PHASE TWO: Part A

Clean Energy Fund (CEF) 4 Transformation

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

Updates in red

*This application is only for applicants who passed the administrative review (Phase One: Part A).*

**INSTRUCTIONS:**

Guidance is provided in the Request for Application (RFA). 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. Refer to Section 1.7 DEFINITIONS in the RFA for clarification on terms used. *All information provided is subject to public disclosure.* ***Only include proprietary information if necessary*.**

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

PHASE TWO is comprised of three sections outlined in the table below. Please submit PHASE TWO Part: A with PHASE TWO: Part B, PHASE TWO: Part C, and the other attachments as indicated in Step 4 of the instructions in this Application form (pg. 2).

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Application Phase | Application Document | RFA Reference |
| Phase Two | Part A: Broader Impacts and Equity | PHASE TWO\_A | Section 3.3 |
| Part B: Intellectual Merit, Technical Proposal and Cost Proposal | PHASE TWO\_B |
| Part C: Management Proposal and Match | PHASE TWO\_C |

For more information on the steps involved in the Two-Phase Application process, please refer to section RFA SECTION 3 APPLICATION PROCESS AND CONTENTS.

*Incomplete applications may be disqualified.*

**PHASE TWO: Part A Application Document Guidelines:**

* PHASE TWO Applications must not be sent before PHASE TWO Opens on the date specified in RFA SECTION 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES.
* The font must be Arial 11, and margins may not be smaller than one inch.
* Do not alter or edit any text other than responses as directed.
* **PHASE TWO: Part A**, including the “PHASE TWO: PART A INSTRUCTIONS” section, should be no more than **10 pages**.
* Do not use hyperlinks unless the question specifically requests them.
* Responses may include embedded visual images or graphs.
* Neither Commerce nor the reviewers are under any obligation to review non-requested information.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the Evaluation Team but should assist the Applicant in preparing a thorough response.

Items marked “Mandatory” must be included as part of the application for it to be considered responsive, however, these items are not necessarily scored. Items marked “Scored” are those that have a point system as part of the evaluation conducted by the evaluation team.

* Send questions regarding the application process to [CEF@COMMERCE.wa.gov](mailto:CEF@COMMERCE.wa.gov).
* Any violations to these guidelines may result in point deductions and/or disqualification, depending on the severity of the infraction, at COMMERCE’s discretion.
* COMMERCE will determine all final funding award decisions.

Steps:

1. Please complete the application below. Cells will expand to accommodate longer responses.
2. Save the document with this file name structure in WORD or PDF format:
   * <Name of Organization>\_CEF4\_RD&D PHASE TWO\_A
3. Complete all application attachment requirements, and save the documents using the naming conventions listed in the table. With the exception of the Partnership letter, these documents are available on the program [website](https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/energy-rdd-clean-energy-fund/) and/or the RFA.

|  |  |  |
| --- | --- | --- |
| Document | Location | Naming Convention |
| Diverse Business Inclusion | Exhibit B to RFA | <Name of Submitting Entity>\_RDD2021\_Diverse\_Bus |
| Workers’ Rights Cert. | Exhibit C to RFA | <Name of Submitting Entity>\_RDD2021\_Workers\_Rights |
| Matching Funds | [Exhibit](https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/energy-rdd-clean-energy-fund/) E to RFA | <Name of Submitting Entity>\_RDD2021\_Match |
| Risk Assessment | Exhibit F to RFA | <Name of Submitting Entity>\_RDD2021\_Risk |
| Partnership letter(s) | No template | <Name of Submitting Entity>\_RDD2021\_Partnership |

1. Proposals must be written in English and submitted electronically to the RFA Coordinator in the order noted below:
   1. Application Phase Two:
      * PHASE TWO\_A
      * PHASE TWO\_B
      * PHASE TWO\_C
   2. Diverse Business Inclusion Plan (Mandatory) ~~(Optional)~~
   3. Workers’ Rights Certification (Mandatory, Scored)
   4. Risk Assessment Form (Optional)
   5. Matching Funds Documentation for SECURED Matching Funds Only (Optional, Scored)
   6. Partnership letter(s) (Optional, Scored)
2. After saving the document(s), email: [CEF@commerce.wa.gov](mailto:CEF@commerce.wa.gov). Use the Subject line: < Name of Organization >\_CEF4\_RD&D PHASE TWO-APP PKG. The maximum size of the **entire PHASE TWO application package is 10 MB** to ensure delivery.
   * *The Application Package must be received by 5:00 PM (PT) on Thursday, October 28, 2021 ~~August 20, 2021~~.*  Applicants who submit the application after the deadline will be disqualified.

*Commerce reserves the right to adjust timelines to ensure an equitable application review process. Commerce is under no obligation to pay for any costs associated with the preparation or submission of applications.*

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| *Project Information:* | | |
|  | | |
| Applicant Information (MANDATORY) | | |
| 1. Organization Name: |  | |
| 1. Project Title: |  | |
| 1. Total Project Cost: |  | |
| 1. Dollar Amount of Funding Requested from this Program: | |  |

|  |  |
| --- | --- |
| Funding group (check) | |
| **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 |

|  |  |  |  |
| --- | --- | --- | --- |
| The proposed project is primarily (select ONE that best fits) | | | |
| Research | Development | | Demonstration |
| Explain how the project best aligns with the selected category | |  | |

|  |  |
| --- | --- |
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| *Phase Two Part A: Broader Impacts and Equity* | |
|  | |
| 1. | Partnerships (OPTIONAL, SCORED)  Describe how your project establishes a partnership or ensures a formal advisory role for Vulnerable Populations, Federally Recognized Tribal Governments, or organizations serving American Indian and Alaska Native (AIAN) primary service populations, including Tribal Colleges, Tribal utilities and others (“Tribes”).  Describe your outreach strategy with the community, for example through community-based organizations, non-profits serving the community or other organizations. You may also include how you have previously engaged community members.  Your description should also include how you solicited and incorporated feedback from community members, evidence of co-creation and other steps to ensure a formal advisory role. Be specific about how many meetings or calls for participation you conducted and over what time period. Describe what steps you took to increase accessibility and reduce barriers to participation: for example, by providing translation options for non-English speakers or access to childcare.  Describe the nature of your partnership. Mention partnership(s) letters you plan to attach to the application. The letter(s) should describe the partner’s role in the project and demonstrate support for the project. |
| Click or tap here to enter text. |
| **2.** | Energy Burden Reduction (OPTIONAL, SCORED)  Describe how your project will reduce energy burden for Vulnerable Populations or Tribes. Examples for a narrative on energy burden reduction may include how your technology, once commercialized, may increase efficiency, reduce energy and result in bill savings for Vulnerable Populations or Tribes. If possible, quantify the reductions and include your calculations and any assumptions and sources. Energy burden is defined as: Average Annual Utility bills ÷ Annual Household Income x 100 and should be reported in percent (%). |
| **Click or tap here to enter text.** |
| 3. | Economic Benefits (OPTIONAL, SCORED)  Describe how your project will foster economic development for Vulnerable Populations or Tribes. Please include the number of indirect or direct jobs, internships or apprenticeship opportunities. If you list job creation, be specific about the type of opportunity and describe the duration of the opportunity as well as wages and/or benefits. |
| Click or tap here to enter text. |
| 4. | Emissions Reduction (OPTIONAL, SCORED)  Describe how your project will reduce emissions for Vulnerable Populations or Tribes. If you describe how your project will reduce emissions, please attempt to quantify the emissions reductions and include your assumptions, calculations and/or source. |
| Click or tap here to enter text. |
| 5. | Clean Energy Access (OPTIONAL, SCORED)  Describe how your project will increase access to clean energy for Vulnerable Populations or Tribes. If your proposal is a research or development project, describe how the project will accomplish this goal once the technology is commercialized. If you are a demonstration project, use the [Washington Environmental Health Disparities Map](https://www.doh.wa.gov/DataandStatisticalReports/WashingtonTrackingNetworkWTN/InformationbyLocation/WashingtonEnvironmentalHealthDisparitiesMap) to identify where your project will be located and how it will benefit surrounding communities. For instructions on how to use the map please refer to [Clean Energy Transformation Act Utility Instructions :: Washington State Department of Health](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.doh.wa.gov%2FDataandStatisticalReports%2FWashingtonTrackingNetworkWTN%2FClimateProjections%2FCleanEnergyTransformationAct%2FCETAUtilityInstructions&data=04%7C01%7Csarah.vorpahl%40commerce.wa.gov%7Cfa15b314f93b4cd132f308d8fabc99f6%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C637535035223613491%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CeRJOjsgqwwnKu5HCwInckuglCGdlspRPg4fFevJUxk%3D&reserved=0).  For all applicants, include specific use cases of how the technology will benefit Vulnerable Populations and/or Tribes. |
| Click or tap here to enter text. |
| 6. | Tribal Energy Sovereignty (OPTIONAL, SCORED)  Describe how your project will increase Tribal energy sovereignty. Be specific about how the project will increase resilient, renewable energy generation and otherwise provide benefits to Tribes. If possible provide a value of increased renewable energy in kilowatt-hours (kWh). |
| Click or tap here to enter text. |
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| *End of PHASE TWO: Part A* | |
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