|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Clean Energy Fund 5  Building Electrification Program  RFA No. BELECTRIC 2022  TRACK 1 Application | | | | | |
| Guidelines:   * Refer to RFA Section 1.7 DEFINITIONS for clarification on terminology. * Do not alter margins, font sizes, or remove any original instruction or text from the document. * 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 the application. * Do not include any confidential or proprietary information. All information provided is subject to public disclosure. * Any violation to these guidelines may result in disqualification, depending on the severity of the infraction, at COMMERCE’s discretion.   Directions:   1. Please complete the application below. Cells will expand to accommodate longer responses.    * Questions regarding the application process may be emailed to [cef@commerce.wa.gov](mailto:cef@commerce.wa.gov). 2. Save the document with this file name structure:    * <Name of Submitting Entity>\_BELECTRIC2022\_TRACK1\_APP 3. Complete all application attachment requirements listed in the Attachments list below. **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 – 3, email the application to the RFA coordinator, Aaron Dumas, at [cef@commerce.wa.gov](mailto:cef@commerce.wa.gov), using the subject line: “<Name of Submitting Entity> BELECTRIC2022 Track 1 Application”   * + *The Application must be received by 4:00 PM (PST) on Monday, January 9, 2023, given in RFA SECTION 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES* | | | | | |
| Section 1: Application Summary (MANDATORY, SCORED) | | | | | |
| 1.01 | Application Title: | | Click or tap here to enter text. | | |
| 1.02 | Organization Name: | | Click or tap here to enter text. | | |
| 1.03 | Organization Mailing Address: | | Click or tap here to enter text. | | |
| 1.04 | Contact Name #1: | Click or tap here to enter text. | Contact Name #2: | | Click or tap here to enter text. |
| 1.05 | Contact Email #1: | Click or tap here to enter text. | Contact Email #2: | | Click or tap here to enter text. |
| 1.06 | Contact Phone #1: | Click or tap here to enter text. | Contact Phone #2: | | Click or tap here to enter text. |
| 1.07 | Organization Official’s Name:  (Signatory to Certifications and Assurances) | | Click or tap here to enter text. | | |
| Official’s Title: | | Click or tap here to enter text. | | |
| 1.08 | Official’s Email: | Click or tap here to enter text. | Official’s Phone: | | Click or tap here to enter text. |
| 1.09 | Additional Contacts (Please provide name, email, and phone) | | Click or tap here to enter text. | | |
| 1.10 | Legal status of the Applicant (sole proprietorship, partnership, corporation, etc.) | | Click or tap here to enter text. | | |
| 1.11 | Applicant Universal Business Identifier (UBI) | | Click or tap here to enter text. | | |
| Applicant Tax Identification Number (TIN) | | Click or tap here to enter text. | | |
| 1.12 | The Applicant is one of the following (Select One): | | | | |
| Local Government | | | | |
| State Agency | | | | |
| Federally Recognized Tribal Government | | | | |
| Housing Authority | | | | |
| Non-Profit Organization | | | | |
| For-Profit Company | | | | |
| Individual Owner or Tenant of Multifamily Residential or Commercial Buildings | | | | |
| OR the Applicant is a Program Administrator that is one of the following (Select One): | | | | |
| Local Government | | | | |
| Federally Recognized Tribal Government | | | | |
| Non-Profit Organization | | | | |
| Housing Authority | | | | |
| Retail Electric Utility | | | | |
| 1.13 | 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. | | | | |
| Click or tap here to enter text. | | | | |
| 1.14 | If the Applicant’s staff or subcontractor’s staff, or a member of either’s governing board, 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. If following a review of this information, it is determined by COMMERCE that a conflict of interest exists, the Applicant may be disqualified from further consideration for the award of a contract. | | | | |
| Click or tap here to enter text. | | | | |
| 1.15 | 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. | | | | |
| Click or tap here to enter text. | | | | |
| 1.16 | 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. | | | | |
| 1.17 | Has the Primary Applicant successfully applied for and received an award from any previous COMMERCE CEF programs? | | | | |
| Yes | | | | |
| No | | | | |
| Unsure: If unsure whether a past project counts, please describe the project and source of funding: Click or tap here to enter text. | | | | |
| Section 2: Project Summary (MANDATORY) | | | | | |
| 2.01 | Track 1 Minimum Scope of Work: The proposed project will install grid-interactive control systems, or other smart technologies, that allow building or electric grid operators to reduce, shift, or modulate building energy use. (See RFA Section 1.2 OBJECTIVES AND SCOPE OF WORK) | | Yes  No | | |
| 2.02 | Project Address: Provide the address of each of the buildings in the project (If administering a program serving multiple retail electric utility customers, please describe the geographic area where the program will primarily perform work): | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | |
| 2.03 | Does the project include at least 50 percent of the units or gross square footage of each building(s) listed at the address(es) listed in #2.01? (If administering a program serving multiple retail electric utility customers, please describe your answer in #2.03) | | Yes  No | | |
| 2.04 | What type of building(s) will the project be located at? (See RFA Section 1.3 MINIMUM QUALIFICATIONS) | | | | |
| Building Type(s) (Select all that apply): | | Property Type(s) (Select all that apply): | | |
| New construction | | Commercial | | |
| Existing building | | Multifamily Residential | | |
| Program Administrator: If administering a program, please describe the building and property types the program will serve: Click or tap here to enter text. | | | | |
| 2.05 | Is the building(s) owned or leased by the Applicant? If leased, attach a Building Owner Letter of Support (If administering a program, please describe whether the program participants will own, lease, or both). | | Own  Lease  Program Administrator: Click or tap here to enter text. | | |
| 2.06 | Total Project Cost: | | $Click or tap here to enter text. | | |
| 2.07 | Requested Grant amount from the Building Electrification Program ($) (The request must be within the minimum and maximum award amounts specified in RFA Section 1.4 FUNDING): | | $Click or tap here to enter text. | | |
| Section 3: Technical Proposal (MANDATORY, SCORED) | | | | | |
| 3.01 | Project Approach: Provide a complete description of the proposed project. This section should convey the Applicant’s understanding of the high-level objectives and minimum qualifications of the RFA and how their project relates to these objectives. This response should describe:   1. The technology being deployed. If new technology is being deployed, describe what the technology is and how it meets the goals of this program. 2. How this project deploys hard-to-electrify technology solutions or innovative approaches to grid-interactive building adoption or demand management, and why this is important in the broader context of building electrification, market transformation, and accelerating zero energy building in the state. 3. Other high-level impacts/outcomes the Applicant proposes to achieve as a result of the project, including benefits to the building occupants, host utility, and to Washington communities. | | | | |
| Click or tap here to enter text. | | | | |
| 3.02 | Emissions Reduction: Describe how the project will attempt to reduce energy use and the associated greenhouse gas (GHG) emissions from energy use, including a description of how the project will attempt to reduce or eliminate the use of high global warming potential (GWP) refrigerants, or address indoor air quality. Please attempt to quantify the energy and emissions reductions, and include your assumptions, calculations, and/or sources. | | | | |
| Click or tap here to enter text. | | | | |
| 3.03 | Utility Partnership: The Applicant must have a partnership with the local Retail Electric Utility to demonstrate or enroll in a grid-integration utility program; OR the Applicant must form a partnership with a local Retail Electric Utility to demonstrate, or enroll in, a grid-integration utility program by the beginning of the period of performance. | | | | |
| Yes, the Applicant has an existing partnership with the local Retail Electric Utility, or is enrolled in an existing utility program. | | | | |
| Yes, the Applicant will form a partnership with the local Retail Electric Utility, or will enroll in a utility program by the beginning of the period of performance. | | | | |
| No: If no, provide an explanation for being unable to partner with the local Retail Electric Utility to demonstrate, or enroll in, a utility program: Click or tap here to enter text. | | | | |
| 3.04 | Grid Impacts: Describe how the project would be designed to increase grid reliability and reduce peak demand, and any anticipated direct or indirect benefits to Tribal Communities or Priority Communities, including but not limited to: reduced energy use, integration of distributed energy resources (DERs), or improved resilience for critical loads and community resources during adverse events (such as fires, earthquakes, and power outages). Please attempt to quantify the benefits and include your assumptions, calculations, and/or sources. | | | | |
| Click or tap here to enter text. | | | | |
| Section 4: Equity Narrative (MANDATORY, SCORED) | | | | | |
| 4.01 | Equity Narrative: Provide a complete description of how the project:   1. Reduces Energy Burden for Priority Communities, Tribal Communities, low-income/affordable housing, Low-Income Households, or organizations or businesses serving the aforementioned populations. Please clearly include specific project cost figures that will be dedicated to the aforementioned groups. Please attempt to quantify the Energy Burden Reduction and include your assumptions, calculations, and/or sources. 2. Meaningfully addresses barriers to equity and inclusion in grid-interactive building adoption. Please describe programmatic approaches to reducing market barriers and making grid-interactive building technology accessible for Priority Communities, Tribal Communities, low-income/affordable housing, Low-Income Households, or organizations or businesses serving the aforementioned populations. 3. Provides workforce development opportunities during and after the deployment of the project that go beyond existing requirements. Include a description of any partnerships with workforce training programs, apprenticeships, or commitments to employ underrepresented groups or local hires beyond the duration of the performance period. 4. Has or will demonstrably and meaningfully engage(d) communities as part of project development, and in which community input has or will inform(ed) project development. | | | | |
| Click or tap here to enter text. | | | | |
| 4.02 | Rent Provisions: If the project is located at an existing building(s), the Applicant agrees to not increase rents for existing commercial or residential tenants due to the improvements funded by this program. | | | Yes  No: If no, please explain: Click or tap here to enter text.  Not Applicable | |
| 4.03 | Tenant Provisions: If the project is located at an existing building(s), the Applicant must give tenants the option to opt out or receive mitigation for increased energy costs, such as reductions in rent, utility subsidies, etc. Please describe how the project will be communicated to tenants, and any provisions that will be implemented to mitigate any projected increases to tenant energy costs. | | | | |
| Click or tap here to enter text. | | | | |
| Section 5: Management Proposal (MANDATORY, SCORED) | | | | | |
| 5.01 | Project Methodology and Work Plan: Include all grant project requirements and the proposed tasks, services, activities, etc. necessary to complete the required Track 1 activities and any high-level objectives listed in RFA Section 1.2 OBJECTIVES AND SCOPE OF WORK. This section of the management 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 grant scope of work. Include any required involvement of COMMERCE staff or third parties. | | | | |
| Click or tap here to enter text. | | | | |
| 5.02 | Experience of the Applicant: Provide the roles and describe the experience of the project team. Identify any relevant experience that indicates the qualifications of the Applicant (including specific staff assigned to the project), and any subcontractors, for the performance of the potential contract. Indicate where supplemental expertise will be needed for the performance of the potential contract (such as from consultants, equipment vendors, and contractors). | | | | |
| Click or tap here to enter text. | | | | |
| 5.03 | Project Management: Provide a description of the proposed project team structure and internal controls to be used during the course of the project. If the project includes partnership with Federally Recognized Tribal Governments or Organizations serving Tribal Communities or Priority Communities, please describe the structure of the partnership and relationship between project partners. As applicable, describe lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the Applicant’s organization or partner organizations. Include who within the firm will have prime responsibility and final authority for the work. | | | | |
| Click or tap here to enter text. | | | | |
| 5.04 | Estimated Schedule: Provide a high-level schedule with milestones, tasks, and phases. Milestones and timeframe should be reasonable and feasible to carry out the project and ensure that any deliverables requested by COMMERCE are met. | | | | |
| Click or tap here to enter text. | | | | |
| 5.05 | Risks: The Applicant must identify potential risks that are considered significant to the success of the project. Include how the Applicant would propose to effectively monitor and manage these risks, including reporting risks to the COMMERCE contract manager. | | | | |
| Click or tap here to enter text. | | | | |
| Section 6: Cost Proposal (MANDATORY, NOT SCORED) | | | | | |
| 6.01 | Match: Identify the total eligible grant project costs to be funded by the Applicant. Applicants are eligible for reduced match based on the percent of total project costs dedicated to reducing energy burden for Priority Communities, low-income/affordable housing, Low-Income Households, or organizations or businesses serving the aforementioned populations. See RFA Section 1.4 FUNDING for more information. | | | | |
| $ | | | | |
| 6.02 | Indicate what proportion of this funding has already been secured and which is subject to pending applications. | | Click or tap here to enter text. | | |
| 6.03 | **Identification of Costs:** Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the grant project. Applicants are required to collect and pay Washington state sales and use taxes, as applicable.  Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women’s Business Enterprises. | | | | |
| $ | | Equipment | | |
| $ | | Salaries & Benefits | | |
| $ | | Contractor/Consultant Services | | |
| $ | | Indirect/Overhead | | |
| $ | | Other 1  If dollar amount entered is greater than zero, please list major costs:  **Click or tap here to enter text.** | | |
| $ | | Other 2  If dollar amount entered is greater than zero, please list major costs:  **Click or tap here to enter text.** | | |
| $ | | Total | | |
| 6.04 | **Budget Narrative:** Please provide a clear and concise budget narrative to identify what costs are planned to be funded through this grant. | | | | |
| Click or tap here to enter text. | | | | |

|  |  |
| --- | --- |
| Attachments | |
| # | **Description** |
| 4 | CERTIFICATIONS AND ASSURANCES (MANDATORY) The Certifications and Assurances form (Exhibit A to the RFA) must be completed, signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. |
| 5 | PROJECT SITE INFORMATION DATA SHEET (MANDATORY, SCORED) The site information data sheet (template provided at the website listed in RFA SECTION 2.1 RFA COORDINATOR) must be completed for all project sites included in the application. |
| 6 | DIVERSE BUSINESS INCLUSION PLAN (MANDATORY) The Diverse Business Inclusion Plan form (Exhibit B to the RFA) must be completed and submitted as a component of the application. See RFA SECTION 2.7 DIVERSE BUSINESS INCLUSION PLAN for more information. |
| 7 | WORKERS’ RIGHTS CERTIFICATION (MANDATORY, SCORED) The Workers’ Rights Certification form (Exhibit C to the RFA) must be completed, signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. |
| 8 | LETTER FROM RETAIL ELECTRIC UTILITY (MANDATORY, SCORED) The Applicant must submit a Letter from the local Retail Electric Utility serving the project building(s). The Letter must confirm an existing or anticipated partnership with the Applicant to demonstrate a grid-integration utility program, or the Applicant’s enrollment in a grid-integration utility program. Letters may also describe any anticipated involvement of the local retail electric utility in the project, expected impacts, if any, to the grid, and any coordination efforts that will be needed, or that have already been completed between the local Retail Electric Utility and the Applicant. Letters should be compiled into a single PDF. |
| 9 | LOW- INCOME WEATHERIZATION PROGRAM PROVIDER LETTERS OF SUPPORT (OPTIONAL, SCORED) The Applicant may submit a Letter(s) of Support from the Local Low-Income Weatherization Program Provider. Applicants with a Letter of Support from a Low-Income Weatherization Program Provider will be prioritized, however a Letter of Support from other Low-Income service providers to establish program participant eligibility and deliver assessments will be considered. The Letter(s) must indicate a willingness to assess property and determine the eligibility of the project to potentially receive low-income weatherization services concurrently or after the project funded by this program. The Letter(s) of Support may also describe the partner’s relationship to the Applicant, and demonstrate their support for the project. The Letter(s) of Support should be compiled into a single PDF. |
| 10 | PARTNER LETTERS OF SUPPORT (OPTIONAL, SCORED) The Applicant may optionally submit Letters of Support from project partners demonstrating their support for and commitment to carrying out the project as written. Letters of Support may also describe the partner’s relationship to the Applicant, as well as any anticipated involvement of the partner in the project. Letters of support should be compiled into a single PDF.  If the Applicant is not a Federally Recognized Tribal Government (nor a subdivision of a Federally Recognized Tribal Government) and the project would benefit community(ies) located in census tracts that are fully or partially on "Indian country" as defined in 18 U.S.C. Sec. 1151, the presence or absence of a Letter of Support from a Federally Recognized Tribal Government will contribute to a portion of the Applicant’s Equity & Energy Burden Benefits score in addition to other scoring impacts described in RFA Section 4.2 EVALUATION. |
| 11 | BUILDING OWNER LETTER OF SUPPORT (MANDATORY) The Applicant must submit a letter from the legal building owner, if the Applicant has a lease agreement to use the building(s) where the proposed project is to be performed. Letters must provide evidence of ownership and approval of the proposed project. Letters may also describe any lease terms the Applicant has agreed to, the owner’s relationship to the Applicant, as well as any anticipated involvement. Letters of support should be compiled into a single PDF.  The Applicant does not need to submit a letter if the Applicant is the legal owner of the building(s) where the project will be performed, or if the Applicant is a Program Administrator. |
| 12 | 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 on this project. For more information please visit: <http://www.omwbe.wa.gov>. |
|  | |
| *End of Application* | |
| *See following page for Application Process Survey* | |

*Section 7: 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

|  |  |
| --- | --- |
| Name of Applicant: | |
|  | |
| Application Survey Questions | Responses |
| 1. The guidelines provided enough information on the program. |  |
| 1. The Pre-Application Conference was helpful introducing the application process |  |
| 1. The Request For Applications (RFA) application instructions were clear. |  |
| 1. The RFA application process was easy to follow. |  |
| 1. I was able to receive the assistance I needed from Commerce to complete the application. |  |
| 1. Commerce staff was timely in responding to process related inquiries. |  |
| 1. I had adequate time to prepare the application prior to the deadline. |  |
| 1. Given program requirements, the application process was reasonable. |  |