PHASE TWO: Part B

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 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 B.**

PHASE TWO is comprised of three sections outlined in the table below. Please submit PHASE TWO: Part B with PHASE TWO: Part A, 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 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 B**, including the “PHASE TWO: Part B INSTRUCTIONS” section, should be no more than **20 pages**.
* The applicant must not include 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.
* 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\_B
3. Complete all application attachments 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. 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 (PST) 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. Submitted by:
 |  |
| 1. Title/Position:
 |  |
| 1. Organization Name:
 |  |
| 1. Project Title:
 |  |
| 1. Total Project Cost:
 |  |
| 1. Dollar Amount of Funding Requested from this Program:
 |  |

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| --- |
| 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 ONE that best fits) |
| Research [ ]  | Development [ ]  | Demonstration [ ]  |

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| PHASE TWO: Part BIntellectual Merit, Technical Proposal and Cost Proposal  |
|  |
| 1. | Project Summary/Abstract (MANDATORY, SCORED)Provide an abstract that expands on the research you propose. Identify the new or expanded clean energy technology and explain why this project is new or novel from the current state of the technology. Describe the impact this project will have to advance knowledge in the field, the current state of the project, areas that need further exploration and development and any other relevant project information. |
| Click or tap here to enter text. |
| 2. | Background (MANDATORY, SCORED)Provide a background discussion that focuses on the key issues and scope of the problem your research will address. Identify current research and efforts in this field, including a summary of any relevant literature, trials or pilots that support the feasibility of the project and include any preliminary data to help support your work.  |
| Click or tap here to enter text. |
| 3. | Methodology (MANDATORY, SCORED)Provide details on the research methodology of the project plan demonstrating that the proposed activities are well-reasoned, well-organized and based on a sound scientific rationale. Explain why this methodology was chosen and any limitations or alternative methodologies considered, and data collection procedures. |
| Click or tap here to enter text. |
| 4. | Outcomes (MANDATORY, SCORED)Address the end use or application of the research and your strategy for how the project will eventually reach commercialization and support clean energy in Washington. In addition to direct benefits from clean energy, include any broader impacts that will result from this work such as the creation of new research opportunities, educational materials or opportunities for training/apprenticeships. Include how success will be defined and measured. |
| Click or tap here to enter text. |
| 5. | Life Cycle Cost Analysis (MANDATORY, SCORED)Include a life-cycle cost analysis in your application. |
| Click or tap here to enter text. |
| 6. | Risks (MANDATORY, SCORED)Identify potential risks that are considered significant to the success of the project. Include how you would propose to effectively monitor and manage these risks, including reporting of risks to the COMMERCE contract manager. |
| Click or tap here to enter text. |
| 7. | Schedule (MANDATORY, SCORED)Include a project schedule indicating when the elements of the work will be completed. The project schedule must ensure that deadlines for proposed deliverables are met. Breakdown milestones, tasks and phases. |
| Click or tap here to enter text. |
| 8. | Work Plan (MANDATORY, SCORED)Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in the RFA. 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 project. Include any required involvement of COMMERCE staff or third parties. The Applicant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation. Include mechanisms to assess success. Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements outlined in RFA Section 1.2 OBJECTIVES AND SCOPE OF WORK. |
| Click or tap here to enter text. |
| 9. | Scalability (MANDATORY, SCORED)Commerce may not be able to provide the full amount of requested funding. If you are unable to provide gap funding, please detail how the project scope will change. If possible, please detail how your project can be separated into discrete parts with estimated levels of requested funding. |
| Click or tap here to enter text. |

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| 10. | Cost Proposal: Detailed Project Budget (MANDATORY, SCORED) |
| *Note: The maximum project cost must not exceed the amount specified in SECTION 1.4 of the RFA to be responsive.* Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. Applicants are required to collect and pay Washington state sales and use taxes, as applicable. Please note if any subcontractors are certified by the Office of Minority and Women’s Business Enterprises. Please provide estimated budget expenditures for the categories as indicated below. Budget Categories: Equipment, Salaries & Benefits, Contractors, Consultants, Administration, Indirect/Overhead or Other (Specify in Description).Funding Sources: CEF4 RDD, Match Funds (Specify in Description), Confirmed Federal Grant, Investors (Specify in Description), Private Loan, Applicant Funds or Other (Specify in Description).Be sure to note match and cost-sharing as well as the source. For items requesting “Specify”, provide this information in the “Brief Description” box. You may add additional rows if needed.Break down costs for subcontractors separately.  |
| Budget Amount | Budget Category | Funding Source | Brief Description |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
| $ |  |  |  |
|  |
| Total Project Cost: | $ |
|  |
| Please provide a proposed list of tasks/milestones/phase description, along with estimated costs and start/end dates as indicated below. You may add additional rows if needed.Totals from this section must match the Detailed Project Budget above. |
| Task/Milestone/Phase Description | Estimated Cost to Complete | Estimated Start/End Dates |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  |
| Project Total | $ | Project End Date |  |

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| Bibliography and References Cited (NOT SCORED) Provide a bibliography of any references cited. |
| Click or tap here to enter text. |
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| *End of Phase Two: Part B* |
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