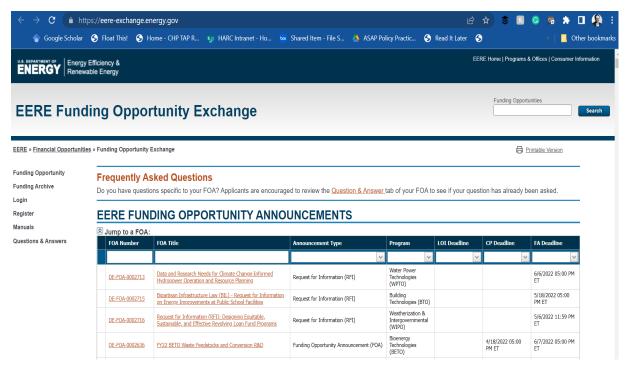


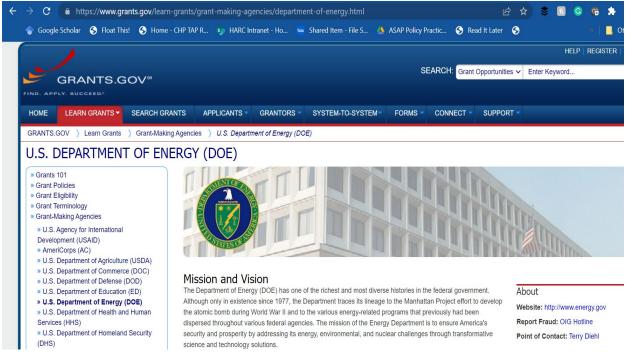
# A Beginner's Guide to Grant Funding

Gavin Dillingham, PhD April 13, 2022

## **RESOURCES**

Potential applicants can use either search tool to find funding opportunities that they are <u>eligible</u> for and are a mission match for their organization.







## GRAND LIFECYCLE

Pre-Award Phase Funding
Opportunities and
Application Review

Award Phase -Award Decisions and Notifications Post Award -Implementation, Reporting, and Closeout



## KEY DOCUMENT - EXAMPLE FROM EERE EXCHANGE

Please see the full text for the Funding Opportunity Announcement (FOA) in the DOCUMENTS section below.

#### **DOCUMENTS**

- DE-FOA-0002520 WAP Enhancement & Innovation (Last Updated: 1/19/2022 06:22 PM ET)
- DE-FOA-0002520 Questions & Answers (Last Updated: 4/1/2022 09:38 AM ET)

#### REQUIRED APPLICATION DOCUMENTS

Pursuant to the FOA, Applicants are required to submit the "Required Application Documents" with their Application. Incomplete applications will not be reviewed or considered.

#### **Full Application**

- SF-424 Application for Federal Assistance (Last Updated: 12/14/2021 03:10 PM ET)
- Statement of Project Objectives (SOPO) (Last Updated: 12/14/2021 03:11 PM ET)
- Budget Justification Template (Last Updated: 12/14/2021 03:12 PM ET)
- SF-LLL Disclosure of Lobbying Activities (Last Updated: 12/14/2021 03:12 PM ET)

#### **Hide Required Application Documents**

#### **CONTACT INFORMATION**

- weatherizationfoa@ee.doe.gov
  - For questions regarding the content of this Funding Opportunity Announcement
- EERE-ExchangeSupport@hq.doe.gov
  - For questions related to the EERE Exchange website



### TIMELINES ARE KEY - DON'T MISS THE DEADLINE

#### Funding Opportunity Announcement (FOA) Number: DE-FOA-0002520

FOA Type: Modification 0001

CFDA Number: 81.042

| FOA Issue Date:  | 12/15/2021              |
|--|-------------------------|
| Submission Deadline for Concept Papers:                        | 02/03/2022 5:00pm ET    |
| Submission Deadline for Full Applications:                     | 03/28/2022 5:00pm ET    |
| Expected Submission Deadline for Replies to Reviewer Comments: | 04/29/2022 5:00pm ET    |
| Expected Date for EERE Selection Notifications:                | <mark>06/21/2022</mark> |
| Expected Timeframe for Award Negotiations:                     | June 2022 - Aug 2022    |



## FUNDING CRITERIA AND TERM

EERE may issue awards in one, multiple, or none of the following topic areas:

| Topic<br>Area<br>Number | Topic Area Title           | Anticipated<br>Number of<br>Awards | Anticipated Minimum Award Size for Any One Individual Award (Fed Share) | Anticipated Maximum Award Size for Any One Individual Award (Fed Share) | Approximate Total<br>Federal Funding<br>Available for All<br>Awards | Anticipated Period of Performance (months) |
|-------------------------|----------------------------|------------------------------------|---|---|---|--|
| 1                       | Place-based<br>Initiatives | 3-4                                | \$500,000   | \$2,000,000   | \$4,650,000   | 36   |
| 2                       | Multifamily Housing        | 3-4                                | \$500,000   | \$2,000,000   | \$4,650,000   | 36   |



## DOCUMENTS REQUIRED

| Component                       | File Format | Page<br>Limit  | File Name  |
|---------------------------------|-------------|----------------|--|
| Technical Volume                | PDF         | 10             | ControlNumber_LeadOrganization_Technic alVolume      |
| Resumes                         | PDF         | 1 page<br>each | ControlNumber_LeadOrganization_Resume s              |
| Letters of Commitment           | PDF         | 1 page<br>each | ControlNumber_LeadOrganization_LOCs                  |
| Statement of Project Objectives | MS Word     | 10             | ControlNumber_LeadOrganization_SOPO                  |
| SF-424                          | PDF         | n/a            | ControlNumber_LeadOrganization_App424                |
| Budget Justification Workbook   | MS Excel    | n/a            | ControlNumber_LeadOrganization_Budget _Justification |
| Summary/Abstract for Public     | PDF         | 1              | ControlNumber_LeadOrganization_Summa                 |
| Release                         |             |                | ry   |

| Summary Slide   | MS         | 1   | ControlNumber_LeadOrganization_Slide                              |
|---|------------|-----|---|
|   | Powerpoint |     |   |
| Subrecipient Budget Justification   | MS Excel   | n/a | ControlNumber_LeadOrganization_Subreci pient_Budget_Justification |
| DOE Work Proposal for FFRDC, if applicable (see DOE O 412.1A, Attachment 3) | PDF        | n/a | ControlNumber_LeadOrganization_WP                                 |
| Authorization from cognizant<br>Contracting Officer for FFRDC               | PDF        | n/a | ControlNumber_LeadOrganization_FFRDCA uth                         |
| SF-LLL Disclosure of Lobbying<br>Activities                                 | PDF        | n/a | ControlNumber_LeadOrganization_SF-LLL                             |
| Foreign Work Waiver   | PDF        | n/a | ControlNumber_LeadOrganization_Waiver                             |
| Diversity Equity and Inclusion Plan   | PDF        | 5   | ControlNumber_LeadOrganization_DEIP                               |



#### THE OUTLINE

| SECTION/PAGE LIMIT   | DESCRIPTION  |  |  |
|--|--|--|--|
| Cover Page (1)   | The cover page should include the project title, the specific FOA Topic Area being addressed, both the technical and business points of contact, names of all team member organizations, and any statements regarding confidentiality.   |  |  |
| Project Overview<br>(Approximately 10% of<br>the Technical Volume) | The Project Overview should contain the following information:  Project Team: The applicant should include a list of project members and evidence that the prime applicant is an existing WAP Grantee, Subgrantee, or nonprofit.  Background: The applicant should discuss the background of their organization, including the history, successes, and any past or current weatherization projects underway which are relevant to the technical topic being addressed in the Full Application. |  |  |

| Technical Description,<br>Innovation, and Impact<br>(Approximately 30% of<br>the Technical Volume) | Relevance and Outcomes: The applicant should provide a detailed description of the proposed project. This section should describe the relevance of the proposed project to the goals and objectives of the FOA. The applicant should clearly specify the expected outcomes of the project. |
|--|--|
|  | <ul> <li>Costs/Savings: For topics 1, 2 and 3, the applicant should show calculations for determining the projected return on investment or payback, and any non-energy benefits included in the calculation.</li> </ul>   |

| Technical Qualifications<br>and Resources<br>(Approximately 20% of<br>the Technical Volume) | The Technical Qualifications and Resources should contain the following information:  |  |  |  |  |
|---|---|--|--|--|--|
|   | <ul> <li>Describe the project team's unique qualifications and expertise,<br/>including those of key subrecipients.</li> </ul>  |  |  |  |  |
|   | <ul> <li>Describe the project team's existing and leveraged resources that<br/>will facilitate the successful completion of the proposed project;<br/>include a justification of any new equipment requested as part of<br/>the project.</li> </ul> |  |  |  |  |
|   | <ul> <li>This section should also include relevant, previous work efforts,<br/>demonstrated innovations, and how these enable the applicant to<br/>achieve the project objectives.</li> </ul>   |  |  |  |  |

#### Workplan (Approximately 40% of the Technical Volume)

The Workplan should include a summary of the Project Objectives, Technical Scope, Work Breakdown Structure (WBS), Milestones, and Project Schedule. A detailed SOPO is separately requested. The Workplan should contain the following information:

- Project Objectives: The applicant should provide a clear and concise (high-level) statement of the goals and objectives of the project as well as the expected outcomes.
- Technical Scope Summary: The applicant should provide a summary description of the overall work scope and approach to achieve the objective(s). The overall work scope is to be divided by performance periods that are separated by discrete, approximately annual milestones. The applicant should describe the specific expected end result of each performance period.



### **ADVICE**

- □Do not propose an idea that is not of interest to the granting agency
- Make sure you have the appropriate registrations, i.e. SAM, DUNS, etc.
- ☐ The system crashes submit at least 48 hours prior to the final deadline
- □Don't be late There is absolutely no lenience on late applications
- ☐ Track the FAQ updates closely
- □Start early and be organized a successful application is not thrown together





## HARCresearch.org

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HARC (härk), n. an independent research hub helping people thrive and nature flourish.