



## Department of Energy

Washington, DC 20585

5/12/2009

Mayor  
Walworth County  
100 W Walworth, P.O. Box 1001  
Elkhorn, WI 53121

Dear Walworth County Mayor:

The US Department of Energy is pleased to inform you that Walworth County is eligible to receive a direct formula grant as part of the Energy Efficiency and Conservation Block Grant (EECBG) Program. This grant is part of the President's American Recovery and Reinvestment Act of 2009. The Recovery Act is an unprecedented effort to jumpstart our economy, create or save millions of jobs, and put a down payment on addressing the nation's energy and environmental challenges.

The EECBG program represents a Presidential priority to invest in the cheapest, cleanest and most reliable energy technologies we have – energy efficiency and conservation – which can be deployed immediately. Through grants to U.S. cities, counties, states, territories, and Indian tribes, the program empowers local communities to make strategic investments to meet the nation's long-term goals for energy independence and leadership on climate change. Please visit the EECBG Program website at <http://www.eecbg.energy.gov> for more information on your allocation amount, eligible uses of funds, program objectives and requirements.

### Instructions for Applications

Your first step is to download and read the Funding Opportunity Announcement DE-FOA-0000013 (FOA) which contains application materials and program guidance. Be sure to read all attachments to the FOA. The FOA is available for download at <http://www.eecbg.energy.gov>.

To receive your funding allocation, you **MUST** submit an application. The deadline for the submission of all applications is **Thursday, June 25, 2009 8:00 pm ET**.

In order to submit an application, you must first be registered in FedConnect and complete the following one-time actions. These five (5) actions must be completed in order for you to submit an application in response to this funding opportunity. You may already have completed steps 1 and 2 for previous funding opportunities with the federal government. If you have, you may proceed directly to step 3. Applicants must:

1. Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number at [http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/).
2. Register with the Central Contractor Registration (CCR)\* at <http://www.ccr.gov/>.



3. Register as a vendor with FedConnect at <http://www.fedconnect.net>.  
Once you are signed in, you MUST join the Response Team as a Team Member.
4. Download the application package from Grants.gov ([www.grants.gov](http://www.grants.gov)) and complete. From the main page, click on "Apply for Grants", then click on "download a grant application package" – use CFDA number 81.128. Once you download the application package, save it on your computer.
5. Submit the application materials to: <http://www.fedconnect.net>.

*\* Applicants who are not registered with CCR and FedConnect, should allow at least 10 days to complete these requirements.*

Your application must include the documents in the table enclosed with this letter.

#### Questions?

Please read the FOA carefully and check the program website – you may find the answers to your questions there. You may also read a primer on FedConnect at [https://www.fedconnect.net/FedConnect/PublicPages/FedConnect\\_Ready\\_Set\\_Go.pdf](https://www.fedconnect.net/FedConnect/PublicPages/FedConnect_Ready_Set_Go.pdf).

For all questions relating to the Grants.gov application forms should be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

For all questions relating to FedConnect, please call 1-800-899-6665 or email [support@FedConnect.net](mailto:support@FedConnect.net).

Questions on the content of the FOA and submission of applications may be submitted by e-mail to [EECBG@netl.doe.gov](mailto:EECBG@netl.doe.gov).

The EECBG Program is part of the largest single Federal investment in clean energy for states, local governments, and tribes. We look forward to partnering with you to stimulate the economy and reach our shared energy goals. Please visit our website <http://www.eecbg.energy.gov> often for program announcements and information on technical assistance including our webinar series. The first webinar is designed to help you understand the nuts and bolts of the application process and how to prepare your energy efficiency and conservation strategy. Please join us.

Sincerely,



Gilbert P. Sperling  
Program Manager  
Weatherization and Intergovernmental Program  
Office of Energy Efficiency and Renewable Energy  
US Department of Energy

## EECBG Application Documents

Please note that some of the documents are contained in the application package that you will download from Grants.gov. Other documents are to be created using forms attached to the FOA and others do not have an established format and are to be created in the format of the applicants' choice.

Name of Document	Location of Document	Format	File Name
Application for Federal Assistance – SF424	In grants.gov forms package	Form	N/A
Project/Performance Site Location(s)	In grants.gov forms package	Form	N/A
Project Activity File	Part of the FOA: Attachment B1	PDF	UIC-Project Activity.pdf
SF 424A File - Budget Information for Non-Construction Programs	DOE Financial Assistance Forms Page at <a href="http://management.energy.gov/business_doe/business_forms.htm">http://management.energy.gov/business_doe/business_forms.htm</a> .	Excel	UIC-SF424A.xls
Budget Justification File	Created by Applicant See Instructions in FOA , page 16	PDF	UIC-Budget.pdf
Subaward Budget File(s) (if applicable)	Created by Applicant See Instructions in FOA , page 17	Excel	10 letters of the subawardee's name.xls
Financial Management Assessment	Part of the FOA: Attachment B2	PDF	UIC-Financial Assessment.pdf
EEC Strategy Format (units of local government and Indian Tribes only)	Part of the FOA: Attachment D	PDF	UIC-Strategy.pdf
Assurances	Created by Applicant See Instructions in FOA , page 18	PDF	UIC-Assurances.pdf
SF-LLL Disclosure of Lobbying Activities (if applicable)	In grants.gov forms package	Form	N/A
NEPA Information NETL F 451.1-1/3-EECBG, if applicable	Part of the FOA: Attachment B3	PDF	UIC-NEPA.pdf