



**Technical Assistance Workshop  
Montgomery, AL  
June 4-7, 2019**

# **Enhancing Institutional Competitiveness in the Acquisition Management Process**

---

**Trina Bilal  
Obiajulum Diei-Anene  
Melissa Pine**



# Topics of Discussion

---

- Proposal Preparation
- Financial Assistance/Contracts
- Tools to Enhance Competition
- Resources
- Types of FA Instruments
- Roles and Responsibilities
- Most Common Mistakes
- Links



# Proposal Preparation

---



Figure 1 - Elements of the Marketing Mix



# What is Financial Assistance ?

---

- Financial Assistance is the transfer of money or property to a recipient or subrecipient to accomplish a public purpose of support or stimulation authorized by Federal Statute through grants or cooperative agreements.
- Procurement Contracts- Used where the principle purpose of the instrument is to acquire property or services for the direct benefit or use of the U.S. Government



# Tools to Enhance Competition

---

- Registrations (SAM , Grants.gov)
- Constantly checking websites
- Capability Statement
- White Papers
- Build relationship with decision makers
- Vendor Outreach Meetings
- Attend Workshops and seminars



# Resources

---

Can be anywhere the government is posting notices or opportunities!

- FBO.gov
- Grants.gov
- FedConnect
- GSA eBuy
- Agency web site





# Types of FA Instruments

---

- Grants
- Cooperative Agreements



# Key Players and Roles in FA

---

- Head of Contracting Activity (HCA)
- Technical Project Officer (TPO)
- Contracting Officer
- Recipient





# Common Mistakes with budget submission

---

?

# Application for Federal Assistance (SF-424)



OMB Number: 4340-0004  
Expiration Date: 03-31-16

Application for Federal Assistance SF-424	
<b>1. Type of this form</b>	
<input type="checkbox"/> Reapplication	
<input type="checkbox"/> Application	
<input type="checkbox"/> Change/Corrected Application	
<b>2. Type of Applicant</b> * If for review, see back page grid in letter(s).	
<input type="checkbox"/> New	
<input type="checkbox"/> Continuation	
<input type="checkbox"/> Revision	
* OMB # (Priority):	
* App Issue Month:	
* App Issue Date:	
* Fed acf/ Fed ag/ Fed other:	
* Fed acf/ Fed ag/ Fed other:	
* State Use Only:	
* State Use Only:	
* State Use Only:	
<b>3. APPLICANT INFORMATION</b>	
* Legal Name:	
* Employer/Contractor/Agency Name (if BUREAU):	
* Organization (if LEAD):	
<b>4. Address</b>	
* Street:	
* Street 2:	
* City:	
* County/Parish:	
* State:	
* Province:	
* Country:	
* Zip/Postal Code:	
<b>5. Organizational Use</b>	
* Organization Name:	
* Division Name:	
<b>6. Name and contact information of person to be contacted regarding this application</b>	
* First Name:	
* Last Name:	
* Title:	
* Organization Address:	
* Telephone Number:	
* Fax Number:	
* Email:	



# SF-424A – Budget Information

Applicant Name: \_\_\_\_\_ Award Number: \_\_\_\_\_

## Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						\$0
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$0	\$0	\$0
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel					\$0	
b. Fringe Benefits					\$0	
c. Travel					\$0	
d. Equipment					\$0	
e. Supplies					\$0	
f. Contractual					\$0	
g. Construction					\$0	
h. Other					\$0	
i. Total Direct Charges (sum of 6a-6h)		\$0	\$0	\$0	\$0	
j. Indirect Charges					\$0	
k. Totals (sum of 6i-6j)		\$0	\$0	\$0	\$0	
7. Program Income					\$0	



# PMC123.1- Budget Justification

PMC123.1 - Budget Justification for SF 424A Budget

## Instructions and Summary

Award Number: \_\_\_\_\_  
 Award Recipient: \_\_\_\_\_

Date of Submission: \_\_\_\_\_  
 Form submitted by: \_\_\_\_\_  
 (May be award recipient or sub-recipient)

**Please read the instructions on each page before starting.  
 If you have any questions, please ask your DOE contact. It will save you time!**

On this form, provide detailed support for the estimated project costs identified on the SF-424A form (Budget). X

- The dollar amounts on this page must match the amounts on the associated SF-424A.
- The award recipient and each sub-recipient with estimated costs of \$100,000 or more must complete this form and a SF-424A form.
- The total budget presented on this form and on the SF424A must include both Federal (DOE), and Non-Federal (cost share) portions, thereby reflecting TOTAL PROJECT COSTS proposed.
- For costs in each Object Class Category on the SF-424A, complete the corresponding worksheet on this form (tab at the bottom of the page).
- All costs incurred by the preparer's sub-recipients, vendors, contractors, consultants and Federal Research and Development Centers (FFRDCs), should be entered only in section f. Contractual. All other sections are for the costs of the preparer only.

**SUMMARY OF BUDGET CATEGORY COSTS PROPOSED**  
 (Note: The values in this summary table are from entries made in each budget category sheet.)

CATEGORY	Budget Period 1 Costs	Budget Period 2 Costs	Budget Period 3 Costs	Total Costs	Project Costs %	Comments (Add comments as needed)
a. Personnel	\$0	\$0	\$0	\$0		
b. Fringe Benefits	\$0	\$0	\$0	\$0		
c. Travel	\$0	\$0	\$0	\$0		
d. Equipment	\$0	\$0	\$0	\$0		
e. Supplies	\$0	\$0	\$0	\$0		
f. Contractual						
Sub-recipient			\$0	\$0		
FFRDC	\$0	\$0	\$0	\$0		
Vendor	\$0	\$0	\$0	\$0		
Total Contractual	\$0	\$0	\$0	\$0		
g. Construction	\$0	\$0	\$0	\$0		
h. Other Direct Costs	\$0	\$0	\$0	\$0		
i. Indirect Charges	\$0	\$0	\$0	\$0		
<b>Total Project Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

Additional Explanations/Comments (as necessary) \_\_\_\_\_



# Online Resources

---

- **Funding and Financing Opportunities:**

- <https://www.energy.gov/energy-economy/funding-financing>

- **Financial Assistance laws and policies:**

- <https://energy.gov/management/office-management/operational-management/financial-assistance>

- <https://www.grants.gov/web/grants/learn-grants/grant-policies.html>

- **Reporting waste, fraud and abuse:**

- <https://energy.gov/ig/ig-hotline>

- <https://energy.gov/ig/complaint-form>

- **Fraud Awareness:**

- <https://www.grants.gov/web/grants/learn-grants/grant-fraud.html>



# Contact Information

---

- **Annie Whatley – Deputy Director – [Annie.Whatley@hq.doe.gov](mailto:Annie.Whatley@hq.doe.gov)**
- **Trina Bilal – Program Manager – [Trina.Bilal@hq.doe.gov](mailto:Trina.Bilal@hq.doe.gov)**
- **Obiajulum Diei-Anene – Contracting Officer – [Obiajulum.diei-anene@hq.doe.gov](mailto:Obiajulum.diei-anene@hq.doe.gov)**
- **Melissa Pine – Contracting Officer – [Melissa.Pine@hq.doe.gov](mailto:Melissa.Pine@hq.doe.gov)**