



**Combined Heat and Power
Technical Assistance Partnerships**
CHPTAP@ee.doe.gov

**FOA Webinar
DE-FOA-0001678
1/26/2017**

Combined Heat and Power Technical Assistance Partnerships

Anticipated Schedule:

FOA Issue Date:	1/17/2017
FOA Informational Webinar:	1/26/17 3:00pm ET
Submission Deadline for Letter of Intent:	2/14/17 5:00pm ET
Submission Deadline for Full Applications:	3/21/17 5:00pm ET
Submission Deadline for Replies to Reviewer Comments:	4/18/17 5:00pm ET
Expected Date for EERE Selection Notifications:	May 2017
Expected Timeframe for Award Negotiations:	May – August 2017

Notice

- All applicants are strongly encouraged to carefully read the Funding Opportunity Announcement DE-FOA-0001678 (**“FOA”**) and adhere to the stated submission requirements.
- This presentation summarizes the contents of FOA. If there are any inconsistencies between the FOA and this presentation or statements from DOE personnel, the FOA is the controlling document and applicants should rely on the FOA language and seek clarification from EERE.
- If you believe there is an inconsistency, please contact CHPTAP@ee.doe.gov.

Agenda

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

FOA Description/Background

The U.S. Department of Energy's (DOE) Office of Energy Efficiency and Renewable Energy's (EERE) Advanced Manufacturing Office (AMO) seeks to further the installation of cost-effective, highly efficient combined heat and power (CHP).

CHP is a suite of commercially available, predominately gas-fired distributed generation technologies that produce both electricity and thermal energy onsite, thereby reducing line losses and strain on grid infrastructure while also increasing site reliability and energy security.

Within AMO, CHP is the focus of both R&D and deployment activities, with R&D activities focused on new CHP technologies including hybrid and also grid reactive controls.

FOA Description - Continued

On the deployment side, the CHP Deployment Program conducts technical assistance activities that promote the use of combined heat and power to support U.S. economic competitive advantage, promote economic development, instill resiliency in businesses and communities, create and maintain local energy-related jobs, and provide sustainable solutions for modernizing energy generation and delivery.

The goal of this FOA is to solicit proposals from interested parties to become regional CHP Technical Assistance Partnerships (CHP TAPs) who will assist the CHP Deployment Program in the development of strategies to maximize CHP exposure to potential end-users and key stakeholders, and to locally promote best practices in CHP technology policies and installation. (For more information about the DOE/EERE CHP Deployment Program, visit <https://energy.gov/eere/amo/chpdeployment>)

Topic Areas

This FOA has 2 Topic Areas:

- Topic Area 1: Regional CHP Technical Assistance Partnerships
- Topic Area 2: Subject Matter Experts (SME's)

Topic Area 1: Regional CHP Technical Assistance Partnerships

The CHP TAP work is designed to assist public and private entities in getting to the decision to install CHP.

This is achieved by providing technology-neutral and fuel-neutral technical assistance for CHP installations to potential end-users; and also providing education and engagement to a variety of stakeholders including commercial, industrial, institutional end-users, electric and gas utilities, trade associations, non-profit organizations, state policymakers, regulators and other stakeholders.

The CHP TAPs serve multi state regions and are ‘in the field’ CHP experts and CHP champions providing fact based, unbiased information on CHP, including technologies, project development, project financing, local electric and natural gas utility interfaces, and related best practice CHP policies.

Topic Area 1: Multi State Regions

Due to current CHP market conditions, for the purposes of this FOA, EERE has divided the country into 10 regions to provide coverage to all 50 states and the District of Columbia. Regions are as follows:

- Region 1: VT, NH, ME, MA, RI, CT
- Region 2: NY, NJ
- Region 3: PA, WV, VA, DE, MD, DC
- Region 4: KY, TN, NC, SC, GA, FL, AL, MS
- Region 5: MN, WI, MI, IL, IN, OH
- Region 6: TX, NM, OK, AR, LA
- Region 7: NE, IA, KS, MO
- Region 8: UT, CO, WY, MT, ND, SD
- Region 9: CA, NV, AZ, HI
- Region 10: WA, OR, ID, AK

Topic Area 1 – Multi State Regions – Continued

- Applicants may propose operating as a CHP TAP providing CHP technical assistance in up to three regions.
- If an applicant proposes to operate three regions, one region should be proposed as the primary region and the other two regions as the applicant's secondary regions—the secondary regions shouldn't be ranked, for example, as the 1st secondary region and the 2nd secondary region.

Topic Area 1 – CHP Technical Assistance

This activity involves engagement of potential industrial, commercial and institutional end-users to identify, evaluate, and technically support prospective CHP projects, including stand-alone CHP, waste heat to power, district energy and microgrid with CHP as appropriate. Each applicant must provide a personnel plan that includes evidence of successful CHP technical experience with project development and project feasibility assessments, a detailed execution plan including key partners to support the plan, and how the applicant proposes to identify and implement CHP Technical Assistance opportunities.

Topic Area 1 – Delivering CHP Technical Assistance includes.....

- Conducting Project Qualification Screenings
 - Conduct preliminary economic and technical CHP screenings to determine simple payback combined with qualitative questions on energy use, drivers and motivations, and other factors to provide actionable next steps for site decision makers.
- Conducting Feasibility Assessments
 - CHP TAPs provide greater in-depth technical support and economic based assessments to potential end-users to include detailed assessments of economic and technical viability; potential equipment sizing and technical configurations; estimated savings, costs and paybacks; and environmental characteristics of potential projects.
- Providing Advanced Technical Assistance
 - CHP TAPs provide a variety of site-specific advanced technical assistance to potential end users from CHP system design to installation and commissioning as needed to move a facility through the project pipeline to CHP installation.

Topic Area 1 – CHP Technical Assistance (continued)

- Development of Project Profiles
 - The CHP TAPs develop (with input from the facility where CHP was installed) detailed project summaries called *Project Profiles* that illustrate the successful installation of a CHP system and highlight CHP's value to the facility and replicability to the broader market.
- CHP Program-wide Initiatives
 - The CHP TAP will work cooperatively with the EERE Deployment Program staff to support CHP initiatives such as:
 - Market Analysis – Support analyses of CHP market opportunities in diverse markets including industrial, federal, institutional and commercial sectors.
 - Market Engagement – Support cities, states, utilities and other entities to design and implement CHP programs based on market analysis and portfolio assessment of CHP buildings/facilities for short-, mid- and long-term investment opportunities.
 - CHP for Resiliency– Collaborate with Partners to support consideration of CHP and other distributed generation solutions for critical infrastructure resiliency planning at the state, local, and utility levels.
 - CHP Packaged Systems – Support packaged system technical and market actor needs.

Topic Area 1 – Market and End-User Education & Engagement

- Each application should contain a detailed plan on how the applicant will engage and educate key end-user and end-user stakeholder groups on the technical/economic potential and benefits of CHP for high technical potential markets in the proposed region.
- The plan should include an overview of the applicant's market awareness and provide a list of key partners in the region such as state energy, economic development or other agencies, cities, utilities, and nonprofits, other industry/market sector associations, or other partners.

Topic Area 1 – Stakeholder Education and Engagement

- Each applicant must provide an overview of their knowledge and experience with the current status of state, local, and utility (including electric and natural gas) policies and programs within their proposed region or regions with regards to CHP.
- Applicants must present a plan to reach and educate electric and gas utilities as well as state and local decision makers on best practices for CHP.
- Each application should contain a detailed plan on how they propose to build and maintain a network of CHP expertise and partners across all covered states and to provide clear, concise, practical, and actionable information to decision makers.

Topic Area 2 – Subject Matter Experts (SMEs) [Optional Topic]

- For Topic Area 2, EERE's goal is to have a pool of SMEs to further the overall CHP TAP mission and enhance the value of CHP TAP service delivery. Applicant's SME(s) should have knowledge of the business case for CHP, have significant experience working in the market sector, and demonstrate knowledge of the key players, drivers and motivations for the target market, with demonstrated success in communicating with market personnel on multiple organizational levels to develop CHP projects.
- Interested applicants should provide a short narrative in the Technical Volume highlighting the SME's specific skills and experience and a detailed resume for each proposed SME showing specific CHP expertise and skillsets in the identified areas of interest. Each applicant may propose one or more technical areas of interest with SMEs, and it is not expected that each applicant will have SMEs in each of the areas of interest.

Topic Area 2 – SMEs Technical Areas of Interest

The SME technical areas of interest include, but are not limited to, the following:

- Sectors of large CHP potential (industrial and commercial)
 - Chemicals
 - Paper
 - Petroleum & refining
 - Primary metals
 - Food processing
 - Federal facilities
 - Commercial buildings
 - Hospitals
 - Institutional facilities
 - Universities

Topic Area 2 – SMEs Technical Areas of Expertise

Technical areas of expertise:

- Biomass and biogas CHP applications
- CHP permitting codes and standards
- Grid-responsive CHP applications
- Hybrid renewable CHP applications
- Microgrid/District Energy applications
- CHP emerging technologies and RD&D applications
- Packaged CHP system applications
- State/utility CHP program design (EE programs, RPS, etc.)
- State/utility policies (including ratemaking, standby, interconnection, etc.)
- Waste heat to power CHP applications

Non-Responsive Applications

Applications that fall outside the technical parameters specified in Section I.A and Section I.B of the FOA will be deemed nonresponsive and will not be reviewed or considered for an award.

Award Information

Total Amount to be Awarded	\$25,000,000*
Average Award Amount	EERE anticipates making awards that range from \$1,500,000 to \$6,000,000.
Types of Funding Agreements	EERE generally uses Cooperative Agreements to provide financial and other support to Prime Recipients.
Period of Performance	Up to 60 months
Cost Share Requirement	Cost sharing is not required under this FOA

*Subject to the availability of appropriated funds

Statement of Substantial Involvement

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

- EERE shares responsibility with the Recipient for the management, control, direction, and performance of the Project.
- EERE may intervene in the conduct or performance of work under this Award for programmatic reasons. Intervention includes the interruption or modification of the conduct or performance of project activities.
- EERE may redirect or discontinue funding the Project based on the outcome of EERE's evaluation of the Project at the Go/No Go decision points.
- EERE participates in major project decision-making processes.
- EERE will collaborate with each CHP-TAPs and foster collaboration and coordination between all CHP-TAPs

Cost Sharing Requirements

Cost sharing is not required under this FOA

- Although cost share is not required under this FOA, an applicant may chose to propose cost share. To assist applicants if they decide to propose cost share, information on cost share is included in the FOA. See Section III.B and Appendix A and Appendix B of the FOA.

FOA Timeline



EERE anticipates making awards by **August 2017**

Pre-Selection Interviews

- EERE may invite one or more applicants to participate in Pre-Selection Interviews
- All interviews will be conducted in the same format
- EERE will not reimburse applicants for travel and other expenses relating to the Pre-Selection Interviews, nor will these costs be eligible for reimbursement as pre-award costs
- Participation in Pre-Selection Interviews with EERE does not signify that applicants have been selected for award negotiations
- See Section V.D.ii of the FOA for more information.

Letters of Intent

- Letters of Intent (“LOIs”) are recommended.
 - The LOI must comply with the content and form requirements of Section IV.B.i of the FOA, and
 - The applicant must enter all required information and click the “Create Submission” button in EERE Exchange by the deadline stated in the FOA.
 - The Letter of Intent must not exceed two (2) pages, including cover page, charts, graphs, maps, and photographs when printed using standard 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right), single spaced.
 - Letters of Intent must be submitted via email to the following email address: CHPTAP@ee.doe.gov.
- The LOIs should not contain any proprietary or sensitive business information
- EERE will not provide notification of acceptance for Letters of Intent

Full Applications

- The Full Application includes:
 - **Technical Volume:** The key technical submission - info relating to the technical content, project team members, etc.
 - **SF-424 Application for Federal Assistance:** The formal application signed by the authorized representative of the applicant.
 - **SF-424A Budget & Budget Justification:** a detailed budget and spend plan for the project.
 - **Summary for Public Release:** Applicants must provide a 1 page summary of their project appropriate for public release.
 - **Summary Slide:** A Powerpoint slide that provides quick facts about the project. Slide content requirements are provided in the FOA.
 - **Administrative Documents:** E.g., U.S. Manufacturing Plan, FFRDC Authorization (if applicable), Disclosure of Lobbying Activities, etc

Full Applications: Technical Volume Content

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

Content of Technical Volume	Suggested % of Technical Volume
Cover Page	
Project Overview	10%
Topic Area 1: CHP Technical Assistance	30%
Topic Area 1: Market and End-User Education and Engagement	20%
Topic Area 1: Stakeholder Education and Engagement	20%
Topic Area 1: Project Management and Coordination	2%
Topic Area 1: Technical Qualifications, Resources and Commitment	18%
Topic Area 2: SMEs (optional)	Limited to 5 pages

Who's Eligible to Apply?

Eligible applicants for this FOA include:

1. Individuals
2. Domestic Entities
3. Foreign Entities
4. Incorporated Consortia
5. Unincorporated Consortia

For more detail about each eligible applicant, please see Section III.A of the FOA for eligibility requirements

Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995, are not eligible to apply for funding.

Full Application Eligibility Requirements

- Applicants must submit a Full Application by **3/21/2017**
- Full Applications are eligible for review if:
 - The Applicant is an eligible entity Section III.A of FOA;
 - The Full Application is compliant Section III.C of FOA;
 - The proposed project is responsive to the FOA Section III.D of FOA; and
 - An entity may only submit one Full Application in response to this FOA, however an applicant can apply for more than one (up to three) CHP TAP region(s) within their Full Application. Multiple region applications must follow the instructions for clearly identifying primary and secondary region(s) Section III.F of FOA.
 - The Full Application meets any other eligibility requirements listed in Section III of the FOA.

Multiple Applications

- Applicants may only submit one Letter of Intent and one Full Application for consideration under this FOA. This limitation does not prohibit an applicant from collaborating on other applications (e.g., as a potential Subrecipient or partner) so long as the entity is only listed as the Prime Applicant on one Letter of Intent and/or Full Application submitted under this FOA
- The Applicant may apply for one, two or three CHP TAP region(s) within their one Full Application;
- To be eligible for consideration under Topic Area 2, an applicant must apply for funding under both Topic Area 1 and Topic Area 2. Applicants may submit an application for Topic Area 1 only, but EERE will not consider applications that only address Topic Area 2.

Merit Review and Selection Process (Full Applications)

- The Merit Review process consists of multiple phases that each include an initial eligibility review and a thorough technical review
- Rigorous technical reviews are conducted by reviewers that are experts in the subject matter of the FOA
- Ultimately, the Selection Official considers the recommendations of the reviewers, along with other considerations such as program policy factors, to make the selection decisions

Technical Merit Review Criteria

Criterion 1 : Performance of CHP Technical Assistance (40%)

- Proposed personnel's knowledge and experience working in CHP deployment;
- Proposed personnel's knowledge of the CHP marketplace relative to where technical assistance will have the greatest impact for catalyzing CHP deployment in the U.S.;
- Proposed personnel experience with CHP Qualification Screening, Feasibility Assessments, Advanced Technical Assistance and developing high quality Project Profiles;
- Proposed plans and processes for conducting Qualification Screening, Feasibility Assessments, Advanced Technical Assistance, developing high quality Project Profiles, providing support for CHP Program-wide Activities, as well as follow-up and monitoring of technical assistance provided;

Technical Merit Review Criteria - Continued

Criterion 1 : Continued

- Quality of proposed plan to develop and train junior personnel; and
- Quality of proposed plan to deliver unbiased CHP technical assistance with no conflict of interest.

For Applicants who included Topic 2:

- Quality and experience of SMEs proposed for proposed technical areas, as well as reasonableness of the scope and budget for the SMEs.

Technical Merit Review Criteria - Continued

Criterion 2: Market and End-User Education and Engagement (25%)

- Ability to effectively engage and educate key markets, their organizations and end-users to ultimately increase CHP deployment in the U.S.;
- Knowledge of strategic market key players, organizational structure with interest in portfolio analysis, drivers and motivations, and strategies of engagement of particular value to the strategic market;
- Quality of communication plan for engagement of end-users and other major players with a focus on getting more CHP deployed; and
- Quality of stakeholders and partners identified to support engagement and outreach efforts in order to increase the market for CHP. Includes the commitment provided in letters of support from project partners

Technical Merit Review Criteria - Continued

Criterion 3: Stakeholder Education and Engagement (25%)

- In-depth demonstrated understanding of the policies influencing CHP deployment and knowledge of efforts across the country to be more conducive to CHP at the state, local and utility levels;
- Quality of the communications plan and ability to effectively engage state, local and utility (both electric and natural gas) stakeholders to ultimately increase CHP deployment in the US;
- Clarity of plan and likelihood for success in increasing deployment of CHP in the US through stakeholder engagement and education;
- Demonstrated understanding of the economic and financial, regulatory and informational barriers to implementing CHP systems in the states and regions covered in the application; and
- Quality of stakeholders and partners identified to support policy efforts including the commitment provided in letters of support from project partners.

Technical Merit Review Criteria - Continued

Criterion 4: Project Management and Coordination, and Technical Qualifications (10%)

- Adequacy of plan to provide resources and budget for project management and coordination activities;
- Adequacy of resources and infrastructure for CHP TAP operations including personnel, office space and other necessary items;
- Experience and qualifications of proposed Director and co-Director (if applicable) and the rest of the proposed project team; and
- Quality of organizational model proposed to integrate and manage CHP TAP activities.

Replies to Reviewer Comments

- EERE provides applicants with reviewer comments
- Applicants are not required to submit a Reply - it is optional
- To be considered by EERE, a Reply must be submitted by **4/18/2017 5:00pm ET** and submitted through EERE Exchange
- Content and form requirements:

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

Selection Factors

The Selection Official may consider the merit review recommendation, program policy factors, and the amount of funds available in arriving at selections for this FOA

Program Policy Factors

After the Merit Review process, the Selection Official may consider the following program policy factors in making his/her selection decisions:

- Past performance of a currently active CHP TAP with regards to the delivery of technical assistance per the approved Statement of Project Objectives;
- The degree to which the proposed project, or group of projects, represents a desired geographic distribution, ensures full national coverage, and avoids coverage of one defined region by more than one selected applicant;
- The degree to which the proposed project, including any proposed cost share, optimizes the use of available EERE funding to achieve programmatic objectives;
- Technical, market, organizational, and environmental risks associated with the project;
- The degree to which the proposed project collectively represents diverse types and sizes of applicant organizations;
- The extent to which the proposed project is likely to lead to increased employment and competitiveness in the United States; and
- The extent to which the proposed project will accelerate CHP installations in areas that industrial, commercial, institutional facilities and others by themselves are not likely to undertake because of technical and financial uncertainty.

Registration Requirements

- To apply to this FOA, Applicants must register with and submit application materials through EERE Exchange: <https://eere-Exchange.energy.gov>
- Obtain a “control number” at least 24 hours before the first submission deadline
- Although not required to submit an Application, the following registrations must be complete to receive an award under this FOA:

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

Means of Submission

- Letters of Intent, Full Applications, and Replies to Reviewer Comments must be submitted through EERE Exchange at <https://eere-Exchange.energy.gov>
 - EERE will not review or consider applications submitted through other means
- The Users' Guide for Applying to the Department of Energy EERE Funding Opportunity Announcements can be found at <https://eere-Exchange.energy.gov/Manuals.aspx>
- 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

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
- For your records, print out the EERE Exchange Confirmation page at each step, which contains the application's Control Number

Applicant Points-of-Contact

- Applicants must designate primary and backup points-of-contact in EERE Exchange with whom EERE will communicate to conduct award negotiations
- It is imperative that the Applicant/Selectee be responsive during award negotiations and meet negotiation deadlines
 - Failure to do so may result in cancellation of further award negotiations and rescission of the Selection

Questions

- Questions about this FOA? Email CHPTAP@ee.doe.gov
 - All Q&As related to this FOA will be posted on EERE Exchange
 - You must select this specific FOA Number in order to view the Q&As
 - EERE will attempt to respond to a question within 3 business days, unless a similar Q&A has already been posted on the website
- Problems logging into EERE Exchange or uploading and submitting application documents with EERE Exchange? Email EERE-ExchangeSupport@hq.doe.gov.
 - Include FOA name and number in subject line
- This concludes the webinar for today, thank you for attending