

Grant Application Guidance

West Virginia Energy Efficiency and Conservation Block Grant Program (EECBG)

For: Competitive Grants

Project Types: Energy Efficiency Retrofits and Energy Planning

DOE Federal Award ID: DE-SE0000207.0000

Through the Infrastructure Investment and Jobs Act (IIJA), the US Department of Energy (DOE) has awarded funding to the West Virginia Office of Energy, an office housed within the West Virginia Department of Economic Development, to fund projects in the areas of energy efficiency and energy planning.

Purpose: Improve energy efficiency, reduce energy use, and build a clean and equitable energy economy.

Eligible Applicants: Units of local government that were ineligible to receive EECBG direct formula funding from the DOE and rural community serving nonprofits.

Ineligible Applicants: Units of local government that were eligible to receive EECBG direct formula funding from DOE and private entities.

Subrecipients: A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such a program. In the case of this program, the awardee will be considered a sub recipient, and the State of West Virginia is considered a pass-through entity.

Available Funding: The Office of Energy intends to fund multiple projects through issuance of subgrants for up to \$25,000 for community serving nonprofits and up to \$37,000 for eligible local governments. The Office of Energy reserves the right to adjust the final subgrant amounts based on the applications received. No cost match is required.

Timeline: Subrecipients must begin their projects within 30 days of Notice to Proceed. Subrecipients shall submit a report at the end of their project. The project period may last up to two (2) years, but the Office of Energy reserves the right to withdraw and reallocate funds to other eligible entities if Subrecipients have not made adequate progress according to periodic status reports. Projects must be completed by October 31, 2026.

Application Process: Applications should be submitted on the EECBG Application Form provided with a minimum 1 years' worth of utility bills as well as a Budget Justification for the proposed project. A Budget Justification template can be found under 'resources' on the EECBG program web page, with examples on how to fill out the form.

Applications for Round 4 are now open and are due on 8/15/2025 to be reviewed by the Office of Energy. This will be the final round of funding from this program.

If your organization has not conducted business with the State of West Virginia before, we require a Vendor Self Service (VSS) Vendor Identification (ID) number. Please visit WV OASIS <https://prd311.wvoasis.gov/PRDVSS1X1ERP/Advantage4> to create a vendor account for your organization if it does not already have one.

Applications also require a Unique Entity ID (UEI)/System for Award Management (SAM) number. Please go to <https://sam.gov/entity-registration> to register for SAM and obtain your organization's UEI.

In order to apply for funding applicants must provide a description of the project as well as basic project information such as project address, square footage, building age and annual hours of operation. Applicants must own the property on which the retrofit will be conducted.

Funding may be used for the following activities:

- Installation of insulation.
- Installation of energy efficient lighting.
- HVAC upgrades (to existing systems)
- Weather sealing.
- Purchase and installation of energy efficient or energy/water efficient appliances and equipment.
- Retrofit of energy efficient pumps and motors
- Retrofit and replacement of windows and doors.

EECBG Eligible Activities for West Virginia

- Energy Efficiency Retrofits

To assist Eligible Applicants in developing and implementing effective projects, DOE created EECBG Blueprints – detailed guidance documents accompanied by helpful tools and resources – for the following topics: Energy Planning, Efficient Buildings, Renewables, Electric Transportation, Finance, and Workforce. Eligible Applicants may use [Blueprint 2A](#) on Energy Efficiency: Energy Audits and Building Upgrades for ideas and guidance.

Other Requirements:

Compliance with All Federal Requirements: Subrecipients must comply with all terms of the award to the state which can be found in the [ALRD](#) including Justice40 requirements.

Reimbursement of Expenses: Subrecipients shall request reimbursement for eligible costs incurred in accordance with the approved project budget and by submitting an invoice to the Office of Energy.

Project Permits: Subrecipients shall be responsible for obtaining any necessary licenses and/or permits and for complying with applicable federal, state, municipal laws, codes, and regulations in connection with the project.

Procurement: Subrecipients shall procure goods and services according to their established procurement policies, provided that the procurements conform to State law. For details please review Subrecipient certification of General Procurement Standards outlined in 2 CFR 200.317 through 200.327.

[National Environmental Policy Act \(NEPA\)](#): All projects receiving a grant award must comply with NEPA. Projects activities that are not categorically excluded in the funding source's NEPA determination will require submission of an Environmental Questionnaire , with review and approval by DOE. Projects conducted under this funding are expected to be categorically exempt from NEPA based on the DOE's determination respective of this Blueprint. If projects are conducting work outside of the scope of Blueprint 2A in conjunction with their award, NEPA may apply.

[National Historic Preservation Act \(NHPA\)](#): All projects receiving a grant award must comply with NHPA. Projects with a potential to cause adverse effects on historic properties will require submission of a [Section 106 Review Form](#), with review and approval by the West Virginia State Historic Preservation Office. For information about activities exempt under the NHPA, please review the [West Virginia NHPA Programmatic Agreement](#).

[Build America, Buy America \(BABA\)](#): All projects involving the construction, alteration, maintenance, or repair of publicly owned or public serving infrastructure are subject to BABA. Federally assisted projects that involve infrastructure work, undertaken by applicable recipient types, require that:

- All iron, steel, and manufactured products used in the infrastructure work are produced in the United States; and
- All construction materials used in the infrastructure work are manufactured in the United States.

BABA guidelines are described in greater detail in the [EECBG Administrative and Legal Requirements Document](#). When necessary, Subrecipients may apply for, and DOE may grant, a waiver from BABA requirements.

[Davis Bacon Act \(DBA\)](#): All projects receiving a grant award must comply with DBA. All laborers and mechanics employed in performance of construction, alteration, or repair work in excess of \$2,000 shall be paid wages at rates not less than those prevailing on similar projects in the locality.

Maintenance of Records and Audit Requirements

Subrecipients must maintain records pertinent to all grants, agreements, and accounts in accordance with generally accepted accounting principles. These records shall be made available to the Office of Energy, or any of its designated representatives, upon request for examination and audit. Subrecipients must comply with audit requirements for federal funds, OMB Circular, Audits of States, Local Governments, and Non-Profit Organizations and AICPA Standards. Annual financial statements are required to be audited by a Certified Public Accountant (CPA) in accordance with the applicable OMB Circular and/or AICPA Standards. Documents must be retained for three (3) years per Federal requirements. These funds are required to be listed on the Schedule of Federal Expenditures under CFDA #81.041. Within nine (9) months of the close of the Subrecipients' fiscal year, Subrecipients shall be required to provide the Office of Energy with financial statements that reflect the receipt of these federal funds.

Review and Award Process

Complete and timely applications will be reviewed by an Office of Energy representative and awards will be made to eligible recipients for eligible projects. Projects in Justice40 communities will be prioritized according to CJEST guidance.

Following selection, the Office of Energy will notify the Eligible Applicant(s) selected for subgrants (Subrecipients) and send Subrecipients a Grant Agreement that will include, among other provisions, the award notice stating the amount of the award(s), the approved use of the funds, the effective date of the award(s), and the assigned Office of Energy contact. The Office of Energy and Subrecipient may negotiate the final terms and conditions of the Grant Agreement. The Office of Energy reserves the right to withdraw the award offered for any Subrecipients unable to agree to the final terms and conditions under the Grant Agreement. The Office of Energy further reserves the right to withhold and reallocate funds to other Eligible Applicants if Subrecipients fail to achieve their proposed projects' goals according to the project overview and timeline described in the Grant Agreement.

Reporting

Following project completion, Subrecipients must submit a Project Completion Narrative Report along with their final request for reimbursement which includes:

- All supporting documentation related to the project procurement including invoices, proofs of purchase, and vendor payment;
- Quantitative information such as estimated annual energy savings, with offset source specified (electricity, natural gas, petroleum, etc.); and
- Qualitative information such as system performance, publicity, public involvement, etc., including photos, news stories, and/or other narrative descriptions. Such information shall assist the Office of Energy to assess the degree to which Subrecipient meets the terms of the Grant Agreement.

Monitoring

The Office of Energy shall conduct an on-site project monitoring/inspection visit prior to making the final grant disbursement.

Questions

Please direct questions about the application process to the West Virginia Office of Energy by emailing wvoeinfo@wv.gov.