



SCEP

STATE & COMMUNITY ENERGY PROGRAMS

Energy Efficiency & Conservation Block Grant (EECBG) Program

Application Support & Informational Webinar for Local Governments

October 2, 2024



Agenda

1. EECBG Program Basics
2. Application Steps and Deadlines
3. Deciding between a traditional grant & voucher
4. Common Questions about EECBG Program Overall
5. Common Questions about EECBG Application Process
6. Award Requirements (e.g., Terms & Conditions, Reporting)
7. Resources Available
8. Q&A

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Topline EECBG Program Reminders!

1

Application Deadlines:
Local Govts: 10/31, 2024

2

Switching between grants and vouchers?
Submit a request by 10/15

3

DOE has many ways to help with applications

Reminder, to apply:

- *Traditional grant applicants* should use the PAGE platform
- *Voucher applicants* should use the voucher website

Reminder: vouchers are for technical assistance or equipment rebates.

They have shorter applications and involve less reporting.

Examples:

- 1:1 application assistance
- Application ‘guides’
- Streamlined project idea document
- 2x a week office hours staffed by Project Officers & voucher team
- And more!

EECBG Program by the Numbers | Local Govt Submissions So Far

Awards Announced

179 announced (\$66.57M)

*Local Governments, Tribes, States,
Washington DC & Territories*

\$291K

Median city & county
announced award
allocation size

44

States and territories
represented in awards

1,090

Full local government
application submissions

\$199M

Local government allocations
claimed via applications

\$182K

Average allocation size of
local government
submission

147

Municipal upgrades (e.g.,
buildings, lighting)

83

Energy planning and
strategy development

57

Energy audits

49

Renewable energy
installations

Apps Submitted

**1,105 (\$201M) local
government submissions**

Project Areas

Reflect a wide variety

Local governments only

EECBG Program | Eligible Activities

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

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

**States and territories may not expend funds for these two eligible uses

Fleet Electrification for Municipal Use | Iowa City, IA

Award Summary | \$136,380

Purchase several new battery electric vehicles for municipal use to support weatherization programs

Purchase a range of new vehicles:

- ✓ City will purchase: 2 Battery Electric Vehicle (BEV) light duty trucks, 1 dual port charging station, and 1 e-bike
- ✓ Allocation will also cover installation costs of the Electric Vehicle Supply Equipment (EVSE)

Vehicles will serve dual energy efficiency purpose:

- ✓ AmeriCorps team will use the BEV truck to provide free home energy audits and weatherization services (in Iowa City & Johnson County) with special outreach to residents in mobile homes
- ✓ E-bike has allowed bike patrol to expand outside of downtown area in alignment with community outreach approach

Application Type: Equipment Rebate



Photo credits: City of Iowa City and Alexander-93, CC BY-SA 4.0 <<https://creativecommons.org/licenses/by-sa/4.0/>>, via Wikimedia Commons

Solar-Powered EV Chargers | Livermore, CA

Award Summary | \$144,230

Purchase 2 dual-port solar EV chargers for fleet and public use. Chargers include battery storage that can be used for back-up power during emergencies.

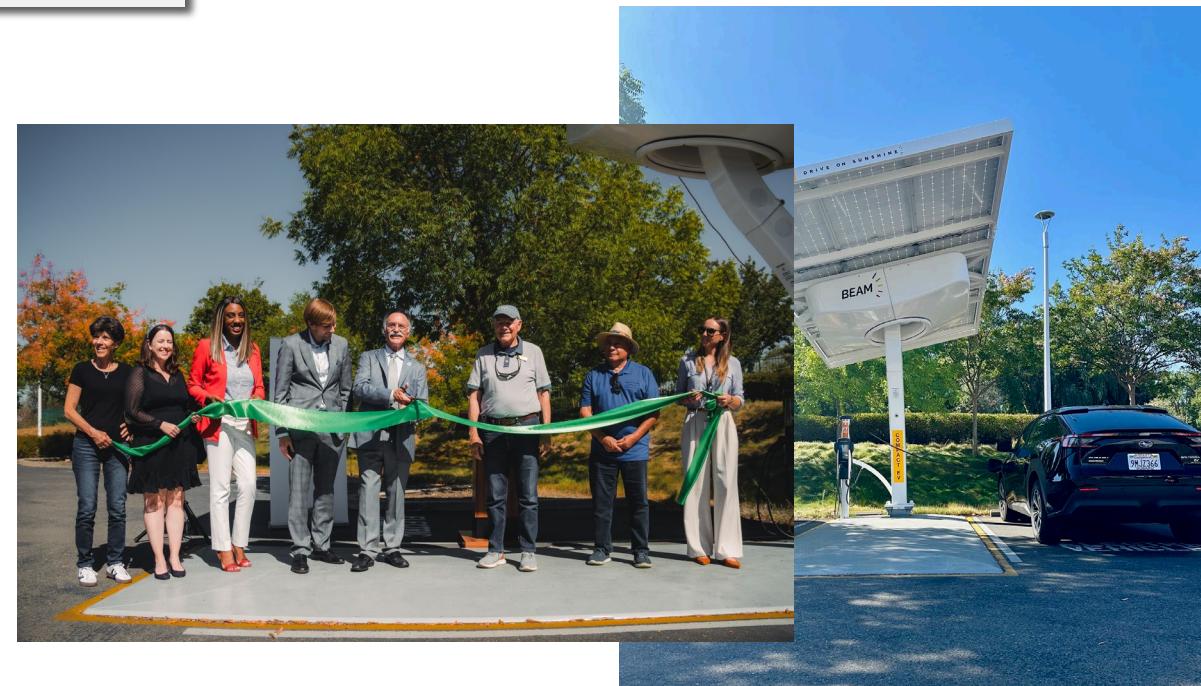
Chargers placed at City Hall and Public Library

- ✓ Supports fleet electrification
- ✓ Increases community access to EV infrastructure

Chargers operate “off-the-grid” with solar and battery storage

- ✓ Promotes community energy resilience
- ✓ Expands renewable energy
- ✓ Reduces electricity bills

DOE attended a ribbon cutting ceremony for these chargers and would be interested in attending more.



Application Type: Equipment Rebate Voucher

Voucher Option | shorter application, less reporting, same allocation



OPTION #1: Traditional Grant

Traditional grants offer maximum flexibility (e.g., 10% administrative costs, contracting to a company of your choice, hiring staff, or creating programs).



OPTION #2: Vouchers

Vouchers for **equipment rebates and/or technical assistance**. Vouchers are a great option for those that want to purchase and install equipment or conduct straight-forward analysis and planning.

Why choose a grant?

- ✓ Potential to draw down funds at project start
- ✓ Maximum flexibility to pursue a range of projects or multiple projects at a time
- ✓ Projects with significant admin costs / staff time
- ✓ Projects involve financing

Why choose a voucher?

- ✓ Shorter application and review process (30-60 days for vouchers vs 60-90 days for grants)
- ✓ Fewer reporting requirements
- ✓ Simpler process if you have a piece of equipment in mind or know exactly which kind of technical assistance that you want
- ✓ Eliminates procurement for hiring a consultant

DOE Resources for *determining which project to pursue*

Very First Steps

Allocation List

List of eligible local governments and their **allocations**

Program Guidance

List of all eligible uses, including project examples, and connections to technical assistance.

Note: some local governments might find this document overwhelming (it is *intentionally* a comprehensive list!). If so...

Getting Inspiration

Streamlined projects document **New!**

Contains **strategies** and **example projects** that involve the simplest applications & the least reporting

Awards Page **New!**

Descriptions of **awarded projects** and programs (filterable by topic, location & allocation)

Program Blueprints

13 shovel-ready, **high impact projects** with step-by-step instructions. Unlocks faster application processing time

Need 'eligibility' check?

Join Office Hours

Held on **Wednesday** and **Friday** afternoons. Can run project ideas by us during this time!

1:1 Application Support

ICMA provides **1:1, no cost-application support**. Can use sessions to discuss to ideas.

Write to our inbox

DOE can **review general project idea** and – without confirming – suggest if it generally aligns to an eligible category of funds.

DOE Resources for *applying* to the program

Desk References

1 Example Applications **New!**

Example applications across a range of project areas (e.g., TA, planning)

Coming

2 Application Guides **soon!**

Document that addresses commonly confusing questions on the application (grants only)

3 Application Assistance Webinars

Use this presentation as a desk reference in completing the application

Connecting with DOE

1 Join Office Hours

Held on **Wednesday** and **Friday** afternoons. Can ask application Qs!

[Register here](#)

2 Write to our inbox to connect with DOE directly

DOE can connect you to either the vouchers team OR the TPO if they ask for this in the inbox.

Note: there will be much more capacity for this earlier in Oct!

1:1 Application Assistance

1 Support from ICMA

ICMA provides 1:1, no cost-application support.

Includes:

- Specific application questions
- Review full applications
- Discuss project's ideas

Sign up here:

form.jotform.com/241054726878162

How to contact the EECBG Program team? Depends on vouchers vs. grants!

General Questions?

Not sure about your application type, or just want to connect with our team in general?
Write to our general inbox: eecbg@hq.doe.gov

Pursuing a Voucher?

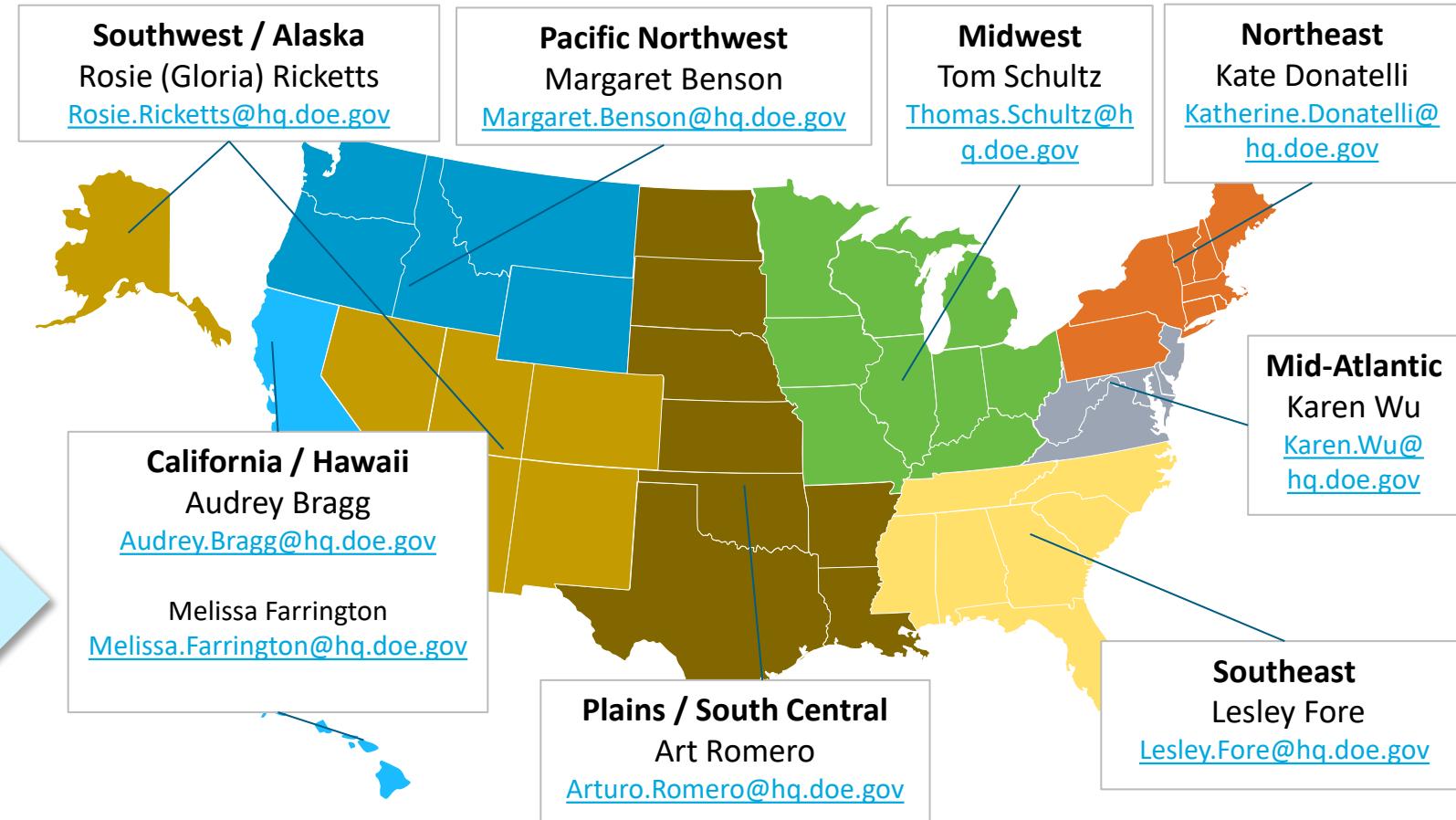
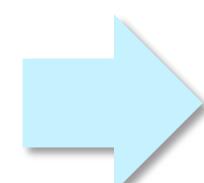
Write to: dl-eecbgvouchers@hq.doe.gov

Note: if you are pursuing a voucher, you will not be working with the project officers on the map to the right. Please only write to this email.

Pursuing a Traditional Grant?

Write to your regional Technical Project Officer.

See map to the right for contact by region.



Reminder – there are *people* behind the email lists!

Meet Our Vouchers Team!



Álvaro Escalera

ORISE Fellow, General Vouchers
Vouchers Fellow, DOE



Allison Robinson

Vouchers Manager, EECBG Program
US Department of Energy



Melissa Farrington

Vouchers Technical Assistance Specialist
US Department of Energy



Shae Rupinsky

ORISE Fellow, Rebates Specialist
US Department of Energy

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Deciding between a grant & a voucher

Why Choose a Voucher?

- ✓ Shorter applications, fewer reporting requirements
- ✓ Faster *application review* timeline – start the work sooner!
- ✓ For technical assistance vouchers, *no procurement for contractor* required
- ✓ Ideal for *straightforward projects* (materials for building upgrades, EVs/ chargers)
- ✓ Local governments can purchase equipment that will be installed in non-profits, homes

Why Choose a Traditional Grant?

- ✓ Maximum *flexibility* to pursue a range of projects or multiple projects at a time
- ✓ Projects require incurring *significant administrative costs*, staff time
- ✓ Projects involve *programmatic work* (i.e., workforce development, engagement)
- ✓ Projects involve *funding or financing* (e.g., rebates, revolving loan funds)
- ✓ Projects *involve subgranting* to a non-profit to execute a program



Voucher Option Deep Dive | How do they work?

Equipment & Installation Rebates

Examples: Building upgrades (e.g., HVAC, LEDs), vehicles (e.g., EVs & chargers, hybrids), home weatherization (e.g., insulation, metering tech.)

How Rebates Vouchers Work:

1. Applicant submits short application with proposed equipment type & installation costs
 - Note:** (make/model not required)
2. DOE approves application
3. Applicant purchases and/or installs equipment
4. Applicant submits invoice, pictures, and required paperwork to DOE
5. DOE issues reimbursement to applicant

Technical Assistance (TA)

Examples: Planning for HVAC upgrades in public buildings, solar feasibility study for a public library, siting for EV chargers & more!

How Technical Assistance Vouchers Work:

1. Applicant submits application with technical assistance needed
2. DOE approves application
3. DOE's TA administrator assigns TA provider
4. TA provider executes scope of work
5. TA Administrator submits invoices to DOE after entity review.

Note: no funds exchanged between DOE and applicant. Funds are exchanged between TA administrator & DOE.

Grants vs. Vouchers Exercise | Which should my entity pursue?

Is my project able to...	Grant	Voucher
Subgranting, Contracting, Procurement		
Subgrant to a non-profit	YES	NO
Choose my technical assistance provider	YES	NO
Choose my equipment installer (based on procurement standards)	YES	YES
Follow my own procurement process	YES	YES
Finance & Cash Flow		
Create a rebate program	YES	NO
Potentially access EECBG Program funding before purchasing equipment	YES	NO
Eligible Uses of Funds		
Install equipment in non-government buildings	YES	YES
Hire a new staff member to manage a program	YES	NO

Exercise Takeaway

1. **Vouchers** are a great option for those that want to *purchase and install equipment or conduct straight-forward analysis and planning*.
2. **Traditional grants** are best for *maximum flexibility* (e.g., contracting to a company or non-profit of your choice), hiring staff, or creating programs

Switching application type?

Must complete this by 10/15.

From voucher to grant?

Submit Revised Pre-Award Information Sheet to Inbox.
Write to EECBG@hq.doe.gov and state that you are switching from the voucher to the grant option.

From grant to voucher?

Already submitted pre-award information sheet?
Send an email with intended voucher type(s) to EECBG Program Inbox (EECBG@hq.doe.gov). In email, state that you are switching to the voucher option.

Haven't yet submitted a pre-award information sheet?
Register directly in the voucher portal.

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Misconceptions vs Reality | Application Requirements

Misconceptions

This is a **competitive** process

Our allocation is **too small** to do anything meaningful

Projects must be in **Justice40 communities** (e.g., disadvantaged)

If I purchase new equipment, it must be **made in America**

We **don't have enough staff** to manage this – not worth it.

We have to do something with **renewable energy**

Realities

- Funding is *non-competitive*. Applications merely tell DOE your plans for allocated funding. We can *work with you* to determine best use of funds!
- DOE has received applications from **358** entities with allocations **< \$80,000**.
- Pursuing projects such as: HVAC/LED upgrades, EV infrastructure, planning
- Voucher option is designed to support lower allocation applications
- DOE encourages prioritizing disadvantaged communities, but it **isn't required**
- Projects can be located outside of disadvantaged census tract
- Entities with allocations totaling **\$250,000 or less** are **exempt** from Build America, Buy America (BABA) requirements. No addtl paperwork required!
- **Many options:** TA vouchers, projects w/out Davis Bacon and/or NEPA reporting
- Additionally, entities can **team up** and only submit one application
 - *Example:* Memphis and Shelby County, TN are teaming on zoo upgrade project
- Can include administrative expenses in project costs (traditional grants only)
- **Energy efficiency** projects are eligible, which can reduce electric bills – without changing the source of your power. *Ex: upgraded HVAC, LEDs, windows & doors*
- Of course, renewables (like rooftop solar!) are eligible as well.

Misconceptions vs Reality | Energy Efficiency & Conservation Strategy

Misconceptions

We need a climate action plan for DOE to approve the EECS. We cannot use what we already have!

DOE requires that my city/ county council ratify my EECS

DOE will return in 10 years to evaluate the EECS

Realities

You **do not** need a comprehensive plan.

- However, all EECS must include a **goal** for increased energy efficiency and conservation & a **plan** for how EECBG funds will support the goal.
- Goals **can be pulled from existing plans** (e.g., facilities master plan, transportation plan like fleet management, or urban planning plans)
- *Example: Program is to retrofit municipal buildings. Goal could be to reduce municipal building energy use by 5%. Plan could be to retrofit city hall and the courthouse with more efficient HVAC equipment.*

DOE does not require ratification as part of the application. However, it may be required in city or county by-laws.

DOE will *not* measure the results of the EECS. You will report to DOE on impacts of funded activities through required progress reports.

Demystifying eligible uses | New builds & construction

- ✓ **New construction is not an eligible use of funds.** Projects should contribute to a direct or indirect reduction in energy consumption. This can be via: audits or upgrades to *existing facilities* or *planning* for future upgrades (e.g., energy audits and facility benchmarking).
- ✓ **Programs to promote energy efficiency are eligible.** Example projects include: updating or establishing benchmarking systems, adopting green building standards, and training code inspectors.

Resources and Assistance

- EECBG Program [Eligible Activities and Program Guidance](#)
 - [Frequently Asked Questions \(FAQs\)](#)
 - E-mail questions to our team at: EECBG@hq.doe.gov.

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Application Steps | Vouchers

What to Expect | Voucher Application Process

Voucher Application Steps

Equipment rebates & technical assistance

1. Submit application in voucher application portal
2. DOE review period of 30-60 Days
3. Application is approved and Terms & Conditions signed (if not done during application)
4. Two-year project completion window, can be extended.
 - Revisions to application (submitted to the voucher team), as needed

Post-Approval Steps

Equipment Rebate

1. Submit final reporting and invoice to voucher application portal or applicable portal
2. DOE review period
3. Payment within 45 days of final DOE approval (to account associated with provided UEI)
4. Celebrate!

Technical Assistance

1. Work with TA Administrator to finalize reports and invoice
2. Upload final deliverable(s) to voucher application portal or applicable portal
3. Celebrate!

Accessing the Application Portal | Vouchers

1

Already submitted a Pre-Award Info Sheet (PAIS):

1. You should have received an email from noreply@salesforce.com
2. You should follow instructions from that email to login and begin applying
3. If you have not received an invitation, you should email EECBGVouchers@icf.com

2

Not yet submitted a Pre-Award Information Sheet?
You don't need to!

1. Must create a unique entity identifier (UEI) from SAM.gov.
2. Go to the EECBG Program Vouchers Portal:
<https://doerebates.my.site.com/eecbgvouchers/s/>
3. Click on '[Registration](#)'
4. Register to apply directly on the site.

REMINDER: this is in lieu of the Pre-Award Information Sheet.

3

Technical questions about the Voucher Application Portal?

Email EECBGVouchers@icf.com!

The EECBG Program team can help with questions about the overall application process; but technical issues should go to the address above.

What to Expect | Voucher Application Process

Website URL:

doerebates.my.site.com/eecbgvouchers/s/



U.S. Department of Energy

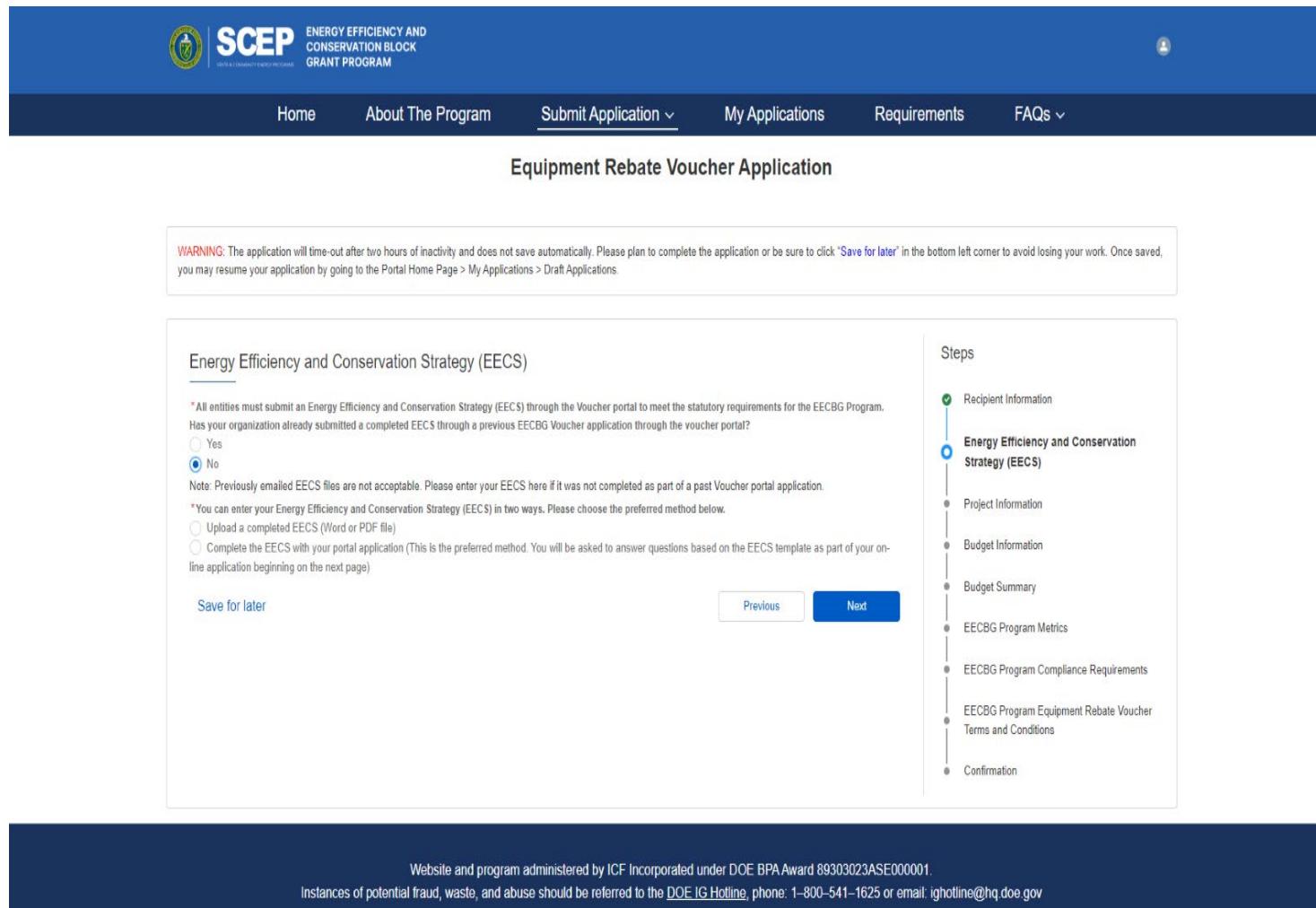
Energy Efficiency and Conservation Block Grant Program

EECBG Program Voucher Application Portal

Welcome to the EECBG Program Voucher Application Portal for eligible local government and Tribal entities. Here, you will be able to submit an application for an Equipment Rebate and/or a Technical

Note: this platform is different from the one used by eligible entities pursuing traditional grants (known as PAGE)

Voucher Application Overview | EECS



The screenshot shows the 'Equipment Rebate Voucher Application' page. At the top, the SCEP logo and 'ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM' are displayed. The navigation bar includes 'Home', 'About The Program', 'Submit Application' (underlined), 'My Applications', 'Requirements', and 'FAQs'. A 'User' icon is in the top right. The main content area is titled 'Equipment Rebate Voucher Application'. A 'WARNING' box states: 'The application will time-out after two hours of inactivity and does not save automatically. Please plan to complete the application or be sure to click "Save for later" in the bottom left corner to avoid losing your work. Once saved, you may resume your application by going to the Portal Home Page > My Applications > Draft Applications.' Below this is a section for 'Energy Efficiency and Conservation Strategy (EECS)'. It asks if the user has submitted an EECS through a previous application, with 'No' selected. It also provides instructions for entering EECS files. A 'Save for later' button is at the bottom left, and 'Previous' and 'Next' buttons are at the bottom right. To the right, a 'Steps' sidebar lists the application process: Recipient Information, Energy Efficiency and Conservation Strategy (EECS) (selected), Project Information, Budget Information, Budget Summary, EECBG Program Metrics, EECBG Program Compliance Requirements, EECBG Program Equipment Rebate Voucher Terms and Conditions, and Confirmation.

How to submit the EECS:

- **Option #1:** Upload a copy
- **Option #2:** Complete it in the portal.

We recommend you complete the EECS in the portal.

Website and program administered by ICF Incorporated under DOE BPA Award 89303023ASE000001.

Instances of potential fraud, waste, and abuse should be referred to the [DOE IG Hotline](#), phone: 1-800-541-1625 or email: ighotline@hq.doe.gov

Voucher Application Overview | Project Information

Project Information

*The following sectors will be served by the equipment installed as part of this rebate application (check all that apply)

- Agriculture
- Commercial
- Higher Education
- Industrial
- K-12 Schools
- Local Government
- Low/Limited Income
- Non-Profits
- Residential
- Transportation
- Tribal/Native American Government
- Not Applicable
- Other

*This equipment rebate will cover the following EECBG Program eligible activity categories (check all that apply)**

- Energy Distribution Technologies
- Residential and Commercial Building Audits
- Material Conservation Programs
- Reduction, Capture, and Use of Landfill Gases
- Energy Efficiency Retrofit Grants for Government Agencies and Non-profits
- Replacement of Traffic Signals and Street Lighting
- Energy Efficiency and Conservation Programs for Building and Facilities
- On-site Renewable Energy On or In a Government Building
- Conservation of Transportation Energy
- Program for Financing, Purchasing, and Installing Energy Efficiency, Renewable Energy, and Zero-Emission Transportation (and associated Infrastructure) Measures and Investments, Projects, and Programs for Leveraging Public and Private Sector Funds

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

* Does this equipment rebate project serve disadvantaged communities (DACS)?

Yes

* Provide more information on how this project serves disadvantaged communities (DACS)

Retrofitting lighting in our community center will provide energy costs savings to the broader community.

Please provide a 1-2 sentence summary of your project for public use

We will retrofit existing lighting in our community center in order to increase energy efficiency and reduce energy costs.

*DOE plans to feature some EECBG Program projects in its communications

Is completion of this equipment voucher project dependent on receiving DOE technical assistance through a voucher?*

No

Steps

- Recipient Information
- Energy Efficiency and Conservation Strategy (EECS)
- EECS: Strategy and Goal
- EECS: EECBG Program Activities
- EECS: Optional Section
- Project Information
- Budget Information
- Budget Summary
- EECBG Program Metrics
- EECBG Program Compliance Requirements
- EECBG Program Equipment Rebate Voucher Terms and Conditions
- Confirmation

Helpful Tip:

- Be sure to only select the categories that best align with your project

Voucher Application Overview | Budget Summary

Project Budget Summary Entry

*Budget Category
Equipment (\$5,000 or more value)

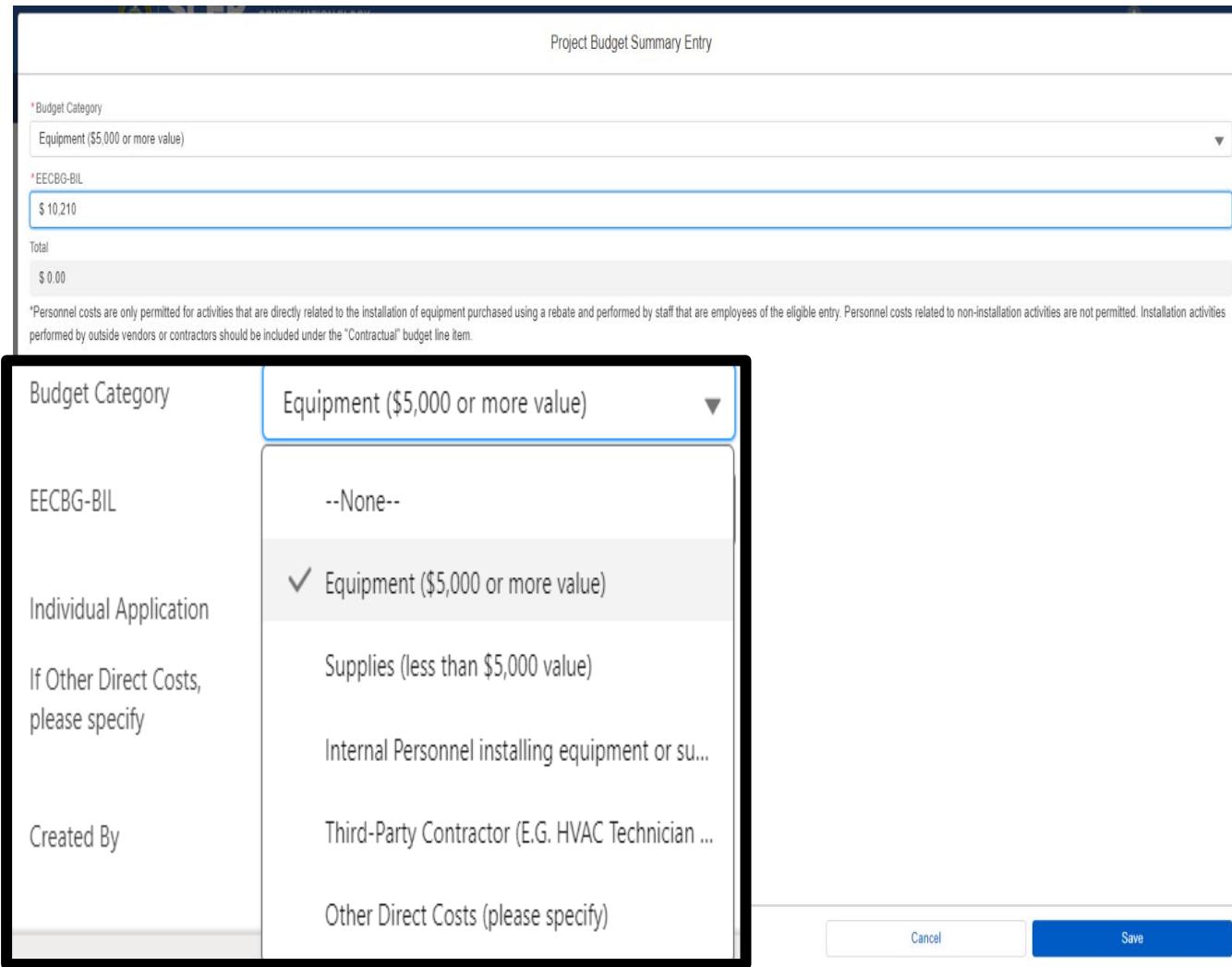
*EECBG-BIL
\$ 10,210

Total
\$ 0.00

*Personnel costs are only permitted for activities that are directly related to the installation of equipment purchased using a rebate and performed by staff that are employees of the eligible entity. Personnel costs related to non-installation activities are not permitted. Installation activities performed by outside vendors or contractors should be included under the "Contractual" budget line item.

Budget Category	Equipment (\$5,000 or more value)
EECBG-BIL	--None--
Individual Application	<input checked="" type="checkbox"/> Equipment (\$5,000 or more value)
If Other Direct Costs, please specify	Supplies (less than \$5,000 value) Internal Personnel installing equipment or su... Third-Party Contractor (E.G. HVAC Technician ... Other Direct Costs (please specify)
Created By	

Cancel Save



Helpful Tips:

- Add details for Other Direct Costs
- Applicable software costs should be categorized as supplies

NOTE: a 2024 Uniform Grants Guidance Revision increased the threshold for defining equipment from \$5,000 to \$10,000. For more information see [2 CFR 200.1 "Equipment"](#).

Voucher Application Overview | Select Program Metrics

EECBG Program Metrics

WARNING: The application will time-out after two hours of inactivity and does not save automatically. Please plan to complete the application or be sure to click "Save for later" in the bottom left corner to avoid losing your work. Once saved, you may resume your application by going to the Portal Home Page > My Applications > Draft Applications.

Recipient Information

EECS: Strategy and Goal

EECS: EECBG Program Activities

EECS: Optional Section

Project Information

Budget Information

Budget Summary

EECBG Program Metrics

EECBG Program Compliance Requirements

EECBG Program Equipment Rebate Voucher Terms and Conditions

Confirmation

Save for later

Previous

Next

Helpful Tip:

- Only select the categories that best align with your project. You will be asked to report on metrics during project closeout!

Voucher Application Overview | Compliance

EECBG Program Compliance Requirements

This section describes the compliance requirement documents that must be submitted at the time of application in order to fulfill the requirements of the EECBG Program equipment rebate application.

* Please select the NEPA Statement of Work (SOW) Template most applicable to your project

NEPA SOW 4

Click [here](#) for the EECBG NEPA SOW 4 for Rebate Voucher Applicants

> More information here

* Copy of NEPA SOW 4 - Equipment Rebate Non-Tribal EECBG Statement of Work WITH Preservation Agreement and WITH Ground Disturbance

[Upload Files](#) Or drop files

Test File Upload.pdf

Davis-Bacon Act Assurance Letter

Davis-Bacon Assurance Letter

U.S. Department of Energy

Reference: Energy Efficiency and Conservation Block Grant – DE- FOA-0002882 – CFDA No. 81.128

To Whom It May Concern,

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

Sincerely,

Signature of Authorized Official (Type Full Name)

Jane Doe

Date

02-12-2024

This is an optional template that Energy Efficiency and Conservation Block Grant Program applicants can use to complete the Davis-Bacon Act Assurance Letter.

Use of this template is not required, and applicants may choose to submit this letter in other formats.

Optional upload of the Davis-Bacon Assurance Letter

[Upload Files](#) Or drop files

More information on Davis-Bacon Act (DBA) Requirement for EECBG Vouchers

DBA applies to contracts in excess of \$2,000 for the construction, alteration, and/or repair of public buildings or public works, including painting and decorating, where the United States or the District of Columbia is a direct party to the contract. Specifically, where DBA is applicable, all laborers and mechanics, sub recipients, contractors, or subcontractors must be paid wages at rates not less than those prevailing on similar projects in the locality. This rate is determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code commonly referred to as the "Davis-Bacon Act" (DBA). You can find more information on Davis-Bacon in Part V, Section D of the EECBG Program Administrative and Legal Requirements Document, and in the DOE Desk Guide to the Davis-Bacon Act.

Steps

- 1 Recipient Information
- 2 Energy Efficiency and Conservation Strategy (EECS)
- 3 EECS: Strategy and Goal
- 4 EECS: EECBG Program Activities
- 5 EECS: Optional Section
- 6 Project Information
- 7 Budget Information
- 8 Budget Summary
- 9 EECBG Program Metrics
- 10 **EECBG Program Compliance Requirements**
- 11 EECBG Program Equipment Rebate Voucher Terms and Conditions
- 12 Confirmation

Helpful Tip:

- Even if you believe that DBA does not apply to your project, **all applicants need to sign the DBA Assurance Letter**

Application Steps | Traditional Grant

What to Expect | Traditional Grant Application Process

Part 1: Application Development

- Submit Pre-Award Information Sheet
- Submit application in PAGE

Part 2: Application Review Process

- Initial screening (complete application)

Part 3: Award Negotiations

- Technical review
- Financial review
- NEPA review (if applicable)
- Revisions to application (submitted via PAGE), as needed

Part 4: Post-Award Process

- Grant awarded by DOE Contracting Officer (CO)
- Award includes Assistance Agreement, Terms & Conditions, Reporting Checklist
- Recipient acknowledges award in FedConnect
- Application approved in PAGE by DOE
- DOE team holds a kickoff call with the grantee
- Celebrate!

Traditional Grant App Steps | Accessing Page & Submitting App

Pre-Application Steps:

1. **Submit** Pre-Award Information Sheet (requires registration in SAM, FedConnect)
2. **Receive email** with account setup instructions (PAGE-Hotline@hq.doe.gov)
3. **Activate account** and assign authorized users (Principal Investigator, Business Officer, other
 - o **Note:** PAGE requires a Login.gov or ID.Me account to authenticate your login!

Application Development Steps:

Prepare and submit application in PAGE, including:

- Application for Federal Assistance (SF-424)
- Budget (SF-424A)
- Energy Efficiency and Conservation Strategy (EECS)
- Activity File(s)
- Supporting documentation and attachments

Don't forget the final steps!

Validate entries and submit application for review

Have questions?

- Write to EECBG@hq.doe.gov or directly to your Project Officer.
- Schedule [1:1 Application Assistance with ICMA](#)
- For questions about PAGE, see our [PAGE application webinar](#) or email the page-hotline@omnisystems.com.

OR, check out our new [application guides!](#)

Application Process Questions | Budget Categories & Justification

Common mistakes or questions about the Budget:

- ✓ ***Only fill out what's relevant to you.*** Budget sections can be left blank if not relevant.
- ✓ ***Equipment & Supplies.*** Only use sections for items purchased directly by entity or used only for EECBG Program activities.
 - ✓ *Equipment* has a per unit value of \$10,000 or more
 - ✓ *Supplies* have a per unit value of less than \$10,000
- ✓ ***Procurement.*** Entities are not required to go through a procurement process prior to applying. However, they should provide enough information for us to assess the basis of cost (historical pricing, market research, or quotes if available).

NOTE: a 2024 Uniform Grants Guidance Revision increased the threshold for defining equipment from \$5,000 to \$10,000. For more information see [2 CFR 200.1 “Equipment”](#).

Budget Section Tips & Tricks:

- ✓ ***Contracting Section.*** Equipment or supplies acquired as part of a contract should be categorized under the **Contract** section.
- ✓ ***Fringe benefits.*** If included, list the benefits provided or attach a copy of their fringe benefits policy.
- ✓ ***Supplies.*** Anything categorized under the **Supply** category should be used only for EECBG activities.

Application Process Questions | Grant activity files & milestones

Common questions about the Activity Files & Milestones:

- 1. You might need more than one activity file.*** If separate activities/projects will be accomplished with funds, separate activity files should be included.
- 2. Estimated energy savings (Field #5) is optional.*** This can be left blank if an estimation is not available. However, applicants may be asked to report on energy savings later on.
- 3. The Description (Field 6) should be detailed.*** Explain how the activity will be carried out and the broader objectives for the activity.
- 4. Estimated funding (Field 9) should be comprehensive.*** It includes all federal funds dedicated to the activity and leveraged sources of outside funding. Link back to the budget section!

Example Milestone (Field 7) Presentation:

Milestone Description	Planned
Buildings retrofitted - May-Dec 2024	3
Solar panels installed – Q1 2025	10
Outreach events held - Summer 2024	2

Common questions about Process Metrics:

You don't need to choose a pre-determined metric.

However, you must choose at least one process *metric area*, and we suggest that you do so from the recommended list.

Where to go for more information? :

You can find full list of process metrics here:

<https://www.energy.gov/sites/default/files/2023-08/EECBG-Program-Process-Metrics.pdf>

Examples of Process Metrics

Retrofits

- # Buildings retrofitted
- Energy management systems installed

Transportation Infrastructure and vehicles

- Alternative fuel vehicles purchased
- Energy efficient traffic signals installed

Renewable Energy

- Solar photovoltaic (PV) electric systems installed

Training & Education/Technical Assistance

- Education, outreach & training conducted
- Energy management staff hired (FTEs)

Agenda

1. EECBG Program Basics
2. Deciding between a traditional grant & voucher
3. Common Questions about EECBG Program Overall
4. Common Questions about EECBG Application Process
5. **Award Requirements (e.g., Terms & Conditions, Reporting)**
6. New Resources Available
7. Q&A

Award Requirements | Traditional Grant Recipient Responsibilities

EECBG Program Formula Grant recipients have multiple responsibilities:

- Read the requirements of the award
- Identify an authorized organizational official
- Agree to comply with the laws, regulations, policies, terms and conditions of the award
- Establish and maintain internal controls, including accounting system, procurement policies, contractor/vendor oversight, and records management
- Maintain separate financial and programmatic records of their work on the project
- Submit timely advance payment (or cost reimbursement) requests
- Submit financial, programmatic progress reports (per reporting schedule)
- Notify DOE (via Project Officer) if any changes occur or issues arise
- Document and report any suspected instances of fraud, waste, or abuse

Award Requirements | Voucher Recipient Responsibilities

EECBG Program Voucher recipients have multiple responsibilities:

- Read the requirements of the award
- Identify an authorized organizational official
- Agree to comply with the laws, regulations, policies, terms and conditions of the award
- Maintain separate financial and programmatic records of their work on the project
- Submit timely invoices for cost reimbursement requests in the portal
- Submit relevant reports (per reporting schedule) in the portal
- Notify DOE (via voucher team) if any changes occur or issues arise

Common misconceptions or questions about Terms & Conditions (T&Cs):

- ✓ **A Sample of the T&Cs is available upon request!** We can share a copy at any time – even before you complete the application! *Note: The scope and content of may vary by recipient.*
- ✓ **For voucher applicants, there is some flexibility on timing.** Voucher applicants can accept the terms and conditions at the time of application or after DOE approval
- ✓ **The Terms and Conditions are largely inflexible.** Do not expect these to change. While you can propose edits, DOE is very unlikely to accept any proposed changes from entities' legal team.

Common Questions about Compliance | NEPA

Common questions about National Environmental Protection Act (NEPA):

- ✓ **How do I make sure that I am compliant with NEPA?** By submitting a Statement of Work (SOW) with your application. Luckily, DOE has templates to ease this process.
- ✓ **I'm not pursuing a ground disturbing project. Do I still need an SOW?** Yes! All applicants must submit a NEPA SOW. There is a specific one for this case – NEPA SOW 2. This is true for traditional grants and vouchers!
- ✓ **Do I need to submit a NEPA SOW if the ground has already been disturbed?** Yes! Use SOW 1 even if the ground was previously disturbed (e.g., adding an EV charger to a parking lot)
- ✓ **Are there any exceptions to submitting a SOW?** Yes, there are few very specific exceptions. In this case, you would submit a separate form called an EQ-1.

1. If a project is not explicitly stated in a SOW.
2. If installing solar Electricity/Photovoltaic system exceeding 60 kW DC.
3. Are a Tribal government with a ground disturbing project.

Support for NEPA Compliance:

- NEPA site: energy.gov/nepa/office-nepa-policy-and-compliance
- NEPA inbox: gonepa@ee.doe.gov
- EECBG Program NEPA SOWs – on Program Formula Hub!

Key Reminders about Build America, Buy America (BABA):

- ✓ All entities with EECBG Program allocations of at least \$250K must comply with BABA.
- ✓ What types of equipment trigger BABA? BABA applies to articles, materials, and supplies that are consumed in, incorporated into, or permanently affixed to a public infrastructure project.
 - ✓ Examples: HVAC systems, LED lights, heat pumps, solar PV systems, EV charging stations & more.

Build America, Buy America Exceptions

- ✓ Waiver exemption for entities with EECBG Program allocations <\$250K. No paperwork required!
- ✓ EVs & EV chargers? BABA is not applicable to EVs, but charging infrastructure is subject to BABA.
- ✓ BABA does not apply to private infrastructure. Entities may purchase equipment and then install it in privately owned infrastructure (e.g., for a low-income home retrofit program) without triggering BABA.

Available resources for BABA Compliance:

- Learn more about BABA: <https://www.energy.gov/management/build-america-buy-america>
- [DOE's Implementation of the Buy America Requirement for Infrastructure Projects](#)
- [Guidance on Submission of a DOE Project-Specific Buy America Requirement Waiver Request](#)

Common Questions about Compliance | Davis-Bacon Act (DBA)

Common questions about the Davis-Bacon Act (DBA):

- ✓ **What is DBA?** It is a law that requires that any entity receiving Bipartisan Infrastructure Law funds to meet local prevailing wages for construction, alteration, or repair activities.
- ✓ **Which projects require DBA compliance?** All applicants that hire a third-party contractor to construct, alter, install, or repair equipment or infrastructure. Some example projects include: HVAC equipment, street lights, boilers, and stationary EV chargers. **Note:** This includes projects on privately owned infrastructure, like residential buildings (e.g., single family homes, multi-family buildings).
- ✓ **Are there any projects that *do not trigger* DBA compliance?**
 1. If purchased equipment does not require installation (e.g., EVs, mobile EV chargers, e-bikes)
 2. If the entity's own staff does the installation (e.g., insulation changes, bulb-only lighting projects)
 - For more examples, see our [streamlined projects document!](#)

Available Resources for DBA Compliance:

More information on complying with DBA: <https://www.energy.gov/infrastructure/davis-bacon-act>

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Reminders | DOE Resources for *applying* to the program

Desk References

1 Example Applications **New!**

Example applications across a range of project areas (e.g., TA, planning)

2 Application Guides **Coming soon!**

Document that addresses commonly confusing questions on the application (vouchers & grants)

3 Application Assistance Webinars

Use this presentation as a desk reference in completing the application

Connecting with DOE

1 Join Office Hours

Held on **Wednesday** and **Friday** afternoons. Can ask application Qs!

[Register here](#)

2 Write to our inbox to connect with DOE directly

DOE can connect you to either the vouchers team OR the TPO if they ask for this in the inbox.

[Write to: eecbg@hq.doe.gov](mailto:eecbg@hq.doe.gov)

Note: there will be much more capacity for this earlier in Oct!

1:1 Application Assistance

1 Support from ICMA

ICMA provides 1:1, no cost-application support.

Includes:

- Specific application questions
- Review full applications
- Discuss project's ideas

Sign up here:

form.jotform.com/241054726878162

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Q&A