



Department of Energy

Golden Field Office
1617 Cole Boulevard
Golden, Colorado 80401-3305

August 25, 2009

Mrs. Sofia Hernandez
Office of the County Judge
100 E. Cano
Edinburg, Texas 78539

Dear Mrs. Hernandez:

SUBJECT: Cost share and application requirements for "Hidalgo County Waste-To-Energy Project", Pending Award Number DE-EE0000619

Thank you for submitting your one page project summary for your Congressionally Directed Project. Upon review of your summary, we determined that the required minimum non-Federal cost share percentage for your project is 20%. Therefore, the application for your project should reflect a requested DOE funding amount of \$118,938 and your minimum non-Federal cost share amount of \$29,734, for a Fiscal Year 2009 total project amount of \$148,672, after adjustment for required Congressionally directed rescissions. Your required cost share percentage is a minimum, and you can choose to provide additional cost share resulting in a higher total project amount.

You are now requested to submit an application package no later than thirty (30) days after receipt of this letter. An application package must include the following forms and information listed below, which can be downloaded from the DOE website at <https://www.eere-pmc.energy.gov/forms.aspx>. Many of the forms have been revised since last year, so it is imperative that the most current forms are downloaded and submitted.

1. Financial Assistance Pre-Award Information Sheet, PMC 121.1
NOTE: Complete the PMC 121.1 form first and promptly email it under separate cover to me at the email address listed below;
2. Application for Federal Assistance, Standard Form (SF) 424;
The list of Certifications and Assurances referenced in the SF 424, Field 21, can be found at http://management.energy.gov/business_doe/business_forms.htm. By signing the SF 424, you will be certifying compliance with these certifications and assurances.)
3. Budget Information – Non Construction Programs, SF 424A (include Federal and Cost Share);
4. Budget Justification Form, PMC 123.1;
5. Financial Information, PMC 410.1;
6. Disclosure of Lobbying Activities, SF-LLL (if applicable under 31 U.S.C., Section 1352)
7. Environmental Checklist, EF1. (This form should be completed on line at: <https://www.eere-pmc.energy.gov/nepa.asp>);
8. R&D Environmental Questionnaire (PMC 111.1);
9. Statement of Project Objectives, PMC 134.1;
10. Copy of your approved Indirect Rate Agreement or a Rate Proposal, following the Sample Rate Proposal, PMC 400.2;
11. Commitment Letters from Third Parties Contributing to Cost Share;



12. Sub-recipient/Subcontractor Information: for each sub-recipient/subcontractor who is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (whichever is less) provide: (1) separate SF 424A budget; (2) budget justification; (3) approved rate agreement or proposal; and (4) description of work;
13. Copy of the most recent A-133 audit (for non-profit, states, local governments, and educational institutions, if applicable) or independent audit (for for-profit entities);
14. A registered DUNS Number is required for all applicants. If you do not have a DUNS number, one may be requested at: <http://fedgov.dnb.com/webform/displayHomePage.do>;
15. Your organization must also be registered in the Central Contractor Registration (CCR) database. This is required in order to facilitate financial transactions, such as payments through electronic funds transfer. Registrants must update or renew their registration at least once per year to maintain an active status. To register in CCR, follow the processes described at: <http://www.ccr.gov/>; and
16. Your organization must register with FedConnect to receive your award documents. It is imperative that you register as soon as possible. More information is available at https://www.fedconnect.net/FedConnect/PublicPages/FedConnect_Ready_Set_Go.pdf. Questions pertaining to registration for FedConnect should be directed by e-mail to support@FedConnect.net or by phone to FedConnect Support at 1-800-899-6665.

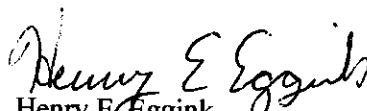
After submission of a complete application and DOE review, your award will be processed as quickly as possible. The target completion date for your award is ninety (90) days after receipt of a complete application. Failure to comply with the application submittal dates and instructions may result in substantial delays in processing your award. If you cannot meet the scheduled submission dates, DOE may process a conditional award, which will prohibit the release of DOE funds until all award conditions have been met. This letter should not be construed as a commitment on the part of DOE to either make an award or to make an award for a particular amount.

PLEASE NOTE, ELECTRONIC AUTHORIZATION OF AWARD DOCUMENTS IS DONE IN FEDCONNECT. Acknowledgement of award documents by the recipient's authorized representative through electronic systems used by the Department of Energy, specifically FedConnect, constitutes the recipient's acceptance of the terms and conditions of the award. Acknowledgement via FedConnect by the recipient's authorized representative constitutes the recipient's electronic signature.

You may incur allowable pre-award costs 90 calendar days prior to award without prior approval or more than 90 calendar days with the prior approval of DOE. The earliest date pre-award costs will be approved is the date of the Omnibus Appropriations Act, 2009, which was enacted March 11, 2009. All pre-award costs are incurred at your risk (i.e., DOE is under no obligation to reimburse such costs if for any reason you do not receive an award or if the award is less than anticipated and inadequate to cover such costs). All costs must be allowable in accordance with the applicable cost principles.

Administrative questions regarding your award or the application process should be addressed to me at 303-275-4825 or hank.eggink@go.doe.gov. Technical questions concerning your project should be directed to the cognizant Project Officer, Bryna Berendzen, at 303-275-4946 or bryna.berendzen@go.doe.gov

Sincerely,


Henry E. Eggink
Contracting Officer