

EERE eXCHANGE User Manual for Applicants

IRS 48C Advanced Energy Manufacturing Tax Credit, Phase II Concept Paper and Full Application Submissions



Energy Efficiency and Renewable Energy
Department of Energy

Updated February 2013

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Process Overview

The eXCHANGE system is an online solicitation management platform that supports the Department of Energy, Office of Energy Efficiency and Renewable Energy. This user guide will provide details on using the eXCHANGE system to complete a submission for the Qualifying Advanced Energy Project Credit, as specified in §48C of the Internal Revenue Code.

Questions about the Notice or the application process can be directed to Mark Bernabo, IRS, phone: 713-209-3669, fax: 713-209-3964. Questions about using the EERE eXCHANGE system should be directed to the EERE eXCHANGE Help Desk at EERE-ExchangeSupport@hq.doe.gov.

Concept Paper Submission Process

Register as an Applicant in EERE eXCHANGE

If you do not have an existing account in the EERE eXCHANGE system, one will need to be created. If you already have an account in EERE eXCHANGE, these steps can be skipped. Complete the following steps to register:

1. Navigate to EERE eXCHANGE at <https://eere-exchange.energy.gov/>.
2. Click the 'Register' link in the left navigation of the page, as seen in Figure 1.

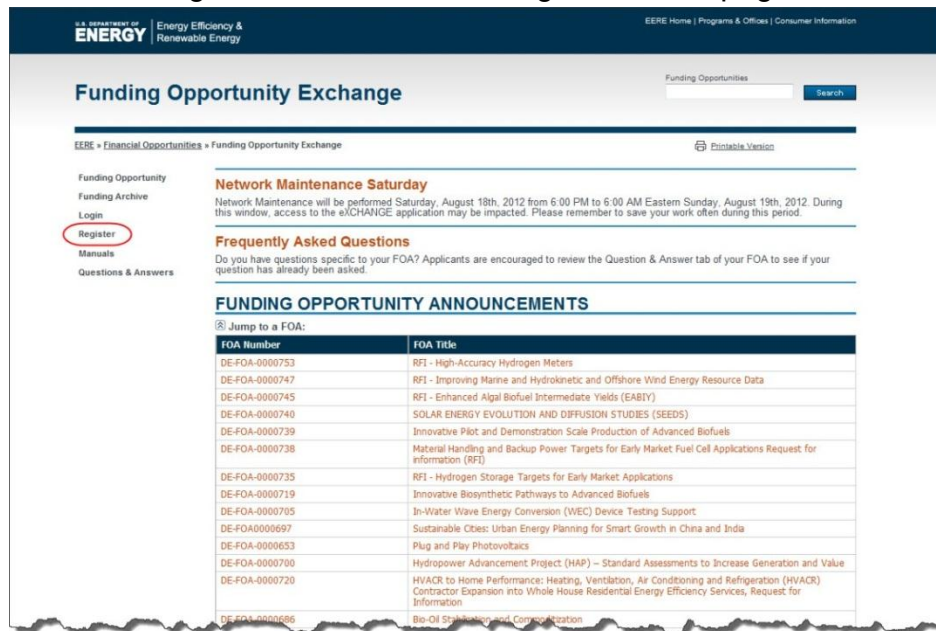


Figure 1

3. Select the 'Applicant' button on the Registration page, as seen in Figure 2.

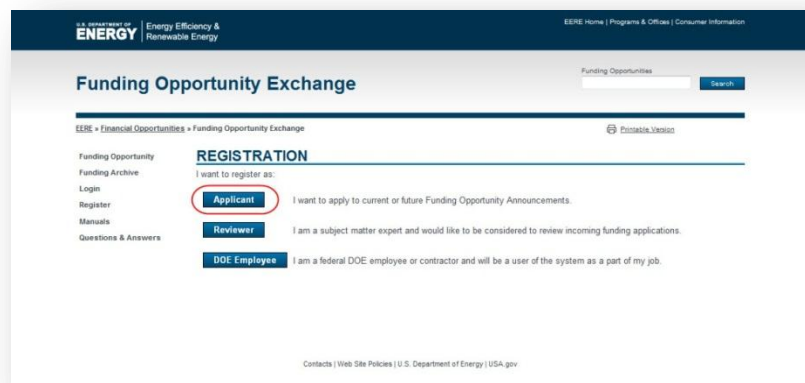


Figure 2

4. Complete the Applicant Registration Form and click the 'Register' button at the bottom of the page, as seen in Figure 3. Fields marked with a red asterisk are required to complete the form.

The screenshot shows the 'Funding Opportunity Exchange' registration page. The header includes the U.S. Department of Energy logo and navigation links. The main content area is titled 'REGISTRATION' and 'Applicant Registration'. It contains a form with various fields: Salutation (dropdown), First Name (required), Last Name (required), Country (dropdown, set to United States), Address (required), City (required), State (dropdown), ZIP (required), Phone (required), Fax, Email (required, with a note that it will be the login name), Email Confirmation (required), Password (required, with a note about password requirements), Confirm Password (required), Security Question (dropdown, with a note about the security question), Security Answer (required), Organization, Title, and DUNS Number. A 'Register' button is at the bottom right. A sidebar on the left contains links for Funding Opportunity, Funding Archive, Login, Register, Manuals, and Questions & Answers. A search bar is at the top right.

Figure 3

5. Registration is complete. Please take note of your username (email) and password, as it will be used to access your application throughout the process.

Download and Review the Notice

To download and review the Notice posted in the EERE eXCHANGE system, complete the following steps:

1. Navigate to EERE eXCHANGE at <https://eere-exchange.energy.gov/>.
2. Click the link to 48C-0002013 in the Funding Opportunity Announcements table, as seen in Figure 4. This will bring you to the detailed Notice listing.

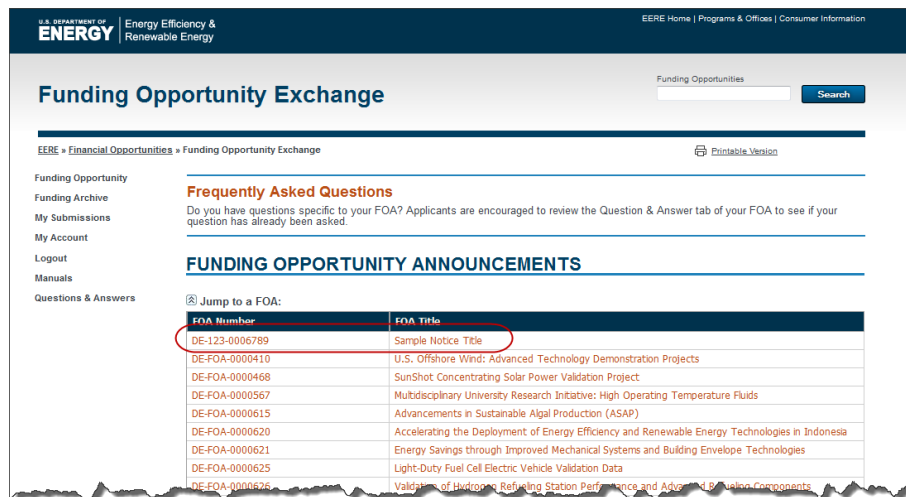


Figure 4

3. Review the information posted in the listing and click the link to the Notice document in the 'FOA Documents' section, as seen in Figure 5. This will open a document for the applicant to review and save.

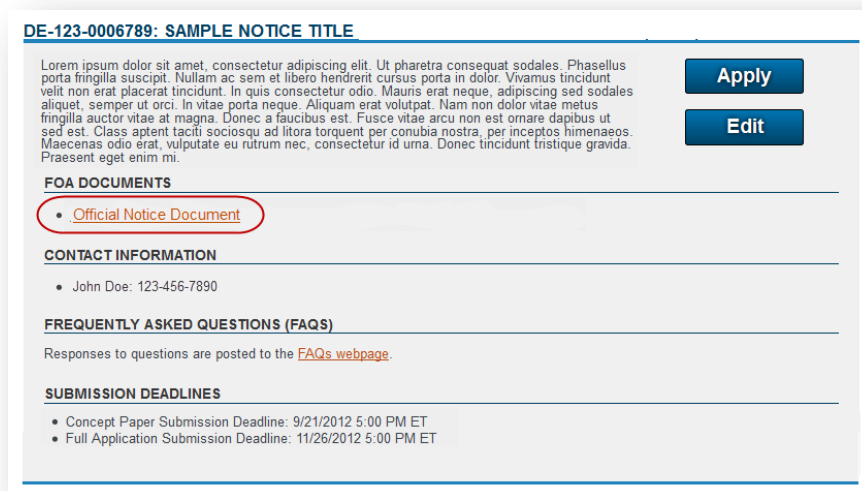


Figure 5

Develop and Submit a Concept Paper

To submit a Concept Paper to 48C-0002013, complete the following steps:

1. Navigate to EERE eXCHANGE at <https://eere-exchange.energy.gov/>.
2. Click the link to 48C-0002013 in the Funding Opportunity Announcements table, as seen in Figure 6. This will bring you to the detailed Notice listing.

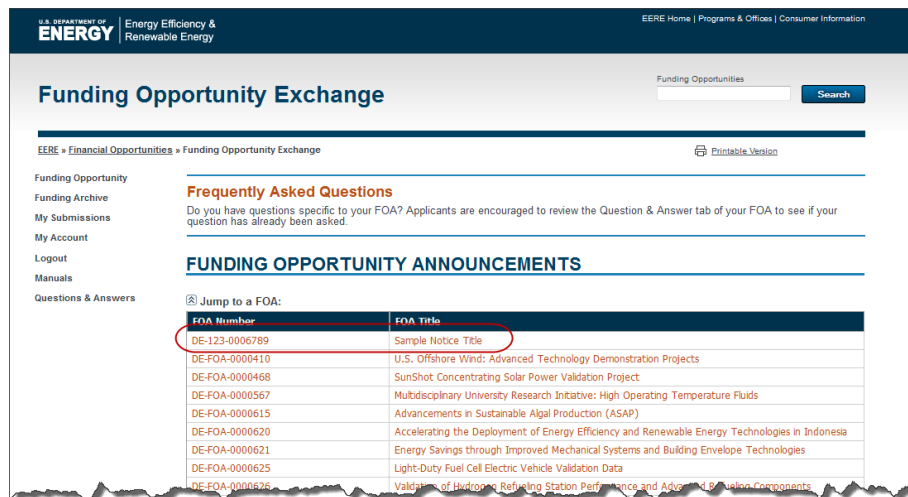


Figure 6

- Click the 'Apply' button, as seen in Figure 7. If you have not done so previously, the system will prompt you to log in with your username (email) and password.

DE-123-0006789: SAMPLE NOTICE TITLE

Apply
Edit

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut pharetra consequat sodales. Phasellus porta fringilla suscipit. Nullam ac sem et libero hendrerit cursus porta in dolor. Vivamus tincidunt velit non erat placerat tincidunt. In quis consectetur odio. Mauris erat neque, adipiscing sed sodales aliquet, semper ut orci. In vitae porta neque. Aliquam erat volutpat. Nam non dolor vitae metus fringilla auctor vitae at magna. Donec a faucibus est. Fusce vitae arcu non est ornare dapibus ut sed est. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Maecenas odio erat, vulputate eu rutrum nec, consectetur id urna. Donec tincidunt tristique gravida. Praesent eget enim mi.

FOA DOCUMENTS

- [Official Notice Document](#)

CONTACT INFORMATION

- John Doe: 123-456-7890

FREQUENTLY ASKED QUESTIONS (FAQS)

Responses to questions are posted to the [FAQs webpage](#).

SUBMISSION DEADLINES

- Concept Paper Submission Deadline: 9/21/2012 5:00 PM ET
- Full Application Submission Deadline: 11/26/2012 5:00 PM ET

Figure 7

- Complete the initial 'General' tab of the Concept Paper, as seen in Figure 8. Required fields are listed below, and are indicated on the screen with a red asterisk:
- Project Title
 - Executive Summary
 - Technology Focus Area
 - Project Purpose
 - Federal Employer Identification Number

- Federal Employer Identification Number of the Common Parent Corporation (if applicable)
- DUNS Number
- Qualified Investment Tax Credit Requested
- Number of Direct Jobs Created by Calendar Year (2013, 2014, 2015, 2016, 2017)
- Company's Exact Legal Name (Note: Do not enter a 'doing business as' or 'also known as' name)
- Organization Type

The screenshot displays the 'Funding Opportunity Exchange' (FOE) website interface. The header includes the U.S. Department of Energy logo and navigation links. The main content area is titled 'CONCEPT PAPER DETAILS FOR FOA #48C-0002012 IRS §48C QUALIFYING ADVANCED ENERGY PROJECT CREDIT (FOR CLIENT REVIEW - DO NOT EDIT WITHOUT PERMISSION)'. The form is divided into sections with tabs for 'General' and 'Financial'. The 'General' tab is active, showing various input fields and a 'Create Concept Paper' button at the bottom right.

General

Submission Status: New

Project Title: * 250 Max Characters

Executive Summary: * 4000 Max Characters

Please ensure that this Executive Summary matches the Executive Summary in your application document

Technology Focus Area: *

Project Purpose: * ☐ Establish ☐ Expand ☐ Re-Equip

Federal Employer Identification Number: *

Federal Employer Identification Number of the Common Parent Corporation (if applicable):

DUNS Number: *

Qualified Investment Tax Credit Requested: * \$0.00

Number of Direct Jobs Created by Year: * 2013 * 2014 * 2015 * 2016 * 2017 *

Company's Exact Legal Name: * 150 Max Characters

Note: Do not enter a 'doing business as' or 'also known as' name.

Organization Type: *

Create Concept Paper

Figure 8

5. Click the 'Create Concept Paper' button once complete.
6. Click the 'Continue with Concept Paper Submission' button, as seen in Figure 9, to complete the Concept Paper.

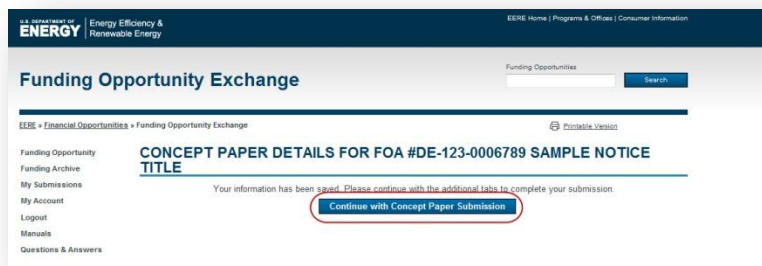


Figure 9

7. At this point in the process, a unique Control Number is generated for the submission, as seen in Figure 10. This number will stay with the application through the Concept Paper and Full Application phase.

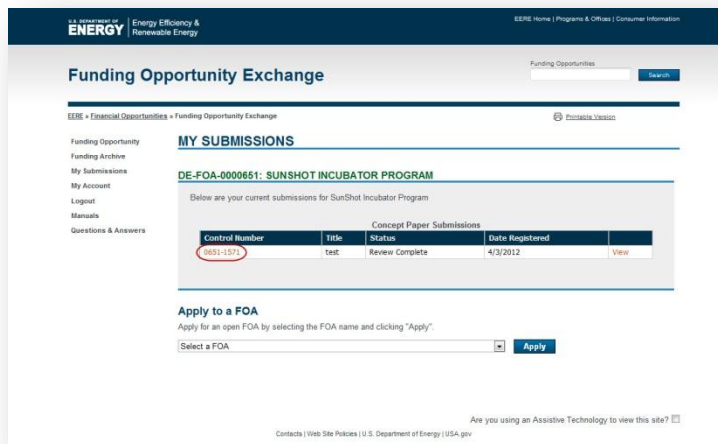


Figure 10

8. Update any information, if necessary, on the 'General' tab and click the 'Save and Continue' button to move to the next tab, as seen in Figure 11.

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CONCEPT PAPER DETAILS FOR FOA #48C-0002012 IRS §48C QUALIFYING ADVANCED ENERGY PROJECT CREDIT (FOR CLIENT REVIEW - DO NOT EDIT WITHOUT PERMISSION)

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

[General](#) | [Contact Information](#) | [Location\(s\) of Work](#) | [Upload and Submit](#)

Submission Status: Not Submitted

Control Number: 2012-1517

Project Title: * 250 Max Characters

Executive Summary: * 4000 Max Characters

Please ensure that this Executive Summary matches the Executive Summary in your application document

Technology Focus Area: *

Project Purpose: * ☐ Establish ☒ Expand ☐ Re-Equip

Federal Employer Identification Number: *

Federal Employer Identification Number of the Common Parent Corporation (if applicable):

DUNS Number: *

Qualified Investment Tax Credit Requested: *

Number of Direct Jobs Created by Year: *

2013 *	2014 *	2015 *	2016 *	2017 *
<input type="text" value="131"/>	<input type="text" value="256"/>	<input type="text" value="75"/>	<input type="text" value="75"/>	<input type="text" value="50"/>

Company's Exact Legal Name: * 150 Max Characters

Note: Do not enter a 'doing business as' or 'also known as' name.

Organization Type: *

Figure 11

9. Provide information for points of contact on the 'Contact Information' tab, as seen in Figure 12. Two points of contact are required. The Business Point of Contact must be an employee of the company applying for a tax credit. The Technical Point of Contact may be an employee of the company or someone hired to complete the tax credit application. The required fields for each point of contact are listed below, and are indicated on screen with a red asterisk:

- First Name
- Last Name
- Email
- Address
- City
- State
- Zip
- Phone

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This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General

Contact Information

Location(s) of Work

Upload and Submit

The Business Point of Contact is an employee of the company (taxpayer) which is applying for the tax credit. The Technical Point of Contact may be either an employee of the company or someone hired by the taxpayer for the purposes of completing the 48C application.

Business Point of Contact:

Technical Point of Contact:

Details

Salutation:

First Name: *

Last Name: *

Title:

Email: *

Country:

United States

Address: *

City: *

State: *

ZIP: *

Phone: *

Fax:

Details

Salutation:

First Name: *

Last Name: *

Title:

Email: *

Country:

United States

Address: *

City: *

State: *

ZIP: *

Phone: *

Fax:

Previous Tab

Save and Continue

Figure 12

10. Once complete, click the 'Save and Continue' button.
11. The 'Location(s)' tab allows applicants to enter information about where the work for the projects will be performed. To add new locations, click the 'Add Location' button, as seen in Figure 13. Add as many locations as necessary and ensure the Total Percentage equals 100%.

11

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CONCEPT PAPER DETAILS FOR FOA #48C-0002012 IRS §48C QUALIFYING ADVANCED ENERGY PROJECT CREDIT (FOR CLIENT REVIEW - DO NOT EDIT WITHOUT PERMISSION)

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

[General](#) | [Contact Information](#) | [Location\(s\) of Work](#) | [Upload and Submit](#)

Where will the work in this project be performed?

Primary Location*
No primary locations.

Other Locations
No other locations.

Total Percentage: 0%

You can **add** multiple other locations.
Only one Primary Location can exist for this submission.
All percents must add up to 100%.

Figure 13

12. Once complete, click the 'Save and Continue' button.
13. The 'Upload and Submit' tab is where the actual Concept Paper file is uploaded. To do so, click the 'Browse' button, as seen in Figure 14, to select a file from your computer. Once the file has been selected, click the 'Upload Concept Paper' button, also seen in Figure 14.

CONCEPT PAPER DETAILS FOR FOA #48C-0002013 48C PHASE II PROGRAM

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

[General](#) | [Contact Information](#) | [Location\(s\) of Work](#) | [Upload and Submit](#)

Please upload your submission in the format specified for each file below. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version. Note: Filenames must be 250 characters or less.

Title	Description	File Name
Concept Paper Upload	Please refer to Appendix B of the Notice for more detailed requirements. (.doc, .docx, or .pdf)	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Required Perjury Statement	Upload signed Concept Paper perjury statement (.pdf only)	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Additional Files:
No Additional Files were uploaded for this Submission.

☐ I have reviewed and agree to the terms and conditions in the FOA:

☐ By clicking the Submit button, I certify that I am authorized to submit on behalf of Test Co..

Figure 14

14. Review the Legal information and click the checkboxes, as seen in Figure 15 to agree to the Terms and Conditions.

CONCEPT PAPER DETAILS FOR FOA #48C-0002013 48C PHASE II PROGRAM

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General

Contact Information

Location(s) of Work

Upload and Submit

Please upload your submission in the format specified for each file below. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version. Note: Filenames must be 250 characters or less.

Title	Description	File Name	
Concept Paper Upload	Please refer to Appendix B of the Notice for more detailed requirements. (.doc, .docx, or .pdf)		<div>*</div> <div>Browse...</div> <div>Upload</div>
Required Perjury Statement	Upload signed Concept Paper perjury statement (.pdf only)		<div>*</div> <div>Browse...</div> <div>Upload</div>

Additional Files:

No Additional Files were uploaded for this Submission.

Upload New Additional File

☐ I have reviewed and agree to the terms and conditions in the FOA:

☐ By clicking the Submit button, I certify that I am authorized to submit on behalf of Test Co..

Submit

Previous Tab

Figure 15

15. Click the 'Submit' button, as seen in Figure 16, to finalize your Concept Paper submission and submit to the eXCHANGE system.

CONCEPT PAPER DETAILS FOR FOA #48C-0002013 48C PHASE II PROGRAM

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General

Contact Information

Location(s) of Work

Upload and Submit

Please upload your submission in the format specified for each file below. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version. Note: Filenames must be 250 characters or less.

Title	Description	File Name	
Concept Paper Upload	Please refer to Appendix B of the Notice for more detailed requirements. (.doc, .docx, or .pdf)		<div>*</div> <div>Browse...</div> <div>Upload</div>
Required Perjury Statement	Upload signed Concept Paper perjury statement (.pdf only)		<div>*</div> <div>Browse...</div> <div>Upload</div>

Additional Files:

No Additional Files were uploaded for this Submission.

Upload New Additional File

☐ I have reviewed and agree to the terms and conditions in the FOA:

☐ By clicking the Submit button, I certify that I am authorized to submit on behalf of Test Co..

Submit

Previous Tab

Figure 16

16. Once submitted, you will receive on-screen confirmation of submission, as well as an email confirmation. This completes the submission of your Concept Paper. Please note that Concept Papers may be edited up until the Concept Paper deadline, but must be resubmitted once changes are finalized.
17. To resubmit a concept paper, the user must complete steps 14 and 15 again. They will receive a new confirmation message and email once the Concept Paper has been resubmitted.

Concept Paper Decision Announcement

To access this decision information, complete the following steps:

1. Navigate to EERE eXCHANGE at <https://eere-exchange.energy.gov/>.
2. Click the 'Login' link in the left navigation, as seen in Figure 17.

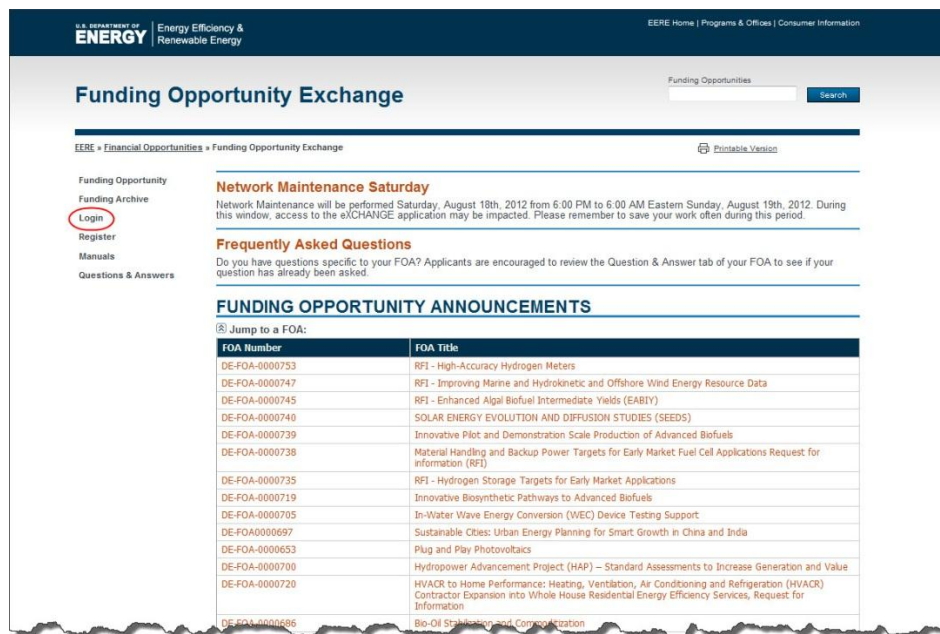


Figure 17

3. Login with your eXCHANGE username (email) and password.
4. Click the 'My Submissions' link in the left navigation, as seen in Figure 18, if you are not automatically redirected.

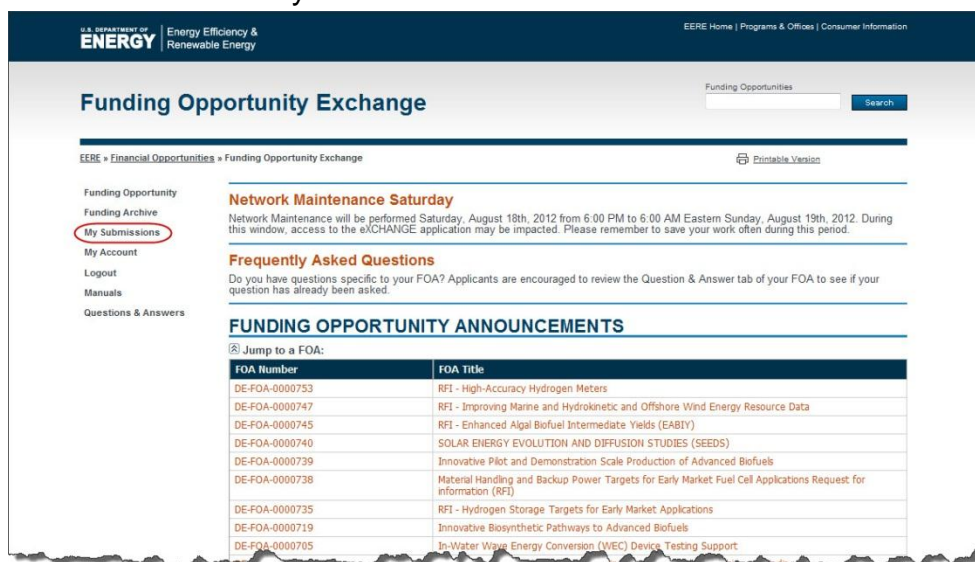


Figure 18

5. Click the Control Number link for your Concept Paper, as seen in Figure 19. This will open the Concept Paper details page.

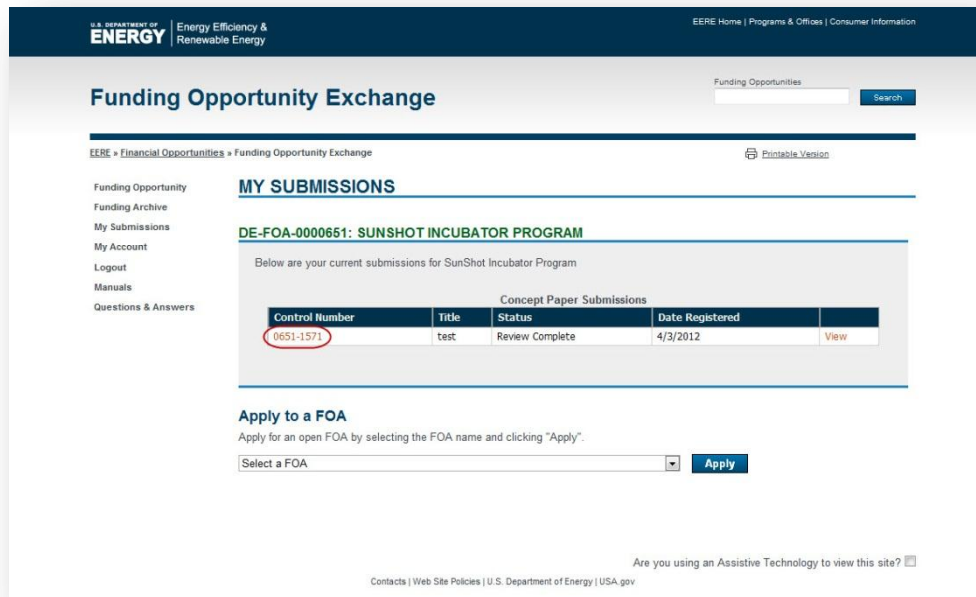


Figure 19

6. Scroll down to the Concept Paper Response section, as seen in Figure 20, and review the decision.

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CONCEPT PAPER DETAILS FOR FOA# 48C-0002012

2012-1517: Sample Project Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Technology Focus Area: Carbon Capture and Sequestration

Project Purpose: Expand

Federal Employer Identification Number: 10293857

Federal Employer Identification Number of the Common Parent Corporation (if applicable):

DUNS Number: 102938567

Qualified Investment Tax Credit Requested: \$25,000,000.00

Number of Direct Jobs Created by Year:

2013:	131
2014:	256
2015:	75
2016:	75
2017:	50

Company's Exact Legal Name: Test Company, LLC

Organization Type: Business 500-1000 Employees

Technical Point of Contact:

- Jane Smith

 1600 Pennsylvania Ave NW, Washington, DC 20000
 202-123-4567 | Fax not listed

Business Point of Contact:

- John Doe

 123 Main Street, Townsville, DC 20009
 202-222-2222 | Fax not listed

Concept Paper Upload File:
 20121517_Test_Company_LLC_CP (1/30/2013 2:54 PM ET)

Download all files

Concept Paper Response

Response: Encouraged

Create a Full Application for this FOA

Share Submission

To allow others to edit this submission select share submission.

Share Submission

Back

Figure 20

- If your 'Concept Paper Response' is listed as 'Encouraged', you are encouraged to continue with the process and submit a Full Application. If your 'Concept Paper Response' is determined to not be sufficient, you will not be allowed to submit a Full Application at this time.

Full Application Submission Process

Develop and Submit a Full Application

If your 'Concept Paper Response' is listed as 'Encouraged,' you may continue with the process and submit a Full Application. To submit a Full Application to 48C-0002013, complete the following steps:

1. Navigate to EERE eXCHANGE at <https://eere-exchange.energy.gov/>.
2. Click the 'My Submissions' link in the left navigation menu.
3. Locate the Concept Paper submission and click the 'View' link.
4. Scroll down to the 'Concept Paper Response,' as seen below.

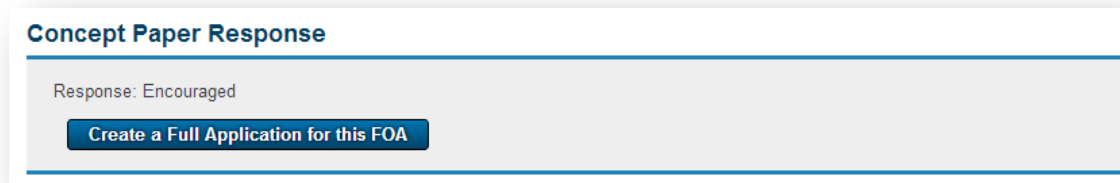


Figure 21

5. To begin the Full Application, click the 'Create a Full Application for this FOA' button.
6. Review the information on the General tab. Update and complete any information that has changed since the Concept Paper stage. New fields required for the Full Application stage include, 'Type of Income Tax Return' and 'Is the Applicant organization a limited liability corporation (LLC)?'

FULL APPLICATION DETAILS FOR FOA #48C-0002012 IRS §48C QUALIFYING ADVANCED ENERGY PROJECT CREDIT (FOR CLIENT REVIEW - DO NOT EDIT WITHOUT PERMISSION)

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General	Officials and Representatives	Location(s) of Work	Contact Information	Upload and Submit
Full Application General Info.				
Submission Status:		Not Submitted		
Control Number:		2012-1504		
Project Title: *		New October Test		250 Max Characters
Executive Summary: *		asdjfaedlfhaedlfhaedfjasdjf kljfasdkfjasdl;fjsdal ladxjfaed;kjfasdjfaedjf ;ladfjasdlfjasdfjsdaljsadlf ;lkdsjfaedjfaedlfjasd		4000 Max Characters
<i>Please ensure that this Executive Summary matches the Executive Summary in your application document</i>				
Technology Focus Area: *		Fuel Cells/Batteries		
Project Purpose: *		<input type="radio"/> Establish <input type="radio"/> Expand <input checked="" type="radio"/> Re-Equip		
Federal Employer Identification Number: *		UDJDH334596854		
Federal Employer Identification Number of the Common Parent Corporation (If applicable):				
DUNS Number: *		sdcscd		
Qualified Investment Tax Credit Requested: *		\$10,000,000.00		
Company's Exact Legal Name: *		New Idea Technologies LLC		150 Max Characters
<i>Note: Do not enter a 'doing business as' or 'also known as' name.</i>				
Organization Type: *		Business < 500 Employees		
Type of Income Tax Return: *				
Is the Applicant organization a limited liability corporation (LLC)? *		<input type="radio"/> Yes <input type="radio"/> No		
Save and Continue Refresh Go To FOA Details				

Figure 22

- After completing the General tab, click the 'Save and Continue' button.
- Review information on the Contact Information tab. You may update this information if it has changed since the Concept Paper stage. A first name, last name, e-mail address and phone number must be added for a Business and a Technical Point of Contact. Once complete, click the 'Save and Continue' button.

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This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

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The Business Point of Contact is an employee of the company (taxpayer) which is applying for the tax credit. The Technical Point of Contact may be either an employee of the company or someone hired by the taxpayer for the purposes of completing the 48C application.

Business Point of Contact:	Technical Point of Contact:
<div>Details</div> <div> Salutation: <input type="text"/> First Name: * <input type="text" value="John"/> Last Name: * <input type="text" value="Doe"/> Title: <input type="text"/> Email: * <input type="text" value="JDoe@test.com"/> Country: <input type="text" value="United States"/> Address: * <input type="text" value="123 Main Street"/> City: * <input type="text" value="Townsville"/> State: * <input type="text" value="District of Columbia"/> ZIP: * <input type="text" value="20009"/> Phone: * <input type="text" value="202-222-2222"/> Fax: <input type="text"/> </div>	<div>Details</div> <div> Salutation: <input type="text"/> First Name: * <input type="text" value="Jane"/> Last Name: * <input type="text" value="Smith"/> Title: <input type="text"/> Email: * <input type="text" value="jsmith@test.com"/> Country: <input type="text" value="United States"/> Address: * <input type="text" value="1600 Pennsylvania Ave NW"/> City: * <input type="text" value="Washington"/> State: * <input type="text" value="District of Columbia"/> ZIP: * <input type="text" value="20000"/> Phone: * <input type="text" value="202-123-4567"/> Fax: <input type="text"/> </div>

Previous Tab

Save and Continue

Figure 23

- If applicable to your submission, complete the required information on the Officials and Representatives tab. Guidance for completing the information on this tab is included in the Notice and also on the screen. Once complete, click the 'Save and Continue' button.

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OFFICIALS

Add Official(s) for any and all of the following contacts that are relevant to this submission.

- Official of the Applicant who has authorized this application:

The Applicant should enter the name, job title and contact information of the official of the Applicant who has authorized this application.

Instructions:

This must be a person who is authorized to bind the Applicant and who has personal knowledge of the facts contained in the application. Persons who are authorized to bind businesses are those who hold positions such as:

An officer on behalf of a corporation

A general partner on behalf of a state-law partnership

A member-manager on behalf of a limited liability company

A trustee on behalf of a trust or

The proprietor in the case of a sole proprietorship.

It is important that this person hold one of these positions with the Applicant. Holding one of these positions with a related or parent company is not adequate. For example, if Corporation S, which is applying for the credit, is a subsidiary of another corporation, Corporation P, the person named here must be an officer of Corporation S, not of Corporation P.

First Name	Last Name	Title	Organization Name	City/State	Phone
No Officials Listed					

Add Official

- Official of the Applicant's Common Parent Corporation who has authorized this application:

If the Applicant is a member (other than the parent corporation) of an affiliated group which files a consolidated corporate tax return, the Applicant should enter the name, job title, and contact information of the official of the Applicant's common parent corporation who has authorized this application.

Instructions:

This must be an officer of the parent corporation. It is important that this person be an officer of the common parent corporation. Being an officer of a different related company is not adequate. For example, if Corporation S, which is applying for the credit, is a subsidiary of another corporation, Corporation P, which also has another subsidiary, Corporation A, the person named here must be an officer of Corporation P, not of Corporation A or Corporation S. If the Applicant has no common parent corporation, you do not need to complete this section.

First Name	Last Name	Title	Organization Name	City/State	Phone
No Officials Listed					

Add Official

REPRESENTATIVES

If you would like to designate a representative to be contacted to discuss this application, and to receive copies of all correspondence to the Applicant about this credit, enter the person's name and contact information here.

Instructions:

This could be an employee of the Applicant other than the official who authorized this application or someone else such as the official who has authorized this application on behalf of the common parent corporation, or it could be an outside representative such as an attorney or accountant. In any of these cases, enter the person's name and authorize the Internal Revenue Service to discuss this credit with this person by completing, scanning or saving, then uploading IRS form 2848, Power of Attorney and Declaration of Representative, with this application. IRS form 2848 is available online at <http://www.irs.gov/pub/irs-pdf/f2848.pdf>. Instructions for the form are available online at <http://www.irs.gov/pub/irs-pdf/f2848.pdf>. If you want the official of the Applicant who authorized this application to be the only person contacted to discuss this application (if any discussion is needed) and to be the only person who receives correspondence about this credit, you do not need to complete this section.

In addition to entering the Representative(s)'s information here, the Applicant must also complete IRS form 2848 (available online at: <http://www.irs.gov/pub/irs-pdf/f2848.pdf>) and upload as an additional file with their Full Application.

First Name	Last Name	Title	Organization Name	City/State	Phone
No Representatives Listed					

Add Representative

Previous Tab

Save and Continue

Figure 24

10. Review information on the Location(s) tab entered during the Concept Paper stage. You can update this information if it has changed since the Concept Paper stage. The 'Total Percentage' must add up to 100%. Once complete,

21

click the 'Save and Continue' button.

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FULL APPLICATION DETAILS FOR FOA #48C-0002012 IRS \$48C QUALIFYING ADVANCED ENERGY PROJECT CREDIT (FOR CLIENT REVIEW - DO NOT EDIT WITHOUT PERMISSION)

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

[General](#) | [Contact Information](#) | [Officials and Representatives](#) | [Location\(s\) of Work](#) | [Upload and Submit](#)

Where will the work in this project be performed?

Primary Location*

City	State	Zip	Percentage		
Washington	DC	20000	100	Edit	Delete

Other Locations
No other locations.

[Add Location](#)

Total Percentage: 100%

You can [add](#) multiple other locations.
Only one Primary Location can exist for this submission.
All percents must add up to 100%.

[Previous Tab](#) [Save and Continue](#)

Figure 25

11. The Upload and Submit tab is where you will upload the files required for the Full Application submission, including the Taxpayer Data Worksheet and the Full Application file. As specified in the Notice, additional files can be uploaded on this tab.
12. Once all the required files and any desired additional files have been uploaded, review the legal information and check the boxes, and click the 'Submit' button, as seen below.

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**FULL APPLICATION DETAILS FOR FOIA #48C-0002012 IRS §48C QUALIFYING
ADVANCED ENERGY PROJECT CREDIT (FOR CLIENT REVIEW - DO NOT EDIT
WITHOUT PERMISSION)**

This application has not been submitted. The application must be submitted for evaluation by the Department of Energy.

General	Contact Information	Officials and Representatives	Location(s) of Work	Upload and Submit
---------	---------------------	-------------------------------	---------------------	-------------------

Please upload your submission in the format specified for each file below. Prior to the submission deadline, if you decide to make changes to your submission, you may remove your existing submission and replace it with an updated version. Note: Filenames must be 250 characters or less.

Title	Description	File Name	
Taxpayer Data Sheet	This document should be uploaded as only a .xls or .xlsx file.		<div> <div></div> <div>Browse...</div> </div> <div> <div>Upload</div> </div>
Full Application Document	Please refer to Appendix B of the Notice for more detailed requirements.		<div> <div></div> <div>Browse...</div> </div> <div> <div>Upload</div> </div>

Additional Files:

No Additional Files were uploaded for this Submission.

Upload New Additional File

☐ I have reviewed and agree to the terms and conditions in the FOA:

I declare that I am authorized to bind the Applicant named above. Under penalties of perjury I declare that I have examined this application, including accompanying documents, and to the best of my knowledge and belief all of the facts contained herein are true, correct, and complete.

I declare that I am authorized to bind the common parent corporation of the Applicant named above. Under penalties of perjury I declare that I have examined this application, including accompanying documents, and to the best of my knowledge and belief all of the facts contained herein are true, correct, and complete.

☐ By clicking the Submit button, I certify that I am authorized to submit on behalf of Test Company, LLC.

Submit

Previous Tab

Figure 26

13. Once submitted, you will receive on-screen confirmation of submission, as well as an email confirmation. This completes the submission of your Full Application. Please note that Full Applications may be edited up until the Full Application deadline, but must be resubmitted once changes are finalized.
14. To resubmit a Full Application, the user must complete step 12 again. You will receive a new confirmation message and e-mail once the Full Application has been resubmitted.

Accessing Submissions

To access previously created or completed submissions, please follow the steps below:

1. Navigate to EERE eXCHANGE at <https://eere-exchange.energy.gov/>.
2. Click the 'Login' link in the left navigation, as seen in Figure 27.

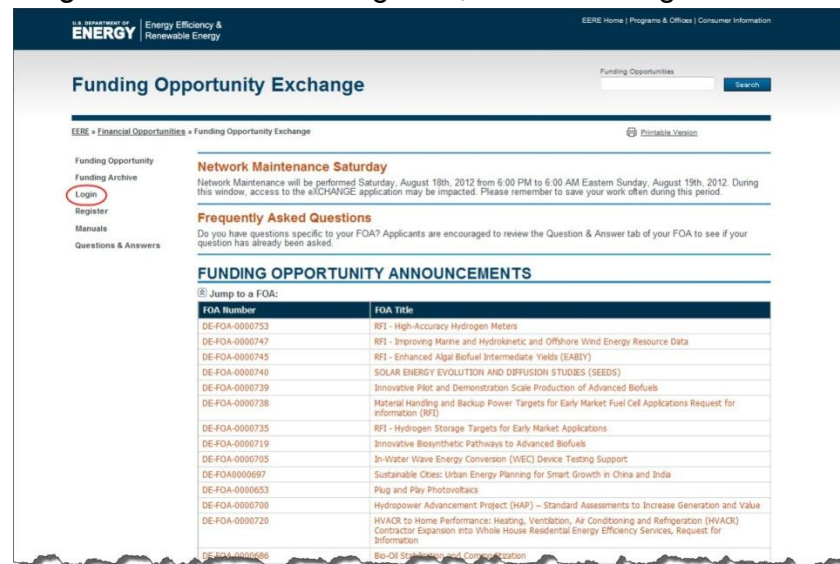


Figure 27

3. Login with your eXCHANGE username (email) and password.
4. Click the 'My Submissions' link in the left navigation, as seen in Figure 28, if you are not automatically redirected.

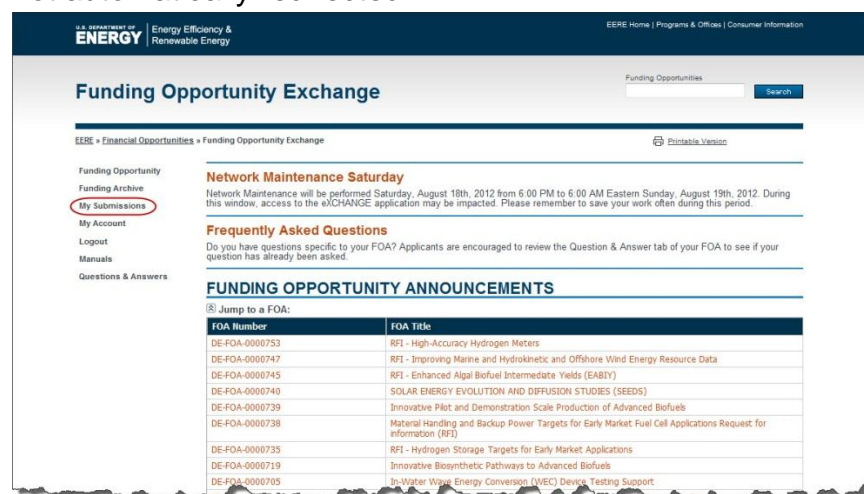


Figure 28

5. The 'My Submissions' page will list all Concept Papers and Full Applications submitted to the eXCHANGE system. To view the details of a submission, click on the Control Number link. If a submission is available to edit, an 'Edit' link will be available. Submissions can be edited up until the submission deadline, but must be resubmitted in order to be considered complete.

Sharing Submissions

At any point in the application process, Applicants will have the opportunity to share their submission with additional contributors. To do so, complete the following steps:

1. Navigate to EERE eXCHANGE at <https://eere-exchange.energy.gov/>.
2. Click the 'Login' link in the left navigation, as seen in Figure 29.

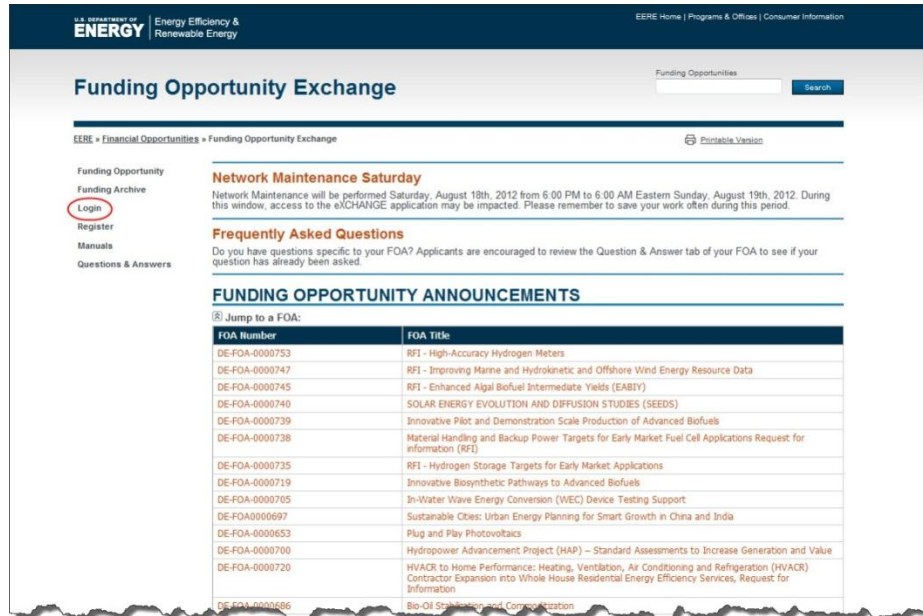


Figure 29

3. Login with your eXCHANGE username (email) and password.
4. Click the 'My Submissions' link in the left navigation, as seen in Figure 30, if you are not automatically redirected.

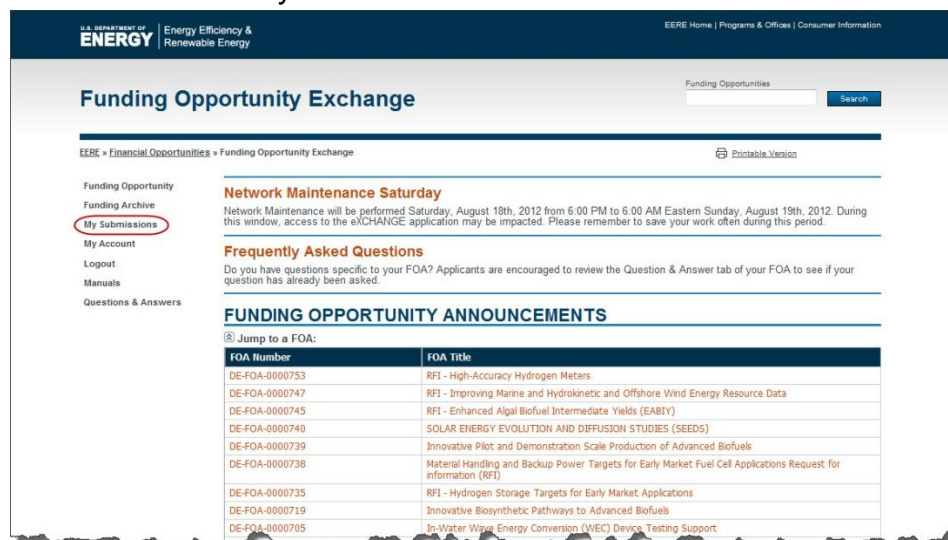


Figure 30

5. Click the Control Number link for your Concept Paper or Full Application, as seen in Figure 31. This will open the Concept Paper/Full Application Details page.

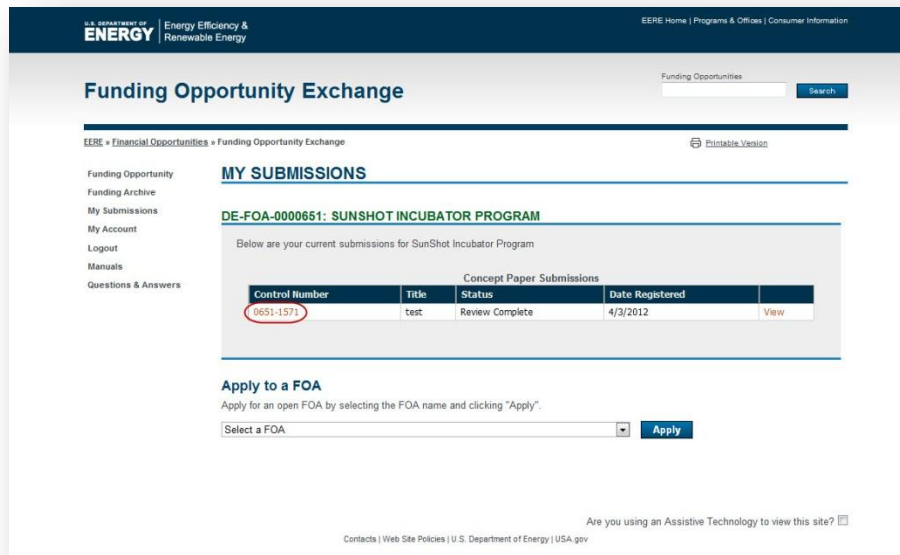


Figure 31

6. Scroll down to the 'Share Submission' section, as seen in Figure 32, and click the 'Share Submission' button.

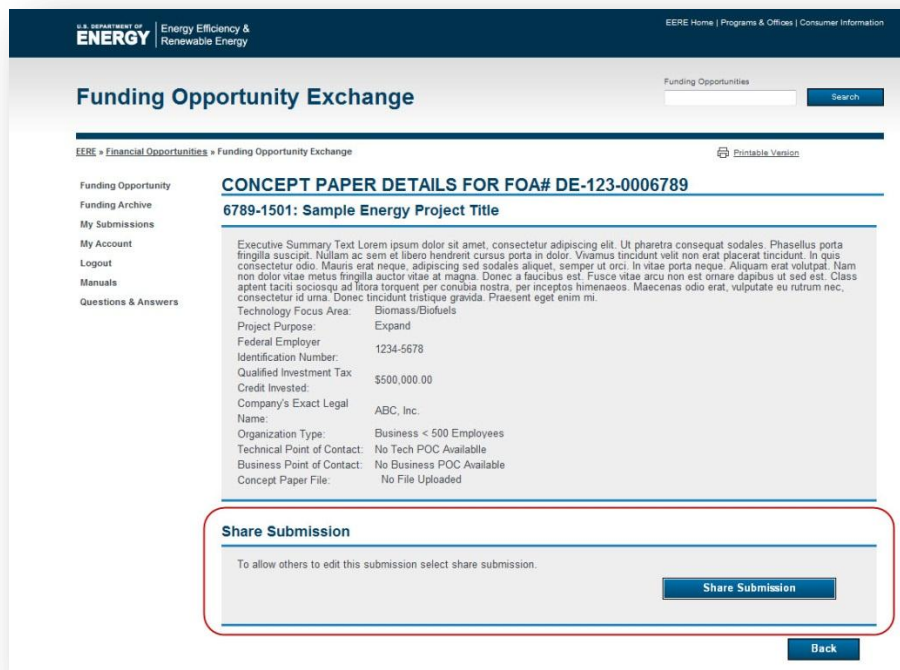


Figure 32

7. On the 'Allow Others to Edit this Submission' page, applicants can view their existing shares and invite other users to share their submission. To add a new submission editor, enter an email address in the text box, and click 'Submit', as seen in Figure 33.

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ALLOW OTHERS TO EDIT THIS SUBMISSION

2012-1513: test

Sharing a submission allows you to allow other individuals to view and edit this submission. These individuals are able to make changes to the submission and perform final submission. All changes to the submission are logged with the individual making the change.

Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact EERE-ExchangeSupport@hq.doe.gov.

Existing users who can edit the submission

Add New Submission Editor
Please provide the user email:

Figure 33

8. If the user already exists in eXCHANGE, the system will prompt you to confirm your selection, as seen in Figure 34. If the user is not registered in eXCHANGE, the system will allow you to invite the user and send them a personal message, as seen in Figure 35.

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ALLOW OTHERS TO EDIT THIS SUBMISSION

2012-1513: test

The e-mail address entered is for an existing eXCHANGE user. To share the submission permissions select confirm below.

Sharing a submission allows you to allow other individuals to view and edit this submission. These individuals are able to make changes to the submission and perform final submission. All changes to the submission are logged with the individual making the change.

Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact EERE-ExchangeSupport@hq.doe.gov.

Add New Submission Editor

Figure 34

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ALLOW OTHERS TO EDIT THIS SUBMISSION

2012-1513: test

user@test.com is not currently a user of eXCHANGE.
 Select Send to send an email requesting that they register for an account.
 Sharing a submission allows you to allow other individuals to view and edit this submission. These individuals are able to make changes to the submission and perform final submission. All changes to the submission are logged with the individual making the change.

Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact [EERE: ExchangeSupport@hq.doe.gov](mailto:EERE.ExchangeSupport@hq.doe.gov).

Add New Submission Editor

Please provide the user email:

Message text:
 testerapplicant1 test at testerapplicant1@test.com would like to make you a contributor for a submission in the DOE eXCHANGE System. Please register at <http://s.doeere.info/Registration.aspx> and notify testerapplicant1@test.com to be assigned to the submission.

Add a personal message below:

Figure 35

- Once the share has been confirmed, this user will be able to access and edit the submission. Users who have access to a shared submission will be listed on the Concept Paper/Full Application Details page under the 'Share Submission' section, as seen in Figure 36. Users can also remove shares on this page by using the 'Remove Share' link.

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ALLOW OTHERS TO EDIT THIS SUBMISSION

2012-1513: test

Sharing a submission allows you to allow other individuals to view and edit this submission. These individuals are able to make changes to the submission and perform final submission. All changes to the submission are logged with the individual making the change.

Upon entering an e-mail address the system will determine if the user has already registered in eXCHANGE. If they are not registered you may invite them via e-mail, and assign them once they have registered. If you have questions about this process please contact [EERE: ExchangeSupport@hq.doe.gov](mailto:EERE.ExchangeSupport@hq.doe.gov).

Existing users who can edit the submission

Salutation	FirstName	LastName	Organization	Title	
	testerapplicant1	test			Remove Share

Add New Submission Editor

Please provide the user email:

Figure 36

Questions?

Questions about the Notice or the application process can be directed to Mark Bernabo, IRS, phone: 713-209-3669, fax: 713-209-3964. Questions about using the EERE eXCHANGE system should be directed to the EERE eXCHANGE Help Desk at EERE-ExchangeSupport@hq.doe.gov.