

CITY OF NEWTON
IN BOARD OF ALDERMEN
PUBLIC FACILITIES COMMITTEE AGENDA

WEDNESDAY, JANUARY 20, 2010

7:45 p.m.
ROOM 209

ITEMS TO BE DISCUSSED:

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #420-09 HIS HONOR THE MAYOR requesting acceptance of and authorization to expend a grant of seven hundred ninety-nine thousand six hundred dollars (\$799,600) from the U.S. Department of Energy to be used to replace the heating system in Cabot, Zervas Elementary Schools and Emerson Community Center; replace the automatic temperature control system in the Newton Free Library and replace the HVAC system in both the Crafts and Elliot Street Garages. [12/15/09 @ 4:05 PM]
- #21-10 ALD. YATES & DANBERG requesting a report from His Honor the Mayor on the status of the city's application for federal funds to reconstruct Fire Station #7. [01/04/10 @8:16 PM]
- #198-09 ALD. SWISTON, SANGIOLO, HARNEY, PARKER & JOHNSON requesting a resolution be submitted to His Honor the Mayor requesting that he provide access to the site of publicly funded projects, like Newton North High School, be it guided or escorted if necessary for safety reasons, to a third party professional photographer for the purpose of providing free public dissemination of information. [07-07-09 @ 11:34 AM]
- Re-appointment by His Honor the Mayor
- #416-09 IRA KREPCHIN, 63 Craftsland Road, Newton Centre, re-appointed as a member of the Newton Citizens Commission on Energy for a term to expire on December 1, 2012 (60 days 2/19/10). [12/04/09 @ 2:05 PM]
- #385-07 ALD. SCHNIPPER AND GENTILE updating the Public Facilities Committee on the progress of the Newton North High School Project. [11/21/07 @ 10:23 AM]

ITEMS NOT YET SCHEDULED FOR DISCUSSION:

- #23-10 ALD. YATES & DANBERG proposing a Resolution urging His Honor the Mayor to re-present the city's request for State bond money to be appropriated to implement the Needham Street reconstruction plan developed in partnership with the Needham Street property owners over the past decade. [01/04/10 @8:16 PM]

- #22-10 ALD. YATES & DANBERG requesting a report from current and former members of the Design Review Committee on the treatment of the members of the committee relevant to the Newton North High School Project. [01/04/10 @8:16 PM]
- #418-09 ALD. ALBRIGHT requesting discussion with NStar Electric Company regarding standards for installing underground conduits and the possibility of providing additional conduit for future undergrounding projects.
- #397-09 NSTAR ELECTRIC petitioning for a grant of location to install a new pole (233/4-1X on the northeasterly side of HOMER STREET opposite Grafton Street. (Ward 6) [11-10-09 @ 12:24 PM]

REFERRED TO FINANCE AND APPROPRIATE COMMITTEES

- #376-09 HIS HONOR THE MAYOR submitting the FY11-15 Capital Improvement Program, totaling \$140,377,285 and the FY10 Supplemental Capital budget, which require Board of Aldermen approval to finance new capital projects over the next five years.
- #367-09 PUBLIC FACILITIES COMMITTEE requesting discussion with the Law Department on how to resolve the dispute with NStar regarding whose responsibility it is to repair the streetlight connection between the manhole and the base of the streetlight. [10/21/09 @ 9:00 PM]
- #175-09 PUBLIC FACILITIES COMMITTEE requesting monthly updates from the Department of Public Works on the Commonwealth Avenue project. [06-03-09 @10:30 PM]
- #126-09 ALD. LAPPIN requesting an update on the status of repairs and rental of the Kennard Estate. [04/17/09 @ 2:49 PM]
- #111-09 ALD. ALBRIGHT AND MANSFIELD requesting discussion of recent information (made available to the Land Use Committee) from NStar related to double poles, focusing on the 350 double poles waiting only for removal of wires or streetlights by the City of Newton.

REFERRED TO PS&T, PUBLIC FACILITIES AND FINANCE COMMITTEES

- #60-09 ALD. SANGIOLO, GENTILE AND HARNEY requesting the installation of traffic islands on CONCORD STREET to be funded with the Cabot, Cabot and Forbes Traffic Mitigation Fund for Lower Falls (Ward 4). [02/03/09 @1:01 PM]

RECOMMITTED TO FINANCE AND PUBLIC FACILITIES ON 02/17/09

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

- #13-09 HIS HONOR THE MAYOR requesting authorization to appropriate and expend three hundred eighty-five thousand dollars (\$385,000) from bonded indebtedness to the Public Works Department for the purpose of replacing both the salt shed and the Quonset hut at Crafts Street. [12/30/08 @ 5:04 PM]

REFERRED TO PUBLIC FACILITIES AND PROGRAMS & SERVICES

- #8-09 ALD. HESS-MAHAN LINSKY, ALBRIGHT, FREEDMAN, MANSFIELD, JOHNSON, HARNEY & VANCE proposing an ordinance requiring that the installation of synthetic in-filled turf athletic fields on city-owned property shall use sustainable, recyclable, lead-free, non-toxic products to the maximum extent feasible. [12/30/08 @9:55 AM]
- #457-08 ALD. LAPPIN AND SALVUCCI requesting discussion with NStar regarding the timely repair of City streetlights and the development of a standard response timeframe. [11/20/08 @ 12:51 PM]
- #368-08 ALD. LINSKY requesting approval of the Board of Aldermen of the design for improvements affecting the area where Walnut Street, Lowell Avenue and Watertown Street intersect including a traffic island, curb extensions and the dead ending of Lowell Avenue. [10/14/08 @ 12:53 PM]
B) HELD 6-0 LOWELL AVENUE CLOSURE AT WATERTOWN STREET FOR TRIAL OF ONE-WAY ON LOWELL AVE. FROM WALNUT ST. TO WATERTOWN ST.

REFERRED TO PROG. & SERV. AND PUBLIC FACILITIES COMMITTEES

- #271-08 ALD. JOHNSON proposing a RESOLUTION to His Honor the Mayor requesting that he work with the Board of Aldermen, the Parks and Recreation Department, and the Department of Public Works in order to determine the most effective and efficient way to organize the work of managing our public resources. [07/17/08 @ 9:53 AM]
- #208-08 ALD. GENTILE, SANGIOLO, SALVUCCI AND SCHNIPPER requesting a discussion on establishing a permanent Building Committee in the City of Newton. [05/16/08 @ 11:47 AM]

REFERRED TO COMM. PRESERV, PUB. FAC. & FINANCE COMMITTEES

- #147-08 COMMUNITY PRESERVATION COMMITTEE recommending that the sum of \$359,400, including \$2,000 for legal costs, be appropriated from the FY'08 Community Preservation Fund's historic resources and general reserves, for a project to rehabilitate and expand storage space for the research library and archives at the Newton History Museum, to preserve the existing collections, and enhance public access to the collections. [04/01/08 @ 4:10 PM]
COMMUNITY PRESERVATION APPROVED 6-0 on 4-29-08

REFERRED TO PROG. & SERV., PUB.FAC. AND FINANCE COMMITTEES

- #89-08 ALD. PARKER requesting the following:
- A) review of the maintenance practices for buildings, parks and other properties owned by the City (including School Department facilities and grounds)
 - B) development of a comprehensive maintenance plan that includes regular schedules for preventive maintenance for each specific site or facility
 - C) a RESOLUTION requesting that implementation of said maintenance plan be funded using operating budget funds. [02/13/08 @ 12:07 PM]

ITEM RECOMMITTED TO PUBLIC FACILITIES AND FINANCE ON 6/19/08
REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#11-08 HIS HONOR THE MAYOR requesting an appropriation in the amount of \$1,200,000 from bonded indebtedness for the purpose of funding the installation of four modular classrooms. [01/02/08 @ 4:53 P.M.]

B) \$1,225,000 from bonded indebtedness

NOTE: Letter received from Mayor on 1/4/08 requesting that appropriation amount be amended to \$1.3 million. Letters received 5/7 and 5/21 requesting that the funding source to capital stabilization for costs incurred for design work and the remaining \$1,225,000 from bonded indebtedness be voted no action necessary. Part A) \$75,000 from Capital Stabilization approved on 6/19/08.

#253-07 ALD. LINSKY ALBRIGHT, JOHNSON, HARNEY, SANGIOLO, SALVUCCI, MANSFIELD, BURG, SCHNIPPER requesting (1) a review as to how provisions of applicable ordinances, specifically 5-58, were implemented during the course of the Newton North project, and (2) consider proposed revisions of 5-58 including, but not limited to:

- (a) timely provision of documentation by the public building department to the Board of Aldermen and Design Review Committee;
- (b) establishment of liaison committees to facilitate communications and input from neighborhoods affected by projects subject to this ordinance;
- (c) approval of final design plans by the Board of Aldermen of projects subject to this ordinance;
- (d) oversight during the construction phase of projects subject to this ordinance by appropriate Board committee(s) both in respect to approval of change orders as well as design changes; and
- (e) generation of a required record detailing the entire construction process by the public building department to guide present and future oversight of projects subject to this ordinance. [08/07/07 @ 3:12 PM]

REFERRED TO PUBLIC FACILITIES AND FINANCE COMMITTEES

#76-07 HIS HONOR THE MAYOR requesting an appropriation in the amount of \$300,000 from Free Cash for the purpose of conducting a study of the municipal buildings throughout the city. [02-27-07 @ 4:16 PM]

#54-07 ALD. SANGIOLO requesting discussion with the School Department and the Public Buildings Department about giving the School Department increased control over maintenance of school building facilities thereby allowing the School Department to have direct authority to deploy/hire staff to make necessary repairs to their school facilities. [02/09/07 @ 1:46 PM]

#224-06(2) ALD. LINSKY, ALBRIGHT & JOHNSON, BAKER & SCHNIPPER requesting further deliberation on the conditions set forth in the Site Plan Approval Board Order relating to the Newton North High School project, considering possible expansion and modification of the conditions.

#152-06 PS&T COMMITTEE requesting discussion re Road Classification Design Types (as outlined by the Planning and Development Department) for future use as an overall management tool for the City.

#386-04 ALD. SANGIOLO, HESS-MAHAN, JOHNSON, AND DANBERG proposing an ordinance to require that designers selected have LEED certification and include high performance/life cycle analysis for all municipal construction projects in the City of Newton.

#321-04(2) ALD. JOHNSON requesting a RESOLUTION to His Honor the Mayor requesting that he expeditiously as possible find funding to create traffic calming measures on Mill Street as requested by the Traffic Council.

REFERRED TO PROG. & SERV., PUB. FAC. AND FINANCE COMMITTEES

#309-01 ALD. PARKER requesting increase in the income eligibility level of the 30% water/sewer discount for low-income senior citizens.

Respectfully submitted,

Sydra Schnipper, Chairman



David B. Cohen
Mayor

City of Newton, Massachusetts
Office of the Mayor

#420-09

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
dcohen@newtonma.gov

December 15, 2009

09 DEC 15 PM 4: 05
CITY CLERK
NEWTON, MA. 02159

Honorable Board of Aldermen
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to accept and expend a grant from the U.S. Department of Energy in the amount of \$799,600. This is a federal stimulus grant to fund projects that will enhance energy efficiency and conservation. With these funds we will be able to replace the heating system in Cabot Elementary, Zervas Elementary and the Emerson Community Center; replace the automatic temperature control system in the Newton Free Library; and replace the HVAC systems in both the Crafts Street and Elliot Street Garages. Depending on the final costs for these projects, additional energy conservation measures will be taken at these locations. Detailed budgets for each of these approved projects are attached.

Thank you for your consideration of this matter.

Very truly yours,

David B. Cohen
Mayor

DBC: srb

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.ci.newton.ma.us



DEDICATED TO COMMUNITY EXCELLENCE



PUBLIC BUILDINGS DEPARTMENT

A. NICHOLAS PARNELL, AIA, COMMISSIONER

Telephone: (617) 796-1600

Fax: (617) 796-1601

TTY: (617) 796-1089

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

David B. Cohen
Mayor

November 24, 2009

The Honorable David B. Cohen
Mayor
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

RE: Stimulus Grant Receipt

Dear Mayor Cohen:

I am pleased to inform you that the City of Newton has received a stimulus grant in the amount of \$799,600 from the U. S. Department of Energy. These funds will be used to design and install the following:

1. Cabot Elementary School heating system replacement: \$250,000
New energy efficient heating system equipment would be installed including replacing a failing 30 year-old boiler.
2. Emerson Community Center heating system replacement: \$125,000
New energy efficient heating system equipment would be installed including replacing a failing 26 year-old boiler.
3. Zervas Elementary School heating system replacement: \$225,000
New energy efficient heating system equipment would be installed including replacing the original failing 56 year-old boiler.
4. Newton Free Library ATC replacement: \$175,000
The current automatic temperature control (ATC) system is failing. Automatic temperature settings cannot be controlled. New control systems would be installed.
5. Crafts Street DPW Garage HVAC replacement: \$150,000
The existing 23 year-old heating and cooling equipment would be replaced with energy efficient systems.
6. Elliot Street DPW Garage HVAC replacement: \$125,000
Replacement with energy efficient equipment.

09 DEC 15 PM 4:06
CITY CLERK
NEWTON, MA. 02159

Should funds be available:

7. Additional Energy Conservation Measures: \$149,600

For all six locations, weatherization, lighting retrofits and controls will be installed as detailed in the proposed investment grade audits. The above capital projects and the additional opportunities will be packaged to provide a comprehensive energy saving performance project for the buildings. The total project will be funded by the EECBG grant; utility incentives and utility cost savings by the City.

I respectfully request that you petition the Board of Aldermen to accept this grant so that we may design and have these projects placed out to bid.

If you have any questions or require further information, please contact my office.

Sincerely,



A. Nicholas Parnell, AIA
Commissioner of Public Buildings

ANP:dla
Enclosure
CC: Sandy Pooler, Chief Administrative Officer
David C. Wilkinson, Comptroller

09 DEC 15 PM 4: 06
CITY CLERK
NEWTON, MA. 02159



PUBLIC BUILDINGS DEPARTMENT

A. NICHOLAS PARNELL, AIA, COMMISSIONER

Telephone (617) 796-1600

FAX (617) 796-1601

52 ELLIOT STREET

NEWTON HIGHLANDS, MA 02461-1605

David B. Cohen
Mayor

Budget Justification File (Estimates of work elements attached)

Newton's EECBG project is for energy efficiency retrofits as part of the city's performance contracting program. Investment grade audits will be performed for six facilities with a total area of 210,000 square feet. The cost for the audits will be \$31,500 (per existing audit agreement with Noresco).

Budgeting for construction is based on previous experience and contractor estimates for major anticipated items.

Cabot Elementary School heating system replacement: \$250,000

This school was built in 1929. New energy efficient heating system equipment would be installed including replacing a failing 30 year-old boiler.

Emerson Community Center heating system replacement: \$125,000.

This building was built in 1960. New energy efficient heating system equipment would be installed including replacing a failing 26 year-old boiler.

Zervas Elementary School heating system replacement: \$225,000

This school was built in 1953. New energy efficient heating system equipment would be installed including replacing the original failing 56 year old boiler.

Newton Free Library ATC replacement: \$175,000

The current automatic temperature control (ATC) system is failing. Fan speed and automatic temperature settings cannot be controlled. New control systems would be installed.

Crafts Street DPW Garage HVAC replacement: \$150,000

The existing 23 year old heating and cooling equipment would be replaced with energy efficient systems.

Elliot Street DPW Garage HVAC replacement: \$125,000

The existing facility's HVAC system is 50 years old and would be replaced with energy efficient equipment.

Additional Energy Conservation Measures: \$149,600

For all six locations, weatherization, lighting retrofits and controls will be installed as detailed in the proposed investment grade audits. The above capital projects and the additional opportunities will be packaged to provide a comprehensive energy saving performance project for the buildings. The total project will be funded by the EECBG grant; utility incentives and utility cost savings by the City.

Cabot School - Estimate for Boiler and related equipment Replacement

Boiler and related equipment Demo	\$	39,250
New Boiler and related piping	\$	70,000
Asbestos abatement	\$	5,000
Dual Oil/Natural Gas Burner	\$	27,500
Condensate Return & related boiler room equipment replacement	\$	35,850
Control work	\$	32,500
Hot water piping replacement	\$	10,000
Design / Contract Administration	\$	18,000
Sub Total	\$	238,100
5% Contingency	\$	<u>11,905</u>
Project Cost	\$	250,005 *

Rounded down to \$250,000

Emerson Community Center - Estimate for Boiler and related equipment Replacement

Boiler and related equipment Demo	\$	19,300
New Boiler and related piping	\$	30,000
Asbestos abatement	\$	4,000
Dual Oil/Natural Gas Burner	\$	22,500
Condensate Return & related boiler room equipment replacement	\$	12,500
Control work	\$	9,850
Hot water piping replacement	\$	7,500
Design / Contract Administration	\$	13,400
Sub Total	\$	119,050
5% Contingency	\$	<u>5,953</u>
Project Cost	\$	125,003

Rounded down to \$125,000

Newton Free Library - Estimate for VFD & ATC and related equipment Replacement

Existing ATC & VFD equipment Demo	\$	11,500
New Automatic Temperature Control Equipment	\$	75,000
New VFD Equipment	\$	25,000
Installation of above equipment	\$	42,500
Design / Contract Administration	\$	12,675
Sub Total	\$	166,675
5% Contingency	\$	<u>8,334</u>
Project Cost	\$	175,009

Rounded down to \$175,000

Elliot Street Garage - Estimate for RTU and related equipment Replacement

Existing RTU & equipment Demo	\$	5,000
New RTU Equipment	\$	45,000
New Controls, wiring, piping of Equipment	\$	10,500
New duct work	\$	3,500
Installation of above equipment	\$	42,500
Design / Contract Administration	\$	12,550
Sub Total	\$	119,050
5% Contingency	\$	<u>5,953</u>
Project Cost	\$	125,003 *

Rounded down to \$125,000

Crafts Street Garage - Estimate for RTU and related equipment Replacement

Existing RTU & equipment Demo	\$	10,200
New RTU Equipment	\$	65,000
New Controls, wiring, piping of Equipment	\$	12,500
Installation of above equipment	\$	42,500
Design / Contract Administration	\$	12,675
Sub Total	\$	142,875
5% Contingency	\$	<u>7,144</u>
Project Cost	\$	150,019

Rounded down to \$150,000.

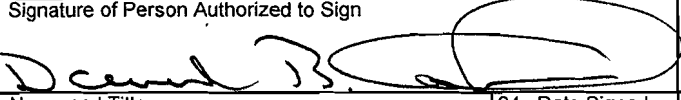
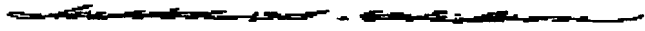
Zervas School - Estimate for Boiler and related equipment Replacement

Boiler and related equipment Demo	\$	30,000
New Boiler and related piping	\$	70,000
Asbestos abatement	\$	5,000
Dual Oil/Natural Gas Burner	\$	27,500
Condensate Return & related boiler room equipment replacement	\$	25,750
Control work	\$	28,000
Hot water piping replacement	\$	7,500
Design / Contract Administration	\$	20,525
Sub Total	\$	214,275
5% Contingency	\$	<u>10,714</u>
Project Cost	\$	224,989

Rounded up to \$225,000

NOT SPECIFIED /OTHER

ASSISTANCE AGREEMENT

1. Award No. DE-SC0002984		2. Modification No.		3. Effective Date 10/21/2009		4. CFDA No. 81.128		
5. Awarded To NEWTON, CITY OF Attn: David Tannozzini 1000 COMMONWEALTH AVENUE NEWTON MA 024591449				6. Sponsoring Office EERE (FORS) U.S. Department of Energy Office of Energy Efficiency & Renewable Forrestal Building 1000 Independence Avenue, SW Washington DC 20585			7. Period of Performance 10/21/2009 through 10/20/2012	
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority Energy Independence and Security Act (EISA) of 2007			10. Purchase Request or Funding Document No. 10SC000156			
11. Remittance Address NEWTON, CITY OF Attn: MICHAEL KRUSE 1000 COMMONWEALTH AVENUE NEWTON MA 024591449				12. Total Amount Govt. Share: \$799,600.00 Cost Share : \$400,000.00 Total : \$1,199,600.00		13. Funds Obligated This action: \$799,600.00 Total : \$799,600.00		
14. Principal Investigator David Tannozzini 617-796-1605		15. Program Manager Martha J. Kass Phone: 865-576-0717			16. Administrator Oak Ridge U.S. Department of Energy P.O. Box 2001 Oak Ridge TN 37831			
17. Submit Payment Requests To OR for Oak Ridge/OSTI U.S. Department of Energy Oak Ridge Office Oak Ridge Financial Service Center P.O. Box 6017 Oak Ridge TN 37831			18. Paying Office			19. Submit Reports To See Reporting Requirements Checklist		
20. Accounting and Appropriation Data Block Grants								
21. Research Title and/or Description of Project EECBG THE CITY OF NEWTON MASSACHUSETTS								
For the Recipient				For the United States of America				
22. Signature of Person Authorized to Sign 				25. Signature of Grants/Agreements Officer 				
23. Name and Title David B. Cohen, Mayor		24. Date Signed 10-30-09		26. Name of Officer JUDITH S. WILSON		27. Date Signed 10/21/2009		

NOT SPECIFIED /OTHER

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
DE-SC0002984

PAGE OF
2 | 2

NAME OF OFFEROR OR CONTRACTOR
NEWTON, CITY OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>DUNS Number: 076576826 TAS::89 0331::TAS Recovery Act Block Grant for ARRA Funding. New award for City of Newton, MA. ASAP: Yes Extent Competed: NOT AVAIL FOR COMP Delivery Location Code: 00522 Oak Ridge Office U.S. Department of Energy Oak Ridge Office 230 Warehouse Road Oak Ridge TN 37830</p> <p>Payment: OR for Oak Ridge/OSTI U.S. Department of Energy Oak Ridge Financial Service Center P.O. Box 6017 Oak Ridge TN 37831</p> <p>Fund: 05796 Appr Year: 2009 Allottee: 30 Report Entity: 471999 Object Class: 41000 Program: 1005115 Project: 2004350 WFO: 0000000 Local Use: 0000000 TAS Agency: 89 TAS Account: 0331</p>				



U.S. DEPARTMENT OF **ENERGY**

To All EECBG Awardees:

Congratulations on your award of a U.S. Department of Energy (DOE) Energy Efficiency and Conservation Block Grant (EECBG). This is an official communication from DOE to provide you with helpful information on next steps. By now you should have received an additional notification by email from the FedConnect system, alerting you that your grant had been awarded. If you did not receive the FedConnect email, rest assured that your grant has been awarded—and please take action on the following administrative actions:

1) FedConnect System

Communications: You can log into FedConnect to view and acknowledge the award. If you did **not** receive email notification and you **are** registered in FedConnect, make sure you click **Join the Team** to see all information concerning the award. If you are **not** registered with FedConnect, you must register in order to view your award information at (<https://www.fedconnect.net>).

Additional Information: For more information on doing business with the federal government through FedConnect, please see the following quick start guide: https://www.fedconnect.net/FedConnect/PublicPages/FedConnect_Ready_Set_Go.pdf. You can contact the FedConnect help desk at 800-899-6665, or via email at Support@FedConnect.net.

Next Steps with FedConnect: You must electronically accept your grant award document in FedConnect within 5 days. You can do this by clicking the "Acknowledge" box which constitutes the Recipient's acceptance of the terms and conditions of the award. Acknowledgement via FedConnect by the Recipient's authorized representative constitutes the Recipient's electronic signature.

2) Automated Standard Application for Payment (ASAP)

NOTE: If your grant requires submittal of invoices for reimbursement of expenses incurred, you do not need to enroll in ASAP.

Enrollment: The ASAP enrollment process is conducted on-line by the grantee. To receive your awarded funds, you must enroll in the US Treasury Department's ASAP system. ASAP.gov sends instructions by email to the individual in your organization who is listed as the Government Business Point of Contact in the Central Contractor Registry (CCR).

Additional ASAP information: Additional information about the ASAP and CCR systems can be found at <http://www.fms.treas.gov/asap/index.html> and <https://www.bpn.gov/ccr/default.aspx>, respectively.

For additional assistance in completing your on-line enrollment, contact the ASAP Customer Support. The servicing customer support center is determined by the time zone the capitol of the state in which the Payment Requestor/Recipient Organization is located:

- If the capitol of the state in which you are located is in the Eastern time zone or the organization is located in Puerto Rico or the Virgin Islands, users should contact the ASAP Customer Support staff at the Philadelphia RFC at (215) 516-8021 from 7:30 am to 5:00 pm Eastern Time.
- If the capitol of the state in which you are located is in the Central time zone, users should contact the ASAP Customer Support staff at the Kansas City RFC at (816) 414-2100 from 7:30 am to 5:00 pm Central Time.
- If the capitol of the state in which you are located is in the Mountain or Pacific time zone (and time zones further west), users should contact all the ASAP Customer Support staff at the San Francisco RFC at (415) 817-7182 from 7:30 am to 5:00 pm Pacific Time.

Payment or drawdown of Recovery Act funds for the DOE's Energy Efficiency and Conservation Block Grant (EECBG) program will be made through the U.S. Department of Treasury's Automated Standard Application for Payment (ASAP) system. The DOE has initiated the ASAP enrollment process for your organization. The individual in your organization that is listed as the Government Business Point of Contact in the Central Contractor Registration (CCR) should have received an e-mail from ASAP.gov which contained instructions on how to complete the ASAP enrollment process.

In order to receive Recovery Act funds, your organization must complete the enrollment process. Upon completion of the enrollment process, staff from the DOE's Oak Ridge Financial Service Center will create your account(s) in ASAP and authorize funds to be drawn. The ASAP account cannot be created, and funds cannot be authorized or drawn, until your organization completes the enrollment process.

NOTE: If your grant requires submittal of invoices for reimbursement of expenses incurred, you do not need to enroll in ASAP.

3) Your Official Point of Contact at DOE

While your EECBG application was under review by the Department, you may have interacted with a DOE staff member serving as an application reviewer, a NEPA officer, or a procurement specialist who reviewed your application. To provide you with the best service "post award", DOE has assigned a Project Officer to each awardee. This individual will be your resource for navigating the post-award process and ultimately putting your funds to use. Your Project Officer's contact information is listed in Block

15 on the cover page of the Award documents for your EECBG grant. When changes are made to your DOE point of contact, they will be communicated to you by an administrative amendment to your grant and transmitted to the person whose email is listed in FedConnect.

To amend your award agreement: Should you need to request an amendment to your award, you **MUST** work with the assigned Contracting Officer or Administrative Contract Specialist and Project Officer.

Contact Us

Should you have additional questions, please contact the procurement office that issued your award at: EEGrants@oro.doe.gov.

For general questions about grants awarded by the Oak Ridge Office, a toll free number has been established to respond to inquiries about audits, ASAP enrollment for payments, terms and conditions of your grant, and Recovery Act reporting requirements. The phone number is:

1-877-496-2310

The menu tree is as follows:

- Press 1: Audits
- Press 2: ASAP enrollment in order to receive funding
- Press 3: Terms or conditions of the grant, or other procurement-related issues
- Press 4: Recovery Act Reporting
- Press 5: repeat the menu.

4) Recovery Act (ARRA) Reporting

As a recipient of an ARRA grant, you are required to submit quarterly information using the OMB sponsored website, www.FederalReporting.gov. The first step in preparation for the required reporting which starts on October 1, 2009, is to register as a recipient in the system. The registration process requires that you have a few pieces of information available including:

- a. Email Address
- b. Award
- c. DUNS Number
- d. CCR Number

The registration process is described in an easy to follow step-by-step guide that can be found at: <http://www.recovery.gov/sites/default/files/FederalReporting-dot-gov%20Registration%20Guide%20v2.pdf>

The Recovery.Gov website also provides a number of other very useful tools that help to define and describe the ARRA Reporting requirements for Award Recipients. The website is: <http://www.recovery.gov/?q=content/recipient-reporting>.

- Recipient FAQ is a very useful link to review (last item on above page):
<http://www.recovery.gov/?q=content/frequently-asked-questions#recipients>

The Department of Energy has provided clarifying information and guidance that can be found at: www.energy.doe/recovery. Using the menu on the left hand side of the screen, the following tabs contain very useful information.

1. OMB Reporting Help:
http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm
2. DOE Recovery Act Clearinghouse:
<https://recoveryclearinghouse.energy.gov/index.htm>

If you need any additional ARRA Reporting help, please do not hesitate to contact the toll free number 1-877-496-2310, option 4.

5) Performance Reporting to the EECBG Program

Performance and Accountability for Grants in Energy (PAGE) is the system through which all grant recipients are required to report on the progress of projects implemented with grant funds. PAGE creates a local system administrator for every grantee, based on the contact identified in section 8F of the Grant Application Form (SF-424).

DOE has uploaded copies of your official grant documents into the PAGE system. Grantees are expected to report their project progress and financial status in the PAGE system.

Grantee Reporting Accounts: As awarded applications are uploaded into PAGE by DOE, Grantees Contacts (identified in section 8F of the SF424) will receive an email invitation to create a PAGE account. The email invitation is automatically sent from PAGE-Notification@ee.doe.gov containing instructions of how to create a PAGE account.

Reporting Forms: Grantees that do **not** receive an invitation to create a PAGE account in time for the October 30th, 2009 reporting requirement should use the standardized forms (in PDF format) for both the Program Performance Report and Federal Financial Report (see email attachments) and submit them to the procurement office that issued your award (EEgrants@oro.doe.gov). After October 30, 2009, when a grantee receives their PAGE invitation, they will be easily able to create their first quarter reports in PAGE in the preloaded form.

For additional PAGE Information: If you need additional assistance, please visit the reporting hotline at: page-hotline@ee.doe.gov. You can register for additional training

webinars at www.page.energy.gov. The PAGE website also has input screens for grantees to enter and submit their EECBG Program Performance Report and Federal Financial Report (SF-425).

6) Grantee EECS Strategy Submissions

If you received an award to develop a strategy, you have 120 calendar days from the date of award to complete your strategy and return it to DOE for approval to receive the remaining funds. As with the original application, your strategy and project activity documents must include all of the required documents listed in the Funding Opportunity Announcement. You should return your strategy documents to the contact listed in section 3.

7) Additional Post-Award Resources and Guidance

NEW! Davis Bacon Information

Please visit the EECBG website at <http://www.eecbg.energy.gov/davisbacon.html> for frequently asked questions pertaining to Davis Bacon requirements for grantees.

8) Additional Information and Assistance Online

For General information and updates on the EECBG program, please visit:
<http://www.eecbg.energy.gov>

For the latest webinar presentation outlining key next steps for the post-award process, technical assistance resources, and Frequently Asked Questions, visit the EECBG Solution Center: <http://www.eecbg.energy.gov/solutioncenter/webcasts/default.html>

Thank you!

Thank you for your cooperation with us throughout this process. We look forward to successfully partnering with you on energy projects that will create jobs, conserve energy, and move our nation towards a clean energy economy.