



American Recovery and Reinvestment Act of 2009

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LOUISIANA DEPARTMENT OF NATURAL RESOURCES

TRANSPORTATION EFFICIENCY & ALTERNATIVE FUELS GRANT PROGRAM



Transportation Efficiency & Alternative Fuels Grant Program Program Assistance Webinar

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Webinar Logistics

For voice access please dial:

- Phone number: 877-901-0712
- Pass code: 3377092#

This presentation will be made available on the website:
<http://dnr.louisiana.gov/stimulus>

Participants are asked to mute their phones

At the end of the presentation we will have a Q&A session.



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Agenda

- Overview of Transportation Efficiency & Alternative Fuels Grant Program
- Overview of ARRA Requirements
 - Buy American Provision Requirements
 - Davis-Bacon Act (DBA) Requirements
 - Procurement Process
 - Reporting Requirements
- Reimbursement Requests
- Q & A



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The American Recovery and Reinvestment Act of 2009 (ARRA)

Overview:

- The ARRA of 2009 was signed into law by President Obama on February 17th, 2009
- An unprecedented effort to jumpstart our economy, create or save millions of jobs, and address long-neglected challenges

Recovery Act Purpose

- Preserve and create jobs and promote economic recovery
- Assist those most impacted by the recession
- Spur technological advances in science and health via investment
- Generate long-term economic benefits via investment
- Stabilize state and local government budgets

Principles

- As quickly as possible
- Prudent management
- Leveraging public and private funding



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State Energy Program (SEP)

- Administered by the U.S. Department of Energy's (DOE) Office of Energy Efficiency and Renewable Energy (EERE)
- Created in 1996 to provide grants to states and U.S. territories to promote energy conservation and reduce the growth of energy demand.
- Encompasses renewable energy and energy efficiency technologies and addresses all sectors of the economy.
- Under the Recovery Act, states will receive \$3.1 billion for energy projects through SEP.



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State Energy Program (SEP)

The goals established for the SEP are:

- Increase energy efficiency to reduce energy costs and consumption;
- Reduce reliance on imported energy;
- Improve the reliability of electricity and fuel supply and the delivery of energy services;
- Reduce the impacts of energy production and use on the environment.



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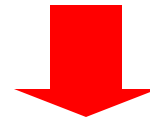


U.S. DOE – SEP

\$3.1 billion

↓ \$71.6 million

Louisiana Department of Natural Resources
EmPower Louisiana Grant Programs



\$9.8 million

State
Buildings

HERO

Renewables

Transportation
Efficiency

Energy
Star
Rebates



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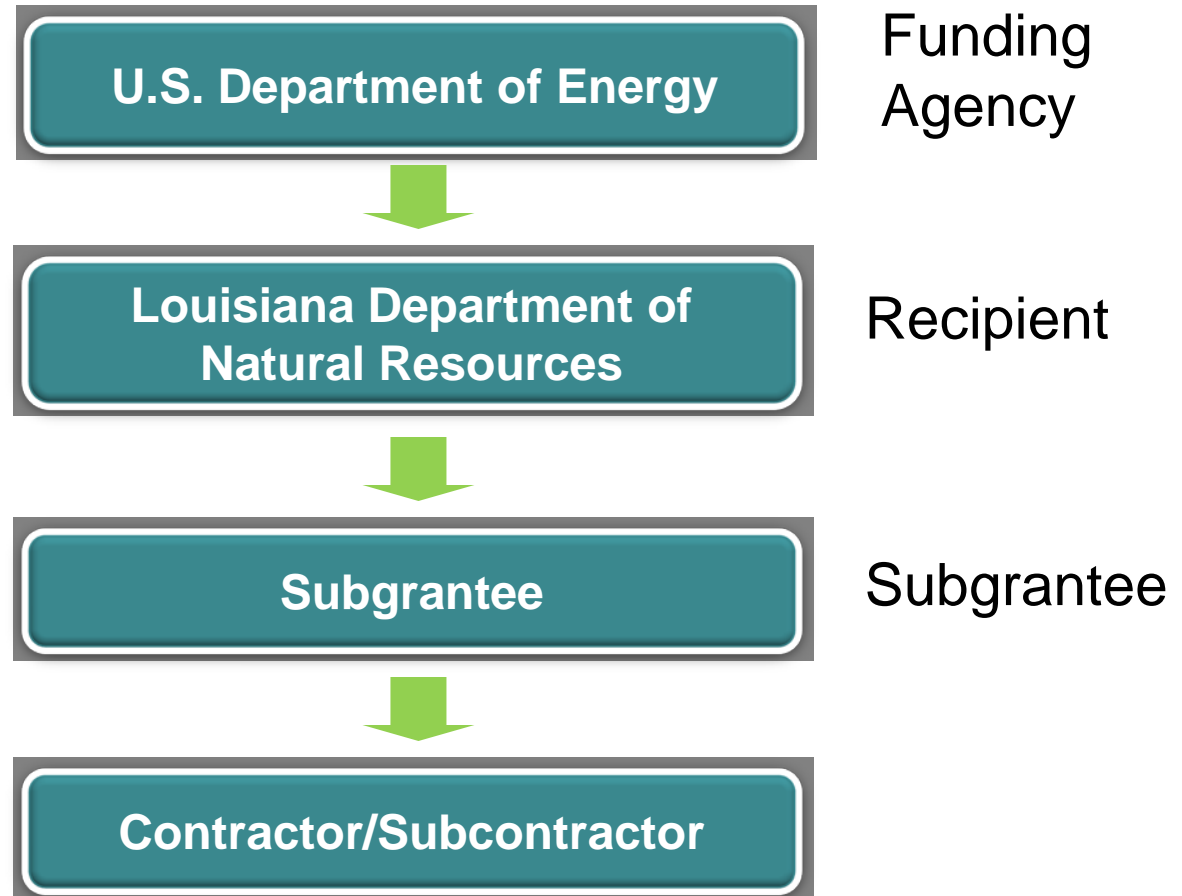
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Recovery Act Flow-Down of Responsibilities

- Davis Bacon
- Buy American
- Procurement
- Reporting



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EmPower Louisiana - Transportation Efficiency & Alternative Fuels Grant Program

- Created to improve public infrastructure and mass transit systems throughout the State by funding projects that will allow:
 - Purchase/Conversion of efficient vehicles
 - Installation of efficient traffic signals and street lights
 - Installation of alternative fuel infrastructures
- \$9.8 million available through a competitive process.
- Eligible applicants are local government entities, nonprofit organizations and private entities.



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Eligible Activities – Alternative Fuels

Projects

Funding to pay the incremental costs of purchasing or converting light, medium and heavy-duty vehicles, traditional mass transit buses, school buses and other fleet vehicles to dedicated compressed natural gas (CNG) vehicles of the same type.

Maximum Funding Level

Award up to 100% of incremental costs for purchasing dedicated CNG vehicles.

Award up to 100% of the costs of converting a vehicle to operate on CNG.

Maximum of \$500,000 per application.



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Eligible Activities – Transportation Efficiency

Projects

Replacement of traffic signals and street lighting with energy efficient lighting technologies including light emitting diodes (LED), High Pressure Sodium (HPS), Induction Lighting, Metal Halides and other technologies.

Funding Levels

Prescriptive Incentives:

- LED lighting
- LED traffic signals
- Metal Halide Lighting
- Induction Lighting

Custom Incentives: measures not included in the prescriptive list, and will be set at \$0.10 per kilowatt-hour saved in one year.

Maximum grant of \$250,000 per application.



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Eligible Activities – Refueling Infrastructure

Projects

Purchase equipment for construction of publicly-accessible quick-fuel (fast-fill) CNG fueling stations in existing or new fueling facilities.

Eligible equipment costs include storage tanks, compressors, dryers, fuel dispensers, and other necessary fueling equipment.

Funding Levels

Grant award up to 50% of project costs

Maximum incentive of \$1.25 million per station



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Ineligible Activities

- Projects for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
- Funds for buying or leasing property.
- Funds to conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.
- Projects that propose using used equipment.
- Projects that begin construction prior to signing a Grant Agreement with DNR.



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Federal and State Requirements

- Transparency Requirements
- Reporting Requirements
- Davis-Bacon Act
- Buy American Provision
- Procurement Requirements
- National Environmental Policy Act (NEPA)



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BUY AMERICAN PROVISION



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Buy American Provision Overview

The Buy American provision requires that all the iron, steel, and manufactured goods for projects funded by ARRA be produced in the United States.

The Buy American provisions only apply to projects funded under the Recovery Act for the construction, alteration, maintenance or repair of a public building or public works.

- Any project “owned” by a government entity is considered public work.
- Applies to the final product and not to the individual components.



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Buy American Flow-down of Responsibilities

**Louisiana Department
of Natural Resources**



- Flow down the Buy American requirements to Subrecipients.
- Monitor Subrecipients for compliance with Buy American provision.

Subgrantee



- Flow down the Buy American requirements to contractors/subcontracts.
- Maintain documentation at a level they feel is appropriate to show compliance with the Buy American provisions.

**Contractor/
Subcontractor**

- Held responsible for complying with the Buy American provisions.

Buy American Exceptions

The ARRA provides three exceptions to the Buy American provision:

Non-availability: item is not produced or manufactured in sufficient and reasonably available quantities of a satisfactory quality

Unreasonable cost: inclusion of material will increase cost of the overall project by more than 25%

Inconsistency with public interest

“Instructions for Waiver Requests” document is available at:

<http://www.management.energy.gov/documents/arraattachment13v1.pdf>



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Buy American Nationwide Categorical Waivers

February 11, 2010:

1. Fluorescent electronic lighting ballasts;
2. LED traffic lights and crosswalk signals;
3. Screw-base and pin-base compact fluorescent lamps (with the exception of plug-in CFLs longer than 10 inches).

May 24, 2010:

1. Nonresidential programmable thermostats
2. Commercial scale fully automatic wood pellet boiler systems
3. Small district wood pellet and chip boiler furnaces
4. Variable refrigerant flow zoning and inverter driven ductless minisplit HVAC systems
5. Electrical “smart” strips/surge protectors
6. Gas or propane tankless water heaters up to 200,000 BTUs
7. Fully enclosed continuous composting systems

Buy American Required Documentation

- No specific requirement.
- Documentation could include, but is not limited to:
 1. Language in contractual documents that obligates contractors/subcontractors to comply Buy American;
 2. Receipts for the domestically-produced items;
 3. Documented certification from the contractor, vendor, distributor, supplier, or manufacturer;
 4. Detailed information supporting the claim;
 5. Other.




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Buy American – Fraud Alert

- DOE has received complaints that foreign competitors are fraudulently marketing their products as compliant.
- Allegations of fraudulent claims in the high-efficiency lighting sector, particularly induction and LED products.
- Several websites promoting their products' compliance on the basis of being manufactured in a "Trade Agreement" country.
- An effort by the National Electrical Manufacturers Association ("NEMA") is underway to identify domestic induction and LED lighting manufacturers.



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Additional Resources

- U.S. DOE Buy American Provision -
http://www1.eere.energy.gov/recovery/buy_american_provision.html
- EmPower Louisiana Buy American Provision Fact sheet
<http://empowerlouisiana.org/TransportationProgram.aspx>
- EmPower Louisiana Transportation Efficiency & Alternative Fuels Grant Program Information line:
- 1-877-319-1368 option # 3,
lacleantransport@shawgrp.com



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DAVIS BACON ACT

Davis-Bacon Act Requirements

ARRA section 1606 states that **Davis-Bacon prevailing wage requirement broadly applies to construction projects funded with ARRA appropriations.**

The Davis-Bacon Act requires payment of locally prevailing wages to laborers and mechanics on contracts in excess of \$2,000 for construction, alteration, or repair of public works who are employed directly on the site of the work.



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Davis-Bacon Act (DBA) Overview

- Requires payment of locally prevailing wages, including fringe benefits, to **laborers and mechanics** on federal government contracts in excess of \$2,000 for **construction, alteration, or repair** (including painting and decorating) of public buildings or public works who are employed directly on the site of the work.
- Section 1606 of the ARRA requires that all “projects funded **directly by or assisted in whole or in part** by the Federal Government...” comply with DBA requirements.



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Davis-Bacon Act (DBA) Requirements

1. Contractors/subcontractors pay laborers and mechanics prevailing wages and fringe benefits;
2. Contractors/subcontractors pay laborers and mechanics on a weekly basis;
3. Requires that certified payrolls (Form WH-347) be submitted weekly;
4. Requires that employment records be kept for a period of 3 years after project completion;
5. Requires employers post the WH-1321 “Employee Rights under the Davis-Bacon Act” poster at the site of the work along with U.S. Department of Labor (DOL) wage determinations for each position..



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How does DBA apply to your projects?

- Projects funded in whole or in part by ARRA funds are subject to DBA requirements, regardless of whether the work is performed on a public or private facility.
- Applies only to construction, alteration or repair work.
- Applies to work conducted on the project site.
- Does not apply to work performed by government employees.
- Does not apply for routine maintenance and incidental installation of equipment.
 - *Will be evaluated by U.S. DOE on a case-by-case basis.*



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Davis-Bacon Act (DBA) Flow-Down of Responsibilities

Louisiana Department of Natural Resources



- Ensure applicable wage determinations are included in solicitations and resulting contracts and grants.
- Maintain original weekly certified payroll forms (WH-347) for U.S. Department of Energy (DOE).
- Conduct compliance audits.
- Conduct employee interviews.
- Report semi-annually to DOE.

Subgrantee



- Receive original weekly certified payrolls (WH-347), review & submit to DNR.
- Identify wage determinations and ensure they are included in solicitations, procurement documents and contract awards.
- Ensure laborers and mechanics are paid weekly.
- Acknowledge receipt of labor clauses and DBA responsibilities (SF-1413) and submit to DNR.
- Conduct employee interviews.

Contractor/ Subcontractor

- Pay all laborers and mechanics weekly.
- Submit weekly certified payroll (WH-347) within 7 days of payment to Subgrantee.
- Post wage determinations and DBA poster on site of work.
- Acknowledge receipt of labor clauses and DBA responsibilities (SF-1413) and submit to Subgrantee.
- Maintain employee records during course of work & for 3 yrs after.

DBA-related Documents

	Document/Form	Included	Responsible Party - Required Action
1	Acknowledgement of Davis-Bacon Act	Subgrantee Information Packet	Subgrantee - submit to DNR by Nov 19, 2010
2	DOL Wage Rate Determinations	http://www1.eere.energy.gov/wip/pdfs/la_20100903.pdf	Subgrantee/ Contractor - Used to complete WH-347 and "Acknowledgement of DBA Form"
3	Certified Weekly Payroll (WH-347)	http://www.dol.gov/whd/recovery/index.htm	Subgrantee - collect from contractor and submit weekly to DNR.
4	"Standard DBA and Labor Clauses"	Sent via email	Subgrantees - include in RFPs to contractors/ subcontractors.



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DBA-related Documents

	Document/Form	Included	Responsible Party - Required Action
5	Form SF-1413 Statement and Acknowledgement	http://contacts.gsa.gov/w ebforms.nsf/0/70B4872D 16EE95A785256A26004 F7EA8/\$file/SF%201413. pdf	Subgrantees – Submit to DNR by Nov 19 2010. Contractors – sign upon receipt of “Standard DBA and Labor Clauses” and submit to Subgrantee.
6	“Employee Rights under the Davis-Bacon Act” Poster	www.dol.gov/whd/regs/co mpliance/posters/fedprojc .pdf	Contractor - Post at site of work along with DOL wage determinations.



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1. Acknowledgement of DBA Requirements

EmPower Louisiana Transportation Efficiency & Alternative Fuels Grant Program – Subgrantee Information Packet Attachment A – Acknowledgement of Davis – Bacon Act Requirements

Davis Bacon-Act:

1. Have you determined that your project is exempt from the federal Davis-Bacon Act prevailing wage requirements?

Yes (please continue to question 2)

No (please continue to question 4).

2. The proposed project is exempt from Davis-Bacon Act prevailing wage requirements because it falls within the following category or categories:

All project activities will be performed by the governmental agency's own employees.
 Project activities do not include work done on a public building or public work by laborers and mechanics employed by a construction contractor or construction subcontractor.

All project work involves the installation, maintenance, repair, or replacement of energy commissioning equipment.

Other, specify: _____

4.

If Davis-Bacon Act prevailing wage requirements apply to individuals employed on your project, including individuals employed by subcontractors, then provide the name and contact information of the contact person who will be responsible for submitting certified payroll information to the Louisiana Department of Natural Resources on a weekly basis for all such individuals. It is the Subgrantee's responsibility to ensure that all certified payroll records are accurate, complete and submitted in a timely manner.

Signature: _____

Name of Contact Person: _____

Matthew Martin

Title: _____

Site Manager

Parish: _____

Jefferson Davis

Email and Phone: _____

mmartin@voltage.com (504) 234-4422

Subgrantee DUNS#: _____

683648955

- Included in Subgrantee Information Packet

- Needs to be **Submitted by November 19, 2010.**

1. Acknowledgement of DBA Requirements

EmPower Louisiana Transportation Efficiency & Alternative Fuels Grant Program –
Subgrantee Information Packet
Attachment A – Acknowledgement of Davis – Bacon Act Requirements

The following table will document and identify the job classifications the Subgrantee intends to hire in support of its project based on DOL wage determinations. DOL Prevailing Wage Determinations are available at <http://www.wdol.gov/dba.aspx#0>

DOL Job Classification	Number of Individuals Employed in Classification	Tasks to be Performed	Wage Determination
Electrician	2.00	Low voltage wiring, installation of CFLs	34.61

U.S. Department of Labor (DOL) Wage Determination(s) are applicable to work covered by DBA and are specific for the job classification, the locality where work is performed (Parish) and for the category of construction involved .

2. DOL Wage Determinations

- To obtain Wage Determinations:
 - www.wdol.gov
 - **Input State, Parish and Construction Type**

Selecting DBA Wage Decisions

Select DBA WD by number:

(Enter WD number in the following format: two letter abbreviation for the state and the number of the WD. For example, VA3, NOT VA030003 or MD150 NOT MD030150.)

Search

OR

Browse by [state/territory](#)

OR

By Selection criteria beginning with:

State:

County:

Construction Type: (Types of Construction Under DBA)

WD Number:

Search

[Back](#)

View the latest [modifications and additions](#) to the Davis-Bacon Database.
View the [modifications or additions](#) to Davis-Bacon Wage Determinations due to be issued and published on [WDOL.gov](#).
[View Archived Wage Determinations](#)

2. DOL Wage Determinations

- **Output: Rate and Fringe Benefits**

The Wage Determination you have requested is below.

Please scroll down to review the WD carefully to ensure that it is appropriate for the specific contract action.

	Rates	Fringes
JEFFERSON, ORLEANS, PLAQUEMINES, ST. BERNARD, ST. CHARLES, ST. JAMES, AND ST. JOHN THE BAPTIST PARISHES		
ELECTRICIAN (includes low voltage wiring and installation of fire alarms, security systems, sound and communication systems, telephones, computers, and temperature controls).....	\$ 25.75	8.86

[Printer Friendly Version](#)

[Sign Up for Alert Service](#)

[Find Another WD](#)

[Exit](#)

If laborer does not receive benefits from contractor add Rates and Fringes to determine hourly wage

2. DOL Wage Determinations


- U.S. DOE developed a spreadsheet as an aid for determining the proper classifications. **This spreadsheet is not a wage determination:**

http://www1.eere.energy.gov/wip/dol_wage_determinations_sep_eecbg.html

	A	B	C	D	G	H	I	J	K	L	M	N	O	P	Q
1	LOUISIANA April 30, 2010 County / Borough	VD #	Laborer		Carpenter		Electrician		Plumber		HVAC-Pipe Installation (HVAC Technician, Plumber, Pipefitter)		HVAC-Duct Installation (HVAC Technician, Sheetmetal Worker)		
2			Wage	Fringe	Wage	Fringe	Wage	Fringe	Wage	Fringe	Wage	Fringe	Wage	Fringe	
3	Acadia	LA 1	\$8.01	\$0.00	\$11.78	\$0.00	\$24.22	\$9.20	\$22.50	\$11.09	\$22.50	\$11.09	\$24.37	\$9.21	
4	Allen	LA 5	\$8.33	\$0.00	\$12.97	\$0.00	\$12.50	\$0.00	\$11.77	\$0.00	\$11.77	\$0.00	\$10.81	\$0.00	
5	Ascension	LA 1	\$8.01	\$0.00	\$11.78	\$0.00	\$17.00	\$7.34	\$25.44	\$9.33	\$25.44	\$9.33	\$24.37	\$9.21	
6	Assumption	LA 5	\$8.33	\$0.00	\$12.97	\$0.00	\$12.50	\$0.00	\$11.77	\$0.00	\$11.77	\$0.00	\$10.81	\$0.00	
7	Avoyelles	LA 5	\$8.33	\$0.00	\$12.97	\$0.00	\$12.50	\$0.00	\$11.77	\$0.00	\$11.77	\$0.00	\$10.81	\$0.00	
8	Beauregard	LA 5	\$8.33	\$0.00	\$12.97	\$0.00	\$12.50	\$0.00	\$11.77	\$0.00	\$11.77	\$0.00	\$10.81	\$0.00	

3. Certified Payroll Form (WH-347)

- All laborers and mechanics employed on the work site must be paid, unconditionally, at least once a week.
- WH-347 includes wage determinations.
- Contractors must submit payroll forms to the Subgrantee, who must in turn submit to DNR. The certified payroll forms must be received by DNR within 7 days of the pay date.

U.S. Department of Labor Wage and Hour Division		PAYROLL (For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm) <i>Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.</i>					 U.S. Wage and Hour Division Rev. Dec. 2008											
NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>				ADDRESS				OMB No.: 1215-0149 Expires: 12/31/2011										
PAYROLL NO.		FOR WEEK ENDING		PROJECT AND LOCATION			PROJECT OR CONTRACT NO.											
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
			OT OR ST.											FICA	WITH- HOLDING TAX		OTHER	
			O									/						
			S															
			O									/						
			S															

4. Standard DBA and Labor Clauses

Davis Bacon Act (DBA) Clauses



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& ALTERNATIVE FUELS GRANT PROGRAM



- Must be included in any labor RFP or contract documents

DAVIS BACON ACT (DBA) CLAUSES AS APPROVED BY THE DEPARTMENT OF LABOR
(DOL)

Clause XIX. Davis Bacon Act and Contract Work Hours and Safety Standards Act.

Definitions: For purposes of this clause, Clause XIX, Davis Bacon Act and Contract Work Hours and Safety Standards Act, the following definitions are applicable:

- (1) “Award” means any grant, cooperative agreement or technology investment agreement made with Recovery Act funds by the Department of Energy (DOE) to a Recipient. Such Award must require compliance with the labor standards clauses and wage rate requirements of the Davis-Bacon Act (DBA) for work performed by all laborers and mechanics employed by Recipients (other than a unit of State or local government whose own employees perform the construction) Subrecipients, Contractors, and subcontractors.



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5. SF-1413 Statement and Acknowledgment

- Subgrantees must sign this form and return to DNR.
- Subgrantees must include “Standard Davis-Bacon Act and Labor Clauses” with their RFPs
- Additionally, Subgrantees must ensure that all contractors and subcontractors sign this form within ten (10) days from award.
 - Subgrantees must submit signed SF-1413 to DNR and keep a copy for their records.



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5. SF-1413 Statement and Acknowledgment

8. PROJECT		9. LOCATION	
10a. NAME OF PERSON SIGNING	11. BY (Signature)	12. DATE SIGNED	
10b. TITLE OF PERSON SIGNING			
PART II - ACKNOWLEDGMENT OF SUBCONTRACTOR			
13. The subcontractor acknowledges that the following clauses of the contract shown in Item 1 are included in this subcontract:			
Contract Work Hours and Safety Standards Act - Overtime Compensation - (If included in prime contract see Block 6) Payrolls and Basic Records Withholding of Funds Disputes Concerning Labor Standards Compliance with Davis-Bacon and Related Act Regulations		Davis-Bacon Act Apprentices and Trainees Compliance with Copeland Act Requirements Subcontracts (Labor Standards) Contract Termination - Debarment Certification of Eligibility	
14. NAME(S) OF ANY INTERMEDIATE SUBCONTRACTORS, IF ANY			
A		C	
B		D	
15a. NAME OF PERSON SIGNING	16. BY (Signature)	17. DATE SIGNED	
15b. TITLE OF PERSON SIGNING			
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE		STANDARD FORM 1413 (REV. 7/2005) Prescribed by GSA/FAR (48 CFR) 53.222(e)	



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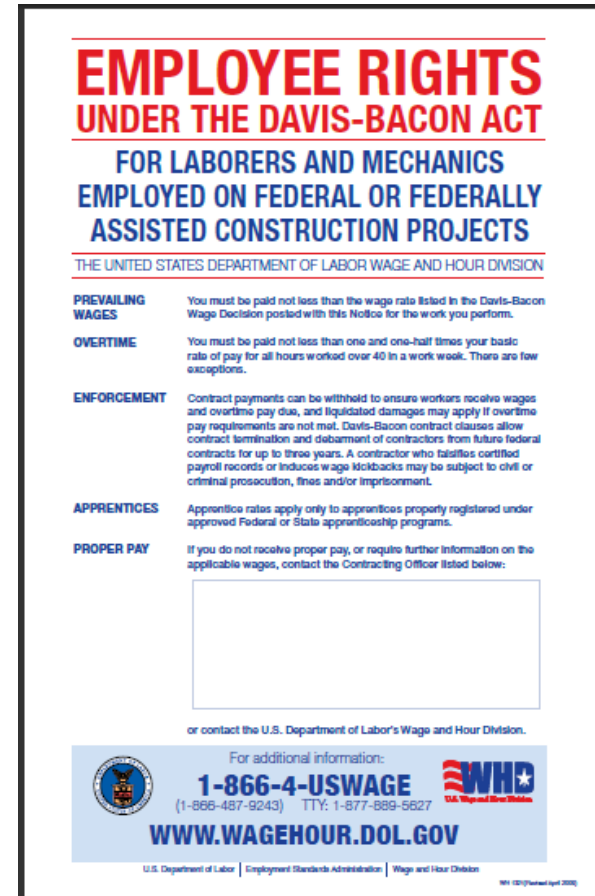
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6. “Employee Rights under the Davis-Bacon Act” Poster

- Contractors/Subcontractors must post the WH-1321 poster at the site of the work.
- Poster must include project-specific DOL wage determinations.
- To download poster visit:
 - www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf



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TRANSPORTATION EFFICIENCY & ALTERNATIVE FUELS GRANT PROGRAM



Additional Resources

- U.S. DOL DBA Regulations & Field Operations Handbook - <http://www.dol.gov/whd/recovery/>
- U.S. DOE DBA Frequently Asked Questions - <http://www1.eere.energy.gov/wip/sep.html>
- U.S. DOE “A Desk Guide to the Davis-Bacon Act” - http://www.gc.energy.gov/documents/DOE_DBA_Desk_Guide.pdf
- EmPower Louisiana Davis-Bacon Act Fact sheet – <http://www.empowerlouisiana.org/Documents/Davis-Bacon%20Act%20Fact%20Sheet.pdf>
- EmPower Louisiana Information line: 1-877-319-1368 option #3, lacleantransport@shawgrp.com



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PROCUREMENT

Procurement Process Overview

- Subgrantees must follow their own procurement procedures which reflect applicable State and local regulations, provided that the procurements conform to Federal law 10 C.F.R. 600.236(b).
- All procurement transactions must be conducted in a manner providing full and open competition.
- Procurement procedures must conform to the following methods:
 - (1) procurement by small purchase procedures;
 - (2) procurement by sealed bids (formal advertising);
 - (3) procurement by competitive proposals; or
 - (4) procurement by non-competitive proposals.



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Procurement Process Overview

- Procurement by non-competitive procedures may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances apply:
 - (1) The item is available only from a single source;
 - (2) The emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (3) DNR authorizes non-competitive proposals; or
 - (4) After solicitation of a number of sources, competition is determined inadequate.



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Procurement Process Overview

- Per Louisiana - Title 34 Government Contracts, Procurement and Property Control:
 - **“professional services contracts for any amount, consulting services contracts less than \$50,000 and social services contract may be awarded without competitive negotiation or bidding”**



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Request for Proposals (RFPs) and Contract Documents

- Information to include in RFPs and contract documents:
 - Davis Bacon Act – include “Standard DBA and Labor Clauses” and SF-1413
 - Buy American
 - Reporting
- Remember Subgrantees are required to pass down ARRA requirements to contractors/subcontractors



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Additional Resources

- 10 C.F.R. 600.236(b)
- Louisiana – Title 34 Government Contracts, Procurement and Property Control – <http://www.doa.la.gov/osr/lac/34v01/34v01.pdf>
- Louisiana - Small Purchase Executive order for Purchasing. - <http://doa.louisiana.gov/osp/osp.htm>
- EmPower Louisiana information line for Transportation Efficiency & Alternative Fuels Grant Program: 1-877-319-1368 option #3, lacleantransport@shawgrp.com



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REPORTING

Reporting

All ARRA recipients must report on the use of Transportation Efficiency & Alternative Fuels Grant funds for purposes of transparency and oversight.

Subgrantees will be required to report on:

- Progress of project
- Completion of milestones and other significant results
- Actual or anticipated problems delaying implementation
- Hours worked on project
 - ARRA-funded hours
 - Non-ARRA funded hours
- Energy saved
- Equipment installed



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Reporting

- Reports will be submitted by the Subgrantee via an online reporting program –
 - Reporting tool will be made available.
 - An additional webinar will be held to train Subgrantees on the use of the reporting program.
 - Interim reporting form as excel document.



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Reporting

- Submit monthly and quarterly progress reports by the 1st day of the month.
- Failure to submit reporting in a timely manner is in violation of the MOA.
- Reimbursement requests for projects will not be processed until all required reporting information is received.

Report Submittal Schedule		
Monthly Report due to DNR	Quarter End Date	Quarterly Progress Report due to DNR
June 2, 2010		
	June 30, 2010	July 2, 2010
Aug. 2, 2010		
Sept. 2, 2010		
	Sept. 30, 2010	Oct 2, 2010
Nov. 2, 2010		
Dec. 2, 2010		
	Dec. 31, 2010	Jan 2, 2011
Feb. 2, 2011		
Mar. 2, 2011		
	Mar. 31, 2011	April 2, 2011
May 2, 2011		
June 2, 2011		
	June 30, 2011	July 2, 2011
Aug. 2, 2011		
Sept. 2, 2011		
	Sept. 30, 2011	Oct 2, 2011
Nov. 2, 2011		
Dec. 2, 2011		
	Dec. 31, 2011	Jan 2, 2012
Feb. 2, 2012		
Mar. 2, 2012		
	Mar. 31, 2012	April 2, 2012

March 14, 2012 Subgrant Expiration – all projects must be completed on or before this date.



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REIMBURSEMENT REQUESTS

Reimbursement Requests - Overview

- Subgrantees will be reimbursed for all allowable expenses incurred in performing their Scope of Work
- Amount not to exceed the Transportation Efficiency & Alternative Fuels Grant Program funding awarded
- A maximum of 90% of the total award amount will be available for progress payments prior to the completion of the project.
- 10% of the total award amount will be held back until project completion.
- A maximum of 5% of the total award amount can be used for administrative expenses.



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Reimbursement Requests - Overview

- Reimbursement requests will be reviewed for accuracy, validity and completion. Review criteria will include checking for:
 - Signature of authorized official
 - Quality of supporting documentation
 - Reconciliation with scope of work budget
 - Compliance with DBA and weekly payroll certification
 - Sufficient documentation for Buy American provision
 - Active status on Central Contractor Registry (CCR)



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Reimbursement Requests - Overview

- Submit to on a monthly basis on the last Friday of every month
- Submit original invoices
- Copies of all appropriate documentation of allowable expenses incurred
- Submit to:

Louisiana Department of Natural Resources

ATTN: Transportation Efficiency & Alternative Fuels Grant Program

Technology Assessment Division

P.O. Box 94396

Baton Rouge, LA 70804-9396



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Reimbursement Requests - Documents

	Document/Form	Included where?	Responsible Party - Required Action
1	W-9 Form	http://www.irs.gov/pub/irs-pdf/fw9.pdf	Subgrantee - Submit to DNR by Nov 19th 2010.
2	Vendor ACH Electronic Transfer Authorization	Subgrantee Information Packet	Subgrantee - Optional. Submit with first reimbursement request and a void check.
3	Transportation Efficiency RR-2010 Form	Subgrantee Information Packet	Subgrantee - Submit on the last Friday of every month with a breakdown of project expenses, invoices and other appropriate documentation.



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1. W-9: Request for Taxpayer ID Number and Certification

- **Submit by Nov 19th 2010.**

	Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)		
	Business name, if different from above		
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶		
	Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	City, state, and ZIP code		
List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding.



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2. Vendor ACH Electronic Transfer Authorization


- In addition to the form, Subgrantees must submit a void check

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VENDOR ACH ELECTRONIC FUND TRANSFER AUTHORIZATION

PLEASE TYPE or PRINT INFORMATION IN BOXES BELOW

Company:
Physical Address:
City, State, Zip:
Email Address (Mandatory To Send Remittance Advise):
Contact Name:
Phone Number:
Bank Institution:
Please check which account you wish to use for direct transfer - Account Type: Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Account Number: <input style="width: 100px;" type="text"/>
Transit Routing Number (See lower left corner of your checks or call your financial institution.): <input style="width: 100px;" type="text"/>

The 1st Payment will be hard-copy check & Pre-note. Following payments will be through ACH deposit.
**TO ENSURE PROPER SET-UP ATTACH A VOIDED CHECK FOR THE DESIGNATED CHECKING ACCOUNT OR A DEPOSIT SLIP FOR THE DESIGNATED SAVINGS ACCOUNT.

I hereby authorize The Shaw Group Inc. on behalf of the Louisiana Department of Natural Resources – Renew Louisiana EECSG Program to initiate fund transfers to the institutions indicated above (and/or corrections to the previous credits) and the institutions are authorized to credit (and/or correct) the amount to my account. I enclose a bank deposit slip or voided check for the above depository. The authority is to remain in full force and effect until I revoke it in writing in such time (10 days) and such manner as I afford the institution a reasonable opportunity to act on it.

W-9 Form must be attached.

If you fail to provide us with your taxpayer identification number, you may be subject to a \$50 penalty imposed by the Internal Revenue Service. In addition, payment that we make to you may be subject to backup withholding at a rate of 31%. Be sure to provide us with the correct name and number in which you will be filing your Federal Income Tax return. You must be consistent with the name and tax ID number that you furnish to us for all of your accounts and to your other payers in order to avoid 31% withholding from your future payments.

Signature _____ Date _____
MUST BE SIGNED BY AUTHORIZED REPRESENTATIVE

If you have any questions or need assistance with the Electronic Fund Transfer procedure, please contact Rhonda Oliver (225) 987-4755 or via e-mail: rhonda.oliver@shawgrp.com

3. Transportation Efficiency RR-2010

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REIMBURSEMENT REQUEST

Form RR-2010

Subgrantee: _____ Award Number: _____
 Contact Name: _____ Request Period: _____
 Address: _____ CFDA #: _____
 City/State/Zip Code: _____ PO #: _____

Categories	A	B	C
	Previous Reimbursement Requests	Expenditures for this Request	Reimbursements to Date
1. Labor/Services	2,341.95	5,528.11	7,870.06
2. Equipment	12,375.52	27,439.32	39,814.84
3. Materials	464.22	943.99	1,408.21
4. Administrative	749.54	749.54	1,499.08
5. Subgrants	3,224.67	0.00	3,224.67
Total	19,155.90	34,660.96	53,816.86

- Include original invoices, copies of checks, list of disbursements and other supporting documentation for compliance ARRA requirements.

- Supporting documentation must match the reimbursement request.



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3. Transportation Efficiency RR-2010


SUMMARY

Grant Award:	154,000.00
Reimbursements to Date:	53,816.88
Remaining Budget:	100,183.14
Leveraged Funds to Date:	20,000.00

Reserve (10%):	15,400.00
Maximum Administrative Expenses (5%):	7,700.00
Remaining Budget for Administrative Expenses:	6,200.92

(Attach copies of paid invoices and an itemized accounting summary to support this reimbursement request.)

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE REIMBURSEMENT REQUEST ABOVE IS CORRECT AND THAT ALL OUTLAYS WERE MADE IN ACCORDANCE WITH THE MEMORANDUM OF AGREEMENT AND THAT PAYMENT IS DUE AND HAS NOT BEEN PREVIOUSLY REQUESTED.

Type/Print Name of Authorized Official:	Signature of Authorized Official:	Title:
James Jordan		Energy Services Manager
Email:	Phone Number:	Date:
jjordan@parish.com	(504) 555-5044	6-18-10

Next Steps

	Activity	Due Date
<input type="checkbox"/>	Submit W-9 Form	Nov. 19 th 2010
<input type="checkbox"/>	Submit "Acknowledgement of Davis-Bacon Act" Form	Nov. 19 th 2010
<input type="checkbox"/>	Submit Form SF-1413	Nov. 19 th 2010
<input type="checkbox"/>	Prepare RFP and contract documents	As soon as possible
<input type="checkbox"/>	Begin Projects	As soon as possible
<input type="checkbox"/>	Submit Reimbursement Requests	Monthly



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Contact Information

- Projects begin immediately.
- Call or email if you need assistance or have questions.

Call: 1-877-319-1368 option #3 (toll-free)

Email: lacleantransport@shawgrp.com

Website: <http://www.empowerlouisiana.org>



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QUESTIONS?