



ADMINISTRATIVE AND LEGAL REQUIREMENTS DOCUMENT (ALRD)

**U.S. Department of Energy
State and Community Energy Program Golden Field Office**

**State and Community Energy Programs (SCEP)
Inflation Reduction Act of 2022 Home Energy Rebate Programs
Early Administrative Funds ALRD**

CFDA Number: 81.041

PURPOSE

The purpose of this ALRD is to:

- (1) provide initial guidance for the planning, administration or technical assistance portion of the \$8.8 billion Congress appropriated for the Home Energy Rebate Programs formula awards in the Inflation Reduction Act (IRA), Pub. L. 117-169 (August 16, 2022), and
- (2) alert states that all future distributions of formula awards through the Home Energy Rebate Programs will require the submission to DOE of Home Energy Rebate Program Plans that meet the requirements set out in a future Home Energy Rebate Programs funding ALRD.

DOE has determined that a state may access a portion of the planning, administration, and technical assistance funds from its IRA Sections 50121 and 50122 allocations (“early administrative funds”) to allow the state to begin to hire and conduct a minimum set of planning and administration activities to prepare for submitting Home Energy Rebate Program Plans. To access this limited amount of early administrative funds, states must submit a separate application for each section detailing how these funds will be used to help prepare the state to apply for the Home Energy Rebate Programs funding and begin the early stages of setting up the state programs. This ALRD details the specific elements that each application must meet and sets out the parameters by which states may request a portion of their funds to prepare Home Energy Rebate Program Plans. DOE will issue a subsequent ALRD detailing programmatic requirements, at which point states can apply for additional funds available in their allocations. DOE anticipates providing this additional guidance in summer 2023.

Modification #2

Modifications to this document are as follows and highlighted in **yellow**:

Version No.	Item No.	Description of Modification	Location
2	1	Clarifies the maximum amount of the award as not exceeding \$2.5 million and deleting “2.5%”.	p.4, p.12



Original Issue Date: 3/23/2023

1st Modification Date: 5/31/2024

2nd Modification Date: 6/17/2024

The application for early administrative funding must be submitted electronically on or before May 31, 2024. No consideration for early administrative funds will be given to applications received after that date.

REGISTRATION/SUBMISSION REQUIREMENTS

Registration Requirements: Allow at least 21 days to complete registrations.

If you have not already registered, there are several one-time actions you must complete to receive an award:

1. Obtain a Unique Entity Identifier (UEI) number from the [System for Award Management \(SAM.gov\)](https://sam.gov) website. Subawardees at all tiers must obtain UEI numbers and provide the UEI to the prime awardee before the subaward can be issued. For questions, consult additional training resources [here](#). (prepared by the Weatherization Assistance Program)
2. Register in the System for Award Management (SAM) at <https://sam.gov>. Applicants who are not registered with SAM should allow several weeks to complete this requirement. It is suggested that the process be started as soon as possible. **Prime awardees must update their SAM registration annually.** Please note, there are new requirements for registering in SAM. Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator. Please see SAM website for updates, alerts, and FAQs. For questions, call 866- 606-8220 or 334-206-7828.

NOTE: Due to the high demand of UEI requests and SAM registrations, entity legal business name and address validations are taking longer than expected to process. Entities should start the UEI and SAM registration process as soon as possible. If entities have technical difficulties with the UEI validation or SAM registration process, they should utilize the HELP feature on SAM.gov. SAM.gov will work entity service tickets in the order in which they are received and asks that entities not create multiple service tickets for the same request or technical issue. Additional entity validation resources can be found here: [GSAFSD Tier 0 Knowledge Base - Validating your Entity](#).

3. Register in FedConnect to receive and acknowledge your award at <https://www.fedconnect.net/>. See the Quick Start Guide at https://www.fedconnect.net/FedConnect/Marketing/Documents/FedConnect_Ready_Set_Go.pdf For additional questions, email support@fedconnect.net or call 1-800-899-6665.
4. Have a Login for the Performance and Accountability for Grants in Energy (PAGE) System at <https://www.page.energy.gov/> to submit your application. State Energy Office designated points of contact will receive follow-up information regarding the application process from DOE via email.

States should contact their respective DOE Project Officer on state-specific questions. A list of Project Officers with contact information will be made available at <https://www.energy.gov/scep/home-energy-rebate-programs-guidance>.

Electronic Signatures: Acknowledgement of award documents by the Grantee's authorized representative through electronic systems used by the Department of Energy, including FedConnect, constitutes the Grantee's acceptance of the terms and conditions of the award. Acknowledgement via FedConnect by the Grantee's authorized representative constitutes the Grantee's electronic signature.

IMPORTANT: The electronically signed Assistance Agreement with attached award documents distributed via FedConnect is the formal authorization and approval from the Contracting Officer. Grantees may not rely on PAGE as the formal authorization and approval. Award documents in the initial award and any modifications to the award must be reviewed and acknowledged by the Grantee in FedConnect.

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PART I AUTHORITY

Sections 50121 and 50122 of the Inflation Reduction Act (IRA) authorize the Department of Energy to administer the Home Energy Rebate Programs. Sections 50121 and 50122 provide that a portion of the federal financial assistance made available to a state under the Home Energy Rebate Programs may be used for planning, administration, or technical assistance related to the state’s home energy rebate programs. Sections 50121(c)(4) and 50122(c)(9) of the IRA provide that the grantee may not use more than 20% of the grant amount for planning, administration, or technical assistance. All Grant awards made under the Home Energy Rebate Programs shall comply with applicable law, including regulations contained in [2 CFR Part 200](#) as amended by [2 CFR Part 910](#) and other procedures applicable to this regulation as DOE may, from time-to-time, prescribe for the administration of financial assistance.

PART II AWARD INFORMATION

A. TYPE OF AWARD INSTRUMENT

DOE will award formula grants.

B. ESTIMATED FUNDING

Awardees shall administer DOE funds received under these grants in accordance with Federal rules and regulations and state policies and procedures. The Grantee is to manage Federal Funds in a prudent, effective, and efficient manner to accomplish program objectives.

Funding Level: A state may request up to ~~2.5% (1/8 of 20%) of total allocated funding from each section, capped at~~ \$2,500,000 for each section, for planning, administration, or technical assistance to help prepare the state to apply for future funding and begin the early stages of setting up the state programs. States seeking additional early administration funds should contact the appropriate Project Officer for more details.

A state may apply for funds either under the Home Energy Rebates – Home Efficiency Rebates program (Section 50121), the Home Energy Rebates – Home Electrification and Appliance Rebate program (Section

50122), or both. A separate application is required for each section. Funds for Home Energy Rebates – Home Efficiency Rebates program (Section 50121) must be tracked and managed separately from funds for Home Energy Rebates – Home Electrification and Appliance Rebate program (Section 50122), including early administration funds awarded for the two programs.

C. PERIOD OF PERFORMANCE

Funds made available under this ALRD shall be expended within two years of the award date. States should request only the funding needed for planning and administration prior to release of the Home Energy Rebate Programs funding ALRD. States can apply for additional funds when the Home Energy Rebate Programs funding ALRD is released. A state may request that unspent early administrative funds be rolled into the program grant as part of its application for program funds.

PART III ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

In accordance with the IRA Section 50121, funding is only available to States, U.S. Territories, and the District of Columbia (referred to throughout this ALRD as “states”). No other entity types may be considered for this funding.

In accordance with the IRA Section 50122(1)(A), certain funding is only available to States, U.S. Territories, and the District of Columbia. No other entity types may be considered for this funding. Note that DOE will be issuing a separate solicitation for Tribes pursuant to the IRA Section 50122(1)(B) after completing Tribal Consultations.

B. COST MATCHING

Cost match is not required for these awards.

PART IV APPLICATION AND SUBMISSION INFORMATION

A. CONTENT AND FORM OF APPLICATION

The application must be submitted via the PAGE online system at <https://www.page.energy.gov/default.aspx>. State Energy Office designated points of contact will receive follow-up information regarding the application process from DOE via email. DOE reserves the right to request additional or clarifying information for any reason deemed necessary. Applications will be reviewed for consistency with the SCEP program objectives. See Parts VII and VIII for application requirements.

PART V AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

An Assistance Agreement issued by the Contracting Officer is the authorizing award document. The Assistance Agreement normally includes, either as an attachment or by reference: (1) Special Terms and

Conditions; (2) Application as approved by DOE; (3) DOE assistance regulations at [2 CFR Part 200](#) as amended by [2 CFR Part 910](#); (4) National Policy Assurances To Be Incorporated As Award Terms; (5) Budget Summary; (6) Intellectual Property Provisions; (7) Federal Assistance Reporting Checklist, which identifies the Reporting Requirements; and (8) National Environmental Policy Act (NEPA) Determination. These documents are sent to the Recipient via FedConnect.

B. FUNDING RESTRICTIONS

Funding for this solicitation can only be used to satisfy the requirements listed in part VII below. All expenditures must be allowable, allocable, and reasonable in accordance with the applicable Federal cost principles. Refer to the following Federal cost principles for more information: [2 CFR Part 200](#) as amended by [2 CFR Part 910](#).

Under [2 CFR Part 200](#) as amended by [2 CFR Part 910](#) regulations, the cost principles are contained in Subpart E–Cost Principles within [2 CFR Part 200](#).

Administrative funds released under this ALRD are intended to further the overall objectives described in IRA Sections 50121 and/or 50122; acceptance of these funds indicates a commitment from the recipient to apply for programmatic funds when they are made available to implement full rebate programs. DOE reserves the right to seek the return of these funds if the recipient accepts them but does not commit to implementation of a rebate program. Applicants are strongly advised to apply for these early administrative funds only if they fully intend to implement rebate program(s) pursuant to IRA Section(s) 50121 and/or 50122.

C. REPORTING

Reporting requirements are identified on the Federal Assistance Reporting Checklist (FARC), attached to the award agreement.

D. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Requirements

- The administrative requirements for DOE grants and cooperative agreements are contained in:
 - [2 CFR Part 200](#) as amended by [2 CFR Part 910](#)
 - [2 CFR Part 25](#) – Universal Identifier and Central Contractor Registration
 - [2 CFR Part 170](#) – Reporting Subaward and Executive Compensation

The Electronic Code of Federal Regulations is found at www.ecfr.gov.

2. National Policy Requirements

The National Policy Assurances to be incorporated as Award Terms are located at <http://www.nsf.gov/awards/managing/rtc.jsp>.

Intellectual Property Provisions. The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at <http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards>.

3. Environmental Review in Accordance with National Environmental Policy Act (NEPA)

SCEP's decision whether and how to distribute Federal funds is subject to the National Environmental Policy Act (42 USC 4321, et seq.). NEPA requires Federal agencies to integrate environmental values into their decision-making processes by considering the potential environmental impacts of their proposed actions.

PART VI OTHER INFORMATION

A. INTERGOVERNMENTAL REVIEW

Program Subject to Executive Order 12372

This program is subject to [Executive Order 12372](#) (Intergovernmental Review of Federal Programs) and the regulations at [10 CFR Part 1005](#).

One of the objectives of the Executive Order is to foster an intergovernmental partnership and a strengthened federalism. The Executive Order relies on processes developed by state and local governments for coordination and review of proposed Federal financial assistance.

Applicants should contact the appropriate State Single Point of Contact (SPOC) to find out about, and to comply with, the state's process under [Executive Order 12372](#). The names and addresses of the SPOCs are listed on the Web site of the Office of Management and Budget at Intergovernmental Review (SPOC List) (whitehouse.gov) [Intergovernmental Review \(SPOC List\) \(whitehouse.gov\)](#).

B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE

DOE reserves the right, without qualification, to reject any or all applications received in response to this ALRD and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. COMMITMENT OF PUBLIC FUNDS

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

D. LOBBYING RESTRICTIONS

By accepting funds under this award, you agree that none of the funds obligated on the award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

E. EXPENDITURE RESTRICTIONS

By accepting funds under this award, you agree that none of the funds obligated on the award shall be expended, directly or indirectly, to support or oppose union organizing.

F. MODIFICATIONS

Modifications to this Administrative and Legal Requirements Document will be processed and disseminated via email and posting on <https://www.energy.gov/scep/home-energy-rebate-programs-guidance>.

G. PROPRIETARY APPLICATION INFORMATION

DOE will use data and other information contained in applications strictly for evaluation purposes. Applicants should not include confidential, proprietary, or privileged information in their applications unless such information is necessary to convey an understanding of the proposed project.

Applications containing confidential, proprietary, or privileged information must be marked as described below. Failure to comply with these marking requirements may result in the disclosure of the unmarked information under the Freedom of Information Act or otherwise. The U.S. Government is not liable for the disclosure or use of unmarked information and may use or disclose such information for any purpose.

The cover sheet of the application must be marked as follows and identify the specific pages containing confidential, proprietary, or privileged information:

Please be aware that all information provided to DOE (including confidential proprietary or confidential commercial information) is subject to public release under the Freedom of Information Act (FOIA). (5 U.S.C. § 552(a) (3) (A) (2006), amended by OPEN Government Act of 2007, Pub. L. No. 110175, 121 Stat. 2524). When a FOIA request covers information submitted to DOE by an applicant, and the cognizant DOE FOIA Officer cannot make an independent determination regarding the public releasability of this information, the cognizant DOE FOIA Officer will contact the submitter and ask for comment regarding the redaction of information under one or more of the nine FOIA exemptions. However, the cognizant DOE FOIA Officer will make the final decision regarding FOIA redactions. Submitters are given a minimum of 7 days to provide redaction comments and if DOE disagrees with the submitter's comment, DOE will notify the submitter of the intended public release no less than seven (7) days prior to the public disclosure of the information in question.” ([10 CFR § 1004.11](#)).

H. PROTECTED PERSONALLY IDENTIFIABLE INFORMATION

In responding to this ALRD, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the application documents. PII is defined by the Office of Management and Budget (OMB) and DOE as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual.

This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

Public PII: PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.

Protected PII: PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

Listed below are examples of Protected PII that Applicants must not include in their application.

- Social Security Numbers in any form
- Place of Birth associated with an individual
- Date of Birth associated with an individual
- Mother's maiden name associated with an individual
- Biometric record associated with an individual
- Fingerprint
- Iris scan
- DNA
- Medical history information associated with an individual
- Medical conditions, including history of disease
- Metric information, e.g., weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information associated with an individual
- Ratings
- Disciplinary actions
- Performance elements and standards (or work expectations) are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal
- Financial information associated with an individual
- Credit card numbers
- Bank account numbers
- Security clearance history or related information (not including actual clearances held)

PART VII PREPARING AN APPLICATION FOR EARLY ADMINISTRATIVE FUNDS

States that elect to apply for the early administrative funds are advised to deploy these funds to activities that are unlikely to be impacted by final program guidance. Appendix A provides preliminary program requirements for reference; however, the complete requirements will be specified in the final program requirements and guidance document that will be made available at a future date.

This section is intended to assist states in prioritizing their use of the early administrative funds.

A. POTENTIAL USES OF EARLY ADMINISTRATIVE FUNDS

DOE recommends that states apply the early administrative funds to the following types of activities:

- (1) Capacity

- Hire staff to assist the state in developing its plan for one or both rebate programs.
- Contract with experts that can assist the state in drafting its application to DOE once program guidance is issued.
- Development of any needed contracting materials and mechanisms, particularly if the state plans to use third party program implementers.

(2) Strategic Planning

- Conduct analysis, market research, community engagement or other activities to assist the state in determining its priorities and goals for the rebate funds.
- Identify program design priorities that best address state needs (e.g., specific energy efficiency technologies and technology packages, targeted housing stock/communities)
- Identify existing contracts and program delivery mechanisms that may meet the preliminary program requirements and could be leveraged to deliver rebates when DOE releases the programmatic funds.
- Identify ways to spur long-term market transformation beyond the rebate period (e.g., workforce development, attractive financing, improved supply chain/delivery mechanisms).
- Develop plan for addressing equity and environmental justice in rebate programs including contributing to the goal of the Justice40 initiative, that 40 percent of the overall benefits of certain Federal investments flow to disadvantaged communities.¹

(3) Workforce

- DOE encourages states to use a portion of their administration funds under this ALRD to plan for residential contractor training programs under DOE's forthcoming State-Based Home Energy Efficiency Contractor Training Grants (IRA section 50123).
- Identify existing workforce programs, certifications, and gaps; identify job categories with shortages; develop strategy for recruiting and filling these gaps (e.g., vocational schools, community and other colleges, local labor organizations, high schools).
- Engage local trades groups, home contractor organizations, retailers, and manufacturer training programs and certifications to determine what types of additional training is needed for existing residential workforce.
- Research existing training materials and tools to support workforce development efforts.
- Develop and begin to implement a plan for addressing equity and environmental justice as part of workforce development strategy as well as supporting good-paying jobs with a free and fair choice to join a union.²

(4) Coordinated Program Delivery

- Develop approach for integrating rebates with existing federal, state, utility and community-based programs as appropriate.
- Engage relevant stakeholders such as local government, community-based organizations, utilities, green banks, program implementers and existing state/federal programs to consider how and when braiding or other co-delivery of resources would be most effective.
- Begin initial conversations with Indian Tribes that may receive allocations of the electrification rebate funds.

¹ [Justice40 Initiative | Department of Energy](#)

² Approach should be in alignment with [Executive Order 14025](#), Establishing the White House Task Force on Worker Organizing and Empowerment.

- Research on standards and best practices of standing up energy efficiency rebate programs.

(5) Consumer Outreach & Education

- Determine needs for educational and marketing materials.
- Identify effective approaches for outreach to disadvantaged communities.

As part of the planning process undertaken with funds released through this ALRD, applicants should be aware that they may be able to request funds released under the future Home Energy Rebate Programs funding ALRD to support existing programs that meet the requirements outlined in Section(s) 50121 and 50122 of the IRA. DOE anticipates that an applicant may be permitted to use a portion of its allocated funding to apply to an existing program that meets the final program requirements. DOE strongly recommends that applicants use funds released under this ALRD to determine whether existing programs within the state could meet these requirements, which would allow for an expedited pathway to deploy the follow-on funds for the 2023-2024 heating season when the next ALRD is released.

B. RECOMMENDATIONS FOR FUTURE USE OF ADMINISTRATIVE FUNDS

DOE cautions states on using early administrative funds on activities that could change depending on DOE program guidance and requirements once finalized. For example, given that DOE has not yet issued specific requirements regarding point-of-sale rebates, investing in a state-specific approach to point-of-sale delivery may serve as a poor use of these initial funds.

In addition, DOE discourages states from investing in information technology systems, software, etc. given final program guidance has not been released and DOE intends to provide some aspects of these resources to interested states. DOE is assessing the feasibility of developing IT systems and tools potentially related to data reporting and income verification and will engage with states as these efforts are being scoped for feasibility.

States should also consider waiting on final DOE guidance to select or develop an energy modeling tool (or API) consistent with BPI2400 for estimating and reporting Section 50121 modeled energy savings.

Therefore, as a general guide, DOE advises states to limit use of administrative funds for the following types of efforts:

- Develop or procure data systems;
- Hire software developers;
- Invest in developing tools or systems listed above; and
- Enter into long-term contracts with program implementers.

PART VIII SUBMITTING ALRD RESPONSE AND APPLICATION FOR EARLY ADMINISTRATIVE FUNDS

A. ALRD RESPONSE

States interested in applying for early administrative funds are required to submit an application in PAGE as described in Part IV of this document. For any issues with the PAGE system at the time of submission, please contact the assigned Project Offer for further instruction.

B. OVERVIEW

Each application will consist of a completed SF424, brief narrative, a budget, and a budget justification detailing how requested funds will be spent. **States are allowed to request up to 2.5%, not to exceed \$2.5 million, of the total funding from each formula allocation of Sections 50121 and 50122 under this ALRD.** The total funds available to a state for planning, administration, or technical assistance for the duration of the program will be reduced by the amount awarded, so states should only request the amount needed for preliminary program design at this time. If a State seeks funding beyond the maximum amount, please contact your Project Officer for more details.

C. STANDARD FORM 424 (APPLICATION)

A completed and signed Standard Form 424 (SF424) containing current information must be submitted. Please ensure all sections have been updated to reflect any changes, including changes to the person to be contacted on matters involving the application and the authorized representative.

- Section 2 of this Form asks for states to select the type of application. All states should mark “New”.
- Section 18 of this form should reflect only the new funds being requested.
- Please verify compliance with [Intergovernmental Review \(SPOC List\) \(whitehouse.gov\)](https://www.whitehouse.gov).

The list of certifications and assurances referenced in Field 21 may be found [here](#).

Once **the SF424 is completed**, add an attachment to the document with the name, title, phone number and email address for both the Principal Investigator and the Business Officer.

These must be re-validated every year.

D. STANDARD FORM 424A (BUDGET)

The budget includes Standard Form 424A Summary which includes a Budget Justification. Each of these forms should be completed following the guidelines set out below.

D.1. Standard Form 424A: Applications must include a budget for the federal funds requested. It should be completed as follows:

- Section A: Budget Summary Lines 1-4, Columns (a) through (g). On line 1, enter the amount of DOE funds requested. Only columns a, b, e, and g should have data. There should be no other entries listed.
- Section B: Budget Categories. There should only be one column for the federal funding source. The total in column g, Section A, must equal the total of all columns in Section B.

D.2 Budget Justification: The Budget Justification consists of an explanation of the object class categories listed in line 6, Section B, of Standard Form 424A. In preparing the Budget Justification, states should only address the following as requested for each budget category.

- **Planning:** Identify all activities related to the planning and preparation of the Home Energy Rebate Programs by activity title and estimated costs.
- **Administration:** Identify all positions to be supported by title and the amounts of time (e.g., % of time) to be expended on development of the Home Energy Rebate Programs, the base pay rate, and the total direct personnel compensation. Personnel must be direct costs to the project and not duplicative of personnel costs included in the indirect pool that is the basis of any indirect rate applied for this project.
- **Technical Assistance:** Identify all activities related to technical assistance to develop the Home Energy Rebate Program. Provide a brief description of the TA and the estimated cost of the activity.
- **Fringe Benefits:** If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement with the application. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs were calculated. Your calculations should identify all rates used along with the base they were applied to (and how the base was derived), and a total for each (along with the grand total). If there is an established computation methodology approved for state-wide use, provide a copy with the SF424 Application.
- **Contractual:** All sub-recipients, vendors, contractors and consultants and their estimated costs should be identified. Use TBD if the entity is unknown. Provide a brief description of the work to be performed or the service to be provided and reference the individual market title the work or service falls under. Include the basis of cost for each item listed (competitive, historical, quote, catalog, etc.).

Funds for Home Efficiency Rebates program (Section 50121) must be tracked and managed separately from funds for Home Electrification and Appliance Rebate program (Section 50122). This will apply to administrative funds as well as rebate dollars when programmatic funds are released.

APPENDIX A – STATE HOME ENERGY REBATE PROGRAMS: BASIC REQUIREMENTS

Separate from this ALRD, DOE will issue a subsequent Home Energy Rebate Programs funding ALRD with detailed requirements for the Sections 50121 and 50122 rebate programs. States will then submit an application for additional administrative funds and programmatic funds for each section that will include a plan describing how the state programs will meet these requirements. The following text, adapted from the statute³, provides a preliminary framework for states to keep in mind as they begin initial plans for program development. This appendix provides preliminary program requirements for reference; however, the complete requirements will be specified in the final program requirements and guidance document that will be made available at a future date.

At minimum, a state’s plan for implementing a Home Efficiency Rebates program will need to include information regarding how the state will --

- 1) use procedures, as approved by the Secretary, for determining the reductions in home energy use resulting from the implementation of a home energy efficiency retrofit that are calibrated to historical energy usage for a home consistent with BPI 2400, for purposes of modeled performance home rebates;
- 2) use open-source advanced measurement and verification software, as approved by the Secretary, for determining and documenting the monthly and hourly (if available) weather-normalized energy use of a home before and after the implementation of a home energy efficiency retrofit, for purposes of measured performance home rebates;
- 3) value savings based on time, location, or greenhouse gas emissions;
- 4) provide for quality monitoring to ensure each home energy efficiency retrofit for which a rebate is provided is documented in a certificate that—
 - a) is provided by the contractor and certified by a third party to the homeowner; and
 - b) details the work performed, the equipment and materials installed, and the projected energy savings or energy generation to support accurate valuation of the retrofit;
- 5) provide a federal rebate of \$200 to a contractor or aggregator for eligible retrofits carried out in a home located in a disadvantaged community;
- 6) ensure that a homeowner or aggregator does not receive a federal rebate for the same single upgrade through both the Home Efficiency Rebates and any other Federal grant or rebate program, including the Home Electrification and Appliance Rebates;
- 7) ensure that a homeowner or eligible building owner does not receive a federal rebate in excess of the maximum specified rebate amount; and
- 8) determine whether a project qualifies for the elevated refund amounts available to households below 80% AMI.

A state’s plan for implementing a Home Electrification and Appliance Rebate program will need to include information regarding how the state will --

- 1) verify the income eligibility of eligible entities seeking a rebate for a qualified electrification project;
- 2) allow rebates for qualified electrification projects at the point of sale in a manner that ensures that the income eligibility of an eligible entity seeking a rebate may be verified at the point of sale;
- 3) ensure that a homeowner, eligible building owner, or aggregator does not receive a federal rebate for the same upgrade through both the Home Electrification and Appliance Rebates and any other Federal

³ The full text of the 50121 and 50122 provisions are located here: [Text - H.R.5376 - 117th Congress \(2021-2022\): Inflation Reduction Act of 2022 | Congress.gov | Library of Congress](#)

- grant or rebate program, including the Home Efficiency Rebates;
- 4) ensure that a homeowner or eligible building owner does not receive a federal rebate in excess of the maximum specified rebate amount; and
 - 5) determine whether a project qualifies for the refund amounts available to households below 80% AMI or below 150% AMI.