

# Nonprofit Grant Application

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

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**West Virginia Office of Energy**

**Energy Efficiency and Conservation Block Grant Program (EECBG)**

**Address:** West Virginia Office of Energy

1900 Kanawha Boulevard East

Building 3, Suite 600

Charleston, WV 25305

**EECBG Federal Award ID:** DE- SE0000207.0000

**Email:** jackson.r.igo@wv.gov

*Refer to grant guidance document before completing this Application. Applications will be accepted on a rolling basis.*

## I. APPLICANT INFORMATION

**Project Title:**

**Full Name of Agency / Organization:**

**Mailing Address:**

**VSS Vendor ID #:**

**Federal Tax ID #:**

**UEI/SAM #:**

**Employer Identification Number (EIN):**

**Name of Project Officer /  
Alternative Contact:**

**Title:**

**Telephone:**

**Email:**

**Name of Applicant Organization Director:**

Title:

Telephone:

Email:

**Name of Applicant Organization Fiscal Officer/Financial Director:**

Title:

Telephone:

Email:

**II. PROJECT DESCRIPTION**

**A. Project Overview:** Provide a detailed description of your proposed project. Include location, facility type, and the plans to increase the energy efficiency in the project location. (Attach additional sheets if necessary.) As part of this project, the West Virginia Office of Energy will provide energy technical assistance and audit services through our partnership with the West Virginia Industrial Assessment Center and WV ASHRAE Chapter. The following activities are eligible for funding:

- 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.

**B. Project Metrics Summary:** Estimate the total benefits that will result from the implementation of the project(s) and attach documentation for a minimum of 1-years worth of utility bills. Metric descriptions are provided below.

Total Projected Annual Cost Savings (if applicable):

\$

Projected Simple Payback Period (if applicable):

years

Expected Useful Life:

years

Environmental Benefits:

**Total Projected Annual Cost Savings:** The sum of annual energy cost savings for all energy measures included in the project(s).

**Projected Simple Payback Period:** The projected time to recoup the funds to be expended for the project(s). The simple payback period is calculated by dividing the total project(s) costs by the total projected annual cost savings.

**Expected Useful Life:** The average amount of time in years that an item, component, or system is estimated to function when installed new and routine maintenance is performed.

**Environmental Benefits:** The expected environmental benefits from the project(s). Benefits such as avoided greenhouse gas emissions in units of carbon dioxide equivalent (CO<sub>2</sub>e) may be determined using calculators such as [EPA's Greenhouse Gas Equivalencies Calculator](#). Other environmental benefits could include improved water quality, noise reduction, etc.

**C. Project(s) Site Information:** Please provide the following information regarding the project site(s). Project site must be owned.

Project Address:

Annual Hours of Operation (total estimate):

Square Footage:

Age of Building (years):



### III. APPLICANT OBLIGATION(S)

By submitting a Grant Application, the Applicant understands all applicable funding obligations and agrees to comply with [US DOE Terms and Conditions](#) (PDF).

**A. Applicant's Responsibility:** The Applicant shall be fully acquainted with conditions relating to the scope and restrictions applicable to an award. The failure or omission of Applicant to be acquainted with existing conditions shall in no way relieve Applicant of any obligation with respect to the award. Subrecipients must comply with all applicable federal, state and local laws and regulations.

**B.** The Applicant assumes sole responsibility for the completion of the scope of work within 2 years of award issuance. The Office of Energy will consider the above-listed Project Coordinator to be the sole point of contact regarding all award matters.

**C.** The Office of Energy does not endorse any vendors. The Applicant is responsible for all project coordination and management of any vendors or other third parties that may be involved with the project(s) outside of the audit provided by West Virginia IAC.

**D.** As noted in the US DOE Terms and Conditions, all projects must comply with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA) prior to authorization of the use of Federal funds. Additionally, projects are subject to Build America, Buy America (BABA) requirements and compliance with the Davis-Bacon Act (DBA). See Program Application Guidance.

**E. Funding Source:** Funding for the West Virginia EECBG Program is provided entirely from the Federal State Energy Program and, consequently, all federal regulations and reporting requirements apply. Additionally, the West Virginia Office of the State Auditor requires grant funds to retain their character as federal expenditures and disbursements by the Office of Energy are to be reported on the Schedule of Expenditures of Federal Awards.

1. Federal Award Identifier: DE-SE0000207.0000
2. CFDA Number: 81.128

**F. Monitoring Visit:** The Office of Energy will conduct an on-site project monitoring/ inspection visit prior to making the final grant disbursement. Documents must be retained for three (3) years per Federal requirements.

**G. Federal Audits:** 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. These funds are required to be listed on the Schedule of Federal Expenditures under CFDA #81.128. Within nine (9) months of the close of your fiscal year Subrecipients will forward to the Energy Office financial statements that reflect the receipt of EECBG federal funds.

## IV. APPLICANT'S SIGNATORY OFFICIAL

I certify that by signing below, I have the legal authority to bind my organization and request this grant; and that, if approved, (a) these funds will be used for the authorized scope of work; (b) as the Subrecipient, I fully understand the responsibilities of accepting the federal funds identified herein; (c) that my organization owns the property involved in the energy retrofit project(s); and, (d) that my organization has been in service for at least five years prior to this application and has a plan to operate for another five years.

Name:

Title:

Signature:

Date: