



HARC

# 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 eligible for and are a mission match for their organization.

FOA Number	FOA Title	Announcement Type	Program	LOI Deadline	CP Deadline	FA Deadline
DE-FOA-0002713	<a href="#">Data and Research Needs for Climate Change-Informed Hydropower Operation and Resource Planning</a>	Request for Information (RFI)	Water Power Technologies (WPTO)			6/6/2022 05:00 PM ET
DE-FOA-0002715	<a href="#">Bipartisan Infrastructure Law (BIL) - Request for Information on Energy Improvements at Public School Facilities</a>	Request for Information (RFI)	Building Technologies (BTO)			5/18/2022 05:00 PM ET
DE-FOA-0002716	<a href="#">Request for Information (RFI): Designing Equitable, Sustainable, and Effective Revolving Loan Fund Programs</a>	Request for Information (RFI)	Weatherization & Intergovernmental (WIPO)			5/6/2022 11:59 PM ET
DE-FOA-0002636	<a href="#">FY22 BETO Waste Feedstocks and Conversion R&amp;D</a>	Funding Opportunity Announcement (FOA)	Bioenergy Technologies (BETO)		4/18/2022 05:00 PM ET	6/7/2022 05:00 PM ET

**U.S. DEPARTMENT OF ENERGY (DOE)**

- » Grants 101
- » Grant Policies
- » Grant Eligibility
- » Grant Terminology
- » Grant-Making Agencies
- » U.S. Agency for International Development (USAID)
- » U.S. Department of Agriculture (USDA)
- » U.S. Department of Commerce (DOC)
- » U.S. Department of Defense (DOD)
- » U.S. Department of Education (ED)
- » **U.S. Department of Energy (DOE)**
- » U.S. Department of Health and Human Services (HHS)
- » U.S. Department of Homeland Security (DHS)

**Mission and Vision**

The Department of Energy (DOE) has one of the richest and most diverse histories in the federal government. Although only in existence since 1977, the Department traces its lineage to the Manhattan Project effort to develop the atomic bomb during World War II and to the various energy-related programs that previously had been dispersed throughout various federal agencies. The mission of the Energy Department is to ensure America's security and prosperity by addressing its energy, environmental, and nuclear challenges through transformative science and technology solutions.

**About**

Website: <http://www.energy.gov>

Report Fraud: [OIG Hotline](#)

Point of Contact: [Terry Diehl](#)



# 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 \(SOPQ\)](#) (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](mailto:weatherizationfoa@ee.doe.gov)  
For questions regarding the content of this Funding Opportunity Announcement
- [EERE-ExchangeSupport@hq.doe.gov](mailto: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:	06/21/2022
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:

<b>Topic Area Number</b>	<b>Topic Area Title</b>	<b>Anticipated Number of Awards</b>	<b>Anticipated Minimum Award Size for Any One Individual Award (Fed Share)</b>	<b>Anticipated Maximum Award Size for Any One Individual Award (Fed Share)</b>	<b>Approximate Total Federal Funding Available for All Awards</b>	<b>Anticipated Period of Performance (months)</b>
1	Place-based 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 Limit	File Name
Technical Volume	PDF	10	ControlNumber_LeadOrganization_TechnicalVolume
Resumes	PDF	1 page each	ControlNumber_LeadOrganization_Resumes
Letters of Commitment	PDF	1 page 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 Release	PDF	1	ControlNumber_LeadOrganization_Summary

Summary Slide	MS Powerpoint	1	ControlNumber_LeadOrganization_Slide
Subrecipient Budget Justification	MS Excel	n/a	ControlNumber_LeadOrganization_Subrecipient_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 Contracting Officer for FFRDC	PDF	n/a	ControlNumber_LeadOrganization_FFRDCAuth
SF-LLL Disclosure of Lobbying 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 (Approximately 10% of the Technical Volume)	<p>The Project Overview should contain the following information:</p> <ul style="list-style-type: none"> <li><b>Project Team:</b> The applicant should include a list of project members and evidence that the prime applicant is an existing WAP Grantee, Subgrantee, or nonprofit.</li> <li><b>Background:</b> 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.</li> </ul>

Technical Description, Innovation, and Impact (Approximately 30% of the Technical Volume)	<p>The Technical Description should contain the following information:</p> <ul style="list-style-type: none"> <li><b>Relevance and Outcomes:</b> The applicant should provide a detailed description of the 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.</li> <li><b>Costs/Savings:</b> 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 and Resources (Approximately 20% of the Technical Volume)	<p>The Technical Qualifications and Resources should contain the following information:</p> <ul style="list-style-type: none"> <li>Describe the project team's unique qualifications and expertise, including those of key subrecipients.</li> <li>Describe the project team's existing and leveraged resources that will facilitate the successful completion of the proposed project; include a justification of any new equipment requested as part of the project.</li> <li>This section should also include relevant, previous work efforts, demonstrated innovations, and how these enable the applicant to achieve the project objectives.</li> </ul>
---	--

Workplan (Approximately 40% of the Technical Volume)	<p>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:</p> <ul style="list-style-type: none"> <li><b>Project Objectives:</b> The applicant should provide a clear and concise (high-level) statement of the goals and objectives of the project as well as the expected outcomes.</li> <li><b>Technical Scope Summary:</b> The applicant should provide a summary description of the overall work scope and approach to achieve the objective(s). The overall work scope is to be divided by performance periods that are separated by discrete, approximately annual milestones. The applicant should describe the specific expected end result of each performance period.</li> </ul>
---	---





# 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

Gavin Dillingham, PhD

Vice President of Research, Energy and Air Quality

[Gdillingham@harcresearch.org](mailto:Gdillingham@harcresearch.org)

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