

## **NASEO Summary of the Application Process**

### **Key Actions in Submitting Applications for Funding Under the Enhancing State Government Energy Assurance Capabilities and Planning for Smart Grid Resiliency Funding Opportunity Number: DE-FOA-0000091 Applications Due: 07/30/2009 at 3:00:00 PM Eastern Time**

Following are the key actions state energy offices must take in order to apply for funding under the Enhancing State Government Energy Assurance Capabilities and Planning for Smart Grid Resiliency opportunity. The first set of actions under item "1." below must be completed well in advance of the application due date and should be initiated immediately. If they are not completed, there is no mechanism to proceed with the application. Please review this section carefully.

#### **1. One time Advance Actions Required to Submit an Application**

- Obtain a DUNS number  
[http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/)
- Register with the Central Contractor Registration (CCR)  
<http://www.ccr.gov/>
- Register with FedConnect to submit grant application  
<https://www.fedconnect.net>

The U.S. Department of Energy estimates at least 10 days are needed to obtain registration in FedConnect. Applicants must be registered in order to submit an application, receive notification of amendments to the Funding Opportunity Announcement (FOA), and submit questions regarding the FOA. For a fedconnect tutorial, go to [www.fedconnect.net](http://www.fedconnect.net) and select "need help getting started." You do not have to be registered to download the tutorial.

Once registered, open the FOA and attachments (see Step #2), at the bottom of the page, right side, register all authorized members of your organization who will participate in responding to the FOA as response team members.

#### **2. Obtain A Copy Of The Funding Opportunity Announcement (FOA)**

- ✓ Go to [www.fedconnect.net](http://www.fedconnect.net)
- ✓ Click on "Search Public Opportunities."
- ✓ Under "Search Criteria", select "Reference Number", Insert DE-FOA-0000091 then click on "Search."
- ✓ Click on the hyperlinked title to open the FOA. Full announcement and all attachments are on right side of page.
- ✓ Bottom of page, right side, under "Response Team" click on "Join" and add the name(s) of authorized members of your organization who will participate in responding to the FOA.
- ✓ Must be registered as a "Response Team Member" to submit questions and submit the completed grant application package.

#### **3. Obtain Application Preparation Instructions and Required Forms**

- ✓ Go to [www.grants.gov](http://www.grants.gov)
- ✓ Click on “Apply for Grants”
- ✓ Under Step 1 -- Verify your version of Adobe is compatible with Grants.gov  
**(VERY IMPORTANT)**
- ✓ Select “Download Application Package”
- ✓ Enter CFDA # 81.122
- ✓ Download Preparation Instructions and Grant Application Package for DE-FOA-0000091.
- ✓ Save Grant Application Package.

Note: Downloading The Application Preparation Instructions And Required Forms Is The Only Action Taken Through Grants.Gov

#### **4. Complete the Grant Application Package**

A completed sample grant application packages is attached for your reference. Use this sample as a guide to completing your application.

To complete your application complete these steps:

- A. Open Grant Application Package and complete application name. The grant application can be saved at any time by clicking “Save” at the top of application form.
- B. Mandatory Documents – Complete all Mandatory Documents. Click on the arrow in the center to move the mandatory documents to the submission block. Highlight the document, click on “Open Form” at the bottom of the blue box.
  - Open the **Application for Federal Assistance (SF-424)** form
    - ✓ Complete this form first because completed information will transfer to other forms
    - ✓ Complete all yellow highlighted areas
    - ✓ Type of Submission is “Application”; Type of Application is “New”
    - ✓ Item #17, Proposed Project: Start Date and End Date – should be indicated as 3-year grant period (Example: Start: 8/03/2009 End: 8/02/2012)
    - ✓ Item #18, Estimated Funding, full grant amount goes in 18a, Federal; place zeroes in 18b, c, d, e, and f. (see Table 1 for state allocation)
    - ✓ Item #19, check c. Item #20, check No.
  - Open the **Project/Performance Site Location(s)** form
    - ✓ Enter primary location where work will be performed
    - ✓ Enter congressional district
    - ✓ Move down the page to insert additional project/performance locations
  - Open the **Other Attachments** form
    - ✓ Save completed *Project Narrative File* as Project.pdf (see instructions for this file on page 10)
    - ✓ Click on “Add Mandatory Other Attachment”
    - ✓ Upload the *Project Narrative File* (Project.pdf)

- ✓ Upload additional **Other Attachments** (Important: Click “Done” after adding each file)
- ✓ Save completed *Project Summary/Abstract File* as Summary.pdf (see instructions for this file on page 12)
- ✓ Click on “Add Mandatory Other Attachment”
- ✓ Upload the *Project Summary/Abstract File* (Summary.pdf)
  
- ✓ For *National Environmental Policy Act Certification* see <https://www.eere-pmc.energy.gov/NEPA.asp>
  
- ✓ Save completed ARRA 2009 Prevailing Wage Information in one document as ARRAWage.pdf (For guidance, see: <http://www.dol.gov/esa/whd/contracts/dbra.htm>)
- ✓ Click on “Add Optional Other Attachment”
- ✓ Upload “ARRAWage.pdf”
  
- ✓ Complete the *SF-LLL Disclosure of Lobbying Activities* (Only if Applicable).
- ✓ Click on the arrow in the center to move the optional document to the submission block. Highlight the document, click on “Open Form” at the bottom of the blue box.

#### **5. Upload grant application to FedConnect.gov**

- ✓ **APPLICATIONS MUST BE SUBMITTED THROUGH FEDCONNECT TO BE CONSIDERED FOR AWARD.**
- ✓ Submit electronic applications through the FedConnect portal at [www.fedconnect.net](http://www.fedconnect.net). Information regarding how to submit applications via Fed Connect can be found at: [https://www.fedconnect.net/FedConnect/PublicPages/FedConnect\\_Ready\\_Set\\_Go.pdf](https://www.fedconnect.net/FedConnect/PublicPages/FedConnect_Ready_Set_Go.pdf).
- ✓ It is the responsibility of the applicant, prior to the offer due date and time, to verify successful transmission.