



U.S. DEPARTMENT
OF ENERGY
**SOLAR
DECATHLON**

**Solar Decathlon
Program Administrator**
2017SolarDecathlon@ee.doe.gov

FOA Webinar
DE-FOA-0001371
September 2, 2015



Notices

- Applicants are strongly encouraged to carefully read Funding Opportunity Announcement DE-FOA-0001371 in its entirety, and adhere to the stated submission requirements.
- This presentation summarizes the contents of the 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 us through 2017SolarDecathlon@ee.doe.gov.
- This is the webinar for prospective applicants to the Solar Decathlon Program Administrator FOA only.



Agenda

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



Anticipated Schedule

DE-FOA-0001371 Solar Decathlon Program Administrator

FOA Issue Date:	August 26, 2015
FOA Informational Webinar:	September 2, 2015
Submission Deadline for Letter of Intent:	5:00 p.m. ET September 17, 2015
Submission Deadline for Full Applications:	5:00 p.m. ET October 29, 2015
Expected Date for EERE Selection Notifications:	Late January 2016
Expected Timeframe for Award Negotiations:	Approximately 60 days after selection notifications



FOA Description

Under this FOA, DOE intends to select **one** recipient to organize, manage, and conduct the Solar Decathlon competitions in 2017 and 2019.

This includes:

- Identifying and providing the competition location/venue
- Soliciting sponsorships
- Hosting the competitions
- Awarding prize money to the competitors
- Conducting educational programs and outreach

A key near-term requirement will be to identify a location/venue for the Solar Decathlon 2017.



Topic Areas/Areas of Interest

The Program Administrator's minimum required activities can be organized into the following categories:

- **Competition Management**
- **Site Operations**
- **Event Production**
- **Communications**
- **Sponsorships**
- **Education Outreach**



Topic Areas/Areas of Interest

Location/Venue Requirements and Preferences

Venue requirements as described in the FOA are based on DOE's experience with Solar Decathlon competitions since 2002.

Applicants will be required to identify a location /venue(s) for the 2017 and 2019 Solar Decathlon competitions.

More than one venue may be proposed by an applicant; however, each proposed venue must include a Letter of Commitment from the owner-operator of the proposed site.



Topic Areas/Areas of Interest

Host and Site Requirements

- Space for a village for 20 temporary modular homes
 - ~600-1,000 sq. ft. each
 - Lot sizes of 4,680 sq. ft. (78 by 60 feet)
- Level terrain
- Unobstructed access to sunlight during daylight hours

Examples of homes from past events are available on the Solar Decathlon website: <http://www.solardecathlon.gov/index.html>.

DOE welcomes new ideas and or alternatives that may produce a better or more impactful event.



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 that propose a site that is outside of the lower 48 states.



Award Information

Total Amount to be Awarded	\$3,000,000 -\$4,000,000
Award Amount	EERE anticipates making an award that ranges from \$3,000,000 - \$4,000,000
Types of Funding Agreements	Cooperative Agreement
Period of Performance	24 to 48 months
Cost Share Requirement	50% of Total Project Costs

*Subject to the availability of appropriated funds



Statement of Substantial Involvement

EERE has substantial involvement in work performed under the Award 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.



Statement of Substantial Involvement (continued)

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 any Go/No Go decision point.
- EERE participates in major project decision-making processes.
- EERE promotes and facilitates technology transfer activities, including disseminating Technology Office results through presentations and publications.



Cost Share

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

Formula: Federal share (\$) divided by Federal share (%) = Total Project Cost

Example: \$2,000,000 (Federal \$) divided by 50% Federal share (%)
= \$4,000,000 Total Project Cost

\$4,000,000 (Federal \$) divided by 50% Federal share (%)
= \$8,000,000 Total Project Cost



Cost Share

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



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



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
 - Value of a service, other resource, or third party in-kind contribution

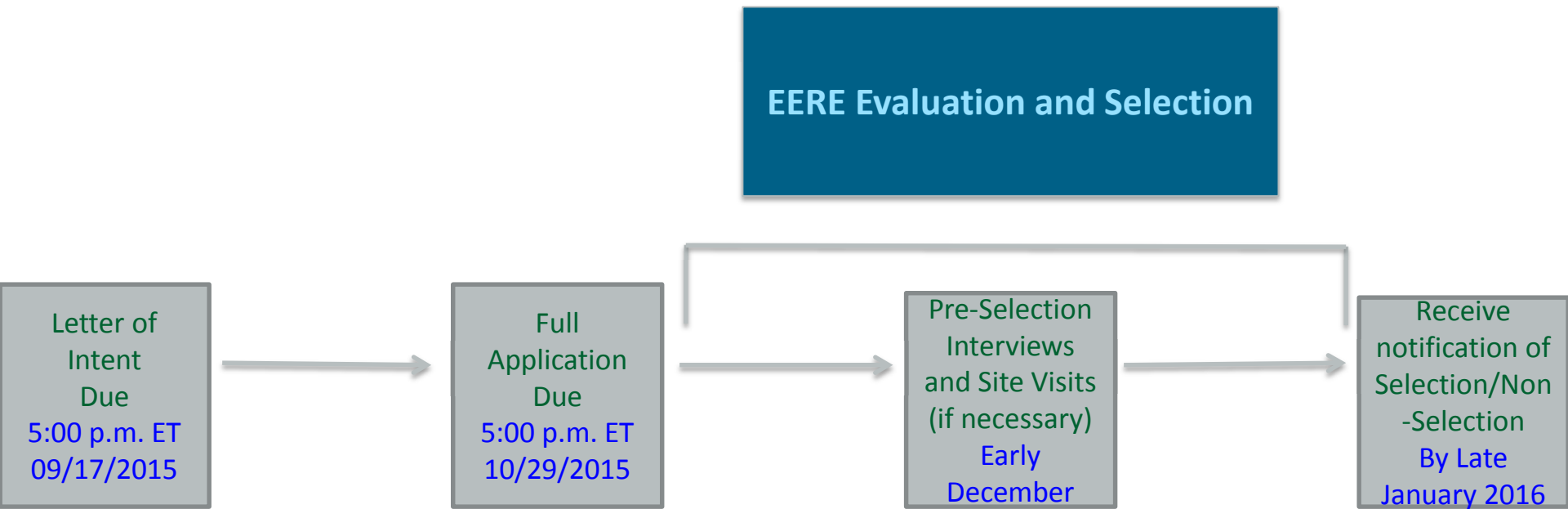


Unallowable Cost Share

- 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



FOA Timeline



EERE anticipates making awards by late January 2016



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.



Letters of Intent

- Letters of Intent (“LOIs”) are REQUIRED in order to be eligible to submit a Full Application
- To be considered:
 - The LOI must comply with the content and form requirements of Section IV.B.1 of the FOA, and
 - The applicant must enter all required information and click the “Create Submission” button in EERE Exchange by the deadline stated in the FOA.
- The LOIs should not contain any proprietary or sensitive business information
- EERE will not provide notification of acceptance for Letters of Intent



Full Applications

The Full Application includes:

- **Technical Volume:** The key technical submission - information relating to the technical content, project team members, etc.
- **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**
- **Administrative Documents:** E.g., FFRDC Authorization (if applicable), Disclosure of Lobbying Activities.



Full Applications: Technical Volume Content

Technical Volume: the key technical component of the Full Application. Limited to 20 pages.

Content of Technical Volume	Suggested % of Technical Volume
Cover Page	1 page
Project Overview	10%
Technical Description, Innovation and Impact	30%
Workplan	40%
Technical Qualifications and Resources	20%



Full Application Eligibility Requirements

Applicants may only submit one Letter of Intent and one Full Application for consideration under this FOA.

Full Applications are eligible for review if:

- The Applicant is an eligible entity Section III.A of FOA;
- The Applicant submitted an eligible Letter of Intent;
- The Cost Share requirement is satisfied Section III.B of FOA;
- The Full Application is compliant Section III.C of FOA;
- The proposed project is responsive to Section III.D of FOA
- The Full Application meets any other eligibility requirements listed in Section III of the FOA.

The Full Application deadline is 5:00 p.m. ET on October 29, 2015.



Multiple Applications

- If an applicant submits more than one Letter of Intent 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 Letter of Intent and Full Application submitted under this FOA



Merit Review and Selection Process (Full Applications)

- The Merit Review process consists of multiple phases that 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



Technical Merit Review Criteria

Criterion 1: Technical and Logistical Approach

Weight: 30%

- Demonstration that the applicant understands the rules and requirements of the competition and the many activities associated with conducting a competition of its size and scope.
- Quality of the applicant's logistical plan to host an event of the size and scope of the Solar Decathlon including: sanitation, utilities, security, food, vehicle, passenger car and commercial truck movement and parking, and proximity to lodging.
- Adequacy of the venue and quality of the site characteristics, including its size, layout, and orientation to accommodate 20 houses with equal and unobstructed access to the sun.
- Effectiveness of the existing transportation infrastructure that will be used for the Solar Decathlon and the quality of the plan to overcome any transportation challenges.



Technical Merit Review Criteria - Continued

Criterion 2: Implementation Approach

Weight: 30%

- Thoroughness of the proposed Solar Decathlon project implementation plan with appropriate timelines, milestones, and deliverables.
- Effectiveness and viability of a sustainability plan to run the Solar Decathlon and associated programs over the long-term.
- Degree of economic and other impact on the host community, including its goals for community education and plans to provide outreach to the local clean energy industry.
- Impact and benefit of the plan for engaging local university and educational communities.



Technical Merit Review Criteria - Continued

Criterion 3: Team and Resources

Weight: 20%

- The capability of the Principal Investigator(s) and the proposed team to address all aspects of the proposed work with a good chance of success. Qualifications, relevant expertise, and time commitment of the individuals on the team
- The sufficiency of the facilities to support the work
- Degree to which the proposed consortia/team demonstrates the ability to address all aspects of the proposed work and competition venue
- Level of participation by project participants as evidenced by letter(s) of commitment and how well they are integrated into the implementation plan
- Reasonableness of budget and spend plan for proposed project and objectives
- Strength of financial plan, including prize money commitment for both 2017 and 2019 competitions



Technical Merit Review Criteria - Continued

Criterion 4: Roles, Responsibilities, Capabilities, Knowledge, Experience and Partnerships

Weight: 20%

- Appropriateness of organizational structure and partnership agreements, if applicable, to accomplish the goals of this funding opportunity. Applicants should specify which public and/or private institutions, organizations, or bodies would be represented in the proposed team, as well as their respective levels of authority
- Level of support from state, regional, and local government and city authorities as demonstrated by letters of commitment
- Appropriateness and number of sponsors and partnerships for the Solar Decathlon, including any cost-sharing on a city or state level
- Comprehensiveness of plans and resources for providing volunteers for the Solar Decathlon



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 receive 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

- Letters of Intent and Full Applications 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 the submit button 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 2017solardecathlon@ee.doe.gov
 - All Q&As for this FOA will be posted on EERE Exchange
 - Select this specific FOA 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
- Email EERE-ExchangeSupport@hq.doe.gov about problems logging into EERE Exchange or uploading and submitting application documents
 - Include the FOA name and number in subject line



Thank you

This concludes today's webinar about EERE's Solar Decathlon Program Administrator FOA (DE-FOA-0001371).

The slides and a recording of the webinar will be available with the FOA on EERE Exchange: <https://eere-exchange.energy.gov/#Foald04be98b8-2647-466d-8095-a72519751e1e>

Thank you for your time and interest.