Update: Additional clarification added to Step 5 marked in red text.

**PHASE ONE: Part A**

**Clean Energy Fund (CEF) 4 Transformation**

Research, Development, and Demonstration (RD&D) Program

**INSTRUCTIONS:**

Failure to comply with instructions as indicated may result in ineligibility to submit a PHASE TWO Application.

This Application is for **PHASE ONE: Part A**.

Phase One is comprised of two sections outlined in the table below. Please submit **PHASE ONE: Part A** with **PHASE ONE: Part B** and the other required attachments as indicated in Step 4 of the instructions in this Application form (pg. 2).

|  |  |  |
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| **Phase** | **Application Phase** | **Application Form** |
| Phase One | **Part A: Project Information** | **PHASE ONE\_A** |
| Part B: Concept Paper | PHASE ONE\_B |

**PHASE ONE: Part A** is the minimum qualifications screening, which is outlined in RFA SECTION 1.3 MINIMUM QUALIFICATIONS.For more information on the steps involved in the Two-Phase Application process, please refer to section RFA SECTION 3 APPLICATION PROCESS AND CONTENTS.

**Phase One Part A Application Document Guidelines:**

* The font must be Arial 11, and margins may not be smaller than one inch.
* This document must be saved in Microsoft Word format (not PDF).
* Do not alter or edit any text other than responses as directed.
* Page counts assume single-sided documents on standard, letter-size pages.
* Including the section labeled, “PHASE ONE: PART ONE A INSTRUCTIONS”, and “PHASE ONE: PART A PROJECT INFORMATION”, **PHASE ONE: Part A** cannot exceed **7 pages**.
* Do not include hyperlinks unless instructed to do so in the specific question.
* Zipped files cannot be received by COMMERCE and cannot be used for submission of the application. The Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Applicant to the offer.
* Do not include any confidential or proprietary information.
* Send questions regarding the application process to [CEF@COMMERCE.wa.gov](mailto:energy_policy@commerce.wa.gov).
* Any violations of these guidelines may result in disqualification, depending on the severity of the infraction, at COMMERCE’s discretion.

**Steps:**

1. Please complete the application below. Cells will expand to accommodate longer responses.
2. Save the document using this file naming convention:
   * <Name of Submitting Entity>\_RDD2021 PHASE ONE\_A
3. Complete all application attachments requirements listed in the Attachments list below (available on the program [**website**](https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/energy-rdd-clean-energy-fund/)and/or RFA Exhibits), and save the documents using the naming conventions listed below:

|  |  |  |
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| **Document** | **File Location** | **Naming Convention** |
| Screenshot Dept. Revenue and Secretary of State | <https://dor.wa.gov/>  <https://www.sos.wa.gov/>  *Use the links to search for your entity. Submit a PDF of a screenshot. Samples are provided on the program website and RFA Exhibit E.* | <Name of Submitting Entity>\_RDD2021\_DOR |
| Debarment Certification | [Website](https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/energy-rdd-clean-energy-fund/) | <Name of Submitting Entity>\_RDD2021\_Debarment |
| Certification of Official | [Website](https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/energy-rdd-clean-energy-fund/) | <Name of Submitting Entity>\_RDD2021\_Cert\_Official |
| Ethics in Public Service | [Website](https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/energy-rdd-clean-energy-fund/) | <Name of Submitting Entity>\_RDD2021\_Ethics |
| Certifications and Assurances | Exhibit A to the RFA | <Name of Submitting Entity>\_RDD2021\_Cert\_Assur |

1. Proposals must be written in English and submitted electronically to the RFA Coordinator in the order noted below:
2. **Application Phase One**
   1. **PHASE ONE: Part A**
   2. **PHASE ONE: Part B**
3. Biographical sketches
4. PDF Screenshot of Department of Revenue and Secretary of State Registration (Mandatory)
5. Debarment Certification (Mandatory)
6. Certification of Official (Mandatory)
7. Ethics in Public Service Compliance Form (Mandatory)
8. Certifications and Assurances (Mandatory)
9. Print Debarment Certification, Certification of Official, Ethics in Public Service Compliance Form, and Certifications and Assurances. Read, sign, and scan, then save all documents. ***The required attachments requiring a signature must be signed by someone who can legally bind the applicant to a contractual relationship.***
   * Upon the completion of steps 1 – 5, email the application and all attachments to [cef@commerce.wa.gov](mailto:cef@commerce.wa.gov). Use the subject line: “<Name of Submitting Entity> RDD 2021 Application PHASE ONE”. The maximum size of the **entire** **PHASE ONE** **application package** is 10 MB to ensure delivery.
   * *The Application must be received by 5:00 PM (PST) on* ***Friday, May 28, 2021****.* Applicants that do not pass the minimum thresholds outlined in the RFA will receive an email stating they are non-responsive. *Applicants that passed the minimum thresholds outlined in the RFA (PHASE ONE: Part A), will be notified of Encouraged versus Discouraged to submit Application Phase Two. Applicants who submit the application after the deadline will be disqualified.*

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| **PHASE ONE Part A: Project Information** | | |
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| Projects not meeting one or more of the minimum qualifications outlined in RFA SECTION 1.3 MINIMUM QUALIFICATIONS will be disqualified in the administrative review and will not be considered for PHASE ONE: Part B evaluation. | | |
| **Applicant Information (MANDATORY)** | | |
| 1. Organization Name: | | **Click or tap here to enter text.** |
| 1. Project Title: | | **Click or tap here to enter text.** |
| 1. Legal status of the Applicant (sole proprietorship, partnership, corporation, etc.) | | **Click or tap here to enter text.** |
| 1. The year the entity was organized to do business as the entity now substantially exists | | **Click or tap here to enter text.** |
| 1. Organization Mailing Address: | | **Click or tap here to enter text.** |
| 1. Organization Physical Address: | | **Click or tap here to enter text.** |
| 1. Organization Website: | | **Click or tap here to enter text.** |
| 1. Organization Official’s Name   (Signatory to Certifications and Assurances) | | **Click or tap here to enter text.** |
| 1. Official’s Title | | **Click or tap here to enter text.** |
| 1. Email: | | **Click or tap here to enter text.** |
| 1. Phone | | **Click or tap here to enter text.** |
| 1. Additional Contacts (Please provide name, email, telephone number) | | **Click or tap here to enter text.** |
| 1. 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.** |
| **Minimum Qualifications & General Project Information (MANDATORY)** | | |
| 1. | 1a. Address of the project site: | **Click or tap here to enter text.** |
| 1b. Legislative District for this project | **Click or tap here to enter text.** |
| 2. | The RDD funding requested will be used to develop or acquire a capital asset with a 13+ year lifespan to be located in the State of Washington. (See RFA SECTION 1.3 MINIMUM QUALIFICATIONS) | Yes  No  Explanation **Click or tap here to enter text.** |
| 3. | Confirm the following completed required documents are attached to the application submission email. | |
| 3a. Screenshot of DOR and SOS status or equivalent illustrating eligibility to do business in WA (See RFA SECTION 1.3 MINIMUM QUALIFICATIONS) |  |
| Date DOR Registration obtained (See RFA SECTION 1.3 MINIMUM QUALIFICATIONS) | **Click or tap here to enter text.** |
| 3b. Debarment Certification |  |
| 3c. Ethics in Public Service Compliance Form |  |
| 3d. Certification of Organization Official |  |
| 3e. Certifications and Assurances |  |
| 4. | 4a. Tax Identification Number (TIN) | **Click or tap here to enter text.** |
| 4b. Universal Business Identifier (UBI) | **Click or tap here to enter text.** |
| **Funding and Match (MANDATORY)** | | |
| 5. | Funding group (check). *Please refer to table at the bottom of the application.* | |
| **Group 1** | Non-profit |
| Local Government |
| Federally Recognized Tribal Government |
| Organization serving American Indian and Alaska Native (AIAN) primary service populations |
| Non-R1 research institution |
| Other |
| **Group 2** | Private company |
| National lab |
| Established research institution |
| Other |
| Explanation of selected option: | **Click or tap here to enter text.** |
| Total Project Cost ($) | **Click or tap here to enter text.** |
| Requested Grant amount  from the RD&D Program ($) (The maximum request must not exceed the maximum award amount specified in the table below and in the RFA SECTION 1.4 FUNDING) | **Click or tap here to enter text.** |
| **Specific Project Information (MANDATORY)** | | |
|  | Refer to the table in RFA SECTION 1.2 OBJECTIVES AND SCOPE OF WORK. Select one primary technology and one secondary technology. | |
| 6a. Primary technology | **Click or tap here to enter text.** |
| 6b. Secondary technology | **Click or tap here to enter text.** |
| 6c. Explain how the proposed project aligns with the selected clean energy technology | **Click or tap here to enter text.** |
| 6d. If you apply to fund a technology or research that is not included, please be prepared to provide an explanation for how it supports state clean energy policy. | **Click or tap here to enter text.** |
| 7. | 7a. The proposed project is primarily (select the ONE that best fits) | Research |
| Development |
| Demonstration |
| 7b. Explain how the project best aligns with the selected category | **Click or tap here to enter text.** |
| 8. | A Life-Cycle Cost Analysis (LCCA) Briefly describe the process that your organization will use to ensure the most cost-effective use of grant funds in the development of the capital asset. (See RFA SECTION 1.3 ADDITIONAL AND SECONDARY CRITERIA) | **Click or tap here to enter text.** |
| 9. | Can your organization demonstrate partnership through continuous and intensive engagement with the research community through relevant, development and/or demonstration projects or for other entities, connection with larger research institutions? *Federally Recognized Tribal Governments and all organizations serving American Indian and Alaska Native (AIAN) primary service populations, including Tribal Colleges, Tribal utilities and others are exempt from this requirement.* (See RFA SECTION 1.3 MINIMUM QUALIFICATIONS) | **Click or tap here to enter text.** |
| 10. | 10a. Does your organization have any employees or governing board members that are currently employed by or have been employed by the State of Washington within the past 24 months?  If “Yes”, provide name, title/position held, agency name, and separation date.  If “No”, enter “NA”.  (Keep the response under 75 words) | **Click or tap here to enter text.** |
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| *End of Part One A* | | |
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| **Available Funding Table (RFA SECTION 1.4 FUNDING)** | | | | | |
| **Group** | **Eligible applicant** | **Budget** | **Minimum Award** | **Maximum Award** | **Match** |
| 1 | Non-profits; Local Governments; Non-R1 research institutions; Federally Recognized Tribal Governments, and all organizations serving American Indian and Alaska Native (AIAN) primary service populations, including Tribal Colleges, Tribal utilities and others.  *National labs are not eligible for the carve-out or reduced match.* | $ 1,000,000 | $150,000 | $1,000,000 | 1:5 |
| 2 | All other applicants including but not limited to national labs, established research institutions and private companies. | $ 6,802,744 | $150,000 | $1,500,000 | 1:1 |
|  |  | **$ 7,802,744** |  | | |