



Notice of Opportunity for Technical Assistance  
for Climate Action Champions  
[T2M@ee.doe.gov](mailto:T2M@ee.doe.gov)

NOTA Webinar  
DE-FOA-0001315  
March 12, 2015

# Protocol for questions during this Webinar

- All questions asked during this presentation will be recorded and then posted and answered on EERE eXCHANGE
- Questions can also be emailed to [T2M@ee.doe.gov](mailto:T2M@ee.doe.gov) and answers will be posted on EERE Exchange under the NOTA
- In addition, all information provided during this Webinar, including this presentation, will be posted on EERE eXCHANGE

# Notice of Opportunity for Technical Assistance for Climate Action Champions

## Anticipated Schedule:

<b>NOTA Issue Date:</b>	<b>March 9, 2015</b>
<b>NOTA Informational Webinar:</b>	March 12, 2015
<b>Submission Deadline for Applications:</b>	<b>For Topic 1:</b> Applications may be submitted beginning March 9, 2015 until 5 p.m. ET on July 15, 2015. <b>For Topic 2:</b> Applications for commercial buildings Technical Assistance may be submitted beginning March 9, 2015 until 5 p.m. ET April 15, 2015, to ensure that Technical Assistance is completed before June 30, 2015.
<b>Expected Date for EERE Selection Notifications:</b>	<b>For Topic 1: Selections will be on a rolling basis,</b> until funding is expended. All selections are expected to be made by August 30, 2015. <b>For Topic 2: Selections will be on a rolling and first come, first served basis,</b> until funding is expended. All selections are expected to be made by April 30, 2015.

# Notice

- All applicants are strongly encouraged to carefully read the Announcement for this Notice of Technical Assistance (DE-FOA-0001315) (“**NOTA**”) and adhere to the stated submission requirements. The NOTA can be accessed at:

<https://eere-exchange.energy.gov/default.aspx#Foaldb1593db2-2dbc-4ac6-9ad9-1de3d4f1bb11>

- This presentation summarizes the contents of the NOTA. If there are any inconsistencies between the NOTA and this presentation or statements from DOE personnel, the NOTA is the controlling document and applicants should rely on the NOTA language and seek clarification from EERE.
- If you believe there is an inconsistency, please contact [T2M@ee.doe.gov](mailto:T2M@ee.doe.gov)

# Agenda

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- 1) DESCRIPTION AND TOPIC AREAS
- 2) INFORMATION AND ELIGIBILITY
- 3) APPLICATION REVIEW INFORMATION
- 4) APPLICATION SUBMISSION
- 5) ADDITIONAL INFORMATION REGARDING EXCHANGE
- 6) ADMINISTRATIVE INFORMATION

# Description

The purpose of this Notice of Opportunity for Technical Assistance (NOTA) is to support the goal of the Climate Action Champions (CAC) Initiative through the Department of Energy (DOE) to strengthen Champions' resilience to extreme weather and prepare for other effects of climate change. The CAC Initiative represents a significant enhancement of the Administration's strategy of partnering with local government stakeholders to enhance their ability to prepare for and effectively respond to changes and disruptions to their energy systems. This NOTA is one of several DOE opportunities available to Champions, and is focused on Technical Assistance for CAC's project development related to energy efficiency and renewable energy mitigation projects.

# Topic Area 1:

## General Energy Efficiency and Renewable Energy Technical Assistance

- Technical Assistance will be provided to help Champions with feasibility planning, policy and regulatory planning, tools, modeling, design assistance, and other project development assistance related to their CAC commitments. Examples of discreet projects include: project planning for high efficiency streetlights and lighting; building code compliance; feasibility studies related to direct use of geothermal resources; and screenings and/or feasibility studies for district energy with combined heat and power (CHP).
- DOE also encourages Champions to apply for Technical Assistance for innovative, cross-cutting, systems-based activities, such as micro-grids using bioenergy or combined heat and power (CHP) in conjunction with buildings energy efficiency measures. For more information about CHP, please see <http://energy.gov/chp>.
- Applications may include requests for Technical Assistance for more than one project through a single or multiple sequential applications. In addition, it is desired that the project(s) be replicable or have replicable components.

# Topic Area 2:

## Low-Energy Commercial Buildings (Commercial Buildings Partnership Program)

- The Commercial Buildings Partnership (CBP) Program is a public/private initiative that demonstrates cost-effective, replicable ways to achieve dramatic energy savings in commercial buildings. Technical Assistance will be provided to selectees by the Lawrence Berkeley National Laboratory and/or the Pacific Northwest National Laboratory for guidance from the learnings of the Commercial Buildings Partnerships that can be applied at the municipal and private sector levels. Technical assistance is available for either specific buildings, a portfolio of buildings, or a campus of buildings.
- Technical Assistance for Topic 2 is only available through June 30, 2015, so entities requesting technical assistance under this topic should be ready to engage with the national laboratories immediately. National laboratory staff will contact the technical and executive point of contact with responsibility for coordinating and authority to manage this technical assistance to ensure that the applicant has all of the required building data available prior to the start of the technical assistance activity. The maximum amount for each request is \$50,000, and the request must pertain to low-energy commercial building construction or retrofits.

# Summary Information

<b>Means of Submission</b>	Applications must be submitted through EERE Exchange at <a href="https://eere-Exchange.energy.gov">https://eere-Exchange.energy.gov</a> , EERE's online application portal. EERE will not review or consider applications submitted through other means.
<b>Total Value of Technical Assistance to be Provided</b>	Up to \$1,300,000
<b>Value of Technical Assistance Provided Per Project</b>	EERE anticipates providing approximately \$10,000 to \$150,000 per selected project in the form of Technical Assistance provided by Technical Assistance teams.
<b>Period of Performance</b>	For Topic 1: Period of performance will be up to 24 months. For Topic 2: Technical Assistance for commercial buildings must be completed by June 30, 2015.
<b>Eligible Entities</b>	Entities designated as Climate Action Champions under DOE's Request for Applications Opportunity Announcement DE-FOA-0001189
<b>Cost Share Requirement</b>	Not required
<b>Submission of Multiple Applications</b>	Applications may request Technical Assistance for multiple projects, and applicants may submit more than one application.
<b>Questions</b>	Questions may be directed to <a href="mailto:T2M@ee.doe.gov">T2M@ee.doe.gov</a> .

# Technical Assistance-NOT Financial Assistance

**There is no direct funding to the applicant under this Notice of Technical Assistance. Selected Applicants will receive Technical Assistance, not funding.**

Climate Action Champions selected under this Notice will receive Technical Assistance provided through DOE by DOE National Laboratories and/or other entities organized as Technical Assistance teams by DOE. It is anticipated that technical assistance under this NOTA will be provided via Technical Assistance agreements between (1) a DOE National Laboratory providing the Technical Assistance and (2) a selected Champion. DOE will provide the funding for the selected Technical Assistance project directly to the Technical Assistance Provider.

Significant participants of these teams will be selected at DOE's discretion and could include the DOE Laboratory System, such as the National Renewable Energy Laboratory (NREL), Sandia National Laboratories (SNL), Lawrence Berkeley National Laboratory (LBL), Pacific Northwest National Laboratory (PNNL), and Oak Ridge National Laboratory (ORNL), among others. Other entities may be added to the teams by DOE as necessary.

# Eligibility

- **Eligible Entity.** Entities designated as "Climate Action Champions" under DOE's Request for Applications Opportunity Announcement DE-FOA-0001189 are eligible under this Notice.
- **Eligible Uses of Technical Assistance.** Refer to Topic 1 and Topic 2 under Section I.E of the NOTA for the types of projects eligible for technical assistance. Applicants may request technical assistance that is complementary to technical assistance provided by other Federal agencies supporting the Climate Action Champions. However, applications that request technical assistance that is duplicative of the technical assistance provided by other Federal agencies will not be considered under this Notice.

# Evaluation Process Topic 1

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- Applications may be submitted beginning March 9, 2015, but no later than 5:00 PM ET on July 15, 2015. This program is intended to accelerate the Champion's efforts and a comparison of projects is not relevant due to the broad range of eligible projects. Accordingly, DOE will review completed applications and make selections on a rolling basis until the funding available is exhausted. Applicants are encouraged to submit their applications as soon as possible beginning March 9, 2015, as DOE will begin considering applications for the available Technical Assistance on March 9, 2015.

## Evaluation Process Topic 2:

- Applications may be submitted beginning March 9, 2015, but no later than 5:00 PM ET on April 15, 2015. However, applicants under Topic 2 are strongly encouraged to submit their applications as soon as possible, as DOE anticipates all selections for Topic 2 will be made by April 30, 2015. This program is intended to accelerate the Champion's efforts and the period of performance must be completed by June 30, 2015. Accordingly, applications will be reviewed on a rolling basis starting March 9, 2015 and selected on a first-come, first-served basis until the funding available is exhausted. Applicants will be expected to meet certain baseline requirements to receive Technical Assistance, as described in Section V of the NOTA

# Criterion Topic 1:

## Criterion 1: Technical Merit, Innovation, and Impact

### Weight: 100%

- Alignment and clarity of requested Technical Assistance with Champion's CAC commitments;
- Level of expected energy saved and/or avoidance of greenhouse gas emissions;
- Replicability of proposed project to other communities;
- Sustainability (i.e. lasting for multiple years) of project for which technical assistance is sought;
- Relevance to Climate Action Champions program goals;
- Innovation of project for which technical assistance is sought.

# Criterion Topic 2:

- Applications will be evaluated on a rolling and first come, first served basis starting on March 9, 2015 and will be assigned a rating of Qualified or Not Qualified.
- The application must meet all requirements below to be determined Qualified under Topic 2.
- If several applications are submitted simultaneously and determined to be Qualified then funding priority will be given to designees that (1) have received lesser technical assistance to date under this NOTA OR (2) are determined to be most innovative or have the highest potential for replicability.

# Criterion Topic 2 cont:

## Determination of Qualified or Not Qualified Applications:

- Applicant identifies the appropriate type(s) of technical assistance requested, from the list under “Type of Technical Assistance Requested under Topic 2” starting on page 10 (example “1j” or “2d.”) Each narrative must:
  - Identify whether the assistance will target a whole sector (i.e. hospitals), or specific building(s) (i.e. a campus or portfolio of buildings); and
  - Describe the project scope and goal in one paragraph.
  - Describe the Applicant goals for low-energy buildings are appropriate, including any targets or milestones;
  - Provide tangible impacts from the program/project (energy savings, GHG mitigation, etc.);
  - Describe how the Technical Assistance helps designee achieve goal(s) consistent with this NOTA;
  - Describe the potential for replicability of the technical assistance in future projects;
  - Propose a project for which the requested Technical Assistance is scheduled to completed prior to June 30, 2015.

# Application Submission

Applications must not exceed the page limits specified by Topic area below. Additional pages will not be reviewed. See Section V of the NOTA for additional information regarding Exchange.

- For Topic 1: Applications must be submitted through EERE Exchange at <https://eere-Exchange.energy.gov> by 5 p.m. ET on July 15, 2015.

## **Topic 1 Applications cannot exceed Five Pages**

- For Topic 2: Applications must be submitted through EERE Exchange at <https://eere-Exchange.energy.gov> by 5 p.m. ET on April 15, 2015.

## **Topic 2 Applications cannot exceed Two Pages**

# Content and Form of the Application

- For Topic 1 and Topic 2, the applicant must provide a completed, signed Application for Federal Assistance (Form SF-424) in PDF format. The form is available in EERE Exchange under the NOTA “Full Application Attachments” section. Complete all required fields in accordance with the instructions on the form. The list of certifications and assurances in Field 21 can be found at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>, under Certifications and Assurances. Save the SF-424 in a single PDF file using the following convention for the title “ControlNumber\_LeadOrganization\_App424”

# Applications – Topic 1

## **Topic 1 Applications are limited to Five Pages and must include:**

A Project Summary file with the following information for each project:

- Project name, Champion's name, organization, PI name, email, and phone number;
- Clear description of the project for which the Applicant is seeking Technical Assistance and the type of Technical Assistance sought;
- Clear description of how this project factors in the Applicant's climate resilience plans per their CAC commitments, and how the project is expected to help achieve this;
- Description of how this project is innovative and contributes to sustainable energy systems;
- Expected impacts from the project in terms of energy saved or greenhouse gas emissions avoided, and description of emissions verification method that will be used;
- Expected replicability to other communities and plans to showcase the project once implemented; and
- Federal funding received for similar projects.

# Applications - Topic 2

## **Topic 2 Applications are limited to Two Pages and must include:**

A Project Summary file with the following information for each project:

- Type(s) of technical assistance requested, from the list below (example “1j. - Arrangement and conduct of training related to building energy efficiency and commercial building operations (including commissioning and retrocommissioning)”). For each type of technical assistance requested, identify whether the assistance will target a whole sector (i.e. hospitals), or specific building(s) (i.e. a campus or portfolio of buildings), and describe the project scope and goal in one paragraph.
- Provide the following information for each project:
  - Project name, Champion’s name, organization, PI name, email, and phone number;
  - Applicant goals for low-energy buildings, including any targets or milestones;
  - Expected impacts from the program/project (energy savings, GHG mitigation, etc.);
  - Explanation of how this technical assistance is expected to help you achieve your goal(s);
  - Explanation of how this technical assistance could be replicated in future projects;
- Specify the date by which the requested Technical Assistance should be completed (must be prior to June 30, 2015).

## Applications - Topic 2 cont'd

- **Programmatic Technical Assistance**, which can include, but is not limited to, the development of program level guidance documents, market assessments, technical resources or technical analysis of new or existing energy efficiency programs. Program development assistance is available in the areas of: auditing and benchmarking analysis, monitoring for loads and energy use, retrocommissioning, resource planning and scheduling, designing policies to improve opportunities for energy efficiency, and energy reduction campaigns.
- Some additional examples of Technical Assistance topics include:
  - Strategic planning - Providing input on activities based on best practices and lessons learned from working with Commercial Buildings Partnership (CBP) Program partners with particular building types
  - Policies to improve opportunities for energy efficiency
  - Energy reduction campaigns

# Applications - Topic 2 –Programmatic TA cont'd

- Best practices for integrated design
- Best practice energy management guidance
- Webinars or other training for local trades on energy efficiency best practices, case studies, or tools. May be tailored for certain market segments (e.g. hospitality) and audiences (e.g. contractors, owners, vendors etc.)
- Strategic planning - Providing input on activities based on best practices and lessons learned from working with CBP partners with particular building types
- Case studies from CBP, including technical and non-technical commercial office and higher education campus improvement projects
- Best practices about getting your organization engaged to find and deliver energy savings
- Arrangement and conduct of training related to building energy efficiency and commercial building operations (including commissioning and retrocommissioning)

## Applications - Topic 2 Building Specific TA:

**Building(s) Specific Technical Assistance** to identify, estimate, and select appropriate energy-efficiency measures, deploy the correct technology and improve operations to achieve deep energy savings in new and retrofitted buildings. Project- or Portfolio-specific technical assistance is available for public buildings. This scope is contingent upon the applicant providing information on the targeted buildings and/or campuses of buildings within two weeks of notification of Selection in order for the technical assistance to be feasible within the timeframe. Each building and/or campus identified shall include collected energy data for each fuel source at the campus and building level on a monthly basis, or more frequently, for no less than a year. Building data are also required, such as square footage and building descriptions including use type, occupancy, etc. A complete list will be provided upon Selection Notification based on the technical assistance requested.

Some additional examples of Technical Assistance topics include:

# Applications - Topic 2 Building Specific TA cont'd:

- Short-term monitoring to understand the loads and breakdown of energy usage in particular buildings, to be conducted in March-June 2015 timeframe.
- Portfolio assessment and benchmarking – guidance on how to pick out the buildings most in need of help to get the biggest return on your investment
- Identifying opportunities for energy savings that could be applied in new and existing buildings – Energy Efficiency Measures (EEMs) and specific technologies
- Part load efficiency analysis
- Best practice energy management guidance
- Developing baseline building energy models to estimate the savings potential of various EEMs. (single-building only)
- Auditing
- Benchmarking analysis
- Construction document design review for energy efficiency goals
- Prepare specifications for recommended improvements
- Organize and conduct design charrettes

# Multiple Applications

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Applications may include requests for Technical Assistance for multiple projects, and applicants may submit more than one application.

# Registration Requirements

- To apply to this NOTA, 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 submission deadline
- Although not required to submit an Application, the following registrations must be complete to received Technical Assistance under this NOTA:

Registration Requirement	Website
DUNS Number	<a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>
SAM	<a href="https://www.sam.gov">https://www.sam.gov</a>
FedConnect	<a href="https://www.fedconnect.net">https://www.fedconnect.net</a>
Grants.gov	<a href="http://www.grants.gov">http://www.grants.gov</a>

# Means of Submission

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- Applications must be submitted through EERE Exchange at <https://eere-Exchange.energy.gov>
  - EERE will not review or consider applications submitted through other means

# 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

# Applicant Points-of-Contact

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- Applicants must designate primary and backup points-of-contact in EERE Exchange with whom EERE will communicate to conduct negotiations

# Questions

- Questions about this NOTA? Email [T2M@ee.doe.gov](mailto:T2M@ee.doe.gov)
  - EERE will attempt to respond to a question within 3 business days,
  - Problems logging into EERE Exchange or uploading and submitting application documents with EERE Exchange? Email [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov).
  - Include NOTA name and number in subject line
- All questions asked during this presentation will be posted on EERE Exchange