PHASE TWO: Part C

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. Complete this document in full. If 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 C.**

PHASE TWO is comprised of three sections outlined in the table below. Please submit PHASE TWO: Part C with PHASE TWO: Part B, PHASE TWO: Part A, and the other required 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 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.
* Margins may not be smaller than one inch, and the font must be Arial 11.
* Do not alter or edit any text other than responses as directed.
* **PHASE TWO: Part C**, including the “PHASE TWO: Part C INSTRUCTIONS” page, should be no more than **10 pages**. *Resumes and Biographical sketches do not count towards the page limit.* *The survey at the end of this document does not count towards the page limit.*
* 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-APP\_C
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.

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| 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:* | | |
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| 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 govt. |
| 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 |

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| The proposed project is primarily (select the ONE that best fits) | | |
| Research | Development | Demonstration |

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| Part Two C: Management Proposal and Match | |
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| 1. | Organization (MANDATORY, SCORED)  Briefly describe your organization’s history, mission, goals, successes and areas of growth. Please describe the research facility and instrumentation your organization currently has available for your research. If applicable and you are partnering with a research organization, please describe the research facility has available to carry out your project. |
| Click or tap here to enter text. |
| 2a. | Team and Project Management (MANDATORY, SCORED)   * Describe the experience, including previous research experience, patents, competence and track record of the project team. Illustrate how the team is capable of carrying out this work based on past successes and/or collaboration with other researchers or research institutions. Identify the roles, responsibilities and research. * Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Identify staff, including subcontractors, and partners, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel and include the amount of time each will be assigned to the project. * Provide resumes or biographical sketches for the named staff, which include information on the individual’s particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Applicant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the AGENCY. * If you are partnering with an organization, please describe the structure of the partnership. Describe who will have prime responsibility and final authority for the work.   Include a list of contracts the Applicant has had during the last five years that relate to the Applicant’s ability to perform the services needed under this RFA. List contract reference numbers, contract period of performance, contact persons, telephone numbers and fax numbers/e-mail addresses. |
| Click or tap here to enter text. |
| 2b. | Related Information (MANDATORY)   1. 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. 2. If the Applicant’s staff or subcontractor’s staff 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. 3. 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.   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. |
|  | Click or tap here to enter text. |
| 2c. | Reference(s) (MANDATORY)  List names, addresses, telephone numbers and fax numbers/e-mail addresses of three (3) business references for the Applicant and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current COMMERCE staff as references. By submitting a proposal in response to this RFA, the vendor and team members grant permission to COMMERCE to contact these references and others, who from COMMERCE’S perspective, may have pertinent information. COMMERCE may or may not, at COMMERCE’S discretion, contact references. COMMERCE may evaluate references at COMMERCE’S discretion. |
| Click or tap here to enter text. |
| 2d. | 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 in this project. For more information please visit: <http://www.omwbe.wa.gov>. |
| 3a. | Match (MANDATORY FOR GROUPS 1 AND 2) (SCORED FOR GROUP 2)  Refer to RFA SECTION 1.4 FUNDING for information on funding and match requirements.   * Describe the sources of the minimum required match for your respective group (Group 1 or Group 2). If the proposed funding is from a non-state funding opportunity announcement (FOA), provide the URL where the funding opportunity is located. Match must also be designated in the budget section (Question 10) of PHASE TWO: Part B for this project. * What will be the match ratio for the project? * Indicate which match has already been secured and which match is pending. Mention whether you have attached documentation of secured matching funds (Exhibit F of the RFA) with your application.   *Match funds cannot displace prior or existing match commitments. If the project is awarded, proof of match commitment will be required before contracting.* |
| Click or tap here to enter text. |
| 3b. | Not counting match funds, what additional non-state funding sources have been identified as enabling or expanding new non-state funding for the project? For example, investors, loans, private funds, etc. If none, enter “NA”. |
| Click or tap here to enter text. |
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| *End Phase Two: Part C* | |
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## 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

|  |  |
| --- | --- |
| Organization/Company Name of Applicant: Click or tap here to enter text. | |
|  | |
| Application Survey Questions | Responses |
| 1. The Request for Application instructions provided enough information on the program. | Click or tap here to enter text. |
| 1. The Bidders Conference was helpful introducing the application process | Click or tap here to enter text. |
| 1. The Program application instructions were clear. | Click or tap here to enter text. |
| 1. The application process was easy to follow. | Click or tap here to enter text. |
| 1. I was able to receive the assistance I needed from Commerce to complete the application. | Click or tap here to enter text. |
| 1. Commerce staff was timely in responding to process related inquiries. | Click or tap here to enter text. |
| 1. I had adequate time to prepare the application prior to the deadline. | Click or tap here to enter text. |
| 1. Given program requirements, the application process was reasonable. | Click or tap here to enter text. |
| Please enter general comments and/or suggestions for improvement in the box below | |
| Click or tap here to enter text. | |

*End of CEF 4 RDD Two-Part Application*