

Good afternoon everyone, and welcome to our webinar. Thank you for your interest in the U.S. Department of Energy's efforts on renewable energy and energy efficiency. You are joining us for the Informational Webinar for Applicants and other Interested parties for the **"Solutions to Improve the Energy Efficiency of U.S. Small and Medium Commercial Buildings"** Funding Opportunity Announcement, or FOA, which was issued on 10/29/2015. My name is Bob Aasen and I am a Project Officer in the Building Technologies Office within the DOE's Office of Energy Efficiency and Renewable Energy. We hope to cover the basic aspects of the Funding Opportunity Announcement during this webinar.

Before we begin, I'd like to draw your attention to the email address on the left hand side of this cover page. This is the official mailbox to direct all of your questions during the entire FOA process. Please do not contact EERE individuals directly with questions, including myself. All questions received at this mailbox are posted publicly at the Q&A section of the FOA page on EERE Exchange in an anonymous way. The official answers to your questions will typically also be posted within 3 business days. Please be careful not to submit any language that might be business sensitive, proprietary or confidential.

We will have a live Q&A period at the end of the webinar, so please type in your questions as they come up. Again, please be careful not to submit any language that might be business sensitive, proprietary or confidential. We will be posting all Q&As to EERE Exchange after the webinar. There may be questions that require further discussion with

EERE staff and will not be addressed today. If you don't hear your question during the Webinar, please check EERE Exchange in the next few days as the answer will be posted there.

Also, just to be clear, there are no particular advantages or disadvantages to the application evaluation process with respect to participating on the webinar today. Your participation is completely voluntary.

Let's get started!

DE-FOA-0001385**SOLUTIONS TO IMPROVE THE ENERGY EFFICIENCY OF U.S. SMALL AND MEDIUM COMMERCIAL BUILDINGS****Anticipated Schedule:**

FOA Issue Date:	10/29/2015
FOA Informational Webinar:	11/09/2015
Submission Deadline for Concept Papers:	12/04/2015
Submission Deadline for Full Applications:	02/01/2016
Submission Deadline for Replies to Reviewer Comments:	02/29/2016
Expected Date for EERE Selection Notifications:	May 2016
Expected Timeframe for Award Negotiations:	July 2016

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This slide shows the anticipated schedule for the FOA. The FOA has already been posted, and we are conducting the FOA Informational Webinar now. Please note that there are a few requirements that we will go over in the presentation that are different than in past FOAs, such as Replies to Reviewer Comments – we will cover all requirements for this FOA later in the presentation.

Notice

- All applicants are strongly encouraged to carefully read the Funding Opportunity Announcement (FOA) “Solutions to Improve the Energy Efficiency of U.S. Small and Medium Commercial Buildings” and adhere to the stated submission requirements.
- This presentation summarizes the contents of FOA. If there are any inconsistencies between the FOA and this presentation or statements from DOE personnel, the FOA is the controlling document and applicants should rely on the FOA language and seek clarification from EERE.
- If you believe there is an inconsistency, please contact DOESmallBuildingsFOA@hq.doe.gov.

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Agenda

- 1) FOA Description
- 2) Topic Areas/Technical Areas of Interest
- 3) Award Information
- 4) Statement of Substantial Involvement
- 5) Cost Sharing
- 6) Concept Papers
- 7) Full Applications
- 8) Merit Review and Selection Process
- 9) Registration Requirements

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The agenda for this presentation is as follows: READ SLIDE

We encourage you to have a copy of the FOA in front of you for reference as we go through the presentation.

FOA Description

Through this Funding Opportunity Announcement (FOA), Department of Energy (DOE) seeks to fund the scale-up of promising solutions to the market barriers that hinder the growth of energy efficiency in the small and medium commercial buildings and tenant spaces. The objective of this funding is to build a path for market-ready solutions to be used at scale across the United States (US) to improve commercial building energy efficiency.

The FOA focuses on projects that impact a significant geographic and/or market sector: at least 100 buildings or separately metered tenant spaces is the minimum for consideration and applicants will be encouraged to propose projects that will reach many more buildings.



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Topic Areas/Technical Areas of Interest

Proposals should focus on an approach to overcome one or more barriers to scaling up energy efficiency in small and medium commercial buildings. Successful applicants are expected to focus on delivering solutions at scale through successful existing programs or innovative new programs or business models, to increase program effectiveness and increase energy savings in small and medium commercial buildings. Coalitions of organizations are encouraged to apply together in order to better leverage current deployment channels, market orientation, strategic relationships and overall deployment impact (geographic, sector or otherwise).

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Non-Responsive Applications

The following types of applications will be deemed nonresponsive and will not be reviewed or considered for an award:

- Applications that fall outside the technical parameters specified in Section I.B of the FOA, including but not limited to:
 - Applications for proposed technologies that are not based on sound scientific principles (e.g., violates the law of thermodynamics).
 - Proposals that will not affect at least 100 buildings or 100 separate tenant spaces
 - Proposals that focus exclusively on technology development
 - Proposals that lack quantifiable impact metrics
- DOE will not fund building equipment for demonstration or retrofits through this FOA.
- DOE will not fund incentives or rebates that are not sustainable after the award period.

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Award Information

Total Amount to be Awarded	\$9,500,000*
Average Award Amount	EERE anticipates making awards that range from \$500,000 to \$2,000,000.
Types of Funding Agreements	Cooperative Agreements
Period of Performance	36 months
Cost Share Requirement	50% of Total Project Costs

*Subject to the availability of appropriated funds

EERE expects to make approximately \$9.5 million of Federal funding available for new awards under this FOA subject to the availability of appropriated funds. The average award amount is anticipated to range from \$500,000 to \$2 million.

EERE intends to fund cooperative agreements under this FOA. Cooperative Agreements include Substantial Involvement, which we will discuss next.

Statement of Substantial Involvement

EERE has substantial involvement in work performed under Awards made following this FOA. EERE does not limit its involvement to the administrative requirements of the Award. Instead, EERE has substantial involvement in the direction and redirection of the technical aspects of the project as a whole. Substantial involvement includes, but is not limited to, the following:

- EERE shares responsibility with the Recipient for the management, control, direction, and performance of the Project.
- EERE may intervene in the conduct or performance of work under this Award for programmatic reasons. Intervention includes the interruption or modification of the conduct or performance of project activities.
- EERE may redirect or discontinue funding the Project based on the outcome of EERE's evaluation of the Project at that the Go/No Go decision point.
- EERE participates in major project decision-making processes.

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- Under cooperative agreements, there will be what is known as “substantial involvement” between EERE and the Recipient during the performance of the project.
- READ SLIDE

Cost Sharing Requirements

Demonstration projects:

Applicants must contribute a minimum of **50%** of the total project costs for demonstration projects.

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Cost Share Contributions

- Contributions must be:
 - Specified in the project budget
 - Verifiable from the Prime Recipient's records
 - Necessary and reasonable for proper and efficient accomplishment of the project
- Every cost share contribution must be reviewed and approved in advance by the Contracting Officer and incorporated into the project budget before the expenditures are incurred

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The total budget presented in the application must include both Federal (DOE), and Non-Federal (cost share) portions, thereby reflecting TOTAL PROJECT COSTS proposed. All costs must be verifiable from the Recipient's records and be necessary and reasonable for the accomplishment of the project.

Allowable Cost Share

- Cost Share must be allowable and must be verifiable upon submission of the Full Application
- Refer to the following applicable Federal cost principles:

Entity	Cost Principles
For-profit entities	FAR Part 31
All other non-federal entities	2 CFR Part 200 Subpart E - Cost Principles

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Cost Share must be allowable and must be verifiable upon submission of the Full Application. Please refer to this chart for your entity’s applicable cost principles. It is imperative that you follow the applicable cost principles when creating your budget for the full application.

Allowable Cost Share

- Cash Contributions
 - May be provided by the Prime Recipient, Subrecipients, or a Third Party
- In-Kind Contributions
 - Can include, but are not limited to: personnel costs, indirect costs, facilities and administrative costs, rental value of buildings or equipment, and the value of a service, other resource, or third party in-kind contribution

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Cost share can be provided in cash and/or in-kind. It can be provided by the Prime Recipient, subs, or a third party.

The basic definition of in-kind cost share is the donation of personnel time, equipment, facilities, or other items that an organization will contribute to the project. It can take many forms, each of which must be assigned a dollar value to be included in the budget. Some examples of in-kind cost share are the donation

of work hours, facility use, equipment use.

Unallowable Cost Share

- The Prime Recipient may not use the following sources to meet its cost share obligations including, but not limited to:
 - Revenues or royalties from the prospective operation of an activity beyond the project period
 - Proceeds from the prospective sale of an asset of an activity
 - Federal funding or property
 - Expenditures reimbursed under a separate Federal Technology Office
 - Independent research and development (IR&D) funds
 - The same cash or in-kind contributions for more than one project or program

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Be aware that there are items that are considered unallowable cost share. If a cost is considered unallowable, it cannot be counted as cost share. This slide provides some examples of cost share that is unallowable.

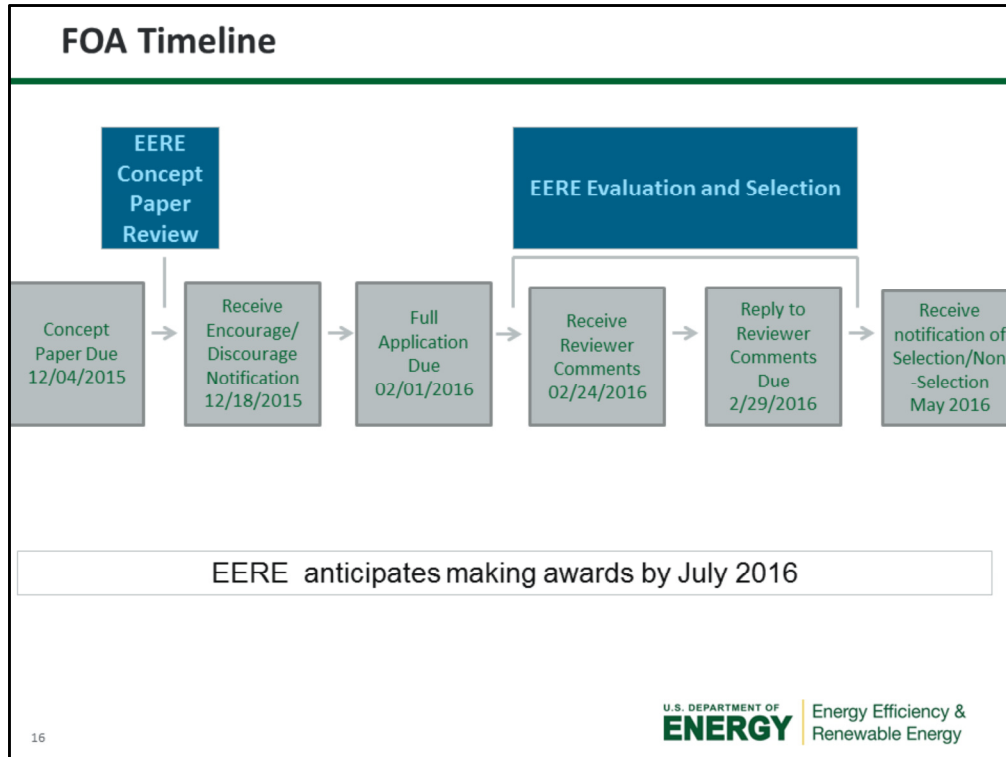
Cost Share Payment

- Recipients must provide documentation of the cost share contribution, incrementally over the life of the award
- The cumulative cost share percentage provided on each invoice must reflect, at a minimum, the cost sharing percentage negotiated
- In limited circumstances, and where it is in the government's interest, the EERE Contracting Officer may approve a request by the Prime Recipient to meet its cost share requirements on a less frequent basis, such as monthly or quarterly. See Section III.B.6 of the FOA.

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Cost Share must be provided on an invoice basis, unless a waiver is requested and approved by the DOE Contracting Officer.



EERE's Evaluation and Selection Process is shown in blue here. EERE will review Concept Papers, Replies to Reviewer Comments (which we will cover later in the presentation), and Full Applications. The gray boxes represent the actions that apply to applicants throughout the FOA process.

Concept Papers

- Applicants must submit a Concept Paper
 - Each Concept Paper must be limited to a single concept or technology
- The Concept Paper must include a project description (See Section IV.C of the FOA) The project description is limited to 2 pages
 - The cover page is limited to 1 page
 - The project description is limited to 2 pages
 - The Concept Paper can also include graphs, charts, or other data (limited to 4 pages)
- Concept Papers must be submitted by 12/04/2015, 5:00pm ET, through EERE Exchange, and must comply with the content and form requirements in Section IV.C of the FOA
- EERE provides applicants with: (1) an “encouraged” or “discouraged” notification, and (2) the reviewer comments

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Concept Papers are required for this FOA. Concept Papers are brief descriptions of the proposed project. It allows applicants to submit their ideas with minimal time and expense. EERE will provide feedback on the proposed project so the Applicant can make an informed decision whether to expend additional resources to prepare a full application.

If an applicants fails to submit an eligible Concept Paper, the applicant is not eligible to submit a Full Application.

Concept Papers must be submitted by 12/04/2015, 5:00pm ET, through EERE Exchange.

EERE will provide applicants with either an encouraged or discouraged notification. A “discouraged” notification conveys EERE’s lack of programmatic interest in the proposed project. An applicant who receives a “discouraged” notification may still submit a Full Application.

Concept Paper Review

EERE evaluates the Concept Papers based on the following technical review criteria:

- **Criterion 1: Impact of the Proposed Solution Relative to State of the Art (100%)** This criterion involves consideration of the following factors:
 - The applicant clearly describes the proposed energy efficiency solution technology, describes how the energy efficiency solution technology is unique and innovative, and how the energy efficiency solution technology will would significantly improve small and medium commercial building energy efficiency relative to the current state of the market;
 - The applicant has identified risks and challenges, including possible mitigation strategies, and has shown the impact that EERE funding and the proposed project would have on the relevant field and application;
 - The scalability or replicability of the proposed solution and the ability of the proposed solution to be self-sufficient after the DOE funding period ends;
 - The applicant has the qualifications, experience, capabilities and other resources necessary to complete the proposed project; and
 - The proposed work, if successfully accomplished, would clearly meet the objectives as stated in the FOA.

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EERE will provide applicants with (1) either an “encouraged” or “discouraged” notification, and (2) the reviewer comments.

Please note that regardless of the date applicants receive the Encourage/Discourage notifications, the submission deadline for the

Full Application remains the date stated on the
FOA cover page

Full Applications

- The Full Application includes:
 - **Technical Volume:** The key technical submission - info relating to the technical content, project team members, etc.
 - **Statement of Project Objectives:** a detailed plan for tasks, milestones, and deliverables for the project.
 - **SF-424 Application for Federal Assistance:** The formal application signed by the authorized representative of the applicant.
 - **EERE 335 Budget Justification:** a detailed budget and spend plan for the project.
 - **Summary for Public Release**
 - **Summary Slide**
 - **Administrative Documents:** E.g., U.S. Manufacturing Plan, FFRDC Authorization (if applicable), Disclosure of Lobbying Activities (SF-LLL), etc

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The Full Application includes:

Technical Volume: The key technical submission. Applicants submit info pertaining to the technical content, project team members, etc.

Statement of Project Objectives: a detailed plan for tasks, milestones, and deliverables for the project.

SF-424 Application for Federal Assistance: The formal application signed by the authorized representative of the applicant. Includes cost share amounts and Federal certifications and assurances.

SF-EERE 335 Budget Justification: Budget documents that asks applicants to submit a detailed budget and spend plan for the project.

Summary for Public Release: Applicants must provide a 1 page summary of their technology appropriate for public release.

Summary Slide: Powerpoint slide that provides quick facts about the technology. Slide content requirements are provided in the FOA.

Administrative Documents: E.g., U.S. Manufacturing Plan, FFRDC Authorization (if applicable), Disclosure of Lobbying Activities, etc.

Full Applications: Technical Volume Content	
<ul style="list-style-type: none"> • Technical Volume: the key technical component of the Full Application 	
Content of Technical Volume	Suggested % of Technical Volume
Cover Page	
Project Overview	10%
Technical Description, Innovation and Impact	30%
Workplan & Market Transformation Plan	40%
Technical Qualifications and Resources	20%

The key technical component of the full application is the Technical Volume, which helps applicants frame the technical information that the application will be evaluated on. The Technical Volume provides information regarding what the project is, how the project tasks will be accomplished, and the project timetable.

The Technical Volume is comprised of a cover page, project overview, technical description, innovation, and impact, workplan, technical qualifications and resources. Please note that the percentages listed here are suggested and are not mandatory.

- The Cover Page will be a one page document and provides basic information on their project, such as title, topic area, points of contact, etc.
- The Project Overview constitutes approximately 10% of the Technical Volume and provides information on project background, goals, impact of EERE funding
- The Technical Description, Innovation, and Impact section is approximately 25% of the Technical Volume. It provides information on project relevance and outcomes, feasibility, and innovation/impacts. This ultimately provides the justification as to why EERE should fund the project.
- The Workplan is the key element to the Technical Volume, and constitutes approximately 50% of the Technical Volume. It details the proposed milestones and project schedule. If selected for award negotiations, the Workplan serves as the starting point when negotiating the Statement of Project Objectives.
- The Technical Qualifications and Resources section is approximately 15% of the Technical Volume. It provides applicants and opportunity to provide information about the proposed project team and demonstrate how the applicant will facilitate the successful completion of the proposed project.
- [List any FOA Specific Requirements and provide an explanation]

Full Application Eligibility Requirements

- Applicants must submit a Full Application by 02/01/2016
- Full Applications are eligible for review if:
 - The Applicant is an eligible entity Section III.A of FOA;
 - The Applicant submitted an eligible Concept Paper;
 - The Cost Share requirement is satisfied Section III.B of FOA;
 - The Full Application is compliant Section III.C of FOA; and
 - The proposed project is responsive to the FOA Section III.D of FOA
 - The Full Application meets any other eligibility requirements listed in Section III of the FOA.

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As we previously pointed out, applicants must submit full applications by 02/01/2016. EERE will conduct an eligibility review, and full application will be deemed eligible if: READ SLIDE

Who's Eligible to Apply?

Eligible applicants for this FOA include:

1. Individuals
2. Domestic Entities
3. Foreign Entities
4. Incorporated Consortia
5. Unincorporated Consortia

For more detail about each eligible applicant, please see Section III.A of the FOA for eligibility requirements

Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995, are not eligible to apply for funding.

This FOA has restricted eligibility requirements to the following entities:

- DOE/NNSA Federally Funded Research and Development Centers (FFRDCs) and DOE Government-Owned, Government-Operated laboratories (GOGOs) cannot be prime recipients but are eligible to apply as Subrecipients.

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Please note that nonprofit organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995, are not eligible to apply for funding.

Also, note that all Prime Recipients receiving funding under this FOA must be incorporated (or otherwise formed) under the laws of a State or territory of the United States. If a foreign entity applies for funding as a Prime Recipient, it must designate in the Full Application a subsidiary or affiliate incorporated (or otherwise formed) under the laws of a State or territory of the United States to be the Prime Recipient. The Full Application must state the nature of the corporate relationship between the foreign entity and domestic subsidiary or affiliate.

Multiple Applications

- Applicants may only submit one Concept Paper and one Full Application for consideration under this FOA
- If an applicant submits more than one Concept Paper or Full Application, EERE will only consider the last timely submission for evaluation
 - Any other submissions received listing the same applicant will be considered non-compliant and not eligible for further consideration
 - This limitation does not prohibit an applicant from collaborating on other applications (e.g., as a potential Subrecipient or partner) so long as the entity is only listed as the Prime Applicant on one Concept Paper and Full Application submitted under this FOA

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Merit Review and Selection Process (Full Applications)

- The Merit Review process consists of multiple phases that each include an initial eligibility review and a thorough technical review
- Rigorous technical reviews are conducted by reviewers that are experts in the subject matter of the FOA
- Ultimately, the Selection Official considers the recommendations of the reviewers, along with other considerations such as program policy factors, to make the selection decisions

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Technical Merit Review Criteria

Criterion 1: Overall Program Strategy (40%)

- Reasonableness, completeness and feasibility of the proposed approach to meet the objectives of the Funding Opportunity Announcement.
- Definition of a clear target market for the proposed approach.
- Degree to which the proposed approach contains clear goals, metrics, tasks and methods, deliverables, schedule, and budget. Sufficiency of detail in the application to assess relevant data, calculations, and discussion of prior related work and analysis that supports the viability of the proposed work.
- Degree to which the applicant has correctly characterized the market barriers faced by the small commercial building sector targeted by this project (including stakeholders such as owners, contractors, tenants, etc) and identifies how it will overcome these barriers.
- Discussion and demonstrated understanding of the key risk areas involved in the proposed work, and the quality of the mitigation strategies to address them.

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Applications will be evaluated against the following merit review criteria:
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Technical Merit Review Criteria - Continued

Criterion 1: Continued

- Cost effectiveness of the proposed solution for the target market
- Degree to which the project will leverage DOE funds with cost share and other non-federal resources
- Degree of program sustainability that will result from proposal after DOE funding ends.
- Extent to which proposal capitalizes on existing momentum in the market, policy or regulatory environment.

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Technical Merit Review Criteria - Continued

Criterion 2: Potential Impact (30%)

- Degree to which success in the selected program area(s) will significantly increase energy efficiency in the target market.
- The percent of the target market segment reached by the proposed policy/program and scale of the impact of the proposed solution during project period – a project must impact at least 100 buildings or separately metered tenant spaces at minimum, and applicants are encouraged to propose projects that will reach many more buildings
- Degree to which the proposal identifies objectives and metrics and demonstrates compelling impact.
- The potential impact of the project on overcoming commercial energy efficiency barriers
- Degree to which the applicant demonstrates that the proposed approach can be replicated in or expanded to other markets.

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Technical Merit Review Criteria - Continued

Criterion 3: Team and Resources (30%)

- Appropriateness of the credentials, capabilities, and experience of the project team, key personnel and partners to execute project and further development and replication of the proposed solutions.
- Degree to which the roles, responsibilities, and level of effort of each of the project team members has been explained and fits the project, and to which the described management approach allows for successful management and implementation of the proposed project.
- Ability of the applicant to achieve cooperation among and between industry, government, key stakeholder groups and other relevant organizations.
- Reasonableness of budget and spend plan for proposed project and objectives.
- Degree of demonstrated commitment of the project team (for example, letters of commitment/support from local and state government officials, financial institutions, community colleges and/or universities, public utility commissions, energy service companies, program sponsors, non-profit organizations, and other critical stakeholders and participants).

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Replies to Reviewer Comments

- EERE provides applicants with reviewer comments
- Applicants are not required to submit a Reply - it is optional
- To be considered by EERE, a Reply must be submitted by 02/29/2016, 5:00pm ET and submitted through EERE Exchange
- Content and form requirements:

Section	Page Limit	Description
Text	2 pages max	Applicants may respond to one or more reviewer comments or supplement their Full Application.
Optional	1 page max	Applicants may use this page however they wish; text, graphs, charts, or other data to respond to reviewer comments or supplement their Full Application are acceptable.

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The Full Application are reviewed by experts in the FOA topic area(s). After those experts review the applications, EERE will provide applicants with reviewer comments. Applicants will have a brief opportunity to review the comments and prepare a short Reply to Reviewer Comments responding to comments however they desire. The Reply to Reviewer Comments is due by the date and time provided on this slide. Applicants should anticipate receiving the independent reviewer comments approximately three business days before this due date. The Reply to Reviewer Comments is an optional submission; applicants are not required to submit a Reply to Reviewer Comments.

This a **customer centric** process that provides applicants with a unique opportunity to correct misunderstandings and misinterpretations and to provide additional data that might influence the selection process in their favor. The Replies are considered by the reviewers and the selection official.

Replies to Reviewer Comments must conform to the content and form requirements listed here, including maximum page lengths. If a Reply to Reviewer Comments is more than three pages in length, EERE will review only the first three pages and disregard any additional pages.

Please see [Sections IV.F. and V.A.3](#) for additional information regarding Replies to Reviewer Comments

Selection Factors

The Selection Official may consider the merit review recommendation, program policy factors, and the amount of funds available in arriving at selections for this FOA

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Program Policy Factors

- The Selection Official may consider the following program policy factors in making his/her selection decisions:
 - The degree to which the proposed project, including proposed cost shares, optimizes the use of available EERE funding to achieve programmatic objectives;
 - The level of industry involvement and demonstrated ability to accelerate adoption of energy efficiency solutions designed to overcome persistent market barriers;
 - Technical, market, organizational, and environmental risks associated with the project;
 - Whether the proposed project is likely to lead to increased employment and manufacturing in the United States;
 - Whether the proposed project will accelerate transformational energy efficiency advances in areas that industry by itself is not likely to undertake because of technical and financial uncertainty;
 - The opportunity to maximize deployment or replication based on the application of the solution or strategy; and
 - Whether the proposed project will advance the goals of the Climate Action Champion initiative, as committed to by the designated Champion pursuant to its designation agreement. The Climate Action Champion initiative goals include improving climate resilience and reducing greenhouse gas emissions.

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After the Merit Review process, the Selection Official may consider program policy factors to come to a final selection decision.

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Registration Requirements

- To apply to this FOA, Applicants must register with and submit application materials through EERE Exchange: <https://eere-Exchange.energy.gov>
- Obtain a “control number” at least 24 hours before the first submission deadline
- Although not required to submit an Application, the following registrations must be complete to received an award under this FOA:

Registration Requirement	Website
DUNS Number	http://fedgov.dnb.com/webform
SAM	https://www.sam.gov
FedConnect	https://www.fedconnect.net
Grants.gov	http://www.grants.gov

There are several one-time actions before submitting an application in response to this FOA, and it is vital that applicants address these items as soon as possible. Some may take several weeks, and failure to complete them could interfere with an applicant’s ability to apply to this FOA, or to meet the negotiation deadlines and receive an award if the application is selected.

DUNS Number

Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number.

System for Award Management

Register with the System for Award Management (SAM). Designating an Electronic Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in SAM registration. Please update your SAM registration annually.

Fedconnect

Register in FedConnect. To create an organization

account, your organization’s SAM MPIN is required. For more information about the SAM MPIN or other registration requirements, review the FedConnect Ready, Set, Go! Guide at the FedConnect site.

Grants.gov

Register in Grants.gov to receive automatic updates when Amendments to this FOA are posted. However, please note that [Delete if Letters of Intent are not applicable] Letters of Intent, Concept Papers, and Full Applications will not be accepted through Grants.gov.

Means of Submission

- Concept Papers, Full Applications, and Replies to Reviewer Comments must be submitted through EERE Exchange at <https://eere-Exchange.energy.gov>
 - EERE will not review or consider applications submitted through other means
- The Users' Guide for Applying to the Department of Energy EERE Funding Opportunity Announcements can be found at <https://eere-Exchange.energy.gov/Manuals.aspx>

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All required submissions must come through EERE Exchange. EERE will not review or consider applications submitted through any other means.

Key Submission Points

- Check entries in EERE Exchange
 - Submissions could be deemed ineligible due to an incorrect entry
- EERE strongly encourages Applicants to submit 1-2 days prior to the deadline to allow for full upload of application documents and to avoid any potential technical glitches with EERE Exchange
- Make sure you hit the submit button
 - Any changes made after you hit submit will un-submit your application and you will need to hit the submit button again
- For your records, print out the EERE Exchange Confirmation page at each step, which contains the application's Control Number

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Applicant Points-of-Contact

- Applicants must designate primary and backup points-of-contact in EERE Exchange with whom EERE will communicate to conduct award negotiations
- It is imperative that the Applicant/Selectee be responsive during award negotiations and meet negotiation deadlines
 - Failure to do so may result in cancellation of further award negotiations and rescission of the Selection

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Questions

- Questions about this FOA? Email DOESmallBuildingsFOA@hq.doe.gov.
 - All Q&As related to this FOA will be posted on EERE Exchange
 - You must select this specific FOA Number in order to view the Q&As
 - EERE will attempt to respond to a question within 3 business days, unless a similar Q&A has already been posted on the website
- Problems logging into EERE Exchange or uploading and submitting application documents with EERE Exchange? Email EERE-ExchangeSupport@hq.doe.gov.
 - Include FOA name and number in subject line
- All questions asked during this presentation will be posted on EERE Exchange

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