



SCEP

STATE & COMMUNITY ENERGY PROGRAMS

Energy Efficiency & Conservation Block Grant (EECBG) Program

Introduction to Equipment Rebates and Technical
Assistance Vouchers

April 13, 2023



Agenda

- **Part 1:** What is the EECBG Program?
- **Part 2:** Basics of Vouchers and Rebates
- **Part 3:** Applying for a TA Voucher or Equipment Rebate
- **Part 4:** TA Voucher User Journey
- **Part 5:** Equipment Rebate User Journey
- **Part 5:** Q&A

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EECBG Program Overview

Program Purpose: support state, local, and tribal governments to

- **Reduce fossil fuel emissions** in a manner that is environmentally sustainable and maximizes benefits to communities
- **Reduce their total energy use**
- **Improve energy efficiency** in the transportation, building, and other sectors


Total IIJA Appropriation: \$550 Million for states, local governments, & tribes



Flexible Funding Allows Choice From Diverse Activities

- ✓ Eligible activities range from strategy development to clean energy deployment
- ✓ Funds can be used community-wide; not just for government buildings and facilities
- ✓ Governments can fund clean energy *projects* or launch clean energy *programs*

1. Strategy Development
2. Technical Consultant Services
3. Building Energy Audits
4. Financial Incentive Programs
5. Energy Efficiency Retrofits
6. Energy Efficiency and Conservation Programs for Buildings and Facilities
7. Development and Implementation of Transportation Programs
8. Building Codes and Inspections
9. Energy Distribution Tech. for Energy Efficiency
10. Material Conservation Programs
11. Reduction and Capture of Methane and Greenhouse Gases
12. Traffic Signals and Street Lighting
13. Renewable Energy Technologies on Government Buildings
14. Programs for Financing, Purchasing, and Installing Energy Efficiency, Renewable Energy, and Zero-Emission Transportation (and associated infrastructure) Measures



New activity
added by IJA

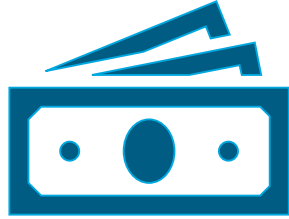
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Overview of Terminology

- **Voucher:** refers to the Technical Assistance option but it is sometimes used as a shorthand/umbrella term for TA vouchers and equipment rebates
- **Rebates:** refers to payments for the purchase and installment of eligible equipment.
- **Direct grant:** refers to formula grants that proceed through the traditional federal grant making process.
- **Technical assistance:** refers to support that EECBG Program recipients can receive from a team of qualified experts in fields such as financial analysis, policy and planning, stakeholder engagement, and more.

Local & Tribal governments can choose between grants or vouchers

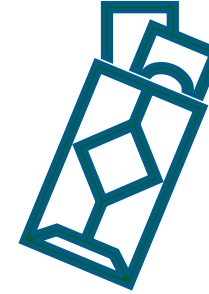


OPTION #1:

Direct Formula Grant

Eligible local governments can apply for and directly receive an **EECBG Program formula grant**.

Entities may choose from any of the 14 EECBG Program eligible activity areas and are responsible for administering their award, including financial management, compliance and reporting to DOE.



OPTION #2:

Vouchers

In lieu of a formula grant, eligible local governments can opt-in to receive EECBG Program formula award funds through a voucher, which covers:

1. A suite of technical assistance services AND/OR
2. Equipment rebates

States are not eligible to apply for vouchers

Why Consider a Voucher and/or Rebate Over a Grant?

DOE recommends eligible local & tribal govts. receiving <\$250K consider the voucher/rebate option

- ✓ **Simplified application process.** Governments that choose vouchers/rebates will submit a separate application using a streamlined process with reduced documentation compared to applying for a federal grant.
- ✓ **Fewer start-up steps.** Governments that have never managed a federal grant will not be required to establish the financial management systems, including accounting for federal funds, invoicing, and internal audits typically needed to comply with federal grant management requirements.
- ✓ **Faster turnaround time to process application.** DOE can process voucher/rebate applications at least 30 days quicker than grant applications.
- ✓ **Significantly less administrative burden over time.** Governments that choose vouchers/rebates will have less monitoring and reporting requirements compared to administering a federal grant.
- ✓ **Direct support from technical experts & streamlined path for equipment purchases.** Governments that select vouchers will get direct support from clean energy experts and streamlined path for equipment purchase and installation rebates for a wide range of technologies.

Who is Eligible to Receive a Voucher and/or Rebate?

Formula Grant-Eligible Local and Tribal Governments

Local Governments:

- Cities >35,000 people OR in the top 10 highest populated cities in the state
- Counties >200,000 people or in the top 10 highest populated counties in the state

Tribes:

- Indian Tribes, per section 4 of the Indian Self-Determination and Education Assistance Act

Who should consider a voucher and/or rebate?

- Local or tribal governments receiving formula grants less than \$250,000
- Eligible entities with limited staffing capacity or resources
- Eligible entities with minimal experience managing a federal grant
- Eligible entities that have clearly-defined technical assistance or equipment needs

Who Will Manage Vouchers and Rebates?

TA Voucher Administrator

- Processes requests for technical assistance
- Provides technical assistance with a team of experts

Rebate Administrator

- Establishes an online platform for managing equipment rebates
- Processes equipment rebate requests
- Issues payments to eligible entities following equipment purchase and installation

DOE will play an active role in the review of TA voucher and equipment rebate applications and maintain oversight of the TA Voucher and Rebate Administrators.

Commonly Asked Questions About Vouchers & Rebates

1 Can I apply for a voucher and a grant? Can I use a voucher for multiple uses?

You may apply for a voucher OR a grant but not both. You can apply for both an equipment rebate and a TA Voucher through separate applications. A single equipment rebate or TA voucher application may request multiple pieces of equipment or areas of TA.

2 Do I need to follow Build American, Buy American, Davis Bacon, and NEPA?

Yes, voucher/rebate recipients will need to follow all federal regulations and rules, including BABA, Davis Bacon & NEPA.

3 Can I use the voucher if I will receive more than \$250K as a formula grant?

There is no award amount limit in an application for a voucher/rebate. We simply *recommend* the voucher/rebate process for those receiving awards of \$250K or less.

4 If I mark "vouchers" on my Pre-Award Information sheet, can I change my mind later?

Yes! That sheet is *nonbinding* and you can change your mind later.

5 Are Energy Efficiency & Conservation Strategies (EECS) required for voucher applications?

Yes, the EECS is required for any application to the EECBG formula program.

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Voucher and Rebate Application Process at a Glance

Pre-Application Steps

- **Complete Pre-Award Information Sheet by April 28. Voucher applicants will be asked to provide:**
 - Contact and organizational information
 - Location
 - Business assurances
 - Conflict of interest disclosures
- **Develop and Energy Efficiency and Conservation Strategy (EECS)**
 - Templates are available for local and tribal governments

Application Contents at a Glance

- **Application form, including:**
 - Contact information
 - Tax ID number
 - High-level project description, budget, and timeline
- **Energy Efficiency and Conservation Strategy (EECS)**
- **NEPA Statement of Work, if applicable**

Note: exact application requirements are subject to change based on the needs of the EECBG Program and TA and Rebate Administrators

Voucher Application Process and Timelines

Voucher Application Timeline

- Submit a Pre-Award Information Sheet by April 28, 2023
- Anticipate voucher applications will open in Summer 2023
- Vouchers will be accepted on a rolling basis
- Applications will typically be processed within 30-60 days of receipt of a complete application

Voucher Application Prioritization

- Teams opting into vouchers
- Voucher applicants following one or more EECBG Program Blueprints
- Entities opting for vouchers with >40% of their program benefits going to disadvantaged communities
- All other Local or Tribal entities choosing a voucher

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TA Voucher User Journey

- ✓ Step 1: Determine how to use your voucher
- ✓ Step 2: Submit your TA Voucher application
- ✓ Step 3: DOE reviews your TA Voucher application
- ✓ Step 4: Work with the TA Administrator to refine the TA scope of work
- ✓ Step 5: TA Administrator delivers the scope of work
- ✓ Step 6: TA Administrator invoices DOE for work

1: Vouchers Can be Used for Range of Technical Assistance



Policy Planning & Program Design

- Energy vision, goals, metrics, or strategy development
- Best practice and policy analysis
- Equity mapping
- Building code or performance standard development
- Renewable resource planning
- Transportation planning, including fleet management or EV infrastructure
- Energy efficiency and conservation planning



Building Retrofit Planning and Design

- Project planning and modeling
- Building energy audits
- Energy savings calculations
- RFP/RFQ drafting and evaluation support
- Application and rebate assistance
- Utility coordination



Engineering and Modeling

- Pre-installation modeling
- Post-installation measurement and verification
- Electrification assessments
- Assessments of building codes or performance standards
- Fleet analysis or telematics



Community and Stakeholder Engagement

- Community outreach and communication strategies
- Educational program development
- Capacity building for community-based organizations
- Clean energy workforce development strategies

Determine Voucher Use

Submit Application

Application Review

Refine Scope of Work

Receive TA

Invoicing

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- Best practice and policy analysis
- Equity mapping
- Building code or performance standard development
- Renewable resource planning
- Transportation planning, including fleet management or EV infrastructure
- Energy efficiency and conservation planning



Example: City of Plainville

The City of Plainville is seeking technical assistance to perform a siting analysis and preliminary planning for EV charging infrastructure

Determine Voucher Use

Submit Application

Application Review

Refine Scope of Work

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Invoicing

1: Limitations on TA Voucher Use

Key Technical Assistance Voucher Limitations

- TA Vouchers **may not be sub-granted** to other entities.
- Eligible entities **may not select their own TA provider**. TA will be provided by the TA Administrator and their team.
- TA Vouchers may not be used to cover **staff time**.

Example: City of Plainville

The City of Plainville could not:

- Sub-grant their TA Voucher to a local non-profit that wants to conduct their own study
- Use their TA Voucher to select a local consultant as their TA provider
- Use their TA Voucher to cover time spent by city staff to receive TA

1: Maximize the Impact of Your TA Voucher

- Leverage TA Voucher to develop strategies that will support **other federal funding** opportunities
- Advance **Justice 40 goals** through TA:
 - Incorporating community perspectives into TA activities
 - Identify opportunities to invest in disadvantaged communities
- Consider **teaming** with other eligible entities on regional TA

Example: City of Plainville

Plainville could use their TA Voucher to:

- Assess alignment with Bipartisan Infrastructure Law and Inflation Reduction Act funding through DOE and other agencies, including DOT and EPA
- Identify disadvantaged communities the specific ways that this project might benefit them.
- Team with a neighboring town to develop a regional EV infrastructure strategy

2: Submit Your TA Voucher Application

- **Contact information, including:**
 - Name of eligible entity
 - Name, email, and phone number of primary contact
 - Tax ID number or Employer ID number
- **A description of your TA proposal, including:**
 - Nature of Technical Assistance requested
 - Specific deliverables from the TA (i.e. a strategy, program development, engineering study, etc.)
 - Specific areas of expertise that the TA provider should have
 - An outline of the stakeholders that will be working with the TA provider (i.e. staff, community members, etc.)
- **Estimated project timeline and major milestones**
- **Estimated project budget**
- **A complete Energy Efficiency and Conservation Strategy**
- **A signed NEPA Statement of Work, if applicable**

DOE anticipates providing application materials for TA Vouchers in Summer 2023

Note: exact application requirements are subject to change based on the needs of the EECBG Program and TA Administrator

Determine Voucher Use

Submit Application

Application Review

Refine Scope of Work

Receive TA

Invoicing

2: City of Plainville Example Application

Example: City of Plainville TA Voucher Application

Contact information:

- City of Plainville, Office of Sustainability
- Jane Smith, jsmith@plainville.gov, 555-555-5555
- Tax ID number: XX-XXXX

Description of TA proposal:

- The City of Plainville is seeking to develop an assessment of potential sites for EV charging infrastructure that ensures adequate coverage throughout our jurisdiction and serves high-demand areas.
- Deliverables for this project will include a detailed charging plan, including parking locations, sites for charging equipment, electricity cost estimates based on current rates and planned charging times.
- The TA provider should have expertise in transportation planning, specifically in the area of EVSE, and utility coordination.
- Project stakeholders will include the City of Plainville transportation planner, sustainability officer, electric utilities, and a stakeholder advisory board.

Estimated project timeline and major milestones

- Four months: initial siting assessment and planning
- Six months: charging plan presented for public comment
- Eight months: final plan presented to public

Estimated overall project budget

- \$230,000

A signed NEPA Statement of Work

Determine Voucher Use

Submit Application

Application Review

Refine Scope of Work

Receive TA

Invoicing

3: DOE Reviews Your Application

- **DOE aims to process TA voucher applications within 30-60 days of receipt of a complete application**
- **DOE will review your application to ensure:**
 - The application contains sufficient identifying information (contact, Tax ID number, etc.)
 - Your proposed activities are eligible uses of a TA Voucher and EECBG Program formula funds
 - Your application satisfies policy requirements, including NEPA
 - The proposed budget aligns with your formula award
- **Your application may be returned for revision if it contains insufficient information or ineligible activities**

4: Work with TA Administrator to Refine Scope of Work

- Upon approval by DOE, your application will be referred to the TA Administrator
- Eligible entities will work directly with the TA Administrator to refine the final scope of work, including:
 - Ensuring that the TA team has the requisite expertise
 - Aligning project goals and deliverables with available funding
 - Finalizing deliverables and timelines

5: TA Administrator Delivers Scope of Work

- The TA Administrator and their team will deliver the agreed-upon scope of work
- The eligible entity should ensure that they have adequate staffing to partner with TA providers as required, incorporate technical assistance into strategies, and apply lessons learned.
- DOE will be notified of any changes to the scope of work that impact the budget, timeline, or final deliverable(s)

6: The TA Administrator and DOE will Coordinate Invoicing

- The TA Administrator will submit regular invoices to DOE for their services.
- DOE will review all invoices and submit payment upon approval.
- The voucher recipient will be apprised of the status of their budget, but they will not be responsible for tracking hours, billing, etc.

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Equipment Rebate User Journey

- ✓ **Step 1: Determine how you will use your equipment rebate**
- ✓ **Step 2: Submit your equipment rebate application through the Rebate Administrator's online platform**
- ✓ **Step 3: Rebate Administrator and DOE review your application**
- ✓ **Step 4: Purchase and install equipment**
- ✓ **Step 5: Submit required documentation to the Rebate Administrator**
- ✓ **Step 6: The Rebate Administrator will issue your payment and coordinate invoicing with DOE**

1: Equipment Rebates Cover a Variety of Uses (examples below)

- 1. Building weatherization materials**
 - Windows and doors
 - Insulation
- 2. HVAC and water heating equipment**
 - Air-source heat pumps
 - Heat pump water heaters
- 3. Renewable energy installations**
 - Solar
 - Wind
 - Storage
- 4. Metering equipment**
- 5. Ancillary equipment**
 - Electric system upgrades

1: Equipment Rebates Cover a Variety of Uses

1. **Building weatherization materials**
 - Windows and doors
 - Insulation
2. **HVAC and water heating equipment**
 - Air-source heat pumps
 - Heat pump water heaters
3. **Renewable energy installations**
 - Solar
 - Wind
 - Storage
4. **Metering equipment**
5. **Ancillary equipment**
 - Electric system upgrades

Example: City of Plainville

The City of Plainville is seeking a rebate for the installation of an air-source heat pump at City Hall.

1: Limitations on use of Equipment Rebates

Key Equipment Rebate Limitations

- Equipment rebates cannot be sub-granted to other entities
- Eligible entities must follow standard procurement requirements when purchasing equipment
- The project must comply with national policies, including NEPA, Davis-Bacon, and Build America, Buy America
- Equipment rebates cannot be used to cover staff time required for procurement or other related activities

Example: City of Plainville

- Plainville could not sub-grant their rebate to a local nonprofit seeking to install a heat pump
- Plainville cannot use their rebate for a heat pump that was purchased prior to approval of their application.
- Plainville determines that their ideal heat pump model is not produced in the United States and submits a BABA waiver.
- Plainville cannot use their rebate to cover staff time required to procure the heat pump, arrange for installation, etc.

2: Submit Your Equipment Rebate Application

Contact information:

- Name of eligible entity
- Name, email, and phone number of primary contact
- Tax ID number or Employer ID number

A description of all necessary purchases, including:

- Specific pieces of equipment and relevant information such as size, quantity, make, model, etc.
- Any materials that will be required for installation

A description of how the equipment will be used, including:

- The location of proposed installation
- Proposed end-users

Estimated project budget, with line item descriptions of:

- Equipment costs
- Material costs
- Installation costs, including labor

Project timeline and major milestones

A complete Energy Efficiency and Conservation Strategy

A signed NEPA Statement of Work, if applicable

DOE anticipates providing application materials for Equipment Rebates in Summer 2023

Note: exact application requirements are subject to change based on the needs of the EECBG Program and Rebate Administrator

Equipment Selection

Submit Application

Application Review

Purchase and Install

Submit Documentation

Invoicing

2: City of Plainville Example Application

Example: City of Plainville Equipment Rebate Application

Contact information:

- City of Plainville, Office of Sustainability
- Jane Smith, jsmith@plainville.gov, 555-555-5555
- Tax ID number: XX-XXXX

Description of necessary purchases:

- The City of Plainville is seeking a rebate for the installation of an air-source heat pump at City Hall to replace an existing furnace.
- The City wants to purchase a Smart Brand central ducted heat pump, model number ABC123, with a capacity of 5.4 tons.
- Required installation materials include electric wiring, mounting bracket, insulation materials, refrigerant lines, and gauges.

Description of how equipment will be used:

- The heat pump will be installed at City Hall and used for heating and cooling.
- The new unit will benefit staff, patrons, and visitors of public meetings held at City Hall.

Estimated project budget

- \$X for equipment purchases

- \$X for associated materials
- \$X for installation costs, including labor

Project timeline and major milestones

- Plainville will begin the procurement process on September 1
- Equipment and installation contractor will be selected by November 1
- Equipment will be installed by December 1

A signed NEPA Statement of Work

Equipment Selection

Submit Application

Application Review

Purchase and Install

Submit Documentation

Invoicing

3: Rebate Administrator & DOE Process Your Application

- Eligible entities will submit their applications through an online platform developed by the Rebate Administrator
- The Rebate Administrator will review for eligibility and prepare a report for DOE
- DOE will review and approve or reject the application
- Upon approval, DOE will notify the Rebate Administrator and awardee, and provide instructions for receiving your rebate
- Your application may be returned for revision if it contains insufficient information or ineligible activities

Rebate applications will have varying levels of review, based on factors such as:

- If installation of the proposed equipment includes ground-disturbing activities
- If the eligible entity is located in a state or territory that does not have a DOE Programmatic Agreement for Historic Preservation
- If the application is requesting a Build America, Buy America waiver

4: Purchase and Install Your Equipment

- Upon approval, the eligible entity can purchase equipment, including any necessary materials, and install according to the instructions provided by DOE and the Rebate Administrator
- The Rebate Administrator will provide reimbursement for eligible equipment purchase and installation costs

Example: City of Plainville

- After receiving approval, Plainville proceeds with the purchase of their air-source heat pump.
- They contract with a local installer who submits invoices for the cost of materials and labor.

5: Document Equipment Purchase and Installation

- Eligible entities may be asked to provide documentation of their equipment installation, such as:
 - Bids for any purchases exceeding \$50,000
 - Receipts of any equipment or material purchases
 - Invoices from installation contractors
 - Photos of installed equipment
- Documentation requirements will be included in the instructions provided to eligible entities after application approval
- Eligible entities will submit required documentation through the Rebate Administrator's online platform in order to receive reimbursement

Example: City of Plainville

Plainville's rebate instructions may require them to document:

- Compliance with procurement requirements
- Receipts related to the purchase of their heat pump
- Invoices from their installation contractor that clearly describe labor and material costs
- Photos of their newly-installed heat pump

6: Invoicing

- The Rebate Administrator will review submitted documentation and submit to DOE for final review and approval
- Following approval from DOE, the Rebate Administrator will provide a rebate to the eligible entity
- The Rebate Administrator will invoice DOE for the cost of the rebate

Q&A