

Welcome

This webinar is being recorded and will be published on the EERE Exchange website

- If you do not wish to have your voice recorded please do not speak during the call
- If you do not wish to have your image recorded, please turn off your camera or participate by phone
- If you speak during the call or use a video connection, you are presumed to consent to recording and use of your voice or image

Please mute your phones and we'll begin momentarily



Educational Materials for Professional Organizations Working on Energy Efficiency and Renewable Energy Developments

empowered-workforce@ee.doe.gov

FOA Webinar
DE-FOA-0002258
April 16th, 2020

Notice

- **No new information other than that provided in the FOA will be discussed in the webinar.**
- 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.

Notice

- All applicants are strongly encouraged to carefully read the Funding Opportunity Announcement DE-FOA-0002258 (“FOA”) 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 at empowered-workforce@ee.doe.gov.

DE-FOA-0002258

Educational Materials for Professional Organizations Working on Efficiency and Renewable Energy Developments (EMPOWERED)

Anticipated Schedule:

FOA Issue Date:	April 6, 2020
Submission Deadline for Concept Papers:	May 5, 2020 5:00 p.m. EST
Submission Deadline for Full Applications:	July 8, 2020 5:00 p.m. EST
Submission Deadline for Replies to Reviewer Comments:	August 11, 2020 5:00 p.m. EST
Expected Date for EERE Selection Notifications:	September 2020
Expected Timeframe for Award Negotiations:	September – November 2020

Agenda

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

FOA Description

The Educational Materials for Professional Organizations Working on Efficiency and Renewable Energy Developments (EMPOWERED) funding program is a collaborative effort across EERE's Solar Energy Technologies Office (SETO), Vehicle Technologies Office (VTO), and Building Technologies Office (BTO), to provide educational materials and training resources to professionals in fields newly interacting with distributed energy resources (DER). In this program, DER includes distributed solar, like on homes and businesses, as well as efficient building technologies and sustainable transportation technologies, such as electric vehicles. **Responsive applicants should (1) develop and test the efficacy of new education materials, and (2) deliver the materials through existing training pathways for each professional role identified.**

The goal of this program is to create resources that will help those on the front lines of DER adoption—like first responders, safety officials, and building managers and owners—keep up with these rapidly emerging and advancing technologies.

Topic Areas/Technical Areas of Interest

Topic Area 1: Emergency Response and Resilience Planning

Topic Area 1 seeks to support the rapid growth of clean energy technologies by training and educating firefighters, first responders, and other relevant emergency response professionals.

Topic Area 2: Safe DER Building Integration: Building, Fire, and Safety Department Officials

Topic Area 2 seeks to support the rapid growth of clean energy technologies by training and educating safety officials, and building managers and owners.

Note: the FOA does not pertain to efforts encouraging, discouraging or otherwise influencing code development entities. Proposals seeking to accomplish such tasks will be deemed nonresponsive.

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.A or I.B of the FOA
- Applications for proposed technologies that are not based on sound scientific principles (e.g., violates the law of thermodynamics).
- Applications that propose to develop technology-only solutions.
- Applications focusing on the development of new hardware or software technologies not directly related to the training needs of the target audience.
- Applications that propose to deliver training to professionals whose jobs are not related to the deployment and safety of distributed energy technologies.

Award Information

Total Amount to be Awarded	Approximately \$4.5 million
Average Award Amount	EERE anticipates making awards that range from \$1 to \$2.25 million*
Types of Funding Agreements	<ul style="list-style-type: none">• Cooperative Agreements• Grants• Technology Investment Agreements• Work Authorizations• Interagency Agreements
Period of Performance	Up to 36 months
Cost Share Requirement	0% of Total Project Costs

*Subject to the availability of appropriated funds

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.

Cost Sharing Requirements

Cost Sharing Not Required

- Cost Share will not be required for this FOA. This topic deals with education and outreach activities which do not require cost share contributions. However, cost share is encouraged and will be taken into consideration when evaluating the potential impact of the concept paper and full application.
- To assist applicants in calculating proper cost share amounts, EERE has included a cost share information sheet and sample cost share calculation as Appendices A and B to this FOA.

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
- If you are selected for award negotiations, 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
- Please note, vendors/contractors may NOT provide cost share. Any partial donation of goods or services is considered a discount and is not allowable.

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 http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/31.htm
All other non-federal entities	2 CFR Part 200 Subpart E - Cost Principles https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.5&rgn=div6

Allowable Cost Share

- Cash Contributions
 - May be provided by the Prime Recipient, Subrecipients, or a Third Party (may not be provided by vendors/contractors)
- In-Kind Contributions
 - Can include, but are not limited to: the donation of volunteer time or the donation of space or use of equipment.

For more information, see the Cost Share Appendix in the FOA

Unallowable Cost Share

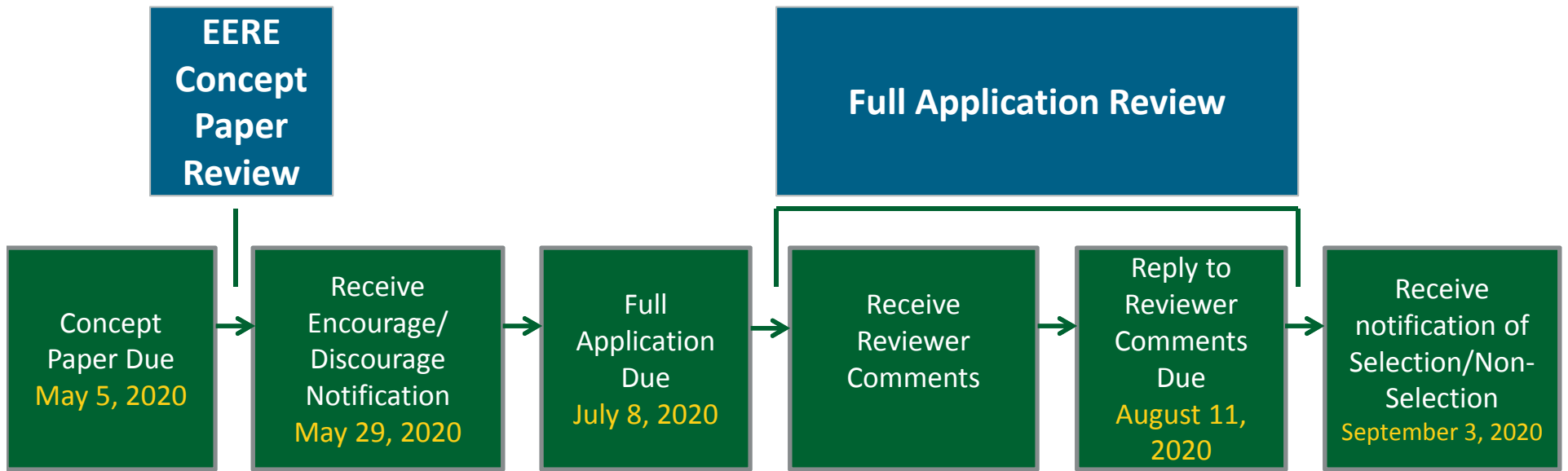
The Prime Recipient may **NOT** use the following sources to meet its cost share obligations including, but not limited to:

- 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
- The same cash or in-kind contributions for more than one project or program
- Vendor/contractor contributions

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.7](#) of the FOA.

FOA Timeline



EERE anticipates making awards by [November 5, 2020](#)

Concept Papers

- Applicants must submit a Concept Paper
 - Each Concept Paper must be limited to a single concept or technology
- Section IV.C of the FOA states what information a Concept Paper should include and the page limits.
 - Failure to include the required content could result in the Concept Paper receiving a “discouraged” determination or the Concept Paper could be found to be ineligible.
- Concept Papers must be submitted by May 5, 2020 through EERE Exchange
- EERE provides applicants with: (1) an “encouraged” or “discouraged” notification, and (2) the reviewer comments

Concept Paper Review

Concept Papers are evaluated based on consideration of the following factors. All sub-criteria are of equal weight.

Concept Paper Criterion: Overall FOA Responsiveness and Viability of the Project (Weight: 100%)

This criterion involves consideration of the following sub-criteria:

- The applicant clearly describes the proposed solution, describes how the solution is unique and innovative, and how the solution will advance the current state-of-the-art;
- 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 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.

Full Applications

The Full Application includes:

- **Technical Volume:** The key technical submission - info relating to the technical content, project team members, etc.
- **Resumes**
- **Letters of Commitment**
- **Statement of Project Objectives**
- **SF-424 Application for Federal Assistance:** The formal application signed by the authorized representative of the applicant.
- **SF-424A Budget & Budget Justification:** a detailed budget and spend plan for the project.
- **Summary for Public Release**
- **Summary Slide**
- **SF-LLL**

Full Applications: Technical Volume Content

Technical Volume: the key technical component of the Full Application

Content of Technical Volume	Suggested % of Technical Volume
Cover Page	
Project Overview	20%
Technical Description, Innovation and Impact	60%
Technical Qualifications and Resources	20%

Full Application Eligibility Requirements

- Applicants must submit a Full Application by July 8, 2020
- 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
 - Applications Eligible for Review Section III.F of FOA
 - The Full Application meets any other eligibility requirements listed in Section III of the FOA.

Who is Eligible to Apply?

Eligible applicants for this FOA include:

1. U.S. citizens and lawful U.S. permanent residents
2. For-profit entities
3. Educational institutions
4. Nonprofits
5. State, local, and tribal government entities
6. DOE/NNSA FFRDCs (as subrecipients only)

For more detail about eligible applicants, please see Section III.A of the FOA

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.

Prime Recipients must be incorporated (or otherwise formed) under the laws of a State or territory of the United States and have a physical location for business operations in the United States. See Section III.A.iii for requirements applicable to foreign entities applying under this FOA.

Multiple Applications

An entity may submit more than one Concept Paper and Full Application to this FOA, provided that each application describes a unique, scientifically distinct project and provided that an eligible Concept Paper was submitted for each Full Application.

Merit Review and Selection Process (Full Applications)

- The Merit Review process consists of multiple phases that each include an 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

Technical Merit Review Criteria

Criterion 1: Technical Merit, Innovation, and Impact (30%)

Technical Merit

- Extent to which the proposed solution is impactful to the FOA goals;
- Extent to which the application specifically and convincingly demonstrates how the applicant will move the current state-of-the-art to the proposed solution; and
- Sufficient detail in the application to assess whether the proposed work is meritorious, including relevant data, and discussion of prior work with analyses that support the viability of the proposed work.

Impact of Proposed Work

- How the project supports the topic area objectives and target specifications and metrics; and
- The potential impact of the project on advancing the state-of-the-art.

Technical Merit Review Criteria – Continued

Criterion 2: Quality and Feasibility of the Project Plan

(Weight: 30%) – Are the goals SMART (Specific, Measurable, Aggressive, Relevant, and Timely), are they likely to be accomplished within the scope, and does the proposal show a path for growth?

- **Measurable** – Extent to which the applicant shows a clear understanding of the importance of SMART verifiable milestones and proposes milestones that demonstrate clear progress, are aggressive but achievable, and are quantitative.
- **Risks mitigated** – Extent to which the applicant understands and discusses the project risks and challenges the proposed work will face, and the soundness of the strategies and methods that will be used to mitigate risks.
- **Validated** – Level of validation (letters of support/interest, partners, customer trials, data from prior work, report references, technical baselines established, etc.).
- **Reasonable assumptions** – Reasonableness of the assumptions used to form the execution strategy.
- **Reasonable budget** – The reasonableness of the overall funding requested to achieve the proposed project and objectives.

Technical Merit Review Criteria – Continued

Criterion 3: Team and Resources (40%)

- The capability of the Principal Investigator(s) and the proposed team to address all aspects of the proposed work with a high probability of success. The qualifications, relevant expertise engaging with the target audience for the topic area, and time commitment of the individuals on the team;
- The sufficiency of the facilities to support the work;
- The degree to which the proposed team demonstrates the ability to facilitate and expedite further development and deployment of the proposed education and training materials and methods;
- The level of participation by project participants as evidenced by letter(s) of commitment and how well they are integrated into the SOPO; and
- The reasonableness of the budget and spend plan for the proposed project and objectives.

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 August 11, 2020 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.

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

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 exhibits technological diversity when compared to the existing DOE project portfolio and other projects selected from the subject FOA;
- The degree to which the proposed project, including proposed cost share, optimizes the use of available EERE funding to achieve programmatic objectives;
- The level of industry involvement and demonstrated ability to accelerate commercialization and overcome key market barriers;
- The degree to which the proposed project is likely to lead to increased employment and manufacturing in the United States;
- The degree to which the proposed project will accelerate transformational technological advances in areas that industry by itself is not likely to undertake because of technical and financial uncertainty; and
- The degree to which the proposed project, or group of projects, represent a desired geographic distribution (considering past awards and current applications).

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 at <https://eere-Exchange.energy.gov>
- 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

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>

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

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

Questions

- Questions about this FOA? Email empowered-workforce@ee.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 Q&As
 - EERE will attempt to respond to a question within 3 business days, unless a similar Q&A is already 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