



WORKPLAN

1. Overall Project Summary and Approach

A. Description of GHG Reduction Measures

Travis County and the City of Austin (CoA) propose the Central Texas Clean Civic Hubs measure to reduce Greenhouse Gas (GHG) emissions at community-facing municipal facilities with a focus on those located in or serving Low-Income and Disadvantaged Communities (LIDACs). The Central Texas Clean Civic Hubs measure will distribute funds to local governments across the Austin-Round Rock Metropolitan Statistical Area (MSA) to design and implement decarbonization projects in community-facing, government-owned facilities.

In 2022, the MSA building sector accounted for 46% of total MSA GHG emissions. Those emissions come from grid-supplied electricity (30%) and direct combustion of natural gas in buildings (16%). The sector presents a significant opportunity for the MSA to realize long-term transformational change in its emissions profile.

Figure 1. Austin-Round Rock-Georgetown MSA GHG Inventory Sectors and Gases.

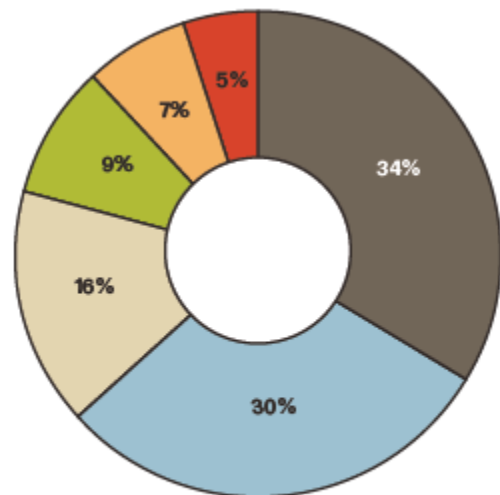
Source: Austin-Round Rock- Georgetown Metropolitan Statistical Area Priority Climate Action Plan

2022 Greenhouse Gas Emissions

Austin-Round Rock-Georgetown MSA

Travis, Williamson, Bastrop, Caldwell, and Hays Counties

24.2 million metric tons of CO₂e



The Central Texas Clean Civic Hubs measure is designed to directly realize GHG reductions across the MSA by incentivizing energy efficiency upgrades through building equipment installation and larger, more complex projects that require both equipment implementation and construction efforts. Eligible projects include the installation of renewable energy and energy storage systems, outside airflow controls, refrigerant replacement, lighting system retrofits, and ground-source heat pump systems serving a single facility for community-facing facilities owned by units of government in the MSA.

The program will position regional and local governments as leaders in GHG emission reductions from the building sector by demonstrating the environmental, economic, and social benefits of



decarbonization initiatives on municipal buildings. The program creates opportunities for all governments in the MSA by removing barriers to entry for municipalities with fewer resources by making smaller, equipment-only projects possible.

The funding from this grant will flow into the regional economy, creating ripple effects for the greater community with a focus on those who can deliver electrified building systems. Funds will also flow to LIDACs, where most retrofits will take place. Projects in LIDACs will create meaningful change up to 2030, 2050, and beyond by creating well-paying green jobs and reducing GHG emissions. As illustrated in Table 1, this measure is drawn from the Austin-Georgetown-Round Rock MSA PCAP and is informed by stakeholder feedback.

Table 1. Relationship to PCAP, Reason for Prioritization, and Connection to CPRG Goals

Measure	Component of PCAP Measure “Implement Holistic Building-Wide Upgrades to Municipal Buildings”	Reason for Prioritization	Relevant CPRG Goal
Retrofit Community Municipal Buildings	Dedicated measure to retrofit municipal buildings to reduce GHG emissions and improve the resilience of community-oriented buildings.	<p>Reduces GHG emissions resulting from energy consumption in government-owned buildings.</p> <p>Prioritizes funding on municipal buildings in or serving LIDACs.</p> <p>Realizes once-in-a-lifetime transformational change for municipal assets across the MSA.</p>	<p>GHG reductions.</p> <p>Community benefits.</p>

Roles and Responsibilities

The coalition, led by Travis County, will submit a Memorandum of Agreement (MOA) signed by both coalition partners by July 1, 2024. The measure was designed in collaboration between Travis County and the City of Austin, Office of Sustainability. Local governments in the MSA will participate through the competitive application process. Table 2 summarizes each partner’s role.

Table 2. Coalition Partner Roles and Responsibilities

Partner	Organization Type	Role	Responsibilities
Travis County	Municipal agency	Applicant, lead partner, will employ the program manager.	Overseeing the program, engaging with MSA local governments, and reporting on progress. Additionally, responsible for coordinating and managing GHG reduction measures throughout Travis County.
City of Austin	Municipal agency	Coalition partner.	The Office of Sustainability will coordinate with Travis County to align initiatives with program goals and initiatives. Submit projects for consideration in the competitive application process.



Detailed Description of Proposed GHG Reduction Measure

Major Features

The Central Texas Clean Civic Hubs measure will have a competitive application format, allowing for prioritization of high-impact measures and prioritization of projects that most closely align with the goals of the CPRG program. The proposed measure encourages eligible municipalities across the MSA to evaluate and prioritize their individual building GHG emission profiles and to understand opportunities for GHG emission reduction project implementation. Travis County will not provide technical assistance and the program assumes that individual applicants will conduct the necessary studies, evaluation, and design requirements necessary to submit complete applications in accordance with the criteria outlined in this application.

Large projects are defined as those that require equipment purchase and construction, as defined by the EPA, to be successfully implemented. These are expected to be higher cost projects.

Small projects are defined as those that only require equipment purchases and installation.

Overall Milestones:

- **Application Launch:** This marks the beginning of the competitive application format, where eligible municipalities across the Metropolitan Statistical Area (MSA) are informed about the opportunity to participate in the program.
- **Prioritization Criteria Established:** This milestone involves defining the criteria for prioritizing high-impact projects that align closely with the goals of the program.
- **Project Prioritization:** Municipalities prioritize projects based on their evaluation of GHG emission profiles and alignment with program goals.
- **Application Submission:** Individual municipalities prepare and submit complete applications for GHG emission reduction projects. This involves conducting necessary studies, evaluations, and design requirements outlined in the program criteria.
- **Review Process:** Applications are reviewed to ensure compliance with program criteria and alignment with program goals. This milestone marks the beginning of the evaluation process to select projects for funding.
- **Project Implementation:** Selected projects move forward with implementation.
- **Monitoring and Reporting:** Implemented projects are monitored to track progress. Regular reporting ensures accountability and allows for adjustments to be made as needed to optimize project outcomes.

Tasks and Milestones

As the lead applicant, Travis County will receive and disburse the grant money, oversee the program, and procure the program administrator. To ensure that Travis County does not have an incentive to score its own projects higher than other entities, Travis County will set aside approximately a \$4.5 million share of the grant funding to be used by the County on eligible projects. The County will not participate in the competitive component of the program. It is assumed that Travis County projects will include eligible projects from both small and large categories. All Travis County projects will be selected in accordance with the project selection criteria established below and will be held to the same standards and reporting requirements as competitively chosen projects. Travis County will conduct a procurement



process to select a qualified program administrator responsible for the day-to-day operations, coordination, and implementation of the grant program.

Milestones: Travis County will receive the grant money and program administrator procurement will be completed (Year 1).

The program administrator will oversee and manage the competitive application process in accordance with the timeline outlined in this application. The City of Austin will participate in the competitive applications for acquiring funding for their proposed projects, alongside other eligible government bodies across the Austin-Round Rock MSA. Eligible applicants will identify compliant projects and develop and submit required submittal materials to the program administrator.

For projects that require construction, as defined by the EPA, the program will require these entities to conduct feasibility assessments and develop necessary designs ahead of submission for funds under this competitive application. The intent is to expedite both project selection and implementation for these types of projects and to maximize the potential GHG reductions achieved.

Milestones: The competitive application period will be completed (Year 1).

The program administrator will review the applications for eligibility and recommend to the County the set of projects for award. Successful applicants will enter an interlocal agreement with Travis County, in accordance with EPA CPRG requirements and guidelines. By entering into the legal agreement, units of government agree to complete the work as outlined in their application, to the specifications listed, within the required timeframes of this grant program.

Milestones: Submissions made during the competitive application period will be reviewed, successful applications selected, and legal agreements established (Year 2).

Table 3 below outlines the expected distribution of funds between project classifications; these are guidelines and may shift depending on the final program administrator costs, projects submitted for award, and those selected for implementation. Included in the table is the Travis County set aside for eligible county projects including both small and large projects. Upon completion of the competitive application process, the County will update EPA with the selected project details and the updated GHG reduction projections, as part of the required reporting.

Table 3. Expected fund distributions between project classifications.

Item	Cost
Administration	\$4,999,000
County Set Aside (will include small and large projects)	\$4,499,100
Competitive Application Allocation	
Small (equipment only) projects	\$13,497,300
Large (construction and equipment) projects	\$26,994,600
Total Request	\$49,990,000

Funding amounts will be approved and allocated to approved units of government for the full project cost. Funds will be offered in a reimbursement structure. In instances where local governments demonstrate a need for early funding access, up to 20% of the cost will be provided to support project initiation and to reduce barriers to entry to smaller or resource-constrained units of government. When



early funds are requested, units of government will provide receipts for works completed up to the agreed upon and disbursed amount to the program administrator to track spending against agreed uses. All further costs will be provided through reimbursement.

Milestones: Funding will be allocated, and early funding distributed (Year 2).

Each unit of government will manage the procurement of contractors for their individual projects. Each procurement process will be compliant with competitive procurement requirements in line with 2 C.F.R. §200. The program administrator will review purchasing documents related to each procurement process to ensure compliance before the County Auditor’s Office disburses funds. By allowing applicants to perform their own procurement, each unit of government will be able to leverage existing contract vehicles, prioritize contractors that are specialized in the specific project and technology being implemented. Procurement will comply with relevant local, state, and federal labor laws.

Milestones: Local government contractor procurement will begin (Year 2), and procurement will be completed (Year 3).

Local governments will complete project design for small-scale projects and begin project installation in accordance with their applications and final design specifications. Projects that require construction should already be shovel ready at the point of application, allowing a streamlined approach to implementation under this program. Project completion and compliance will be verified through on-site visits by the Contract Compliance Specialist hired by Travis County. Throughout program implementation, successful applicants and Travis County will be required to submit quarterly progress reports to the program administrator and a final report upon completion. These inputs will be collated by the program administrator and shared with the County for submission to the EPA as part of the required reporting.

Milestones: All small-scale projects completed (Year 4), all large-scale projects completed, and project completion and compliance verification completed (Year 5).

Addressing Risks

As with any program of this scale, there are potential operational, performance, and technical risks. These risks can be minimized through thorough planning, stakeholder engagement/communication, and mitigation strategies tailored to the specifics of each retrofit project. Potential risks and mitigation strategies are outlined below in table 4. Whilst most risks do not pose a threat to this measure’s GHG emission reduction potential, a delay in implementation timelines will result in delay for when GHG reductions will begin to be realized, which will impact the total GHG emission reduction potential of tasks included in this measure. Inadequate installation may result in lower performance of equipment installed and may even result in a need for replacement. The other potential risks, such as inhibiting normal operations will not pose a risk to the GHG emission reduction expected from these projects.

Table 4. Potential risk identification and mitigation approaches

Risk	Mitigation
Retrofits may inhibit normal operations at the community buildings.	Conduct adequate outreach to impacted stakeholders to inform these groups of the impacts and to support alternative arrangements.



Risk	Mitigation
Construction projects may face delays or lags in the permitting progress.	Eligible municipalities seeking to submit projects for funding that will require funding will be required to submit necessary engineering drawings and feasibility studies as part of the application. The intent is that the project is shovel ready at the time of application to mitigate these potential delays.
Projects may face delays in the procurement process.	Eligible applicants should prepare individual procurement processes, in compliance with EPA guidance under this grant application, as part of the necessary preparation to apply for this funding. The intent is that rigorous procurement processes are already in place at the time of funding allocation.
Improper installation or inadequate maintenance resulting in less than expected GHG reductions.	Contractor and equipment procurement processes should be conducted thoroughly, considering past performance and ability to complete the required works. The program administrator and applicants will play an integral role in managing this risk.
Projects may incur risks in the design process, especially in complex projects that require more substantive construction or equipment upgrades.	Successful fund applicants will be required to integrate appropriate Quality Assurance and Quality Control (QAQC) and verification processes into design and implementation processes.

Program Eligibility and Selection Criteria

The program eligibility and selection criteria focus on community-facing facilities owned by units of government in the MSA including counties, cities, towns, school districts, library districts, emergency service districts, and park districts. Facilities include those that directly serve the community such as community centers, recreation centers, and libraries. These buildings may also include administration offices with public functions and service buildings. Specifically, projects located in or serving LIDACs or that have community benefits for those communities will be prioritized for grant funding. Complete eligibility and selection criteria are provided below.

Eligible projects:

- Outside airflow controls
- Heat pumps, including mini-splits and heat pump water heaters
- Onsite battery storage
- Onsite solar PV
- District energy systems (i.e., waste-heat recovery systems serving more than one facility)
- Ground-source heat pump systems serving a single facility
- Lighting system retrofits
- Pools – pool heat pumps + heat pump water heaters
- Refrigerants replacement
- Appliance/kitchen electrification



- Building envelope improvements, such as insulation, window replacements, and roof structures. These projects may be considered when paired with one or more of the above project types.

Project selection criteria (all projects):

- **Location:** Projects located in or serving LICADs will be prioritized as part of the project selection for this funding.
- **Timeline:** Projects must be fully implemented within a predetermined number of months of the award (*to be determined based on initial award date to Travis County to ensure compliance with EPA requirements under this grant funding*).
- **Energy Use Intensity:** The subject building's current energy use intensity (EUI) must be at least 25% greater than the median for its type. The County will provide applicants with instructions for determining their building's EUI per Energy Star®.
- **Emergency centers:** City-owned facilities that serve as shelters and/or mobilization hubs during emergencies (i.e., extreme weather events) and are pursuing on-site renewables and battery storage to enable islanding, are exempt from the EUI threshold.
- **System Condition:** Systems that are nearing the end of life will be prioritized, with end of life defined as at least 20 years old and/or a demonstrated history of failures and repairs.
- **Community Value:** Projects in government facilities that directly serve the community are eligible, such as but not limited to community centers, recreational centers, and libraries.
- **Project Cost Effectiveness:** The applicant will include a projected financial Return on Investment (ROI) based on the project cost, estimated energy savings, and reduced maintenance costs over 10 years. The County will calculate the project's value of the Social Cost of Carbon based on existing EPA estimates. Combined, these will determine the project's total cost effectiveness.
- **Workforce Development:** The applicant will provide an estimate of the new jobs created by the project, and/or re-skilling or up-skilling opportunities created for current employees. Applications for larger projects will include a description of the applicant's workforce requirements and/or minority- and women-owned contracting goals, and local hiring goals.
- **Geographic Spread:** Submissions for non-urban areas will be prioritized to support regional implementation of decarbonization efforts.

Additional project selection criteria (construction projects only):

- **Project Status:** Projects that require construction efforts for implementation must provide necessary engineering and design drawings and be able to demonstrate that they are shovel ready to be considered for funding.

B. Demonstration of Funding Need

The CPRG Implementation Grant is a unique funding opportunity for Travis County and the MSA to realize much needed municipal building decarbonization, energy efficiency, and electrification retrofits and equipment replacement. During the funding review for the corresponding Priority Climate Action Plan, no other suitable grants were identified to fund this measure. During this funding review the county also considered the potential of funding opportunities through the White House BIL Guidebook and IRA websites. Although other sources of funding are available for specific equipment replacement, none of these opportunities provide sufficient funding to accomplish the ambitious scope and goals of



this project. Local governments within the MSA received fund allocations from the Energy Efficiency and Conservation Block Grant Program, this was primarily focused on small-scale building retrofits and does not offer the opportunity to realize this measure's regional transformational impact. Furthermore, tax credit programs cannot be used to support construction costs and equipment rebate programs require up-front costs to be covered before receiving the rebates, which is prohibitive for small entities. CPRG implementation grant funding is considered the only funding source to successfully implement this measure.

Other tax credits and financing sources for retrofitting municipal buildings with energy efficiency and sustainability measures as mentioned above do exist, but these alone do not align with the goals and ambition of this proposed program and are generally unavailable to local governments. The Energy Efficient Commercial Buildings Deduction (179d) provides tax credits for commercial buildings (including municipally owned) that reduce energy use intensity by at least 25%¹. Another program, Property Assessed Clean Energy (TX-PACE), enables property owners to lower operating costs and use the savings to pay for eligible projects through a senior lien against the property for the value of the project, using property taxes to pay for the project. This is also unavailable for local governments because municipal buildings do not pay property taxes.

Travis County has limited resources with which to implement public-facing building retrofits. This limitation is particularly acute when expanding the building scope to all public-facing buildings within the five-county MSA. Many of the local government organizations within the region similarly do not have the funding to implement these retrofits and so would need to either issue bonds (which have a commensurate interest expense) or participate in a grant program such as the one proposed. Although the state of Texas will create a rebate program for backup power packages², this program will be limited, will require co-location with natural gas or propane, and will not provide the full range of energy efficiency options required on many of the public-facing buildings in the area.

The CPRG Implementation Grant targets GHG reductions in the building sector and prioritizes community-oriented initiatives, which aligns with this proposal to retrofit community-oriented buildings such as libraries and recreation centers located in or serving LIDACs. CPRG funding provides local governments in the region an opportunity to invest in energy efficiency improvements that would otherwise not be made.

C. Transformative Impact

There are several transformative impacts and opportunities from retrofitting municipal community-facing buildings throughout the MSA. A program like this will provide an example to other municipalities and entities, demonstrating successful implementation of lasting environmental and social change through community-oriented building retrofits and equipment replacement.

Large programs such as this will support local business sector growth due to the increase in financial investment and subsequent associated job growth across the region. Economic benefits will also increase demand for skilled workers in new and emerging industries related to building equipment installation, operation and maintenance, and project design and construction³. Job growth of this nature would promote opportunities for related training and workforce development for the local community to

¹ [179D Commercial Buildings Energy-Efficiency Tax Deduction | Department of Energy](#)

² SB 2627: [88\(R\) SB 2627 - Enrolled version \(texas.gov\)](#)

³ [Local Governments – Texas PACE Authority](#)



support the continued implementation of similar projects across the region and the state to continue GHG emission reductions in the building sector.

Retrofitting municipal buildings will increase resilience during extreme weather events through building temperature control, backup power, on-site power generation, building air quality, and energy efficiency. Municipal buildings in the City of Austin that complete projects under the Central Texas Clean Civic Hubs measure may be integrated in the City's 'Resilience Hubs' program. Resilience Hubs are physical facilities that provide services to support local communities before, during, and after a disaster to complement emergency response operations.

Central Texas Clean Civic Hubs will also support the region's ongoing efforts to promote a resilient, affordable, and carbon-free electricity grid within its service area. Austin Energy, which serves the City of Austin and Travis County along with a couple of other areas, is pursuing funding to support Battery/Microgrid and Distributed Energy Resource Management Systems through the Grid Resilience and Innovation Partnership Grant program, as well as community solar and battery storage under the Solar For All Program. The Central Texas Clean Civic Hubs initiative will complement this effort by enhancing energy efficiency and solar/battery upgrades at municipal facilities.

Through the Energy Efficiency Conservation Block Grant, Austin Energy plans to utilize \$855,340 in formula funds to implement small-scale energy efficiency programs across key community facilities run by the Austin Public Library, Austin Public Health, and Parks and Recreation Department. The program will establish a proof of concept for small-scale energy efficiency programs. However, the Central Texas Clean Civic Hubs measure will establish a framework and proof-of-concept for larger-scale program of energy efficiency projects within the Travis County and across the region, catalyzing a transformational change for energy efficiency measures. By pioneering innovative approaches and demonstrating their effectiveness, these programs will serve as replicable models for other municipalities, leading to the widespread deployment of energy-efficient technologies and practices. Targeting hard-to-abate sectors and leveraging solar and battery storage technologies through this program will unlock significant GHG emission reductions in areas where traditional mitigation measures are not widely adopted.

2. Impact Of GHG Reduction Measures

A and B. Magnitude of GHG Reductions from 2025 through 2030 and 2050

Successful implementation of this program will result in 23,081 MTCO₂e reduced over the five-year period of 2025 to 2030. This is 22% of the overall reduction potential. With the complete GHG emission reductions of 102,765 achieved over the 2025-2050 period. Table 5 highlights the Cumulative MTCO₂e reduction between 2025-2030 and cumulative reduction between 2025 and 2050.

Table 5. Cumulative GHG Reductions

Years	Cumulative MTCO ₂ e Reduced
2025-2030	23,081
2025-2050	102,765

The durability of the reductions attained through this program will result in a permanent decrease in energy consumption and associated emissions, enduring throughout the building's entire lifespan. For many of the successful projects, this is expected to meet or exceed the 2050 period of this grant



application. Other factors, such as building usage and regular maintenance, may also play a role in maintaining the durability of GHG emission reductions over time.

The magnitude of GHG emission reduction was calculated by applying the savings potential from the ComStock database to the baseline energy use intensities (EUI) for Office and Public Assembly building types from the 2018 Commercial Buildings Energy Consumption Survey (CBECS) and converting energy savings into GHG savings per the utility emissions factors sourced from NREL's Cambium 2023 Mid-Case Scenario data, as shown in the following equation:

$$\text{Emissions Reduced} = \text{Emissions Reduced per Square Foot} * \frac{\text{Funding Allocation}}{\text{Cost per Square Foot}}$$

The methodology accounted for both small-scale (equipment only) project and large-scale projects (equipment and construction) implemented as seen in Table 6.

Table 6. Upgrade Measures Evaluated

Project Size	Measure	Definition
Large Projects	DOAS HP Mini splits	Replace gas-fired and electric resistance rooftop units (RTUs) with high-efficiency (~30 seasonal energy efficiency ratio; 14 heating seasonal performance factor), variable speed MSHPs and a DOAS system with an energy recovery ventilator (ERV) or heat recovery ventilator (HRV). The DOAS system uses the existing ductwork from the replaced RTU.
	HP Boiler, Electric Backup	Replace gas boilers with heat pump boilers.
	HP Boiler, Gas Backup	Replace gas boilers with heat pump boilers.
	Package 2, LED Lighting + HP RTU or HP Boilers	Upgrade interior lighting to LEDs and replace RTUs and boilers with HPs in applicable models.
Small Projects	HP RTU, Electric Backup	Replace gas and electric RTUs with HP-RTU.
	HP RTU, Original Heating Fuel Backup	Replace gas and electric RTUs with HP-RTU. Backup heat source matches fuel type of the original system.
	LED Lighting	Upgrade all lighting to LEDs.

Source: ComStock Energy Efficiency and Electrification Measure Documentation

For the purposes of this application, an example of program of Travis County and MSA projects was developed to demonstrate an achievable GHG emission reduction potential of the types of eligible projects the measure will fund. GHG emission reductions from retrofits, upgrades, and solar and battery installations will vary significantly by the type and level of upgrades performed as well as facility type, size, age, and primary function.

The final list of projects will be determined through the competitive application process. Upon completion of project selection, updated GHG emission reduction estimates will be developed and reported to the EPA as part of the required reporting. The relevant outputs and outcomes will be appropriately adjusted and tracked as part of measure monitoring and tracking.

C. Cost Effectiveness of GHG Reductions

The cost effectiveness of this measure for GHG emission reductions achieved for the period of 2025-2030 is provided below:



$$\begin{aligned} & \$49,990,000 \text{ (Requested CPRG funding)} / 23,081 \text{ MTCO}_2\text{e (Sum of Quantified} \\ & \text{GHG reductions from CPRG funding from 2025-2030)} \\ & = \text{\$2,166 per MTCO}_2\text{e} \end{aligned}$$

The cost effectiveness of this measure for GHG emission reductions achieved for the period of 2025-2030 is provided below:

$$\begin{aligned} & \$49,990,000 \text{ (Requested CPRG funding)} / 102,765 \text{ MTCO}_2\text{e (Sum of Quantified} \\ & \text{GHG reductions from CPRG funding from 2025-2050)} \\ & = \text{\$486 per MTCO}_2\text{e} \end{aligned}$$

The cost effectiveness of this application will be impacted by a range of factors, including the final successful project list selected as part of this measure, the speed at which the corresponding energy grids transition to 100% clean energy sources, and the final procurement outcomes of the successful applicants in terms of the speed to implementation and the equipment that they select.

The City of Austin Office of Sustainability is investing \$50,000 of FY24 funds to inventory refrigerants across municipal facilities and develop a plan to manage, detect and prevent leaks, and repair and transition refrigerants to low-GWP options. The GHG reduction analysis outlined in this application does not incorporate potential reductions from refrigerants due to the complexity associated with the quantification of refrigerant GHG benefits. Lessons learned from the refrigerant transition program will be applied to the Central Texas Clean Civics Hub program and it is expected to lead to additional GHG emissions reductions.

D. Documentation of GHG Reduction Assumptions

For the complete GHG emission reduction methodology, assumptions, tools used, data sources, and identified uncertainties are provided in the corresponding Technical Appendix A.

3. Environmental Results – Outputs, Outcomes, And Performance Measures

A. Expected Outputs and Outcomes

The Central Texas Clean Civic Hubs measure will systematically monitor both the outputs and outcomes of its implementation, ensuring timely and transparent reporting. The output and outcome measures shown in Table 7 and Table 8 below reflect the planned activities of the Central Texas Clean Civic Hubs measure.

Outputs

Per EPA's guidelines, outputs refer to environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period or by a specified date. Outputs may be quantitative or qualitative but must be able to be assessed during the performance period. Given the prioritization of projects to be in or to serve LIDACs, the outputs provided below will have the greatest impact in these communities.



Table 7. List of Outputs

Project Activity	Output
Upgrade municipal buildings to be more energy efficient.	<ul style="list-style-type: none">- Number of buildings made more energy efficient.- Number of buildings located in LIDACs made more energy efficient.
Install onsite energy generation and storage infrastructure in municipal buildings.	<ul style="list-style-type: none">- MW of solar installed per building.- MW of battery storage installed per building.- MW of solar installed per building located in LIDACs.- MW of battery storage installed per building located in LIDACs.
Promote the green job workforce.	<ul style="list-style-type: none">- Average hourly wage of laborers and mechanics on construction jobs funded by the program.- Number of labor hours supported with a livable wage.- Number of jobs offering health insurance.

Outcomes

Per EPA's requirements, outcomes are the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. All outcomes will have the greatest impact in LIDACs when the retrofit takes place within a LIDAC.

Table 8. List of Outcomes

Project Outcome	Outcome Measure
Reduction in cumulative metric tons of GHG emissions.	<ul style="list-style-type: none">- CO2e tons reduced from 2025 through calendar year 2030 across the region.- CO2e tons reduced from 2025 through calendar year 2050 across the region.
Reduction in annual amount of criteria air pollutants (CAP) and/or hazardous air pollutants (HAPs) emissions.	<ul style="list-style-type: none">- Reduction in annual amount of CAP and/or HAP emissions in 2030 and 2050.
Provide cost savings for taxpayers through lowered utility bills.	<ul style="list-style-type: none">- Reduction in annual utility costs in 2030 and 2050.
Increased resilience to climate change impacts through redundant power.	<ul style="list-style-type: none">- Number of facilities in LIDACs with redundant power for community members.- Population in LIDACs served by facilities with redundant power.

B. Performance Measures and Plans

Travis County will track the identified output measures through on-site facility visits following project completion. The purpose of these visits will be to document the types and amount of equipment installed and the construction work completed at each building and certify the work is completed in compliance with EPA requirements and per the specific project's interlocal agreement. These visits and



certifications will be conducted as projects are completed and will be documented and reported to the EPA as part of the required monitoring and reporting.

Travis County will also evaluate certified payroll from the vendors used by local governments with construction projects. Certified payroll will be evaluated against prevailing wage standards and the County's \$20 per hour wage standard to determine the number of jobs supported with a livable wage.

Travis County will track the outcome measures in the table above by comparing pre-project utility usage data against post-project utility usage data, accounting for confounding variance due to differences in climate. Utility usage will form the basis of GHG emission reduction estimates that can be directly attributed to the projects implemented with CPRG Implementation Grant funding through this measure. Cumulative and future estimated GHG emission reductions will be projected using reasonable assumptions on continued usage through both 2030 and 2050. Travis County will use Geographic Information Systems (GIS) to estimate the population served by facilities that have installed redundant power systems as part of this grant program, including the number of residents in LIDACs served by facilities with redundant power.

Annual reductions in CAPs and HAPs will be realized through the successful implementation of this measure through projects such as introducing energy-efficient technologies to the municipal buildings. Tracking of this outcome will be aligned to the approaches used to track GHG emission reductions.

The Central Texas Clean Civic Hubs measure is committed to creating long lasting benefits through tangible goals for the region. Central Texas Clean Civic Hubs will promote positive change and help create a sustainable future for the region and to achieve the CPRG program's objectives.

C. Authorities, Implementation Timeline, and Milestones

Authorities

Travis County and the City of Austin have existing statutory and regulatory authority to implement the Central Texas Clean Civic Hubs program. As home rule cities, many cities in the region (almost every city with a population over 5,000, including Austin) may establish any law or ordinance unless it is expressly forbidden by state or federal law. Travis County and the City of Austin have the authority to allocate municipal funds, apply for state and federal grants, and offer incentives to municipalities to implement the program. The following section describes the roles and responsibilities for Travis County and the City of Austin.

Travis County:

- **Travis County Intergovernmental Relations Office**, serving as the lead department, will coordinate and manage GHG reduction measures throughout Travis County. It will oversee the program, engage with stakeholders, and report on progress.
- **Travis County Auditor's Office** will conduct risk assessments, audit invoices, and disburse funds as agreed in interlocal agreements and other applicable contracts. Its primary focus is to ensure financial compliance and transparency throughout the process.
- **Travis County Attorney's Office** will draft subaward contracts, interlocal agreements, and offer legal counsel to Travis County's Intergovernmental Relations Office on program-related matters. Its key role is to ensure legal compliance and protect the interests of Travis County.
- **Travis County Facilities Management Department** will oversee building maintenance for departments under the jurisdiction of the Commissioners Court. It will be tasked with implementing identified eligible projects in county buildings to contribute to GHG reduction



efforts. The department will serve as an internal consultant on facilities-related challenges during grant implementation.

City of Austin:

- **City of Austin Office of Sustainability** will facilitate the city's involvement in the grant program. It will coordinate with Travis County and other stakeholders to ensure alignment with city sustainability goals and initiatives.
- **City of Austin Building Services Department, Parks and Recreation Department, Austin Public Health, and Austin Public Library** are responsible for maintaining city buildings and carrying out retrofit projects to reduce GHG emissions. They will collaborate with the Travis County Facilities Management Department for coordinated efforts.

In addition to Travis County and the City of Austin, **other regional partners** will be essential in ensuring the timely delivery of program services. This includes subrecipients such as municipalities with buildings for upgrade, workforce training partners like Capital Workforce, community stakeholders particularly in LIDACs, as well as vendors and contractors tasked with implementing the work.

Other entities whose cooperation or participation is necessary for the implementation of GHG reduction measures include:

- **Subrecipients:** Municipalities with buildings selected to implement energy efficiency measures.
- **Contractors and Vendors:** Contractors hired to perform install energy-efficient equipment, upgrade building systems, and make structural improvements. Vendors supply materials and equipment needed for the retrofit projects.
- **Austin Energy and other Utility Companies:** Utility companies can provide additional support by providing energy audit services, incentives, or rebates for implementing energy-saving measures as part of the retrofit program.
- **LIDAC Stakeholders:** Residents, businesses, and community groups particularly in LIDACs will be engaged as stakeholders in the retrofit program. Their input and support can be valuable in ensuring the success and acceptance of the program within the community.
- **Regulatory Agencies:** Regulatory agencies at the local, state, or federal level may have jurisdiction over certain aspects of the retrofit program, such as building codes, permits, and environmental regulations. Coordinating with these agencies for compliance with regulations is essential throughout the retrofit process.

Implementation timeline and Milestones

The implementation of the Central Texas Clean Civic Hubs program will be completed within the five-year period of performance. The following section describes the detailed implementation timeline, including milestones for completing specific tasks by the end of the grant period. Figure 2 visualizes key milestones on a five-year timeline.

Year 1: Build Organizational Capacity

In the first year, the primary focus will be on building the capacity to implement the Central Texas Clean Civic Hubs program. Travis County and the City of Austin will collaborate to recruit necessary personnel and the program administrator. Both organizations will also develop application materials to identify potential subrecipients along with marketing material to promote the program. Additionally, they will actively solicit applications from interested parties.



- **Months 0-6:** Kick-off the program and initiate an RFP process to bring onboard a program administrator. An overall quality assurance project plan will be developed for the program along with establishing the necessary protocols and delegation of roles and responsibilities to ensure timely delivery of the program. Travis County will hold informational sessions through Capital Area Council of Governments (CAPCOG) and the standing Small Cities meetings to engage with regional members and promote the Central Texas Clean Civic Hubs Program
- **Months 7-9:** Upon the successful selection and onboarding of the program administrator, next steps will involve creating application materials to invite submissions from potential subrecipients. Throughout this process, equity and transparency will serve as foundational principles. Travis County will ensure fairness and openness in developing the applications, promoting the program, and selecting buildings. This phase will also include establishing an application portal, crafting marketing materials for the website, and organizing trainings and webinars for eligible applicants. These sessions will provide valuable insights into the application process and selection criteria.
- **Months 10-12:** Initiate an RFP and invite applications from potential subrecipients. Eligible applicants include municipalities within the MSA.
- **Months 6 & 12:** Compile semiannual reports for the EPA in accordance with the CPRG program stipulations.

Year 2: Selection of Subrecipients

The focus for year 2 will be to kick-off will be to select subrecipients and formalize agreements.

- **Months 13-15:** Once the application solicitation process concludes, the program administrator will proceed with reviewing the applications and selecting subrecipients based on the criteria outlined above in the Program Eligibility and Selection Criteria section.
- **Months 16-21:** Proceed with formalizing Interlocal Agreement (ILA) and issuing awards to selected applicants. This typically involves discussing terms, conditions, and responsibilities outlined in the ILA with relevant parties and officially granting awards to successful applicants.
- **Months 22-24:** Subrecipients will proceed with their respective procurement process to onboard contractors and vendors best suited to complete the work outlined in their applications. Travis County and City of Austin, where possible, will help identify efficiencies. Procurement continues in Year 3.
- **Months 18 & 24:** Compile semiannual reports for the EPA in accordance with the CPRG program stipulations.

Year 3: Implement small-scale (equipment replacement) and large-scale(construction) projects

The focus for year 3 is to commence implementation of both small-scale and large-scale projects.

- **Month 25-27:** Continuation and completion of procurement
- **Months 28-33:** Subrecipients will undertake the project design phase for small projects in their respective buildings. Small-scale implementation will include replacement of equipment such as lighting system retrofits, pool pumps and heaters. Refrigerants replacement, appliance/kitchen electrification etc. Large-scale implementation will include installation of onsite solar, upgrades to HVAC system etc.



- **Months 34-36:** Subrecipients will begin implementing their projects. Implementation continues into and ends in year 4 for small-scale projects.
- **Month 28 to 36:** Large-scale projects begin implementation. Implementation continues into year 4.
- **Months 30 & 36:** Compile semiannual reports for the EPA in accordance with the CPRG program stipulations. Sub-awardees will be expected to submit progress reports and invoices to align with this schedule.

Year 4: Continued monitoring and implementation of small-scale implementation (equipment replacement) and large-scale implementation (construction)

The focus for year 4 is to close out all small-scale scale projects and continue to monitor implementation of large-scale projects.

- **Months 37-45:** Subrecipients of small projects continue implementing their projects.
- **Months 46-48:** Initiate project close out and documentation for all small-scale projects. Small-scale project close out continues into and concludes in year 5.
- **Months 37-48:** Continue implementation of large-scale projects. Implementation continues into and ends in year 5.
- **Months 42 & 48:** Compile semiannual reports for EPA in accordance with the CPRG program stipulations. Sub-awardees will be expected to submit progress reports and invoices to align with this schedule.

Year 5: Completion of program implementation and closeout

The focus for year 5 is to complete program implementation.

- **Months 49-51:** Finish close out and documentation for all small-scale projects.
- **Months 49-51:** Large-scale project implementation completion.
- **Months 52-57:** Initiate project close out and documentation for all large-scale projects
- **Months 54 & 57-60:** Compile semiannual report and program close out report for EPA in accordance with the CPRG program stipulations. Sub-awardees will be expected to submit progress reports and invoices to align with this schedule.

[illegible]

A. Community Benefits

Retrofitting municipal buildings will directly decrease energy consumption. In turn, this will decrease utility bills for each building, allowing municipalities to direct savings to other GHG reduction measures or community services. Additionally, the increase in energy efficiency will improve air quality, promoting health benefits for workers and the community members who visit the buildings and live in the region, such as improved respiratory health and general well-being.

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Furthermore, the Central Texas Clean Civic Hubs measure will create healthier and more resilient spaces for municipal workers and community members. During extreme weather and major power outage events, many municipal facilities offer essential services to LIDACs, which are often disproportionately harmed. Bolstering the ability of these facilities to provide resources, energy security, and refuge during emergencies will greatly benefit LIDACs.

Table 9. Direct and Indirect Community Benefits

Direct Community Benefits	Indirect Community Benefits
<ul style="list-style-type: none">• Energy efficiency (Decrease in energy consumption)• The use of newer technology• Job Creation	<ul style="list-style-type: none">• Cost savings• Improved air quality• Improved respiratory health• Improved general well-being• Economic development• Increased resilience of communities and the region

Possible Negative Impact: Construction or retrofit programs may temporarily disturb normal activity in selected community-facing buildings, particularly those that are implementing large-scale construction projects. The impact may be most felt by those communities that rely heavily on the services provided by the municipal buildings, which is often LIDACs. However, the program administrator and participating municipalities will mitigate these impacts by notifying community members in advance about project details and timelines, the benefits of implementation of the project, and where they can access services during construction.

B. Community Engagement

Community input, specifically from LIDACs, was sought during the development of this measure through the development of the PCAP. Virtual and in-person approaches were deployed to increase accessibility and to reflect diverse preferences in engagement styles. A public input survey was distributed, leveraging social media posts to encourage engagement. QR codes with direct links to the survey were made available and tablets were used at the in-person events to further encourage engagement. The in-person events included an open house and a Community and Stakeholder Advisory group (CSAG). The meetings focused on LIDACs.

The CSAG (composed of representatives of LIDACs) met monthly to review the progress and direction of the PCAP. CSAG members received stipends to address economic barriers to participation. Beyond the CSAG, community members shared feedback on the PCAP through a survey, which received 146 responses.

The City of Austin’s education open house event was used to inform and educate the community of the PCAP’s purpose and to gather additional feedback to guide its development. The open house offered children’s programming to increase accessibility for community members unable to afford childcare. The open house featured 26 participants with 12 organizations represented. These strategies for engagement



followed the IAP2 Spectrum of Public Participation, seeking to inform, involve, and collaborate with community members and community-based organizations.

From extensive input from the community, Travis County identified themes that informed this grant application.

Energy Efficiency and Weatherization: Stakeholders emphasized the importance of improving energy efficiency in buildings and weatherization efforts, especially in low-income communities. This theme underscores the need to retrofit existing buildings and construct new ones with energy-efficient technologies particularly those open to the public.

Equity and Inclusivity: Stakeholder raised the need for equitable access to energy-efficient upgrades and weatherization, especially for low-income and disadvantaged communities.

Overall, there was a strong level of support for the initiative to upgrade municipal buildings with a focus on energy efficiency, weatherization, and the use of renewable energy sources such as solar and battery storage. Many comments highlight the importance of retrofitting existing buildings, promoting energy efficiency, and reducing carbon emissions in the built environment. Some concerns about funding sources and accessibility were raised which are addressed through the program design.

Ongoing Meaningful Engagement

Ongoing community engagement will be a key part of this project to foster transparency and engagement amongst local community members, specifically those who are served by eligible municipal buildings receiving funding under this grant program. Throughout the retrofit process, communication with community members will be prioritized. Ongoing communication with community members will include details about potential impacts to daily lives from the project and additional education information.

Where projects are expected to greatly impact the function of municipal buildings and access to services by the community, there will be early information and communication informing the community of the impacts and where community resources can be accessed at another location, if the building will be unable to provide services during the project process. All signs that are put up will be in English, Spanish, and any other languages commonly used in the community centers to verify that everyone in the community is able to access the same information.

Ongoing education and engagement will outline the measure components, demonstrate to the community why the program of building retrofits and equipment replacement is taking place, and promote the GHG emission reduction benefits of the measure. Engagement will inform the community of other building-sector focused GHG emission reduction opportunities and resources available to community members to support implementation. Where relevant, engagement will share opportunities for individual homeowners and tenants to implement GHG emission reduction initiatives in their own homes. To ensure all community members are engaged throughout the project implementation, regular updates will be shared via existing newsletters, social media platforms, or during community meetings.

5. Job Quality

Through investments to upgrade municipal buildings, Travis County will prioritize the creation of high-quality jobs that pay family-sustaining wages with the free and fair choice to join a union. The emphasis is on the number of jobs created and the quality of jobs.



The County has long-standing relationships with workforce development providers and will coordinate with them to provide the appropriate training needed to build local skilled labor trades and green jobs. This may include specialized services that include career training, apprenticeship programs, scholarships, job search assistance, childcare assistance, etc. with a particular focus on LIDACs.

In alignment with the eight Good Jobs Principles developed by the U.S. Department of Labor and Department of Commerce, the County will prioritize incorporating equity in its processes. The following strategies will be incorporated into interlocal agreements with entities applying for funding under the program:

- Meeting Minority/Women Business Enterprise (M/WBE) requirements and Davis-Bacon requirements to pay prevailing wages.
- Labor and job quality standards for vendors performing work for entities.
- Health and safety plans developed with workers, including antiharassment training for workers and management, OSHA training to minimize workplace hazards (e.g., OSHA 10 and OSHA 30), and supplemental health and safety training as needed.
- Use of Registered Apprenticeship labor to expand the pool of highly skilled workers.
- Use of second chance hiring policies, or the practice of hiring individuals with a criminal record, to expand opportunity for individuals with justice-system involvement.
- Benchmarks and goals to hire individuals from disadvantaged communities, in alignment with applicable law.

6. Programmatic Capability and Past Performance

A. Past Performance and Reporting Requirements

Table 10 below shows two federally assisted grant programs that Travis County performed and completed in the past three years.

Table 10. Relevant past performance examples

Emergency Rental Assistance 1 and Emergency Rental Assistance 2	
Assistance Agreement Number	N/A
Federal funding agency and assistance listing number (formerly known as the CFDA number)	21.023
Brief Description of the agreement	These grants provided \$18.8 million to a single Travis County program that operated from March 2021 through May 2022. The program provided direct financial assistance to renters based on their household size, rent, and household income.
Contact from organization that funded the assistance agreement	N/A
Include a discussion of whether and, if so, how the applicant was able to	By working with an external vendor, Travis County successfully implemented a reconstituted version of its existing rent and mortgage assistance program that met all the requirements of



Emergency Rental Assistance 1 and Emergency Rental Assistance 2

successfully complete and manage the list agreements	the grant. The new program also exceeded the timeline requirements of the grant by spending the total \$18.8 million within 15 months.
Reporting Requirements	Programmatic and financial reports were made quarterly and completed mainly by the Travis County Auditor's Office. Performance tracking and documentation occurred through collaboration between the program department – Travis County Health and Human Services – and the Travis County Auditor's Office and primarily tracked the number of applicants, the number of people receiving assistance, and the average value of that assistance.

B. Staff Expertise

Travis County has a strong track record of being a leader among peer municipalities and effective at distributing funds properly. Through proper management, clear communication, and collaboration with local community organizations and other municipalities, Travis County has led other programs and initiatives like the Central Texas Clean Civic Hubs. Travis County has delivered successful programs and initiatives that range in scale, but all previous experience will help the County be successful in delivering funds to retrofitting projects across the MSA. These programs have also taken place with community engagement and LIDACs in mind before. Furthermore, Travis County and the CoA have done a lot of work together before and successfully operated as partners many times.

During 2023, Travis County created a centralized Grants Administration office within the Intergovernmental Relations Office. This newly created office was charged with coordinating pre-award, award, and post-award activities for grants. This office is headed by a Grants Administrator, Dashiell Daniels. Dashiell has a Masters of Public Affairs from the Lyndon B. Johnson School of Public Affairs at the University of Texas and had spent the previous three years coordinating Travis County's COVID-19 grant funding. This funding included \$64 million from the Coronavirus Relief Fund provided by the CARES Act of 2020, \$18.8 million from the Emergency Rental Assistance 1 and Emergency Rental Assistance 2 programs, and \$247 million through the Coronavirus State and Local Fiscal Recovery Funds provided by the American Rescue Plan Act of 2021. This work included managing contracts, overseeing activity tracking and planning, and reporting to elected officials. The Grants Administrator will hire a Contract Compliance Specialist fully dedicated to implementing the Central Texas Clean Civic Hubs program with additional support from the Grants Administrator as required. The Contract Compliance Specialist will manage the contract with the third-party administrator, manage interlocal agreements with other entities, track progress and reporting, and perform site visits to certify completed work.



7. Budget

A. Budget Detail

Travis County is the lead entity in this application and will be receiving the funding to distribute to successful applicants in the Austin-Round Rock MSA for selected retrofitting projects. The MSA consists of Bastrop, Caldwell, Hays, Travis, and Williamson Counties. Since the retrofitting projects will be decided in a competitive application format the exact designation of funds for which projects/buildings has not been decided.

Below is a summary of the total budget.

Budget: \$49,990,000

Budget Categories

- I. **Personnel:** \$355,700
- II. **Fringe Benefits:** \$153,100
- III. **Travel:** N/A, travel will not be necessary therefore it is not applicable.
- IV. **Equipment:** N/A, equipment costs will be included as part of the competitive subawards and therefore are not a part of this budget.
- V. **Supplies:** \$2,600
- VI. **Contractual:** \$4,487,600
- VII. **Other:** \$44,991,000
- VIII. **Indirect Charges:** N/A, there are no indirect charges.

The grand total funding request: \$49,990,000

Measure Budget:

There is one measure for this project, with costs distributed between the following activities:

Personnel: Travis County will hire one employee to manage program administration, contract agreements with subrecipients, and certify completed work in line with grant requirements. Base salary is \$85,000 starting Year 2 with a possibility of a 3% increase through Year 5, in line with historical rates for the County as a whole. **Total = \$355,700**

Fringe Benefits: Associated benefits with the single position starting Year 2. Fringe benefits equate to approximately 42% of total personnel costs. This includes OASDI, Medicare, medical insurance starting at \$1,079 per month and increasing by 4% per year through Year 5 (in line with historical rates), life insurance, retirement contributions starting at 17.65% of salary and increasing by 3% per year (in line with historical rates), and worker's compensation insurance. **Total = \$153,100**

Supplies: One (1) Mobile workstation computer, one (1) keyboard, one (1) mouse, and one (1) monitor to cost a fixed rate of \$2,600 for the complete workstation, incurred during Year 2 of the project. **Total = \$2,600**



Contractual: Annual contract for a program administrator to cost \$897,520 per year from Year 1 to Year 5. Contract to include the creation of materials, application gathering, evaluation of applications against criteria, and handling of Davis-Bacon compliance for construction projects. **Total = \$4,487,600**

Other:

- a. Other (Subawards 1-10): The first ten (10) subawards will be for large projects involving construction. These are estimated to be \$3,000,000 per project for a total cost of \$30,000,000. Implementation will begin in Year 3 and close by Year 5. **Total = \$29,994,000**
- b. Other (Subawards 10-40): The thirty (30) other subawards will be for small projects not involving construction. These are estimated to be approximately \$500,000 per project for a total cost of \$15,000,000. Implementation will begin in Year 3 and close by Year 5. **Total = \$14,997,000**

Total = \$44,991,000

B. Expenditure of Awarded Funds

Travis County has significant experience managing federal grants, particularly as a pass-through entity. It has several support offices dedicated to assisting with the successful management of grant award activities. Travis County's Intergovernmental Relations Office, Grants Administration division provides program oversight of major grant awards to ensure project plans are followed by implementing departments. This work involves maintaining updated project plans and timelines, evaluating expenditure rates against such timelines, and troubleshooting program design or administration issues as they arise.

The County will leverage existing organization capacity and offices will collaborate to ensure timely and efficient delivery of the program.

These offices within the county will collaborate to deliver this program:

Travis County Intergovernmental Relations Office, Grants Administration: provides direct managerial and compliance support for large grant projects. The division's Grants Administrator that oversees and Grants Manager will assist with application development.

Travis County Auditor's Office, Grants Auditing and Financial Reporting: manages the use of, and financial reporting on, grant funds. They will assist with meeting EPA's reporting requirements.

Travis County Auditor's Office, Risk Evaluation & Consulting: conducts risk evaluations, particularly of external organizations that Travis County contracts with. The office will support with setting up sub-contracts.

Travis County Attorney's Office, Transactions Division: drafts subaward contracts with external entities and acts as a secondary means of ensuring compliance with contractual obligations. The division also certifies that Travis County can fulfill all the legal requirements contained in grant agreements prior to application and following receipt of a negotiated grant agreement.

Travis County has internal financial controls in place for managing grant funds in an ethical and efficient manner. The Travis County Auditor's Office maintains the organization's Enterprise Resource Planning System, SAP, along with the processes and procedures for managing grant funds against fraud and abuse. For managing grant resources, the Auditor's Office:

- Creates grant budgets within SAP using the details from the signed grant agreement.



- Provides the ability within SAP to expense only those items allowed by the grant agreement.
- Reviews all expenses against a grant within SAP monthly against the grant agreement.
- Reviews all invoices for expenditure for documentation requirements detailed in the grant agreement.
- Disburses funds from the grant only when all documentation requirements are met.
- Performs site visits and desk audits at least annually, if not more frequently, of subrecipients to ensure processes required by the grant agreement are followed.
- Evaluates the financial stability and risk of potential subrecipients prior to the signing of subaward contracts.

Travis County maintains an accounting system that complies with all the requirements listed in 2 C.F.R. §200.302(b). The system is fully operational and in accordance with Generally Accepted Accounting Principles. It provides for:

- Segregation of direct costs from indirect costs.
- Identification and accumulation of direct costs by project.
- Allocation of indirect costs to intermediate and final cost objectives.
- Accumulation of costs under general ledger control.
- Timekeeping identification of employees' labor by intermediate and final cost objectives.
- Interim determination of costs through monthly posting of books of account.
- Excluding disallowable costs charged to projects.
- Identification of costs by project line item and by units if required by the proposed award.

C. Reasonableness of Costs

The budget is reasonable and necessary to achieve the outlined Central Texas Clean Civic Hubs measure. The breakdown of costs supports the achievement of the EPA CPRG Implementation Grant goals and this measure's goals, with a focus on reducing GHG emissions and prioritizing municipal buildings in LIDACs, for retrofit and equipment replacement projects.

The Central Texas Clean Civic Hubs measure is designed to allow the exact allocation of funds to be decided through the competitive application process and will be dependent on the successful applicants and their projects. The measure will focus funding on projects that maximize GHG emission reduction impacts through small- or large-scale projects including installation of renewable energy and energy storage systems, outside airflow controls, refrigerant replacement, lighting system retrofits, and ground-source heat pump systems. Applicants will submit applications that are implementable and can be delivered within the time horizon of this grant. Each project will be designed to meet the needs of the specific facility and for the community the facility is located within and serves.

To demonstrate the reasonableness of costs, the budget request for the program is discussed below. For more information see Section 7: Budget Narrative in this application.

Small-Scale Projects (\$13,497,300), Large-Scale Projects (\$26,994,600), and Travis County set aside (\$4,999,100): The requested amount is reasonable for the expected work to be completed. Under this program, sub-awardees can leverage bulk purchasing power when procuring materials or services for



energy efficiency projects. This can result in lower costs per building and increase the overall cost-effectiveness of upgrades. Although the upfront costs of energy efficiency improvements can seem significant, they often result in substantial long-term operational savings. By reducing energy consumption, municipalities can lower utility bills over the lifespan of the building, offsetting the initial investment and save taxpayer dollars. Municipalities can take advantage of other incentive programs from Austin Energy to help offset the upfront costs of upgrades, making the investment more financially feasible. Partnering with workforce development organizations contributes to regional workforce development by equipping employees with the skills and knowledge needed to effectively implement energy efficiency initiatives. This not only benefits individual municipalities but also supports the growth of a skilled workforce within the region, enhancing its capacity to address energy efficiency challenges in the long-term.

Program Administration (\$4,999,000): The requested amount is reasonable to cover all program administration costs, including the selection and hiring of a procurement manager. Designing the program to be streamlined and efficient from the outset will help minimize administrative costs. This includes clear guidelines, standardized processes, and automated systems wherever possible to reduce the time and resources required for program administration. Leveraging economies of scale by administering the program across multiple municipal buildings simultaneously, will help spread out administrative costs. Where feasible, Travis County will utilize existing administrative infrastructure, such as personnel, systems, and facilities, and will help keep costs down.