



## Department of Energy

Golden Field Office  
15013 Denver West Parkway  
Golden, Colorado 80401

05/16/2014

Nick Hylla  
Midwest Renewable Energy Association  
7558 Deer Road  
Custer, WI 54423

SUBJECT: Funding Opportunity Announcement Number DE-FOA-0000788,  
Rooftop Solar Challenge II, Application Titled: The Midwest Solar Consortium: A  
Rooftop Solar Challenge II Regional Program: EERE Exchange Control Number 0788-  
1507: Pending Award Number DE-EE0006544

Dear Mr. Hylla,

The Department of Energy (DOE), Office of Energy Efficiency and Renewable Energy (EERE) has determined that additional DOE, EERE funding has become available in response to the subject Funding Opportunity Announcement (FOA), and I am pleased to inform you that your application has been selected for award negotiations.

You have a limited opportunity to negotiate a financial assistance agreement with EERE. Please note this selection for award negotiations does not constitute a commitment to issue an award.

Please submit the information and forms listed below to the Grants Management Specialist, Uriel Trujillo, at [uriel.trujillo@go.doe.gov](mailto:uriel.trujillo@go.doe.gov) by May 30, 2014. Failure to submit the requested information and forms by the stated due date, or any failure to conduct award negotiations in a timely and responsive manner, may cause EERE to cancel award negotiations and rescind this selection.

Please complete each of the following required forms, which are available on the Project Management Center (PMC) website at <https://www.eere-pmc.energy.gov/Forms.aspx>. All forms should include the award number in the header.

1. Pre-Award Information Sheet;
2. Revised Application for Federal Assistance, SF-424;
3. Copy of your approved Indirect Rate Agreement or a Rate Proposal, following the guidelines in the PMC 400.2 form;
4. Copy of the most recent A-133 audit (for non-profit, states, local governments, and educational institutions) or independent audit (applicable to for-profit entities);
5. Revised Commitment Letters from Third Parties Contributing to Cost Share, to show/clarify continued interest in participating as partners;
6. Revised Statement of Project Objectives (SOPO);
7. Environmental Questionnaire, EQ-1. (This form should be completed on line at <https://www.eere-pmc.energy.gov/nepa.asp>);
8. Revised Budget Justification form, EERE 159
9. For each sub-recipient/subcontractor who is expected to perform work estimated to be more than

\$250,000, or 25 percent of the total work effort, provide:

- i. Revised Budget Justification, EERE 159
- ii. Description of work.

For more information on the negotiation process and relevant regulations, please review the "Recipient's Guide to Negotiating with EERE," attached to this letter.

Please note, EERE's decision on whether and how to distribute Federal funds is subject to the National Environmental Policy Act (NEPA) and EERE must conduct a NEPA review for all proposed project activities prior to authorizing the use of Federal funds. Based on the information available, EERE has not issued a final NEPA determination for this project. You should carefully consider and should seek legal counsel or other expert advice before taking any action related to the proposed project that would have an adverse effect on the environment or limit the choice of reasonable alternatives prior to EERE completing the NEPA review process.

You may incur up to \$25,000 of pre-award costs without prior approval from the EERE Contracting Officer. You may not incur more than \$25,000 of pre-award costs without prior approval from the Contracting Officer. All pre-award costs are incurred at your risk (i.e., DOE is under no obligation to reimburse such costs if for any reason you do not receive an award or if the award is less than anticipated and inadequate to cover such costs). All costs must be incurred on or after 4/24/2014, the date of selection, and must be allowable, allocable, and reasonable in accordance with the applicable cost principles.

EERE does not guarantee or assume any obligation to reimburse costs where the costs were incurred prior to receiving written authorization from the Contracting Officer. If you elect to undertake activities that may have an adverse effect on the environment or limit the choice of reasonable alternatives prior to receiving such written authorization from the Contracting Officer, you are doing so at risk of not receiving Federal funding and such costs may not be recognized as allowable cost share. Nothing contained in the pre-award cost reimbursement regulations or any pre-award costs approval letter from the Contracting Officer override the NEPA requirements to obtain the written authorization from the Contracting Officer prior to taking any action that may have an adverse effect on the environment or limit the choice of reasonable alternatives.

If you are unable to provide the information by the date requested or have any questions concerning the requested information, please contact the Grants Management Specialist listed above.

On behalf of EERE, I would like to congratulate you on your selection for award negotiations. I look forward to working with you to successfully complete award negotiations.

Sincerely,



Diana Bobo  
Contracting Officer