

Slide 1 – Introduction

Hello 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 **Combined Heat and Power Technical Assistance Partnerships** Funding Opportunity Announcement, or FOA, which was issued on **January 17, 2017**. My name is **Jamey Evans** and I’m a **Technical Project Officer** in the Advanced Manufacturing Office (or AMO) within the DOE’s Office of Energy Efficiency and Renewable Energy (referred to as EERE). I will cover the basic aspects of the FOA 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.

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!

Slide 2 – Anticipated Schedule

This slide shows the anticipated schedule for the FOA. The FOA has already been posted and we are conducting the FOA Informational Webinar now.

Slide 3 – Notice

- All applicants are strongly encouraged to carefully read the Funding Opportunity Announcement DE-FOA-0001678 (“**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.
- If you believe there is an inconsistency, please contact CHPTAP@ee.doe.gov

Slide 4 – Agenda

The agenda for this presentation is as follows:

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

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

Slide 5 – FOA Description/Background

The U.S. Department of Energy's (DOE) Office of Energy Efficiency and Renewable Energy's (EERE) Advanced Manufacturing Office (AMO) seeks to further the installation of cost-effective, highly efficient combined heat and power (CHP).

CHP is a suite of commercially available, predominately gas-fired distributed generation technologies that produce both electricity and thermal energy onsite, thereby reducing line losses and strain on grid infrastructure while also increasing site reliability and energy security.

Within AMO, CHP is the focus of both R&D and deployment activities, with R&D activities focused on new CHP technologies including hybrid and also grid reactive controls.

Slide 6 - FOA Description Continued

On the deployment side, the CHP Deployment Program conducts technical assistance activities that promote the use of combined heat and power to support U.S. economic competitive advantage, promote economic development, instill resiliency in businesses and communities, create and maintain local energy-related jobs, and provide sustainable solutions for modernizing energy generation and delivery.

The goal of this FOA is to solicit proposals from interested parties to become regional CHP Technical Assistance Partnerships (CHP TAPs) who will assist the CHP Deployment Program in the development of strategies to maximize CHP exposure to potential end-users and key stakeholders, and to locally promote best practices in CHP technology policies and installation. (For more information about the DOE/EERE CHP Deployment Program, visit <https://energy.gov/eere/amo/chpdeployment>

Slide 7 – Topic Areas

This FOA has 2 Topic Areas:

- **Topic Area 1: Regional CHP Technical Assistance Partnerships**
- **Topic Area 2: Subject Matter Experts (SME's)**

Slide 8 – Topic Area 1: Regional CHP Technical Assistance Partnerships

The CHP TAP work is designed to assist public and private entities in getting to the decision to install CHP.

This is achieved by providing technology-neutral and fuel-neutral technical assistance for CHP installations to potential end-users; and also providing education and engagement to a variety of stakeholders including commercial, industrial, institutional end-users, electric and gas utilities, trade associations, non-profit organizations, state policymakers, regulators and other stakeholders.

The CHP TAPs serve multi state regions and are ‘in the field’ CHP experts and CHP champions providing fact based, unbiased information on CHP, including technologies, project development, project financing, local electric and natural gas utility interfaces, and related best practice CHP policies.

Slide 9 – Topic Area 1: Multi State Regions

Due to current CHP market conditions, for the purposes of this FOA, EERE has divided the country into 10 regions to provide coverage to all 50 states and the District of Columbia. Regions are as follows:

- Region 1: VT, NH, ME, MA, RI, CT
- Region 2: NY, NJ
- Region 3: PA, WV, VA, DE, MD, DC
- Region 4: KY, TN, NC, SC, GA, FL, AL, MS
- Region 5: MN, WI, MI, IL, IN, OH
- Region 6: TX, NM, OK, AR, LA
- Region 7: NE, IA, KS, MO
- Region 8: UT, CO, WY, MT, ND, SD
- Region 9: CA, NV, AZ, HI
- Region 10: WA, OR, ID, AK

Slide 10 – Topic Area 1: Multi State Regions Continued

- Applicants may propose operating as a CHP TAP providing CHP technical assistance in up to three regions.
- If an applicant proposes to operate three regions, one region should be proposed as the primary region and the other two regions as the applicant's secondary regions—the secondary regions shouldn't be ranked, for example, as the 1st secondary region and the 2nd secondary region.

Slide 11 – Topic Area 1: CHP Technical Assistance

This activity involves engagement of potential industrial, commercial and institutional end-users to identify, evaluate, and technically support prospective CHP projects, including stand-alone CHP, waste heat to power, district energy and microgrid with CHP as appropriate. Each applicant must provide a personnel plan that includes evidence of successful CHP technical experience with project development and project feasibility assessments, a detailed execution plan including key partners to support the plan, and how the applicant proposes to identify and implement CHP Technical Assistance opportunities.

Slide 12 – Topic Area 1 – Delivering CHP Technical Assistance includes.....

Conducting Project Qualification Screenings,

Conducting Feasibility Assessments

Providing Advanced Technical Assistance

Slide 13 – Topic Area 1: CHP Technical Assistance Continued

CHP Technical assistance also includes:

Development of project profiles and Conducting CHP Program-wide Initiatives such as Market Analysis, Market Engagement, Investment Opportunities, CHP for Resiliency and CHP Packaged Systems.

Slide 14 – Topic Area 1: Market and End-User Education and Engagement

- Each application should contain a detailed plan on how the applicant will engage and educate key end-user and end-user stakeholder groups on the technical/economic potential and benefits of CHP for high technical potential markets in the proposed region.
- The plan should include an overview of the applicant's market awareness and provide a list of key partners in the region such as state energy, economic development or other agencies, cities, utilities, and nonprofits, other industry/market sector associations, or other partners.

Slide 15 – Topic Area 1: Stakeholder Education and Engagement

- Each applicant must provide an overview of their knowledge and experience with the current status of state, local, and utility (including electric and natural gas) policies and programs within their proposed region or regions with regards to CHP.
- Applicants must present a plan to reach and educate electric and gas utilities as well as state and local decision makers on best practices for CHP.
- Each application should contain a detailed plan on how they propose to build and maintain a network of CHP expertise and partners across all covered states and to provide clear, concise, practical, and actionable information to decision makers.

Slide 16 – Topic Area 2 – Subject Matter Experts (SMEs) [Optional Topic]

- For Topic Area 2, EERE's goal is to have a pool of SMEs to further the overall CHP TAP mission and enhance the value of CHP TAP service delivery. Applicant's SME(s) should have knowledge of the business case for CHP, have significant experience working in the market sector, and demonstrate knowledge of the key players, drivers and motivations for the target market, with demonstrated success in communicating with market personnel on multiple organizational levels to develop CHP projects.
- Interested applicants should provide a short narrative in the Technical Volume highlighting the SME's specific skills and experience and a detailed resume for each proposed SME showing specific CHP expertise and skillsets in the identified areas of interest. Each applicant may propose one or more technical areas of interest with SMEs, and it is not expected that each applicant will have SMEs in each of the areas of interest.

Slide 17 – Topic Area 2: SMEs Technical Areas of Interest

The SME technical areas of interest include, but are not limited to, the following:

- Sectors of large CHP potential (industrial and commercial)
 - Chemicals
 - Paper
 - Petroleum & refining
 - Primary metals
 - Food processing
 - Federal facilities
 - Commercial buildings
 - Hospitals
 - Institutional facilities
 - Universities

Slide 18 – Topic Area 2: SMEs Technical Areas of Expertise

Technical areas of expertise:

- Biomass and biogas CHP applications
- CHP permitting codes and standards
- Grid-responsive CHP applications
- Hybrid renewable CHP applications
- Microgrid/District Energy applications
- CHP emerging technologies and RD&D applications
- Packaged CHP system applications
- State/utility CHP program design (EE programs, RPS, etc.)
- State/utility policies (including ratemaking, standby, interconnection, etc.)
- Waste heat to power CHP applications

Slide 19 – Non-Responsive Applications

Applications that fall outside the technical parameters specified in Section I.A and Section I.B of the FOA will be deemed nonresponsive and will not be reviewed or considered for an award.

Slide 20 – Award Information

EERE expects to make approximately \$25,000,000 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 \$1,500,000 to \$6,000,000.

EERE intends to fund mostly cooperative agreements under this FOA, but may also fund Grants, TIAs, Work Authorizations, and Interagency Agreements. Cooperative Agreements include Substantial Involvement, which we will discuss next.

Slide 21– Statement of Substantial Involvement

- Under cooperative agreements, there will be what is known as “substantial involvement” between EERE and the Recipient during the performance of the project.
- Substantial involvement includes, but is not limited to, the information presented on the slide.

Slide 22 – Cost Sharing Requirements

Cost sharing is not required under this FOA

- Although cost share is not required under this FOA, an applicant may chose to propose cost share. To assist applicants if they decide to propose cost share, information on cost share is included in the FOA. See Section III.B and Appendix A and Appendix B of the FOA.

Slide 23 – FOA Timeline

Here are some of the key dates to keep in mind regarding this FOA.

Slide 24 – Pre-Selection Interviews

As part of the evaluation and selection process, EERE may invite one or more applicants to participate in Pre-Selection Interviews. Pre-Selection Interviews are distinct from and more formal than pre-selection clarifications. See Section V.D.ii of the FOA for more information on pre-selection interviews.

Slide 25 – Letters of Intent

Letters of Intent will be used by EERE to plan for the merit review process. In order to submit a Full Application, applicants are not required to submit a Letter of Intent, but it is recommended.

Slide 26 – Full Applications

The Full Application includes:

**The Technical Volume:
An SF-424 Application for Federal Assistance
An SF-424A Budget & Budget Justification
A Summary for Public Release
A Summary Slide; and
Administrative Documents**

Slide 27 – Full Applications: Technical Volume Content

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 the Contents listed on this slide. Please note that the percentages listed here are suggested and are not mandatory.

Slide 28 – 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

Slide 29 – Full Application Eligibility Requirements

As we previously pointed out, applicants must submit full applications by March 21st. EERE will conduct an eligibility review, and full applications will be deemed eligible if it meets ALL the eligibility criteria listed in the FOA.

Slide 30 – Multiple Applications

- Applicants may only submit one Letter of Intent and one Full Application for consideration under this FOA. 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 Letter of Intent and/or Full Application submitted under this FOA
- The Applicant may apply for one, two or three CHP TAP region(s) within their one Full Application;
- To be eligible for consideration under Topic Area 2, an applicant must apply for funding under both Topic Area 1 and Topic Area 2. Applicants may submit an application for Topic Area 1 only, but EERE will not consider applications that only address Topic Area 2.

Slide 31 – 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

Slide 32 – Technical Merit Review Criteria

Applications will be evaluated against the following merit review criteria:

Criterion 1: Performance of CHP Technical Assistance (40%)

- Proposed personnel's knowledge and experience working in CHP deployment;
- Proposed personnel's knowledge of the CHP marketplace relative to where technical assistance will have the greatest impact for catalyzing CHP deployment in the U.S.;
- Proposed personnel experience with CHP Qualification Screening, Feasibility Assessments, Advanced Technical Assistance and developing high quality Project Profiles;
- Proposed plans and processes for conducting Qualification Screening, Feasibility Assessments, Advanced Technical Assistance, developing high quality Project Profiles, providing support for CHP Program-wide Activities, as well as follow-up and monitoring of technical assistance provided;

Slide 33 – Technical Merit Review Criteria Continued

Criterion 1: Continued

- Quality of proposed plan to develop and train junior personnel; and
- Quality of proposed plan to deliver unbiased CHP technical assistance with no conflict of interest.

For Applicants who included Topic 2:

- Quality and experience of SMEs proposed for proposed technical areas, as well as reasonableness of the scope and budget for the SMEs.

Slide 34 – Technical Merit Review Criteria Continued

Criterion 2: Market and End-User Education and Engagement (25%)

- Ability to effectively engage and educate key markets, their organizations and end-users to ultimately increase CHP deployment in the U.S.;
- Knowledge of strategic market key players, organizational structure with interest in portfolio analysis, drivers and motivations, and strategies of engagement of particular value to the strategic market;
- Quality of communication plan for engagement of end-users and other major players with a focus on getting more CHP deployed; and
- Quality of stakeholders and partners identified to support engagement and outreach efforts in order to increase the market for CHP. Includes the commitment provided in letters of support from project partners

Slide 35 – Technical Merit Review Criteria Continued

Criterion 3: Stakeholder Education and Engagement (25%)

- In-depth demonstrated understanding of the policies influencing CHP deployment and knowledge of efforts across the country to be more conducive to CHP at the state, local and utility levels;
- Quality of the communications plan and ability to effectively engage state, local and utility (both electric and natural gas) stakeholders to ultimately increase CHP deployment in the US;
- Clarity of plan and likelihood for success in increasing deployment of CHP in the US through stakeholder engagement and education;
- Demonstrated understanding of the economic and financial, regulatory and informational barriers to implementing CHP systems in the states and regions covered in the application; and
- Quality of stakeholders and partners identified to support policy efforts including the commitment provided in letters of support from project partners.

Slide 36 – Technical Merit Review Criteria Continued

Criterion 4: Project Management and Coordination, and Technical Qualifications (10%)

- Adequacy of plan to provide resources and budget for project management and coordination activities;
- Adequacy of resources and infrastructure for CHP TAP operations including personnel, office space and other necessary items;
- Experience and qualifications of proposed Director and co-Director (if applicable) and the rest of the proposed project team; and
- Quality of organizational model proposed to integrate and manage CHP TAP activities.

Slide 37 – Replies to Reviewer Comments

The Full Application is reviewed by experts in the FOA topic area(s). After those experts review the application, EERE will provide applicants with the reviewer's comments. Applicants will have a brief opportunity to review the comments and prepare a short Reply to Reviewer Comments response. The Reply to Reviewer Comments response is due by **April 18**. The Reply to Reviewer Comments is an optional submission; applicants are not required to submit a Reply to Reviewer Comments. The Reply to Reviewer Comments is 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.D. and V.A.ii of the FOA for additional information regarding Replies to Reviewer Comments

Slide 38 – 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

Slide 39 – Program Policy Factors

After the Merit Review process, the Selection Official may consider the following program policy factors in making his/her selection decisions:

- Past performance of a currently active CHP TAP with regards to the delivery of technical assistance per the approved Statement of Project Objectives;
- The degree to which the proposed project, or group of projects, represents a desired geographic distribution, ensures full national coverage, and avoids coverage of one defined region by more than one selected applicant;
- The degree to which the proposed project, including any proposed cost share, optimizes the use of available EERE funding to achieve programmatic objectives;
- Technical, market, organizational, and environmental risks associated with the project;
- The degree to which the proposed project collectively represents diverse types and sizes of applicant organizations;
- The extent to which the proposed project is likely to lead to increased employment and competitiveness in the United States; and
- The extent to which the proposed project will accelerate CHP installations in areas that industrial, commercial, institutional facilities and others by themselves are not likely to undertake because of technical and financial uncertainty.

Slide 40 – Registration Requirements

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. Please see the items on the slide and corresponding websites for more information.

Slide 41 – Means of Submission

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

Slide 42 – Key Submission Points

This slide contains some reminders about procedures regarding submitting an application to this FOA. We strongly encourage all applicants to carefully read the entire FOA.

Slide 43 – 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

Slide 44 – Questions

- Questions about this FOA? Email CHPTAP@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 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
- This concludes the webinar for today, thank you for attending