

**FINANCIAL ASSISTANCE  
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U. S. Department of Energy  
National Energy Technology Laboratory**

**Recovery Act - Weatherization Assistance Program  
Training Centers And Programs**

**Funding Opportunity Number: DE-FOA-0000220**

**Announcement Type: Initial**

**CFDA Number:**

**81.042 Weatherization Asst. for Low Income Persons**

<b>Issue Date:</b>	<b>12/09/2009</b>
<b>Letter of Intent Due Date:</b>	<b>Not Applicable</b>
<b>Pre-Application Due Date:</b>	<b>Not Applicable</b>
<b>Application Due Date:</b>	<b>01/21/2010 at 3:00:00 PM Eastern Time</b>

**NOTE: REGISTRATION/SUBMISSION REQUIREMENTS**

### **Registration Requirements**

There are several one-time actions you must complete in order to submit an application in response to this Announcement (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contractor Registration (CCR), and register with Grants.gov). Applicants who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

**Applicants must obtain a DUNS number. DUNS website: <http://fedgov.dnb.com/webform>.**

**Applicants must register with the CCR. CCR website: <http://www.ccr.gov/>**

**Applicants must register with FedConnect to submit questions. FedConnect website: [www.fedconnect.net](http://www.fedconnect.net)**

### **Questions**

Questions relating to the **system requirements or how an application form works** must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

Questions regarding the **content** of the announcement must be submitted through the FedConnect portal. You must register with FedConnect to respond as an interested party to submit questions, and to view responses to questions. It is recommended that you register as soon after release of the FOA as possible to have the benefit of all responses. DOE/NNSA will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions pertaining to the **submission** of applications through FedConnect should be directed by e-mail to [support@FedConnect.net](mailto:support@FedConnect.net) or by phone to FedConnect Support at 800-899-6665.

### **Application Preparation and Submission**

**Applicants must download the application package, application forms and instructions, from Grants.gov. Grants.gov website: <http://www.grants.gov/>**  
(Additional instructions are provided in Section IV A of this FOA.)

#### **Where to Submit**

Applications must be submitted through Grants.gov to be considered for award. You cannot submit an application through Grants.gov unless you are registered. Please read the registration requirements carefully and start the process immediately. Remember you have to update your CCR registration annually. If you have any questions about your registration, you should contact the Grants.gov Helpdesk at 1-800-518-4726 to verify that you are still registered in Grants.gov.

**IMPORTANT NOTICE TO POTENTIAL APPLICANTS:** When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e. Grants.gov registration).

<b>Section I - FUNDING OPPORTUNITY DESCRIPTION</b> .....	5
<b>American Recovery and Reinvestment Act of 2009 (ARRA 2009)</b> .....	5
<b>Description</b> .....	6
<b>Section II - AWARD INFORMATION</b> .....	8
<b>A. TYPE OF AWARD INSTRUMENT</b> .....	8
<b>B. ESTIMATED FUNDING</b> .....	8
<b>C. MAXIMUM AND MINIMUM AWARD SIZE</b> .....	8
<b>D. EXPECTED NUMBER OF AWARDS</b> .....	8
<b>E. ANTICIPATED AWARD SIZE</b> .....	8
<b>F. PERIOD OF PERFORMANCE</b> .....	8
<b>G. TYPE OF APPLICATION</b> .....	8
<b>Section III - ELIGIBILITY INFORMATION</b> .....	9
<b>A. ELIGIBLE APPLICANTS</b> .....	9
<b>All Entities excluding Federal Agencies, FFRDC and Non Profit</b> .....	9
<b>B. COST SHARING {or MATCHING}</b> .....	9
<b>C. OTHER ELIGIBILITY REQUIREMENTS</b> .....	9
<b>Section IV - APPLICATION AND SUBMISSION INFORMATION</b> .....	12
<b>A. ADDRESS TO REQUEST APPLICATION PACKAGE</b> .....	12
<b>B. LETTER OF INTENT AND PRE-APPLICATION</b> .....	12
<b>1. Letter of Intent</b> .....	12
<b>2. Pre-application</b> .....	12
<b>C. CONTENT AND FORM OF APPLICATION</b> .....	12
<b>1. SF 424 - Application for Federal Assistance</b> .....	12
<b>2. Project/Performance Site Location(s)</b> .....	12
<b>3. Other Attachments Form</b> .....	12
<b>Project Summary/Abstract File</b> .....	12
<b>Project Narrative File</b> .....	13
<b>Project Management Plan File</b> .....	15
<b>SF 424 A Excel, Budget Information - Non-Construction Programs File</b> .....	16
<b>Commitment Letters File(s)</b> .....	17
<b>4. SF-LLL Disclosure of Lobbying Activities</b> .....	17
<b>Summary of Required Forms/Files</b> .....	18
<b>D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS</b> .....	18
<b>E. SUBMISSION DATES AND TIMES</b> .....	19
<b>1. Pre-applications Are Not Required</b> .....	19
<b>2. Application Due Date</b> .....	19
<b>Applications Due Date 3:00 PM</b> .....	19
<b>F. FUNDING RESTRICTIONS</b> .....	19
<b>G. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS</b> .....	19
<b>1. Where to Submit</b> .....	19
<b>2. Registration Process</b> .....	19
<b>Section V - APPLICATION REVIEW INFORMATION</b> .....	20
<b>A. CRITERIA</b> .....	20
<b>1. Initial Review Criteria</b> .....	20
<b>Application Award Eligibility</b> .....	20
<b>2. Merit Review Criteria</b> .....	20
<b>3. Other Selection Factors</b> .....	21
<b>Program Policy Factors</b> .....	21
<b>B. REVIEW AND SELECTION PROCESS</b> .....	21
<b>1. Merit Review</b> .....	21
<b>Applications Subject to Merit Review</b> .....	21
<b>2. Selection</b> .....	21
<b>Selection Official Consideration</b> .....	21
<b>3. Discussions and Award</b> .....	21
<b>Government Discussions with Applicant</b> .....	21
<b>C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES</b> .....	22

Selection and Award Date .....	22
<b>Section VI - AWARD ADMINISTRATION INFORMATION .....</b>	<b>23</b>
<b>A. AWARD NOTICES.....</b>	<b>23</b>
<b>1. Notice of Selection.....</b>	<b>23</b>
Selected Applicants Notification.....	23
Non-selected Notification.....	23
<b>2. Notice of Award .....</b>	<b>23</b>
Notice of Award.....	23
<b>B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.....</b>	<b>23</b>
<b>1. Administrative Requirements.....</b>	<b>23</b>
ARRA 2009 Award Administration Information .....	23
<b>2. Special Terms and Conditions and National Policy Requirements.....</b>	<b>23</b>
Statement of Substantial Involvement.....	24
<b>C. REPORTING .....</b>	<b>25</b>
<b>Section VII - QUESTIONS/AGENCY CONTACTS .....</b>	<b>26</b>
<b>A. QUESTIONS .....</b>	<b>26</b>
Questions Directed To .....	26
<b>B. AGENCY CONTACT .....</b>	<b>26</b>
<b>Section VIII - OTHER INFORMATION.....</b>	<b>27</b>
<b>A. MODIFICATIONS.....</b>	<b>27</b>
<b>B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE.....</b>	<b>27</b>
<b>C. COMMITMENT OF PUBLIC FUNDS.....</b>	<b>27</b>
<b>D. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL.....</b>	<b>27</b>

## **Section I - FUNDING OPPORTUNITY DESCRIPTION**

### **American Recovery and Reinvestment Act of 2009 (ARRA 2009)**

Projects under this FOA will be funded, in whole or in part, with funds appropriated by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, (Recovery Act or Act). The Recovery Act's purposes are to stimulate the economy and to create and retain jobs. The Act gives preference to activities that can be started and completed expeditiously. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the Act, especially job creation, preservation and economic recovery, in an expeditious manner.

Be advised that special terms and conditions may apply to projects funded by the Act relating to:

- Reporting, tracking and segregation of incurred costs;
- Reporting on job creation and preservation;
- Publication of information on the Internet;
- Access to records by Inspectors General and the Government Accountability Office;
- Prohibition on use of funds for gambling establishments, aquariums, zoos, golf courses or swimming pools;
- Ensuring that iron, steel and manufactured goods are produced in the United States;
- Ensuring wage rates are comparable to those prevailing on projects of a similar character;
- Protecting whistleblowers and requiring prompt referral of evidence of a false claim to an appropriate inspector general; and
- Certification and Registration.

These special terms and conditions will be based on provisions included in Titles XV and XVI of the Act. The special terms and conditions can be found at

[http://management.energy.gov/policy\\_guidance/1672.htm](http://management.energy.gov/policy_guidance/1672.htm).

The Office of Management and Budget (OMB) has issued Implementing Guidance for the Recovery Act. See M-09-10, Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009 and M-09-15, Updated Implementing Guidance for the American Recovery and Reinvestment Act of 2009. OMB will be issuing additional guidance concerning the Act in the near future. Applicants should consult the DOE website, [www.energy.gov](http://www.energy.gov), the OMB website <http://www.whitehouse.gov/omb/>, and the Recovery website, [www.recovery.gov](http://www.recovery.gov) regularly to keep abreast of guidance and information as it evolves.

Recipients of funding appropriated by the Act shall comply with requirements of applicable Federal, State, and local laws, regulations, DOE policy and guidance, and instructions in this FOA, unless relief has been granted by DOE. Recipients shall flow down the requirements of applicable Federal, State and local laws, regulations DOE policy and guidance, and instructions in this FOA to subrecipients at any tier to the extent necessary to ensure the recipient's compliance with the requirements.

Be advised that Recovery Act funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the Recovery Act and related OMB Guidance. Applicants for projects funded by sources other than the Recovery Act should plan to keep separate records for Recovery Act funds and to ensure those records comply with the requirements of the Act. Funding provided through the Recovery Act that is supplemental to an existing grant is one-time funding.

Applicants should require their first tier subawardees to obtain a DUNS number (or update the existing DUNS record) and register with the Central Contractor Registration (CCR).

## **Description**

### **Background**

The American Recovery and Reinvestment Act (Recovery Act) of 2009, Public Law 111-5, provided \$5 billion to the DOE Office of Energy Efficiency and Renewable Energy's Weatherization Assistance Program (WAP) in Fiscal Year 2009. The program reduces energy costs for low-income families by increasing the energy efficiency of their homes, while ensuring their health and safety. Priority populations are the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden as a percentage of income. DOE works in partnership with states and local agencies to implement the program; DOE awards formula grants to states, which then contract with local agencies. Weatherization programs operate in all 50 states, the District of Columbia, among Native American tribes, and U.S. territories, with 58 grantees in all. Through the President's Management Agenda, the Department of Energy is better able to achieve tangible results, results that are developing new, safe and dependable sources of energy, protecting the environment, and safeguarding our energy security.

Through the Recovery Act, the Obama Administration made an unprecedented commitment to weatherizing and retrofitting our nation's residential building stock. Of the \$5 billion made available to the WAP through the Recovery Act, 20% (approximately \$1 billion) is available for Training and Technical Assistance (T&TA) directed at the state and local levels (\$864 million) as well as at the national level, by DOE (\$146 million). Approximately \$30 million of the \$146 million DOE-directed T&TA funds is available for cooperative agreements awarded through this competitive Funding Opportunity Announcement (FOA).

The WAP network, over its 30 years of operation, has developed sophisticated techniques for identifying cost effective energy efficiency measures and training methods for ensuring quality implementation. Through the strategic use of Recovery Act investments, DOE can both support the WAP ramp up but also leverage WAP experience and expertise to help build a larger, national home energy efficiency retrofit market in accordance with Administration objectives for increased residential energy efficiency.

The development and expansion of comprehensive weatherization training centers or programs is one important part of DOE's overall strategy for both supporting WAP network activities under the Recovery Act and leveraging Recovery Act investments to lay the foundation for a national retrofit market. This strategy, described in the WAP Recovery Act T&TA Plan intends to build on recognized weatherization best practices and help ensure consistent, high-quality service across the WAP network. In addition to support for training centers or programs, the strategy includes the development of standardized technical curricula; technology-enabled learning tools such as simulations and immersive environments that make learning more productive, compelling, personal, accessible, and adaptable to local needs; worker certifications that provide consumer protection as well as worker mobility; training accreditation that enables transparency of the training market; new web-based tools that greatly increase the availability and accessibility of data and program results; and comprehensive technical assistance to directly support WAP grantees in the implementation of their programs. Entities receiving awards under this FOA will be strongly encouraged to incorporate these new national weatherization training resources into their efforts as they become available.

### **Objective**

Through this FOA, DOE will consider applications to develop new or expand existing weatherization training centers and training programs. DOE will work with the selected entities to develop low-income weatherization training centers or programs that provide accelerated, standardized, and multi-tiered weatherization training. The centers and programs developed under this funding opportunity announcement will offer training for individuals responsible for implementing the weatherization of low-income households using a combination of classroom, online, and hands-on learning tools.

DOE funds provided under this funding opportunity may not be used for facility construction; DOE funds may be used to furnish existing facilities with the equipment, tools, and other materials needed to provide comprehensive weatherization training. Applicants without a facility must provide clear evidence of their capability to provide the comprehensive training described in this FOA. Training programs may be housed in one location or multiple locations, depending on local or regional needs.

Applications must include a Project Management Plan that describes at a minimum the following:

- Description of current local weatherization training programs and resources, reasons why a new or expanded effort is needed, and how the proposed training activity will supplement or expand on those ongoing efforts.
- The training curricula to be used and how it aligns with the DOE Weatherization Assistance Program core competencies ([www.waptac.org/si.asp?id=1259](http://www.waptac.org/si.asp?id=1259)) as well as relevant state or local weatherization protocols; applicants are encouraged, but not required, to use the new DOE standardized weatherization training curricula ([www.waptac.org/sp.asp?id=9630](http://www.waptac.org/sp.asp?id=9630)).
- The proposed training program or center organizational structure, including list of trainers who will provide the training (please include trainer resumes and descriptions of relevant weatherization training experience which shall be included in the bio.pdf file).
- The program or center's existing equipment and/or the equipment to be obtained through this funding opportunity necessary to support weatherization training.
- Relevant certifications, if any, that trainees will receive upon completion of training.
- The program's strategy for student recruitment, targets for number of students trained in each area, and plan for maintaining student records and tracking the number of trainees enrolled/graduated, and their involvement in the Weatherization Assistance Program.
- How the training center or program will monitor and evaluate its success.
- Planned training formats (example: traditional classroom lecture, in-field, internet-based, or a combination of methods.) The Recipient shall describe the training course, curricula used or developed, and the method of delivery for each course.
- The potential impact of the project to advance weatherization training goals that share best practices, create technology-enabled learning tools, and ensure consistent, high-quality services throughout the weatherization network.

Applications must also include a Sustainability Plan for continuation of services after two years of DOE funding. Specifically, applications must provide a budget profile and program narrative that outlines how the DOE funded activities will continue after the award period. The sustainability plan should address what source of funds will be utilized to continue activities, estimates of future costs and how they will be met without DOE funds.

Although not specifically required, coordination and partnership with related energy efficiency, renewable energy, or green workforce training programs – particularly those funded through the Recovery Act, such as the Department of Labor's green workforce efforts ([www.doleta.gov](http://www.doleta.gov)) – are highly encouraged. Applicants that operate an existing weatherization training center must clearly describe expansion plans and how DOE funds will significantly contribute to new activity. All applicants are strongly encouraged form partnerships with a variety of federal, state, and local stakeholders who share similar workforce goals.

## **Section II - AWARD INFORMATION**

### **A. TYPE OF AWARD INSTRUMENT**

DOE anticipates awarding cooperative agreements under this program announcement (See Section VI.B.2 Statement of Substantial Involvement).

### **B. ESTIMATED FUNDING**

Approximately \$30,000,000 is expected to be available for new awards under this announcement.

### **C. MAXIMUM AND MINIMUM AWARD SIZE**

- Ceiling (i.e., the maximum amount for an individual award made under this announcement):  
\$1,000,000
- Floor (i.e., the minimum amount for an individual award made under this announcement):  
\$100,000

### **D. EXPECTED NUMBER OF AWARDS**

DOE anticipates making approximately thirty (30) awards under this announcement.

### **E. ANTICIPATED AWARD SIZE**

DOE anticipates that awards will be in the \$100,000 - \$1,000,000 range for the total project period.

### **F. PERIOD OF PERFORMANCE**

DOE anticipates making awards with a performance period for up to two (2) years with one (1) budget period.

### **G. TYPE OF APPLICATION**

DOE will accept only new applications under this announcement.

### **Section III - ELIGIBILITY INFORMATION**

#### **A. ELIGIBLE APPLICANTS**

##### **All Entities excluding Federal Agencies, FFRDC and Non Profit**

All types of entities are eligible to apply, except other Federal agencies, Federally Funded Research and Development Center (FFRDC) Contractors, and nonprofit organizations described in section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995.

#### **B. COST SHARING {or MATCHING}**

##### **Cost Share 20%**

The cost share must be at least 20% of the total allowable costs (i.e., the sum of the Government share, including FFRDC contractor costs if applicable, and the recipient share of allowable costs equals the total allowable cost of the project) and must come from non-Federal sources unless otherwise allowed by law. (See 10 CFR Part 600 for the applicable cost sharing requirements.)

#### **C. OTHER ELIGIBILITY REQUIREMENTS**

##### **1. Local Weatherization Providers**

A Local Weatherization Provider proposing as the prime applicant or team member must to provide information which verifies their affiliation with the Weatherization Assistance Program. Information to be provided with the application includes the following:

Provide a list of Program Year 2009 agreement(s)/contract(s) in support of the Weatherization Assistance Program. Identify the state; amount; and the point of contact for the specified agreement(s)/contract(s).

##### **2. Partnership Requirements**

All applicant's except State Weatherization Office, Local Weatherization Provider, or Existing Weatherization Training Center (as identified below), must provide evidence of a partnership or team arrangement with a State Weatherization Office or Local Weatherization Provider.

If the applicant proposes to team with a State Weatherization Office, a Partnership Commitment Letter from the State Weatherization Office must be provided. The content for this letter is as follows:

*“As a representative of ‘insert state weatherization Office,’ I confirm our commitment to partner with ‘insert applicant’s name’ for the proposed project under DE-FOA-0000220.*

Contact information for our office is as follows:

*‘insert organization name, point of contact name and title, address, phone number and email address’*

If the applicant proposes to team with a Local Weatherization Provider, a Partnership Commitment Letter from the Local Weatherization Provider must be provided. This letter shall include evidence that the Local Weatherization Provider is part of or participates in the Weatherization Assistance Program. The content for this letter is as follows:

“As a representative of ‘insert local weatherization agency/organization name,’ I confirm our commitment to partner with ‘insert applicant’s name’ for the proposed project under DE-FOA-0000220.

Below is a list of our current Weatherization agreement(s)/contract(s) with the State of \_\_\_\_\_.

<u>Award number</u>	<u>Amount</u>	<u>Point of Contact information</u>
1.		
2.		
3.		”

**Existing Weatherization Training Centers**

The Weatherization Training Centers identified below are eligible to apply as a prime applicant or team member.

- Association for Energy Affordability, Inc. Bronx, NY
- CASE of WV Training and Energy Services Center Princeton, WV
- Corporation for OH Appalachian Development (COAD) OH Weatherization Training Center Athens, OH
- Indiana Community Action Association Indianapolis, IN
- Kansas Building Science Institute Manhattan, KS
- Montana Weatherization Training Center Bozeman, MT
- New River Center for Energy Research and Training Christiansburg, VA
- NY state Weatherization Directors Association Syracuse, NY
- PG&E Stockton Training Center Stockton, CA
- SW Building Science Training Center Phoenix, AZ
- The Building Performance Center Bellingham, WA
- Weatherization Training Center PA College of Technology Williamsport, PA

**3. Federal Agencies, FFRDC**

Federal Agencies, FFRDC contractors are not eligible for an award under this announcement, but they may be proposed as a team member on another entity’s application subject to the following guidelines:

Authorization for Federal Agencies, FFRDC Contractors. The cognizant contracting officer for the Federal Agencies, FFRDC must authorize in writing the use of a Federal Agencies, FFRDC contractor on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization.

“Authorization is granted for the \_\_\_\_\_ Laboratory to participate in the proposed project under DE-FOA-0000220. The work proposed for the laboratory is consistent with or complimentary to the missions of the laboratory, will not adversely impact execution of the DOE assigned programs at the laboratory, and will not place the laboratory in direct competition with the domestic private sector.”

Value/Funding. The value of, and funding for, the Federal Agencies, FFRDC contractor portion of the work will not normally be included in the award to a successful applicant but will be included in the cost estimate of the submitted proposal. Usually, DOE will fund a Federal Agencies, FFRDC contractor through the DOE field work proposal system.

Cost Share. Any cost share proposed by the applicant will be based on the total cost of the project, including the applicant’s and the Federal Agencies, FFRDC contractor’s portions of the effort.

Federal Agencies, FFRDC Contractor Effort. The Federal Agencies, FFRDC contractor effort, in aggregate, **shall not exceed 50%** of the total estimated cost of the project, including the applicant's and the laboratory contractor's portions of the effort.

Responsibility. The applicant, if successful, will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to, disputes and claims arising out of any agreement between the applicant and the Federal Agencies, FFRDC contractor

## Section IV - APPLICATION AND SUBMISSION INFORMATION

### **A. ADDRESS TO REQUEST APPLICATION PACKAGE**

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package.

### **B. LETTER OF INTENT AND PRE-APPLICATION**

#### **1. Letter of Intent.**

Letters of Intent are not required.

#### **2. Pre-application**

Pre-applications are not required.

### **C. CONTENT AND FORM OF APPLICATION**

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL- Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.

#### **1. SF 424 - Application for Federal Assistance**

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. The list of certifications and assurances referenced in Field 21 can be found on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm) under Certifications and Assurances.

#### **2. Project/Performance Site Location(s)**

Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the blocks provided.

Note that the Project/Performance Site Congressional District is entered in the format of the 2 digit state code followed by a dash and a 3 digit Congressional district code, for example VA-001. Hover over this field for additional instructions.

Use the Next Site button to expand the form to add additional Project/Performance Site Locations.

#### **3. Other Attachments Form**

Submit the following files with your application and attach them to the Other Attachments Form. Click on "Add Mandatory Other Attachment" to attach the Project Narrative. Click on "Add Optional Other Attachment," to attach the other files.

##### **Project Summary/Abstract File**

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e.,

benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary must not exceed one (1) page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) [select single or double spaced] with font no smaller than 11 point. Save this information in a file named "**Summary.pdf**," and click on "Add Optional Other Attachment" to attach.

### **Project Narrative File**

The project narrative must not exceed 15 pages, including cover page, table of contents, the Statement of Project Objectives, charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) [single spaced]. EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named "**Project.pdf**," and click on "Add Mandatory Other Attachment" to attach.

The project narrative must include:

- **Local Weatherization Providers:** If you are a Local Weatherization Provider proposing as the prime applicant, you must provide the following information:

Provide a list of current agreement(s)/contract(s) in support of the Weatherization Program. Identify the state; amount; and the point of contact for the specified agreement(s)/contract(s).

This information **WILL COUNT** in the project narrative page limitation.

- **Merit Review Criterion Discussion:** The section should be formatted to address each of the merit review criterion and sub-criterion listed in Section V. A. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. DOE/NNSA WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION.
- **Relevance and Outcomes/Impacts:** This section should explain the relevance of the effort to the objectives in the program announcement and the expected outcomes and/or impacts. The justification for the proposed project should include a clear statement of the importance of the project in terms of the utility of the outcomes and the target community of beneficiaries.
- **Roles of Participants:** For multi-organizational or multi-investigator projects, describe the roles and the work to be performed by each participant/investigator, business agreements between the applicant and participants, and how the various efforts will be integrated and managed.
- **Statement of Project Objectives (SOPO):** The project narrative must contain a single, detailed Statement of Project Objectives that addresses how the project objectives will be met. The Statement of Project Objectives must contain a clear, concise description of all activities to be completed during project performance and follow the structure discussed below. The Statement of Project Objectives may be released to the public by DOE in whole or in part at any time. It is therefore required that it shall not contain proprietary or confidential business information.

The Statement of Project Objectives is generally less than 5 pages in total for the proposed work and **WILL COUNT** in the project narrative page limitation. Applicants shall prepare the Statement of Project Objectives in the following format:

*TITLE OF WORK TO BE PERFORMED*  
(Insert the title of work to be performed. Be concise and descriptive.)

**A. OBJECTIVES**

Include one paragraph on the overall objective(s) of the work. Also, include objective(s) for each phase of the work.

**B. SCOPE OF WORK**

This section should not exceed one-half page and should summarize the effort and approach to achieve the objective(s) of the work for each Phase.

**C. TASKS TO BE PERFORMED**

Tasks, concisely written, should be provided in a logical sequence and should be divided into the phases of the project, as appropriate. This section provides a brief summary of the planned approach to this project. An outline of the Project Management Plan (referenced in Task 1.0 below and required to be submitted with your application) is provided later in this Part.

**PHASE I**

**Task 1.0 - Project Management and Planning**

(Description includes work elements required to revise and maintain the Project Management Plan and to manage and report on activities in accordance with the plan. This Project Management Plan will be updated by the Recipient as the project progresses, and the Recipient must use this plan to report schedule and budget variances.)

**Subtask 1.1**

(Description)

**Task 2.0 - (Title)**

**PHASE II (Optional)**

**Task 3.0 - (Title)**

**D. DELIVERABLES**

The periodic, topical, and final reports shall be submitted in accordance with the attached "Federal Assistance Reporting Checklist" and the instructions accompanying the checklist. [Note: The Recipient shall provide a list of deliverables other than those identified on the "Federal Assistance Reporting Checklist" that will be delivered. These reports shall also be identified within the text of the Statement of Project Objectives. See the following examples:

1. Task 1.1 - (Report Description)
2. Task 2.2 - (Report Description)

**(END OF STATEMENT OF PROJECT OBJECTIVES)**

- **Equipment Appendix:** List important items of equipment already available for this project and, if appropriate, note the location and pertinent capabilities of each. If you are proposing to acquire equipment, describe comparable equipment, if any, already at your organization and explain why it cannot be used. This information can be added to the project narrative as an appendix and **WILL NOT** count toward the page limitation.
- **Bibliography and References Cited Appendix:** Provide a bibliography for any references cited in the Project Narrative section. This section must include only bibliographic citations. This information can be added to the project narrative as an appendix and **WILL NOT** count toward the page limitation.

### **Project Management Plan File**

The minimum requirements listed on Page 7 should be incorporated into this plan and should be formatted to include the following sections with each section to include the information as described below:

- A. **Executive Summary:** Provide a description of the project that includes the overall objectives, addresses items listed in the objectives Project Management Plan, project goals, and expected results. For purposes of the application, this information is included in the Project Narrative and should be simply copied to this document for completeness, so that the Project Management Plan is a stand-alone document.
- B. **Risk Management:** Provide a summary description of the proposed approach to identify, analyze, and respond to perceived risks associated with the proposed project. Project risk events are uncertain future events that, if realized, impact the success of the project. As a minimum, include the initial identification of significant technical, resource, and management issues that have the potential to impede project progress and strategies to minimize impacts from those issues.
- C. **Milestone Log:** Provide milestones for each quarter or phase of the project. Each milestone should include a title and planned completion date. Milestones should be quantitative and show progress toward project goals.  
  
[Note: During project performance, the Recipient will report the Milestone Status as part of the required quarterly Progress Report as prescribed under Attachment 4, Reporting Requirements Checklist. The Milestone Status will present actual performance in comparison with Milestone Log, and include:
  - (1) the actual status and progress of the project,
  - (2) specific progress made toward achieving the project's milestones, and,
  - (3) any proposed changes in the project's schedule required to complete milestones. ]
- D. **Funding and Costing Profile:** Provide a table (the Project Funding Profile) that shows the amount of government funding going to each project team member. Also provide a table (the Project Costing Profile) that projects, by quarter, the expenditure of government funds for the project period.
- E. **Project Timeline:** Provide a timeline of the project (similar to a Gantt chart) broken down by each task and subtask, as described in the Statement of Project Objectives. The timeline should include for each task, a start date, and end date. The timeline should show interdependencies between tasks and include the milestones that are identified in the Milestone Log (Section C).

[Note: As the first task in the Statement of Project Objectives, successful applicants will revise the version of the Project Management Plan that is submitted with their applications by including details from the negotiation process. This Project Management Plan will be updated by the Recipient as the project progresses, and the Recipient must use this plan to report schedule and budget variances.]

Save this plan in a single file named "**PMP. pdf**," and click on "Add Optional Other Attachment" to attach.

### **Sustainability Plan File**

This plan should be formatted to include the following sections with each section to include the information as described below:

- A. **Sustainability Approach:** Describe the plan for continuing the proposed training program center after two years of DOE funding. This narrative should outline specific services that will be continued, address the continued role of partners and the handling of

equipment, if applicable.

- B. Risk Management: Identify significant technical, resource, and management issues that have the potential to impede project sustainability and strategies to minimize impacts from those issues.
- C. Sustainability Budget: Provide a budget profile that addresses what source of funds will be utilized to continue activities post DOE funding including an estimate of future costs and how they will be met without DOE funds.

Save this plan in a single file named "**SP.pdf**," and click on "Add Optional Other Attachment" to attach.

**Resume File**

Provide a resume for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all resumes in a single file named "**bio.pdf**" and click on "Add Optional Other Attachment" to attach. The biographical information for each resume must not exceed 2 pages when printed on 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) [select single or double spaced] with font no smaller than 11 point and should include the following information, if applicable:

Education and Training. Undergraduate, graduate, and postdoctoral training; provide institution, major/area, degree, and year.

Professional Experience. Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

Publications. Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

Patents, copyrights, and software systems developed may be provided in addition to or substituted for publications.

Synergistic Activities. List no more than 5 professional and scholarly activities related to the effort proposed.

**SF 424 A Excel, Budget Information - Non-Construction Programs File**

You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, "Budget Information - Non Construction Programs" form on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Save the information in a single file named "**SF424A.xls**," and click on "Add Optional Other Attachment" to attach.

**Budget Justification File**

You must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers, and

number of travel days; list general categories of supplies and amount for each category; and provide any other information you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates. In the budget justification, identify the following information for each third party contributing cost sharing: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed cost sharing - cash, services, or property. Save the budget justification information in a single file named "**Budget.pdf**," and click on "Add Optional Other Attachment" to attach.

#### **ARRA 2009 Additional Budget Justification Information**

Proposals shall provide information which validates that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the Act are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act). For guidance on how to comply with this provision, see <http://www.dol.gov/esa/whd/contracts/dbra.htm>.

#### **Subaward Budget File(s)**

You must provide a separate budget (i.e., budget for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than \$100,000 or 20 percent of the total work effort (whichever is less). Use the SF 424 A Excel for Non Construction Programs or the SF 424 C Excel for Construction Programs. These forms are found on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). Save each subaward budget in a separate file. Use up to 10 letters of the subawardee's name (plus .xls) as the file name (e.g., ucla.xls or energyres.xls), and click on "Add Optional Other Attachment" to attach.

#### **Commitment Letters File(s)**

- *Cost Sharing:* If the application includes a third party, (i.e., a party other than the organization submitting the application) contributing cost share, the applicant must include a letter from the third party stating that the third party is committed to providing a specific minimum dollar amount of cost sharing. The letter should also identify the proposed cost sharing (e.g., cash, services, and/or property) to be contributed. Letters must be signed by the person authorized to commit the expenditure of funds by the entity and be provided in a PDF format. Save this information in a single file named "**CSCL.pdf**" and click on "Add Optional Other Attachment" to attach.
- *Required Partnerships:* If the applicant is other than a State Weatherization Office, Local Weatherization Provider, or Existing Weatherization Training Center (as defined in Section III of this FOA) a letter of commitment from at least one State Weatherization Office or Local Weatherization Provider must be provided. In accordance with Section III, Eligibility Information, Paragraph C, 2 Partnership Requirements. Save this information in a single file named "**RPCL.pdf**" and click on "Add Optional Other Attachment" to attach.

#### **4. SF-LLL Disclosure of Lobbying Activities**

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

**Summary of Required Forms/Files**

Your application must include the following documents:

**Summary of Required Forms/Files –  
Your application must include the following documents:**

<b>Name of Document</b>	<b>Format</b>	<b>File Name</b>	<b>Page Limit</b>
Application for Federal Assistance – SF424	Form	N/A	N/A
Project/Performance Site Location(s)	Form	N/A	N/A
Other Attachments Form: Attach the following files to this form:	Form	N/A	N/A
Project Summary/Abstract File	PDF	Summary.pdf	1 page
Project Narrative File	PDF	Project.pdf	15 pages excluding 2 specified appendices
Project Management Plan	PDF	PMP.pdf	N/A
Sustainability Plan	PDF	SP.pdf	3 pages
Resume File	PDF	Bio.pdf	2 pages per resume
SF 424A File - Budget Information for Non-Construction Programs	Excel	SF424A.xls	N/A
Budget Justification File	PDF	Budget.pdf	N/A
Subaward Budget File(s)	Excel	See Instructions	N/A
Commitment Letters File (if applicable) Cost Share Required Partnering	PDF PDF	CSCL.pdf RPCL.pdf	N/A N/A
SF-LLL Disclosure of Lobbying Activities, if applicable.	Form	N/A	N/A

**D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS**

If selected for award, DOE/NNSA reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information
- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Representation of Limited Rights Data and Restricted Software, if applicable

## **E. SUBMISSION DATES AND TIMES**

### **1. Pre-applications Are Not Required**

### **2. Application Due Date**

#### **Applications Due Date 3:00 PM**

Applications must be received by January 21, 2009, not later than 3:00 PM Eastern Time. You are encouraged to transmit your application well before the deadline. **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.**

## **F. FUNDING RESTRICTIONS**

Cost Principles. Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR Part 600. The cost principles for commercial organization are in FAR Part 31.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

## **G. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS**

### **1. Where to Submit**

#### **MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE CONSIDERED FOR AWARD.**

Submit electronic applications through the "Apply for Grants" function at [www.Grants.gov](http://www.Grants.gov). If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to [support@grants.gov](mailto:support@grants.gov).

Further, it is the responsibility of the applicant, prior to the offer due date and time, to verify successful transmission.

### **2. Registration Process**

You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See [www.grants.gov/GetStarted](http://www.grants.gov/GetStarted)). **We recommend that you start this process at least three weeks before the application due date.** It may take 21 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to guide you through the process.

**IMPORTANT:** During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN). When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e., Grants.gov registration).

There are several one-time actions you must complete in order to submit an application in response to this Announcement (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), and register with FedConnect). Applicants, who are not registered with CCR and Fedconnect, should allow at least 10 days to complete these requirements. It is suggested that the process be started as soon as possible.

## Section V - APPLICATION REVIEW INFORMATION

### A. CRITERIA

#### 1. Initial Review Criteria

##### **Application Award Eligibility**

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement.

#### 2. Merit Review Criteria

##### **Criterion 1: Project Approach and Management Plan (40%)**

- Reasonableness of the proposed approach, as evidenced by clear goals, tasks, methods, deliverables, and schedule. Clarity and completeness of the statement of project objectives.
- Demonstrated understanding of Weatherization Assistance Program goals and objectives.
- Diversity of training formats offered including a mix of in-class, on-line, or field work trainings.
- Degree to which the Project Management Plan identifies successful criteria ensures desirable project outcomes and results and that are stated in terms of specific, measurable, and scalable data (i.e. contractors trained).
- Degree to which the Project Management Plan adequately identifies and addresses significant risks associated with successful implementation of the project.

##### **Criterion 2: Applicant/Team Capabilities (40%)**

- Quality of team and its ability to provide comprehensive, multi-tiered weatherization training consistent with the WAP core competencies or training curricula.
- Degree to which the applicant's successfully demonstrates experience with implementing projects of similar size, scope, and complexity.
- Adequacy of applicable key personnel experience to implement the proposed training program(s). Team members will be evaluated for both technical expertise and experience in education of Weatherization audiences.
- Degree to which applicant leverages existing relationships, collaborations, or partnerships with the Weatherization network to provide enhanced capabilities.
- Degree to which the roles and responsibilities of the project team have been identified and reasonableness of the Applicant's ability to successfully coordinate and implement the proposed project utilizing identified partners.

##### **Criterion 3: Potential Impact and Sustainability (20%)**

- Degree to which the applicant specifically contributes to a well trained Weatherization workforce as evidenced by measurable benefits.
- Degree to which applicant uses available DOE standardized weatherization training curricula ([www.waptac.org/sp.asp?id=9630](http://www.waptac.org/sp.asp?id=9630)), uses developed IT enabled technologies that create immersive learning environments, and ensures training program standardization.
- Degree to which Sustainability Plan adequately addresses likelihood of training program to be continued after the federal funding period, including appropriate consideration of risk.
- Evidence of lasting impact and overall scalability of the project to create training environments/delivery methods which share best practices and seek to advance weatherization

training goals.

### **3. Other Selection Factors**

#### **Program Policy Factors**

The selection official may consider the following program policy factors in the selection process:

These factors, while not indicators of the Application's merit, e.g., technical excellence, cost, Applicant's ability, etc., may be essential to the process of selecting the application(s) that, individually or collectively, will best achieve the program objectives. Therefore, the following Program Policy Factors may be used by the Selection Official to assist in determining which of the ranked application(s) shall receive DOE funding support.

1. Selection of Applications which promote and enhance the objectives of the American Recovery and Reinvestment Act of 2009, P.L. 111-5, especially job creation, and/or preservation and economic recovery in an expeditious manner.
2. It may be desirable to select projects from a diversity of types and/or sizes of organizations. This includes, but is not limited to, limiting the number of applications selected from one applicant organization.
3. It may be desirable to select a group of projects which represent a diversity of methods, approaches, applications, or kinds of work. This includes, but is not limited to, consideration of ongoing projects in addition to the applications received through this FOA.
4. It may be desirable to select projects for award that will complement or enhance existing or planned work identified by EERE.
5. It may be desirable to select project(s) for award of less technical merit than other project(s) if such a selection will optimize use of available funds by allowing more projects to be supported without detriment to the overall objectives of the program.
6. It may be desirable to select project(s) that reduce Federal investment and maximize corporate commitment as demonstrated by cost share levels or other resource leveraging (e.g., in-kind contributions).

### **B. REVIEW AND SELECTION PROCESS**

#### **1. Merit Review**

##### **Applications Subject to Merit Review**

Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance." This guide is available under Financial Assistance, Regulations and Guidance at <http://www.management.energy.gov/documents/meritrev.pdf>.

#### **2. Selection**

##### **Selection Official Consideration**

The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

#### **3. Discussions and Award**

##### **Government Discussions with Applicant**

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a

portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

**C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES**

**Selection and Award Date**

DOE anticipates notifying applicants selected for award by the end of February 2010 and making awards by May 2010.

## **Section VI - AWARD ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

#### **1. Notice of Selection**

##### **Selected Applicants Notification**

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Section IV.G with respect to the allowability of pre-award costs.)

##### **Non-selected Notification**

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

#### **2. Notice of Award**

##### **Notice of Award**

A Notice of Financial Assistance Award or Assistance Agreement issued by the contracting officer is the authorizing award document. It normally includes either as an attachment or by reference: (1) Special Terms and Conditions; (2) Applicable program regulations, if any; (3) Application as approved by DOE/NNSA.; (4) DOE assistance regulations at 10 CFR Part 600; (5) National Policy Assurances To Be Incorporated As Award Terms; (6) Budget Summary; and (7) Federal Assistance Reporting Checklist, which identifies the reporting requirements.

For grants and cooperative agreements made to universities, non-profits and other entities subject to OMB Circular A-110 the Award also includes the Research Terms and Conditions located at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp>.

### **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### **1. Administrative Requirements**

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR Part 600 (See: <http://ecfr.gpoaccess.gov>). Grants and cooperative agreements made to universities, non-profits and other entities subject to OMB Circular A-110 are subject to the Research Terms and Conditions located on the National Science Foundation web site at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp>.

##### **ARRA 2009 Award Administration Information**

Special Provisions relating to work funded under American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 shall apply. These provisions can be found at [http://management.energy.gov/policy\\_guidance/1672.htm](http://management.energy.gov/policy_guidance/1672.htm).

#### **2. Special Terms and Conditions and National Policy Requirements**

Special Terms and Conditions and National Policy Requirements. The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). The National Policy Assurances To Be Incorporated As Award Terms are located at DOE [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm)

Intellectual Property Provisions. The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at [http://www.gc.doe.gov/financial\\_assistance\\_awards.htm](http://www.gc.doe.gov/financial_assistance_awards.htm).

### **Statement of Substantial Involvement**

**RECIPIENT'S RESPONSIBILITIES.** The Recipient is responsible for:

Performing the activities supported by this award in accordance with the Project Management Plan, including providing the required personnel, facilities, equipment, supplies and services;

Managing and controlling project activities in accordance with established processes and procedures to ensure tasks and subtasks are completed within schedule and budget constraints defined by the current Project Management Plan.

Implementing an approach to identify, analyze, and respond to project risks that is commensurate with the complexity of the project.

Defining and revising approaches and plans, submitting the plans to DOE for review, and incorporating DOE comments;

Coordinating related project activities with external suppliers, including DOE contractors, to ensure effective integration of all work elements;

Attending program review meetings and reporting project status;

Submitting timely quarterly reports and additional information as requested by DOE;

Presenting the project results at appropriate conferences or meetings as directed by the DOE Project Officer (number of conferences/meetings will not exceed 3).

**DOE RESPONSIBILITIES.** DOE is responsible for:

Conducting program review meetings to ensure adequate progress and that the work accomplishes the program and project objectives. Recommending alternate approaches or shifting work emphasis, if needed;

Integrating and redirecting the work effort to ensure that project results address critical system and programmatic goals established by DOE EERE, in coordination with the DOE Weatherization Assistance Program.

Providing updated elements of the National T&TA Plan as they become available such that training centers can ensure that their program remain consistent with the T&TA Plan goals and objectives.

Provide current training tools to ensure training centers can maintain up-to-date and consistent materials.

Review training center curriculum to ensure that the course material meets the needs of the Weatherization program.

## **C. REPORTING**

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. For a sample Checklist, see <http://www.management.energy.gov/documents/DOEF4600pt292009.pdf>

## **Section VII - QUESTIONS/AGENCY CONTACTS**

### **A. QUESTIONS**

Questions regarding the content of the announcement must be submitted through the FedConnect portal. You must register with FedConnect to respond as an interested party to submit questions, and to view responses to questions. It is recommended that you register as soon after release of the FOA as possible to have the benefit of all responses. More information is available at <http://www.compusearch.com/products/fedconnect/fedconnect.asp>. DOE/NNSA will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). DOE/NNSA cannot answer these questions.

Questions and comments concerning this FOA shall be submitted not later than 5 calendar days prior to the application due date. Questions submitted after that date may not allow the Government sufficient time to respond.

#### **Questions Directed To**

Questions regarding program requirements must be directed to:

Name:	Erica Burrin
E-mail:	<a href="mailto:Erica.Burrin@netl.doe.gov">Erica.Burrin@netl.doe.gov</a>
Telephone (Optional):	304-285-4094
FAX:	304-285-4033

### **B. AGENCY CONTACT**

Name:	Erin Kirchoff
E-mail:	<a href="mailto:Erin.Kirchoff@netl.doe.gov">Erin.Kirchoff@netl.doe.gov</a>
Telephone (Optional):	304-285-4753
FAX:	304-285-4683

## **Section VIII - OTHER INFORMATION**

### **A. MODIFICATIONS**

Notices of any modifications to this announcement will be posted on Grants.gov and the FedConnect portal. You can receive an email when a modification or an announcement message is posted by registering with FedConnect as an interested party for this FOA. It is recommended that you register as soon after release of the FOA as possible to ensure you receive timely notice of any modifications or other announcements.

### **B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE**

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

### **C. COMMITMENT OF PUBLIC FUNDS**

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

### **D. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL**

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.