# Industrial Assessment Center Technical Field Manager
**IACs@ee.doe.gov**

**FOA Webinar**
**DE-FOA-0001679**
**12/20/2016**

# DE-EE0001679
# Industrial Assessment Centers Technical Field Manager

## Anticipated Schedule:

| FOA Issue Date: | 12/13/2016 |
|---|---|
| Submission Deadline for Letter of Intent: | 1/10/2017 5:00pm ET |
| FOA Informational Webinar: | 12/20/2016 12:00pm ET |
| Submission Deadline for Full Applications: | 2/14/2017 5:00pm ET |
| Expected Submission Deadline for Replies to Reviewer Comments: | 3/3/2017 5:00pm ET |
| Expected Date for EERE Selection Notifications: | April 2017 |
| Expected Timeframe for Award Negotiations: | April 2017 - May 2017 |

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# Notice

- 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

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# Agenda

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

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

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# 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.

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# FOA Description Continued

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.

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# Objectives - 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

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# Objectives - 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

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# Objectives - 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

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# Objectives – 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

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# Objectives - 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

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# Objectives – 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

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# Objectives – 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 <u>IAC.university</u> website, the IAC student and alumni affairs website (<u>http://www.iacforum.org:8080/iac</u>  ), 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 <u>IAC.university</u> 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

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# Objectives – 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

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# Objectives – 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

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# Objectives – 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

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# 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

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# Award Information

| | |
|---|---|
| **Total Amount to be Awarded** | $5,000,000* |
| **Average Award Amount** | EERE anticipates Federal funding for an individual award that ranges from $4,000,000 to $5,000,000 |
| **Types of Funding Agreements** | Cooperative Agreement |
| **Period of Performance** | 60 months |
| **Cost Share Requirement** | Cost sharing is not required under this FOA |

*Subject to the availability of appropriated funds

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# Statement of Substantial Involvement

EERE has substantial involvement in work performed under Awards made following this FOA.  EERE does not limit its involvement to the administrative requirements of the Award. Instead, EERE has substantial involvement in the direction and redirection of the technical aspects of the project as a whole. Substantial involvement includes, but is not limited to, the following:

- EERE shares responsibility with the Recipient for the management, control, direction, and performance of the Project.

- EERE may intervene in the conduct or performance of work under this Award for programmatic reasons.  Intervention includes the interruption or modification of the conduct or performance of project activities.

- EERE may redirect or discontinue funding the Project based on the outcome of EERE's evaluation of the Project at that the Go/No Go decision point.

- EERE participates in major project decision-making processes.

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# 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.

# 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 |

- 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, and the value of a service, other resource, or third party in-kind contribution

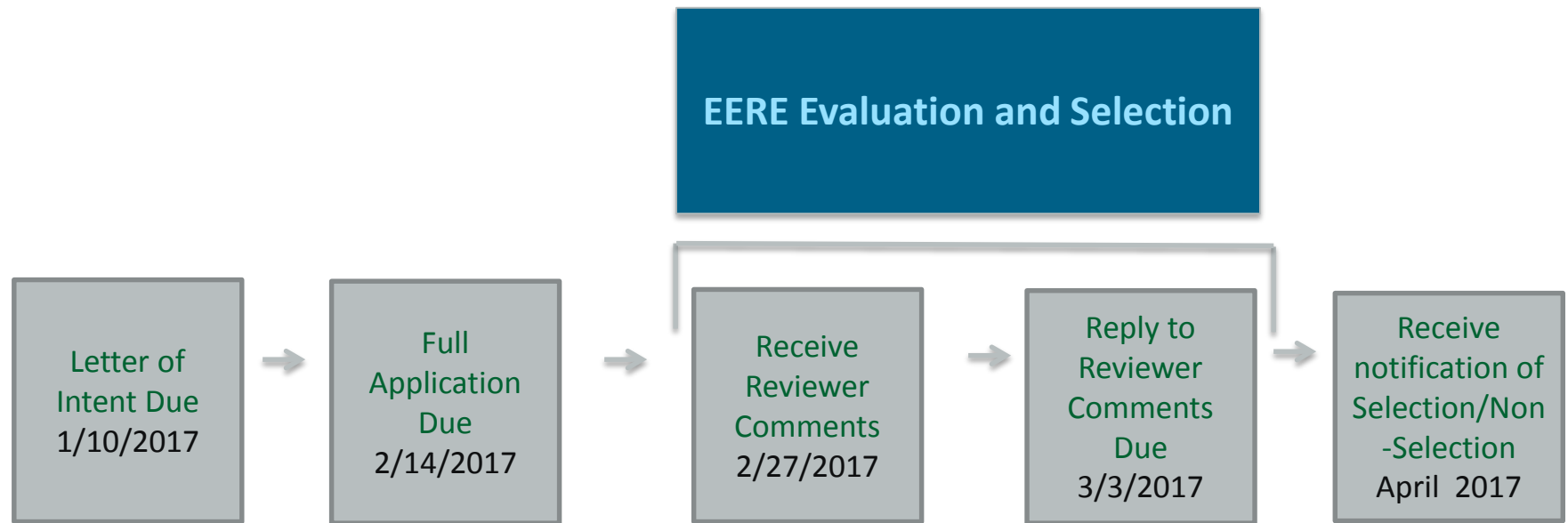**U.S. DEPARTMENT OF ENERGY** | Energy Efficiency & Renewable Energy

# 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

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# Cost Share Payment

- Recipients must provide documentation of the cost share contribution, incrementally over the life of the award

- The cumulative cost share percentage provided on <u>each invoice</u> must reflect, at a minimum, the cost sharing percentage negotiated

- In limited circumstances, and where it is in the government's interest, the EERE Contracting Officer may approve a request by the Prime Recipient to meet its cost share requirements on a less frequent basis, such as monthly or quarterly. See Section III.B.7 of the FOA.

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# FOA Timeline

**EERE Evaluation and Selection**

| Letter of Intent Due 1/10/2017 | → | Full Application Due 2/14/2017 | → | Receive Reviewer Comments 2/27/2017 | → | Reply to Reviewer Comments Due 3/3/2017 | → | Receive notification of Selection/Non-Selection April 2017 |

**EERE anticipates making awards by end of May 2017**

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# Letters of Intent

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

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# Full Applications

- The Full Application includes:
  - **Technical Volume**: The key technical submission - info 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., U.S. Manufacturing Plan, FFRDC Authorization (if applicable), Disclosure of Lobbying Activities, etc

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# Full Applications: Technical Volume Content

- **Technical Volume: the key technical component of the Full Application**

| Content of Technical Volume | Suggested % of Technical Volume |
|---|---|
| Cover Page | |
| Project Overview | 10% |
| Description of Technical Field Manager Activities | 50% |
| Workplan | 20% |
| Technical Qualifications and Resources | 20% |

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# Full Application Eligibility Requirements

Applicants must submit a Full Application by **2/14/2017**

Full Applications are eligible for review if:

- o The Applicant is an eligible entity Section III.A of FOA;

- o The Full Application is compliant Section III.C of FOA; and

- o The proposed project is responsive to the FOA Section III.D of FOA

- o EERE will only consider one Full Application per institution of higher education.

- o The Full Application meets any other eligibility requirements listed in Section III of the FOA.

# Who's Eligible to Apply?

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.

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# 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.

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# 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

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# Technical 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

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# Technical Merit Review Criteria - 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

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# Technical Merit Review Criteria - Continued

**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)

**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

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# Technical Merit Review Criteria - 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

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# 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.

# Replies to Reviewer Comments

- EERE provides applicants with reviewer comments
- Applicants are <u>not</u> required to submit a Reply - it is optional
- To be considered by EERE, a Reply must be submitted by 3/3/2017 5:00pm ET and submitted through EERE Exchange
- Content and form requirements:

| Section | Page Limit | Description |
|---------|-----------|-------------|
| Text | 2 pages max | Applicants may respond to one or more reviewer comments or supplement their Full Application. |
| Optional | 1 page max | Applicants may use this page however they wish; text, graphs, charts, or other data to respond to reviewer comments or supplement their Full Application are acceptable. |

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# 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

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# Program Policy Factors

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

- The degree to which the proposed project, 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.

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# 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 received an award under this FOA:

| Registration Requirement | Website |
| --- | --- |
| DUNS Number | http://fedgov.dnb.com/webform |
| SAM | https://www.sam.gov |
| FedConnect | https://www.fedconnect.net |
| Grants.gov | http://www.grants.gov |

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# Means of Submission

- Letters of Intent must be entered in EERE Exchange and submitted via email to IACs@ee.doe.gov

- Full Applications must be submitted only through EERE Exchange at

  https://eere-Exchange.energy.gov

  o 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

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# 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

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# 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

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# Questions

- Questions about this FOA? Email [IACs@ee.doe.gov](mailto: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.

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