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](http://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
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.

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.


**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](http://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](http://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](http://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](http://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.
After registering, click here to search for the opportunity.

Select Reference Number and type DE-FOA-0000013.

Click the title to view the opportunity summary page.
FedConnect

Opportunity: Recovery Act - EECBG Program

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

### Overview

<table>
<thead>
<tr>
<th>Reference number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Issue date</td>
<td>02/26/2009</td>
</tr>
<tr>
<td>Response due</td>
<td>08/25/2009 08:00 PM ET</td>
</tr>
</tbody>
</table>

**Signed AEC:**

PSC / FSC: 0000

Agency: DOE

Contracting office:

NETL - Morgantown
U.S. Department of Energy
National Energy Technology Laboratory
3010 Colina Ferry Rd
Morgantown, WV 26506

### 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 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](http://www.eecbg.energy.gov). The FOA contains detailed information about the requirements, application process, and awarding of block grants under the EECBG program.
4.2 Download the application package, application forms, and instructions. Go to www.grants.gov. Follow the instructions below.

Click Apply for Grants.

Click the print button to print the FOA.

Be sure to open and print all of the attachments.

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.
Click Download a Grant Application Package.

Type the Funding Opportunity Number DE-FOA-0000013 and then click Download Package.
Securing Federal Funds for Energy Projects    |    Energy Efficiency and Conservation Block Grant Program

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.

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.

Additional Resources:
- Sign up for Grants.gov Updates for the latest issues and news.
- Download Adobe Reader and PureEdge Viewer for free.
- Visit FAQs 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.

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.

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Opportunity Number</th>
<th>Competition ID</th>
<th>Competition Title</th>
<th>Agency</th>
<th>Needed Application</th>
<th>Instant Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.128</td>
<td>DE-FOA-0000129</td>
<td></td>
<td></td>
<td>National Energy Technology Laboratory</td>
<td></td>
<td>Download</td>
</tr>
</tbody>
</table>

Click Download.

Download Opportunity Instructions and Application

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

CFDA Numbers: 81, 128: Energy Efficiency & Conservation Block Grant Program
Agency: National Energy Technology Laboratory
Opening Date: 03/25/2009
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

Click these links to download the application instructions and 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.

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 described 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).


- 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

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Location of Document</th>
<th>Format</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Federal Assistance - SF424</td>
<td>In grants.gov forms package</td>
<td>Form</td>
<td>N/A</td>
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<tr>
<td>Project/Performance Site Location(s)</td>
<td>In grants.gov forms package</td>
<td>Form</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Attachments Form: Attach the following files to this form</td>
<td></td>
<td>Form</td>
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<tr>
<td>Project Activity File**</td>
<td>Attachment B1</td>
<td>PDF</td>
<td>UIC-Project Activity.pdf</td>
</tr>
<tr>
<td>Budget Justification File</td>
<td>Created by Applicant</td>
<td>PDF</td>
<td>UIC-Budget.pdf</td>
</tr>
<tr>
<td>Subaward Budget File(s) (if applicable)</td>
<td>Created by Applicant</td>
<td>Excel</td>
<td>See Instructions above</td>
</tr>
<tr>
<td>EECS Strategy Format (units of local government and Indian Tribes only)</td>
<td>Attachment D</td>
<td>PDF</td>
<td>UIC-Strategy.pdf</td>
</tr>
<tr>
<td>EECS Strategy (states only)</td>
<td>Attachment E</td>
<td>PDF</td>
<td>UIC-Strategy.pdf</td>
</tr>
<tr>
<td>Assurances</td>
<td>Created by Applicant</td>
<td>PDF</td>
<td>UIC-Assurances.pdf</td>
</tr>
<tr>
<td>SF-LLL Disclosure of Lobbying Activities (if applicable)</td>
<td>In grants.gov forms package</td>
<td>Form</td>
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<tr>
<td>NEPA Information NETL F 451.1-1/3-EECBG</td>
<td>Attachment B3</td>
<td>PDF</td>
<td>UIC-NEPA.pdf</td>
</tr>
</tbody>
</table>

** 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)
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