

NAVARRO COUNTY COMMISSIONER'S COURT

A SPECIAL MEETING OF THE NAVARRO COUNTY COMMISSIONER'S COURT WAS HELD ON MONDAY THE, 25TH DAY OF JANUARY, 2010 AT 10:00 A.M., IN THE COMMISSIONERS CONFERENCE ROOM IN THE BASEMENT OF THE NAVARRO COUNTY COURTHOUSE, CORSICANA, TEXAS. PRESIDING JUDGE HM DAVENPORT, COMMISSIONERS PRESENT KIT HERRINGTON, FAITH HOLT, DAVID WARREN, AND JAMES OLSEN

1. 10:00 A.M. MOTION TO CONVENE BY HERRINGTON SEC BY HOLT
ALL VOTED AYE MOTION CARRIED
2. OPENING PRAYER BY JUDGE DAVENPORT
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENTS- NO COMMENTS

CONSENT AGENDA

MOTION TO APPROVE CONSENT AGENDA ITEMS 5 & 6 BY HOLT SEC BY HERRINGTON
ALL VOTED AYE MOTION CARRIED

5. APPROVE THE MINUTES FROM THE PREVIOUS MEETING OF JANUARY 11TH, 2010
6. APPROVE AND PAY BILLS AS SUBMITTED BY COUNTY AUDITOR

REGULAR AGENDA

7. MOTION TO APPROVE DONATION (150 TEDDY BEARS) TO THE DISTRICT ATTORNEY'S OFFICE FROM WAL-MART TO THE VICTIM SERVICE PROGRAM BY OLSEN SEC BY WARREN
ALL VOTED AYE MOTION CARRIED
8. MOTION TO APPROVE TREASURER'S REPORT FROM RUBY COKER BY HOLT SEC BY WARREN **TO WIT PG 493**
ALL VOTED AYE MOTION CARRIED
9. MOTION TO APPROVE SELLING SPECIFIC PROPERTIES JOINTLY OWNED WITH THE CITY OF CORSICANA AND GIVING JUDGE DAVENPORT AUTHORITY TO ENTER INTO AGREEMENT TO SELL PROPERTY SOUTH OF CORSICANA BY HERRINGTON SEC BY HOLT
ALL VOTED AYE MOTION CARRIED

10. MOTION TO APPROVE COUNTY AUDITOR'S DECEMBER 2009 MONTHLY FINANCIAL REPORT PURSUANT TO LGC SEC. 114.024 BY OLSEN SEC BY WARREN
ALL VOTED AYE MOTION CARRIED
11. MOTION TO APPROVE COUNTY AUDITOR'S QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDING DECEMBER 30, 2009, PURSUANT TO TX GC SEC. 2256.023 BY HOLT SEC BY WARREN
ALL VOTED AYE MOTION CARRIED **TO WIT PG 494**
12. MOTION TO APPROVE AUTHORIZING COUNTY AUDITOR TO GO OUT FOR BIDS FOR A USED DUMP TRUCK FOR PRECINCT 1 BY HERRINGTON SEC BY HOLT
ALL VOTED AYE MOTION CARRIED
13. MOTION TO APPROVE HIDTA CONTRACT MODIFICATION 2 FOR GRANT NUMBER G09NT0001A BY HERRINGTON SEC BY OLSEN
ALL VOTED AYE MOTION CARRIED **TO WIT PG 495-499**
14. MOTION TO TABLE MAINTENANCE AGREEMENT RENEWAL CONTRACT WITH VERIZON BUSINESS FINANCIAL MANAGEMENT CORPORATION IN THE AMOUNT OF \$20,671.08 BY JUDGE DAVENPORT SEC BY WARREN
ALL VOTED AYE MOTION CARRIED
15. MOTION TO APPROVE CERTIFYING ADDITIONAL REVENUE PURSUANT TO LOCAL GOVERNMENT CODE 111.0707 BY OLSEN SEC BY WARREN
ALL VOTED AYE MOTION CARRIED **TO WIT PG 501**
16. MOTION TO APPROVE SPECIAL BUDGET AMENDMENT (\$60,000) IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE 111.0707 BY HOLT SEC BY OLSEN
ALL VOTED AYE MOTION CARRIED **TO WIT PG 502**
17. MOTION TO APPROVE AUTHORIZATION TO APPLY FOR ONCOR REBATE THROUGH THE RENEWABLE ENERGY PROGRAM AND FOR JUDGE TO SIGN APPLICATION BY JUDGE DAVENPORT SEC BY WARREN
ALL VOTED AYE MOTION CARRIED **TO WIT PG 503**
19. MOTION ADJOURN BY HOLT SEC BY WARREN
ALL VOTED AYE MOTION CARRIED

THESE MINUTES ARE HEREBY APPROVED THIS 8 DAY OF FEBRUARY 2010.

JUDGE HM DAVENPORT [Signature]

COMR.PCT.1 KIT HERRINGTON [Signature]

COMR.PCT.2 FAITH HOLT [Signature]

COMR.PCT.3 DAVID "BUTCH" WARREN [Signature]

COMR.PCT.4 JAMES OLSEN [Signature]

I, SHERRY DOWD, NAVARRO COUNTY CLERK, ATTEST THAT THE FOREGOING IS A TRUE AND ACCURATE ACCOUNTING OF THE COMMISSIONERS COURT'S AUTHORIZED PROCEEDING FOR JANUARY 25TH, 2010.

SIGNED 8 DAY OF FEBRUARY, 2010.

[Signature]
SHERRY DOWD, COUNTY CLERK



AFFIDAVIT SUBMITTED BY
RUBY COKER
NAVARRO COUNTY TREASURER

STATE OF TEXAS

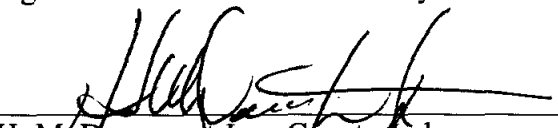
COUNTY OF NAVARRO

Before me, the undersigned authority, on this day personally appeared the following named persons, and after being duly sworn, deposes and says: Honorable H. M. Davenport, Jr., County Judge, Honorable Kit Herrington, Commissioner Pct. #1, Honorable Faith Holt, Commissioner Pct. #2, Honorable David Warren, Commissioner Pct. #3, and Honorable James Olsen, Commissioner Pct. 4.

I, Ruby Coker, the Navarro County Treasurer, on this 25th day of January, 2010 present to the Navarro County Commissioners Court the Monthly Financial Report for the month ending on December 31, 2009 for the court to review and approve. According to the report, Navarro County had cash on hand in the amount of \$1,376,642.75. Also, other assets totaling \$4,782,685.60 are being held by the Treasurer's office. The total interest for all accounts for the month of December, 2009 was \$2,701.29. The total disbursements for the month of December, 2009 were \$2,678,819.05. This report is in compliance with section 114.026 of the Local Government Code, so therefore we hereby execute this affidavit for publication.

With this signed affidavit, We the Commissioners Court, state that the requirements of Subsection (C) have been met with the examination of this report.

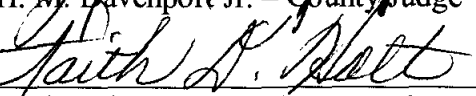
Signed and executed this 25th day of January, 2010.



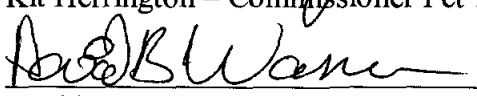
H. M. Davenport Jr. - County Judge



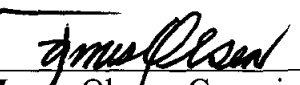
Kit Herrington - Commissioner Pct 1



Faith Holt - Commissioner Pct 2



David Warren - Commissioner Pct 3

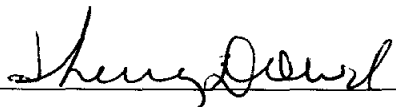


James Olsen - Commissioner Pct 4

SWORN AND SUBSCRIBED TO BEFORE ME, this 25th day of January, 2010 by H. M. Davenport, Jr., Kit Herrington, Faith Holt, David Warren, and James Olsen, in their official capacities as the members of the Navarro County Commissioners Court.

ATTEST





Sherry Dowd - Navarro County Clerk

NAVARRO COUNTY, TEXAS
QUARTERLY INVESTMENT REPORT
 For the Quarter Ended December 31, 2009

494

FUND	BALANCE 09/30/2009	INTEREST EARNED	DEPOSITS	WITHDRAWALS	BALANCE 12/31/2009	NET CHANGE
Investments held with TexPool:						
Operating Funds	3,898,374.95	1,744.68	4,570,785.00	5,377,581.62	3,093,323.01	(805,051.94)
Designated County Funds	412,050.12	217.90	4,800.00	3,200.00	413,868.02	1,817.90
State Funds	687,868.12	348.82	348,200.00	401,000.00	635,416.94	(52,451.18)
Agency Funds	901,307.86	473.28	14,400.00	20,900.00	895,281.14	(6,026.72)
TOTAL	5,899,601.05	2,784.68	4,938,185.00	5,802,681.62	5,037,889.11	(861,711.94)

Quarter to Date Interest Earned:

Bank Accounts	\$	5,279.09
TexPool Invesments		2,784.68
Total Interest Earned	\$	<u>8,063.77</u>


TexPool Interest Rate at 12/31/2009: 0.1502%

TexPool Net Asset Value at 12/31/2009: \$ 1.00016

Submitted January 25, 2010, in compliance with *Texas Government Code* Section 2256.023 and the Navarro County Investment Policy.



 Kathy Hollomon, County Auditor



 Ruby Coker, County Treasurer

Executive Office of the President Office of National Drug Control Policy		AWARD Grant	Page 1 of 1
1. Recipient Name and Address Judge H. M. Davenport Navarro County Sheriff's Office 300 W 3rd Avenue Corsicana, TX 75110		4. Award Number: G09NT0001A	
		5. Project Period: 01/01/2009 to 12/31/2010 Budget Period: 01/01/2009 to 12/31/2010	
1A. Recipient IRS/Vendor No. 1756001092A1	6. Date: 11/27/2009	7. Action	
2. Subrecipient Name and Address	8. Supplement Number 2	<input type="checkbox"/> Initial	
		<input checked="" type="checkbox"/> Supplemental	
2A. Subrecipient IRS/Vendor No.	9. Previous Award Amount	\$2,292,457.00	
3. Project Title Multiple Initiative(s)	10. Amount of This Award	\$40,000.00	
	11. Total Award	\$2,332,457.00	
12. Special Conditions The above grant is approved subject to such conditions or limitations as are set forth in the original Grant.			
13. Statutory Authority for Grant: Public Law 110-329			
AGENCY APPROVAL		RECIPIENT ACCEPTANCE	
14. Typed Name and Title of Approving ONDCP Official Michael K. Gottlieb Acting Assistant Deputy Director Office of National Drug Control Policy		15. Typed Name and Title of Authorized Recipient Official Judge H. M. Davenport Navarro County Sheriff's Office	
16. Signature of Approving ONDCP Official <i>Michael K. Gottlieb</i>		17. Signature of Authorized Recipient <i>[Signature]</i> Date 1-25-10	
Agency Use Only			
18. Accounting Classification Code DUNS: 071371363 EIN: 1756001092A1		19. HIDTA AWARD OND10B3SE0910 OND2000000 OC 4100	

Executive Office of the President Office of National Drug Control Policy		AWARD Grant	Page <u>1</u> of <u>1</u>
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16. Signature of Approving ONDCP Official <i>Michael K. Gottlieb</i>		17. Signature of Authorized Recipient Date <i>[Signature]</i> 1-25-10	
Agency Use Only			
18. Accounting Classification Code DUNS: 071371363 EIN: 1756001092A1		19. HIDTA AWARD OND10B3SE0910 OND2000000 OC 4100	

MOD#2

\$40,000

FY 2009 - North Texas HIDTA

Initiative Cash Summary by HIDTA

Current Budget (Approved) (With Reprogramming)

Total North Texas 3,130,000.00
Total National HIDTA 229,399,466.00

Table with columns: Agency Name, Initiative Name, Cash, Type, Grant. Rows include ATF 2009 - North Texas, ICE 2009 - North Texas, DEA 2009 - North Texas, FBI 2009 - North Texas, IRS 2009 - North Texas, USMS 2009 - North Texas, Navarro County Sheriff's Office, and Texas Department of Public Safety.

FY 2009 - North Texas HIDTA

Initiative Budget by Award Recipient

Initiative - DHE - North Texas

Award Recipient - Navarro County Sheriff's Office - G09NT0001A

Current Budget (Approved) (With Reprogramming)

ACCOUNT	Total	Navarro County Sheriff's Office
Training	40,000.00	40,000.00
Travel	40,000.00	40,000.00
Total Accounts	40,000.00	40,000.00

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**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF NATIONAL DRUG CONTROL POLICY**

Washington, D.C. 20503
November 27, 2009

Judge H. M. Davenport
Navarro County Sheriff's Office
300 W 3rd Avenue
Corsicana, TX 75110

Dear Judge Davenport:

Grant number G09NT0001A has been increased and now totals \$2,332,457.00.

The original and one copy of Modification 2 are enclosed. If you accept this modification, sign and keep the original for your file, and return a copy with an original signature to the following address:

National HIDTA Assistance Center
Attn: Finance Unit
11200 NW 20TH ST, STE 100
Miami, FL 33172
(305) 715-7600

All terms and conditions of the original award apply to the Modification. If you have any questions pertaining to this grant award, please feel free to contact Phuong DeSear at (202) 395-6739.

Sincerely,

Michael K. Gottlieb

Michael K. Gottlieb
Acting Assistant Deputy Director
Office of State, Local and Tribal Affairs



NAVARRO COUNTY AUDITOR'S OFFICE

Tim Easley, First-Assistant
Terri Gillen, Assistant
Jeannie Keeney, Assistant
Ann Tanner, Assistant
Julie Wing, Assistant

300 West Third Avenue, Suite 10
Corsicana, TX 75110-4672

Phone: (903) 654-3095

e-mail: teasley@navarrocounty.org

Fax: (903) 654-3097

January 25, 2010

To: H. M. Davenport, County Judge
Kit Herrington, Commissioner Pct 1
Faith Holt, Commissioner Pct 2
David Warren, Commissioner Pct 3
James Olsen, Commissioner Pct 4

RE: Certification of additional Revenue

Judge and Commissioners,

Pursuant to Local Government Code 111.0706- Special Budget for Grant or Aid Money
111.0707- Special Budget for Revenue from Intergovernmental Contracts
111.0708- Special Budget for Revenue Received After Start of Fiscal Year

"The county auditor....shall certify to the commissioners court the receipt of All public or private grant aid money, or all revenue from intergovernmental contracts or, Revenue from a new source not anticipated before the adoption of the budget that is available for disbursement in a fiscal year, but not include in the budget for that fiscal year."

On certification, the court shall adopt a special budget for the limited purpose of spending the revenue from intergovernmental contracts for its intended purpose."

I, Kathy Hollomon, Navarro County Auditor, CERTIFY to the Navarro County Commissioners Court of the receipt of ADDITIONAL REVENUES from -public or private aid money- intergovernmental contracts- new source not anticipated before the adoption of the budget- which was not included in the Navarro County Revenue Estimates in the adopted budget for 2009 – 2010. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

The amount and source of the certified additional funds are as follows-

Amount: \$ 60,000.00

Source: Home Depot U.S.A., Inc.

Sincerely,

Kathy B. Hollomon, CPA
Navarro County Auditor

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SPECIAL BUDGET

**FROM REVENUE RECEIVED AFTER THE START OF THE FISCAL YEAR
LOCAL GOVERNMENT CODE 111.0707**

NO REQUESTED EXPENDITURE INCREASE

Fund- Department – Account	Description	Current Budget	Requested Increase	Amended Budget
101-380-600	Eco. Dev. Reimbursement (received 1/15/2009)	\$-0-	\$60,000.00	\$60,000.00

This budget adjustment is needed to record funds received from Home Depot for reimbursement of Economic Development Project fees of \$20,000 per year paid during FY 1999 - 2004. The second \$60,000 payment will be included in the FY 2011 budget.

Submitted by:

Revenue Certified by:

Approved by Commissioners Court:

Lee McCleary
Navarro County Eco Dev

Kathy B. Hollomon
Navarro County Auditor

H. M. Davenport Jr.
Navarro County Judge

Date: _____

Date: _____

Date: _____

SPECIAL BUDGET

**FROM REVENUE RECEIVED AFTER THE START OF THE FISCAL YEAR
LOCAL GOVERNMENT CODE 111.0707**

NO REQUESTED EXPENDITURE INCREASE

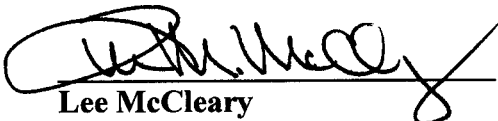
Fund- Department – Account	Description	Current Budget	Requested Increase	Amended Budget
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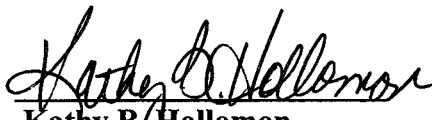
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Submitted by:

Revenue Certified by:

Approved by Commissioners Court:


 Lee McCleary
 Navarro County Eco Dev


 Kathy B. Hollomon
 Navarro County Auditor


 H. M. Davenport, Jr.
 Navarro County Judge

Date: 1/25/2010

Date: 1/21/2010

Date: 1-25-10



Solar Electricity Solar Heating Solar Water Geothermal Wind Electricity

Letter of Intent & Authorization

City/County Of: Navarro

We are looking forward to working with you on the SECO Block Grant project. It has come to our attention that there are various utility rebates available that will allow you to expand the funding available for HVAC & Lighting Upgrades as well as Solar, and Roofing

Hobson Air Conditioning will invest considerable time, effort and expense to apply for these additional energy conservation rebates/grants on your behalf with the understanding we will be doing the additional work for you. This letter acts as authorization for us to apply for these funds on your behalf.

After all funds are applied for and we know exactly what additional amount you have available, we will contact you and allow you to choose where you would like to spend your additional funding. We will also get your final approval and schedule the start of your projects. We expect that to happen with in the next 21-45 days.

If you have any questions you can reach us by email at mike.adams@acgenius.com or by calling 817-341-5110.

Hobson Air Conditioning Signed: [Signature]

Printed: Josh Payne Title: Sales Manager

City/County of: NAVARRO Date: 1-25-10

Printed: H.M. DAVENPORT Title: NAVARRO Co. Judge

[Signature]

clerk

504

115 K

NAVARRO County



ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT APPLICATION

Office of the Texas Comptroller of Public Accounts

Energy Efficiency and Conservation Block Grant Application Instructions

Instructions:

Please submit a completed Energy Efficiency and Conservation Block Grant (EECBG) application to the Comptroller's State Energy Conservation Office. Sections A, B, C and D of this application (pages 1 -11) must be completed; please be accurate and thorough to avoid delays in processing. Where no response is possible, or if the question does not apply to the proposed project, it should be marked N/A. Attachments and additional pages are not required unless specifically requested in the application. Additional information will be requested if necessary.

Submission Options:

Completed and signed applications may be mailed, faxed or scanned and emailed to the SECO Stimulus Office.

Mailing Address: Fill in the WORD form electronically, print, sign and date, and then send to:
Texas Comptroller of Public Accounts
Attn: SECO Stimulus
111 E. 17th Street, Room #801-A
Austin, TX 78711-1440

Email: Fill in the WORD form electronically, print, sign and date, and then send to:
SECOstimulus@cpa.state.tx.us.

Fax: Fill in the WORD form electronically, print, sign and date, then send by fax to:
(512) 936-0042. Mark your cover sheet, Attn: SECO Stimulus.

Phone: If you have questions, please contact the SECO Stimulus Division at (800) 531-5441, ext. 3-7392 or (512) 463-7392.

REMINDER: Please keep a completed hard copy for your records.

ATTACHMENT A

Energy Efficiency and Conservation Block Grant Application

(Please type or print clearly)

Entity Name (The name of the governmental entity applying, e.g. City of--, County of --.):

Navarro County

City/County DUNS#: 071371363

TIN#: 756001092

For Texas energy stimulus programs funded by the Department of Energy, all recipients of project funding are required to obtain a DUNS Number prior to the award of grant funds.

>> Request a DUNS Number online [http://fedgov.dnb.com/webform]

Have you registered with Central Contractor Registration (CCR)? Yes [X] No []

For Texas energy stimulus programs funded by the Department of Energy, all recipients of project funding are required to register with the CCR prior to the award of grant funds.

>> Sign up for Central Contractor Registration [https://www.bpn.gov/ccr/default.aspx]

Application prepared by:

Name: Mike Adams

Title: Grant Coordinator

Telephone: 817-594-3686 Ext 881

Email: mike.adams@acgenius.com

Is this person a Consultant? Please specify: Yes [] No [X]

Authorized Official:

(The highest ranking individual that has authority to make decisions on behalf of the governmental entity. This person ultimately has the responsibility of acceptance, completion and compliance of the EECBG program and funds.)

Name: Hershall M Davenport

Title: County Judge

Telephone: 903-654-3025

Email: hdavenport@navarrocounty.org

I certify that I am the highest Authorized Official of Navarro County and affirm that all of the statements made and information provided herein, including statements made and information provided in any attachments are true, complete, and correct, to the best of my knowledge.

X [Signature]
Signature of Authorized Official

1-15-10
Date

SECTION A – Project Summary

Proposed Project Category:

(Select the category your proposed project falls under. Check all that may apply.)

- 1. Building energy audits and retrofits *(Please review Section B to determine if you need to complete the Environmental Questionnaire, NETL F 451.1-EECBG).*
- 2. Installation of distributed energy technologies including combined heat and power (CHP) and district heating and cooling systems.
- 3. Installation of energy-efficient traffic signals and street lighting.
- 4. Installation of renewable energy technologies on government buildings *(Please review Section B to determine if you need to complete the Environmental Questionnaire, NETL F 451.1-EECBG).*

Project Name and Location:

Give the project or activity name and give a physical location. If the project will affect multiple locations, please list all affected locations.) For example: A project to retrofit lights at City Hall may read:

Name: City Hall Light Retrofit Location: 1521 Great City, Best, TX 78222.

Name: Navarro county HVAC Project

Location: 300 W. 3rd Avenue Corsicana, TX 75110

Does the project or activity involve a building that is more than 45 years old, a historical building or historical site? Yes or No . If yes, please list the building(s) or site name(s) and location(s):

Project Description (attach additional sheet if needed):

(Explain project or activity in detail from start to finish. Please include purpose and benefit of project in addition to any equipment to be purchased, energy audits, if applicable, etc. If more than one proposed project category was chosen above, please indicate descriptions for each.)

The proposed project for Navarro County using the Energy Efficiency and Conservation Block Grant Application will consist of the following:

- 1 Installation of green roof technology and solar water heating for county jail as well as replacement of HVAC Systems
2. Choices to be confirmed after the Energy Audit.

Proposed project or activity dates:**Start Date: See Below****End Date: See Below***(Start Date: Estimated date when the entity expects to begin actual work.)**(End Date: Estimated date the project will be completed. All projects must be completed by April 2012.)**If the project or activity will take longer than 30 days to complete, please include an **estimated** time line.*

For example:

Start contractor bid process:	March 22, 2010
Select contractor:	March 29, 2010
Purchase equipment:	April 15, 2010
Contractor installs equipment:	April 19, 2010
Review of contractor work:	May 3, 2010
Project completed:	May 3, 2010

Estimated Start Date: Within 90 days of the EECBG grant application approval by SECO. The contractor has been selected and will be responsible for all aspects of the project.

Estimated End Date: Within 120 days of the grant's approval by SECO.

Estimated Energy Savings:*(If known, give the proposed total energy saved and the type of energy.)*For example: Energy saved: 550 kWhor: Energy saved: 100 MCF

Energy Saved: 92122 kwh watts per year from the solar and savings on electric costs from the new heating and air equipment.

SECTION B – Environmental Questionnaire

The environmental questionnaire, Attachment NETL F 451.1-ECEBG, **MUST** be completed **ONLY IF**:

- You have selected activity #1, *Building energy audits and retrofits*, **AND** your project **FALLS OUTSIDE** of the following criteria:
 1. Installation of insulation.
 2. Installation of efficient lighting, heating, venting, and air conditioning (HVAC) and high-efficiency shower/faucet upgrades.
 3. Weather sealing.
 4. Purchase and installation of ENERGY STAR appliance.
 5. Installation of solar powered appliances with improved efficiency.
 6. Replacement of windows and doors.

OR

- You have selected activity #4 *Installation of renewable energy technologies on government buildings*, **AND** your project **FALLS OUTSIDE** of the following criteria:
 1. Solar Electricity/Photovoltaic - appropriately-sized system or unit on existing rooftops and parking shade structures; or a 60 kW system or smaller unit installed on the ground within the boundaries of an existing facility.
 2. Wind Turbine - 20 kW or smaller.
 3. Solar Thermal - system must be 20 kW or smaller.
 4. Solar Thermal Hot Water - such as appropriately sized for small buildings.
 5. Ground Source Heat Pump - 5.5-ton capacity or smaller, horizontal/vertical, ground, closed-loop system.
 6. Combined Heat and Power System - boilers sized appropriately for the buildings in which they are located.
 7. Biomass Thermal - 3 MMBTUs per hour or smaller system with appropriate Best Available Control Technologies (BACT) installed and operated.

SECTION C – Controls Questionnaire

The Controls Questionnaire is an informational tool for the SECO Stimulus group. All applicants **MUST** complete this form. Questions with “please explain” must be explained in the comments section. Attach an additional sheet if necessary.

Question	Yes	No	Comments
1. Has the entity received any federal funds in the last 3 years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Does the entity receive more than \$500,000 a year in federal funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Is the entity required to have a financial audit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. What type of audit does the entity receive and how often?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Financial Audit
5. In the last three years have there been any findings or weaknesses during an audit or monitoring during a review of the finances and operations? If so, please explain and attach separate sheet if necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Does the entity have written administrative policies and procedures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Comments
7. Is the entity able to track EECBG expenses and payments separate from other programs? If yes, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Separate line item for funds
8. Does the entity have an accounting system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the entity have a procedure to monitor the day-to-day project or activity progress? Please explain, attach additional sheet if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City employee will monitor project progress
10. Has the entity had grant funds (state or federal) de-obligated in the last 5 years? If yes, please explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Is the entity in good standing with any applicable debt due the State of Texas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Does the entity have internal or external influences that would limit or prohibit participation in the EECBG program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

SECTION D – Budget

Eligible Allocation Amount: \$115153
(The amount you are eligible to receive from SECO.)

Estimated EECBG project or activity Cost: \$115153
(The cost of the EECBG project or activity you have selected.)

Total cost of overall project or activity (if applicable): \$115153

(If you will use EECBG funds as part of a larger project, please list the cost of the entire project including EECBG funds.)

Budget Guidelines

Budget cost must be allowable, necessary and reasonable for proper and efficient performance and administration of the activity or project. List each expense under a specific budget category and give a justification for the expense.

Allowable cost categories under the Energy Efficiency and Conservation Block Grant are as follows:

- Personnel *and/or* Consultant (up to 7%)
- Personnel Travel (out-of-state travel is not allowed)
- Subcontract (Project Vendors)
- Project related Equipment (list all equipment individually)
- Other Direct Operating Expenses (materials, supplies, and fabricated parts necessary and actually used to carry out project or activity)

Unallowable expenses under the Energy Efficiency and Conservation Block Grant are as follows (this is not an exhaustive list):

1. Advertising and public relations	13. Indirect costs
2. Alcoholic beverages	14. Insurance against defects
3. Bad debts	15. Insurance on lives of officers and trustees
4. Contributions and donations	16. Interest and financing costs
5. Cost of Money	17. Investment counsel and management
6. Entertainment	18. Leases
7. Fines, penalties and late fees	19. Lobbying
8. Food and drink (except meals for authorized travel)	20. Losses on grants and contracts
9. General selling and marketing expenses	21. Memberships, dues, social and civic activities
10. Goods and services for personal use of employees	22. Organizations set up costs
11. Gratuities	23. Patent cost
12. Independent research and development	24. Any undocumented cost



Budget Categories: List the categories in which the entity will expend funds:

(For example: personnel, subcontract, project related equipment, etc.)

- If the entity will have administrative cost, the details of the cost (consultant name or staff name) must be included.
- If the entity will purchase project-related equipment, the equipment must be listed individually with cost.

Budget Amount: Amount or estimated amount for the budget category.

Justification: For each budget category, explain the reason for the expense and how the cost (or estimated cost) is determined.

Budget Category	Budget Amount	Justification
Subcontractor	<u>115153</u>	Hobson Air Conditioning will be responsible for all aspects of the installation of hvac upgrades for the buildings. Green Roof Technology supplied by Parsons Commercial Roofing.
TOTAL BUDGET	<u>\$115153</u>	