

DOE-EM CCBGP FOA Q&A's #3

The Webinar was held as scheduled on April 15, 2024. Please use the below weblink to view a recording of the meeting.

https://www.emcbc.doe.gov/docs/video/DOE-FOA-0003131%20CCBGP%20Full%20Application%20Webinar-20240415_110125-Meeting%20Recording.mp4

Q1. Are resumes only for key/senior personnel, or are they required for all project team members?

A1. Yes, per the FOA, resumes are required for each key or senior personnel tied to the proposed project. However, there is no limitation on the number of resumes that can be submitted so feel free to include others that may support the project scope.

Q2. Should we upload letters of support in the other attachments section or are letters of support counted towards the overall grant application page limit?

A2. You should upload letters of support under the “other attachment.” They are not factored towards the application page limitation.

Q3. Do time commitments, technical qualifications, and resources section of the grant application need to be in a specific format, or is reporting as FTE fine?

A3. Yes, you can report them as FTE, but include what a full-time employee (hours) that your organization considers an FTE.

Q4. Does renovation count as construction?

A4. Yes, it does.

Q5. Where do I upload required forms that aren't listed in the grants.gov workspace package?

A5. Please upload any additional forms under “other attachments” form.

Q6. Can we use the grants.gov account with a sponsoring agency versus having to create one?

A6. Primarily, the recommendation is to submit based on who will be the prime grant recipient. If you are leading the effort but teaming with a non-profit, then submit as your organization. If the non-profit is leading, and your organization is teaming or considered the sub-award, then the non-profit should submit as prime through grants.gov.

Q7. Is there a specific citation style that should be used in the application?

A7. No, a formal citation style is not required.

Q8. Are we allowed to put a QR code in the application?

A8. No.

Q9. How should renovation and new building construction be included in the grant application?

A9. You can include both on the SF424C form. Other costs- personnel, supplies, indirect labor, etc. can be listed on the SF424A along with the final construction numbers. However, the budget narrative should be used to provide more detail of the renovation versus the new construction.

Q10. Should the grant application replicate exactly what was outlined in the concept paper?

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A10. Given the amount of time between the steps of this FOA, there is an understanding that groupings and collaborations may materialize; therefore, there is some flexibility for minor revisions. However, the project shall still align with the submitted concept paper.

Q11. How much detail is needed for the budget justification for general supplies that will be used to produce things, like outreach and education materials?

A11. The preference is to include supporting details and estimates, quotes, past purchases; anything to help provide some explanation of how you came up with the estimate in the budget narrative.

Q12. How would we handle research expenses that would be associated with a graduate student whose specific research material need might not yet be known?

A12. Try to base it on prior/similar experience with other graduate students: amount of labor hours, general supplies and materials previously used.

Q13. Should we list every individual person for staff, budget, or group by position and/or just add the total number of employees and budget under one line item?

A13. It would be reasonable to include it as part of the labor category. Include approximate hours for their percentage of effort and their salary amount.

DOE-EM CCBGP FOA Email Q&A's

Q1. I see where DOE EM priority #5 "meet 5% small business goal" has been partially completed. Would you explain what the 5% small business goal means please?

A1. The "5% small business goal" is an overarching DOE/EM goal of providing 5% of all contracts/grant/agreement awards to small businesses (rather than just large businesses). As we are three months into the CY2024 timeframe, the goal has been partially completed as awarded contracts/grants/agreements to date have been made to various small businesses. While partnering with small businesses (as sub awardees) under resulting CCBGP Grant awards would be helpful, it's not mandatory under this FOA.

Q2. I am wondering if there is an estimated funding **start** date we should use in developing our proposal?

A2. The tentative award date is planned for the end of Government Fiscal Year 2024 (September 30) or early Fiscal Year 2025. Unfortunately, due to a variety of factors, an exact start date is not available at this time.

Q3. Please provide more detail on the resume format you need for the full proposal package. Most of my proposal team has NSF style biosketch CV's already created, however, if all you want is the basic information described in the FOA then that is what we will adhere to for this proposal.

A3. The resumes can be more extensive as long as the information outlined in the FOA (page 22) is still included. Each resume will need to adhere to the two-page limitation as well.

Q4. In the Statement of Project Objectives section, would you prefer for the Technical Scope Summary, Task Description Summary, and Milestone Summary to be in paragraph format or in charts?

A4. The preference is for the Project Objectives to be in chart format, but it is not an expectation or mandatory condition.

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Q5. These three required submittal documents do not appear in the "package" section of the DE-FOA-0003131 area of Grants.gov:

- The SF424C (Budget Information for Construction Programs) form;
- The "Budget Narrative form; nor
- The "Budget Justification Worksheet" form

A5. The Budget Narrative and Budget Justification Workbook shall be created separately and uploaded as "Other Attachments Form" in Grants.gov. Specific instructions for the two forms are included on pages 18 and 23 of the FOA, with formatting requirements included on pages 14-15.

The SF-424C can be accessed at the weblink below and uploaded as "Other Attachments Form" on Grants.gov. Please note that the SF-424C shall only be completed if construction is being proposed. However, if your application also includes non-construction related costs (i.e. direct labor, materials, equipment, etc.), it is recommended that you complete both the SF424A and SF424C. Both forms were discussed in detail during the DOE-EM Webinar hosted on April 15, 2024. Please listen to the recording for further information.

SF-424C: https://apply07.grants.gov/apply/forms/sample/SF424C_2_0-V2.0.pdf

Form Instructions: https://apply07.grants.gov/apply/forms/instructions/SF424C_2_0-V2.0-Instructions.pdf

Q6. Is the SF424C-form uploadable --- that's listed in the generic "forms" section of Grants.Gov? I ask because Grants.gov has a warning that those particular forms are for example purposes only, and will not upload. Are there added instructions for this budget form?

In addition, could you provide guidance on the structure and *required content* of the other two documents, since they are not included in the FOA area?

A6. Although Grants.gov does include that warning, the SF-424C at the weblink in the answer above can be utilized/populated and then uploaded in Grants.gov as "Other Attachments Form". Please see the answer above for additional details on the Budget Narrative and Budget Justification Worksheet. Also, the Budget Justification Worksheet was discussed during the DOE-EM Webinar hosted on April 15, 2024. Please listen to the recording for further information.