Illinois Environmental Protection Agency

Office of Energy
Energy Efficiency and Conservation Block Grant (EECBG) Checklist

1. Review the Grant NOFO

- ☐ Review NOFO for eligibility requirements.
- ☐ Review the Criteria checklist found in the NOFO- if "no" is answered for any question, the proposed application will not be considered for funding.
- ☐ Make sure all key points of Narrative Project Plan are addressed and all data tables/timelines are included prior to submitting final application.

2. Complete Required Materials

- ☐ GATA Uniform Application for State Grant Assistance
- ☐ Narrative Project Plan(s)
- ☐ Budget Narrative using Uniform Budget Template
- ☐ National Environmental Policy Act (NEPA) Compliance Checklist
- ☐ Disclosure of Conflicts of Interest
- ☐ Programmatic Risk Assessment Form

Please Note: Uniform Application, Budget Template, NEPA checklist, Disclosure, and Programmatic Risk Assessment forms are found on the IEPA Grant Page. For guidance on the Narrative Project Plan, refer to Section D. *Application and Submission Information* of the NOFO.

3. Submission

- ☐ Submit all required materials electronically to epa.energygrants@illinois.gov
- ☐ Submission email should have the subject line "[*Applicant Name*] Round 2 EECBG Application Materials".
- ☐ All documents that are signed must be signed by a person authorized by their organization to enter into formal contractual agreements.

Please Note: This NOFO is designed to fund energy planning only. Projects are not included. Only municipalities and counties are eligible to apply. Municipalities and counties eligible for direct formula funding through the USDOE EECBG Program or on the final list of formula grant funding allocations are **not eligible** for funding through this NOFO.

All applications will be reviewed for completeness, technical merit, and adherence to the grant criteria described in the NOFO. Applications that have been found to be complete will undergo a merit-based review performed in compliance with GATA and 2 CFR 200 Uniform Requirements.