

EECBG Program Application Assistance Guide

How to use this guide:

This document provides guidance for EECBG Program traditional grant applicants, ensuring that they have selected the appropriate application type and know how to complete each field of the traditional grant application. The document also provides explanation for various application questions and connects applicants to other helpful resources.

The EECBG Program Application Assistance Guide provides high-level guidance for completing traditional grant applications. However, it may not capture each applicants' specific circumstances. For individual questions, please contact your Project Officer or the EECBG Program inbox at: EECBG@hq.doe.gov.

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Application Options | Traditional Grants & Vouchers

Eligible entities have may redeem their EECBG Program allocation in the form of a traditional grant or a voucher. Vouchers can be used for technical assistance (TA), equipment rebates, or both. Vouchers offer a shortened application and require fewer reporting components.

While this guidance document is intended to assist the completion of traditional grant applications, a first crucial step for grantees is selecting the application type that best suits their needs. The sections below outline the difference between grants and vouchers to guide this decision making.

How vouchers work:

- **Equipment Rebates:** eligible entity submits application for proposed equipment and installation costs to DOE, who reviews application. Upon DOE approval, entity purchases equipment and installs as necessary. Entities submits invoice (and proof of purchase) to DOE for reimbursement.
- **Technical Assistance Voucher:** The technical assistance voucher option has the least complex application and reporting because no funds will be exchanged between DOE and the entity. Eligible entity submits application to DOE. Through a voucher administrator, DOE assigns a TA provider to the entity who completes the work. The TA provider bills directly to DOE.

The traditional grant and voucher options use different application portals and require different information. Refer to the tables and helpful guidance in this document to understand what materials are needed for each application.

- **Why choose a traditional grant?**
 - Offers maximum flexibility - EECBG Program allocations can be used for administrative costs, financing programs, and more.
 - Can cover the cost of staff time
 - Can receive advance payment
- **Why choose a voucher?**
 - Shortest application option, fewer reporting requirements
 - Shorter application processing and reimbursement timeline – get started sooner!
 - Popular option for small and capacity-constrained governments (recommended for entities with allocations < \$250,000)
 - No procurement required for technical assistance voucher

Switching between grants and vouchers?

If an applicant already submitted an intention to apply (via Pre-Award Information Sheet or voucher portal registration) but would like to switch from a grant to a voucher – or vice versa, please let the EECBG Program know by **October 15**.

- **Switching from traditional grant to vouchers?** Write to the program inbox: EECBG@hq.doe.gov and state:
 - Your entity's name
 - The intention to switch to a voucher and which kind (e.g., equipment rebates, technical assistance, or both)

- The contact information for representatives that should have access to the voucher application portal.
- *Switching from vouchers to traditional grant?* Write to the program inbox: EECBG@hq.doe.gov:
 - State the name of the eligible entity and that you will switch from a voucher to a traditional grant.
 - Attach a completed version of the [Pre-Award Information Sheet](#).

[Appendix 1](#) of this document provides a comparison of traditional grant and voucher application requirements.

SF-424

Traditional grant applicants will be asked to provide standard information about the eligible entity by filling out an Application for Federal Assistance (SF-424) in Performance and Accountability for Grants in Energy (PAGE).

Application Question / Prompt
Recipient name The name of the eligible entity receiving federal funds (e.g., Hometown, MN).
Employee Tax ID Number (EIN) Connect with entity's finance or budget department if unsure.
Address The address of the office completing the application (e.g., the Office of Sustainability, even if the EECBG Program funded equipment will be installed elsewhere).
Division and Department name The division and department name of the office completing the application.
Congressional District Maps of districts can be found via Census.gov .
Unique Entity ID (UEI) Included in the Pre-Award Information Sheet (PAIS).
Primary point of contact The designated primary point of contact for the EECBG Program grant (e.g., Project Manager, Program Manager, or Principal Investigator).
Level of Government Tribal, Local (city or county), or State.
EO 12372 State Review Subjection Determine if the application can be submitted without state consultation. List of states can be found on whitehouse.gov .
Debt delinquency Note if the entity is delinquent on federal debt. If yes, provide a detailed explanation.
Areas affected by project Locations that are impacted by the project (e.g., cities, counties, states). Specific addresses are not necessary.
Estimated funding Anticipated funding sources should match the Activity and Budget files.
Signature Signatory determined by the entity.
Authorized representative The authorized representative, determined by the entity, is the individual assigned authority to submit the application on behalf of the entity.

Tips for Completing the SF-424:

- **Fields 4, 5a, and 13 of the SF-424 can be left blank.** These fields are not relevant to the EECBG Program.
- **Any dates in the SF-424 (fields 3 and 17) are auto-populated by PAGE.** Applicants can leave these dates as-is, and they will automatically be updated to reflect the application submission date.
- **How to enter congressional district information.** Field 16 requests information about an applicant's congressional district. Maps of districts can be found via [Census.gov](https://www.census.gov). Enter in the following format: 2 character state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. Attach an additional list of program/project congressional districts, if needed.
 - Field 16a asks for the applicant's congressional district.
 - Field 16b asks for the primary district affected by the program or project. If the project sites sit primarily in one district, please list that district. If they are evenly split, list the office district.
- **Applicant should confirm their state's participation in the intergovernmental review process.** Field 19 asks if applicants are subject to state review under Executive Order 12372, which allows states to designate an entity to coordinate and review proposed federal financial assistance. If an applicant's state participates in the intergovernmental review process under Executive Order 12372, they should make their application available to the designated state contact prior to applying. A complete list of participating states and designated contacts can be found [here](#). Applicants located in participating states should make their application available to the designated contact, and should choose options a or b in response to field 19 in the SF-424. Applicants in non-participating states should select option c in response to field 19.
- **Ensure that budget amounts match across the application.** Applicants are asked to provide budgetary information in three sections of the application: the SF-424, Activity File, and Budget. The amounts in these fields should be consistent across the application. Field 18 of the SF-424 asks for estimated funding by source (federal, applicant, state, etc.) Applicant should ensure that the amounts in these fields are consistent across their application.

Energy Efficiency and Conservation Strategy

The Energy Efficiency and Conservation Strategy (EECS) or “Strategy” asks applicants to indicate how their proposed EECBG Program project aligns with larger goals. This non-binding document is required for all applicants. Grant applicants can opt to use all or a portion of their funding to develop an EECS and submit it within the first year of their award.

DOE produced templates for [local governments](#) and [Tribes](#) to guide the development of the EECS. Several [example strategies](#) are available on the EECBG Program Formula Hub site. Applicants can also access 20 hours of no-cost technical assistance from the National Renewable Energy Laboratory to develop the EECS. Email eeecs_ta@nrel.gov to request this assistance.

Application Question / Prompt
<p>Climate goals and relevant plans</p> <p>Share any clean energy or climate goals the applicant has already adopted. If the applicant does not have climate goals, they can select from five goals provided by DOE or create their own goal.</p>
<p>Use of Blueprints or EECBG Program eligible uses of funds</p> <p>Select the Blueprint(s), if any, the entity plans to follow. Use of Blueprints is optional. If not following a Blueprint, the entity should select the eligible use category that aligns with their proposed activities. Select at least one.</p>
<p>Project and Climate Goals</p> <p>Provide a brief project description and explain how this use of funds will support the applicant’s existing strategy (if applicable) or goals identified in the EECS.</p>
<p>Coordinating with states and local units of government (state coordination not required for Tribes)</p> <p><i>For state government coordination:</i> local government applicants should coordinate and share information about their application with their State Energy Office prior to applying. Applicants can contact their Project Officer if they are unsure about who to reach out to.</p> <p><i>For local government coordination:</i> local government applicants should indicate if they have coordinated with adjacent eligible local governments.</p> <p><i>Still unsure?</i> Write to the EECBG Program inbox: EECBG@hq.doe.gov</p>
<p>Identify local project partners (optional)</p> <p>If relevant, identify any local project partners that will participate in the program. <i>Examples:</i> non-profits or community-based organizations, other local government offices, utilities, and private companies.</p>
<p>Ongoing support needs (optional)</p> <p>Mark if the entity anticipates the activity will need support (programmatic, stakeholder engagement, retrofits, engineering, etc.).</p>
<p>Longevity of program (optional)</p> <p>How long the applicant intends the program to last.</p>
<p>Impact on disadvantaged communities/Justice40 (optional)</p> <p>Only answer these questions if the project has an intended measurable impact on disadvantaged communities. Justice40 is not a requirement for project approval.</p>

Tips for Completing the EECS:

- **Part A of the EECS is required, Part B is optional.** Applicants are encouraged to produce a thorough and detailed EECS, but are not required to complete all the questions in Part B.
- **If a local government or Tribe already has an energy plan (or similar plan/strategy document), do they still need to produce an EECS?** Yes. The EECS demonstrates how EECBG Program funds will serve a community's long-term energy and climate goals. The EECS can draw from existing plans or strategy documents, and applicants are encouraged to include these documents as attachments to their application.
- **How does DOE use the goals provided in the EECS?** EECS goals are intended to provide a long-term vision for energy use reduction, greenhouse gas emissions reduction, clean energy use, or other community-wide objectives. While DOE does monitor progress on EECBG Program activities through regular reporting, it does not monitor progress on goals included in the EECS and grantees will not be asked to report on them.
- **What are the requirements for state and local government coordination?**
 - **State governments:** Local government applicants are required to notify their state energy office regarding their planned use of EECBG Program funds in order to align with state activities where there is an opportunity to do so.
 - **Local governments:** Local government applicants should coordinate with other local governments, particularly [those that are also eligible for EECBG Program funds](#). DOE does not have specific guidance on which local governments to coordinate with or how to coordinate with them. However, applicants might consider contacting regional organizations, such as metropolitan planning organizations or councils of government, or geographically adjacent entities. Collaborating with other local governments on projects is not a requirement, but this pre-application coordination helps to ensure that projects are not in conflict with the plans of other jurisdictions.

Activity File

This section compiles standard information about the project. This section is called the Activity File. Applicants should create one Activity File per distinct activity pursued by the applicant with EECBG Program funds.

Application Question / Prompt
Activity Consult program guidance and select the one that most closely corresponds with the activity.
Blueprints Indicate EECBG Program Blueprints used for the activity, if any. Blueprint selections in the Activity File(s) should match the selections in the EECS.
Sectors served Select the relevant sectors served (e.g., commercial, residential, local government, etc.)
Technology/topic areas Select the relevant technology or topic areas (e.g., energy audits, retrofits, electric vehicles and infrastructure, etc.). Select all that apply.
Estimated annual energy savings (optional) May be left blank during the application phase, but applicants could be asked to report on this during the project. If including an estimate, please provide an explanation of how the estimate was determined.
Summary/description of proposed activities Describe how the eligible entity intends to expend EECBG Program allocations, and their goals and objectives for the project. Be as clear and thorough as possible.
Milestones Each milestone reflects an incremental step towards project completion and contains a description and a unit. <i>Note:</i> these milestones will be used to measure progress in performance reporting.
Activity funds by source Indicate funds inside the approved budget through EECBG Program BIL funding and cost shares in field 9a. Field 9b asks for leveraged funds outside of the approved budget. Do not double-count funds in the budget and leveraged funds. See below for more information on budgeted v. leveraged funds.

Tips for Completing the Activity File:

- **How to structure milestones.** Applicants are asked to provide Milestones in field 7 that illustrate the incremental steps required to complete an activity. These milestones will be used to track progress throughout the life of the grant. Milestones should outline steps required to complete a project and provide a sense of timing. Because applicants will not know their award date when completing the application, they are encouraged to express their timeline in relative terms (i.e. months from award date) rather than use absolute dates (i.e. January 1, 2025). The table below provides an example of what the Milestones could look like, and additional examples can be found in this sample application.

Milestone Description (unit)	Planned amount
Issue RFP (months)	2
Review, select, and hire contractor (months)	5
Benchmark buildings (months)	8
Complete window upgrades (upgrades)	10

- **Ensure that budget amounts match across the application.** Applicants are asked to provide budgetary information in three sections of the application: the SF-424, Activity File, and Budget. The amounts in these fields should be consistent across the application. Field 9 in the Activity File asks for the budgeted and leveraged funding amounts for each activity. Applicants should ensure that the figures in field 9 align with the rest of their application.
- **What are leveraged v. budgeted funds?** Field 9 asks applicants to record EECBG Program funds in the approved budget that will be used for an activity, as well as any anticipated leveraged funds outside of the approved budget.
 - Budgeted funds are used to cover costs listed in the federal award budget. This can include EECBG Program funding, as well as outside funding sources. Any outside funding that is required for the completion of an EECBG Program activity is considered a cost share and must be included in the budget. For example, if an applicant plans to purchase a \$100,000 piece of equipment but has only been allocated \$75,000 and plans to make up the difference with local funds, this would be considered a cost share and should be included in the budget. If an applicant plans to use outside funding, they may be asked to provide additional documentation on the source of that funding. Budgeted funds should be recorded in field 9a of the Activity File.
 - Leveraged funds are funds that are “unlocked” through the use of EECBG Program funding but are not required for the completion of EECBG Program activities. For example, if an applicant if a municipal utility provides funding for low-income weatherization measures, and EECBG Program funds are used to install a new heat pump or other measures not funded by the utility, the utility funds could be considered leveraged funds. In this case, the leveraged funds supplement EECBG Program funds but are not required to complete the primary activity (the installation of heat pumps). Leveraged funds should be recorded in field 9b of the Activity File.

Budget

Details how funds will be expended across categories. These categories depend on the type of application submitted and proposed activities.

Application Question / Prompt
Federal EECBG funds Auto populated.
Non-federal funds Any outside, non-federal funding required for the completion of proposed activities. If included, these funds may be subject to national policy assurances and reporting requirements. Contact EECBG program staff with any case-by-case inquiries.
Equipment List all equipment the entity intends to purchase with EECBG Program funds. Only include items with a per-unit cost greater than \$10,000 and with a useful life of more than one year. ¹ Note that the cost of equipment procured through an installation contract should be reflected in the Contract section. For more information, see: 2 CFR 200.1 “Equipment” .
Supplies Include other supplies intended to purchase with EECBG Program funds. Include items with a per-unit cost under \$10,000 or items that generally don’t fit into equipment category. Supplies can only be used to support EECBG Program activities. For more information, see: 2 CFR 200.1 “Supplies” .
Contract Note any contracts required to carry out proposed activities. If the contractor is not known at the time of application, entities can enter “TBD” and describe how they plan to select a contractor. Provide sufficient detail to support the basis of cost, including quotes (if available), past pricing, market research, etc. Note the cost of equipment procured through an installation contract should be reflected in the Contract section.
Personnel Provide a description of duties and costs associated with internal staff time. For equipment rebates, personnel costs can only cover labor for installation. <i>E.g., municipal facilities staff installs LED lights in town hall at a rate of \$50/hour for 100 hours on the project. The entity can allocate \$5,000 in personnel costs.</i>
Other direct costs List costs that generally don’t fall into other categories (e.g., conference fees, subscription costs, printing costs, etc.).
Indirect costs Costs associated with the award, but not directly implementation focused. If the indirect cost rate has been approved by a federal agency, identify the agency and the date of the latest rate agreement and submit a copy of the agreement with the application. If the indirect cost rate has not been approved by a federal agency, provide the basis for computation of rates including the types of benefits to be provided, the rate(s) used and the cost basis for each rate.

¹ The Uniform Grants Guidance 2024 Revision increased the threshold for defining equipment and other capital expenditures from \$5,000 to \$10,000.

Fringe benefits

Used in conjunction with Personnel section. Governments often have a standard fringe benefit rate that captures benefits such as employee sponsored retirement plans, childcare assistance, social security, etc. Using the example from the personnel section and a municipal fringe benefit rate of 70%, the entity can include \$3,500 for this line. Attach a copy of the fringe benefit policy to application.

Construction

Only to be included if there is new construction which is prohibited with EECBG funds. As a result, this will never be used.

Travel

Program related travel essential to the execution of the project. For more information, see: [2 CFR 200.475](#).

Tips for Completing the Budget:

- **The budget should provide sufficient information for DOE to assess the basis of cost for each line item.** Applicants should provide supporting information on how project costs were determined. This could include things like hourly staff rates, travel rates, market research, quotes (if available), pricing from past projects, etc. Applicants can provide this information in the budget itself or upload supporting documentation as attachments.
- **Budget amounts should match other sections of the application.** After the Budget is complete, applicants should check the rest of their application to ensure that budgeted amounts align across sections, including:
 - **SF-424:** The total budgeted funds, including federal, local, and other funding sources (if applicable) in the Budget section should be consistent with budgeted amounts in the SF-424.
 - **Activity File(s):** The sum of budgeted funds across Activity Files should align with totals in the Budget section.
- **Provide sufficient detail about outside funding sources, if applicable.** If an applicant plans to include outside funding sources in their budget, such as local funds or utility incentives, they should provide as much detail as possible about the source of those funds, whether the funds have been secured, and if the supporting funds contain any federal funding from programs other than the EECBG Program.
- **Applicants may use 10 percent of their allocation on administrative costs (excluding the cost of reporting requirements).** Grantees should use their established definition of “administrative activities.” Administrative activities are those that cannot be identified with a single program but are necessary for the general conduct of the activities of the applicant; this could include such items as the overall direction of the organization, record keeping, budgeting, and business management.
- **When should I use the Equipment budget line item?** Applicants should enter costs in the Equipment line item under the following circumstances:

- If the item has a per-unit cost greater than \$10,000 and a useful life of more than one year.² Items that fall under this threshold should be recorded under the Supplies line item.
 - If the applicant plans to purchase the unit directly, instead of through an installation contract. If the cost of equipment is included as part of an installation contract, the entire cost of the contract, including equipment costs, should be recorded under the Contract line item.
- **Supplies can only be used for EECBG Program activities.** Any supplies purchased through this grant should be used solely for the execution of EECBG-funded activities. Other supplies, such as office supplies, that are not exclusively used for EECBG-funded activities should not be recorded in this section.

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

Application Attachments

In addition to the four fields above, applicants are required to submit certain attachments with their application. Attachments can be uploaded at the bottom of the SF-424 or in the “Document Library” section of PAGE.

Application Question / Prompt	
<p>Authorized Applicant Assurance Letter Designates who has the authority to apply for the award on behalf of the entity. Template available.</p>	
<p>NEPA SOW or EQ-1 All entities are required to submit either a NEPA SOW or an EQ-1.</p> <p>The first for local governments step is to review your state or territory’s Executed Historic Preservation Agreement with SCEP. Do so here. Tribes and Guam do not have historic preservation agreements. See the below flowchart to determine which form applies.</p> <p>If the project’s proposed activities are not included in any of the Statement of Work of the templates (e.g. photovoltaic solar array over 60 kW), the entity is required to submit an Environmental Questionnaire (EQ-1). Contact EECBG Program staff before starting your EQ-1.</p> <pre> graph TD A[Does your state have a Preservation Agreement?] -- Yes --> B[Will the ground be disturbed?] A -- "No (uncommon)" --> C[Will the ground be disturbed?] B -- Yes --> D[NEPA SOW 1] B -- No --> E[NEPA SOW 2] C -- Yes --> F[NEPA SOW 3] C -- "No or tribe" --> G[NEPA SOW 4] </pre>	
<p>Davis Bacon Assurance Letter Assurance that all parties associated with the award will comply with DBA requirements from the Department of Labor. Template available here.</p>	
<p>Certifications and Assurances or SF-LLL Applicants must complete either the Financial Assistance Certifications and Assurances form or the Disclosure of Lobbying Activities form (SF-LLL). They do not need to complete both.</p>	
<p>Single Audit Single financial audit. A link can be submitted, or the entire audit. Usually, can be found internally or by visiting fac.gov.</p>	
<p>Supporting documentation Any additional documentation that supports the application such as quotes (if available), site maps, strategy documents, etc.</p>	

Pre-Award Information Sheet

Applicants must attach a copy of the previously submitted Pre-Award Information Sheet. If contacts have changed since the original submission, notify your Project Officer and upload a new version.

Appendix 1 – Comparison of Application Requirements for Grants and Vouchers

SF-424

Application Question / Prompt	Technical Assistance Voucher	Equipment Rebate Voucher	Traditional Grant
Recipient name The name of the eligible entity receiving federal funds (e.g., Hometown, MN).	X	X	X
Employee Tax ID Number (EIN) Connect with entity's finance or budget department if unsure.	O	O	X
Address The address of the office completing the application (e.g., the Office of Sustainability, even if the EECBG Program funded equipment will be installed elsewhere).	X	X	X
Division and Department name The division and department name of the office completing the application.			X
Congressional District Maps of districts can be found via Census.gov .			X
Unique Entity ID (UEI) Included in the Pre-Award Information Sheet (PAIS).	X	X	X
Primary point of contact The designated primary point of contact for the EECBG Program grant (e.g., Project Manager, Program Manager, or Principal Investigator).	X	X	X
Level of Government Tribal, Local (city or county), or State.			X
Teaming info If the entity is teaming with any other EECBG Program eligible entity.	O	O	O
EO 12372 State Review Subjection Determine if the application can be submitted without state consultation. List of states can be found on whitehouse.gov .			X
Debt delinquency Note if the entity is delinquent on federal debt. If yes, provide a detailed explanation.			X
Areas affected by project Locations that are impacted by the project (e.g., cities, counties, states). Specific addresses are not necessary.	X	X	X
Estimated funding Anticipated funding sources should match the Activity and Budget files.	X	X	X
Signature	X	X	X

X : Required

A : Required, autopopulated

-- : Required, if applicable

O : Optional

Signatory determined by the entity.			
Authorized representative The authorized representative, determined by the entity, is the individual assigned authority to submit the application on behalf of the entity.	X	X	X

EECS:

Application Question / Prompt	Technical Assistance Voucher	Equipment Rebate Voucher	Traditional Grant
Recipient name Name of the eligible entity (e.g., Hometown, MN).	-	-	A
Program contact email Email address for the entity's primary point of contact with DOE.	-	-	-
Climate goals and relevant plans Share any clean energy or climate goals the applicant has already adopted. If the applicant does not have climate goals, they can select from five goals provided by DOE or create their own goal.	X	X	X
Use of Blueprints or EECBG Program eligible uses of funds Select the Blueprint (s), if any, the entity plans to follow. Use of Blueprints is optional. If not following a Blueprint, the entity should select the eligible use category that aligns with their proposed activities. Select at least one.	X	X	X
Project and Climate Goals Provide a brief project description and explain how this use of funds will support the applicant's existing strategy (if applicable) or goals identified in the EECS.	X	X	X
Coordinating with states and local units of government (state coordination not required for Tribes) <i>For state government coordination:</i> local governments applicants should coordinate and share information about their application with their State Energy Office prior to applying. Applicants can contact their Project Officer if they are unsure about who to reach out to. <i>For local government coordination:</i> applicants should indicate if they have coordinated with adjacent eligible local governments. <i>Still unsure?</i> Write to the EECBG Program inbox: EECBG@hq.doe.gov	X	X	X
Identify local project partners If relevant, identify any local project partners that will participate in the program. <i>Examples:</i> non-profits or community-based organizations, other local government offices, utilities, and private companies.	O	O	O
Ongoing support needs Mark if the entity anticipates the activity will need support (programmatic, stakeholder engagement, retrofits, engineering, etc.).	O	O	O

X : Required

A : Required, autopopulated

-- : Required, if applicable

O : Optional

Longevity of program How long the applicant intends the program to last.	O	O	O
Impact on disadvantaged communities/Justice40 Only answer these questions if the project has an intended measurable impact on disadvantaged communities. Justice40 is not a requirement for project approval.	O	O	O

Activity File:

Application Question / Prompt	Technical Assistance Voucher	Equipment Rebate Voucher	Traditional Grant										
Sectors served Select the relevant sectors served (e.g., commercial, residential, local government, etc.)	X	X	X										
Activity Consult program guidance and select the one that most closely corresponds with the activity.	X	X	X										
Summary/description of proposed activities Describe how the eligible entity intends to expend EECBG Program allocations, and their goals and objectives for the project. Be as clear and thorough as possible.	X	X	X										
Technology/topic areas Select the relevant technology or topic areas (e.g., energy audits, retrofits, electric vehicles and infrastructure, etc.). Select all that apply.			X										
Estimated annual energy savings May be left blank during the application phase, but applicants could be asked to report on this during the project. If including an estimate, please provide an explanation of how the estimate was determined.			O										
Milestones Each milestone reflects an incremental step towards project completion with a description and a unit. <i>Note:</i> these milestones will be used to measure progress in performance reporting. <i>One set of example milestones with more from the sample application:</i> <table><tr><th>Milestone Description (unit)</th><th>Planned amount</th></tr><tr><td>Issue RFP (months)</td><td>2</td></tr><tr><td>Review, select, and hire contractor (months)</td><td>5</td></tr><tr><td>Benchmark buildings (months)</td><td>8</td></tr><tr><td>Complete window upgrades (upgrades)</td><td>10</td></tr></table> For TA vouchers, identify preferred TA deliverables or project timeline.	Milestone Description (unit)	Planned amount	Issue RFP (months)	2	Review, select, and hire contractor (months)	5	Benchmark buildings (months)	8	Complete window upgrades (upgrades)	10	O		X
Milestone Description (unit)	Planned amount												
Issue RFP (months)	2												
Review, select, and hire contractor (months)	5												
Benchmark buildings (months)	8												
Complete window upgrades (upgrades)	10												
Estimated Installation date Estimated date of installation.		X											

X : Required

A : Required, autopopulated

-- : Required, if applicable

O : Optional

Blueprints Indicate EECBG Program Blueprints used for the activity, if any. Blueprint selections in the Activity File(s) should match the selections in the EECS.			O
Activity funds by source Indicate funds inside the approved budget through EECBG Program BIL funding and cost shares in field 9a. Field 9b asks for leveraged funds outside of the approved budget. Do not double-count funds in the budget and leveraged funds. See above for more information on budgeted v. leveraged funds.		O	X
Address of work Where the work will be performed.	X	X	
Proposed deliverables/metrics Choose a metric area from the process metrics document to measure project impact. This selection will inform future reporting requirements.	X	X	X
Description of community served Provide any contextual information about the community that might help DOE match the entity with a technical assistance provider.	O		
Progress to date If this project or a related one is already in progress, indicate it here. Share context if it will help DOE reviewers better understand your project. <i>Example:</i> Share recent building energy audit outcomes that inform proposed project.	O		
Impact on disadvantaged communities Explain how equipment rebates will serve a disadvantaged community, if relevant. One or two sentences will suffice.		O	
Equipment installation plans Explain if EECBG Program funds will be used for installation costs and who will perform installation (e.g., municipal staff or contracted labor). If performed by outside labor, the project may be subject to the Davis Bacon Act requirements and reporting .		X	
Equipment model and fuel information Share all the information known at the time of applying about the equipment model, brand, capacity, fuel source, etc. <i>Note:</i> DOE understands that this might be subject to change after application submission due to procurement and supply chain challenges.		O	

Budget:

Application Question / Prompt	Technical Assistance Voucher	Equipment Rebate Voucher	Traditional Grant
Federal EECBG funds	X	X	X

X : Required

A : Required, autopopulated

-- : Required, if applicable

O : Optional

Auto populated for traditional grants. For vouchers, manually enter EECBG Program formula amount. If pursuing a technical assistance voucher <i>and</i> equipment rebate and thus splitting total allocation, indicate on application.			
Non-federal funds Any outside, non-federal funding required for the completion of proposed activities. If included, these funds may be subject to national policy assurances and reporting requirements. Contact EECBG program staff with any case-by-case inquiries.	--	--	
Equipment List all equipment the entity intends to purchase with EECBG Program funds. Only include items with a per-unit cost greater than \$10,000 and with a useful life of more than one year. Note that the cost of equipment procured through an installation contract should be reflected in the Contract section. For more information, see: 2 CFR 200.1 "Equipment" .		--	--
Supplies Include other supplies intended to purchase with EECBG Program funds. Include items with a per-unit cost under \$10,000 or items that generally don't fit into equipment category. Supplies can only be used to support EECBG Program activities. For more information, see: 2 CFR 200.1 "Supplies" .		--	--
Contract Note any contracts required to carry out proposed activities. If the contractor is not known at the time of application, entities can enter "TBD" and describe how they plan to select a contractor. Provide sufficient detail to support the basis of cost, including quotes (if available), past pricing, market research, etc. Note the cost of equipment procured through an installation contract should be reflected in the Contract section.		--	--
Personnel Provide a description of duties and costs associated with internal staff time. For equipment rebates, personnel costs can only cover labor for installation. <i>E.g., municipal facilities staff installs LED lights in town hall at a rate of \$50/hour for 100 hours on the project. The entity can allocate \$5,000 in personnel costs.</i>		--	--
Other direct costs List costs that generally don't fall into other categories (e.g., conference fees, subscription costs, printing costs, etc.).		--	--
Indirect costs Costs associated with the award, but not directly implementation focused. If the indirect cost rate has been approved by a federal agency, identify the agency and the date of the latest rate agreement and submit a copy of the agreement with the application. If the indirect cost rate has not been approved by a federal agency, provide the basis for computation of rates			--

X : Required

A : Required, autopopulated

-- : Required, if applicable

O : Optional

including the types of benefits to be provided, the rate(s) used and the cost basis for each rate.			
Fringe benefits Used in conjunction with Personnel section. Governments often have a standard fringe benefit rate that captures benefits such as employee sponsored retirement plans, childcare assistance, social security, etc. Using the example from the personnel section and a municipal fringe benefit rate of 70%, the entity can include \$3,500 for this line. Attach a copy of the fringe benefit policy to application.			--
Construction Only to be included if there is new construction which is prohibited with EECBG funds. As a result, this will never be used.			
Travel Program related travel essential to the execution of the project. For more information, see: 2 CFR 200.475 .			--

Attachments:

Application Question / Prompt	Technical Assistance Voucher	Equipment Rebate Voucher	Traditional Grant
Authorized Applicant Assurance Letter Designates who has the authority to apply for the award on behalf of the entity. Template available .	X	X	X
NEPA SOW or EQ-1 All entities are required to submit either a NEPA SOW or an EQ-1. The first for local governments step is to review your state or territory's Executed Historic Preservation Agreement with SCEP. Do so here . Tribes and Guam do not have historic preservation agreements. See the below flowchart to determine which form applies. If the project's proposed activities are not included in any of the Statement of Work of the templates (e.g. photovoltaic solar array over 60 kW), the entity is required to submit an Environmental Questionnaire (EQ-1). Contact EECBG Program staff before starting your EQ-1.		X	X

X : Required

A : Required, autopopulated

-- : Required, if applicable

O : Optional

<pre> graph TD A[Does your state have a Preservation Agreement?] -- Yes --> B[Will the ground be disturbed?] A -- "No (uncommon)" --> C[Will the ground be disturbed?] B -- Yes --> D[NEPA SOW 1] B -- No --> E[NEPA SOW 2] C -- Yes --> F[NEPA SOW 3] C -- "No or tribe" --> G[NEPA SOW 4] </pre>			
<p>Davis Bacon Assurance Letter Assurance that all parties associated with the award will comply with DBA requirements from the Department of Labor. Template available here.</p>		X	X
<p>Certifications and Assurances or SF-LLL Applicants must complete either the Financial Assistance Certifications and Assurances form or the Disclosure of Lobbying Activities form (SF-LLL). They do not need to complete both.</p>			X
<p>Single Audit Single financial audit. A link can be submitted, or the entire audit. Usually, can be found internally or by visiting fac.gov.</p>			X
<p>Supporting documentation Any additional documentation that supports the application such as quotes (if available), site maps, strategy documents, etc.</p>	--	--	--
<p>Pre-Award Information Sheet Applicants must attach a copy of the previously submitted Pre-Award Information Sheet. If contacts have changed since the original submission, notify your Project Officer and upload a new version.</p>	X	X	X

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