

CLIMATE ACTION CHAMPIONS

Request for Applications

Opportunity Announcement DE-FOA-0001189

CFDA Number 81.117

Office of Strategic Programs

Technology-to-Market

Key Dates	
Request for Applications Issue Date	October 1
Informational Webinar	1:00 p.m. (ET), October 9
Submission Deadline for Applications	5:00 p.m. (ET), October 27
Expected Date for DOE Selection Notifications	No later than November 30

Summary Information	
Means of Submission	Applications must be submitted electronically via EERE Exchange. EERE will not review or consider applications submitted through other means.
Total Amount to be Provided	No funds will be issued under this Request for Applications (RFA). However, applicants designated as Climate Action Champions under this RFA will receive special eligibility status to apply under Funding Opportunity Announcements and Notices of Technical Assistance that target Climate Action Champions. <u>Any future Federal funding is subject to Congressional direction and appropriations.</u> See Section I.F. under this RFA for more details.
Eligible Entity	U.S. local (e.g., cities, counties, townships) and tribal governments, or consortia thereof, are eligible to apply. Please see Section II.A. for the applicable definitions.
Submission of Multiple Applications	U.S. local and tribal governments, or collaborations thereof, may submit one application per entity.
Application Forms	The application template is a separate document in exchange. Please refer to the FOA section entitled "Required Application Documents" for the template and other required forms.
Questions	Questions about the application process may be submitted and responded to via Exchange (https://eere-exchange.energy.gov/login.aspx).

TABLE OF CONTENTS

SECTION I: DESCRIPTION AND TOPIC AREAS	3
A. SUMMARY.....	3
B. GOALS	3
C. BACKGROUND	4
D. PROGRAM STRUCTURE	4
E. PERIOD OF DESIGNATION	5
F. ANTICIPATED FUTURE FINANCIAL AND TECHNICAL ASSISTANCE.....	5
G. SCOPE OF ACTIVITIES	7
SECTION II: ELIGIBILITY	9
A. ELIGIBILITY	9
SECTION III: APPLICATION REVIEW INFORMATION.....	10
A. CRITERIA	10
1. Initial Eligibility Review	10
2. Merit Review Criteria	10
3. Program Policy Factors.....	11
SECTION IV: APPLICATION SUBMISSION AND TEMPLATE.....	12
SECTION V: ADDITIONAL INFORMATION REGARDING EXCHANGE	12
SECTION VI: ADMINISTRATIVE INFORMATION.....	14
A. QUESTIONS/AGENCY CONTACTS	14
B. SF-424: APPLICATION FOR FEDERAL ASSISTANCE	14
C. SF-LLL: DISCLOSURE OF LOBBYING ACTIVITIES	14
D. TREATMENT OF APPLICATION INFORMATION	15
E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL	16
F. ENVIRONMENTAL REVIEW IN ACCORDANCE WITH NATIONAL ENVIRONMENTAL POLICY ACT (NEPA).....	16
G. SELECTION NOTICES.....	17

SECTION I: DESCRIPTION AND TOPIC AREAS

A. SUMMARY

The U.S. Department of Energy (DOE) is committed to advancing the Administration's efforts to reduce greenhouse gas emissions, prepare the United States for the impacts of climate change, and lead international efforts to address global climate change.

In recognition of the importance of the dual policy goals of reducing greenhouse gas emissions and enhancing climate resilience¹, the DOE – in close collaboration with other Federal agencies – is launching an initiative to identify and showcase U.S. local and tribal governments that have proven to be climate leaders through pursuing opportunities to advance both of these goals in their communities. In particular, the initiative will select 10-15 U.S. local governments and tribal governments – or regional collaborations or consortia thereof – that demonstrate a strong and ongoing commitment to implementing strategies that both reduce greenhouse gas emissions and enhance climate resilience, with a particular emphasis on strategies that further both goals. The DOE-led effort will provide a platform for other Federal agencies to participate in, and give leverage to, the activities of communities that are selected for this initiative.

The DOE initiative is being led as a combined effort through the Office of Energy Efficiency and Renewable Energy, the Office of Electricity Delivery and Energy Reliability, the Office of Indian Energy, and the Office of Energy Policy and Systems Analysis.

B. GOALS

The Climate Action Champions competition will recognize local, regional, and tribal government entities that are leading emissions reductions and climate resilience efforts. DOE will work with other Federal partners to provide recognized entities with additional opportunities for financial and technical assistance, as well as facilitated peer-to-peer networking opportunities and mentorship, to support and advance their greenhouse gas emissions reduction and climate resilience objectives. This initiative will have the added objective of aligning assets at the Federal level and marshalling private, public, and philanthropic dollars at the local level.

Applicants should be aware that the Federal Government is seeking a continued commitment to achieving sustainable practices leading to both improved climate resilience and reduced greenhouse gas emissions through the planning and implementation of policies or through the deployment of technologies. Applications are encouraged from all types of local and tribal communities, including urban and rural communities (see Section II.C, "Eligibility", below).

¹ "Resilience" means the ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions. (E.O. 13653)

C. BACKGROUND

Across America, states, cities, and communities are taking steps to protect themselves from climate change effects, including extreme weather events. The Administration is committed to supporting local and tribal governments in their efforts to achieve climate resilience and greenhouse gas reduction objectives. As part of the Presidential Climate Action Plan², President Obama signed an Executive Order³ 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.

A number of place-based initiatives exist through a variety of Federal programs and philanthropic organizations, including the President's Better Building Challenge (which now includes more than 40 cities), the Office of Indian Energy START Program, the Environmental Protection Agency's State and Local Climate and Energy Program, the Rockefeller Foundation's 100 Resilient Cities, the International Council for Local Environment Initiatives' Cities for Climate Protection Program, among others. The Climate Action Champions initiative will build on these existing efforts and identify synergies to strengthen the ability of local and tribal governments to lead the nation in climate resilience and greenhouse gas reductions. A main priority of this effort is to establish coordination and accountability across Federal agencies and align resources to identify, demonstrate, and elevate best practices at the local level and enhance the potential for replication in other communities.

Under this announcement, 10-15 communities will be selected to receive national recognition as Climate Action Champions and will have the opportunity to showcase their efforts and associated learnings on a national stage in order to serve as role models for communities throughout the country.

D. PROGRAM STRUCTURE

The Climate Action Champions initiative is primarily a designation program that recognizes leading local and tribal governments that have proactively taken steps to reduce greenhouse gas emissions and address the potential effects of climate change on their communities, while inspiring other communities to step up and learn from those that have gone before.

As described in more detail below, the designated Climate Action Champions will have the opportunity to access existing Federal technical assistance programs (described below) and be eligible to compete, through submission of a full application, for Climate Action Champion targeted technical and financial assistance programs from DOE and other participating agencies

² Climate Action Plan; <http://www.whitehouse.gov/sites/default/files/image/president27sclimateactionplan.pdf>

³ Executive Order; <http://www.whitehouse.gov/the-press-office/2013/11/01/executive-order-preparing-united-states-impacts-climate-change>

that support their efforts to address climate resilience and greenhouse gas emissions reduction in their communities.

In addition to the designation and targeted technical and financial assistance opportunities, the Climate Action Champion designees will have access to a unique peer network consisting of the 10-15 communities identified through this program and the networks of communities that are part of the multitude of existing Federal and philanthropic efforts in this space, some of which were identified in the previous section.

Once selected, the designated Climate Action Champions will each be assigned to a coordinator that will make sure that they are aware of the broad range of technical and financial assistance opportunities from DOE and other participating agencies to which they are eligible to compete, and which could bolster their efforts to address climate resilience and greenhouse gas emissions reduction in their communities.

This is the initial announcement for this initiative. It is anticipated that DOE will post future opportunities to select additional Climate Action Champions.

E. PERIOD OF DESIGNATION

The period of designation for Climate Action Champions is 27-36 months. It is only during this formal designation period that the designees will be eligible for targeted technical and financial assistance programs.

The designees may still refer to themselves as Climate Action Champions beyond the formal designation period noted above.

F. ANTICIPATED FUTURE FINANCIAL AND TECHNICAL ASSISTANCE

As part of the Climate Action Champions designation, the selected communities will be eligible to apply for future targeted technical assistance and financial assistance opportunities issued by DOE and other participating Federal Agencies, including, but not limited to, the U.S. Department of Housing and Urban Development, the U.S. Environmental Protection Agency, the U.S. Department of the Interior, the U.S. Department of Transportation, and the U.S. Department of Commerce. These opportunities will: (1) target certain focus areas that can assist the Climate Action Champions in achieving their climate change objectives and may, (2) be made exclusively available, in whole or in part, to designated Climate Action Champions.

The designated Climate Action Champions will also have access to existing technical assistance programs to help them bolster their current or planned efforts. The technical assistance would be offered by DOE and other participating Federal Agencies. In some cases, further application

processes will be required and the technical assistance may be awarded through a competitive process.

For example, support could include – but is not limited to – the following:

- *Multi-Agency*: Champions will be provided with climate data and tools that are tailored to their communities – including validated climate science, data, vulnerability assessments, and risk projection tools needed to make smart planning decisions – and they will be given technical assistance to help them make smart climate adaptation decisions. Such support will be provided through programs within the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of the Interior (DOI), the U.S. Department of Agriculture (USDA), and the Federal Emergency Management Agency (FEMA), among others.
- *Multi-Agency*: Champions will be invited to join the peer network of the Administration’s [Partnership for Sustainable Communities](#), which consists of communities that have experience with long-range planning to achieve the objectives of environmental protection, economic competitiveness, and climate resilience. As part of the network, Champions will be invited to regional roundtable discussions to discuss the successes and challenges of their projects. They will also receive access to data and tools that the Partnership has designed.
- *Department of Energy (DOE)*: DOE’s SunShot Initiative will work with Champions through two programs. First, the [Solar Outreach Partnership](#) will help Champions to accelerate solar energy adoption at the local level by providing timely and actionable information through a mix of educational workshops, peer-to-peer sharing opportunities, research-based reports, and online resources. Second, the [Solar Technical Assistance Team](#) at the National Renewable Energy Laboratory (NREL) will bring together solar experts to provide Champions with unbiased information on solar policies and issues in order to facilitate the development of a market for solar photovoltaic technologies.
- *DOE*: Champions will be offered the chance to participate in the [Strategic Technical Assistance Response Team](#) (START) program (where relevant), which is an in-depth technical assistance program designed to help tribal communities to develop renewable energy projects. This year, the START program will emphasize working with tribes on energy system resiliency.
- *Federal Emergency Management Agency (FEMA)*: Champions will be offered the chance to participate in tabletop exercises offered by FEMA, in which the Champions will have an opportunity to assess their preparedness for and resilience to extreme weather events.
- *Council on Environmental Quality (CEQ)*: Where possible, Champions will be able to participate with local Federal facilities in new preparedness pilots that are designed to pair local or tribal communities with Federal partners to assess expected local climate

impacts and develop plans to address them cooperatively. These would be modeled after two pilots that President Obama announced on July 16, in which the City of Houston will work with the National Aeronautics and Space Administration's (NASA's) Johnson Space Center and the State of Colorado will work with NREL.

- *Department of Housing and Urban Development (HUD)*: Champions may be eligible to receive technical assistance and support from the [National Resource Network](#), including participation in its structured peer network events and learning conferences, coaching support through its 311 for Cities feature, and access to its extensive information resources and database on existing technical assistance opportunities.

The designated Climate Action Champions, like any community applying for Federal assistance, will be required to meet program eligibility and competitiveness criteria as governed by an agency's program rules, guidelines, and statutes.

Any potential future financial and/or technical assistance opportunities for designated Climate Action Champion will be communicated via existing channels. If selected under the targeted financial and technical assistance opportunities, a financial assistance award or an agreement to provide technical assistance, such as a Memorandum of Agreement would be issued by the Federal Agency that is providing the assistance.

The Government is under no obligation to pay for any costs associated with the preparation or submission of applications. Any future Federal funding is subject to Congressional direction and appropriations.

G. SCOPE OF ACTIVITIES

To accomplish the program goals outlined above, the Climate Action Champions competition will identify U.S. local and tribal governments that have taken concrete steps to develop and implement plans to reduce greenhouse gases and prepare their communities for the impacts of climate change. In particular, there will be a focus on a strategy that incorporates these dual-purpose actions to address both of those goals together, where possible.

For purposes of this program, applicants are asked to set or reaffirm a near-term, community wide, annual greenhouse gas emissions reduction target of at least 2% per year (from current levels), but are encouraged to set a more aggressive near term goal. Applicants are also asked to establish or reaffirm a longer term (10 to 35 year) greenhouse gas emissions reduction goal that demonstrates the applicant's long term commitment to serving as a Climate Action Champion.

In their application, applicants should describe a strategic plan for reducing community greenhouse gas emissions sufficiently to meet the target and for improving the resiliency in the

community in the face of climate risk. This plan should include proposed actions, milestones, and to the extent feasible, metrics.

Examples of actions that local and tribal governments might take to meet the above emissions reduction targets and/or to bolster their climate resilience could include, but are not limited to:

- Conducting periodic greenhouse gas emissions inventories.
- Developing community-wide emissions reduction plans.
- Promoting the installation of clean or renewable energy that ensures reliable power for emergency responders and critical facilities.
- Conducting climate risk assessments and developing community-wide adaptation plans to protect public investments, infrastructure, public health, and vulnerable populations.
- Adopting and enforcing advanced building codes and standards, zoning and land use planning, and energy and water management programs to improve energy and/or water efficiency and better prepare for future climate conditions and climate change-related hazards such as sea level rise, extreme heat, extreme precipitation, drought, etc.
- Adopting and enforcing guidelines and requirements for development and infrastructure that take into account impacts of climate change, including sea level rise.
- Expanding installation of distributed energy sources, including combined heat and power (CHP), solar and other renewable energy systems in industrial, commercial, and municipal affordable housing, hospitals, universities, or other applications to both reduce emissions and function as back-up power as needed.
- Implementing programs or policies that address the interconnection and dependencies between energy and water so that efforts to increase efficiency or access to one resource do not degrade efforts to also increase efficiency or access to the other resource.
- Implementing natural resource management strategies that incorporate climate impacts and promote resilience and carbon sequestration.
- Increasing urban forest cover to mitigate heat island effects, deal with stormwater, and sequester carbon, particularly in vulnerable neighborhoods.
- Investing in grid modernization and resilience, such as smart grid and microgrid technology deployments that create a more reliable grid with fewer and shorter power interruptions.
- Diversifying an existing local economic base characterized by a reliance on carbon-intensive energy to utilize lower-carbon energy sources, including energy efficiency, and other systems that promote greenhouse gas emissions reductions and climate resilience.
- Supporting the deployment of electric vehicles (EV) in fleets, facilitating the installation of EV charging infrastructure, encouraging workplace charging, establishing EV vehicle use incentives, and enabling charging in public and residential parking through, for example, changes to building codes or inclusion of EV charging in street improvement projects.

- Deploying special windows, such as those using laminated glazing systems with two or more panes of glass and an interlayer of a protective film, to increase the energy efficiency of the building.
- Designing, operating, and maintaining new and existing transportation systems to be resilient in the face of climate effects by siting projects out of flood hazard areas, protecting critical systems, and/or building green infrastructure.
- Reducing greenhouse gas emissions from the transportation sector through land use planning, creating transportation alternatives, adopting alternative fuels, increasing the use of advanced vehicle technologies, and minimizing vehicle miles traveled.
- Strengthening or restoring natural ecosystems or employing nature-based solutions to reduce communities' vulnerability to the growing risks from storms, sea-level rise, flooding, wind damage, or erosion and associated threats.
- Providing useful climate preparedness tools and actionable information to allow citizens to increase their awareness and resilience to threats resulting from climate impacts, including those associated with extreme weather.

SECTION II: ELIGIBILITY

A. ELIGIBILITY

U.S. local and tribal governments, or consortia thereof, are eligible to apply. For the purposes of this initiative, local governments may include a county, municipality, city, town, township, local public authority (including any public and Indian housing agency), school district, special district, intrastate district, council of governments, any other regional or interstate government entity, or any agency or instrumentality of a local government.

To be considered as a tribal government for purposes of this Announcement, the entity must be any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

SECTION III: APPLICATION REVIEW INFORMATION

A. CRITERIA

1. Initial Eligibility Review

Applications submitted after the full application deadline of **5:00 p.m. (ET) on October 27, 2014** will be declined without review. Prior to a full merit evaluation, DOE will perform an initial eligibility review to determine that (1) the Applicant is an eligible entity under this RFA; (2) the information required by the RFA has been submitted; (3) all mandatory requirements are satisfied; and (4) the application is responsive to the objectives of the RFA. Applications that fail to pass the initial eligibility review will not be forwarded for merit review and will be eliminated from further consideration.

2. Merit Review Criteria

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

Criterion 1: Current Approach and Future Strategic Plan (60%)

Approach and Plan

- Breadth of approach in addressing range of opportunities to reduce greenhouse gas emissions and enhance climate preparedness and resilience;
- Degree to which the approach has been clearly described and thoughtfully considered;
- Degree to which the approach and plan demonstrate, or have the potential to demonstrate, leadership in innovative approaches to addressing climate change at the local and/or regional level;
- Degree to which the strategic plan is clear, detailed, timely, and reasonable;
- Degree to which plan demonstrates collaboration and accountability across local agencies and local communities;
- Discussion and demonstrated understanding of potential risk areas involved in the proposed plan, and the quality of the strategies to address them; and
- Replicability/scalability of current approach and/or proposed plan to other communities who may seek similar outcomes.

Metrics and Milestones

- The strength of the metrics and milestones of the current approach and proposed strategic plan, such that meaningful interim progress will be made and measured; and
- The potential of the current approach and/or proposed strategic plan to inform the viability of future deployment by other communities and the private sector.

Criterion 2: Resources and Partnerships (40%)

- Extent to which the current approach and proposed strategic plan leverage relationships with, and funding from, other public, private, and philanthropic organizations.
- Extent to which the current approach and proposed strategic plan leverage commitments to energy and water efficiency, water reuse, and renewable energy deployment under ongoing Federal initiatives, challenges, and programs.
- Extent to which the current approach and proposed strategic plan increase or amplify the benefits of other proposed projects, accelerate the resilience of natural or cultural/socio-economic system functions, enhance ongoing resilience efforts, and enhance the combined resilience of spatially linked projects.

3. Program Policy Factors

The following policy factors may also be considered in making the selections:

1. Ensuring the selection of a diversity of communities, (i.e. based on geographic region, size, sources of current energy use, and type of Applicant organization, and types of climate-related risks confronting the community).
2. Identifying communities in which Federal facilities and public housing are located, because part of the Federal government's support for designated Climate Action Champions could come in the form of opportunities to pair local or tribal communities with Federal partners to together assess climate impacts expected in their area and develop plans for how to address them.
3. Recognizing projects that will advance innovative technologies and practices, and that have the potential to drive down costs and accelerate adoption of carbon reduction and climate resilience strategies.

SECTION IV: APPLICATION SUBMISSION AND TEMPLATE

Applications must be submitted electronically via EERE Exchange by **5:00 p.m. (ET) on October 27, 2014**. 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 and SF-LLL (if applicable), Applicants should utilize the Application Template that is found in the Required Application Documents section of EERE Exchange to apply. This document should explain how the Applicant is a Climate Action Champion. Once completed, the Application template should be submitted in Portable Document Format (PDF). Applications must not exceed 7 pages. Additional pages will not be reviewed. See Section V for additional information regarding Exchange.

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 Request for Applications (RFA).**

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:

- Completed using the “Application Template” located in the Required Documents Section of the FOA in Exchange
- 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 RFA. 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 RFA deadline: In the event that an Applicant experiences technical difficulties with a submission, the Applicant 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 Request for Applications (RFA), EERE personnel are prohibited from communicating (in writing or otherwise) with Applicants regarding the RFA except through the established question and answer process as described below. Specifically, questions regarding the content of this RFA must be submitted to CACRFA@ee.doe.gov not later than 3 business days prior to the application due date.

All questions and answers related to this RFA will be posted on EERE Exchange at: <https://eere-exchange.energy.gov>. **Please note that you must first select this specific Opportunity Announcement – DE-FOA-0001189 – in order to view the questions and answers specific to this RFA.** EERE will attempt to respond to a question within three business days, unless a similar question and answer has already been posted on the website.

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

B. SF-424: APPLICATION FOR FEDERAL ASSISTANCE

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”.

C. SF-LLL: 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.

Applicants are required to complete and submit SF-LLL, “Disclosure of Lobbying Activities” (<http://www.whitehouse.gov/sites/default/files/omb/grants/sfillin.pdf>) if any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence any of the following in connection with your application:

- An officer or employee of any Federal agency;
- A Member of Congress;
- An officer or employee of Congress; or
- An employee of a Member of Congress.

Save the SF-LLL in a single PDF file using the following convention for the title "ControlNumber_LeadOrganization_SF-LLL".

D. 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 RFA. 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 a FOA 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.

E. 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.

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

DOE is not proposing to provide financial or technical assistance through this RFA at this time. However, if DOE chooses to distribute funds or provide technical assistance in the future, those decisions 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, if DOE chooses to provide financial and/or technical assistance to

Climate Action Champion designees, all Climate Action Champion designees selected to receive financial and/or technical assistance will be required to assist in the timely and effective completion of the NEPA process.

In addition, each Federal Agency that chooses to provide financial and/or technical assistance to Climate Action Champion designees will complete the necessary NEPA review. All Climate Action Champion designees selected to receive financial and/or technical assistance will be required to assist the applicable Federal Agency in the timely and effective completion of the NEPA process.

G. SELECTION NOTICES

Selected Applicants Notification: DOE will notify Applicants selected for designation under this RFA.

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