FINANCIAL ASSISTANCE
FUNDING OPPORTUNITY ANNOUNCEMENT

U. S. Department of Energy

National Energy Technology Laboratory

Clean Cities Transportation Sector Petroleum Reduction Technologies Commercial Deployment

Funding Opportunity Number: DE-PS26-06NT42770

Announcement Type: Initial

CFDA Number: 81.086 Conservation Research and Development

Issue Date:	**04/19/2006**
Letter of Intent Due Date:	**Not Applicable**
Pre-Application Due Date:	**Not Applicable**
Application Due Date:	**06/08/2006 at 4:00 PM Eastern Time**

NOTE: NEW REQUIREMENTS FOR GRANTS.GOV

Where to Submit
Applications must be submitted through Grants.gov to be considered for award.

Registration Requirements
There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See http://www.grants.gov/GetStarted. Use the Grants.gov Organization Registration Checklist at http://www.grants.gov/assets/OrganizationRegCheck.doc to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 14 days to complete these requirements. It is suggested that the process be started as soon as possible.

Questions
Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. Part VII of this announcement explains how to submit other questions regarding the content of the announcement to the Department of Energy (DOE).

Application Receipt Notices
After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of four e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. You will know that your application has reached DOE when the AOR receives email Number 4. You will need the Submission Receipt Number (email Number 1) to track a submission. The titles of the four e-mails are:

Number 1 - Grants.gov Submission Receipt Number
Number 2 - Grants.gov Submission Validation Receipt for Application Number
Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number
Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number

VERY IMPORTANT – Download PureEdge Viewer
In order to download the application package, you will need to install PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically and securely. For a free version of the software, visit the following web site:
http://www.grants.gov/DownloadViewer.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. SUMMARY

The U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL), on behalf of the Office of Energy Efficiency and Renewable Energy's (EERE) Office of FreedomCAR and Vehicle Technologies (OFCVT), is seeking applications for projects covering a range of commercial technology deployment and educational activities under the Clean Cities Transportation Sector Petroleum Reduction Technologies Program. DOE anticipates awarding cooperative agreements and grants under this Funding Opportunity Announcement (hereinafter referred to as announcement).

This announcement is responsive to the overall mission of the OFCVT program to develop more energy efficient and environmentally friendly highway transportation technologies that enable America to use less petroleum. A newly integrated component of the OFCVT is the Department of Energy's Clean Cities Initiative. As authorized by the Energy Policy Act of 1992, Section 505, the goal of the Clean Cities Program is to decrease the nation's dependence on petroleum in the transportation sector through public/private Clean Cities partnerships formed around the country by:

- Accelerating the development of a sustainable alternative fuels market;
- Accelerating the use of idle reduction practices and technologies;
- Accelerating the use of hybrid vehicles;
- Increasing the use of alternative fuel blends in petroleum fuels; and
- Promoting informed consumer choice on fuel economy.

In support of the OFCVT Clean Cities program specific goals, DOE is releasing this announcement with one (1) closing and evaluation period from which projects are anticipated to be selected and awarded. This announcement is comprised of three (3) areas of interest. Only applications aimed at one of the following three (3) areas of interest will be accepted:

Area of Interest 1: Refueling Infrastructure for E85 and Other Alternative Fuels (DE-PS26-06NT42770-01)

This area of interest is for refueling infrastructure projects that include new dispensing facilities, or additional equipment or upgrades and improvements to existing refueling sites for alternative fuel vehicles (AFV). This includes upgrading or modifying private fueling stations to allow public and/or shared fleet access. Funding will be made available to purchase equipment or to pay for specific turn-key fueling services by alternative fuel providers. Blending and storage facilities for biodiesel and E85 fuels for providing alternative fuel exclusively to the transportation sector will be considered. Bulk fuel production facilities are not eligible for funding.

Area of Interest 2: Incremental Cost of Alternative Fuel Vehicles (AFV) (DE-PS26-06NT42770-02)

This area of interest is for projects to support the incremental cost of new original equipment manufactured (OEM) highway-certified AFVs and U.S. Environmental Protection Agency (EPA) and/or California Air Resources Board (CARB) emissions compliant conversions of new and/or used conventional fuel vehicles (i.e., vehicles originally designed to operate using diesel or gasoline that are being retrofitted to operate on alternative fuels) that will result in large conventional fuel displacement.

Area of Interest 3: Idle Reduction Training and Awareness for School Districts (DE-PS26-06NT42770-03)

This area of interest is for projects that eliminate or reduce idling in school buses through the development and implementation of comprehensive driver education and awareness materials to reduce or eliminate idling. This area of interest is targeted at school bus drivers, fleet managers, and maintenance personnel of school districts as well as students, faculty, and parent-teacher organizations.

Applicants must select and target only one (1) area of interest per application. Applicants can submit applications under one or more of the areas of interest covered under this announcement but these applications must be separate and distinct from each other. Applicants are to submit all activities relating to any single area of interest as a single integrated application (i.e., separate applications are not to be submitted for each site or each fuel type being proposed). Separate applications for projects can be submitted by an applicant under a single area of interest but only if they are of significantly different scope. Any single application that offers approaches to more than one (1) area of interest will be rejected without discussion and will not be evaluated for funding.

This announcement has one (1) closing and evaluation period. The closing date for submittal of applications to DOE is June 8, 2006. Evaluations and project selections from applications submitted by this closing date are expected to be completed by September 6, 2006. The negotiation and award of projects selected under this announcement are expected to be completed by September 30, 2006.

B. BACKGROUND INFORMATION

America's energy security is dependent largely on the efficiency and fuel use choices of the transportation sector. The transportation sector, in turn, has a significant influence on the nation's economic and environmental well-being. Our highway vehicles use more petroleum products than our country produces domestically. As transportation energy use continues to grow, the situation will only worsen. Domestic oil production has been steadily declining for over two decades, and oil imports are expected to reach 70% of our consumption by 2025. Oil imports have been a growing problem, because petroleum resources are distant from most of the world's consumers, unevenly distributed globally, and concentrated in regions with political or environmental sensitivities. Not only is the U.S. demand for oil growing, but the global demand in both industrialized and developing countries is increasing rapidly, especially in countries such as China and India where the growth rate in motor vehicles is far outpacing that of the U.S.

Public Law 102-486, known as the Energy Policy Act (EPAct) of 1992, was passed by Congress on October 24, 1992, with the goals of enhancing our nation's energy security and improving air quality. In 2005, Congress passed Public Law 109-58, known as Energy Policy Act of 2005, which updated and provided additional direction to the EPAct of 1992. EPAct includes provisions addressing all aspects of energy supply and demand for traditional forms of energy such as coal, oil, and nuclear power and for energy efficiency, alternative fuels, and renewable energy. Several parts, or titles, of EPAct were designed to encourage the use of alternative transportation fuels (not derived from petroleum) that could help reduce dependence on imported oil.

The activities outlined by EPAct of 1992 related to alternative fuels—Titles III–VI—employ both voluntary and regulatory approaches for encouraging the fundamental changes necessary to building a self-sustaining alternative fuel market. EPAct's voluntary activities are being implemented through the U.S. DOE's Clean Cities Initiative.

Clean Cities was created in 1993 to provide technical, informational, and financial resources to both regulated fleets and voluntary adopters of alternative fuels and is focused on advancing the economic, environmental, and energy security of the United States by supporting local decisions to adopt practices that contribute to the reduction of petroleum consumption in the transportation sector. In fiscal year 2006, the Department of Energy's Clean Cities Initiative was integrated into the OFCVT.

Since its inception in 1993, Clean Cities has grown to over 80 coalitions and 4,800 stakeholders across the country, put close to 1 million AFVs on the road, and displaced over 1 billion gallons of gasoline. In 2004 alone, Clean Cities displaced 237 million gallons of gasoline through the use of alternative fuels, AFVs, idle reduction technologies, fuel economy measures, and hybrid vehicles.

For the past 10 years, the Clean Cities Program has supported alternative fuel and other transportation projects within Clean Cities coalitions through the State Energy Program Special Project grants. This year a new stand-alone funding opportunity announcement for the Clean Cities Program is herein being issued to provide a more broad-based opportunity for potential partnerships to accomplish the program goals.

C. OBJECTIVES

The objective of this announcement is to decrease the nation's dependence on petroleum in the transportation sector through providing financial support for commercial deployment projects in the following areas: 1) refueling infrastructure for E85 and other alternative fuels; 2) incremental cost of AFVs; and 3) idle reduction education and awareness for school districts.

In the area of interest for *Refueling Infrastructure for E85 and Other Alternative Fuels,* the objective is to provide cost share for refueling infrastructure projects that include new dispensing facilities, or additional equipment or upgrades and improvements to existing AFV refueling sites. The primary goals are to select projects to maximize the amounts of petroleum (i.e.,conventional diesel and gasoline fuels) displaced and alternative fuel dispensed and used within the U.S., and to create sustainable alternative fuel market and potential for future growth without additional Federal funding. Funding will be made available to purchase equipment or to pay for specific turn-key fueling services by alternative fuel providers. This includes upgrading or modifying private fueling stations to allow public and/or shared fleet access. Blending facilities for biodiesel and E85 fuels for providing alternative fuel exclusively to the transportation sector will be considered. Bulk fuel production facilities are not eligible for funding. Only projects that increase the use of Energy Policy Act recognized alternative fuels are eligible for funding under this announcement (for a list of authorized fuels please see http://www.eere.energy.gov/cleancities/vbg/whatis_epact.shtml).

In the area of interest for *Incremental Costs for Alternative Fuel Vehicles,* the objective is to provide cost share to support the incremental cost of new on-road/highway-certified (OEM) AFVs and EPA/CARB emissions compliant conversions of new and/or used conventional fuel vehicles (i.e., vehicles originally designed to operate using diesel or gasoline) that are being converted to operate on alternative fuels that will result in large conventional fuel displacement. The primary goals are to select projects to maximize the amount of petroleum (i.e., conventional diesel and gasoline fuels) displaced and to create sustainable alternative fuel markets with the potential for future growth without additional Federal funding. Funds are not available for non-fuel system upgrades such as transmissions and exhaust systems. Only vehicles that operate on Energy Policy Act recognized alternative fuels are eligible (please see http://www.eere.energy.gov/cleancities/vbg/whatis_epact.shtml for a listing of authorized alternative fuels).

In the area of interest for *Idle Reduction Education and Awareness for School Districts,* the objective is to provide funding for developing and implementing comprehensive programs for school bus drivers, fleet managers, and maintenance personnel of school districts as well as students, faculty, and parent-teacher organizations to increase the awareness and use of idle reduction techniques in helping to reduce our nation's use of petroleum. The primary goals are to select projects that have the greatest potential for training the greatest number of drivers, students, and school bus stakeholders and maximizing the expected amount of petroleum (i.e., conventional diesel and gasoline fuels) saved through the use of idle reduction practices.

D. AREA OF INTEREST

There are three (3) areas of interest which this announcement is addressing: *(1) Refueling Infrastructure for E85 and Other Alternative Fuels; 2) Incremental Cost of Alternative Fuel Vehicles; and 3) Idle Reduction Education and Awareness for School Districts.*

Applicants must select and target only one (1) area of interest per application. Applicants can submit applications under one or more of the areas of interest covered under this announcement but these applications must be separate and distinct from each other. Applicants are to submit all activities relating to any single area of interest as a single integrated application (i.e., separate applications are not to be submitted for each site or each fuel type being proposed). Separate applications for projects can be submitted by an applicant under a single area of interest but only if they are of significantly different scope. Any single application that offers approaches to more than one (1) area of interest will be rejected without discussion and will not be evaluated for funding.

Descriptive information on each of the three (3) areas of interest covered under this announcement is provided in the following paragraphs:

Area of Interest 1: Refueling Infrastructure for E85 and Other Alternative Fuels

Under this area of interest funds are being offered for cost-shared projects for expanding alternative fuel refueling infrastructure to help decrease the nation's dependence on petroleum by helping to grow the alternative fuels market. Projects are sought that will contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding. Only projects that increase the use of Energy Policy Act recognized alternative fuels are eligible (for a listing of authorized alternative fuels please see http://www.eere.energy.gov/cleancities/vbg/whatis_epact.shtml).

Refueling infrastructure projects can include new dispensing facilities, or additional equipment or upgrades and improvements to existing AFV refueling sites. This includes upgrading or modifying private fueling stations to allow public and/or shared fleet access. Funding can be used to purchase equipment or to pay for specific turn-key fueling services by alternative fuel providers. Projects may be proposed that include multiple fuel types (e.g., propane and biodiesel or E85 and natural gas or other) at the same location or at different locations. Biodiesel and E85 blending and/or storage equipment or facilities that provide alternative fuel exclusively to the transportation sector will be considered. Applicants must provide evidence of essential support for the proposed work from each fuel provider for every fuel type being proposed, in addition to evidence of fleet commitments, as appropriate. Bulk fuel production facilities are not eligible for selection under this announcement.

Refueling infrastructure for E85 MUST BE available to and accessible by the public. Refueling infrastructure for other authorized alternative fuels will be given extra consideration if the facilities are shared or have open access to multiple fleets and/or are accessible by the public. The applicant must provide a marketing plan for publicly accessible facilities that includes any incentives and/or

promotions to inform and educate the public on the availability and benefits of the alternative fuel(s) being sold. Projects that include documented fleet commitments for fuel purchases at the refueling site will be ranked higher.

Projects that include a card lock system must utilize a universal reader technology and support station networking protocols already established in the region. Refueling sites that contribute to an infrastructure corridor development plan or regional strategy are desirable and should be clearly noted.

Publicly-available facilities that agree to display and advertise the availability and cost of alternative fuels in the same manner as conventional fuels will be ranked higher. A letter of commitment from station owners regarding this is to accompany the application.

The project team members must be identified and their relevant corporate qualifications must be described. Key project personnel for each participating organization, their role in the project, and their relevant qualifications must be identified. Applicant should also describe his/her role in ensuring significant fuel usage. For instance, working with auto dealerships to offer incentives for fuel purchasing would be viewed positively by the review committee. Commitment letters indicating the amount and type of technical and/or financial support being provided to the project by team partners must be included in the application. Commitment letters for each site should be provided. A letter indicating that the retailer will continue to sell the alternative fuel for a minimum of three years is desired.

As appropriate, applicants are to include multiple refueling sites within a single application even if the proposed sites have a great geographic diversity or will dispense different alternative fuels.

It is strongly preferred that all project sites be identified in the application and it is highly recommended that the fuel retailer be identified. However, if this is not possible at the time of submittal of an application to this announcement, applicants must identify the methodology and approach to be used to select the sites. In either case, the applicant is to include information on the expected number of project sites and fuel type, anticipated constructions completion schedule, estimated monthly fuel sales, and the projected number of AFVs that will use each facility. A discussion of licensing and permitting requirements and environmental assessment needs is to be included. A project schedule is to be provided

Applicants must make provisions for collecting and reporting to the DOE certain types of data on a quarterly basis for two years after the station is opened or the upgrading or modifying of the existing station is complete. The data to be reported must include the amount and average selling price of each type of alternative fuel sold. If an applicant proposes a project that involves refueling infrastructure for more than one qualified alternative fuel either at the same location or at different locations, the required reporting data must be tracked for each of the alternative fuels separately.

Applicants are cautioned that project sites which require extensive conversion and/or the installation of completely new infrastructure may require additional review and evaluation under the National Environmental Protection Act (NEPA) including an initial Environmental Site Assessment (roughly estimated to cost $5,000-$10,000) which would be considered a project cost and subject to cost sharing. Applicants proposing such conversion/installation activities should make appropriate consideration of NEPA compliance in all aspects of project planning, scheduling, and costing. In the event that a full Environmental Assessment is required for a specific site, the applicant will be requested to provide specified environmental data relative to that site.

Teaming arrangements under this area of interest are <u>NOT</u> required but are strongly encouraged,

especially to include one or more active designated or approved-for-designation Clean Cities Coalition(s) (http://www.eere.energy.gov/cleancities/coalitions.html) and relevant state agencies (e.g. state energy offices) and local agencies and organizations. Other team members of high interest to the DOE are fuel suppliers, auto dealerships, petroleum retailers, public or private fleets, equipment manufacturers, energy marketers, and energy companies. Teams may span more than one region or state. Teaming arrangements of this sort help contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding and increasing awareness and acceptance of alternative fuels among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public.

Administrative or project management are considered allowable as long as said costs are directly associated with work being performed under the proposed project.

Projects requesting funding assistance for both refueling infrastructure and AFV incremental costs (Area of Interest 2) must submit separate relevant applications under each category. Each application should clearly reference the other.

Area of Interest 2: Incremental Cost of Alternative Fuel Vehicles

Under this area of interest funds are being offered for projects to decrease the nation's dependence on petroleum by expanding the use of AFVs through providing cost sharing for the incremental cost for the purchase of new OEM AFVs or the retrofit/conversion/repower of new and/or used conventional vehicles (i.e., vehicles originally designed to operate using diesel or gasoline) to run on authorized alternative fuels. Only on-road, highway-certified vehicles will be considered for funding under this area of interest. DOE has particular interest in funding medium- and heavy-duty highway vehicles and school buses. Vehicle retrofits/conversions are limited to U.S. Environmental Protection Agency (EPA) and/or California Air Resources Board (CARB) emissions compliant vehicle systems. Only vehicles that will operate on Energy Policy Act recognized alternative fuels are eligible (refer to http://www.eere.energy.gov/cleancities/vbg/whatis_epact.shtml for a list of authorized alternative fuels).

Incremental cost shall be calculated on the difference between the cost of the AFV and the cost of a comparable conventional model verified by manufacturer estimate, after all other applicable manufacturer and local/state rebates and cash equivalent incentives are applied. For AFV conversions, the incremental cost shall be based on the cost of the new fuel system plus installation after all other applicable manufacturer and local/State rebates and cash equivalent incentives are applied. Vehicle retrofits are limited to EPA and/or CARB emissions compliant vehicle systems. Funds are not available for non-fuel system upgrades such as transmissions and exhaust systems and should not be included in the incremental cost of the project to be supported under this announcement.

Priority will be give to applications that include a strategy to concentrate AFVs in activity centers or niche applications that maximize infrastructure utilization. Projects that expand the existing alternative fuel refueling infrastructure and/or encourage new infrastructure will be highly valued. Projects that will contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding will be ranked higher. Evidence shall be provided to support claims of the relevance of the proposed project to address these issues.

Estimates of conventional fuel displacement shall be provided both per vehicle, and in total, over the projected ownership period of the AFVs (not the AFV lifetime). Fuel displacement shall be based on the fuel consumption of a comparable conventional fuel vehicle whether AFVs are replacing older vehicles or are additions to the existing fleet.

The project team members must be identified and their relevant corporate qualifications must be described. Key project personnel for each participating organization, their role in the project, and their relevant qualifications must be identified. Commitment letters indicating the amount and type of technical and/or financial support being provided to the project must be included in the application.

Project applications must include the number of AFVs to be purchased or retrofitted by each alternative fuel type proposed for the project. Details regarding the type of vehicles to be purchased and/or converted must be identified. For conversions, the age of the vehicles and the projected future ownership periods must be identified. The requirements of the conversion must be detailed including a listing of the required equipment/components. Applicants must submit a project schedule and a discussion of any vehicle certification or re-certification requirements.

Applicants must make provisions for collecting and reporting to the DOE certain types of data on a quarterly basis for two years after the AFV is put into service. The data to be reported must include the amount of each type of alternative fuel consumed and the quarterly and cumulative miles driven per vehicle.

Teaming arrangements under this area of interest are NOT required but are strongly encouraged, especially to include one or more active designated or approved-for-designation Clean Cities Coalition(s) and relevant state agencies (e.g. state energy offices) and local agencies and organizations. Other team members of high interest to the DOE are fuel suppliers, auto dealerships, petroleum retailers, public or private fleets, equipment manufacturers, energy marketers, and energy companies. Teams may span more than one region or state. Teaming arrangements of this sort help contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding and increasing awareness and acceptance of alternative fuels among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public.

Administrative or project management costs are considered allowable as long as said costs are directly associated with work being performed under the proposed project.

Projects requesting funding assistance for both the incremental cost of AFVs and related fueling infrastructure must submit a separate applications under each area of interest. Each application should clearly reference the other.

Area of Interest 3: Idle Reduction Education and Awareness for School Districts

Under this area of interest funds are being offered for projects for developing and implementing programs for school bus drivers, fleet managers, and maintenance personnel of school districts as well as students, faculty, and parent-teacher organizations to increase the awareness and use of idle reduction techniques in helping to reduce our nation's use of petroleum. The primary goals are to select projects that have the greatest potential for training the greatest number of drivers and students and for maximizing the expected amount of conventional diesel and gasoline fuels saved through the use of these idle reduction techniques and technologies. DOE is particularly interested in idle reduction plans that include materials and activities that are easily transferable, shared, or repeatable with other school districts and school bus fleets in multiple locations.

Applicants must make provisions for collecting and reporting to the DOE certain types of data on a quarterly basis for one year from the time of implementation of the education and awareness campaign. The data to be reported include the number of school districts (or equivalent) for which materials and training were provided and the number of school bus drivers, students, and other

individuals receiving materials and training. In addition, applicants are strongly encouraged to work with school bus fleet managers and maintenance personnel in order to document the reduction in bus idling hours (and resulting petroleum reduction savings). The purchase and installation of vehicle data logging equipment or idle run hour meters to collect this information is considered an allowable cost to the project

The project team members must be identified and their relevant corporate qualifications must be described. Key project personnel for each participating organization, their role in the project, and their relevant qualifications must be identified. Commitment letters indicating the amount and type of technical and/or financial support being provided to the project must be included in the application.

Teaming arrangements under this area of interest are NOT required but are strongly encouraged, especially to include one or more active designated or approved-for-designation Clean Cities Coalition(s) and relevant state agencies (e.g. state energy offices) and local agencies and organizations. Other team members of high interest to the DOE are fuel suppliers, auto dealerships, petroleum retailers, public or private fleets, equipment manufacturers, energy marketers, and energy companies. Teams may span more than one region or state. Teaming arrangements of this sort help contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding and increasing awareness and acceptance of alternative fuels among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public.

Administrative or project management costs for participating Clean Cities Coalitions are considered allowable as long as said costs are directly associated with work being performed under the proposed project.

PART II – AWARD INFORMATION

A. TYPE OF AWARD INSTRUMENT.

- DOE anticipates awarding both grants and cooperative agreements under this program announcement. If it is determined that a cooperative agreement is the appropriate award instrument, the nature of the Federal involvement will be included in a special award condition.

B. ESTIMATED FUNDING.

- Approximately $3,100,000 is expected to be available for new awards under this announcement.

C. MAXIMUM AND MINIMUM AWARD SIZE.

AREA OF INTEREST	MINIMUM DOE AWARD SHARE	MAXIMUM DOE AWARD SHARE
Area of Interest 1 – DE-PS26-06NT42770-01: Refueling Infrastructure for E85 and Other Alternative Fuels	$150,000	$3,100,000
Area of Interest 2 – DE-PS26-06NT42770-02: Incremental Cost of Alternative Fuel Vehicles	$100,000	$1,600,000
Area of Interest 3 – DE-PS26-06NT42770-03: Idle Reduction Education and Awareness for School Districts	$50,000	$150,000

D. EXPECTED NUMBER OF AWARDS.

Under this announcement, DOE expects to make the following number of awards for each Area of Interest:

AREA OF INTEREST	APPROXIMATE NUMBER OF AWARDS
Area of Interest 1 – DE-PS26-06NT42770-01: Refueling Infrastructure for E85 and Other Alternative Fuels	1-5
Area of Interest 2 – DE-PS26-06NT42770-02: Incremental Cost of Alternative Fuel Vehicles	1-5
Area of Interest 3 – DE-PS26-06NT42770-03: Idle Reduction Education and Awareness for School Districts	1-3

The Government reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this announcement and will award that number of financial assistance instruments which serves the public purpose and is in the best interest of the Government.

E. ANTICIPATED AWARD SIZE.

DOE anticipates that the DOE share of individual awards will be in the following dollar range for the total project period;

AREA OF INTEREST	APPROXIMATE DOE SHARE OF EACH AWARD
Area of Interest 1 – DE-PS26-06NT42770-01: Refueling Infrastructure for E85 and Other Alternative Fuels	$150,000 - $1,500,000
Area of Interest 2 – DE-PS26-06NT42770-02: Incremental Cost of Alternative Fuel Vehicles	$100,000 - $500,000
Area of Interest 3 – DE-PS26-06NT42770-03: Idle Reduction Education and Awareness for School Districts	$50,000 - $100,000

F. PERIOD OF PERFORMANCE.

DOE anticipates making awards that will run for up to the following durations for each area of interest:

AREA OF INTEREST	ANTICIPATED TOTAL PROJECT PERIOD OF PERFORMANCE
Area of Interest 1 – DE-PS26-06NT42770-01: Refueling Infrastructure for E85 and Other Alternative Fuels	24-36 Months
Area of Interest 2 – DE-PS26-06NT42770-02: Incremental Cost of Alternative Fuel Vehicles	24-36 Months
Area of Interest 3 – DE-PS26-06NT42770-03: Idle Reduction Education and Awareness for School Districts	12-24 Months

PART III - ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS.

- All types of applicants are eligible to apply, except other Federal agencies, Federally Funded Research and Development Center (FFRDC) Contractors, and nonprofit organizations described in section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995.

B. COST SHARING

- The required participant cost share for each of the areas of interest of this announcement is identified below. Cost share is based on the total allowable costs of the project (i.e., the sum of the Government share, including FFRDC contractor costs if applicable, and the recipient share of allowable costs equals the total allowable costs of the projects) and must come from non-Federal sources. (See 10 CFR Part 600 for the applicable cost sharing requirements.)

AREA OF INTEREST	REQUIRED PARTICIPANT COST SHARE
Area of Interest 1 – DE-PS26-06NT42770-01: Refueling Infrastructure for E85 and Other Alternative Fuels	50%
Area of Interest 2 – DE-PS26-06NT42770-02: Incremental Cost of Alternative Fuel Vehicles	50%*
Area of Interest 3 – DE-PS26-05NT42770-03: Idle Reduction Education and Awareness for School Districts	None

*** =** The cost of the vehicle will be recognized as in-kind cost sharing. As long as the vehicle cost exceeds the statutory cost-share requirement, DOE will not require additional cost sharing from the applicant. Industry standards (such as Kelly Blue Book, Edmunds, or National Automobile Dealers Association [NADA]) will be applied to determine the value of the used vehicle to establish the applicant's level of cost sharing.

PART IV – APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION PACKAGE.

- Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package. NOTE: You will not be able to download the Application Package unless you have installed PureEdge Viewer (See: http://www.grants.gov/DownloadViewer).

B. LETTER OF INTENT AND PRE-APPLICATION.

1. Letter of Intent.

- Letters of Intent are not required.

2. Pre-application.

- Pre-applications are not required.

C. CONTENT AND FORM OF APPLICATION – SF 424.

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. **Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement**.

1. SF 424 - Application for Federal Assistance.
Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the "Help Mode" (Icon with the pointer and question mark at the top of the form). The list of certifications and assurances referenced in Field 21 can be found on the Applicant and Recipient Page at http://grants.pr.doe.gov.

2. Other Attachments Form
Submit the following files with your application and attach them to the Other Attachments Form. Click on "Add Mandatory Other Attachment" to attach the Project Narrative. Click on "Add Optional Other Attachment," to attach the other files.

- **Project Narrative File - Mandatory Other Attachment**
  This file shall include a **cover page** indicating the funding opportunity number, name and address of the applicant, point of contact, telephone/FAX number/e-mail address, title of the project, and date of application.

  The project narrative file must be formatted to separately address each of the sections listed below. **The project narrative must not exceed 10 pages**, including charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right). The font must not be smaller than 11 point. EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED. Unnecessarily elaborate applications are not desired.

Reference may be included as a demonstration of knowledge and capabilities; however, DOE has no obligation to review or evaluate any reference. No material may be incorporated into the application by reference as a means to circumvent the page limitation. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named "Project.pdf," and click on "Add Mandatory Other Attachment" to attach.

This file should provide a clear description of the work to be undertaken and how it will be accomplished. To help facilitate the review process and to insure maximum consideration of the application's merit, the applicant should review the following elements when preparing the project narrative and must provide ALL of the specified information listed below. These elements relate to and are consistent with the technical evaluation criteria found in Part V of this announcement. Sufficient information is to be provided so that the reviewers will be able to evaluate the application in accordance with these elements. It is suggested that the headings in the project narrative be labeled the same as the elements.

The requirements for this section are different for each of the three (3) areas of interest as follows:

Area of Interest 1: Refueling Infrastructure for E85 and Other Alternative Fuels

For this area of interest, the project narrative shall address the following:

1. Team Expertise and Prior Experience

This section shall describe the roles and the work to be performed by each participating organization and by each of the key project personnel. The integration and management of the various components of the project shall be discussed.

Key project personnel shall be identified and their responsibilities/experience as related to the proposed project shall be discussed. Personnel proposed for this work shall be identified by name and their availability and the percentage of time and number of person-hours each person will contribute to the performance of the project. Resumes and other relevant data shall be provided. (See section entitled "Biographical Sketch File" below for details.)

Organizational experience of the applicant and other team members shall be discussed to address their qualifications. The roles and responsibilities of each participating organization shall be discussed. The degree and type of involvement of Clean Cities Coalitions and state and local agencies are to be clearly discussed. Available resources of participating team members and their ability to successfully perform their role in the project shall be addressed. Prior experience in conducting projects of a similar scope and nature is to be discussed. The applicant is to describe the status and results of all relevant previous DOE-funded activities. This information is subject to verification with grant/funding histories on file at DOE.

Applicants shall include documentation supporting the involvement of each participating organization including, as appropriate, letters of technical or management commitment and support, letters of financial support and cost share, and letters identifying and committing sites for infrastructure installation. Letters from the site partners shall include

estimates for the purchase and installation of all necessary equipment.

2. Technical Feasibility and Likelihood of Success

This section shall address the responsiveness and relevance of the proposed effort toward meeting the objectives and goals of the area of interest and the probability of successfully completing the proposed project. The technical feasibility of the project and the appropriateness and thoroughness of the proposed approach toward meeting the goals of the project shall be discussed.

The applicant shall provide an expanded discussion of the work described in the Statement of Project Objectives. This is to address the work to be performed and a breakdown of the proposed work by subtasks. A discussion of how each task is to be accomplished should be provided. This discussion shall be consistent with the Statement of Project Objectives that is to be provided as a separate file described below entitled, "SOPO.pdf." A complete project schedule shall be provided.

The location of each refueling site shall be identified along with the type of alternative fuel(s) to be dispensed, the capacity of the system to be installed, estimated monthly alternative fuel sales by fuel type, and the projected number of AFVs that will use each facility. For each identified site the applicant shall discuss whether the installation is new or retrofit and the specific equipment and construction related requirements necessary to complete the project. The degree of public access to each facility shall be discussed. For publicly-available facilities, the applicant shall describe the type of signage to be posted to indicate the availability and cost of the alternative fuels. A letter indicating that the retailer will continue to sell the alternative fuel for a minimum of three years and will appropriately advertise and post signage regarding the alternative fuel is desired.

If not all refueling site locations can be identified, applicants shall identify the methodology and approach to be used to select the sites, the number of anticipated sites, and the fuel type to be dispensed, construction completion target dates for each anticipated site, estimated monthly alternative fuel sales by fuel type, and the projected number of AFVs that will use each facility.

The applicant shall discuss the type of data to be collected and delivered to the DOE and the frequency and duration of the reporting for said data. The data to be reported shall include the amount and average selling price of each type of alternative fuel sold. If an applicant proposes a project that involves refueling infrastructure for more than one qualified alternative fuel either at the same location or at different locations, the required reporting data shall be tracked for each of the alternative fuels separately. The data shall be reported on a quarterly basis for two years after the station is opened or the upgrading or modifying of the existing station is complete.

The applicant shall provide a marketing plan for publicly accessible facilities (all E-85 facilities are to have public access) including any incentives and/or promotions to inform and educate the public on the availability and benefits of the alternative fuel(s) being sold. Projects for non-public facilities shall discuss the approach to be used to ensure a dedicated and ongoing commitment from the fleet partner.

The applicant shall discuss the impact of the project on increasing awareness and acceptance of alternative fuels among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public.

As appropriate, a discussion shall be provided to indicate the degree to which the proposed project contributes to an infrastructure corridor development plan or regional strategy.

The applicant shall discuss the potential environmental considerations of completing the proposed project in relation to the ability to obtain all necessary permits and licenses and meeting the requirements of the National Environmental Policy Act (NEPA).

3. Energy Security and Petroleum Reduction Potential

This section shall address the ability of the project to reduce petroleum consumption (i.e., conventional gasoline and diesel fuels), maximize the use of alternative fuel(s), and increase the nation's energy security. The ability of the project to contribute to a sustainable alternative fuel market with the potential for future growth without further Federal funding should be discussed. As appropriate, the applicant shall include a discussion of the plans for the further expansion and deployment of the proposed alternative fuel(s) infrastructure beyond the proposed project.

The applicant shall address the average monthly estimated quantity of each alternative fuel to be dispensed over the duration of the operational period of this project for each site and all sites collectively. The applicant is also to provide an estimate of the number of AFVs that are expected to use each facility during an average month.

4. Project Cost and Cost Share

The cost effectiveness of the project is to be discussed according to the total project cost per gallon (or equivalent) of alternative fuel estimated to be dispensed per month during the operational performance period of the project.

The extent and nature of proposed cost share is to be discussed. This should include the percentage and dollar amount of cost share being provided by each participating organization.

Area of Interest 2: Incremental Cost of Alternative Fuel Vehicles

For this area of interest, the project narrative shall address the following:

1. Team Expertise and Prior Experience

This section shall describe the roles and the work to be performed by each participating organization and by each of the key project personnel. The integration and management of the various components of the project shall be discussed.

Key project personnel shall be identified and their responsibilities/experience as related to the proposed project shall be discussed. Personnel proposed for this work shall be identified by name and their availability and the percentage of time and number of person-hours each person will contribute to the performance of the project. Resumes and other relevant data should be provided. (See section entitled "Biographical Sketch File" below for details.)

Organizational experience of the applicant and other team members shall be discussed to address their qualifications. The roles and responsibilities of each participating

organization shall be discussed. The degree and type of involvement of Clean Cities Coalitions and state and local agencies are to be clearly discussed. Available resources of participating team members and their ability to successfully perform their role in the project shall be addressed. Prior experience in conducting projects of a similar scope and nature is to be discussed. The applicant is to describe the status and results of all relevant previous DOE-funded activities. This information is subject to verification with grant/funding histories on file at DOE.

Applicants shall include documentation supporting the involvement of each participating organization including, as appropriate, letters of technical or management commitment and support, letters of financial support and cost share, and letters identifying and committing sites for infrastructure installation. Letters from the site partners shall include estimates for the purchase and installation of all necessary equipment.

2. Technical Feasibility and Likelihood of Success

This section shall address the responsiveness and relevance of the proposed effort toward meeting the objectives and goals of the area of interest and the probability of successfully completing the proposed project. The technical feasibility of the project and the appropriateness and thoroughness of the proposed approach toward meeting the goals of the project should be discussed.

Applicants shall discuss the potential for the project to concentrate the planned purchased or retrofitted AFVs in niche markets/activity centers that maximize infrastructure utilization and/or expand the existing alternative fuel refueling infrastructure and/or encourage new infrastructure. The applicant shall discuss how the project will contribute to a sustainable alternative fuel market and the potential for future growth without additional Federal funding.

The applicant shall provide an expanded discussion of the work described in the Statement of Project Objectives. This is to address the work to be performed and a breakdown of the proposed work by subtasks. A discussion of how each task is to be accomplished shall be provided. This discussion shall be consistent with the Statement of Project Objectives that is to be provided as a separate file entitled, “SOPO.pdf.” A complete project schedule shall be provided.

Applicants shall include a discussion of the number of AFVs to be purchased and/or repowered/converted by alternative fuel type and technology. Details regarding the type of vehicles to be purchased and/or converted shall be provided. For conversions, the requirements of the conversion shall be detailed including a listing of the required equipment/components and estimated costs for installation. Any vehicle certification or re-certification requirements shall be discussed.

The applicant shall discuss the type of data to be collected and delivered to the DOE and the frequency and duration of the reporting for said data. The data to be reported shall include the amount of each type of alternative fuel consumed and the quarterly and cumulative miles driven per vehicle. The data shall be reported on a quarterly basis for two years after the AFV is put into service.

The applicant should discuss the impact of the project on increasing awareness and acceptance of alternative fuels among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public.

The applicant shall discuss the potential environmental considerations of completing the proposed project in relation to the ability to obtain all necessary permits and licenses and meeting the requirements of the National Environmental Policy Act (NEPA).

3. Energy Security and Petroleum Reduction Potential

This section shall address the ability of the project to reduce petroleum consumption (i.e., conventional gasoline and diesel fuels), maximize the use of alternative fuel(s), and increase the nation's energy security. The ability of the project to contribute to a sustainable alternative fuel market with the potential for future growth without further Federal funding shall be discussed. As appropriate, the applicant shall include a discussion of the plans for the further expansion and deployment of additional AFVs beyond those proposed in the project.

Estimates of the amount of alternative fuel to be dispensed shall be provided both per vehicle and for all vehicles in total over the projected ownership period of the AFVs (not the AFV lifetime). For conversions, the age of the vehicles and the projected future ownership period shall be discussed.

The applicant shall address the average monthly estimated amount of alternative fuel that will be dispensed over the duration of the operational period of this project for all vehicles collectively. The applicant is to also provide an estimate of the monthly quantity of each alternative fuel used per vehicle purchased or converted/repowered under the project.

4. Project Cost and Cost Share

The cost effectiveness of the project is to be discussed according to the total project cost per:

a) the total number of vehicles purchased new and/or converted/repowered/retrofitted as part of this project;
b) the number of gallons (or equivilent) per month of alternative fuel dispensed during the operational performance period of the project; and
c) the number of gallons (or equilivent) per month of alternativel fuel dispensed during the expected period of ownership of the AFVs.

Although cost sharing is <u>not</u> required, the extent and nature of any proposed cost share is to be discussed. This should include the percentage and dollar amount of cost share being provided by each participating organization.

Area of Interest 3: Idle Reduction Education and Awareness for School Districts

For this area of interest, the project narrative shall address the following:

1. Team Expertise and Prior Experience

This section shall describe the roles and the work to be performed by each participating organization and by each of the key project personnel. The integration and management of the various components of the project shall be discussed.

Key project personnel shall be identified and their responsibilities/experience as related to the proposed project shall be discussed. Personnel proposed for this work shall be

identified by name and their availability and the percentage of time and number of person-hours each person will contribute to the performance of the project. Resumes and other relevant data should be provided. (See section entitled "Biographical Sketch File" below for details.)

Organizational experience of the applicant and other team members shall be discussed to address their qualifications. The roles and responsibilities of each participating organization shall be discussed. The degree and type of involvement of Clean Cities Coalitions and state and local agencies are to be clearly discussed. Available resources of participating team members and their ability to successfully perform their role in the project shall be addressed. Prior experience in conducting projects of a similar scope and nature is to be discussed. The applicant is to describe the status and results of all relevant previous DOE-funded activities. This information is subject to verification with grant/funding histories on file at DOE.

Applicants shall include documentation supporting the involvement of each participating organization including, as appropriate, letters of technical or management commitment and support, letters of financial support and cost share.

2. Technical Feasibility and Likelihood of Success

This section shall address the responsiveness and relevance of the proposed effort toward meeting the objectives and goals of the area of interest and the probability of successfully completing the proposed project. The technical feasibility of the project and the appropriateness and thoroughness of the proposed approach toward meeting the goals of the project shall be discussed.

The applicant shall provide an expanded discussion of the work described in the Statement of Project Objectives. This is to address the work to be performed and a breakdown of the proposed work by subtasks. A discussion of how each task is to be accomplished shall be provided. This discussion shall be consistent with the Statement of Project Objectives that is to be provided as a separate file entitled, "SOPO.pdf." A complete project schedule shall be provided.

The applicant shall discuss the rationale and feasibility of the overall approach toward maximizing the number of individuals to be trained and the amount of conventional fuels anticipated to be saved. The applicant shall discuss the expected number of school districts (or equivalent) for which materials and training are to be provided and the number of individuals expected to receive the materials and training. The applicant shall discuss the ability and likelihood of the individuals to impact the adoption or use of idle reduction techniques by themselves or others. The applicant shall discuss the amount of conventional fuel that is expected to be saved on a monthly basis.

The applicant shall discuss the type of data to be collected and delivered to the DOE and the frequency and duration of the reporting for said data. The data to be reported shall include the number of school districts (or equivalent) for which materials and training were provided and the number of school bus drivers, students, and other individuals receiving materials and training. The data shall be reported on a quarterly basis for one year from the time of implementation of the education and awareness campaign.

The applicant shall discuss any activities to be conducted to document the reduction in bus idling hours (and resulting petroleum reduction savings). As appropriate, the

applicant shall provide details on the purchase and installation of any vehicle data logging equipment or idle run hour meters to be used to collect this information.

3. Energy Security and Petroleum Reduction Potential

This section shall address the ability of the project to reduce petroleum consumption (i.e., conventional gasoline and diesel fuels) and increase the nation's energy security. As appropriate, the applicant shall include a discussion of the plans for the further expansion and deployment of the proposed program beyond the proposed project.

The average monthly estimated amount of conventional fuel that will be saved as a result of the project shall be addressed. The applicant should discuss the rationale and basis of the amount of conventional fuel saved.

4. Project Cost and Cost Share

The cost effectiveness of the project is to be discussed according to the following:

a) the total project cost per individual trained and
b) the total project cost per gallon of conventional fuel saved per month by the expected degree of utilization of idle reduction techniques.

Although cost sharing is <u>not</u> required, the extent and nature of any proposed cost share is to be discussed. This shall include the percentage and dollar amount of cost share being provided by each participating organization.

- **Statement of Project Objectives**

The Department of Energy's, National Energy Technology Laboratory uses a specific format for Statement of Project Objectives in its awards. In announcements such as this one, where the Government does not provide a Statement of Project Objectives, the applicant is to provide one, which the DOE will then use to generate the Statement of Project Objectives to be included in the award.

The Statement of Project Objectives must address how the project objectives will be met and contain a clear, concise description of all activities to be completed during project performance and must follow the structure discussed below. The Statement of Project Objectives may be released to the public by DOE in whole or in part at any time. It is therefore required that it shall not contain proprietary or confidential business information.

The Statement of Project Objectives is generally less than 5 pages in total for the proposed work. Applicants shall prepare the Statement of Project Objectives in the following format:

TITLE OF WORK TO BE PERFORMED

(Insert the title of work to be performed. Be concise and descriptive.)

A. OBJECTIVES

Include one paragraph on the overall objective(s) of the work. Also, include objective(s) for each phase of the work.

B. SCOPE OF WORK

This section should not exceed one-half page and should summarize the effort and approach to achieve the objective(s) of the work for each Phase.

C. TASKS TO BE PERFORMED

Tasks, concisely written, should be provided in a logical sequence and should be divided into the phases of the project. This section provides a brief summary of the planned approach to this project.

PHASE I
- Task 1.0 - (Title)
  (Description)
  - Subtask 1.1 (Optional)
    (Description)
- Task 2.0 - (Title)

PHASE II (Optional)
- Task 3.0 - (Title)

D. CRITICAL PATH PROJECT MILESTONES (MILESTONE PLAN/STATUS)

As a part of the approved SOPO, the Recipient will develop a Milestone Plan that will serve as the baseline for tracking performance of the project and will identify critical path project milestones (no less than 2 per calendar year) for the entire project.

During project performance, the Recipient will report the Milestone Status as part of the required quarterly Progress Report as prescribed under Attachment 4, Reporting Requirements Checklist. The Milestone Status will present actual performance in comparison with Milestone Plan, and include:

(1) the **actual** status and progress of the project,
(2) specific progress made toward achieving the project's critical path milestones, and,
(3) any proposed changes in the projects schedule required to complete critical path milestones.

E. DELIVERABLES

The periodic, topical, and final reports shall be submitted in accordance with the attached "Federal Assistance Reporting Checklist" and the instructions accompanying the checklist.

Note: The Recipient shall provide a list of deliverables other than those identified on the "Federal Assistance Reporting Checklist" that will be delivered. These reports shall also be identified within the text of the Statement of Project Objectives.

F. BRIEFINGS/TECHNICAL PRESENTATIONS (If applicable)

The Recipient shall prepare detailed briefings for presentation to the DOE Project Manager and other DOE officials to explain the plans, progress, and results of the technical effort. The first briefing shall be presented within 60 days after the award of the cooperative agreement. Additional briefings shall be presented at least 45 days before completion of a budget period and in conjunction with the continuation application for the next budget period. However, in any case, at least one (1) technical briefing shall be made to DOE per year. The final briefing shall be presented at least 45 days before the

award is due to expire. These briefings shall be made at one of the DOE/NETL locations (Washington DC / Pittsburgh, PA / Morgantown, WV) or at one of the project team sites, as appropriate.

In addition, technical papers shall be developed and delivered as appropriate at technical society meetings, or at technical exchange meetings, which may be organized by DOE.

Save this information in a file named "SOPO.pdf," and click on "Add Optional Other Attachment" to attach.

- **Project Summary/Abstract File**

  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 identifies 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. The project summary must not exceed one (1) page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font no smaller than 11 point. Save this information in a file named "Summary.pdf," and click on "Add Optional Other Attachment" to attach.

- **SF 424 A Excel, Budget Information – Non-Construction Programs File**

  You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, "Budget Information – Non Construction Programs" form on the Applicant and Recipient Page at http://grants.pr.doe.gov. You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See Part IV, G). Save the information in a single file named "SF424A.xls," and click on "Add Optional Other Attachment" to attach.

- **Budget Justification File**

  You must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers, and number of travel days; list general categories of supplies and amount for each category; and provide any other information you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates. If cost sharing is required, provide an explanation of the source, nature, amount, and availability of any proposed cost sharing. Save this information in a single file named "Budget.pdf," and click on "Add Optional Other Attachment" to attach.

- **Subaward Budget File(s)**

  You must provide a separate budget (i.e., budget for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than $100,000 or 50 percent of the total work effort (which ever is less). Use the SF 424 A Excel for Non Construction Programs or the SF 424 C Excel for Construction Programs. These forms are found on the Applicant and Recipient Page at http://grants.pr.doe.gov. Save each Subaward budget in a separate file. Use up to 10 letters of the subawardee's name (plus .xls) as the file name (e.g., ucla.xls or energyres.xls), and click on "Add Optional Other Attachment" to attach.

- **Commitment Letters from Third Parties Contributing to Cost Sharing File**

  If a third party, (i.e., a party other than the organization submitting the application) proposes to provide all or part of the required cost sharing, you must provide a letter from the third party stating that it is committed to providing a specific minimum dollar amount of cost sharing. The letter should also identify the proposed cost sharing (e.g., cash, services, and/or property) to be contributed. Letters must be signed by the person authorized to commit the expenditure of funds by the entity. Provide this information in a single file named "CLTP.pdf" and click on "Add Optional Other Attachment" to attach.

- **Biographical Sketch File**

  Provide a biographical sketch for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all biographical sketches in a single file named "bio.pdf" and click on "Add Optional Other Attachment" to attach. The biographical information for each person must not exceed 2 pages when printed on 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) with font no smaller than 11 point and must include:

  Education and Training. Undergraduate, graduate, and postdoctoral training; provide institution, major/area, degree, and year.

  Professional Experience: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

  Publications. Provide a list of up to10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

  Patents, copyrights, and software systems developed may be provided in addition to or substituted for publications.

  Synergistic Activities. List no more than 5 professional and scholarly activities related to the effort proposed.

3. SF-LLL Disclosure of Lobbying Activities

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Summary of Required Forms/Files

Your application must include the following documents:

Name of Document	Format	File Name
Application for Federal Assistance – SF424	PureEdge Form	N/A
Other Attachments Form: Attach the following files to this form:	PureEdge Form	N/A
Project Narrative File	PDF	Project.pdf
Statement of Project Objectives	PDF	SOPO.pdf
Project Summary/Abstract File	PDF	Summary.pdf
SF 424A File - Budget Information for Non-Construction Programs	Excel	SF424A.xls
Budget Justification File	PDF	Budget.pdf
Subaward Budget File(s)	Excel	See Instructions
Commitment Letters from Third Parties Contributing to Cost Sharing File, if applicable.	PDF	CLTP.pdf
Biographical Sketch File	PDF	Bio.pdf
Budget for FFRDC Contractor, if applicable.	PDF	See Instructions
SF-LLL Disclosure of Lobbying Activities, if applicable.	PureEdge Form	N/A

D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS.

- **Successful applicants must submit the information listed below no later than five calendars days after notification of selection. Applicants who fail to provide the information within the required time period may be eliminated from further consideration.**

What to submit	Required Form or Format
Designated Responsible Employee for complying with national policies prohibiting discrimination. *Required* **Provide organization name, project title, DOE application tracking number, and the name, title, and phone number of Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5).**	**No special format.** **E-mail information to: jodi.collins@netl.doe.gov**
Environmental Questionnaire. *Optional* {Select if applicable} You must complete and submit an environmental questionnaire.	**This form is available at: http://www.netl.doe.gov/business/forms/451_1-1-3.doc**
Representation of Limited Rights Data and Restricted Software.	**Use form on Applicant and Recipient Page at http://grants.pr.doe.gov.** **Send this representation to jodi.collins@netl.doe.gov**

E. SUBMISSION DATES AND TIMES.

1. Pre-application Due Date.

Pre-applications are not required.

2. Application Due Date.

Applications must be received by June 8, 2006 not later than 4:00 PM Eastern Time. You are encouraged to transmit your application well before the deadline. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

F. GOVERNMENTAL REVIEW

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

G. FUNDING RESTRICTIONS.

Cost Principles Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600.

Pre-award Costs Recipients may charge to an award resulting from this announcement pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

1. Where to Submit.

- **APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE CONSIDERED FOR AWARD.** Submit electronic applications through the "Apply for Grants" function at www.Grants.gov. If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to support@grants.gov.

2. Registration Process.

- You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See www.grants.gov/GetStarted). **We recommend that you start this process at least two weeks before the application due date**. It may take 14 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at http://www.grants.gov/assets/OrganizationRegCheck.doc to guide you through the process. IMPORTANT: During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN).

Part V - APPLICATION REVIEW INFORMATION

A. CRITERIA.

1. Initial Review Criteria.

- Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement.

2. Merit Review Criteria.

Each of the three (3) areas of interest has its own set of evaluation criteria under which applications for that area will be scored. Applications submitted in response to this announcement will be evaluated and scored in accordance with the criteria and weights listed below for each of the three (3) areas of interest:

Area of Interest 1: Refueling Infrastructure for E85 and Other Alternative Fuels

Criterion 1: Team Expertise and Prior Experience (35%)

- Ability to assemble a team necessary to successfully accomplish the objectives of the proposed project
- Qualifications, expertise, and experience of identified key personnel in areas relevant to the proposed work
- Corporate and individual experience and degree of success achieved in conducting projects of similar scope and nature
- Strength of partnerships and extent of active participation of Clean Cities Coalitions and state and local agencies
- Appropriateness of the planned assignment of responsibilities and level of effort among individuals and corporate team members
- Adequacy of the applicant and/or team resources to successfully complete the proposed work
- Quality and strength of letters documenting technical and/or financial support and /or site availability from all team partners and station owners

Criterion 2: Technical Feasibility and Likelihood of Success (25%)

- Responsiveness and relevance of the application to the programmatic goals and requirements identified in this announcement for this area of interest
- Likelihood of successfully completing the proposed project
- Adequacy and thoroughness of the approach to the proposed work including the location, number, type, and size of the proposed infrastructure installations to successfully meet the project objectives
- Clarity, completeness, and adequacy of the detailed description of the work to be performed
- Adequacy and appropriateness of the proposed plan for coordinating, directing, and performing the proposed work
- Adequacy of the proposed data collection and reporting activities

- As appropriate, the adequacy and reasonableness of the methodology and approach for selecting sites that have not yet been identified
- Degree that the proposed work increases the use of domestically-produced, non-petroleum-based alternative fuels
- Degree of public access to the proposed infrastructure installations
- Adequacy and appropriateness of the schedule including the duration and sequencing of tasks and the scheduling of project milestones and decision points
- Effectiveness of proposed marketing plan to increase public awareness of alternative fuels and for offering any incentives for purchasing alternative fuel
- The willingness of the station owner(s) to display the availability and price of the alternative fuel in a manner similar to its postings for conventional fuels
- Degree that approach develops and strengthens alternative fuel infrastructure on a regional basis
- Appropriateness of the planned level of manpower
- Adequacy of the discussion of environmental considerations of the proposed project (i.e., licenses, permits, NEPA)

Criterion 3: Energy Security and Petroleum Reduction Potential (25%)

- Adequacy of the project to reduce the consumption of conventional fuels and maximize the use of alternative fuels
- Reasonableness of the monthly quantity of alternative fuels to be dispensed and number of AFVs to be served during the operational phase of the project
- Extent to which the project will contribute to a sustainable alternative fuel market
- Adequacy of plans for continued deployment of alternative fuel infrastructure beyond the proposed effort

Criterion 4: Project Cost and Cost Share (15%)

- Reasonableness of the cost effectiveness of the project in terms of total project cost per gallon of conventional fuel estimated to be displaced per month during the operational phase of this project
- Financial commitment demonstrated by the percent of cost share to be provided by the applicant and team partners

Area of Interest 2: Incremental Cost of Alternative Fuel Vehicles

Criterion 1: Team Expertise and Prior Experience (35%)

- Ability to assemble a team necessary to successfully accomplish the objectives of the proposed project
- Qualifications, expertise, and experience of identified key personnel in areas relevant to the proposed work
- Corporate and individual experience and degree of success achieved in conducting projects of similar scope and nature
- Strength of partnerships and extent of active participation of Clean Cities Coalitions and state and local agencies
- Appropriateness of the planned assignment of responsibilities and level of effort among individuals and corporate team members
- Adequacy of the applicant and/or team resources to successfully complete the proposed work

- Quality and strength of letters documenting technical and/or financial support from all team partners

Criterion 2: Technical Feasibility and Likelihood of Success (25%)

- Responsiveness and relevance of the application to the programmatic goals and requirements identified in this announcement for this area of interest
- Likelihood of successfully completing the proposed project
- Adequacy and thoroughness of the approach to the proposed work including the number, type, and size of the proposed AFVs to be purchased and/or converted to successfully meet the project objectives
- Clarity, completeness, and adequacy of the detailed description of the work to be performed
- Adequacy and appropriateness of the proposed plan for coordinating, directing, and performing the proposed work
- Adequacy of the proposed data collection and reporting activities
- Degree that the proposed work increases the use of domestically-produced, non-petroleum-based alternative fuels
- Adequacy and appropriateness of the schedule including the duration and sequencing of tasks and the scheduling of project milestones and decision points
- Effectiveness of proposed marketing plan to increase public awareness of the benefits of the use of alternative fuels
- Appropriateness of the planned level of manpower
- Adequacy of the discussion of environmental considerations of the proposed project (i.e., licenses, permits, NEPA)

Criterion 3: Energy Security and Petroleum Reduction Potential (25%)

- Feasibility of the overall proposed approach toward maximizing the amount of conventional fuels displaced and maximizing the use of alternative fuels taking into consideration the age of any vehicle to be converted and the expected ownership period of the new or converted vehicles
- Reasonableness of the estimated quantity of alternative fuel that will be dispensed over the projected ownership period for each of the proposed AFVs
- Reasonableness of the monthly total quantity of alternative fuel expected to be dispensed in performance of the proposed work
- Extent to which the project will contribute to a sustainable alternative fuel market
- Adequacy of plans for expanding the use of AFVs beyond the proposed effort

Criterion 4: Project Cost and Cost Share (15%)

- Reasonableness of the cost effectiveness of the project in terms of total number of vehicles to be purchased or converted as part of the project
- Reasonableness of the cost effectiveness of the project in terms of total project cost per gallon (or equilivent) of alternative fuel estimated to be dispensed per month during the operational phase of this project
- Reasonableness of the cost effectiveness of the project in terms of total project cost per gallon (or equivilent) of alternative fuel estimated to be dispensed per month during the expected period of ownership of the AFVs
- Degree, if any, of financial commitment demonstrated by the applicant and/or team partners in providing any cost share for completing project activities

Area of Interest 3: Idle Reduction Training and Awareness for School Districts

Criterion 1: Team Expertise and Prior Experience (35%)

- Ability to assemble a team necessary to successfully accomplish the objectives of the proposed project
- Qualifications, expertise, and experience of identified key personnel in areas relevant to the proposed work
- Corporate and individual experience and degree of success achieved in conducting projects of similar scope and nature
- Extent of involvement of the prime applicant in the execution of the proposed work
- Strength of partnerships and extent of active participation of Clean Cities Coalitions and state and local agencies
- Appropriateness of the planned assignment of responsibilities and level of effort among individuals and corporate team members
- Adequacy of the applicant and/or team resources to successfully complete the proposed work
- Quality and strength of letters documenting technical and/or financial support from all team partners

Criterion 2: Technical Feasibility and Likelihood of Success (35%)

- Responsiveness and relevance of the application to the programmatic goals and requirements identified in this announcement for this area of interest
- Likelihood of successfully completing the proposed project
- Adequacy and thoroughness of the approach to the proposed work to successfully meet the project objectives
- Clarity, completeness, and adequacy of the detailed description of the work to be performed
- Adequacy and appropriateness of the proposed plan for coordinating, directing, and performing the proposed work
- Adequacy of the proposed data collection and reporting activities
- Appropriateness of any equipment to be purchased and the activities to be conducted to document the reduction in bus idling hours
- Effectiveness of proposed approach to have a significant impact on the use of idle reduction techniques by school bus drivers, fleet managers, and maintenance personnel of school districts as well as students, faculty, and parent-teacher organizations
- Feasibility and adequacy of the overall proposed approach toward maximizing the number of individuals to be trained and the amount of conventional fuels anticipated to be saved
- Adequacy and appropriateness of the schedule including the duration and sequencing of tasks and the scheduling of project milestones and decision points
- Appropriateness of the planned level of manpower

Criterion 3: Energy Security and Petroleum Reduction Potential (15%)

- Adequacy of the proposed project to reduce the consumption of conventional fuels Reasonableness of the estimated quantity of conventional fuel that will be saved on a monthly basis through the implementation of the proposed effort
- Adequacy of plans for conducting continued education and awareness activities beyond the proposed effort

Criterion 4: Project Cost and Cost Share (15%)

- Reasonableness of the cost effectiveness of the project in terms of the total project cost per number of individuals trained as part of the project
- Reasonableness of the cost effectiveness of the project in terms of the total project cost per gallon of conventional fuel estimated to be saved on a monthly basis by utilization of idle reduction techniques
- Degree, if any, of financial commitment demonstrated by the applicant and/or team partners in providing any cost share for completing project activities

3. **Other Selection Factors.**

- The selection official will consider the following program policy factors in the selection process:

1. The desire to select a mix of projects which best achieves the strategic goals of the Clean Cities Program;
2. The desire to select projects which maximize the significance of the projects in meeting gaps in specific EERE end-use sectors or technology areas;
3. The desire to select projects which produce a diverse portfolio of projects and or methodologies;
4. The desire to select projects which maximize the geographic diversity (considering past awards and current applications); and
5. The desire to select projects which maximize the availability of funds.

B. REVIEW AND SELECTION PROCESS.

1. Merit Review.

- Applications that pass the initial review will be subjected to a merit review in accordance with the Office of Energy Efficiency and Renewable Energy merit review procedures that were published in the Federal Register on December 20, 2001 (Vol. 66, No. 245).

2. Selection.

- The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

3. Discussions and Award.

- The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES.

- DOE anticipates notifying applicants selected for award by September 6, 2006 and making awards by September 30, 2006.

Part VI - AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES.

1. Notice of Selection.

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

2. Notice of Award.

A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It normally includes either as an attachment or by reference: (1). Special Terms and Conditions; (2). Applicable program regulations, if any; (3). Application as approved by DOE/NNSA.; (4). DOE assistance regulations at 10 CFR part 600, or, for Federal Demonstration Partnership (FDP) institutions, the FDP terms and conditions; (5). National Policy Assurances To Be Incorporated As Award Terms; (6). Budget Summary; and (7). Federal Assistance Reporting Checklist, which identifies the reporting requirements.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.

1. Administrative Requirements.

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (See: http://ecfr.gpoaccess.gov), except for grants made to Federal Demonstration Partnership (FDP) institutions. The FDP terms and conditions and DOE FDP agency specific terms and conditions are located on the National Science Foundation web site at http://www.nsf.gov/awards/managing/fed_dem_part.jsp.

2. Special Terms and Conditions and National Policy Requirements.

Special Terms and Conditions and National Policy Requirements.
The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at http://grants.pr.doe.gov. The National Policy Assurances To Be Incorporated As Award Terms are located at http://grants.pr.doe.gov.

Intellectual Property Provisions.
The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at http://www.gc.doe.gov/techtrans/sipp_matrix.html.

Statement of Substantial Involvement.
Either grants and/or cooperative agreements may be awarded under this program announcement. If the award is a cooperative agreement, the DOE Specialist and DOE Project Officer will negotiate a Statement of Substantial Involvement prior to award.

C. REPORTING.

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. See the NETL Business Page at http://www.netl.doe.gov/business/forms/FederalAssistanceReportingChecklistExample%28EERE%29.pdf for the proposed Checklist for this program**.**

PART VII - QUESTIONS/AGENCY CONTACTS

A. QUESTIONS.

Questions regarding the content of the announcement must be submitted through the "Submit Question" feature of the DOE Industry Interactive Procurement System (IIPS) at http://e-center.doe.gov. Locate the program announcement on IIPS and then click on the "Submit Question" button. Enter required information. You will receive an electronic notification that your question has been answered. DOE/NNSA will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. DOE/NNSA cannot answer these questions.

B. AGENCY CONTACT.

Name:	Jodi Collins
E-mail:	jodi.collins@netl.doe.gov
FAX:	(304) 285-4683
Telephone:	(304) 285-1390

PART VIII - OTHER INFORMATION

A. MODIFICATIONS.

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE.

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

C. 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 other than the Contracting Officer, either explicit or implied, is invalid.

D. PROPRIETARY APPLICATION INFORMATION.

Patentable ideas, trade secrets, proprietary or confidentional commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

"The data contained in pages _____ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant."

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

"The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

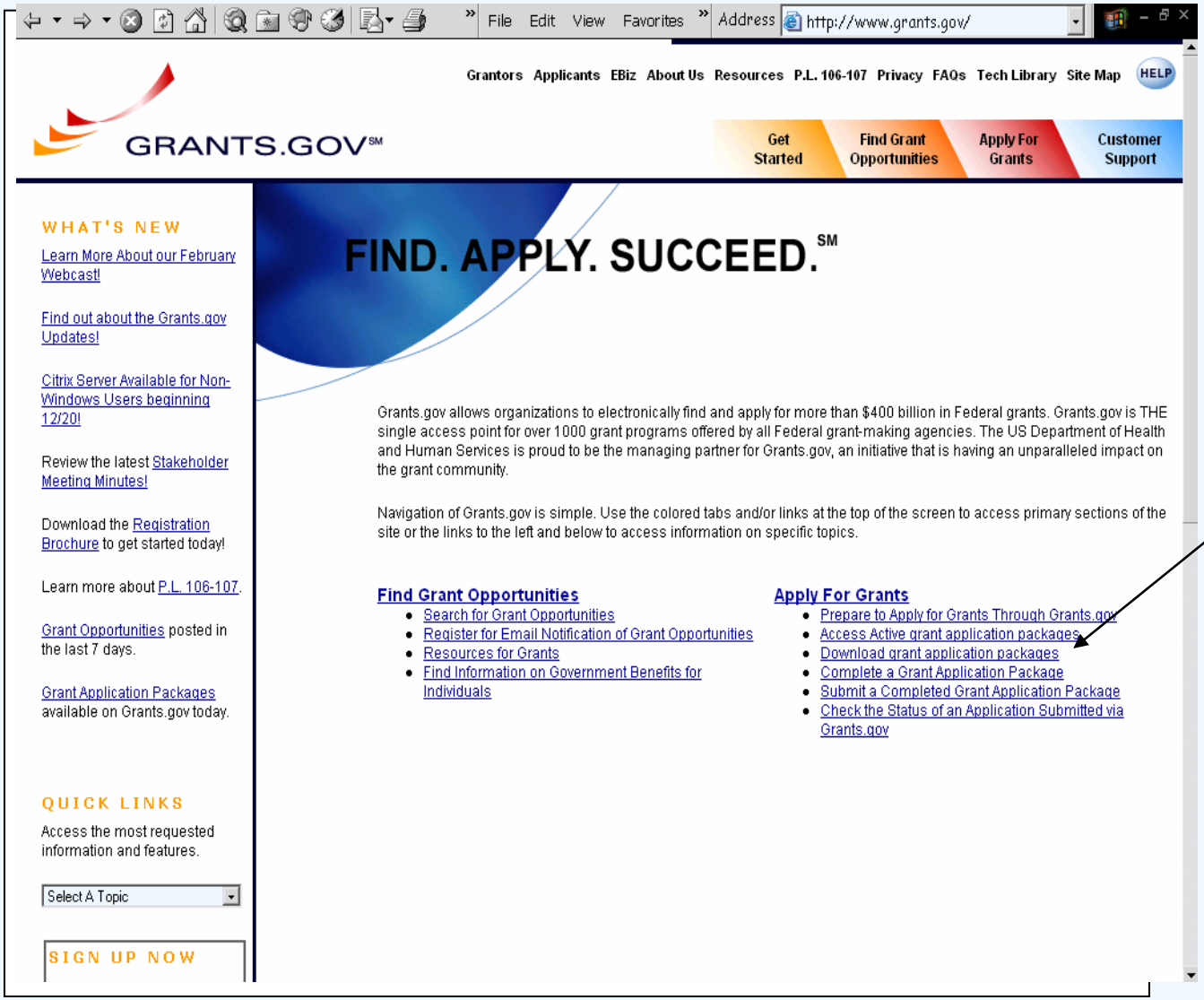
E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL.

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

F. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES.

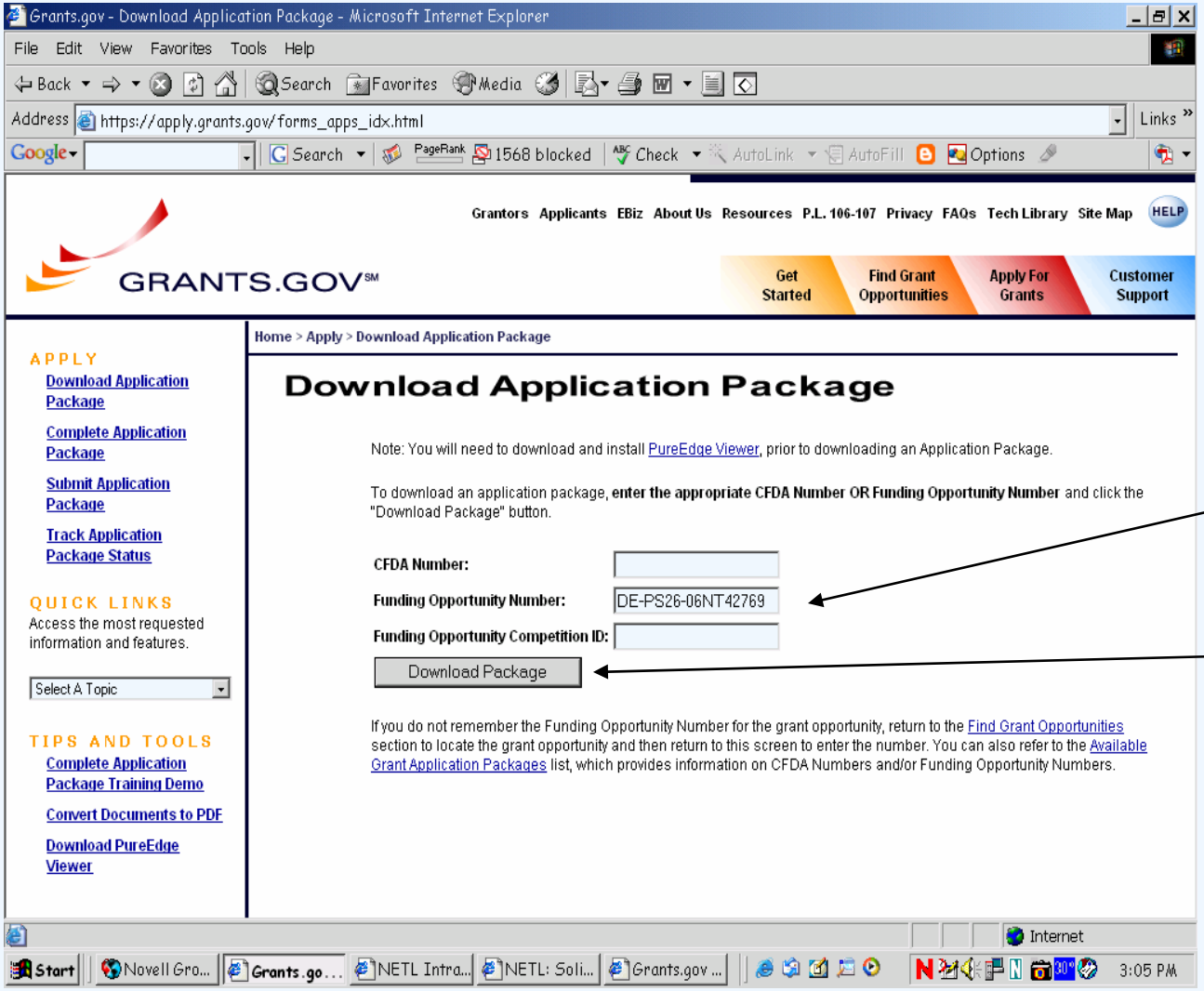
Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential,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

DOWNLOADING AND SUBMITTING APPLICATION PACKAGES IN GRANTS. GOV



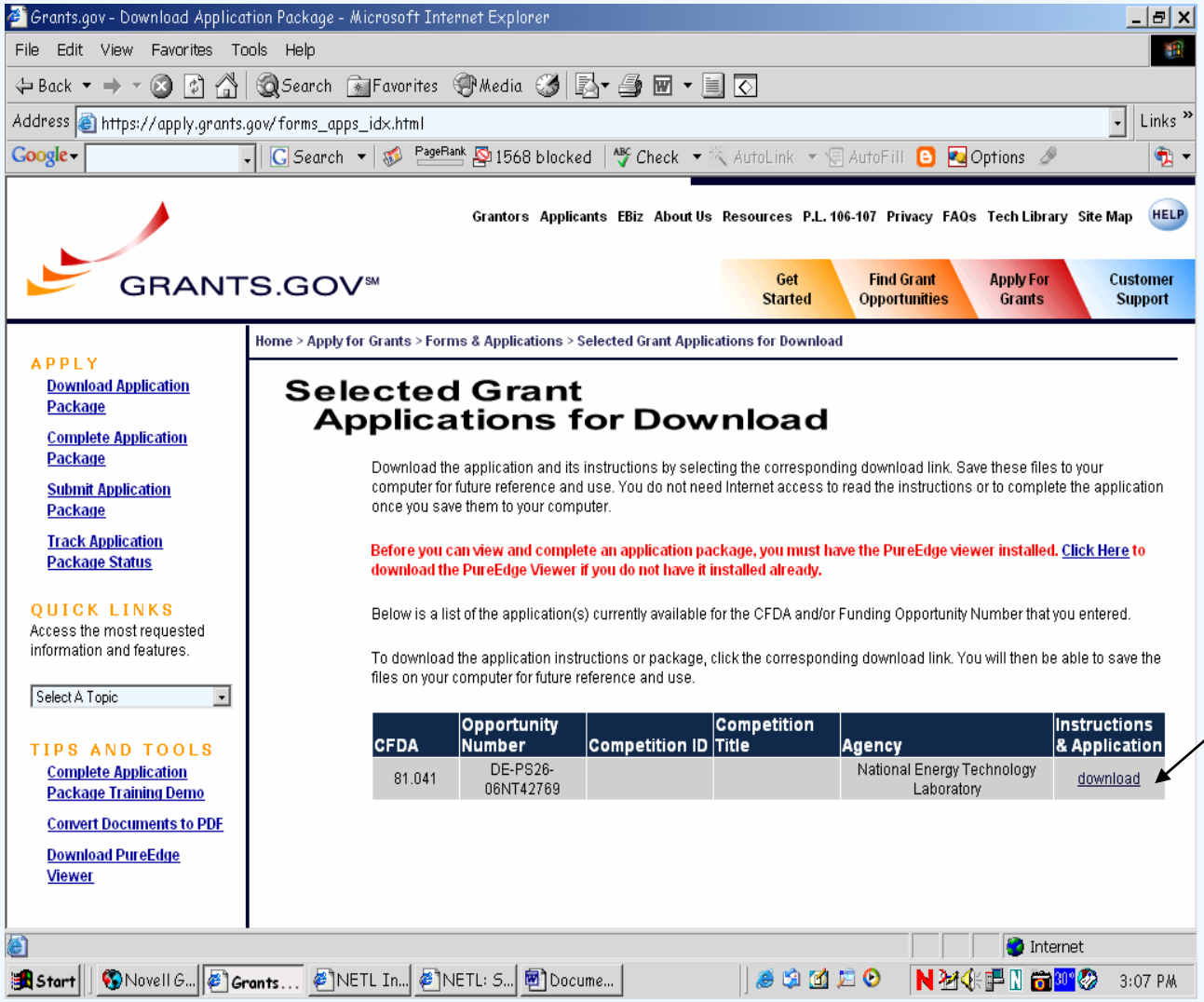
The Authorized Organization Representative (AOR) logs into www.grants.gov

Click on the **"Download Grant Application Packages"** link on the Grants.gov website.



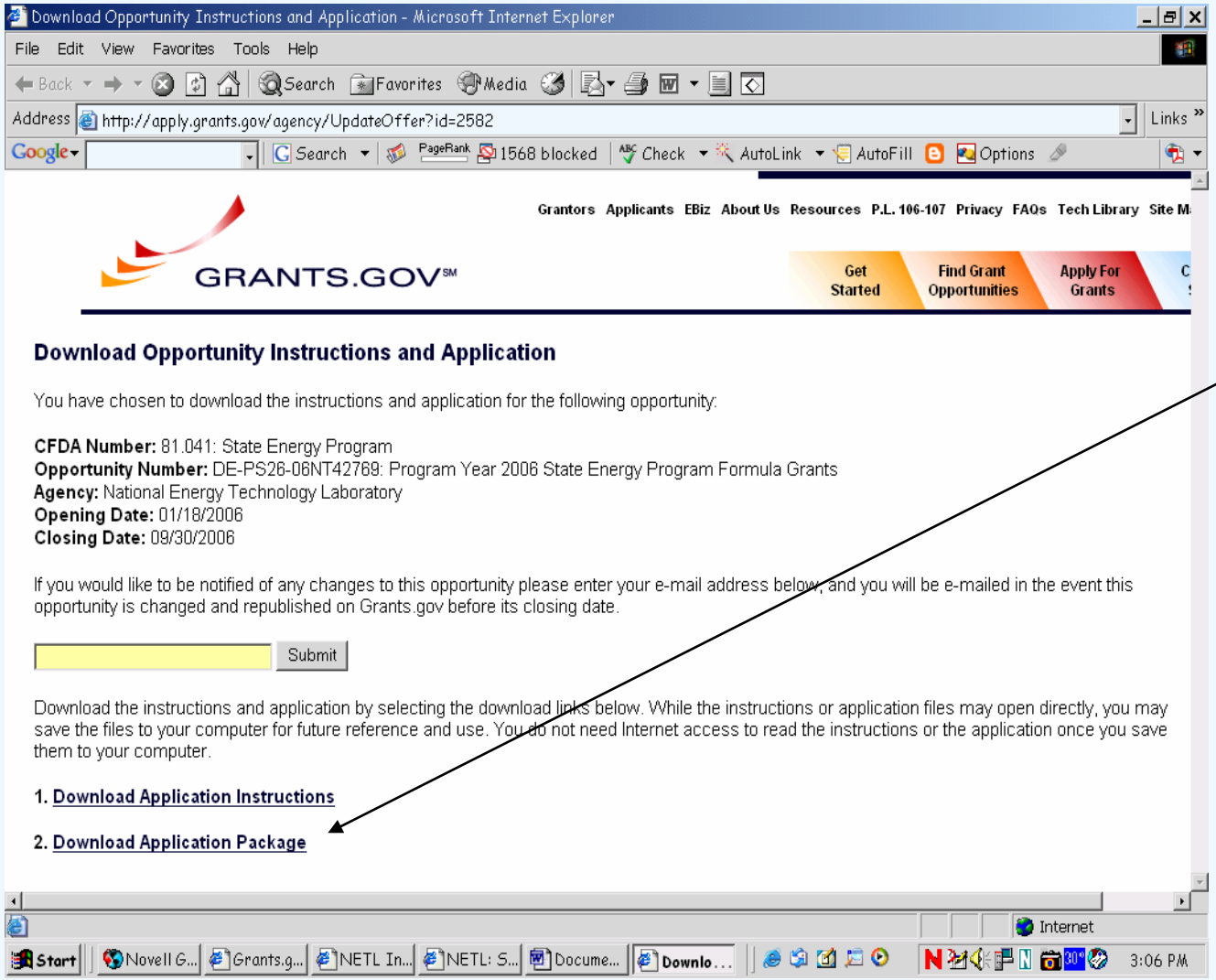
Make sure you have downloaded and installed the PureEdge Viewer and the PureEdge Upgrade before you begin downloading the application package.

Enter the Funding Opportunity Number and Click on "**Download Package**."



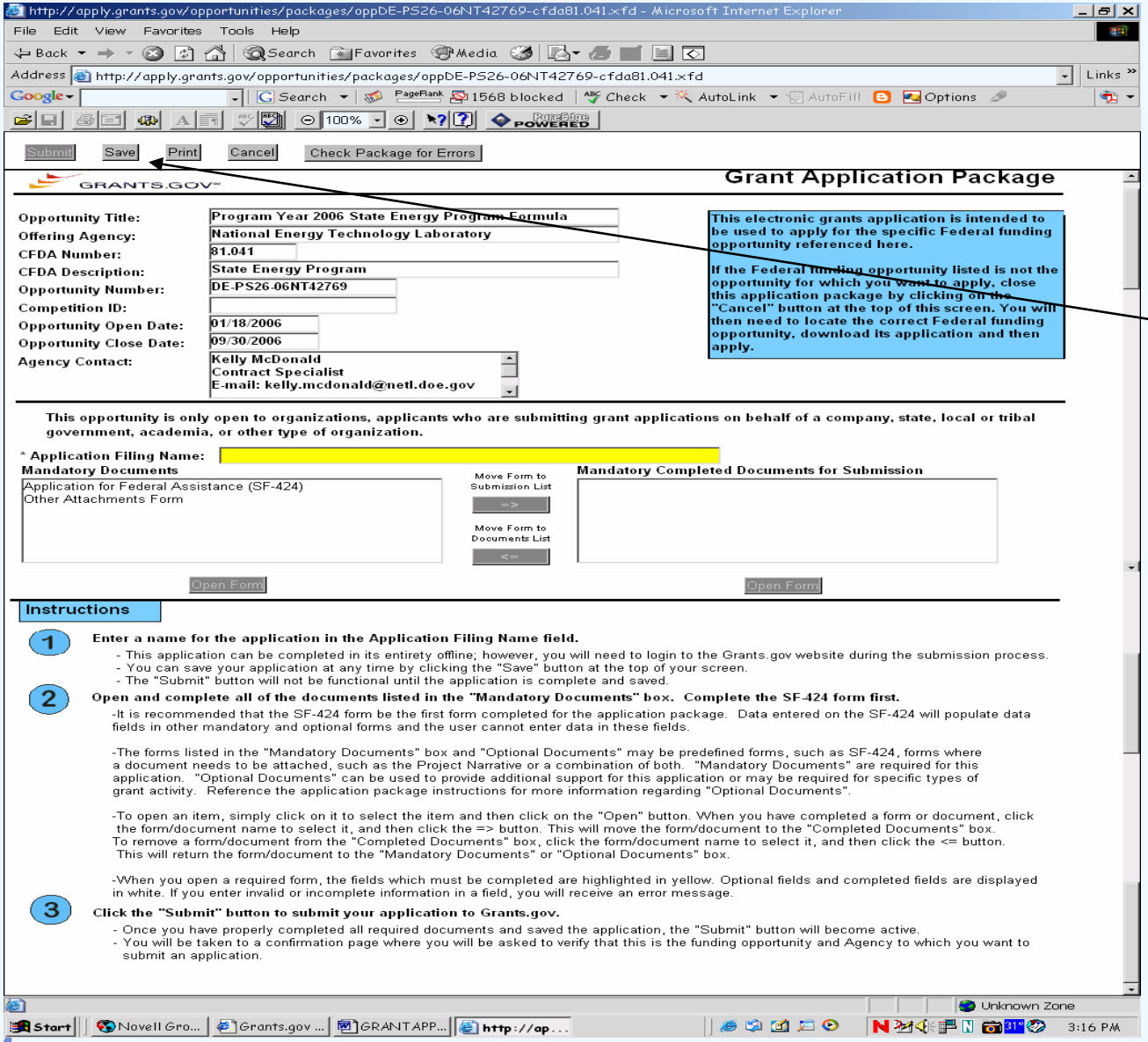
The *Selected Grant Applications for Download* page appears.

Click on "**Download**" under ***Instructions & Application***.



Click the "**Download Application Package**" link.

(The *Download Application Instructions* will take you to the Funding Opportunity Announcement.)

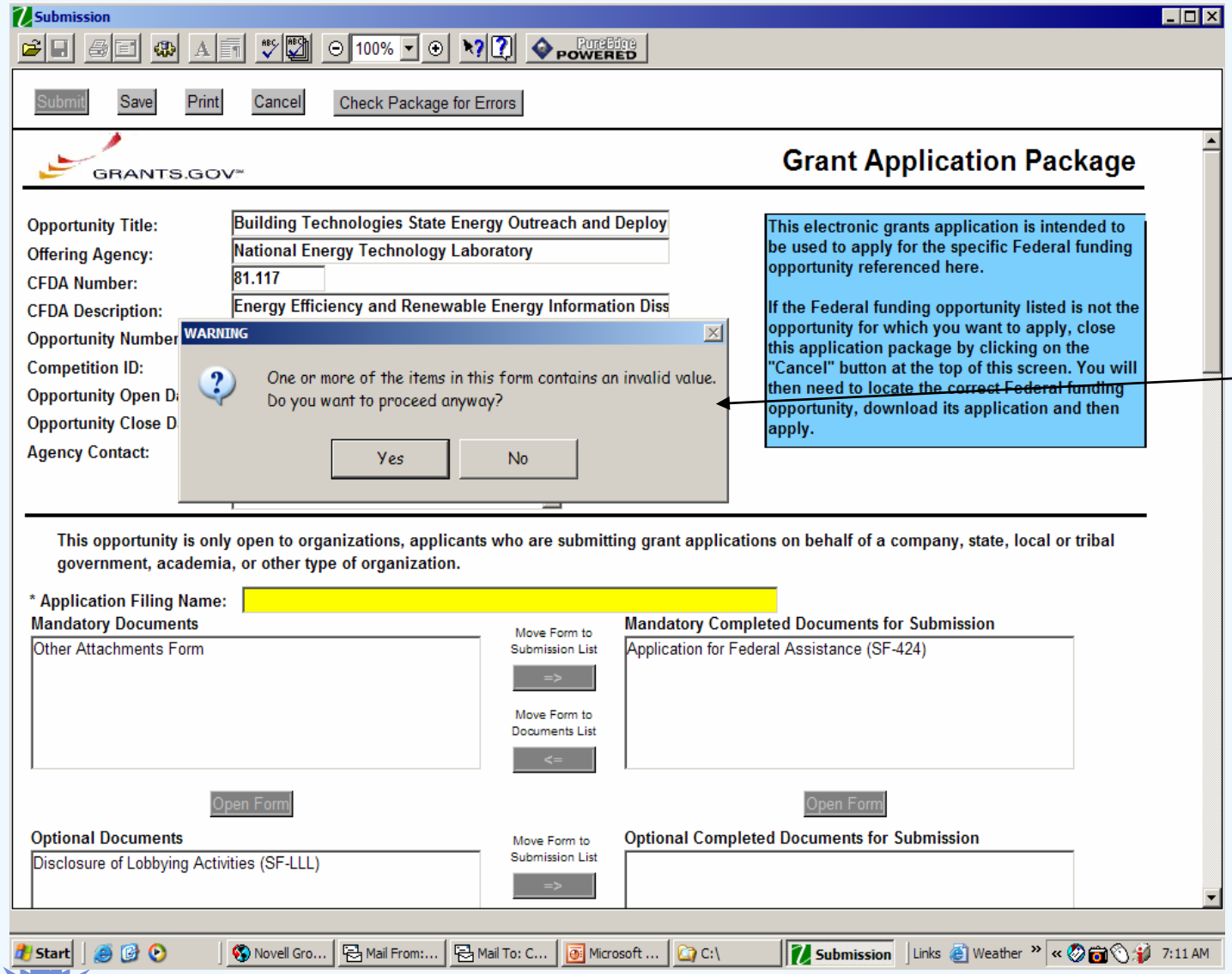


The ***Application Package*** will open in Pure Edge Viewer.

Click the "**Save**" Button to save the application to your computer.

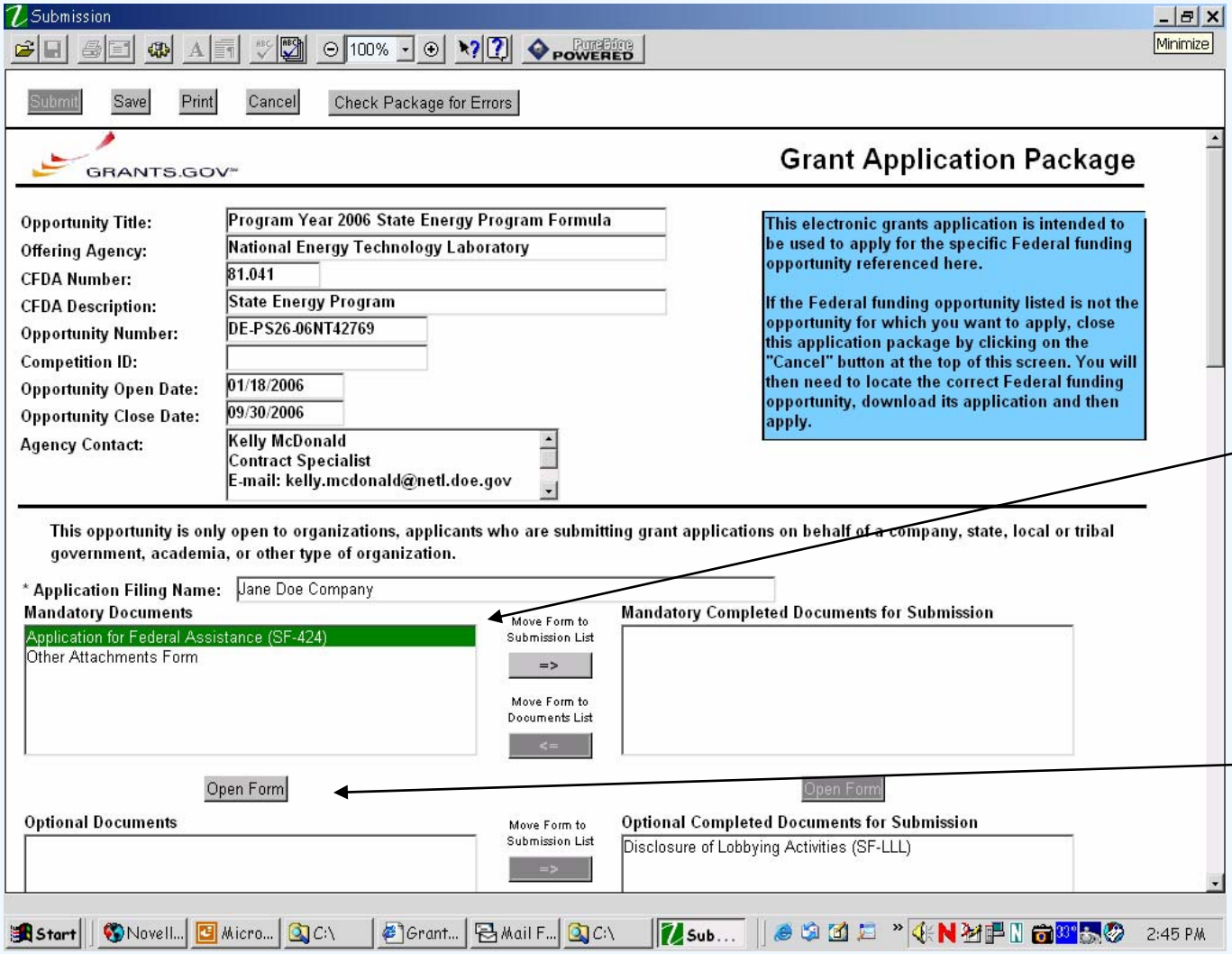
After you saved the package, exit Grants.gov and open the downloaded file on your computer.

You will not need to be online to complete the application.



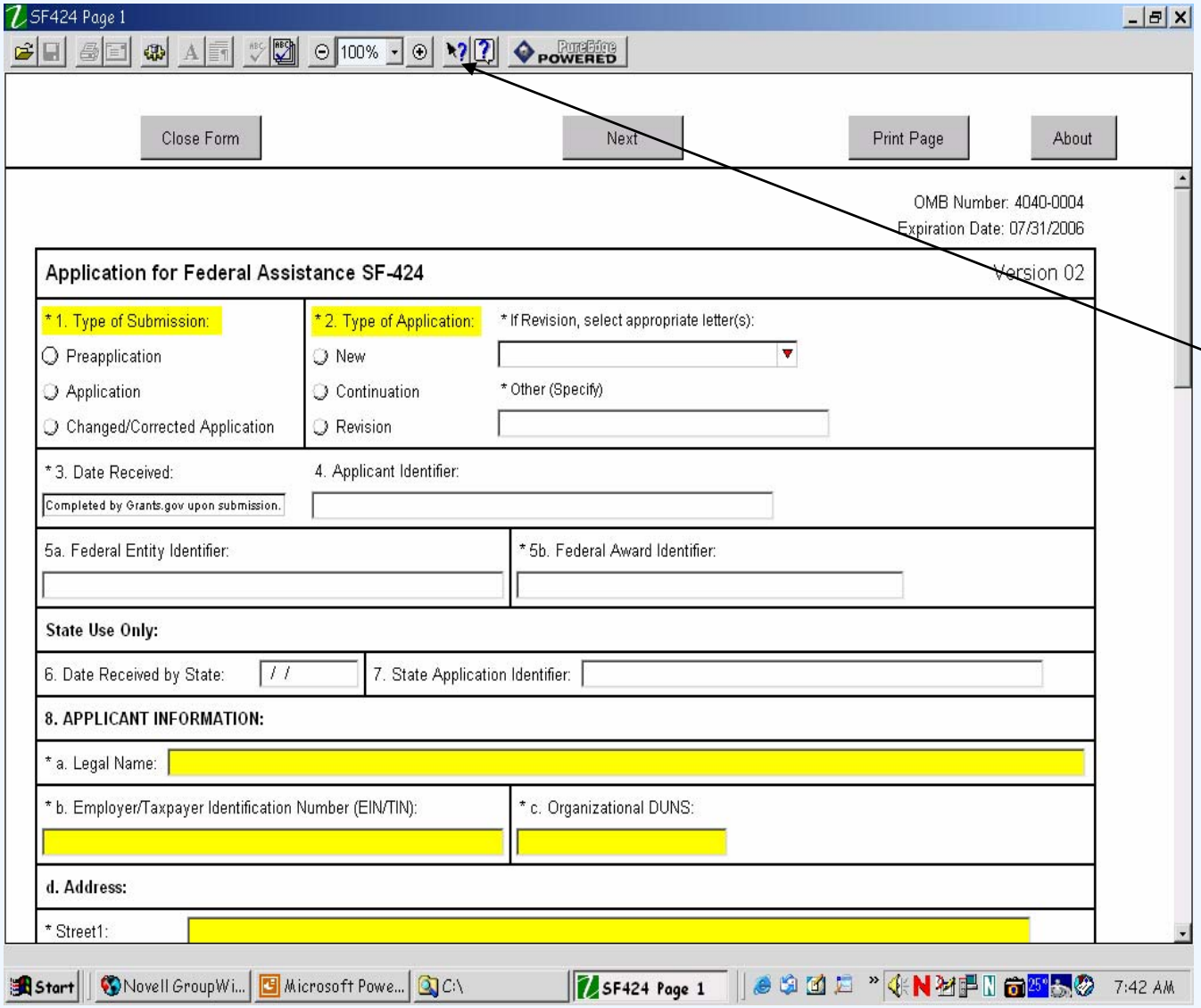
When you click on "**Save**," you will receive this Warning screen until all fields and forms have been completed.

Click "Yes" and the save will continue.



Open the Application Package saved on your computer.

Open ***Application for Federal Assistance (SF424)*** by clicking on the form name and then click on the "**Open Form**" button.

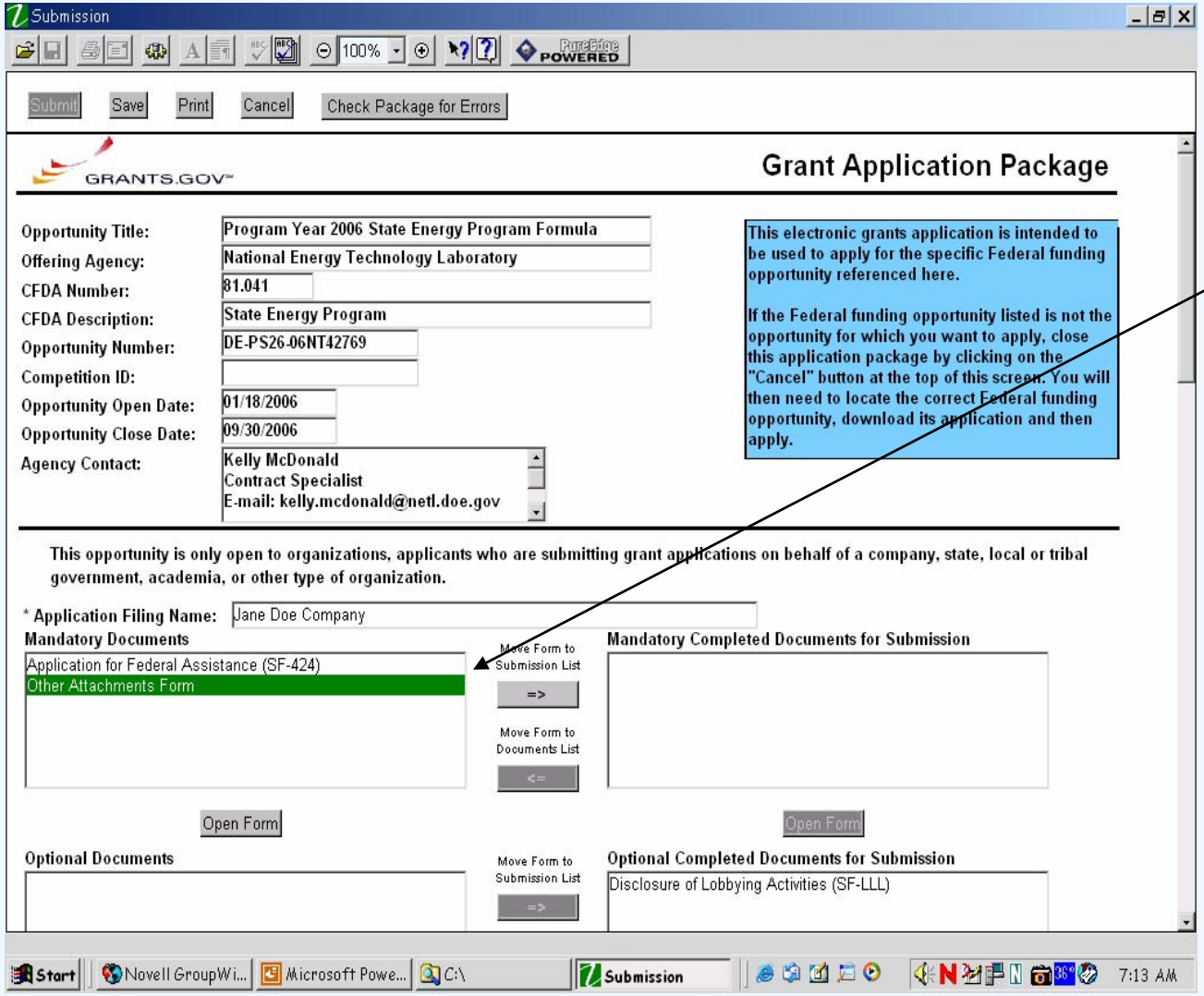


Complete the required information (highlighted in yellow) on the form.

Click on the Help icon to give you help information for each field.

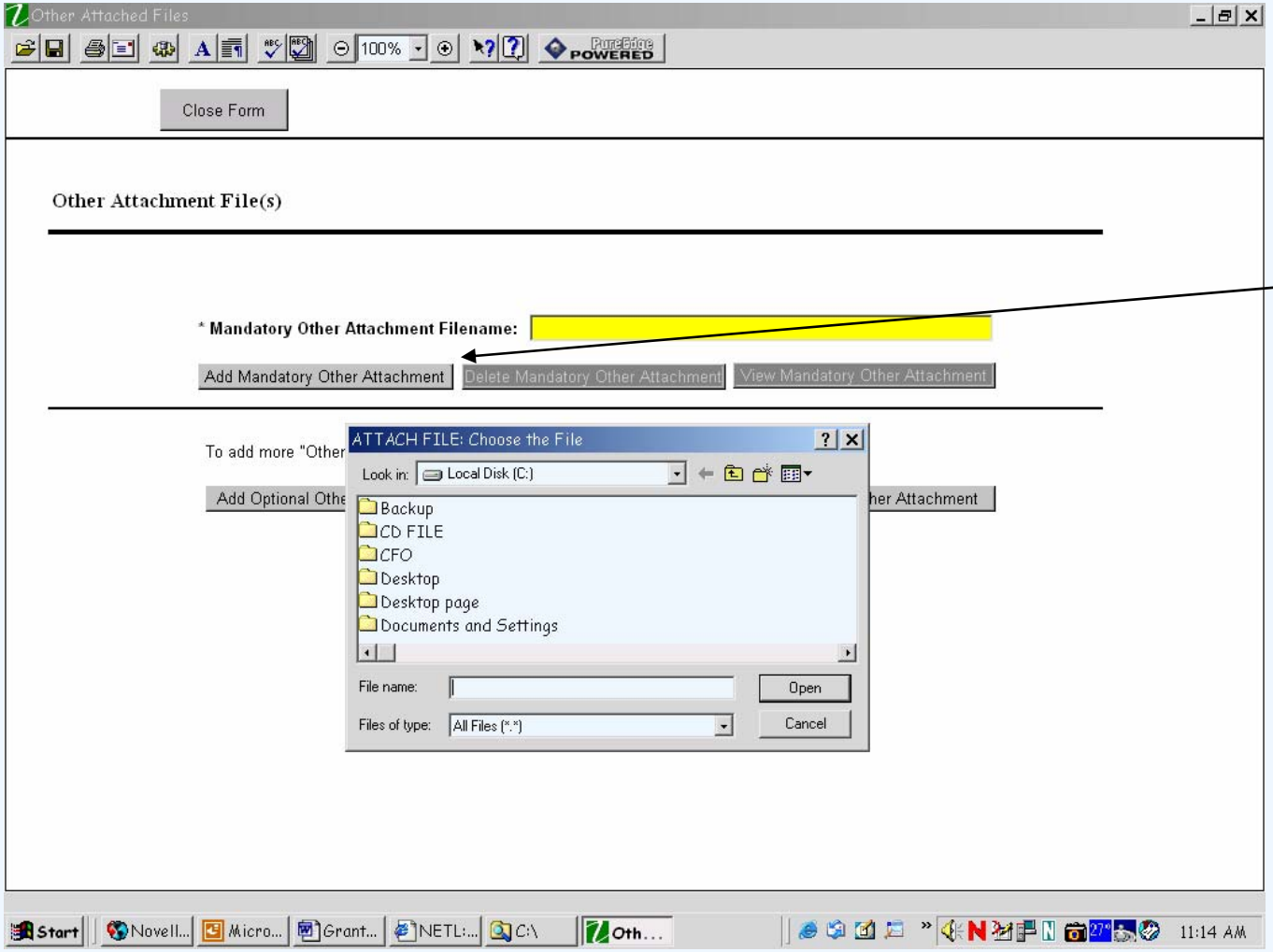
To exit the form, click the "**Close Form**" button at the top of the screen.

You will be returned to the Grant Application Package screen.

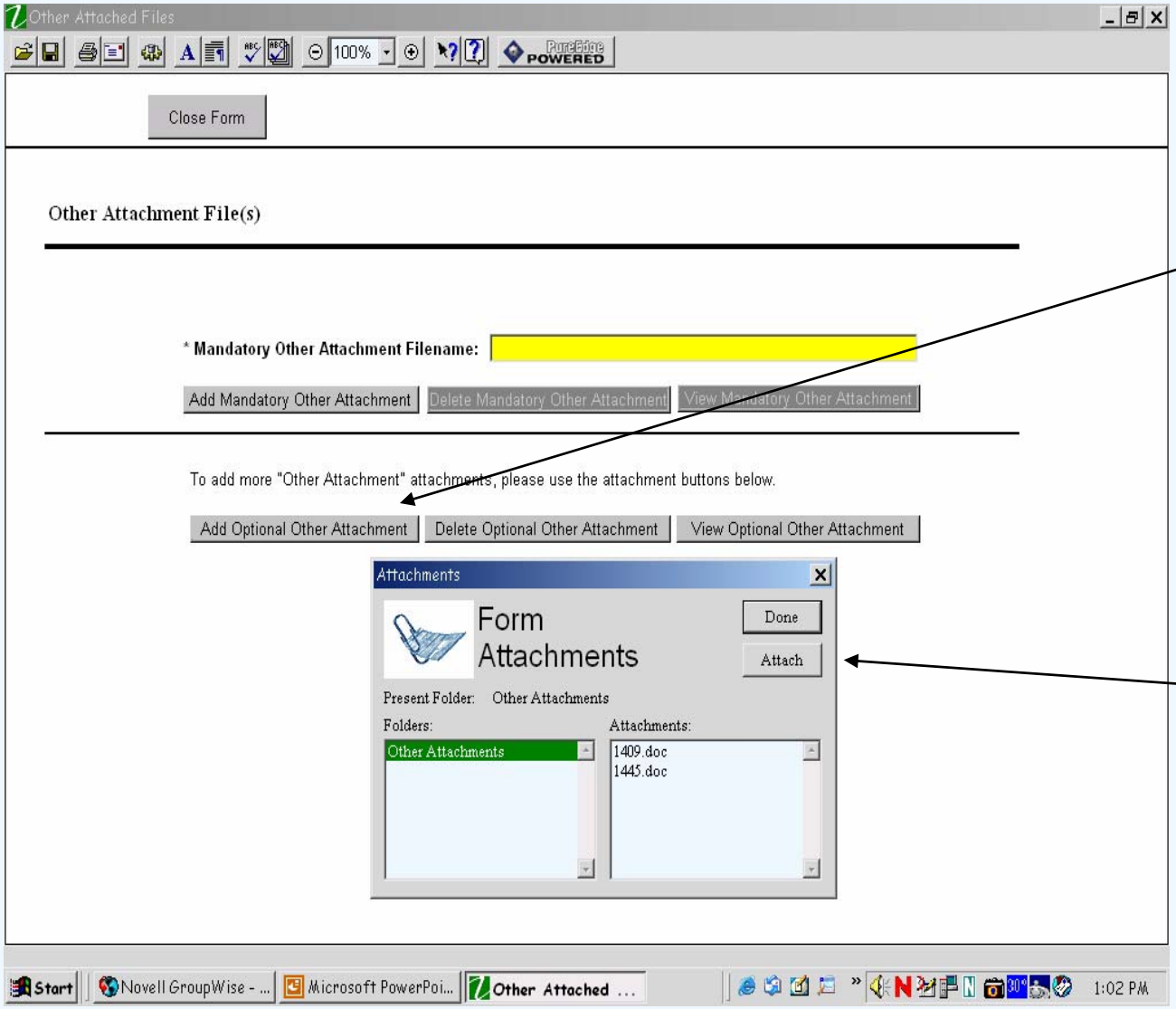


Use the ***Other Attachments Form*** to attach required documents as defined in the Funding Opportunity Announcement.

Highlight the form and click on the "**Open Form**" button.

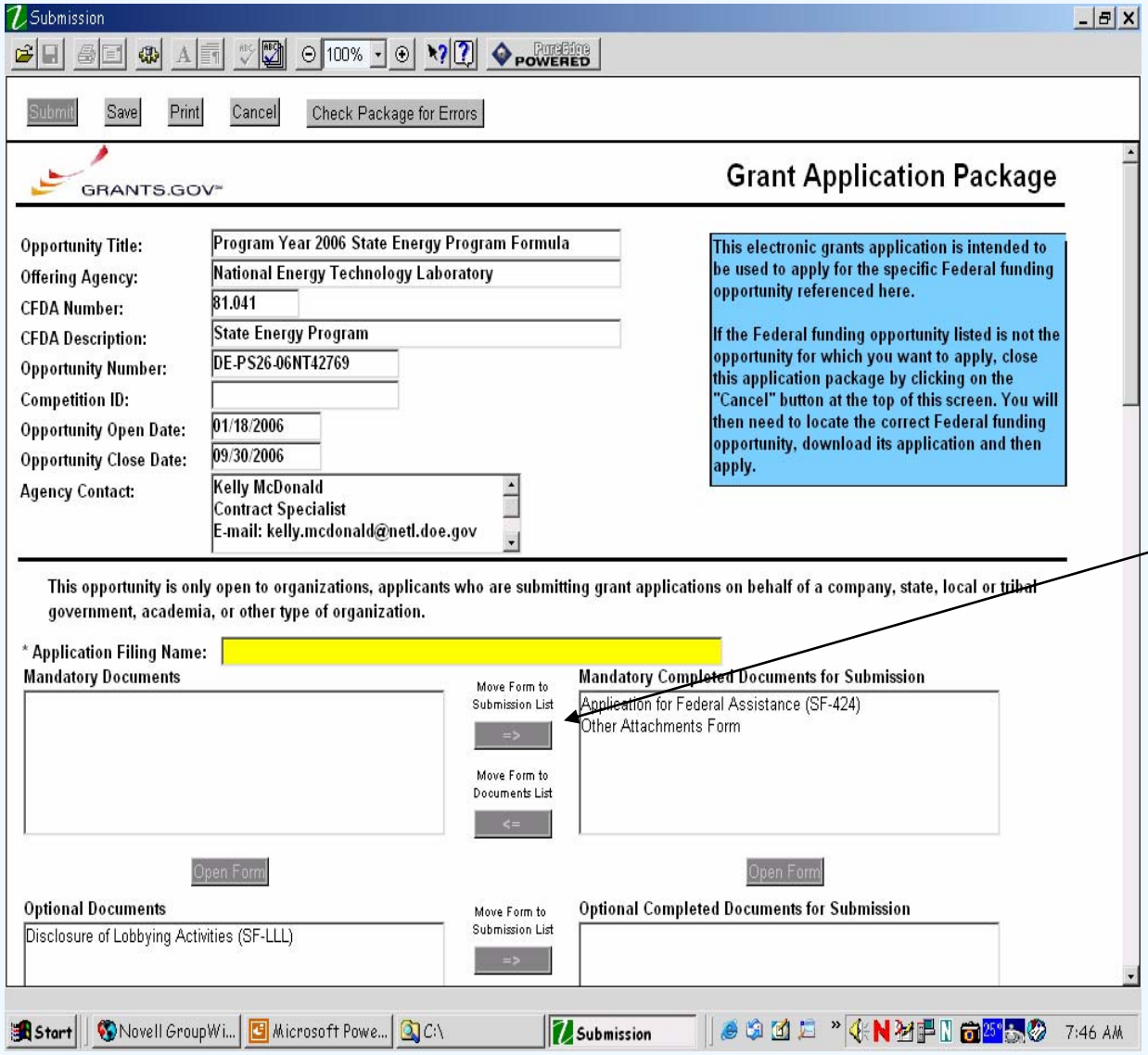


To attach mandatory forms, click on "**Add Mandatory Other Attachment.**". The Browse screen will appear to attach the file from your computer.



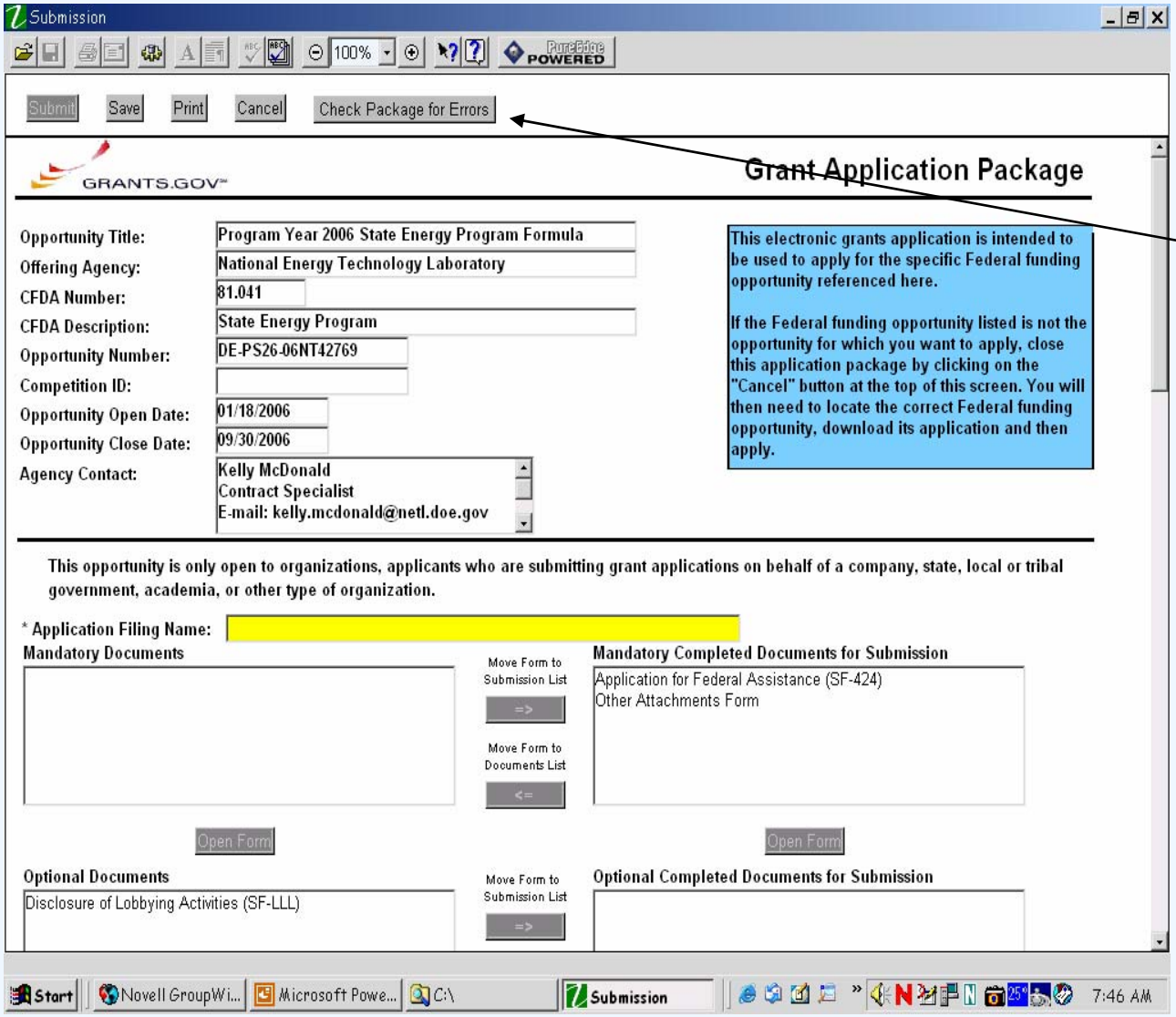
Use the "**Add Optional Other Attachment**" to attach additional required files.

The ***Form Attachments*** screen will appear. Click on **Attach** to browse your computer for attachments.



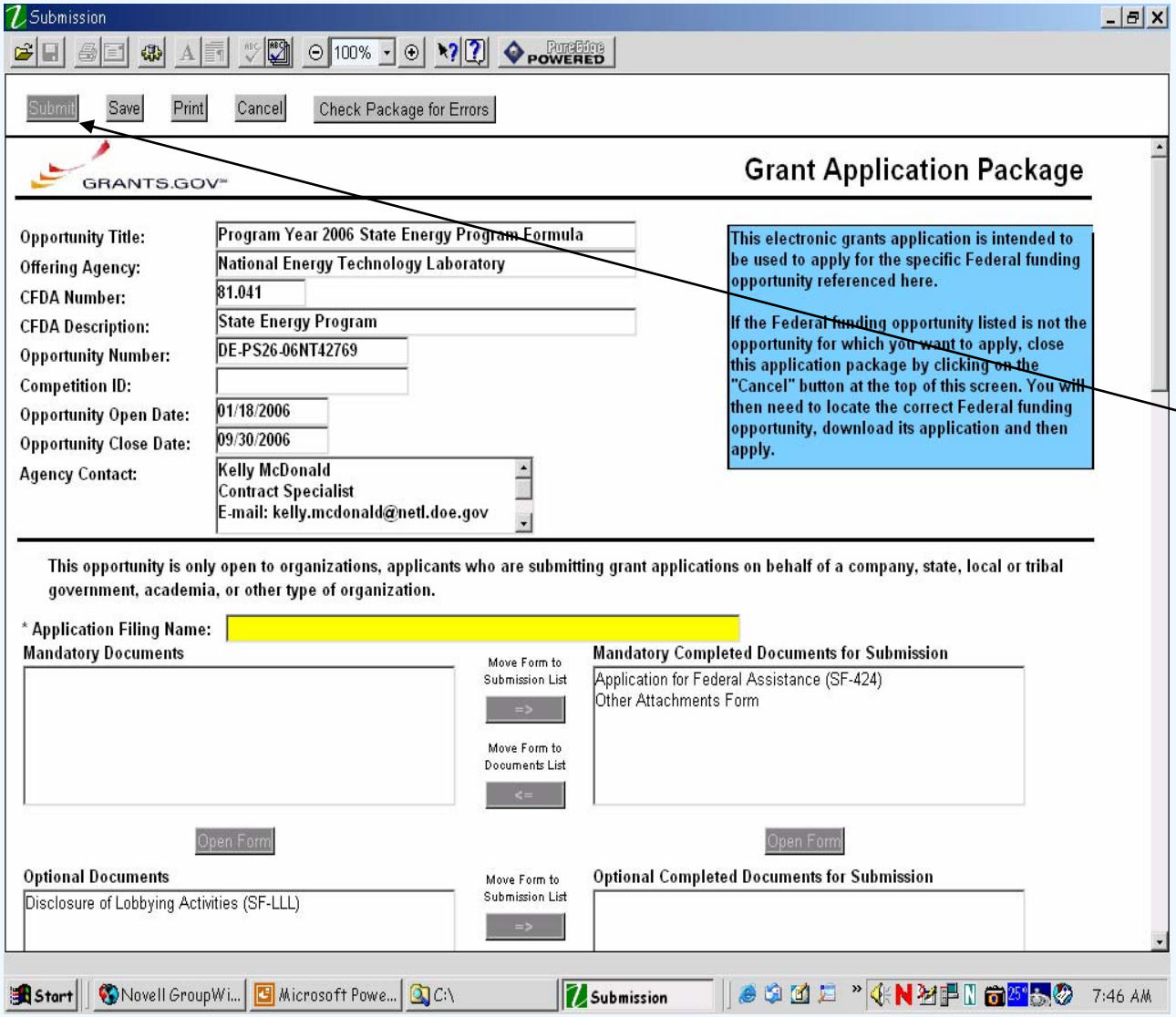
When you have completed the Mandatory Documents, move them to **"Mandatory Completed Documents for Submission"** by clicking on the right arrow button.

Complete the same process with Optional Documents.



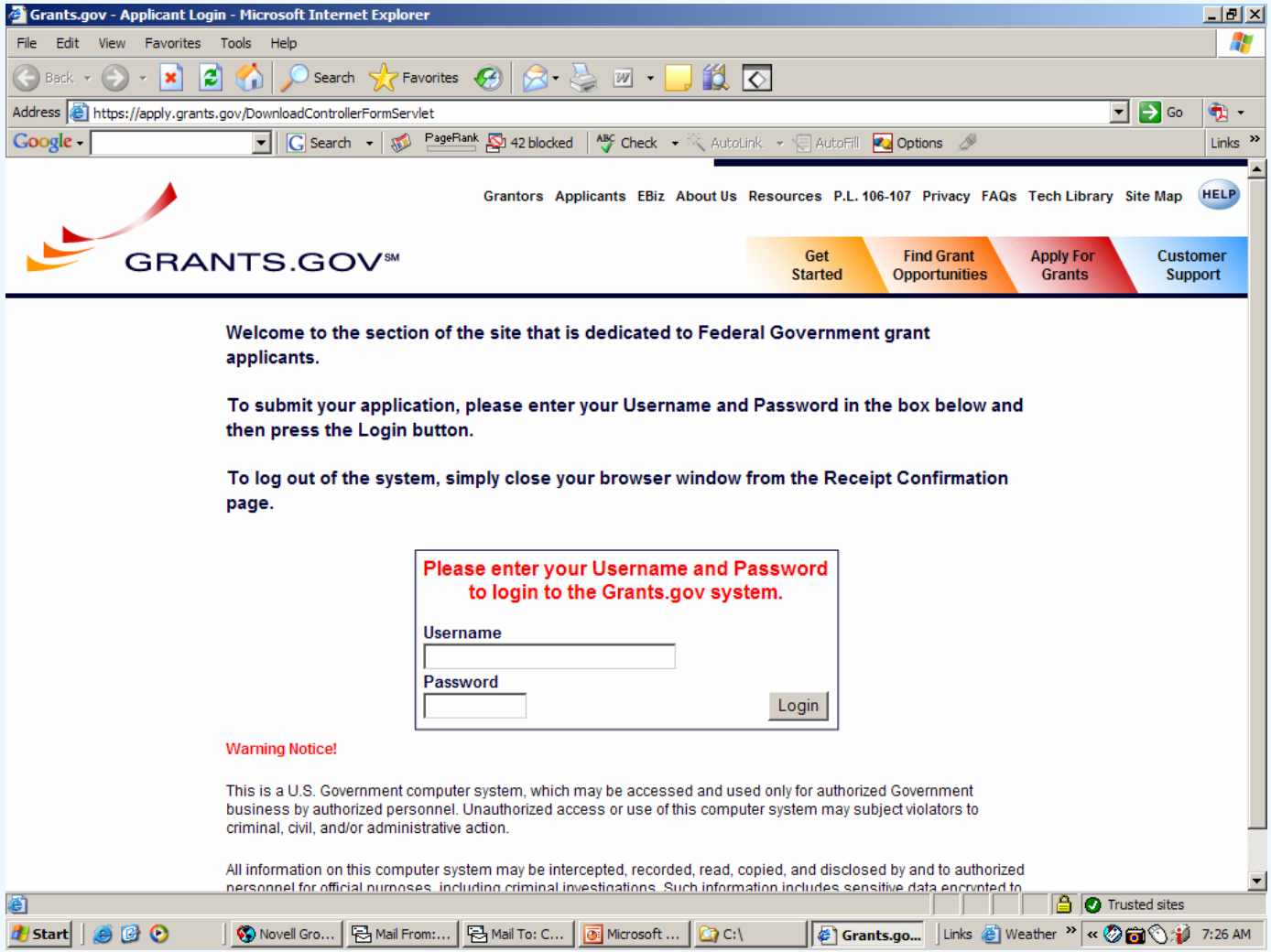
Click on the "**Check Package for Errors"** icon before submitting the application.

Each error must be corrected before the next error appears.



"**Save**" your application package.

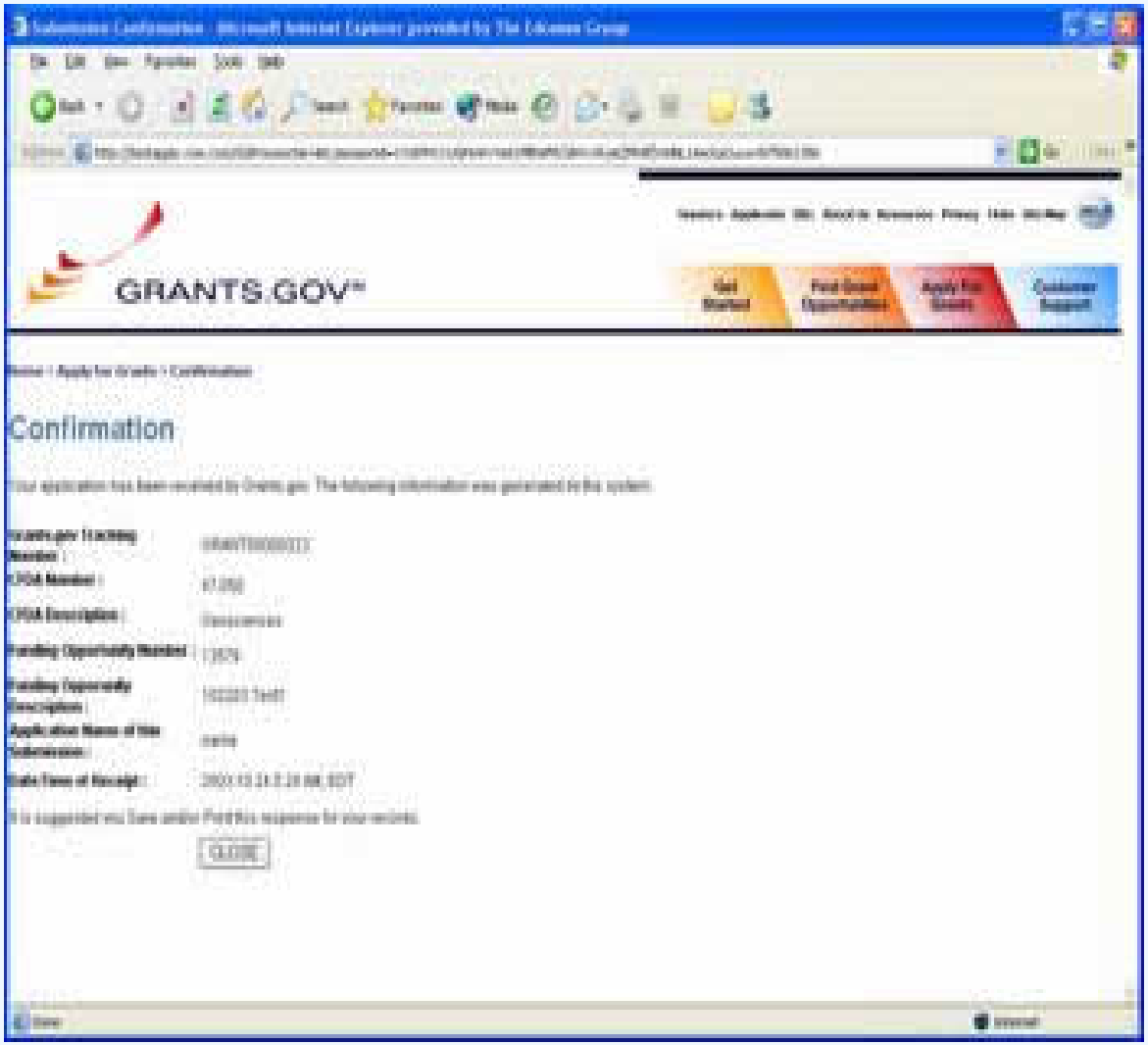
The "**Submit**" button will become active when you have completed all required forms without errors.



After clicking the "**Submit**" button, your web browser will open to the Grants.gov Login screen.

Enter your Username and Password and click on Login.

(Note: The AOR is the only person designated to "submit" applications.)

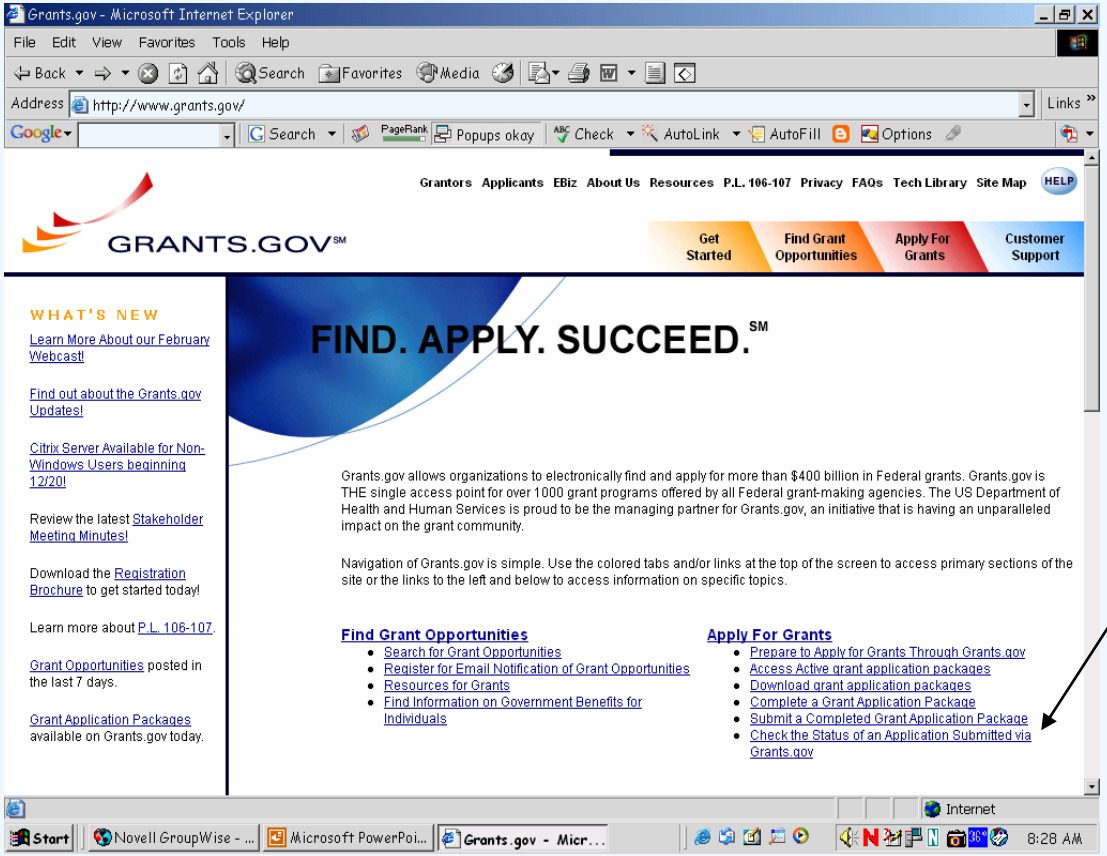


Once you have been authenticated, the application will be submitted and the **Confirmation** screen will appear.

Print this screen for your records.

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of four e-mails.

- Email Number 1 - Grants.gov Submission Receipt Number
- Email Number 2 - Grants.gov Submission Validation Receipt for Application Number
- Email Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number
- Email Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number
  (You will know that your application has reached DOE when the AOR receives email Number 4.)



Applicants can also check the application status by clicking on the **Check the Status of an Application Submitted** link in Grants.gov.