



# Local Infrastructure Hub: Module 1: Setting the Table

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## Your hosts today



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- Member of the NLC Federal Advocacy team, leading regulatory, and policy efforts on energy and environmental issues.
- Served on the Board of Directors for PACENation, a national nonprofit whose mission is to promote Property Assessed Clean Energy (PACE) financing.
- Member of the Cary Institute Forest Pest Advisory Committee, which seeks to inform policy to reduce the importation of insect pests and diseases into the U.S. through international trade.

- Corporate Trainer, Intrepa, Inc.
- IT Consultant, 21st Century Academy
- Assistant Director, Office of Charter Schools Ball State University
- Director of Operations, K12 Inc.
- Director of Operations and Americorps Program, PLA

# Local Infrastructure Hub Overview

## Information Track

All Cities



- Host high quality information and tools to elevate mayoral and city leader ambition and understand how they can leverage upcoming federal funding
- Share key funding guidance, policy and innovation expertise and compliance information; featuring policy experts and administration representatives

## Grant Application Bootcamps

Small & Medium Cities



- Offer technical assistance to support city readiness across the grant application lifecycle
- Support cities in navigating the grant application process and strengthening applications, through peer learning, office hours, and coaching opportunities

- Support and elevate city activity around applications and funding focused on local progress and IJA implementation
- Amplify stories through earned media (local, regional, national) and digital channels to build momentum







Storytelling

# Bootcamp Structure

Modules	Descriptions	Outputs
1 <b>Setting the Table</b>	Cities will be <b>oriented to the funding program</b> and understand how to navigate the Learning Management System.	N/A
2 <b>Engaging the Community</b>	Cities will <b>be able to draft Community Engagement and Advocacy Strategies</b> and understand the audience for advocacy and project strategies.	Community Engagement Strategy aligned to grant context
3 <b>Federal Administration Policies, Case Studies, and Examples</b>	Cities will be able to <b>incorporate climate, equity, and training and workforce development into their grant applications</b> and demonstrate that they are willing to raise their ambitions in these priority areas. Cities will be presented with project examples from other cities.	Plan for incorporating administration priorities into the grant application
4 <b>Data Driven Decision Making, Writing, and Telling Your Story</b>	Cities will <b>understand application data requirements</b> ; understand the <b>best practices for drafting narratives and gathering the full grant application package</b> ; and develop a plan to advance the request with key officials.	Data Strategy aligned to grant context and Federal Administration Priorities
5 <b>Demystifying Capital Stacks and Budgeting</b>	Cities will <b>understand the basics of capital stacks and funding structures for projects</b> ; <b>possible matching grant requirements</b> and allowable uses; and applying this understanding towards <b>developing a draft project budget</b> with matching sources and potential new sources of funding	Draft budget for grant application
6 <b>Post Submission: Long Term Capacity Building</b>	Cities will be able to <b>develop plans to successfully administer the grant</b> and will understand how best to (re)-organize local institutional processes which position the community to compete for outside investment	Draft plan for grant administration

# What your participation will look like

City leadership will engage in the bootcamp to varying degrees depending on role.

				
<b>Title</b>	<b>MAYOR</b>	<b>GRANT LEAD</b>	<b>COMMUNITY ENGAGEMENT LEAD</b>	<b>FINANCE LEAD</b>
<b>Engagement Description</b>	Participates in selective modules to spearhead goals and advocacy, review the impact story of draft applications, and implement long term capacity building measures	Participates in all modules and is the primary point of contact for each participating city team	Participates in selective modules to help design community engagement strategies <i>(i.e. Module 2)</i>	Participates in budget and capital stacks specific modules <i>(i.e. Module 5)</i>
<b>Level of Effort</b>	~ 3 hours per program	~ 2.5 - 10 hours per month <i>(depending on engagement with optional office hours &amp; additional resources)</i>	~ 4 - 10 hours per program	~ 2 - 6 hours per program

\* This table is designed to represent city leadership that will likely participate in the Readiness program and is not intended to be representative of all staff who may be engaged throughout the process. For example we recognize some cities will have City Managers as the executive leader. For some cities, these leaders may have multiple roles.

## Expected learning outcomes for this module

**Upon successful completion of this module, city teams will be able to:**

- ✓ Identify how the grant supports the community's climate and sustainability plans and strategies
- ✓ Understand the EECBG program options, including eligible activities and whether the voucher program is a good fit for your community
- ✓ Understand the EECBG Bootcamp program and the tools available throughout the program, including Canvas, our Learning Management System



# Grant Overview

# EECBG Overview

The Energy Efficiency and Conservation Block Grant (EECBG) program supports states, local communities, tribes and territories **to reduce energy use, reduce fossil fuel emissions, and improve energy efficiency.**

The program encompasses a variety of projects that focus on **improving climate and energy use conditions for cities.** EECBG has three components for local governments: **formula grants, state pass through grants, and competitive grants.**



## ELIGIBILITY

- ***Eligible applicants:*** States, U.S. territories, federally recognized tribal governments, the District of Columbia, counties, cities and towns with a population of **at least 35,000** OR the **ten largest cities in each state.**



## TIMELINE

The EECBG Notice of Funding Opportunity (NOFO) was released on January 19, 2023.

The **Pre-Award Information Sheet** must be submitted by **April 28, 2023.**

Local governments and Tribes are able to submit until **January 31, 2024.**



# Types of Grant Funding



## Formula Grant

Three allocation formulas have been developed by DOE and will be used to issue funds to eligible local governments, states, and Indian tribes. The factors used in the formulas are determined by 1) The population served by the local government, according to the latest available decennial census, (2) the daytime population of the local government, and other similar factors determined by DOE. The formula grant has a specific list of cities eligible to receive funding.



## State Pass Through

In addition to the Formula Grant distribution for local government and tribes, States are required to pass through 60% of their total funding to local governments and tribes ineligible for formula funds from DOE. Cities that do not meet DOE's formula eligibility criteria must apply through their state to receive this funding. *State deadlines and requirements will vary.*



## Competitive Grant

2% of the total EECBG funding will be set aside for competitive grants to local governments that are not eligible based on population. These grants will also be available to a consortium of local governments. Cities will need to apply for these EECBG funds through DOE directly.

# Energy Efficiency and Conservation Block Grant

## *Eligible activities*

**Grant funding can be used to support activities such as:**

- Developing and implementing an **energy efficiency conservation strategy**
- Conducting residential and commercial **building energy audits** and **energy efficiency retrofits**
- Establishing **financial incentive programs** for energy efficiency improvements
- **Replacing traffic signals and street lighting** with energy efficient lighting technologies
- **Financing energy efficiency, renewable energy and zero-emission transportation (and associated infrastructure), capital investments, projects and programs** for leveraging of additional public and private sector funds

# Energy Efficiency and Conservation Strategy (EECS)

## Purpose

The EECS is a required component of the EECBG application, and describes the applicant's energy conservation strategy and use of funds.

## Components

The EECS covers: energy-related goals, activities and strategies that will be covered with program funds, coordination and partnering, applicability of Justice40.

## Process

The bootcamp modules will cover EECS components to assist you with developing your city's EECS.

## Resources

DOE has developed a template for local governments, which you can access [here](#), to guide your strategy development. Using this template is not required.

# Determining if your city will apply for a Grant or Voucher

## Definition

Direct funding that covers a specific purpose, in lieu of grant, for same formula amount allocated to your city.

## Usage

Vouchers can be applied to either technical assistance or equipment purchases and installation.

## Process

Separate, streamlined application with reduced documentation, monitoring, and reporting requirements. Also accepted on a rolling basis.

## Consideration

Entities that have never managed a federal grant may wish to pursue this option. With a voucher, you will not be required to establish systems for invoicing, internal audits, and other grant management systems.

# Considerations for EECBG

Applicants must submit an **Energy Efficiency or Conservation Strategy (EECS)**.

An EECS [describes](#) the applicant's goals for increased energy efficiency and conservation in their jurisdiction, and a plan for the use of the grant (in line with [permissible uses](#)) in achieving said goals.

Do you have a current **Energy or Climate Action Plan**?

These plans will serve as a foundation for the Energy Efficiency or Conservation Strategy (EECS) that will be submitted with the grant and outline how the funding will be used to meet your goals.

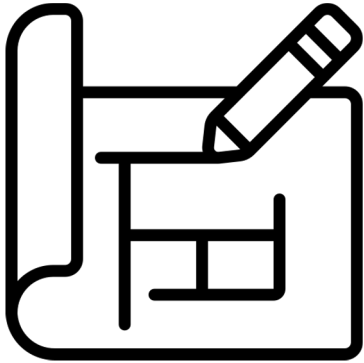
Are you tracking **energy data** in your community?

This data help establish a baseline of your jurisdiction's emissions and energy usage from which to derive your conservation goals.

## Optional Voucher Program

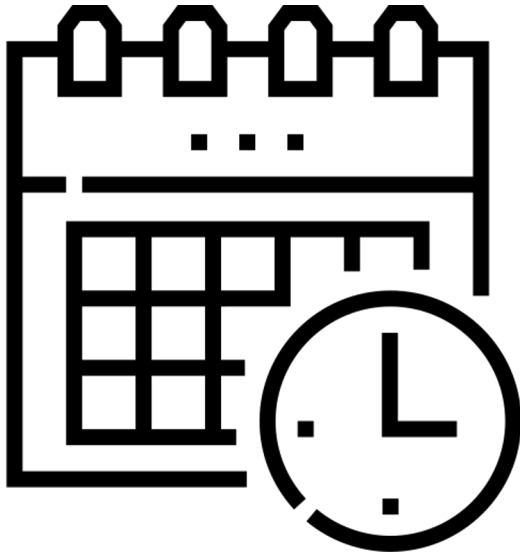
Cities can apply for the Optional Voucher program to receive support with **technical assistance** or **equipment rebates**. Cities will have to decide if they want to apply for the Voucher Program *or* the grant.

# Blueprints



- DOE has released a non-exhaustive list (**blueprints**) of high-impact projects and programs based on proven practices that you can choose to follow for putting together your application.
- Blueprints are available for the following topics– depending on your city’s energy goals, you may find these useful in developing your strategy:
  - Energy Planning
  - Energy Efficiency
  - Renewables
  - Transportation
  - Unlocking Sustainable Financing Solutions for Energy Projects and Programs
  - Workforce Development

# Pre-Award Information Sheet



- **All** applicants must submit a pre-award information sheet by **April 28**.
  - You still have until January 31, 2024 to submit your full application.
- You must submit the sheet regardless of if you are pursuing a grant or voucher.
- Information must be provided about the applying entity **and** sub-recipients (if applicable).
- You may access the sheet [here](#).

# Application Materials Checklist: Grant

- UEI number**
- Register on SAM, FedConnect, and PAGE**
- Contact information** for Principal Investigator and Business Officer
- Teaming partners** (if applicable)
- Energy Efficiency and Conservation Strategy**
  - Tip: Use the template provided by DOE*
- Program Activity File**
- Pre-Award Information Sheet** (*submit by 4/28*)
- Standard Forms** 424, 424A
- Budget Justification**
- Assurance Letter** or Tribal Resolution authorizing the applying entity
- Assurance Letter: Davis Bacon Act**
- Link to latest single audit**
- NEPA Statement of Work** (for expedited reviews)
- NEPA Environmental Questionnaire** (if directed to submit)
- Indirect Rate Agreement** or Rate Proposal (if applicable)
- Certifications** regarding lobbying



# Application Materials Checklist: Voucher

- Contact information** for Principal Investigator and Business Officer
- Teaming partners** (*if applicable*)
- Energy Efficiency and Conservation Strategy
  - Tip:** *Use the template provided by DOE*
- For TA voucher:** Summary description of the technical assistance request, including a proposed scope of work and budget.
- For Rebate:** Summary description of the requested equipment, proposed location and facility type (i.e., municipal building, school, commercial or residential building, or site) and estimated cost
- Pre-Award Information Sheet** (*voucher sections only; submit by 4/28*)
- Voucher Application**
- NEPA environmental questionnaire** (EQ-1), if directed to submit

# Estimated Award Processing Timeframe

Award Type	Vouchers	Grants (following blueprints)	Grants (not following blueprints)
<b>Typical award processing timeframe</b>	30-60 days	Up to 60 days	Minimum of 90 days
<b>Additional application requirements or award conditions</b>	Comply with voucher terms and conditions	May be subject to additional review (e.g., indirect cost rates, sub-grants, accounting system and financial controls)	May be subject to additional review and award conditions (e.g., NEPA)**
<b>Application method</b>	Submit pre-award sheet by April 28, 2023 and voucher application by January 31, 2024	Submit pre-award sheet by April 28, 2023 and submit grant application in Period 1 or 2 (select one or more blueprints)	Submit pre-award sheet by April 28, 2023 and submit grant application in Period 3 or 4.



# **Tools and Templates**



## Tools & Templates for Module 1: Setting the Table

The following resources can help **strengthen core components** of your grant application

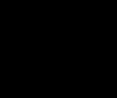
- [DOE EECBG Hub](#)
- [DOE Energy Efficiency and Conservation Strategy Template](#)
- [Optional Information Collection Form](#)
- [Maximize EECBG Funding in Your Community](#)
- [City-State Partnership Opportunities Through the EECBG Program](#)
- [Local Energy Efficiency Benefits and Opportunities](#)
- [EPA's Energy and Environment Guide to Action](#)

# Thank you!

*For questions, please contact your navigator, the office hours and/or coaching lead, or email [eecbgbootcamp@nlc.org](mailto:eecbgbootcamp@nlc.org)*

*For general information, please visit [www.localinfrastructurehub.org](http://www.localinfrastructurehub.org)*





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