



NATIONAL ENERGY TECHNOLOGY LABORATORY

THE EECBG GRANT APPLICATION PROCESS

Presenters: Lisa Kuzniar / Sue Miltenberger NETL



EECBG Funding Opportunity Announcement (FOA) Information

**Title: Recovery Act – Energy Efficiency and
Conservation Block Grants – Formula Grants**

Announcement Number: DE-FOA-0000013

Announcement Issued: March 26, 2009

Amendment 001 Issued: April 13, 2009

Amendment 002 Issued: April 24, 2009

Amendment 003 Issued: May 11, 2009

Closing Date for all applicants: June 25, 2009

Registration Requirements

- Applicants must obtain a DUNS number at http://www.dnb.com/US/duns_update/
- Applicants must register with the CCR at <http://www.ccr.gov/>
- Applicants must register with FedConnect to submit their application at www.fedconnect.net
- Applicants who are not registered with CCR and FedConnect should allow at least 10 days to complete these requirements. Start this process as soon as possible.

Q: Do I Access the FOA at Grants.gov or at FedConnect?

Access the FOA at FedConnect.net.

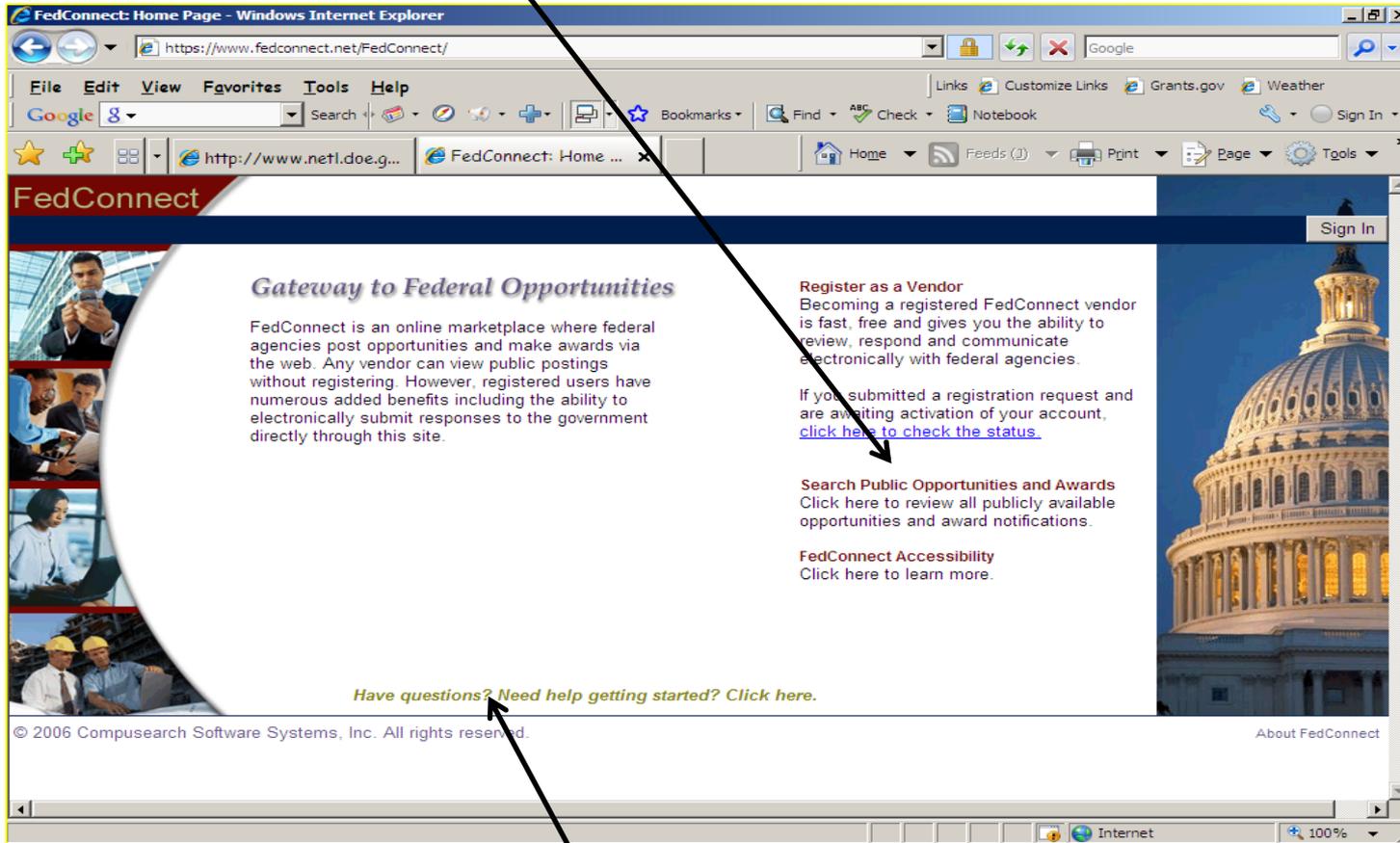
Q: What do I need to do at Grants.gov?

Applicants only need to do one action at grants.gov: download the “application package”. You can find it there by clicking on “Apply for Grants”, then clicking on “download a grant application package” - use CFDA number 81.128. You will need to have the proper version of Adobe. Once you download the application package, save it on your computer.

**This is the only action you need to do in grants.gov.
No grants.gov registration is required.**

Q: How do I find the FOA in FedConnect?

On the Main Page, click on **Search Public Opportunities and Awards**



For information on the system, click here to access the pdf **“Ready, Set, Go!”**

Under **Search Criteria**, select **Issuing Office** and type in **NETL**. Click on **Search**.

The screenshot shows the FedConnect website interface. At the top, there is a navigation bar with 'public opportunities' and 'public awards' links. Below this, a search section titled 'Search Criteria' is visible. A dropdown menu is set to 'Issuing Office' and the text 'NETL' is entered in the search field. A 'Search' button is located to the right of the search field. Below the search criteria, a table of search results is displayed. The table has columns for Title, Agency, Issuing Office, Issue Date, Response Due Date, PSC / FSC, NAICS, and Reference Number. The results include various opportunities such as 'The U.S. Department of Energy (DOE), Office of Env', 'STEEL FENCE POSTS - ELKO, NV', 'FENCING MATERIALS - MONTANA', '2009 Klamath Falls, OR TREE PLANTING CONTRACT', 'Draft Solicitation', 'PRINEVILLE PROFESSIONAL SERVICES IDIQ', and 'BLACKWELL GROUNDS MAINTENANCE'.

Title	Agency	Issuing Office	Issue Date	Response Due Date	PSC / FSC	NAICS	Reference Number
The U.S. Department of Energy (DOE), Office of Env	DOE - DOE	Office of HQ PS (HQ)	3/23/2009	03/29/2009 04:30 PM ET	7030		DE-SOL-0000432
STEEL FENCE POSTS - ELKO, NV	DOI - BLM	L NV-STATE OFC BDGT&FIN SVCS(NV955)	3/23/2009 2:00:00 AM	04/13/2009 10:00 PM ET	5680	444190	L09PS00236
FENCING MATERIALS - MONTANA	DOI - BLM	L MT-STATE OFC(MT934)	3/23/2009 2:00:00 AM	04/06/2009 07:00 PM ET	5660	423390	L09PS00237
2009 Klamath Falls, OR TREE PLANTING CONTRACT	DOI - BLM	BLM	3/23/2009 2:00:00 AM	04/01/2009 07:00 PM ET	F005	115310	L09PS00223
Draft Solicitation	DOE - DOE	NNSA Headquarters	3/20/2009	04/20/2009 02:00 PM ET	2355	336992	DE-SOL-0000161
PRINEVILLE PROFESSIONAL SERVICES IDIQ	DOI - BLM	L OR-STATE OFC PROC MGMT BR(OR952)	3/20/2009 2:00:00 AM	04/20/2009 03:30 PM PT	F999	541690	L09PS00182
BLACKWELL GROUNDS MAINTENANCE	DOI - BLM	L ID-SALMON FIELD OFC(IDI04)	3/20/2009 2:00:00 AM	04/03/2009 07:00 PM MT	F008	561730	L09PS00145

Click on **Recovery Act – EECBG Program** to access the FOA and all attachments.

FedConnect: Untitled Page - Windows Internet Explorer

https://www.fedconnect.net/FedConnect/PublicPages/PublicSearch/Public_Opportunities.aspx

FedConnect

public opportunities

This is a list of publicly posted opportunities. To view a particular opportunity, click the hyperlink under the title. For more details on using this page, click Help.

Search Criteria | [Advanced Options](#)

Issuing Office: NETL

Title	Type	Agency	Issuing Office	Issue Date	Response Due Date	PSC / FSC	NAICS	Reference Number
SERENA S/W ANNUAL MAINTENANCE	Solicitation	DOE - DOE	NETL - Pittsburgh	4/20/2009	04/29/2009 08:00 PM ET	D314	811212	DE-SOL-0000535
DE-SOL-0000468	Solicitation	DOE - DOE	NETL - Pittsburgh	4/27/2009	05/05/2009 05:30 PM ET	3419	423490	DE-SOL-0000468
DE-SOL-0000391	Solicitation	DOE - DOE	NETL - Pittsburgh	4/24/2009	05/03/2009 05:30 PM ET	6640	334516	DE-SOL-0000391
Recovery Act - EECBG Program	Solicitation	DOE - DOE	NETL - Morgantown	3/26/2009	06/25/2009 08:00 PM ET	0000		DE-FOA-0000013
SEP - Recovery Act Formula Grants	Solicitation	DOE - DOE	NETL - Morgantown	3/12/2009	05/12/2009 08:00 PM ET	0000		DE-FOA-0000052
Refrigerated Circulating Bath	Solicitation	DOE - DOE	NETL - Pittsburgh	4/16/2009	04/26/2009 05:30 PM ET	6640	423490	DE-SOL-0000421
6 x 8 Steelcase Cubicle Design	Solicitation	DOE - DOE	NETL - Pittsburgh	4/21/2009	05/01/2009 08:00 PM ET	7110	337214	DE-SOL-0000539
Ingersoll Rand Air Compressor	Solicitation	DOE - DOE	NETL - Pittsburgh	4/20/2009	05/01/2009 08:00 PM ET	4310	423440	DE-SOL-0000537
Advanced SynchroPhasor Research	Solicitation	DOE - DOE	NETL - Morgantown	4/21/2009	05/27/2009 08:00 PM ET	0000		DE-FOA-0000035
Airclean systems 48	Solicitation	DOE - DOE	NETL - Pittsburgh	4/20/2009	05/01/2009 08:00 PM ET	4460	334516	DE-SOL-0000534

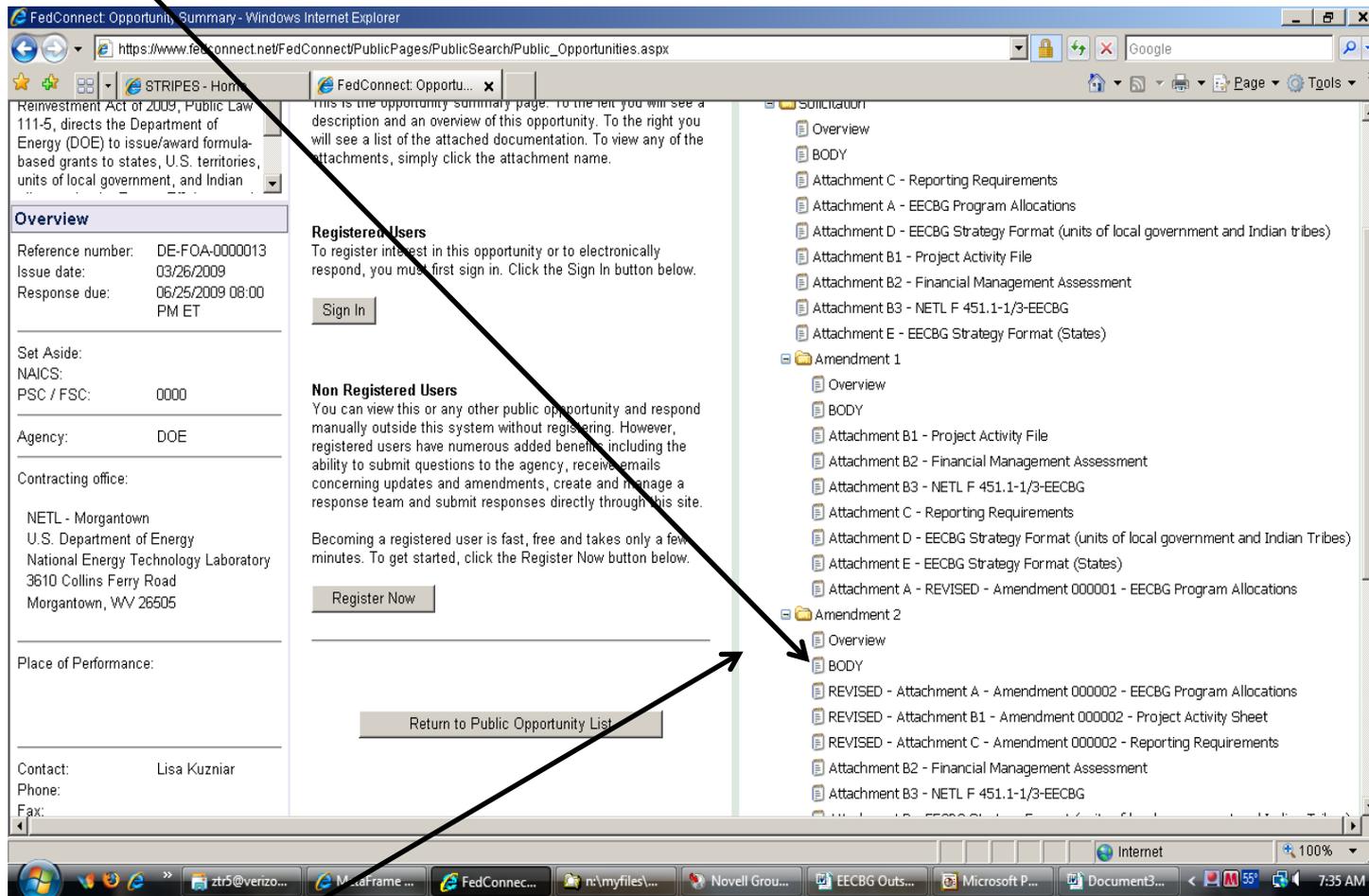
1 2 3 4 5 6

Return Home

Internet 100%

start N... F... n... G... P... A... G... W... D... R... M... 2:20 PM

Click on **BODY** under **Solicitation** to view the announcement.



Amendments to the announcement have been issued! Be certain that you are looking at the documents under “Amendment 000003” to view the most current information (Amendment 000003 is not seen in picture above).

Q: Is the application package from grants.gov all I need to submit as my EECBG application?

No - the application package in grants.gov is a template that other documents must be added to.

Q: Where do I find the remainder of the application documents?

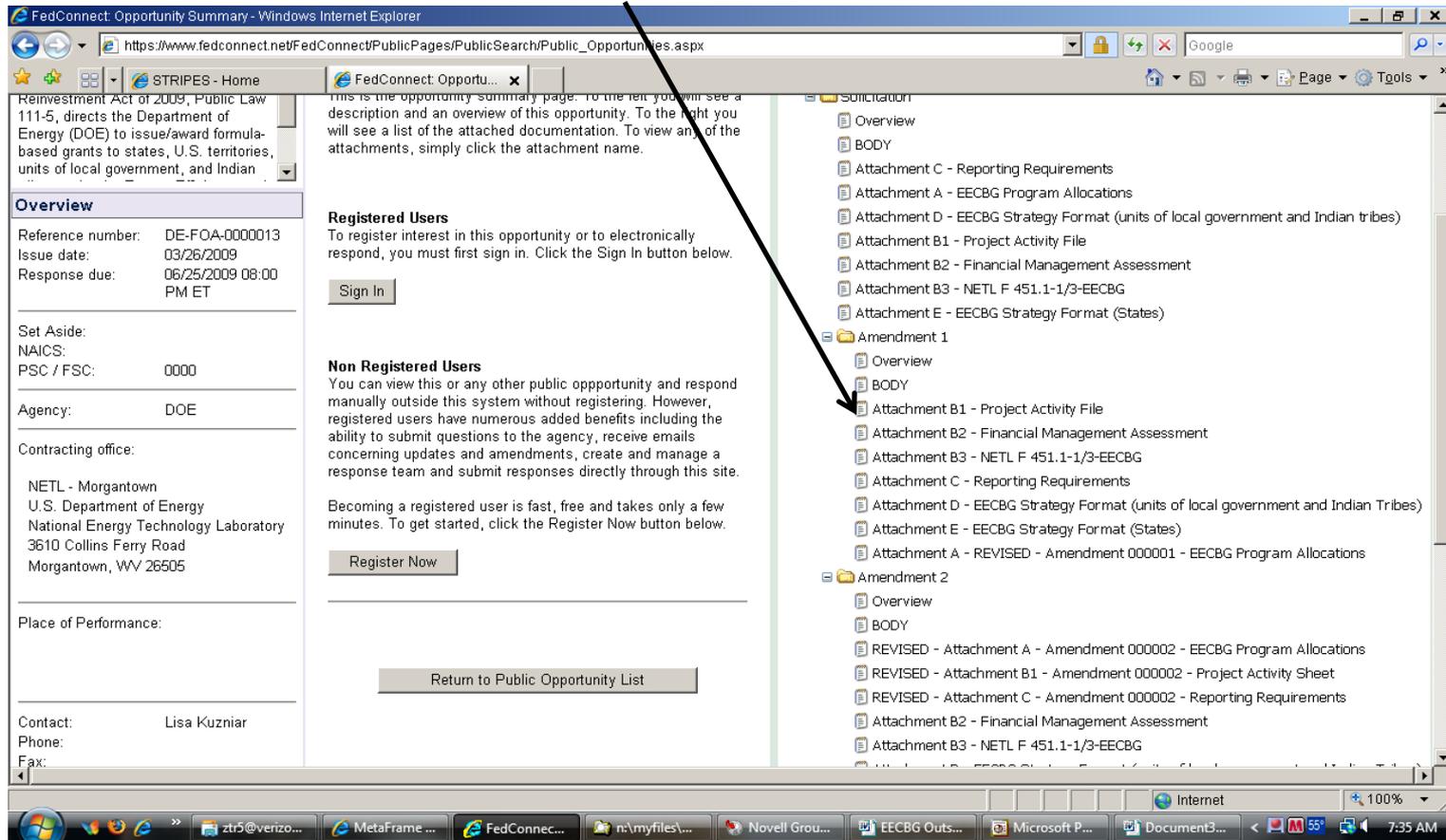
The remainder of the application documents, with the exception of the SF424A and the documents that are created by the applicant, are located as attachments to the FOA in FedConnect.

Name of Document	Location of Document
Application for Federal Assistance – SF424	In grants.gov forms package
Project/Performance Site Location(s)	In grants.gov forms package
Project Activity File	Attachment B1
SF 424A File - Budget Information for Non-Construction Programs	DOE Financial Assistance Forms Page at http://management.energy.gov/business_doe/business_forms.htm .
Budget Justification File	Created by Applicant

Subaward Budget File(s) (if applicable)	Created by Applicant
Financial Management Assessment	Attachment B2
EECS Strategy Format (units of local government and Indian Tribes only)	Attachment D
EECS Strategy (states only)	Attachment E
Assurances	Created by Applicant
SF-LLL Disclosure of Lobbying Activities (if applicable)	In grants.gov forms package
NEPA Information NETL F 451.1-1/3-EECBG	Attachment B3

Q: Where do I find the Attachments?

The Attachments that must be submitted with your application are located with the FOA in FedConnect



The screenshot shows a web browser window displaying the FedConnect website. The page title is "FedConnect: Opportunity Summary". The URL is "https://www.fedconnect.net/FedConnect/PublicPages/PublicSearch/Public_Opportunities.aspx". The page content includes an "Overview" section with the following details:

- Reference number: DE-FOA-0000013
- Issue date: 03/26/2009
- Response due: 06/25/2009 08:00 PM ET
- Set Aside: NAICS: PSC / FSC: 0000
- Agency: DOE
- Contracting office: NETL - Morgantown, U.S. Department of Energy, National Energy Technology Laboratory, 3610 Collins Ferry Road, Morgantown, WV 26505
- Place of Performance:
- Contact: Lisa Kuzniar
- Phone:
- Fax:

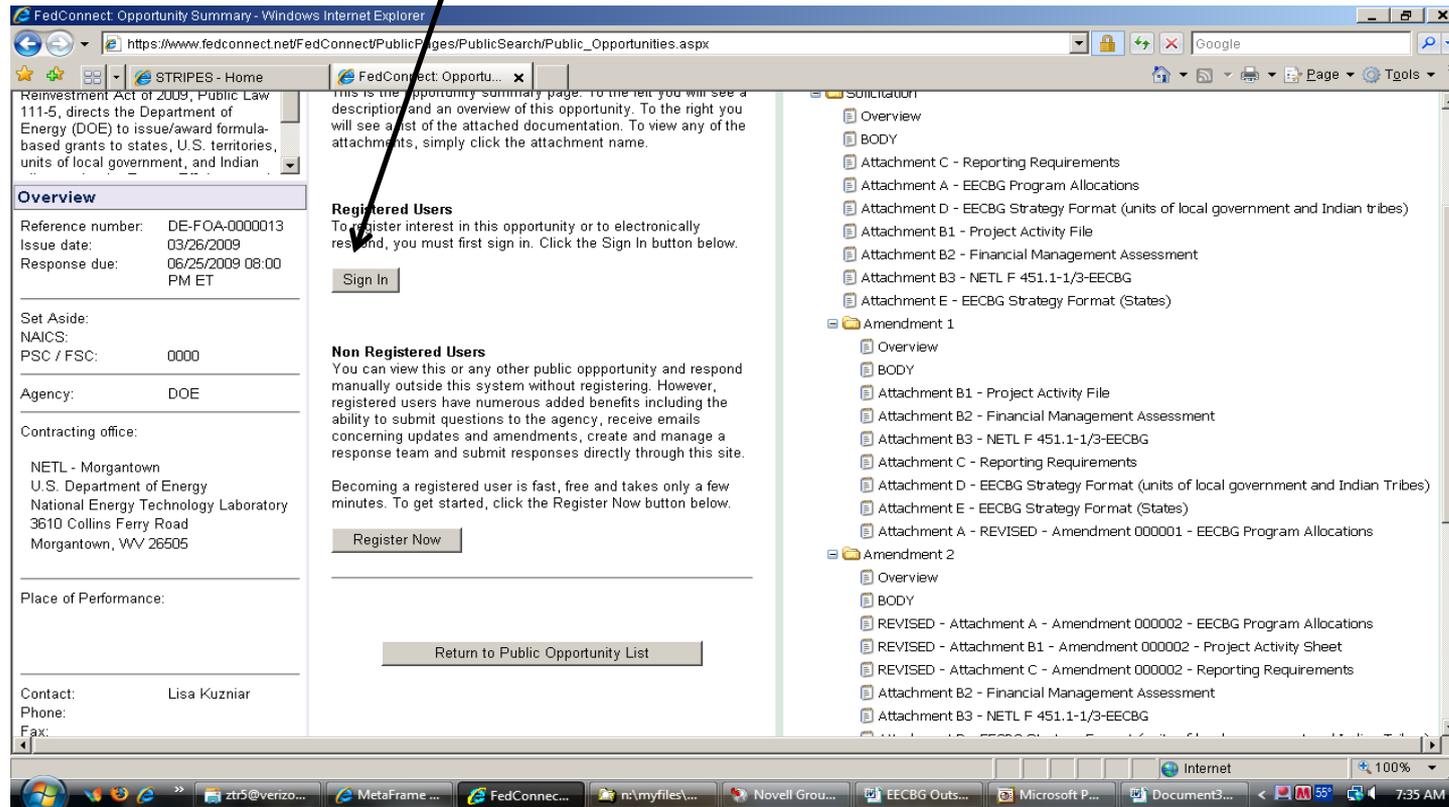
The page also features a "Registered Users" section with a "Sign In" button and a "Non Registered Users" section with a "Register Now" button. A "Return to Public Opportunity List" button is located at the bottom of the main content area. On the right side of the page, there is a list of attachments under the heading "Solicitation". The attachments listed are:

- Attachment C - Reporting Requirements
- Attachment A - EECBG Program Allocations
- Attachment D - EECBG Strategy Format (units of local government and Indian tribes)
- Attachment B1 - Project Activity File
- Attachment B2 - Financial Management Assessment
- Attachment B3 - NETL F 451.1-1/3-EECBG
- Attachment E - EECBG Strategy Format (States)

An arrow points from the text "The Attachments that must be submitted with your application are located with the FOA in FedConnect" to the list of attachments on the right side of the page.

Q: How do I submit a question?

To submit questions about this announcement or to submit an application, Registered Users click on **Sign In** if you have not already done so.



The screenshot shows a web browser window displaying the FedConnect website. The page title is "FedConnect: Opportunity Summary". The URL is "https://www.fedconnect.net/FedConnect/PublicPages/PublicSearch/Public_Opportunities.aspx". The page content includes an "Overview" section with the following details:

- Reference number: DE-FOA-000013
- Issue date: 03/26/2009
- Response due: 06/25/2009 08:00 PM ET
- Set Aside: NAICS: PSC / FSC: 0000
- Agency: DOE
- Contracting office: NETL - Morgantown, U.S. Department of Energy, National Energy Technology Laboratory, 3610 Collins Ferry Road, Morgantown, WV 26505
- Place of Performance:
- Contact: Lisa Kuzniar
- Phone:
- Fax:

The "Registered Users" section contains the following text:

Registered Users
To register interest in this opportunity or to electronically respond, you must first sign in. Click the Sign In button below.

Sign In

The "Non Registered Users" section contains the following text:

Non Registered Users
You can view this or any other public opportunity and respond manually outside this system without registering. However, registered users have numerous added benefits including the ability to submit questions to the agency, receive emails concerning updates and amendments, create and manage a response team and submit responses directly through this site.

Becoming a registered user is fast, free and takes only a few minutes. To get started, click the Register Now button below.

Register Now

At the bottom of the page, there is a button labeled "Return to Public Opportunity List".

The right-hand side of the page shows a "Solicitation" menu with the following items:

- Overview
- BODY
- Attachment C - Reporting Requirements
- Attachment A - EECBG Program Allocations
- Attachment D - EECBG Strategy Format (units of local government and Indian tribes)
- Attachment B1 - Project Activity File
- Attachment B2 - Financial Management Assessment
- Attachment B3 - NETL F 451.1-1/3-EECBG
- Attachment E - EECBG Strategy Format (States)
- Amendment 1
 - Overview
 - BODY
 - Attachment B1 - Project Activity File
 - Attachment B2 - Financial Management Assessment
 - Attachment B3 - NETL F 451.1-1/3-EECBG
 - Attachment C - Reporting Requirements
 - Attachment D - EECBG Strategy Format (units of local government and Indian Tribes)
 - Attachment E - EECBG Strategy Format (States)
 - Attachment A - REVISED - Amendment 000001 - EECBG Program Allocations
- Amendment 2
 - Overview
 - BODY
 - REVISED - Attachment A - Amendment 000002 - EECBG Program Allocations
 - REVISED - Attachment B1 - Amendment 000002 - Project Activity Sheet
 - REVISED - Attachment C - Amendment 000002 - Reporting Requirements
 - Attachment B2 - Financial Management Assessment
 - Attachment B3 - NETL F 451.1-1/3-EECBG

CRITICAL STEP! Join the Response Team. Not only do you have to sign in to FedConnect, but you **MUST** join the Response Team to view questions and to submit your application.

FedConnect: Untitled Page - Windows Internet Explorer
https://www.fedconnect.net/Fedconnect/MemberHome/Opportunity/OpportunityList.aspx

FedConnect
NATIONAL ENERGY TECHNOLOGY LABORATORY

Opportunity: Recovery Act-Transportation Electrification

Description
The Department of Energy (DOE) National Energy Technology Laboratory (NETL), on behalf of the Office of Energy Efficiency and Renewable Energys (EERE) Office of Vehicle Technologies (OVT) Program.

Overview
Reference number: DE-FOA-0000028
Issue date: 03/19/2009
Response due: 05/13/2009 08:00 PM ET

NAICS:
PSC / FSC: 0000

Agency: DOE - DOE

Issuing office:
NETL - Morgantown
U.S. Department of Energy
NETL
3610 Collins Ferry Road
P.O. Box 880

This is the opportunity summary page. To the left you will see a description and an overview of this opportunity. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. You will also see the current response team for your company.

To participate on this response team, click the Join button.

What do I do now?

Return to Opportunity List

Documentation
DE-FOA-0000028
BASE
BODY
000001
BODY

Response Team
Join
Team Member

Once you've joined the Response Team, the **Inbox** will contain replies to questions already submitted by other vendors. (Notice, also, that a message alerts you to amendments.)

The screenshot shows the FedConnect web application interface. At the top, there is a navigation bar with links for 'Help', 'My Profile', 'Company Profile', and 'Sign Out'. Below this, a header identifies the user as 'LABORATORY — Sue Miltenberger' and the current page as 'Act - EECBG Program'. The main content area is divided into two sections: 'Inbox' on the left and 'Documentation' on the right.

The 'Inbox' section features a search bar and a table of email messages. A 'New' button is visible above the table. The table has columns for 'From', 'Representative', 'Subject', 'Received', and 'Public'. The messages listed are:

From	Representative	Subject	Received	Public
DOE - DOE	Susan Miltenberger	RE: Job Creation	04/28/2009 03:56 PM	YES
DOE - DOE	David F. Delmastro	RE: eligibility of residential weatherization	04/28/2009 03:43 PM	YES
DOE - DOE	David F. Delmastro	RE: Attachment C	04/28/2009 03:40 PM	YES
DOE - DOE	David F. Delmastro	RE: NEPA Form NETL F 451.1-1/3-EECBG	04/28/2009 03:37 PM	YES
DOE - DOE	David F. Delmastro	Effective Date RE: RE: EECS Development/Initial Application & Activities	04/28/2009 03:31 PM	YES
DOE - DOE	David F. Delmastro	RE: forms and documents	04/28/2009 03:22 PM	YES
DOE - DOE	David F. Delmastro	RE: Pr Award	04/28/2009 03:14 PM	YES

The 'Documentation' section on the right contains a notification: 'New documents have arrived. Please acknowledge receipt by checking the checkbox and clicking the Acknowledge button below.' Below the notification is a tree view of document folders, including 'DE-FOA-0000013' and 'Solicitation', with sub-items like 'Overview', 'BODY', and various attachments (Attachment A through E).

To submit a question, click on **New** in the **Inbox**.

Q: My Outbox shows my question as “queued”. Why hasn’t it gotten to DOE?

- **In FedConnect, “queued” does NOT mean your question is “stuck” in FedConnect and has not yet been released.**

“Queued” means DOE has the question and is preparing an answer.

Q: What documents should be in my application?

- **If you are NOT submitting an Energy Efficiency and Conservation Strategy (EECS) with your initial application, your application should contain the following documents:**
 - SF424 Application for Federal Assistance
 - Project/Performance Site Location Form
 - Project Activity File noting an activity under Activity Area 1 (Development of the EECS)
 - Financial Management Assessment
 - Assurances: ARRA 2009 (Davis-Bacon) and Authorized Applicant Assurance (Resolution for Tribal Applicants)
 - SF-LLL (if applicable)

Q: I'm ready to submit my EECS now, but I'd like to review some samples first.

Go to the "Solutions Center" at www.eecbg.energy.gov and click on "Development of an Energy Efficiency and Conservation Strategy" to view samples.

The screenshot shows the EECBG Solution Center website. The main heading is "Energy Efficiency and Conservation Block Grant Program". Below it is a navigation menu with "About the Program", "Solution Center", "Information Resources", "Financial Opportunities", and "Home". The "Solution Center" section is active, displaying "Eligible Activities". A central diagram features a blue oval labeled "ELIGIBLE ACTIVITIES" with lines connecting to several activity categories: "Renewable Energy Technologies on Government Buildings", "Material Conservation Programs", "Development of an Energy Efficiency and Conservation Strategy", "Building Codes and Inspections", "Reduction and Capture of Methane and Greenhouse Gases", "Material Conservation programs Efficiency and Conservation Programs for Buildings and Facilities", "Energy Distribution Technologies", and "Traffic Signal and Street Lighting". An arrow from the text above points to the "Development of an Energy Efficiency and Conservation Strategy" link in the diagram. The left sidebar lists various webcasts, including "Development of an Energy Efficiency Conservation Strategy".

Q: What documents do I submit with my application if my EECS is ready?

- **If you ARE submitting an EECS with your initial application, your application should contain the following documents:**
 - SF424 Application for Federal Assistance
 - Project/Performance Site Location Form
 - Project Activity Files – 1 per activity
 - SF 424A Budget Information
 - Budget Justification File
 - Subaward Budget File
 - Financial Management Assessment
 - EECS (on either Attachment D or Attachment E)
 - Assurances: ARRA 2009 (Davis-Bacon) and Authorized Applicant Assurance (Resolution for Tribal Applicants)
 - SF-LLL (if applicable)
 - NEPA Forms (if applicable)

Q: What goes in the Budget Justification File?

- **The Budget Justification File must contain the supporting documentation for the proposed costs. Costs can be based on competitive quotes or bids, catalogue pricing, published labor rates or actual labor rates. Examples are as follows:**
 - “\$50,000 in equipment costs is for 5 widgets at a cost of \$10,000/widget. This cost is based on a quote from Widgets-R-Us”
 - “\$500 in labor costs consists of a surveyor working an estimated 25 hours at \$20/hour”
 - “\$1,000 in consultant costs: 10 hours x \$100/hour utilizing “most favored customer” rate”

Q: How do I submit my application?

In FedConnect, click on “Create” under “Responses” – this will allow you to upload the final application file from your computer

✉	DOE - DOE	David F. Delmastro	RE: forms and documents	04/28/2009 03:22 PM	YES	←	🔒
✉	DOE - DOE	David F. Delmastro	RE: Pre-award Grant Application Expenses	04/28/2009 03:14 PM	YES	←	🔒
✉	DOE - DOE	David F. Delmastro	RE: Initial Application without EECS	04/28/2009 03:09 PM	YES	←	🔒
✉	DOE - DOE	David F. Delmastro	RE: Budget Justification File for EECS	04/28/2009 03:04 PM	YES	←	🔒
✉	DOE - DOE	David F. Delmastro	Previously selected vendor RE: EECBG Program	04/28/2009 02:58 PM	YES	←	🔒

1 2 3 4 5 6 7 8 9 10 ...

Proposed number of jobs should be estimated per \$92,000 of funding spent. Actual jobs created and retained will be reported quarterly.

Is there an accepted formula or source that to be used for determining the Number of Jobs Created or Retained that must be provided on the EECBG Activity Worksheet?

Return to Opportunity List

Acknowledge

Responses

No responses found.

Q: I've submitted my application. What do I do now?

- **Print and save the Confirmation Page you receive from FedConnect.**