

REQUEST FOR APPLICATIONS (RFA)**REVISED: ELECTRIC VEHICLE MARKET STIMULATION IN DIVESTED ECONOMIES**

Purpose of revision: to update Funding Allocations and add definition and resources to identify underserved communities



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Due: June 29, 2021, at 2:00PM CST

RFA Issue Date:	6/8/2021
Pre-Application Meeting:	6/16/2021 10:00am CT
RFA Questions Deadline:	6/21/2021
RFA Submission Deadline:	6/29/2021 2:00PM CST
Expected Date for MEC Selection Notification (indicates inclusion in MEC's application to U.S. DOE):	7/6/2021
Expected Timeframe for Award Negotiations (dependent on MEC's selection for award by U.S. Dept of Energy):	November 2021

Funding Allocations:

Under this Request for Applications (RFA), federal funding available for selection by MEC is approximately \$6 million. MEC is applying for \$6.67 million in federal funding to support a minimum of \$13.4 million in total project costs. Our project budget must reach a minimum local match (i.e., cost share) of 50%, per federal regulation. We are prioritizing access to federal funds for organizations and entities operating in and around underserved communities and which cannot typically make large capital purchases. To meet this goal and achieve a blended cost share of 50%, we are requesting a minimum local cost share of 60%, with federal share for vehicles capped at the incremental cost over a comparable diesel or gasoline model. For those applicants who need additional support in order to participate, cost sharing is flexible and according to need. Please see the Application Form on the RFA Information web page for more information.

RFA Information Web Page:

<https://metroenergy.org/resources/clean-transportation/funding-opportunities/rfa-ev-market/>

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I. Project Overview

A. Project Summary and Background

This Request for Applications will select applicants to join MEC's proposal to the U.S. Department of Energy (DOE) under the Funding Opportunity Announcement titled *Low Greenhouse Gas Vehicle Technologies Research, Development, Demonstration and Deployment* (DE-FOA-0002475), Area of Interest 1.

The proposed project, Electric Vehicle Market Stimulation in Divested Economies, will leverage investments by industry and municipal agencies to put to work the emerging and mature plug-in hybrid and electric vehicle (PEV) technology within a broad and equitable market in Kansas and Missouri.

This RFA is limited to electric vehicle and electric vehicle charging installments, as well as related outreach programs, that will achieve significant reductions in pollution emitted from vehicles. We are primarily targeting organizations operating within environmental justice areas and other underserved areas to install public charging infrastructure, or to electrify their heavy vehicles, especially those operating at low speeds in or adjacent to residential neighborhoods. Emissions from heavy vehicles and off-road machinery contribute to asthma rates and family illness, keeping people away from jobs and school; early deaths; and other health and social impacts.

Volunteer cost sharing from some organizations will be leveraged to reduce the cost of participation for under-capitalized organizations.

B. Site Locations

The geographic scope of selected projects will be limited to Kansas and Missouri.

Special focus on development of the PEV market within underserved areas consisting of low- to moderate-income consumers. MEC anticipates various potential typical sites for personal EV charging stations. Because many middle-income residents of divested communities choose to reside in apartment complexes rather than blighted single family homes, we anticipate deployments in parking lots of a multi-unit residential complexes, as well as curbside and local businesses.

C. Funding Allocations and Cost Sharing

1. Funding Allocations

MEC is applying for \$6.67 million in federal funding to support a minimum of \$13.4 million in total project costs. Under this RFA, federal funding available for selection by MEC is approximately \$6 million.

MEC has allocated a maximum \$6,000,000 in federal funding to support cost shared projects. Individual funding requests may range from approximately \$25,000 to \$850,000, depending on applicant need. Maximum federal request is set at \$850,000.

	Federal
Total Funds to be Allocated	\$6,000,000
Maximum Award	\$850,000

MEC anticipates selecting more than five (5) Applications for inclusion in our proposal to U.S. DOE. MEC plans to reserve a portion of federal funds for small grants, to be determined through a community engagement process after award. MEC reserves the right not to select any Applicants or to offer partial funding to Applicants.

2. Funding Limits and Cost Sharing Commitments

Cost-sharing commitments by applicants are required.

Our project budget must reach a minimum local match (i.e., cost share) of 50%, per federal regulation. We are prioritizing access to federal funds for organizations and entities operating in and around underserved communities and which cannot typically make large capital purchases. To meet this goal and achieve a blended cost share of 50%, we are requesting a minimum local cost share of 60%, with federal share for vehicles capped at the Incremental Cost** over a comparable diesel or gasoline model.

Funding from the US Department of Energy (DOE) is intended to increase the market share for electric vehicles, with a particular view to ensuring disadvantaged and underserved communities have equitable access to the benefits of this public funding. These funds are provided for cost-shared projects for the purchase of electric vehicles, charging station equipment and installation costs, and community engagement and outreach. It is MEC's intention to limit* most funding support to the Incremental Cost** of vehicle purchases, or to 40% of project costs, whichever is less.

- * For those applicants who need additional support in order to participate, cost sharing is flexible and according to need. Please see the Application Form for more information.
- ** Incremental Cost represents the dollar amount difference between the price of the vehicle acquired in the project and the quoted value of a similarly spec'd diesel-powered or gasoline-powered vehicle.

Applicants willing to reduce their funding request (for instance, asking for 30% reimbursement instead of 40%) will improve their chances of selection, though it cannot guarantee success.

Cost Sharing Examples:

Project Description	Total project cost	Cost Sharing Split	Local Cost Share	Federal Reimbursement
Replace 6 diesel transit buses with electric (\$450,000 ea.)	\$2,700,000	40% Federal / 60% Local	\$1,620,000	\$1,080,000
Install 20 electric charging stations at community center (includes equip and construction costs)	\$650,000	30% Federal / 70% Local	\$455,000	\$195,000

3. Costs Before and after Selection

These funds will be provided through a DOE grant to MEC and will be administered by MEC in accordance with applicable federal rules and DOE requirements. Funding will be provided on a reimbursement basis.

These funds will only be available if MEC's competitive application is successful and after the Applicant and MEC sign an authorizing agreement accepting the federal terms and conditions.

If awarded, funding will be provided on a reimbursement basis.

Costs incurred by Subrecipients during the application process are ineligible for reimbursement.

D. Eligibility

1. Geographic Scope

The geographic scope of selected projects will be limited to Kansas and Missouri.

EV Charging Station placement and fleets electrifying their heavy vehicles operating within environmental justice areas and other underserved or rural areas are considered critical to the success of the Program. If your project operates in these areas, please indicate that in your application. [Resources to assist in your determination and help inform the narrative response to Application Question 11 are posted to the RFA web page at https://metroenergy.org/resources/clean-transportation/funding-opportunities/rfa-ev-market/. Scroll to Additional Resources section.](https://metroenergy.org/resources/clean-transportation/funding-opportunities/rfa-ev-market/)

2. Eligible Entities

- All organization types, public and private, are eligible to apply.
- No selections will be made for individuals.

3. Electric Charging Infrastructure

- Fueling infrastructure must be dedicated for electricity (Electric Vehicle Support Equipment – EVSE). Planned fueling infrastructure may be co-located with gasoline or diesel fueling.
- EVSE must be Level 2 or DC Fast Charge and must include only new charging systems that are located at new sites or added to existing charging sites.
- Public-private partnerships for public fuel stations are encouraged. Applicants proposing such plans must include letters of support and/or financial commitments from all partner organizations.

4. Electric Vehicles:

- Plug-in Electric Vehicles (PEVs) include plug-in hybrid electric vehicles and all-electric vehicles.
- PEVs must be used 100% for the project scope.
- Vehicles must be new, original equipment manufacturer (OEM) factory-produced
- All vehicles with applicable emissions standards established by the U.S. Environmental Protection Agency (EPA) and/or the California Air Resources Board must be certified under such standards.
- For vehicle leases, the monthly commercial vehicle lease price should be used to determine project costs.

II. Program Goals and Benefits

As advancements in clean transportation technologies progress, a slim affluent market share is reaping the benefits of clean charging networks and clean air in the neighborhoods where they live and work, while an untapped much larger market is falling behind in terms of opportunity and health.

The Electric Vehicle Market Stimulation in Divested Economies (EVMS-DE) project will leverage emerging and mature plug-in hybrid and electric vehicle (PEV) and related charging infrastructure technology in innovative ways in order to make deployments within a broad and equitable market. This will be achieved by innovative community engagement that centers community leaders as decision-makers, provision of community PEV and charging stations, as well as targeted fleet deployments in communities heavily impacted by transportation emissions.

A primary objective is to achieve understanding and development of the PEV market within underserved markets consisting of low- to moderate-income consumers, through a coordinated three-phase strategy. MEC, who is experienced in supporting research, development and solution deployment, will operate within the EVMS-DE project to first optimize project design by involving consumer representatives from within community groups and grass-roots organizations; then will connect select historically divested project partners with cost-share funding and fund management support; and finally will deploy PEV and EV charging stations at locations likely to experience mid-term growth in secondhand PEV ownership. MEC will reserve a significant percentage of the total project budget (targeting 1/3 minimum, to be finally determined during full proposal development).

A second objective is to help fleets operating within environmental justice areas and other underserved areas to electrify their heavy vehicles, especially those operating at low speeds in or adjacent to residential neighborhoods. Emissions from heavy vehicles and off-road machinery contribute to asthma rates, family illness keeping people away from jobs and school, early deaths and other health and social impacts.

Environmental justice is the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys the same degree of protection from environmental and health hazards, and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.

III. Criteria for Evaluation

All Applications will be reviewed by a Review Committee consisting of MEC staff and other members offering technical evaluations and assistance, as necessary.

Applicants will be notified if additional information or documentation is required. All information required to complete the Application for funding is provided in this RFA. Any additional information pertaining to submissions, including email and phone calls, will not be considered once the review process is under way.

When evaluating projects for funding, the Review Committee will consider the following criteria listed below. The overall quality of the Application, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category.

Complete and eligible applications will be ranked in each of the following categories, weighted by rank, and given a final score.

Category	Weight
PROJECT MERIT (how well the project objectives align with the Program Goals)	25
IMPACT AND OUTCOMES: Environmental Justice (20 pts) Diesel and Gasoline displacement (5 pts) Health Impacts (5 pts)	30
PUBLIC ENGAGEMENT and PROJECT SUSTAINABILITY Extent to which project contributes to outreach and engagement (10) Extent of planning for future electrification work (5)	15
COST EFFECTIVENESS and BUDGET Completeness and accuracy of budget (10) Extent to which applicant provides voluntary cost share (15)	25
APPLICANT EXPERIENCE AND QUALIFICATIONS	5
TOTAL	100

IV. Response Format & Application Requirements

A. General Instructions

Applications will consist of the Application Form and several mandatory and optional files. See Document Checklist and instructions below. No hard copy applications will be accepted. Digital Applications in PDF format (with an Excel budget) must be sent to Jeff Windsor at rfa@metroenergy.org.

Any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the Application.

B. Document Checklist

MANDATORY FILES		
PDF	Application and Authorization Form	“ApplicantName Application”
Excel	Budget Workbook	“ApplicantName Budget”
PDF	Letter(s) of Cost Sharing Commitment	“ApplicantName Letters”
PDF	Applicant Experience and Qualifications	“ApplicantName Resumes”
Optional Files		
PDF	Additional Narrative (options)	“ApplicantName Narrative”
PDF	Other Attachments (may include emission certifications, Quotes, Station Designs, etc.)	“ApplicantName_Other”
PDF	Confidential Information (optional)	“ApplicantName Confidential”
PDF	Letters of Support (optional)	“ApplicantName Support”

C. Document Descriptions

Templates and forms can be found on the RFA web page <https://metroenergy.org/resources/clean-transportation/funding-opportunities/rfa-ev-market/>.

1. Application Form

See Application Form under instructions on filling out form.

Save as pdf with file name “ApplicantName_Application”

2. Budget Workbook

In an attached Budget Workbook, Applicants must provide an itemized listing of all project costs including a detailed itemized budget indicating per-unit equipment costs, and supplies, construction, engineering, etc. costs. See Instructions tab of Workbook for detailed use instruction.

Download the excel workbook form at the RFA web page: <https://metroenergy.org/resources/clean-transportation/funding-opportunities/rfa-ev-market/>. General notes regarding use of the form:

- It is a self-calculating form, so do not change field formulas throughout the form.
- Each tab contains example line items; *these are not calculated* and should be left as is (i.e. do not delete and overwrite).
- Use only the excel tabs that are necessary to capture your planned expenditures and leave the others blank. For example, for a simple vehicle procurement project, you may use only the equipment-vehicles and cost sharing tabs, leaving all others blank.
- For each line item, include the entire cost, not just the federal reimbursement amount; cost sharing is calculated in the summary tab.
- Federal and applicant cost sharing splits will be reflected on the Summary tab.

Your request may include up to \$750,000 in DOE funding for cost-shared projects. Your total budget should include all costs associated with purchase and installation, necessary training, and anticipated outreach costs. Fill in your proposed cost share in each tab. Cost share split is maximum 40% Federal share and minimum 60% Applicant share for most projects. Voluntarily proposing a lower Federal share (for instance, 30% instead of 40%) is encouraged. The Budget Summary tab will indicate total project costs, as well as

show the calculated Federal request and Applicant share; these should add up to total project budget. E.g. \$40,000 Federal and \$60,000 Applicant for a \$100,000 project.

Use the Budget Summary tab to populate the Budget fields in your Application Form.

Applicants must provide line-item detail that describes how the budgeted costs are determined (include quotes if obtained, attached in pdf with Other documents; cost estimates are ok if based on prior experience) and how they relate to the project.

Contact Jeff Windsor at RFP@metroenergy.org for help with the Budget Workbook if needed.

Save with file name “ApplicantName_Budget”

3. Letter(s) of Commitment (Required)

Letters of commitment are required from every cost-sharing participant. Typically, this is just the applicant, but it may also include fuel suppliers, utilities, or other invested parties. Combine all letters into a single pdf and name the file “ApplicantName_Letters”.

4. Applicant Experience and Qualifications (Required)

Limited to 2 pages. Describe the project staff qualifications. This should include a brief summary of qualifications and accomplishments for similar projects. Prior alternative fuel experience, and/or station development experience (i.e. number of years, number of stations developed, duties, locations, etc.) should be clearly indicated. This may include, but is not limited to, references from customers (particularly local or state governments), locations and descriptions of other active stations, safety and reliability records, and other unique qualifications.

Describe the internal resources available by project team or partners, including facilities, manufacturing capabilities, major equipment and other technical aspects, permits, and administrative resources that will be required for the project.

This information can be provided in the form of a resume if your application relies heavily on the experience of one or more persons more so than organizational capacity.

Combine into a single PDF and save as “ApplicantName_Resumes”.

5. Other Attachments (Optional)

Vehicle Emission Certifications, Quotes, Station Design Attachments, and other documents necessary to support your application, as applicable. Save these in a single pdf and name the file “ApplicantName_OtherAttachments”.

6. Additional Narrative (Optional)

Limited to 3 pages. If the spaces provided in the application form are inadequate, Applicants are welcome to state “See Additional Narrative” in the form fields and provide a longer narrative as an attachment. More information is always welcome; however, the omission of Additional Narrative will not affect your candidacy for selection. Save as a pdf and name the file “ApplicantName_Narrative”

7. Letters of Support (Optional)

Letters of support do not pledge cost sharing but rather show community support for the activities proposed by the Applicant. Letters of support are not required, and the omission of letters of support will not affect your candidacy for selection. Combine into a single pdf and name the file “ApplicantName_Support”

8. Confidential Information (optional)

Any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the Application. Name the file “ApplicantName_Confidential”.

V. Pre-Application Webinar and Information

A Pre-Application meeting will be held on June 16, 2021, at 10:00AM CST. During the meeting, MEC staff will conduct a walk-through of the RFA document. The meeting will be conducted online only; attendees should register for this meeting to receive join credentials or to receive a recording after the event:

GoToWebinar Registration URL

Visit the RFA web page to register:

<https://metroenergy.org/resources/clean-transportation/funding-opportunities/rfa-ev-market/>.

Applicants will have the opportunity to ask questions about the program and Application process. A recording of the meeting will be made for prospective Applicants who cannot participate at this time, and it will be posted on the RFA web page.

Applicants are also encouraged to submit questions in writing to Jeff Windsor at Metropolitan Energy Center at rfa@metroenergy.org by June 21, 2021. Questions will be accepted until funds depleted. MEC will try to respond to all questions publicly via an FAQ on its website, <https://metroenergy.org/resources/clean-transportation/funding-opportunities/rfa-ev-market/>. Emails should use the subject line: “Query for DOE RFA”.

VI. Application Submission

Applications must be received by **June 29, 2021**. MEC is not responsible for technical or transmittal issues when submitting a grant application. All applications with a MEC inbox timestamp of **2:00 PM CST** or after will automatically be disqualified from the current funding round with no exceptions. Only electronic applications will be accepted. Hard copy applications will not be accepted. Please e-mail your Application to rfa@metroenergy.org subject: “**Electric Vehicle Stimulation in Divested Economies <Applicant Name>**”. Applicants will receive an e-mail response notification of the receipt of their application within two business days upon submission.

Summary of Application Documents

- Required
 - Application Form
 - Budget Workbook
 - Letter of Commitment (for Applicant and any cost-sharing partners)
 - Applicant Experience and Qualifications
- Optional
 - Other Support Documents (i.e., copies of Vehicle and Infrastructure quotes; maps, charts or graphs; etc.)
 - Additional Narrative
 - Letters of Support (for non-cost-sharing community partners or supporters)
 - Confidential Information attachment (only if needed)

VII. Administrative Information

A. Proprietary/Confidential Information

Any restrictions of the use of or inspection of material contained within the Application shall be clearly stated in the Application itself. Written requests by the Applicant for confidentiality shall be submitted to MEC in advance of the Application submission deadline, along with the Application material. The Applicant must state specifically what elements of the Application are to be considered confidential/proprietary.

Confidential/Proprietary information must be clearly identified, marked, and separated/ packaged from the rest of the Application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an Application in its entirety, nor Application price information will be considered confidential and proprietary. Any information that will be included in any resulting Agreement cannot be considered confidential.

B. Organizational Conflict of Interest – Requirements of this Application and Subsequent Agreement

Any business entity or person is prohibited from being awarded an Agreement, if the business entity or person has an “Organizational Conflict of Interest”, as described below, with regard to this solicitation and the resulting Agreement. Applicants should provide a brief written statement noting any conflict of interest.

No person or business entity engaged by MEC to prepare the original grant Application, or who has access prior to the solicitation to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an Application for this grant solicitation. MEC considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If MEC determines that an Organizational Conflict of Interest exists, MEC has discretionary power to cancel the Agreement award. In the event the Awarded Applicant was aware of an Organizational Conflict of Interest prior to the award of the Agreement and did not disclose the conflict to the procuring agency, MEC may terminate the Agreement for default.

C. RFA Response Material Ownership

MEC has the right to retain Applicants’ original Applications and other RFA response materials for its files. As such, MEC may retain or dispose of all copies as is lawfully deemed appropriate. MEC has the right to use any or all information/material presented in reply to the RFA, subject to limitations outlined in the section, Proprietary/Confidential Information. Applicant expressly agrees that MEC may use the materials for all lawful purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available as required by law or regulation.

D. Binding Offer

An Application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Application of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations and shall bind the Applicant to the Application. By submitting an Application, the Applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices, without exception, deletion, or qualification - and does so without making its offer contingent. The Applicant further agrees to cooperate with MEC and expedite the contracting process, should MEC receive an award from DOE. *MEC reserves the right to select partial projects or make no selections.*

E. Debarment and Suspension

By submitting an Application in response to this RFA the Applicant certifies that it, its principals, and proposed sub-contractors (if any):

- Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
- Have not within a three-year period preceding the Due Date of this Application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

- Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and
- Have not within a three-Year period preceding the Due Date of this Application had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the Applicant is unable to certify to any of the statements in this certification, an explanation must be provided as an attachment to the Application. This explanation is exempt from page limitations on the Application, if any apply. The inability of the Applicant to provide the certification will not necessarily result in disqualification of the Applicant. The explanation will be considered in connection with MEC's determination whether to select an Applicant.

F. Disclaimer:

All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to MEC at the time of RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by MEC.

G. Federal Employer Identification Number (FEIN)

Applicant is required to provide their FEIN in their Application.

H. DUNS Number

Applicant is required to provide their DUNS in their Application, or a pledge to obtain one prior to beginning work. Additionally, successful Applicants are required to submit their DUNS prior to the Agreement, or purchase order issuance, or payment from MEC.

I. Incurred Cost

MEC is not liable for any cost incurred by the Applicant prior to issuance of a legally executed Agreement, purchase order or other authorized acquisition document.

J. Compliance with all Federal, State and Municipal Laws and Regulations

Successful Applicants (Subrecipient) shall comply with applicable Federal, State, and local laws and regulations in the performance of all work under resulting Agreement. Subrecipient shall obtain all Federal, State, and local permits, authorizations, and approvals of all work performed under the Agreement. This includes the governing grant agreement between MEC and DOE.

K. Subrecipient

Successful Applicants, who complete a contract agreement upon MEC's award by the U.S. Dept of Energy, will be considered a Subrecipient of the Grant. Subrecipient will manage and expend funding to maximize these benefits, including commencing expenditures and activities as quickly as possible, consistent with prudent management.

VIII. Selection Process

Additional information may be requested from Applicants by MEC prior to final selection. MEC is under no obligation to select or fund any Application and reserves the right to deny Applications for any reason. Funding is limited. Applications meeting all the program's general policy guidelines may not necessarily be selected. MEC reserves the right to delay any decision due to budgetary constraints.

Applicant selection is final. Selections are based on a competitive process where Applications are weighed against other Applications and overall program goals. Changes unapproved by MEC to a selected Applicant's scope of work after selection will not be allowed and may result in MEC rescinding the selection.

MEC reserves the right to vary from the evaluation criteria listed within this document during the application solicitation period as necessary or appropriate. Any modifications to evaluation criteria will be posted to MEC's website. It is the responsibility of the Applicant to check for these changes.

The Selection Notices are anticipated to be made in **early July 2021**, and Applicants will be notified of the Review Committee's determinations via email.

All funding selections are conditioned upon MEC's successful proposal to US DOE for Low Greenhouse Gas Vehicle Technologies Research, Development, Demonstration and Deployment (DE-FOA-0002475), Area of Interest 1, resulting in an award to MEC. Further, an MEC award by DOE does not guarantee a contract as proposed by Applicant, since DOE will have the ability to modify MEC's award to meet its needs. Upon MEC award, staff will reach out to selected applicants with additional information.

For more information, please contact:

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