Indiana Office of Energy Development

Funding Program Guidebook

Empowering Energy Partnerships in Indiana Communities

March 4, 2024

Contents

Background

About Indiana Office of Energy Development (OED)

The Indiana Office of Energy Development is committed to affordable, stable, and reliable energy solutions for the benefit of all Hoosiers. Indiana OED supports the development of comprehensive energy policy that supports a diverse and balanced portfolio of energy resources.

The work of OED is guided by three priorities: policy guidance, public education, and grant administration. Learn more about the Indiana OED at: www.in.gov/oed.

Funding Source: State Energy Program

Empowering Energy Partnerships in Indiana Communities (EPIC) is funded by Indiana's State Energy Program enhanced formula funds authorized by the Infrastructure Investment and Jobs Act (IIJA) of 2021.

The State Energy Program (SEP) is administered through the U.S. Department of Energy. The SEP program provides funding to states to enhance energy security, advance state-led energy initiatives, and increase energy affordability. In the SEP program, the role and priorities of the state are emphasized in addressing the state's unique needs, resources, and goals.

Indiana's Energy Policies

Indiana's energy policies are informed by the five pillars of electricity policy, as established in Indiana law. These pillars include:

➢ Reliability
➢ Affordability
➢ Resilience
➢ Stability
➢ Environmental Sustainability

Each of these five pillars are essential to responsibly managing Indiana's unique energy resources. Supporting Indiana's energy ecosystem includes capitalizing on opportunities to support Indiana's strong, dynamic, and growing economy. As a result, OED prioritizes its work to support workforce development, economic development, along with the five energy pillars.

EPIC Grant Program

Funding Opportunity

Indiana OED is making approximately $2,500,000 available for community-based energy projects that support comprehensive and impactful solutions with a focus on developing and enhancing broad partnerships. Proposals must be able to define the community energy needs, solutions, and measurable outcomes within one or more of the following topic categories:

1. Energy Efficiency
2. Energy Security and Reliability
3. Alternative Fueling and Charging Infrastructure
4. Clean Energy Resources

Awards will span across each of these four categories to ensure a diversity of energy solutions are funded and to collectively support Indiana's five energy pillars of reliability, resiliency, stability, affordability, and environmental sustainability. To support broader local and state priorities, proposals are encouraged to also connect to one or more of the following: economic development, workforce development, education, and public safety.

Proposed projects must be able to demonstrate public benefit to Indiana communities. Proposals that invest in underserved and disadvantaged communities are encouraged.

As partnerships are an essential element of this program, proposals must include meaningful partnerships that help to address shared energy needs and goals at a community or regional level.

Successful applicants will serve as a model for other communities with similar energy needs and goals. Awardees will share their progress during the project and their success post completion.

Award Amount, Match, and Duration

There is no minimum or maximum award amount, but OED anticipates awards averaging $300,000 to $500,000 per awardee. Applicants must provide at least 20% match and project lengths should aim to be three years or less.

Eligible Entities

Eligible entities include local units of government, non-profit organizations, for-profit entities, and institutions of higher education. Entities that work throughout a community or region and can coordinate partnerships are strongly encouraged, such as local and regional economic development organizations, community foundations, and other organizations that participate in community development initiatives.

Eligible entities must be Indiana based and registered with both the federal and state governments in order to receive award funds. Please review the "How to Apply" section for more information on how to register with the federal and state governments for this award.

An eligible entity may submit only one proposal. An entity can coordinate submission on behalf of multiple beneficiaries. A community may be a part of multiple submissions as long as they are not the prime applicant (i.e., the one executing the grant agreement with OED) in more than one submission. Tiered subawards are not allowable under the federal award, so the prime recipient may only release funds to subcontractors to perform work on the project and may not make further subawards.

Key Application Deadlines

March 4, 2024 – Funding opportunity announced and posted online at: www.in.gov/oed.

Wednesdays in mid-March to mid-April: Open office hours with OED program staff. Registration information will be available online at: www.in.gov/oed/grants-and-funding-opportunities/epic

>   March 20, 2024, 10 – 11 am ET

>   March 27, 2024, 10 – 11 am ET

>   April 3, 2024, 10 – 11 am ET

>   April 10, 2024, 10 – 11 am ET

>   April 17, 2024, 10 – 11 am ET

May 1, 2024, 11:59 pm ET – Letter of Intent due

May 10, 2024 – Notice sent to applicants

May 15, 2024, 10 – 11 am ET – Technical assistance webinar

June 30, 2024, 11:59 pm ET – Applications due

August 2024 – Award selection notifications

Points of Contact and OED Assistance

OED has designated a technical point of contact for the program that will be providing technical assistance and feedback on the programmatic elements contained within proposed projects from March 4 through May 1. OED's technical point of contract is Cary Aubrey.

>   Reach Cary by email (caubrey@oed.in.gov) or by phone (317) 450-0652.

After May 1, OED will not offer any technical assistance or feedback during the competitive application process. For application-related information and technical questions (such as submission forms and requirements) after May 1, send an email to:

>   grants@oed.in.gov

Any questions received by OED after May 1 will be anonymously posted and answered on OED's website. OED strives to answer all questions within 72 hours of receiving a question.

OED Assistance

OED is offering early coordination and assistance to help facilitate ideas and proposals. During early coordination, Cary Aubrey will be able to provide strategic and programmatic feedback to ensure that applicants are able to design a proposal that will fulfill energy goals and best serve their community.

From March 20 to April 17, OED will host weekly office hours and offer individual appointments. The office hours allow interested applicants to seek programmatic technical assistance pertaining to

the goals and design of their proposal, as well as information needed for a high-quality proposal and application. If preferred, individual appointments with the technical point of contact can also be made with Cary Aubrey (caubrey@oed.in.gov; 317-450-0652).

After the early coordination period, OED is unable to provide programmatic assistance and advice regarding proposal goals and design. After May 1, OED will only be able to answer questions regarding the logistics of completing and submitting the full application. After May 1, questions may be directed to grants@oed.in.gov.

The webinar in May will review the requirements and submission process for the application. This webinar will only be related to the logistics involved to complete and submit the full application and not be focused on the specific design elements for submitted projects. Only applicants who have submitted an LOI will receive information about how to join the webinar. If applicants cannot attend this webinar, questions related to the application submission, formatting, requirements of the application may be submitted to grants@oed.in.gov. Questions related to project design and scoring will not be able to be answered.

Program Goals

Empowering Energy Partnerships in Indiana Communities (EPIC) is a community-based competitive grant program to address energy needs and priorities at a community or regional level. Applicants are encouraged to think big, and to consider how they can address their energy needs on a larger scale. The purpose of the EPIC grant program is to support a comprehensive energy solutions program tailored to specific communities and serve as a model for other communities across Indiana.

The goals of the EPIC program are to support Indiana's five pillars of electricity policy: reliability, resiliency, stability, affordability, and environmental sustainability. Each proposal is encouraged to support as many of the five pillars as possible with a measurable impact.

Proposals must be able to demonstrate public benefit to their communities, including but not limited to underserved and disadvantaged communities. Successful applicants will serve as a model for other communities with similar energy needs and goals. Awardees will share their progress during the project and their success upon project completion.

Further, to support broader local and state priorities, awarded projects will demonstrate a connection to one or more of the following state priorities: economic development, workforce development, education, and public safety. Partnerships are expected to be an essential element.

Eligible Projects & Technologies

Proposals must fall into one or more of the following topics. Example technologies are listed but are not exhaustive.

1. Energy Efficiency. Includes projects that result in using less energy, such as:
   - Building upgrades and retrofits

- o Energy system technology to monitor and manage energy usage
- o Weatherization measures
- o Higher efficiency technology, equipment, and appliances

2. Alternative Fueling and Charging Infrastructure. Includes projects for <u>publicly accessible</u> alternative fueling and/or charging infrastructure to reduce energy consumption and reduce local emissions. <u>Vehicle purchases are not allowable under EPIC.</u> Alternative fuels include biodiesel (B20+), compressed natural gas, electric, ethanol, hydrogen, liquid natural gas, propane, and renewable diesel (R20+). Examples include:

   - o Publicly accessible electric vehicle charging infrastructure (excluding Level 3 or DC fast charging)
   - o Vehicle-to-Grid technology development and/or deployment
   - o Publicly accessible alternative fuel fueling infrastructure

3. Energy Security and Reliability. Includes projects that support resource adequacy, and support responses to and recovery from energy emergencies, shortages, or disruptions. Examples include:

   - o Backup generation (battery energy system storage, solar + battery storage, propane)
   - o Microgrid technologies
   - o Cybersecurity measures

4. Clean Energy Resources. Includes projects that result in the use of renewable and other clean energy technologies, such as:

   - o Battery storage
   - o Solar (and solar + battery)
   - o Geothermal
   - o Wind
   - o Biomass

Impactful and Sustaining Outcomes

An essential element to the EPIC program is measurable and impactful solutions related to energy objectives, public and community benefits, and partnership development. Proposals need to clearly articulate how outcomes will be achieved and sustained. To demonstrate positive impact, applicants need to identify measurable objectives for the energy goals, as well as provide information on public benefits and community development. Proposals should demonstrate how it will serve as a model for other communities, such as making a commitment to serve as a resource for future communities. Proposals must have measurable outcomes and benefits included with the proposal, as outlined in the Metrics Form, and should be substantiated within the Project Narrative. Strong proposals will identify all relevant metrics and community benefits, and clearly explain how these metrics pertain to the proposed project.

Limitations & Prohibitions

As this is a solutions-oriented grant program, proposals must focus on project implementation. Proposals cannot be strictly a planning project but may include planning activities as long as they do not exceed 10% of the budget.

Vehicle purchases are not allowed under this program. Additionally, Level 3 Electric Vehicle charging infrastructure (also referred to as DC Fast Charging) is not permitted under this program.

Further, due to federal restrictions, States and their subrecipients are prohibited from using SEP financial assistance to:

- Fund construction, such as construction of mass transit systems and exclusive bus lanes, or for the construction or repair of buildings or structures.
- Purchase land, a building or structure, or any interest therein.
- Subsidize fares for public transportation.
- Subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures.
- Conduct or purchase equipment to conduct research, development, or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

How to Apply

State and Federal Registration

Applicants must have a Unique Entity Identifier (previously a Data Universal Numbering System (DUNS) number) and an active registration in the System for Award Management (SAM) to be eligible for federal funding. Click on the embedded links above for more information.

In order to participate in the State of Indiana procurement processes, awardees are required to have a Bidder Profile with the Indiana Department of Administration. The Bidder Profile creates a unique ID known as a Supplier ID for businesses that is used for supplier diversity certifications and contract monitoring. The applicant employer identification number (EIN) is required for funding consideration.

Letter of Intent (LOI)

Interested applicants must submit a letter of intent by May 1, 2024, to be considered for funding. Submit electronically in a Word (.doc or .docx) or PDF (.pdf) format to grants@oed.in.gov.

The Letter of Intent must include the following:

1. Applicant point of contact information:

   ➢ Name

   ➢ Organization

➢ Email Address

➢ Phone Number

2. Brief description of your community energy needs. Describe the intended project vision, purpose, and desired energy outcomes.

3. Identify which of the following topic(s) the proposal falls under.

➢ Energy Efficiency

➢ Energy Security and Reliability

➢ Alternative Fueling and Charging Infrastructure

➢ Clean Energy Resources

4. Briefly describe the proposal, including a list of projects and the community(s) included.

5. Identify partners anticipated. Applicants are encouraged, but not required, to provide documented support from identified partners with the LOI, such as letters of support or letters of commitment.

The LOI is intended to be brief and concise. One (1) page is recommended, but no more than two (2) pages. The LOI is an opportunity for interested applicants to provide OED their proposal idea and receive general feedback. No LOI will be scored nor discouraged from proceeding with a full application.

The LOI does not bind an applicant to submitting a full application, but an applicant will not be considered for funding if an LOI is not first submitted. Further, the full application must align with the LOI submitted. That is, the full application must further support the submitted LOI goals and topic category(s).

OED staff will acknowledge receipt and provide general feedback of submitted LOIs no later than May 10. Additional feedback will not be provided unless OED determines the LOI does not meet program goals. Otherwise, all applicants are encouraged to move forward with a full application and are encouraged to take OED's feedback into consideration.

Required Application Materials

In order to move forward with the full application submission, the applicant must have submitted an LOI and received confirmation from OED regarding the LOI submission. The full application submission must include the following documents:

- Application Form
- Project Narrative
- Metrics Form
- Budget Form
- Support Documents (outlined below)

Application Form

In addition to the Project Narrative described below, please complete the Application Form included in the application package. This form includes the appropriate information related to the prime applicant, the project location, scope, and other relevant information to pursuing state grant funding. The Application Form **must be signed** for submission. Applications that are submitted without a signature will not be considered for funding.

Project Narrative

Applicant must submit a project narrative (in a .pdf format) that includes all of the following information.

Vision and Purpose:

Describe the vision and purpose of the proposed project. *(Recommended length: 1 paragraph.)*

Need:

Description of the need for the proposed project. Explain why the project is necessary and how it fulfills the identified energy purpose. Why is this project important to complete now and what is the result of taking no action? Explain whether the project can be completed without funding. *(Recommended length: 2 to 4 paragraphs.)*

Topic and Technologies:

Identify the topic(s) that apply to the project:

1) energy efficiency
2) energy security and reliability
3) alternative fueling and charging infrastructure
4) clean energy resources

Identify the project technologies and activities included in the proposal, using the list identified in the Eligible Projects and Technologies section as a guide. Keep in mind that certain activities may require further compliance reviews, such as NEPA, as explained in the Compliance section.

> *Recommended format:*
> *Topic*
> > *List of project technologies/activities*

Goals & Objectives:

State the project goals and objectives. Whenever possible, use SMART (Specific, Measurable, Achievable, Relevant, and Timely) goals. Be concise, specific, measurable, and achievable in selecting the appropriate energy metrics. Include how success will be measured with specific

metrics. In addition to describing the project goals and objectives in the narrative, complete the performance metrics table in the Metrics Form provided in application package. The chosen metrics in the Form should be elaborated upon in the narrative. Please ensure that the metrics identified in the Metrics Form are consistent with the metrics identified in the narrative.

> *Recommended format:*
> *Goal 1: Achieve 20% energy savings through energy efficiency measures in public buildings.*
> > *Objective 1: Install building automation system to monitor and manage energy usage in buildings A, B and C by Dec 31, 2024.*
> > *Objective 2: Upgrade the HVAC systems in buildings A, B, and C by June 30, 2025.*
> > *Objective 3: Install LED lighting in buildings A, B, and C by June 30, 2025.*
> *Goal 2: Support grid reliability service*
> > *Objective 1: Coordinate with Utility X to enter into a demand-response program after installation of new technologies by June 30, 2025.*

Outcomes & Benefits:

Describe the energy and community outcomes and benefits expected from the project. Further explain the chosen community benefits in the Metrics Form, providing justification for the inclusion of such benefits and more details on how those identified benefits impact the community.

Consider potential immediate and long-term impacts and benefits to:
> a. energy reliability, resiliency, stability, affordability, and environmental sustainability
> b. the community (residents and businesses)
> c. economic development
> d. local workforce
> e. building upon energy education and public awareness

All applications are expected to complete a thorough examination of the community needs and corresponding benefits when designing the project. Identify if the proposal benefits which, if any, disadvantaged communities as defined by the CEJST tool[1] and the extent to which disadvantaged and underserved communities were considered as part of the application process. In addition to describing the community benefits and outcomes in the project narrative, complete the community benefits table included in the Metrics Form provided in the application package. *(Recommended length: no more than 2 pages.)*

Project Approach:

Describe in detail the project approach. How will the project be accomplished? What key steps, methods, actions, and activities are necessary to achieve the project objective(s)? Be sure to address:
> a. each specific project(s) and objective(s)
> b. partners and stakeholders

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[1] https://screeningtool.geoplatform.gov/en/#3/33.47/-97.5

          c. community engagement
(Recommended length: no more than 5 pages.)

Location(s):

Identify the location(s) of the project. Project locations must be within the State of Indiana. Provide maps as supporting documentation. If applicable, applicants are encouraged to include identified disadvantaged communities on the map.

Recommend format:

Site Name / ID	Address	City	Zip	County	Census Tract
Site 1					
Site 2					

Timeline:

Provide a timeline for the entire project, such as a Gantt chart, with key milestones and deliverables necessary for the success of the project. Timeline should align with the project approach.

At a minimum, the timeline should also identify the following milestones: (1) Project Kickoff, (2) 25% of work completed, (3) 50% of work completed, and (4) Project Completion. Each milestone should also include the detailed activities that would accompany each milestone (for example, 25% of work completed could include procuring all material and being 25% complete with the installation work). Applicants should also account for compliance related delays to the best of their ability, as further explained under Compliance below. OED expects grantees to hold to the proposed timeline and ensure that all invoicing aligns with scheduled work that is completed. *(Recommended length: 1-2 pages.)*

Experience & Feasibility:

Describe any prior experience with similar projects and the experience the project team has in implementing this project. Note if the project follows an existing model or community project.

Include if the project builds upon other efforts in the community such as an energy audit, energy plan, projects, or initiatives. Provide supporting documentation where possible.

Describe any potential challenges with the project and how those challenges might be addressed through the project implementation, including challenges related to federal requirements. *(Recommended length: no more than 1 page.)*

Empowering Partnerships:

Identify the partnerships included in the project and describe the role of each partner.

Describe how partners are empowered within the community and other communities in Indiana. Considerations to include are:

➢ Can the project be applied to or scalable to other communities?
➢ How will the project serve as a model for other communities?
➢ How are the applicant and partners willing to support other communities interested in similar projects?

(Recommended length: no more than 2 pages.)

Financial Justification:

Explain the importance this grant funding will make to the project and to the community. Are other funding opportunities available and will they be leveraged for this project? Is there a financial constraint on the community? *(Recommended length: 1 to 3 paragraphs.)*

Project Sustainability:

Explain how the community will build upon the project post-award. This can be explained through either pursuing additional investments, further planned energy upgrades, or other means. How is the community using these funds to further future energy goals? *(Recommended length: 1 to 3 paragraphs.)*

Metrics Form

Applicants are required to submit relevant metrics associated with the proposal and the objectives the project will achieve. The "Metrics Form" provides applicants with the proposed metrics that should be considered when designing the project and determining the goals and objectives. Applicants must utilize the Metrics Form as a template to submit alongside their project narrative.

The Community Benefits table includes measured benefits to the community or communities that will be impacted by the proposed project. The anticipated benefits correspond to broader community benefit categories, and the metrics and units are the specific outcomes all projects must consider in designing their project. Not all metrics must be included, but all applications must include at least one community benefit. Please also indicate the number of benefits that would be associated with a disadvantaged community (DAC), as defined by the CEJST tool. These metrics may be difficult to assess, but applicants must make a good faith effort in estimating the benefits and structuring the project to achieve the proposed benefit metrics.

The Performance Metrics table includes the measurable activities that could be included in the project. The Metric Area is a broader category of activities, and proposals are encouraged to perform work that falls under multiple areas. In order to classify the project under an area, at least one metric must be reported on within the metric area. The table requests the measurable quantity

of the proposed metric, the type of metric in some cases, and the sector for the metric. For example, say the proposed project includes a local unit of government retrofitting a building that would include switching the fuel source from diesel to electric of a back-up generator. The "Retrofits" metric area would be chosen as "yes", the quantity would be input as 1, the fuel type would be selected as "Electricity", and the Sector would be selected as "Local Government". Applicants are encouraged to identify all applicable metrics for the proposal, even if the estimates are preliminary. Additionally, if the proposal includes an energy audit that will result in projected work that would yield additional measurable activity, please select the metric areas anticipated, even if the exact quantity will not be known until the energy audit has been completed.

Though some of the metrics may be estimated, all awarded projects will report upon the submitted metrics throughout the project period. These figures may adjust over the life of the project, and the awardee must inform OED of any significant deviations from the submitted measurable outcomes and performance metrics.

Budget Request and Justification

Applicants must complete the Budget Form in addition to the other application materials. The budget table must, at the very least, include the budget categories shown below, but the Budget Justification should include more detailed explanations of each budget category. Please also include any quotes or supporting documentation regarding cost estimates with your application package.

Include a justification of the expenditure for each activity associated with each category of expenditure. The justification should identify (1) the basis of the costs included in the budget (i.e. how did you arrive at the value), (2) how the costs relate to the completion of the project, and (3) why the project requires those specific costs (i.e. are these the most cost-effective purchases? If so, why?). The budget will be evaluated on its appropriateness and cost-effectiveness. Include the total cost for each category in the for each funding source (Grant, Match, and Other).

1. Personnel/Fringe: Personnel refers to the salaries for permanent and/or temporary personnel directly working on the task. Fringe refers to benefits paid for permanent personnel such as health insurance, life insurance, retirement, or other benefits.

2. Travel: Expenses related to mileage, fuel, and overnight stays that are within the scope of the approved project plan and directly support completion of tasks. Mileage may be reimbursed up to the current Federal Rate.

3. Equipment: Items that with a cost of $5,000 or more per unit and with a useful life or more than one year. Examples include - office equipment, testing/engineering equipment, camera equipment, computer. Equipment purchased under federal funding must follow 2 CFR 200.439.

4. Supplies: Expendable commodities that are consumed within a relatively short period of time. Examples include - stationary/office supplies, educational supplies, camera supplies, testing supplies, repair parts, and safety supplies.

5. Contractual: Expenses incurred through a subcontract. The subcontract costs must also be described and itemized (i.e., personnel, travel, equipment, etc.).

6. Other: Expenses that don't fit in the other categories, such as postage, telephone charges, printing services, rental costs for equipment, and training fees.

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Please only include direct costs, and not indirect costs, in the budget proposal. The IIJA award that funds this program does not authorize the recovery of indirect costs, for both OED and subrecipients.

Below is a sample budget table (*figures are examples and do not reflect any expectations regarding actual budget submissions*):

Category	Grant Funding	Applicant Match	Third Party Match	Total
Personnel and Fringe	50,000	25,000	25,000	100,000
Travel	2,000	1,000	1,000	3,000
Equipment	15,000	7,500	7,500	30,000
Supplies	10,000	5,000	5,000	20,000
Contractual	50,000	25,000	25,000	100,000
Other	15,000	7,500	7,500	30,000
Total	142,000	71,000	71,000	284,000
Match Percentage	100%			

Match and Documentation

Applicants must provide at least 20% match of the federal grant request, not the total project cost. For instance, if an applicant is requesting $500,000 in grant funding, the required 20% match is $100,000.

When incorporating matching funds into the budget proposal, provide the same detail and justification as for the requested grant funding. All matching funds must be accompanied by a cost-match commitment letter from the fiscal authority of all entities committing matching funds under the award. If awarded, applicants will be held to the submitted budget for matching funds, and any matching expenses that are not included in the budget submission will not be counted, unless they are included via amendment to the grant agreement during the project.

Tax Credits

Describe in detail any applicable tax credits that you intend to apply to this project in your project narrative, and whether and how you intend to apply the tax credit in the budget request for the project. It is incumbent upon the applicant to understand and abide by both tax law and federal grant regulations. **OED cannot and does not offer tax advice.** For more information, please refer to guidance issued by the IRS at https://www.irs.gov/.

Compliance

Since the grant funding is sourced from federal funds, there are federal compliance requirements to receive funds under this program. These requirements include the National Environmental Policy Act (NEPA), Davis Bacon Act (DBA), Build American Buy American requirements (BABA), and infrastructure-specific annual reporting. Each of these requirements need to be considered during the proposal design and application development, but not required with the application submission unless noted below. Please carefully review each compliance requirement.

National Environmental Policy Act (NEPA)

NEPA ensures that all federally funded projects take sufficient steps to ensure that environmental impacts are mitigated. For each federal award, the U.S. Department of Energy includes NEPA requirements. There are one of two potential pathways: (1) activities included in a categorically excluded category (or bounded category within a categorically excluded category); or (2) activities that are not categorically excluded and require a project specific environmental review. The list of activities and technologies included below are all activities that fall within a bounded category when performed on previously disturbed land, and generally do not require a project specific environmental review. OED recommends that applicants try to confine project activities within the bounded categories to mitigate overly burdensome compliance requirements. They include:

- Building and equipment installation and instrumentation
- Conservation acts, including weatherization, plumbing fixtures, heating and ventilation adjustments, generator and battery enhancements, etc.
- Heat and power cogeneration systems
- Solar PV systems installation, modification, etc.
- Solar thermal systems installation, modification, etc.
- Wind turbine installation, modification, etc.
- Ground source heat pumps installation, modification, etc.
- power plants installation, modification, etc.
- Alternative fueling stations
- EV Charging

If the project falls outside the NEPA excluded activities, then the project must fulfill the environmental review requirements, and applicants must submit the EQ-1 form along with their other application documents. All submissions that fall outside of the listed activities will be required to submit an EQ-1 prior to being awarded by OED. If an EQ-1 is not completed for such projects, the application will not be awarded. If you are unsure whether your project requires an EQ-1, please contact OED _**prior**_ to the submission deadline, and as early as possible. If you know that the proposed project will require an environmental review, please submit the completed EQ-1 as a supplemental document.

Davis-Bacon Act (DBA)

DBA requirements are in place to ensure that all contracted labor is paid the prevailing market wage in the area and sector. To ensure compliance, subrecipients must submit weekly payroll records for all subcontracted labor to OED. aFit Staffing is assisting OED in DBA and BABA related compliance efforts. Additional instructions will be provided by OED to successful awardees. Awardees are expected to submit payroll records on-time and in the required formatting to ensure that OED is able to identify issues of non-compliance swiftly and accurately, preventing any stoppages of work.

Build American Buy American (BABA)

Similar to DBA, all public infrastructure projects will be subject to BABA requirements[2], which ensure that all materials are sourced from American-made sources. Appropriate receipts for all material purchases must be provided to OED and aFit to ensure compliance. Additional instructions will be provided by OED to successful awardees.

There are three exceptions to BABA requirements: (1) American sourcing would increase overall project cost by more than 25%, (2) the materials are not produced in the U.S., and (3) American sourcing would be inconsistent with the public interest. If there are purchases that meet any of these exceptions, a waiver must be completed and submitted to the U.S. Department of Energy. Please note that waiver reviews can take extensive time and should be accounted for in the project timeline where possible. The applicant should detail anticipated waiver requests in the application in the Experience and Feasibility section of the Project Narrative, and such requests should be accounted for in the project timeline. OED and aFit will assist recipients with waiver submissions. Please include any risks associated with BABA compliance in the project narrative.

Other

OED will also require all recipients to report various performance metrics throughout the duration of the project. In addition to quarterly reporting, recipients may be subject to additional reporting under the Infrastructure Investment and Jobs Act. Information reported may include disadvantaged communities, location, wages and organized labor involvement, and other performance metrics. These requirements are implemented by the Department of Energy, and OED will inform recipients of all reporting requirements when awards are made.

Supporting Documentation

Please include all relevant documentation in your application submission. This includes:

- Map of the project location(s),
- Energy Plans or Audits that substantiate the need for the project,
- Letters of Commitment from stakeholders that are included in this project,
- Quotes and cost documentation for budget items, as applicable,
- Match commitment letters,
- EQ-1 (when applicable), and

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[2] https://www.energy.gov/management/build-america-buy-america

- Any other supporting documents.

Keep in mind that any supporting documents that contain explanatory or additional information will not be evaluated, as such information should be included in the project narrative. Supporting documents should only be used to substantiate information included elsewhere in the application, and not to evade any page limitations. Resumes of key personnel are allowable as supporting documentation.