|  |
| --- |
|  |
|  |
| Clean Energy Fund 3 / Clean Energy Transformation 4Grid Modernization Program (GRID2021)Track 1 Application |
| Directions: 1. Please complete the application below. Cells will expand to accommodate longer responses.
	* Questions regarding the application process may be emailed to cef@commerce.wa.gov.
2. Save the document with this file name structure:
	* <Name of Submitting Entity>\_GRID2021 TRACK 1 APP
3. Complete all application attachments requirements listed in the Attachments list below, and save the documents using the naming conventions listed in that section.
4. Print Attachment 4, “Certifications and Assurances”, then read, sign, and scan, then save using the naming conventions listed in the Attachments list below.

Upon the completion of steps 1 – 4, email the application and all attachments to cef@commerce.wa.gov, using the subject line: “<Name of Submitting Entity> GRID2021 Track 1 Application”* + *The Application must be received by 5:00 PM (PST) on Tuesday, May 18, 2020. Successful Applicants are expected to be notified on June 30, 2021.*
 |
| Section 1: Application Summary (MANDATORY, SCORED) |
| 1.01 | Application Title: | Click or tap here to enter text. |
| 1.02 | Dollar Amount of Funding Requested (The maximum request must not exceed the maximum award amount specified for Track 1 projects in RFA SECTION 1.4 FUNDING to be considered responsive to this RFA.) | $Click or tap here to enter text. |
| 1.03 | Organization Name: | Click or tap here to enter text. |
| 1.04 | Legal status of the Applicant (sole proprietorship, partnership, corporation, etc.) | Click or tap here to enter text. |
| 1.05 | The year the entity was organized to do business as the entity now substantially exists | Click or tap here to enter text. |
| 1.06 | Organization Mailing Address: | Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text. |
| 1.07 | Email #1: | Click or tap here to enter text. | Email #2: | Click or tap here to enter text. |
| 1.08 | Phone #1: | Click or tap here to enter text. | Phone #2: | Click or tap here to enter text. |
| 1.09 | Organization Official’s Name:(Signatory to Certifications and Assurances) | Click or tap here to enter text. |
| Official’s Title: | Click or tap here to enter text. |
| 1.10 | Email: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| 1.11 | Additional Contacts (Please provide name, email, and phone) |  Click or tap here to enter text. |
| 1.12 | Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.) | Click or tap here to enter text. |
| 1.13 | The applicant is a utility serving retail electric customers in Washington State? (See RFA Section 1.3 MINIMUM QUALIFICATIONS) |
| [ ]  Yes |
| [ ]  No |
| 1.14 | Which category of technology does your project primarily address? Select all that apply. (See RFA Section 1.3 MINIMUM QUALIFICATIONS) |
| [ ]  Battery energy storage |
| [ ]  Demand management |
| [ ]  Distribution protection and automation for integration of renewable energy and/or distributed energy resources |
| [ ]  Microgrids using renewable energy or other renewable distributed energy resources |
| [ ]  Transactive controls |
| [ ]  Building thermal or district energy systems |
| [ ]  Reduce transmission or distribution congestion issues limiting renewable energy resources |
| [ ]  Other clean, distributed energy resources (must not be conventional and commercially available technology such as solar PV systems, smart meters, etc., unless there is an inherent innovative application) |
| 1.15 | Would capital assets to be deployed have a lifespan of greater than 13 years and be located in the State of Washington? (See RFA Section 1.3 MINIMUM QUALIFICATIONS) |
|  | [ ]  Yes |
|  | [ ]  No |
| 1.16 | At the conclusion of the project’s performance period, would the activities included under the Track 1 Minimum Scope of Work (listed below) be completed? (See RFA Section 1.3 MINIMUM QUALIFICATIONS)* Procure consulting and/or other services necessary to completing Track 1 activities
* Complete commercial and financial feasibility analysis.
* Form project team and preliminary contractual relationships between partners, as well as preliminary commercial terms of the project
* Assess site, including constraints and opportunities
* Assess legal and environmental suitability
* Complete preliminary (10%) system technical design (technology assessment and selection, configuration)
* Complete preliminary project management and operations plan, budget and schedule
 |
|  | [ ]  Yes |
|  | [ ]  No |
| 1.17 | Statewide Vendor Number (SWV) | Click or tap here to enter text. |
| Applicant Universal Business Identifier (UBI) | Click or tap here to enter text. |
| Applicant Tax Identification Number (TIN) | Click or tap here to enter text. |
| Section 2: Technical and Management Proposal  |
| 2.01 | Project Concept (MANDATORY, SCORED): Include a complete description of the Applicant’s core concept for the capital project for which predesign activities are being contemplated. This section should convey Applicant’s understanding of the high-level objectives and minimum qualifications of the RFA and how their project relates to these objectives. This response may:1. Choose to highlight how this project is innovative and why this innovation is important in the broader context of grid modernization in the state, including as a result of technology selection, project development, engagement, implementation, or operation.
2. Describe how the capital project would be designed to provide direct and/or indirect benefits to Federally Recognized Tribal Governments, Tribal Communities and/or Vulnerable Populations, in particular those in the community where the project is sited. Direct benefits may include but are not limited to: improved electric grid reliability in ways that primarily benefit Federally Recognized Tribal Governments, Tribal Communities and/or Vulnerable Populations; and improved resilience for critical loads and community resources in the face adverse events (for example, power outages, fires, earthquake, etc). Indirect benefits may include but are not limited to: job or training opportunities.
3. Discuss ways in which the project has, or will, meaningfully engage communities as part of project development. Meaningful engagement includes but is not limited to community input to inform project development (co-creation).  *Priority will be given to projects demonstrating meaningful co-creation of project design and outcomes.*
4. Briefly describe other high-level impacts/outcomes the Applicant proposes to achieve as a result of the capital project, including benefits to the host utility and to Washington communities.
 |
| Click or tap here to enter text.*(1250 word maximum)* |
| 2.02 | Project Methodology and Work Plan (MANDATORY, SCORED): Include all grant project requirements and the proposed tasks, services, activities, etc. necessary to complete the required Track 1 activities listed in RFA Section 1.2 OBJECTIVES AND SCOPE OF WORK, and any additional objectives of the scope of work that would be funded under this solicitation. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Applicant’s knowledge of the subjects and skills necessary to successfully complete the grant scope of work. Include any required involvement of COMMERCE staff or third parties. |
| Click or tap here to enter text.*(500 word maximum)* |
| 2.03 | Project Management (MANDATORY, SCORED): Provide a description of the proposed project team structure and internal controls to be used during the course of the project. If the project includes partnership with Federally Recognized Tribal Governments or Non-Profit Organizations serving Tribal Communities or Vulnerable Populations, please describe the structure of the partnership and relationship between project partners. As applicable, describe lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the Applicant’s organization or partner organizations. Include who within the firm will have prime responsibility and final authority for the work.  |
| Click or tap here to enter text.*(300 word maximum)* |
| 2.04 | Experience of the Applicant (MANDATORY, SCORED): Identify relevant experience that indicates the qualifications of the Applicant (including specific staff assigned to the project), and any subcontractors, for the performance of the potential contract. Indicate where supplemental expertise will be needed for the performance of the potential contract (such as from consultants, equipment vendors and contractors). |
| Click or tap here to enter text.*(300 word maximum)* |
| 2.05 | If the Applicant or any subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract. (MANDATORY) |
| Click or tap here to enter text. |
| 2.06 | If the Applicant’s staff or subcontractor’s staff, or a member of either’s governing board, was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date. If following a review of this information, it is determined by COMMERCE that a conflict of interest exists, the Applicant may be disqualified from further consideration for the award of a contract.(MANDATORY) |
| Click or tap here to enter text. |
| 2.07 | If the Applicant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Applicant’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. (MANDATORY) |
| Click or tap here to enter text. |
| 2.08 | Submit full details of the terms for default including the other party's name, address, and phone number. Present the Applicant’s position on the matter. COMMERCE will evaluate the facts and may, at its sole discretion, reject the application on the grounds of the past experience. If no such termination for default has been experienced by the Applicant in the past five years, so indicate. (MANDATORY) |
| Click or tap here to enter text. |
| Section 3: Cost Proposal (MANDATORY, SCORED) |
| 3.01 | Match: Identify the total eligible grant project costs to be funded by the Applicant. *(Note:* *In-kind or cash claimed as match for this program cannot be claimed as match for any other funding sources.)* |  $ |
| 3.02 | Indicate what proportion of this funding has already been secured and which is subject to pending applications. |  |
| 3.03 | **Identification of Costs:**  Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the grant project. Applicants are required to collect and pay Washington state sales and use taxes, as applicable.Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women’s Business Enterprises. |
| $  | Equipment  |
| $ | Salaries & Benefits |
| $ | Contractor/Consultant Services |
| $ | Indirect/Overhead  |
| $ | Other 1 If dollar amount entered is greater than zero, please list major costs:**Click or tap here to enter text.** |
| $ | Other 2 If dollar amount entered is greater than zero, please list major costs:**Click or tap here to enter text.** |
| $ | Total |
| 3.04 | Please provide a clear and concise budget narrative to identify what costs are planned to be funded through this grant.  |
| Click or tap here to enter text.***(200 word maximum)*** |

|  |
| --- |
| Attachments |
| # | **Description** | Attachment Naming Convention |
| 4 | CERTIFICATIONS AND ASSURANCES (MANDATORY) The Certifications and Assurances form (Exhibit A to the RFA) must be completed, signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. | 4\_<Name of Submitting Entity>\_GRID CERTIFICATIONS AND ASSURANCES |
| 5 | SITE INFORMATION DATA SHEET (MANDATORY, SCORED) The site information data sheet (template provided at the website listed in RFA SECTION 2.1 RFA COORDINATOR) must be completed for all project sites included in the application.1. Street Address of the capital project site.
2. Median Income: ACS 2018 5-year household median income levels for the city or town where the site is located
	* 1. Go to <https://data.census.gov/cedsci/>.
		2. Enter the name of your city or town and the word “income” in the search bar.
		3. Click on the first search result under the heading “Explore Data” near the top of the page.
		4. Near the top of the page, use the “Product:” dropdown menu to select the “2018: ACS 5-Year Estimates Subject Tables” data set.
		5. Scroll down to learn your municipality’s Estimate for Median Income (dollars) for Households.
		6. *Note: If an Applicant’s city- or town-level data is unavailable from the source provided above, an Applicant is permitted to substitute county-level ACS 5-Year Estimates instead. If city- or town-level data is available, the Applicant must use that data to determine eligibility for this reduced match option.*
3. Environmental Health Disparities: Environmental Health Disparities v1.1 rank for the census tract where the site is located
4. Based on the Washington Department of Health’s Washington Tracking Network tool
5. <https://fortress.wa.gov/doh/wtn/wtnibl/>
6. Click “Environmental Health Disparities V 1.1” on the left-hand column
7. Locate the exact location of the project’s site(s) and click that tract (optionally use the location tool to search for the site’s physical address)
8. The rank is shown in the left-hand column adjacent to “Environmental Health Disparities V 1.1”
9. Rural Status: Whether the proposed site is in an area identified as “non-entitlement” according to information provided by COMMERCE’s Community Development Block Grant program.
10. Based on <http://www.commerce.wa.gov/wp-content/uploads/2016/06/CDBG-2014-Map-of-Local-Governments-Served.pdf>
11. Note that some cities in Non-Entitlement Counties are identified as Entitlement Cities and will count as entitlement areas for the purposes of this program
 | **5\_<Name of Submitting Entity>\_GRID SITE INFORMATION** |
| 6 | DIVERSE BUSINESS INCLUSION PLAN (MANDATORY)The Diverse Business Inclusion Plan form (Exhibit B to the RFA) must be completed and submitted as a component of the application. See RFA SECTION 2.7 DIVERSE BUSINESS INCLUSION PLAN for more information. | 6\_<Name of Submitting Entity>\_GRID DIVERSE BUSINESS INCLUSION |
| 7 | WORKERS’ RIGHTS CERTIFICATION (MANDATORY, SCORED)The Workers’ Rights Certification form (Exhibit C to the RFA) must be completed, signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. | 7\_<Name of Submitting Entity>\_GRID WORKERS RIGHTS CERTIFICATION |
| 8 | PARTNER LETTERS OF SUPPORT (OPTIONAL, SCORED)The applicant may optionally submit letters of support from project partners demonstrating their support for and commitment to carrying out the project as written. Letters of Support may also describe the partner’s relationship to the Applicant, as well as any anticipated involvement of the partner in the project. Letters of support should be compiled into a single PDF.If the Applicant is not a Federally Recognized Tribal Government (nor a subdivision of a Federally Recognized Tribal Government) and the capital project would benefit community(ies) located in census tracts that are fully or partially on "Indian country" as defined in 18 U.S.C. Sec. 1151, the presence or absence of a Letter of Support from a Federally Recognized Tribal Government will contribute to a portion of the Applicant’s Equity & Community Benefits score in addition to other scoring impacts described in Section 4.2. | 8\_<Name of Submitting Entity>\_GRID PARTNER LETTERS OF SUPPORT |
| 9 | OMWBE Certification (OPTIONAL AND NOT SCORED)Include proof of certification issued by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) if certified minority-, women-, or veteran-owned firm(s) will be participating on this project. For more information please visit: <http://www.omwbe.wa.gov>. | 9\_<Name of Submitting Entity>\_GRID OMWBE |
|  |
| *End of Application* |
| *See following page for Application Process Survey* |

*Section 6: APPLICATION PROCESS SURVEY*

Survey Questions

*The following questions are intended to help us improve our application process. Please indicate your agreement/disagreement with the following statements.*

*Your responses will not impact the evaluation of your application in any way.*

1: Strongly Disagree

2: Disagree

3: Neither Agree nor Disagree

4: Agree

5: Strongly Agree

|  |
| --- |
| Name of Applicant:  |
|  |
| Application Survey Questions | Responses |
| 1. The guidelines provided enough information on the program.
 |  |
| 1. The Pre-Application Conference was helpful introducing the application process
 |  |
| 1. The Request For Applications (RFA) application instructions were clear.
 |  |
| 1. The RFA application process was easy to follow.
 |  |
| 1. I was able to receive the assistance I needed from Commerce to complete the application.
 |  |
| 1. Commerce staff was timely in responding to process related inquiries.
 |  |
| 1. I had adequate time to prepare the application prior to the deadline.
 |  |
| 1. Given program requirements, the application process was reasonable.
 |  |