

**FINANCIAL ASSISTANCE  
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U. S. Department of Energy  
National Energy Technology Laboratory**

**Clean Cities Community Readiness and Planning for  
Plug-in Electric Vehicles and Charging Infrastructure**

**Funding Opportunity Number: DE-FOA-0000451**

**Announcement Type: Initial**

**CFDA Number: 81.086 Conservation Research and Development**

**Issue Date:**

**04/19/2011**

**Application Due Date:**

**06/13/2011 at 8:00:00 PM Eastern  
Time**

## NOTE: REGISTRATION/SUBMISSION REQUIREMENTS

### **Registration Requirements**

There are several one-time actions you must complete in order to submit an application in response to this Announcement (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contractor Registration (CCR), and register with Grants.gov). Applicants who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

**Applicants must obtain a DUNS number. DUNS website:** <http://fedgov.dnb.com/webform>.

**Applicants must register with the CCR. CCR website:** <http://www.ccr.gov/>

**Applicants must register with Grants.gov. Grants.gov website:** <http://grants.gov/>

**Applicants must register with FedConnect to submit questions. FedConnect website:** [www.fedconnect.net](http://www.fedconnect.net)

### **Questions**

Questions relating to the **system requirements or how an application form works** must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

Questions regarding the **content** of the announcement must be submitted through the FedConnect portal. You must register with FedConnect to respond as an interested party to submit questions, and to view responses to questions. It is recommended that you register as soon after release of the FOA as possible to have the benefit of all responses. 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.

### **Application Preparation and Submission**

**Applicants must download the application package, application forms and instructions, from Grants.gov. Grants.gov website:** <http://www.grants.gov/>  
(Additional instructions are provided in Part IV Paragraph A of this FOA.)

#### **Where to Submit**

Applications must be submitted through Grants.gov to be considered for award. **You cannot submit an application through Grants.gov unless you are registered. Please read the registration requirements carefully and start the process immediately.** Remember you have to update your CCR registration annually. If you have any questions about your registration, you should contact the Grants.gov Helpdesk at 1-800-518-4726 to verify that you are still registered in Grants.gov.

**IMPORTANT NOTICE TO POTENTIAL APPLICANTS:** When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e. Grants.gov registration).

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## **PART I - FUNDING OPPORTUNITY DESCRIPTION**

The President has a goal of putting 1 million electric drive vehicles on the road in the United States by 2015. In support of this goal and emphasizing electricity as a transportation fuel, this Funding Opportunity Announcement (FOA) seeks projects to plan and implement policies for the development of local/regional electric charging infrastructure, including implementation of local policies, procedures, and incentives that facilitate that development. The planning and policy activities will prepare communities for successful deployment and implementation of plug-in electric drive vehicles. Overall, this effort will help to decrease the nation's dependence on petroleum and reduce greenhouse gas emissions by accelerating the deployment of plug-in electric drive vehicles and electric vehicle supply equipment (EVSE).

This FOA will serve as a pilot program to stimulate community based electric vehicle infrastructure readiness planning and implementation activities in anticipation of larger electric vehicle deployment efforts in the future. It does not address the broader electric vehicle deployment initiative that was included in the President's 2011 State of the Union Address and is not the \$200M electric vehicle deployment program included in the President's FY2012 budget request.

Notwithstanding the Initial Review Criteria, the following technical criteria must be met for the application to be considered technically responsive to this announcement. Any application that does NOT meet the following criteria will be considered NON-RESPONSIVE and will NOT be forwarded for comprehensive merit evaluation.

- *Projects shall include planning, and wherever possible, policy implementation and execution of planning elements for plug-in electric vehicles and charging infrastructure. Projects for fuels other than electricity will not be considered.*
- *Plans must address infrastructure deployment plans for light, medium, and/or heavy duty plug-in electric vehicles (including extended range electric vehicles)*
- *Funds may not be used for the purchase and/or installation of any fueling infrastructure.*

### **General Requirements:**

1. Projects should include the approach to develop local/regional plans and implement policies that support the deployment of plug-in electric vehicles through acquisition and installation of electric vehicle charging infrastructure. The approach to plan development should include all the necessary activities required prior to actual installation of EVSE and should identify typical schedule barriers such as obtaining funding commitments, site selection criteria and specifics of planned user analysis, site agreements, construction permitting, and training as well as the plan to address each item.
2. DOE recognizes that applicants may have already made achievements related to electric drive vehicle planning and execution efforts. Projects are therefore acceptable in different stages of maturity and may include plans that have not yet been initiated, or plans that have been initiated but not yet completed. All applicants must complete a self-assessment addressing all of the elements in the Sample Plan Outline contained in Appendix 1 and clearly state in their application where the applicant currently is in the planning process. After describing where in the plan an applicant currently is, applicants should describe the process and timeframe required in regard to developing (or further developing/finalizing) the plan along with proposed progress to be made toward execution of the elements in the Sample Plan Outline (contained in Appendix 1), including the implementation of local policies, procedures, and incentives that facilitate necessary development.

3. DOE recognizes that applicants will have varied needs and approaches with regard to Community Readiness Planning for Plug-in Electric Vehicles and Charging Infrastructure, However, DOE considers elements 6 -10 of the Sample Plan Outline (Appendix 1) as critically important to any comprehensive planning effort and these must be addressed.
4. Teaming arrangements are strongly encouraged, including one or more active designated Clean Cities Coalition(s) ([http://www.eere.energy.gov/cleancities/progs/coalition\\_locations.php](http://www.eere.energy.gov/cleancities/progs/coalition_locations.php)), public or private fleets, auto dealerships, equipment manufacturers, energy marketers, utilities/ energy companies, local and regional planning entities, local and/or state agencies and transportation authorities. Approaches that include multiple local government entities and/or states are also encouraged.
5. Commitment letters from each of the project partners, indicating the amount, timeline, and type of technical and/or financial support being provided to the project, along with affirming their role/commitment to the project, must be included in the application. Commitment letters should be limited to project partners. Letters of support from other organizations (i.e. not project partners) interested in lending their support to the worthiness of the project will not be considered and should not be included as part of the application.
6. DOE will consider funding applications that request funding outside of the anticipated award size (see PART II Paragraph E) if the applicant proposes a comprehensive multiple city, state, regional or national approach.
7. Materials developed under this award will be publicly releasable.
8. If applicants or their partners have received federal funds for efforts similar to those proposed, the application must clearly describe how the new activities will be distinctly different from those already being funded under the other awards.
9. It is expected that resultant awards will have the following requirements:
  - a. Deliverable of a completed publicly releasable written plan
  - b. Deliverable of quarterly written progress reports that address actions taken to execute planning elements
  - c. Participation in various forums organized by DOE to report on progress and share lessons learned, such as conference calls, meetings, merit reviews, and workshops.

## **PART II - AWARD INFORMATION**

### **A. TYPE OF AWARD INSTRUMENT**

DOE anticipates awarding grants under this funding opportunity announcement.

### **B. ESTIMATED FUNDING**

Approximately \$5,000,000 is expected to be available for new awards under this announcement.

### **C. MAXIMUM AND MINIMUM AWARD SIZE**

Ceiling (i.e., the maximum amount for an individual award made under this announcement):  
Approximately \$500,000\*

Floor (i.e., the minimum amount for an individual award made under this announcement):  
Approximately \$250,000\*

\*These amounts represent awards with 100% Federal funds – any proposed cost share (which is encouraged but not required) would be above and beyond this amount.

DOE will consider applications that request funding outside of the anticipated award size if the applicant proposes a comprehensive multiple city, state, regional or national approach.

### **D. EXPECTED NUMBER OF AWARDS**

DOE anticipates making approximately 10-15 awards under this announcement.

### **E. ANTICIPATED AWARD SIZE**

DOE anticipates that awards will be in the \$250,000 - \$500,000 range (Federal funds) for the total project period.

DOE will consider applications that request funding outside of the anticipated award size if the applicant proposes a comprehensive multiple city, state, regional or national approach.

### **F. PERIOD OF PERFORMANCE**

DOE anticipates making awards with an estimated project period of one (1) year.

### **G. TYPE OF APPLICATION**

DOE will accept only new applications under this announcement.

## **PART III - ELIGIBILITY INFORMATION**

### **A. ELIGIBLE APPLICANTS**

All types of domestic entities, including DOE/NNSA National Laboratory Contractors (as defined by EPLA 2005, Section 989), are eligible to apply except for other Federal agencies, non-DOE 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**

Cost sharing is encouraged but not required.

### **C. OTHER ELIGIBILITY REQUIREMENTS**

#### **DOE/NNSA National Laboratory Participation as a Prime**

A DOE/NNSA National Laboratory is eligible to apply for funding as a lead participant under this announcement if its cognizant contracting officer provides written authorization and this authorization is submitted with the application. (This is not required for the National Energy Technology Laboratory since it is a Government Owned/Government Operated (GOGO)). If a DOE/NNSA National Laboratory Contractor is selected for award, the proposed work will be authorized under the DOE work authorization process and performed under the laboratory's M&O contract. The following wording is acceptable for the authorization:

"Authorization is granted for the [*Name*] Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complimentary to the missions of the laboratory and will not adversely impact execution of the DOE/NNSA assigned programs at the laboratory."

#### **FFRDC/National Laboratories Participation as a Team Member**

Federally Funded Research and Development Center (FFRDC) Contractors. FFRDC contractors may be proposed as a team member on another entity's application subject to the following guidelines:

Authorization for non-DOE/NNSA FFRDCs. The Federal agency sponsoring the FFRDC contractor must authorize in writing the use of the FFRDC contractor on the proposed project and this authorization must be submitted with the application. The use of a FFRDC contractor must be consistent with the contractor's authority under its award and must not place the FFRDC contractor in direct competition with the private sector.

Authorization for DOE/NNSA FFRDCs. The cognizant contracting officer for the FFRDC must authorize in writing the use of a DOE/NNSA FFRDC contractor on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization.

"Authorization is granted for the [*Name*] Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complimentary to the missions of the laboratory, will not adversely impact execution of the DOE/NNSA assigned programs at the laboratory, and will not place the laboratory in direct competition with the domestic private sector."

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

interagency agreement with the sponsoring agency.

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



## **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.

### **B. LETTER OF INTENT AND PRE-APPLICATION**

#### **1. Letter of Intent.**

Applicants are requested to submit a letter of intent by May 16, 2011. This letter should include the name of the applicant and team partner (if applicable) and the title of the project. Letters of intent will be used by DOE to organize and expedite the merit review process. Failure to submit such letters will not negatively affect a responsive application submitted in a timely fashion. The letter of intent should be sent by E-mail to [susan.miltenberger@netl.doe.gov](mailto:susan.miltenberger@netl.doe.gov).

#### **2. Pre-application**

Pre-applications are not required.

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

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. The list of certifications and assurances referenced in Field 21 can be found on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm) under Certifications and Assurances.

#### **Project/Performance Site Location(s)**

Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the blocks provided.

Note that the Project/Performance Site Congressional District is entered in the format of the 2 digit state code followed by a dash and a 3 digit Congressional district code, for example VA-001. Hover over this field for additional instructions.

Use the Next Site button to expand the form to add additional Project/Performance Site Locations.

#### **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**

The project narrative must not exceed 30 pages, including cover page, table of contents, 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) and single spaced. **EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE.** The font must not be smaller than 11 point. 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.

The project narrative must include:

**Project Objectives.** This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.

**Self Assessment:** This section should include the applicants self-assessment (using the Sample Plan Outline contained in Appendix 1) that details where in the process the applicant currently is.

**Merit Review Criterion Discussion.** The section should be formatted to address each of the merit review criterion and sub-criterion listed in Part V Paragraph A. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. **DOE WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION.**

**Project Timetable:** This section should outline as a function of time all the important activities or phases of the project, including the duration and sequencing of tasks and the scheduling of project milestones verifying that the project will be completed within the proposed period of performance. Successful applicants must use this project timetable to report progress.

**Relevance and Outcomes/Impacts:** This section should explain the relevance of the effort to the objectives in the program announcement and the expected outcomes and/or impacts. The justification for the proposed project should include a clear statement of the importance of the project in terms of the utility of the outcomes and the target community of beneficiaries.

**Roles of Participants:** For multi-organizational or multi-investigator projects, describe the roles and the work to be performed by each participant/investigator, business agreements between the applicant and participants, and how the various efforts will be integrated and managed.

**Equipment:** List important items of equipment already available for this project and, if appropriate, note the location and pertinent capabilities of each. If you are proposing to acquire equipment, describe comparable equipment, if any, already at your organization and explain why it cannot be used.

**Bibliography And References, If Applicable:** Provide a bibliography for any references cited in the Project Narrative section. This section must include only bibliographic citations.

**Statement Of Project Objectives (SOPO):**  
The project narrative must contain a single detailed Statement of Project Objectives that addresses how the project objectives will be met. The Statement of Project Objectives must contain a clear, concise description of all activities to be completed during project performance and follow the structure discussed below. 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, as appropriate. This section provides a brief summary of the planned approach to this project.

PHASE I

Task 1.0 - Project Management /Administration

(Description includes work elements required to manage and report on activities in accordance with the plan)

Subtask 1.1  
(Description)

Task 2.0 - (Title)

Task 3.0 - (Title)

D. 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. See the following examples:

1. Task 1.1 - (Report Description)
2. Task 2.2 - (Report Description)

E. BRIEFINGS/TECHNICAL PRESENTATIONS

If requested by DOE, the Recipient shall prepare detailed briefings to explain the plans, progress, and results of the technical effort during the performance period of the award. These briefings shall be made at one of the DOE locations (Washington DC/ Pittsburgh, PA/ Morgantown, WV/ Golden, CO) or at one of the project team sites as appropriate. These briefings may be done in person or remotely via teleconference/webcast, on an "as needed basis".

In addition, reports/presentations shall be developed and delivered as appropriate at Program Merit Reviews, or at various forums organized by DOE to report on progress and share lessons learned, such as conference calls, meetings, and workshops.

**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 if an award is made. 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) single-spaced 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.

### **Resume File**

Provide a resume 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 resumes in a single file named "bio.pdf" and click on "Add Optional Other Attachment" to attach. The biographical information for each resume must not exceed 2 pages when printed on 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) single-spaced with font no smaller than 11 point and should include the following information, if applicable:

**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. Expertise or professional expertise relevant to the proposed work should be emphasized.

**Publications.** Provide a list of up to 10 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.

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

You must provide a budget for the total project period. Use the SF 424 A Excel, "Budget Information - Non Construction Programs" form on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

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, Paragraph 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 (NOTE: applicants should estimate approximately \$10,000 for travel costs to merit reviews, workshops, or other forums at times/locations TBD) ; 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 proposed, you must have a letter from each third party contributing cost sharing (i.e., a party other than the organization submitting the application) stating that the third party is committed to providing a specific minimum dollar amount of cost sharing. In the budget justification, identify the following information for each third party contributing cost sharing: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed cost sharing - cash, services, or property. By submitting your application, you are providing assurance that you have signed letters of commitment. Successful applicants will be required to submit these signed letters of commitments. Save the budget justification 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 for each subawardee that is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (whichever 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 DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). 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.

**Budget for DOE/NNSA Federally Funded Research and Development Center (FFRDC) Contractor, if applicable**

If a DOE/NNSA FFRDC contractor is to perform a portion of the work, you must provide a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). Use up to 10 letters of the FFRDC name (plus .pdf) as the file name (e.g., lanl.pdf or anl.pdf), and click on "Add Optional Other Attachment" to attach.

**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:

<b>Name of Document</b>	<b>Format</b>	<b>File Name</b>
Application for Federal Assistance – SF424	Form	N/A
Project/Performance Site Location(s)	Form	N/A
Other Attachments Form: Attach the following files to this form:	Form	N/A
Project Narrative File	PDF	Project.pdf
Project Summary/Abstract File	PDF	Summary.pdf

Resume File	PDF	Bio.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
Budget for FFRDC Contractor, if applicable	PDF	See Instructions
SF-LLL Disclosure of Lobbying Activities, if applicable.	Form	N/A

**D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS**

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

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

**E. SUBMISSION DATES AND TIMES**

**1. Pre-application Due Date**

Pre-applications are not required.

**2. Application Due Date**

Applications must be received by 06/13/2011, not later than 8:00 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. INTERGOVERNMENTAL REVIEW**

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

**G. FUNDING RESTRICTIONS**

Cost Principles. Costs must be allowable, allocable and reasonable in accordance with the applicable Federal cost principles referenced in 10 CFR 600. The cost principles for commercial organization are in FAR Part 31.

**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](http://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](mailto: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](http://www.grants.gov/GetStarted)). We recommend that you start this process at least three weeks before the application due date. It may take 21 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> 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). When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e., Grants.gov registration).

**3. 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. 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

## 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 funding opportunity announcement has been submitted; and (3) the proposed project is responsive to the objectives of the funding opportunity announcement, including the following bulleted items previously noted in Part I:

- *Projects shall include planning, and wherever possible, policy implementation and execution of planning elements for plug-in electric vehicles and charging infrastructure. Projects for fuels other than electricity will not be considered.*
- *Plans must address infrastructure deployment plans for light, medium, and/or heavy duty plug-in electric vehicles (including extended range electric vehicles).*
- *Funds may not be used for the purchase and/or installation of any fueling infrastructure.*

Applications that fail to pass the initial review will not be forwarded for merit review and will be eliminated from further consideration.

#### 2. Merit Review Criteria

##### **Criterion 1: Probability of Project Success Based on Technical Approach and Project Narrative/ Statement of Project Objectives (35%)**

- a. Responsiveness and relevance of the application to the programmatic goals and requirements identified in this announcement for this area of interest.
- b. Adequacy, reasonableness, and soundness of the proposed effort including the duration and sequencing of tasks and the scheduling of project milestones verifying that the project will be completed within the proposed period of performance.
- c. Adequacy, appropriateness, and reasonableness of the proposed work and budget distribution among the team members to accomplish the Statement of Project Objectives.
- d. Thoroughness of approach to gather broad representation of relevant stakeholders and sources of information to provide input and/or comments to the plan.
- e. Identification of barriers or roadblocks to expeditious infrastructure deployment as well as plans to develop mitigations for each.

##### **Criterion 2: Probability of Successful Implementation (30%):**



- a. Clarity, completeness and adequacy of the self-assessment using the Sample Plan Outline.
- b. Extent to which the proposal addresses work remaining to be accomplished in terms of the planning elements, including the implementation of local policies, procedures, and incentives that facilitate development.
- c. Adequacy of rationale of how implementation of the plan will contribute to a sustainable extended range electric vehicle, plug-in hybrid electric vehicle, or electric vehicle market in the proposed region/territory.
- d. Strength of documented vehicle deployment commitments, such as Original Equipment Manufacturer (OEM) launch areas and other relevant fleet commitments.

**Criterion 3: Probability of Project Success Based on Team Expertise and Prior Experience  
Developing and Implementing EV Plans (35%)**

- a. Qualifications, expertise, and experience of both the identified key personnel and the applicant organization and/or partners in areas relevant to the proposed work
- b. Identification of specific personnel assigned to major project tasks, their roles in relation to the work required, percent of their time on the project, and special qualifications they may bring to the project. Include resumes of individuals proposed for this contract.
- c. Adequacy of the allocation of applicant and/or team resources to successfully complete the proposed work
- d. Strength of partnerships and extent of active participation of Clean Cities coalitions public or private fleets, auto dealerships, equipment manufacturers, energy marketers, utilities/ energy companies, local and regional planning entities, state agencies and transportation authorities.
- e. Quality and strength of commitment letters documenting technical and/or financial support and /or site availability from all team partners.

**3. Other Selection Factors**

**Program Policy Factors**

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

- It may be desirable to select projects for award of less technical merit than other projects, if such a selection will optimize use of available funds by allowing more projects to be supported while not being detrimental to the overall objectives of the Clean Cities Program.
- It may be desirable to select projects that represent a diverse programmatic portfolio of differing stages of electric vehicle infrastructure community readiness with regards to planning and implementation.
- It may be desirable to select projects that represent a broad geographic distribution of project sites with varying population densities.
- It may be desirable to select projects that collectively represent diverse types and sizes of applicant organizations. This includes, but is not limited to, limiting the number of applications selected from one applicant organization.

- It may be desirable to select projects that optimize Federal investment and maximize commitment as demonstrated by cost share.
- It may be desirable to select projects that include a comprehensive multiple city, state, regional, or national planning approach.

## **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 guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance." This guide is available under Financial Assistance, Regulations and Guidance at <http://www.management.energy.gov/documents/meritrev.pdf>.

### **2. Selection**

The Selection Official will consider the merit review results, 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 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 2011 and making awards either by the end of September 2011 or in Fiscal Year 2012.

## **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. Selection under this Funding Opportunity Announcement does not infer or guarantee selection under future DOE Funding Opportunity Announcements.

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**

An Assistance Agreement 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.; (4) DOE assistance regulations at 10 CFR 600; (5) National Policy Assurances To Be Incorporated As Award Terms; (6) Budget Summary; and (7) Federal Assistance Reporting Checklist, which identifies the reporting requirements.

For grants and cooperative agreements made to universities, non-profits and other entities subject to Title 2 CFR the Award also includes the Research Terms and Conditions located at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp>.

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

#### **1. Administrative Requirements**

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR 600 (See: <http://ecfr.gpoaccess.gov>). Grants and cooperative agreements made to universities, non-profits and other entities subject to Title 2 CFR are subject to the Research Terms and Conditions located on the National Science Foundation web site at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp>.

#### **DUNS AND CCR REQUIREMENTS**

Additional administrative requirements for DOE grants and cooperative agreements are contained in 2 CFR, Part 25 (See: <http://ecfr.gpoaccess.gov>). Prime awardees must keep their data at CCR current. Subawardees at all tiers must obtain DUNS numbers and provide the DUNS to the prime awardee before the subaward can be issued.

#### **SUBAWARD AND EXECUTIVE REPORTING**

Additional administrative requirements necessary for DOE grants and cooperative agreements to comply with the Federal Funding and Transparency Act of 2006 (FFATA) are contained in 2 CFR, Part 170. (See: <http://ecfr.gpoaccess.gov>). Prime awardees must register with the new FSRS database and report the required data on their first tier subawardees. Prime awardees must report the executive compensation for their own executives as part of their registration profile in the CCR.

#### **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://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

The National Policy Assurances To Be Incorporated As Award Terms are located at  
<http://www.nsf.gov/bfa/dias/policy/rtc/appc.pdf>.

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/financial\\_assistance\\_awards.htm](http://www.gc.doe.gov/financial_assistance_awards.htm).

### **C. REPORTING**

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. For a sample Checklist, see  
<http://www.management.energy.gov/documents/DOEF4600pt292009.pdf>.

## **PART VII - QUESTIONS/AGENCY CONTACTS**

### **A. QUESTIONS**

Questions regarding the content of the announcement must be submitted through the FedConnect portal. You must register with FedConnect to respond as an interested party to submit questions, and to view responses to questions. It is recommended that you register as soon after release of the FOA as possible to have the benefit of all responses. 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 and comments concerning this FOA shall be submitted not later than five (5) calendar days prior to the application due date. Questions submitted after that date may not allow the Government sufficient time to respond.

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:	Sue Miltenberger, Contract Specialist
E-mail:	susan.miltenberger@netl.doe.gov
FAX:	304-285-4683
Telephone:	304-285-4083

## **PART VIII - OTHER INFORMATION**

### **A. MODIFICATIONS**

Notices of any modifications to this announcement will be posted on Grants.gov and the FedConnect portal. You can receive an email when a modification or an announcement message is posted by registering with FedConnect as an interested party for this FOA. It is recommended that you register as soon after release of the FOA as possible to ensure you receive timely notice of any modifications or other announcements.

### **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 confidential 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 [*Insert 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. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM**

Rights in Technical Data. Normally, the government has unlimited rights in technical data created under a DOE agreement. Delivery or third party licensing of proprietary software or data developed solely at private expense will not normally be required except as specifically negotiated in a particular agreement to satisfy DOE's own needs or to insure the commercialization of technology developed under a DOE agreement.

**G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER – N/A**

**H. 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.

## APPENDIX 1 – SAMPLE PLAN OUTLINE

*At a minimum, completed plans should consider the following elements:*

1. Documentation demonstrating a substantial partnership with relevant stakeholders, which may include:
  - a. State, local, and tribal governments;
  - b. all relevant generators and distributors of electricity and utility regulatory authorities;
  - c. as appropriate, owners and operators of regional electric power distribution and transmission facilities;
  - d. departments of public works and transportation;
  - e. owners and operators of property that will be essential to the deployment of a sufficient level of publicly available charging infrastructure (including privately owned parking lots or structures and commercial entities with public access locations);
  - f. plug-in electric drive vehicle manufacturers or retailers;
  - g. third-party providers (such as vendors, installers, etc.) of charging infrastructure or services;
  - h. fleet(s) that will participate in the program;
  - i. Clean Cities Coalitions
2. A clear description of the role and responsibilities of each stakeholder; and a plan for continuing the engagement and participation of the stakeholders, as appropriate, throughout the implementation of the plan. This includes engagement of major fleet operators to encourage electrification of fleets such as taxis, municipal operations and delivery vehicles.
3. Analysis of barriers to the implementation of plug-in electric vehicles and infrastructure in your proposed area and a discussion of steps to reduce or eliminate the identified barriers.
4. Current plans for plug-in electric drive vehicle deployment in the area/region covered by the plan including:
  - a. the number of plug-in electric drive vehicles anticipated to be plug-in electric drive privately owned personal vehicles; a justification should be provided for these estimates
  - b. the number of plug-in electric drive vehicles anticipated to be privately owned fleet or public fleet vehicles; a justification should be provided for these estimates
  - c. An analysis of usage patterns of vehicles
5. A plan for deploying residential, workplace, private, and publicly available charging infrastructure, including
  - a. primary and secondary potential charging locations:
    - o an estimate of the number of consumers who will have access to private residential charging infrastructure in single-family or multifamily residences;
    - o an estimate of the number of consumers who will have access to workplace charging infrastructure;
  - b. a plan for ensuring that the charging infrastructure or plug-in electric drive vehicle be able to send and receive the information needed to interact with the grid and be compatible with smart grid technologies to the extent feasible
  - c. a plan that identifies and addresses the unique challenges of installing infrastructure at multifamily residential buildings;
  - d. an estimate of the number and location of publicly and privately owned charging stations that will be publicly or commercially available;
  - e. an estimate of the number and location of charging infrastructure that will be privately funded or located on private property;
  - f. an estimate of the potential costs associated with EVSE deployment and potential sources of funding.



6. Descriptions of updated building codes (or a plan to update building codes before or during the grant period) to include charging infrastructure or dedicated circuits for charging infrastructure, as appropriate, in new construction and major renovations; EVSE must be commercially available (i.e. pre-commercial demonstration or research & development components are not desirable). “Commercially Available” EVSE is defined as equipment that is available for purchase and unrestricted operation by the general public and are fully compliant with all applicable standards and safety regulations (ex: SAE, UL Listing or equivalent) and will be installed by a certified electrician.
7. Descriptions of updated construction permitting or inspection processes (or a plan to update construction permitting or inspection processes) to allow for expedited installation of charging infrastructure for purchasers of plug-in electric drive vehicles, including a permitting process that allows a vehicle purchaser to have charging infrastructure installed rapidly (24 - 48 hours is a suggested target goal for private residential applications or permit by notification) ;
8. Descriptions of updated zoning, parking rules, or other local ordinances as are necessary to facilitate the installation of publicly available charging infrastructure and to allow for access to publicly available charging infrastructure, as appropriate. Also attention should be given to compliance American with Disabilities Act if applicable;
9. A plan for effective marketing, outreach, training, and education relating to plug-in electric drive vehicles, charging services, and infrastructure; the plans should include specialized training and education necessary to ensure that vehicles and related electric charging equipment is installed, maintained, and operated in a safe and proper manner. This could include training for electric charging point users, first responders, public safety officers, inspectors, installers, and construction permitting officials in areas where electric charging is being introduced, among other target audiences.
10. An assessment and plan to communicate available or anticipated benefits or incentives for plug-in vehicle owners; and identify and establish other potential needed or desired benefits or incentives. These may include:
  - a. rebates of part of the purchase price of the vehicle;
  - b. state and federal tax incentives/credits
  - c. reductions in sales taxes or registration fees;
  - d. rebates or reductions in the costs of permitting, purchasing, or installing home plug-in electric drive vehicle charging infrastructure; and
  - e. rebates or reductions in State or local toll road access charges;
  - f. additional consumer benefits, such as preferred parking spaces or single-rider access to high-occupancy vehicle lanes for plug-in electric drive vehicles;
11. A description of utility, grid operator, or third-party charging service provider, policies and plans for accommodating the deployment of plug-in electric drive vehicles, including--
  - a. rate structures or provisions and billing protocols for the charging of plug-in electric drive vehicles;
  - b. analysis of potential impacts to the grid;
  - c. plans to minimize the effects of charging on peak loads;
  - d. A proposed plan for making widespread utility and grid upgrades;