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EECBG PROGRAM EQUIPMENT REBATE APPLICATION TEMPLATE

This voucher application template is for informational purposes only. Its purpose is to provide applicants a preview of the information they may need to complete the voucher application, once released. The final application will be released at a later date and may be subject to change.

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Applications will be submitted through a separate platform maintained by the Equipment Rebate Administrator. Additional guidance on EECBG Program vouchers is available in the [EECBG Program Voucher Handbook](#).

PART A: RECIPIENT INFORMATION

Recipient Name:	
Address:	Street Address/Suite or Unit # /City/State/Zip + 4 Code (click here to look up nine-digit zip code)
Tax ID or UEI:	
Primary point of contact:	Name/Phone/Email

1. Have you completed an EECBG Program Pre-Award Information Sheet? Choose an item.

**If you have not completed a [Pre-Award Information Sheet](#), you may proceed with this application. However, please send your completed Pre-Award Information Sheet to EECBG@hq.doe.gov as soon as possible.*

2. Type of Organization: Please indicate the type of organization of the Recipient: Choose an item.

3. Planned voucher use: Choose an item.

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4. Teaming Plan (optional)*:

If you are planning to team with other entities in the planning and use of your EECBG Program funds, please list team recipient locations, primary points of contact, and contact information here:

Recipient Location	Primary Point of Contact	Email Address	Phone Number

**Please note: teams should only submit one application. For additional information on teaming, please see Section 2.4 of the [EECBG Program Application Instructions](#).*

PART B: ENERGY EFFICIENCY AND CONSERVATION STRATEGY

Local and tribal governments *must* submit an Energy Efficiency and Conservation Strategy (EECS) with their voucher application to meet the statutory requirements for the EECBG Program. The Department of Energy prepared EECS templates for [local](#) and [tribal](#) governments to guide their development of the EECS. The templates are optional, but applicants must provide the information outlined in Part A of the EECS template to meet the EECS requirement. Part B of the EECS template is optional.

The voucher application, once released, will include a fillable form that requests the same information outlined in the templates linked above.

If you need help developing your EECS, free technical assistance can be requested by emailing EECS_TA@nrel.gov.

PART C: EQUIPMENT REBATE APPLICATION

EECBG Program applicants interested in dedicating all or part of their EECBG Program formula allocation to an equipment rebate must complete Part C of the voucher application.

Section 1: Project Information

1. Equipment purchased and installed using the rebate will serve the following sectors: Choose an item.
2. The equipment purchased and installed using the rebate aligns with the following categories of EECBG Program eligible uses*: Choose an item.

**A complete description of the 14 eligible category area can be found in the [Eligible Activities and Program Guidance Document](#) and Section 2.2 of the [Application Instructions](#).*

Section 2: Project Description

1. A summary of the proposed equipment rebate project including:
 - a. A summary of requested equipment and associated materials:
 - b. Does the equipment rebate project serve disadvantaged communities (DACs)? Please explain:

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2. Installation plans:

a. Do you plan to use your equipment rebate to cover installation costs? Choose an item.

b. Do you plan to use in-house staff to conduct installation? Choose an item.

3. Requested equipment information including:

a. Physical address(es) of equipment installation location(s) including Street Address, City, State, and Zip + 4 Code (click [here](#) to look up nine-digit zip code):

b. Detailed equipment information including, if applicable, brand name, model number, capacity, efficiency, and/or SEER rating, etc.:

c. Fuel source of existing equipment (e.g., electric, natural gas, oil, propane, etc.):

d. Fuel source of new equipment (e.g., electric, natural gas, oil, propane, etc.):

4. Proposed timeline of purchase and installation:

Section 3: Budget

1. EECEBG Program formula allocation amount*:

**Refer to formula allocations for [local](#) and [tribal](#) governments. Entities submitting their application as a team should list allocation separately for each entity as well as the sum of those allocations.*

2. Other leveraged funds, if applicable:*

Fund Source	Amount
	Total Leveraged Funding:

**Applicants are not required to leverage additional sources of funding other than the EECEBG Program formula award. Please mark these fields as "N/A" if not applicable.*

3. Budget Summary

Budget Category	EECEBG Program	Other Leveraged Funds	Total**
Equipment			
Supplies			
Contractual			
Personnel Costs*			
Other Direct Costs			
			Total:

**Personnel costs are only permitted for activities that are directly related to the installation of equipment purchased using a rebate and performed by staff that are employees of the eligible entity. Personnel costs related to non-installation*

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activities, including procurement and contracting, are not permitted. Installation activities performed by outside vendors or contractors should be included under the “Contractual” budget line item.

***Note: except in special circumstances, the total budget should be equal to the EECBG Program formula allocation amount (Section 3, Question 1) plus any other leveraged funds (Section 3, Question 2). Special circumstances include applicants that are using their EECBG Program formula allocation for both a technical assistance voucher and equipment rebate.*

Section 4: Program Metrics

1. For purposes of planning, please specify the primary metric area for this activity. In your performance reporting, you will be required to report metrics from the selected metrics areas*: Choose an item.

**For a more detailed description of performance metrics, please see the [EECBG Program Process Metrics](#).*

Section 5: Compliance Requirements for Equipment Rebate

This section describes those compliance requirement documents that must be submitted at the time of application in order to fulfill the requirements of the EECBG Program equipment rebate application. These documents will be included as part of the full equipment rebate application, once available.

1. NEPA Statement of Work (using templates provided by DOE)

Based on your answers to the questions in the chart below, please identify, fill-in, and sign the NEPA Statement of Work that is most appropriate for your EECBG Program project. Please review the appropriate NEPA Statement of Work to ensure that your project falls into one of the listed categories of work before signing the document.

	My project involves ground disturbing activities:	My state or territory has an existing Historic Preservation Programmatic Agreement (PA)*	I represent a tribal organization
NEPA SOW 1:	YES	YES	NO
NEPA SOW 2:	NO	YES	NO
NEPA SOW 3:	YES	NO	NO
NEPA SOW 4:	NO	NO	YES or NO**

* The following states and territories have an existing Historic Preservation Agreement: AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MP, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands.

**NEPA SOW 4 may be used by both tribal and non-tribal entities

2. A Davis-Bacon Act Assurance Letter

DAVIS-BACON ACT ASSURANCE LETTER

Davis-Bacon Act Assurance Letter

Department of Energy

Energy Efficiency and Conservation Block Grant Program

To Whom It May Concern:

[INSERT ENTITY NAME] is conducting construction as defined under the Davis-Bacon Act as part of their Energy Efficiency and Conservation Block Grant (EECBG) Program project.

Please consider this letter as written assurance that all laborers and mechanics on projects funded through the EECBG Program directly by or assisted in whole or in part by and through funding appropriated by the Act will be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act).

Sincerely,

[INSERT PRIMARY POINT OF CONTACT NAME]

[INSERT PRIMARY POINT OF CONTACT SIGNATURE]

POST-INSTALLATION DOCUMENTATION FOR EQUIPMENT REBATE

This Section describes the required post-installation documentation required for EECBG Program equipment rebate recipients. This section is not to be completed until *after* the application has been approved and equipment has been purchased and installed. EECBG Program equipment rebate recipients must complete this section in order to receive their reimbursement.

After the rebate application has been approved and equipment purchase and installation are complete, equipment rebate recipients will need to submit materials documenting the purchase and installation. Documentation requirements will vary by grantee and may include, but are not limited to:

1. Confirmation that procurement practices aligned with statutory requirements
2. Receipts or invoices from any equipment or material purchases
3. Invoices from installation contractors
4. Time-stamped photos of installed equipment that include location data
5. Assurance that purchased equipment is Build America, Buy America compliant, if applicable.*

*Click [here](#) to view current BABA waivers. Entities receiving allocations of \$250,000 or less are [exempt from BABA requirements](#).

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PART D: AUTHORIZED APPLICANT ASSURANCE LETTER

Authorized Applicant Assurance Letter
Department of Energy
Energy Efficiency and Conservation Block Grant Program

To Whom It May Concern:

Please consider this letter as my certification that [NAME and TITLE] has been appointed to represent [GOVERNMENT ENTITY] and is the contact for [GOVERNMENT ENTITY, RECEIVING AGENCY], which is authorized to receive funds, and implement the Energy Efficiency and Conservation Block Grant Program for the above referenced voucher application. The contact information is below:

Name/Phone/Email:

Sincerely,

[SIGNATURE OF AUTHORIZED APPLICANT]