eProject Builder DOE Qualified List of ESCOs

Application Guide

Summary

The U.S. Department of Energy (DOE) Qualified List application feature on eProject Builder (ePB) allows Energy Service Companies (ESCOs) to submit new applications and request recertification for the DOE Qualified List of ESCOs. The process for each is explained below. After logging into ePB, click "U.S. Department of Energy Qualified List of ESCOs" on the home page or "Applications" in the header bar, then "DOE Qualified List" in the header dropdown list.

Important information on the DOE Qualified List of ESCOs is available at:
https://energy.gov/eere/femp/doe-qualified-energy-service-companies

New Application

1. Designate Application Type and Year	To create a new application, click "+New Application or Recertification," select "New Application," and enter the year. A list of your projects currently in eProject Builder will appear on the page. New applications require two projects to be submitted, in addition to other application materials. When the minimum requirement has been met, indicators no longer appear in red text on the Projects and Application Materials pages. Completion progress is tracked via the "% Complete" bar on the left.
2. Provide Data for At Least Two Projects	To provide data for a project listed in the table, click the box in the "Include in Application" column and complete the three rightmost fields in that row by clicking on the field and typing in the information. To add new projects to eProject Builder, click "+New Project" and provide the information to initiate the project. The email address provided to eProject Builder will receive an email to log in and upload the project data. A project must be in "approved" status in eProject Builder in order to be available to designate for the application. The newly-added project will appear in the table and can be selected for inclusion as described above. To review the underlying data for any project, click the project

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	name.
3. Upload Application Materials	Click the "Application Materials" header. You are required to upload documents for the five required categories listed. Click on a category to expand the panel, then click on the "Add Files" button to upload documents for the selected category.
4. Submit Application	When the completion bar indicates 100%, click the "Submit Application" button on the left side of the page beneath the year.

Recertification

1. Designate Application Type and Year	To recertify, click "+New Application or Recertification," select "Recertification," and enter the year. When required information has been provided, the indicators no longer appear red. Completion progress is tracked via the "% Complete" bar on the left.
2. Upload Recertification Materials	Click the "Application Materials" header. You are required to upload documents for the one required category listed. Click on a category to expand the panel, and then click on the "Add Files" button to upload documents for the selected category.
3. Provide Data for Projects (Optional)	While not a requirement for recertification, ePB enables you to submit information about your projects. To designate a project for inclusion with your recertification application, click the box in the "Include in Application" column for that project and complete the three rightmost fields in the row. To add new projects to eProject Builder, click "+New Project" and provide the information to initiate the project. The Project Builder email provided will receive an email to log in and provide the project data. The newly-added project will appear in the table and can be selected for inclusion as described above. To review the underlying data for any project, click the project name.
4. Submit Application	When the completion bar indicates 100%, click the "Submit Application" button at the bottom of the page.

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