



**MISSISSIPPI INDUSTRIAL
ENERGY EFFICIENCY PROGRAM
(MIEEP)**

**FUNDING OPPORTUNITY ANNOUNCEMENT
APPLICATION INSTRUCTIONS
Fall 2021**

**MISSISSIPPI DEVELOPMENT AUTHORITY
ENERGY & NATURAL RESOURCES DIVISION
Post Office Box 849
Jackson, MS 39205-0849
www.mississippi.org**

I. INTRODUCTION

The Mississippi Development Authority – Energy & Natural Resources Division (MDA-ENRD) is issuing a Funding Opportunity Announcement (FOA) for the Mississippi Industrial Energy Efficiency Program (MIEEP), which is made possible through State Energy Program (SEP) funds from the U. S. Department of Energy (DOE). MIEEP is designed to assist Mississippi companies with making energy-efficient upgrades to their facilities to reduce energy consumption & operating costs, as well as assist industries in creating and/or retaining jobs. Industries consume large amounts of energy, and savings from increased energy efficiency can be directed toward more productive and value-added activities, resulting in improved competitiveness and economic growth.

Funds are available under MIEEP for the purchase and installation of energy efficiency improvements to private entities around the state. This is a competitive grant program and not all applicants will receive funding. The total funding released under this program may not exceed \$400,000.

The application and all required attachments should be submitted by the application deadline of Friday, December 3, 2021, by 5 p.m. Central Standard Time.

Eligible Applicants

Private for-profit corporations, businesses, sole proprietorships, or partnerships with operations in Mississippi that are engaged in industrial or manufacturing processes, such as those under North American Industry Classification System (NAICS) codes starting with 31, 32 or 33, are eligible to apply. Applicants can propose retrofits/upgrades to multiple buildings within the same complex or on the same site but cannot include buildings on separate sites, such as in another city. No applicant will receive funding for more than one project.

Ineligible Applicants

Public entities including, but not limited to, municipal, county or state governments; state agencies; school districts; Institutions of Higher Learning; community and junior colleges; multi-family housing organizations; casinos; golf courses; swimming pools; zoos and aquariums are ineligible for funding. No funds will be awarded for projects that are already completed. Recipients awarded a MIEEP grant in the previous 18 months are ineligible to receive funding unless the project was withdrawn OR is located on a separate site, such as in another city.

Maximum Grant Amount

The maximum grant amount allowed under this program is up to 50% of the total project installation, with the grant award not to exceed \$50,000.

Minimum Grant Amount

The minimum amount awarded under this program is \$15,000.

Eligible Projects

Funds are available for projects that encompass the purchase and installation of commercially available energy-efficient fixtures, installations, upgrades or systems. Projects must include energy efficiency retrofits that reduce the energy consumption of a facility to be considered

eligible. If awarded, applicants are encouraged to maximize MIEEP grant funding with utility programs or rebates available in their area, as well as MDA-ENRD's Energy Efficiency Revolving Loan Fund. Measures must be installed in buildings located in the state of Mississippi and used by the applicant. Funding is available only for system/building retrofits on existing properties.

The following energy-efficient measures are the only retrofits eligible for MIEEP funding:

- Lighting and Daylighting: LED or other new energy-efficient lighting fixtures, daylighting measures and/or technology, e.g., occupancy sensors.
- Heating, Ventilation and Air Conditioning: HVAC equipment and/or upgrades specified at a higher energy-efficient SEER Rating.
- Building Envelope: Energy efficiency measures including insulation, window film, weather sealing, upgraded doors and windows. No new construction is allowable.
- Water heating: Hot water systems at energy efficient SEER or EER ratings.
- Energy-efficient improvements to industrial systems, such as boilers, water chillers, etc.
- Energy management systems, controls and programmable thermostats for existing or new equipment/fixtures.

Ineligible Projects

Funds may not be used for the construction of a building. Funds will not be used to purchase equipment not deemed to be energy-efficient based on expert analysis and other guidance from the DOE. This includes improvements that do not reduce the total energy consumption of a facility.

Prohibited Expenditures

SEP does not allow expenditures or matching funds for the following:

- Construction, such as the construction of mass-transit systems and exclusive bus lanes, or the construction or repair of buildings or structures;
- Use of funds for any casino or other gambling establishment, aquarium, zoo, golf course or swimming pool;
- Purchase of land, a building or structure or any interest therein;
- Research, development or demonstration of renewable energy techniques or advanced vehicle technologies not commercially available; and
- Supplanting of state or local funds already committed to projects.

Structural Eligibility

The structure, which is identified for the energy-efficient equipment installation or system upgrade, shall be considered eligible only if it is an existing structure that is at least one year old and is located in the State of Mississippi. Funds will not be used for properties that are:

- Classified as condemned or scheduled for demolition;
- Leased or rented by the Applicant from another party unless the landlord has given the tenant specific written permission to proceed with the installation;

- Encumbered by a real estate transaction or purchase option;
- Included on the National Register of Historic Landmarks and Sites maintained by the U.S. Secretary of the Interior, unless approval from the Mississippi Department of History and Archives to perform the work has been received; or
- Encumbered by any type of lien which would call into question the ownership of the property.

Cost Share/Match Requirement

Applicants must leverage other non-federal funds in order to qualify for funding. A minimum of 50% of the total cost of the project to be funded through this program must be matched by the Applicant.

Examples:

	Project A	Project B	Project C
Total Project Cost:	\$140,000	\$110,000	\$50,000
Maximum Grant:	\$ 50,000 (35.8%)	\$50,000 (45%)	\$25,000 (50%)
Required Match:	\$ 90,000 (64.2%)	\$60,000 (55%)	\$25,000 (50%)

The non-federal match may be leveraged through a cash or in-kind contribution from the Applicant. Leveraged match funds are contributions to a project that satisfy the following:

- They are verifiable from the recipient’s records;
- They are not included as contributions for any other federally assisted project or program;
- They are necessary and reasonable for proper and efficient accomplishment of the project or program objectives;
- They are not paid by the Federal Government under another award;
- They are provided for in the approved grant budget; and
- They conform to other provisions of this program, as applicable.

The rules defining cost share or matching are found at Financial Assistance Rules 10 CFR 600.313.

Period of Performance

Period of performance will begin upon the execution of a grant agreement, and the project must be completed by June 15, 2022, or earlier, as specified in the grant agreement. If there is no activity within three months of the award date, the award may be terminated and funds reallocated.

Method of Payment

Payments are made on a cost-reimbursement basis only. Only the cost of actual charges incurred and paid over the course of the grant period and as specified in the grant agreement will be reimbursed by MDA-ENRD. Reimbursements are only made to the corporation awarded funding.

NOTE: Successful Applicants will receive written notice if the grant application has been approved by MDA-ENRD. Grants will not be awarded or reimbursed for projects that began or were completed prior to the grant award date. The applicant must not begin work on the proposed project until a grant agreement has been fully executed.

Energy Audit Requirement

Applicants must submit an ASHRAE Level II Energy Audit that details and verifies the proposed energy-efficiency measures, cost savings, scope of work and implementation costs. Only audits that meet ASHRAE requirements and are performed by an appropriately licensed individual will be accepted. To be as flexible as possible, a wide range of energy auditor credentials are acceptable in satisfying this requirement. Following is a summary of qualifications recognized by MDA-ENRD for providing energy audit services:

	Certification or License	AND	Minimum Experience
(1)	Licensed Engineer (PE)	AND	At least 2 years' experience performing energy-efficiency audits or commissioning of existing buildings; OR any certification listed in #2 below
(2)	One of the following certifications: <ul style="list-style-type: none"> • ASHRAE Building Energy Assessment Professional (BEAP); • Association of Energy Engineers Certified Energy Manager (CEM); • Association of Energy Engineers Certified Energy Auditor (CEA); • Association of Energy Engineers Existing Building Commissioning Professional (EBCP); • Association of Energy Engineers Certified Building Commissioning Professional (CBCP) • Energy Management Professional (EMP) • ACG's CxA Certification 	AND	At least 2 years' experience performing energy-efficiency audits or commissioning of existing buildings

The Applicant may also submit an existing ASHRAE Level II audit if it is no more than three years old from the date of the application. If an existing audit was completed by an individual who does not meet the required auditor experience, the ASHRAE Level II audit must

be signed by a qualified auditor. MDA reserves the right to confirm data submitted as part of the audit with reviewers of MDA's choosing.

MDA-ENRD will reimburse MIEEP applicants for the cost of a new ASHRAE Level II energy audit up to 50% of the total cost of the audit, not to exceed \$1,500. To be eligible for reimbursement, the audit must comply with the expected standards of an ASHRAE Level II energy audit and be performed by an appropriately licensed individual. The Applicant also must meet all the eligibility requirements. Reimbursement for audit costs is not contingent on a grant award, however any applicant that fails to meet all the eligibility requirements will not be reimbursed. MDA-ENRD reserves the right to reject an energy audit it deems inadequate and not meeting ASHRAE standards.

Payback Period

The payback period is the time required for the cost savings resulting from the project to cover the total project cost. MDA-ENRD will only fund those projects that can demonstrate a combined payback period of 10 years or less.

$$\text{Simple Payback Period} = \frac{\text{Total Project Cost}}{\text{Estimated Annual Energy Cost Savings}}$$

Informational Webinar

MDA-ENRD will publish an informational webinar after the initial FOA release on MDA's website at the [Office of Energy](#) or <https://mississippi.org/community-resources/office-energy/>.

Metric Reporting Requirements

All funded Applicants are required to establish an Energy Star® Portfolio Manager® account or demonstrate access to other energy management software systems and submit an Energy Performance Report based on 12 months of previous data. Once the project is completed, the Applicant will be required to enter actual data from utility bills on a monthly basis for one year and provide MDA-ENRD with access to view the recipient's account in Portfolio Manager. MDA-ENRD will not have the authority to alter any data in the recipient's energy management software system.

Notice of Intent

Applicants interested in applying for funding under this announcement may submit the optional Notice of Intent to MDA-ENRD prior to the application deadline. This Notice of Intent is used for program purposes only, including to contact interested applicants in the event of amendments to the FOA, grant application or program timeline. Submission or non-submission of a Notice of Intent by any interested party does not imply or suggest a funding award will be made. Parties who submit a Notice of Intent are under no obligation to submit a full program application. A Notice of Intent form is found on the first page of the grant application. The notice should be detached from the application, signed and submitted to:

MAILING ADDRESS:

Mississippi Development Authority
Energy & Natural Resources Division

Attn: Lisa Campbell

P.O. Box 849

Jackson, MS 39205-0849

-OR-

EMAIL ADDRESS

To: energysmartms@mississippi.org

With the subject line "MIEEP Notice of Intent"

National Environmental Policy Act Requirements

Projects funded under MIEEP are subject to review under the National Environmental Policy Act (NEPA). The list of Eligible Projects described in this FOA have been categorically excluded from further NEPA review; therefore, these are the only types of projects that MDA-ENRD will fund under this program. Under Section 106 of the National Historic Preservation Act, it is the responsibility of MDA-ENRD to ensure that projects funded under MIEEP do not conflict with NEPA and comply with the standards for treatment of historic properties. All funded projects are subject to the stipulations of the programmatic agreement between the U.S. DOE, MDA-ENRD, the Mississippi Department of Human Services and the Mississippi Department of Archives and History. The list of potential project activities described in this FOA fall under the bounded categories stipulated as categorical exclusions. These bounded categories are excluded from further NEPA review and are the only allowable types of projects funded under this program.

Standards and Regulations

All proposed activities must meet DOE and MDA-ENRD standards and regulations including, at a minimum, NEPA requirements and other requirements listed in this FOA, as well as applicable Federal, state and local requirements. MDA-ENRD will review all applications to ensure compliance. If selected, MDA-ENRD then will negotiate a grant agreement with the Applicant to execute the activity. Upon execution of a grant agreement, MDA-ENRD will provide a sub-recipient manual to awardees for use in their day-to-day administration of MIEEP funding awards. MDA-ENRD is authorized to receive federal monies on behalf of the State of Mississippi and promulgate reasonable general or special rules, regulations and procedures it deems necessary concerning the use of these funds, pursuant to Miss. Code Ann. §57-39-9(h) and §57-39-99(j).

Generally Accepted Accounting Principles (GAAP)

Recipients of federal funds must use administrative and financial policies and procedures that follow GAAP and are in accordance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR Part 200. Applicants receiving funding will be required to demonstrate effective control over and accountability for all grants,

property and assets under this award. This includes financial policies and procedures that ensure receipts and disbursements can be tracked as an effective control to prevent mistakes and safeguard against any unauthorized uses.

Data Universal Numbering System (DUNS) number

If funded, Applicants are required to register with the Dun & Bradstreet Data Universal Numbering System (DUNS) if they do not have a number.

II. APPLICATION CONTENTS

The application packet should include, at a minimum, the following forms, attachments and exhibits as prepared by the Applicant. Unless otherwise provided, two paper copies and one electronic copy saved on a physical storage device (USB drive, CD-ROM, etc.) should be submitted per the submittal instructions. The contents of the application packet should follow the format below:

1. Transmittal Letter

The transmittal letter should highlight any special features of the application and include the name, address, phone number and email for a point of contact within the Applicant's organization. The transmittal letter should be signed by a representative of the Applicant's organization who has the authority to bind the Applicant.

2. MIEEP Grant Program Application

The application must be completed in full. Failure to answer all questions fully and to the satisfaction of MDA-ENRD may result in disqualification.

3. Energy Audit Analysis (Send only *one* paper copy, plus electronic copy)

The Applicant must provide an ASHRAE Level II energy audit performed by an appropriately licensed individual. The audit should detail and verify the proposed energy-efficiency measures, consumption savings (kWh/therms/gallons/BTUs/etc.), cost savings, scope of work and implementation costs, as well as an assessment of all building systems impacted by the proposed project. For more detail, refer to *Attachment A: ASHRAE Energy Audit Template & Guidance in the Grant Application*.

4. Budget Justification

The Applicant must explain how the cost estimates in the application were developed and why they are reasonable and justified. The Applicant should provide vendor quotes, engineering assessments or other documentation supporting the costs and reasonableness of the proposed energy-efficiency measures.

The Applicant must explain how they propose to provide the minimum required 50% match (e.g.: a cash or in-kind contribution from the Applicant, a bank loan or third-party contribution) and include funding commitment letters from all other project funding sources, if applicable. Letters should include the term, rate and collateral conditions and must be signed and dated.

5. Audited Company Financial Statements (Electronic Copy Only)

The Applicant must provide audited company balance sheets, income statements and statements of cash flow for the previous two fiscal years or two years of audited tax returns. Public companies may submit copies of their two most recent Form 10-K submissions in lieu of fully audited financial records. If the Applicant has been in

business less than three years, they must provide the required financial data listed above since inception.

6. Utility Bills (Electronic Copy Only)

The Applicant must provide all pages of the previous 12 months' electric and natural gas utility bills for the project site. Failure to provide complete utility bills from the past 12 months may result in the disqualification of the application.

7. Financial and Administrative Capabilities

The Applicant must attach copies of their internal financial control policies and procedures. Administrative and financial capabilities can be demonstrated by written policies and procedures that follow GAAP, certified statements by independent auditors that the company complies with GAAP or any other documents that the Applicant may normally submit to the Federal Government certifying their compliance with GAAP.

8. Landlord Authorization (if applicable)

If the structure is leased, the Applicant must provide documentation of the landlord's authorization of the application.

9. Flood Insurance (if applicable)

If the structure is in a wetland or special flood hazard area designated by the Federal Emergency Management Agency, the Applicant must attach proof of adequate flood insurance.

10. MIEEP Application Certification (*Exhibit A*)

11. SEP Certification Form (*Exhibit B*)

12. Energy Savings Certification Form (*Exhibit C*)

13. Audit Reimbursement Form (*Exhibit D*)

III. APPLICATION REVIEW AND SELECTION PROCESS

Evaluation Procedure and Considerations

Award of Funds: This is a competitive program and not all Applicants will receive funding. MDA-ENRD will select those applications that demonstrate maximum energy cost savings while also contributing significant economic impact through the use of the grant funds. Subject to the availability of funds, MDA-ENRD reserves the right to distribute funds in an equitable manner that ensures that qualified Applicants statewide are awarded.

Qualifications of Applicants: Prior to receiving a notice of intent to award, the Applicant will be required to show that it has the necessary facilities, ability and financial resources to complete the proposed activity. MDA-ENRD reserves the right to reject any offer if the evidence submitted by, or investigation of, the Applicant fails to show MDA-ENRD that the Applicant is properly qualified to carry out the obligations of the contract and to complete the activity described therein.

All applications will be subject to the review and evaluation process as described below:

Step I: MDA-ENRD shall review all applications to assure compliance with the minimum required information listed in Section II of this FOA. Applications that do not comply with the minimum specifications may be rejected immediately, receiving no further consideration.

Step II: Applications that satisfactorily complete Step I will be reviewed and analyzed by a selection committee to determine if the application and ASHRAE Level II energy audit adequately meet the application requirements. MDA-ENRD will use the following factors in reviewing and scoring applications:

Technical Design/Project Merit

25 Points

- Technical specifications and complexity of project;
- Engineering performance of upgraded or retrofitted systems;
- Combined simple payback for total project (10 years or less); and
- Estimated schedule for completion of project.

Energy Efficiency Improvement/Impact

25 Points

- Demonstration of recognized energy-efficient technology, processes and/or systems;
- Energy consumption (kWh/therms/gallons/BTUs/etc) and energy cost savings, as verified by an ASHRAE Level II energy audit.

Budget Reasonableness

25 Points

- The budget is reasonable and cost effective;
- The budget is justified through the inclusion of reasonable quotes;
- The budget components are all eligible under this FOA; and
- Evidence is provided supporting the minimum cost-share of 50% of the total project cost.

Compliance Capability

15 Points

- Financial stability of the Applicant;
- Applicant's capability to complete project;
- Demonstration of sufficient administrative capacity to comply with state and federal requirements.

Project Impact

10 Points

- Number of employees at project site; and
- Financial impact to the company as determined from estimated annual savings from total project.

Step III: MDA-ENRD will contact Applicants selected for a grant award and will initiate the process to execute a grant agreement with the Applicant. **Work may not begin unless the awardee is in receipt of a fully executed grant agreement.**

MINIMUM EFFECTIVE PERIOD OF APPLICATION

Applications are required to remain in effect for at least six months from the date submitted to MDA-ENRD. All submitted applications become the property of MDA.

EXPENSES INCURRED IN PREPARING OFFERS

Unless otherwise expressly stated, MDA-ENRD accepts no responsibility for any expense incurred in the preparation and presentation of an application. Such expenses are borne exclusively by the Applicant.

FOA DOES NOT CONSTITUTE ACCEPTANCE OF APPLICATION

The release of this FOA does not require the acceptance of any application, nor does such release in any way obligate MDA-ENRD to award funds. Additionally, the submission of an application does not constitute an award. MDA-ENRD reserves the rights to accept, reject or negotiate any or all applications on the basis of the evaluation criteria contained within this document.

REJECTION OF APPLICATIONS

Applications that do not conform to the requirements set forth in this FOA may be rejected by MDA-ENRD. Applications may be rejected for reasons that include, but are not limited to, the following:

- The application is conditional;
- The application is incomplete or contains irregularities that make the application indefinite or ambiguous;
- The application is not received by the deadline;
- The application is not signed by an authorized representative of the party;
- The application does not include energy-efficiency measures that will reduce the energy consumption of the entity; or
- The application contains false or misleading statements or references.

EXCEPTIONS AND DEVIATIONS

Applicants taking exceptions to any part or section of the solicitation shall indicate such exceptions on the application and shall fully describe the exception. Failure to indicate any exception will be interpreted as the Applicant's intent to comply fully with the requirements as written. Conditional applications, unless specifically allowed, shall be subject to rejection.

NON-CONFORMING TERMS AND CONDITIONS

Applications that include terms and conditions that do not conform to the terms and conditions in the FOA are subject to rejection. MDA-ENRD reserves the right to permit the Applicant to withdraw nonconforming terms and conditions from its application prior to a determination by MDA-ENRD of non-responsiveness.

ACKNOWLEDGEMENT OF AMENDMENTS

MDA-ENRD will provide written notice of all changes to this FOA in the form of an amendment to this FOA prior to response deadlines. Amendments will be provided to all Applicants who submitted a Notice of Intent. They also will be posted on MDA's website at mississippi.org.

Applicants shall acknowledge receipt of any amendment to this FOA by signing and returning the amendment with the application and by identifying the amendment number and date in the space provided for this purpose on the application form or by letter.

DEBARMENT

By submitting an application, the Applicant certifies that it is not a person or entity currently debarred from submitting applications for contracts issued by any political subdivision or agency of the State of Mississippi or the Federal Government.

IV. GRANT PROGRAM TIMELINE

Applications must be received no later than *Friday, December 3, 2021, by 5:00 p.m. Central Standard Time.* Timely submission of the application is the responsibility of the Applicant. Offers received after the specified time shall be rejected and returned to the Applicant unopened.

Task	Timeline
Release of Funding Opportunity Announcement (FOA)	Wednesday, October 6, 2021
Deadline for submission of written questions to MDA-ENRD	Monday, October 18, 2021; 5:00 P.M. CDT
Deadline for MDA-ENRD to respond to written questions	Wednesday, October 20, 2021
Notice of Intent due to MDA-ENRD	Friday, October 29, 2021; 5:00 P.M. CDT
Application deadline	Friday, December 3, 2021; 5:00 P.M. CDT
Awardees notified	By December 17, 2021
Grant awards executed (Projects initiated)	January 2022
Projects concluded	June 15, 2022
Final project reports due	June 30, 2022

V. APPLICATION SUBMISSION INSTRUCTIONS

Unless otherwise provided in the Grant Application, two paper copies and one electronic copy saved on a physical storage device (USB flash drive, CD-ROM, etc.) of the application and all attachments should be signed and submitted in a sealed envelope or package to:

Applications and attachments must be submitted to:

MAILING ADDRESS:

Mississippi Development Authority
Energy & Natural Resources Division

Attn: Lisa Campbell

MIEEP 2021

P.O. Box 849

Jackson, MS 39205-0849

-OR-

PHYSICAL ADDRESS:

Mississippi Development Authority
Energy & Natural Resources Division

Attn: Lisa Campbell

MIEEP 2021

501 North West Street, Ste. 1500

Jackson, MS 39201

The envelope or package shall be marked “Sealed Application: MIEEP 2021” in the lower left-hand corner. Each page of the application and all attachments should be identified with the name of the Applicant. All application materials must be received by *Friday, December 3, 2021, at 5:00 p.m. Central Standard Time.*

VI. CONTACT INFORMATION

Questions concerning this FOA must be submitted in writing. Questions will be received through **Monday, October 18, 2021, at 5:00 p.m. Central Daylight Time**. Questions received after this deadline will not be answered. Applicants are cautioned that any statements made by the contact person that materially change any portion of this FOA shall not be relied upon unless specifically ratified by a formal written amendment to this FOA.

Questions regarding this FOA must be submitted to:

MAILING ADDRESS:

Mississippi Development Authority
Energy & Natural Resources Division
Attn: Lisa Campbell
MIEEP 2021
P.O. Box 849
Jackson, MS 39205-0849

-OR-

Email: energysmartms@mississippi.org

Applicants must enter the following in the subject line of the email:
“Question re: MIEEP ”

INFORMATIONAL WEBINAR

MDA-ENRD will publish an informational webinar after the initial FOA release on MDA’s website at the [Office of Energy](#).