



Frequently Asked Questions

[General](#)

[Information for subgrantees](#)

[Recovery Act \(ARRA\) Requirements](#)

[Timeline](#)

[Reporting and Monitoring](#)

[Costs and Financial](#)

General

What is *Energize Missouri Communities*?

The Missouri Department of Natural Resources (the department) created *Energize Missouri Communities* to distribute funding received from the U.S. Department of Energy (U.S. DOE), under the Energy Efficiency and Conservation Block Grant (EECBG) program. *Energize Missouri Communities* is a competitive program that awarded local governments with grants for projects that reduce energy use, create and retain jobs, and reduce fossil fuel emissions. Applications for the following program areas were accepted:

- Public Building Energy Efficiency Retrofit.
- Water and Wastewater Treatment Efficiency.
- Green Streets.
- Special Community Initiatives.

What is the Energy Efficiency and Conservation Block Grant (EECBG) Program?

The Federal Energy Independence and Security Act of 2007 established the EECBG Program to assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions, reduce total energy use and improve energy efficiency in several sectors. In 2009, the American Recovery and Reinvestment Act of 2009, or Recovery Act, appropriated funds to the EECBG program. Under the EECBG program, U.S. DOE provided grant funds to states, territories, Indian tribes and large cities and counties for eligible projects.

What was the total funding amount available under *Energize Missouri Communities*?

The department has distributed about \$11.3 million of the EECBG funds under the *Energize Missouri Communities* program through a competitive application process.

Is this going to be a one-time grant or will there be future funding?

This will be a one-time grant award. It is possible that Congress will appropriate more funds for the EECBG program in future years.

How many applications were received by *Energize Missouri Communities* and how many awards were issued?

Energize Missouri Communities received 86 applications requesting over \$18 million for Missouri cities and counties. Of these applications, 65 have been awarded grants for the following program areas:

- 33 Public Building Energy Efficiency Retrofits.
- 19 Water and Wastewater Treatment Efficiency.
- 6 Green Streets.



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



- 7 Special Community Initiatives.

How were applications evaluated?

Applications were evaluated based on the following criteria:

- Jobs created/retained.
- Energy reduction.
- Greenhouse gas (GHG) reduction.
- Project cost-effectiveness.
- Leveraged funds and partnerships.
- Project feasibility and overall impact.

Will awards be made public?

Yes, you can view a list of award recipients at the department's website at <http://www.dnr.mo.gov/transform/energizemissouricommunities.htm>.

For additional information please call 877-610-0834



Information for subgrantees

What is my subgrantee identification number?

Subgrantee identification numbers are specific to each project, and can be found at the top of your “Notice of Subgrant Award.” The number begins with ‘G10’ and is followed by EECBG, your program area code (01 – Green Streets, 02 – Public Buildings and Energy Efficiency Retrofits, 03 – Special Community Initiatives, and 04 - Water and Wastewater Treatment Efficiency) and ends with your DUNS number. For example: G10-EECBG-01-123456789. This number will be used for reporting and monitoring purposes throughout the subgrant period.

What is my Catalog of Federal Domestic Assistance (CFDA) number?

The CFDA number is derived from U.S. DOE’s Funding Opportunity Announcement (FOA) and is the same for all the EECBG subgrantees: 81.128.

Does the department require that the city or county receiving these funds pass an ordinance or resolution in order to accept these awards?

The department does not require that the subgrantee pass a resolution in order to accept *Energize Missouri Communities* funds.

When may the subgrantee begin to incur costs for a project?

Subgrantees may incur costs for their projects so long as they are not pending approval of an amendment request to their subgrant agreement or have been directed otherwise by the department.

Will subgrantees receive additional information on the reporting and reimbursement process?

Yes. The department hosted a webinar in June 2010 to demonstrate the subgrantee reporting, reimbursement request process and to review ARRA requirements. This webinar is available to all subgrantees upon request and if subgrantees have questions that were not answered, they should contact the project manager.

If my project was not fully funded, or my project costs are higher than expected, or my leveraged funds were not received, will I be able to re-negotiate the scope of work?

Subgrantees may request an amendment to modify their scope of work and/or budget reallocation within the approved direct cost budget to meet unanticipated requirements or changes. The subgrantee must submit a request for amendment to the department on city or county letterhead to revise budget and scope of work per the terms and conditions of the subgrant agreement. The subgrantee will receive notice from the department whether the amendment request has been approved or denied. See Section 4.2.G Budget and Scope of Work Revisions of the subgrant agreement for more information.

If my project costs are higher than expected, or my leveraged funds were not received, will *Energize Missouri Communities* offer more funding?

No. The subgrantee must notify the department immediately of any budget shortcomings. Subgrantees may request an amendment to modify their scope of work or reallocate funds within the approved direct cost budget to meet unanticipated requirements or changes. The subgrantee must submit a request for amendment from the department on city or county letterhead to revise budget and scope of work per the terms and conditions of the subgrant agreement. The subgrantee will receive notice from the department whether the amendment request has been approved or denied. See Section 4.2.G Budget and Scope of Work Revisions of the subgrant agreement for more information.



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



If a partner fails to complete their project milestones or is incapable of completing their portion of the project during the grant period, can the lead applicant redistribute that partner's funds?

The lead applicant is responsible for ensuring project completion and may be held responsible for any breach of contract between the State of Missouri and the subgrantee. Subgrantees must notify the department immediately of any potential contract issues and problems.

What are Building Energy Standards Workshops?

Building Energy Workshops will be hosted by the department through the *Energize Missouri Homes*, *Agriculture*, and *Industry* programs. The workshops will provide training on building energy standards and codes, and will be provided at no cost to the subgrantee. The workshops will be held throughout the state at locations and dates which have yet to be determined. The department will notify all subgrantees via email when the workshop schedule is finalized. The subgrantee is required to attend one workshop. See Section 3.5 Building Energy Standards Workshop of the subgrant agreement for more information.

What will happen if a subgrantee does not meet the terms and conditions of the contract?

In the instance that a subgrantee is falling behind schedule, not managing their grant funds appropriately, or is unable to meet the terms and conditions of the subgrant agreement (i.e. Davis-Bacon Act or Buy American requirements), the department will contact the subgrantee to determine what assistance is needed. However, if a subgrantee still cannot execute the project, the department reserves the right to withdraw funding and terminate the subgrant agreement. The subgrantee and project partners would be required to repay any and all grant funds awarded by the department throughout the life of the project.

What is the best way for a subgrantee to submit general or project-specific questions or receive guidance from *Energize Missouri Communities*?

Per Section 3.09 of the subgrant agreement, all communications regarding subgrantee projects should be submitted to the project team at EMC.grants@shawgrp.com or call 877-610-0834.

How does a subgrantee close-out the subgrant agreement after project completion?

Within 10 days of project completion subgrantees should contact the project team at EMC.grants@shawgrp.com or call 877-610-0834 to request the necessary project close-out forms and receive additional assistance. All projects must be completed on or before Aug. 31, 2012.

For additional information please call 877-610-0834



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



American Recovery and Reinvestment Act of 2009 Requirements

Also see Section 4.1 American Recovery and Reinvestment Act (ARRA) Special Terms and Conditions of the subgrant agreement for more information.

Do Recovery Act requirements and provisions apply to all aspects of the project?

In almost all instances, Recovery Act requirements and provisions apply to the entire project. There are some situations where the requirements only apply to a portion of the project that is being directly funded by *Energize Missouri Communities* (Recovery Act) dollars; however, this needs to be determined by the department on a case-by-case basis. Subgrantees should contact the project team at EMC.grants@shawgrp.com or call 877-610-0834 for further clarification.

How are National Environmental Policy Act (NEPA) requirements applicable to subgrantee projects?

NEPA is federal law that requires federal agencies to consider the potential environmental impacts of their proposed actions. NEPA requirements are applicable to all projects funded, wholly or in part, by the Recovery Act. Subgrantees had to determine whether or not their projects were categorically excluded during the application process. Although most *Energize Missouri Communities* projects were categorically excluded from NEPA, some projects required review and approval by the U.S. DOE before the project could begin to incur costs. If a subgrantee's scope of work changes significantly, an additional NEPA review may be necessary.

The other important requirement of NEPA is identification of the project's waste stream. Subgrantees must submit a waste management plans to the department. A template for the waste management plan can be found in the document library of the SRT.

If you are unsure if your project was categorically excluded from NEPA or approved by the U.S. DOE, please contact the project team at EMC.grants@shawgrp.com or call 877-610-0834.

What is the Davis-Bacon Act?

The Davis-Bacon Act requires payment of locally prevailing wages, including fringe benefits, to laborers and mechanics, who are employed directly on the site of work, on federal contracts in excess of \$2,000 for construction, alteration, or repair of public buildings or public works. Section 1606 of the Recovery Act requires that all "projects funded directly by or assisted in whole or in part by the Federal Government" must comply with Davis-Bacon Act requirements.

What are the prevailing wage requirements?

Subgrantees and their subcontractors must pay laborers and mechanics working on the project site prevailing wages and fringe benefits on a weekly basis. Subgrantees must then submit certified payrolls, with original signature, to the department. Payrolls must be post-marked within seven (7) days of payment to the laborer.

Besides prevailing wage, what are the other requirements of the Davis-Bacon Act?

Subgrantees and their subcontractors need to display the "Employee Rights Under the Davis-Bacon Act" in a prominent location at the project site to ensure that all laborers are aware of their rights. The poster can be found at <http://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf>. Also, a list of job



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



classifications and wage determinations for the state of Missouri should be posted along with the above mentioned poster, a listing of these can be found at http://www1.eere.energy.gov/wip/dol_wage_determinations_sep_eecbg.html. Subgrantees must also conduct employee interviews to ensure that the laborers at the project site know their rights under the Davis-Bacon Act. A sample of how to conduct these interviews is available upon request; subgrantees can e-mail the project team at EMC.grants@shawgrp.com.

Can subgrantees use Missouri Annual Wage Order 17 to determine wage rates?

No. Subgrantees must use federal prevailing wage rates. *Energize Missouri Communities* funds are federal, therefore federal wage rates must be followed. The only exception is if both state and federal prevailing wage requirements apply to a project.

If both state and federal prevailing wage requirements apply to a project, which should the subgrantee use?

The subgrantee should pay the higher of the two for each job classification.

How do I find federal job classifications and wage determinations?

These determinations can be found on the Department of Labor's web site at <http://www.wdol.gov/dba.aspx#0>.

If government staff is implementing the energy saving measures, do they need to be paid prevailing wage per Davis-Bacon Act requirements?

Government staff performing labor for these projects does not need to be paid prevailing wage. When a government agency performs the labor in-house it is considered a force account, which is essentially a do-it-yourself type of construction and, therefore, not subject to prevailing wage requirements because governmental agencies and their political subdivisions are not considered contractors or subcontractors.

If an electric utility or other non-government staff performs energy work are they exempt from the Davis-Bacon Act requirements?

If the utility company is a local governmental entity and its workers are paid by the city or county, those employees would be exempt from Davis-Bacon Act requirements. If the utility or other non-government staff is not paid by the city or county, they are required to comply with Davis-Bacon Act requirements. "Force account" provisions only apply to state, city, town, or county government agencies and are not applicable to any other electric utility or non-government staff.

Once the funding period is complete, are subgrantees required to continue Davis-Bacon Act pay requirements?

After the *Energize Missouri Communities* project is complete, it is not required to continue to pay federal prevailing wage. See Section 4.1.III Wage Requirements of the subgrant agreement for more information.

Are all subgrantees required to fill out the Pay Certification Form, even if they do not answer "Yes" to all of the criteria?

Yes. Even if subgrantees do not answer "Yes" to all of the criteria, they still must complete part 2 of the document by signing and dating it and returning the form to the department. Those that do answer "Yes" to all of the criteria must fill out parts 1 and 2, including the five most highly compensated officers. See Section 3.3 Pay Certification of the subgrant agreement for more information.

How does prevailing wage impact leveraged funds?



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



If subgrantees are awarded dollars from other funding sources, those dollars must follow the laws and regulations specific to that funding source. For example, if a subgrantee received dollars from a state fund, those dollars would have to follow state laws in regards to wage levels. Funds from *Energize Missouri Communities* are Recovery Act (ARRA) dollars and must be tracked and accounted for under federal requirements. See Section 4.1.III Wage Requirements of the subgrant agreement for more information.

May a subgrantee use a consultant to handle grant administration and reporting? If so, does that consultant get paid prevailing wages?

Subgrantees may hire outside help for the administration of the grants. Davis-Bacon Act requirements do not apply to work that would be considered professional services; the requirements only apply to laborers and mechanics working on the project site.

Is there more information on the Davis-Bacon Act requirements available to subgrantees?

Yes. Subgrantees should refer to the Davis-Bacon Act factsheet which can be found in the document library of the Subgrantee Reporting Tool. Subgrantees can also visit the U.S. DOE website for EECBG program guidance at http://www1.eere.energy.gov/wip/davis-bacon_act.html.

How will the Buy American affect *Energize Missouri Communities* projects?

The Buy American provision requires that all the iron, steel, and manufactured goods for Recovery Act funded construction, alteration, maintenance or repair projects of public buildings or public works be produced within the United States. Any project owned by a governmental entity is considered a public work. The Buy American provision only applies to the final product and not to the individual components. Subgrantees are required to comply with the Buy American for any portion of a project being funded by *Energize Missouri Communities* dollars. Subgrantees should understand that the Buy American provision may only be waived by the applicable federal agency in limited situations as set out in the Recovery Act section 1605.

Only in the following situations will the Buy American provision not apply:

1. **Project has received a Buy American exemption waiver:** Subgrantees may submit a request for determination of an exemption waiver to the department before items are purchased. Waivers will require federal approval and subgrantees should allow for ample time for this process.
2. **Building is owned by a private entity:** The Buy American provision only applies to public buildings or public works, not privately owned buildings.
3. **Inconsistency with Public Interest:** The definition of “inconsistent with public interest” shall be interpreted by U.S DOE on a case-by-case basis when considering waiver requests.
4. **Non-Availability:** iron, steel and relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality. The definitions of “sufficient and reasonably available quantities” and “of a satisfactory quality” shall be interpreted by U.S DOE on a case-by-case basis when considering waiver requests.
5. **Unreasonable Cost:** the inclusion of iron, steel, and manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent.



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



The Subgrantee, assisted by the department, may submit a waiver request form to U.S. DOE for a specific project, if any of the three exemptions listed above apply to the project in question. See Section 4.1.II Buy American of the subgrant agreement for more information.

What categorical waivers have been issued for the Buy American provision?

A previously issued waiver for light-emitting diode or LED lamps, fixtures, and any supporting components, and heating, ventilation and air conditioning or HVAC units expired March 31, 2010, unless substantial steps to commit funds were taken between Feb. 17th, 2009 and March 31, 2010. After March 31, 2010 subgrantees will be required to procure LED lighting and HVAC units from domestic manufacturers in accordance with the Recovery Act Buy American provision. **The waiver covering LED traffic lights, arrows and crosswalk signals is still in effect.** Information regarding other waivers are available on U.S. DOE's website at http://www1.eere.energy.gov/recovery/ba_waivers.html.

Is there more information on the Buy American provision available to subgrantees?

Yes. Subgrantees should refer to the Buy American factsheet which can be found in the document library of the Subgrantee Reporting Tool. Subgrantees can also continue monitoring Buy American provision guidance on U.S. DOE's website at http://www1.eere.energy.gov/recovery/buy_american_provision.html.

Is there a general or standardized bidding process for Recovery Act funded projects?

Subgrantees shall use their own procurement procedures provided that procurement conforms to standards set forth in the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments". The bid specifications will need to include Recovery Act requirements, such as Buy American or David-Bacon Act, as applicable.

Work for the projects will need to be competitively procured, unless the subgrantee is providing in-kind labor. The department does not need a full documentation of the bid specifications; however we will require a letter of assurance from an authorized official that all Recovery Act requirements and provisions were included. See Section 4.2.M Procurement Standards of the subgrant agreement for more information.

May a consultant or company that assisted in the project design or in writing the subgrantee's application also respond to the subgrantee's bid for work?

Yes.

What is the proper use of the Recovery Act for promotional and other materials related to subgrantee projects?

If the subgrantee displays the Recovery Act logo, it must be done so in a manner that informs the public that the project is a Recovery Act investment. If U.S. DOE logo is displayed along with the Recovery Act logo or logos of other participating entities, the U.S. DOE logo must not be displayed in a manner that implies that U.S. DOE itself is conducting the project. The U.S. DOE logo must be accompanied with a statement indicating that the subgrantee received financial assistance from U.S. DOE for the project. See Section 4.1.XIII Recovery Act Logo of the subgrant agreement for more information.

Will promotional or media materials that highlight the project have any style or content guidelines?

All publications which are intended for distribution and are financed, wholly or in part, by subgrant funds, must contain the following verbiage:



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



“Funds are made possible through the American Recovery and Reinvestment Act and administered by the Missouri Department of Natural Resources.”

Additionally, Recovery Act and department logos, as provided by the department to subgrantees, must be included in all of the aforementioned publications.

All subgrantees must submit to the department two draft copies of each publication and other printed materials which are intended for distribution and are financed, wholly or in part, by subgrant funds. Neither the subrecipient, nor its subrecipients shall print or distribute any publication until receiving written approval by the grant manager. Additionally, the subgrantee has to notify the department five business days in advance of all public relations events related to Recovery Act-funded activities whereby the public and/or media is invited to participate and provide opportunity for involvement. See Section 4.1.XIV Publications and Public Relation Events of the subgrant agreement for more information.

For additional information please call 877-610-0834



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



Timeline

When were subgrantees notified of their awards?

Subgrantee award notifications were mailed on Friday, March 5, 2010. Subgrantees were required to respond to the department of their intent to accept or reject the award by Monday, March 15. Subgrantees that needed an extension were granted a deadline of March 31.

When will subgrantees begin receiving funds?

The subgrant agreement specifies conditions of payment and the payment schedule. The subgrantee will be reimbursed by the department for all allowable expenses incurred in performing the scope of work. The subgrantee shall report project expenses and may submit invoices to the department for payment at any time during the grant period.

Will the department consider making advanced payments to subgrantees?

Energize Missouri Communities is a reimbursement program. The department will only consider advanced payments when the subgrantee can demonstrate good cause or special circumstances. See Section 2.3 Disbursement of Funds of the subgrant agreement for more information.

When is the subgrantee allowed to commence project activities?

Subject to the execution of the subgrant agreement and all other certifications requiring the signature of an authorized representative, the subgrantee was permitted to incur costs against the grant and commence project-related activities on March 15, 2010.

Will engineering, grant writing and other expenses incurred prior to grant award be eligible for reimbursement?

No. Project costs can only be incurred after the full execution of the subgrant agreement and no earlier than March 15, 2010. Any costs incurred prior to March 15th will not be eligible for reimbursement.

Are *Energize Missouri Communities* projects required to be completed by a certain date?

Yes. Subgrantees will not be reimbursed for costs incurred after Aug. 31, 2012. The final reimbursement request form is due by Sept. 2, 2012.

What happens if the project is not finished by Aug. 31, 2012, will the subgrantee have to return the balance of the grant award or will it have to return the entire award?

If a project is not complete by Aug. 31, 2012, the subgrantee will return the entire amount of award to the department, regardless of whether funds have been partially spent or the project is partially complete. The department must then return the funds to U.S. DOE. See Section 1.3 Schedule of the subgrant agreement for more information.

For additional information please call 877-610-0834



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



Reporting and Monitoring

What are the Recovery Act reporting requirements?

The Recovery Act reporting requirements are stringent, as reporting and accountability is of primary importance for stimulus dollars. Subgrantees will be required to submit monthly electronic progress and expenditure reports in accordance with the requirements of the subgrant agreement. Additional quarterly, annual and final reports may be requested from the subgrantee. The department reserves the right to structure reporting requirements on a project-specific basis. See Section 4.1.I ARRA Program Reporting Requirements and Certification of the subgrant agreement for more information.

What is the reporting schedule?

The reporting schedule is described in detail in Section 5 of the subgrant agreement. The subgrantee will submit monthly reports for the duration of the grant, by the second day of each month. In the event the second of the month falls on a Saturday, the subgrantee will submit the report on Friday, and if the due date falls on a Sunday, the subgrantee will submit the report on Monday. See Section 5 Report Requirements of the subgrant agreement for more information.

Will subgrantees be required to report to the U.S. Department of Energy or any other federal agency?

No. *Energize Missouri Communities* subgrantees will report to the Missouri Department of Natural Resources.

What is the length of subgrant agreement for reporting requirements?

It begins at the time of award and will end in September 2012. If your project concludes before this, you will submit a final report within one month of project completion.

How will subgrantees report on project activities?

Reports will be submitted electronically through an online reporting program called the Subgrantee Reporting Tool (SRT). Login credentials and a brief user manual were delivered to subgrantees via e-mail in July. Additionally, Subgrantees were trained to use the SRT in a webinar that took place on June 29, 2010. Subgrantees should contact the project team at EMC.grants@shawgrp.com or call 877-610-0834 for more information or further assistance.

If the grant has been received, but no other actions have been carried out, are there any metrics to report on?

Outlays, metrics and milestones are required as part of the progress reporting, but may be minimal if the subgrantee has not begun work on their project. Reporting is still required each month until project completion.

If a city or county has multiple projects awarded, can they combine the reporting for these projects or must they be treated separately?

Subgrantees should submit one report per award received, and should include in this report all projects and activities performed under the award.



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



How will the department be monitoring subgrantees and the progress of their projects?

Monitoring will take place in the form of on-site visits and desk-reviews that will occur throughout the life of the subgrant. Frequency of monitoring will be determined by the department based on the level of risk identified after conducting a qualitative risk assessment.

Desk-reviews and on-site visits will result in a monitoring report that will be submitted to the department and to the subgrantee. The monitoring report will contain a description of issues identified during the monitoring and a list of recommendations for required corrective actions. See Section 3.1 Audit Requirements of the subgrant agreement for more information.

What will occur during an on-site monitoring visit?

The subgrantee will be notified one week in advance of any on-site visit to be performed by a project monitor. Visits will occur during regular working hours and the monitor shall be granted access to any pertinent project areas, documents, and records.

During the on-site visit, the monitor will complete a questionnaire and make notes of any issues identified, recommendations, and required corrective actions. This questionnaire will later be sent to the department and the subgrantee with the monitoring report, and the corrective actions report (CAR).

What will occur during a desk review?

The subgrantee will be notified one week in advance of any desk-review to be performed by a project monitor. The monitor may request evidentiary documents including receipts, invoices, time sheets, photographs, monthly reports and other relevant materials for purposes of this review. In addition, the monitor may schedule conference-calls with the subgrantee to be updated on the progress of the project.

During the desk-review, the monitor will complete a questionnaire and make notes of any issues identified, recommendations, and required corrective actions. This questionnaire will later be sent to the department and the subgrantee with the monitoring report, and the corrective actions report (CAR).

How frequently will these reviews occur?

The frequency of desk-reviews and on-site visits will be determined according to the level of risk identified for the project. The frequency of desk-reviews or on-site visits may be changed at the department's discretion and based upon project performance. Failing to supply monitors with requested project documents may also lead to a higher frequency of reviews.

What is a performance evaluation?

After performing a desk-review or conducting an on-site visit, the monitor will produce a monitoring report, which identifies any issues that may hinder the implementation or progress of the project. In the corrective actions report, the monitor recommends corrective actions, if necessary, and recognizes the need for additional technical assistance, if needed.

The monitoring report and corrective actions report will be delivered to both the subgrantee and the department. The subgrantee is required to address all deficiencies identified in corrective actions report and supply evidence that they have been addressed, to the satisfaction of the department, within thirty (30) days of receiving the CAR from the monitor. If the subgrantee fails to address the issues identified, it will not be eligible to receive further funding and may be required to repay any and all disbursements of grant funds awarded by the department.



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



Will subgrantees be expected to continue reporting after September 2012 to confirm if their projects met the payback requirement?

No.

If after completion an awarded project cannot confirm a 10 year payback will the department recall the grant award?

No. However, each application was evaluated on the basis of project feasibility and projected payback was taken into account to determine project eligibility.

For additional information please call 877-610-0834



Costs and Financial

Do *Energize Missouri Communities* dollars lose their federal identity when they come through the department?

No. Funds that flow through and are managed by the department remain federal dollars. As such, *Energize Missouri Communities* funds maintain their federal identity.

Is a separate bank account required for Recovery Act funds, or just separate accounting?

A separate bank account is not required for Recovery Act funds. However, separate accounting, or tracking, of Recovery Act funds is required for purposes of reporting and accountability.

Should my project costs be billed to the department, or are they reimbursed?

Eligible project costs as identified in the subgrant agreement will be reimbursed. Subgrantees may submit reimbursement requests to the department on a regular basis, but not more than twice per calendar month, as costs are incurred.

What forms are necessary to submit for the first reimbursement request?

In addition to regular request for reimbursement submittal information, the first request should include the following completed forms:

- Subgrantee Acknowledgement of Davis-Bacon Act Requirements.
- Job Classifications and Wage Determinations.
- Pay Certification.
- Acknowledgement of Davis-Bacon Act Labor Clauses.

All of these forms can be found in the document library of the Subgrantee Reporting Tool. See Section 2.3 Disbursement of Funds of the subgrant agreement for more information.

What does on-going reimbursement mean?

Reimbursement requests can be submitted to the department throughout the life of the project. The reimbursement request form can be found in the document library of the SRT or is available upon request from the project manager. Subgrantees should complete the reimbursement request form and submit it along with all necessary supporting documentation. Subgrantees are encouraged to submit reimbursement requests as soon as costs are incurred.

Will partners of the lead applicant be directly reimbursed for costs from the department, or are they required to report through the subgrantee?

The project contact for the lead applicant (subgrantee) will submit reimbursement requests on behalf of all project partners; this will streamline and expedite the reimbursement process.

Will there be allowance for preliminary fees and final fees for engineering?

Energize Missouri Communities will not allow preliminary fees, but engineering fees can be counted as eligible costs during implementation of the project and after the grant the subgrant agreement has been fully executed by the department and the subgrantee.

How long are subgrantees required to retain fiscal records?

The subgrantee shall keep records sufficient to permit the tracking of funds to a level of expenditure adequate to ensure that funds have not been inappropriately expended. Subgrantees have to maintain



ENERGIZE MISSOURI COMMUNITIES

MISSOURI DEPARTMENT OF NATURAL RESOURCES



records for at least three (3) years following the submission of their final report, unless the department notifies the subgrantee otherwise. Record retention may include digital and electronic data, documents, receipts, invoices, and other relevant materials. The subgrantee must provide full access to all relevant materials upon request by the department. See Section 4.2.I.B Retention and Custodial Requirements for Records of the subgrant agreement for more information.

Are subgrantees allowed to earn program income?

Subgrantees are encouraged to earn income to defray program costs. Program income means income from fees for services performed, from the use or rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under the subgrant, and from payments of principal and interest on loans made with subgrant funds. Program income does not include items such as interest on grant funds, rebates, credits, discounts, or refunds.

If a subgrantee does earn program income during the project period as a result of this award, it must be added to the funds committed to the award and utilized for further eligible project objectives. See Section 4.2.I.C Program Income for Records of the subgrant agreement for more information.

For additional information please call 877-610-0834