

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



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GUIDANCE ON EECBG INVOICING, REPORTING, AND ARRA SPECIAL TERMS AND CONDITIONS

This purpose of this guidance is to assist municipalities in administering EECBG funds. This document is meant as a supplement to the State Procurement Regulations (<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOA/5579.pdf>) the reporting requirements of the Rhode Island Office of Economic Recovery and Reinvestment Subrecipient requirements (<http://www.recovery.ri.gov/subrecipient/>), and ARRA Special Terms and Conditions (<http://www.purchasing.ri.gov/ARRA.aspx>). If any advice herein is found to conflict with these documents, the aforementioned documents shall rule.

INVOICING

Sub-recipients may invoice the Office for any EECBG expenditure allowable per the Rules and Regulations for the Energy Efficiency and Conservation Block Grant <http://www.energy.ri.gov/documents/5927.pdf>. Invoices should be sent to the Office for payment as soon and as often as a municipality is able to send them.

Invoices sent to the Office from municipalities should include: 1) a cover letter from the municipality submitting the invoice indicating which activity the invoice is to be charged to, 2) an invoice from the municipality to the Office indicating the amount charged and the purpose of the charge, and 3) an invoice from a vendor to the municipality indicating charges for goods or services that are to be reimbursed to the municipality by the Office.

REPORTING

There are three (3) primary reporting responsibilities of sub-recipients of EECBG funds. These are as follows:

- 1) **1512 Reports** – Sub-recipients are responsible for quarterly reporting at www.federalreporting.gov.

A step-by-step process for signing up for [federalreporting.gov](http://www.federalreporting.gov) and for completing these reports may be found at: <http://www.recovery.ri.gov/subrecipient/>.

Sub-recipient municipalities should note that vendors selected by the municipality to

do work must also complete 1512 reports as vendors and assurance that vendors complete these reports is the responsibility of the municipality.

2) **Jobs Data** – Sub-recipients are responsible for submitting jobs data quarterly to the Office. A memorandum outlining jobs data reporting responsibilities from the Rhode Island Office of Economic Recovery and Reinvestment can be found at: <http://www.recovery.ri.gov/subrecipient/pdf/MemoJobsReporting.pdf>.

The jobs data template can be found at:

[http://www.recovery.ri.gov/subrecipient/pdf/JobsReportingTemplate%20\(v.1.3\).xls](http://www.recovery.ri.gov/subrecipient/pdf/JobsReportingTemplate%20(v.1.3).xls)

Deadlines for Sub-recipients to Submit Jobs Data to the Office are As Follows:

| Jobs Data Sent to the Office by: | Reporting Period Covered: |
|---|--|
| December 29, 2010 | Through the last payroll paid in December 2010 |
| March 29, 2011 | Through the last payroll paid in March 2011 |
| June 28, 2011 | Through the last payroll paid in June 2011 |

Sub-recipient municipalities should note that vendors selected by the municipality to do work must supply jobs data to municipalities in time for the municipality to complete jobs reporting data for all projects and submit the template to the Office per the deadlines above.

3) **Energy Performance Data** – Each quarter, in addition to Jobs Data, Sub-recipients will soon be responsible for providing the Office energy performance data associated with any project for which the municipality has invoiced the Office. The Energy Performance Data template (including instructions) will be found at <http://www.energy.ri.gov/documents/epd.xls>. Vendors may assist in providing this information, provided it is signed by the sub-recipient.

ARRA SPECIAL TERMS AND CONDITIONS

The ARRA Special Terms and Conditions as detailed in the Regulations for the Energy Efficiency and Conservation Block Grant Program shall remain in full effect. Further guidance on specific provisions of these terms and conditions follows:

1) **Davis-Bacon Act** - All contractors working on projects funded in whole or in part by ARRA funds must be paid the prevailing wage. To document this, contractors must submit certified weekly payrolls to the municipality. These files must be sent weekly to the municipality and should be available on file at the municipality in the event of an audit.

Information on prevailing wage may be found at: <http://www.dlt.ri.gov/pw/>. Certified weekly payrolls must be documented using the following forms:

<http://www.dlt.ri.gov/pw/pdfs/weeklypayroll09.pdf>

<http://www.dlt.ri.gov/pw/pdfs/StatementofCompliance.pdf>

RI wage rates for EECBG projects are found at:

<http://www.wdol.gov/dba.aspx#14>. Additional guidance documents may be found at:

http://www1.eere.energy.gov/wip/davis-bacon_act.html.

2) ***Buy American Provision*** – All projects on public property that are funded in whole or in part by ARRA funds must comply with the Buy American provisions of the Recovery Act. All items purchased must be manufactured in the United States. Documentation should be kept by the sub-recipient and must be made available in the event of an audit. Additional guidance and waivers from these provisions in the event an American-manufactured item is not available can be found at: http://www1.eere.energy.gov/recovery/buy_american_provision.html.

Buy American documentation could include: (1) language in contractual documents that obligates sub-recipients and/or contractors to comply with the Buy American provisions; (2) receipts for items produced domestically indicating such; (3) a documented certification from the contractor, vendor, distributor, supplier, or manufacturer verifying that the product was manufactured domestically; (4) detailed and verifiable information supporting the claim that the manufactured good has undergone substantial transformation in the United States; and/or (5) other reasonable documentation per the discretion of the state, local, or tribal government financial assistance recipient demonstrating compliance with the Buy American provisions.

3) ***Historic Preservation*** – All project site locations should be reported to the Office with invoices. The Office has entered into a memorandum of understanding with the Rhode Island Historical Preservation and Heritage Commission for the review of all properties being retrofitted through EECBG funds. The Municipality should notify the Commission and the Office of the addresses and measures to be performed at each location so that the Commission may assess compliance with Section 106 of the National Historic Preservation Act.

4) ***National Environmental Policy Act (NEPA)*** – Most energy efficiency work proposed by municipalities has been categorically excluded from Department of Energy review under the National Environmental Policy Act. If an energy efficiency or renewable energy measure to be taken appears to require Department of Energy review for NEPA compliance, the Office will inform the sub-recipient and take the appropriate steps. NEPA reviews are often required for large projects or projects that involve renewable energy. If there is any question, contact the Office for clarification.

5) ***Waste-stream Management*** – Sub-recipients must dispose of all waste created by EECBG-funded projects in a manner consistent with all applicable federal, state, and local regulations. Sub-recipient vendors should supply the sub-recipient with documentation of proper waste disposal. A Waste-Stream management plan is to be kept on file by the municipality and presented in the event of audit.

6) ***Use of Recovery Act Signage*** – Sub-recipients may display recovery act signs in front of projects funded by the Recovery Act with certain restrictions. Details are at: http://www1.eere.energy.gov/wip/pdfs/doe_arra_signage_interim_guidance.pdf.