

**Bureau of Administration – Office of Energy Management
Energy Conservation Grants
Grant Management and Accounting Procedures**

**Energy Conservation Measure Grants
Bureau of Administration - Office of Energy Management
ARRA Grant Funding**

| Grant Number | Agency | Project Title | S-B Amount | Soft Cost (15%) | Grant Amount | Total For Institution |
|---------------|--------|--|------------------|-----------------|------------------|-----------------------|
| ARRA SEP 1015 | BHSU | Energy Efficiency Upgrades | \$695,000 | \$104,250 | \$799,250 | \$799,250 |
| ARRA SEP 1018 | DSU | Energy Efficiency Upgrades | \$440,000 | \$66,000 | \$506,000 | \$506,000 |
| ARRA SEP 1020 | NSU | Energy Efficiency Upgrades | \$920,000 | \$138,000 | \$1,058,000 | \$1,058,000 |
| ARRA SEP 1008 | SDSM&T | Energy Efficiency Upgrades | \$1,335,000 | \$200,250 | \$1,535,250 | \$1,535,250 |
| ARRA SEP 1002 | SDSU | Central Plant Efficiency Upgrades | \$1,928,000 | \$289,200 | \$2,217,200 | |
| ARRA SEP 1003 | SDSU | NFA & Rotunda Energy Efficiency Upgrades | \$366,000 | \$54,900 | \$420,900 | |
| ARRA SEP 1004 | SDSU | Energy Efficiency Upgrades | \$590,000 | \$88,500 | \$678,500 | \$3,316,600 |
| ARRA SEP 1011 | USD | Dakota Dome Energy Efficiency Upgrades | \$615,000 | \$92,250 | \$707,250 | |
| ARRA SEP 1012 | USD | Energy Efficiency Upgrades | \$1,840,000 | \$276,000 | \$2,116,000 | \$2,823,250 |
| ARRA SEP 1021 | SDSBVI | Energy Efficiency Upgrades | \$260,000 | \$39,000 | \$299,000 | \$299,000 |
| ARRA SEP 1007 | SDSD | Energy Efficiency Upgrades | <u>\$370,000</u> | <u>\$55,500</u> | <u>\$425,500</u> | <u>\$425,500</u> |
| | | | \$9,359,000 | \$1,403,850 | \$10,762,850 | \$10,762,850 |

The South Dakota Bureau of Administration (BOA), the Energy Management Office will coordinate the Energy Conservation Grants with the Regental institutions. The following are procedures for project accounting and requesting draw down of funds through the Energy Management Office. Key personnel for the State of South Dakota is Michele Farris, P.E., CEM, Statewide Energy Manager, (605) 773-3899, Michele.Farris@state.sd.us.

BOA is the prime recipient of the funded ARRA grant while the institutions are sub-recipients. Quarterly OMB reporting will be the responsibility of the prime recipient. Institutions are required to submit energy savings, jobs data, Davis Bacon certification and Buy America to Michele Farris. Most A/E firms handle the data collection. Institutions are to work with the A/E firm in meeting this requirement for the institution is ultimately responsible for the meeting the reporting requirements. If a portion the work for the project is completed by university personnel, the Davis Bacon Act does not apply. All other reporting requirements mentioned above do apply. Michele Farris asks that the information be submitted on a monthly basis.

- Accounting for the Projects:
 - The institutions will process and pay their own expenses.
 - A drawn down of funds may be requested from the Energy Management Office and must include the following:
 - The pay request form - found on Energy Management’s Website: http://www.state.sd.us/boa/ose/OSE_Statewide_Energy.htm
 - Copy of all invoices

- Certified payroll form Davis Bacon - found on the Department of Labor's website: <http://dol.sd.gov> (Any work that is paid for with stimulus money is included in the jobs reporting. For instance the A/E time that is paid for with ARRA funds would be reported, as well as the contractors and subcontractors and the OSE engineers time.)
- OBM job reporting form (attached)



Job Creation
Retention Certificatio

- A cash receipt transmittal (non-cash voucher) submitted to the State Treasurer's Office. Funds will be deposited directly into the institutional account.
- Banner:
 - Fund(s) are to be established for the projects, following the setup for ARRA Grants. FTMFATA needs to link the institution's fund to the institution's federal company on CAS.
 - Institutions are to establish and assign an activity code for each project so assist in reporting the progress of each project. (Similar to the HEFF M&R projects).
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- State's Central Accounting System (CAS)
 - Expenditure authority will be loaded in Company 2000 and the appropriate budget center. (1570 01)
 - Expenditures will interface from Banner to the institution's federal company.
 - Expenditures are to be recoded or expenditure corrected to Company 2000 and the appropriate center with the identifying source code 008 sub-fund AR (i.e. Center 1570010084R)
 - Coding Position

| Coding Position | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----------------|--------|---|---|---|---|--------|---|--------|---|----|----------|----|
| Center | 1 | 5 | 7 | 0 | 0 | 1 | 0 | 0 | 0 | 8 | 4 | R |
| | Center | | | | | Spacer | | Source | | | Sub-Fund | |
- Revenue coding may be posted directly to Company 2000