



2009 Virginia Energy Efficiency and Conservation Block Grant (EECBG) Program Application

Due no later than 11:59 P.M. November 6, 2009
Applications received after this date will not be considered for funding.

October 6, 2009

Application Instructions:

1. Eligible localities that wish to submit multiple projects for funding consideration must complete a separate application form for each project so that project-specific impact and leveraging differences can be evaluated by the Virginia Department of Mines, Minerals, and Energy (DMME). Eligible activities¹ can be found in Section D of the EECBG Application Guidelines. Projects previously submitted through the www.Stimulus.Virginia.Gov website are eligible for consideration, but will not be considered unless re-submitted using this EECBG application form.
2. EECBG applications will **only** be accepted **electronically** to expedite review, evaluation and grant award. The Virginia Planning District Commissions will assist all localities in their respective regions with the preparation and electronic publishing of all applications using Adobe Acrobat software.
 - a. Completed electronic applications, with all electronic attachments should be submitted as a zip-compressed archive file using the following e-mail address:
EECBG@NOVAREGION.ORG

Zip files can be created with Windows XP or Vista or with commercial application programs like **Winzip**, **Pkzip** or free public domain software like **jZip** ([download link](#)).
 - b. Note: A copy of the electronic submittal should be forwarded concurrently to your local PDC office (See list of e-mails by PDC on next page).
 - c. Applicants that do not have Adobe Acrobat are asked to work with their PDC in completing the application. If the application cannot be saved electronically, it is acceptable to print and scan the application and submit it as directed above.
3. Applicants with questions are asked to refer all questions **in writing by e-mail** to: EECBG@NOVAREGION.ORG & send electronic copy to the local PDC contact.
4. The deadline for all applicant EECBG questions for clarification is Friday, October 30, 2009, one week prior to the Friday, November 6th EECBG application submittal deadline.

¹ **Note:** All projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Based on DOE's review of the list of activities that funds can be utilized for under the EECBG Program, DOE has determined that projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 will likely be classified as categorical exclusions. Therefore, **Applicants proposing projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 are not required to submit any NEPA documentation** at this time. A pre-NEPA Environmental Questionnaire **must** be submitted with any application that proposes activities 4, 5, 7D, 11, 13 or 14. If DOE determines that NEPA requires the preparation of an environmental assessment (EA) or environmental impact statement (EIS) for a project proposal, the Applicant will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require 6-24 months. Accordingly **applicants should carefully consider whether such projects are consistent with the objectives of the American Reinvestment and Recovery Act (ARRA)** and will allow the expenditure of funds within the time periods allowed for by that statute.



The primary EECBG application must be sent to:

EECBG@NOVAREGION.ORG

Submit Copy of Local EECBG Application to Local PDC using these E-Mail Contacts:

PDC Number	PDC Name	EECBG Contact E-Mail
1	Lenowisco Planning District Commission	ajones@lenowisco.org
2	Cumberland Plateau Planning District Commission	jimbaldwin@bvunet.net
3	Mount Rogers Planning District Commission	marmbrister@mrpdc.org
4	New River Valley Planning District Commission	kbyrd@nrvc.org relsner@nrvc.org
5	Roanoke Valley-Alleghany Regional Commission	jgilmer@rvarc.org
6	Central Shenandoah Planning District Commission	bonnie@cspdc.org
7	Northern Shenandoah Valley Regional Commission	jkeihn@shentel.net
8	Northern Virginia Regional Commission	avosper@novaregion.org
9	Rappahannock-Rapidan Regional Commission	dbclark@rrregion.org
10	Thomas Jefferson Planning District Commission	swilliams@tjpc.org dblount@tjpc.org
11	Region 2000 Local Government Council	gchristie@region2000.org
12	West Piedmont Planning District Commission	jhullett@wppdc.org
13	Southside Planning District Commission	pd13@spdc.state.va.us
14	Virginia's Heartland Commonwealth Regional Council	MHickman@virginiasheartland.org
15	Richmond Regional Planning District Commission	jevans@richmondregional.org
16	George Washington Regional Commission	byrnes@gwregion.org
17	Northern Neck Planning District Commission	jdavis@nnpdc17.state.va.us
18	Middle Peninsula Planning District Commission	llawrence@mppdc.com
19	Crater Planning District Commission	dmorris@craterpdc.org
22	Accomack-Northampton Planning District Commission	emeil@a-npdc.org
23	Hampton Roads Planning District Commission	bmcfarlane@hrpdcva.gov , ewalberg@hrpdcva.gov

5. The EECBG management team will respond in a timely manner to all e-mail questions received. All questions and responses will be posted on the Internet by the EECBG management team for public review.
6. DMME will establish an EECBG program webpage with program resource information and Questions and Answers related the EECBG application process.
7. All EECBG grant award payments will be contingent on program compliance and timely reporting and will be made on a reimbursement basis after work is completed according to a milestone schedule to be proposed by the applicant and used in a final grant agreement.
8. All applicants are advised to read the guidelines for local government applicants (see Section C of EECBG Program Implementation Guidelines) that include a description of the purpose of the EECBG program, examples of desired outcomes, and a list of core principals.
9. Applicants should work with the local PDC to develop proposals and to get assistance in completing EECBG applications.
10. The EECBG management team will review applications for eligibility, program compliance, completeness and accuracy and Virginia Department of Mines, Minerals and Energy will conduct the final evaluation, ranking and selection for grant award.
11. Compliance with special terms and conditions of the American Reinvestment and Recovery Act (ARRA) is required and will be a part of any award agreement resulting from this grant announcement (see Section E of EECBG Program Implementation Guidelines).
12. Additional special terms and conditions stemming from the National Environmental Policy Act and Davis-Bacon Act, and requirements to coordinate with related programs (see Section F of EECBG Program Implementation Guidelines) will be in any award agreement resulting from this grant announcement.
13. DMME will rank proposals, addressing the following evaluation criteria:
 - a. Number of jobs created or preserved
 - b. Amount of fossil fuel conserved
 - c. Amount of renewable energy generated
 - d. Amount of CO₂-equivalent emissions avoided
 - e. Amount of methane captured
 - f. Amount of leveraged funds
 - g. Degree to which the federal grant is leveraged to create enduring value to a wide segment of the community, by providing energy efficiency and renewable energy education, for example, or using the visibility of the project or program to encourage and enable continuing and future effective energy conservation measures by others.
 - h. Program diversity points may be awarded:
 - o To achieve geographical balance
 - o To improve equity of distribution by community population size
 - o To favor economically distressed areas based on unemployment
 - o To achieve project/program diversity and balance
 - o To favor regional or multi-jurisdictional projects



2009 Virginia Energy Efficiency and Conservation Block Grant (EECBG) Program Application

Due no later than 11:59 P.M. B c j Ya Vyf*, 2009

Applications received after this date will not be considered for funding.

Applicants are urged to read the 2009 Virginia EECBG Application Guidelines.

A. Applicant & Project Information

1. Lead Applicant Name: _____
2. Proposal Name: _____
3. Participating Jurisdictions: _____

- Enter Corresponding [FIPS](#) Code(s): _____
4. Planning District Commission of Lead Applicant: _____

B. Lead Applicant Contact Information

5. Contact Name: _____
6. Contact Title: _____
7. Mailing Address: _____
8. Telephone: _____ 9. Fax: _____ 10. Email: _____

C. Proposal Summary

11. Eligible Activity² (choose one): _____
12. Multi-jurisdictional: _____
13. Completed Estimated Benefits Calculator: _____
14. EECBG Grant request: _____
15. Local Leveraged Funding³ _____
16. Total Project Funding: _____

² **Note:** All projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Based on DOE’s review of the list of activities that funds can be utilized for under the EECBG Program, DOE has determined that projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 will likely be classified as categorical exclusions. Therefore, **Applicants proposing projects in support of activities 1-3, 6, 7A, 7B, 7C, 7E, 7F, 8-10, and 12 are not required to submit any NEPA documentation** at this time. A pre-NEPA Environmental Questionnaire **must** be submitted with any application that proposes activities 4, 5, 7D, 11, 13 or 14. If DOE determines that NEPA requires the preparation of an environmental assessment (EA) or environmental impact statement (EIS) for a project proposal, the Applicant will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require 6-24 months. Accordingly **applicants should carefully consider whether such projects are consistent with the objectives of the ARRA** and will allow the expenditure of funds within the time periods allowed for by that statute.

³ **Note:** Leveraged funds are not required; however, DMME is directed by DOE to: “Give priority to programs and projects that leverage federal funds with private resources, such as combining projects with measures financed by an energy savings performance contract, and other public resources, including coordinated efforts involving other Federal programs targeting community development funded through the Recovery Act such as the Community Development Block Grant program, HOME, and job training programs.”

D. Proposal Summary Narrative

Provide a brief summary of the proposal and describe how it supports one or more of the core principles of the 2009 EECBG Program. All partnering jurisdictions or organizations should be identified.

I. Project Summary (Limit response to 250 word summary)

2. Attach Detailed Project Description Narrative (up to 10 pages)

Please discuss:

- a. How project conforms to the objectives and core principles described in the Application Guidelines.
- b. How other partner organizations (e.g. other political subdivisions, community organizations, utility companies, etc) contribute leveraging benefit to the project and provide benefits that endure beyond the availability of federal funds.

E. Scope of Work and Schedule

Describe the project scope of work as a timeline (using quarterly or semi-annual breakdowns, as appropriate), emphasizing the tasks that must be completed in order to obligate⁴ the grant funds within 16 months and expend them within 34 months from the time of award. Summarize major goals and objectives, with milestones (e.g. provide a chronological list of deliverables).

⁴ Definition of "obligate/commit funds", from 10 CFR 600.202: "Obligations means the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period."

F. Project Budget

- I. Provide a cost estimate for the completion of the project by completing the budget table below. A more detailed budget table can be found downloaded at <http://www.dmme.virginia.gov/de/arra/BudgetTemplate.xls>. If needed applicants can use the more detailed table and copy the totals into the below project budget.

Item Description	Requested EECBG Grant Funds	Federal Leveraged Funds	Non-Federal Leveraged Funds	Total Project Funding
Personnel Costs				
Fringe Benefits				
Travel				
Project Equipment				
Supplies				
Contractual				
Construction ⁵				
Other:				
Total Direct				
Indirect Charges				
Total Direct & Indirect				
Program Income ⁶				

G. Project Impact: Application Data

Use the U.S. Department of Energy's Estimated EECBG Benefits Calculator to complete this section.

Download Link for: [User Manual for DOE's Estimated Benefits Calculator](#)

Download Link for: [DOE's Estimated Benefits Calculator](#)

1. Renewable Technology Capacity Installed (MW): _____
2. Methane Captured (ft³): _____
3. Annual Estimated Energy Savings (KWh): _____
4. Annual Estimated Green House Gases Reduced (metric tons of CO₂): _____
5. Annual Estimated Jobs Created/Retained: _____

⁵ Construction: Describe any construction activity in the detailed project description narrative.

⁶ Program Income: Amount of income, if any, expected to be generated from this project

H. Attachments

1. The following attachments are required components of the EECBG application.
 - a. The detailed project description (up to 10 pages)
 - b. Copy of [EECBG Estimated Benefits Calculator Worksheet](#) (i.e. used to complete section G above)
 - c. **“All Applicants proposing projects in support of activities 4, 5, 7D, 11, 13, and 14 must supply the environmental information contained in NETL F 451.1-1/3-EECBG contained in Attachment B3”. ([Use this download link](#))**
2. Applicants **may** provide letters of support from partnering organizations referenced in the application.

I. DMME NOTIFICATIONS

All EECBG applicants are hereby advised that:

1. All EECBG grant awards payments will be contingent on program compliance and timely reporting and will be made on a reimbursement basis after work is completed according to a milestone schedule to be proposed by the applicant.
2. The project milestone schedule submitted by the Applicant will be used in a grant agreement as the basis for the timing of incremental grant payments from DMME to the recipient on a reimbursement basis.
3. All applicants are advised to read the guidelines for local government applicants (Re: Section C) that include a description of the purpose of the EECBG program, examples of desired outcomes and a list of core principals.
4. Applicant compliance with special terms and conditions of ARRA on transparency and account is required and will be incorporated in any award agreement (see Section E of EECBG Guidelines Implementation Manual).
5. Additional special terms and conditions stemming from the National Environmental Policy Act, Davis-Bacon Act, and requirements to coordinate with related programs (See Sections F-1, F-2 and F-3, respectively, of the EECBG Guidelines Manual) will be incorporated in any EECBG grant award agreement.
6. Applicants should work with the local Planning District Commission to develop proposals and for assistance in completing applications.
7. The EECBG management team will review applications for eligibility, program compliance, completeness and accuracy and send all complete applications to the Virginia Department of Mines, Minerals and Energy for final evaluation, ranking and final grant award decisions.