

Table of Contents

1. List of eligible activities summary
 - Briefly describes the activity and gives examples of eligible projects under each category.
2. Table of eligible activities a city or county can undertake quickly and cost effectively to achieve maximum benefit
 - Table of eligible activities with estimated costs to implement, estimated savings and information about the activity.
3. Allocation Notification of Intent Form
 - The notification of intent is a “non-binding” notice that a city or county “intends” to accept the funds. This assists SECO in its preliminary process to *potentially* reallocate funds not accepted. Notarization is requested to help ensure the form is completed by an authorized representative.
4. Sample Resolution
 - A sample of a resolution for cities and counties has been included. Please note that this is only a sample, and communities are welcome to modify the wording as deemed necessary. If the allocated amount is being incorporated in the community’s resolution, please be sure to include language that speaks to the fact there is a possibility of additional funds for the project that may become available. A resolution is required before a grant agreement can be executed and funds provided to the city/county.
5. Preliminary Recipient Reporting Requirements
 - These are preliminary reporting requirements for what will be required of ARRA funds and are the responsibility of the Comptroller of Public Accounts – SECO. These requirements flow down to all sub-recipients of ARRA funds, including cities and counties receiving funds.

Energy Efficiency and Conservation Block Grant

Eligible Activities

Building energy audits and retrofits – An energy audit first identifies how energy is used in a facility, and then recommends ways to improve energy efficiency and reduce energy costs.

Local governments can also retrofit existing facilities to improve energy efficiency. These retrofit programs may be linked to specific energy efficiency and renewable energy applications, such as energy benchmarking tools like ENERGY STAR Portfolio Manager.

Possible activities include, but are not limited to:

- Detailed investment grade energy audits
- Upgrading facility and infrastructure-related pumps and motors to variable-speed or premium efficiency standards. This applies to HVAC systems as well as Water / Wastewater treatment, processing and distribution
- Sealing and restoring HVAC ducts, installation of window treatments such as awnings, solar deflection screens, double pane insulation or solar film or glazing
- Install reflective, cool, or green roofing, including qualified Energy Star roofs which are weather resistant and reflective

Project Example: A City decided to do an investment-grade energy audit, focusing primarily on the HVAC system. XYZ, Inc., a heating, ventilation and air conditioning (HVAC) engineering specialist, conducted the audit by monitoring and analyzing real-time operations for two-and-a-half months. The trend-and-data-logging resulted in more than 70 recommendations to improve energy efficiency, none of which required major equipment investments. The staff at the City evaluated the recommendations based on their internal investment criteria, then worked with XYZ, Inc. to implement those strategies that made financial sense. First year energy savings were 881,552 kWh (55 percent reduction) and 73,590 therms (85 percent reduction), saving the City about \$150,000. Payback on investments identified in the energy audit was less than one (1) year.

Installation of distributed energy technologies – Local governments may implement distributed energy resource technologies that significantly increase energy efficiency, including:

- District heating and cooling systems
- Combined heat and power systems
- Cogeneration systems
- Energy Storage systems
- Absorption chillers
- Desiccant humidifiers
- Micro turbines
- Ground source heat pumps

Local governments can implement combined heat and power applications which will, over the long term, effect energy efficiency and improve renewable energy systems.

Combined heat and power (CHP), also known as cogeneration, is the simultaneous production of electricity and heat from a single fuel source, such as: natural gas, biomass, biogas, coal, waste heat, or oil. CHP provides for the following possible activities:

- Onsite generation of electrical and/or mechanical power
- Waste-heat recovery for heating, cooling, dehumidification, or process applications
- Seamless system integration for a variety of technologies, thermal applications and fuel types into the existing building infrastructure

Other possible activities include, but are not limited to:

- Optimization, upgrade or replacement of boiler system components or processes to allow for CHP applications;
- Optimization, upgrade or replacement of district heating, cooling or energy systems to provide for CHP applications such as with institutions or municipal facilities
- Application of CHP to water and wastewater treatment plants

For resources related to distributed energy technologies, go to: <http://www.eere.energy.gov/de/> and

<http://www.epa.gov/chp/basic/index.html>

Installation of energy-efficient traffic signals and street lighting – Local governments can replace traffic signals and street lighting with energy efficient lighting technologies, including light emitting diodes; and any other technology of equal or greater energy efficiency. Operating 24 hours a day, traffic signals are both a large consumer of energy and a key to public safety.

Traditional incandescent bulbs are increasingly being replaced by lamps deploying light-emitting diodes (LEDs). The new LED traffic lights consume only 10% the wattage of their predecessors and last much longer, which lowers the frequency and cost of replacement. Nationwide, more than 30% of traffic lights have been converted to the LED type.

Possible Activities:

- Installing street light timers
- Installing LED traffic signals
- Installing high efficiency low-sodium, conductive or other high efficiency, long-life street lighting

Example: A City and County began to replace incandescent bulbs in pedestrian and traffic signals with high efficiency light-emitting diode (LED) lights. The LED signals have a lifetime of 100,000 hours, and consume 14 watts of electricity or less, as compared to the 150 or 69-watt incandescent bulbs they replaced. Also, they are brighter than typical incandescent traffic lights.

Installation of renewable energy technologies on government buildings – Local governments may develop, implement, and install on or in any government building of the eligible entity onsite renewable energy technology that generates electricity from renewable resources, including biomass; fuel cells; solar energy; and wind energy, for example.

Once a facility or building demonstrates maximum energy efficiency, it is then ready to consider the application of renewable energy technology. By installing equipment that captures energy from sunlight, wind, water, and other renewable energy sources, local governments and communities can achieve substantial energy, environmental, and economic benefits.

Installing on-site renewable energy generation systems at city and county facilities can also be an effective way to demonstrate a local government's commitment to meeting community greenhouse gas (GHG) emission reduction goals.

Before investing in any kind of power generation technology, grantees are encouraged to first minimize total energy consumption by taking the appropriate steps to maximize energy efficiency.

Possible activities will vary by location, capacity and capabilities, and include:

- Installation of a solar hot water system
- Installation of geothermal energy system
- Installation of hydro/water system
- Installation of solar PV energy systems
- Installation of small wind generation

Example: A City can demonstrate leadership by generating 100% of the energy used by its town hall from renewable resources by using geothermal energy to reduce heating and cooling loads; and using solar photovoltaic panels to produce enough power to meet the balance of the building's energy needs.

For best practices, projects and other resources related to EECBG eligible activities, go to:

<http://www.eecbg.energy.gov/SolutionCenter/eligibleactivities/default.html>

Common Energy Conservation Measures (ECM's)

The following table lists commonly reported and recommended Energy Conservation Measures (ECM's) for entities throughout the state. The information was derived from the SB12 entity annual report narratives, Preliminary Energy Assessments (PEA's) conducted by SECO, and with the assistance of SECO engineering contractors. The figures in the table are approximations and do not necessarily reflect the entire range of projects and their potential savings, and are based on a variety of project scopes.

ECM Type	Estimated Project Implementation Cost Range	Estimated Annual Return on Investment (ROI)	ECM Potential Annual Savings	Details
ENERGY / POWER MANAGEMENT				
Energy Star Power Management Software	No cost	n/a (depends on equipment)	\$25 - \$150 per machine	This is a low to no-cost measure that is built into most computers, and involves setting the computer to engage "Sleep Mode" after a designated period of inactivity. This global network signal feature activates the Power Saver feature of the PC. Libraries and City Halls are common facilities to utilize this measure.
Energy Management and Control Systems	\$8,000 - \$160,000	6 - 16 yrs	6% - 15%	These systems can be integrated into facility operations to efficiently manage multiple systems to achieve the highest energy efficiency. These measures commonly entail an upgrade and integration of existing thermostats into the energy management system or an upgrade of outdated energy management systems. City Halls, Police Departments and Jails are common facilities to utilize this measure.
Vending Machine Economizers	\$100 - \$250	1.3 - 3.3 yrs	\$30 - \$75 per machine	Vending machine economizers are simple devices similar to lighting-related occupancy or motion sensors which are compatible with most vending machines. These cycle the power to the vending machine when there are no occupants in the vicinity but maintain optimal serving temperatures
HEATING VENTILLATION AND AIR CONDITIONING (HVAC)				
Control Software / Equipment Retrofits	\$11,600 - \$31,200	3.5 - 5.6 yrs	18% - 28%	These retrofits generally reduce the overall running time of the HVAC system and maximize efficiency through upgraded mechanical and operating elements.
Occupancy Based Settings and Controls	\$200 - \$250 (per thermostat)	10 - 20 yrs	\$50 per thermostat	This low cost measure involves setting the HVAC controls in facilities to optimal temperature settings. This can be done with existing programmable thermostats or through manual settings. City Halls, Police Departments, Offices and Community Centers are common facilities to utilize this measure.
System Retrofits	\$3,400 - \$200,000	5.5 - 16.6 yrs	6% - 18%	This measure can vary greatly in cost and savings depending on the application and existing conditions of the current HVAC system. This measure typically includes upgrades and replacements of window units, spot coolers, chillers and cooling towers with split system heat pumps. Fire Stations, Police Stations, City Halls, Jails and Courthouses are common facilities to utilize this measure.
LIGHTING				
Ballast / Fixture Replacement	\$300 - \$100,000	10 - 12.5 yrs	8% - 10%	This measure typically involves replacing magnetic ballasts which house T-12 lighting with high efficiency 28-watt electronic T-28 ballasts which house modern higher efficiency lighting. Offices, Community Centers and Jails are common facilities to utilize this measure.
Bulb Replacement	\$100 - \$5,000	1.3 - 6 yrs	16% - 79%	This measure varies depending on the ballast type, but typically involves replacing existing bulbs with the bulbs with the highest available efficiency.
Day Lighting Control	\$6,000 - \$15,000	8.3 - 14.3 yrs	7% - 12%	This measure involves the integration of natural lighting into facilities to supplement the lighting needs of the facility. Such measures can work as a retrofit project and as design specifications for facilities. It can also integrate an automated system that varies lighting production based on actual lighting needs for the facility and thus can be a costly expense.
Street Light Bulb Replacement	\$400 - \$1,200	2 - 4 yrs	40%	This measure typically involves replacing high pressure sodium or mercury vapor street lighting with high efficiency metal halide lighting. Other lighting technology such as convection lighting may be a feasible consideration for parking lot and other applications.

Common Energy Conservation Measures (ECM's)

Motion / Occupancy Sensors	\$350 - \$2,000	3.1 – 6.6 yrs	15% - 32%	This is a relatively low-cost measure that integrates technology in which lighting is activated only when an occupant is present. Offices, Libraries, IT buildings, Recreation Centers, Police and Fire Departments, and Municipal Courts are common facilities to utilize this measure.
Traffic Signal Bulb / Fixture Replacement (LED)	\$3,000 - \$30,000 per intersection	1.2 – 2.5 yrs	40% - 85%	This measure involves replacing the incandescent traffic signal bulbs and fixtures with LED lights. The estimated cost range is intended to reflect the cost of one intersection. These retrofits not only significantly decrease consumption but also typically result in lower maintenance costs due to longer lasting technology.
OPERATIONS AND MAINTENANCE (O & M)				
Air Coil Cleaning	\$200	4.7 yrs	5% - 15%	This low cost measure involves standard maintenance to clear the coils of debris. This measure can be integrated into routine maintenance procedures.
Commissioning	\$21,000 - \$340,000	3.3 – 5.6 yrs	18% - 30%	Many facilities, including those that are newly constructed, are subject to human or technological errors or variations. This measure involves a thorough checkup and tune-up of facilities to ensure that the building and facility systems operate at optimal levels. City Halls, Detention Centers, Court Houses and Conference Centers are common facilities to utilize this measure.
Retro - commissioning	Varies	n/a	5% - 15%	This measure involves taking a 'big picture' look at your facilities and the design standards and specifications used, and provides alternatives and recommendations to design standards and specifications and building codes, and helps to identify inherent flaws in these areas.
PUMPS AND MOTORS				
High Efficiency Motors	\$2,000 - \$4,500	10 – 12.5 yrs	8% - 10%	This measure typically involves upgrading HVAC fan motors and Pump motors with High efficiency models.
Variable Frequency Drive (VFD) Motor Applications	\$5,000 - \$12,000	8.3 – 12.5 yrs	8% - 12%	Variable Frequency Drives (VFD) is a technology that applies to many areas including various types of pumps, motors and drives. Although these improvements can be costly, they can provide significant savings for entities involved with pumps and HVAC Air Handlers.
Variable Frequency Drive (VFD) Pump Applications	\$17,500 - \$43,000	10 – 20.3 yrs	7% - 25%	This measure typically involves integrating VFD technology or Premium Efficiency Pumps into water / wastewater, pumping / processing and well operations.
WATER USE and DISTRIBUTION				
Low Flow Plumbing Fixtures	\$500 - \$10,000	9.7 yrs	10%	Although this measure has an approximate ROI of 9 years, it helps the entity to conserve both electricity and water through more efficient plumbing fixtures. The 10% estimate does not include water savings and associated savings from pumping / processing the water.
Water Heater Timers / Time Clock	\$170	5.6 - 11 yrs	1% - 3%	This measure allows the user to determine times which the water heater does not need to operate, and can be used with Energy Efficient, Tankless and Roof-Mounted solar water heaters.
WATER TREATMENT and PROCESSING				
Waste Water Treatment Plant Bubble Diffusers / Aerators	\$125,000 - \$250,000	3.3 - 4 yrs	25% - 30%	Although this measure is relatively costly compared to other measures, it can result in substantial energy and monetary savings, with an approximate ROI of 3 to 4 years. Common applications include upgrades or enhancements to waste-heat recovery and digester gas systems.
Dissolved Oxygen Sensor (Install)	\$5,000 - \$10,000	1 – 4.5 yrs	20% - 40%	Many water treatment facilities require a certain concentration of oxygen in order to proceed with processing. This measure allows automatic detection of oxygen levels which, when used with variable speed motors, can greatly increase efficiency by modulating the motors to operation levels needed to complete the processing.

Program Resources

The following tables contain a number of SECO and other energy-related resources as well as their respective web page addresses. This table is intended to provide links to a sample of the many valuable resources that can assist in various energy-related activities.

SECO Programs and Resources			
PROGRAM NAME	WEBSITE INFORMATION	SECO CONTACT	DESCRIPTION
SECO Stimulus Programs	http://www.secostimulus.org	Secostimulus@cpa.state.tx.us 512-463-7392	The American Recovery and Reinvestment Act of 2009, (ARRA) was passed on February 17, 2009 and includes a commitment of federal funds for the following priorities: job preservation and creation, infrastructure investment and energy efficiency, among others. <u>ARRA funded programs managed by the State Energy Conservation Office (SECO) include:</u> <ul style="list-style-type: none"> - The State Energy Program (SEP) for energy efficiency, renewable energy, energy assurances and other initiatives. - The Energy Efficiency and Conservation Block Grant (EECBG) program for projects that improve energy efficiency and reduce fossil fuel emissions.
Building Energy Codes	http://www.seco.cpa.state.tx.us/sa_codes.html	Felix Lopez Felix.Lopez@cpa.state.tx.us 512-463-1080	Building Codes and Standards provides education and outreach for residential, commercial and institutional facilities on compliance verification with adopted energy codes in Texas.
Energy Services Coalition (TX Chapter)	http://www.energyservicescoalition.org/chapters/TX/	Eddy Trevino Eddy.trevino@cpa.state.tx.us 512-463-1876	This is a public-private partnership that works with entities on a full spectrum of energy services and products related to energy performance contracting and projects.
Innovative Energy Demonstration Program	http://www.seco.cpa.state.tx.us/re.htm www.infinitepower.org	Pamela Groce pam.groce@cpa.state.tx.us 512-463-1889	Provides technical training and educational information on Texas renewable energy resources.
LoanSTAR Revolving Loan Program	http://www.seco.cpa.state.tx.us/lr.htm	Eddy Trevino Eddy.trevino@cpa.state.tx.us 512-463-1876	Energy efficiency retrofit loans available for state agencies, school districts, higher education, local governments and county hospitals.
Preliminary Energy Assessments (PEA's)	http://www.seco.cpa.state.tx.us/sch-gov.htm#pea	Stephen Ross <i>(Local Governments)</i> Stephen.Ross@cpa.state.tx.us 512-463-1770	Preliminary audits available to local governments, county hospitals and school districts. These audits are essential for entities that are interested in reducing electricity consumption and lack the resources for detailed assessments. The assessments will examine a representative sampling of facilities and will provide a report showing potential projects, savings, costs and returns on investment for each.
SB12 / Texas Energy Partnership	http://www.seco.cpa.state.tx.us/sb5compliance.htm	Stephen Ross Stephen.Ross@cpa.state.tx.us 512-463-1770	The program provides technical assistance and workshops to local governments regarding energy efficiency, facilities operations / maintenance / auditing, with a goal of assisting with SB12 compliance and meeting its electrical consumption reduction mandates.
Other Useful Resources			
Database of State Incentives for Renewables and Efficiency	http://www.dsireusa.org/	This database provides comprehensive information regarding Federal, State, Local and Utility-based incentives for renewable energy and energy efficiency.	
DOE Building Energy Software Tools Directory	http://apps1.eere.energy.gov/buildings/tools_directory/	This site provides information on 363 building software tools for evaluating energy efficiency, renewable energy, and sustainability in buildings. The energy tools listed in this directory include databases, spreadsheets, component and systems analyses, and whole-building energy performance simulation programs.	
DOE Building Technologies Program	http://www1.eere.energy.gov/buildings/	This site contains information regarding how to improve the efficiency of new and existing commercial and residential buildings.	
DOE Energy Efficiency Page	http://www.energy.gov/energyefficiency/index.htm	This site contains a wide array of resources and information related to energy efficiency, including: Energy Efficiency in Buildings, Energy Star Program, Energy Efficiency Financing, Energy Efficiency in Homes and Industry, Power Utilities, State Activities, Transportation and Weatherization.	
DOE Net-Zero Energy Commercial Building Initiative	http://www1.eere.energy.gov/buildings/commercial_initiative/resources.html	Contains resources for commercial buildings including: Commercial Buildings Database: Commercial Buildings Key Publications and Commercial Buildings related links.	
Energy Services Coalition (ESC)	http://www.energyservicescoalition.org/	The Energy Services Coalition (ESC) promotes best practices in the operation of statewide Energy Savings Performance Contracting programs. One intent of the Energy Services Coalition is utilize alternative financing methods (based on a projects energy savings) to accelerate the implementation of energy efficiency projects in state and local facilities, schools, and other institutional buildings.	
Electric Utility Marketing Managers of Texas	http://www.texasefficiency.com/	This site provides information about the energy efficiency programs administered by the investor-owned utilities in Texas to order meet their goal for energy efficiency under Senate Bill 7 (1999 Legislative Session). There are also updates regarding utility programs and legislation, energy-related reports and presentations, and links to other valuable Utility program related resources.	
Energy Star Qualified Products	http://www.energystar.gov/index.cfm?u=seaction=find_a_product	This page lists all of the Qualified Energy Star products being offered in the marketplace, and includes everything from Appliances, Heating & Cooling, Water Heaters, Building Envelop Products (Insulation, sealants, roofing, windows/doors/skylights), Home Electronics, Office Equipment, Lighting and Commercial Food Service related items. In addition this site includes information regarding other commercial products such as LED lighting, Battery Charging Systems, Exit Signs, External Power Adapters, Roof Products and Vending Machines.	
NASEO Energy Program Best Practices	http://www.naseo.org/members/programs/default.aspx	This site provides a collection of State and Local renewable energy and energy efficiency programs for states to consider as they examine how best to utilize substantial funding resulting from the economic stimulus package or other funding sources.	

Energy Efficiency and Conservation Block Grant (EECBG) Notification of Intent

To: Texas Comptroller of Public Accounts
SECO Stimulus
111 E. 17th Street, Room #801-A
Austin, Texas 78711-1440

From: City/County (*circle one*) of _____

Address: _____

Date: _____

_____ (**Check here**) The City/County (*circle one*) of _____ intends to **accept** the Energy Efficiency and Conservation Block Grant (EECBG) Program allocation under the American Recovery and Reinvestment Act (ARRA). These funds will be used to stimulate the economy, create or retain jobs and to develop and implement projects that will improve energy efficiency and reduce energy use and fossil fuel emissions in our community.

(Please check)

- We have read the list of preliminary reporting requirements, and understand that upon acceptance we must comply with all reporting requirements under the ARRA in addition to other state and federal requirements.
- We understand that this form must be returned to SECO within 45 days, at which point we will receive a follow up packet with the application.
- We further understand that we must pass an official resolution accepting the funds within 60 days.

And

- We will provide a detailed plan and budget of the project(s) and/or program(s) we will implement and complete in an application that SECO will send within 90 days.

Our designated EECBG contact person is (please print):

Name: _____ Title: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

_____ (**Check here**) The City/County of _____ intends to *decline* the allocation for the Energy Efficiency and Conservation Block Grant (EECBG) Program allocation under the ARRA and acknowledge these funds will cease to be available in the future.

Please attach a separate sheet and explain why you are not accepting the allocation.

Signature _____ Date _____
(Authorized Official or his/her designee)

GIVEN under my hand and seal of office this _____ day of _____, _____.

(Notary Seal)

Notary Public, State of _____
My commission expires _____

A RESOLUTION OF THE CITY/COUNTY OF <>

Whereas, Congress passed the American Recovery and Reinvestment Act (ARRA) of 2009 and the President signed into law on February 17th, 2009, to stimulate the economy and create jobs; and,

Whereas, ARRA included \$3.2 billion in funding for the Energy Efficiency and Conservation Block Grants (EECBG) Program authorized in Title V, Subtitle E of the Energy Independence and Security Act (EISA) and signed into law on December 19, 2007; and,

Whereas, the purpose of the EECBG program is to, 1) reduce fossil fuel emissions in a manner that is environmentally sustainable, and to the maximum extent practicable, maximizes benefits for local and regional communities; 2) to reduce the total energy use of eligible entities; and, 3) to improve the energy efficiency in the building sector, the transportation sector and other appropriate sectors; and,

Whereas, the City/County of <> is a city/county with limited financial resources and desires to support the development of energy efficiency programs; and,

Whereas, the City/County of <> accepts its allocation and may also accept additional funds that may become available at a later date; and,

Whereas, the City/County of <> has developed or is interested in developing a EECBG project, which is sustainable and has measurable energy savings, job creation and economic stimulus effects into the city/county; and,

Whereas; the City/County of <> is determined to support energy efficiency projects that leverage federal funds with other public and private resources, including coordinated efforts involving other Federal programs targeting community development; and,

Whereas, the City/County of <> intends to comply with all agreed upon contractual requirements of ARRA, the EECBG program and other federal and state law: NOW,

Therefore be it resolved by the City/County of <>, THAT

1. The City/County, through the City/County Administrator, pursue all EECBG funding made available through ARRA and being allocated by the State Energy Conservation Office to be used to assist in reaching the city's/county's goals of energy efficiency.
2. The City/County continue its commitment toward energy efficiency for the citizens of <> and all of Texas.

Energy Efficiency and Conservation Block Grant

Preliminary Reporting Requirements Overview

The requirements below **are not** an inclusive list of required reporting information. This is a “**preliminary**” list of “**some**” of the reporting requirements. Data elements not listed do not necessarily exclude them as reporting requirements.

1. Grantee shall submit to the Comptroller the following reports:

A. INITIAL INFORMATION REPORT. The Grantee shall submit the following information upon the execution of the Grant Agreement and return this report when the executed Grant Agreement is submitted to the Agency:

I. Grantee Identification:

a. Grantee name: Provide the following information for the Grantee;

- (i) the official name of the Grantee as it appears on the Grant Agreement;
- (ii) the street address, city, and county of the official place of business;
- (iii) City, County, and U.S. Postal Zip Code + four digits;
- (iv) the url designation or address of any official web site for the Grantee;
- (v) U.S. Congressional District;
- (vi) the state senatorial district;
- (vii) the state house district;
- (viii) a copy of the minutes or resolution by which the Grantee approved the Grant agreement and designated an authorized representative for the Grantee;
- (ix) the grant/award number assigned to the Grantee by the Agency;
- (x) the date the Grant Agreement was signed (mm/dd/yyyy); and
- (xi) the performance period established in the Grant Agreement during which sponsorship begins and ends.

b. Authorized Representative: Provide the following information for the person designated by the Grantee to represent the Grantee in the performance of the Grant Agreement:

- (i) the name of the authorized representative and official title, if any;
- (ii) the street address, city, and county of the primary business location;
- (iii) City, County, and U.S. Postal Zip Code + four digits;
- (iv) area code and telephone number; and
- (v) email address.

c. Key Personnel: Provide the following information for each employee or agent designated by the Grantee or the Authorized Representative that may assist or serve as representative for the Grantee in the performance of the Grant Agreement:

- (i) the name of the key personnel and official title, if any;
- (ii) primary role served for the Grantee with respect to the Grant;
- (iii) the street address, city, and county of the primary business location;
- (iv) City, County, and U.S. Postal Zip Code + four digits;
- (v) area code and telephone number; and
- (vi) email address.

d. Five most highly compensated individuals: The information required in this subsection is **ONLY** required when the reporting entity (A) received 80 percent or more of its annual gross revenues in Federal awards the recipient in its preceding fiscal year, or (B) received \$ 25,000,000 or more in annual gross revenues from Federal awards; and (C) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 [26 USC §6104]. If this subsection is applicable, the report shall include:

- (i) the names and total compensation for the five most highly compensated officers of the entity;
- (ii) "Total compensation" means the cash and noncash dollar value earned by the executive during the subrecipient's past fiscal year of the following: Salary and bonus; Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R; Earnings for services under non-equity incentive

plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees; Change in pension value. This is the change in present value of defined benefit and actuarial pension plans; Above-market earnings on deferred compensation which are not tax-qualified. Other compensation, for example, severance, termination payments, value of life insurance paid on behalf of the employee, prerequisites or property if the value for the executive exceeds \$10,000.

II. Project Identification:

a. Project Name: Provide the brief descriptive title of the project or activity as identified in the Grant Agreement.

b. Primary Performance Location: Provide physical location of primary place of performance by:

- (i) street address,
- (ii) City, County, and U.S. Postal Zip Code + four digits
- (iii) U.S. Congressional District;
- (iv) the state senatorial district; and
- (v) the state house district;

c. Project Objective: A description of the overall purpose and expected outputs and outcomes or results of the Grant Agreement, including significant deliverables and, if appropriate, units of measure.

B. MONTHLY REPORT. On 25th day of each calendar month, the Grantee shall submit a report in the format required by the Comptroller containing the following information:

I. Grantee Identification:

a. Grantee name: Provide the name of the Grantee as it appears on the Grant Agreement.

b. Report Contact: Provide the name of person preparing and submitting the report and contact information including telephone number and email address.

c. Award Number: Provide the grant/award number (if any) assigned to the Grantee by the Agency.

d. Grant Dates: Provide the date the Grant Agreement was signed (mm/dd/yyyy) and the performance period established in the Grant Agreement during which sponsorship begins and ends.

e. Changes to the Initial Information Report: Provide any amendments or changes to the information provided in the Initial Information Report.

II. Grant Award/Budget Information:

a. Total Amount of Grant: Provide the anticipated total amount of cash to be disbursed to Grantee by the expiration date of the Grant Agreement, respectively.

b. Amount of Grant Funds Received: Provide the cumulative amount of cash received by the Grantee as of the reporting period end date.

c. Amount of Grant funds Disbursed: Provide the cumulative amount of cash disbursed by the Grantee as of the reporting period end date.

d. Cost Status: Show funds budgeted and funds disbursed for each budget item. If cost sharing is required break out by Comptroller share, Grantee share, and total costs.

III. Project Information:

a. Project Name: Provide the brief descriptive title of the project or activity as identified in the Grant Agreement.

b. Project Objective: A description of the overall purpose and expected outputs and outcomes or results of the Grant Agreement, including significant deliverables and, if appropriate, units of measure.

c. Schedule Status: List milestones, anticipated completion dates and actual completion dates. If you submitted a project management plan with your application, you must use this plan to report schedule and budget variance.

d. Progress Evaluation Provide a brief description of overall progress on each project objective (such as: Not started; Less than 50% completed; Completed 50% or more; Fully Completed) and a comparison of the actual accomplishments with the goals and objectives established for the period and reasons why the established goals were not met.

e. Project Efforts: Provide a brief narrative of any changes in approach or aims and reasons for change (remember significant changes to the objectives and scope require prior approval by the contracting officer),

actual or anticipated problems or delays and actions taken or planned to resolve them; and any absence of key personnel or changes in consortium/teaming arrangement.

g. Product or technology transfer activities: A description of any product produced or technology transfer activities accomplished during this reporting period, such as:

(i) Publications (list journal name, volume, issue); conference papers; or other public releases of results;

(ii) Web site or other Internet sites that reflect the results of this project;

(iii) Networks or collaborations fostered;

(iv) Technologies/Techniques;

(v) Inventions/Patent Applications

(vi) Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.

IV. Job Created/Retained:

a. Definitions: In providing information for Jobs Created/Retained, please use the following definitions:

“Jobs created” means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of funding provided pursuant to this Grant Agreement. A job reported as a job created cannot be also reported as a job retained.

“Jobs retained” means those previously existing filled positions that are retained as a result of funding provided pursuant to this Grant Agreement. This description may rely on job titles, broader labor categories, or the contractor's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work. A job reported as a job retained cannot be also reported as a job created.

“The United States and outlying areas” means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico, and the Northern Mariana Islands, the Territories of American Samoa, Guam, and the U.S. Virgin Islands; and the Minor outlying islands of Baker, Howland, Jarvis, Midway, and Navassa Islands; Johnston, Palmyra, and Wake Atolls, and Kingman Reef.

b. Jobs Created:

(i) The number of jobs created in the United States and outlying areas;

(ii) a brief description of the types of jobs created; and

(iii) the anticipated or likely duration of the jobs created.

c. Jobs Retained:

(i) The number of jobs retained in the United States and outlying areas;

(ii) a brief description of the types of jobs retained; and

(iii) the anticipated or likely duration of the jobs retained.

V. Technical Measures will vary by project type (information to report at a minimum):

Building Retrofits

a. Number of buildings retrofitted

b. Square footage of buildings retrofitted

Building Energy Audits

a. Number of audits performed

b. Floor space audited

c. Auditor's projection of energy savings,

Renewable Energy Market Development

a. Number and size of solar energy systems installed

b. Number and size of wind energy systems installed

c. Number and size of other renewable energy systems installed

Technical Assistance

Number of information transaction contracts (for example, webinar, site visits, media, fact sheet) in which energy efficiency or renewable energy measures were recommended

Energy Efficiency Rating and Labeling

Types of energy-consuming devices for which energy-efficiency rating and labeling systems were

endorsed by the grantee

Renewable Energy Capacity and Generation

- a. Annual reduction in natural gas consumption (mmcf)
- b. Annual reduction in electricity consumption (MWh)
- c. Annual reduction in electricity demand (MW)
- d. Annual reduction in fuel oil consumption (gallons)
- e. Annual reduction in propane consumption (gallons)
- f. Annual reduction in gasoline and diesel fuel consumption (gallons)

Renewable Energy Capacity and Generation

- a.. Amount of wind-powered electric generating capacity installed (MW)
- b. Amount of electricity generated from wind systems (MWh)
- c. Amount of photovoltaic systems (MWh)
- d. Amount of electric generating capacity from other renewable sources installed (MW)
- e. Amount of electricity generated from other renewable sources (MWh)

Emissions reductions (tons) (CO2 equivalents)

- a. Methane
- b. Carbon
- c. Sulfur dioxide,
- d. Nitrogen oxide,
- e. Carbon monoxide

Pertinent metric information for any activity should be captured and included as needed

C. FINAL REPORT.

1. No later than 30 days following the grant ending date, the Grantee shall submit a Final Report in the format required by the Comptroller containing all the information required for the Monthly Report cumulative through the last day of the grant performance period.
2. Grantee shall require any of its Sub-Grantees or subcontractors that are remitted any funds provided under this agreement to submit the reports identified in this attachment substituting the word "Grantee" and replacing it with Sub-grantee or subcontractor, as appropriate.
3. Failure to comply with the requirements of this attachment may result in termination of the grant award and the Grantee being ineligible for future grants.
4. The form and substance of these reporting requirements may be amended by the Comptroller at any time.