

Securing Federal Funding for Energy Projects

Energy Efficiency and Conservation Block Grant

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Introduction

About this guide

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17th, 2009. It is an unprecedented effort to jumpstart our economy, create or save millions of jobs, and put a down payment on addressing long-neglected challenges so our country can thrive in the 21st century.

As part of this act, \$16.8 billion has been designated for the Office of Energy Efficiency and Renewable Energy (EERE). These funds are divided across several EERE programs, one of which is the Energy Efficiency and Conservation Block (EECBG) Grant program.

This guide was developed by Siemens to assist those in local and state governments in the process of applying for federal funds under the Energy Efficiency and Conservation Block Grant program. The information contained in this guide was accurate at the time of publication; however, we encourage you to visit the websites listed in this guide often to obtain the latest information from the federal government concerning this program.

For more information

For more information about applying for federal funding under the EECBG program, visit the EECBG Solution Center at www.eecbg.energy.gov/solutioncenter/default.html. Here you will find links to a host of information resources, including resources for determining eligible activities and online training on planning and applying for grants under the EECBG program.

Background

What is the Energy Efficiency and Conservation Block Grant (EECBG) Program?

The Energy Efficiency and Conservation Block Grant Program provides funds to units of local and state government, Indian tribes, and territories to develop and implement projects to improve energy efficiency and reduce energy use and fossil fuel emissions in their communities. Under this program, which is funded for the first time under the American Recovery and Reinvestment Act of 2009, over \$2.7 billion in formula grants are now available to U.S. states, territories, local governments, and Indian tribes. The Program is administered by the Office of Weatherization and Intergovernmental Programs (WIP) in the Office of Energy Efficiency and Renewable Energy (EERE) of the U.S. Department of Energy (DOE).

Learn more: www.eecbg.energy.gov/default.html#

How do I determine if my location has been allocated funds under the program?

Visit the EECBG website at www.eecbg.energy.gov and click one of the following links in the right pane:

- State and Local Grant Allocation Page
- Tribal Grant Allocation Page

The screenshot shows the EECBG website interface. At the top, there is a navigation bar with links for 'About the Program', 'Solution Center', 'Information Resources', and 'Financial Opportunities'. Below this is a search bar and a 'NEWS' section with recent updates. A 'FEATURES' section on the right contains several buttons: 'Funding Opportunity Announcement', 'EECBG Program Webinar with U.S. Conference of Mayors', 'State and Local Grant Allocation Page', 'Tribal Grant Allocation Page', and 'EERE Recovery Act Activities'. A yellow callout box with an arrow points to the 'State and Local Grant Allocation Page' and 'Tribal Grant Allocation Page' buttons, with the text: 'Links to State and Local Grant Allocation page and Tribal Grant Allocation page'. The main content area contains a quote from Vice President Biden, a 'Program Application Deadline - NEW' announcement, and a 'How to Apply' section.

U.S. Department of Energy
Energy Efficiency and Renewable Energy
Bringing you a prosperous future where energy is clean, abundant, reliable, and affordable

Block Grant Program

For state and local grant allocations, click a state to view the grant allocations for that state.

State and Local Grant Allocations

Interactive map of the US delineating the various states including Alaska and Hawaii. A mouse over identifies the state and clicking on any state will open a new window giving detailed information on state total, city and county allocations in an excel file format.

Quick Links to Programs

- Weatherization and Intergovernmental Program
- State Energy Program
- Weatherization Assistance Program
- Tribal Energy Program
- Renewable Energy Production Incentive

FEATURES

- Funding Opportunity Announcement (PDF 749 KB) Download Adobe Reader
- State and Local Grant Allocation Page
- Tribal Grant Allocation Page
- EERE Recovery Act Activities

State	Name	Government Level	Allocation
IL	Illinois	State Energy Office	\$21,834,800
IL	Addison, Village of	City	\$188,300
IL	Arlington Heights, Village of	City	\$714,100
IL	Aurora	City	\$1,574,100
IL	Bartlett, Village of	City	\$157,500
IL	Belleville	City	\$179,200
IL	Berwyn	City	\$444,300
IL	Bloomington	City	\$746,400
IL	Bolingbrook, Village of	City	\$652,300
IL	Buffalo Grove, Village of	City	\$179,900
IL	Calumet City	City	\$149,300
IL	Carol Stream, Village of	City	\$173,000
IL	Carpentersville, Village of	City	\$146,800
IL	Champaign	City	\$763,200
IL	Chicago	City	\$27,648,800
IL	Cicero, Town of	City	\$727,300
IL	Crystal Lake	City	\$183,500
IL	Decatur	City	\$788,200
IL	DeKalb	City	\$186,800
IL	Des Plaines	City	\$576,900
IL	Downers Grove, Village of	City	\$232,100
IL	Elgin	City	\$1,002,600

The allocations are shown in an Excel spreadsheet.

My locality has been allocated grant funds. How do I apply for funds for my projects?

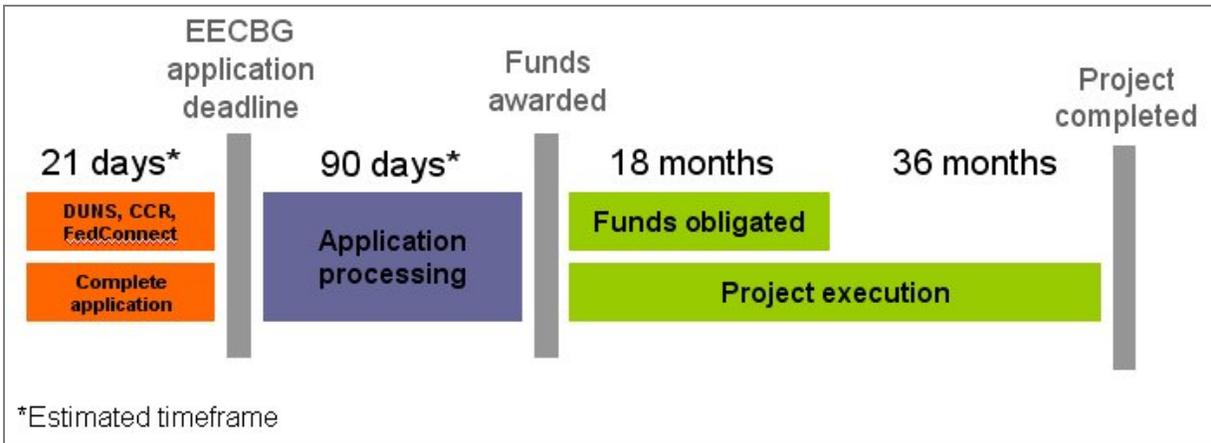
The process of applying for funds under the EECBG program consists of several steps. The steps are summarized below and addressed in more detail in the remainder of this document.

- Step 1** **Obtain a Dun and Bradstreet Universal Numbering System (DUNS) number.** This is a one-time, free registration for your place of business. If your place of business already has a DUNS number, you can skip this step.
- Learn more:* www.dnb.com/us/duns_update
- Step 2** **Register your place of business with the Central Contractor Registration (CCR).** CCR is the primary registrant database for the U.S. Federal Government. This is a one-time, free registration for your place of business. If your place of business is already registered with the CCR, you can skip this step.
- Learn more:* www.ccr.gov
- Step 3** **Register your place of business with FedConnect.** FedConnect is an online marketplace where federal agencies post opportunities and make awards via the web. This is a one-time, free registration for your place of business. If your place of business is already registered with the FedConnect, you can skip this step.
- Learn more:* www.fedconnect.net
- Step 4** **Download the Funding Opportunity Announcement (FOA) and the application package.** The FOA contains detailed instructions for completing the application package. In addition, the FOA includes attachments that must be submitted with the application package.
- Learn more:* www.grants.gov
- Step 5** **Complete and submit the application package.** The application package is comprised of the application forms and other supporting documents. You must submit your application through FedConnect.
- Learn more:* www.fedconnect.net

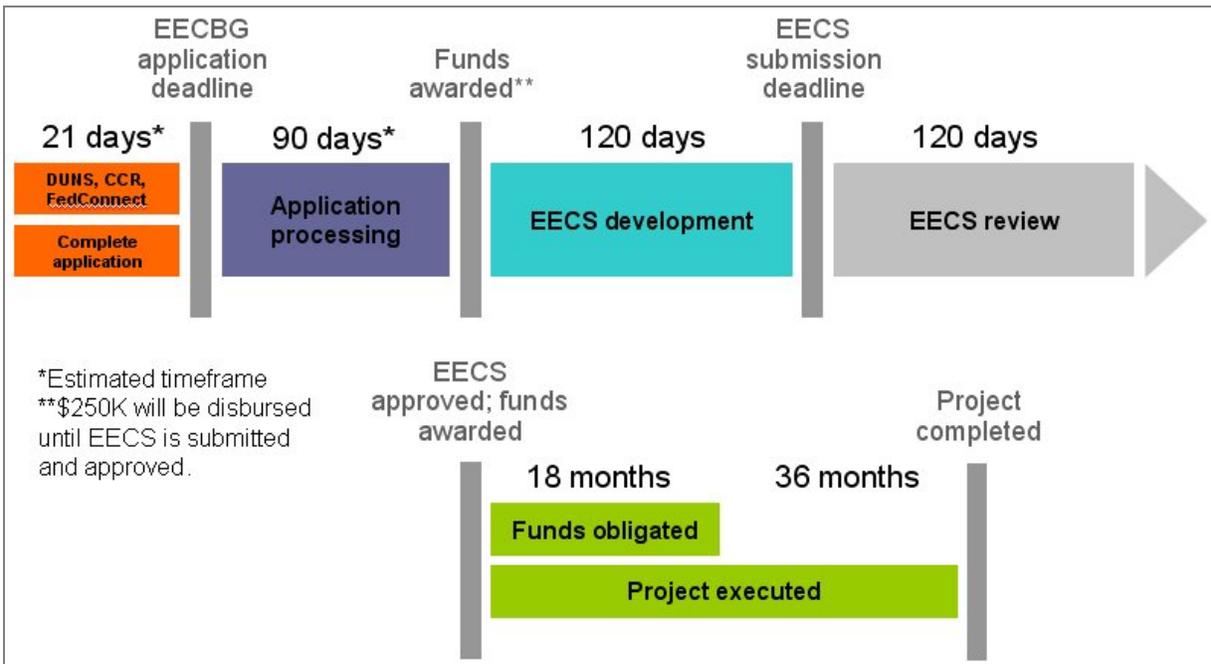
What is the timeframe for applying for and receiving funds?

The timeframes and deadlines for participating in the EECBG program are shown below. The process and deadlines depend on whether you are submitting the application with your Energy Efficiency and Conservation Strategy (EECS) or you plan to submit the EECS at a later date. For more information about the EECS, see the applicable sections in the Funding Opportunity Announcement (FOA). A list of the questions from the EECS form can be found on page 19.

Timeline if EECS is submitted at time of application



Timeline if EECS is NOT submitted at time of application



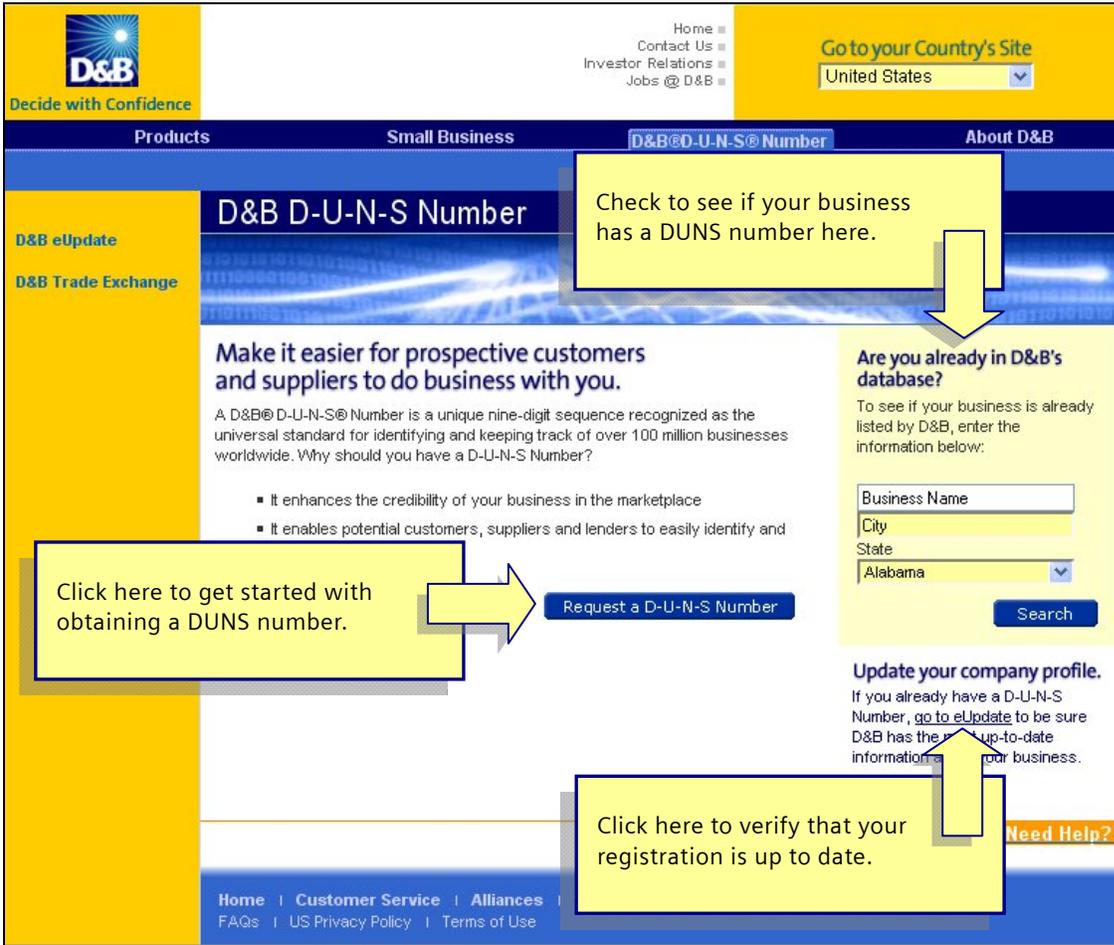
Applying for block grant funds

Step 1: Obtain a Dun and Bradstreet Universal Numbering System (DUNS) number.

You must have a DUNS number to complete the registration process. If you aren't sure if your business has a DUNS number, you can use this website to check. If you have a DUNS number, you can verify that your registration is up to date.

Go to the Dun and Bradstreet website at www.dnb.com/us/duns_update.

Click **Request a D-U-N-S Number**. Follow the instructions on the web page.



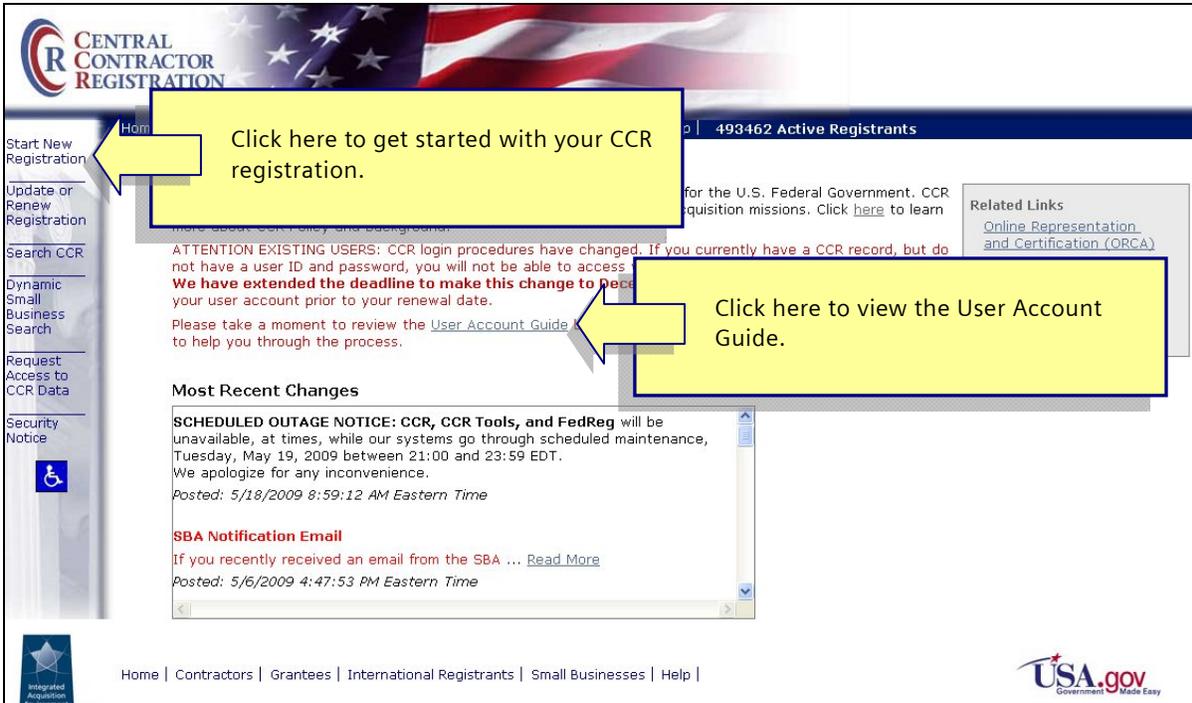
Step 2: Register with the Central Contractor Registration (CCR).

Go to the Central Contractor Registration (CCR) website at www.ccr.gov.

Click **Start New Registration**. Follow the instructions on the web page.

- You will need your DUNS number.

If you need help, click **User Account Guide**.



Step 3: Register with FedConnect.

FedConnect is your link to information about the Funding Opportunity Announcement. Through FedConnect, you can view the FOA, including all amendments. You can also post questions about the opportunity and read questions and answers posted by other applicants. You will also use FedConnect to submit your application package.

There are two important steps to registering with FedConnect:

1. Register as a vendor.
2. Join the response team for this FOA.

Go to the FedConnect website at www.fedconnect.net.

Click **Register as a Vendor**. Follow the instructions on the web page. You will need:

- Your DUNS number
- Your CCR MPIN

If you need help, click **Have questions? Need help getting started? Click here.**

The image shows a screenshot of the FedConnect website interface. On the left, there is a vertical strip of four small images: a man on a phone, two men in a meeting, a woman at a computer, and two men in hard hats. The main content area has a white background with a blue header that says 'FedConnect'. A large yellow callout box with a blue border and a right-pointing arrow contains the text: 'Click here to get started with your FedConnect registration.' This arrow points to a link on the page. Below this, there is a section titled 'Register as a Vendor' with a description: 'Becoming a registered FedConnect vendor is fast, free and gives you the ability to review, respond and communicate electronically with federal agencies.' Below that, it says 'If you submitted a registration request and are awaiting activation of your account, [click here to check the status.](#)' There are two more sections: 'Search Public Opportunities' with the text 'Click here to review all publicly available opportunities.' and 'FedConnect Accessibility' with the text 'Click here to learn more.' At the bottom of the page, there is a copyright notice: '© 2006 Composearch Software Systems, Inc. All rights reserved. About FedConnect'. A second yellow callout box with a blue border and a left-pointing arrow contains the text: 'Click here to view instructions for registering.' This arrow points to a link at the bottom of the page.

FedConnect

Gateway to Federal Opportunities

FedConnect is an online marketplace where federal agencies post opportunities and make awards via the web. Any vendor can view public postings without registering. However, registered users have numerous added benefits including the ability to electronically submit responses to the government

Register as a Vendor
 Becoming a registered FedConnect vendor is fast, free and gives you the ability to review, respond and communicate electronically with federal agencies.

If you submitted a registration request and are awaiting activation of your account, [click here to check the status.](#)

Search Public Opportunities
 Click here to review all publicly available opportunities.

FedConnect Accessibility
 Click here to learn more.

After registering, click here to search for the opportunity.

Have questions? Need help getting started? Click here.

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FedConnect Help

public opportunities

This is a list of publicly posted opportunities. To view a particular opportunity, click the hyperlink under the title. For more details on using this page, click Help.

Search Criteria | Advanced Options

Title Search

Title	Type	Agency	Issuing Office	Issue Date	Response Due Date	PSC / FSC	NAICS	Reference Number
EAS...			ATE OFC(MT934)	5/21/2009 2:00:00 AM	06/22/2009 04:00 PM ET	Y219	237110	L09PS00486
HAN...			ATE OFC BUS MGMT (1)	5/20/2009 2:00:00 AM	06/29/2009 08:00 PM ET	FD14	115310	L09PS00542
Temp...			ATE OFC PROC MGMT (2)	5/20/2009 2:00:00 AM	06/03/2009 07:00 PM ET	R701	541613	L09PS00570
Land...			Pittsburgh	5/1/2009	05/29/2009 08:00 PM ET	S208	561730	DE-SOL-0000584
Lindberg Blue Box Furnace	Solicitation	DOE	NEEL - Pittsburgh	5/19/2009	06/05/2009 08:00 PM ET	4430	423440	DE-SOL-0000636

Select Reference Number and type DE-FOA-000013.

FedConnect Help

public opportunities

This is a list of publicly posted opportunities. To view a particular opportunity, click the hyperlink under the title. For more details on using this page, click Help.

Search Criteria | Advanced Options

Reference Number Search

Title	Response Due Date	PSC / FSC	NAICS	Reference Number
Recovery Act - EECBG Program	06/25/2009 08:00 PM ET	0000		DE-FOA-000013

Click the title to view the opportunity summary page.

Return Home

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FedConnect

Opportunity: Recovery Act - EECBG Program

Description

The American Recovery and Reinvestment Act of 2009, Public Law 111-5, directs the Department of Energy (DOE) to issue/award formula-based grants to states, U.S. territories, units of local government, and Indian tribes under

Overview

Reference number: DE-FOA-0000013
 Issue date: 03/26/2009
 Response due: 06/25/2009 08:00 PM ET

Set Aside:
 NAICS:
 PSC / FSC: 0000

Agency: DOE

Contracting office:
 NETL - Morgantown
 U.S. Department of Energy
 National Energy Technology Laboratory
 3610 Collins Ferry Road
 Morgantown, WV 26505

What do I do now?

This is the opportunity summary page. To the left you will see a description and an overview of this opportunity. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name.

Registered Users
 To register interest in this opportunity or to electronically respond, you must first sign in. Click the Sign In button below.

Non Registered Users
 You can view this or any other public opportunity and respond manually outside this system without registering. However, registered users have numerous added benefits including the ability to submit questions to the agency, receive emails concerning updates and amendments, create and manage a response team and submit responses directly through this site.

Becoming a registered user is fast, free and takes only a few minutes. To get started, click

Documents

- DE-FOA-0000013
 - Solicitation
 - Overview
 - BODY
 - Attachment C - Reporting Requirements
 - Attachment A - EECBG Program Allocations
 - Attachment D - EECBG Strategy Format (units of local government and Indian tribes)
 - Attachment B1 - Project Activity File
 - Attachment B2 - Financial Management Assessment
 - Attachment B3 - NETL F 451.1-1/3-EECBG
 - Attachment E - EECBG Strategy Format (States)
 - Amendment 1
 - Overview
 - BODY
 - Attachment B1 - Project Activity File
 - Attachment B2 - Financial Management Assessment
 - Attachment B3 - NETL F 451.1-1/3-EECBG
 - Attachment C - Reporting Requirements
 - Attachment D - EECBG Strategy Format (units of local government and Indian Tribes)
 - Attachment E - EECBG Strategy Format (States)
 - Attachment A - REVISED - Amendment 000001 - EECBG Program Allocations
 - Amendment 2
 - Overview
 - BODY
 - REVISED - Attachment A - Amendment 000002 - EECBG Program Allocations
 - REVISED - Attachment B1 - Amendment 000002 - Project Activity Sheet

Sign in, then scroll down the right pane. In the **Response Team** box, click **Join**.

Step 4: Download the Funding Opportunity Announcement (FOA) and the application package.

- 4.1 View and print the Funding Opportunity Announcement (FOA). Go to the EECBG website at www.eecbg.energy.gov. The FOA contains detailed information about the requirements, application process, and awarding of block grants under the EECBG program.

The screenshot shows the homepage of the Energy Efficiency and Conservation Block Grant Program. At the top, it features the U.S. Department of Energy logo and the program title. A navigation bar includes links for 'About the Program', 'Solution Center', 'Information Resources', and 'Financial Opportunities'. The main content area is divided into several sections:

- EECBG Webcast:** A section with a video player and a 'Register Here' link.
- Program Application Deadline:** A section with a red heading and text stating that as of May 11, 2009, the program application deadline for local governments is June 25, 2009, at 8:00:00 PM.
- How to Apply:** A section explaining that application packages are located on two sites: Grants.gov and the program's website. It includes a link to 'Special Application Instructions'.
- Solution Center:** A section providing technical assistance resources, best practices, and information resources.
- REGISTER NOW:** A section with a note that eligible applicants must register and apply to receive direct formula funds.
- FEATURES:** A vertical list of links on the right side of the page, including:
 - Funding Opportunity Announcement (PDF 749 KB):** This link is highlighted with a yellow callout box and an arrow pointing to it from the text 'Click here to view the Funding Opportunity Announcement.'
 - EECBG Program Webinar with U.S. Conference of Mayors**
 - State and Local Grant Allocation Page**
 - Tribal Grant Allocation Page**
 - EERE Recovery Act Activities**

10/2008

FINANCIAL ASSISTANCE BIDDING OPPORTUNITY ANNOUNCEMENT



U. S. Department of Energy

Name	Description	Modified	Size
Attachment A - EECBG Program Allocations 4_15_09 .pdf		5/11/2009 12:31:22 PM	301 KB
Attachment B1 - Application Package - Project Activity Sheet.pdf		5/11/2009 12:31:12 PM	51 KB
Attachment B2 - Application Package - Financial Management Assessment.pdf		3/29/2009 9:54:28 AM	13 KB
Attachment B3 - Application Package - NETLF 4S1.1-1.3-EECBG.pdf		3/29/2009 9:53:38 AM	31 KB
Attachment C - Reporting Requirements.pdf		3/29/2009 9:55:14 AM	51 KB
Attachment D - EECBG Strategy Format: local governments and Tribes.pdf		3/26/2009 7:24:28 AM	134 KB
Attachment E - EECBG Strategy Format: for States.pdf		3/26/2009 8:37:28 AM	136 KB

4.2 Download the application package, application forms, and instructions. Go to www.grants.gov. Follow the instructions below.

Click Apply for Grants.

Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

***IMPORTANT NOTICE: All applicants please read immediately**

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#), and [Small Business Start-up Loans](#).

What's New This Week at Grants.gov

New Opportunities This Week

***IMPORTANT NOTICE: All applicants please read immediately**

New "Track My Application" Functionality

Recovery Act Opportunities on Grants.gov

Notices and System Information
(Login Issues, Error Messages, Adobe Reader)

GRANTS.GOVSM Search Contact Us Site Map Help RSS Home

Home » For Applicants »

FOR APPLICANTS

- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

APPLY FOR GRANTS

***IMPORTANT NOTICE: All applicants please read immediately**

Provided below is an overview of the process to apply for grant opportunities. In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed in a timely manner. Register for grant opportunities now.

[Click here to "Get Registered".](#)

Step 1 [Download a Grant Application Package](#)

Downloading a grant application package allows you to download it through your organization for review before submitting.

[Click here](#) to verify if your Adobe software version is compatible with Grants.gov.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.

Step 2 [Complete the Grant Application Package Step](#)

Now that you have downloaded an application package, complete the grant

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

Latest News!
[Grants.gov Blog](#)

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- Biz POC Login
- Track My Application

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

Need help? Check out our FAQs about applying for grants.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home » Applicants » Apply for Grants »

DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install [PureEdge Viewer](#) / [Adobe Reader](#), prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number and click the Download Package button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity and then return to this screen to enter the number.

Type the Funding Opportunity Number DE-FOA-000013 and then click Download Package.

Contact Us SiteMap Help RSS Home

Home > Applicants > Apply for Grants >

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you have selected.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions or Application
81.128	DE-FOA-0000013			National Energy Technology Laboratory	download

Contact Us SiteMap Help RSS Home

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 81.128: Energy Efficiency & Conservation Block Grant Program
Opportunity Number: DE-FOA-0000013: Recovery Act - Energy Efficiency and Conservation Block Grants - Formula Grants
Agency: National Energy Technology Laboratory
Opening Date: 03/26/2009
Closing Date: 06/25/2009

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

Step 5: Complete and submit the application package.

The Grant Application Package is comprised of forms and other documents from a number of sources:

- Grant application forms downloaded from **www.grants.gov**.
- Forms included as attachments in the FOA.
- Forms available on other government websites.
- Documents you create.

The content of your application package depends on whether you are submitting the application with your Energy Efficiency and Conservation Strategy (EECS) or you plan to submit the EECS at a later date.

Submitting the application with your EECS

If you are submitting the application with your EECS, you need to complete the following documents. Part IV of the FOA, Application and Submission Information, contains detailed information about these documents, including where to find the documents and how to submit them as part of the application package. A summary of this information is provided in Table 1.

Application package content for applicants submitting an EECS with the application:

- SF 424 Application for Federal Assistance (from grants.gov)
- Project/Performance Site Location Form (from grants.gov)
- Project Activity File (Attachment B1 in FOA, 1 per activity)
- SF 424A Budget Information
- Budget Justification File
- Sub-award Budget File (if applicable)
- Financial Management Assessment (Attachment B2 in FOA)
- EECS (Attachment D or Attachment E in FOA)
- Assurances
 - ARRA 2009 (Davis-Bacon)
 - Authorized Applicant Assurance (Resolution for tribal applicants)
- SF-LLL Disclosure of Lobbying Activities (if applicable; from grants.gov)
- NEPA forms (if applicable)

Submitting the application without your EECS

If you are submitting the application without your EECS, you will need to submit certain documents with the application and the remaining documents after you have developed the EECS. One of the documents you will submit with your application is the Project Activity File (Attachment B1 of the FOA). In this document, you will state that you are seeking funding for the purpose of developing your EECS. In the **Activity drop-down box, select activity 1,**

Energy Efficiency and Conservation Strategy. A sample Project Activity File is shown below.

EECBG Activity Worksheet			
Grantee:	<input type="text"/>	Date:	<input type="text"/>
DUNS #:	<input type="text"/>	Program Contact Email:	<input type="text"/>
Program Contact First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Project Title:	<input type="text"/>		
Activity:	<input type="text"/>	If Other:	<input type="text"/>
Sector:	<input type="text"/>	If Other:	<input type="text"/>
Proposed Number of Jobs Created:	<input type="text"/>	Proposed Number of Jobs Retained:	<input type="text"/>
Proposed Energy Saved and/or Renewable Energy Generated:	<input type="text"/>		
Proposed GHG Emissions Reduced (CO2 Equivalents):	<input type="text"/>		
Proposed Funds Leveraged:	<input type="text"/>		
Proposed EECBG Budget:	<input type="text"/>		
Projected Costs Within Budget:	Administration: <input type="text"/>	Revolving Loans: <input type="text"/>	Subgrants: <input type="text"/>
Project Contact First Name:	<input type="text"/>	Last Name:	<input type="text"/>
		Email:	<input type="text"/>
Metric Activity:	<input type="text"/>	If Other:	<input type="text"/>
Project Summary:	<i>(limit summary to space provided)</i>		
<input type="text"/>			

Additional documents that need to be submitted with the application, along with the documents you will submit after you develop your EECS, are shown in the list below. Part IV of the FOA, Application and Submission Information, contains detailed information about these documents, including where to find the documents and how to submit them as part of the application package. A summary of this information is provided in Table 1.

Application package content for applicants NOT submitting an EECS with the application:

- SF 424 Application for Federal Assistance (from grants.gov)
- Project/Performance Site Location Form (from grants.gov)
- Project Activity File (Attachment B1 in FOA; list development of the EECS as the activity)
- Financial Management Assessment (Attachment B2 in FOA)
- Assurances
 - ARRA 2009 (Davis-Bacon)
 - Authorized Applicant Assurance (Resolution for tribal applicants)
- SF-LLL Disclosure of Lobbying Activities (if applicable; Attachment B3 in FOA)

When EECS is ready, submit the following:

- EECS (Attachment D or Attachment E in FOA)
- Project Activity Files (Attachment B1 in FOA, 1 per activity)
- SF 424A Budget Information
- Budget Justification File
- Sub-award Budget File (if applicable)
- NEPA forms (if applicable)

Resources to help you develop your EECS

Developing your EECS is an important step in the application process for EECBG funds. The EECS for local governments and Indian tribes includes the following questions:

1. Describe your government's proposed Energy Efficiency and Conservation Strategy. Provide a concise summary of your measurable goals and objectives, which should be aligned with the defined purposes and eligible activities of the EECBG Program. These goals and objectives should be comprehensive and maximize benefits community-wide. Provide a schedule or timetable for major milestones. If your government has an existing energy, climate, or other related strategy please describe how these strategies relate to each other.
2. Describe your government's proposed implementation plan for the use of EECBG Program funds to assist you in achieving the goals and objectives outlined in the strategy describe in question #1. Your description should include a summary of the activities submitted on your activity worksheets, and how each activity supports one or more of your strategy's goals/objectives.
3. Describe how your government is taking into account the proposed implementation plans and activities for use of funds by adjacent units of local government that are grant recipients under the Program (response not mandatory for Indian Tribes).
4. Describe how your government will coordinate and share information with the state in which you are located regarding activities carried out with grant funds to maximize energy efficiency and conservation benefits (response not mandatory for Indian Tribes).
5. Describe how this plan has been designed to ensure that it *sustains benefits* beyond the EECBG funding period.
6. The President has made it clear that every taxpayer dollar spent on our economic recovery must be subject to unprecedented levels of transparency and accountability. Describe the auditing or monitoring procedures currently in place or that will be in place (by what date), to ensure funds are used for authorized purposes and every step is taken to prevent instances of fraud, waste, error, and abuse.

There are several excellent sources of information to help you understand the questions asked on the EECS form:

- For more information about the EECS, see the applicable sections in the FOA. The EECS form is Attachment D (for units of local governments and Indian tribes) or Attachment E (for states).
- Another good source of information is the International Council for Local Environmental Initiatives (ICLEI) website at www.icleiusa.org/action-center/financing-staffing/understanding-the-energy-efficiency-and-conservation-strategy-eees.
- The EERE Solution Center holds webcasts and also provides sample EECS documents for cities, counties, tribes, and states. Visit the Solution Center at: www.eecbg.energy.gov/solutioncenter/default.html

Table 1. Summary of Required Forms/Files

Source: FOA DE-FOA-0000013, Amendment 000003

Name of Document	Location of Document	Format	File Name
Application for Federal Assistance – SF424	In grants.gov forms package	Form	N/A
Project/Performance Site Location(s)	In grants.gov forms package	Form	N/A
Other Attachments Form: Attach the following files to this form:		Form	N/A
Project Activity File**	Attachment B1	PDF	UIC-Project Activity.pdf
SF 424A File - Budget Information for Non-Construction Programs	DOE Financial Assistance Forms Page at http://management.energy.gov/business_doe/business_forms.htm	Excel	UIC-SF424A.xls
Budget Justification File	Created by Applicant	PDF	UIC-Budget.pdf
Subaward Budget File(s) (if applicable)	Created by Applicant	Excel	See Instructions above
Financial Management Assessment	Attachment B2	PDF	UIC-Financial Assessment.pdf
EECS Strategy Format (units of local government and Indian Tribes only)	Attachment D	PDF	UIC-Strategy.pdf
EECS Strategy (states only)	Attachment E	PDF	UIC-Strategy.pdf
Assurances	Created by Applicant	PDF	UIC-Assurances.pdf
SF-LLL Disclosure of Lobbying Activities (if applicable)	In grants.gov forms package	Form	N/A
NEPA Information NETL F 451.1-1/3-EECBG	Attachment B3	PDF	UIC-NEPA.pdf

** Units of local government and Indian tribes who do not intend to submit an EECS with their application need to complete Activity 1 (Development of an Energy Efficiency and Conservation Strategy) under Attachment B1.

Websites

Dun and Bradstreet
www.dnb.com

Central Contractor Registration
www.ccr.gov

FedConnect
www.fedconnect.net

Recovery.gov
www.recovery.gov

State Recovery Sites
www.recovery.gov/?q=content/state-recovery-page

U.S. Department of Energy
www.energy.gov

Energy Efficiency and Renewable Energy
www.eere.energy.gov

Energy Efficiency and Conservation Block Grant Program
www.eecbg.energy.gov/default.html

Solution Center
www.eecbg.energy.gov/solutioncenter/default.html

Recovery and Reinvestment
www.energy.gov/recovery/index.htm

Grants.gov
www.grants.gov

International Council for Local Environmental Initiatives (ICLEI)
www.icleiusa.org

Understanding the Energy Efficiency and Conservation Strategy (EECS)
www.icleiusa.org/action-center/financing-staffing/understanding-the-energy-efficiency-and-conservation-strategy-eeecs

Abbreviations

ARRA	American Recovery and Reinvestment Act
CCR	Central Contractor Registry
D&B	Dun and Bradstreet
DOE	Department of Energy
DUNS	Dun and Bradstreet Universal Numbering System
EECBG	Energy Efficiency and Conservation Block Grants
EECS	Energy Efficiency and Conservation Strategy
EERE	Energy Efficiency and Renewable Energy
EISA	Energy Independence and Security Act
FOA	Funding Opportunity Announcement
NEPA	National Environmental Policy Act
NETL	National Energy Technology Laboratory
OMB	Office of Management and Budget
WIP	Weatherization and Intergovernmental Program

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