Slide 1

Hello everyone and welcome to our webinar. Thank you for your interest in the U.S. Department of Energy's efforts on renewable energy and energy efficiency. You are joining us for the Informational Webinar for Applicants and other Interested parties for the Extending Industrial Assessment Centers to Underserved Areas Funding Opportunity Announcement, or FOA, which was issued on January 12, 2017. My name is Jamey Evans and I am a Technical Project Officer in the Advanced Manufacturing Office (or AMO) within the DOE's Office of Energy Efficiency and Renewable Energy (also referred to as EERE). I'll be covering the basic aspects of the FOA during this webinar.

Before we begin, I'd like to draw your attention to the email address on the left hand side of this cover page. This is the official mailbox to direct all of your questions during the entire FOA process. Please do not contact EERE individuals directly with questions, including myself. All questions received at this mailbox are posted publicly at the Q&A section of the FOA page on EERE Exchange in an anonymous way. The official answers to your questions will typically also be posted within 3 business days. Please be careful not to submit any language that might be business sensitive, proprietary or confidential.

Also, just to be clear, there are no particular advantages or disadvantages to the application evaluation process with respect to participating on the webinar today. Your participation is completely voluntary.

Let's get started!

Slide 2

This slide shows the anticipated schedule for the FOA. The FOA has already been posted, and we are conducting the FOA Informational Webinar now.

Slide 3

All applicants are strongly encouraged to carefully read the FOA and adhere to the stated submission requirements.

This presentation summarizes the contents of the 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 email IACExtension@ee.doe.gov

Slide 4 - Agenda

The agenda for this presentation is the nine items listed on the slide:

We encourage you to have a copy of the FOA in front of you for reference as we go through the presentation.

Slide 5 - Introduction

The Industrial Assessment Center (IAC) program is a manufacturing efficiency and workforce development initiative of the Advanced Manufacturing Office (AMO) based in the engineering departments of colleges nationwide. IACs conduct assessments and provide site-specific recommendations to small & medium size manufacturers on opportunities to improve productivity, reduce waste and save energy.

The IACs were moved to the Department of Energy just after the DOE was formed in 1978 and later expanded the scope of the assessments to include evaluations of ineffective production procedures, excess waste production and other production-related problems. Currently the IAC program is administered through the Advanced Manufacturing Office under the Office of Energy Efficiency and Renewable Energy at the Department of Energy.

Slide 6 - Focus of IAC Extension Centers

Extension IACs are intended to provide better national coverage by further expanding the geographic coverage of the IAC program to areas that are unlikely to be adequately serviced because of their distance from the 28 existing IACs. EERE has identified six geographic gaps in national coverage that have been designated as "underserved" and are listed in Section III, Eligibility Information, of this FOA. For this FOA, EERE is only interested in receiving applications from colleges physically located within one of the following six underserved areas to provide IAC services in the same underserved area:
  • Eastern Great Lakes – Michigan and Northern Ohio
  • New York Tri-State Region – New Jersey, New York City, Long Island and Connecticut
  • Delmarva – Delaware, Maryland and Virginia
  • Upper New England – Maine, Vermont and New Hampshire
  • Upper Midwest – Minnesota, Upper Michigan and Wisconsin, North and South Dakota
  • Mountain West – New Mexico, Colorado, Wyoming and Montana

Slide 7 - Objectives – Educational Development

Extension IACs will provide training for undergraduate and graduate engineering students in industrial processes, energy assessment procedures, and energy management systems. This training may be provided through coursework, as well as via hands-on activities.

Applicants must describe how they intend to promote the development and national adoption of an accredited B.S. degree in energy engineering or equivalent field; or describe their plans for enhancement of an existing degree program that addresses the entire range of pedagogical content within the context of IAC activities.

Slide 8 - Objectives – Continued

Objectives (continued): DOE is also looking for new and innovative ways to accomplish its programmatic goals for manufacturers and encourages applicants to propose creative approaches to deliver services that coincide with AMO priorities. These priorities are projected to include: Smart Manufacturing, Cyber Security, Energy Management Systems & Wastewater and Water Facilities.

Slide 9 - Objectives – Partnership and Student Training

Applicants must formally partner with one of the 28 existing Industrial Assessment Centers as a mentor IAC. Additional information on the 28 existing IACs can be found at: https://iac.university. Extension IACs should discuss the nature and extent of the proposed collaboration/partnership with the existing IAC. The existing IACs may partner as a mentor IAC on more than one Application under this FOA.

Successful applicants will also define how they will maximize the student experience; increase student technical knowledge and business sense; and develop their understanding of key industrial concepts, including industrial supply chains, sustainability issues, and management systems. Students should be encouraged to develop and publish technical papers, online learning materials and assessment-derived replicable best practices and other resources. Applicants should also highlight additional value added experience opportunities for the IAC, including the items listed on the following slide:

Slide 10 - Objectives – Student Training Continued

These activities may include:
- Scholarship or internship opportunities for students;
- Traineeships with National Laboratories or other research institutions;
- Inclusion of other disciplines (e.g., business, marketing, environmental studies etc.) into training and student employee makeup;
- Inclusion of opportunities for students to pursue ISO 50001 auditor certifications or other third-party accreditations and certifications;
- Creation and maintenance of a robust student and alumni social networking system; and
- Other subject matter expert (SME) or DOE supporting functions, as developed by individual applicants.

Slide 11 - Non-Responsive Applications

To be considered for substantive evaluation, an applicant's submission must meet the criteria set forth in Section III of the FOA, "Eligibility Information."

All "Applications Specifically Not of Interest," as described in Section I.B of the FOA, are deemed nonresponsive and are not reviewed or considered.

Slide 12 - Award Information

EERE expects to make approximately $4,080,000 of Federal funding available for new awards under this FOA subject to the availability of appropriated funds. The average award amount is anticipated to range from $600,000 to $680,000 and EERE anticipates making 3-6 awards under this FOA.

EERE intends to fund mostly cooperative agreements under this FOA. Cooperative Agreements include Substantial Involvement, which we will discuss next.

Slide 13 - Statement of Substantial Involvement

Under cooperative agreements, there will be what is known as "substantial involvement" between EERE and the Recipient during the performance of the project.

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 items listed on the slide.

Slide 14 – Cost Sharing

Cost Sharing Requirements
 • Applicants must contribute a minimum of 20% of the total project costs for projects.
Cost Share Contributions
 • Contributions must be:
     o Specified in the project budget
     o Verifiable from the Prime Recipient's records
     o Necessary and reasonable for proper and efficient accomplishment of the project
 • Every cost share contribution must be reviewed and approved in advance by the Contracting Officer and incorporated into the project budget before the expenditures are incurred

Slide 15 - Allowable Cost Share

Cost Share must be allowable and must be verifiable upon submission of the Full Application. Please refer to this chart for your entity's applicable cost principles. It is imperative that you follow the applicable cost principles when creating your budget for the full application.

Slide 16 - Allowable Cost Share

Cost share can provided in cash and/or in-kind. It can be provided by the Prime Recipient, subs, or a third party.

The basic definition of in-kind cost share is the donation of personnel time, equipment, facilities, or other items that an organization will contribute to the project. It can take many forms, each of which must be assigned a dollar value to be included in the budget. Some examples of in-kind cost share are the donation of work hours, facility use, equipment use.

Slide 17 - Unallowable Cost Share

Be aware that there are items that are considered unallowable cost share. If a cost is considered unallowable, it cannot be counted as cost share. This slide provides some examples of cost share that is unallowable.

Slide 18 - Cost Share Payment

Cost Share must be provided on an invoice basis, unless a waiver is requested and approved by the DOE Contracting Officer.

Slide 19 – FOA Timeline

EERE will review Letter of Intent and Full Applications. The gray boxes represent the actions that apply to applicants throughout the FOA process.

Slide 20 - Pre-Selection Interviews

As part of the evaluation and selection process, EERE may invite one or more applicants to participate in Pre-Selection Interviews. Pre-Selection Interviews are distinct from and more formal than pre-selection clarifications (See Section V.D.3 of the FOA). If pre-selection interviews occur, the invited applicant(s) will meet with EERE representatives to provide clarification on the contents of the Full Applications and to provide EERE an opportunity to ask questions regarding the proposed project. The information provided by applicants to EERE through Pre-Selection Interviews contributes to EERE's selection decisions.

EERE will arrange to meet with the invited applicants in person at EERE's offices or a mutually agreed upon location. EERE may also arrange site visits at certain Applicants' facilities. In the alternative, EERE may invite certain applicants to participate in a one-on-one conference with EERE via webinar, videoconference, or conference call

Slide 21 - Letters of Intent

Letters of Intent will be used by EERE to plan for the merit review process.

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 should enter all required information and click the "Create Submission" button in EERE Exchange by the deadline stated in the FOA.
- Secondly, the Applicant must create a separate Letter of Intent document for email submission to EERE. 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: IACExtension@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

Slide 22 - Full Applications

The Full Application includes:
Technical Volume:
Statement of Project Objectives:
SF-424 Application for Federal Assistance:
SF-424A Budget & Budget Justification:
Summary for Public Release: Applicants must provide a 1 page summary of their technology appropriate for public release.
Summary Slide: Powerpoint slide that provides quick facts about the technology. Slide content requirements are provided in the FOA.
Administrative Documents: see examples on the slide.

Slide 23 - Full Applications: Technical Volume Content

- The key technical component of the full application is the Technical Volume, which helps applicants frame the technical information that the application will be evaluated on.

- The Technical Volume is comprised of the six items listed on the slide. Please note that the percentages listed here are suggested and are not mandatory.

- The Cover Page will be a one page document and provides basic information on their project, such as title, topic area, points of contact, etc.
- The Project Overview constitutes approximately 10% of the Technical Volume and provides information on project background, goals, impact of EERE funding
- The IAC Operations Approach section is approximately 30% of the Technical Volume. It should include a summary of the applicants plan to provide training to students, how assessments will be planned and conducted, and how implementation follow-up will be conducted.
- Student Staffing, Training and Integration with College Curriculum constitutes approximately 20% of the Technical Volume. It details the plan for student staffing and

utilization that emphasizes a comprehensive student training program, and detailed information about planned curricula.

- The Collaborations and Industrial Demographics section is approximately 20% of the Technical Volume and should be focused on the particular underserved region to be covered. Specifically, it contains the description of partnerships with other organizations, industrial demographics of proposed area of service for assessments, and challenges in the proposed area of service related to the implementation of energy efficiency recommendations.
- Lastly, the Technical Qualifications, Resources, and Commitment section constitutes approximately 20% of the Technical Volume, and describes the project team's qualifications and expertise, and the time commitment of key team members.

Slide 24 - Full Application Eligibility Requirements

Full Application Eligibility Requirements: Applications need to meet all the requirements listed on this slide.

Slide 25 - Who's Eligible to Apply?

This FOA has restricted eligibility requirements to the following entities:

A U.S. college or school of engineering that is an integral part of its institutional structure and that has at least one of its four year undergraduate programs accredited by the Engineering Accreditation Commission or the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET) or equivalent. The proposed IAC Extension must be in the engineering department that holds the programmatic ABET or equivalent accreditation). The U.S. college or school of engineering must be physically located in the U.S.

Further, the Applicant must be physically located in and serve clients primarily within one of the six geographic areas currently designated by the Advanced Manufacturing Office (AMO) as "underserved." Those areas were already identified in slide 6 of this webinar and are listed in the "Eligibility Information" section III.A.i of the FOA.

Slide 26 – Multiple Applications

EERE will only consider one Full Application per institution of higher education. For example, EERE will not consider applications from different departments or schools of engineering from the same institution. This limitation does not prohibit an entity from collaborating on other submissions to this FOA (e.g., as a proposed Subrecipient) as long as the entity is not the Prime Applicant for those submissions.

Slide 27 - 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

Slide 28 - Technical Merit Review Criteria

Applications will be evaluated against the following merit review criteria:
Criterion 1: IAC Operations Approach (30%)
- Effectiveness and quality of the organizational model, operation plan, proposed tasks and organizational structure to achieve IAC objectives
- Demonstrated understanding of and ability to implement IAC Program goals and established guidelines/protocols.
- Strength and thoroughness of proposed means to develop technical and communications means to provide solutions to non-participating SMEs.
- Quality and extent of plans to incorporate smart manufacturing, cyber security, and wastewater and water-energy relationships, and energy management system standards, such as ISO50001 and Superior Energy Performance, into assessments performed by the center.
- Demonstrated understanding of the health and safety requirements for faculty and students on industrial assessments.
- Completeness and reasonableness of the proposed Statement of Project Objectives (SOPO).

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Criterion 2: Student Staffing, Training and Integration with College Curriculum Weight: (25%)
- Quality of plan for student staffing and utilization that emphasizes a comprehensive student training program including: assessment experience, training in tools and other resources related to industrial energy systems, professional exposure and relevant coursework. Plan should describe a process to ensure that "graduating" IAC students achieve a measurable level of competency in all or most of the areas noted above, and what that competency measure will be.
- Quality and reasonableness of plan to provide enhanced student training and experience, including discussion of feasibility and demonstration of committed partnerships (such as commitment letters) that may include internships/co-ops for students with partners.

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Criterion 2 Continued:
- Quality of plan to provide opportunities for student participation in training/certification programs offered by national laboratories or industrial organizations, including ISO 50001 and Superior Energy Performance.
- Quality of plan for new curriculum development to meet the scientific and technical training needs of the Industrial Assessment program and inclusion of other disciplines (e.g., business, marketing, environmental studies etc.) into training and student employee makeup.
- Effectiveness to engage current and past students in a social media resource to advance the network of the IAC program and link to the national alumni efforts to keep IAC students and alumni connected.
- Quality of plans promote the development or enhancement of an accredited bachelor's degree in energy-related engineering

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Criterion 3: Collaborations and Industrial Demographics, Weight: (25%)
- Demonstrated ability to form partnerships and create synergistic efforts in the underserved region that enhance the SME and student experience, particularly with utilities and industrial companies.
- Ability to leverage partnerships to bring direct resources including scholarships, co-op, internships, incentive dollars, additional services, and implementation support and other forms of support.
- Strength and effectiveness of the partnering organizations to expand the reach of the IAC program as well as lead to increased effectiveness to both participating and non-participating SMEs.

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Criterion 3 Continued:
- Level of industrial concentration to warrant IAC establishment within the applicant's region and understanding of regional industrial base.
- Knowledge of current challenges related to industrial energy efficiency in applicant's demographic region and familiarity with factors involving the implementation of energy efficiency recommendations, productivity improvements, cyber security, wastewater and water-energy relationships, and new technology adoption.

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Criterion 4: Technical Qualifications, Resources and Commitment   Weight: (20%)
- Qualifications of proposed faculty and staff, including past experience assessing industrial facilities, providing student training in energy related matters, and active integration with college curriculum (i.e. teaching faculty).
- Appropriate roles and responsibilities of all key staff and proposed time/workload commitment to the project including performance of assessments.
- Quality of performance metrics and reporting requirements to ensure ability to measure and share data on workforce development and results of energy audits
- Extent of previous efforts and demonstrated collaborations with industry, and other relevant activities, to achieve the project objectives.

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Criterion 4 Continued
- Adequacy of facilities, equipment, and other resources to accommodate the proposed center.
- Level of commitment from the proposing college and the host department, such as commitment letters, that a Center will have strong administrative support as well as support from other departments, potentially including business, marketing, communications, IT, and other areas.
- Level of commitment of the existing IAC partner to carry out its role as mentor to the proposed Extension IAC.

Slide 35 – 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

Slide 36 - Program Policy 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:
1. (For Applicants with prior IAC experience) Past performance of an Industrial Assessment Center with regards to completion of assessments per the approved workplan, quality of assessment impacts and student metrics
2. Industrial demographics/geographic diversity (client base and proximity to other Centers) to ensure appropriate services to all regions of the Unites States
3. Involvement of Minority-serving institutions
4. Overall innovation the Applicant demonstrates in center operations, program structure, and workforce development

Slide 37 - Registration Requirements

There are several one-time actions before submitting an application in response to this FOA, and it is vital that applicants address these items as soon as possible. Some may take several weeks, and failure to complete them could interfere with an applicant's ability to apply to this FOA, or to meet the negotiation deadlines and receive an award if the application is selected. Please see the items on the slide and corresponding websites for more information.

Slide 38 – Means of Submission

All required submissions must come through EERE Exchange. EERE will not review or consider applications submitted through any other means.

Slide 39 - Key Submission Points

- Check entries in EERE Exchange
  - o Submissions could be deemed ineligible due to an incorrect entry
- EERE strongly encourages Applicants to submit 1-2 days prior to the deadline to allow for full upload of application documents and to avoid any potential technical glitches with EERE Exchange
- Make sure you hit the submit button
  - o Any changes made after you hit submit will un-submit your application and you will need to hit the submit button again
- For your records, print out the EERE Exchange Confirmation page at each step, which contains the application's Control Number

Slide 40 – 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
  - o Failure to do so may result in cancellation of further award negotiations and rescission of the Selection

Slide 41 – Questions

- Questions about this FOA? Email IACExtension@ee.doe.gov.
  - o All Q&As related to this FOA will be posted on EERE Exchange, however you must select this specific FOA Number in order to view the Q&As
  - o 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 and Include FOA name and number in subject line

- This concludes the webinar for today, thank you for attending.