



FEMP AFFECT FOA

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March 19, 2015

Important Dates

Important Event	Date
FOA Issue Date	March 6, 2015
Letter of Intent Deadline	April 6, 2015 5:00pm EDT
Full Application Deadline	May 20, 2015 5:00pm EDT
Notification of Award Selections	September 15, 2015
Award Initiation (negotiations complete)	November 15, 2015

Award Information

- Letters of Intent and full applications must be submitted through the EERE Exchange at:

<https://eere-exchange.energy.gov>

EERE's Online Application Portal

- The Users' Guide for Applying to the Department of Energy EERE Funding Opportunity Announcements is found at:

<https://eere-exchange.energy.gov/manuals.aspx>

Award Information

- Estimated Funding Available
 - \$2.85 million available
 - Number of awards will depend on award size
- Individual Awards will vary between approximately \$50,000 and \$1,000,000, with a typical award size of \$400,000.

Award Information

Types of Funding Agreements	Grant awards through Interagency Agreements
Period of Performance	Up to 24 months to deliverable date
Eligible Applicants	Federal agencies and sub-agencies, subject to the definitions in Section III.A.

Award Information

Cost Leverage Requirement	At least 50% of total project costs <ul style="list-style-type: none">• From either federal or non-federal sources• Energy savings performance contract or utility energy services contract private sector financing is strongly encouraged.
Submission of Multiple Applications	Applicants may submit more than one application to this FOA, provided that each application describes a unique and distinct project.
U.S. Federal Agencies Only	The AFFECT FOA will provide direct funding to federal agencies for the development of combined heat and power or renewable energy capital projects at agency facilities.

Letter
of
Intent
Due
April 6, 2015
5pm Eastern Time

Letter of Intent

- One Page Letter with:
 - Project Title
 - Project Location(s)
 - Lead Organization
 - Anticipated Project Budget (EERE and Cost Leverage)
 - Anticipated Project Duration
 - The Project Team, including:
 - The Principal Investigator (PI) for the Applicant
 - Key Participants (i.e., individuals who contribute in a substantive, measureable way to the execution of the proposed project).
 - Abstract – The abstract provided must be no longer than 200 words in length, and must provide a truncated explanation of the proposed project.

Full
Application
Due
May 20th, 2015
5pm Eastern Time

Application Content Requirements

Application Submission	Components	File Name (If Necessary)
PDF	Project Narrative	Control Number_ Lead Organization_ Project Narrative
PDF	SF-424	Control Number_ Lead Organization_ App424
PDF	Life-Cycle Cost Analysis Calculation	Control Number_ Lead Organization_ LCCACalculation
PDF	Organizational Letters of Commitment (1 page max per letter)	Control Number_ Lead Organization_ OrgLettersofCommitment_
PDF	Project partner Letters of Commitment (1 page max per letter)	Control Number_ Lead Organization_ PPLettersofCommitment
PDF	Cost Leverage Verification (1 page max per letter)	Control Number_ Lead Organization_ Cost Leverage Verification

Project Narrative

- Formatting requirements (pages 13 & 14 of FOA)
 - PDF Format Only
 - 12 point Times New Roman font
 - 1 Inch Margins
 - Footnotes must be 10 point font
- Maximum 10 page length limit
 - Pages over 10 will be disregarded
- The Narrative must include the Control Number on all 10 pages (Control number is issued after the letter of intent is submitted).

Project Narrative (pages 17-19 of FOA)

Cover Page

- Title
- Lead Organization
- Project Location
- Principal Investigator (PI)
- Team Members
- Project Budget (EERE and Leverage)
- Project Duration
- Confidentiality Statements

Project Description

- Demonstrate Viability:
- Background
 - Technical Overview
 - Economic Overview
 - Cost Leverage
 - Project Impact

Project Narrative

Project Management Plan and Budget

Project Management Plan

- Must fully describe how the applicant will achieve the project objectives.
- Final Deliverable Statement
- Approach to execute the project (name contractors, vendors, ESCOs)
- Describe action items and key, verifiable metrics that demonstrate project performance, progress, and completion, broken down into tasks, subtasks and intermediate milestones.

Budget

Team and Resources

Describe the project team's qualifications, expertise, equipment, facility:

- Demonstrate project timeliness and successful past projects
- The site and equipment
- Letters of commitment from project partners
- The organization's commitment should be demonstrated in a letter.

Form SF-424 is Required Application for Federal Assistance

- Certifications and assurances can be found at:
<http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>

DOE Budget Forms

- » SF 424 Research & Related Budget (R&R) - 3 Year and 5 Year Forms Available

- Save the document SF-424 in a single file, titled per instructions on page 16 of FOA (Control Number_LeadOrganization_APP424).

Life Cycle Cost Analysis

Projects must demonstrate they are life-cycle cost-effective through a life-cycle cost analysis (LCCA):

- Must adhere to 10 CFR 436, Subpart A:

<http://www.law.cornell.edu/cfr/text/10/436/subpart-A>

- Must calculate life-cycle cost-effectiveness in accordance with 10 CFR 436, Subpart A using the Building Life-Cycle Cost (BLCC) software program or equivalent.

https://www1.eere.energy.gov/femp/information/download_blcc.html

Letters of Commitment

- 1 Page
- Control Number
- Lead Organization
- Project Partners

Leveraging Verification

- **LEVERAGING Dollars**
 - The agency requesting financial assistance must provide **at least 50%** of the total allowable costs for the project:
 - The sum of the EERE share and the recipient share of allowable costs equals the total allowable cost of the project
 - Leveraged funds may come from either federal or non-federal sources.
 - Private sector cost leveraging through an alternative financing mechanism—such as an ESPC or UESC contract—is strongly encouraged.
 - The leveraging budget and how the leveraged funds will be spent, including the verification, must be included as a separate file per section IV.C.1. (See page 16 of the FOA).
 - Include the control number and the lead organization on the separate file.

Application Merit Criteria

Criteria	Weighting
Project Impact	30%
Cost Leverage	25%
Technical and Economic Merit	25%
Project Management Plan and Budget	20%

Project Impact 30%

- The degree to which the proposed project results are conducive to broader adoption at other federal facilities and impact the direction, strategy, and thinking of the agency to engage in similar efforts at other federal facilities.
- The potential and likelihood of the proposed project to substantially move the site and/or agency toward the achievement of energy-related goals as set forth by the federal statute as reflected in annual reporting requirements such as the OMB Sustainability and Energy Scorecard.
- Impact that EERE funding would have on the proposed project.

Cost Leverage

- Extent and efficiency with which the project leverages EERE funds under this award with committed agency-appropriated funds and/or financing from other non-federal sources.

Technical and Economic Merit 25%

- Identify, describe, and analyze the proposed project, including its projected probability of success.
- Describe the proposed site(s), baseline system(s), and project history and current status.
- Technical and economic benefit of the project as compared to the current baseline system at the proposed site(s).
- Technical and economic viability, including energy and cost savings, cost-effectiveness, relevant supporting data, reasonable assumptions, and discussion of prior efforts that support the validity of the project.
- Adequacy of life-cycle cost analysis per Section I.D.
- Discussion and demonstrated understanding of the project through the identification of key project risk areas (including but not limited to technical, financial, system integration, and environmental risks) and the quality of the mitigation strategies to address them.

Project Management Plan and Budget 20%

- Approach and Proposed Work Plan
- Team
- Resources
- Budget

Project Performance Targets

- Final Deliverable
- Project Reviews
- Project Schedule
- Project Impact
- Life-Cycle Cost Analysis
- Bundled Projects

Funding will not be released until the final deliverable is achieved

- Funds will only become available AFTER THE FINAL DELIVERABLE HAS BEEN ACCOMPLISHED TO THE SATISFACTION OF EERE
- If the final deliverable is not met, the award may be terminated.

Performance Targets

Examples of Final Deliverables

Will include, but not be limited to, a contract or task order award.

An equipment purchase order.

The receipt, review, and acceptance of a final proposal.

Final Deliverable will NOT INCLUDE

Activities related to the installation, construction, commissioning and operation of the project.

Data collection of the proposed system.

Maintenance of the proposed system.

Project Schedules Should be Challenging and Achievable

- Overly aggressive and unrealistic schedules must be avoided.
- Awards may terminate or be cancelled if not on schedule.
- An overly conservative schedule is discouraged; the project must be timely.
- The project schedule will be finalized during award negotiations and must be achievable.

Performance Targets

Project Impact

- Projects must demonstrate that the experience gained through the proposed project will serve as ***an example that can lend itself to similar efforts at other federal sites.***
- Projects will be evaluated on the merits of the proposed project AND the ability of the project technology and lessons learned to be utilized at other federal sites.
- Projects must demonstrate how lessons learned can be applied to future projects.
- Show how the project itself has impact on achieving clean energy goals.

Technical Assistance – Web Portal

- Technical Assistance requests can be made at <https://www4.eere.energy.gov/femp/assistance/>
- For Renewable Technologies, assistance can include: prescreening, feasibility studies, interconnection studies, contract assistance and more.
- During the application period, applicants must fund technical assistance themselves.
- Non-applicants can apply for FEMP funding of technical assistance

Thank You for Your Attention

*Questions about this FOA?
Email AFFECT@go.doe.gov*

*Problems with EERE Exchange?
Email EERE-ExchangeSupport@hq.doe.gov
Include FOA name and number in subject line*

QUESTIONS?