

**ENERGY EFFICIENCY AND CONSERVATION
BLOCK GRANT (EECBG) PROGRAM****Application Instructions****Introduction**

This document provides general instructions for completing an application under this funding opportunity. Please be sure to read very carefully—only applications that meet **all** the requirements will be eligible for consideration.

The Indiana Office of Energy Development (IOED) will make available \$1,469,358 for Indiana's Energy Efficiency and Conservation Block Grant (EECBG) Program. This program will fund efforts to increase energy efficiency and conservation for units of local government. Grant funds will support eligible program activities, such as energy planning, energy audits and building upgrades, and electric transportation for communities. Funding for this opportunity is available only to units of local government in Indiana that were **not** allocated EECBG formula funds directly from the U.S. Department of Energy (DOE).¹ EECBG projects must not exceed two years in length and must have projects that fall under one of the selected DOE Blueprints.

Matching Funds Determination

No matching requirements are in place for this funding opportunity. However, applicants are encouraged to use this opportunity supplement existing initiatives or initiate long-term planning for local investments.

Application Process

Applications open November 15, 2023, with completed applications due by **February 2, 2024**. Questions and inquiries about the grant program shall be submitted to grants@oed.in.gov. Questions submitted to IOED will be answered and added into a FAQ document that will be posted to IOED's website. IOED will strive to respond to all questions within three business days.

For ease of applying, IOED developed an application template for entities to complete and submit their application. **Please use the associated template with this application package to complete your grant application submission.**

You must have a [Unique Entity Identifier](#) (previously a Data Universal Numbering System (DUNS) number) and an active registration in the [System for Award Management \(SAM\)](#)

¹ Local units of government that were allocated formula funds are found on the U.S. Department of Energy EECBG [website](#). Also refer to Appendix A.

(formerly CCR database) to be eligible for federal funding. See the above web sites 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. Bidder Profile Registration links can be found [here](#). The applicant employer identification number (EIN) is required for funding consideration.

Application Package Submittal Process

- Applications accepted by email only.
- Submit a completed proposal application to grants@oed.in.gov and include “Application-EECBG” in the email subject line.
- Applications received after the deadline will not be considered.
- The applications must include all information requested in these instructions.
- Only one grant application per unit of local government will be considered.

Application Content

Section 1: Applicant Information

Section 1 needs to include 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 Indiana 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 Indiana’s Access to Public Records Act or the Freedom of Information Act. Specifically, please provide the page numbers in which confidential information may be present within the application.

1. Applicant 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 plus 4 digits and the Project location county.
3. Federal Unique Entity Identifier (UEI).
4. State Supplier ID Number and Federal Tax EIN.
5. Applicant Contact with Name, Phone Number, and Email Address. This is person will be the primary point of contact for the project.
6. Authorized Representative with Name, Cell Phone, and Email Address. This is the person with the legal authority on behalf of the applicant to enter into the grant agreement with the State. A cell number must be provided for the contracting process.

Section 2: Project Description, Goals, & Objectives

Section 2 contains information about the project goals and objectives. IOED seeks to award projects that improve the energy efficiency of local units of government, while promoting

community investment and workforce development. To do so, Indiana's EECBG program contains select blueprints from the U.S. Department of Energy that fulfill program objectives. These blueprints provide a streamline process for local units of government to identify and implement program goals with minimal compliance needs.² IOED will be making awards that fall under the following blueprints. Each blueprint contains a list of activities to consider for the blueprint objective but are not required nor exhaustive. **Please select only one blueprint for the proposed project.**

Energy Planning Blueprint

Grant proposals that seek to engage in local planning to improve energy efficiency should utilize [Energy Planning Blueprint](#) to guide project design. Planning elements under the blueprint include:

- Stakeholder engagement, education, and outreach
- Energy data collection to establish a baseline
- Develop an energy vision, goals, and strategies
- Write, adopt, and publicize the plan

Energy Efficiency-Energy Audits and Building Upgrades Blueprint

Projects that seek to improve the energy efficiency of existing local government buildings and conduct energy efficiency audits should utilize [Energy Efficiency-Energy Audits and Building Upgrades Blueprint](#). The energy efficiency activities under this blueprint include:

- Building energy assessments
- Energy audits
- Building upgrades including energy efficiency, grid-interactivity, and electrification upgrades
- Building management systems and controls for energy efficiency measures
- Replacement of existing traffic signals or streetlights with more energy efficient lighting

Energy Savings Performance Contracts Blueprint

Proposals that include Energy Savings Performance Contracts (ESPC) for local government should utilize [Energy Savings Performance Contracts Blueprint](#). These are also known as guaranteed energy savings contracts (GESCs) for Indiana units of local government.³ This scope of projects seeks to reduce the overall energy usage at the local government level, reducing the cost burden placed on taxpayers. This blueprint includes:

- Explore potential financing options related ESPCs

² The blueprints particularly remove the need for completing an environment review under NEPA for activities included in the blueprints. https://www.energy.gov/sites/default/files/2023-07/1-Formula_Nontribal%20EECBG%20Statement%20of%20Work%20With%20PA%20With%20Ground%20Disturbance_FINAL.pdf

³ For more information, see: <https://www.in.gov/dlgf/gateway/guaranteed-energy-savings-contract-gesc/>.

- Procurement of energy savings performance contractors, and legal support/technical assistance
- Project implementation and acceptance
- Post-Implementation measurement and verification

Electric Vehicles (EVs) and Fleet Electrification Blueprint

Funding requests that seek to increase the local government use of electric vehicle technology and increase fleet electrification should utilize [Electric Vehicles and Fleet Electrification Blueprint](#). The activities under this blueprint pertain to EV and fleet changes that are owned and operated by the local government. Activity under this blueprint includes:

- Develop fleet replacement plan
- Develop utility data sharing agreement
- Develop charging plan including cost assessment of electric bill
- procurement, legal, and technical support to Purchase EVs and Electric Vehicle Supply Equipment (EVSE)
- Installation of charging infrastructure and EVSE
- Site plan, assessment, and selection

EV Charging Infrastructure for the Community Blueprint

Projects that aim to increase the EV charging capacity and infrastructure in their communities should utilize [EV Charging Infrastructure for the Community Blueprint](#). The proposal under this blueprint, unlike Blueprint #4A, should be around increasing EV capacity in the community that the local government represents, rather than for the local unit itself. Activities under this blueprint include:

- Procurement, legal, and technical support to purchase EVs and EVSE
- Installation of charging infrastructure and EVSE
- Site plan, assessment, and selection
- Stakeholder engagement
- Communications and program promotion

Workforce Development Blueprint

Grant proposals that aim to further develop the energy efficiency workforce in the community should utilize [Workforce Development Blueprint](#). Under this blueprint, applicants should demonstrate how the EECBG program can be used to develop the energy workforce and how the development coordinates further investment in energy efficiency. Activities under this blueprint include:

- Workforce needs assessment
- Program design and curriculum development

- Stakeholder engagement
 - Paying trainers and trainees, including supplemental (wraparound) services
7. Select the blueprint topic for the proposed project. Then select all applicable activities under that blueprint for the proposed project. The list of activities are typical actions to consider for the blueprint topic but are not exclusive nor exhaustive. For other activities, use the “Other” category at the bottom of the table.
 8. Please describe in detail the proposed project, including the purpose, the objectives, the need, and how the project objectives will be accomplished. It is encouraged, to identify areas of overlap between energy efficiency planning, investment, and workforce development where applicable in the project description.
 9. Describe in detail the energy outcomes that are anticipated to be achieved by the proposed project, including short-term measurable and quantifiable results and long-term benefits. Be sure to include how energy consumption and costs will be reduced as a result of the project and activities proposed, providing estimated annual energy savings expected from the project. When applicable (especially for planning projects), provide details on future actions anticipated as a result of the proposed project and how the project will leverage future investments.
 10. Describe the community (e.g., demographics, population, and other relevant socio-economic and geographical characteristics) this project will benefit. Include all information pertaining to disadvantaged communities (DACs), as identified by [CEJST](#).
 11. Select the anticipated benefits and values that apply to the proposed project. The metrics and units listed will be tracked for the project and reported to IOED in the quarterly progress reports and final report. If none of the benefits pertain to the proposed project or there are additional metrics and units, select number 9 “Other” and describe the metrics and units that apply.

Section 3: Project Tasks and Deliverables

12. List the tasks and activities that need to be completed to reach the goals you are proposing in this project. Tasks should be detailed, and activities quantified as much as possible. For each item, indicate the anticipated quarter(s) in which it will be completed. The tasks will be used to draft a grant agreement if the project is chosen for funding. Group related activities into the same task where possible. Describe the approach your project will involve, including a timeline and milestones. List all tasks that will be completed by this project. Include quantified products/deliverables produced by each task along with anticipated quarters in which they will be completed. **List tasks by letter and correlate them to the budget if planning to invoice quarterly.** Examples of types of tasks and associated task language, as well as additional information for structuring your tasks and deliverables are given below.

EXAMPLE ONLY

- Task A: Project Planning (Quarter 1)
 - Activities:
 - Identify initial scoping of the project
 - Conduct project planning scoping exercise(s)
 - Finalize project plan and submit to IOED
 - Deliverables/Schedule:
 - Submit Project Plan to IOED that identifies procurement, installation, and quality assurance schedules.
- Task B: Installation Work (Quarter 2 – Quarter 6)
 - Activities:
 - Complete various installations and construction work associated with the project.
 - *Please include detailed activities*
 - Deliverables/Schedule:
 - Goal of completing 10% of total installations per Quarter
- Task C: Submit Quarterly Progress Reports and Final Grant Report to OED, including state and federal compliance information. (Quarterly)
(Note: claims for reimbursement must be accompanied by a report. If you intend to submit claims monthly, you will need to submit monthly reports.)

END OF EXAMPLE**Section 4: Budget Summary**

Section 4 includes the budget information pertaining to the proposed project. The budget will be evaluated on its appropriateness and cost-effectiveness. Show budget broken out by category and describe the purpose of each item listed in the budget, with detail and justification as it relates to the completion of the project. Please include the total cost by category for each funding source (Grant, Match and Other). The Total values and Match Percentage will calculate automatically. Please also include a justification of the expenditure for each activity associated with each category of expenditure.

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.

Limitations of EECBG funds

Projects related to regular maintenance or repairs are not eligible activities under this grant opportunity.

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 Indiana. 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 grant agreement and will be expected to follow the progress of the project and stay in contact with the entity's designees (if applicable) and IOED. 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 the IOED Grant 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 OED may conduct audits and conduct site inspections before or after grants are awarded and disbursed.
4. I acknowledge to comply with all Davis-Bacon Act requirements as determined by subchapter IV of Chapter 31 of Title 40, United States Code. For more information click [here](#).
5. I agree, if selected for funding, to undergo the required Department of Energy-sponsored Davis-Bacon Act compliance training.

Evaluation Criteria

Projects will be evaluated on the basis of whether the project demonstrates energy efficiency objectives are met, align with the blueprint objectives, and will further the State energy goals. IOED uses the five pillars of electricity policy, as codified in Indiana law: affordability, reliability, resiliency, stability, and environmental sustainability, in the development and implementation of grant programs. Energy efficiency supports the five pillars in multiple ways, including maintaining affordability through reducing energy consumption, increasing reliability, resiliency, and stability by reducing demands placed onto the electric grid, and providing environmental benefits.

Strong applications will demonstrate that the proposed project will improve energy efficiency based on measurable outcomes, will provide community benefits, and will support attracting, developing, and maintaining a strong and diverse workforce that includes an opportunity for all Hoosiers.

Post Award Information

If selected by the IOED for potential funding, Projects should be completed in one year, but not exceed two years. For more information, please visit IOED's [website](#).

- Recipients must comply with all Department of Energy required reporting, including Buy America Build America, Davis Bacon Act, [2 CFR 200](#) and related code sections, and other reporting requirements as prescribed by IOED.
- Recipients will be expected to submit quarterly progress reports on the IOED template.
- Recipients will be expected to submit a final report on the IOED template before the grant agreement expires or when the project ends, whichever comes first.
- IOED reserves the right to withhold all payments until reports are submitted to the satisfaction of IOED.
- IOED reserves the right to conduct site visits on projects.
- All awardees are required to undergo Davis-Bacon Act compliance training and to maintain competency in Davis-Bacon Act compliance. The training must be a DOE-sponsored training. (The U.S. Department of Labor offers free Prevailing Wage Seminars that meet this requirement. More information can be found [here](#).)

Appendix A – Indiana Communities with Federal EECBG Funding Allocations. *These units of local government were allocated federal EECBG funds by DOE and not eligible for Indiana’s formula program.*

#	Entity Name	Level of Government	Allocation
1	Allen	County	\$79,000
2	Elkhart	County	\$80,390
3	Hancock	County	\$77,620
4	Hendricks	County	\$80,860
5	Johnson	County	\$78,180
6	Kosciusko	County	\$77,790
7	Lake	County	\$307,890
8	LaPorte	County	\$78,820
9	Porter	County	\$79,580
10	St. Joseph	County	\$78,920
11	Anderson	City	\$117,520
12	Bloomington	City	\$141,730
13	Carmel	City	\$153,650
14	Columbus	City	\$117,430
15	Elkhart	City	\$121,080
16	Evansville	City	\$172,120
17	Fishers	City	\$146,540
18	Fort Wayne	City	\$281,950
19	Gary	City	\$129,280
20	Greenwood	City	\$122,730
21	Hammond	City	\$133,260
22	Indianapolis	City	\$787,040
23	Jeffersonville	City	\$76,770
24	Kokomo	City	\$122,580
25	Lafayette	City	\$134,590
26	Lawrence	City	\$76,690
27	Merrillville, Town of	City	\$76,300
28	Mishawaka	City	\$115,070
29	Muncie	City	\$127,260
30	New Albany	City	\$76,360
31	Noblesville	City	\$125,610
32	Portage	City	\$76,280
33	Richmond	City	\$76,330
34	South Bend	City	\$157,480
35	Terre Haute	City	\$123,690
36	West Lafayette	City	\$76,750
37	Westfield	City	\$76,500
38	Pokagon Band of Potawatomi Indians	Tribal	\$12,090