



SOLICITATION FOR FINANCIAL ASSISTANCE APPLICATIONS

NUMBER DE-PS36-02GO92002

FOR

INDUSTRIAL ASSESSMENT CENTER PROGRAM

Issuing Office: U.S. Department of Energy
Golden Field Office
1617 Cole Boulevard, 17-3
Golden, CO 80401

Date Issued: April 17, 2002

CLOSING DATE AND TIME: May 21, 2002 at 3:00 pm Mountain Time

Point of Contact: Jim Damm
Facsimile: (303) 275-4788
Internet: go_iac@nrel.gov

The Industry Interactive Procurement System (IIPS) system will be the official medium used for posting amendments to this solicitation. All interested applicants shall monitor this website (<http://e-center.doe.gov/>) to remain abreast of any amendments.

**SOLICITATION DE-PS36-02GO92002
Industrial Assessment Centers**

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AGENCY: Department of Energy, Office of Energy Efficiency and Renewable Energy, Golden Field Office.

ACTION: Solicitation for Financial Assistance: DE-PS36-02GO92002, Industrial Assessment Center Program

SUMMARY: The Office of Industrial Technologies, of the Department of Energy's (DOE), Office of Energy Efficiency and Renewable Energy, is soliciting Applications for Industrial Assessment Centers (IAC). The IAC program enables eligible small and medium-sized manufacturers to have comprehensive industrial assessments performed at no cost to the manufacturer. Teams of engineering faculty and students from the Centers, located at 26 universities around the country, conduct industrial assessments to help identify ways to save energy, reduce waste and improve productivity. The goals of the IAC program are to provide engineering students with hands-on training in manufacturing plants; assist manufacturers in energy, waste, and productivity management; fully integrate IAC program and DOE's Industries of the Future¹ (IOF) activities; and create innovative approaches to delivering IAC services.

Under this solicitation, DOE is soliciting Applications to continue the IAC program. Information on the IAC program is located at <http://www.oit.doe.gov/iac>. This Solicitation is restricted to the 26 current Industrial Assessment Centers (IACs), if otherwise eligible.

Awards under this solicitation will be Cooperative Agreements with a term of 4 years. Subject to funding availability, the total DOE funding available under this solicitation will be approximately \$4.6 million per year (\$18.4 million for the four year term.) DOE anticipates selecting 26 Applications for negotiation of Award.

Please note that the IAC Program is using the Industry Interactive Procurement System (IIPS) to accept applications for this solicitation. All solicitation related documents are located on the IIPS website at <http://e-center.doe.gov/>.

COST SHARE: Cost sharing is not required.

ELIGIBILITY: Eligible applicants under this Solicitation are the 26 current Industrial Assessment Centers. To be eligible, applicant institutions must be accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET) and must not also be selected as the Field Management Organization for the project period 2003-2007. In other words, a Field Management Organization CANNOT also be an Industrial Assessment Center institution at any time during the project period.

STATUTORY AUTHORITY: Financial assistance for this Program is authorized by the Department of Energy Organization Act of 1977, as amended, Public Laws 95-911 and 97-377; Federal Non-nuclear Energy Research and Development Act of 1974, Public Law 93-577.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: The CFDA number for this Solicitation is 81.086. No cost share is required in order to be considered for award under this

¹ The mission of the Office of Industrial Technologies (OIT) is to support the development and deployment of advanced energy efficiency, renewable energy, and waste-reducing technologies for industrial applications. OIT's research, development and deployment portfolio is driven by the needs of nine of the nation's most energy and waste-intensive industrial manufacturing industries: agriculture, aluminum, chemicals, forest products, glass, metalcasting, mining, petroleum and steel. Termed Industries of the Future (IOF), these industries account for over half of all manufacturing energy use and 75 to 90 percent of most manufacturing wastes. The IOF strategy uses industry-developed visions and roadmaps to outline the technologies needed to reach future energy efficiency goals. Through this process, cost-shared government-industry funded research is brought to a sharp focus for the benefit of US industry. In addition to pre-competitive, high-risk research, the IOF strategy works with individual plants and facilities to promote operational best practices in terms of energy management. For further details on the IOF strategy please visit the OIT website at www.oit.doe.gov.

solicitation. Additionally, it is the opinion of DOE that Executive Order 12372, which requires review of certain Financial Assistance Applications by states, does not apply to this action.

PRE-APPLICATION TELECONFERENCE: A Pre-Application teleconference will be held on April 29, 2002 from 4:00-5:00 PM EST. **Applicants are encouraged to submit questions for answer/discussion by April 24, 2002. Questions received by April 24 will be addressed during the teleconference on April 29, to the extent possible.** Questions regarding the solicitation should be submitted via email to go_iac@nrel.gov. Questions submitted after April 24, 2002 should be submitted to IIPS (as described below); answers to these questions, as well as those addressed in the teleconference, will be posted on IIPS in a timely manner for access by all interested applicants.

To participate in the teleconference, please contact Kristen McDaniel at (303) 275-4764 or via email at kristen_mcdaniel@nrel.gov. Additional information about the teleconference can be obtained at this time. All interested applicants are encouraged to attend the teleconference.

FURTHER INFORMATION AND QUESTIONS AND ANSWERS: Additional solicitation questions must be submitted through the Industry Interactive Procurement System (IIPS) by May 1, 2002. All questions and associated answers will be posted on IIPS. Potential Applicants are responsible for periodically checking the DOE IIPS web site at <http://e-center.doe.gov> to determine if Questions and Answers have been posted.

IIPS REGISTRATION AND ELECTRONIC SIGNATURE: Applicants should register in IIPS at least 14 days prior to the Solicitation closing date in accordance with the IIPS "User Guide" in order to submit an application. For full instructions on using the system, please see the "User Guide" at <http://e-center.doe.gov/> or through the Golden Field Office at <http://www.golden.doe.gov/businessopportunities.html>. For questions regarding the operation of IIPS contact the IIPS Help Desk at IIPS_HelpDesk@e-center.doe.gov, or by calling the Help Desk at 1-800-683-0751. Only registered users will have the capability to transmit their applications. Once prospective applicants are registered, only DOE personnel and expert evaluators will have access to application information.

Individuals who have the authority to enter their company or organization into a legally binding financial assistance agreement and intend to submit an application(s) via the IIPS system must register and receive confirmation that they are registered prior to being able to submit an application on the IIPS system. Submission of electronic applications via IIPS constitutes submission of signed copies of the required documents. The name of the applicant's authorized official shall be (typed or electronic signature) in the appropriate space shown on the forms.

DUE DATE FOR SUBMITTAL OF APPLICATION: ALL APPLICATIONS MUST HAVE AN IIPS TRANSMISSION TIME STAMP NO LATER THAN 3:00pm Mountain Time on May 17, 2002. An application received after the aforementioned date and time will not be considered for award.

All applications shall be submitted as Word files through DOE's IIPS in accordance with the instructions on the Golden Field Office Homepage at <http://www.golden.doe.gov/businessopportunities.html> under "Solicitations." For questions regarding the operation of IIPS contact the IIPS Help Desk at IIPS_HelpDesk@e-center.doe.gov, by calling the Help Desk at 1-800-683-0751. The only acceptable mode of Application transmission is through IIPS as an MS Word file. Applications submitted other than through IIPS or in other than MS Word format may be considered non-responsive. Applicants are advised to begin transmission 48 hours in advance of the deadline in order to prevent any transmission difficulties.

In the event that two or more applications are received from the same applicant with the same file name, the application with the latest transmission time stamp will be considered for review. Therefore, it is important not to merely submit page changes. A complete amended application must be submitted.

Applications may be withdrawn by an authorized representative, by submitting a written request to withdraw to James Damm, Contract Specialist, via facsimile at (303) 275-4788 or electronically to go_iac@nrel.gov

Amendments: All amendments to this solicitation shall be posted on the DOE IIPS at <http://e-center.doe.gov>. Therefore, during the open period of this solicitation, potential applicants are responsible for periodically checking the DOE IIPS website specified above to determine if amendments have been posted. DOE reserves the right to extend the closing date for applications, if necessary, and will provide notification via an amendment to this solicitation posted on IIPS.

SECTION I: SUPPLEMENTARY INFORMATION:

Background: The U.S. Department of Energy (DOE), through its Office of Industrial Technologies (OIT), supports industries in their efforts to increase energy efficiency, reduce waste, increase productivity, improve quality, and improve competitiveness. The goal of OIT is to accelerate the development and use of advanced energy efficient, renewable, and pollution prevention technologies that benefit industry, the environment, and U.S. energy security. OIT operates under the umbrella of the Industries of the Future Partnerships.

The IAC Program provides eligible small and medium-sized manufacturers comprehensive industrial assessments performed at no cost to the manufacturer. Teams of engineering faculty and students from the Centers, located at 26 universities around the country, conduct industrial assessments to help identify ways to save energy, reduce waste and improve productivity. A goal of the IAC Program is to provide engineering students with hands-on training in manufacturing plants. Working under the umbrella of the IOF Partnerships, the IAC Program especially targets the following OIT focus industries, comprised of the most energy intensive industries in the U.S. manufacturing sector: Agriculture, Aluminum, Chemicals, Forest Products, Glass, Metal-casting, Mining, Petroleum, and Steel.

Work Description: Awards under this solicitation will be Cooperative Agreements with a term of 4 years. Subject to funding availability, the total DOE funding available under this solicitation will be approximately \$4.6 million per year (\$18.4 million for the four year term.) DOE anticipates selecting 26 Applications for negotiation toward Award. See Attachment 1 for the Scope of Work for the Industrial Assessment Center Program.

Selections made under this solicitation are expected to be announced in July 2002. The award will be partially funded. It is anticipated that the Project Period will be for four years. The initial funding will be for one year. The anticipated average first year award for eligible project activities is \$170,000 to approximately \$200,000 per Center based on number of assessment days, types of assessments, equipment purchases and other activities.

SECTION II: APPLICATION PREPARATION INSTRUCTIONS:

The overall Application shall be submitted in three separate volumes, distinctly entitled as stated below. Each Volume shall be submitted separately through IIPS according to the instructions on the Golden Field Office Homepage at <http://www.golden.doe.gov/businessopportunities.html> under "Solicitations." For each Volume, multiple electronic files may be submitted or each volume may be submitted as one file; however a maximum of 10 file attachments can be submitted with each volume. The volumes are as follows:

- Volume 1 - Offer and Other Documents
- Volume 2 - Technical Proposal
- Volume 3 - Cost Proposal
- Volume 4 – Business Management Proposal - **Not required for this solicitation**

All files must be submitted in Word and each file name must clearly identify the solicitation, Applicant, and volume for which it is responsive. Documents not created in Word must be converted to Word or scanned into Word in order to be submitted. No paper copies will be accepted.

The file name(s) should be consistent with the following structure: 1) last seven alpha-numeric digits of the solicitation number (e.g., GO900XX); 2) Applicant name (shortened); 3) Volume number; 4) attachment name or form number (all form file names shall be retained); and 5) technical area, if the solicitation is requesting responses to multiple technology areas. Each segment should be separated by a dash. For example, GO90088-MyCompany-V3-PF20.doc.

To aid in the evaluation, Applications shall be clearly and concisely written, as well as being neat, indexed and logically assembled. The Application should consist of 8.5" x 11" sheets prepared using a minimum 10-point font. Page limitations refer to files and all associated documents when printed in their entirety.

All pages shall be appropriately numbered and each Volume shall contain the Application Volume, name of the Applicant, point of contact including telephone and facsimile number, electronic mail address, the date, the Solicitation title and number. To facilitate orderly and expedient review of Applications, the format prescribed by this document shall be followed.

DOE reserves the right to require Applications to be clarified or supplemented to the extent considered necessary through additional IIPS submissions.

A responsive Industrial Assessment Center application shall contain the information and follow the format described below.

VOLUME 1, OFFER AND OTHER DOCUMENTS

Volume 1, Offer and Other Documents shall consist of the following:

Certifications – all required certifications below are contained in the Word file "Certifications.doc" posted with the solicitation on IIPS.

- 1) The "Financial Assistance Pre-Award Information Sheet" (GO-PF19)
- 2) The "U.S. DOE Assurance of Compliance" (DOE F 1600.5)
- 3) The "Grantee Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" (FA-CERTS)
- 4) The "Disclosure of Lobbying Activities" (SF-LLL) (Complete only if the second block in Section 1 of FA/CERTS is checked, otherwise, leave blank.)

All forms may also be obtained from the DOE Golden Field Office Home Page at <http://www.golden.doe.gov/businessopportunities.html> under "Proposal Forms." No page limit is imposed for Volume 1. Instructions for completion of the forms are contained on the back of each form.

VOLUME 2, TECHNICAL PROPOSAL

(1) Structure of the Volume

Volume 2, Technical Proposal shall consist of the following sections, limited to the number of pages indicated:

- Cover Page
- Executive Summary
- Technical Proposal

a) Cover Page

The cover page of Volume 2 of the Application must indicate the name of the organization, the Solicitation number, and both the technical and business points of contact for the Applicant, denoting the names, titles, addresses, telephone and facsimile numbers, and electronic mail addresses.

- b) Executive Summary (One page limit)
- Nonproprietary summary of proposed project, including project benefits, suitable for public release (maximum of 2 paragraphs).
- c) Technical Proposal Structure (10 page limit, not including Section II or resumes in Section III)

The Technical Proposal shall be structured in accordance with the criteria and requirements specified in the Detailed Instructions below.

NOTE: Any pages that exceed the specified maximum number of pages for any item will be removed and will not be considered during the evaluation.

- (2) Detailed Instructions

Technical Proposal (10 page limit, not including Section II or resumes in Section III)

Under this section, the applicant will describe their proposed management and implementation plan, and technical approach for accomplishing the objectives of the IAC program and fulfilling the objectives outlined under the Scope of Work (see Attachment 1). The Technical Proposal will be structured in accordance with the following elements:

Section I: Management Plan

- Current and recent past state of program operations at applicant IAC
- Use of increased program flexibility to address and improve the IAC Program in several key areas (see Scope of Work for details)

Section II: Annual Workplan (not counted towards the 10 page limit)

- Summary and Schedule of Expenditures
- Proposed Assessment Schedule for Fiscal Year 2003

Section III: Technical Capabilities (may include resumes, 1 page maximum per person)

- Organizational structure including key personnel and their capabilities and project responsibilities
- Related Experience
- Facilities and available equipment

VOLUME 3, COST PROPOSAL

In the cost proposal, applicants should provide accurate, complete and documented cost estimates for the work to be performed under this solicitation. Applicants are reminded that, in addition to the costs for standard and customary IAC activities, they should include additional dollars to cover travel activities, as described in the Scope of Work (see Attachment 1).

Volume 3, Cost Proposal shall consist of the following sections (all forms may also be obtained from the DOE Golden Field Office Home Page at

<http://www.golden.doe.gov/businessopportunities.html> under "Proposal Forms.):

- 1) "Application for Federal Assistance" (SF 424)
- 2) "Federal Assistance Budget Information (DOE F4600.4)
- 3) "Budget Explanation" (GO-PF20)

VOLUME 4, Business Management Proposal

Not required for this solicitation

SECTION III: APPLICATION EVALUATION

Merit Reviews:

Applications will be rated by the merit review committee.

Selection Criteria:

Only those applications that meet all of the requirements of this solicitation will be considered for selection. Selections will be made in accordance with the selection criteria and program policy factors in this solicitation. All applications will be evaluated and point-scored in accordance with the following criteria. The evaluation shall be based on a maximum of 100 points. Each bulleted item under the criteria is of equal value. The applications must be fully responsive to each of the criteria.

Criterion 1: Management Plan – Weight 40%

- Demonstrated ability of the applicant to utilize the increased flexibility in the program to address and improve key areas of the IAC Program
- Prior performance of applicant in the IAC program

Criterion 2: Annual Workplan – Weight 30%

- Likelihood of project completion; adequacy of proposed activities and schedule;
- Reasonableness of proposed costs.

Criterion 3: Technical Capabilities – Weight 30%

- Adequacy of organizational structure; qualifications, related experience and commitment of key personnel to comprehensively address all aspects of the proposed work.
- Adequacy of equipment and facilities to perform the proposed scope of work.

Cost Proposal

The Cost Proposal will not be point-scored, but may be used during the comprehensive evaluation to assist evaluators in judging the Applicant's proposal. The cost information will be evaluated in accordance with the following criteria:

- Reasonableness of cost and probable cost to the government;
- Adequacy of budget justification and supporting information; and
- Compliance with 10 CFR 600.121, Standards for financial management systems, requirements.

Program Policy Factors

After the comprehensive evaluations are completed for all competing Applications, the Selection Official will apply Program Policy Factors. The purpose of considering these factors is to maximize the effective use of available Government funding. These factors will be considered by the Selection Official to ensure that the program, as a whole, meets the goals of the issuing Program Office and is consistent with EERE's mission. The factors to be applied are:

- Amount of available DOE funding
- Scope and balance of innovative approaches

SECTION IV: NOTICES TO APPLICANTS:

- A. Financial Assistance for Application Preparation:** No funding will be available under the DOE Minority Economic Impact (MEI) loan program for preparation of applications in response to this solicitation. DOE assumes no responsibility for any costs associated with application preparation or submission of applications if an award is not made.
- B. Applicant's Past Performance:** DOE reserves the right to solicit, from available sources, relevant information concerning an Applicant's and its major Participants' past performance, including timely submission of any previously requested documents, and may consider such information in its evaluation.

- C. Effective Period of Application:** All applications shall remain in effect for at least 180 days from the closing date.
- D. Availability of Funds:** The actual amount of funds to be obligated in each fiscal year will be subject to availability of funds appropriated by Congress. DOE reserves the right to fund in whole or in part any or none of the applications submitted in response to this solicitation.
- E. Pre-award Costs:** The awardee may request to incur pre-award costs prior to the effective date of award. Should the awardee incur pre-award costs, it is done so at the awardee's risk and does not impose any obligation on the DOE to issue an award (10 CFR 600.125).
- F. Sub-awards to Debarred and Suspended Parties:** Applicants, participants, and sub-tier entities must not make any award or permit any award (subcontract, contract, or subgrant) at any tier to any party which is debarred, suspended, or is otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549 "Debarment and Suspension," or is otherwise ineligible hereunder.
- G. Proprietary Application Information:** Applications submitted in response to this solicitation may contain trade secrets and/or privileged or confidential commercial or financial information which the applicant does not want used or disclosed for any purpose other than evaluation of the application. The use and disclosure of such data may be restricted, provided the applicant marks the cover sheet of the application with the following legend and specifies the pages of the application which are to be restricted in accordance with the conditions of the legend:

"The data contained in pages XX 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."

Further, to protect such data, each page containing such data shall be specifically identified and marked, including each line or paragraph containing the data to be protected with a legend similar to the following:

"Use or disclosure of the data set forth above is subject to the restriction on the cover page of this application."

It should be noted, however, that data bearing the aforementioned legend may be subject to release under the provisions of the Freedom of Information Act (FOIA) if DOE or a court determines that the material so marked is not exempt under the FOIA. The Government assumes no liability for disclosure or use of unmarked data and may use or disclose such data for any purpose. Applicants are hereby notified that DOE intends to make all submitted applications available to non-Government personnel for the sole purpose of assisting the DOE in its evaluation of the applications. Information contained in the application shall be treated in accordance with the policies and procedures set forth in 10 CFR Part 600.15. These individuals will be required to protect the confidentiality of any specifically identified information obtained as a result of their participation in the evaluation. Submission of an application under this solicitation constitutes consent to use outside evaluators.

ATTACHMENTS

- Attachment 1 Industrial Assessment Center Program Scope of Work
Attachment 2 IAC Program Application Requirements Checklist

ATTACHMENT 1 – INDUSTRIAL ASSESSMENT CENTER PROGRAM SCOPE OF WORK

Under this solicitation, DOE is requesting applications to continue the IAC program. Creativity, innovation and flexibility are encouraged in proposals. IACs will also be expected to cooperate with the DOE's OIT to support the Industries of the Future (IOF) partnership, both the national activities and the development and implementation of the State IOF. Along with information dissemination, IACs are encouraged to get actively involved with the IOF activities (see below). The DOE, through the IAC Technical Field Management organization, may also request an IAC to participate in a specific activity.

Under guidance from DOE, the IAC Technical Field Management organization will provide assessment guidance, required reporting and report formats, data collection and reporting database requirements, assessment training and assessment tools. Each center must adhere to program guidelines, processes and reporting formats as established, and will be evaluated accordingly.

Applicants are requested to respond to the technical proposal portion of this solicitation by following the format listed below. Note that Section II and the resumes in Section III **do not** count towards the 10 page limit.

Section I: Management Plan

1. Use of increased program flexibility to address and improve the IAC Program

Applicants should discuss how they will use the increased flexibility in the program to address and improve the program in the areas listed below. **Please note that this discussion, along with Section II, *Annual Workplan*, will be used as the basis for the applicant's Statement of Work with DOE.** For this reason, it is important that applicants clearly identify in this section what they are proposing to do and how they will carry out the proposed activities. The following areas should be addressed:

- **Promotion and increased adoption of assessment recommendations:** IACs are encouraged to develop means that will better promote the adoption of recommendations, such as utilizing students from other disciplines to provide marketing and business strategies to assessment recipients, or by devising other strategies that would better promote recommendation adoption;
- **Enhanced promotion and recruitment plans for customers:** This includes the promotion and marketing of the IAC program to potential customers (sites) in the area, especially IOF industries;
- **Increased geographic coverage:** To the extent that Centers are able to maximize assessment benefits and IOF assessments, it is understood that the distance parameters will be expanded from the present 150-mile range. However, geographic boundaries with neighboring Centers will be coordinated with the Technical Field Management organization and DOE. A goal of the program is to increase program coverage of the United States and to be able to provide coverage to areas of the US that currently would not be served by an existing IAC Center. It is recognized that to accommodate travel, assessments beyond the 150 mile range would exceed one day;
- **Flexibility in the number of assessments undertaken:** A minimum of 15 to a maximum of 35 assessment days may be conducted per year per center. Note that applicants must propose the number of assessment days they will complete, the total number of assessments that will be performed, and provide justification for their ability to complete the proposed number of assessment days/assessments;
- **Student activities and training:** This includes efforts to attract and retain the highest caliber student participants (training, professional development, etc.), as well as efforts to facilitate student certification and their future success in the industry;
- **Coordination and integration with others:** Coordination and integration with OIT's Industries of the Future and other programs (including increased utilization of OIT assessment tools and support of IOF showcases) is desired, as well as partnerships with State agencies, local utilities, manufacturing extension partnerships and other service providers.

2. Current and recent past state of program operations at applicant IAC

The following information should be provided for each year of the Center’s participation in the IAC program, **up to five years** (if a Center has more than five years of participation in the program, just report on the most recent five years):

- Number of assessments completed each year;
- Industries served;
- Value (energy and \$\$\$) of recommendations, both proposed and implemented;
- Student recruitment and training activities;
- Current utilization of OIT tools and coordination with other OIT programs; and
- Any other supporting activities that the applicant feels are relevant to this evaluation.

Section II: Annual Workplan (not counted towards the 10 page limit)

The purpose of Section II is for the applicant to succinctly summarize the cost information provided in Volume 3, Cost Proposal (GO-PF20 and DOE F 4600-4), and to outline a proposed schedule of expenditures and assessment activities. DOE strongly encourages applicants to plan their activities and expenditures evenly, over the course of the year, and to strive for an even distribution of assessments throughout the year as much as possible. Information for Section II should be provided in the format outlined below:

1. Summary and Schedule of Expenditures

Using the table below, summarize the general costs associated with the program and outline the proposed schedule of expenditures. NOTE: Program costs should be summarized under the following categories:

1. Assessment-related activities, including Assessment-related travel for necessary IAC personnel to conduct all proposed assessment days and all related, supporting assessment activities;
2. Equipment purchases and maintenance;
3. Other program-related travel consisting of a minimum of 2 Directors meetings, 2 student forums and 2 DOE/OIT national events for 1 Director and 1 student to attend each year;
4. Other Activities, including:
 - Promotion and recruitment activities to attract and retain customers;
 - Student activities;
 - Training activities;
 - General management, coordination, and support activities necessary to fully implement all IAC program activities and program objectives.

Schedule of Expenditures for Fiscal Year 2003

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	TOTAL
1.Assessment-related activities													
2.Equipment													
3.Other Travel													
4.Other Activities													

Summary of Program Costs

Please briefly and succinctly describe the specific activities included under each category listed above:

- 1. Assessment-related activities:**
- 2. Equipment purchases and maintenance:**

3. Other program-related travel:

4. Other Activities:

2. Proposed Assessment Schedule for Fiscal Year 2003

Please provide a preliminary proposed schedule of assessments for Fiscal Year 2003. Applicants are strongly encouraged to spread assessments evenly throughout the year, as much as possible. NOTE: This is a *proposed* schedule; DOE recognizes the potential for changes and adjustments as required.

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	TOTAL
Assessment Days Completed													
Total Assessments Completed													

Section III: Technical Capabilities (may include resumes, 1 page maximum per person)

1. Organizational structure including key personnel and their capabilities and project responsibilities

Under this section the applicant should include a staffing plan, key personnel qualifications (submit one-page resumes for key staff – the resumes will not count against the 10 page limit) and their responsibilities under the IAC Program.

2. Related Experience

The applicant shall describe their organization and the organization’s experience and qualifications, including applicable management experience and Industrial assessment experience in the areas of energy, waste and productivity management including extent of experience in technologies and practices to improve energy efficiency in the IOF industries. Experience should be listed that clearly supports the components of the Scope of Work

3. Facilities and available equipment

Applicant shall describe the facilities and equipment available to support the proposed activities.

ATTACHMENT 2 - IAC PROGRAM APPLICATION REQUIREMENTS CHECKLIST

The following Financial Assistance Application Requirements Checklist has been included to assist in submitting the solicitation requirements for evaluation.

Application Requirements Checklist

Failure to include or comply with all items on the checklist may result in the application being deemed non-responsive and not considered for award. Forms must be complete. Please fill in this form to ensure that all required documents are included.

General

- 1) _____ Attachment 2, "IAC Program Application Requirements Checklist"
- 2) _____ Application is within required page limitations

Volume 1, Offer and Other Documents

- 3) _____ The "Financial Assistance Pre-Award Information Sheet" (GO-PF19)
- 4) _____ The "U.S. DOE Assurance of Compliance" (DOE F 1600.5)
- 5) _____ The "Grantee Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" (FA-CERTS)
- 6) _____ The "Disclosure of Lobbying Activities" (SF-LLL) (Complete only if the second block in Section 1 of FA/CERTS is checked, otherwise, leave blank.)

Volume 2, Technical Proposal

- 7) _____ Cover Page
- 8) _____ Executive Summary
- 9) _____ Technical Proposal
 - Section I: Management Plan
 - Section II: Annual Work Plan
 - Section III: Technical Capabilities

Volume 3, Cost Proposal

- 10) _____ "Application for Federal Assistance" (SF 424)
- 11) _____ "Federal Assistance Budget Information (DOE F4600.4)
- 12) _____ "Budget Explanation" (GO-PF20)

Volume 4, Business Management Proposal

Not Required for this Solicitation.

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For GO Use Only

Application # _____

Screened by:

Name _____ Title _____ Date _____