

REQUEST FOR APPLICATIONS (RFA)
FUNDING SUPPORT FOR ELECTRIC VEHICLES AND CHARGING



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Kansas City, Missouri 64111
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Due: October 5, 2023, at 2:00PM CST

RFA Issue Date:	8/30/2023
Pre-Application Meeting:	9/12/2023 10:00am CDT
RFA Questions Deadline:	9/29/2023
RFA Submission Deadline:	10/5/2023 2:00pm CDT
Expected Date for MEC Selection Notification:	10/12/2023
Expected Timeframe for Award Negotiations:	October-November 2023

Funding Allocations:

Metropolitan Energy Center (MEC) is re-allocating \$320,000 from our project “Electric Vehicles in Underserved Markets” (Award DE-EE0009863) to support the purchase and deployment of electric vehicles and/or charging stations operating in and around underserved communities. We anticipate making one to three (1-3) awards.

We are requesting a minimum applicant cost share of 64%, 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/procurement>

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I. Project Overview

A. Project Summary and Background

This Request for Applications will select applicants to join MEC’s ongoing project with the U.S. Department of Energy (DOE). The project, “Electric Vehicles in Underserved Markets” (Award DE-EE0009863), leverages investments by industry and municipal agencies to put to work 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 vehicles and electric vehicle charging installations, which should include 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, which keep people away from jobs and school, and contribute to 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, with a special focus on underserved areas where low- to moderate income earners live and work.

MEC anticipates various potential typical sites for 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.

Resources to assist in your site determination and help inform the narrative response to Application Question 11 are posted to the RFA web page at <https://metroenergy.org/procurement>. Scroll to Additional Resources section.

C. Funding Allocations and Cost Sharing

1. Funding Allocations

MEC has allocated a maximum \$320,000 in federal funding to support cost shared projects. Individual funding requests may range from approximately \$20,000 to \$320,000, depending on applicant need.

	Federal Cost Share	Applicant Cost Share*
Total Funds	\$320,000	\$580,000 – no maximum
Minimum Amount per Award	\$20,000	\$35,000
Maximum Amount per Award	\$320,000	(no maximum)

MEC anticipates selecting one to three Applications for funding. MEC reserves the right not to select any Applicants or to offer partial funding to Applicants.

** 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.*

2. Funding Limits and Cost Sharing Commitments

Cost-sharing commitments by applicants are required.

Our project budget must maintain a minimum local match (i.e., applicant 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 maintain a blended cost share of 50%, we are requesting a minimum local cost share of 64%, 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 36% of project costs, whichever is less.

Applicants willing to reduce their funding request (for instance, asking for 30% reimbursement instead of 36%) will improve their chances of selection, though it cannot guarantee success.

Cost Sharing Examples:

Project Description	Total Project Cost	Incremental Cost	Federal Share / Grant Request	Local Cost Share	Cost Sharing Split
Replace 1 diesel shuttle bus with electric (\$550,000 ea.)	\$550,000	\$200,000	\$200,000 (capped at incremental)	\$350,000	36.36% Federal / 63.64% Local
Install 5 electric charging stations at community center (includes equip and construction costs)	\$125,000	n/a	\$37,500	\$87,500	30% Federal / 70% Local

*** 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.*

3. Costs Before and after Selection

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

These funds will only be available after the Applicant and MEC sign an authorizing agreement accepting the federal terms and conditions.

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 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 siting determination and help inform the narrative response to Application Question 11 are posted to the RFA web page at <https://metroenergy.org/procurement>. Scroll to Additional Resources section.

2. Eligible Entities

- All organization types, public and private, are eligible to apply.
- No selections or grants will be made to 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 other 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 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, factory-produced original equipment manufacturer (OEM)
- 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 Vehicles in Underserved Markets (EVUM) project leverages emerging and mature PEV and related charging infrastructure technology in innovative ways to make deployments within a broad and equitable market. This is being 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, which is experienced in supporting research, development and solution deployment, will 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 has reserved a significant percentage of the total project budget for these small grants.

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 and family illness, which keeps people away from jobs and school, and contributes to 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 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 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_Qualifications”
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/procurement>.

1. Application Form

See Application Form under instructions on filling out form. Use Budget Workbook summary tab to fill in budget section.

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.

Download the excel workbook form at the RFA web page: <https://metroenergy.org/procurement>.

Detailed instructions for filling in the Budget Workbook are included as an Instructions tab in that Excel workbook.

General notes regarding use of the form:

- It is a self-calculating form, so do not change field formulas throughout the form. NOTE: if your organization is requesting consideration for greater than 36% cost share, please contact rfa@metroenergy.org for assistance with completing the budget workbook.
- 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 tab, leaving all others blank.
- For each line item, include the entire cost, not just the federal reimbursement amount. Fill in your proposed cost share percentage in the indicated field in each tab.
- Overall federal and applicant cost sharing splits will be reflected on the Summary tab.

Your request may include up to \$320,000 in federal funding for cost-shared projects. Your total budget should include all costs associated with purchase and installation, necessary training, and anticipated outreach costs.

Applicants must provide line-item detail that describes how the budgeted costs are determined (e.g. by quote or cost estimate if based on prior experience) and how they relate to the project. Include quotes, if obtained, within Other Support documents attachment.

Cost share split is maximum 36% Federal share and minimum 64% Applicant share for most projects. Voluntarily proposing a lower Federal share (for instance, 30% instead of 36%) is encouraged. For the Equip_Vehicles tab, Fed Share is capped at Incremental Cost. The formula is set so that incremental cost will supersede requested federal share, where federal request is higher.

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. \$36,000 Federal and \$64,000 Applicant for a \$100,000 project.

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

Contact RFA@metroenergy.org for help with the Budget Workbook if needed.

Save with file name “ApplicantName_Budget”

3. Letters of Commitment (Required)

In a separate attachment, provide a signed and dated letter from a person in your organization authorized to make financial commitments. This letter must state the amount of funding your organization will commit as cost-sharing to the project if this application is successful, along with the number of electric charging stations to be installed (if any) and the number of electric vehicles to be purchased (if any). Your application cannot move forward without this letter.

See Letters of Support, below.

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_Qualifications”.

5. Other Support Documents (Optional)

Please provide copies of Vehicle and Infrastructure quotes in an Other Support attachment. Other optional materials that may be provided include maps, charts or graphs that help make your case. The omission of Other Support materials will not affect your candidacy for selection.

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, except in the case of a fueling station partnership, and the omission of letters of support will typically not affect your candidacy for selection. Combine into a single pdf and name the file “ApplicantName_Letters”

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 September 12, 2023, 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/procurement> or

<https://register.gotowebinar.com/register/8467771784157530>

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 rfa@metroenergy.org by September 29. MEC will respond to all questions publicly via an FAQ on its website, <https://metroenergy.org/procurement>. Emails should use the subject line: “Query for DOE-EV RFA”.

VI. Application Submission

Applications must be received by **October 5, 2023**. 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 be disqualified from the current funding round. Only electronic applications will be accepted. Hard copy applications will not be accepted. Please e-mail your Application to rfa@metroenergy.org subject: “**Application for DOE-EV <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

- 1) Required
 - a) Application Form
 - b) Budget Workbook
 - c) Letter of Commitment (for Applicant and any cost-sharing partners)
 - d) Applicant Experience and Qualifications
- 2) Optional
 - a) Other Support Documents
 - b) Additional Narrative
 - c) Letters of Support (for non-cost-sharing partners or community supporters)
 - d) 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, if selected. 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. 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. Unique Entity Identifier (UEI) Number

As of April 4, 2022, the federal government no longer uses the Data Universal Numbering System (“DUNS Number”) to identify business and organizations. Instead, a new system, the Unique Entity Identifier, is required to participate in federal grant and other programs. Applicants for this funding are required to provide their UEI as part of their application. Organizations Registered with the System for Award Management (“SAM”) have already been provided a UEI and can simply visit <https://sam.gov/content/home> to retrieve their UEI. To apply for a UEI, please visit <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update> for detailed information and instructions.

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. See Prime Award Flowdown (Terms and Conditions).

K. Subrecipient

Successful Applicants who complete a contract agreement with MEC will be considered a Subrecipient of our federal grant titled “Electric Vehicles in Underserved Markets” (Award DE-EE0009863). 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 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 **mid October 2023**, and Applicants will be notified of the Review Committee's determinations via email.

IX. Awarded Applicant Reporting and Payment Procedures

All funding is conditioned upon veracity of information provided within the Application and will require accountability and reporting by the successful Applicant (Subrecipient). Such reporting will be in accordance with the procedures developed and prescribed by MEC. MEC staff will also conduct periodic site visits during and after deployment/installation to ensure compliance with the Agreement. The following reporting requirements will be included in MEC's Agreement with the Subrecipient:

A. Progress Reporting

Subrecipient will participate in monthly status calls with other project participants. In addition, it will submit on a quarterly basis a written progress report of activities under this Grant. The preparation of reports in a timely manner will be the responsibility of Subrecipient and failure to comply may result in the delay of payment of funds and/or termination of the Grant.

The report will refer to the status of work to be performed pursuant to this Grant, including a description of the deliverables and tasks completed during the reporting period. It will include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future Applications of project results. The report will indicate clearly whether work is proceeding according to schedule, ahead of schedule or behind schedule. If the work is behind schedule, the report must include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which will be subject to review and approval by the MEC prior to implementation.

Subrecipient will produce and submit to MEC a project completion report that provides a technical account of the total work performed and contains a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology implementation of the project and shall include a financial status summary outlining expenditures.

Through the life of the project, Subrecipient will track performance metrics of deployed and installed equipment, including fuel volume used and/or dispensed, successes and problems encountered, and lessons learned.

B. Annual Reporting

After the project concludes and through the life of the vehicles and/or deployed/installed equipment, Subrecipient will track and report to MEC on an annual basis performance metrics of deployed and installed equipment, including fuel volume used and/or dispensed, successes and problems encountered, and lessons

learned. This data and information will aggregate with our Clean Cities Annual Report to help justify program funding to the Clean Cities network nationwide.

Subrecipient must also maintain equipment on property registry, provide disposition information to MEC, and allow MEC access on at least a bi-annual basis to verify equipment through site visits until such time as the equipment has a fair market value of less than \$5,000.

C. Payments

The following payment procedures will be included in MEC's Agreement with the Awarded Applicant (Subrecipient):

Payments must be made in accordance with the provisions set forth in the Grant. MEC will pay Subrecipient the reasonable, allocable, and allowable costs for equipment installed based on satisfactory monthly progress and required documentation of the work defined in the Grant, as determined by MEC.

The Subrecipient will be compensated only for equipment installed by the Subrecipient and accepted by MEC pursuant to the terms of the Grant. Payment will also be contingent upon MEC's timely receipt and acceptance of the required reports described herein.

The Subrecipient will be reimbursed based on the submission of a Request for Payment and an Invoicing Report form provided by MEC providing a detailed account of the amount of costs, including receipts/invoices, incurred relating to line items per the project budget. MEC will withhold payment of the final ten percent (10%) of the total amount until the Subrecipient has submitted, and MEC has accepted, all required narrative and financial progress reports enumerated in the Grant and Agreement.

X. For more information

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