

Narrative Document Template

IRA SECTION 50121: Home Efficiency Rebates

IRA SECTION 50122: Home Electrification & Appliance Rebates

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| VERSION 1.1 Published on October 13, 2023Modification Note: This document re-labels the previous “Section 3.2.5: Post-Installation Certificate” as “Section 3.2.6.: Post-Installation Certificate”; adds a word in Sections 3.1.1 and 4.1.1 (highlighted in yellow) |

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# Introduction

**This is an optional document that is not required by the ALRD. A State may use this to submit their ALRD 2 State Application.**

This Narrative Document should demonstrate the State’s ability and intent to implement the program in accordance with the requirements of the ALRD and the Program Requirements document. The Narrative Document must provide a comprehensive framework and description of all aspects of the proposed rebate program(s). States may use existing programs/infrastructure to implement this work. States may not provide these funds to existing programs to implement non-rebate work.

The Narrative Document must be succinct, self-explanatory, and well-organized so that DOE reviewers can understand program design and delivery. A State must address the following in its application package and corresponding Standard Form 424 Application for Federal Assistance, Standard Form 424A Budget Information, and Budget Justification Workbook. A state may defer some responses to its State Implementation Blueprint, to be provided to DOE after award but prior to program launch. The questions are marked as such, and applicants should check the appropriate box if deferring their response. All other requirements are mandatory within the State application package. If there is no box offering the “Defer response to State Implementation Blueprint” option, then it is required as part of the application package.

Identify whether the application is for a Quick Start program.

[ ]  Yes, this is for a Quick Start Program.

[ ]  No, this is not for a Quick Start Program.

# Home Efficiency Rebates State Programs (50121)

## Use of Funds and Rebate Eligibility

### Section 3.1.1: Use of Funds

1. Provide which types of allowable costs the State proposes within each category of administrative funds and rebate funds and within those categories:

*Note: These responses should correspond with the Standard Form 424, Standard Form 424A, and Budget Justification Workboo*k.

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* + Provide the total amount of estimated administrative funds to be expended annually:

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| $ |

* + Provide the total amount of estimated project-related costs as a portion of the rebate funds to be expended annually:

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| $ |

1. If requesting additional rebate funds for project-related activities, describe and justify each activity and associated budget in the budget justification worksheet.

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1. Describe how the State will manage and ensure that rebate minimums and administrative maximums are adhered to over the duration of the program.

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### Section 3.1.2: Rebate Conditions and Levels

1. Provide the maximum rebate amounts that will be offered within the allowances of the Home Efficiency Rebates requirements.

Note: States may increase the maximum rebate amounts available for low-income households, but States cannot set lower rebates than specified in Section 3.1.2.

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1. Identify the allowable project costs for determining rebate levels when based on project cost.

[ ]  Defer response to State Implementation Blueprint.

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1. List the documentation requirements related to project costs from homeowners, contractors, and/or aggregators.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how homeowners and multifamily building owners will be informed of additional program funding available from non-Federal funds and grants.

[ ]  Defer response to State Implementation Blueprint.

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1. Provide the date after which upgrade projects must be completed for the purposes of being eligible for a rebate under the State program.

[ ]  Defer response to State Implementation Blueprint.

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1. Identify whether, for low-income multifamily buildings, the State will calculate the “per dwelling unit” rebate amount at the less than 80% AMI amount for all units or based on the ratio of LMI to non-LMI units.

[ ]  At the less than 80% AMI amount for all units

[ ]  Based on the ratio of LMI to non-LMI units

1. Describe how the State plans to value energy savings based on time, location, or greenhouse gas emissions. The application must demonstrate a strategy for either prioritizing, or requiring in program rules:
	1. Retrofits that will have a disproportionate benefit based on the time or location of energy savings; or
	2. A targeted approach to prioritize reduction in greenhouse gas emissions.

Valuing savings as part of this plan does not replace or count towards the requirements to demonstrate a minimum percentage energy savings for the household on a modeled or measured basis.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State plans to ensure and verify ENERGY STAR certification at the time of installation for heating, cooling, and water heating products.

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1. A State interested in offering higher rebates amounts than those listed in Tables 2 and 3 for low-income households must describe (in the below box) the State approach for balancing higher rebate amounts (serving fewer households) with the required allocation to serve low-income households and must propose the maximum rebate amount that would be available to low-income households both in terms of percentage of project cost and dollar amount for low-income households. Please provide the amounts below or check N/A if not applicable.

[ ]  N/A. State will use the maximum rebates listed in Tables 2 and 3.

* + 1. Receive an energy upgrade that is modeled to save at least 20% of energy.
			- % of project cost:

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* + - * $ amount for low-income household:

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* + 1. Receive an energy upgrade that is modeled to save at least 35% of energy.
			- % of project cost:

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* + - * $ amount for low-income household:

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1. Provide details on what portion(s) of the total rebate will be provided to the homeowner/building owner compared with the contractor/aggregator.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe what caps the state will place on contractor/aggregators in terms of savings exceeding the amount associated with the rebate provided to the homeowner (e.g., allowable percentage above the rebate provided to homeowner).

[ ]  Defer response to State Implementation Blueprint.

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1. Describe what systems will be put into place to reserve funds for each measured project, given the need to remit payment to the contractor/aggregator after 9-12 months of usage data post-energy upgrade is available.

[ ]  Defer response to State Implementation Blueprint.

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1. For the measured program path, describe how the State will calculate rebate levels based on average home energy usage in the State[[1]](#footnote-2).

[ ]  Defer response to State Implementation Blueprint.

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1. For the measured program path, within what timeframe will the State provide rebates to eligible rebate recipients?

[ ]  Defer response to State Implementation Blueprint.

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### Section 3.1.3: Low-Income Homes

1. What portion of the rebate funds will the State reserve for low-income households and multi-family households?

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1. Describe how the State will define household income for verification purposes (e.g., using prior year income).

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1. For single-family households, describe what combination of methods will be used for claimants to be able to establish their household income for income qualifications.

States may select the following options;

[ ]  Documentation of household income (for example, 1040)

[ ]  Documentation of enrollment in a pre-qualifying program

[ ]  Self-attestation of either income level of enrollment in pre-qualifying program

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1. For multifamily buildings, describe what combination of methods will be used to verify that at least 50% of dwelling units consist of households with incomes less than 80% AMI.

[ ]  Defer response to State Implementation Blueprint.

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1. Please confirm the following:
* Claimant will be required to note the number of individuals who occupy the dwelling unit.

[ ]  Yes, the State confirms the above statement.

* Claimant will be required to sign an affidavit attesting to the validity of all information provided (e.g., enrollment documents, household income, number of full-time occupants) irrespective of the method of income qualification (e.g., categorical eligibility, self-attestation).

[ ]  Yes, the State confirms the above statement.

* State’s intake system for users to provide income information will display the 80% AMI value for that household’s ZIP code and household size to assist the household in comparing its income with those levels prior to signing statements regarding their income.

[ ]  Yes, the State confirms the above statement.

1. Describe how the 80% AMI levels for each location will be kept up-to-date (use DOE-provided API, other) and linked to DOE systems. Confirm that these levels will correspond to (a) the address of the home at which rebates will be applied and (b) the applicable number of household occupants.

[ ]  Defer response to State Implementation Blueprint.

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1. Confirm that the State will:
* Review information provided to support income eligibility for all applicants applying for higher income-based rebate levels.

[ ]  Yes, the State confirms the above statement.

* Take steps to verify income eligibility for at least 50% of those applications that use self-attestation to support income eligibility (e.g., confirm enrollment in at least one program that the applicant asserted enrollment in; confirm household income via IVES or other methods as applicable).

[ ]  Yes, the State confirms the above statement.

* + After 6 months and not longer than 1 year after program launch, report to DOE the percentage and number of applicants that received rebates but were subsequently found to not meet eligibility requirements.

[ ]  Yes, the State confirms the above statement.

* + Work with the state's DOE project officer to institute additional safeguards or determine if a lesser level of review for applicants using self-attestation is justified depending on the percentage/number of rebates issued without meeting eligibility requirements.

[ ]  Yes, the State confirms the above statement.

If applicable, propose the types of information that the State will provide to DOE to warrant reducing this requirement (e.g., allowing implementers to verify income of a subset of claimants through random sampling).

[ ]  N/A. The State will not reduce this requirement.

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1. Provide additional information as needed to demonstrate that the proposed approaches for income verification will address all types of households; not create undue burden for claimants; and include safeguards to minimize error and abuse in the process of verifying income.

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1. Describe how the State will verify (confirm legitimacy) of income information for all claimants (e.g., verification within 2 days through IRS, cross-check with enrollment databases of approved programs, calls to employers). If applicable, propose the types of information that the State will provide to DOE to warrant reducing this requirement (e.g., allowing implementers to verify income of a subset of claimants through random sampling).

[ ]  N/A. The State will not reduce this requirement.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State will resolve instances when rebates are provided to those who have falsified their incomes.

[ ]  Defer response to State Implementation Blueprint.

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1. If proposing to allow self-attestation as a means for initial income qualification, provide a detailed description of how and when this approach will be used. Include statements, language, and detailed information regarding follow-up steps that will be used for this process. Additional topics to address include:
* Describe how those applying for rebates will be warned of potential liability associated with falsifying information.
* Explain how signed statements of self-attestation will be securely stored.
* Identify what level of falsified attestations will signal that the system needs to shut down either permanently or be restarted only after sufficient improvements are made.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State has chosen not to allow self-attestation.

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1. Describe how the State program will verify applicant information provided to substantiate income eligibility, including systems that will be used to verify, where applicable, that at least one member of a household has been enrolled in a program included within the [Federal Programs Approved for Categorical Eligibility](https://www.energy.gov/scep/articles/ira-50121-50122-home-energy-rebates-categorical-eligibility-list) document or other state-proposed approved by DOE within the prior 12 months.

[ ]  Defer response to State Implementation Blueprint.

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1. If applicable, identify the Federal or other programs by which the State plans to allow categorical eligibility.

[ ]  N/A. The State will not propose additional Federal or other programs to be considered for categorical eligibility.

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1. If applicable, propose any additional Federal or other programs to be considered for categorical eligibility. For any programs not already approved, describe how the program’s eligibility aligns with the Section 50121 income requirements.

[ ]  N/A. The State will not propose additional Federal or other programs to be considered for categorical eligibility.

[ ]  Defer response to State Implementation Blueprint.

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1. Identify whether the State requests authorization to allow use of categorical eligibility determinations based on program participation outside of a one-year period (e.g., proof of enrollment within the past 12 months).

[ ]  Yes, the State requests authorization to allow use of categorical eligibility determinations based on program participation outside of a one-year period.

[ ]  N/A. The State does not request authorization to allow use of categorical eligibility determinations based on program participation outside of a one-year period.

If yes, explain the State’s proposal and describe the rationale.

[ ]  Defer response to State Implementation Blueprint.

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1. Identify whether the State requests authorization to allow categorical eligibility for a program in a way that is not consistent with the “level of categorical eligibility” listed in the document [Federal Programs Approved for Categorical Eligibility](https://www.energy.gov/scep/articles/ira-50121-50122-home-energy-rebates-categorical-eligibility-list). For each deviation requested, propose and provide documentation to justify the requested change. Documentation must demonstrate that the State imposes income requirements equivalent to or less than 80% AMI.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The state will not allow categorical eligibility for a program in a way that is not consistent with the “level of categorical eligibility” listed in the document [Federal Programs Approved for Categorical Eligibility](https://www.energy.gov/scep/articles/ira-50121-50122-home-energy-rebates-categorical-eligibility-list).

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1. Provide a brief description of the procedures and penalties the State will provide to ensure that renters are not subject to unjustified rent increases.

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1. Explain how the State will identify eligible contractors or aggregators and what tools will be used to pay the $200 disadvantaged community incentive.

[ ]  Defer response to State Implementation Blueprint.

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### Section 3.1.4: Community Benefits Plan

1. Describe how the State program will define a disadvantaged community.

If not using the default disadvantaged community definition (low-income households located in a disadvantaged community identified by the CEJST), a State must explain how the proposed definition will meet the following three criteria as described in DOE J40 implementation guidance[[2]](#footnote-3):

* The communities of concern identified by the State tool or definition must conform to the definition of communities established in U.S. Office of Management and Budget (OMB) guidance:
	+ a group of individuals living in geographic proximity to one another that experiences common conditions.
	+ a geographically dispersed set of individuals (such as migrant workers or Native Americans) that experiences common conditions.
* The State tool or definition must consider two or more of the following indicators when identifying communities that should be classified as disadvantaged for the purposes of directing Federal investments under Justice40:
	+ Low income, high and/or persistent poverty
	+ High unemployment and underemployment
	+ Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities
	+ Linguistic isolation
	+ High housing cost burden and substandard housing
	+ Distressed neighborhoods
	+ High transportation cost burden and/or low transportation access
		- Disproportionate environmental stressor burden and high cumulative impacts
		- Limited water and sanitation access and affordability
		- Disproportionate impacts from climate change
		- High energy cost burden and low energy access
		- Jobs lost through the energy transition
		- Access to healthcare
	+ The communities of concern identified by the State tool or definition must be currently mapped in software or must be easily overlayed in GIS so that communities can be easily identified by stakeholders.

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### Section 3.1.5: Processing and Delivering Rebate Funds to Eligible Rebate Recipients

1. Describe what types of systems will be put into place to allow effective processing of rebates.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State will ensure processing of rebates within required timeframes (e.g., through a processing company, through program implementers, or other entities or methods). Include information on corrective actions that the State will implement in the event of lengthier processing times.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the proposed processing system will be integrated with a system for processing rebates under Section 50122. Note if the State plans to use separate systems.

[ ]  Defer response to State Implementation Blueprint.

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1. If the State does NOT intend to use a federally provided web-based tool to determine whether a home is in a disadvantaged community, confirm that the State will provide the ZIP codes with all disadvantaged communities as defined by the State to the DOE system.

[ ]  Yes, the State confirms the above statement.

[ ]  N/A. The State will use a DOE-provided web-based tool to determine whether a home is in a disadvantaged community.

1. Confirm that the State system will link to DOE-provided systems via Application Programming Interface (API).

[ ]  Yes, the State confirms the above statement.

### Section 3.1.6: Data Collection and Evaluation

1. Confirm that the State will submit a Privacy and Security Risk Assessment in the State Implementation Blueprint.

[ ]  Yes, the State confirms the above statement and will include it with this narrative document.

[ ]  Yes, the State confirms the above statement but defers a response to State Implementation Blueprint.

1. Explain how data will be protected, specifically addressing security measures and privacy measures.

[ ]  Defer response to State Implementation Blueprint.

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1. Provide documentation of the processes to monitor, identify, and address security and privacy threats.

[ ]  Defer response to State Implementation Blueprint.

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1. Confirm that the State will require billing data release and describe how the State will gain access to billing data for program requirements and program evaluation.

[ ]  Yes, the State confirms the above statement.

[ ]  Defer response to State Implementation Blueprint.

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1. Confirm that the State will collect the required data and cooperate in program evaluation processes as listed in section 3.1.6.3.

[ ]  Yes, the State confirms the above statement.

1. Confirm if the State is planning to conduct its own evaluation, and if so, what type(s) of evaluations.

[ ]  Yes, the State is planning to conduct its own evaluation. (Describe types of evaluations).

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If yes, confirm that the State will:

* Cooperate with DOE to meet all the requirements listed in section 3.1.6.3.

[ ]  Yes, the State confirms the above statement.

* Submit an evaluation plan for DOE review within three months of program launch.

[ ]  Yes, the State confirms the above statement.

* Provide results to DOE.

[ ]  Yes, the State confirms the above statement.

[ ]  N/A. The State does not plan to conduct its own evaluation.

1. If the State plans to conduct evaluations on its programs, describe the evaluation objectives, high level work plan, and timing of the evaluations and whether the State would request to be excluded from DOE-led evaluations.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State does not plan to conduct its own evaluation.

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## Consumer Experience

### Section 3.2.1: Outreach and Education Strategy

1. Confirm that the State will develop and submit an outreach and education strategy consistent with section 3.2.1

[ ]  Yes, the State confirms the above statement and will include it with this narrative document.

[ ]  Yes, the State confirms the above statement but defers a response to State Implementation Blueprint.

### Section 3.2.2: Home Assessments

1. Describe the processes and procedures for conducting home assessments that meet program requirements.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how home assessment data and results will be verified for accuracy.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe what processes will be put in place for home assessments for multifamily buildings, including for energy used by common areas.

[ ]  Defer response to State Implementation Blueprint.

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### Section 3.2.3: Access to Residential Utility Data

1. Confirm that the state will develop and submit a Utility Data Access Plan consistent with the program requirements in Section 3.2.3.

[ ]  Yes, the State confirms the above statement and will include the plan with this narrative document.

[ ]  Yes, the State confirms the above statement but defers a response to State Implementation Blueprint.

### Section 3.2.4: Project-Specific Energy Savings Calculations

1. Confirm if the State will implement the modeled path, measured path, or both.

[ ]  The State will implement the Modeled program path.

[ ]  The State will implement the Measured program path.

[ ]  The State will implement both the Modeled and Measured program paths.

### Section 3.2.4.1: Calculating Modeled Energy Savings

1. Describe the energy savings objectives and overall approach for estimating energy savings for the modeled program path.

[ ]  N/A. The State is not implementing the modeled program path.

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1. Identify what factors the State will use to calculate kWh equivalent, consistent with section 3.2.4.1.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the modeled program path.

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1. Describe which upgrades may be included in the modeled savings estimate, including at least one major upgrade as defined in section 2.1, including a brief description of if the state will or will not require the installation of envelope prior to other upgrades.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the modeled program path.

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1. Identify which modeling tools the State proposes to authorize for its program. Identify whether any proposed tools have not yet received DOE approval.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the modeled program path.

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1. Describe how the State will monitor the energy savings reliability of models and tools for the modeled program path.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the modeled program path.

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1. If the State plans to allow modeling for homes for which BPI-2400 is not applicable or that are not eligible for BPI-2400, request alternative modeled path(s) by:
* Detailing for which exceptions the State plans to apply the alternative approach (e.g., multifamily, lack of delivered fuel bills, etc.).
* Providing a detailed description of the method(s) that the State will use to estimate energy savings for each exception and how the State will ensure consistency between the alternative method and the results of BPI-2400 such as a realization rate adjustment to be used in reported savings estimates.
* Commit to carrying out evaluations upon thresholds listed in section 3.2.3.1.
* Describe how the State will use any evaluation results or new information to update and adjust its alternate savings modeling method.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State will not allow modeling for homes for which BPI-2400 is not applicable or that are not eligible for BPI-2400.

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1. For multifamily, describe the methods used for modeling energy savings for multifamily buildings, including energy used in common areas.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the modeled program path.

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### Section 3.2.4.2: Calculating Measured Energy Savings

1. Describe the energy savings objectives and overall approach for estimating and measuring energy savings at the home and if applicable, portfolio of homes.

[ ]  N/A. The State is not implementing the measured program path.

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1. Identify what factors the State will use to calculate kWh equivalent, consistent with section 3.2.4.1.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the measured program path.

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1. List the open-source advanced M&V software(s) the State requests to use and confirm that each meets program requirements.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the measured program path.

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1. Describe how the State will monitor and ensure that aggregator portfolios meet the program requirements and minimum savings thresholds for the measured program path.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the measured program path.

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1. If measuring energy savings within a period of less than 12 months, describe how the State will define and enforce the inclusion of peak seasons.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State will measure energy savings over at least 1 year or the State is not using the measured savings approach.

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1. Describe the State’s processes for measuring savings for multifamily buildings, including for energy used by common areas.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State is not implementing the measured program path.

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### Section 3.2.5: Consumer Protection through Quality Assurance

1. Certify that the State will prepare and implement a Consumer Protection Plan in accordance with the requirements (Section 3.2.5) and that the State rebate program will not launch until receiving DOE approval.

[ ]  Yes, the State confirms the above statement.

### Section 3.2.6: Post-Installation Certificate

1. Describe how each of the certification requirements (Section 3.2.5) will be met for single-family homes.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how each of the certification requirements (Section 3.2.5) will be met for multifamily buildings.

[ ]  Defer response to State Implementation Blueprint.

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1. Identify which third-party certificate(s) the State program will offer to homeowners that receive a rebated home energy upgrade.

[ ]  Defer response to State Implementation Blueprint.

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## Maximizing Rebate Impact

### Section 3.3.1: Supporting the Clean Energy Economy Through Market Transformation

1. Certify that the State will develop and implement a Market Transformation Plan within the first year after receiving the financial assistance award.

[ ]  Yes, the State confirms the above statement and will provide the plan with this narrative document.

### Section 3.3.2: Integrating with Other Programs

1. Identify whether the State plans to take proactive steps to encourage integration with other programs. If so, identify with which programs the State will actively seek to integrate. The State may include letters of support or other indicators of commitment from existing program partners. Applications should identify whether programs will be integrated in any or the following areas:
* Integration into existing program administration, website, materials.
* Adoption of existing program standards, QA, workforce standards, or other practices.
	+ Braiding or co-funding of upgrades within individual households.
* Other integration elements, as applicable.

[ ]  N/A. The State does not plan to integrate the rebates into any existing programs.

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1. Describe how the State program will support households, contractors, aggregators, and other stakeholders in understanding how the State program may leverage other program resources.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe the method(s) the State will use to ensure the total combination of all immediate upfront funding sources (Federal grants, Federal loans, and non-Federal funding) provided to a project does not exceed the total project cost.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State program will support contractors and retailers in preparing acceptable invoices that may be kept as program records.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State implementer(s) will produce invoice documentation in a timely manner upon request in the event of an audit by DOE, the DOE’s Inspector General, a State’s inspector general, or another entity.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State will ensure rebate recipients will be made aware of the portion of the funding received from the DOE Home Efficiency Rebates.

[ ]  Defer response to State Implementation Blueprint.

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### Section 3.3.3: Quick Starts

1. Identify whether the application is for a Quick Start program. For Quick Start programs, identify the timeline for program launch.

[ ]  Yes, this is for a Quick Start Program (provide timeline below).

[ ]  No, this is not for a Quick Start Program.

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# Home Electrification and Appliance Rebates State Programs (50122)

## Use of Funds and Rebate Eligibility

### Section 4.1.1 Use of Funds

1. Please provide the types of allowable costs the State proposes within each category of administrative funds and rebate funds within those categories.

*Note: These responses should correspond with the Standard Form 424, Standard Form 424A, and Budget Justification Workboo*k.

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* 1. The total amount of estimated administrative funds to be expended annually.

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* 1. The total amount of estimated project-related costs as a portion of the rebate funds to be expended annually.

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1. If requesting additional rebate funds for project-related activities, describe and justify each activity and associated budget in the budget justification worksheet.

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### Section 4.1.2 Rebate Conditions and Levels

1. Describe how the State will manage and ensure that rebate minimums and administrative maximums are adhered to over the duration of the program.

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1. Describe how the State will monitor contractor costs and ensure that costs are not artificially inflated compared with market averages.

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1. Identify the maximum rebate amounts that will be offered to eligible entities and eligible entity representatives if lower than the allowed amounts.

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1. Identify the maximum allowable project costs for determining project cost rebate levels.

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1. Describe the documentation requirements related to project costs from eligible entities and eligible entity representatives.

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1. List the installation incentives the State will provide eligible entity representatives for each eligible product or service up to $500 (in total).

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1. Describe the approach for ensuring that eligible entities will not receive Federal rebates or grants for the same QEP.

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1. Confirm that the State will provide information via API or DOE-provided spreadsheet to the DOE central database to ensure that rebates limited to a single or a combination of products are tracked and managed, and no duplicate rebates are awarded.

[ ]  State will provide information via API.

[ ]  State will provide information via a DOE-provided spreadsheet.

1. Describe how the State will approach providing rebates to multifamily building owners and qualified households who live in multifamily units.

[ ]  Defer response to State Implementation Blueprint.

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1. Identify the date after which upgrade projects must be completed for the purposes of being eligible for a rebate under the State program.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how eligible rebate recipients will be informed of additional program funding available from non-Federal funds and grants.

[ ]  Defer response to State Implementation Blueprint.

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### Section 4.1.3 Low-Income Households

1. Identify the portion of the rebate funds the State will reserve for low-income and low-income multi-family households.

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1. Provide a brief description of the procedures and penalties the State will provide to ensure that renters are not subject to unjustified rent increases.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State program will define a disadvantaged community. If not using the default disadvantaged community definition of low-income households located in a disadvantaged community identified by the CEJST, a State must explain how the proposed definition will meet the following three criteria as described in DOE J40 implementation guidance[[3]](#footnote-4):
* The communities of concern identified by the State tool or definition must conform to the definition of communities established in U.S. Office of Management and

(OMB) guidance:

* + a group of individuals living in geographic proximity to one another that experiences common conditions.
	+ a geographically dispersed set of individuals (such as migrant workers or Native Americans) that experiences common conditions.
* The State tool or definition must consider two or more of the following indicators when identifying communities that should be classified as disadvantaged for the purposes of directing Federal investments under Justice40:
	+ Low income, high and/or persistent poverty
	+ High unemployment and underemployment
	+ Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities
	+ Linguistic isolation
	+ High housing cost burden and substandard housing
	+ Distressed neighborhoods
	+ High transportation cost burden and/or low transportation access
	+ Disproportionate environmental stressor burden and high cumulative impacts
	+ Limited water and sanitation access and affordability
	+ Disproportionate impacts from climate change
	+ High energy cost burden and low energy access
	+ Jobs lost through the energy transition
	+ Access to healthcare
* The communities of concern identified by the State tool or definition must be currently mapped in software or must be easily overlayed in GIS so that communities can be easily identified by stakeholders.

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1. Identify the tool(s) the State will provide for eligible entity representatives to identify households that qualify for the installer incentive available for work in disadvantaged communities.

[ ]  Defer response to State Implementation Blueprint.

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1. Confirm that the State’s intake system for users to provide income information will compare household income to 80% and 150% AMI values associated with that household's county and household size to determine rebate levels prior to signing statements regarding their income.

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1. If the State does NOT intend to use a federally provided web-based tool to determine whether a home is in a disadvantaged community, confirm that the State will provide the ZIP codes or a preferred more granular geography (e.g., census tract) with all disadvantaged communities as defined by the State to the DOE system.

[ ]  Yes, the State confirms the above statement.

[ ]  N/A. The State will use a federally provided web-based tool to determine whether a home is in a disadvantaged community.

### Section 4.1.4 Community Benefits Plan

1. Confirm that the State will develop and submit a Community Benefits Plan prior to program launch.

[ ]  Yes, the State confirms the above statement.

### Section 4.1.5 Processing and Delivering Rebate Funds to Eligible Rebate Recipients

1. Describe what types of systems will be put into place to allow effective processing of rebates, including ensuring the ability to apply rebates at point of sale and/or as part of an invoice. And confirm that the system will link to federally provided systems via API.

[ ]  Yes, the system will link to federally provided systems via API.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State will ensure processing of rebates within 4 weeks of receipt (e.g., through a processing company, through program implementers, or other entities or methods). Include information on corrective actions that the State will implement in the event of lengthier processing times.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the proposed processing system will be integrated with a system for processing rebates under Section 50121. Note if the State plans to use separate systems.

[ ]  Defer response to State Implementation Blueprint.

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### Section 4.1.6 Verify Income Eligibility

1. Describe how the State will define household income for verification purposes.

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1. For single-family households, how will claimants be able to establish their household income for income qualification?  States may select from the following options:

[ ]  Documentation of household income (for example, 1040)

[ ]  Documentation of enrollment in a pre-qualifying program

[ ]  Self-attestation of either income level of enrollment in pre-qualifying program

1. For multifamily buildings, describe what combination of methods will be used to verify that at least 50% of dwelling units consist of households with incomes less than 80% AMI.

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* 1. For multifamily buildings, describe what combination of methods will be used to verify that at least 50% of dwelling units consist of households with incomes less than 150% AMI (but not less than 80% AMI).

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1. Confirm the following:
	* Claimant will be required to note the number of individuals who occupy the dwelling unit.
	* Claimant will be required to sign an affidavit attesting to the validity of all information provided (e.g., enrollment documents, household income, number of full-time occupants) irrespective of the method of income qualification (e.g., categorical eligibility, self-attestation).

[ ]  Yes, the State confirms the above statements.

1. Describe how the 80% AMI and 150% AMI levels for each location will be kept up-to-date and linked to DOE systems. Provide additional information if proposing NOT to use a federally provided link or API.

[ ]  Defer response to State Implementation Blueprint.

Confirm that these levels will correspond to:

* + - The address of the home at which rebates will be applied
		- The applicable number of household occupants

[ ]  Yes, the State confirms the above statements.

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1. Confirm that the State will do the following:
	* Review information provided to support income eligibility for all applicants applying for rebates;

[ ]  Yes, the State confirms the above statement.

* + Take steps to verify income eligibility for at least 50% of those applicants that use self-attestation to support income eligibility (e.g., confirm enrollment in at least one program that the applicant asserted enrollment in; confirm household income via IVES; calls to employers);

[ ]  Yes, the State confirms the above statement.

* + After 6 months and not longer than 1 year after program launch, report to DOE the percentage and number of applicants that received rebates but were subsequently found to not meet eligibility requirements ; and

[ ]  Yes, the State confirms the above statement.

* + Work with the state's DOE project officer to institute additional safeguards or determine if a lesser level of review for applicants using self-attestation is justified depending on the percentage/number of rebates issued without meeting eligibility requirements.

[ ]  Yes, the State confirms all the statement.

If applicable, propose the types of information that the State will provide to DOE to warrant reducing these requirements (e.g., allowing implementers to verify income of a subset of claimants through random sampling).

[ ]  N/A. The State will not reduce this requirement.

[ ]  Defer response to State Implementation Blueprint.

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1. Provide additional information as needed to demonstrate that the proposed approaches for income verification will address all types of households; not create undue burden for claimants; and include safeguards to minimize error and abuse in the process of verifying income.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State will verify (confirm legitimacy) of income information for all claimants (e.g., verification within 2 days through IRS, cross-check with enrollment databases of approved programs, calls to employers). If applicable, a State may propose the types of information that it will provide to DOE to warrant reducing this requirement (e.g., allowing implementers to verify income of a subset of claimants through random sampling).

[ ]  Defer response to State Implementation Blueprint.

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1. Identify how the State will resolve instances when rebates are provided to those who have falsified their incomes.

[ ]  Defer response to State Implementation Blueprint.

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1. If proposing to allow self-attestation as a means for initial income qualification, provide a detailed description of how and when this approach will be used. Include statements, language, and detailed information regarding follow-up steps that will be used for this process. Additional topics to address include:
* Describe how those applying for rebates will be warned of potential liability associated with falsifying information.
	+ Explain how signed statements of self-attestation will be securely stored.
	+ Identify what level of falsified attestations will signal that the system needs to shut down either permanently or be restarted only after sufficient improvements.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State program will verify, where applicable, that at least one member of a household has been enrolled in a program within the [Federal Programs Approved for Categorical Eligibility](https://www.energy.gov/scep/articles/ira-50121-50122-home-energy-rebates-categorical-eligibility-list) document, or other state-proposed program approved by DOE, within the prior 12 months.

[ ]  Defer response to State Implementation Blueprint.

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1. Identify the Federal or other programs by which the State plans to allow categorical eligibility.

[ ]  Defer response to State Implementation Blueprint.

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1. If applicable, propose any additional Federal and other programs to be considered for categorical eligibility. For any programs not already approved, describe how the program’s eligibility aligns with the Section 50122 income requirements (Section 4.1.6).

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State will not propose additional Federal or other programs to be considered for categorical eligibility.

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1. Identify whether the State requests authorization to allow use of categorical eligibility determinations based on program participation outside of a one-year period (e.g., proof of enrollment within the past 12 months). If so, explain the State’s proposal and describe the rationale.

[ ]  Yes, the State requests authorization to allow use of categorical eligibility. determinations based on program participation outside of a one-year period. (Explain the State’s proposal and describe the rationale.)

[ ]  No, the state will follow the categorical eligibility and proof of enrollment timeline requirements followed in our DOE approved WAP.

[ ]  Defer response to State Implementation Blueprint.

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1. Identify whether the State requests authorization to allow categorical eligibility for a program in a way that is not consistent with the “level of categorical eligibility” listed in the document [Federal Programs Approved for Categorical Eligibility](https://www.energy.gov/scep/articles/ira-50121-50122-home-energy-rebates-categorical-eligibility-list). For each deviation requested, propose, and provide documentation to justify the requested change. Documentation must demonstrate that the State imposes income requirements equivalent to or less than 80% AMI.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The state will not allow categorical eligibility for a program in a way that is not consistent with the “level of categorical eligibility” listed in the document [Federal Programs Approved for Categorical Eligibility](https://www.energy.gov/scep/articles/ira-50121-50122-home-energy-rebates-categorical-eligibility-list).

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### Section 4.1.7 Data Collection and Evaluation

1. Explain how data will be protected, specifically addressing security measures and privacy measures.

[ ]  Defer response to State Implementation Blueprint.

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1. Include documentation of the processes to monitor, identify, and address security and privacy threats.

[ ]  Defer response to State Implementation Blueprint.

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1. Certify that the State will submit a Privacy and Security Risk Assessment in the State Implementation Blueprint.

[ ]  Yes, the State confirms the above statement and will include it with this narrative document.

[ ]  Yes, the State confirms the above statement but defers a response to State Implementation Blueprint.

1. Confirm that the State will collect required data and cooperate in program evaluation processes as listed in section 4.1.7.2.

[ ]  Yes, the State confirms the above statement.

1. Confirm that the State will gain access to billing data when requested by DOE for program requirements and program evaluation.

[ ]  Yes, the State confirms the above statement.

Describe how the state will gain access to billing data when requested by DOE for program evaluation.

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1. Confirm whether the State is planning to conduct its own evaluation, and if so, what type(s) of evaluations.

[ ]  Yes, the State will conduct its own evaluation.(Describe below).

[ ]  No, the state will participate in the DOE-led impact and evaluation process.

 If yes, what type(s) of evaluations. If no, leave blank.

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If the State plans to conduct evaluations on its programs, confirm that the State will:

* Cooperate with DOE to meet the requirements listed in section 4.1.7.2.

[ ]  Yes, the State agrees to meet the evaluation requirements.

* Submit an evaluation plan for DOE review within three months of program launch.

[ ]  Yes, the State will submit an evaluation plan within three months of program launch.

* Provide results to DOE.

[ ]  Yes, the State will provide results to DOE.

1. If the State plans to conduct evaluations on its programs, describe the evaluation objectives, high level work plan, and timing of the evaluations and whether the State would request to be excluded from DOE-led evaluations.

[ ]  Yes, the State agrees to meet the evaluation requirements.

[ ]  N/A. The State will not conduct its own evaluation.

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## Consumer Experience

### Section 4.2.1: Education and Outreach Strategy

1. Confirm that the State will develop and submit an outreach and education strategy consistent with section 4.2.1.

[ ]  Yes, the State confirms the above statement.

[ ]  Defer response to State Implementation Blueprint.

### Section 4.2.2 Qualified Electrification Projects

1. Describe how the State will verify that rebates are provided only for qualified electrification projects, including that each of the following conditions are met for each project:
* Project includes the purchase and installation of a qualifying product, as described in section 4.2.2
* The qualifying product is installed as part of new construction; or to replace a non-electric appliance; or as a first-time purchase with respect to that appliance
* The installation occurs at a single-family home or eligible multifamily building

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1. Describe how the State will collect and retain documentation to demonstrate how each criterion in section 4.2.2 was met for each installation.

[ ]  Defer response to State Implementation Blueprint.

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1. If applicable, identify any additional types of “materials to improve ventilation” that the State plans to make eligible for rebates.

[ ]  Defer response to State Implementation Blueprint.

[ ]  N/A. The State will not include any additional types of “materials to improve ventilation” in the rebates.

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### Section 4.2.3 Installation Incentives

1. Describe how eligible entity representatives will be determined to be eligible for installation incentives, and how and when incentives will be paid.

[ ]  Defer response to State Implementation Blueprint.

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1. Confirm that the State program will provide a clear incentive schedule commensurate with the scale of the upgrades installed not to exceed the maximum allowable values.

[ ]  Yes, the State confirms the above statement.

1. Describe what tool(s) the State will provide for eligible entity representatives to identify households that qualify for an installer incentive for substantial installation located within a disadvantaged community.

[ ]  Defer response to State Implementation Blueprint.

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1. Confirm that the State program will automatically provide the incentive to eligible entity representatives in an amount not to exceed $500 per dwelling unit or multifamily building in a 12-month period.

[ ]  Yes, the State confirms the above statement.

### Section 4.2.4 Home Assessments

1. Determine and describe a pre-defined set of home pre-condition(s) and/or scope of work scenario(s) that will constitute unacceptable risk of raising utility bills.

[ ]  Defer response to State Implementation Blueprint.

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1. Identify if the State will allow remote or virtual assessments in place of field-based assessments in cases of limited home assessments and if so, describe process.

[ ]  Yes, the State will allow remote or virtual assessments (describe below).

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[ ]  No, the State will not allow remote or virtual assessments.

[ ]  Defer response to State Implementation Blueprint.

1. Describe what processes will be put in place for home energy assessments for multifamily buildings, including for energy used by common areas.

[ ]  Defer response to State Implementation Blueprint.

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### Section 4.2.5 Consumer Protection Through Quality Assurance

1. Confirm that the State will prepare and implement a Consumer Protection Plan in accordance with these requirements in section 4.2.5.

[ ]  Yes, the State confirms the above statement.

## Requirements to Maximize Rebate Impact

### Section 4.3.1 Supporting the Clean Energy Economy Through Market Transformation

1. Certify that the State will prepare and implement a Market Transformation Plan within the first year after receiving the financial assistance award.

[ ]  Yes, the State confirms the above statement and will provide the plan with this narrative document.

### Section 4.3.2 Integrating with Other Programs

1. Identify whether the State plans to take proactive steps to encourage integration with other programs. If so, identify with which programs the State will actively seek to integrate. The State may include letters of support or other indicators of commitment from existing program partners. If the State does not plan to integrate the rebates into any existing programs, note this as “not applicable” within the application. Applications should identify whether programs will be integrated in any or the following areas:
* Integration into existing program administration, website, materials.
* Adoption of existing program standards, quality assurance (QA), workforce standards, or other practices.
* Braiding or co-funding of upgrades within individual households.
* Other integration elements, as applicable.

[ ]  N/A. The State does not plan to integrate the rebates into any existing programs.

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1. Describe how the State program will support households, contractors, and other stakeholders in understanding how the State program may leverage other program resources.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe the method(s) the State will use to ensure the total combination of all immediate upfront funding sources (Federal grants, Federal loans, and non-Federal funding) provided to a project does not exceed the total project cost.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State program will support contractors and retailers in preparing acceptable invoices that may be kept as program records. The State must also describe how its implementer(s) will produce this documentation in a timely manner upon request in the event of an audit by DOE, the DOE’s inspector general, a State’s inspector general, or another entity.

[ ]  Defer response to State Implementation Blueprint.

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1. Describe how the State will ensure rebate recipients will be made aware of the portion of the funding received from the DOE Home Electrification and Appliance Rebates.

[ ]  Defer response to State Implementation Blueprint.

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### Section 4.3.3 Quick Starts

1. Identify whether the application is for a Quick Start program. For Quick Start programs, identify the timeline for program launch.

[ ]  Yes, this is for a Quick Start Program (provide timeline below).

[ ]  No, this is not for a Quick Start Program.

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# Please add your name, title, signature, and date.

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Name (printed)

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Organization and Title

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Signature

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Date

1. Per statute, the measured energy saving of the home or portfolio of homes must achieve 15% savings, but the calculation of the rebate is based on a 20% reduction of average energy use of a home in the state. [↑](#footnote-ref-2)
2. See pages 8-9 of <https://www.energy.gov/sites/default/files/2022-07/Final%20DOE%20Justice40%20General%20Guidance%20072522.pdf> for more details. [↑](#footnote-ref-3)
3. See pages 8-9 of <https://www.energy.gov/sites/default/files/2022-07/Final%20DOE%20Justice40%20General%20Guidance%20072522.pdf> for more details. [↑](#footnote-ref-4)