

**Key Actions in Submitting Applications for Funding Under the
Energy Efficiency and Conservation Block Grant Program Formula Grants
Funding Opportunity Announcement DE-FOA-0000013
Applications Due: June 25, 2009, 8:00 p.m. Eastern Time**

Following are the key actions local governments must take in order to apply for funding under the Energy Efficiency and Conservation Block Grant (EECBG) program. The first set of actions under item "1." below must be completed well in advance of the application due date and should be initiated immediately. If they are not completed, there is no mechanism to proceed with the application. Please review this section carefully.

1. One time Advance Actions Required to Submit an EECBG Application

- Obtain a DUNS number
http://www.dnb.com/US/duns_update/
- Register with the Central Contractor Registration (CCR)
<http://www.ccr.gov/>
- Register with FedConnect to submit grant application
<https://www.fedconnect.net>

The U.S. Department of Energy estimates at least 10 days are needed to obtain registration in FedConnect. Applicants must be registered in order to submit an application, receive notification of amendments to the Funding Opportunity Announcement (FOA), and submit questions regarding the FOA. For a fedconnect tutorial, go to www.fedconnect.net and select "need help getting started." You do not have to be registered to download the tutorial.

Once registered, open the FOA and attachments (see Step #2), at the bottom of the page, right side, register all authorized members of your organization who will participate in responding to the FOA as response team members.

2. Obtain A Copy Of The Funding Opportunity Announcement (FOA)

- ✓ Go to www.fedconnect.net
- ✓ Click on "Search Public Opportunities."
- ✓ Under "Search Criteria", select "Reference Number", Insert DE-FOA-0000013 then click on "Search."
- ✓ Click on the hyperlinked title to open the FOA. Full announcement and all attachments are on right side of page.
- ✓ Bottom of page, right side, under "Response Team" click on "Join" and add the name(s) of authorized members of your organization who will participate in responding to the FOA.
- ✓ Must be registered as a "Response Team Member" to submit questions and submit the completed grant application package.

3. Obtain Application Preparation Instructions and Required Forms

- ✓ Go to www.grants.gov
- ✓ Click on "Apply for Grants"
- ✓ Under Step 1 -- Verify your version of Adobe is compatible with Grants.gov
(VERY IMPORTANT)
- ✓ Select "Download Application Package"

- ✓ Enter CFDA # 81.128
- ✓ Download Preparation Instructions and Grant Application Package
- ✓ Save Grant Application Package with Unique ID Code (UIC). For units of local government save as: 2 digit state code – type of local government – name of local government. For example, OH-City-Columbus.pdf; or OH-County-Hamilton.pdf; or OH-Other-Montville.pdf (Use “other” for boroughs, townships, villages).

Note: Downloading The Application Preparation Instructions And Required Forms Is The Only Action Taken Through Grants.Gov

4. Complete the Grant Application Package

Completed sample grant application packages are attached for your reference. Please note that the sample packages contain completed copies of all required forms, project activity worksheets, the energy efficiency and conservation strategy, and other documents. Use these samples as a guide to completing your application.

To complete your application complete these steps:

- A. Open Grant Application Package; complete application name. The grant application can be saved at any time by clicking “Save” at top of application form.
- B. **Mandatory Documents – Complete all Mandatory Documents. Click on the arrow in the center to move the mandatory documents to the submission block. Highlight the document, click on “Open Form” at the bottom of the blue box.**
 - ✓ Open the Application for Federal Assistance (SF-424)
 - ✓ Complete this form first because completed information will transfer to other forms
 - ✓ Complete all yellow highlighted areas
 - ✓ Type of Submission is “Application”; Type of Application is “New”
 - ✓ Item #17, Proposed Project: Start Date and End Date – should be indicated as 3-year grant period (Example: Start: 8/03/2009 End: 8/02/2012)
 - ✓ Item #18, Estimated Funding, full grant funding request amount goes in 18a, Federal; place zeroes in 18b,c,d,e, and f.
 - ✓ Item #19, check No
 - Open the **Project/Performance Site Location(s)**
 - ✓ Enter primary location where work will be performed
 - ✓ Enter congressional district (drop-down menu provided)
 - ✓ Move down the page to insert additional project/performance locations
 - Open the **Other Attachments** form
 - ✓ Save completed Project Activity Worksheet (Attachment B1 format) as UIC-ProjectActivity.pdf (example: OH-CITY-COLUMBUS-Project Activity.pdf)
 - ✓ Click on “Add Mandatory Other Attachment”
 - ✓ Upload the Project Activity Worksheet
 - ✓ May have more than one Project Activity Worksheet for multiple activities
 - ✓ Additional Worksheets must be uploaded as “Optional Other Attachments” with the same naming convention (example: OH-CITY-COLUMBUS-ProjectActivity2.pdf)
 - Additional **Other Attachments** (Important: Click “Done” after adding each file)
 - ✓ SF-424A – Budget Information (Non-Construction Programs)

- Obtain SF-424A form at
http://management.energy.gov/business_doe/business_forms.htm
- Save completed form as UIC-SF424A.xls (Example: OH-CITY-COLUMBUS-SF-424A.xls)
- Click on “Add Optional Other Attachment” and upload file
- ✓ Budget Justification File
 - Detail the proposed costs in each Object Class Category on the SF-424A
 - Save as UIC-Budget.pdf (Example: OH-CITY-COLUMBUS-Budget.pdf)
 - Click on “Add Optional Other Attachment” and upload file
- ✓ Subaward Budget File
 - Required for planned subawards greater than 25% of total grant or \$1m, whichever is less)
 - Save each subaward budget as separate file
 - File name up to first 10 letters of subawardee’s name plus. xls (Example: OH-CITY-COLUMBUS-miltonassoc.xls)
 - Click on “Add Optional Other Attachment” and upload file
- ✓ Certification of Davis-Bacon Act Compliance and Assurances
 - Save as UIC-Assurances.pdf (Example: OH-CITY-COLUMBUS-Assurances.pdf)
 - Click on “Add Optional Other Attachment” and upload file
- ✓ Financial Management Assessment (Attachment B2)
 - Complete form and save as UIC-FinancialAssessment.pdf (Example: OH-CITY-COLUMBUS-FinancialAssessment.pdf)
 - Click on “Add Optional Other Attachment” and upload file
- ✓ Energy Efficiency & Conservation Strategy
 - Format contained in Attachment D
 - Complete and save as UIC-Strategy.pdf (Example: OH-CITY-COLUMBUS-Strategy.pdf)
 - Click on “Add Optional Other Attachment” and upload file
- ✓ SF-LLL Disclosure of Lobbying Activities (Complete Only if Applicable)
- ✓ National Environmental Policy Act Certification
 - Format contained in Attachment B3
 - **Required only for Activities 4,5,7D, 11, 13 and 14** (see activities listing on pages 19-20 of FOA)
 - If required, save file as UIC-NEPA.pdf (Example: OH-CITY-COLUMBUS-NEPA.pdf)
 - Click on “Add Optional Other Attachment” and upload file

5. Submit the Grant Application Package Through FedConnect.Net

- ✓ Sign in to FedConnect
- ✓ Go to Opportunities (click opportunities on the horizontal menu bar)
- ✓ Under Search Criteria, select Reference Number
- ✓ Type in DE-FOA-0000013, click search
- ✓ Click on the hyperlinked title to open the FOA
- ✓ Click “Create” at the bottom right
- ✓ Click name under “Response Team”
- ✓ Complete the data entry pages and attach application as directed
- ✓ On response complete page, click the “Submit to Agency” button
- ✓ Print the confirmation page for your records