Clean Energy Fund 5

Electricification of Transportation Systems

RFA No. CEF ETS 2022

PHASE TWO Application

This application is for PHASE TWO of the CEF ETS 2022 RFA. Participation in this step is MANDATORY and may be completed by any applicant who passed the administrative review in PHASE ONE. All applicants who received an “ENCOURAGE” notice following their PHASE ONE application will be reviewed first. Evaluators will review applicants who received a “DISCOURAGE” notice only if more applications are needed.

**INSTRUCTIONS:**

Guidance is provided in the Request for Application (RFA). Complete this document in full. 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*.**

Please submit the PHASE TWO application and all other attachments as indicated in Step 4 of the instructions in this Application form (pg. 2).

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| Phase | Application Phase | Application Document | RFA Reference |
| Phase Two | Part A: Equity, Regional Collaboration and Long-Term Planning | PHASE TWO\_A | Section 3.3 |
| Part B: Technical Proposal and Cost Proposal/Match | PHASE TWO\_B |
| Part C: Management Proposal | 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.
* 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.

Applications 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 Submitting Entity>\_ETS2022 P2
3. Complete all mandatory application attachments, and save the documents using the naming conventions listed in the table. With the exception of the Partnership letter and project site template, these documents are available in the RFA.

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| Document | Location | Naming Convention |
| Certifications and Assurances (MANDATORY) | Exhibit A to RFA | <Name of Submitting Entity>\_ETS2022\_Certifications |
| Diverse Business Inclusion (MANDATORY) | Exhibit B to RFA | <Name of Submitting Entity>\_ETS2022\_Diverse\_Bus |
| Workers’ Rights Cert. (MANDATORY) | Exhibit C to RFA | <Name of Submitting Entity>\_ETS2022\_Workers\_Rights |
| Matching Funds (MANDATORY) | [Exhibit](https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/energy-rdd-clean-energy-fund/) D to RFA | <Name of Submitting Entity>\_ETS2022\_Match |
| Project Site Information (MANDATORY) | Template available on ETS webpage | <Name of Submitting Entity>\_ETS2022\_Project Site |
| Partnership letter(s) (OPTIONAL) | No template | <Name of Submitting Entity>\_ETS2022\_Partnership |

1. Proposals must be written in English and submitted electronically via email to the RFA Coordinator in the order noted below:
   1. Application Phase Two
   2. Certification and Assurances (Mandatory, Not Scored)
   3. Diverse Business Inclusion Plan (Mandatory, Not Scored)
   4. Workers’ Rights Certification (Mandatory, Scored)
   5. Matching Funds Documentation for SECURED Matching Funds Only (Mandatory, Not Scored)
   6. Project Site Information (Mandatory, Scored)
   7. Partnership letter(s) (Optional, Scored)
2. After saving the document(s), attach them all to one email and send them to: [CEF@commerce.wa.gov](mailto:CEF@commerce.wa.gov). Use the Subject line: < Name of Organization >\_CEF5\_ETS PHASE TWO-APP PKG.
   * *The Application Package must be received by 5:00 PM (PST) on Monday, November 21, 2022.*  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. Entity Name: |  | |
| 1. Project Title: |  | |
| 1. Total Project Cost: |  | |
| 1. Dollar Amount of Funding Requested from this Program: | |  |

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| Applicant Type | |
| **Eligible Primary Applicant** | Local Government |
| Federally Recognized Tribal Government |
| Small Utility |
| State Agency |

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| *Phase Two Part A: Equity Narrative, Regional Collaboration, and Long-Term Planning* | |
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|  | New Awardees (MANDATORY, SCORED)  Please indicate if the entity applying to this RFA has ever successfully received an award from any previous Commerce Clean Energy Fund ETS opportunity. If so, please name the program and project. |
| Click or tap here to enter text. |
|  | Economic Benefits (MANDATORY, SCORED) (400 words MAX)  Please list median income level for each impacted community identified in the project area as reported in the Project Site Information attachment.  Describe how your project will create economic opportunities for communities in the project area listed in the Project Site Information attachment, especially any vulnerable communities. Be sure to explain any assumptions and/or calculations used. |
| Click or tap here to enter text. |
|  | Emissions Reductions and Environmental Exposures (MANDATORY, SCORED) (400 words MAX)  Please list the average Environmental Health Disparities rank for impacted communities identified in the project area as reported in the Project Site Information attachment, especially any vunerable communities.  Describe any reductions in carbon emissions, local pollution or local heath disparities expected as a result of the project. Be sure to explain any assumptions and/or calculations used. |
| Click or tap here to enter text. |
|  | Climate Resilience and Mitigation (MANDATORY, SCORED) (300 words MAX)  Describe how the project builds resilience to climate impacts for communities in the project area, especially in vulnerable communities. Describe how the project generates renewable energy. If neither apply to the project, write N/A. |
| Click or tap here to enter text. |
|  | Clean Transportation Access/Cost (MANDATORY, SCORED) (400 words MAX)  Please list the average Transportation Expense rank for each impacted community identified in the project area as reported in the Project Site Information attachment, especially any vunerable communities.  Describe how the project will increase access to transportation services for communities in the project area, and/or reduce transportation costs for communities in the project area. Be sure to explain all assumptions and/or calculations used. |
| Click or tap here to enter text. |
|  | Community Engagement and Benefits (MANDATORY, SCORED) (400 words MAX)  Describe community input, desire, and need for the project from impacted communities in the project area, especially from vulnerable communities. Include all existing and planned outreach, how communities are or will be engaged as part of project development, and how feedback will be or was collected and incorporated into the project. |
| Click or tap here to enter text. |
|  | Need for Funding (MANDATORY, SCORED) (400 words MAX)  Describe the need for funding from Commerce specifically to complete the project work. Include any information to demonstrate that the project would not be completed absent Commerce funding, including all other financing options available to the applicant. |
| Click or tap here to enter text. |
|  | Initiating Market Transformation Efforts and Gaps (MANDATORY, SCORED) (400 words MAX)  Describe all early stage transportation electrification work already completed in the project area. Describe any gaps in transportation electrification efforts that would be filled by the project.  Have you ever received an award from any Washington state public agency for transportation electrification related projects? If yes, please briefly explain. |
| Click or tap here to enter text. |
|  | Partnerships (OPTIONAL, SCORED)  Describe all partnerships for which you will include a letter of support in the application package. Describe the involvement and commitment of each party, as well as benefits of the partnership to all partners and the project.  Mention all partnership(s) letters you plan to include in the application package. The letter(s) should describe the partner’s role and demonstrate support for the project. |
| Click or tap here to enter text. |
|  | Project Area (MANDATORY, SCORED)  Describe the project area as qualified in the Project Site Location attachment. Provide street addresses for all project sites if applicable. For consultant studies, regional partnerships, and all other project types that span across an area or do not have specific site addresses, please list the affected city(s) or region(s) in Washington, or provide an explanation. Include all cities, towns, or Tribal Areas impacted by the project.  List any rural communities (as defined in RFA SECTION 1.7) benefiting from the project. For each applicable community, list and describe the nearest known publicly available EV charging infrastructure. |
| **Click or tap here to enter text.** |
| 11. | Long-Term Planning (MANDATORY, SCORED)  Describe any long-term plans to continue or expand on project work beyond the lifecycle of a grant through this RFA. Include any further souces of public funding you intend to pursue to expand or implement work started through this program, any private sector investments or plans for ongoing maintenance and operations, and/or any other information demonstrating a long-term strategy to continue program work. |
| Click or tap here to enter text. |
| 12. | Synergy with State and Federal Priorities (OPTIONAL, SCORED)  Describe how the project specifically aligns with Washington State or Federal transportation electrification strategies and funding opportunities. Identify any plans to synergize with those opportunities and how the project aligns with their objectives. Identify any specific future funding opportunities for which this project will make applicants more competitive. |
| Click or tap here to enter text. |
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| *Phase Two Part B: Technical Proposal* | |
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| 1. | Project Approach/Methodology (MANDATORY, SCORED)  Describe your proposed approach and methodology for the project. This section should convey the Applicant’s understanding of the high-level objectives and minimum qualifications of this RFA and how their project relates to these objectives. If the project development, engagement, implementation, or operation is innovative, the Applicant may choose to highlight how they are innovative and why this innovation is important in the broader context of EVSE deployment in the state. If this project will be a catalyst for EV adoption and/or transportation electrification market transformation, the Applicant must include a justification using any supportive research, community engagement results, or other data sources indicating as such. |
| Click or tap here to enter text. |
| 2. | Work Plan (MANDATORY, SCORED)  Describe all proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in the RFA. The work plan must include detail concerning technical implementation of the project, as well as a complete plan for stakeholder education and outreach. 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 and their ability to complete project work within the proposed timeline. Include any required involvement of COMMERCE staff. |
| Click or tap here to enter text. |
| 3. | Project Schedule (MANDATORY, SCORED)  Include a brief project schedule indicating when the elements of the work will be completed. Include all project work, community engagement and ongoing maintenance and utilization milestones. The project schedule should use calendar dates based on the expected award date and must ensure that all deliverables are met within the proposed project performance period. Operations and maintanence is an exeption, applicants must include plans to maintain or continue the project beyond the lifecycle of the award. If the project only identifies needed asset investments or infrastructure upgrades, the applicant should include implementation plans in lieu of ongoing maintanence.  Highlight any milestones that have the potential to delay project implementation such as securing a site, procuring equipment, securing contingent funding, etc. |
| Click or tap here to enter text. |
| 4. | Outcomes and Performance Management (MANDATORY, SCORED)  Describe in concrete terms the expected outcomes resulting from this project. Describe how the resulting impacts would be monitored, measured and reported to Commerce. |
| Click or tap here to enter text. |
| 5. | Deliverables (MANDATORY, SCORED)  Detail all planned deliverables to COMMERCE during the grant lifecycle. |
| Click or tap here to enter text. |
| 6. | Utilization Plan (MANDATORY, SCORED)  Describe the market or end-use sector where the project type will be used, including any applicable quantitative or qualitative data. The plan should be consistent with any high-level utilization info presented in the project narrative, and include projected use and strategies included to sustain and improve utilization. Projects that do not directly install infrastructure upgrades or capital assets should describe the market or end-use sector for the identified or designed asset or upgrade.  Please confirm that all identified, designed, or installed infrastructure upgrades or capital assets will have a lifespan of at least 5 years. |
| Click or tap here to enter text. |
| 7. | Detailed Project Budget (MANDATORY, NOT SCORED)  Identify and justify all project costs. |
| 8. | Match (MANDATORY, NOT SCORED)  Describe all planned match expenses. If applicable, include a breakdown of financial responsibilities from each partner. |
| Click or tap here to enter text. |
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| *Phase Two Part C: Management Proposal* | |
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| 1. | Experience of the Applicant (MANDATORY, SCORED)  Indicate the experience of the applicant and any subcontractors in the following areas: education and outreach to end user groups and impacted communities, understanding of the State and Federal priorities regarding transportation electrification, and any other relevant experience that indicates the qualifications of the applicant and any subcontractors for the performance of the proposed project.  Please confirm that the applicant is liscenced to do business in Washington, or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor. |
| Click or tap here to enter text. |
| 2. | Team and Project Management (MANDATORY, SCORED)  Describe the proposed project team structure and internal controls to be used during the course of the project, including any partners or subcontractors. Applicants must also identify staff, including subcontractors, 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. The Applicant must commit that staff identified in its application will actually perform the assigned work. The Applicant will inform COMMERCE of any staff substitution. |
| Click or tap here to enter text. |
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| *End of PHASE TWO* | |
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