Updates marked in red

**PHASE ONE: Part B**

**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. Complete this document in full. If the question is not applicable, insert “NA”. Any missing or “In-Process” documents may result in the application being disqualified.

This Application form is for **PHASE ONE: Part B**.

Phase One is comprised of two sections outlined in the table below. Please submit **PHASE ONE: Part B** with **PHASE ONE: Part A** 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** |

The intent of the **PHASE ONE: Part B Concept Paper** is to provide succinct project snapshot that will communicate essential components of your project to the evaluation team. The **PHASE TWO** Application will provide applicants with the opportunity to expand on project details. 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 One B** **Application Document Guidelines:**

* Refer to RFA section 1.7 DEFINITIONS for clarification on terminology.
* Including the instructions section labeled, “PHASE ONE: PART B INSTRUCTIONS,” and “PHASE ONE: PART B CONCEPT PAPER,” the entire document cannot exceed **10 pages**. Biographical sketches of one page each will not count towards the total page limit.
* Page counts assume single sided documents on standard, letter size pages.
* There is no word count per question.
* Do not alter margins, font sizes, or remove any original instruction or text to shorten the document.
* The font must be Arial 11, and margins may not be smaller than one inch.
* This document may be saved as Microsoft Word format or PDF.
* Do not include hyperlinks unless instructed to do so in the specific question.
* Responses may include embedded visual images or graphs.
* Zipped files cannot be received by COMMERCE and cannot be used for submission of 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. All information provided is subject to public disclosure.
* Send questions regarding the application process to [CEF@COMMERCE.wa.gov](mailto:energy_policy@commerce.wa.gov).
* Any violations to these guidelines may result in disqualification, depending on the severity of the infraction, at COMMERCE’s discretion.

**Steps:**

1. Please complete the application below.
2. Save this document using this file naming convention:
   * <Name of Submitting Entity>\_RDD2021 PHASE ONE\_B
3. Complete all application attachment 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:

|  |  |  |
| --- | --- | --- |
| **Document** | **File Location** | **Naming Convention** |
| ~~Screenshot Dept. Revenue and Secretary of State~~ | [~~https://dor.wa.gov/~~](https://dor.wa.gov/)  [~~https://www.sos.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,* ***July 30, 2021******~~May 28, 2021~~****. 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 B Concept Paper** | | | |
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| Items marked “Mandatory” must be included as part of the application for it to be considered responsive. Applications with incomplete answers to MANDATORY sections may be disqualified. | | | |
| **CONTACT INFORMATION (MANDATORY)** | | | |
| **Submitted by: (Primary)** | Click or tap here to enter text. | | |
| **Title/Position:** | Click or tap here to enter text. | | |
| **Supporting Applicant(s): (As Applicable)** | Click or tap here to enter text. | | |
| **Title(s) / Position(s):** | Click or tap here to enter text. | | |
| **Department:** | Click or tap here to enter text. | | |
| **Agency / Company / Institution Name:** | Click or tap here to enter text. | | |
| **Agency / Company / Institution Address:** | Click or tap here to enter text. | | |
| **Project Address: (If Different)** | Click or tap here to enter text. | | |
| **Previous Awardee:** | The submitting organization  **HAS  HAS NOT** previously received COMMERCE CEF RD&D funding. | | |
| **Funding group (check).** *Please refer to RFA SECTION 1.4 FUNDING.* | | | |
| **Group 1** |  | | |
| **Group 2** |  | | |
| 1. **PROJECT TITLE** *(15 words or less)* **(MANDATORY)** | | | |
| **Project Title:** | Click or tap here to enter text. | | |
| 1. **OBJECTIVES AND APPROACH (MANDATORY)**   Project Summary   * Overview of proposed project: Describe objectives and approach. * Problem statement and need: What is the problem/need that this project addresses? If the project is a new technology, describe what the technology is and how it meets the goals of this program. If the project expands on an existing clean energy technology, such as a novel configuration or process improvement, please describe how those changes meet the goals of this program. Describe scientific support for this technology, including recent publications and other relevant research, trials or pilots. Refer to section RFA SECTION 1.2 OBJECTIVES AND SCOPE OF WORK for guidance on what is in scope. | | | |
| Insert Answer | | | |
| 1. **TEAM (MANDATORY)**   a) List principle investigator, key team members, organization, and role.[[1]](#footnote-1) Explain resources including equipment and facilities that will be used to accomplish project. Describe your team’s track record and mission and demonstrate how you/your organization are suited to accomplish your proposed work.  b) Explain how your work includes engagement with the research community through relevant research, development, and/or demonstration projects or for smaller entities, connection with larger research institutions. (Federally Recognized Tribal Governments and organizations serving American Indian and Alaska Native (AIAN) primary service populations including (“Tribes”) are exempt from part 3b). | | | |
| Insert Answer | | | |
| 1. **ESTIMATED SCHEDULE (MANDATORY)**   Show a high level Gantt chart with milestones, tasks and phases. Your milestones and timeframe should be reasonable and feasible to carry out the project. | | | |
| Insert Answer | | | |
| 1. **ESTIMATED BUDGET (MANDATORY)**   Show a high level budget in tabular form for the entire timeline of the proposed project.  Indicate which line items are designated as grant funding and which will be funded with non-state funding (matching funds). Note your match ratio and whether you have secured match. Your budget should be clear and reasonable given your project objectives. You may expand the table by adding additional cells. | | | |
| **Activity** | **RDD Funds** | **Matching Funds** | **Source of Matching Funds** |
|  |  |  |  |
|  |  |  |  |
| 1. **EQUITY BENEFITS, TRL** **AND BROADER IMPACTS**   **Sections a) and b) (MANDATORY)**   1. Describe how your project would benefit Washington State and/or Tribes. Examples may include but are not limited to fostering economic development, contributing to community climate resilience, social equity, carbon reduction or any other strategy supported by the [2021 State Energy Strategy](https://www.commerce.wa.gov/growing-the-economy/energy/2021-state-energy-strategy/). 2. Grants under this program aim to support technologies between the pilot or prototype stage and commercialization and are not meant to support commercialized technologies. Describe how the project is between pilot/prototype development and commercialization (4-7 on the TRL Scale), including the current status of the project. Please describe how your project would achieve a path to commercialization. If you are not on the TRL Scale from 4-7, please explain why you should be considered for funding. Refer to TECHNOLOGY READINESS LEVEL in Exhibit D of RFA for the TRL scale.   **Sections c) and d) (OPTIONAL)**  ***Sections c) and d) may not apply to all projects but will be considered as part of the encourage vs discourage evaluation. ~~and will be evaluated as optional bonus questions.~~ Please refer to Section 1.7 “Definitions” in the RFA for definitions of the terms below***   1. Describe how your project would benefit Vulnerable Populations or Tribes (Prioritized benefits include: reduce energy burden and/or emissions, increase access to clean energy and/or resilience or increase Tribal energy sovereignty). 2. List and describe any partnerships with Federally Recognized Tribal Governments, organizations serving American Indian and Alaska Native (AIAN) primary service populations, or non-profits serving Vulnerable Populations. Describe your approach to outreach to establish partnership(s). | | | |
| Insert Answer | | | |
| 1. **IMAGE (OPTIONAL)**   Illustrate concept with a graphic or illustration | | | |
| Insert Image | | | |
|  | | | |
| *End PHASE ONE: Part B* | | | |
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1. Attach biographical sketches for each key principal investigator and key team member to the application. Each biographical sketch should be no more than one page. [↑](#footnote-ref-1)