



OREGON
DEPARTMENT OF
ENERGY

Section 2

Communication/ Recognition

Amendment 1 – 10/1/2010

Section 2 – Communication/Recognition

Communication/Recognition

FORMAL BIDS AND CONTRACTS

All bids and contracts for projects funded with American Recovery and Reinvestment Act dollars must contain a Source of Funds clause. Insert:

“Work under this contract will be funded [in part/in its entirety] with federal grant funds from the Oregon Department of Energy awarding American Recovery and Reinvestment Act federal stimulus funds from the US Department of Energy.”

PUBLICATIONS

The Oregon Department of Energy (ODOE) is encouraged to publish or otherwise make publicly available the results of the work conducted under our award from the Federal government. In turn, through our contracts with local entities, we have encouraged them to make reports available.

All plans, reports, etc., must carry the following statement:

“This material is based upon work supported by the US Department of Energy under Award Number _____ (fill in appropriate award type: DE-EE0000140 (SEP) or DE-EE0000926 (EECBG)).

Disclaimer: This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

Fill in the correct Award Number for your category of project (SEP or EECBG) and include both paragraphs on any plans, reports, etc.

Section 2 – Communication/Recognition

WORK SITE SIGNAGE

Project Owners must provide work site signage for each project location. A model sign is attached (**Exhibit 2-A**). The size of the sign may be determined by the sub-recipient, but should be appropriate to the size of the project, i.e., an 8-1/2 x 11 sign is not appropriate for a \$1,000,000 project.

SAMPLE PRESS RELEASE

ODOE encourages Project Owners to let their communities know that Recovery Act dollars are active in their community. However, to insure the funds, as well as USDOE and ODOE, are correctly acknowledged in the press release, we provide sample Press Releases here (**Exhibit 2-B**).

You can also send press releases upon completion of your project. We have provided sample Press Releases here (**Exhibit 2-C**).

Also, you can send a “thank-you” to your Congressional delegation. We have provided a sample letter and the addresses for the Oregon Congressional delegation. (**Exhibit 2-D**).

If you alter the sections of these press releases which refer to the sources of funds, please forward your draft alternative to:

Ann Grim
ann.grim@state.or.us

for review and approval PRIOR to sending it out.

This Project

(insert your Project Title and
Project Owner name)

is made possible through a grant from the
Oregon Department of Energy awarding
American Recovery and Reinvestment Act
federal stimulus funds from the
US Department of Energy



RECOVERY.GOV

For school lighting projects

Date
FOR IMMEDIATE RELEASE

Contact name, phone
Second contact name, phone

RECOVERY ACT FUNDS SCHOOL LIGHTING PROJECT

The Oregon Department of Energy announced that *(Name)* School District will receive \$XXX in federal funds for an energy-efficient lighting project. The project is funded by the American Recovery and Reinvestment Act awarded through the [*State Energy Program (SEP) or Energy Efficiency and Conservation Block Grant (EECBG)*]. These funds are designated for energy efficiency and renewable energy projects in public buildings. The U.S. Department of Energy administers the funds, approves the projects and reviews the state’s progress.

(Name) School District will use the funds for *(details of your project. Name specific schools, buildings. Include expected energy savings and name of local contractor selected for the project.)*

Quote from School District Superintendent

“We are pleased to make this award to the *(Name)* School District,” said Paul Egbert, acting manager of the Oregon Department of Energy ARRA team. “Not only will students and staff enjoy a learning environment with better lighting, but the funds will put local contractors to work.”

The Oregon Department of Energy received more than 1,100 letters of interest, representing a request of over \$2 billion in Recovery Act funding.

###

For energy efficiency projects

Date
FOR IMMEDIATE RELEASE

Contact name, phone
Second contact name, phone

RECOVERY ACT FUNDS ENERGY PROJECT

The Oregon Department of Energy announced that *(Public Entity)* will receive \$XXX in federal funds for an energy project. The project is funded by the American Recovery and Reinvestment Act awarded through the *[State Energy Program (SEP) or Energy Efficiency and Conservation Block Grant (EECBG)]*. These funds are designated for energy efficiency and renewable energy projects in public buildings. The U.S. Department of Energy administers the funds, approves the projects and reviews the state's progress.

(Public Entity) will use the funds for *(details of your project. Include expected energy savings and name of local contractor selected for the job.)*

Quote from Public Entity representative

“We are pleased to make this award to *(Public Entity)*,” said Paul Egbert, acting manager of the Oregon Department of Energy ARRA team. “Not only will this project save energy, but the funds will be used to put local contractors to work.”

The Oregon Department of Energy received more than 1,100 letters of interest, representing a request of over \$2 billion in Recovery Act funding.

###

For renewable energy projects

Date
FOR IMMEDIATE RELEASE

Contact name, phone
Second contact name, phone

RECOVERY ACT FUNDS RENEWABLE ENERGY PROJECT

The Oregon Department of Energy announced that *(Public Entity)* will receive \$XXX in federal funds for a renewable energy project. The project is funded by American Recovery and Reinvestment Act awarded through the [*State Energy Program (SEP) or Energy Efficiency and Conservation Block Grant (EECBG)*]. These funds are designated for energy efficiency and renewable energy projects in public buildings. The U.S. Department of Energy administers the funds, approves the projects and reviews the state's progress.

(Public Entity) will use the funds for *(details of your project. Include name of local contractor selected for the project.)*

Quote from Public Entity

“We are pleased to make this award to *(Public Entity)*,” said Paul Egbert, acting manager of the Oregon Department of Energy ARRA team. “Not only will this project generate energy, but the funds will be used to put local contractors to work.”

The Oregon Department of Energy received more than 1,100 letters of interest, representing a request of over \$2 billion in Recovery Act funding.

###

For school lighting projects

Date
FOR IMMEDIATE RELEASE

Contact name, phone
Second contact name, phone

**RECOVERY ACT FUNDS SCHOOL LIGHTING
PROJECT**

New energy-efficient lights at *(Name)* School were installed this fall thanks to \$XXX in federal funds awarded to *(Name)* School District by the Oregon Department of Energy. The project was funded by the American Recovery and Reinvestment Act awarded through the State Energy Program. These funds were designated for energy efficiency and renewable energy projects in public buildings.

Details of your project. Name specific schools, buildings. Include expected energy savings and name of local contractor selected for the project.

Quote from School District Superintendent

“We were pleased to make this award to the *(Name)* School District,” said Paul Egbert, acting manager of the Oregon Department of Energy American Recovery and Reinvestment team. “Not only will students and staff enjoy a learning environment with better lighting, but the funds will put local contractors to work.”

###

For energy efficiency projects

Date
FOR IMMEDIATE RELEASE

Contact name, phone
Second contact name, phone

RECOVERY ACT FUNDS ENERGY PROJECT

A new energy-efficient (*heat pump, control system, project type*) has been installed this fall at (*Name*) thanks to \$XXX in federal funds awarded to (*Name*) School District by the Oregon Department of Energy. The project is funded by the American Recovery and Reinvestment Act awarded through the [*State Energy Program or Energy Efficiency and Conservation Block Grant*]. These funds are designated for energy efficiency and renewable energy projects in public buildings. The U.S. Department of Energy administers the funds, approves the projects and reviews the state's progress.

Details of your project. Name specific buildings. Include expected energy savings and name of local contractor selected for the project.

Quote from Public Entity representative

“We are pleased to make this award to (*Public Entity*),” said Paul Egbert, acting manager of the Oregon Department of Energy American Recovery and Reinvestment team. “Not only will this project save energy, but the funds will be used to put local contractors to work.”

###

For renewable energy projects

Date
FOR IMMEDIATE RELEASE

Contact name, phone
Second contact name, phone

RECOVERY ACT FUNDS RENEWABLE ENERGY PROJECT

A new solar photovoltaic system (*project type*) was installed this fall at (*Name*) thanks to \$XXX in federal funds awarded to (*Public Entity*) by the Oregon Department of Energy. The project was funded by American Recovery and Reinvestment Act awarded through the [*State Energy Program or Energy Efficiency and Conservation Block Grant.*] These funds were designated for energy efficiency and renewable energy projects in public buildings.

Details of your project. Include name of local contractor selected for the project.

Quote from Public Entity representative

“We are pleased to make this award to (*Public Entity*),” said Paul Egbert, acting manager of the Oregon Department of Energy American Recovery and Reinvestment Act team. “Not only will this project generate energy, but the funds will be used to put local contractors to work.”

###

**Thank you to Cong. delegate
Exhibit 2-D**

Your Letterhead

Date:

The Honorable Ron Wyden
223 Dirksen Senate Office Building
Washington, DC 20510-3703
F: (202) 228-2717

RE: ARRA funds spent on energy project

Dear Senator Wyden:

The XX School District in City has recently completed a lighting retrofit project in XX Elementary, XX Middle School and XX High School. We replaced XXX T-12 lights with XXX energy efficient T-8 lights and expect to save \$X,XXX on our electricity bill each year the school is in operation. These savings can now be applied to our other budget demands. In addition, our students and staff can work and study more effectively and comfortably with the new lighting. We have received many positive comments on the change.

The project funds were awarded to XX School District through the State Energy Program (or Energy Efficiency and Conservation Block Grant) with \$XXX,XXX in American Recovery and Reinvestment Act funds. We could not have implemented the lighting project without this award.

The XX School District is grateful for this award. Thank you.

Sincerely,

XXX
Superintendent XX School District

OREGON'S CONGRESSIONAL DELEGATION

The Honorable Jeff Merkley
United States Senate
107 Russell Senate Office Building
Washington, DC 20510
P: (202) 224-3753
F: (202) 228-3997

The Honorable Jeff Merkley
United States Senate
121 SW Salmon Street, Suite 1400
Portland, OR 97204
P: (503) 326-3386
F: (503) 326-2900

The Honorable Ron Wyden
United States Senator
223 Dirksen Senate Office Building
Washington, DC 20510-3703
P: (202) 224-5244
F: (202) 228-2717

The Honorable Ron Wyden
United States Senator
911 NE 11th Avenue, Suite 630
Portland, OR 97232
P: (503) 326-7525
F: (503) 326-7528

The Honorable Earl Blumenauer
United States House of Representatives
2267 Rayburn House Office Building
Washington, DC 20515
P: (202) 225-4811
F: (202) 225-8941

The Honorable Earl Blumenauer
United States House of Representatives
729 NE Oregon Street, Suite 115
Portland, OR 97232
P: (503) 231-3100
F: (503) 230-5413

The Honorable David Wu
United States House of Representatives
2338 Rayburn House Office Building
Washington, DC 20515
P: (202) 225-0855
F: (202) 225-9497

The Honorable David Wu
United States House of Representatives
620 SW Main, Suite 606
Portland, OR 97205
P: (503) 326-2901
F: (503) 326-5066

The Honorable Kurt Schrader
United States House of Representatives
1419 Longworth House Office Building
Washington, DC 20515
P: (202) 225-5711
F: (202) 225-5699

The Honorable Kurt Schrader
United States House of Representatives
494 State Street, Suite 210
Salem, OR 97301
P: (503) 588-9100
F: (503) 588-5517

The Honorable Peter DeFazio
United States House of Representatives
2134 Rayburn House Office Building
Washington, DC 20515
P: (202) 225-6416
F: (202) 226-3493

The Honorable Peter DeFazio
United States House of Representatives
405 E. 8th Avenue
Eugene, OR 97401
P: (541) 465-6732
F: (541) 465-6458

The Honorable Greg Walden
United States House of Representatives
2352 Longworth House Office Building
Washington, DC 20515
P: (202) 225-6730
F: (202) 225-5774

The Honorable Greg Walden
United States House of Representatives
1211 Washington Avenue
LaGrande, OR 97850
P: (541) 624-2400
F: (541) 624-2402