

DE-FOA-0001315: Notice of Opportunity for Technical Assistance for Climate Action Champions

Fiscal Year 2015
Office of Strategic Programs
Technology-to-Market

Key Dates	
Notice of Technical Assistance Issue Date	March 9, 2015
Informational Webinar (Optional)	Please register for Climate Action Champions Notice of Technical Assistance Webinar on Mar 12, 2015 1:00 PM EDT at: https://attendee.gotowebinar.com/register/1978922283278058753
Submission Deadline for Applications	For Topic 1: Applications may be submitted beginning March 9, 2015 until 5 p.m. ET on July 15, 2015. For Topic 2: 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.
Expected Date for EERE Selection Notifications	For Topic 1: Selections will be on a rolling basis, until funding is expended. All selections are expected to be made by August 30, 2015. For Topic 2: Selections will be on a rolling and first come, first served basis, until funding is expended. All selections are expected to be made by April 30, 2015.
Summary Information	
Means of Submission	Applications must be submitted through EERE Exchange at https://eere-Exchange.energy.gov , EERE's online application portal. EERE will not review or consider applications submitted through other means.
Total Value of Technical Assistance to be Provided	Up to \$1,300,000
Value of Technical Assistance Provided Per Project	EERE anticipates providing approximately \$10,000 to \$150,000 per selected project in the form of Technical Assistance provided by Technical Assistance teams.
Period of Performance	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.
Eligible Entities	Entities designated as Climate Action Champions under DOE's Request for Applications Opportunity Announcement DE-FOA-0001189
Cost Share Requirement	Not required
Submission of Multiple Applications	Applications may request Technical Assistance for multiple projects, and applicants may submit more than one application.
Questions	Questions may be directed to T2M@ee.doe.gov .

SECTION I: DESCRIPTION AND TOPIC AREAS

A. SUMMARY

The purpose of this Notice of 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.

B. GOALS

There are several aspects to the CAC Initiative that should be kept in mind by Applicants to this NOTA:

- DOE seeks to assist local governments prepare for and adapt to changing natural conditions that will impact their energy systems over the coming decades. Whenever possible and to the extent appropriate, DOE assists communities to identify mitigation solutions that reduce or eliminate greenhouse gas (GHG) emissions.
- DOE is looking for significant improvements in the ability of local governments to avoid, withstand, respond to, and recover rapidly from disruptions to energy supplies caused by weather- or climate-related events. DOE is seeking to identify technologies and strategies to mitigate the impacts of climate change as much as possible at the local level.
- DOE is focused on near-term and mid-term results that can be replicated in other communities with similar characteristics. Accordingly, emphasis will be on projects and activities with the greatest potential to create effective and replicable solutions, specifically those that assist the DOE in supporting the Champions and other local governments via peer to peer sharing.
- Climate Action Champions are expected to actively share information, best practices and lessons learned with their peers related to their climate change mitigation and adaptation/resilience actions.

C. BACKGROUND

As part of the Presidential Climate Action Plan¹, President Obama signed an Executive Order² on November 1, 2013, directing Federal agencies to take a series of steps to make it easier for American communities to strengthen their resilience to extreme weather and prepare for other effects of climate change. In line with this directive, the Administration announced the selection of 16 Climate Action Champions in December 2014 following a competitive solicitation to showcase U.S. local and tribal governments that are demonstrating a strong and ongoing commitment to implementing strategies that reduce greenhouse gas emissions and enhance climate resilience. Through this designation, DOE and other Federal partners have agreed to provide Climate Action Champions with additional opportunities for financial and technical assistance to support and advance their greenhouse gas reduction and climate resilience objectives. This NOTA serves as one of the targeted opportunities for technical assistance for the Climate Action Champions.

¹ Climate Action Plan; <http://www.whitehouse.gov/sites/default/files/image/president27climateactionplan.pdf>

² Executive Order; <http://www.whitehouse.gov/the-press-office/2013/11/01/executive-order-preparing-united-states-impacts-climate-change>

D. PROGRAM STRUCTURE

For projects selected under this NOTA, DOE will provide tailored hands-on Technical Assistance to the selected Climate Action Champions through the use of specifically assembled Technical Assistance teams. Members of these teams will be subject matter and technical experts in areas such as architecture, building science, finance, planning, project management, technologies, policy, regulation, etc. 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.

For Topic 1, if selected, it is anticipated most individual projects would receive assistance valued at between \$10,000 and \$150,000. For Topic 2, if selected, individual project assistance is anticipated to be valued at no more than \$50,000.

Technical Assistance may be provided to selected projects until the total available funds for Technical Assistance under this NOTA have been allocated or all selected projects have received the requested Technical Assistance. DOE may choose to offer a similar opportunity for Technical Assistance in future years. DOE will not purchase hardware or provide any direct funding to selected organizations through this Notice. There is no financial assistance available under this Notice; only Technical Assistance will be provided.

DOE anticipates entering into up to 16 agreements to provide Technical Assistance to selected organizations under this Notice during calendar year 2015. The actual number of agreements and the value of Technical Assistance provided to each selected project will depend on the amount of Technical Assistance required by selected projects and the amount of DOE funding available to support the Technical Assistance.

The period of performance of any individual agreements will be negotiated to accommodate the specific project being supported. The period of performance for typical projects will depend on project complexity and other factors, and will not exceed 24 months. **For Topic 2**, the period of performance for Technical Assistance for design of low-energy commercial buildings must be completed by June 30, 2015.

Technical Assistance provided under this Notice is designed to help entities make informed decisions. Technical Assistance teams will provide information and options to enable planning and purchasing decisions. DOE and the Technical Assistance teams will not direct behavior, make decisions, or require entities to take any particular course of action.

E. TOPIC AREAS AND SCOPE OF ACTIVITIES

There are two topics under this NOTA. Topic 1 is more comprehensive and the period of performance can last up to 24 months. Topic 2 is related to low-energy commercial buildings only, and all Technical Assistance under Topic 2 must be completed by June 30, 2015.

Topic 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.

Applications for Topic 1 should be 5 pages maximum and include the information listed in Section IV.

Applicants interested in Technical Assistance for design of low-energy commercial buildings should refer to Topic 2, Commercial Buildings Partnership (CBP) Application requirements.

Topic 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.

Applications for Topic 2 should be two pages maximum and include the information listed in Section IV.

SECTION II: FUNDING INFORMATION AND ELIGIBILITY

A. TYPE OF FUNDING INSTRUMENT

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. With DOE approval, the Technical Assistance Providers can use the funds to support the selected Champions on their Technical Assistance projects. In limited circumstances, the use of a Work for Others Agreement, a Cooperative Research and Development Agreement (CRADA), or a Memorandum of Agreement (MOA) may be used instead of a Technical Assistance agreement. **There is no direct funding to the applicant under this Notice of Technical Assistance. Selected Applicants will receive Technical Assistance, not funding.**

B. ESTIMATED FUNDING

EERE anticipates that approximately \$1,300,000 will be available for Technical Assistance under this program in FY 2015, subject to availability of funding. EERE will provide the funding to the Technical Assistance Teams that will provide the Technical Assistance for the selected projects.

For Topic 1: EERE anticipates providing approximately \$10,000 to \$150,000 per selected project in the form of Technical Assistance.

For Topic 2: EERE anticipates providing approximately \$10,000 to \$50,000 per selected project in the form of Technical Assistance.

EERE is under no obligation to pay for any costs associated with preparation or submission of applications. EERE reserves the right to provide Technical Assistance in whole or in part, to any, all, or none of the applications submitted in response to this NOTA.

C. PERIOD OF PERFORMANCE

For Topic 1, the period of performance for typical projects can be up to 24 months in length. For Topic 2, the period of performance for technical assistance for design of low-energy commercial buildings must be completed by June 30, 2015.

D. ELIGIBILITY

1. **Eligible Entity.** Entities designated as "Climate Action Champions" under DOE's Request for Applications Opportunity Announcement DE-FOA-0001189 are eligible under this Notice.

2. **Eligible Uses of Technical Assistance.** See Topic 1 and Topic 2 under Section I.E 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.

E. COST SHARING

Cost sharing is not required; however, a demonstration of institutional commitment to the proposed activity is encouraged for all applications. Cost share can be a demonstration of this commitment.

SECTION III: APPLICATION REVIEW INFORMATION

A. EVALUATION PROCESS

EERE will evaluate the applications in accordance with the evaluation process defined below. After reviewing an application, EERE may contact the applicant to clarify information presented in the application and confirm understanding of the requirements for participation.

EERE will establish an evaluation team of technical and professional staff with relevant experience and/or expertise to review each eligible application received by EERE. The evaluation team will be responsible for reviewing, evaluating, and rating the applications as well as making recommendations to the Selection Official, who will make the final determination. DOE reserves the right to accept or reject all or part of any application received that exceeds the allowable budget for Technical Assistance.

For Topic 1, 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.

For 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 below.

B. CRITERIA

1. Initial Eligibility Review

Prior to a full evaluation, EERE will perform an initial eligibility review to determine that (1) the applicant is an eligible entity under this NOTA; (2) the information required has been submitted; (3) all mandatory requirements are satisfied; and (4) the application is responsive to the objectives of the NOTA. Applications that fail to pass the initial eligibility review will not be forwarded for further review and will be eliminated from further consideration.

2. Review Criteria

Applications will be reviewed and selections will be made based on the following criteria:

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.

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.

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.

■ SECTION IV: APPLICATION SUBMISSION

Applications must be submitted electronically via EERE Exchange at <https://eere-exchange.energy.gov/> by the deadlines specified below. The Principal Investigator identified in the application should receive an email acknowledging receipt of the application within 24 hours. In addition to the SF-424 Application form, Applicants should include the information required below in their narrative Project Summary. Once completed, the Application documents should be submitted in Portable Document Format (PDF).

Applications must not exceed the page limits specified by Topic area below. Additional pages will not be reviewed. See Section V 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**.

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**.

The Applicant's Principal Investigator (PI) should receive an email acknowledging receipt of the application within 24 hours. Please contact T2M@ee.doe.gov if a receipt is not received.

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".

For Topic 1, applicants also must provide 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.

The Project Summary file must be titled "ControlNumber_LeadOrganization_Summary" and must be submitted in Portable Document Format (PDF). Applications for Topic 1 must not exceed 5 pages. Additional pages will not be reviewed.

For Topic 2, applicants also must provide a Project Summary file with the following information for each project:

1. 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.

2. Provide the following information for each project:
 - a. Project name, Champion's name, organization, PI name, email, and phone number;
 - b. Applicant goals for low-energy buildings, including any targets or milestones;
 - c. Expected impacts from the program/project (energy savings, GHG mitigation, etc.);
 - d. Explanation of how this technical assistance is expected to help you achieve your goal(s);
 - e. Explanation of how this technical assistance could be replicated in future projects;
3. Specify the date by which the requested Technical Assistance should be completed (must be prior to June 30, 2015).

1. **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.

- a. 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
- b. Policies to improve opportunities for energy efficiency
- c. Energy reduction campaigns
- d. Best practices for integrated design
- e. Best practice energy management guidance
- f. 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.)
- g. Strategic planning - Providing input on activities based on best practices and lessons learned from working with CBP partners with particular building types
- h. Case studies from CBP, including technical and non-technical commercial office and higher education campus improvement projects
- i. Best practices about getting your organization engaged to find and deliver energy savings
- j. Arrangement and conduct of training related to building energy efficiency and commercial building operations (including commissioning and retrocommissioning)

2. **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 award in order for the technical assistance to be feasible within the timeframe of the award. 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 award based on the technical assistance requested. Some additional examples of Technical Assistance topics include:

- a. Short-term monitoring to understand the loads and breakdown of energy usage in particular buildings, to be conducted in March-June 2015 timeframe.
- b. 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
- c. Identifying opportunities for energy savings that could be applied in new and existing buildings – Energy Efficiency Measures (EEMs) and specific technologies
- d. Part load efficiency analysis
- e. Best practice energy management guidance
- f. Developing baseline building energy models to estimate the savings potential of various EEMs. (single-building only)
- g. Auditing
- h. Benchmarking analysis
- i. Retrocommissioning
- j. Construction document design review for energy efficiency goals
- k. Prepare specifications for recommended improvements
- l. Organize and conduct design charrettes

The Project Summary file must be titled “ControlNumber_LeadOrganization_Summary” and must be submitted in Portable Document Format (PDF). Applications for Topic 2 must not exceed two pages. Additional pages will not be reviewed.

SECTION V: ADDITIONAL INFORMATION REGARDING EXCHANGE

Register and create an account on EERE Exchange at <https://eere-Exchange.energy.gov>.

This account will then allow the user to register for any open EERE Opportunity Announcements that are currently in EERE Exchange. It is recommended that each organization or business unit, whether acting as a team or a single entity, use only one account as the contact point for each submission. Applicants should also designate backup points of contact so Applicants may be easily contacted if deemed necessary. **This step is required to apply to this Notice of Technical Assistance (NOTA).**

All submissions must conform to the following form and content requirements, including maximum page lengths, described in Section IV above, must be submitted via EERE Exchange at <https://eere-exchange.energy.gov/>, unless specifically stated otherwise. **EERE will not review or consider submissions submitted through means other than EERE Exchange, submissions submitted after the applicable deadline, and incomplete submissions.** EERE will not extend deadlines for Applicants who fail to submit required information and documents due to server/connection congestion. A control number will be issued when an Applicant begins the Exchange application process. This control number must be included with all Application documents, as described below.

To be considered eligible for review the Application must be:

- Comprehensive in providing the requested information under each Topic Area
- Submitted in Adobe PDF format
- Written in English

- Formatted to fit on 8.5 x 11 inch paper with margins not less than one inch on every side. Use Times New Roman typeface, a black font color, and a font size of 12 point or larger (except in figures or tables, which may be 10 point font). A symbol font may be used to insert Greek letters or special characters, but the font size requirement still applies. References must be included as footnotes or endnotes in a font size of 10 or larger. Footnotes and endnotes are counted toward the maximum page requirement.
- Formatted with the Control Number prominently displayed on the upper right corner of the header of every page. Page numbers must be included in the footer of every page.
- Within the specified maximum page limit, including cover page, charts, graphs, maps, and photographs when printed using the formatting requirements set forth above and single spaced. If Applicants exceed the maximum page lengths indicated below, EERE will review only the authorized number of pages and disregard any additional pages.

Applicants are responsible for meeting the submission deadline. **Applicants are strongly encouraged to submit their Application at least 48 hours in advance of the submission deadline.** Under normal conditions (i.e., at least 48 hours in advance of the submission deadline), Applicants should allow at least one hour to submit the application. Once the Application is submitted in EERE Exchange, Applicants may revise or update their application until the expiration of the applicable deadline.

EERE Exchange is designed to enforce the deadlines specified in this NOTA. The “Apply” and “Submit” buttons will automatically disable at the defined submission deadlines. Should Applicants experience problems with Exchange, the following information may be helpful:

Applicants that experience issues with submission PRIOR to the NOTA deadline: In the event that an Applicant experiences technical difficulties with a submission, the Application should contact the Exchange helpdesk for assistance (EERE-ExchangeSupport@hq.doe.gov). The Exchange helpdesk and/or the EERE Exchange system administrators will assist Applicants in resolving issues.

Applicants that experience issue with submissions that result in late submissions: In the event that an Applicant experiences technical difficulties so severe that they are unable to submit their application by the deadline, the Applicant should contact the Exchange helpdesk for assistance (EERE-ExchangeSupport@hq.doe.gov). The Exchange helpdesk and/or the EERE Exchange system administrators (EERE-ExchangeSupport@hq.doe.gov) will assist the Applicant in resolving all issues (including finalizing submission on behalf of and with the Applicant’s concurrence). PLEASE NOTE, however, those Applicants who are unable to timely submit their application due to their waiting until the last minute when network traffic is at its heaviest to submit their materials will not be able to use this process.

SECTION VI: ADMINISTRATIVE INFORMATION

A. QUESTIONS/AGENCY CONTACTS

Upon the issuance of this Notice of Technical Assistance (NOTA), EERE personnel are prohibited from communicating (in writing or otherwise) with Applicants regarding the NOTA except through the established question and answer process as described below. Specifically, questions regarding the

content of this NOTA must be submitted to T2M@ee.doe.gov not later than 3 business days prior to the application due date. EERE will attempt to respond to a question within three business days.

Questions related to the use of the EERE Exchange website should be submitted to: EERE-ExchangeSupport@hq.doe.gov.

B. DISCLOSURE OF LOBBYING ACTIVITIES

Applicants may not use any Federal funds to influence or attempt to influence, directly or indirectly, congressional action on any legislative or appropriation matters.

C. TREATMENT OF APPLICATION INFORMATION

In general, EERE will use data and other information contained in applications for evaluation purposes only unless such information is generally available to the public or is already the property of the Government.

Applicants should not include trade secrets or commercial or financial information that is privileged or confidential in their application unless such information is necessary to convey an understanding of the application or to comply with a requirement in the NOTA. Applications containing trade secrets or commercial or financial information that is privileged or confidential, which the Applicant does not want disclosed to the public or used by the Government for any purpose other than application evaluation, must be marked as described in this section.

The cover sheet of the application must be marked as follows and identify the specific pages containing trade secrets or commercial or financial information that is privileged or confidential:

Notice of Restriction on Disclosure and Use of Data:

Pages [list applicable pages] of this document may contain trade secrets or commercial or financial information that is privileged or confidential, and is exempt from public disclosure. Such information shall be used or disclosed only for evaluation purposes or in accordance with an assistance agreement or Memorandum of Agreement between the submitter and the Government. The Government may use or disclose any information that is not appropriately marked or otherwise restricted, regardless of source. [End of Notice]

The header and footer of every page that contains trade secrets or commercial or financial information that is privileged or must be marked as follows: "May contain trade secrets or commercial or financial information that is privileged or confidential and exempt from public disclosure."

In addition, each line or paragraph containing trade secrets or commercial or financial information that is privileged or confidential must be enclosed in brackets.

The above markings enable EERE to follow the provisions of 10 CFR 1004.11(d) in the event a Freedom of Information Act (FOIA) request is received for information submitted with an application. Failure to comply with these marking requirements may result in the disclosure of the unmarked information under a FOIA request or otherwise. The U.S. Government is not liable for the disclosure or use of unmarked information, and may use or disclose such information for any purpose.

Subject to the specific FOIA exemptions identified in 5 U.S.C. 552(b), all information submitted to EERE by an Applicant is subject to public release under the Freedom of Information Act, 5 U.S.C. §552, as amended by the OPEN Government Act of 2007, Pub. L. No. 110-175. It is the Applicant's responsibility to review FOIA and its exemptions to understand (1) what information may be subject to public disclosure and (2) what information Applicants submit to the Government that are protected by law. In some cases, DOE may be unable to make an independent determination regarding which information submitted by an Applicant is releasable and which is protected by an exemption. In such cases, DOE will consult with the Applicant, in accordance with 10 C.F.R. §1004.11, to solicit the Applicant's views on how the information should be treated.

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.

E. ENVIRONMENTAL REVIEW IN ACCORDANCE WITH NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

Technical Assistance will be subject to the National Environmental Policy Act (42 USC 4321, et seq.). NEPA requires Federal agencies to integrate environmental values into their decision-making processes by considering the potential environmental impacts of their proposed actions. For additional background on NEPA, please see DOE's NEPA website at <http://nepa.energy.gov/>.

While NEPA compliance is a Federal agency responsibility and the ultimate decisions remain with the Federal agency, all Climate Action Champion designees selected to receive technical assistance will be required to assist in the timely and effective completion of the NEPA process.

As required under the National Environmental Policy Act (NEPA), if DOE selects a project for technical assistance, DOE must consider the potential environmental impacts of the proposed project before DOE will authorize the expenditure of federal funding for the Technical Assistance Teams to provide Technical Assistance on the proposed project. If the applicant carries out activities that would have an adverse effect on the environment or limit the choice of reasonable alternatives prior to receiving a written final NEPA determination, the applicant is doing so at risk of not receiving Technical Assistance.

F. SELECTION NOTICES

Selected Applicants Notification: EERE will notify applicants selected under this Notice of Technical Assistance. Notice of selection is not an authorization to begin performance.

Non-selected Notification: Organizations whose applications have not been selected will be advised as promptly as possible.

G. PROTECTED PERSONALLY IDENTIFIABLE INFORMATION

In responding to this NOTA, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included. PII is defined by the Office of Management and Budget (OMB) and EERE as: Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual.

This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

Public PII: PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.

Protected PII: PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

Listed below are examples of Protected PII that Applicants must not include in the files listed above to be evaluated by the Merit Review Committee.

- Social Security Numbers in any form
- Place of Birth associated with an individual
- Date of Birth associated with an individual
- Mother's maiden name associated with an individual
- Biometric record associated with an individual
- Fingerprint
- Iris scan
- DNA
- Medical history information associated with an individual
- Medical conditions, including history of disease
- Metric information, e.g. weight, height, blood pressure
- Criminal history associated with an individual
- Employment history and other employment information associated with an individual
- Ratings
- Disciplinary actions
- Performance elements and standards (or work expectations) are PII when they are so intertwined with performance appraisals that their disclosure would reveal an individual's performance appraisal
- Financial information associated with an individual
- Credit card numbers

- Bank account numbers
- Security clearance history or related information (not including actual clearances held)

Listed below are examples of Public PII that Applicants may include in the files listed above to be evaluated by the Merit Review Committee:

- Phone numbers (work, home, cell)
- Street addresses (work and personal)
- Email addresses (work and personal)
- Digital pictures
- Medical information included in a health or safety report
- Employment information that is not PII even when associated with a name
- Resumes, unless they include a Social Security Number
- Present and past position titles and occupational series
- Present and past grades
- Present and past annual salary rates (including performance awards or bonuses, incentive awards, merit pay amount, Meritorious or Distinguished Executive Ranks, and allowances and differentials)
- Present and past duty stations and organization of assignment (includes room and phone numbers, organization designations, work email address, or other identifying information regarding buildings, room numbers, or places of employment)
- Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness
- Security clearances held
- Written biographies (e.g. to be used in a Technology Office describing a speaker)
- Academic credentials
- Schools attended
- Major or area of study
- Personal information stored by individuals about themselves on their assigned workstation or laptop unless it contains a Social Security Number