Slide 1:

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 Industrial Assessment Center Technical Field Manager Funding Opportunity Announcement, or FOA, which was issued on December 13th. My name is Jamey Evans and I am a Technical Project Officer in the Advanced Manufacturing Office within the DOE's Office of Energy Efficiency and Renewable Energy. I hope to 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 bottom left 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. As such we will not be having a live questions & answer period during this webinar. 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:

This slide shows the anticipated schedule for the FOA. The FOA has already been posted, and we are conducting the FOA Informational Webinar now. The FOA number is DE-FOA-0001679

Slide 3:

All applicants are strongly encouraged to carefully read the Funding Opportunity Announcement DE-FOA-0001679 **("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 IACs@ee.doe.gov

Slide 4: Agenda

The agenda for this presentation is the nine items listed on the slide:

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

The Industrial Assessment Center (IAC) program is a manufacturing efficiency and workforce development initiative of the Advanced Manufacturing Office (AMO) based in the engineering departments of colleges and universities nationwide. IACs conduct assessments and provide site-specific recommendations to small manufacturers on opportunities to improve productivity, reduce waste, and save energy. The program also provides engineering students with invaluable hands-on experience in energy engineering and energy management.

The IAC Technical Field Manager plays a critical role in the IAC program. The Technical Field Manager is the liaison between the AMO Program Manager and the individual Centers, provides technical assistance and outreach to individual centers, and is the principle mechanism for ensuring the 28 individual IACs and their associated satellite centers perform at the highest possible level and that their activities support the achievement of AMO goals.

Slide 6:

Specific outreach and technical assistance tasks that are expected to be performed by the Technical Field Manager as part of their core responsibilities are summarized on the following slides.

Applicants should also demonstrate their capability to respond rapidly to new initiatives and/or changes in program priorities.

Slide 7: Coordination and Monitoring

- Conduct periodic on-site surveillances of 30% to 50% of Centers per year to ensure consistent technical competency and assist in their technical performance of assessments
- Provide a central point for coordinating the operations of all Centers participating in the IAC Program
- Ensure assessment techniques and tools are best practices and consistent across the Centers
- Collect information, based on assessment report reviews and other means, in order to maintain Center performance metrics and identify corrective action to address sub-standard performance
    - Recognizing outstanding achievement among students and alumni;
    - Preparing IAC student/alumni case studies and profiles; and
    - Supporting social media interaction among students and alumni

Slide 8: Coordination and Monitoring Continued

- Ensure individual Center's public facing websites are consistent with overall program guidance and priorities
- Serve as a resource and central point of contact for the development of outreach materials
- Provide recommendations, as necessary, to DOE on any special or non-traditional assessments proposed by individual IACs prior to their being conducted
- Establish a consistent online IAC reporting format for client review

- Collect and publish online case studies, client snapshots and other media facing materials

Slide 9: Coordination and Monitoring Continued

- Coordinate IAC student and alumni activities currently supervised by Oak Ridge National Laboratory (ORNL), including:
  - Maintaining the IAC student and alumni registry and IAC Forum website (http://www.iacforum.org:8080/iac/)
  - Administering an IAC certificate program;
  - Facilitating IAC student internships with partnering companies;
  - Supporting assessment-inspired student research competitions;
  - Encouraging peer-to-peer information exchange;
  - Recognizing outstanding achievement among students and alumni;
  - Preparing IAC student/alumni case studies and profiles; and
  - Supporting social media interaction among students and alumni

Slide 10: Technical Reviews and Feedback

- Ensure the accuracy and engineering credibility of all assessment reports
- Maintain schedules of planned and executed assessments and ensure that centers adhere to established guidelines for report preparation and implementation follow-up
- Provide reports to DOE on non-performing Centers and recommended actions that could be taken to improve their performance

Slide 11: Integrating DOE Priorities

- Establish protocols and practices that the Centers can utilize to incorporate emerging DOE “priority” areas, that currently include emphasis on energy management, cybersecurity, water utility facilities and smart manufacturing

- Assist Centers to incorporate these priority areas into Center assessments
- Aggregate and report to DOE on priority progress and success stories
- Prepare and distribute guidance and other technical or program-related information necessary for Center operations, as well as emerging technologies

Slide 12: Training and Technical Assistance

- Organize and host an annual IAC directors' meeting and other meetings, discussion sessions, webinars, conference calls, etc., aimed at maintaining and improving Center performance and capabilities
- Provide training on energy management tools deployment, smart manufacturing applications, cybersecurity enhancements and resources, and water/waste reduction recommendations to the Centers
- Organize and deliver new Center orientation training as needed
- Be the lead organization for all IAC mentorship needs and technical expertise

Slide 13: IAC Websites and Databases

- Develop and maintain the electronic resources for the IAC program, including a national database of assessment information and a fully-integrated and continuously updated IAC.university website, the IAC student and alumni affairs website (http://www.iacforum.org:8080/iac/), and protect proprietary information
- Provide quality assurance and consistency checks on individual Center public-facing websites
- Provide mechanisms for automated collection of IAC client feedback, assessment snapshots and other information to be used on IAC.university or other IAC outreach or program-related materials
- Develop and maintain a manufacturer facing website to connect manufacturers with the Centers for assessments and technical assistance

Slide 14: Resource Development

- Utilize the Technical Field Manager and IAC expertise to develop online resources for industrial sector-specific energy saving and productivity improvements
- Utilize the Technical Field Manager and IAC expertise to develop energy system and DOE priority area energy saving and productivity improving online resources
- Develop, through information and best practices from IAC operations, readily accessible and informational resources around critical energy areas relevant to small and medium manufacturers, especially those not receiving an IAC assessment

Slide 15: Education Advancement

- Facilitate both the development and dissemination of energy engineering curriculum across the Centers – with a focus on topic areas covered by the IACs, whether it is ultimately delivered in the classroom or through other means (e.g., massive open online courses (MOOCs)
- Oversee technical analyses of the demand/opportunities/impacts of an accredited energy engineering degree
- Provide information and outreach materials related to on-going undergraduate degree programs across the Centers, as well as concentrations, minors, Masters Degrees and certificate programs including the program information and number of graduates
- Assist in identifying and enlisting the support of critical engineering professional associations/organizations that can promote Accreditation Board for Engineering and Technology (ABET)-accreditation for an undergraduate energy engineering degree

Slide 16: Extending IAC Program Impacts

- Track and acknowledge outside partnerships (utilities, states, Manufacturing Extension Partnerships (MEPs), associations, etc.), sponsors and resources to accomplish or expand program objectives
- Support and track formal agreements with partners, including MOUs between Centers and utilities or states
- Develop consistent procedures, guidance, training materials, and other technical resources that can be used to support center operations, as well as by small manufacturers and other stakeholders not immediately involved in assessments

Slide 17: 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

Slide 18: Award Information

EERE expects to make approximately $5 million of Federal funding available for a new award under this FOA subject to the availability of appropriated funds. The average award amount is anticipated to range from $4-5 Million. The period of performance length is 60 months.

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

Slide 19: 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.

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.

Slide 20: Cost Sharing

- Please note, that cost sharing is not required under this FOA, however to assist applicants in calculating proper cost share amounts, EERE has included a cost share information sheet and sample cost share calculation as Appendix A and Appendix B to this FOA.

Slide 21: Allowable Cost Share

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

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

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

Slide 22: Unallowable Cost Share

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

Slide 23: Cost Share Payment

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

Slide 24: FOA Timeline

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

Slide 25: Letters of Intent

Letters of Intent will be used by EERE to plan for the merit review process.

Letters of Intent ("LOIs") are recommended

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.
- Secondly, the Applicant must create a separate Letter of Intent document for email submission to EERE. The Letter of Intent must not exceed two (2) pages, including cover page, charts, graphs, maps, and photographs when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom,

left, and right), single spaced. Letters of Intent must be submitted via email to the following email address: IACs@ee.doe.gov.

- The LOIs should not contain any proprietary or sensitive business information
- EERE will not provide notification of acceptance for Letters of Intent

Slide 26: Full Applications

The Full Application includes:

Technical Volume: The key technical submission. Applicants submit info pertaining 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. Includes cost share amounts and Federal certifications and assurances.

SF-424A Budget & Budget Justification: Budget documents that asks applicants to submit a detailed budget and spend plan for the project.

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

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

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

Slide 27: Full Applications Technical Volume Content

A 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 six areas shown on this slide and the suggested % of the Technical Volume that should be devoted to it:

- The Cover Page will be a one page document and provides basic information on their project, such as title, topic area, points of contact, etc.
- The Project Overview should constitute approximately 10% of the Technical Volume
- The Description of Technical Field Manager Activities should constitute approximately 50% of the Technical Volume.
- The Workplan should constitute approximately 20% of the Technical Volume.
- The Technical Qualifications and Resources section should constitute approximately 20% of the Technical Volume.

Slide 28: Full Application Eligibility Requirements

As we previously pointed out, applicants must submit full applications by **2/14/2017.** EERE will conduct an eligibility review, and full application will be deemed eligible if:

- The Applicant is an eligible entity Section III.A 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
- EERE will only consider one Full Application per institution of higher education.
- The Full Application meets any other eligibility requirements listed in Section III of the FOA.

Slide 29: Eligibility

This FOA has restricted eligibility requirements to the following entities:

- U.S. college or school of engineering that is an integral part of its institutional structure and that has at least one of its four year undergraduate programs accredited by the Engineering Accreditation Commission or the Technology Accreditation Commission of the Accreditation Board for

Engineering and Technology (ABET) or equivalent. The Technical Field Manager must be located in the engineering department that holds the programmatic ABET or equivalent accreditation. The U.S. college or school of engineering must be physically located in the U.S.

- U.S. colleges or schools of engineering that currently have an Industrial Assessment Center (IAC) award from DOE are eligible to apply to this announcement and can also receive the Technical Field Manager award. In this circumstance, the application must clearly identify how the Applicant intends to separate the functions of the IAC and the Technical Field Manager so that each can effectively and independently perform their functions and avoid any conflicts of interest.

Slide 30: Multiple Applications

EERE will only consider one Full Application per institution of higher education. For example, EERE will not consider applications from different departments or schools of engineering from the same institution. This limitation does not prohibit an entity from collaborating on other submissions to this FOA (e.g., as a proposed Subrecipient) as long as the entity is not the Prime Applicant for those submissions.

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: Description of Technical Field Manager Activities (50%)

- Effectiveness of the proposed tasks and organizational structure to coordinate Center operations, including:
  - Ensuring high quality assessments
  - Maintaining performance metrics
  - Overseeing IAC scheduling and reporting
  - Coordinating IAC student and alumni activities
- Ability to provide technical reviews of all IAC assessment reports
- Approach to integrating DOE priorities around practices and technologies into IAC operations

Slide 33: Criterion 1 Continued

- Strength of plan to develop and maintain necessary IT and communications infrastructure
- Ability to develop and deliver highly accessible technical guidance, training and outreach
- Quality of plans to help centers develop or enhance an accredited bachelor's degree in energy engineering
- Strength and effectiveness of the partnering organizations to expand the reach of the IAC program as well as lead to increased effectiveness to both participating and non-participating manufacturers

Slide 34:

Criterion 2: Operations Approach (30%)

- Completeness and reasonableness of the proposed approach, including a detailed plan for transitioning operations from the existing Technical Field Manager, if applicable
- Quality of plan to ensure satellite centers or other configurations are integrated into the program
- Quality and extent of plans to ensure new program priorities such as smart manufacturing, cyber security, and wastewater and water-energy relationships, and energy management systems are incorporated into assessments
- Strength and thoroughness of proposed approach to develop technical and communications tools to assist centers, as well as provide solutions to non-participating manufacturers
- Completeness and reasonableness of the proposed Statement of Project Objectives (SOPO)

Slide 35:

Criterion 3: Technical Qualifications and Resources (20%)

- Qualifications of proposed principal investigator, and other faculty and staff – including past technical and professional experience – in coordinating college professors and administrators, assessing industrial facilities, providing training in energy related matters, assessing operations and center performance metrics, conducting engineering analyses and quality assurance of technical reports, and evaluating the effectiveness of outreach materials
- Qualifications and experience with web, database and social media IT and communications solutions relevant to IAC functionality

Slide 36:

Criterion 3: Technical Qualifications and Resources Continued

- Appropriate roles and responsibilities of all key staff and proposed time/workload commitment to the project
- Extent of previous efforts and demonstrated collaborations with industry, and other relevant activities, to achieve the project objectives
- Adequacy of facilities, equipment, and other resources to accommodate the proposed Technical Field Manager operations
- Level of commitment from the proposing college or university and the host department, such as commitment letters, that the Technical Field Manager will have strong administrative support as well as support from other departments, potentially including business, marketing, communications, IT, and other areas

Slide 37: Criteria for Replies to Reviewer Comments

EERE has not established separate criteria to evaluate Replies to Reviewer Comments. Instead, Replies to Reviewer Comments are attached to the original applications and evaluated as an extension of the Full Application.

Slide 38: Replies to Reviewer Comments

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

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.

Slide 39: 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 40: Program Policy Factors

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

The Selection Official may consider the following program policy factors in making his/her selection decisions:

- The degree to which the proposed project, including proposed cost share, optimizes the use of available EERE funding to achieve programmatic objectives.
- The level of industry, academic and other critical stakeholder involvement.
- Involvement of Minority-serving institutions.
- Overall innovation the Applicant demonstrates in operations, oversight, technical assistance and training, program structure, and workforce development.

Slide 41: 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.

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

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

Fedconnect
Register in FedConnect. To create an organization account, your organization's SAM MPIN is required. For more information about the SAM MPIN or other registration requirements, review the FedConnect Ready, Set, Go! Guide at the FedConnect site.

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

Slide 42: Means of Submission

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

Slide 43: 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

Slide 44: 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 45: Questions

- Questions about this FOA? Email IACs@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. Thanks for attending.