

**DEPARTMENT OF ENERGY (DOE)  
OFFICE OF ENERGY EFFICIENCY AND RENEWABLE ENERGY (EERE)  
STRATEGIES TO INCREASE RESIDENTIAL ENERGY CODE COMPLIANCE RATES  
AND MEASURE RESULTS**

**Funding Opportunity Announcement (FOA) Number: DE-FOA-0000953**

**FOA Type: Initial**

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<b>FOA Issue Date:</b>	4/21/2014
<b>Informational Webinar:</b>	4/23/2014, 1:30-3:30 EDT, Register at: <a href="https://www1.gotomeeting.com/register/662644297">https://www1.gotomeeting.com/register/662644297</a>
<b>Submission Deadline for Full Applications:</b>	5/21/2014, 5:00pm EDT
<b>Submission Deadline for Replies to Reviewer Comments:</b>	6/23/2014, 5:00pm EDT
<b>Expected Date for EERE Selection Notifications:</b>	7/30/2014
<b>Expected Timeframe for Award Negotiations</b>	9/30/2014

- To apply to this FOA, Applicants must register with and submit application materials through EERE Exchange at <https://eere-Exchange.energy.gov>, EERE's online application portal. Frequently asked questions for this FOA and the EERE Application process can be found at <https://eere-exchange.energy.gov/FAQ.aspx>.
- Applicants must designate primary and backup points-of-contact in EERE Exchange with whom EERE will communicate to conduct award negotiations. If an application is selected for award negotiations, it is not a commitment to issue an award. It is imperative that the Applicant/Selectee be responsive during award negotiations and meet negotiation deadlines. Failure to do so may result in cancelation of further award negotiations and rescission of the Selection.

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## EXECUTIVE SUMMARY

<b>Means of Submission</b>	Full Applications and Replies to Reviewer Comments must be submitted through EERE Exchange at <a href="https://eere-Exchange.energy.gov">https://eere-Exchange.energy.gov</a> , EERE's online application portal. EERE will not review or consider applications submitted through other means. The Users' Guide for Applying to the Department of Energy EERE Funding Opportunity Announcements is found at <a href="https://eere-Exchange.energy.gov/Manuals.aspx">https://eere-Exchange.energy.gov/Manuals.aspx</a> .
<b>Total Amount to be Awarded</b>	\$6,000,000
<b>Average Award Amount</b>	EERE anticipates making awards that range from \$500,000 to \$1,500,000
<b>Types of Funding Agreements</b>	Cooperative Agreements
<b>Period of Performance</b>	36 months
<b>Eligible Applicants</b>	Individuals, Domestic Entities, Foreign Entities, Incorporated Consortia, Unincorporated Consortia, subject to the definitions in Section III.A.  Although FFRDCs are eligible to apply to this FOA, the Building Technologies Office intends to restrict eligibility for this procurement, to exclude Pacific Northwest National Laboratory (PNNL), due to their participation in the FOA development.
<b>Cost Share Requirement</b>	Section III.B of this FOA
<b>Submission of Multiple Applications</b>	Applicants may submit more than one application to this FOA, provided that each application describes a unique, scientifically distinct project.
<b>Application Forms</b>	Required forms and templates for Full Applications are available on EERE Exchange at <a href="https://eere-Exchange.energy.gov">https://eere-Exchange.energy.gov</a> .
<b>FOA Summary</b>	EERE will fund organizations representing either state or private entities to: <ul style="list-style-type: none"> <li>• Measure current single-family residential energy code compliance rate using a methodology that provides statewide results with 90% reliability</li> <li>• Implement an education, training, and outreach program designed to increase single-family residential building energy code compliance</li> <li>• Measure the post-program single-family residential building energy code compliance rate using the same methodology employed in the pre-program study</li> </ul> The project goal is to investigate whether investing in education, training, and outreach programs can produce a significant change in single-family residential building code compliance rates. If this could be shown, non-government entities, particularly utilities, could be influenced to make substantial investments in similar programs.

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# **I. FUNDING OPPORTUNITY DESCRIPTION**

## **A. DESCRIPTION/BACKGROUND**

The Office of Energy Efficiency and Renewable Energy (EERE), within the Department of Energy (DOE), invests in high-risk, high-value research, development and deployment in energy efficiency and renewable energy technologies. As part of the Department's goal to "catalyze the timely, material, and efficient transformation of the nation's energy system and secure U.S. leadership in clean energy technologies,"<sup>1</sup> EERE, through the Building Technologies Office (BTO) seeks to develop technologies, techniques, and tools for making buildings more energy efficient, productive, and affordable. EERE is focused on improving commercial and residential building components, energy modeling tools, building energy codes, and appliance standards. BTO's strategic goal is to significantly improve the energy efficiency of new and existing buildings to reduce national energy demand and allow the nation to work toward greater energy independence and a cleaner environment.

Buildings accounted for 41% (40 quadrillion BTU) of the primary energy consumption in the United States in 2010.<sup>2</sup> Buildings consumed 74% of the electricity generated in the U.S. and 34% of the natural gas produced.<sup>3</sup> Cost-effective increases to energy efficiency in our homes and commercial buildings provide a tremendous opportunity to reduce national energy consumption, saving money for households and businesses, creating jobs, and reducing greenhouse gas emissions.

The long-term goal of BTO is to develop and deploy technologies and systems to save the nation \$2.2 trillion in energy-related costs through a 50 percent reduction in building energy consumption. To deliver on this goal, BTO employs a three-pronged strategy:

1. RESEARCH: Invest in high-impact energy efficiency products and solutions through the Emerging Technologies (ET) Program,
2. DEMONSTRATION: Support proven technology products and solutions in the marketplace through promotion and partnerships via the Commercial Building Integration (CBI) and Residential Building Integration (RBI) Programs, and
3. DEPLOYMENT: Lock in savings through regulatory efforts that provide clear public benefit through the Building Energy Codes and Appliance Standards Programs.

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<sup>1</sup> "US Department of Energy Strategic Plan", May 2011, 28 Feb. 2013, <[http://energy.gov/sites/prod/files/2011\\_DOE\\_Strategic\\_Plan\\_.pdf](http://energy.gov/sites/prod/files/2011_DOE_Strategic_Plan_.pdf)>

<sup>2</sup> DOE 2011, *2011 Buildings Energy Data Book* table [1.1.3](#).

<sup>3</sup> DOE 2011, *2011 Buildings Energy Data Book* table [1.1.1](#).

EERE implemented the Building Energy Codes Program (BECP) per the Energy Conservation and Production Act (ECPA) as amended, which mandated that EERE participate in the development process for national model codes and standards, and that DOE provide technical assistance to states as they adopt and implement progressive energy codes. Specific to energy code implementation and compliance, EERE's activities via BECP have historically included:

- Providing resources to increase compliance with building energy codes, such as REScheck and COMcheck building energy code compliance software and guidance on evaluating and measuring compliance with energy codes.
- Identifying barriers to increased code compliance and using this information to inform the code development process; and
- Disseminating best practices for documenting and verifying compliance.

Current model building energy codes and standards are 30% more efficient than just eight years ago,<sup>4</sup> and states are adopting newer model energy codes as demonstrated by EERE's energy code adoption maps.<sup>5</sup> The primary challenge now is ensuring that consumers reap the benefits of these improved model energy codes, something which will happen only if compliance is high. Both empirical and anecdotal evidence indicates that current compliance rates are quite low, the only exceptions being a handful of states that have invested in codes at far higher levels than the rest of the country.<sup>6</sup>

Overall, national investment in code compliance has always been extremely low and there is little evidence that this is poised to change despite the opportunity presented by the adoption of the newer model codes in dozens of states. EERE believes that a fundamental barrier to attracting increased funding is the lack of empirical data showing that a discrete investment in resources and activities aimed at increasing compliance rates will result in a measurable improvement and associated energy savings.

While numerous technical and economic analyses have identified a large energy and consumer cost savings potential from increasing energy code compliance rates, all of these have based their results on assumptions because none of the critical variables – past compliance rates, current compliance rates, effectiveness of programmatic inputs, -- are known. To the best of EERE's knowledge, no one in the United States has ever done a pre/post-test which establishes a quantitative relationship between investment

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<sup>4</sup> *National Energy and Cost Savings for New Single- and Multifamily Homes: A Comparison of the 2006, 2009, and 2012 Editions of the IECC*, available at <http://www.energycodes.gov/sites/default/files/documents/NationalResidentialCostEffectiveness.pdf>. See details of analysis at [http://www.energycodes.gov/development/residential/iecc\\_analysis](http://www.energycodes.gov/development/residential/iecc_analysis).

<sup>5</sup> Available at <http://www.energycodes.gov/adoption/states>.

<sup>6</sup> DOE Compliance Pilot Studies Final Report, available at <https://www.energycodes.gov/compliance-pilot-studies-final-report>

and return. Absent evidence of a positive relationship between these two, there is no business case to justify the much higher investment levels that some groups have called for and EERE believes private and public funding will remain at the current minimal levels. A positive result from the activities described in this Funding Opportunity Announcement (FOA), however, could spur non-government entities, particularly utilities, to make substantial investments in this area. This conclusion is consistent with a recent report by ACEEE, *Building Energy Code Advancement through Utility Support and Engagement*<sup>7</sup>, which highlights the importance of evaluation and measurement of energy-code related activities for attracting utility investment.

## **B. TECHNICAL AREAS OF INTEREST**

The goal of this Funding Opportunity Announcement (FOA) is to investigate whether an investment in education, training, and outreach programs can produce a significant, measurable change in single-family residential building code compliance rates within 2-3 years. Applicants will:

- Measure the pre-program compliance rate using an EERE-developed methodology that provides state-wide results with 90/10 statistical reliability.
- Implement education, training and outreach activities designed to increase code compliance.
- Measure the post-program compliance rate using the same methodology as the pre-program study.

FOA applicants may include more than one state in their applications. EERE understands that proposed activities and approaches may vary from state to state within a single application to reflect differences that exist in different locations. An intention of this FOA is to include as broad a range of geographic locations so that the results, in aggregate, are representative of a large part of the country. When making award selections EERE will therefore consider which state or states are proposed by individual applicants and all applicants together.

The exclusive focus on single-family residential compliance and the limited number of states reflects four constraints:

1. Funding available for this FOA (\$6,000,000)
2. Lack of consensus and methodology on how to define commercial compliance and measure commercial compliance rates<sup>8</sup>
3. Need for robust results that outside parties will find credible
4. Need for short-term results so that investment decisions can be influenced as soon as possible (short-term here still being 2-3 years)

<sup>7</sup> Available at <http://www.aceee.org/research-report/a126>.

<sup>8</sup> DOE will be working separately to address issues around commercial compliance.



All funded projects will use the same, to-be-determined, EERE-approved methodology for measuring compliance and the same methodology will be used for both pre- and post- studies to ensure comparability and validity of results within and across states. EERE will start with its previously established compliance evaluation methodology<sup>9</sup>, but it will be reviewed and revised to incorporate useful suggestions received in the Request for Information (RFI)<sup>10</sup>. In particular, the methodology will be expanded to include an energy metric which will align it with both EERE's goal of achieving a 50-percent reduction in building energy consumption and with utilities' typical way of measuring program impacts.

### **Education, Training and Outreach Activities**

EERE does not believe there are any easy, instantaneous solutions to raising compliance rates; getting there will require the fundamental transformation of markets which consist of multiple actors with varying financial and professional motivations. EERE therefore encourages the submission of team applications with members who, together, can demonstrate comprehensive, existing networks that reach building officials, homebuilders, subcontractors, material supply chains and voluntary residential new construction efficiency programs. Utility partners and other organizations that can supplement budgets are also highly encouraged. Applications should explicitly note where and how they are leveraging existing resources where those exist.

In terms of the challenges that need to be addressed, lack of awareness, information, and resources have consistently been identified as barriers to market change, yet equally or more important is the challenge of building officials and design and construction professionals not believing there is a benefit to the energy code and therefore placing little value on it. A typical example of this is found in the 2008 Residential Building Energy Codes-Enforcement & Compliance Study<sup>11</sup> which states: "Because it does not qualify as a life-health safety code, the energy code was reported to be a lower priority, receiving less attention from inspectors resulting in a lower likelihood of compliance."

The critical point is that no amount of technical training will address this challenge; it is intrinsically cultural and therefore requires a cultural solution. Ultimately, changing hearts and minds comes down to making people care, which requires persuasive information about why they should care and tying it to other values they hold. EERE emphasizes this issue to make it clear that we will be looking for applications that

<sup>9</sup> Measuring State Energy Code Compliance, available at

<https://www.energycodes.gov/sites/default/files/documents/MeasuringStateCompliance.pdf>

<sup>10</sup> 78 FR 47677 and associated public comment docket, available at

<http://www.regulations.gov/#!docketDetail;rpp=100;so=DESC;sb=docId;po=0;D=EERE-2013-BT-BC-0036>

<sup>11</sup> Developed by the Building Codes Assistance Project. Prepared for and funded by the North American Insulation Manufacturers Association. October 2008.

address technical and information issues, but also go beyond those to include these other areas.

In the same vein, EERE has also seen substantial anecdotal evidence that personal connections, especially among peers, are effective in both changing people's attitudes and in imparting information to them. EERE is therefore interested in – though not requiring – applications which discuss or include approaches such as circuit riders which create a “human face” for the energy code and provide a consistent presence in a state.

EERE would also like applicants to think about sustaining change after the FOA funding is exhausted. Ideally, a positive result from this project will lead to further funding from other sources so thought should be given to creating institutional capacity and positions which will make sense in the long-term.

Finally, EERE would like to re-emphasize the above-noted addition of an energy-metric in evaluating compliance results. Applicants should consider this when creating education and training strategies for improving compliance, particularly after individual measure compliance rates are available from the pre-program compliance study. Targeted approaches may be beneficial to influence specific requirements of the code which have a high energy impact and known or suspected low compliance.

All applications should explicitly identify barriers, leverage points and any opportunities that exist, and clearly articulate how the proposed activities address the identified barriers. Leverage points and opportunities are anything outside the project team and resources which help meet project goals. A basic example of a leverage point is partnering with a trade association which has established relationships with an audience of interest. An opportunity could be an event where audiences of interest will be gathered, an unexpected change in the market (e.g. the 2008 housing crash), or a change in the public policy affecting energy codes.

To demonstrate its connection to stakeholder groups within a state, applicants are encouraged to include letters of support from organizations representing building officials, homebuilders, subcontractors, material supply distributors, state agencies, advocates or other important entities.

#### **Candidate State Characteristics**

As noted above, EERE is attempting to test a hypothesis about increasing single-family residential compliance rates. Because this is the first time such a test has been conducted, EERE is interested in including states where there is a reasonable chance of success. Circumstances to consider include:

*Timing of the code cycle.* Increased compliance will be more difficult to demonstrate in a state that adopts a significantly more stringent energy code during the experimental period.

*Current compliance rates.* States with very high documented compliance rates are unlikely to increase them by adding resources.

*Attitudes about codes.* The per state resources and timeframe of this FOA will make it difficult or impossible to affect quantifiable change in a state whose starting point on the energy code is actively antagonistic. A better choice would be a state which has shown an interest in improving but has taken minimal concrete actions and has few resources available.

To fully represent the country EERE is looking for applicants proposing states in a broad range of geographic locations.

### **Additional Resources Available from EERE**

In addition to the funding provided by this FOA, EERE has a support budget of \$485,000 contracted to Pacific Northwest National Lab. Much of this will be used for overall project support, such as a meta-analysis of the compliance studies to look for commonalities across regions (e.g. low compliance/high savings potential measures), but a substantial amount will be available to create curriculum, materials and other resources requested by the selected states. Priority will always be given to items that can be used across multiple states. If the timing works out, some of this budget can also be used to provide initial training jointly for all contractors on the code itself, building science, International Energy Conservation Codes (IECC) certification, market concepts, etc.

Please review Section III.D Nonresponsive Applications for a listing of the types of applications that will be deemed nonresponsive and will not be reviewed or considered.

## **II. AWARD INFORMATION**

### **A. AWARD OVERVIEW**

#### **1. ESTIMATED FUNDING**

EERE expects to make approximately \$6,000,000 of Federal funding available for new awards under this FOA, subject to the availability of appropriated funds. EERE anticipates making approximately 4-12 awards under this FOA. EERE may issue one, multiple, or no awards. Individual awards may vary between \$500,000 and \$1,500,000.

An important constraint on budgeting is that all applicants must assume that compliance studies will cost a total of \$280,000 per state (\$140,000 each for pre and post compliance studies). Because the EERE methodology for measuring compliance is not yet available, this requirement is included to allow for fair comparisons between applications. Assuming ten

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states, that leaves a total of \$3,200,000 available which is assumed to cover approximately two years of activities. EERE does not assume that this amount will be split equally across states; awards will be granted based on the merit of the ideas proposed.

EERE may establish more than one budget period for each award and fund only the initial budget period(s). Funding for all budget periods, including the initial budget period, is not guaranteed. Before the expiration of the initial budget period(s), EERE may perform a down-select among different recipients and provide additional funding only to a subset of recipients.

## **2. PERIOD OF PERFORMANCE**

EERE anticipates making awards that will run up to 36 months in length. Project continuation will be contingent upon satisfactory performance and go/no-go decision review. At the go/no-go decision points, EERE will evaluate project performance, project schedule adherence, meeting milestone objectives, compliance with reporting requirements, and overall contribution to the program goals and objectives. As a result of this evaluation, EERE will make a determination to continue the project, re-direct the project, or discontinue funding the project. Only those projects demonstrating a high probability of successfully meeting the program targets will be continued.

## **3. NEW APPLICATIONS ONLY**

EERE will accept only new applications under this FOA. EERE will not consider applications for renewals of existing EERE-funded awards through this FOA.

# **B. EERE FUNDING AGREEMENTS**

Through Cooperative Agreements and other similar agreements, EERE provides financial and other support to projects that have the potential to realize the FOA objectives. EERE does not use such agreements to acquire property or services for the direct benefit or use of the United States Government.

## **1. COOPERATIVE AGREEMENTS**

EERE generally uses Cooperative Agreements to provide financial and other support to Prime Recipients.

Through Cooperative Agreements, EERE provides financial or other support to accomplish a public purpose of support or stimulation authorized by Federal statute. Under Cooperative Agreements, the Government and Prime Recipients share responsibility for the direction of projects.

EERE has substantial involvement in all projects funded via Cooperative Agreement. See Section VI.C.10 of the FOA for more information on what substantial involvement may involve.

**2. FUNDING AGREEMENTS WITH FFRDCs, GOGOs, FEDERAL AGENCIES AND FEDERAL INSTRUMENTALITIES**

In most cases, Federally Funded Research and Development Centers (FFRDC) or Government-owned, Government-operated laboratories (GOGO) are funded independently of the remainder of the Project Team. The FFRDC or GOGO then executes an agreement with any non-FFRDC/GOGO Project Team members to arrange work structure, project execution, and any other matters. Regardless of these arrangements, the entity that applied as the Prime Recipient for the project will remain the Prime Recipient for the project.

**III. ELIGIBILITY INFORMATION**

**A. ELIGIBLE APPLICANTS**

**1. INDIVIDUALS**

U.S. citizens and lawful permanent residents are eligible to apply for funding as a Prime Recipient or Subrecipient.

**2. DOMESTIC ENTITIES**

For-profit entities, educational institutions, and nonprofits<sup>12</sup> that are incorporated (or otherwise formed) under the laws of a particular State or territory of the United States are eligible to apply for funding as a Prime Recipient or Subrecipient.

State, local, and tribal government entities are eligible to apply for funding as a Prime Recipient or Subrecipient.

DOE/NNSA Federally Funded Research and Development Centers (FFRDCs) and DOE Government-Owned, Government-Operated laboratories (GOGOs) are eligible to apply for funding as a Prime Recipient or Subrecipient.

Although other FFRDCs are eligible to apply to this FOA, Pacific Northwest National Laboratory (PNNL) is excluded due to their participation in the FOA development.

Non-DOE/NNSA FFRDCs and non-DOE GOGOs are eligible to apply for funding as a Subrecipient, but are not eligible to apply as a Prime Recipient.

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<sup>12</sup> 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.

Federal agencies and instrumentalities (other than DOE) are eligible to apply for funding as a subrecipient, but are not eligible to apply as a prime recipient.

### **3. FOREIGN ENTITIES**

Foreign entities, whether for-profit or otherwise, are eligible to apply for funding under this FOA.

Other than as provided in the “Individuals” or “Domestic Entities” sections above, all Prime Recipients receiving funding under this FOA must be incorporated (or otherwise formed) under the laws of a State or territory of the United States. If a foreign entity applies for funding as a Prime Recipient, it must designate in the Full Application a subsidiary or affiliate incorporated (or otherwise formed) under the laws of a State or territory of the United States to be the Prime Recipient. The Full Application must state the nature of the corporate relationship between the foreign entity and domestic subsidiary or affiliate.

If a Foreign entity wishes to forego this requirement and serve as the Prime Recipient itself, it may submit a waiver request to EERE as part of its Full Application requesting permission to do so. The waiver request must include the following information:

- Entity name;
- Country of incorporation;
- Description of the work to be performed by the entity for whom the waiver is being requested; and
- Countries where the work will be performed.

In the waiver request, the Applicant must demonstrate to the satisfaction of EERE that it would further the purposes of this FOA and is otherwise in the interests of EERE to have a foreign entity serve as the Prime Recipient. The Contracting Officer may require additional information before considering the waiver request. Save the waiver request(s) in a single PDF file using the following convention for the title: “ControlNumber\_LeadOrganization\_Waiver”.

A foreign entity may receive funding as a Subrecipient.

### **4. INCORPORATED CONSORTIA**

Incorporated consortia, which may include domestic and/or foreign entities, are eligible to apply for funding as a Prime Recipient or Subrecipient. For consortia incorporated (or otherwise formed) under the laws of a State or territory of the United States, please refer to “Domestic Entities” above. For consortia incorporated in foreign countries, please refer to the requirements in “Foreign Entities” above.

Each incorporated consortium must have an internal governance structure and a written set of internal rules. Upon request, the consortium must provide a written description of its internal governance structure and its internal rules to the EERE Contracting Officer.

#### **5. UNINCORPORATED CONSORTIA**

Unincorporated Consortia, which may include domestic and foreign entities, must designate one member of the consortium to serve as the Prime Recipient/consortium representative. The Prime Recipient/consortium representative must be incorporated (or otherwise formed) under the laws of a State or territory of the United States. The eligibility of the consortium will be determined by the eligibility of the Prime Recipient/consortium representative under Section III.A of the FOA.

Upon request, unincorporated consortia must provide the EERE Contracting Officer with a collaboration agreement, commonly referred to as the articles of collaboration, which sets out the rights and responsibilities of each consortium member. This agreement binds the individual consortium members together and should discuss, among other things, the consortium's:

- Management structure;
- Method of making payments to consortium members;
- Means of ensuring and overseeing members' efforts on the project;
- Provisions for members' cost sharing contributions; and
- Provisions for ownership and rights in intellectual property developed previously or under the agreement.

#### **B. COST SHARING**

##### *i. Cost Sharing Generally*

The cost share must be at least 20% of the total allowable costs for research and development projects (i.e., the sum of the Government share, including FFRDC costs if applicable, and the recipient share of allowable costs equals the total allowable cost of the project) and must come from non-Federal sources unless otherwise allowed by law. (See 10 CFR 600.30 for the applicable cost sharing requirements.)

##### *ii. Special Cost Share Waiver for Domestic Institutions of Higher Education, Domestic Nonprofit Entities, FFRDCs, or U.S. State, Local, or Tribal Government Entity*

The Assistant Secretary for the Office of Energy Efficiency and Renewable Energy has issued a Cost Share Reduction determination pursuant to Section 988(b)(3) of the Energy Policy Act of 2005 that is applicable to certain entities applying under this FOA. Specifically, recipient cost share requirement for applied research and development activities projects is reduced from 20% to 10% where:

1. The Prime Recipient is a domestic institution of higher education; domestic nonprofit entity; FFRDC; or U.S. State, local, or tribal government entity; and
2. The Prime Recipient performs more than 50% of the project work, as measured by the Total Project Cost.

Applicants who believe their project qualifies for the reduced recipient cost share must be able to provide verification that the above requirements are satisfied.

### **1. LEGAL RESPONSIBILITY**

Although the cost share requirement applies to the project as a whole, including work performed by members of the project team other than the Prime Recipient, the Prime Recipient is legally responsible for paying the entire cost share. The Prime Recipient's cost share obligation is expressed in the Assistance Agreement as a static amount in U.S. dollars (cost share amount) and as a percentage of the Total Project Cost (cost share percentage). If the funding agreement is terminated prior to the end of the project period, the Prime Recipient is required to contribute at least the cost share percentage of total expenditures incurred through the date of termination.

The Prime Recipient is solely responsible for managing cost share contributions by the Project Team and enforcing cost share obligation assumed by Project Team members in subawards or related agreements.

### **2. COST SHARE ALLOCATION**

Each Project Team is free to determine how best to allocate the cost share requirement among the team members. The amount contributed by individual Project Team members may vary, as long as the cost share requirement for the project as a whole is met.

### **3. COST SHARE TYPES AND ALLOWABILITY**

Every cost share contribution must be allowable under the applicable Federal cost principles, as described in Section IV.I.1 of the FOA. In addition, cost share must be verifiable upon submission of the Full Application.

Project Teams may provide cost share in the form of cash or in-kind contributions. Cash contributions may be provided by the Prime Recipient or Subrecipients. Allowable in-kind contributions include, but are not limited to: personnel costs, indirect costs, facilities and



administrative costs, rental value of buildings or equipment, and the value of a service, other resource, or third party in-kind contribution.

Project teams may use funding or property received from state or local governments to meet the cost share requirement, so long as the funding was not provided to the state or local government by the Federal Government.

The Prime Recipient may not use the following sources to meet its cost share obligations including, but not limited to:

- Revenues or royalties from the prospective operation of an activity beyond the project period;
- Proceeds from the prospective sale of an asset of an activity;
- Federal funding or property (e.g., Federal grants, equipment owned by the Federal Government); or
- Expenditures that were reimbursed under a separate Federal Technology Office.

In addition, Project Teams may not use independent research and development (IR&D) funds to meet their cost share obligations. Project Teams may not use the same cash or in-kind contributions to meet cost share requirements for more than one project or program.

Cost share contributions must be specified in the project budget, verifiable from the Prime Recipient's records, and necessary and reasonable for proper and efficient accomplishment of the project. As all sources of cost share are considered part of total project cost, the cost share dollars will be scrutinized under the same Federal regulations as Federal dollars to 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.

Applicants are encouraged to refer to 10 CFR Parts 600 and 603 for additional guidance on cost sharing, specifically 10 CFR §§600.30, 600.123, 600.224, 600.313, and 603.525-555.

#### **4. COST SHARE CONTRIBUTIONS BY FFRDCs AND GOGOs**

Because FFRDCs and GOGOs are funded by the Federal Government, costs incurred by FFRDCs and GOGOs generally may not be used to meet any cost share. FFRDCs may contribute cost share only if the contributions are paid directly from the contractor's Management Fee or another non-Federal source.

## **5. COST SHARE VERIFICATION**

Applicants are required to provide written assurance of their proposed cost share contributions in their Full Applications.

Upon selection for award negotiations, Applicants are required to provide additional information and documentation regarding their cost share contributions. Please refer to Appendix B of the FOA for guidance on the requisite cost share information and documentation.

## **6. COST SHARE PAYMENT**

All proposed cost share contributions must be reviewed in advance by the Contracting Officer and incorporated into the project budget before the expenditures are incurred.

EERE requires Prime Recipients to contribute the cost share amount incrementally over the life of the award. Specifically, the Prime Recipient's cost share for each billing period must always reflect the overall cost share ratio negotiated by the parties (i.e., the total amount of cost sharing on each invoice when considered cumulatively with previous invoices must reflect, at a minimum, the cost sharing percentage negotiated).

In limited circumstances, and where it is in the government's interest, the EERE Contracting Officer may approve a request by the Prime Recipient to meet its cost share requirements on a less frequent basis, such as monthly or quarterly. Regardless of the interval requested, the Prime Recipient must be up-to-date on cost share at each interval. Such requests must be sent by email to the Contracting Officer during award negotiations and include the following information: (1) a detailed justification for the request; (2) a proposed schedule of payments, including amounts and dates; (3) a written commitment to meet that schedule; and (4) such evidence as necessary to demonstrate that the Prime Recipient has complied with its cost share obligations to date. The Contracting Officer must approve all such requests before they may go into effect.

## **C. COMPLIANCE CRITERIA**

**Full Applications must meet all Compliance criteria listed below or they will be considered noncompliant. EERE will not review or consider noncompliant submissions**, including Full Applications and Replies to Reviewer Comments that were: submitted through means other than EERE Exchange; submitted after the applicable deadline; and/or submitted incomplete. EERE will not extend the submission deadline for Applicants that fail to submit required information due to server/connection congestion.

**1. COMPLIANCE CRITERIA**

*i. Full Applications*

Full Applications are deemed compliant if:

- The Full Application complies with the content and form requirements in Section IV.C of the FOA; and
- The Applicant successfully uploaded all required documents and clicked the “Submit” button in EERE Exchange by the deadline stated in the FOA.

*ii. Replies to Reviewer Comments*

Replies to Reviewer Comments are deemed compliant if:

- The Reply to Reviewer Comments complies with the content and form requirements in Section IV.E of the FOA; and
- The Applicant successfully uploaded all required documents to EERE Exchange by the deadline stated in the FOA.

**D. NON-RESPONSIVE APPLICATIONS**

The following types of applications will be deemed nonresponsive and will not be reviewed or considered for an award:

- Applications that fall outside the scope of work specified in Section 1.B of the FOA, including but not limited to:
- Applications for activities which are not actionable or will not result in the anticipated deliverable.

**E. OTHER ELIGIBILITY REQUIREMENTS**

**1. REQUIREMENTS FOR DOE/NNSA FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS (FFRDC) LISTED AS THE APPLICANT**

A DOE/NNSA FFRDC is eligible to apply for funding under this FOA if its cognizant Contracting Officer provides written authorization and this authorization is submitted with the application. If a DOE/NNSA FFRDC is selected for award, the proposed work will be authorized under the DOE work authorization process and performed under the laboratory’s Management and Operating (M&O) contract.

The following wording is acceptable for the authorization:

Authorization is granted for the \_\_\_\_\_ Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complementary to the missions of the laboratory, and will not adversely impact execution of the DOE assigned programs at the laboratory.

**2. REQUIREMENTS FOR DOE/NNSA AND NON-DOE/NNSA FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS INCLUDED AS A SUBRECIPIENT**

DOE/NNSA and non-DOE/NNSA FFRDCs may be proposed as a Subrecipient on another entity's application subject to the following guidelines:

*i. Authorization for non-DOE/NNSA FFRDCs*

The Federal agency sponsoring the FFRDC must authorize in writing the use of the FFRDC on the proposed project and this authorization must be submitted with the application. The use of a FFRDC must be consistent with its authority under its award.

*ii. Authorization for DOE/NNSA FFRDCs*

The cognizant Contracting Officer for the FFRDC must authorize in writing the use of the FFRDC on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization:

Authorization is granted for the \_\_\_\_\_ Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complementary to the missions of the laboratory, and will not adversely impact execution of the DOE assigned programs at the laboratory.

*iii. Value/Funding*

The value of and funding for the FFRDC portion of the work will not normally be included in the award to a successful applicant. Usually, DOE will fund a DOE/NNSA FFRDC contractor through the DOE field work proposal system and other FFRDC through an interagency agreement with the sponsoring agency.

*iv. Cost Share*

Although the FFRDC portion of the work is usually excluded from the award to a successful applicant, the applicant's cost share requirement will be based on the total cost of the project, including the applicant's and the FFRDC's portions of the project.

*v. Limit on FFRDC Effort*

The scope of work to be performed by the FFRDC may not be more significant than the scope of work to be performed by the applicant.

*vi. Responsibility*

The Prime Recipient will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues including, but not limited to disputes and claims arising out of any agreement between the Prime Recipient and the FFRDC contractor.

**F. LIMITATION ON NUMBER OF FULL APPLICATIONS ELIGIBLE FOR REVIEW**

Applicants may submit more than one Full Application to this FOA, provided that each application describes a unique, scientifically distinct project.

**G. QUESTIONS REGARDING ELIGIBILITY**

EERE will not make eligibility determinations for potential applicants prior to the date on which applications to this FOA must be submitted. The decision whether to submit an application in response to this FOA lies solely with the applicant.

**IV. APPLICATION AND SUBMISSION INFORMATION**

**A. APPLICATION PROCESS**

At each phase, EERE performs an initial eligibility review of the applicant submissions to determine whether they meet the eligibility requirements of Section III of the FOA. EERE will not review or consider noncompliant and/or nonresponsive or otherwise ineligible submissions. All submissions must conform to the following form and content requirements, including maximum page lengths, described below and 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.

The Full Application and Reply to Reviewer Comments must conform to the following requirements:

- Each must be submitted in Adobe PDF format.
- Each must be written in English
- All pages must be 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.
- The Control Number must be prominently displayed on the upper right corner of the header of every page. Page numbers must be included in the footer of every page.
- Each submission must not exceed 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 each submission deadline. **Applicants are strongly encouraged to submit their Full Applications 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 1 hour to submit a Full Application or Reply to Reviewer Comments. Once the Application is submitted in EERE Exchange, Applicants may revise or update their application until the expiration of the applicable deadline.

EERE urges Applicants to carefully review their Full Applications and to allow sufficient time for the submission of required information and documents. All Full Applications that pass compliance review will undergo comprehensive technical merit review according to the criteria identified in Section V.A.1 of the FOA.

#### **1. ADDITIONAL INFORMATION ON EERE EXCHANGE**

EERE Exchange is designed to enforce the deadlines specified in this FOA. 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:

*Questions about this FOA? Email [BTOCodesFOA@go.doe.gov](mailto:BTOCodesFOA@go.doe.gov). Problems with EERE Exchange? Email [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov). Include FOA name and number in subject line.*

Applicants that experience issues with submission PRIOR to the FOA 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](mailto: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](mailto:eere-exchangesupport@hq.doe.gov)). The Exchange helpdesk and/or the EERE Exchange system administrators ([eere-exchangesupport@hq.doe.gov](mailto: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, that 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.

## **B. APPLICATION FORMS**

The application forms and instructions are available on EERE Exchange. To access these materials, go to <https://eere-Exchange.energy.gov> and select the appropriate funding opportunity number.

Note: The maximum file size that can be uploaded to the EERE Exchange website is 10MB. Files in excess of 10MB cannot be uploaded, and hence cannot be submitted for review. If a file exceeds 10MB but is still within the maximum page limit specified in the FOA it must be broken into parts and denoted to that effect. For example:

**ControlNumber\_LeadOrganization\_Project\_Part\_1**

**ControlNumber\_LeadOrganization\_Project\_Part\_2**, etc.

## **C. CONTENT AND FORM OF THE FULL APPLICATION**

Applicants must submit a Full Application by the specified due date to be considered for funding under this FOA. Applicants must complete the following application forms found on the EERE Exchange website at <https://eere-Exchange.energy.gov/>, in accordance with the instructions.

### **1. FULL APPLICATION CONTENT REQUIREMENTS**

EERE will not review or consider ineligible Full Applications (see Section III of the FOA).

Each Full Application should be limited to a single concept or technology. Unrelated concepts and technologies should not be consolidated in a single Full Application.

Full Applications must conform to the following requirements:

SUBMISSION	COMPONENTS	FILE NAME (IF NECESSARY)
<b>Full Application (PDF, unless stated otherwise)</b>	Technical Volume (See Chart in Section IV.D.2) (EXCEPTION: The Workplan component of the Technical Volume should be submitted in Microsoft Word Format).	ControlNumber_LeadOrganization_Technical Volume
	SF-424 (no page limit)	ControlNumber_LeadOrganization_App424
	Budget Justification (EERE 159) (no page limit, Microsoft Excel format. Applicants must use the template available in EERE Exchange)	ControlNumber_LeadOrganization_Budget_Justification
	Summary for Public Release (1 page max)	ControlNumber_LeadOrganization_Summary
	Summary Slide (1 page limit, Microsoft PowerPoint format)	ControlNumber_LeadOrganization_Slide
	Subaward Budget Justification (EERE 159);	ControlNumber_LeadOrganization_Subaward ee_Budget_Justification
	Budget for Federally Funded Research and Development Center Contractor File, (if applicable)	ControlNumber_LeadOrganization_FWP
	Authorization from cognizant Contracting Officer for FFRDC, if applicable	ControlNumber_LeadOrganization_FFRDCAuth
	SF-LLL Disclosure of Lobbying Activities	ControlNumber_LeadOrganization_SF-LLL
	Foreign Entity and Performance of Work in the United States waiver requests (if applicable)	ControlNumber_LeadOrganization_Waiver
	Letters of Support (optional)	ControlNumber_LeadOrganization_Letters of Support

**Note:** The maximum file size that can be uploaded to the EERE Exchange website is 10MB. Files in excess of 10MB cannot be uploaded, and hence cannot be submitted for review. If a file exceeds 10MB but is still within the maximum page limit specified in the FOA it must be broken into parts and denoted to that effect. For example:

**ControlNumber\_LeadOrganization\_Project\_Part\_1**  
**ControlNumber\_LeadOrganization\_Project\_Part\_2**, etc.

**EERE will not accept late submissions that resulted from technical difficulties due to uploading files that exceed 10MB.**

EERE provides detailed guidance on the content and form of each component below.

## **2. TECHNICAL VOLUME**

Except where otherwise specified, the Technical Volume must be submitted in Adobe PDF format. The Technical Volume must conform to the following content and form requirements, including maximum page lengths. If Applicants exceed the maximum page lengths indicated below, EERE will review only the authorized number of pages and disregard any additional pages. This volume must address the Merit Review Criteria as discussed in Section V.A.2 of the FOA. Save the Technical Volume in a single PDF file using the following convention for the title: "ControlNumber\_LeadOrganization\_TechnicalVolume".

*Questions about this FOA? Email [BTOCodesFOA@go.doe.gov](mailto:BTOCodesFOA@go.doe.gov). Problems with EERE Exchange? Email [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov). Include FOA name and number in subject line.*



Applicants must provide sufficient citations and references to the primary research literature to justify the claims and approaches made in the Technical Volume. EERE and reviewers may review primary research literature in order to evaluate applications. However, EERE and reviewers are under no obligation to review cited sources (e.g., internet websites).

The Technical Volume to the Full Application may not be more than 15 pages, including the cover page, table of contents, and all citations, charts, graphs, maps, photos, or other graphics, and must include all of the information in the table below. The applicant should consider the weighting of each of the evaluation criteria (see Section V.A.2 of the FOA) when preparing the Technical Volume.

SECTION/PAGE LIMIT	DESCRIPTION
<b>Cover Page</b>	The cover page should include the project title, both the technical and business points of contact, names of all team member organizations, and any statements regarding confidentiality.
<b>Project Overview</b> (This section should constitute approximately 10% of the Technical Volume)	<p>The Project Overview should contain the following information:</p> <ul style="list-style-type: none"> <li>• <b>Background:</b> The Applicant should discuss the background of their organization(s), including the history, successes, and current research and development status (i.e., the technical baseline) relevant to the technical topic being addressed in the Full Application.</li> <li>• <b>Project Goal:</b> The Applicant should explicitly identify the targeted improvements to the baseline technology and the critical success factors in achieving that goal.</li> <li>• <b>DOE Impact:</b> The Applicant should discuss the impact that DOE funding would have on the proposed project. Applicants should specifically explain how DOE funding, relative to prior, current, or anticipated funding from other public and private sources, is necessary to achieve the project objectives.</li> </ul>
<b>Technical Description, Innovation, and Impact</b> (This section should constitute approximately 25% of the Technical Volume)	<p>The Technical Description should contain the following information:</p> <ul style="list-style-type: none"> <li>• <b>Relevance and Outcomes:</b> The Applicant should provide a detailed description of the technology, including the scientific and other principles and objectives that will be pursued during the project. This section should describe the relevance of the proposed project to the goals and objectives of the FOA, including the potential to meet specific DOE technical targets or other relevant performance targets. The Applicant should clearly specify the expected outcomes of the project.</li> <li>• <b>Feasibility:</b> The Applicant should demonstrate the technical feasibility of the proposed technology and capability of achieving the anticipated performance targets, including a description of previous work done and prior results.</li> <li>• <b>Innovation and Impacts:</b> The Applicant should describe the current state of the art in the applicable field, the specific innovation of the proposed technology, the advantages of proposed technology over current and emerging technologies, and the overall impact on advancing the state of the art/technical baseline if the project is successful.</li> </ul>
<b>Workplan</b> (This section should constitute approximately 50% of the Technical Volume, and should be submitted in Microsoft Word format)	<p>The Workplan should contain the following information:</p> <ul style="list-style-type: none"> <li>• <b>Project Objectives:</b> The Applicant should provide a clear and concise (high-level) statement of the goals and objectives of the project as well as the expected outcomes.</li> <li>• <b>Technical Scope Summary:</b> The Applicant should provide a summary description of the overall work scope and approach to achieve the objective(s). The overall work scope is to be divided by performance periods that are separated by discrete, approximately annual decision points (see below for more information on go/no-go decision points). The applicant should describe the specific expected end result of each performance period.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Work Breakdown Structure (WBS) and Task Descriptions:</b> The Workplan should fully describe the work to be accomplished and how the applicant will achieve the milestones, will accomplish the final project goal(s), and will produce all deliverables. The Workplan is to be structured with a hierarchy of performance period (approximately annual), task and subtasks, which is typical of a standard work breakdown structure (WBS) for any project. The Workplan shall contain a concise detailed description of the specific activities to be conducted over the life of the project. "Detailed" is defined as a full explanation and disclosure of the project being proposed (i.e., a statement such as "we will then complete a proprietary process" is unacceptable). It is the Applicant's responsibility to prepare an adequately detailed task plan to describe the proposed project and the plan for addressing the objectives of this FOA. To this end each task and subtask is to have a unique number and title and an indication of the duration of the task or subtask in months. Each task and subtask is to have a task summary that describes the objectives, what work is to be accomplished, and relationship to project deliverables or expected results. Appropriate milestones should be incorporated into the task and subtask structure. Each task and subtask is to have a technical details section, as appropriate, to discuss how the work will be done, anticipated problems or uncertainties, and any further clarification, such as why a specific approach is being taken. An example Work Breakdown Structure is provided below.</li> <li>• <b>Milestones:</b> The Applicant should provide appropriate milestones throughout the project to demonstrate success, where success is defined as technical achievement rather than simply completing a task. To ensure that milestones are relevant, Applicants should follow the SMART rule of thumb, which is that all milestones should be <b>Specific, Measurable, Achievable, Relevant, and Timely</b>. Unless otherwise specified in the FOA, the minimum requirement is that each project must have at least one milestone per quarter for the duration of the project (depending on the project, more milestones may be necessary to comprehensively demonstrate progress). The Applicant should also provide the means by which the milestone will be verified. In addition to describing milestones in the Workplan text and including them in the schedule, the Applicant is required to complete the Milestone Summary Table shown below.</li> <li>• <b>Go/No-Go Decision Points:</b> The Applicant should provide project-wide go/no-go decision points at appropriate points in the Workplan. A go/no-go decision point is a risk management tool and a project management best practice to ensure that, for the current phase or period of performance, technical success is definitively achieved and potential for success in future phases or periods of performance is evaluated, prior to actually beginning the execution of future phases. Unless otherwise specified in the FOA, the minimum requirement is that each project must have at least one project-wide go/no-go decision point for each year (12-month period) of the project. The Applicant should also provide the specific technical criteria to be used to make the go/no-go decision. In addition to describing the go/no-go decision points in the Workplan text and including them in the schedule, the Applicant is required to complete the Milestone Summary Table shown below, which must include go/no-go decision points and their</li> </ul>
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	<p>method of verification.</p> <ul style="list-style-type: none"> <li>• Project Schedule (Gantt Chart or similar): The Applicant should provide a detailed schedule for the entire project, including task and subtask durations, milestones, and go/no-go decision points.</li> <li>• Project Management: The Applicant should discuss the team’s proposed management plan, including the following: <ul style="list-style-type: none"> <li>○ The overall approach to and organization for managing the work</li> <li>○ The roles of each Project Team member</li> <li>○ Any critical handoffs/interdependencies among Project Team members</li> <li>○ The technical and management aspects of the management plan, including systems and practices, such as financial and project management practices</li> <li>○ The approach to project risk management</li> <li>○ A description of how project changes will be handled</li> <li>○ If applicable, the approach to Quality Assurance/Control</li> <li>○ How communications will be maintained among Project Team members</li> </ul> </li> <li>• Market Transformation/Commercialization Plan: The Applicant should provide a market transformation/commercialization plan, including the following: <ul style="list-style-type: none"> <li>○ Identification of target market, competitors, and distribution channels for proposed technology along with known or perceived barriers to market penetration, including a mitigation plan</li> <li>○ Identification of a product development and/or service plan, commercialization timeline, financing, product marketing, legal/regulatory considerations including intellectual property, infrastructure requirements, data dissemination, U.S. manufacturing plan etc., and product distribution.</li> </ul> </li> </ul>
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**Example Milestone Summary Table and Work Breakdown Structure are provided on following two pages, after which the Technical Volume requirements will continue.**

Milestone Summary Table							
Recipient Name:							
Project Title:							
Task Number	Task Title or Subtask Title (If Applicable)	Milestone Type (Milestone or Go/No-Go Decision Point)	Milestone Number* (Go/No-Go Decision Point Number)	Milestone Description (Go/No-Go Decision Criteria)	Milestone Verification Process (What, How, Who, Where)	Anticipated Date (Months from Start of the Project)	Anticipated Quarter (Quarters from Start of the Project)

\*Milestone numbering convention should align with Task and Subtask numbers, as appropriate. For example, M1.1, M3.2, etc.

Note 1: It is required that each project have at least one milestone per quarter for the entire project duration. It is not necessary that each task have one milestone per quarter.

Note 2: It is required that each project have at least one project-wide go/no-go decision point each year. If a decision point is not specific to a particular task, then you may leave the task information blank for those decision points.

Note 3: All milestones should follow the SMART rule of thumb: Specific, Measureable, Achievable, Relevant, and Timely

*Questions about this FOA? Email [BTOCodesFOA@go.doe.gov](mailto:BTOCodesFOA@go.doe.gov). Problems with EERE Exchange? Email [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov). Include FOA name and number in subject line.*

### Example Work Breakdown Structure

**Technical Summary:** Provide a high-level overview of the final result of this project. Explain the final objective, outcome, milestone and/or deliverable that are to be produced and the rationale for why the applicant has organized the tasks in the way they have.

**Technical Details (Optional):** Describe the relevant management, engineering, design, process, scientific or other principles and aspects of the project that warrant discussion.

**Task 1:** Distinctive Title, Date range of the task in months (M1-M4)

**Task Summary:** Task summaries shall explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addressed and provide a concise statement of the objectives of that task. In addition, the description should indicate the project deliverables that this task will help achieve (D1, D2, D5 etc. note that deliverables may be applicable to multiple or all tasks.)

**Task Details:** Within this section, the barriers and risks should be identified, as well as the approaches for overcoming those barriers and risks. Where appropriate, multiple pathways early in the effort can be outlined for risk reduction.

**Milestone 1.1** (if applicable)

**Milestone 1.2** (if applicable)

**Etc.**

**Subtask 1.1:** Date range (M1-M2)

**Subtask Summary:** Describe the specific and detailed work efforts that go into achieving the higher-level tasks.

**Subtask Details:** Describe the evaluation techniques that will be used and the expected result that will be generated from the effort.

**Milestone 1.1.1** (if applicable)

**Milestone 1.1.2** (if applicable)

**Etc.**

**Subtask 1.2:**

(Continue until all Task 1 subtasks are listed)

**Task 2:** (continue in the format above until all tasks and subtasks are listed)

**Subtask 2.1:** Description and Discussion

**Subtask 2.2:** Description and Discussion

<p><b>Technical Qualifications and Resources</b> (Approximately 15% of the Technical Volume)</p>	<p>The Technical Qualifications and Resources should contain the following information:</p> <ul style="list-style-type: none"> <li>• Describe the Project Team’s unique qualifications and expertise, including those of key subrecipients</li> <li>• Describe the Project Team’s existing equipment and facilities that will facilitate the successful completion of the proposed project; include a justification of any new equipment or facilities requested as part of the project</li> <li>• This section should also include relevant, previous work efforts, demonstrated innovations, and how these enable the Applicant to achieve the project objectives.</li> <li>• Describe the time commitment of the key team members to support the project.</li> <li>• Attach one-page resumes for key participating team members as an appendix. Resumes do not count towards the page limit. Multi-page resumes are not allowed.</li> <li>• Describe the technical services to be provided by DOE/NNSA FFRDCs and GOGOs, if applicable.</li> <li>• Attach any letters of support from partners/end users as an appendix (1 page maximum per letter). Letters of support do not count towards the page limit.</li> <li>• For multi-organizational or multi-investigator projects, describe succinctly:             <ul style="list-style-type: none"> <li>○ The roles and the work to be performed by each PI and Key Participant;</li> <li>○ Business agreements between the Applicant and each PI and Key Participant;</li> <li>○ How the various efforts will be integrated and managed;</li> <li>○ Process for making decisions on scientific/technical direction;</li> <li>○ Publication arrangements;</li> <li>○ Intellectual Property issues; and</li> <li>○ Communication plans</li> </ul> </li> </ul>
<p><b>FOA-Specific Requirements</b></p>	<ul style="list-style-type: none"> <li>• An important constraint on budgeting, within the application documents, is that all applicants must assume that compliance studies will cost a total of \$280,000 per state (\$140,000 each for pre and post compliance studies). Because the EERE methodology for measuring compliance is not yet available, this requirement is included to allow for fair comparisons between applications. Assuming ten states, that leaves a total of \$3,200,000 available which is assumed to cover approximately two years of activities. EERE does not assume that this amount will be split equally across states; awards will be granted based on the merit of the ideas proposed.</li> </ul> <p>To demonstrate its connection to stakeholder groups within a state, applicants are encouraged to include letters of support from organizations representing building officials, homebuilders, subcontractors, material supply distributors, state agencies, advocates or other important entities.</p>

### **3. 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. Note: The dates and dollar amounts on the SF-424 are for the complete project period and not just the first project year, first phase or other subset of the project period. Save the SF-424 in a single PDF file using the following convention for the title "ControlNumber\_LeadOrganization\_App424".

### **4. BUDGET JUSTIFICATION WORKBOOK (EERE 159)**

Applicants are required to complete the Budget Justification Workbook. This form is available on EERE Exchange at <https://eere-Exchange.energy.gov/>. Prime Recipients must complete each tab of the Budget Justification Workbook for the project as a whole, including all work to be performed by the Prime Recipient and its Subrecipients and Contractors, and provide all requested documentation (e.g., a Federally-approved forward pricing rate agreement, Defense Contract Audit Agency or Government Audits and Reports, if available). Applicants should include costs associated with required annual audits and incurred costs proposals in their proposed budget documents. The "Instructions and Summary" included with the Budget Justification Workbook will "auto-populate" as the Applicant enters information into the Workbook. Applicants must carefully read the "Instructions and Summary" tab provided within the Budget Justification Workbook. Save the Budget Justification Workbook in a single PDF file using the following convention for the title "ControlNumber\_LeadOrganization\_Budget\_Justification".

An important constraint on budgeting is that all applicants must assume that compliance studies will cost a total of \$280,000 per state (\$140,000 each for pre and post compliance studies). Because the EERE methodology for measuring compliance is not yet available, this requirement is included to allow for fair comparisons between applications. Assuming ten states, that leaves a total of \$3,200,000 available which is assumed to cover approximately two years of activities. EERE does not assume that this amount will be split equally across states; awards will be granted based on the merit of the ideas proposed.

### **5. SUMMARY/ABSTRACT FOR PUBLIC RELEASE**

Applicants are required to submit a one-page summary/abstract of their project. The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identified the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the



Department may make it available to the public after selections are made. The project summary must not exceed 1 page when printed using standard 8.5 x 11 paper with 1" margins (top, bottom, left, and right) with font not smaller than 11 point. Save the Summary for Public Release in a single PDF file using the following convention for the title "ControlNumber\_LeadOrganization\_Summary".

## **6. SUMMARY SLIDE**

Applicants are required to provide a single PowerPoint slide summarizing the proposed project. The slide must be submitted in Microsoft PowerPoint format. This slide is used during the evaluation process. Save the Summary Slide in a single file using the following convention for the title "ControlNumber\_LeadOrganization\_Slide".

The Summary Slide template requires the following information:

- A technology Summary;
- A description of the technology's impact;
- Proposed project goals;
- Any key graphics (illustrations, charts and/or tables);
- The project's key idea/takeaway;
- Project title, Prime Recipient, Principal Investigator, and Key Participant information; and
- Requested EERE funds and proposed applicant cost share.

## **7. SUBAWARD BUDGET JUSTIFICATION (EERE159)**

Applicants must provide a separate budget justification, EERE 159 (i.e., budget justification for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than \$250,000 or 25 percent of the total work effort (whichever is less). The budget justification must include the same justification information described in the "Budget Justification" section, above. Save each subaward budget justification in a single PDF file using the following convention for the title "ControlNumber\_LeadOrganization\_Subawardee\_Budget\_Justification".

## **8. BUDGET FOR DOE/NNSA FFRDC (IF APPLICABLE)**

If a DOE/NNSA FFRDC contractor is to perform a portion of the work, the Applicant must provide a DOE Field Work Proposal (FWP) in accordance with the requirements in DOE Order 412.1, Work Authorization System. DOE Order 412.1 and DOE O 412.1 (Field Work Proposal form) area available at the following link, under "DOE Budget Forms": <https://www.directives.doe.gov/directives/0412.1-BOrder-a/view>. Save the FWP in a single PDF file using the following convention for the title "ControlNumber\_LeadOrganization\_FWP".

### **9. AUTHORIZATION FOR NON-DOE/NNSA OR DOE/NNSA FFRDCs**

The Federal agency sponsoring the FFRDC must authorize in writing the use of the FFRDC on the proposed project and this authorization must be submitted with the application. The use of a FFRDC must be consistent with the contractor's authority under its award. Save the Authorization in a single PDF file using the following convention for the title "ControlNumber\_LeadOrganization\_FFRDCAuth".

### **10. SF-LLL: DISCLOSURE OF LOBBYING ACTIVITIES**

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

Prime Recipients and Subrecipients are required to complete and submit SF-LLL, "Disclosure of Lobbying Activities" (<http://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.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".

### **11. WAIVER REQUESTS: FOREIGN ENTITIES AND PERFORMANCE OF WORK IN THE UNITED STATES**

#### *i. Foreign Entity Participation:*

As set forth in Section III.A.3, all Prime Recipients receiving funding under this FOA must be incorporated (or otherwise formed) under the laws of a State or territory of the United States. To request a waiver of this requirement, the Applicant must submit an explicit waiver request in the Full Application. Waiver information is provided in Section III.A.3 of the FOA.

#### *ii. Performance of Work in the United States*

All work under EERE funding agreements must be performed in the United States. This requirement does not apply to the purchase of supplies and equipment, so a waiver is not required for foreign purchases of these items. However, the Prime Recipient should make every effort to purchase supplies and equipment within the United States. Section IV.I.3 lists the necessary information that must be included in a request to waive the Performance of Work in the United States requirement.

## **12. DATA MANAGEMENT PLAN**

Applicants whose Full Applications are selected for award negotiations will be required to submit a Data Management Plan during the award negotiations phase. The Data Management Plan is a document that outlines the proposed plan for data sharing or preservation. Submission of this plan is required, and failure to submit the plan may result in the termination of award negotiations. As a courtesy, guidance for preparing a Data Management Plan is provided in Appendix C of the FOA.

## **13. LETTERS OF SUPPORT (OPTIONAL)**

Applicants may choose to supply Letters of Support from the states they will be working with, showing their support for the projects goals.

Letters of Support shall be electronically saved in a single PDF file using the following convention for the title "ControlNumber\_LeadOrganization\_Letters of Support".

## **D. POST-AWARD INFORMATION REQUESTS**

If selected for award, EERE reserves the right to request additional or clarifying information for any reason deemed necessary, including but not limited to:

- Indirect cost information
- Other budget information
- Commitment Letters from Third Parties Contributing to Cost Share, if applicable
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Representation of Limited Rights Data and Restricted Software, if applicable
- Environmental Questionnaire

## **E. CONTENT AND FORM OF REPLIES TO REVIEWER COMMENTS**

EERE will provide Applicants with reviewer comments following evaluation of all eligible Full Applications. Applicants will have approximately three business days to prepare a short Reply to Reviewer Comments responding to comments however they desire or supplementing their Full Application.

EERE will not review or consider ineligible Replies to Reviewer Comments (see Section III of the FOA). EERE will review and consider each eligible Full Application, even if no Reply is submitted or if the Reply is found to be ineligible.

Replies to Reviewer Comments must conform to the following content and form requirements, including maximum page lengths, described below. If a Reply to Reviewer Comments is more

than three pages in length, EERE will review only the first three pages and disregard any additional pages.

SECTION	PAGE LIMIT	DESCRIPTION
<b>Text</b>	2 pages max	Applicants may respond to one or more reviewer comments or supplement their Full Application.
<b>Optional</b>	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.

## **F. SUBMISSION DATES AND TIMES**

Full Applications and Replies to Reviewer Comments must be submitted no later than 5p.m. Eastern on the dates provided on the cover page of this FOA.

## **G. INTERGOVERNMENTAL REVIEW**

This FOA is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.

## **H. FUNDING RESTRICTIONS**

### **1. ALLOWABLE COSTS**

All expenditures must be allowable, allocable, and reasonable in accordance with the applicable Federal cost principles.

Refer to the following applicable Federal cost principles for more information:

- 2 CFR 220 for Educational Institutions;
- 2 CFR 225 for State, Local, and Indian Tribal Governments;
- 2 CFR 230 for Non Profit Organizations; and
- FAR Part 31 for For-Profit entities.

### **2. PRE-AWARD COSTS**

Selectees may charge pre-award costs incurred on R&D awards within the 90-day period immediately preceding the effective date of the award. If the Selectee is a for-profit, non-profit, or University, prior approval by the CO to incur pre-award costs is not required unless the costs are more than \$25,000. If the Selectee is a governmental entity, it must request prior approval from the CO to incur pre-award costs, regardless of the amount.

Pre-award costs cannot be incurred prior to the Selection Official signing the Selection Statement and Analysis. Pre-award costs can only be incurred if such costs would be reimbursable under the agreement if incurred after award.

Pre-Award expenditures are made at the Selectee's risk; EERE is not obligated to reimburse costs: (1) in the absence of appropriations; (2) if an award is not made; or (3) if an award is made for a lesser amount than the Selectee anticipated.

*i. Pre-Award Costs Related to National Environmental Policy Act (NEPA) Requirements*

EERE's decision whether and how to distribute federal funds under this FOA is subject to NEPA. Applicants should carefully consider and should seek legal counsel or other expert advice before taking any action related to the proposed project that would have an adverse effect on the environment or limit the choice of reasonable alternatives prior to EERE completing the NEPA review process.

EERE does not guarantee or assume any obligation to reimburse costs where the Prime Recipient incurred the costs prior to receiving written authorization from the Contracting Officer. If the Applicant elects to undertake activities that may have an adverse effect on the environment or limit the choice of reasonable alternatives prior to receiving such written authorization from the Contracting Officer, the Applicant is doing so at risk of not receiving Federal funding and such costs may not be recognized as allowable cost share. Likewise, if a project is selected for negotiation of award, and the Prime Recipient elects to undertake activities that are not authorized for Federal funding by the Contracting Officer in advance of EERE completing a NEPA review, the Prime Recipient is doing so at risk of not receiving Federal Funding and such costs may not be recognized as allowable cost share. Nothing contained in the pre-award cost reimbursement regulations or any pre-award costs approval letter from the Contracting Officer override these NEPA requirements to obtain the written authorization from the Contracting Officer prior to taking any action that may have an adverse effect on the environment or limit the choice of reasonable alternatives.

**3. PERFORMANCE OF WORK IN THE UNITED STATES**

a. Requirement.

All work performed under EERE Awards must be performed in the United States. This requirement does not apply to the purchase of supplies and equipment; however, the Recipient should make every effort to purchase supplies and equipment within the United States. The Recipient must flow down this requirement to its subrecipients.

b. Failure to Comply.

If the Recipient fails to comply with the Performance of Work in the United States requirement, EERE may deny reimbursement for the work conducted outside the United States and such costs may not be recognized as allowable Recipient cost share. The Recipient is responsible should any work under this Award be performed outside the United States, absent a waiver, regardless of if the work is performed by the Recipient, subrecipients, vendors or other project partners.

c. Waiver.

There may be limited circumstances where it is in the interest of the project to perform a portion of the work outside the United States. To seek a waiver of the Performance of Work in the United States requirement, the Recipient must submit a written waiver request to EERE, which includes the following information:

- The countries in which the work is proposed to be performed;
- A description of the work to be proposed to be performed outside the U.S.;
- Proposed budget of work to be performed; and
- The rationale for performing the work outside the U.S.

For the rationale, the Recipient must demonstrate to the satisfaction of EERE that a waiver would further the purposes of the FOA that the Award was selected under and is otherwise in the interests of EERE and the United States. EERE may require additional information before considering a waiver request. Save the waiver request(s) in a single PDF file titled "ControlNumber\_PerformanceofWork\_Waiver".

#### **4. CONSTRUCTION**

EERE generally does not fund projects that involve major construction (i.e., construction of new buildings, major renovations, or additions to existing buildings). Recipients are required to obtain written authorization from the Contracting Officer before incurring any major construction costs.

#### **5. EQUIPMENT AND SUPPLIES**

To the greatest extent practicable, all equipment and products purchased with funds made available under this FOA should be American-made. This requirement does not apply to used or leased equipment.

Property disposition will be required at the end of a project if the property is no longer used by the Prime Recipient for the objectives of the project, and the fair market value of property exceeds \$5,000. The rules for property disposition are set forth in the following sections of 10 CFR Part 600:

- 10 CFR 600.130 to 600.137 for Universities, Hospitals, or other Nonprofit Institutions;
- 10 CFR 600.231 to 600.233 for State and Local Governments; and
- 10 CFR 600.320 to 600.325 for For-Profit organizations.

## **6. LOBBYING**

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

Recipients and Subrecipients are required to complete and submit SF-LLL, “Disclosure of Lobbying Activities” (<http://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.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.

# **V. APPLICATION REVIEW INFORMATION**

## **A. TECHNICAL REVIEW CRITERIA**

### **1. FULL APPLICATIONS**

Applications will be evaluated against the merit review criteria shown below.

#### **Criterion 1: Technical Merit, Innovation, and Impact (50%)**

##### **Technical Merit and Innovation**

- Extent to which the proposed technology or process is innovative and has the potential to advance the state of the art;
- Degree to which the current state of the technology and the proposed advancement are clearly described;
- Extent to which the application specifically and convincingly demonstrates how the applicant will move the state of the art to the proposed advancement; and
- Sufficiency of technical detail in the application to assess whether the proposed work is scientifically meritorious and revolutionary, including relevant data, calculations and discussion of prior work in the literature with analyses that support the viability of the proposed work.

### Impact of Technology Advancement

- How the project supports the topic area objectives and target specifications and metrics; and
- The potential impact of the project on advancing the state of the art.

### **Criterion 2: Project Research and Commercialization Plan (30%)**

#### Research Approach and Workplan

- Degree to which the approach and critical path have been clearly described and thoughtfully considered; and
- Degree to which the task descriptions are clear, detailed, timely, and reasonable, resulting in a high likelihood that the proposed Workplan will succeed in meeting the project goals.

#### Identification of Technical Risks

- Discussion and demonstrated understanding of the key technical risk areas involved in the proposed work, and the quality of the mitigation strategies to address them.

#### Baseline, Metrics, and Deliverables

- The level of clarity in the definition of the baseline, metrics, and milestones; and
- Relative to a clearly defined experimental baseline, the strength of the quantifiable metrics, milestones, and a mid-point deliverables defined in the application, such that meaningful interim progress will be made.

#### Market Transformation Plan

- Identification of target market, competitors, and distribution channels for proposed technology along with known or perceived barriers to market penetration, including mitigation plan; and
- Comprehensiveness of commercialization plan including but not limited to product development and/or service plan, commercialization timeline, financing, product marketing, legal/regulatory considerations including intellectual property, infrastructure requirements, Data Management Plan, and product distribution.

### **Criterion 3: Team and Resources (20%)**

- The capability of the Principal Investigator(s) and the proposed team to address all aspects of the proposed work with a good chance of success. Qualifications, relevant expertise, and time commitment of the individuals on the team;
- The sufficiency of the facilities to support the work;
- Degree to which the proposed consortia/team demonstrates the ability to facilitate and expedite further development and commercial deployment of the proposed technologies;
- Level of participation by project participants as evidenced by letter(s) of commitment and how well they are integrated into the Workplan; and
- Reasonableness of budget and spend plan for proposed project and objectives.



## **2. CRITERIA FOR REPLIES TO REVIEWER COMMENTS**

EERE has not established separate criteria to evaluate Replies to Reviewer Comments. Instead, Replies to Reviewer Comments are attached to the original applications and evaluated as an extension of the Full Application.

### **B. STANDARDS FOR APPLICATION EVALUATION**

Applications that are determined to be eligible will be evaluated in accordance with this FOA, by the standards set forth in EERE's Notice of Objective Merit Review Procedure (76 Fed. Reg. 17846, March 31, 2011) and the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance," which is available at: <http://energy.gov/sites/prod/files/meritrev.pdf>.

### **C. OTHER SELECTION FACTORS**

#### **1. PROGRAM POLICY FACTORS**

In addition to the above criteria, the Selection Official may consider the following program policy factors in determining which Full Applications to select for award negotiations:

- The degree to which the proposed project, including proposed cost shares, optimizes the use of available EERE funding to achieve programmatic objectives;
- The level of industry involvement and demonstrated ability to commercialize energy or related technologies;
- Technical, market, organizational, and environmental risks associated with the project;
- Whether the proposed project is likely to lead to increased employment and manufacturing in the United States;
- Whether the proposed project will accelerate transformational technological advances in areas that industry by itself is not likely to undertake because of technical and financial uncertainty;
- The degree to which the proposed project directly addresses EERE's statutory mission and strategic goals.

### **D. EVALUATION AND SELECTION PROCESS**

#### **1. OVERVIEW**

The evaluation 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, in determining which applications to select.

## **2. 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). 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.

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.

EERE may obtain additional information through Pre-Selection Interviews that will be used to make a final selection determination. EERE may select applications for funding and make awards without Pre-Selection Interviews. Participation in Pre-Selection Interviews with EERE does not signify that Applicants have been selected for award negotiations.

## **3. PRE-SELECTION CLARIFICATION**

EERE may determine that pre-selection clarifications are necessary from one or more applicants. These pre-selection clarifications will solely be for the purposes of clarifying the application, and will be limited to information already provided in the application documentation. The pre-selection clarifications may occur before, during or after the merit review evaluation process. Information provided by an applicant that is not necessary to address the pre-selection clarification question will not be reviewed or considered. Typically, a pre-selection clarification will be carried out through either written responses to EERE's written clarification questions or video or conference calls with EERE representatives.

The information provided by Applicants to EERE through pre-selection clarifications is incorporated in their applications and contributes to the merit review evaluation and EERE's selection decisions. If EERE contacts an applicant for pre-selection clarification purposes, it does not signify that the applicant has been selected for negotiation of award or that the applicant is among the top ranked applications.

EERE will not reimburse applicants for expenses relating to the pre-selection clarifications, nor will these costs be eligible for reimbursement as pre-award costs.

#### **4. SELECTION**

The Selection Official may consider the technical merit, the Federal Consensus Board's recommendations, program policy factors, and the amount of funds available in arriving at selections for this FOA.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES**

EERE anticipates notifying applicants selected for negotiation of award by July 30, 2014 and making awards by September 30, 2014.

### **B. AWARD NOTICES**

#### **1. REJECTED SUBMISSIONS**

Ineligible Full Applications are rejected by the Contracting Officer and are not reviewed or considered. The Contracting Officer sends a notification letter by email to the technical and administrative points of contact designated by the Applicant in EERE Exchange. The notification letter states the basis upon which the Full Application was rejected.

#### **2. FULL APPLICATION NOTIFICATIONS**

EERE notifies Applicants of its determination via a notification letter by email to the technical and administrative points of contact designated by the Applicant in EERE Exchange. The notification letter may inform the Applicant that its Full Application was selected for award negotiations, or not selected for award. Alternatively, EERE may notify one or more Applicants that a final selection determination on particular Full Applications will be made at a later date, subject to the availability of funds or other factors.

Written feedback on Full Applications is made available to Applicants before the submission deadline for Replies to Reviewer Comments. By providing feedback, EERE intends to guide the further development of the proposed technology and to provide a brief opportunity to respond to reviewer comments.

#### **3. SUCCESSFUL APPLICANTS**

A notification letter selecting a Full Application for award negotiations does not authorize the Applicant to commence performance of the project. If an application is selected for award

negotiations, it is not a commitment to issue an award. Applicants do not receive an award until award negotiations are complete and the Contracting Officer executes the funding agreement.

The award negotiation process will take approximately 60 days. Applicants must designate a primary and a backup point-of-contact in EERE Exchange with whom EERE will communicate to conduct award negotiations. The Applicant must be responsive during award negotiations (e.g., provide requested documentation) and meet the negotiation deadlines. If the Applicant fails to do so or negotiations are otherwise unsuccessful, EERE will cancel award negotiations and rescind the Selection. EERE reserves the right to terminate award negotiations at any time for any reason.

Please refer to Section IV.H.2 of the FOA for guidance on pre-award costs.

#### ***4. POSTPONED SELECTION DETERMINATIONS***

A notification letter postponing a final selection determination until a later date does not authorize the Applicant to commence performance of the project. EERE may ultimately determine to select or not select the Full Application for award negotiations.

#### ***5. UNSUCCESSFUL APPLICANTS***

EERE shall promptly notify in writing each applicant whose application has not been selected for award or whose application cannot be funded because of the unavailability of appropriated funds. If the application was not selected, the written notice shall explain why the application was not selected.

### **C. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### ***1. REGISTRATION REQUIREMENTS***

There are several one-time actions before submitting an application in response to this Funding Opportunity Announcement (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. These requirements are as follows:

##### ***i. EERE 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 FOAs 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 FOA.**

The EERE Exchange registration does not have a delay; however, **the remaining registration requirements below could take several weeks to process and are necessary for a potential applicant to receive an award under this FOA.** Therefore, although not required in order to submit an application through the EERE Exchange site, all potential applicants lacking a DUNS number, or not yet registered with SAM or FedConnect should complete those registrations as soon as possible.

*ii. DUNS Number*

Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number (including the plus 4 extension, if applicable) at <http://fedgov.dnb.com/webform>.

*iii. System for Award Management*

Register with the System for Award Management (SAM) at <https://www.sam.gov>. Designating an Electronic Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in SAM registration. Please update your SAM registration annually.

*iv. Fedconnect*

Register in FedConnect at <https://www.fedconnect.net>. To create an organization account, your organization's SAM MPIN is required. For more information about the SAM MPIN or other registration requirements, review the FedConnect Ready, Set, Go! Guide at [https://www.fedconnect.net/FedConnect/PublicPages/FedConnect\\_Ready\\_Set\\_Go.pdf](https://www.fedconnect.net/FedConnect/PublicPages/FedConnect_Ready_Set_Go.pdf).

*v. Grants.gov*

Register in Grants.gov (<http://www.grants.gov>) to receive automatic updates when Amendments to this FOA are posted. However, please note that Full Applications will not be accepted through Grants.gov.

*vi. Electronic Authorization of Applications and Award Documents*

Submission of an application and supplemental information under this FOA through electronic systems used by the Department of Energy, including EERE Exchange and fedconnect.net, constitutes the authorized representative's approval and electronic signature.

**2. AWARD ADMINISTRATIVE REQUIREMENTS**

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR 600. Grants and cooperative agreements made to universities, non-profits, and other entities subject to 10 CFR 600 are subject to the Research Terms and Conditions located on the National Science Foundation website at: <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp>.

Questions about this FOA? Email [BTOCodesFOA@go.doe.gov](mailto:BTOCodesFOA@go.doe.gov). Problems with EERE Exchange? Email [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov). Include FOA name and number in subject line.

### **3. FOREIGN NATIONAL INVOLVEMENT**

All applicants that ultimately enter into an award resulting from this FOA will be subject to the following requirement concerning foreign national involvement. Upon DOE's request, Prime Recipients must provide information to facilitate DOE's responsibilities associated with foreign national access to DOE sites, information, technologies, and equipment. Foreign national is defined as any person who was born outside the jurisdiction of the United States, is a citizen of a foreign government, and has not been naturalized under U.S. law. If the Prime Recipient or subrecipients, contractors or vendors under the award, anticipate utilizing a foreign national person in the performance of an award, the Prime Recipient is responsible for providing to the Contracting Officer specific information of the foreign national(s) to satisfy compliance with all of the requirements for access approval.

### **4. LIMITATIONS ON COMPENSATION COSTS**

The annual compensation costs for an individual allowable under this Award are limited to \$250,000 (i.e., \$250,000 is the maximum amount that EERE will reimburse a Recipient for any one individual's annual compensation and EERE will not recognize such costs above \$250,000 as Recipient cost share).

This limitation does not restrict the Recipient or its subrecipients from providing annual compensation to an individual that exceeds \$250,000. However, any amount above \$250,000 cannot be included in the total project costs (i.e., Federal share or Recipient cost share).

For purposes of this requirement only, the term "annual compensation costs" is defined to include the total amount of wages and salary paid to the employee, which have been approved by the Contracting Officer.

### **5. SUBAWARD AND EXECUTIVE REPORTING**

Additional administrative requirements necessary for DOE grants and cooperative agreements to comply with the Federal Funding and Transparency Act of 2006 (FFATA) are contained in 2 CFR Part 170. Prime Recipients must register with the new FFATA Subaward Reporting System database and report the required data on their first tier Subrecipients. Prime Recipients must report the executive compensation for their own executives as part of their registration profile in SAM.

### **6. NATIONAL POLICY REQUIREMENTS**

The National Policy Assurances that are incorporated as a term and condition of award are located at: <http://energy.gov/management/downloads/national-policy-assurances-be-incorporated-award-terms>.

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

EERE's decision whether and how to distribute federal funds under this FOA is 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 Recipients selected for an award will be required to assist in the timely and effective completion of the NEPA process in the manner most pertinent to their proposed project.

**8. APPLICANT REPRESENTATIONS AND CERTIFICATIONS**

*i. Lobbying Restrictions*

By accepting funds under this award, the Recipient agrees that none of the funds obligated on the award shall be expended, directly or indirectly, to influence Congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. §1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

*ii. Corporate Felony Conviction and Federal Tax Liability Representations (March 2012)*

By submitting an application in response to this FOA, the Applicant represents that:

It is not a corporation that has been convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months;

No officer or agent of the corporation have been convicted of a felony criminal violation for an offence arising out of actions for or on behalf of the corporation under Federal law in the past 24 months; or

It is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

For purposes of these representations, the following definitions apply:

A Corporation includes any entity that has filed articles of incorporation in any of the 50 states, the District of Columbia, or the various territories of the United States [but not foreign corporations]. It includes both for-profit and non-profit organizations.

*iii. Applicant Lighting Efficiency Certification (April 2012)*

In submitting an application in response to this FOA, the Applicant certifies that if chosen for a grant award (this requirement only applies to grant awards, not cooperative agreements) and the award is in excess of \$1,000,000 it will, by the end of the Federal Government's fiscal year, upgrade the efficiency of its facilities by replacing any incandescent lighting of the type for which section 325 of the Energy Policy and Conservation Act (42 USC 6295) establishes a standard that does not meet or exceed the energy efficiency standard for incandescent light bulbs set forth in that section with a lamp that meets or exceeds the standards for lamps established in or pursuant to that section.

Incandescent reflector lamps shall meet or exceed the lamp efficacy standards shown in the table:

Rated lamp wattage	Lamp spectrum	Lamp diameter (inches)	Rated voltage	Minimum average lamp efficacy (lm/W)
40-205	Standard Spectrum	>2.5	≥125V	6.8*P0.27
			<125V	5.9*P0.27
		<2.5	≥125V	5.7*P0.27
			<125V	5.0*P0.27
40-205	Modified Spectrum	>2.5	≥125V	5.8*P0.27
			<125V	5.0*P0.27
		<2.5	≥125V	4.9*P0.27
			<125V	4.2*P0.27

**Note 1:** P is equal to the rated lamp wattage, in watts.

**Note 2:** Standard Spectrum means any incandescent reflector lamp that does not meet the definition of modified spectrum in 10 CFR 430.2.

Subject to the exemption below, the standards specified in this section shall apply to ER incandescent reflector lamps, BR incandescent reflector lamps, BPAR incandescent reflector lamps, and similar bulb shapes.

Subject to the exemption below, the standards specified in this section shall apply to incandescent reflector lamps with a diameter of more than 2.25 inches, but not more than 2.75 inches.

Questions about this FOA? Email [BTOCodesFOA@go.doe.gov](mailto:BTOCodesFOA@go.doe.gov). Problems with EERE Exchange? Email [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov). Include FOA name and number in subject line.



Exemption: The standards specified in this section shall not apply to the following types of incandescent reflector lamps:

- (A) Lamps rated at 50 watts or less that are ER30, BR30, BR40, or ER40 lamps;
- (B) Lamps rated at 65 watts that are BR30, BR40, or ER40 lamps; or
- (C) R20 incandescent reflector lamps rated 45 watts or less.

For purposes of this Certification, the following definitions apply:

- (A) Facilities means the room(s), area(s), or building(s) that are used to complete a majority of the work under the project.
- (B) In excess of \$1,000,000 means the total value of the grant including all budget periods funded with Federal funds and Prime Recipient cost share is greater than \$1,000,000.
- (C) The Federal Government's fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.
- (D) Except as provided in subparagraph (4) below, the term "incandescent lamp" means a lamp in which light is produced by a filament heated to incandescence by an electric current, including only the following:
  - (1) Any lamp (commonly referred to as lower wattage nonreflector general service lamps, including any tungsten-halogen lamp) that has a rated wattage between 30 and 199 watts, has an E26 medium screw base, has a rated voltage range that lies at least partially within 115 and 130 volts, and is not a reflector lamp;
  - (2) Any lamp (commonly referred to as a reflector lamp) which is not colored or designed for rough or vibration service applications, that contains an inner reflective coating on the outer bulb to direct the light, an R, PAR, ER, BR, BPAR, or similar bulb shapes with E26 medium screw bases, a rated voltage or voltage range that lies at least partially within 115 and 130 volts, a diameter which exceeds 2.25 inches, and has a rated wattage that is 40 watts or higher;
  - (3) Any general service incandescent lamp (commonly referred to as a high- or higher-wattage lamp) that has a rated wattage above 199 watts (above 205 watts for a high wattage reflector lamp); or
  - (4) The term "incandescent lamp" does not include any lamp excluded by the Secretary, by rule, as a result of a determination that standards for such lamp would not result in significant energy savings because such lamp is designed for special applications or has special characteristics not available in substitutable lamp types.

- (E) The term “base” means the portion of the lamp which connects with the socket as described in ANSI C81.61-1990.
- (F) The term “bulb shape” means the shape of the lamp, especially the glass bulb with designations for bulb shapes found in ANSI C79.1-1980 (R1984).
- (G) The term “lamp efficacy” means the lumen output of a lamp divided by its wattage, expressed in lumens per watt (LPW).
- (H) The term “lamp wattage” means the total electrical power consumed by a lamp in watts, after the initial seasoning period referenced in the appropriate IES standard test procedure and including, for fluorescent, arc watts plus cathode.

#### **9. STATEMENT OF FEDERAL STEWARDSHIP**

EERE will exercise normal Federal stewardship in overseeing the project activities performed under EERE Awards. Stewardship Activities include, but are not limited to, conducting site visits; reviewing performance and financial reports, providing assistance and/or temporary intervention in usual circumstances to correct deficiencies that develop during the project; assuring compliance with terms and conditions; and reviewing technical performance after project completion to ensure that the project objectives have been accomplished.

#### **10. 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:

1. EERE shares responsibility with the Recipient for the management, control, direction, and performance of the Project.
2. 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.
3. EERE may redirect or discontinue funding the Project based on the outcome of EERE’s evaluation of the Project at that the Go/No Go decision point.
4. EERE participates in major project decision-making processes.

### **11. SUBJECT INVENTION UTILIZATION REPORTING**

To ensure that Prime Recipients and Subrecipients holding title to subject inventions are taking the appropriate steps to commercialize subject inventions, EERE requires that each Recipient holding title to a subject invention submit annual reports for 10 years from the date the subject invention was disclosed to EERE on the utilization of the subject invention and efforts made by Recipient or their licensees or assignees to stimulate such utilization. The reports must include information regarding the status of development, date of first commercial sale or use, gross royalties received by the Prime Recipient, and such other data and information as EERE may specify.

### **12. INTELLECTUAL PROPERTY PROVISIONS**

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at <http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards>.

### **13. REPORTING**

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. The checklist can be accessed at [http://energy.gov/sites/prod/files/2013/05/f0/Attch\\_FA\\_RepReqChecklist\\_COMBINED\\_FINAL\\_4-23-13%20%283%29\\_0.pdf](http://energy.gov/sites/prod/files/2013/05/f0/Attch_FA_RepReqChecklist_COMBINED_FINAL_4-23-13%20%283%29_0.pdf).

### **14. GO/NO-GO REVIEW AND STAGE-GATE REVIEW**

Each project selected under this FOA will be subject to a period project evaluation referred to as a Go/No-Go or Stage Gate Review. Federal funding beyond the Go/No Go or Stage Gate decision point (continuation funding), is contingent, in part<sup>13</sup>, on the outcome of the Go/No Go or Stage Gate Review.

As a result of the Go/No Go or Stage Gate Reviews, DOE may, at its discretion, authorize the following actions: (1) continue to fund the project, contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority; (2) recommend redirection of work under the project; (3) place a hold on

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<sup>13</sup> Continuation funding is contingent on (1) contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority; (2) meeting the objectives, milestones, deliverables, decision point criteria, and stage gates of Recipient's approved project and obtaining approval from EERE to continue work on the project; (3) submittal of required reports; and/or (4) compliance with the terms and conditions of the award.

federal funding for the project, pending further supporting data or funding; or (4) discontinue funding the project because of insufficient progress, change in strategic direction, or lack of funding.

- **Go/No-Go Decision Points:** Go/No-Go decision points are similar to project milestones, in that EERE staff will review the project based on pre-established metrics defined in the award negotiations process following selection.
- **Stage-Gate Reviews:** Stage-Gate reviews are very similar to Go/No-Go decision points, except that EERE will bring in third parties to assist with validation of project progress. These third parties are typically specialized subject matter experts that will allow EERE to evaluate crucial aspects of project performance with a greater degree of specificity and scrutiny.

## **VII. QUESTIONS/AGENCY CONTACTS**

Upon the issuance of a FOA, EERE personnel are prohibited from communicating (in writing or otherwise) with Applicants regarding the FOA except through the established question and answer process as described below. Specifically, questions regarding the content of this FOA must be submitted to: [BTOCodesFOA@go.doe.gov](mailto:BTOCodesFOA@go.doe.gov) not later than 3 business days prior to the application due date.

All questions and answers related to this FOA will be posted on EERE Exchange at: <https://eere-exchange.energy.gov>. **Please note that you must first select this specific FOA Number in order to view the questions and answers specific to this FOA.** EERE will attempt to respond to a question within 3 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](mailto:EERE-ExchangeSupport@hq.doe.gov).

## **VIII. OTHER INFORMATION**

### **A. FOA MODIFICATIONS**

Amendments to this FOA will be posted on the EERE Exchange website and the Grants.gov system. However, you will only receive an email when an amendment or a FOA is posted on these sites if you register for email notifications for this FOA in Grants.gov. EERE recommends that you register as soon after the release of the FOA as possible to ensure you receive timely notice of any amendments or other FOAs.

*Questions about this FOA? Email [BTOCodesFOA@go.doe.gov](mailto:BTOCodesFOA@go.doe.gov). Problems with EERE Exchange? Email [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov). Include FOA name and number in subject line.*

## **B. INFORMATIONAL WEBINAR**

EERE will conduct one informational webinar during the FOA process. It will be held shortly after the initial FOA release.

The purpose of this webinar is to give applicants a chance to ask questions about the FOA process generally. Attendance is not mandatory and will not positively or negatively impact the overall review of any Applicant submissions. As the webinar will be open to all Applicants who wish to participate, Applicants should refrain from asking questions or communicating information that would reveal confidential and/or proprietary information specific to their project.

Questions can be submitted in advance to [BTOCodesFOA@go.doe.gov](mailto:BTOCodesFOA@go.doe.gov). Questions can be submitted electronically during the presentation and, if time allows, answered at the end. Answers to any remaining questions will be posted on EERE Exchange. As the webinars will be open to all Applicants who wish to participate, Applicants should refrain from asking questions or communicating information that would reveal confidential and/or proprietary information specific to their project. The specific date for the webinar can be found on the cover page of the FOA. The webinar will be recorded and subsequently uploaded to EERE Exchange. Register for the webinar at this link: <https://www1.gotomeeting.com/register/662644297>.

## **C. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE**

EERE reserves the right, without qualification, to reject any or all applications received in response to this FOA and to select any application, in whole or in part, as a basis for negotiation and/or award.

## **D. COMMITMENT OF PUBLIC FUNDS**

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by anyone other than the Contracting Officer, either express or implied, is invalid.

## **E. 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 proposed project or to comply with a requirement in the FOA. 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 a financial assistance or loan 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.

## **F. 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.

## **G. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES**

Eligible activities under this Technology Office include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

## **H. NOTICE OF RIGHT TO CONDUCT A REVIEW OF FINANCIAL CAPABILITY**

EERE reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award (including personal credit information of principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

## **I. NOTICE OF POTENTIAL DISCLOSURE UNDER FREEDOM OF INFORMATION ACT**

Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award.

## **J. REQUIREMENT FOR FULL AND COMPLETE DISCLOSURE**

Applicants are required to make a full and complete disclosure of all information requested. Any failure to make a full and complete disclosure of the requested information may result in:

- The rejection of a Full Application and/or Reply to Reviewer Comments;
- The termination of award negotiations;
- The modification, suspension, and/or termination of a funding agreement;
- The initiation of debarment proceedings, debarment, and/or a declaration of ineligibility for receipt of Federal contracts, subcontracts, and financial assistance and benefits; and
- Civil and/or criminal penalties.

## **K. RETENTION OF SUBMISSIONS**

EERE expects to retain copies of all Full Applications, Replies to Reviewer Comments, and other submissions. No submissions will be returned. By applying to EERE for funding, Applicants consent to EERE's retention of their submissions.

## **L. TITLE TO SUBJECT INVENTIONS**

Ownership of subject inventions is governed pursuant to the authorities listed below.

- Domestic Small Businesses, Educational Institutions, and Nonprofits: Under the Bayh-Dole Act (35 U.S.C. § 200 et seq.), domestic small businesses, educational institutions, and nonprofits may elect to retain title to their subject inventions.
- All other parties: The Federal Non-Nuclear Energy Act of 1974, 42. U.S.C. 5908, provides that the Government obtains title to new inventions unless a waiver is granted (see below).
- Class Patent Waiver: DOE has issued a class waiver that applies to this FOA. Under this class waiver, domestic large businesses may elect title to their subject inventions similar to the right provided to the domestic small businesses, educational institutions, and nonprofits by law. In order to avail itself of the class waiver, a domestic large business must agree that any products embodying or produced through the use of a subject invention first created or reduced to practice under this program will be substantially manufactured in the United States, unless DOE agrees that the commitments proposed in the U.S. Manufacturing Plan are sufficient.
- Advance and Identified Waivers: Applicants may request a patent waiver that will cover subject inventions that may be invented under the award, in advance of or within 30 days after the effective date of the award. Even if an advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver for identified inventions, i.e., individual subject inventions that are disclosed to EERE within the timeframes set forth in the award's intellectual property terms and conditions. Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784.

## **M. GOVERNMENT RIGHTS IN SUBJECT INVENTIONS**

Where Recipients and Subrecipients retain title to subject inventions, the U.S. Government retains certain rights.



### **1. GOVERNMENT USE LICENSE**

The U.S. Government retains a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States any subject invention throughout the world. This license extends to contractors doing work on behalf of the Government.

### **2. MARCH-IN RIGHTS**

The U.S. Government retains march-in rights with respect to all subject inventions. Through “march-in rights,” the Government may require a Prime Recipient or Subrecipient who has elected to retain title to a subject invention (or their assignees or exclusive licensees), to grant a license for use of the invention to a third party. In addition, the Government may grant licenses for use of the subject invention when a Prime Recipient, Subrecipient, or their assignees and exclusive licensees refuse to do so.

DOE may exercise its march-in rights only if it determines that such action is necessary under any of the four following conditions:

- The owner or licensee has not taken or is not expected to take effective steps to achieve practical application of the invention within a reasonable time;
  - The owner or licensee has not taken action to alleviate health or safety needs in a reasonably satisfied manner;
  - The owner has not met public use requirements specified by Federal statutes in a reasonably satisfied manner; or
  - The U.S. Manufacturing requirement has not been met.
- Any determination that march-in rights are warranted must follow a fact-finding process in which the recipient has certain rights to present evidence and witnesses, confront witnesses and appear with counsel and appeal any adverse decision. To date, DOE has never exercised its march-in rights to any subject inventions.

### **N. RIGHTS IN TECHNICAL DATA**

Data rights differ based on whether data is first produced under an award or instead was developed at private expense outside the award.

“Limited Rights Data”: The U.S. Government will not normally require delivery of confidential or trade secret-type technical data developed solely at private expense prior to issuance of an award, except as necessary to monitor technical progress and evaluate the potential of proposed technologies to reach specific technical and cost metrics.

Government Rights in Technical Data Produced Under Awards: The U.S. Government retains unlimited rights in technical data produced under Government financial assistance awards, including the right to distribute to the public. One exception to the foregoing is that invention disclosures may be protected from public disclosure for a reasonable time in order to allow for filing a patent application.

## **O. COPYRIGHT**

The Prime Recipient and Subrecipients may assert copyright in copyrightable data, such as software, first produced under the award without EERE approval. When copyright is asserted, the Government retains a paid-up nonexclusive, irrevocable worldwide license to reproduce, prepare derivative works, distribute copies to the public, and to perform publicly and display publicly the copyrighted work. This license extends to contractors and others doing work on behalf of the Government.

## **P. PROTECTED PERSONALLY IDENTIFIABLE INFORMATION**

In responding to this FOA, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. 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

#### **Q. ANNUAL COMPLIANCE AUDITS**

If a for-profit entity is a Prime Recipient and has expended greater than \$500K of DOE funds in a respective fiscal year, an annual compliance audit performed by an independent auditor may be required. For additional information, please refer to 10 C.F.R. § 600.316 and for-profit audit guidance documents posted under the “Coverage of Independent Audits” heading at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>.

If an educational institution, non-profit organization, or state/local government is a Prime Recipient or Subrecipient and has expended greater than \$500K of Federal funds in a respective fiscal year, then an A-133 audit is required. For additional information, please refer to OMB Circular A-133 through the link below.  
<http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a133/a133.pdf>.

Applicants and sub-recipients (if applicable) should propose sufficient costs in the project budget to cover the costs associated with the audit. EERE will share in the cost of the audit at its applicable cost share ratio.

## **APPENDIX A – DEFINITIONS**

"**Applicant**" means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a FOA.

"**Application**" means the documentation submitted in response to a FOA.

"**Authorized Organization Representative (AOR)**" is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization's E-Business Point of Contact designated in the SAM.

"**Award**" means the written documentation executed by a Contracting Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be a Grant, Cooperative Agreement, or Technology Investment Agreement.

"**Budget**" means the cost expenditure plan submitted in the Application, including both the EERE contribution and the Applicant Cost Share.

"**Compliance**" is an eligibility determination that refers to the non-technical requirements outlined in a FOA (e.g., formatting, timeliness of submission, or satisfaction of prerequisites).

"**Consortium (plural consortia)**" means the group of organizations or individuals that have chosen to submit a single Application in response to a FOA.

"**Contracting Officer**" means the EERE official authorized to execute Awards on behalf of EERE and who is responsible for the business management and non-Technology Office aspects of the Financial Assistance process.

"**Cooperative Agreement**" means a Financial Assistance instrument used by EERE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between EERE and the Applicant during the performance of the contemplated activity. Refer to 10 CFR 600.5 for additional information regarding cooperative agreements.

"**Cost Sharing**" means that portion of the project or program's costs not borne by the Federal Government. The percentage of Applicant Cost Share is to be applied to the Total Project Cost (i.e., the sum of Applicant plus EERE Cost Shares) rather than to the EERE contribution alone. Cost sharing information can be found in the Code of Federal Regulations at 10 CFR 600.123 (non-profit and university), 600.224 (State and Local Governments), and 600.313 (for profit entities).

**“Data Universal Numbering System (DUNS) Number”** is a unique nine-character identification number issued by Dun and Bradstreet (D&B). Organizations must have a DUNS number prior to registering in the SAM. Call 1-866-705-5711 to receive one free of charge.

**“E-Business Point of Contact (POC)”** is the individual who is designated as the Electronic Business Point of Contact in the SAM registration. This person is the sole authority of the organization with the capability of designating or revoking an individual’s ability to conduct SAM transactions.

**“E-Find”** is a Grants.gov webpage where you can search for Federal Funding Opportunities in FedGrants. It can be found at [www.grants.gov/web/grants/search-grants.html](http://www.grants.gov/web/grants/search-grants.html).

**“EERE Exchange”** is the Department of Energy, Energy Efficiency and Renewable Energy’s web system for posting Federal FOAs and receiving applications. EERE Exchange may be found at <https://eere-exchange.energy.gov>.

**“Financial Assistance”** means the transfer of money or property to an Applicant or Participant to accomplish a public purpose of support authorized by Federal statute through Grants or Cooperative Agreements and sub-awards. For EERE, it does not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

**“FedConnect”** is where federal agencies make awards via the web. It can be found at <https://www.fedconnect.net/FedConnect/>.

**“Federally Funded Research and Development Center (FFRDC)”** means a government-sponsored operation that exists for the purpose of carrying out various functions related to both basic and applied research and development on behalf of the Government. Typically, most or all of the facilities utilized in an FFRDC are owned by the Government, but the operations are not always managed by the Government; an FFRDC may be managed by a University or consortium of Universities, other not-for-profit or nonprofit organization, or a for-profit organization, with the Government performing an oversight function.

**“Funding Opportunity Announcement (FOA)”** is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. FOAs may be known as FOAs, notices of funding availability, solicitations, or other names depending on the agency and type of program. See 10 CFR 600.8 for more information.

**“Grant”** means a Financial Assistance instrument used by EERE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between EERE and the Applicant during the performance of the contemplated activity.

**“Grants.gov”** is the “storefront” web portal which allows organizations to electronically find grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. It can be accessed at <http://www.grants.gov>.

**“Indian Tribe”** means any Indian tribe, band, nation, or other organized group or community, including 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 are recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**"Key Personnel"** mean the individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants, including FFRDCs.

**“Marketing Partner Identification Number (MPIN)”** is a very important password designated by your organization when registering in SAM. The E-Business Point of Contact will need the MPIN to assign privileges to the individual(s) authorized to perform SAM transactions on behalf of your organization. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).

**“Modification”** means a revision to a FOA.

**"Participant"** for purposes of this FOA only, means any entity, except the Applicant substantially involved in a Consortium, or other business arrangement (including all parties to the Application at any tier), responding to the FOA.

**“Principal Investigator”** refers to the technical point of contact/Project Manager for a specific project award.

**"Project"** means the set of activities described in an Application, State plan, or other document that is approved by EERE for Financial Assistance (whether such Financial Assistance represents all or only a portion of the support necessary to carry out those activities).

**“Project Team”** means the team which consists of the Prime Recipient, Subrecipients, and others performing or otherwise supporting work under an EERE funding agreement.

**“Proposal”** is the term used to describe the documentation submitted in response to a FOA. Also see Application.

**“Prime Recipient”** means the organization, individual, or other entity that receives a Financial Assistance Award from EERE (i.e., is the signatory on the award), is financially accountable for the use of any EERE funds or property provided for the performance of the Project, and is legally responsible for carrying out the terms and condition of the award.

**“Responsiveness”** is an eligibility determination that refers to the objective technical requirements (not goals or targets) outlined in a FOA, such as a technology type or technical parameters. For example, submission of a photovoltaic solar panel design in response to a FOA calling for innovative geothermal drilling technologies should be found nonresponsive. Likewise, an application with a design that incorporates rare earth materials to a FOA that prohibits the use of rare earth materials should be found nonresponsive. Conversely, the belief that a technology will not achieve the technical targets of the FOA will never be used as a proper basis for a rejection as nonresponsive.

**“System for Award Management (SAM)”** is the primary database which collects, validates, stores and disseminates data in support of agency missions. It can be accessed at <https://www.sam.gov>.

**"Selection"** means the determination by the EERE Selection Official that negotiations take place for certain Projects with the intent of awarding a Financial Assistance instrument.

**"Selection Official"** means the EERE official designated to select Applications for negotiation toward Award under a subject FOA.

**"Substantial Involvement"** means involvement on the part of the Government. EERE's involvement may include shared responsibility for the performance of the Project; providing technical assistance or guidance which the Applicant is to follow; and the right to intervene in the conduct or performance of the Project. Such involvement will be negotiated with each Applicant prior to signing any agreement.

**“Technology Investment Agreement (TIA)”** is a type of assistance instrument used to support or stimulate research projects involving for-profit firms, especially commercial firms that do business primarily in the commercial marketplace. TIAs are different from grants and cooperative agreements in that the award terms may vary from the Government-wide standard terms (See DOE TIA regulations at 10 CFR Part 603). The primary purposes for including a TIA in the type of available award instruments are to encourage non-traditional Government contractors to participate in an R&D program and to facilitate new relationships and business practices. A TIA can be particularly useful for awards to consortia (See 10 CFR 603.225(b) and 603.515, Qualification of a consortium).

**"Total Project Cost"** means all the funds to complete the effort proposed by the Applicant, including EERE funds (including direct funding of any FFRDC) plus all other funds that will be committed by the Applicant as Cost Sharing.

**“Tribal Energy Resource Development Organization or Group”** means an “organization” of two or more entities, at least one of which is an Indian Tribe (see “Indian Tribe” above) that has the written consent of the governing bodies of all Indian Tribes participating in the organization to apply for a grant or loan, or other assistance under 25 U.S.C. § 3503.



## **APPENDIX B – COST SHARE INFORMATION**

### **Cost Sharing or Cost Matching**

The terms “cost sharing” and “cost matching” are often used synonymously. Even the DOE Financial Assistance Regulations, 10 CFR Part 600, use both of the terms in the titles specific to regulations applicable to cost sharing. EERE almost always uses the term “cost sharing,” as it conveys the concept that non-federal share is calculated as a percentage of the Total Project Cost. An exception is the State Energy Program Regulation, 10 CFR 420.12, State Matching Contribution. Here “cost matching” for the non-federal share is calculated as a percentage of the Federal funds only, rather than the Total Project Cost.

### **How Cost Sharing Is Calculated**

As stated above, cost sharing is calculated as a percentage of the Total Project Cost. Following is an example of how to calculate cost sharing amounts for a project with \$1,000,000 in federal funds with a minimum 20% non-federal cost sharing requirement:

- Formula: Federal share (\$) divided by Federal share (%) = Total Project Cost  
Example: \$1,000,000 divided by 80% = \$1,250,000
- Formula: Total Project Cost (\$) minus Federal share (\$) = Non-federal share (\$)  
Example: \$1,250,000 minus \$1,000,000 = \$250,000
- Formula: Non-federal share (\$) divided by Total Project Cost (\$) = Non-federal share (%)  
Example: \$250,000 divided by \$1,250,000 = 20%

### **What Qualifies For Cost Sharing**

While it is not possible to explain what specifically qualifies for cost sharing in one or even a couple of sentences, in general, if a cost is allowable under the cost principles applicable to the organization incurring the cost and is eligible for reimbursement under an EERE grant or cooperative agreement, then it is allowable as cost share. Conversely, if the cost is not allowable under the cost principles and not eligible for reimbursement, then it is not allowable as cost share. In addition, costs may not be counted as cost share if they are paid by the Federal Government under another award unless authorized by Federal statute to be used for cost sharing.

The rules associated with what is allowable as cost share are specific to the type of organization that is receiving funds under the grant or cooperative agreement, though are generally the same for all types of entities. The specific rules applicable to:

- Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations are found at 10 CFR 600.123;
- State and Local Governments are found at 10 CFR 600.224;
- For-profit Organizations are found at 10 CFR 600.313.

In addition to the regulations referenced above, other factors may also come into play such as timing of donations and length of the project period. For example, the value of ten years of donated maintenance on a project that has a project period of five years would not be fully allowable as cost share. Only the value for the five years of donated maintenance that corresponds to the project period is allowable and may be counted as cost share.

Additionally, EERE generally does not allow pre-award costs for either cost share or reimbursement when these costs precede the signing of the appropriation bill that funds the award. In the case of a competitive award, EERE generally does not allow pre-award costs prior to the signing of the Selection Statement by the EERE Selection Official.

Following is a link to the DOE Financial Assistance Regulations. You can click on the specific section for each Code of Federal Regulations reference mentioned above.

#### DOE Financial Assistance Rules (10 CFR 600)

As stated above, the rules associated with what is allowable cost share are generally the same for all types of organizations. Following are the rules found to be common, but again, the specifics are contained in the regulations and cost principles specific to the type of entity:

- (A) Acceptable contributions. All contributions, including cash contributions and third party in-kind contributions, must be accepted as part of the Prime Recipient's cost sharing if such contributions meet all of the following criteria:
- (1) They are verifiable from the recipient's records.
  - (2) They are not included as contributions for any other federally-assisted project or program.
  - (3) They are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
  - (4) They are allowable under the cost principles applicable to the type of entity incurring the cost as follows:
    - a. For-profit organizations. Allowability of costs incurred by for-profit organizations and those nonprofit organizations listed in Attachment C to OMB Circular A-122 is determined in accordance with the for-profit cost principles in 48 CFR Part 31 in the Federal Acquisition Regulation, except that patent prosecution costs are

not allowable unless specifically authorized in the award document. (v)  
Commercial Organizations. FAR Subpart 31.2—Contracts with Commercial Organizations

- b. Other types of organizations. Allowability of costs incurred by other types of organizations that may be Subrecipients under a prime award is determined as follows:
  - i. Institutions of higher education. Allowability is determined in accordance with: 2 CFR 220 Cost Principles for Educational Institutions
  - ii. Other nonprofit organizations. Allowability is determined in accordance with: 2 CFR 230 Cost Principles for Nonprofit Organizations
  - iii. Hospitals. Allowability is determined in accordance with the provisions of: Title 45 Appendix E to Part 74—Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts With Hospitals
  - iv. Governmental organizations. Allowability for State, local, or federally recognized Indian tribal government is determined in accordance with: PART 225—Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)

(5) They are not paid by the Federal Government under another award unless authorized by Federal statute to be used for cost sharing or matching.

(6) They are provided for in the approved budget.

(B) Valuing and documenting contributions

(1) Valuing recipient's property or services of recipient's employees. Values are established in accordance with the applicable cost principles, which mean that amounts chargeable to the project are determined on the basis of costs incurred. For real property or equipment used on the project, the cost principles authorize depreciation or use charges. The full value of the item may be applied when the item will be consumed in the performance of the award or fully depreciated by the end of the award. In cases where the full value of a donated capital asset is to be applied as cost sharing or matching, that full value must be the lesser or the following:

- a. The certified value of the remaining life of the property recorded in the recipient's accounting records at the time of donation; or

- b. The current fair market value. If there is sufficient justification, the Contracting Officer may approve the use of the current fair market value of the donated property, even if it exceeds the certified value at the time of donation to the project. The Contracting Officer may accept the use of any reasonable basis for determining the fair market value of the property.
- (2) Valuing services of others' employees. If an employer other than the recipient furnishes the services of an employee, those services are valued at the employee's regular rate of pay, provided these services are for the same skill level for which the employee is normally paid.
- (3) Valuing volunteer services. Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for volunteer services must be consistent with those paid for similar work in the recipient's organization. In those markets in which the required skills are not found in the recipient organization, rates must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.
- (4) Valuing property donated by third parties.
- a. Donated supplies may include such items as office supplies or laboratory supplies. Value assessed to donated supplies included in the cost sharing or matching share must be reasonable and must not exceed the fair market value of the property at the time of the donation.
  - b. Normally only depreciation or use charges for equipment and buildings may be applied. However, the fair rental charges for land and the full value of equipment or other capital assets may be allowed, when they will be consumed in the performance of the award or fully depreciated by the end of the award, provided that the Contracting Officer has approved the charges. When use charges are applied, values must be determined in accordance with the usual accounting policies of the recipient, with the following qualifications:
    - i. The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
    - ii. The value of loaned equipment must not exceed its fair rental value.

(5) Documentation. The following requirements pertain to the recipient's supporting records for in-kind contributions from third parties:

- a. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees.
- b. The basis for determining the valuation for personal services and property must be documented.

## **APPENDIX C - DATA MANAGEMENT PLANS**

A data management plan (“DMP”) explains how data generated in the course of the work performed under an EERE award will be shared and preserved or, when justified, explains why data sharing or preservation is not possible or scientifically appropriate.

### **DMP Requirements**

In order for a DMP to be considered acceptable, the DMP must address the following:

**At a minimum, the DMP must describe how data sharing and preservation will enable validation of the results from the proposed work, or how results could be validated if data are not shared or preserved.**

**The DMP must provide a plan for making all research data displayed in publications resulting from the proposed work digitally accessible at the time of publication.** This includes data that are displayed in charts, figures, images, etc. In addition, the underlying digital research data used to generate the displayed data should be made as accessible as possible in accordance with the principles stated above. This requirement could be met by including the data as supplementary information to the published article, or through other means. The published article should indicate how these data can be accessed.

The DMP should consult and reference available information about data management resources to be used in the course of the proposed work. In particular, a DMP that explicitly or implicitly commits data management resources at a facility beyond what is conventionally made available to approved users should be accompanied by written approval from that facility. In determining the resources available for data management at DOE User Facilities, researchers should consult the published description of data management resources and practices at that facility and reference it in the DMP. Information about other DOE facilities can be found in the additional guidance from the sponsoring program.

The DMP must protect confidentiality, personal privacy, Personally Identifiable Information, and U.S. national, homeland, and economic security; recognize proprietary interests, business confidential information, and intellectual property rights; avoid significant negative impact on innovation, and U.S. competitiveness; and otherwise be consistent with all laws (e.g., export control laws), and DOE regulations, orders, and policies.

## Data Determination for a DMP

The Principal Investigator should determine which data should be the subject of the DMP and, in the DMP, propose which data should be shared and/or preserved in accordance with the DMP Requirements noted above.

For data that will be generated through the course of the proposed work, the Principal Investigator should indicate what types of data should be protected from immediate public disclosure by DOE (referred to as “protected data”) and what types of data that DOE should be able to release immediately. Similarly, for data developed outside of the proposed work at private expense that will be used in the course of the proposed work, the Principal Investigator should indicate whether that type of data will be subject to public release or kept confidential (referred to as “limited rights data”). Any use of limited rights data or labeling of data as “protected data” must be consistent with the DMP Requirements noted above.

## Suggested Elements for a DMP

The following list of elements for a DMP provides suggestions regarding the data management planning process and the structure of the DMP:

Data Types and Sources: A brief, high-level description of the data to be generated or used through the course of the proposed work and which of these are considered digital research data necessary to validate the research findings or results.

Content and Format: A statement of plans for data and metadata content and format including, where applicable, a description of documentation plans, annotation of relevant software, and the rationale for the selection of appropriate standards. Existing, accepted community standards should be used where possible. Where community standards are missing or inadequate, the DMP could propose alternate strategies for facilitating sharing, and should advise the sponsoring program of any need to develop or generalize standards.

Sharing and Preservation: A description of the plans for data sharing and preservation. This should include, when appropriate: the anticipated means for sharing and the rationale for any restrictions on who may access the data and under what conditions; a timeline for sharing and preservation that addresses both the minimum length of time the data will be available and any anticipated delay to data access after research findings are published; any special requirements for data sharing, for example, proprietary software needed to access or interpret data, applicable policies, provisions, and licenses for re-use and re-distribution, and for the production of derivatives, including guidance for how data and data products should be cited; any resources and capabilities (equipment, connections, systems, software, expertise, etc.) requested in the research proposal that are needed to meet the stated goals for sharing and preservation (this could reference the relevant section of the associated

research proposal and budget request); and whether/where the data will be preserved after direct project funding ends and any plans for the transfer of responsibilities for sharing and preservation.

**Protection:** A statement of plans, where appropriate and necessary, to protect confidentiality, personal privacy, Personally Identifiable Information, and U.S. national, homeland, and economic security; recognize proprietary interests, business confidential information, and intellectual property rights; and avoid significant negative impact on innovation, and U.S. competitiveness.

**Rationale:** A discussion of the rationale or justification for the proposed data management plan including, for example, the potential impact of the data within the immediate field and in other fields, and any broader societal impact.

### **Additional Guidance**

In determining which data should be shared and preserved, researchers must consider the data needed to validate research findings as described in the Requirements, and are encouraged to consider the potential benefits of their data to their own fields of research, fields other than their own, and society at large.

DMPs should reflect relevant standards and community best practices and make use of community accepted repositories whenever practicable.

Costs associated with the scope of work and resources articulated in a DMP may be included in the proposed research budget as permitted by the applicable cost principles.

To improve the discoverability of and attribution for datasets created and used in the course of research, EERE encourages the citation of publicly available datasets within the reference section of publications, and the identification of datasets with persistent identifiers such as Digital Object Identifiers (DOIs). In most cases, EERE can provide DOIs free of charge for data resulting from DOE-funded research through its Office of Scientific and Technical Information (OSTI) DataID Service.

### **Definitions**

**Data Preservation:** Data preservation means providing for the usability of data beyond the lifetime of the research activity that generated them.

**Data Sharing:** Data sharing means making data available to people other than those who have generated them. Examples of data sharing range from bilateral communications with colleagues, to providing free, unrestricted access to anyone through, for example, a web-based platform.



Digital Research Data: The term digital data encompasses a wide variety of information stored in digital form including: experimental, observational, and simulation data; codes, software and algorithms; text; numeric information; images; video; audio; and associated metadata. It also encompasses information in a variety of different forms including raw, processed, and analyzed data, published and archived data.

Research Data: The recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This 'recorded' material excludes physical objects (e.g., laboratory samples).

Research data also do not include:

(A) Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and

(B) Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.”

Validate: In the context of DMPs, validate means to support, corroborate, verify, or otherwise determine the legitimacy of the research findings. Validation of research findings could be accomplished by reproducing the original experiment or analyses; comparing and contrasting the results against those of a new experiment or analyses; or by some other means.