



**MetroCOG Renewable Energy & Building Retrofits for Municipal Buildings  
BUDGET NARRATIVE**

**PERSONNEL:** **\$400,000**

MetroCOG Executive Director will assign a Project Manager who will be responsible for management of the EPA CPRG Implementation Grant, including the execution of a Cooperative Agreement with the EPA, periodic programmatic and financial reporting, reimbursement requests, close out documentation, etc. Executive Director will also assign MetroCOG staff to assist Project Manager in guiding the consultant procurement process and overseeing subaward agreements.

**FRINGE BENEFITS:** **\$136,000**

Fringe Benefits associated with MetroCOG's personnel costs. Fringe Benefits are calculated at 34% of Personnel Costs.

**TRAVEL:** **\$1,000**

MetroCOG staff local travel to site visits, municipal meetings related to CPRG Implementation Grant activities. 300 miles per year x \$0.67 per mile = \$200 per year.

**CONTRACTUAL:** **\$700,000**

MetroCOG will issue three separate Request for Proposals and/or Request for Qualifications (RFQ) for the following:

- Municipal Building Portfolio Evaluations = \$50,000 per year for Years 1-4. Total: \$200,00
- Construction Management Services/Owner's Representative- \$100,000 per year for Years 2-5. Total: \$400,00
- GHG Emission Tracking & Monitoring Dashboard - \$10,000 per year for Years 1-5. Total: \$50,000

MetroCOG will also contract with outside legal counsel to assist with the drafting of Subaward and Contractual Agreements. \$10,000 per year x 5 years = \$50,000.

**OTHER:** **\$8,000,000**

MetroCOG will issue Subaward Agreements to member municipalities for Building Retrofit Projects and Renewable Energy Projects. All Subawards will be made in conformity with EPA's Subaward Policy. MetroCOG will ensure that Sub-awardees conduct a competitive procurement process and that procurements follow EPA's Best Practices for Procuring Services under EPA Assistance Agreements.

Municipal Subaward Agreements for Building Retrofit Projects

-Six Projects @ \$500,000 = \$3,000,000

Municipal Subaward Agreements for Renewable Energy Projects

-Ten Projects @\$500,000= \$5,000,000

**INDIRECT CHARGES:**

**\$392,000**

MetroCOG's Audited Indirect Cost Rate (excluding Fringe Benefits) is 98%.

**TOTAL PROJECT COST:**

**\$9,629,000**