

**U.S. DEPARTMENT OF ENERGY
PROJECT MANAGEMENT CENTER**



**BUDGET EXPLANATION AND OTHER REQUIREMENTS FOR
FINANCIAL ASSISTANCE AWARDS TO
STATE AND LOCAL GOVERNMENTS**

Applicant: City of Alexandria Budget Period – From: 7/1/2009 To: 6/30/2012
Award/Proposal Number: _____ Amendment Number: _____

INFORMATION REQUESTED ON THIS FORM MAY BE PROVIDED IN THE
RECIPIENT’S FORMAT OR INCLUDED ON THIS FORM.

THE BUDGET MUST INCLUDE TOTAL PROJECT COSTS [DOE REQUESTED FUNDS PLUS APPLICANT AND THIRD PARTY PARTICIPANT (TEAM MEMBER(S)) COST SHARE AMOUNT]. The purpose of this form is to explain and justify all project costs identified on the SF 424A, including Federal (DOE), Non-Federal (State/Applicant), and all cost share amounts, such as third party cost share and third party in-kind match. Applicants should fill out one PMC 140.2 form and include details on all SF424A budget items that would be expended and recorded through their budget office or be directly attributed to their organization through in-kind services. In addition, each sub-participant should fill out one PMC 140.2 or PMC 123.1, as appropriate, that includes details on all SF424A budget items that would be expended and recorded through their budget offices or be directly attributed to their organization through in-kind services.

1. BUDGET INFORMATION

LIST ONLY THE APPLICANT’S PORTION OF COSTS IN ALL SECTIONS EXCEPT FOR SECTION 1.f., WHICH SHOULD INCLUDE ALL COSTS FROM OTHER (NON-APPLICANT RECIPIENT) PERSONNEL

a. PERSONNEL - List costs solely for employees of the Applicant. All other Participant (third party) personnel costs must be included under the Contractual (Item 1.f. below and on form SF424A, Section B, line 6.f. Contractual)

Identify positions to be supported under the proposed award. Key personnel should be identified by title. All other personnel should be identified either by title or a group category. State the amounts of time (i.e., hours) to be expended, the composite base pay rate, total direct personnel compensation and identify the rate basis (e.g., labor distribution report, technical estimate, state civil service rates, etc.).

NA

The City is intending not to support any of existing positions/personnel that will be managing the project activities with the grant funds. The use of City funded staff to manage the project activities should be considered as leveraging of existing resources.

b. FRINGE BENEFITS - A Federal Fringe Benefit Rate Agreement or proposal is required. A Sample Rate
a. Proposal is available on <https://www.eere-pmc.energy.gov/forms.asp>.

NA

The City is intending not to support any of existing positions/personnel that will be managing the project activities with the grant funds. The use of City funded staff to manage the project activities should be considered as leveraging of existing resources.

c. **TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

1. Are travel costs governed by organizational travel policies? Yes No

If no, provide basis for estimating costs.

2. For all travel provide information below. (Example: conferences, DOE sponsored meetings, project mgmt, etc.)

<u>Purpose of Travel</u>	<u>Estimated No. of Trips</u>	<u>Estimated Cost Per Trip</u>
--------------------------	-------------------------------	--------------------------------

NA

The City is intending not to support any of travel that may be required as part of managing the project activities with grant funds. The use of City funds to conduct any travel that may be required should be considered as leveraging of the existing resources.

d. **EQUIPMENT** - Generally defined as an item with an acquisition cost excess of \$5,000 and a useful life expectancy of more than one year. Further definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html. List the proposed equipment below and briefly justify its need as it applies to the Statement of Objectives.

NA

The City is intending not to use grant funds for procurement of any equipment such as computers etc. that may be required as part of managing the project. The use of City funds to procure any equipment that may be required should be considered as leveraging of the existing resources.

e. **SUPPLIES** - Generally defined is an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Further definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html. Provide the information below for supplies that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

NA

The City is intending not to use grant funds for procurement of any supplies that may be required as part of managing the project activities. The use of City funds to procure any supplies that may be required should be considered as leveraging of the existing resources.

f. **CONTRACTUAL** - Section 600.236 sets forth standards for use by recipients in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Federal funds.

List all Participant [subcontract(s), sub-grant(s), and consultant(s)] costs including their cost share. Do not list vendors that provide goods and services. Go to the following website for further information:

http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html

The project activities below require consulting/contractual services. A detailed description of these projects can be found in the EECBG worksheets. The contractual services will primarily be consulting services required to execute these projects. These may include feasibility studies, design, preparation of bid specification, providing

training, and inspection services. These are specialized services and thus will be required to successfully implement project activities.

Project Activity	Type of Contractual Services	Estimated Cost of Contractual Services	Vendor (if known)
Green Revolving Loan Program	Consulting Services to: <ul style="list-style-type: none"> * designing an overall structure for the program * determining the types of projects that will be funded * determining who is eligible for loans * establishing criteria for energy audits * establishing the terms regarding the loan amount and the time frame for repayment * establishing criteria for accepting/rejecting loan applications * developing an outreach and marketing campaign * managing the loan repayments * monitoring energy and cost savings for a pre- and post- implementation comparison 	\$100,000	To be selected
Renewable Energy Feasibility Program	<p>Consulting services will include an analysis of the market, financial, and management feasibility of the potential renewable energy projects at a City government facility. The study will entail a comprehensive analysis that provides the necessary information to determine if a development project is viable. The study scope of work will establish the following: the electrical generation capacity available for renewable; technical constraints to renewable installation; environmental constraints; zoning constraints; permitting requirements; financing options; and economic feasibility.</p> <p>The project will include site assessments that will bring renewable energy experts to selected sites to evaluate and provide a basic analysis of energy needs, evaluate renewable energy resource availability at your location, provide energy efficient suggestions and make recommendations on specific renewable energy systems. The site assessments also provide information on the best place to locate a system and offer a general cost estimate for each installation at each site.</p> <p>Once a site and renewable technology have been selected, funds from this project will be used to prepare design, plans and bid specifications, and inspection services.</p>	\$75,000	To be selected

<p>Street Light and Traffic Signal LED Lamp Conversion</p>	<p>Under this project the City will use funding to retrofit traffic and street lights with energy efficient, LED technology. There are three principle advantages to upgrading traffic lights to LEDs: 1) LEDs are brighter, increasing public safety; 2) LEDs last about 10 times longer than incandescent bulbs, reducing maintenance; and 3) LEDs consume less energy.</p> <p>Consulting services of lighting engineers will be used. Lighting consultants will evaluate lighting needs, impacts on safety and reliability, and then prepare design and bid documents.</p>	<p>\$20,000</p>	<p>To be selected</p>
<p>Green Jobs Training for Weatherization Technicians and Energy Audits</p>	<p>These funds will be used to train about 30 local residents for jobs currently available in energy efficiency/conservation and weatherization fields. The training will be conducted in concert with industry and community collaborators will meet the growing demand for “Energy Efficiency/Clean Energy Consultants” professionals by training members of the community and matching them with waiting employers.</p> <p>Funds will be used for contractual services to provide this training.</p>	<p>\$102,000</p>	<p>To be selected</p>

Green Building Phase II	<p>Consulting services will be needed for work conducted under Phase II which includes:</p> <ul style="list-style-type: none"> * develop a virtual Green Building Resource Center/Program targeted at reducing water and energy use in existing residential and commercial buildings * establish best practices for retrofitting existing buildings including historic buildings * promote green building practices, share information and provide educational, technical, and financial assistance to the building industry, businesses, and residents * identify a local non-profit that can provide green building information and technical assistance to citizens* develop incentives for applicants who reach the highest levels of environmental achievement * provide green building and site design education and training to development City staff in appropriate City departments * arrange for Plan Review staff to receive certification in at least one nationally recognized green building standard * calculate financial benefits to the public from development of green buildings * identify a potential demonstration project for the City to achieve LEED Platinum status * encourage city-wide support for the conservation and improvement of the city’s existing built resources while maintaining the unique character of the city’s districts * provide web based information, hold forums on green buildings, and generally communicate the added benefits of higher rated green buildings to the community 	\$155,000	To be selected
Energy Conservation Program/Energy Audits	<p>Consulting services will be needed for the assessment of energy consumption at City facilities, evaluation of energy efficiency measures at City facilities and the development of strategies to target high-consumption facilities. The overall program goal is to make City facilities more energy efficient. Funding would allow for the accelerated implementation of these strategies. In case of implementation of “Green Roof” or any other strategy, the consulting services will be needed to develop plans and specifications, and prepare bid documents.</p>	\$100,000	To be selected

Technical Consultant to Support EECBG Activities	<p>The City proposes to use the services of a technical consultant to assist in a number of program implementation, management and reporting activities. Technical consultant(s) will assist the City with program implementation, management, and reporting activities. Services may include, but not be limited to, the following activities:</p> <ul style="list-style-type: none"> * conducting energy audits * design and engineering of retrofit technologies * developing technical specifications for the retrofits, special contractual terms and conditions, bid preparation and submission instructions, proposal evaluation criteria, and formats for manufacturer's price lists. * assisting with bidder's conference, responding to Q&As from bidders, participating in reviewing responses to the RFP, providing rationale for accepting or rejecting proposals, negotiating contracts * designing, developing, and implementing an energy efficiency revolving loan program * collecting data and calculating actual metric activity required for quarterly, annual, and final reporting 	\$79,000	To be selected
--	--	----------	----------------

- g. **CONSTRUCTION** - Construction, for the purpose of budgeting, means all types of work done on a particular building, including erecting, altering, or remodeling.

The project activities below have construction associated with them. A detailed description of these projects can be found in the EECBG worksheets. The construction services are required for installation of physical equipment, construction, and devices for which designs and plans are to be developed under contractual services.

Project Activity	Type of Construction Services	Estimated Cost of Construction	Contractor (if known)
Renewable Energy Feasibility Program	Once a site and renewable technology have been selected, funds from this project will be used to procure, install, operate, and maintain the renewable energy system.	\$185,000	To be selected
Street Light and Traffic Signal LED Lamp Conversion	Under this project the City will use funding to retrofit traffic and street lights with energy efficient, LED technology.	\$188,000	To be selected
Energy Conservation Program/Energy Audits	Projects conceived under this activity such as "Green Roof" or any other strategy will be procured, installed and implemented using these funds.	\$160,000	To be selected

h. OTHER DIRECT COSTS - Other direct costs are items that cannot be properly included in the above categories.

Provide the information below for other direct costs that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

Project Activity	Type of Other Direct Costs	Estimated Cost of Direct Costs	Vendor (if known)
Green Revolving Loan Program	Once a Green Revolving Loan Program is established, the funds can be used as seed money to begin the program. It is entirely conceivable that these funds may be necessary to supplement the consulting budget to develop a good program structure for Green Revolving Loan program.	\$108,000	To be selected
Green Fleet Purchase Program	The project involves using grant fund to supplement city's funding for procurement of City fleet enabling purchase of gasoline-electric hybrid vehicles in lieu of gasoline vehicles by using the funds for the incremental costs.	\$75,800	To be selected

i. INDIRECT COSTS - A Federal Indirect Rate Agreement or proposal is required. A Sample Rate Proposal, is available on <https://www.eere-pmc.energy.gov/forms.asp>. Please check one of the boxes below.

Grant will pay for indirect costs related to implementation of the project activities in this grant. Indirect costs may include costs relating to:

- Facilities**
- Utilities**
- Grant administration systems**
- Procurement systems**
- General operating expenses, etc.**

Total indirect cost across all activities is estimated to be a nominal 1.8% (approximately) of the grant. It is budgeted as \$25,000. Specific budget allocated to each of the project activities towards indirect costs is as follows:

Project Activity	Estimated Cost of Indirect Costs
Green Revolving Loan Program	\$4,000
Renewable Energy Feasibility Program	\$4,000
Street Light and Traffic Signal LED Lamp Conversion	\$4,000
Green Fleet Purchase Program	\$1,000
Green Jobs Training for Westernization Technicians and Energy Audits	\$4,000
Green Building Phase II	\$4,000
Energy Conservation Program/Energy Audits	\$4,000
Technical Consultant to Support EECBG Activities	\$0
Total	\$25,000

2. **ADDITIONAL INFORMATION**

a. **COST SHARE**

Identify the amount of cost sharing proposed by the Applicant and each Participant and the total amount as a percent of the total cost of the project. Cost sharing from other Federal sources cannot be counted as non-Federal Recipient contributions, unless specifically allowed in the solicitation. Formula grant funding may not be used to satisfy cost share requirements. Non-Federal sources include private, state or local Government, or any sources that were not originally derived from Federal funds.

Not Applicable. As a part of implementation of the project activities, the City will be leveraging resources as follows:

In-kind contributions: Time devoted by the city staff managing the project activities will not be charged to this grant; their time and equipment used in the project management will be borne by the City. The value of these contributions is nominally valued at 5% of the total cost of the project i.e. \$68,640.

Leveraged funds: Project activity associated with the “Green Fleet” involves upgrading City’s regular purchase of gasoline vehicles to gasoline-hybrid vehicles over next 3 years. This requires City’s estimated budget to purchase these vehicles over next three years is approximately \$216,000. Please note that the leveraged funds are not reflected in the Budget Information spreadsheet.

b. **RIGHTS IN APPLICATION DATA**

It is DOE policy for a grant award based on a proposal that, in consideration of the award, the Government shall obtain unlimited rights in the technical data contained in the proposal unless the Applicant marks those portions of the technical information which he asserts as "proprietary data" or specifies those portions of such technical data which are not directly related to or will not be utilized in the work to be funded under the award. Accordingly, please indicate:

XX No restrictions on Government rights in the proposal technical data; or

The following identified technical data is proprietary or is not directly related to or will not be utilized in the work to be funded under the award:

c. **IDENTIFICATION OF TECHNICAL DATA WHICH IS PROPRIETARY**

The Rights in Technical Data clause proposed to be used for this award may not permit the utilization of proprietary data in the performance of this award or, if the use of proprietary data is permitted, may not be adequate to meet programmatic requirements. Use of data which is proprietary may prevent you from meeting the data requirements of the award (including delivery of data). Your attention is particularly drawn to the use of Applicant’s PROPRIETARY LICENSED COMPUTER SOFTWARE.

Please indicate that you have reviewed the requirements in the technical scope of work and to the best of your knowledge:

XX No proprietary data will be utilized in the performance of this award.