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EECBG PROGRAM TECHNICAL ASSISTANCE VOUCHER APPLICATION TEMPLATE

This voucher application template is for informational purposes only. Its purpose is to provide applicants a preview of the information they may need to complete the voucher application, once released. The final application is now available on the [EECBG Program Voucher Application Portal](#). Please visit the [EECBG Program Application Hub](#) for instructions on how to access the portal.

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Applications will be submitted through the [EECBG Program Voucher Application Portal](#). Additional guidance on EECBG Program vouchers is available in the [EECBG Program Voucher Handbook](#).

PART A: RECIPIENT INFORMATION

Recipient Name:	
Address:	Street Address/Suite or Unit # /City/State/Zip + 4 Code (click here to look up nine-digit zip code)
Tax ID or UEI:	
Primary point of contact:	Name/Phone/Email

1. Have you completed an EECBG Program Pre-Award Information Sheet?

**If you have not completed a [Pre-Award Information Sheet](#), you may proceed with this application. However, please complete registration on the [Voucher Application Portal](#) as soon as possible to complete your Pre-Award Information Sheet.*

2. Type of Organization: Please indicate the type of organization of the Recipient:

3. Planned voucher use:

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4. Teaming Plan (optional)*:

If you are planning to team with other entities in the planning and use of your EECBG Program funds, please list team recipient locations, primary points of contact, and contact information here:

Recipient Location	Primary Point of Contact	Email Address	Phone Number

**Please note: teams should only submit one application. For additional information on teaming, please see Section 2.4 of the [EECBG Program Application Instructions](#).*

PART B: ENERGY EFFICIENCY AND CONSERVATION STRATEGY

Local and tribal governments *must* submit an Energy Efficiency and Conservation Strategy (EECS) with their voucher application to meet the statutory requirements for the EECBG Program. The Department of Energy prepared EECS templates for [local](#) and [tribal](#) governments to guide their development of the EECS. The templates are optional, but applicants must provide the information outlined in Part A of the EECS template to meet the EECS requirement. Part B of the EECS template is optional.

The full voucher application includes a fillable form that requests the same information outlined in the templates linked above.

If you need help developing your EECS, free technical assistance can be requested by emailing EECS_TA@nrel.gov.

PART C: TECHNICAL ASSISTANCE VOUCHER APPLICATION

EECBG Program applicants interested in dedicating all or part of their EECBG Program formula allocation to a voucher for technical assistance must complete Part C of the voucher application.

Section 1: Project Information

1. The technical assistance project will serve the following sectors:

2. The technical assistance project aligns with the following categories of EECBG Program eligible uses*:

**A complete description of the 14 eligible activity categories can be found in the [Eligible Activities and Program Guidance Document](#) and Section 2.2 of the [Application Instructions](#).*

Section 2: Project Description

1. Summary of the proposed technical assistance project including
 - a. Physical address(es) of areas served by technical assistance:
 - b. The nature of the technical assistance requested:

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c. Current progress on the proposed project, if applicable:*

**Please note: there is no expectation that applicants will have started work on their proposed project prior to submitting this application. However, if your community has already completed steps that will support proposed technical assistance deliverables, please indicate that here.*

d. Supporting or contextual information about the community, if applicable:

2. Proposed deliverables of the technical assistance project:*

For a list of potential technical assistance deliverables, please refer to Section 2 of the EECBG Program **Voucher Handbook.*

3. Proposed timeline including major milestones:

Section 3: Budget

1. EECBG Program formula allocation amount:*

**Refer to formula allocations for [local](#) and [tribal](#) governments. Entities submitting their application as a team should list allocation separately for each entity as well as the sum of those allocations.*

2. Other leveraged funds, if applicable:*

Fund Source:	Amount:
	Total Leveraged Funding:

**Applicants are not required to leverage additional sources of funding other than the EECBG Program formula award. Please mark these fields as “N/A” if not applicable.*

3. Total technical assistance budget:*

**Note: except in special circumstances, the technical assistance budget should be equal to the EECBG Program formula allocation amount (Section 3, Question 1). Special circumstances include applicants that are using their EECBG Program formula allocation for both a technical assistance voucher and equipment rebate.*

Section 4: Program Metrics

1. For purposes of planning, please specify the primary metric area for this activity. In your performance reporting, you will be required to report metrics from the selected metrics areas*:

**For a more detailed description of performance metrics, please see the [EECBG Program Process Metrics](#).*

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PART D: AUTHORIZED APPLICANT ASSURANCE LETTER

Authorized Applicant Assurance Letter
Department of Energy
Energy Efficiency and Conservation Block Grant Program

To Whom It May Concern:

Please consider this letter as my certification that [NAME and TITLE] has been appointed to represent [GOVERNMENT ENTITY] and is the contact for [GOVERNMENT ENTITY, RECEIVING AGENCY], which is authorized to receive funds, and implement the Energy Efficiency and Conservation Block Grant Program for the above referenced voucher application. The contact information is below:

Name/Phone/Email:

Sincerely,

[SIGNATURE OF AUTHORIZED APPLICANT]

PART E: TERMS AND CONDITIONS

EECBG Program applicants must agree to the Terms and Conditions of their federal award before beginning their project. Applicants have the option of signing the Terms and Conditions as part of the voucher application or once their application has been approved. A copy of the Terms and Conditions will be provided as part of the voucher application on the Voucher Application Portal.