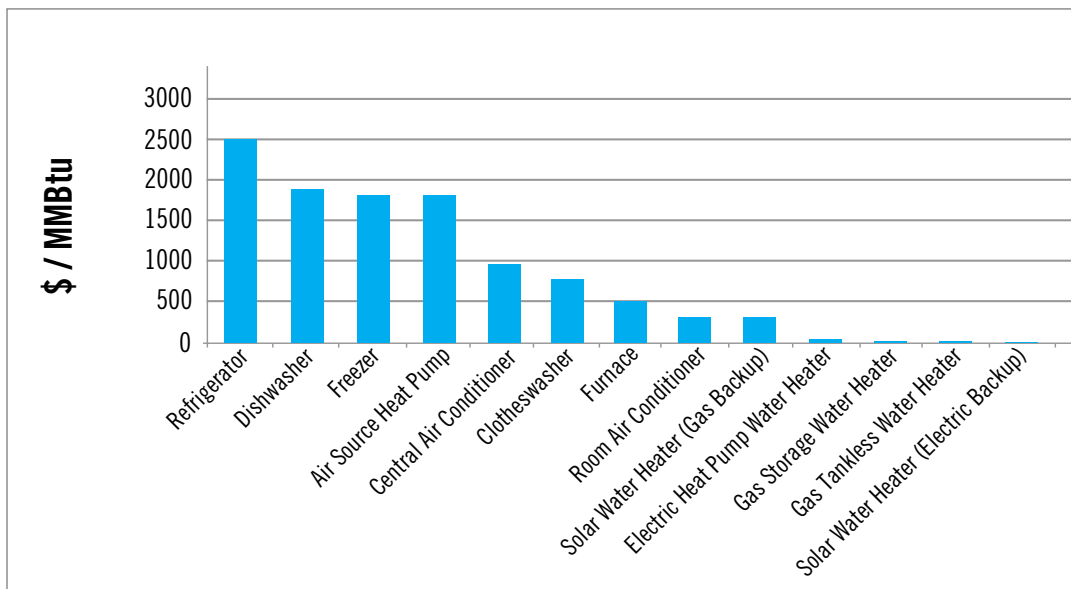


Figure 6 | ENERGY STAR Appliances Cost Effectiveness

The HERO program was an existing program in Louisiana. The LDNR was able to expand the HERO program to fund the following opportunities:

- **NEW HOMES PROGRAM**
- **EXISTING HOMES PROGRAM**
- **COMMERCIAL BUILDINGS RETROFIT PROGRAM**



TANK-LESS WATER HEATER for EXISTING HOMES
HERO PROGRAM

HERO Program

PROGRAM SUMMARY

With SEP funds, LDNR funded the Home Energy Rebate Option Program (HERO). The HERO program was an existing program in Louisiana since 1999. With \$7,926,969 in ARRA SEP funds, the LDNR was able to expand the HERO program to fund the following opportunities:

NEW HOMES PROGRAM

The New Homes Program encouraged the building of energy efficient new homes. Achieving a Home Energy Rating System (HERS) score of 70 qualified the new home for a \$2,000 incentive. A \$3,000 rebate was available for homes that achieved a 50% energy savings for heating and cooling over the 2004 International Energy Conservation Code (IECC 2004) including supplements to that code where at least 1/5 of the energy savings must have come from building envelope improvements. To receive a rebate, homes must have met the energy usage performance standards and complied with all program guidelines and requirements. Participation required the service of a DNR HERO-Certified Energy Rater;

EXISTING HOMES PROGRAM

The Existing Homes Program encouraged energy efficiency by providing a cash rebate to Louisiana residents who improved the energy efficiency of their existing homes by a minimum of 30%. A rebate of up to \$3,000 was available depending on level of performance achieved based on a before and after rating on the home. To receive a rebate, homes must have met the energy usage performance standards and complied with all program guidelines and requirements. The ratings must have been determined by DNR HERO-Certified Energy Raters;

COMMERCIAL BUILDINGS RETROFIT PROGRAM

The Commercial Buildings Retrofit Program encouraged business owners to retrofit their existing commercial buildings. The available rebate was up to \$5,000 depending on the level of energy performance achieved. To receive a rebate, a building must have reduced annual energy usage by at least 10% and complied with all program guidelines and requirements. A building must have met the energy usage performance standards and complied with all program guidelines and requirements, as well. The ratings must have been determined by DNR HERO-Certified Commercially-Trained Energy Auditors or by a Louisiana-licensed Professional Engineer or Architect.



Program Management / EmPower Louisiana HERO Program

OUTREACH

CB&I provided marketing and outreach services to LDNR for HERO. In order to meet the objectives of this effort, CB&I leveraged trade associations, chambers of commerce and industry groups to direct targeted companies to sources of program information and enrollment.

PROGRAM GUIDELINES

DNR developed modified HERO Program Guidelines to accommodate ARRA requirements and criteria that differed from the original HERO Program to include New Homes and Commercial Retrofit properties. CB&I published the Program Manual, posted lists of energy raters/auditors and Application Forms, and made them available for download from the *EmPower Louisiana* website. The Program Guidelines served as a guide to federal, state and programmatic requirements under HERO. It included information on reimbursement, compliance with ARRA requirements, reporting, and program deadlines. The Program Factsheet was made available to potential applicants in March 2010. It included information regarding the program and funding amount set aside by the LDNR under the HERO. The factsheet outlined the program objective of providing companies with the opportunity to realize measurable energy savings that would result in reduced energy costs and increased market competitiveness. It listed the eligibility criteria, timeline and links to guidance and application material.

INTERNET

Details about HERO and *EmPower Louisiana* were presented in a dedicated LDNR website. The website was EmPowerLouisiana.org. 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 lahero@shawgrp.com.

TECHNICAL SUPPORT HOTLINE

CB&I managed and maintained a phone hotline throughout the duration of the program. The hotline operated during regular business hours. Homeowners and building owners called the hotline to ask any questions as the projects progressed. The hotline staff answered questions and recorded comments via call logs.

PRESS RELEASE

Press releases were sent to local newspapers and other media outlets announcing the program rollout.

In addition to the above efforts, an introduction webinar was held for all Louisiana energy raters involved in the HERO program. Raters played an integral role in communicating the purpose of the program and involving homeowners.

IMPLEMENTATION

The HERO program areas included energy audits, energy efficiency retrofits, and rebates for said retrofits. The three (3) program areas and additional HERO implementation specifics are discussed in further below. To maintain consistency in participation across the state, the Program Administrator also determined a standard program implementation process. For homeowners and building owners, the participation process was as follows.

Step 1 – Energy Audit

Participation began with an interested owner scheduling an energy audit with an HERO-Certified auditor. The energy audit resulted in several reports and models that identified the baseline energy use and recommended cost-effective energy efficiency upgrades. Using these reports, the owner discussed the recommended upgrades with the auditor and determined which to implement. The energy savings associated with selected improvements determined for which rebates to apply. The HERO-Certified auditor then provided the owner with a proposed model demonstrating the energy savings achieved through selected measures.

After completing the initial assessment, the homeowner and the auditor were able to complete the rebate reservation. Once all forms were completed, the auditor submitted documents to the Program Administrator. The Program Administrator reviewed the submittal. If the project was found to be ineligible, non-compliant or funds were not available, the Program Administrator sent an email to the auditor informing them of the inequities.

Step 2 – Energy Efficiency Upgrades

Homeowners and building owners had six (6) months to complete approved upgrades and submit a request for rebate. If the project was not completed within six (6) months, the reserved funds were reallocated to the next approved homeowner or building owner. The owner was required to complete upgrades as listed on the Application.

Step 3 – Rebate

When construction was complete, the owner would contact the original auditor to conduct a post-improvement audit. The auditor would submit the required documentation to the Program Administrator, which must be submitted within the 6-month period. Required documents included:

- HERO Cover Sheet.
- Form 1119. This form establishes the final rebate amount. The Certified Energy Rater is responsible for the technical portions of the form. It must be signed by the applicant.
- Tax Letter. All cash rebate amounts are currently taxable. The Applicant's signature on this document demonstrates acknowledgement. The Applicant will receive a 1099 for the year the rebate is received.

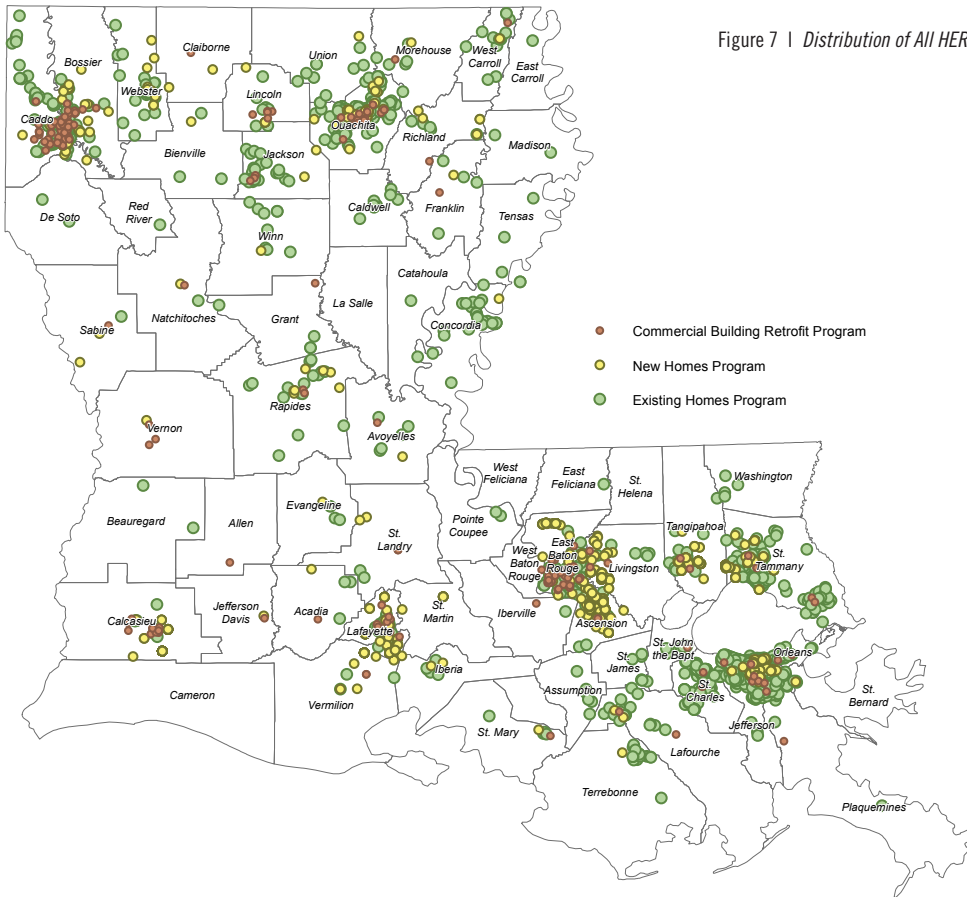


Figure 7 | Distribution of All HERO Rebates

The Program Administrator reviewed the Rebate Request Form and all attachments to ensure that the upgrades were completed as stated in the application and in accordance with program requirements. If the rebate request was approved, the Program Administrator sent a check for the rebate amount to the homeowner. Homeowners generally received rebate checks within six (6) to eight (8) weeks of submitting rebate request paperwork.

A distribution map of all HERO rebates issued is shown in Figure 7 and a breakdown of the applicant property type can be seen below in Figure 8.

OUTCOME AND LESSONS LEARNED

PROGRAM OUTCOMES

The *EmPower Louisiana* HERO Program achieved a total of 113,125.80 MMBtu of total energy savings utilizing \$7,926,968.25 in rebate funding. A total of 3,457 properties were upgraded through the program, which included new homes, existing homes, and commercial properties.

Table 7 below shows the amount of rebates awarded to each category of funding opportunity within the HERO program.

HERO REBATES	ORIGINAL GRANT AMOUNT	NUMBER OF CHECKS PAID	CUMULATIVE SPENT	% OF ORIGINAL SPENT TO DATE
Existing Home	\$3,115,801.67	1529	\$4,308,416.25	138%
New Home	\$3,115,801.67	1287	\$2,659,000.00	85%
Commercial	\$3,115,801.66	168	\$687,022.92	22%
Supplemental	\$0	474	\$272,529.08	N/A
TOTAL	\$9,347,405.00	3,457	\$7,926,968.25	85%

Table 7 | Awarded HERO Rebates

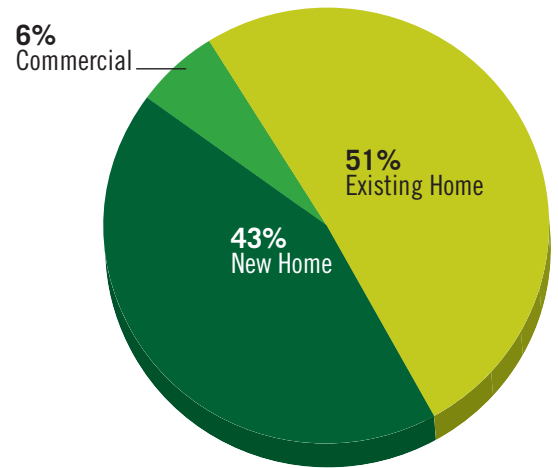


Figure 8 | Participation By Property Type

Program Management / EmPower Louisiana HERO Program

LESSONS LEARNED

Some of the lessons learned through the HERO program are:

- A better understanding and listing of all required documents should have been gained prior to program launch. There was time wasted by going back to already paid rebate earners to obtain documentation and also provide additional training on new requirements;
- Prior to program launch, the Program Administrator's Scope of Work (SOW) should have been more thoroughly outlined – the change in SOW caused the Program Manager to backtrack and retrain employees on technical knowledge not originally in the SOW;
- A more streamlined process for homeowners reporting should be developed. The database used for this program was not user friendly and could be redeveloped to ensure greater ease of homeowner reporting.

PROJECT METRICS

Of the \$7,926,968.25 expended through the HERO program, \$272,529.08 was spent providing supplemental rebates to existing homeowners that were involved in the HERO program prior to ARRA funding. Metric information is not available for these supplemental rebates.

The *EmPower Louisiana* HERO Program achieved a total savings of 113,125.80 MMBtu of energy. A total of 3,457 properties were upgraded under the program. Approximately 17,678 metric tons of CO₂ equivalent were avoided with the energy savings measures undertaken in the HERO program.

Table 8 shows the number of rebates issued through the program and the energy savings by property type.

HERO REBATES	NUMBER OF PURCHASED UNITS	ENERGY SAVINGS (MMBtu)	ENERGY SAVINGS (PERCENTAGE)
Existing Home	1529	66,267.95	59%
New Home	1287	28,176.45	25%
Commercial	168	18,681.40	17%
TOTAL	27,322	113,125.80	100%

Table 8 | *Energy Savings by Property Type*

The Renewable Energy Program aimed to stimulate investment from the public and private sectors in renewable energy technologies.



CLECO POWER LLC
RENEWABLE ENERGY PROGRAM
BIOMASS GASIFIER PROJECT

Renewable Energy Program

PROGRAM SUMMARY

The LDNR established the Renewable Energy Program (REP) to encourage the development, implementation and deployment of cost-effective renewable energy technologies in Louisiana and to support the creation of additional employment opportunities and other economic development benefits. In addition, this program aimed to stimulate investment from the public and private sectors in renewable energy technologies.

Beginning in April 2010, approximately \$9,893,772 was made available for projects through a competitive grant process.

Projects funded by the REP fell under the following categories:

- Innovative and emerging renewable energy technologies that had proven commercial viability within the State of Louisiana;
- Conventional technologies that were commercially available and economically viable within the State of Louisiana, including but not limited to Solar Thermal, Solar Photovoltaic, Geothermal, Biomass, Biogas, Biofuels, Waste Heat Recovery, Combined Heat and Power systems, and other renewable energy technologies as deemed appropriate by LDNR.

OUTREACH

CB&I provided marketing and outreach services to LDNR for REP. In order to meet the REP objectives, CB&I requested trade associations, chambers of commerce and industry groups to direct companies in targeted markets to sources of program information and enrollment.

PROGRAM GUIDELINES AND APPLICATION

CB&I developed several tools and information items that were made available on the *EmPower Louisiana* website, including REP Program Guidelines program application forms, and FAQs. The REP Program Guidelines served as a guide to federal, state and programmatic requirements under REP. They included information about reimbursement, compliance with ARRA requirements, project reporting, and program deadlines. The guidelines also provided REP applicants with detailed instructions about completing the application and additional information about the supporting documents that were required to be submitted.

EMAIL BLASTS AND PRESS RELEASES

In addition to the REP Guidelines and *EmPower* website, CB&I built program awareness by initiating email blasts and press releases. Email blasts were sent to targeted stakeholders, including industrial companies, trade allies, and chambers of commerce. The email blast solicited participation in an informational webinar and referred recipients to *EmPower Louisiana* website for Program Guidelines and Application. Press releases were sent to local newspapers and various media outlets announcing the program rollout.

PROGRAM INTRODUCTION WEBINAR

In order to encourage application for REP, CB&I hosted two (2) 1-hour webinar training sessions and three (3) in-person application workshops. The webinars, held live online using conferencing software, were held in March and April 2010. The application workshops were held in April 2010 and were located in Baton Rouge, Shreveport and New Orleans. The webinar training sessions and in-person application workshops were offered to the public free of charge. These events were marketed through email distribution, event postcards and notification on the *EmPower Louisiana* website. All presentations were made available on the *EmPower* website.

The webinars and workshops covered the following topics:

- Introduction to the ARRA and SEP programs
- Purpose and goals of the Renewable Energy Grant Program
- Application guidelines
 - Eligible activities
 - State and Federal requirements
 - Evaluation of applications
 - Application outline
- Application forms
- Program timeline

PROGRAM REQUIREMENTS SEMINAR

CB&I conducted three (3) 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 Act 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 COMMUNICATIONS

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 larenewables@shawgrp.com.

EMPOWER 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. The hotline staff answered questions and recorded comments via call logs.

OFFICIAL MAILINGS

Subgrantees received official communications from the *EmPower Louisiana* REP 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 can be seen in Table 9 at right.

DENIAL LETTERS Letters to applicants not approved for grant funding	October 27, 2010
AWARD LETTERS Letters to applicants approved for grant funding	October 28, 2010
NOTICE OF GRANT COVER LETTERS Notification of grant amount and distribution of associated grant materials	November 18, 2010
POSSIBLE RE-AWARD LETTERS Letter to applicants initially denied funding about additional funding available	December 16, 2010
ADDITIONAL ALLOCATION AWARD LETTERS Letters to second-round applicants approved for grant funding	January 11, 2011
NOTICE TO PROCEED Notice to proceed letter	January 21, 2011
50% EXPENDITURE LETTER Notifying subgrantees of the requirement to expend 50% of grant funds by June 30, 2011	January 25, 2011
MANDATORY TRAINING WORKSHOPS LETTER Mandatory training workshop times and locations	October 13, 2011
INTEREST BEARING ACCOUNTS & AUDIT LETTERS Requirements pertaining to interest bearing accounts and annual audits	December 1, 2011
DEADLINE REMINDER Final deadline reminder	January 18, 2012
REPORTING LETTER Subgrantees with deficiencies in reporting	January 25, 2012
AMENDMENT LETTER – AUDIT LANGUAGE Amendment to grant to include audit language	February 17, 2012
DEADLINE EXTENSION Notification of deadline extension for eligible subgrantees	March 1, 2012
A-133 AUDIT REMINDER Second reminder to subgrantees to submit audits	September 13, 2012
REIMBURSEMENT DISTRIBUTION LETTERS Summary of all disbursements made to subgrantee against the grant	Starting February 18, 2013

Table 9 | *Official Mailings*



AGRILECTRIC POWER PARTNERS, LP
RENEWABLE ENERGY
GASIFIER

Program Management / EmPower Louisiana Renewable Energy Program

SUBGRANT AWARDS

Among CB&I's many roles was ensuring that REP 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 the subgrantee application process 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 *EmPower 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;
- Program information, including eligible 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 requirements, National Environmental Policy Act requirements, National Historic Preservation Act requirements, Waste Management Plan requirements, and Federal, State and Municipal requirements;
- Selection criteria, including the evaluation process, evaluation criteria, notification of award and rejection of applications;
- 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 applicant information, project information, project description, project budget, Waste Stream description, National Historic Preservation Act form, and the National Environmental Policy Act form.

EVALUATION CRITERIA

CB&I developed evaluation criteria for the REP program to assist LDNR in identifying projects that displayed the most potential for achieving the goals of the program. A numeric scoring system was created based on program goals and applications were evaluated and scored based on the following criteria:

- **OVERALL IMPACT (30 points):** estimated economic impacts in the community due to project implementation;
- **PROJECT FEASIBILITY (20 points):** likelihood of project completion, potential to accomplish defined goals and objectives, experience and qualifications of the applicant, overall technical feasibility and potential for replication within the State of Louisiana;
- **ENERGY GENERATION AND PRODUCTION AND EMISSION REDUCTIONS (20 points):** potential for the project to generate renewable energy measured in kWh or BTUs, and potential for the project to reduce emissions, measured in CO2 equivalent reductions;
- **JOB CREATION (10 points):** potential for the project to support economic development in the State of Louisiana through job creation;
- **COST-EFFECTIVENESS (10 points):** measure of how effective grant dollars are achieving a given result. Cost-effectiveness will be measured in Energy Generation per \$1,000 spent;
- **LEVERAGED FUNDS (10 points):** the portion or percentage of project cost that will be funded by the Applicant or other funding sources. Preference was given to projects that make effective use of available private and public funding sources to ensure project viability.

APPLICATION REQUIRED DOCUMENTS

Applications were required to include the following information and documentation for evaluation:

1. **PROJECT NARRATIVE (4 pages maximum):** A description of the proposed project, including goals and objectives and a statement of work (required tasks and activities). The description also included information on the proposed project location, licenses and permits required (if applicable) and the current status of the project. An explanation of the merits of the project and identification of expected project outcomes was also required;
2. **TECHNOLOGY NARRATIVE (2 pages maximum):** A description of the proposed renewable energy system including the size, components, materials, and estimated annual production. The description also included details on the site and a demonstration that the location was suitable for renewable energy generation. Results of any site assessment or analysis conducted were required;

3. **SYSTEM PERFORMANCE** (2 pages maximum): A detailed analysis to estimate the annual amount of energy generated by the proposed system. All assumptions, with units labeled, used for calculations were required;
4. **PROJECT SCHEDULE**: A proposed timeline for project milestones or events;
5. **PROFILE OF THE APPLICANT ORGANIZATION** (2 pages maximum): Information on the applicant organization, including the type of organization, organizational mission, primary products or services, age and history of the organization, size (number of employees and level of annual sales, if applicable), legal organization, and management team members. In addition, identification of primary partner organizations that were selected and had agreed to participate in the proposed project with the primary role of each partner was required. An explanation for why the applicant is interested in carrying out the project with reasons for why the project would be successful was included;
6. **RELEVANT EXPERTISE AND QUALIFICATIONS** (2 pages maximum): Information on past projects of similar scope and size that have been undertaken by the Applicant and any of the key partners. An identification of the relevant experience of the management team with regards to the proposed project and other additional professional resources and support available to the Applicant was required;
7. **PROJECT BUDGET**: A budget summary and a detailed budget following the format included in the application documents;
8. **WASTE STREAM**: Information on the waste stream to be generated by the project following the format included in the application documents;
9. **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)**: Identification of whether the proposed project qualifies for categorical exclusion under NEPA.

SUBGRANT AGREEMENT DOCUMENTS

Once subgrantees were selected, CB&I's main responsibility for REP was to guide subgrantees in the implementation of their projects. The two (2) program areas under which subgrantees received funding were Innovative & Emerging Renewable Energy technologies and Conventional Commercial technologies. Award letters were sent to every subgrantee that was approved to receive a grant through the *EmPower Louisiana* Program. Before any reimbursement could begin, the following had to be on file with the Program Administrator:

- Grant Agreement
- Waste Management Plan
- W-9
- Insurance information
- Davis Bacon Acknowledgement form
- Certified Payrolls for verification of Davis Bacon compliance (if applicable)
- Monthly Project Reporting

Each award included (1) Grant Agreement – outlining stipulations of the grant including performance period, budget and Scope of Work; and (2) 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 Grant Agreement 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 *EmPower Louisiana* Renewable Energy Program.

SUBGRANT AMENDMENT PROCESS

Several subgrantees requested amendments to their Grant Agreements during the course of the grant period. Most commonly, amendments addressed changes to the scope of work. 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, a formal amendment process was necessary. Subgrantees were required to submit a letter or email to LDNR outlining their change request. The LDNR Program Manager would review the request and instruct the Program Administrator as to its approval. The Program Administrator would prepare a Grant Amendment, including all necessary grant sections to reflect the change. CB&I would track the request initiated when receiving the letter, and completion when mailing the Grant Amendment.

BUDGET SUMMARY

The various energy efficiency project types funded through the program can be seen in Figure 9 below.

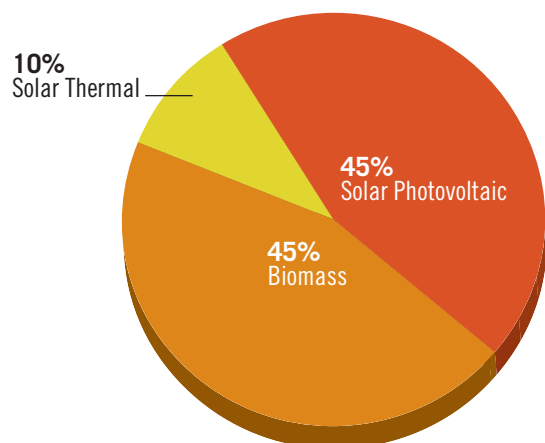


Figure 9 | Energy Efficiency Project Types

Program Management / EmPower Louisiana Renewable Energy Program

Awards were made to the following entities as seen in Table 10.

RENEWABLE ENERGY GRANTS	PROJECT TYPE	ORIGINAL ALLOCATION	AMENDED/ADDITIONAL AWARD	GRANT FUNDING ALLOCATED
Cleco Power LLC	Biomass	\$1,000,000.00		\$1,000,000.00
Lamar Advertising of Louisiana. LLC	Solar Photovoltaic	\$2,250,000.00		\$2,250,000.00
Louisiana Tank, Inc.	Geothermal	\$3,500,000.00	\$(3,500,000.00)	
Rain CII Carbon, LLC	Waste Heat Recovery	\$2,578,772.00	\$(2,578,772.00)	
University of Louisiana at Lafayette	Solar Thermal	\$565,000.00	\$435,000.00	\$1,000,000.00
Agrilectric Power Partners, LP	Biomass	\$2,100,000.00	\$1,313,233.50	\$3,413,233.50
Community Church Unitarian Universalist	Solar Photovoltaic, Geothermal	\$51,228.00		\$51,228.00
Golden Leaf	Conventional	\$2,034,500.00	\$(2,034,500.00)	
HRI Solar Leasing Inc	Solar Thermal/ Solar Photovoltaic	\$2,100,000.00		\$2,100,000.00
KGRA Energy Corp	Conventional	\$1,950,000.00	\$(1,950,000.00)	
TOTAL				\$9,814,461.50

Table 10 | Renewable Energy Grant Amounts

OUTCOMES

The REP program was very successful and met all program goals and objectives. Over \$9 million in incentives have been sent to subgrantees as part of this program, and overall, six (6) projects went forward with implementation. Many of the subgrantees stated that their project would not have been possible without the grant funding. Out of 29 initial subgrantee applications, six (6) were awarded preliminary approval. Three (3) of the original projects became ineligible, so a second round of preliminary approval went to five (5) additional companies. In the end six (6) projects were completed. Program metrics for the projects are shown in Table 11.

RENEWABLE ENERGY GRANTS	PROJECT TYPE	ENERGY GENERATED (MMBtu)	GHG EMISSION REDUCTION (MTCO ₂ E)	FULL TIME EQUIVALENT CREATED
Agrilectric Power Partners, LP	Biomass	313,904.00	49,053.76	0.000
Cleco Power LLC	Biomass	3,272.86	511.45	0.000
Community Church	Solar PV	57.77	9.03	0.764
HRI Solar Solutions LLC	Solar PV	3,262.04	509.76	0.000
Lamar Advertising of Louisiana, LLC	Solar PV	3,197.54	499.68	0.000
University of Louisiana Lafayette	Solar Thermal	105.18	16.44	3.970
TOTAL		323,799.38	50,600.12	4.734

Table 11 | Renewable Energy Program Metrics

The EmPower Louisiana Transportation Efficiency and Alternative Fuels Program (TEP) was established by LDNR to improve infrastructure throughout the State of Louisiana.

FOREGROUND:
LDNR ACQUISITION
TRANSPORTATION EFFICIENCY AND ALTERNATIVE FUELS PROGRAM
CNG VEHICLES

BACKGROUND:
LAMAR ADVERTISING OF LOUISIANA, LLC
RENEWABLE ENERGY
SOLAR PHOTOVOLTAIC



Program Management / EmPower Louisiana Transportation Efficiency and Alternative Fuels Program

Transportation Efficiency and Alternative Fuels Program

PROGRAM SUMMARY

The *EmPower Louisiana* Transportation Efficiency and Alternative Fuels Program (TEP) was established by LDNR to improve infrastructure throughout the State of Louisiana. Applicants applied for funding to pay the incremental costs of purchasing or converting light, medium and heavy-duty vehicles, traditional mass transit buses, school buses and other fleet vehicles to dedicated compressed natural gas (CNG) vehicles of the same type. In addition, the program was designed to encourage the development of CNG fueling stations, the deployment of light emitting diode (LED) traffic lights, and energy efficient street lighting technologies.

Beginning in April 2010, approximately \$9,893,772 was made available for projects through a competitive grant process.

Projects funded by the TEP program fell under the following categories:

- Alternative Fuels projects to purchase or convert light, medium and heavy-duty vehicles, traditional mass transit buses, school buses and other fleet vehicles to dedicated CNG or bi-fuel vehicles of the same type;
- Transportation Efficiency projects to implement energy efficient infrastructure upgrades for public streets. Projects included replacement of traffic signals and street lighting with energy efficient lighting technologies;
- Fueling Infrastructure projects to purchase and install equipment for quick-fuel (fast-fill) CNG fueling stations in existing or new fueling facilities.

OUTREACH

CB&I provided marketing and outreach services to LDNR for TEP. In order to meet the TEP objectives, CB&I requested trade associations, chambers of commerce and industry groups to direct companies in targeted markets to sources of program information and enrollment.

PROGRAM GUIDELINES AND APPLICATION

CB&I developed several tools and information items that were made available on the *EmPower Louisiana* website, including TEP Program Guidelines, program application forms, and FAQs.

The TEP Program Guidelines served as a guide to federal, state and programmatic requirements under TEP. They included information about reimbursement, compliance with ARRA requirements, project reporting, and program deadlines. The guidelines also provided TEP applicants with detailed instructions about completing the application and additional information about the supporting documents that were required to be submitted.

EMAIL BLASTS AND PRESS RELEASES

In addition to the TEP Guidelines and *EmPower* website, CB&I built program awareness by initiating email blasts, press releases, and by holding webinars. Email blasts were sent to targeted stakeholders, including industrial companies, trade allies, and chambers of commerce. The email blast solicited participation in an informational webinar and referred recipients to *EmPower Louisiana* website for Program Guidelines and Application. Press releases were sent to local newspapers and various media outlets announcing the program rollout.

PROGRAM INTRODUCTION WEBINAR

In order to encourage application for TEP, CB&I hosted two (2) 1-hour webinar training sessions and three (3) in-person application workshops. The webinars, held live online using conferencing software, were held in March and April 2010. The application workshops were held in April 2010 and were located in Baton Rouge, Shreveport and New Orleans. The webinar training sessions and in-person application workshops were offered to the public free of charge. These events were marketed through email distribution, event postcards and notification on the *EmPower Louisiana* website. All presentations were made available on the *EmPower* website.

The webinars and workshops covered the following topics:

- Introduction to the ARRA and SEP programs
- Purpose and goals of the TEP
- Application guidelines
 - Eligible activities
 - State and Federal requirements
 - Evaluation of applications
 - Application outline
- Application forms
- Program timeline

PROGRAM REQUIREMENTS SEMINAR

CB&I conducted three (3) 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 Act 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 COMMUNICATIONS

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 laceantransport@shawgrp.com.

EMPOWER 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. The hotline staff answered questions and recorded comments via call logs.

OFFICIAL MAILINGS

Subgrantees received official communications from the *EmPower Louisiana* Transportation Efficiency 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 can be seen in Table 12 at right.

DENIAL NOTIFICATION Notice to applicants that were not approved for grant award	June 28, 2010
PRELIMINARY AWARD LETTERS Preliminary notification to applicants that were approved for grant award	June 29, 2010
AWARD LETTER Notification to applicants of DOE approval to award grant	August 30, 2010
NOTICE TO PROCEED Notice to proceed sent to subgrantees after receiving signed agreements	October 15, 2010
DBA POSTER Email with Davis Bacon poster and instructions to post on project site	December 3, 2010
PRELIMINARY AWARD NOTIFICATION – SECOND ROUND Preliminary notification to second round applicants that were approved for grant award	July 20, 2011
CONTINGENCY LIFTED NOTIFICATION Notice to second-round applicants that DOE approval was received and subgrantee may proceed	September 20, 2011
MANDATORY TRAINING WORKSHOPS LETTER Mandatory training workshop times and locations	October 13, 2011
INTEREST BEARING ACCOUNTS & AUDIT LETTERS Requirements pertaining to interest bearing accounts and annual audits	December 1, 2011
DEADLINE REMINDER Final deadline reminder	January 18, 2012
REPORTING LETTER Subgrantees with deficiencies in reporting	January 30, 2012
AMENDMENT LETTER – AUDIT LANGUAGE Amendment to grant to include audit language	February 23, 2012
DEADLINE EXTENSION Notification of deadline extension for eligible subgrantees	March 1, 2012
PRIVATE SECTOR AUDIT REQUIREMENTS Notice to private sector subgrantees that audit requirement is not necessary	June 28, 2012
ANNUAL AUDIT REQUIREMENTS Reminder that public subgrantees must submit A-133 audits to DNR	September 13, 2012
A-133 AUDIT REMINDER Second reminder to subgrantees to submit audits	October 23, 2012
REIMBURSEMENT DISTRIBUTION LETTERS Summary of all disbursements made to subgrantee against the grant	Starting February 15, 2013

Table 12 | Official Mailings

Program Management / EmPower Louisiana Transportation Efficiency and Alternative Fuels Program

SUBGRANT AWARDS

Among CB&I's many roles was ensuring that TEP 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 *EmPower 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;
- 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 requirements, National Environmental Policy Act requirements, National Historic Preservation Act requirements, Waste Management Plan requirements, and Federal, State and Municipal requirements;
- Selection criteria, including the evaluation process, evaluation criteria, notification of award and rejection of applications;
- 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 applicant information, project information, project description, project budget, Waste Stream description, National Historic Preservation Act form, and the National Environmental Policy Act form.

EVALUATION CRITERIA

CB&I developed evaluation criteria for the TEP program to assist LDNR in identifying projects that displayed the most potential for achieving the goals of the program. A numeric scoring system was created based on program goals and applications were evaluated and scored based on the following criteria:

- **OVERALL IMPACT (30 points):** estimated economic impacts in the community due to project implementation;
- **PROJECT FEASIBILITY (20 points):** likelihood of project completion, potential to accomplish defined goals and objectives, experience and qualifications of the applicant, overall technical feasibility and potential for replication within the State of Louisiana;
- **ENERGY GENERATION AND PRODUCTION AND EMISSION REDUCTIONS (20 points):** potential for the project to generate renewable energy measured in kWh or BTUs, and potential for the project to reduce emissions, measured in CO2 equivalent reductions;
- **JOB CREATION (10 points):** potential for the project to support economic development in the State of Louisiana through job creation;
- **COST-EFFECTIVENESS (10 points):** measure of how effective grant dollars are achieving a given result. Cost-effectiveness will be measured in Energy Generation per \$1,000 spent;
- **LEVERAGED FUNDS (10 points):** the portion or percentage of project cost that will be funded by the Applicant or other funding sources. Preference was given to projects that make effective use of available private and public funding sources to ensure project viability. This criteria was later lifted as all projects were funded.

SUBGRANT AGREEMENT DOCUMENTS

Once subgrantees were selected, CB&I's main responsibility for TEP was to guide subgrantees in the implementation of their projects. Award letters were sent to every subgrantee that was approved to receive a grant through the *EmPower Louisiana* Program. Before any reimbursement could begin, the following had to be on file with the Program Administrator:

- Grant Agreement
- Waste Management Plan
- W-9
- Insurance information
- Davis Bacon Acknowledgement form
- Certified Payrolls for verification of Davis Bacon compliance (if applicable)
- Monthly Project Reporting

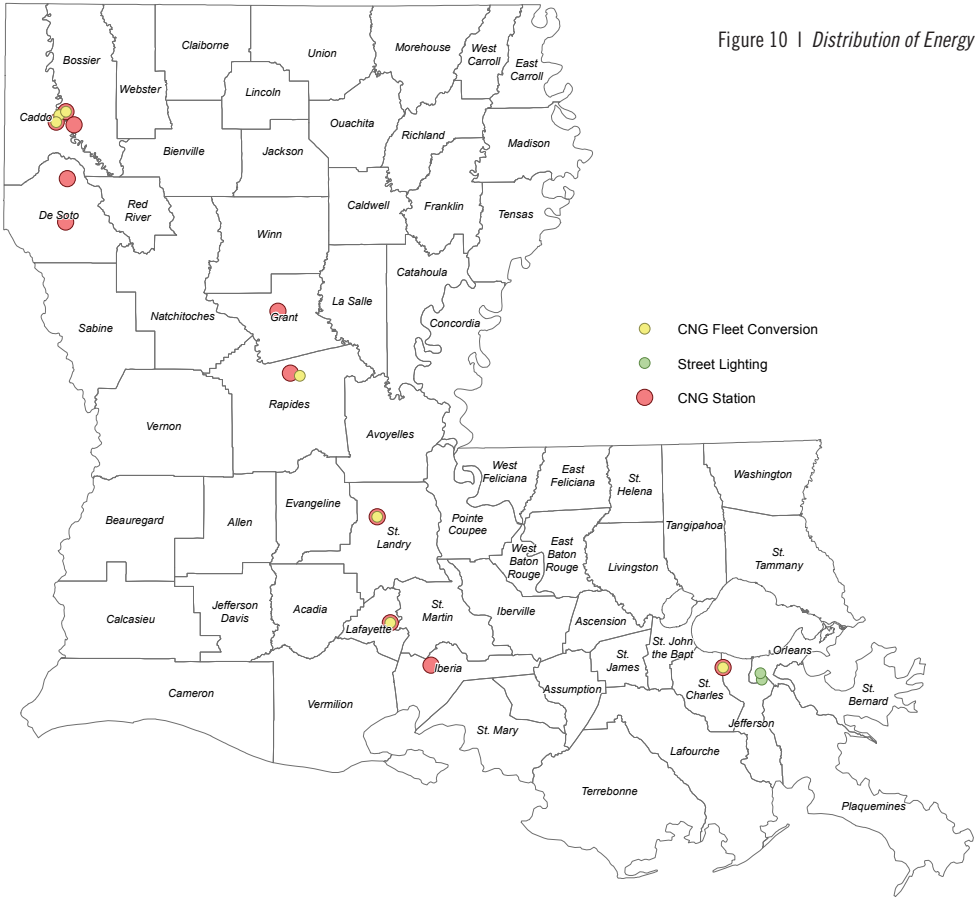


Figure 10 | Distribution of Energy Efficiency Transportation Projects

Each award included (1) Grant Agreement – outlining stipulations of the grant including performance period, budget and Scope of Work; and (2) 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 Grant Agreement 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 *EmPower Louisiana* Transportation Efficiency and Alternative Fuels Program.

SUBGRANT AMENDMENT PROCESS

Several subgrantees requested amendments to their Grant Agreements during the course of the grant period. Most commonly, amendments addressed changes to the scope of work and 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, a formal amendment process was necessary. Subgrantees were required to submit a letter or email to LDNR outlining their change request. The LDNR Program Manager would review the request and instruct the Program Administrator as to its approval. The Program Administrator would prepare a Grant Amendment, including all necessary grant sections to reflect the change. CB&I would track the request initiated when receiving the letter, and completion when mailing the Grant Amendment.

BUDGET SUMMARY

The distribution of Transportation projects by project type is shown in Figure 10. The various energy efficiency project types funded through the program can be seen in Figure 11 below.

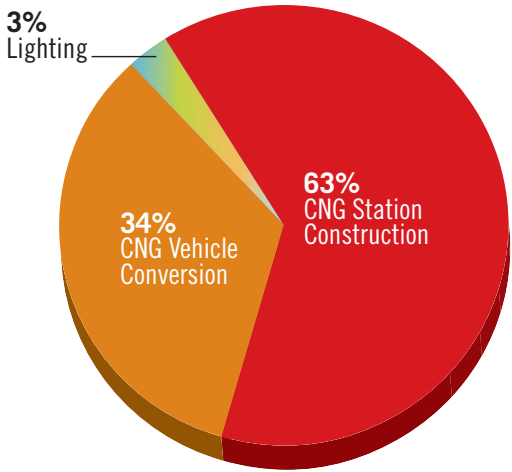


Figure 11 | Energy Efficiency Project Types

Program Management / EmPower Louisiana Transportation Efficiency and Alternative Fuels Program

Awards were made to the following entities as seen in Table 13.

SUBGRANTEE	PROJECT TYPE	ORIGINAL GRANT AMOUNT	AMENDED GRANT FUNDS	UNUSED/ DEOBLIGATED GRANT FUNDS	FINAL GRANT FUNDS EXPENDED
City of Bossier City	CNG Station & Fleet Conversion/Purchase	\$1,095,913.00	\$601,757.00	\$(54,021.67)	\$1,643,648.33
Parish of Caddo, Louisiana	Fleet Conversion/Purchase	\$238,260.00		\$(238,260.00)	
Caddo Parish Sheriff Office	Fleet Conversion/Purchase	\$155,396.00			\$155,396.00
Clean Energy	CNG Station	\$573,235.00	\$170,283.75	\$(52,395.00)	\$691,123.75
Control Tech, LLC	CNG Station	\$10,000.00			\$10,000.00
Grant Parish Police Jury	CNG Station	\$345,050.00			\$345,050.00
Lafayette Consolidated Government	Fleet Conversion/Purchase	\$345,000.00	\$807,781.80	\$(435,640.40)	\$717,141.40
Lafayette Consolidated Government	CNG Station	\$1,250,000.00		\$(416,872.00)	\$833,128.00
Lott Oil Company	CNG Station	\$239,092.50	\$316,117.50		\$555,210.00
Park 'N Fly, Inc.	Fleet Conversion/Purchase	\$170,283.75	\$(170,283.75)		
Board of Commissioners Port of New Orleans	Street Lighting	\$7,045.50		\$(3,277.71)	\$3,767.79
Relay Stations, LLC	CNG Station	\$510,134.50			\$510,134.50
City of Shreveport	CNG Station	\$615,740.00		\$(1.00)	\$615,739.00
City of Shreveport	Fleet Conversion	\$842,821.50		\$(8,576.00)	\$834,245.50
City of New Orleans	Street Lighting	\$240,000.00		\$(3,400.00)	\$236,600.00
City of Hammond	Street Lighting	\$34,171.00		\$(34,171.00)	
City of Kenner	Street Lighting	\$7,087.00		\$(7,087.00)	
City of Alexandria	Fleet Conversion/Purchase	\$14,900.00			\$14,900.00
City of Lake Charles	Fleet Conversion/Purchase	\$1,480,000.00		\$(1,480,000.00)	
Housing Authority of the City of Shreveport	Fleet Conversion/Purchase	\$76,865.85		\$(76,865.85)	
St. Landry Solid Waste District	Fleet Conversion/Purchase	\$551,200.00			\$551,200.00
DOTD	Fleet Conversion/Purchase	\$28,358.00			\$28,358.00
DNR - Office of Conservation (Shreveport)	Fleet Conversion/Purchase	\$10,628.00			\$10,628.00
DNR - Office of Conservation (Pipelines)	Fleet Conversion/Purchase	\$25,000.00			\$25,000.00
TOTAL AWARDED					\$7,781,270.27

Table 13 | Transportation Efficiency and Alternative Fuels Grant Amounts

OUTCOMES

The TEP program was very successful and met all program goals and objectives. Nearly \$8 million in incentives have been sent to subgrantees as part of the TEP. Out of 22 initial subgrantee applications, 15 moved forward with projects. Many of the subgrantees stated that their project would not have been possible without the grant funding. Program metrics for the projects are shown in Table 14.

SUBGRANTEE	PROJECT TYPE	ENERGY SAVINGS (MMBTU)	GHG EMISSION REDUCTION (MTCO2E)	FULL TIME EQUIVALENT CREATED
Board of Commissioners Port of New Orleans	Efficient Lighting	166.16	25.97	0.000
Caddo Parish Sheriff Office	CNG Vehicle Conversion	3202.50	500.45	0.127
City of Alexandria	CNG Vehicle Conversion	279.77	43.72	0.000
City of New Orleans	Efficient Lighting	1,885.88	294.71	0.000
City of Shreveport - CNG Station	CNG Station	30,699.17	4,797.36	0.000
City of Shreveport - Fleet	CNG Vehicle Conversion	20,811.17	3,252.16	0.000
Clean Energy	CNG Station & Vehicle Conversion	9,888.00	1,545.20	0.000
Control Tech	CNG Station	9,888.00	1,545.20	0.077
Grant Parish Police Jury	CNG Station	9,888.00	1,545.20	0.000
Lafayette Consolidated Government - CNG Station	CNG Station	9,888.00	1,545.20	0.000
Lafayette Consolidated Government - Fleet Conversion	CNG Vehicle Conversion	3,835.76	599.41	0.000
Lott Oil	CNG Station	19,776.00	3,090.39	0.000
Relay Stations	CNG Station	9,888.00	1,545.20	0.000
St. Landry Solid Waste	CNG Station & Vehicle Conversion	547.97	85.63	0.962
The City of Bossier City	CNG Station & Vehicle Conversion	19,776.00	3,090.39	0.000
TOTAL		150,420.38	23,506.18	1.166

Table 14 | Transportation Efficiency and Alternative Fuels Program Metrics

The Louisiana Department of Natural Resources created the EmPower Louisiana State Buildings – Lead by Example Program to encourage the development, implementation and deployment of cost-effective energy efficient projects in Louisiana, and to support the creation of additional employment opportunities and other economic development benefits.

UNIVERSITY OF NEW ORLEANS
STATE BUILDINGS - LEAD BY EXAMPLE
HVAC



State Buildings – Lead by Example Program

PROGRAM SUMMARY

The Louisiana Department of Natural Resources created the *EmPower Louisiana* State Buildings – Lead by Example Program to encourage the development, implementation and deployment of cost-effective energy efficient projects in Louisiana, and to support the creation of additional employment opportunities and other economic development benefits. The Lead by Example program identified energy efficient projects that are eligible for SEP funding and met the intent of Governor Bobby Jindal's Executive Order BJ 2009-8, which requires the Division of Administration to set energy efficiency goals for state facilities, office buildings, and complexes.

Projects that were eligible for funding by the Lead by Example program included those at Louisiana Higher Education Systems as defined by the Louisiana Board of Regents with guidance from the Division of Administration (DOA), Office of Facility Planning (OFP) and the LDNR. Funding could be applied to project costs for the purchase and installation of energy efficient equipment. Eligible projects included, but were not limited to, the following:

1. Replacement of Air Conditioning (HVAC) and chiller systems with high efficiency counterparts;
2. Replacement of boilers/furnaces to energy efficient models;
3. Replacement of hot water heaters with increased energy performance or on-demand water heaters;
4. Installation of high efficiency motor drives or variable frequency drives (VFD);
5. Installation of building automation systems designed to reduce HVAC and/or lighting energy usage;
6. Installation of attic, ceiling, or foundation insulation to increase building energy performance;
7. Replacement of existing lighting with energy efficiency lighting systems, including occupancy controls or automatic daylight dimming systems;
8. Replacement of outdated windows with high efficiency counterparts;
9. Insulation of HVAC ductwork (including sealing duct joints and seams) and removing working ductwork from outside the building conditioned space;
10. Building system commissioning projects designed to increase facility operation performance and overall energy performance;
11. Repair and maintenance projects resulting in energy reduction;
12. Development, implementation, and installation of onsite renewable energy technologies that generate electricity from renewable resources;
13. "Other" projects not included within this list that resulted in energy reduction and met the DOE minimum cost-effectiveness requirement of 10 MMBtu in energy savings per \$1,000 spent.

Program Management / EmPower Louisiana State Buildings – Lead by Example Program

OUTREACH

Outreach for the Lead by Example program was conducted by the OFP, an office within the DOA that oversees all public buildings throughout the state. It was determined that outreach and marketing would be best conducted by this office because of prior interaction with Higher Education System facility managers and employees.

PROGRAM GUIDELINES AND APPLICATION

CB&I developed the Lead by Example Program Guidelines, Subgrantee Information Packet, Application forms, and supporting document tracking spreadsheets. The Program Guidelines served as a guide to federal, state and programmatic requirements under the Lead by Example Program. It included general information on the program, and detailed information about the program requirements, selection criteria, application process and available assistance.

PROGRAM INTRODUCTION WEBINAR

In order to encourage application for Lead by Example, CB&I hosted one 1-hour webinar training session. The webinar, held live online using conferencing software, was held on February 22, 2010. The webinar training session were offered free of charge. This event was marketed through email distribution and notification on the *EmPower Louisiana* website. All presentations were made available on the *EmPower* website.

The webinar covered the following topics:

- Introduction to the ARRA and SEP programs
- Purpose and goals of the TEP
- Application guidelines
 - Eligible activities
 - State and Federal requirements
 - Evaluation of applications
 - Application outline
- Application forms
- Program timeline

ARRA REPORTING TRAINING WEBINAR

CB&I conducted an online training webinar for Lead by Example subgrantees on July 21, 2010. This webinar was specifically focused on online reporting, and walked subgrantees through the reporting process, its necessity and its importance. The webinar covered:

- ARRA reporting requirements
- Step-by-step walk through of reporting website
- Program timeline
- Questions and answers

LOD COOK SEMINAR

In June of 2011, CB&I conducted a workshop held on LSU's campus in Baton Rouge, LA. The intent of this seminar was to encourage Lead by Example subgrantees to begin requesting reimbursement for their projects. The seminar covered the following:

- Overview and Update
- Countdown to Closeout
- Invoicing, Buy American, and Davis Bacon
- Online Reporting
- Contract Monitoring
- ARRA Compliance
- Energy Savings Measurement & Verification
- Questions & Answers

UNIVERSITY OF NEW ORLEANS
STATE BUILDINGS - LEAD BY EXAMPLE
HVAC



PROGRAM REQUIREMENTS SEMINAR

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 Act 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 COMMUNICATIONS

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 lastatebuilding@shawgrp.com.

EMPOWER 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. The hotline staff answered questions and recorded comments via call logs.

OFFICIAL MAILINGS

Subgrantees received official communications from the *EmPower Louisiana Lead by Example 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 shown in Table 15 at right.

INTRODUCTION WEBINAR Notice to potential subgrantees of webinar training about the program	February 22, 2010
AWARD NOTIFICATIONS Notifications of award amounts	May 11, 2010
REPORTING TRAINING WEBINAR Notification of reporting webinar	July 21, 2010
SUBGRANTEE INFORMATION PACKET DISTRIBUTION Distribution of subgrantee information packet by email additional funding available	August 9, 2010
IAG CONTRACTS Contracts were sent to all individually managed project subgrantees	August 18, 2010
DAVIS BACON REQUIREMENTS WEBINAR Notice of DOE hosted Davis Bacon webinar	August 18, 2010
REVISED TIMELINE LETTER Requesting subgrantees revise project timeline	August 25, 2010
RFP GUIDANCE Email to all subgrantees with documentation meant to assist in creating an RFP for their project	September 16, 2010
REPORTING & INVOICING Email clarifying reporting and invoicing submittal requirements	November 11, 2010
DBA POSTER Email with Davis Bacon poster and instructions to post on project site	November 17, 2010
50% EXPENDITURE LETTER Notifying subgrantees of the requirement to expend 50% of grant funds by June 30, 2011	January 26, 2011
MANDATORY TRAINING WORKSHOPS LETTER Mandatory training workshop times and locations	October 13, 2011
SPENDING DEADLINE REMINDER Reminder of deadline to spend grant funds	December 15, 2011
URGENT DEADLINE REMINDER Urgent reminder of deadline to spend grant funds	January 18, 2012
REPORTING LETTER Subgrantees with deficiencies in reporting	January 30, 2012
AMENDMENT #1 Amendment to extend grants for subgrantees behind schedule	February 1, 2012
AMENDMENT #2 Amendment to wave strict budget category requirement from contract	February 16, 2012
DEADLINE EXTENSION LETTER Letter notifying subgrantees that DOE has approved a further extension of projects if necessary	March 1, 2012
AMENDMENT #3 Amendment to further extend grants for subgrantees behind schedule	April 16, 2012
COMPLETED AGREEMENT NOTIFICATION Notification to subgrantees of completion of project and performance evaluation	Starting August 21, 2012
REIMBURSEMENT DISTRIBUTION LETTERS Summary of all disbursements made to subgrantee against the grant	Starting February 14, 2013

Table 15 | Official Mailings

Program Management / EmPower Louisiana State Buildings – Lead by Example Program

SUBGRANT AWARDS

APPLICATION EVALUATION PROCESS

Among CB&I's many roles was ensuring that Lead by Example 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 *EmPower 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;
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- Selection criteria, including the evaluation process, evaluation criteria, notification of award and rejection of applications;
- 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 applicant information, project information, project description, project budget, Waste Stream description, National Historic Preservation Act form, and the National Environmental Policy Act form.

EVALUATION CRITERIA

LDNR evaluated every timely submitted proposal based on both qualitative and quantitative criteria. This evaluation was performed to ensure all projects met the DOE and ARRA funding and reporting requirements. Applications were evaluated in three areas:

- Application submitted was completed in accordance with the SEP grant program;
- Proposed project met the project eligibility criteria specified in the Program Guidelines;
- Proposal demonstrated sufficient likelihood of actual project development and achievement of benefits.

Evaluation criteria were developed to assist LDNR in identifying the projects that displayed the most potential for achieving the goals of the program. The evaluation criteria was provided to ensure submitted projects would meet the DOE guidelines and reporting requirements for fundable projects. Applications for each individual project were submitted indicating which of the following criteria were achieved and the resultant amounts:

- **COST-EFFECTIVENESS (20 points):** (Project(s) must meet the cost-effectiveness requirement) measure of grant dollars effectiveness in achieving given results. Projects were required to meet a minimum cost-effectiveness of 10MMbtu in energy savings per \$1,000 spent. This requirement was permitted to be met on a project-by-project basis or by grouping multiple projects together to meet the goal as an average of the combined projects;
- **PROJECT FEASIBILITY (20 points):** likelihood of project completion, potential to accomplish defined goals and objectives, experience and qualifications of the applicant, overall technical feasibility and potential for replication within the State of Louisiana;
- **JOB CREATION (10 points):** potential for the project to support economic development in the state of Louisiana through job creation;
- **ENERGY REDUCTION (10 points):** potential for the project to reduce energy consumption measured in BTUs;
- **GREENHOUSE GAS (GHG) reductions (10 points):** potential for the project to reduce GHG emissions, measured in CO2 equivalent reductions;
- **OVERALL IMPACT (10 points):** estimated economic impacts in the community due to project implementation;
- **LEVERAGE FUNDS (10 points):** the portion or percentage of project cost that will be funded by the Applicant or other funding sources. Preference was given to projects that will make effective use of available private and public funding sources to ensure project viability;
- **PUBLIC AWARENESS (10 points):** proposals that reflected a strategy to raise awareness and that educated the public through the media, signage, public speaking engagements and other methods were weighted more favorably than proposals that did not incorporate any communications strategy.

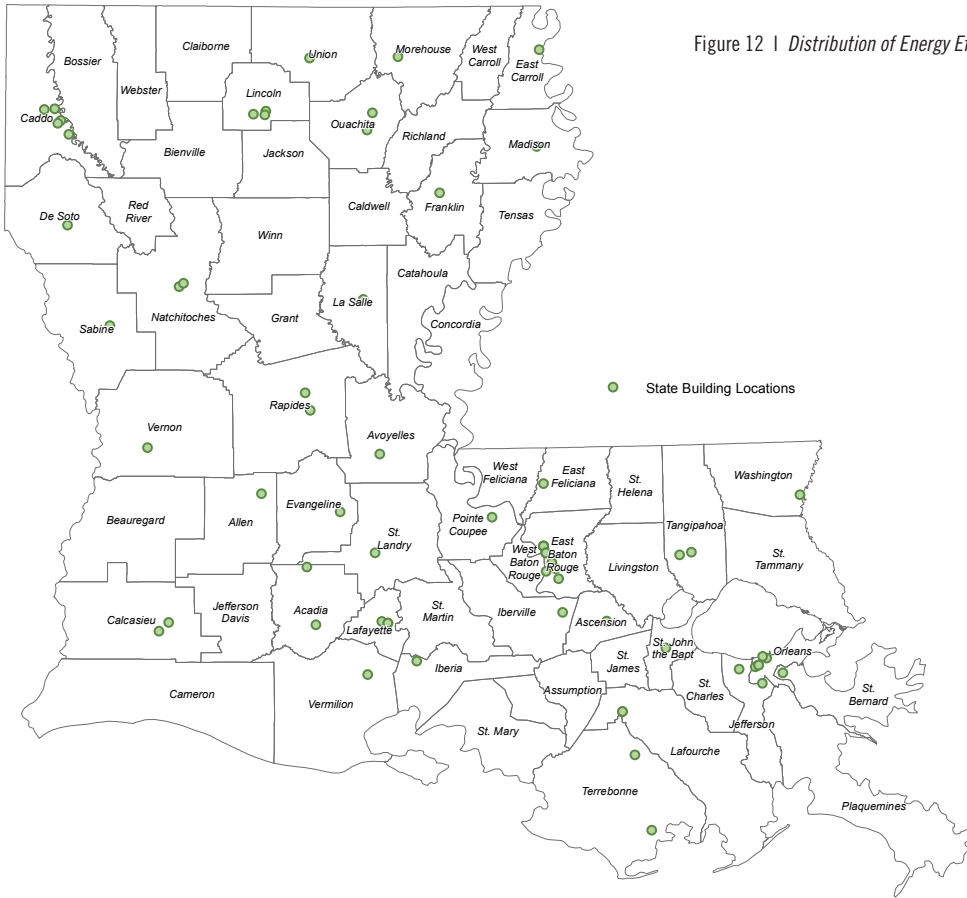


Figure 12 | Distribution of Energy Efficiency State Buildings - Lead By Example Projects

NOTIFICATION OF FUNDING

After the review and selection process was completed, the Higher Education Systems and the OFP were notified that the project had been approved for funding at a specified amount. The Higher Education Systems received an Award Notification, which was signed and returned to the LDNR within 30 days. The LDNR reserved the right to reallocate funding to other projects anytime during the program period if the Higher Education System did not show the ability to successfully execute the project within the program period. Specifics on grant requirements and reallocations were provided within the Memorandum of Understanding between LDNR and the subrecipients.

Project funding conditions and instruction of grant payments was provided by the Memorandum of Understanding document between LDNR and the subrecipients. Each award included (1) Memorandum of Understanding – outlining stipulations of the contract including performance period, budget and terms and conditions; (2) Grant Application – detailing project scope of work; and (3) 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 contracts were signed by every subgrantee, disbursement of funds was made from LDNR to the OFP and Higher Education Systems based on the completion of project milestones

and the receipt of milestone invoices. Before any reimbursement could begin, the following had to be on file with the Program Administrator:

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

Final payment was provided after completion of the project and commissioning of any installed systems.

Unsuccessful Applicants and/or projects were informed in writing. Applications were rejected and not considered for funding if:

- The application was not received by the due date and time as specified in the Program Guidelines
- The Applicant was not an eligible applicant in accordance with the Program Guidelines
- The application was not signed
- The proposed project was inconsistent with the goals of ARRA or the State Building – Lead by Example Program.

Program Management / EmPower Louisiana State Buildings – Lead by Example Program



NICHOLLS
STATE BUILDINGS - LEAD BY EXAMPLE
WINDOW REPLACEMENT

PROGRAM INCEPTION

After Applicants were selected, it was determined that projects would be categorized in one of two ways:

- Interagency (IAG) - Some subgrantees determined specific projects could be self-performed with the in-house staff. An agreement was formed between the subgrantee seeking to self-perform and LDNR to ensure SEP grant funding could still be applied.
- Office of Facility Planning (OFP) – Other projects selected by subgrantees required outside technical experience and management. These projects would remain managed by OFP.

SUBGRANT AMENDMENT PROCESS

Several subgrantees requested amendments to their contracts during the course of the grant period. Most commonly, amendments addressed changes to the budget categories. Since the Subgrant contracts 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 contract, a formal amendment process was necessary. In order to relieve LDNR from having to approve each budget change request, a program-wide amendment was completed to allow subgrantees budget changes within categories. In order to receive approval for the budget change, the subgrantee would email the hotline to request a change. The LDNR SEP Program Lead would review the request and instruct the Program Administrator as to its approval. An email was sent back to the subgrantee accepting the change. In addition to budget changes, the period to incur costs was also extended for all projects.

BUDGET SUMMARY

The various energy efficiency project types funded through the program can be seen in Figure 13 below. Entities awarded grants are shown in Table 16.

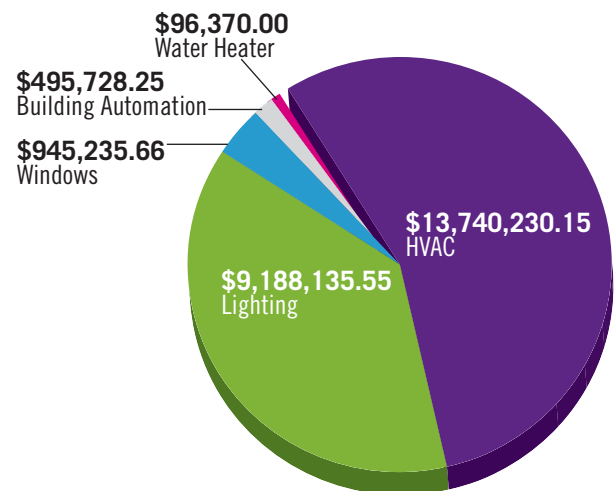


Figure 13 | Energy Efficiency Project Types

UNIVERSITY	MANAGING ENTITY	ORIGINAL GRANT AMOUNT	UNUSED FUNDS	FINAL GRANT AMOUNT
LSU A&M -Building Retro Commissioning	OFF	\$814,000.00	\$(1,706.06)	\$812,293.94
LSU A&M - Underground Steam Insulation	OFF	\$1,226,450.00	\$(5,129.50)	\$1,221,320.50
LSU A&M - Exterior Roadway Lighting	OFF	\$272,142.00	\$(7,265.16)	\$264,876.84
LSU A&M - Exterior Security Lighting	OFF	\$372,408.00	\$(9,327.84)	\$363,080.16
LSU AG Center	OFF	\$1,332,004.00	\$(9,519.02)	\$1,322,484.98
LSU HSC - New Orleans	OFF	\$1,300,014.00	\$(20,164.02)	\$1,279,849.98
LSU HSC - Shreveport	OFF	\$1,162,709.00	\$(15,910.88)	\$1,146,798.12
Louisiana Tech	OFF	\$1,623,115.00	\$(17,733.27)	\$1,605,381.73
Grambling	OFF	\$822,929.00	\$(29,766.00)	\$793,163.00
Southeastern	OFF	\$1,217,898.00	\$(27,608.81)	\$1,190,289.19
UL - Lafayette Chiller	OFF	\$728,855.00	\$(62,517.00)	\$666,338.00
UL - Lafayette - Lighting	OFF	\$1,593,763.00	\$(87,871.50)	\$1,505,891.50
Nicholls	OFF	\$633,840.00	\$(23,974.40)	\$609,865.60
University of New Orleans	OFF	\$1,903,263.00	\$(60,534.00)	\$1,842,729.00
SU - A&M - JS Clark Lighting	OFF	\$537,437.00	\$(19,017.40)	\$518,419.60
SU - A&M - Exterior Lighting	OFF	\$251,640.00	\$(18,457.20)	\$233,182.80
OFF TOTAL		\$15,792,467.00	\$(416,502.06)	\$15,375,964.49
LCTCS	IAG	\$2,809,874.00	\$(452,788.74)	\$2,357,085.26
LSU A&M	IAG	\$1,405,602.00	\$(248,872.55)	\$1,156,729.45
LUMCON	IAG	\$59,548.00	\$(25,896.71)	\$33,651.29
LSU Law Center	IAG	\$175,307.00		\$175,307.00
LSU Alexandria 2033-11-05	IAG	\$240,899.00	\$(0.30)	\$240,898.70
LSU Eunice	IAG	\$228,973.00	\$(7,095.50)	\$221,877.50
LSU Shreveport	IAG	\$321,993.00	\$(1,063.40)	\$320,929.60
LSU HSC - Shreveport	IAG	\$98,108.00	\$(1,738.00)	\$96,370.00
LSU HSC - NOLA	IAG	\$901,192.00		\$901,192.00
LSU - Pennington	IAG	\$158,611.00	\$(33,211.00)	\$125,400.00
Southern A&M	IAG	\$461,662.00	\$(1,190.00)	\$460,472.00
Southern - NOLA	IAG	\$344,673.00	\$(586.00)	\$344,087.00
Southern - Shreveport	IAG	\$167,319.00		\$167,319.00
McNeese	IAG	\$363,868.00	\$(8,388.00)	\$355,480.00
Nicholls	IAG	\$339,067.00	\$(3,696.94)	\$335,370.06
Northwestern	IAG	\$862,014.00	\$(65,951.34)	\$796,062.66
UL Monore	IAG	\$992,631.00	\$(1,902.75)	\$990,728.25
IAG TOTAL		\$9,931,341.00	\$(852,381.23)	\$9,078,959.77
GRAND TOTAL		\$25,723,808.00	\$(1,268,883.29)	\$24,454,924.71

Table 16 | State Buildings - Lead By Example Grant Amounts

Program Management / EmPower Louisiana State Buildings – Lead by Example Program

OUTCOMES

The Lead by Example program was very successful and met all programs goals and objectives. Over \$24 million in funding has been sent to subgrantees as a part of this program, and overall, over 40 projects were implemented. Many of the subgrantees stated that the grant made it possible for their project to meet their goals.

Program metrics for the projects are shown in Table 17.

UNIVERSITY	MANAGING ENTITY	ENERGY SAVINGS (MMBTU)	GHG EMISSION REDUCTION (MTCO2E)	FULL TIME EQUIVALENT CREATED
LCTCS - Final/All Projects	State Buildings - IAG	10,054.59	1,571.23	25.260
LSU A&M	State Buildings - IAG	57,708.80	9,018.15	9.375
LSU Alexandria	State Buildings - IAG	127.49	19.92	4.490
LSU Eunice	State Buildings - IAG	654.06	102.21	1.713
LSU HSC New Orleans	State Buildings - IAG	6,604.52	1,032.09	7.422
LSU HSC Shreveport	State Buildings - IAG	0.20	0.03	0.109
LSU Law Center	State Buildings - IAG	1,490.02	282.85	0.140
LSU Pennington	State Buildings - IAG	227.90	35.61	1.338
LSU Shreveport	State Buildings - IAG	1,017.75	159.04	0.112
LUMCON	State Buildings - IAG	303.13	47.37	0.000
McNeese State University	State Buildings - IAG	1,386.21	216.62	3.210
Nicholls	State Buildings - IAG	389.89	60.93	0.365
Northwestern State University	State Buildings - IAG	952.74	148.88	1.533
Southern University A&M	State Buildings - IAG	222.08	34.70	0.769
Southern University New Orleans	State Buildings - IAG	3.02	0.47	3.862
Southern University Shreveport	State Buildings - IAG	90.21	14.10	0.698
University of Louisiana Monroe	State Buildings - IAG	8,923.51	1,394.48	9.058
Grambling State University	State Buildings - OFP	939.85	146.87	17.825
LA Tech	State Buildings - OFP	4,703.34	734.99	15.660
LSU A&M	State Buildings - OFP	64,790.95	10,124.88	19.009
LSU Ag Center	State Buildings - OFP	829.18	129.58	9.837
LSU HSC New Orleans	State Buildings - OFP	1,662.19	259.75	15.314
LSU HSC Shreveport	State Buildings - OFP	553.92	86.56	1.090
Nicholls	State Buildings - OFP	371.45	58.05	1.169
Southeastern Louisiana University	State Buildings - OFP	75,174.69	11,747.54	11.233
Southern University A&M	State Buildings - OFP	229.36	35.84	4.061
University of Louisiana Lafayette	State Buildings - OFP	8,477.92	1,324.84	12.110
University of New Orleans	State Buildings - OFP	5,824.36	910.17	12.687
TOTAL		253,713.32	39,647.77	189.449

Table 17 | State Buildings - Lead By Example Program Metrics

Implementation

Implementation

Implementation for the REP, TEP, and Lead by Example programs shared many processes. The procedures discussed in this section apply to these three programs exclusively.

SUBGRANTEE REIMBURSEMENT

REIMBURSEMENT REQUEST REVIEW PROCESS

CB&I established procedures for processing subgrantee reimbursement requests for the *EmPower 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 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 *EmPower Louisiana* 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 initialed 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:

- Labor/services
- Equipment
- Materials
- 10/20% Reserve
- Administrative

If requested amounts were over allowable amounts, the PBA II contacted the subgrantee. If the subgrantee wanted the funding to be redistributed, they were instructed to submit a formal letter to LDNR for the request and approval. If LDNR approved such a request, the approval letter would be filed, and the Check Run fields would be updated for the subgrantee.

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 Provision. 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 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 verification of the completed package. The PBA II then handed approved reimbursement requests to a third Program Business Administrator (PBA III).

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.

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 SEP Program Lead for review.

The LDNR SEP 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 SEP 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 *EmPower 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 copy 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 *EmPower Louisiana* SEP 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 *EmPower Louisiana* 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. *EmPower Louisiana* 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 *EmPower Louisiana* 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.

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.

Implementation

2. Criteria for Sample

While LDNR established that the sample size for the SEP 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 10/20% 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.

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.

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 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.

Implementation

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 SEP 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 completed relevant monthly reporting via the online Subgrantee Reporting Tool. Login information was provided by SEP 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 in the subgrant files.

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 SEP grants are subject to ARRA 1512 (c) requirements, and that the reports will be submitted through 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 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 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 SEP 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. 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.)

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 administered projects 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.

2. DOE PAGE Reporting

The DOE required SEP 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
- 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
 - o Number of CNG stations constructed
 - o Number of CNG vehicles purchased/converted



HRI SOLAR LEASING, INC.
RENEWABLE ENERGY
SOLAR PHOTOVOLTAIC

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, with the services of IEM, Inc. and Associated Design Group (ADG), conducted a net impact evaluation of the following five (5) SEP programs for the program period from November 2009 through December 2012:

- *EmPower Louisiana* State Building – Lead by Example Program;
- *EmPower Louisiana* Home Energy Rebate Option Program;
- *EmPower Louisiana* Transportation Efficiency & Alternative Fuels Program;
- *EmPower Louisiana* Renewable Energy Program; and,
- *EmPower Louisiana* ENERGY STAR Appliance Rebate Program.

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

The LDNR contractor, 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 five (5) SEP programs in order to import them into the online portal. The deliverables and progress of each 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 SEP 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 five (5) SEP programs. This allows for a more comprehensive view of job estimates and the economy within the state and is significant value added.



ST. LANDRY SOLID WASTE DISTRICT
TRANSPORTATION EFFICIENCY & ALTERNATIVE FUELS
CNG STATION

Lessons Learned and Successes

Lessons Learned

The administration of the ARRA SEP grant was an ever-evolving enterprise and strayed heavily, due to ARRA requirements, from how LDNR usually administers contracts and grants. Throughout the period of the grant, details pertaining to the DOE requirements were refined and strengthened, causing LDNR and CB&I to constantly make the requirements on subgrantees more stringent. Many of the lessons learned are due to not completely understanding DOE requirements when initiating the SEP programs. DOE requirements were still being received after SEP programs had been initiated.

- Due to the evolving DOE requirements, it was difficult for subgrantees to keep up with compliance constraints. More oversight would have been beneficial during subgrantee implementation. Greater involvement directly from LDNR/CB&I, possibly by signing off before a project was able to move forward during all phases, could improve understanding and the fulfillment of obligations.
- The conditions for awards should have been determined by DOE prior to application and review processes. Considerable time was expended during launch trying to meet the desires of all involved parties.
- An improved system for tracking amendments would have led to better management of grant funds and more timely issue of payment. Since grant agreements and contracts were based on applications, which were based on project cost estimates, it was necessary to amend contracts and grants on a regular basis. 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. While a system for tracking was eventually implemented, it would have been useful to have a procedure in place early on. Unfortunately due to how these had to be granted, LDNR's normal tracking devices could not be utilized.

- Unable to use LDNR's normal tracking mechanism, a system had to be developed specifically for these ARRA programs. An improved system for tracking the reimbursements would lead to more efficient handling of grant funds and a more timely issue of payment. Reimbursements were passing through many hands in the processing office. A more efficient tracking procedure developed early on would ensure all parties involved were kept up-to-date on reimbursement progress.
- Project schedule tracking and adherence should be emphasized. It is important that project schedules are followed or adjusted and the tracking of said projects is kept up-to-date. The importance of project scheduling and tracking should be stressed early on in the application process.

Due to the exacting and comprehensive nature of federal quarterly reporting, many subgrantees indicated that they felt overwhelmed when compiling their monthly reports. The many requirements of ARRA grants required that significant time and effort be dedicated to reporting at all levels, including subgrantees and their vendors.



The program brought to light that subgrantees are in need of grant funds such as those offered by the *EmPower Louisiana* SEP Programs. However, with the rigorous program requirements, it became clear that most subgrantees were not equipped to handle the amount of paperwork and oversight necessary to carry out the projects efficiently and in compliance.


THE *EMPOWER LOUISIANA* SEP PROGRAMS REPORTED
555,299.14 MMBtu/Year IN SAVINGS,
AND **323,799.38 MMBtu/Year** OF ENERGY
GENERATED. ALL PROJECTS WERE COMPLETED AND
REIMBURSED WITHIN THE PROGRAM TIMELINE.

EmPower Louisiana

LOUISIANA DEPARTMENT OF NATURAL RESOURCES

American Recovery and Reinvestment Act of 2009



REIMBURSEMENT REQUEST
FORM: RR - 2010 (REV 1)

Subgrantee: _____	Award Number: _____
Contact Name: _____	Request Period: _____
Address: _____	CFDA #: 81.041
City/State/Zip: _____	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			\$ -
Total	\$ -	\$ -	\$ -

SUMMARY

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Grant Award:</td><td style="width: 100px; height: 20px;"></td></tr> <tr><td style="padding: 2px;">Reimbursement Submissions to Date:</td><td style="text-align: right; padding: 2px;">\$ -</td></tr> <tr><td style="padding: 2px;">Remaining Budget:</td><td style="text-align: right; padding: 2px;">\$ -</td></tr> <tr><td style="padding: 2px;">Leveraged Funds for this Period:</td><td style="height: 20px;"></td></tr> <tr><td style="padding: 2px;">Leveraged Funds to Date:</td><td style="height: 20px;"></td></tr> </table>	Grant Award:		Reimbursement Submissions to Date:	\$ -	Remaining Budget:	\$ -	Leveraged Funds for this Period:		Leveraged Funds to Date:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Reserve (10%):</td><td style="width: 100px; height: 20px; text-align: right;">\$ -</td></tr> <tr><td style="padding: 2px;">Maximum Administrative Expenses (5%):</td><td style="width: 100px; height: 20px;"></td></tr> <tr><td style="padding: 2px;">Remaining Budget for Administrative Expenses:</td><td style="width: 100px; height: 20px; text-align: right;">\$ -</td></tr> </table>	Reserve (10%):	\$ -	Maximum Administrative Expenses (5%):		Remaining Budget for Administrative Expenses:	\$ -
Grant Award:																	
Reimbursement Submissions to Date:	\$ -																
Remaining Budget:	\$ -																
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

**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?	_____
_____	_____	_____	_____	_____	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: _____)	_____

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: _____
Name of Monitor: _____ Date of Visit: _____
Project Contact: _____ Phone No: _____
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	ZIP CODE	
SUPERVISOR'S NAME			WORK CLASSIFICATION		
LAST NAME	FIRST NAME	MI	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

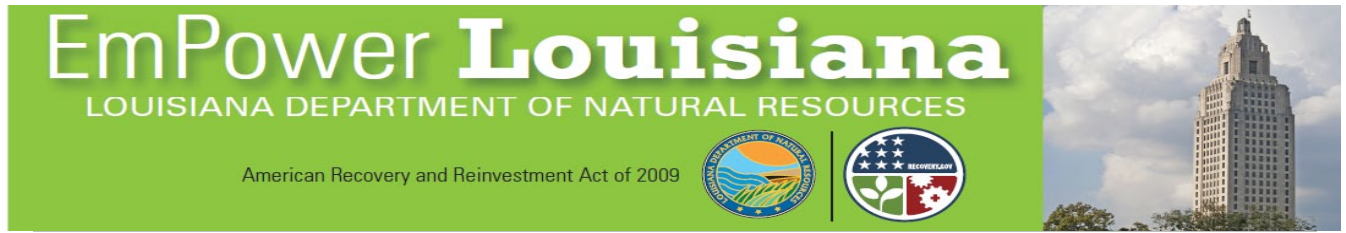
IS ABOVE INFORMATION IN AGREEMENT WITH PAYROLL DATA?

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/LAARRAEECBG/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 laeecbg@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.

Attachment 6 continued

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.

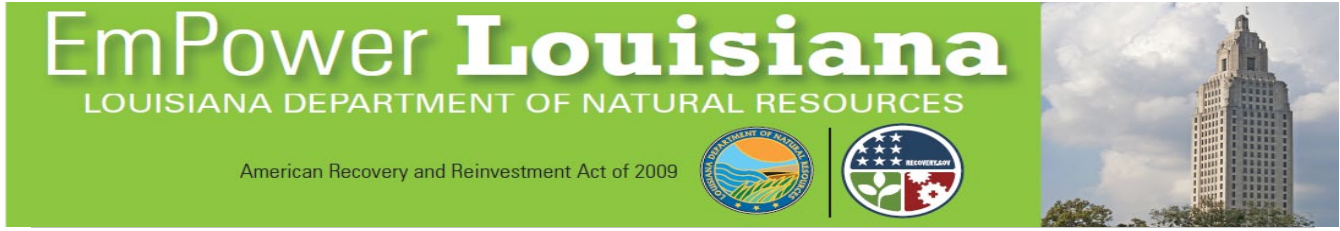
All laborers have been paid and contracts closed.

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



**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
Total Project Costs	\$ -	100%
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 ₂ 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	Anual Energy Savings (kWhh)	Annual Gas Savings (gal)	Annual GHG Emmisions Reduction (MTCO2e)
0	0	0	0
Entry User: darrel.glascock		Entry Date: 5/19/2011 1:45:35 PM	

Vehicle Metrics:

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

Project Narrative:

Annualized Energy Savings (kWh): 0

Entry User: darrel.glascock **Entry Date:** 1/14/2013 2:38:12 PM

What we Planned to Acomplish this Period:

Waiting on authorization to proceed

What we Expect to Accomplish Next Period:

Major Activities, Significant Results, Major Findings and Key Outcomes:

Actual or Anticipated Problems or Delays and Corrective Action Plan:

Waiting on authorization to proceed

