

# Application Instructions

## Oregon Department of Energy Opportunity Announcement 23-091 IIJA 40552 Energy Efficiency and Conservation Block Grant Program

### Introduction

This document provides general instructions for completing a subgrant application under Opportunity Announcement 23-091. Please carefully read the opportunity announcement before starting an application, it contains complete program information, including eligibility, reporting and other requirements, along with all references and resources.

Please read these application instructions very carefully—only applications that meet **all** the requirements will be eligible for consideration.

For this opportunity, ODOE has made available \$1,263,446 for subawards to energy efficiency and conservation projects. ODOE seeks energy efficiency projects that can demonstrate reduced fossil fuel emissions, reductions in a community's total energy use, and that prioritize disadvantaged communities.

### Eligibility

During this opportunity, eligibility is limited to Oregon units of local government which were not otherwise eligible to receive a direct EECBG formula grant from the U.S. Department of Energy (U.S. DOE).

### Federal Requirements

Awardees of this opportunity will be subrecipients of funds awarded to ODOE and will be identified as subrecipients selected for a subaward. Performance Agreements between ODOE and subrecipients will include required federal terms and conditions, including the flow down requirement of terms and conditions to subrecipient contractors and subcontractors, as applicable. Applicants can find these requirements listed in the application.

### Application Process

To apply, an authorized representative of the applicant organization must have an ODOE Customer Service Portal account. Account registration is available here: [Portal link](#).

The application portal opens Friday, March 22, 2024 and applications will be reviewed and awarded on a rolling basis, but must be submitted no later than by Tuesday, May 21, 2024. Questions and inquiries about the grant program shall be submitted to [eecbg.grants@energy.oregon.gov](mailto:eecbg.grants@energy.oregon.gov). Questions submitted to ODOE will be answered and added into a comprehensive Frequently Asked Questions (FAQ) document that will be posted to ODOE's website. ODOE will strive to respond to all questions within one business day.

You must have a [Unique Entity Identifier](#) (previously a Data Universal Numbering System (DUNS) number) obtained in the [System for Award Management \(SAM\)](#) (formerly CCR database) to be eligible

for federal funding. See the above web sites for more information. The applicant's employer identification number (EIN) is also required.

## **Application Package Submittal Process**

- Applications are accepted through the portal website only.
- Applications received after the deadline will not be considered.
- The applications must include all information requested in these instructions and in the application, including attachments (file uploads).

## **Additional Required Attachments with Application**

- SF-424A
- Budget Justification Workbook
- Authorized Applicant Letter: Written authorization from the applicant's governing body allowing submission of the application.
- Davis-Bacon Assurance Letter.

## **Application Content**

### **Section 1: Applicant Information**

Section 1 includes the applicant and project information. This will identify the applicant, the applicant's eligibility to be awarded under this grant, and ensure the project is within the State of Oregon and eligible to be awarded. Additionally, please identify whether the application will contain confidential and/or trade secret information that may be exempted from disclosure under Oregon's Public Records Law or the Freedom of Information Act. Specifically, please provide the page numbers in which confidential information may be present within the application.

The information provided in Section 1 must include all the following.

1. Applicant organization name. Applications must be submitted only by eligible applicants and, if awarded, will be the entity responsible for fulfilling the grant award and conditions.
2. Legal address of the applicant. Include the zip code.
3. Applicant Principal Investigator (i.e. Project Manager) with Name, Phone Number, and Email Address. This should be the primary point of contact for the project.
4. Applicant Business Officer with Name, Phone Number, and Email Address. This should be the authorized representative and person with the authority to approve and sign the performance agreement with the State.
5. Federal Tax Employer Identification Number (EIN).
6. Federal Unique Entity Identifier (UEI).  
(A UEI is provided through the [System for Award Management \(SAM\)](#) (formerly CCR database).)
7. Blueprint Selection. Please identify your intended project(s) from the approved list of program options.
  - Energy Efficiency: Building Audits and Retrofits, including grid interactivity, electrification, and Home Energy Scoring
  - Energy Efficiency: Energy Saving Performance Contracts for efficiency and electrification in municipal buildings

- Energy Efficiency: Building Efficiency & Electrification Campaigns
- Renewables: Solar installations and battery storage, such as power purchase agreements and direct ownership
- Transportation: Electric vehicles for municipal fleets
- Transportation: EV charging infrastructure for the community

## Section 2: Project Narrative

Section 2 contains information about the project objectives and goals. Successful applications will be thorough and fully responsive to the questions in this section. Each Blueprint selection will require its own Project Narrative.

### A. Project description (executive summary of goals and objectives)

Please identify which “Program Blueprint” project option(s) for which you seek funding and include a description of the project, including:

- Clear overall project description that includes the project design, the equipment proposed to be used in the project, any engineering studies or calculations already done, status of the utility consultation, and planning already done.
- Include the following information specific to the Program Blueprint type
  - o For Program Blueprint #2a – Energy Efficiency: Energy audits and building upgrades.
    - See additional information here: [Blueprint 2A: Energy Efficiency: Energy Audits, Building Upgrades | Department of Energy](#)
    - If the city will offer free home energy scores and electrification information, include description of how the city will identify low-income households to receive energy education information and coordinate with ODOE’s contractor for data recording and payment to state licensed Assessors. The city should also provide an estimate of how many scores are projected to be conducted.
    - ODOE will provide a contractor to work with each city to perform home energy scores, electrification, and grid interactivity engagement with low-income households. EECBG funding is intended to pay for home energy scores. For consistency with the market, ODOE suggests a \$200 payment for each home energy score be calculated in budget estimates.
  - o For Program Blueprint #2b – Energy Efficiency: Energy Saving Performance Contracts
    - See additional information here: [Blueprint 2B: Energy Savings Performance Contracts–Energy Efficiency and Electrification in Government Building | Department of Energy](#)
    - Each city will need to work directly with an ESPC, to scope the project for municipal energy savings. ODOE will review and approve the project prior to work starting and funding. Energy Performance Contractors must be on Oregon’s approved contractor list: [State of Oregon: Energy in Oregon - Qualified ESCOs](#)
  - o For Program Blueprint #2c – Energy efficiency: Building Electrification Campaign
    - See additional information here: [Blueprint 2C: Building Efficiency & Electrification Campaign | Department of Energy](#)
    - The electrification campaign may be combined with 2a, (Home Energy Scores) to provide each site visit, the foundational understanding of building performance

and potential for upgrades as well as incentives from the upcoming HOMES/HEAR rebate programs and local incentives from utilities.

- o For Program Blueprint #3a – Renewables: Solar installations and battery storage, such as power purchase agreements and direct ownership.
  - See additional information here: [Blueprint 3A: Solar & Storage – Power Purchase Agreements and Direct Ownership | Department of Energy](#)
  - Clear overall project description that includes the project design, the equipment proposed to be used in the project, any engineering studies or calculations already done, status of the utility consultation, and planning already done.
  - A description of the project location including details of its location in Oregon and not be located in a unit of local government which was eligible to receive a direct EECBG formula grant from the U.S. DOE. An assessment of the suitability of the site, and the degree to which the applicant has secured site control.
  - If the project is for generating renewable energy or energy storage, include information on:
    - The equipment technical specifications, including manufacturer’s information and warranties for the selected technology, and all other major project equipment, including information that demonstrates the system will operate for at least five years.
    - The nameplate capacity (kWdc).
    - The projected amount of net energy the project will generate, in kWh per year.
    - A renewable resource assessment demonstrating adequate renewable resource availability for the proposed system operations. The resource assessment must describe the type of resource available, explain how the applicant evaluated and estimated the resource availability, and how the system will ensure access to the resource.
    - Proposed operational use cases for the energy storage project, including emergency backup power, providing grid services, demand reduction, arbitrage, or any other planned uses.
    - If the renewable energy project will add capacity to or be paired with an existing renewable energy system, for example pairing energy storage and/or microgrid enabling technologies with an existing solar photovoltaic array, the applicant must include a description of the existing renewable energy system.
  - Evidence the application has been drafted in consultation with electric utilities that have customers in the communities covered by the community renewable energy project, for the purpose of ensuring feasibility. This may include a high-level assessment of the impacts of the proposed project on existing utility infrastructure and the estimated costs for interconnection of the proposed project. Evidence may include:
    - A letter confirming consultation from the electric utility serving the communities covered by a community renewable energy project.
    - Utility interconnection application or interconnection agreement.

- o For Program Blueprint #4a – Transportation: Electric vehicles and municipal fleet electrification.
  - See additional information here: [Blueprint 4A: Electric Vehicles and Fleet Electrification | Department of Energy](#)
  - Information must include: vehicle description and cost, estimated miles used per year, estimated fossil fuel savings and legal description of vehicle owner.
- o For Program Blueprint #4b – Transportation: EV charging infrastructure for the community.
  - See additional information here: [Blueprint 4B: EV Charging Infrastructure for the Community | Department of Energy](#)
  - Cities will need to include site location, necessary sitework and connection estimates and total installation cost. Also required are product manufacturer and performance characteristics. Electric vehicle charging stations must be listed on the EPRI Vetted Product List: [EPRI Home](#)

**B. Describe the proposed implementation plan** for the use of EECBG funds to assist you in achieving the above outlined goals and objectives. Please include the following:

- List of project team members, their roles and lines of authority, and experience with similar projects.
- A detailed construction plan and project schedule with major milestones including the target operational date of the system. The schedule must show construction beginning within 12 months of execution of the performance agreement and will be completed within 24 months of execution of the performance agreement.
- A description of how the applicant will manage planning, construction, and system start-up. Include a commissioning plan if developed.
- A description of material availability and whether the materials are on-hand or are readily available. Include an approximation of timeline for availability of materials.
- A detailed description of the project operations plan post-construction. The applicant should show how the project will be operated, the estimated costs, and how maintenance and operations will be adequately funded.

**C. Community benefits and equity considerations:** Please include a detailed description of the community benefits and equity considerations, or other documentation of the extent to which the project would be located in and/or will serve one or more qualifying communities. This should include a description of the location, the communities served, and the community benefits. It could include, but is not limited to:

- A description of qualifying community’s involvement in project development and operations. This could include, but is not limited to, descriptions of surveys of the local community, attendance or participation at public meetings, and community ideas and recommendations incorporated in project plan.
- A description of any equity framework used by applicant in developing the project.
- A description of the level of direct energy cost savings to families and small businesses that will result from the project.

- A description of the level of economic development that will result from the project.
- Information on the number and types of jobs directly connected to the awarding of the grant that will be:
  - Created by the project; and
  - Sustained throughout construction and operation of the project.
- If applicable, a description of how the project would integrate with broader community energy and environmental goals.

**D. Identify program process metrics:** The EECBG program requires quarterly performance reporting, which includes capturing metrics applicable to your project. Please review the [process metrics](#) and identify which metric(s) item will be collected to report on, should your project be selected. Metrics should be selected from the third column and should pair with your appropriate project selection (i.e. home energy scores should select metrics from Metric Area #8, such as “Number of building energy audits performed”).

**E. Describe the auditing or monitoring procedures:** Please describe the applicant’s experience with Federal awards and similar projects, including auditing and monitoring procedures that are currently, or will be in place by the start of the project, to ensure funds are used for authorized purposes and every step is taken to prevent instances of fraud, waste, error, and abuse. Please include the following in the response:

- Prior experience managing a Federal grant award, whether as a Prime or Subrecipient.
- Were all the terms and conditions of the previous award followed?
- Describe previous reporting and budgeting; whether performance and financial reports were submitted timely; if reasonable progress was made towards performance goals; whether financial reports were accurate; and if the applicant stayed on budget.
- Prior experience with similar programs.
- Describe the applicants’ staffing capacity and capability to comply with the terms of this project; whether there has been recent turnover in the program or award management staff; whether key staff attended required trainings and meetings during prior grant awards; and if key staff responded to State or Federal requests timely during prior grant awards.
- Describe policies which include procedures for assuring compliance with the terms of the award.
- Describe the accounting system; whether it is automated, manual, or a combination; whether the system is new or has substantially changed systems or software packages recently; if the system will allow for complete and accurate tracking of the receipt and disbursement of funds related to the award; and if there is a system in place that will account for 100% of each employee’s time.

**F. Describe how your strategy will support the goal that 40% of the overall benefits of the EECBG investments flow to disadvantaged communities,** in line with the Justice40 Initiative. Include the 11-digit census tract number for the project’s location (found on the [CEJST map](#))

**G. Identify Justice40 metrics:** The metric(s) should include measurable data that can be collected specific to the selected project(s) in order to exhibit how projects benefit disadvantaged

communities. Please review the [list](#) of potential, but not all-inclusive, metrics and identify which metric(s) item will be collected to report on, should your project be selected. Metrics should be selected from the second column, if applicable. If identifying an unlisted metric, please describe the metric and how it relates to Justice40 and the policy priorities listed in the first column.

### **Section 3: Business Assurances and Disclosures**

This section includes attestations and disclosures required for confirming eligibility for an entity to accept Federal funds. Please provide additional information and supporting information where necessary.

- A.** Is the applicant, or any of the applicant's principals under investigation for or charged with a covered offense? If yes, please provide a detailed explanation.
- B.** Has the applicant, or any of the applicant's principals been convicted of a covered offense in the last five years or had a civil judgment rendered against them for one of those offenses in that time period? If yes, please provide a detailed explanation.
- C.** Is the applicant, or any of the applicant's principals under investigation for potential violation of U.S. export control laws and regulations, or has the proposed Subrecipient, or any of the Subrecipient's principals been convicted of any violations of U.S. export control laws and regulations? If yes, please provide a detailed explanation.
- D.** Is the applicant under investigation for potential violations of the Drug-Free Workplace Act of 1988, or has the proposed Subrecipient been convicted of any violations of the Drug-Free Workplace Act of 1988? If yes, please provide a detailed explanation.
- E.** Is the applicant, or any of the applicant's principals under investigation for research misconduct, or has the applicant, or any of the applicant's principals been convicted of research misconduct? If yes, please provide a detailed explanation.
- F.** Has any Federal agency recommended or initiated proceedings against the applicant, or any of the applicant's principals for suspension or debarment, or is the applicant, or any of the applicant's principals debarred, suspended, publicly banned from doing business with the Federal government, or otherwise declared ineligible from receiving Federal contracts, subcontracts or financial assistance? If yes, please provide a detailed explanation.
- G. Financial Conflict of Interest:** The applicant must disclose in writing any managed or unmanageable financial conflicts of interest involving a member of the project team (i.e. investigators) and include sufficient information to enable DOE to understand the nature and extent of the financial conflict, and to assess the appropriateness of the non-Federal entity's management plan. See Section V(b)(3) of the [DOE Interim Conflict of Interest Policy](#). As part of this DOE funded project, does the applicant have any managed or unmanageable financial conflicts of interest involving a member of the project team? If yes, in a separate attachment, the applicant must provide relevant disclosures/supporting documentation as required by the DOE Interim Conflict of Interest Policy Section V(b)(3).
- H. Designated Responsible Employee:** Indicate the name and title of the Designated Responsible Employee for complying with national policies prohibiting discrimination (see 10 CFR 1040.5

and the Certifications and Assurances SF-424B Assurances for Non-Construction Programs or SF-424D Assurances for Construction Programs found at:

<http://www.grants.gov/web/grants/forms/sf-424-family.html>). Please also include contact information (phone number and email) for the Designated Responsible Employee.

- I. **Annual Audit:** As required by 2 CFR 200 Subpart F, non-federal entities that expend \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted. The Recipient must comply with the annual independent audit requirements in 2 CFR 200.500 through .521 for institutions of higher education, nonprofit organizations, and state and local governments (Single audit), and 2 CFR 910.500 through .521 for for-profit entities (Compliance audit). Please indicate whether your organization has had a single audit conducted. If yes, please include a copy of the most recent audit as an attachment. If no, please provide an explanation as to why, including if your organization is not required to comply with the annual audit.

## Section 4: Supplemental Application Materials

Section 4 includes forms and other documents that should be uploaded as attachments to the application. The

1. **SF-424A:** This is the financial form used to show a budget summary and annual distribution over the budget period when requesting federal financial assistance. The form is available as an attachment on the program website and is required with the application. Please follow the instructions on the form and submit as an attachment. Section E should be left blank. Please check to make sure the form is filled out correctly and the numbers have been calculated correctly before submitting your application. Save form as "APPLICANTNAME\_SF424A.PDF".
2. **Budget Narrative:** This form is used to show detailed support for project costs identified in the SF-424A, and to ensure all costs are allowable, allocable, and reasonable in accordance with the administrative requirements prescribed in 2 CFR 200. The form is available as an attachment on the program website and is required with the application. Please follow the instructions on the form and submit as an attachment. Please check to make sure the form is filled out correctly and the numbers have been calculated correctly before submitting your application. Save form as "APPLICANTNAME\_BUDGETNARRATIVE.XLSX".
3. **Indirect Rate:** Indirect costs mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Allocation of these costs is addressed in the Budget Justification Workbook on Tab (i) and further information about federal cost principles can be found in [2 CFR 200, Subpart E](#).

If an indirect rate has been approved or negotiated with a federal government agency, please upload a copy of the latest rate agreement as an attachment. Save form as "APPLICANTNAME\_INDIRECT".

If there is not a current, federally approved rate agreement negotiated and available, it will be assumed that the "de minimis" rate of 10% will be elected and should be reflected in the budget documents.

4. **Authorized Applicant Letter:** Written authorization from the applicant’s governing body allowing submission of the application should be included as an attachment. While this letter is required as an attachment, the template available on the program page is optional. An applicant may choose to submit this letter in other formats. Save form as “APPLICANTNAME\_AUTHORIZEDAPPLICANT”.
5. **Davis-Bacon Assurance Letter:** This letter is a commitment to complying with the Davis-Bacon Act, should project activities trigger the compliance requirements. While this letter is required as an attachment, the template available on the program page is optional. An applicant may choose to submit this letter in other formats. See the [U.S. DOE’s Desk Guide to the Davis-Bacon Act](#) for more information on understanding obligations under this law. Save form as “APPLICANTNAME\_DAVISBACON”.

## Section 5: Affirmation

This section is to be completed on behalf of the eligible entity by a person that is legally authorized to sign, submit the application, and enter into a grant contract with the State of Oregon. An authorized representative of the entity must sign and date the electronic submission of the application. If the project is funded, this person will be responsible for upholding the terms of the performance agreement and will be expected to follow the progress of the project and stay in contact with the entity’s designees (if applicable) and ODOE. By submitting an application under this program, the applicant agrees to all of the following:

1. To the best of my knowledge, the information in this application is true and correct. I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter a grant contract.
2. I understand that submitting false or misleading information in connection with this application may result in the application or organization being found ineligible for financial assistance under this program. I further understand that receiving public grant funds because of false representations constitutes an act of fraud.
3. The applicant will comply with all conditions of the program if funding is awarded. I understand that ODOE may conduct audits and conduct site inspections before or after grants are awarded and disbursed.
4. The following types of projects involve public works and infrastructure and require federal compliance with the [Davis-Bacon Act \(DBA\)](#), [National Environmental Policy Act \(NEPA\)](#), and [Build America, Buy America \(BABA\)](#):
  - Building Retrofits
  - EV Charging Infrastructure for the Community
  - Solar & Storage for Municipal Buildings

I acknowledge to comply with all Davis-Bacon Act requirements as determined by subchapter IV of Chapter 31 of Title 40, United States CODE.

I agree, if selected for funding, to undergo the required Department of Energy sponsored Davis-Bacon Act compliance training.

I acknowledge that, unless a waiver is granted by the U.S. Department of Energy, program funds used to procure manufactured products and construction materials will comply with the Build America Buy America Requirement, per Section 70914 of the IJA.

5. I affirm that I have reviewed the federal law and regulations and other requirements listed and referenced in the opportunity announcement on the State and Federal program websites and that our entity is fully prepared and able to comply if our entity executes a performance agreement with ODOE under this program.