



FIELD DAY: ENERGY TRAINING

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Field Day: Energy Training Program

What is *Energize Missouri Agriculture*?

The Missouri Department of Natural Resources created *Energize Missouri Agriculture* (EMA) to distribute funding received from the U.S. Department of Energy, or U.S. DOE, under the State Energy Program, or SEP. The purpose of *Energize Missouri Agriculture* is to provide funding, through a competitive grant process, to assist Missouri farmers in reducing energy costs and increased rate of adoption of energy efficient practices, specifically by:

- Decreasing fossil fuel emissions.
- Creating and retaining jobs.
- Spurring economic growth.
- Improving the energy efficiency of Missouri's extensive agricultural sector.

What are the programs under *Energize Missouri Agriculture*?

The department has set aside a portion of SEP funds for an agricultural program which is marketed under the umbrella name *Energize Missouri Agriculture*. Under *Energize Missouri Agriculture*, the department has established two programs: Agricultural Energy Loans and Field Day: Energy Training programs.

What is the State Energy Program, or SEP?

Congress created the U.S. DOE State Energy Program in 1996 by consolidating two other programs: the State Energy Conservation Program, or SECP, and the Institutional Conservation Program, or ICP. Both programs went into effect in 1975. The State Energy Program provides grants to states and U.S. territories to promote energy conservation and reduce the growth of energy demand in ways that are consistent with national energy goals. The SEP is the only U.S. DOE sponsored activity that encompasses renewable energy and energy efficiency technologies and addresses all sectors of the economy.

What is the Field Day: Energy Training Program?

The Field Day: Energy Training Program provides farmers with the opportunity to realize measurable energy savings that will result in reduced energy costs and increased rate of adoption of energy efficient practices. The program provides grants to provide Missouri farmers with the opportunity to receive energy efficiency education and training relevant to the agricultural community. The intent of the field days is to provide farmers with the tools and resources to identify opportunities to save energy and reduce costs at their facilities.

What is the total funding amount available under the Field Day: Energy Training Program?

The department will distribute up to \$500,000 of the SEP funds under the Field Day: Energy Training Program through a competitive grant process.

What documents and forms are included in the application? Where are they available?

The program documents are available on the web site at www.EnergizeMissouri.org and consist of:

- Program guidelines (PDF document).
- Program manual (PDF document).
- Application forms (Fill-in-able PDF document).
- Program webinar (PDF document).

Is there a copy of the program introduction webinar available?

The webinar presentation is available on the program website at www.EnergizeMissouri.org.

If an applicant is awarded funding is there a requirement that the project moves forward?

Yes. Once a subgrantee signs a grant agreement with the department the project is required to move forward. Monitoring will occur throughout the life of the grant to guarantee that projects are being implemented and funds are being spent at a pace that allows complying with the Jan. 31, 2012 deadline for project completion. The department reserves the right to reallocate awarded funds if it is determined a subgrantee will not be able to complete their project within the grant period.

Can projects be completed with in-house labor? Can in-house labor costs be included in the grant?

Yes, in-house personnel can be used and the costs can be included in the application or may be included as part of funds leveraged. Applicants should be aware of applicable Recovery Act requirements, such as competitively procuring any project partners that will receive Recovery Act dollars for payment of services.

Is the department looking for a particular percentage of leveraged funds of the total project cost?

No. The department encourages leveraging funds to help Recovery Act dollars go as far as possible, but leveraging is not a requirement.

Application Process

Why do you need leveraged funds?

Leveraged funds are one of the metrics that need to be reported to the U.S. Department of Energy. It is also one of the criteria under which applications will be evaluated.

If an application is submitted before the deadline, will we be notified early of awarded money?

How quickly could we get approval for awarded money?

Applications may be submitted before the deadline of Sept. 13, 2010, however, because this is a competitive program, applications will not be reviewed until after the deadline and all applicants will be notified of the results at the same time. The expected date of award is Sept. 27, 2010.

Are funds allocated on a first come-first served basis?

No, this is a competitive grant program. Applications will not be reviewed until after the deadline and all applicants will be notified of the results at the same time. The expected date of award is Sept. 27, 2010.

Can forfeited indirect costs be used as leveraged funds?

No, forfeited indirect costs do not qualify as leveraged funds.

For additional information and clarification please e-mail EMA.fielfday@shawgrp.com

American Recovery and Reinvestment Act of 2009 Requirements

Are National Environmental Policy Act, or NEPA, requirements applicable to potential projects?

All eligible projects under the Field Day: Energy Training program are categorically excluded.

Do *Energize Missouri Agriculture* dollars lose their federal identity when they come through DNR?

These funds flow through and are managed by the department. However, they remain federal dollars subject to all transparency requirements of U.S. DOE. They are also federal ARRA dollars and therefore require stringent reporting requirements.

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

Subgrantees will need to follow state competitive procurement laws for the bidding process. For more information about the Missouri Procurement Requirements please visit the Office of Administration vendor manual at: <http://oa.mo.gov/purch/vendorinfo/vendormanual.pdf>

If a grant is awarded, is follow up documentation required to be submitted?

Yes, this will be provided in the subgrantee award letter and grant agreement. There will also be monthly progress reports in accordance with ARRA reporting.

What are the ARRA reporting requirements?

The ARRA reporting requirements are stringent, as reporting and accountability is of primary importance for stimulus dollars. Subgrantees will be required to submit monthly progress and expenditure reports in accordance with the requirements of the grant agreement. Additional quarterly, annual and completion reports may be requested from the subgrantee. Subgrantees are only responsible for reporting to the department and will not have to report to the federal government. The department reserves the right to structure reporting requirements on a project-specific basis.

What is the length of grant agreement for reporting requirements?

It begins at the time of award and will end in Jan. 31, 2012.

Will each subgrantee report to the department, or directly to U.S. DOE?

Subgrantees will only need to report to the department, but will follow federal reporting guidelines.

For compliance with Buy American, does the product have to be assembled in the U.S., or every component manufactured in the U.S.?

It is only required that the final product is assembled in the U.S. However, the Buy American provision will likely not apply to this program as all of the buildings and sites that would be included in Field Day: Energy Training Program would be privately owned.

What is the process to register for a DUNS number?

Prior to beginning work, subgrantees must obtain a DUNS number or, if necessary, update their organization's information. DUNS Number assignment is FREE for all businesses required to register with the U.S. Federal Government for contracts or grants. Once you receive this number, please be sure to file it appropriately as you will need it to register with the Central Contractor Registry and to apply for funding through the State Energy Program. To request your DUNS Number via the Web, please visit the following URL: <http://fedgov.dnb.com/webform>. For technical difficulties, contact govt@dnb.com or call the D&B government customer response center at 1-866-705-5711.

Would it be permissible, as an owner of a Central Contractor Registry, or CCR, registered company, to allow a distribution cooperative to use our CCR on their application?

Subgrantees will have to be registered with the Central Contractor Registry in order to receive *Energize Missouri Agriculture* funds. This is a requirement of the Recovery Act. While CCR registration is not required at the time applications are submitted, applicants should be aware that they will need to be registered if selected for award and that the registration process could take up to several weeks.

For additional information and clarification please email EMA.fieldday@shawgrp.com

Timeline

Can applicants apply for funding for projects that have been completed or are currently under way?

Any project that is already completed or started prior signing a grant agreement with the department will not be eligible for Field Day: Energy Training Program funds. Eligible projects include those that are currently being planned and are ready to begin as soon as they receive funding.

When are applications due?

Applications must be submitted to the department by 4 p.m. on Sep. 13, 2010. The department must receive hard copies of applications; they may not be submitted electronically.

When will funds be awarded?

Final awards for the Field Day: Energy Training Program are expected to be made Sep. 27, 2010.

When will subgrantees receive the money?

The grant agreement will specify 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 services. The subgrantee shall report project expenses and submit original invoices to the department for payment as required by division and program per the grant agreement.

Are the projects required to be completed by a certain date?

Yes. Projects must be completed by Jan. 31, 2012.

Why is the timeframe so short?

This is in response to a requirement from the U.S. DOE that all dollars be allocated by Sep. 30, 2010.

When will projects start?

Projects will begin after the date of award; otherwise the activities will not be eligible for funding.

When can questions be submitted?

Questions can be submitted at any time to EMA.fieldday@shawgrp.com or to the hotline at 1-877-610-0834.

For additional information and clarification please email EMA.fieldday@shawgrp.com

Costs and Financial

Are consultants on grant administration or project implementation an eligible project cost?

Yes, consultants for grant administration or project implementation would be considered an eligible administrative expense. Applicants are allowed to use up to 5 percent of funds requested for administrative expenses.

When funds are awarded do they go directly to the subgrantee or can they go to a third-party contractor?

Funds will go directly to the subgrantee, and then the subgrantee can distribute to its contractors/subcontractors.

Are these grants paid in cash, or are they tax credits?

Grants will be paid in the form of a check or direct deposits, they are not tax credits.

What qualifies as administrative costs?

Administrative expenses are costs that cannot be identified with any single program but are indispensable to the conduct of grant activities. They include reporting, record keeping, budgeting and related management of grant activities.

Could hours worked by an engineering firm qualify as leveraged funds?

Yes, this would be included in Form E, Project Budget of the application. Include the engineering hours when completing the Direct Labor table on page E-2. Also include total funds leveraged for the engineering firm in the Funds Leveraged table on page E-3 and a letter of award as an attachment.

What happens if the project is not finished by Jan. 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 completed by Jan. 31, 2012, the subgrantee will need to return the entire amount of award, regardless of whether a portion of the funds has already been spent, to the department. Then, the department will have to send the funds back to the U.S. DOE.

For additional information and clarification please email EMA.fieldday@shawgrp.com