

Fairfax County's Energy Conservation Assistance Program

Sample Application

You must use the online form to apply for the Energy Conservation Assistance Program.

Please do not use this document to apply. This document is a sample application and is provided for informational purposes only. * denotes a required question

Organization Information

1. Name of Organization*
2. Organization Address*
 - a. Example: 10 Main Street, Fairfax, Virginia, 22030
3. Organization Type (check all that apply)
 - Homeowners Associations
 - Civic Associations
 - Townhome Community
 - Condominium Association
 - Place of Worship
 - Community Service (non-profit)
 - Other (please specify)
4. Tax Identification Number (EIN Number)*
5. Magisterial / Supervisor District*
 - a. Choice of Braddock, Dranesville, Franconia, Hunter Mill, Mason, Mount Vernon, Providence, Springfield, or Sully District.

Contact Information

1. Contact Name*
2. Contact Position within Organization*
3. Phone Number*
4. Email Address*
5. I am authorized to make purchases on behalf of my organization.
 - a. Yes or No
6. Do you have a secondary contact to add to this application?
 - a. Yes or No
 - b. If yes, please provide answers to 1-5, respective to the secondary contact. All of those questions will also be required.



7. *Checked answer:* Your reimbursement check will be mailed. Please check if the mailing address is different from the Organization Address and add the mailing address for the check below.

Application Questions

1. Has your organization received an Energy Conservation Assistance Program reimbursement grant previously through the Northern Virginia Soil and Water Conservation District CAP-E?*
 - a. Yes, No, or I Don't Know
2. Is the proposed project a recommendation from an energy audit?*
 - a. Yes, No, or I Don't Know
3. Please select the project category for the current application. Select all that apply.*
 - a. Choice of Category 1 – Energy Audit, Category 2 – Energy Efficiency and Conservation Projects, Category 3 - Clean Energy/Renewable Energy or Category 4 – Resilience Projects
4. Please provide a brief description of the project and include a description of the site and/or problem the proposed project will address, how the project was identified, scope of project, and major equipment/supply quantities.*
5. Site Address*
6. Site Square Footage*
7. Sit Year Built*
8. Year of any previous renovations*
 - a. Type N/A if no previous renovations
9. Site Property Owner*
10. What is the estimated annual cost savings?*
 - a. Type N/A if project is an energy audit
11. How were the reductions in energy use and costs determined?*
 - a. Type N/A if project is an energy audit
12. What is the total project budget (in dollars)?*
 - a. Please include materials and labor, and attach contractor bid(s) as applicable. 2-3 estimates are recommended.
13. Who will install the new equipment or perform the required services? Select all that apply.*
 - a. Choice of Contractor, Volunteer, or Paid Community Members
14. The organization will maintain the installed project following industry standard practices for the expected life of the project/equipment/materials.*
 - a. Yes or No



Equity Consideration

The Energy Conservation Assistance Program provides a higher reimbursement for projects located in areas with a “High” or “Very High” Vulnerability Index or identified as “Disadvantaged” by the federal Justice 40 index. Staff will use the address for the project location and maps for the Vulnerability and Justice 40 indices to determine if the higher reimbursement amount applies to the application. Please refer to the Resources on the webpage for these mapping tools.

I have read and understand the equity consideration for the Energy Conservation Assistance Program.*

- Yes or No

Attachments

A. Required. Letter(s) of support from the property owner, Board of Trustees, other governing body, or its designee, that it understands the Energy Conservation Assistance Program reimbursement cost-share program, is an allowable entity to make the changes to the building and/or property, supports the application and is willing to commit funds for implementation.

B. Please provide evidence of your authority to bind the organization for the proposed project or services. For example, acceptable evidence may include a copy of the homeowners association's (HOA's) governing documents, providing a link to a website or database, or the minutes of a recent meeting.

C. *Required.* Budget and/or at least two Contractor Bids or Quotes.

D. *Optional.* Photos of existing equipment to be replaced or existing site or project conditions to be remedied or addressed.

E. *As applicable.* Completed Energy Audit

